



Republic of the Philippines
QUEZON CITY COUNCIL
Quezon City
19th City Council

PO19CC-381

60th Regular Session

ORDINANCE NO. SP- **2413** S-2015

AN ORDINANCE CREATING THE VETERINARY SERVICES DIVISION INTO CITY VETERINARY DEPARTMENT, EXPANDING ITS FUNCTIONS AND PROVIDING FOR ITS ANNUAL APPROPRIATIONS.

Introduced by Councilor DONATO C. MATIAS and ANTHONY PETER D. CRISOLOGO.

Co-Introduced by Councilors Ricardo T. Belmonte, Jr., Dorothy A. Delarmente, Lena Marie P. Juico, Victor V. Ferrer, Jr., Alexis R. Herrera, Precious Hipolito Castelo, Voltaire Godofredo L. Liban III, Roderick M. Paulate, Ranulfo Z. Ludovica, Ramon P. Medalla, Estrella C. Valmocina, Allan Benedict S. Reyes, Gian Carlo G. Sotto, Eufemio C. Lagumbay, Jose Mario Don S. De Leon, Jaime F. Borres, Jesus Manuel C. Suntay, Marvin C. Rillo, Vincent DG. Belmonte, Jessica Castelo Daza, Bayani V. Hipol, Julianne Alyson Rae V. Medalla, Godofredo T. Liban II, Andres Jose G. Yllana, Jr., Allan Butch T. Francisco, Karl Edgar C. Castelo, Candy A. Medina, Diorella Maria G. Sotto, Rogelio "Roger" P. Juan, Melencio "Bobby" T. Castelo, Jr. and Ricardo B. Corpuz.

WHEREAS, Section 458 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, as amended, provides that the "Sangguniang Panlungsod is empowered to create offices and determine the powers and duties of officials, their positions, qualifications and salaries, wages, allowances and other emoluments and benefits of the officials and employees paid wholly or mainly from city funds and provide for expenditures necessary for the proper conduct of programs, projects, services and activities of the city government";

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WHEREAS, the said Local Government Code of 1991 likewise provides that "it is the policy of the state to support the local government units in their endeavor to be self-reliant and to continue exercising the powers and discharging the duties and functions currently vested upon them";

WHEREAS, there is a need to protect our consumers against banned consumer products and adulterated food, threat of animal diseases and zoonotic diseases as provided under Republic Act No 7394, otherwise known as the Consumer's Act of the Philippines;

WHEREAS, there is a need for the City Meat Inspection Service (CMIS) to establish and implement rules and regulations in the Local Government Units within its territorial jurisdiction in relation to safety and quality standards of meat and meat products; measures to ensure pure and wholesome and safe supply of meat and meat products in Quezon City; regulation and identification of meat handlers and meat brokers operating within the city; and labeling, advertising, and promotion of meat and meat products pursuant to Section 9 Rule 9.9 of the Implementing Rules and Regulations of Republic Act No 9296, otherwise known as Meat Inspection Code of the Philippines;

WHEREAS, Section 10 of the Implementing Rules and Regulations of the Meat Inspection Code of the Philippines provides that Local Government Units shall regulate the construction, management and operation of slaughterhouses, meat inspection, meat transport and post abattoir control, monitor and evaluate in accordance with national policies, procedures, guidelines, rules and regulations, quality and safety standards, as well as the delivery of basic meat inspection service and operation of meat establishments;

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WHEREAS, the said Local Government Code of 1991 likewise provides that "it is the policy of the state to support the local government units in their endeavor to be self-reliant and to continue exercising the powers and discharging the duties and functions currently vested upon them";

WHEREAS, there is a need to protect our consumers against banned consumer products and adulterated food, threat of animal diseases and zoonotic diseases as provided under Republic Act No 7394, otherwise known as the Consumer's Act of the Philippines;

