

## 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.

The client must bring PERMIT TO TRAVEL from Barangay.

<b>Office or Division:</b>	Office of Agriculture			
<b>Classification :</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client ;G2G-Government to Government Agency			
<b>Who may avail:</b>	Residents of Burgos La Union			
<b>CHECKLIST OF REQUIREMENTS</b>	WHERE TO SECURE			
<b>None</b>	None			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register on logbook and state purpose of visit	1. Request client to register on logbook	none	3 minutes	<b>Bryan Aromin or Ofelia Llarenas</b> <i>Agricultural Technologist</i> <b>Florina P. Delos Reyes</b> <i>M.A.O. 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	<p><b>Ofelia M. Llarenas</b> <i>Agricultural Technologist</i></p> <p><b>Florina P. Delos Reyes</b> <i>M.A.O.</i></p> <p><i>Agriculture's Office</i></p>
3. Bring certification to the Treasury Office for payment of certification fees and affixing dry seal	3. Receive payment, issue official receipt, and affix dry seal	Certification Fee-P70 Documentary Stamp-P30	5 minutes	<p><b>Edison Quezada</b> <i>Revenue Collection Clerk</i></p> <p>Treasury Office</p>
	<b>TOTAL</b>	<b>P100.00</b>	<b>18 minutes</b>	