



CITY MEAT INSPECTION SERVICE DIVISION

Procedural Manual

REGISTRY SECTION
Issuance of Veterinary Clearance and licenses

Office or Division	City Meat Inspection Service Division			
Classification	simple			
Type of Transaction	G2C			
Who may avail	All meat shop operators, livestock dealers, concessionaires, butchers, meat handlers, food establishments, canteens			
Checklist of requirement		Where to secure		
Registration		Office of the City Veterinarian		
Picture of establishment/meat transport vehicle		Client		
Number of employed personnel		Client		
BAI registration of vet clinic/hospital		Bureau of Animal Industry		
BMB-DENR certificate of wildlife registration		DENR		
Health certificate		City Health Office		
Police/NBI clearance		Police/NBI office		
Drug test for butcher		OSMUN		
Meat handlers seminar		Office of the City Veterinarian		
Client steps	Agency Action	Fees to be paid	Processing time	Person responsible
Client will be asked for required documents (veterinary clearance of the ff: supermarket meat, poultry, fish concessionaires, hotels, slaughterhouses, processing, cold storage)	Receive the required documents and check for completeness	PHP 500 for initial application or renewal	15 mins	Meat inspector
required documents (veterinary clearance of the ff: Lechunan, meat,	Receive the required documents and check for completeness	PHP 200 for initial application or renewal	15 mins	Meat inspector

poultry, aquatic product shops, catering services, veterinary clinics, pet shops, animal service businesses, supplies, grooming, breeding animals) will be checked				
required documents (meat dealer, processor, operator) will be checked	Receive the required documents and check for completeness	PHP 500 for initial application or renewal	15 mins	Meat inspector
Bring required documents (meat handlers, dresser, cutter, butcher, vendor license)	Receive the required documents and check for completeness	PHP 200 for initial application or renewal	15 mins	Meat inspector
required documents (meat transport vehicle) will be passed and checked	Receive the required documents and check for completeness	PHP 200 for initial application or renewal	15 mins	Meat inspector
payment	Receive payment		10 mins	Revenue collector
Issuance of receipt	Issues receipt	none	10 mins	Revenue collector
Issuance of certificate/license	Release of certificate/licenses	none	30 mins	Meat inspector
Total		Depending on application	55 mins	

MEAT ESTABLISHMENT MONITORING SECTION
Establishment monitoring

Office or Division:	CMIS			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Supermarkets, flea markets, restaurants, hotels, eatery, public markets			
Checklist of requirements:		Where to secure:		
Veterinary clearance, meat handlers' licenses		Office of the City Veterinarian		
Client steps	Agency action	Fees to be paid	Processing time	Person responsible
Client will be asked for required documents	Inspectors asks for veterinary clearances and meat handlers' licenses	none	arbitrary	Meat inspector
Client will be asked for required documents	Receive clearances and required documents (MIC, COMI) and check for completeness	none	10 mins	Meat inspector
Fill up monitoring sheet of inspection	Inspect facilities and meat	none	10 mins	Meat inspector and client
Total			20 mins	

Ante Mortem and Slaughterhouse monitoring

Office or Division	CMIS			
Classification	simple			
Type of Transaction	G2C			
Who may avail	Slaughterhouse			
Checklist of requirements		Where to secure		
Veterinary health certificate Shipping permit Meat transport vehicle clearance		client		
steps	MI Action	Fees to be paid	Processing time	Person responsible
Examination prior to slaughter	Same day examination to be observed 6 hrs. prior to slaughter	none	Arbitrary	Meat inspector
Dealer to present checklist requirements	Receive the required documents and check for completeness	none	15 mins	Meat inspector
	Issue MIC	none	15 mins	Meat inspector
Total:			30 mins	

Post abattoir monitoring inspection

Office or Division	CMIS			
Classification	simple			
Type of Transaction	G2C			
Who may avail	Public market, supermarkets, flea markets			
Checklist of requirements		Where to secure		
Meat transport vehicle clearance		Office of the City Veterinarian		
Client steps	Agency Action	Fees to be paid	Processing time	Person responsible
Dealers to submit permits for inspection	Inspectors asks for veterinary clearances and meat handlers' licenses	none	arbitrary	Meat inspector
	Receive clearances and required documents (MIC, COMI, , meat transport vehicle clearance) and check for completeness	none	arbitrary	Meat inspector
	Inspect facilities and meat		10 mins	Meat inspector
Total			10 mins	