WHEREAS, there is a need for the City Meat Inspection Service (CMIS) to establish and implement rules and regulations in the Local Government Units within its territorial jurisdiction in relation to safety and quality standards of meat and meat products; measures to ensure pure and wholesome and safe supply of meat and meat products in Quezon City; regulation and identification of meat handlers and meat brokers operating within the city; and labeling, advertising, and promotion of meat and meat products pursuant to Section 9 Rule 9.9 of the Implementing Rules and Regulations of Republic Act No 9296, otherwise known as Meat Inspection Code of the Philippines;

WHEREAS, Section 10 of the Implementing Rules and Regulations of the Meat Inspection Code of the Philippines provides that Local Government Units shall regulate the construction, management and operation of slaughterhouses, meat inspection, meat transport and post abattoir control, monitor and evaluate in accordance with national policies, procedures, guidelines, rules and regulations, quality and safety standards, as well as the delivery of basic meat inspection service and operation of meat establishments;

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WHEREAS, Article 274 of the Implementing Rules and Regulations of Local Government Code of 1991 provides that Local Government Units may exercise the power to levy taxes, fees or charges on any base or subject not otherwise specifically enumerated in the Rule or taxed under the provisions of the National Internal Revenue Code (NIRC), as amended, or other applicable laws provided that the taxes, fees, or charges shall not be unjust, excessive, oppressive, confiscatory, or contrary to declared national policy; provided further that the ordinance levying such taxes, fees, or charges shall not be enacted without prior public hearing conducted for the purpose;

WHEREAS, Articles 116 and 122 of the Implementing Rules and Regulations of the Local Government Code of 1991 provides for the mandatory appointment of a City Veterinarian;

WHEREAS, pursuant to Section 9, Rule 9.5 of the Implementing Rules and Regulations of the Meat Inspection Code of the Philippines, the City Veterinarian shall be the head of the City Meat Inspection Service (CMIS) and shall exercise direct supervision over meat inspection personnel of highly urbanized cities;

WHEREAS, the "Quezon City Veterinary Code" provides for the regulation of the sale of safe meat in Quezon City, proper maintenance of slaughterhouses, animal trade, regulation on pet ownership within Quezon City, creation of an intelligence network regarding zoonotic diseases, and other issues on the implementation of animal welfare;

WHEREAS, the City Veterinary Services is designated as the lead agency to implement the provisions of the "Quezon City Veterinary Code".

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF QUEZON CITY IN REGULAR SESSION ASSEMBLED:

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ARTICLE 1
TITLE AND SCOPE

SECTION 1. TITLE – *An ordinance creating the Veterinary Services Division into City Veterinary Department, which shall be separate and distinct from the Quezon City Health Department.*

The City Veterinary Department shall perform the following duties and functions:

- 1. Certify the safety and fitness of meat and aquatic food for human consumption, meat and meat products and aquatic products intended for distribution and sale within the territorial jurisdiction of Quezon City;*
- 2. Submit an annual detailed accomplishment report with the Office of the Mayor and the Sangguniang Panglungsod.*
- 3. Establish a workable disease investigation and reporting system including appraisal of animal disease intelligence network of the City;*
 - a. Prevention and control of animal communicable and transmissible diseases to humans (zoonosis)*
 - b. Regulate the keeping of domestic animals;*
 - c. Prevent, confiscate and eliminate stray, apparently ownerless animals, unregistered and uncared animals in any public place within the territorial jurisdiction of Quezon City;*
 - d. Conduct animal immunizations, animal impounding operations and nuisance, animal confiscations on public and privately owned place, promotion and implementation of animal rights and protection, in accordance with existing laws, ordinances, rules and regulations.*

- e. Conduct field patrols, animal emergency management and response activities, impoundment of animals, issuance of citations and enforcement of animal quarantine directives;
- f. Operate and manage a shelter for impounded animals, otherwise known as the Quezon City Pound;
- g. Implement a continuing program for the prevention and eradication of rabies among susceptible animals within the territorial jurisdiction of Quezon City;
- h. Undertake the delivery of technical and other logistics in the implementation of anti-rabies programs and projects;
- i. Implement the provisions of this Code and other ordinances, rules and regulations of the city in relation to the welfare of animals including in livestock, poultry and aquatic produce for human consumption;
- j. Observe and implement the provisions of the Meat Inspection Code of the Philippines (Republic Act No 9296), Animal Welfare Act (Republic Act No 8485) and other pertinent laws on meat inspection, regulation and animal welfare.

