

OFFICE OF THE CITY VETERINARIAN

Slaughterhouse Complex, Merila, Ubaldo D. Laya, Iligan City

Tel No. (063) 221-6752 email : ctveterinary@gmail.com

Frontline Service : PROVIDE FREE SPAY AND NEUTER SERVICES (WALK-IN)

Availability Of The Service :

Who May Avail Of The Service : Pet Owners with male or female dog and cat

Duration : One (1) hour per animal

HOW TO AVAIL THE SERVICE?

Step	Client	Service provider	Duration of Activity	Person in Charge	Fees	Forms
1	Call or visit the office to schedule the operation	Officer of the day ask the availability of the Veterinarian, set and record the date and time of the operation.	5 minutes	Officer of the Day/Veterinarian		Record book
2	Pet owner bring their dog/cat on the scheduled date to the City Veterinarian's Office	City Vet staff prepare the surgical materials needed	5 minutes	Jlglupas		
3	Pet owner give the necessary information (name, address, age, sex, breed and species) to the assigned recorder	Assigned personnel lists the pet owner's name, address, and record the pertinent information of their animal (kind of animal, age, sex, and breed	2 minutes per client	Janzen Dalisay		Spay & Neuter Record Form
4	Signed the waiver	Fill up the necessary information in the waiver form	2 minutes	Janzen Dalisay		Waiver Form
5	Pet owner allow his dog/cat for weighing	Assigned personnel get and record the animal's weight	2 minutes	Assigned personnel		Spay & Neuter Form
6	Pet owner wait while the Veterinarian prepare the pre-anesthetics	Veterinarian prepare the pre-anesthetics	3 minutes	DrDMValera		
7	Pet owner restrain the animal for the administration of the pre-anesthetc drug	Veterinarian administer the pre-anesthetic drug	2 minutes	DrDMValera		

How to avail the service		PROVIDE FREE SPAY AND NEUTER SERVICES (WALK-IN)				
Step	Client	Service provider	Duration of Activity	Person in Charge	Fees	Forms
8	Pet owner bring their dog/cat to the shaving area	Assigned personnel shave the animal ready for neuter	3 minutes	MActub		
9	Pet owner bring the dog/cat to the surgery table	Veterinarian administer the anesthetic drug	2 minutes	DrDMValera		
10	Pet owner wait while the Veterinarian perform the operation	Veterinarian perform the operation	30 minutes	DrDMValera, DrL Quidlat, DrJACGFlor		
11	Pet owner bring the dog/cat to the recovery area and wait for the animal to wake up Pet owner receive the post-operative care advice from the Veterinarian	Veterinarian give the post-operative care recommendations	3 minutes	DMValera, Lquidlat, JACGFlor		
END OF TRANSACTION						

