

64. TRANSFER OF OWNERSHIP OF ANIMALS***DESCRIPTION of the SERVICE :***

Recording of the sale of animals and establishment of new ownership.

REQUIREMENT:

- * Certificate of ownership of previous owner

FEE:

- * Php 50.00

PROCEDURE :

| STEPS | PROCESSING/ RESPONSE TIME | PERSON-IN-CHARGE |
|---|--------------------------------------|--|
| 1. Issues application form to be filled up by the applicant | 5 minutes | LARRY TOLEDO <i>Revenue Collection Clerk II</i> |
| 2. Verifies the Certificate of Ownership and Deed of Sale presented by the client | 10 minutes | CORAZON MADRID <i>Administrative Aide IV</i> |
| 3. Prepares the Certificate of Transfer of Ownership | 15 minutes | |
| 4. Pays the transfer of ownership fee | 4 minutes | |
| 5. Issues the Certificate of Transfer of Ownership | 4 minutes | |