SECTION 2. ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE CITY VETERINARY DEPARTMENT
– The following shall be the Organizational Structure and Staffing Pattern of the City Veterinary Office consistent with the personnel schedule and qualification standards promulgated by the Civil Service Commission and other civil service laws, rules and regulations, and without prejudice to existing appointed regular positions as provided under Ordinance No 1373, S-2004:

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2.1 Quezon City Veterinary Department Head

NO. OF POSITIONS	POSITION TITLE	SALARY GRADE	QUALIFICATION STANDARD
1	CITY VETERINARIAN	27	Doctor of Veterinary Medicine Quezon City resident and of good moral character Five (5) years in the practice of veterinary medicine 32 hours of training in management and supervision Civil Service eligible (Professional) or equivalent RA 1080
1	ASSISTANT CITY VETERINARIAN	25	Doctor of Veterinary Medicine Quezon City resident and of good moral character Five (5) years in the practice of veterinary medicine 32 hours of training in management and supervision Civil Service eligible (Professional) or equivalent RA 1080

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2.2 Administrative Division - In charge of administrative matters of the City Veterinary Office such as, but not limited to: Personnel and human resource management; budget, supply and property management and such other administrative functions including discipline of personnel.

NO. OF POSITIONS	POSITION TITLE	SALARY GRADE	QUALIFICATION STANDARD
1	ADMINISTRATIVE OFFICER V	24	<i>Masteral Degree</i> <i>4 years in position/s involving management and supervision</i> <i>24 hours of training in management and supervision</i> <i>Career Service (Professional) Second Level eligibility</i>
1	ADMINISTRATIVE OFFICER III	18	<i>Bachelor's Degree</i> <i>2 years of relevant experience</i> <i>8 hours of relevant training</i> <i>Career Service (Professional) Second Level eligibility</i>

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1	HUMAN RESOURCE MANAGEMENT OFFICER II	15	<p><i>Bachelor's Degree</i></p> <p><i>1 year of relevant experience</i></p> <p><i>4 hours of relevant training</i></p> <p><i>Career Service (Professional) Second Level eligibility</i></p>
1	BUDGET OFFICER II	15	<p><i>Bachelor's degree relevant to the job</i></p> <p><i>1 year of relevant experience</i></p> <p><i>4 hours of relevant training</i></p> <p><i>Career Service (Professional) Second Level eligibility</i></p>
1	SUPPLY OFFICER I	10	<p><i>Bachelor's Degree</i></p> <p><i>Career Service (Professional) Second Level eligibility</i></p>
1	ADMINISTRATIVE AIDE IV (CLERK II)	4	<p><i>Completion of two years studies in college</i></p> <p><i>Career Service (Subprofessional) First Level eligibility</i></p>

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1	ADMINISTRATIVE AIDE IV (DRIVER II)	4	Elementary School Graduate Driver's License (Professional) MC 11, S-96-CAT III
1	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	3	Must be able to read and write

2.3 *Animal Care and Disease Control Division – Responsible for the prevention and control of animal communicable disease (zoonosis). Provide technical assistance to animal raisers for proper nutrition and management, promotion of animal health and welfare in conjunction with public health, establishment of workable means of investigation, surveillance, reporting and appraisal in animal disease, intelligence network and delivery of technical and other logistical requirements in the aforementioned activities.*

