

Securing Livestock Health Certificate

This certificate is issued prior to transport of animals to other municipalities affirming that there are no incidents of Swine fever in the Locality.

Office or Division:	Office of Agriculture			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client ;G2G-Government to Government Agency			
Who may avail:	Residents of Burgos, La Union			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on logbook and state purpose of visit	1. Request client to register on logbook	none	3 minutes	<i>Agricultural Technologist/MAO Agriculture's Office</i>
2. Undergo interview with the staff	2. Interview client to determine the kind of assistance needed 2.1 Prepare certification with signature of the MAO	none	10 minutes	<i>Agricultural Technologist/MAO Agriculture's Office</i>
3. Bring certification to the Treasury Office for	4. Receive payment, issue	Certification Fee- P50	5 minutes	Revenue Collection

payment of certification fees and affixing dry seal	official receipt, and affix dry seal	Documentary Stamp-P30		Clerk/ Mun. Treasurer Treasury Office
	TOTAL	P80.00	18 minutes	