

1. RELEASE OF IMPOUNDED/APPREHENDED ANIMAL ACCORDING TO ANIMAL SANITATION / DISEASE AND NUISANCE AND CONTROL.

Office or Division:	Office of Veterinary Services			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizen			
Who may avail:	Owners of impounded animals			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Animal Registration Certificate		Office of Veterinary Services		
Updated Anti-Rabies Vaccination		Office of Veterinary Services		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Owners of registered impounded animals are required to present animal registration certificate with anti-rabies vaccination certificate	OVS staff checks database if impounded animal is registered and has updated vaccines to the Office of Veterinary Services database.	None	5 Minutes	OVS Staff
Owners are issued order of payment for fines and proceeds to City Treasury for payment	OVS staff issues Order of Payment Depending on the penalty incurred, contacts the City Animal Pound for identification of caught animal	See below	10 Minutes	City Treasury Department
Animal is released upon presentation of paid receipt and a written promissory letter that the owner will be more responsible on his/her pet animals in the future.	Assistant City Veterinarian checks all requirements and the animal is released upon presentation of paid receipt and written promissory letter.	None	30 Minutes	Veterinarian on duty

a.) Stray & roaming animals on public places.

Cow and Carabao , Pig,Dogs, Cats	One Thousand Pesos (1,000.00)
Other Domestic Animals	Eight Thousand Pesos (800.00)

Additional One Hundred Pesos (100.00) for second time offenders/recidivists.

Abandonment fee for Dog and Cats	Two Hundred Pesos (200.00)
----------------------------------	----------------------------

b.) Urinating and defecation of animals on public places.

First Offense ; A fine of One Thousand Pesos (1,000.00)
Second Offense : A fine of One Thousand Pesos (1,000.00)
Third Offense “ A fine of Three Thousand Pesos (3,000.00) or
imprisonment upon the court’s discretion.

c.) Dumping of carcass (dead animals in drainage, canal etc.)

- c.1. Owners of dead animals are required to properly bury/dispose of their pets carcass either within their premises or avail of the facilities of a crematorium.
- c.2. Proper disposal of the animal carcass may be also coordinated with Waste Management Office after paying the prescribed fee.
- c.3. A penalty of Five Thousand Pesos (5,000.00) for every instance of violation thereafter.

First Offense ; A fine of Five Hundred Pesos (500.00)
Second Offense : A fine of One Thousand Pesos (1,000.00)
Third Offense “ A fine of One Thousand Five hundred Pesos (1,500.00)
or imprisonment upon the court’s discretion.

d) Non Contact Apprehension (Video Taking) on pets caught straying /roaming/defecating on public places.

First Offense ; A Warning
Second Offense : A fine of Five Hundred Pesos
Third Offense : A fine of One Thousand Pesos (1,000.00) with 2 days imprisonment and confiscation of pets.

e) Nuisance

First Offense : A Warning
Second Offense : A fine of One Thousand Pesos (1,000.00)
Five hundred Pesos (500.00) per head whichever is
higher
Third Offense : A fine of Three Thousand Pesos (3,000.00) and
confiscation of pets.
(No bail)

END OF TRANSACTION