NO. OF POSITIONS	POSITION TITLE	SALARY GRADE	QUALIFICATION STANDARD
1	VETERINARIAN V	24	Doctor of Veterinary Medicine 4 years of relevant experience 24 hours of relevant training RA 1080

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1	VETERINARIAN IV	22	<p>Doctor of Veterinary Medicine</p> <p>3 years of relevant experience</p> <p>16 hours of relevant training</p> <p>RA 1080</p>
1	VETERINARIAN III	19	<p>Doctor of Veterinary Medicine</p> <p>2 years of relevant experience</p> <p>8 hours of relevant training</p> <p>RA 1080</p>
6	VETERINARIAN I	13	<p>Doctor of Veterinary Medicine</p> <p>1 year of relevant experience</p> <p>4 hours of relevant training</p> <p>RA 1080</p>
1	ADMINISTRATIVE AIDE IV (CLERK II)	4	<p>Completion of two years studies in college</p> <p>Career Service (Subprofessional) First Level eligibility</p>

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1	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	3	<i>Must be able to read and write</i>
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2.4 *City Pound Division – Conducts impounding of animals for the prevention and control of animal-borne diseases and physical damage caused by bites of vicious and stray dogs. In charge of rabies control and eradication through regular vaccination, registration, impounding of stray dogs, information and education campaign on rabies awareness and responsible pet ownership.*

NO. OF POSITIONS	POSITION TITLE	SALARY GRADE	QUALIFICATION STANDARD
1	VETERINARIAN V	24	<i>Doctor of Veterinary Medicine</i> <i>4 years of relevant experience</i> <i>24 hours of relevant training</i> RA 1080
1	VETERINARIAN III	19	<i>Doctor of Veterinary Medicine</i> <i>2 years of relevant experience</i> <i>8 hours of relevant training</i> RA 1080

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1	VETERINARIAN I	13	Doctor of Veterinary Medicine 1 year of relevant experience 4 hours of relevant training RA 1080
18	POUND KEEPER II	6	Elementary School Graduate
6	ANIMAL KEEPER II	6	Elementary School Graduate
1	ADMINISTRATIVE AIDE IV (CLERK II)	4	Completion of two years studies in college Career Service (Subprofessional) First Level eligibility
6	ADMINISTRATIVE AIDE IV (DRIVER II)	4	Elementary School Graduate Driver's License (Professional) MC 11, S-96-CAT III)
2	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	3	Must be able to read and write

2.5 Food Hygiene and Regulatory Division –
Conducts ante-mortem inspection of all animals intended for slaughter and performs post-mortem inspection to ensure a disease-free and wholesome meat that will be delivered to different public and private markets and other meat establishments. Ensure the maintenance of hygiene and sanitation inside and within the premises of abattoirs/slaughterhouse as well as personal hygiene of the personnel.

Conduct field inspection service whose function is involved in the enforcement of laws and city ordinances in relation to the following:

2.5.1 Meat and meat products down to the consumer level and complementing meat inspection in the slaughterhouse;

2.5.2 Fish inspection and standardization service which conducts inspection of fish and aquatic products offered for sale in all channels of trade, as well as in various fish processing facilities, its principal objective is to remove fish and fishery aquatic products that may cause food-borne diseases and intoxication, from the market;

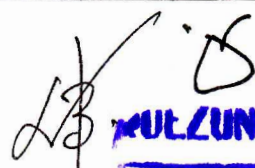
2.5.3 Milk standardization service which is responsible for prevention and control of diseases, such as brucellosis, Tuberculosis (TB) and other zoonotic diseases through the ingestion of milk and its by products.

