

3. PROVIDING ANTI-RABIES VACCINES

Office or Division:	Office of Veterinary Services			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizen			
Who may avail:	Owners of Dogs and Cats within San Juan City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly Accomplished Animal Registration Certificate		Office of Veterinary Services		
Pet animals (Dogs and Cats) At least 3 months old				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Owners of dogs and cats within the city of San Juan is required to present animal for initial check up	Assistant City Veterinarian or City Veterinarian assess the condition of pet animal brought and gives recommendations on deworming and vaccination schedule	None	10 Minutes	Veterinarian on Duty
Owners are given registration form to complete animal registration	OVS staff issues copy of registration form to owner	None	5 Minutes	OVS Staff
	Upon examination of animal and it is rendered fit for vaccination will be given anti-rabies vaccines	None	5 Minutes	Veterinarian on duty

END TRANSACTION