CITY GOVERNMENT OF MEYCAUAYAN

CITIZEN'S CHARTER

2026 (2ND EDITION)



Brgy. Saluysoy, City of Meycauayan, Bulacan
044.919.8020 / cicro@meycauayan.gov.ph
www.meycauayan.gov.ph

OFFICE OF THE CITY VETERINARIAN

External Services

1. Butcher and Meat Handler's License Issuance

Only licensed butchers are allowed to slaughter animals in the accredited slaughterhouse and locally registered Poultry Dressing Plants (PDP) of the City. They are taught of the importance of humane animal slaughter that is consistent to R.A. 8485 or the Animal Welfare Act of 2007. Furthermore, this ensures that the person handling the meat is free from any communicable diseases that may contaminate the meat.

Office or Division:	OFFICE OF THE CITY VETERINARIAN
Classification:	Simple
Type of Transaction:	G2C - Government to Client
Who may avail:	Butchers and Meat Handlers

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Drug Free Report (Original) (for butchers only)	Authorized Drug testing institution
2. National Police Clearance (Original & 1 Photocopy) (for butchers only)	Philippine National Police (PNP)
3. Health Card (Original & 1 Photocopy) (for both)	Office of the City Health Officer
4. Application Form (for both)	Office of the City Veterinarian
5. 1x1 I.D. Picture (for both)	
Additional Requirements for Renewal	
1. Certificate of Attendance in Butchers/Meat Handler's Seminar (1 Photocopy)	Office of the City Veterinarian
2. Expired Butcher/Meat Handler's License	Office of the City Veterinarian

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Accomplish the Application Form and submit all the requirements	1.1 Review the application form and requirements for completeness 1.2 Mark complete on the provided space on the application form if all requirements are fulfilled 1.3 Issue an order of payment for applicants *with complete remarks* 1.4 If incomplete, mark the same on the space provided on the application form	None	40 minutes	Veterinarian I Office of the City Veterinarian

	1.5 Return the submitted requirements to the applicant and state the reason for the action			
2. Proceed to the Cashier's window and pay the required fees. Secure Official Receipt	2.1 Receive payment 2.2 Issue an Official Receipt	Php 300.00 Chapter IV Sec. 15 of City Ordinance No. 2012-005 Meycauayan City Veterinary Code Article N Sec 260 of C.O 2017-031 Revised Revenue Code	15 minutes	Senior Administrative Assistant I Administrative Assistant V Administrative Aide I Office of the City Treasurer
3. Present the Official Receipt	3.1 Prepare the Butcher/Meat Handler's License for signature of the City Veterinarian. 3.2 Record details in the logbook	None	20 minutes	Veterinarian I Office of the City Veterinarian
4. Sign in the logbook and receive the Butcher/Meat Handler's License	4.1 Release the Butcher/Meat Handler's License	None	5 minutes	Veterinarian I Office of the City Veterinarian
	TOTAL	**Php 300.00**	**1 hour 20 minutes**	

2. Anti Rabies Vaccination for Walk-In Dog/Cat

Rabies is a fatal but a vaccine-preventable disease. RA 9482 or Anti Rabies Act of 2007 requires all pet animals to be vaccinated against Rabies. This is in line with our Vision of a Rabies-Free City of Meycauayan.

Office or Division:	OFFICE OF THE CITY VETERINARIAN
Classification:	Simple
Type of Transaction:	G2C - Government to Client
Who may avail:	Dog/Cat Owners

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Smart phone with valid sim card	Provided by client
2. Dog/Cat	None
3. Client's Valid ID	UMID Card, Driver's License, Postal, National, Pag Ibig, Student and Company ID

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Bring the pet, present ID and online account of owner	1.1 Verify the ID and online account of pet owner; 1.2 If the owner has no account, the staff will assist in creating an account.	None	20 minutes	Veterinarian I Office of the City Veterinarian
2. Properly restrain the pet	2.1 Assess pet using the Pet Health Checklist 2.2 Put an Apparently Healthy remark on the findings on the Pet Health Checklist if pet is visibly healthy and is of age required by law to receive the vaccine 2.3 Put an Apparently healthy with INT remark for pets with minor infirmities not considered infectious and is of age required	None	30 minutes	City Veterinarian Veterinarian I Office of the City Veterinarian

	by law to receive the vaccine 2.4 Put Deferred remark for pet that is visibly sick and does not meet the required age 2.5 The remark shall be the basis for the recommendation of vaccination stated on the Pet Health Checklist 2.6 Only those with Apparently healthy and Apparently healthy with INT remarks shall be vaccinated against Rabies			
3. Properly restrain the pet	3.1 Administer the vaccine 3.2 Give post-vaccination instructions	None	10 minutes	City Veterinarian Veterinarian I Administrative Aide III Office of the City Veterinarian
4. Present the E health Card of pet vaccinated	4.1 Scan the QR Code on the pet's E health card and confirm entry of vaccine details 4.2 Verify the entry of the vaccine on the owner's account. 4.3 Present the Vet Verified E health card to owner.	None	10 minutes	Veterinarian I Office of the City Veterinarian
	TOTAL	**None**	**1 hour 10 minutes**	

3. Impounded Pet/Animal Release

Stray animals are prohibited on public places such as roads, streets, public areas, and other similar places under RA 8485 (Animal Welfare Act of 1998) and City Ordinance 2012-05 (Meycauayan City Veterinary Code).

