



### 13. Facilitation of Animal Dispersal

In order to help increase food animal population and to provide alternative sources of meat and protein, distribution of different species of food animals is being undertaken.

**Office or Division:** Office of the Provincial Veterinarian / Animal Production and Extension Services Division

**Classification:** Highly Technical

**Type of Transaction:** G2C - Government to Citizen

**Who may avail:** All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Endorsement from LGU 2. Cedula 3. ID Picture 4. Photocopy of valid ID with 3 specimen signatures 5. Sinumpaang Pagsasawaga sa Pag-aalaga ng Hayop	1. MLGU (Municipal Agriculture Office/Municipal Veterinary Office/City Veterinary Office) 2. Barangay Council Office 3. Beneficiary 4. Beneficiary 5. Office of the Provincial Veterinarian



CLIENT'S STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1.1 Prepares and submits project proposal and purchase request 1.2 Facilitates the approval and signing of Memoranda of Agreement 1.3 Coordinates with MLGU regarding the program	None	10 days	<i>Agricultural Center Chief I</i> Animal Production and Extension Services Division
2. None	2. Receives the list of beneficiaries from MLGU	None	1 day	<i>Agricultural Center Chief I</i> Animal Production and Extension Services Division
3.1 Prepares and submits cedula, ID picture and photocopy of valid ID with 3 specimen signatures 3.2 Signs the Sinumpaang Pagsasagawa sa Pag-aalaga ng Hayop	3.1 Validates the documents submitted by the beneficiaries 3.2 Conducts social preparation seminar to beneficiaries 3.3 Facilitates the distribution of animals to beneficiaries	None	1 day	<i>Agricultural Center Chief I</i> Animal Production and Extension Services Division
<b>TOTAL:</b>		<b>None</b>	<b>12 days/LGU</b>	