

**66. RELEASE OF IMPOUNDED DOGS*****DESCRIPTION of the SERVICE :***

Identification of ownership and release of impounded dogs.

***REQUIREMENT:***

- \* Personal appearance of the pet owner at the Office of City Veterinarian

***FEE:***

- \* As per Special Ordinance No. 5 Series of 2000 , payment of the fine of Php 200.00 on the same day the dog is impounded and retrieved and an additional penalty of
  - Php 50.00 -1st day of confinement
  - 75.00 -2nd day
  - 100.00 - 3 rd day

***PROCEDURE :***

<b>STEPS</b>	<b>PROCESSING/ RESPONSE TIME</b>	<b>PERSON- IN- CHARGE</b>
1. Attends to the request for the release of impounded dog.	45 minutes	ELIGIO PEREZ <i>Pound Keeper I</i> BILLY JAVIER <i>Veterinary Aide II</i>
2 Conducts interview		ELIGIO PEREZ <i>Pound Keeper I</i>
3. Client shows proof of ownership and pays the penalty/fine.		CLIENT

STEPS	PROCESSING/ RESPONSE TIME	PERSON- IN- CHARGE
4. Registers the dog in the canine registry book and issues the corresponding registry number and dog collar		MARYGOLD MANALO CRISTY RAMIREZ <i>Administrative Aide IV</i>
5. Checks the condition of the dog and administers the ATR Vaccine	45 minutes	MARYGOLD MANALO CRISTY RAMIREZ <i>Administrative Aide IV</i>
6. Releases the impounded dog to the owner		