Office or Division:	OFFICE OF THE CITY VETERINARIAN
Classification:	Simple
Type of Transaction:	G2C - Government to Client
Who may avail:	Owners of Impounded Pet/Animal

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Client's Valid ID	UMID Card, Driver's License, Postal, National, Pag Ibig and Company ID

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present valid ID	1.1 Verify ID presented. 1.2 Check the impounding report. 1.3 Accompany the owner to identify their pet	None	20 minutes	Administrative Aide I Office of the City Veterinarian
2. Pay the required fees. Secure Official Receipt	2.1 Receive payment. 2.2 Issue an Official Receipt	Php 500.00 Chapter VI Art 3 Sect. 41 of City Ordinance No. 2012-005 Meycauayan City Veterinary Code Article E Sect 212 of City Ordinance 2017-031 Revised Revenue Code	5 minutes	Administrative Aide I Office of the City Veterinarian

3. Provide details asked upon registration and sign	3.1 Register the details of impounded animal and owner to the Dog/Cat Registry Database Form	None	10 minutes	Administrative Aide I Office of the City Veterinarian
4. Receive and restrain the pet	4.1 Release impounded animal 4.2 Vaccinate against Rabies 4.3 Give endectocide parenterally	None	30 minutes	Administrative Aide I Office of the City Veterinarian
5. Sign on the Logbook of released animal and receive issued vaccination card	3.1 Record the details of released animal, place of capture and OR number on the logbook of released animals 3.2 Issue vaccination card	None	10 minutes	Administrative Aide I Office of the City Veterinarian
	TOTAL	**Php 500.00**	**1 hour 15 minutes**	

4. Veterinary Health Certificate Issuance for Travel

Veterinary Health Certificate is requested mainly for the purpose of shipping companion animals. This ensures that the pet dog/cat is vaccinated against Rabies prior to shipment.

Office or Division:	OFFICE OF THE CITY VETERINARIAN
Classification:	Simple
Type of Transaction:	G2C - Government to Client
Who may avail:	Dog/Cat Owners

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Updated Vaccination Card or E Health Card	Office of the City Veterinarian, Licensed Veterinarian/Clinic
2. Client's Valid ID	UMID Card, Driver's License, Postal, National, Pag Ibig and Company ID
3. Smart phone with valid sim card	Provided by client
4. Dog/cat	None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present ID and updated vaccination card/E health card. Accomplish the Client & Pet's Data Slip	1.1 Verify the ID and vaccination card/E health card 1.2 Inquire the client on the date of travel and destination 1.3 Provide Client & Pet's Data Slip	None	10 minutes	City Veterinarian Veterinarian I Office of the City Veterinarian
2. Properly restrain the pet	2.1 Assess pet using the Pet Health Checklist 2.2 Put an Apparently Healthy remark on the findings on the Pet Health Checklist if pet is visibly healthy 2.3 Put an Apparently healthy with INT remark for pets with minor infirmities not considered infectious	None	30 minutes	City Veterinarian Veterinarian I Office of the City Veterinarian

	2.4 Put Deferred remark for pet that is visibly sick 2.5 The remark shall be the basis for the recommendation of issuance of Veterinary Health Certificate stated on the Pet Health Checklist 2.6 Only those with Apparently healthy and Apparently healthy with INT remarks shall be issued an order of payment			
3. Proceed to Cashier's window and pay the required fees. Secure Official Receipt	3.1 Receive payment 3.2 Issue an Official Receipt	Php 50.00 Chapter IV Article A Sec 303 Letter O Veterinarian's Fees of the Revised Revenue Code	15 minutes	Senior Administrative Assistant I Administrative Assistant V Administrative Aide I Office of the City Treasurer
4.Present the Official Receipt	4.1 Receive the Official Receipt 4.2 Prepare the Veterinary Health Certificate in duplicate form 4.3 Affix with dry seal	None	10 minutes	Veterinarian I Office of the City Veterinarian
5. Sign received on the duplicate copy	5.1 Release the Veterinary Health Certificate	None	5 minutes	Veterinarian I Office of the City Veterinarian
	TOTAL	**Php 50.00**	**1 hour & 10 minutes**	

5. Microchip Implantation for Dogs

Microchipping is the implantation of a radio frequency identification device (RFID) on dogs that contains a unique identification number.

Office or Division:	OFFICE OF THE CITY VETERINARIAN
Classification:	Simple
Type of Transaction:	G2C - Government to Client
Who may avail:	Dog Owners

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Client's valid ID	UMID Card, Driver's License, Postal, National, Pag Ibig, Student and Company ID
2. Smart phone with valid sim card	Provided by client
3. Dog	None

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present the owner's valid ID, online account and dog's vaccination card/E health card	1.1 Verify the client's ID 1.2 Verify the dog's vaccination card/E health card and age 1.3 Verify the online account of pet owner 1.4 If the owner has no account, the staff will assist in creating an account.	None	10 minutes	Veterinarian I Office of the City Veterinarian
2. Properly restrain the pet	2.1 Assess pet using the Pet Health Checklist 2.2 Put an Apparently Healthy remark on the findings on the Pet Health Checklist if pet is visibly healthy 2.2 Put an Apparently healthy with INT remark for		30 minutes	City Veterinarian Veterinarian I Office of the City Veterinarian

	pets with minor infirmities not considered infectious 2.3 Put Deferred remark for pet that is visibly sick, no anti rabies vaccination and less than 6 months of age 2.4 The remark shall be the basis for the recommendation of implantation of microchip on the Pet Health Checklist 2.5 Only those with Apparently healthy and Apparently healthy with INT remarks shall be microchipped			
3. Properly restrain the dog for microchipping	3.1 Implant microchip 3.2 Scan to verify number and placement of microchip 3.3 Scan the QR Code of the microchip using the owner's smart phone 3.4 Give post implantation instructions	None	20 minutes	City Veterinarian Veterinarian I Office of the City Veterinarian
	TOTAL	**None**	**60 minutes**	