

**6. REGISTRATION/RENEWAL OF THE FOLLOWING: MEAT ESTABLISHMENT-  
MEAT DEALER/STALL OWNER-BUTCHER/MEAT HANDLER-VETERINARY  
CLINIC-RESTAURANT/LECHON MANOK HOUSES.**

<b>Office or Division:</b>	<b>Office of Veterinary Services</b>			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to citizen			
<b>Who may avail:</b>	Meat Establishment Meat Dealer/ Stall Owners Meat Delivery Van Butcher/Meat Handler Restaurant Establishment Veterinary Clinic			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Police Clearance 2. Health Certificate 3. Cedula ( CTC) 4. Business Permit photo copy ( Meat Dealer) 5. Sanitary Permit photo  For Meat Delivery Van/ Trucks:  1. Photocopy of O.R/C.R 2. Photo of Vehicle <ul style="list-style-type: none"> <li>❖ Front View</li> <li>❖ Side View</li> <li>❖ Back view w/ Door Closed</li> <li>❖ Inside View</li> </ul>		PNP San Juan Office City Health Department City Treasury Department BPLO  City Health Department		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Client must present complete requirements upon application of establishment	1. OVS staff checks database if the said establishment is previously registered and has complete requirements for the renewal or initial registration to the Office of Veterinary Services database.	None	10 Minutes	OVS Staff
	2. OVS staff issues Order of Payment	None	5 Minutes	OVS Staff

	Depending on the establishment			
Client pays for the prescribed registration fee	3. Receive payment and issue receipt	Butcher`s Fee P 100.00 Meat Dealer Fee P 200.00 Delivery Van/Truck P 50.00	5 Minutes	City Treasury Department
Client presents copy of Official Receipt to OVS staff for reference	4. OVS staff files copy of O.R. and prepares Veterinary Clearance Certificate		5 Minutes	OVS Staff
	5. OVS staff releases Vet Clearance Certificate upon signing of the City Veterinarian		1 Minute	OVS Staff

**END OF TRANSACTION**