

BRANDING OF LARGE ANIMALS (CATTLE AND CARABAO)

Schedule of Availability of Service:

Monday - Friday

8:00 am – 5:00 pm without noon break

Who May Avail of the Service:

Farmers/Animal Owners

What are the Requirements:

Mother Title of the animals to be branded, Registered Branding Iron, Community Tax Certificate

Duration:

3 weeks

How to Avail of the Service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN CHARGE	FEES	FORM
1	Accomplish Customer Information Sheet (CIS)	Assess CIS and ask client the mother title of the animal to be branded	5 minutes	Dr. Lolita Agustin and Dr. Evelyn Fulgencio		Customer Information Sheet
2	Provide the registered branding iron	Branding and record the animal data	2 hrs	Dr. Lolita Agustin and Dr. Evelyn Fulgencio		Brandine form
3	Pay to the animal technician	Record the animal data a(Office copy) and forward it(payment and animal data) to the treasurers office for processing of documents	2 weeks	Victor Mauro, Rommel Padolina, Joel Santelices, Eduardo Gabriel	P50/animal	
4	Present Community Tax Certificate and get the Document	Release the document	10 minutes	Dr. Lolita Agustin and Dr. Evelyn Fulgencio		
END OF TRANSACTION						