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NO. OF POSITIONS	POSITION TITLE	SALARY GRADE	QUALIFICATION STANDARD
1	VETERINARIAN V	24	Doctor of Veterinary Medicine 4 years of relevant experience 24 hours of relevant training RA 1080
1	VETERINARIAN IV	22	Doctor of Veterinary Medicine 3 years of relevant experience 16 hours of relevant training RA 1080
1	MEAT CONTROL OFFICER II	16	Doctor of Veterinary Medicine 1 year of relevant experience 4 hours of relevant training Career Service (Professional) Second Level eligibility

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6	MEAT INSPECTOR III	11	Completion of two years studies in college 2 years of relevant experience 8 hours of relevant training Career Service (Subprofessional) First Level eligibility
6	MEAT INSPECTOR II	8	Completion of two years studies in college 1 years of relevant experience 4 hours of relevant training Career Service (Subprofessional) First Level eligibility
6	MEAT INSPECTOR I	6	Completion of two years studies in college Career Service (Subprofessional) First Level eligibility
1	ADMINISTRATIVE AIDE IV (CLERK II)	4	Completion of two years studies in college Career Service (Subprofessional) First Level eligibility

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6	MEAT INSPECTOR III	11	Completion of two years studies in college 2 years of relevant experience 8 hours of relevant training Career Service (Subprofessional) First Level eligibility
6	MEAT INSPECTOR II	8	Completion of two years studies in college 1 years of relevant experience 4 hours of relevant training Career Service (Subprofessional) First Level eligibility
6	MEAT INSPECTOR I	6	Completion of two years studies in college Career Service (Subprofessional) First Level eligibility
1	ADMINISTRATIVE AIDE IV (CLERK II)	4	Completion of two years studies in college Career Service (Subprofessional) First Level eligibility

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1	ADMINISTRATIVE AIDE (DRIVER II)	4	Elementary School Graduate Driver's License
1	ADMINISTRATIVE AIDE (UTILITY WORKER II)	3	Must be able to read and write

SECTION 3. FUNCTIONS – The following are the positions and their functions:

3.1 THE FUNCTIONS AND DUTIES OF THE VETERINARIAN V SHALL:

1. Over-all in charge on all matters and affairs pertaining to the inspection of animals to be slaughtered for human consumption and regulation of slaughterhouses.
2. Regulate and inspect poultry, milk and dairy products sold in both public and private markets as well as grocery stores.
3. Preventing meat borne zoonotic diseases (diseases of animals transmissible to human) in assuring the safety of food products derived from animals and of assisting in the maintenance of a safe environment through proper animal control, animal waste disposal and use of animal monitoring system.
4. Promote and maintain the health of food animals, exotic and zoo animals, laboratory animals, pets and other companion animals.
5. Prescribe and enforce regulation and control matters related to animal health like quarantine and veterinary drugs.
6. Perform operation, castration and cosmetic surgeries on both food and pet animals.

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7. *Enforce all laws and regulations for the prevention of cruelty to animals.*
8. *Ensure humane care and treatment and immunization of animals*
9. *License and regulate the keeping of domestic animals.*
10. *Coordinate with various agencies in the enforcement of laws, Presidential Decree (P.D.) 101 and other rules and regulations concerning meat inspection and other related works.*
11. *Attend seminars, conventions, meetings, conferences on various subjects for the promotion of Veterinary services.*
12. *Sign time records of subordinates, prepare communications, memoranda and other paper works.*
13. *Submit reports and recommendations to higher authorities for the improvement of the service.*
14. *Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.*

3.3 THE FUNCTIONS AND DUTIES OF THE ASSISTANT CITY VETERINARIAN

1. *Assist the City Veterinarian in the performance of his/her functions and duties and perform other functions and duties as may be assigned to him/her by the City Veterinarian from time to time;*

3.4 THE FUNCTIONS AND DUTIES OF THE VETERINARIAN V CITY POUND DIVISION

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1. *Directs and supervises the enforcement of laws and ordinances of the City, related to the sanitation services.*
2. *Formulates plans and program, policies, operational procedures and activities for broadened and improved veterinary services and revenue generations.*
3. *Directs and provides technical and administrative supervision and control over personnel and initiates, directs, supervises, and participates in conducting studies, and surveys on zoonotic diseases.*
4. *Evaluates and submits reports on the performance and conduct of personnel, and reviews, evaluates and submits report on all activities and accomplishments.*
5. *Coordinates and maintains working relationships between and among divisions and services of the office and other allied government and private agencies, non-government organizations, and civic organizations to uphold the enforcement of city ordinances and the accomplishments of vital progressive program of the service.*

