

**57. REQUEST FOR TREATMENT OF ANIMAL DISEASES*****DESCRIPTION of the SERVICE:***

One of the main functions is to control, cure and eradicate all forms of animal diseases. Animal owners can always request such services for free at the same office.

***REQUIREMENTS:***

- \* Written or verbal request

***FEE:***

- \* No fee

***PROCEDURE :***

<b>STEPS</b>	<b>PROCESSING/ RESPONSE TIME</b>	<b>PERSON- IN- CHARGE</b>
1. Receives and evaluates written or verbal request	5 minutes	BILLY JAVIER <i>Veterinary Aide II</i> MARIGOLD MANALO <i>Veterinarian II</i>
2. Conducts on site visit and apply necessary medication and/or advice	15 minutes	MARIGOLD MANALO <i>Veterinarian II</i>
3. Conducts follow up visit, if necessary	10 minutes	
4. Records the case and reports to veterinarian in-charge	5 minutes	BILLY JAVIER <i>Veterinary Aide II</i> MARIGOLD MANALO <i>Veterinarian II</i>