

60. REGISTRATION OF CANINES***DESCRIPTION of the SERVICE :***

The Canine Registry Book will contain the pertinent information of all pet dogs with ages of three (3) months and above in the City of Lipa, registered and vaccinated to support the implementation of RA-9482 or the Anti Rabies Act of 2007

REQUIREMENTS :

- * Vaccination record of the dog (if available)
- * Personal appearance of the owner

FEE:

- * No fee

PROCEDURE :

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN- CHARGE
1. Receives request for dog registration thru phone call, or in person by the owner or by a barangay official	4 minutes	CRISTY RAMIREZ <i>Admin. Aide IV</i> MARIGOLD MANALO <i>Veterinarian II</i>
2. Receives the request and verifies last record of vaccination	4 minutes	CRISTY RAMIREZ <i>Admin. Aide IV</i> MARIGOLD MANALO <i>Veterinarian II</i>
3. Advises client their tentative schedule of registration and Anti Rabies (ATR) vaccination	10 minutes	CRISTY RAMIREZ <i>Admin. Aide IV</i> MARIGOLD MANALO <i>Veterinarian II</i>

STEPS	PROCESSING/ RESPONSE TIME	PERSON- IN- CHARGE
4. Sends confirmation letter indicating the date, time and areas	Day after filing the request	MARIGOLD MANALO <i>Veterinarian II</i> CRISTY RAMIREZ <i>Administrative</i> <i>Aide IV</i>
5. In case of walk-in clients: a. Receives the vaccination records of the dog/s b. Veterinarian on duty checks the dog/s c. Interviews the client on the details of the dog d. CVO personnel in-charge of canine registration enters the details of the dog, issues the dog registry number and corresponding dog collar e. Animal Health Division (AHD) personnel administers the Anti-Rabies (ATR) under the supervision of the veterinarian on duty	30 minutes	