



Republic of the Philippines Province of Bohol Municipality of Loon	Doc. Code:
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Document Title	CITIZEN'S CHARTER
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VISION: A socioeconomically developed town with empowered people who nurture their heritage and sustainably manage their resources through shared and service-oriented governance
MISSION: To create a socioeconomically developed environment through sustainable management of resources and enhancement of people's capabilities for inclusive growth

MUNICIPAL ABATTOIR (ECONOMIC ENTERPRISE)

Frontline Service: Request for Slaughter Services

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MUNICIPAL ABATTOIR					
1	<ul style="list-style-type: none"> ▪ Request for slaughter services 	<ul style="list-style-type: none"> ▪ Interview client as regards kind of animal to be slaughtered 	2 min	Animal health certificate Certificate of Ownership Certificate of Transfer for large animals (carabao/cattle)		M. Justol	Municipal Abattoir
2	<ul style="list-style-type: none"> ▪ Request for assessment for payment 	<ul style="list-style-type: none"> ▪ Compute for fee based on assessment per animal to be slaughtered 	2 min	Ballpen and calculator Assessment forms Credential document for large animals		M. Justol	Municipal Abattoir
3	<ul style="list-style-type: none"> ▪ Propose schedule (date and time) for slaughtering 	<ul style="list-style-type: none"> ▪ Inquire purpose of butchering, i.e. home or public consumption 	2 min	For public consumption: Business permit of butcher capitalist		M. Justol	Municipal Abattoir
4	<ul style="list-style-type: none"> ▪ Prepare livestock for butchering 	<ul style="list-style-type: none"> ▪ Accept the animals ▪ Inspect animals and check credential documents for large animals 	3 min	Inspection tools Butchering accessories Scalding vat Firewood		M. Justol	Municipal Abattoir
5	<ul style="list-style-type: none"> ▪ Wait 	<ul style="list-style-type: none"> ▪ Proceed with the slaughtering procedure 	10 min	Butcher's knife, container for blood bleeding		Butchers	Municipal Abattoir



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6	<ul style="list-style-type: none"> Wait 	<ul style="list-style-type: none"> Take out internal organs and conduct postmortem inspection of carcass Clean the outer and internal parts of the carcass 	5 min	Pail/basin for viscera/offal or other internal organs		M. Justol Butchers	Municipal Abattoir
7	<ul style="list-style-type: none"> Wait 	<ul style="list-style-type: none"> Prepare knives and clean inspection accessories 	3 min	Knives and hook Inspection table		M. Justol	Municipal Abattoir
8	<ul style="list-style-type: none"> Wait 	<ul style="list-style-type: none"> Weigh and brand the carcass 	3 min	Weighing scale with meat bucket Ballpen and calculator Slaughter assessment form Logbook		M. Justol	Municipal Abattoir
9	<ul style="list-style-type: none"> Receive duplicate copy of assessment form for payment 	<ul style="list-style-type: none"> Furnish duplicate copy of assessment form to client Advise client to pay at MTO or Mercado de Loon 	5 min	Duplicate of assessment form	Depends on assessment	M. Justol	Municipal Abattoir
10	<ul style="list-style-type: none"> Pay fees 	<ul style="list-style-type: none"> Issue OR to client and receive payment 	3 min	Duplicate of assessment forms	Depends on animal slaughtered	M. Arocha	MDL MTO
11	<ul style="list-style-type: none"> Ask for copy of meat inspection certificate Present OR 	<ul style="list-style-type: none"> Issue meat inspection certificate Check OR to confirm payment 	2 min	OR Meat Inspection Certificate		M. Justol	Municipal Abattoir
			40 min				