

# OFFICE OF THE CITY VETERINARIAN

Slaughterhouse Complex, Merila, Ubaldo D. Laya, Iligan City  
 Tel No. (063) 221-6752 email : [ctveterinary@gmail.com](mailto:ctveterinary@gmail.com)

**Frontline service : VOLUNTARY IMPOUNDING OF PET ANIMAL/S**

**Availability of the service :** Thursdays 8AM-12AM;1PM-5PM  
**Who may avail of the service :** Any pet owning resident of the City  
**What are the requirements :** Pet owner must be really willing to surrender his pet/s and make it / them ready for picking up by the City Pound



**Duration : 35 mins.** (On the average) to a maximum of 1 hour (depending on the distance)

## How to avail of the service :

Step	Client	Service Provider	Duration of Activity	Person In Charge	Fees	Forms
1.	a. Call or visit the Office to request for assistance. b. Fill up the voluntary form  c. Noted the appointment	a. Ask and record the name of the owner and address. b. Require the pet owner to fill up the request for voluntary form and state the reason for surrendering the pet animal. c. Set the appointment and inform the client of necessary preparations.	10 mins	Pound Keeper	None	Record Book  Voluntary Form
2.	Prepare the pet to be surrendered while waiting for the City Pound personnel to pick up the pet animal.	Arrive at the appointed time and place.	5 to 10 mins	Pound Keeper		
3.	Assist in the restraint of the pet	Retrieve the pet and load it to the City Pound truck.	5 mins to 10 mins			
4.	Pay the voluntary Impounding fee to the Pound Keeper or Deputized collector	a. Receive payment and provide the client with the corresponding official receipt. b. Record the sex, color, breed, age of animal surrendered	5 mins.	Deputized Collector Pound Keeper	Php 150 per pet	a.Official Receipt b. Record Book

**End of Transaction**

