

63. REGISTRATION OF OWNERSHIP OF ANIMALS***DESCRIPTION of the SERVICE:***

Registration of large animals (cow, horse and carabao) to establish Ownership.

REQUIREMENTS :

- * Foaling slip issued by the National Stud Farm for horses only and Deed of Sale, if any
- * Proof of registration of the horse from the National Stud Farm

FEE:

- * Php 75.00

PROCEDURE :

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN-CHARGE
1. Receives and reviews the requirement submitted	5 minutes	LARRY TOLEDO <i>Rev. Collection Clerk</i> CORAZON MADRID <i>Admin. Aide IV</i>
2. Processes the document and advises the applicant to pay the corresponding fee	5 minutes	LARRY TOLEDO <i>Rev. Collection Clerk</i> CORAZON MADRID <i>Admin. Aide IV</i>
3. Client pays the registration fee		
4. Issues Certificate of Registration of Ownership	3 minutes	LARRY TOLEDO <i>Rev. Collection Clerk</i> CORAZON MADRID <i>Admin. Aide IV</i>