

CITY VETERINARY OFFICE

2/F Engineering Building Gil Fernando Ave. corner Aquilina St., Sto.Niño,Marikina City
 Department Head: Dr. Manuel C. Carlos
 Tel. No.: 475-4719



Services Offered: Dog & Cat Registration & Anti Rabies Vaccination

No.	Client Step	Office / Person Responsible	Location of Office	Processing Time
1	Secure application form at City Veterinary Office	Sol Eugenio/ Angelito Punzalan	2nd Floor Eng'g Building Agora Complex, Paliparan Sto. Nino	10-15 minutes
2	Fill – out all details in the application form			
3	Complete the documents required			
4.	Submit all the documents and filled – out application form and ask for an Order of payment at the City Veterinary Office			
5.	Pay at the Cashier and return the receipt at the City Veterinary Office			
6.	Get the copy of registration together with the Official receipt and dog tag			
7	For Anti-rabies vaccination, bring your pet dog & cat at dog pound after registration For Vaccinated already, submit a photo copy of certificate of vaccination at the city veterinary office			
END OF TRANSACTION				

Services Offered: Meat Registration

	Client Step	Office / Person Responsible	Location of Office	Processing Time
1	Present BPLO Form in securing meat registration	Sol Eugenio	2nd Floor Eng'g Building Agora Complex, Paliparan Sto. Nino	10-15 minutes
2	Ask for an Order of payment at city veterinary Office			
3	Pay at the Cashier and return the Official Receipt at City Veterinary Office			
4.	Get the copy of certificate of registration and official Receipt at City Veterinary Office			

Services Offered: Meat Handler’s ID

	Client Step	Office / Person Responsible	Location of Office	Processing Time
1	Secure Application form at city veterinary office	Sol Eugenio	2nd Floor Eng’g Building Agora Complex, Paliparan Sto. Nino	10-15 minutes
2	Fill – out all the details in the application form			
3	Complete the documents required			
4.	Submit all the document and fill – out application form and ask for order of payment at the city veterinary office			
5.	Pay at the cashier and return the receipt at city veterinary office			
6	Get the copy of Handlers I.D. application form together with official receipt			
END OF TRANSACTION				

REQUIREMENTS :

DOG & CAT REGISTRATION AND ANTI – RABIES VACCINATION

1. Secure and Fill – up application form at City Veterinary Office
2. Certificate of residency issued by barangay or any valid I.D.
3. Two pieces of 2x2 photo of pet owner
4. Photo of the dog 3R size (side view, whole body)
5. Certification / proof of anti – rabies vaccination
(In the absence of rabies vaccination, physical presence of the dog is required)
6. Registration Fee: php 75.00

REQUIREMENTS:

Meat Registration

1. Application form from Business Permits & Licensing Office
2. Picture of Meat Establishment (for New Business)
3. An amount of Php100.00

REQUIREMENTS :

Meat Handler’s ID

1. Secure an application form at the CVO office
2. Residence Certificate (Cedula)
3. 2 pcs of 1x1 picture
4. an amount of php 100.00

For recommendations, suggestions and complaints, contact the department head concerned or the City Personnel Office.