3.5 THE FUNCTIONS AND DUTIES OF THE VETERINARIAN IV CITY POUND DIVISION:

1. *Assist the City Veterinarian in the performance of his/her functions and duties and perform other functions and duties as may be assigned to him by the Veterinarian V from time to time;*

3.6 THE FUNCTIONS AND DUTIES OF THE VETERINARIAN III CITY POUND DIVISION

1. *Supervise the activities of the section engaged in vaccination, registration, and licensing of dogs.*

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2. Supervise and participate in the observation, diagnosis, treatment, feeding, care and management of confined animals and performs necropsy examination.
3. Recommends, supervises and conducts studies, researches and surveys vital to the disease control of the services during operation.
4. Formulate an effective program of activities to totally eradicate stray animals in the city.
5. Formulate policies concerning disposal of impounded animals.
6. Supervise dog catchers during operation
7. Prepare and undertake work and plans of staff engaged in Veterinary work
8. Prepare and submit reports of activities and accomplishments of animal disease control division/ city pound division

3.7 THE FUNCTIONS AND DUTIES OF THE
VETERINARIAN II CITY POUND DIVISION

1. Formulate an effective program of activities to totally eradicate stray animals in the city.
2. Formulate and conduct effective vaccination program and related work in epidemic animal diseases.
3. Formulate policies concerning disposal of impounded animals.
4. Formulate feeding schedules of impounded animals.

5. Supervise dog catchers during operation.
6. Prepare monthly reports.
7. Perform other functions and duties as may be assigned in the interest of the public service.

3.8 THE FUNCTIONS AND DUTIES OF THE
VETERINARIAN 1 CITY POUND DIVISION

1. Formulate an effective program of activities to totally eradicate stray animals in the city.
2. Formulate and conduct effective vaccination program and related work in epidemic animal diseases.
3. Formulate policies concerning disposal of impounded animals.
4. Formulate feeding schedules of impounded animals.
5. Supervise dog catchers during operation.
6. Prepare monthly reports.
7. Perform other functions and duties as may be assigned in the interest of the public service.

3.9 THE FUNCTIONS AND DUTIES OF THE
ADMINISTRATIVE AIDE IV (CLERK II) CITY
POUND DIVISION

1. Prepares office communications.
2. Issue corresponding receipts to redeemed impounded animals.
3. Prepare and take custody of office forms and records.



4. Prepare Daily Time Records (DTR) of personnel
5. Consolidate weekly and monthly reports
6. Perform other functions and duties as may be assigned in the interest of the public service.

3.10 THE FUNCTIONS AND DUTIES OF THE
ADMINISTRATIVE AIDE (DRIVER II) CITY
POUND DIVISION

1. Participates in the catching of animals
2. Drives the utility van for transporting apprehended animals
3. Drives the service van during monitoring and meat inspection in markets and slaughterhouses in QC
4. Cleans ,disinfects utility vehicle
5. Perform other functions and duties as may be assigned in the interest of the public service.

3.11 THE FUNCTIONS AND DUTIES OF THE
ADMINISTRATIVE AIDE IV (UTILITY
WORKER II) CITY POUND DIVISION

1. Participates, catches stray dogs or other animals with the use of catching device
2. Participates, places in cages animals caught, loads on trucks and brings them to the city pound for impounding, observation and disposal
3. Collects dead animals for sanitary and hygienic disposal
4. Prepares animal food/water of impounded animals

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5. *Performs disinfection and cleaning of kennel and its surroundings.*
6. *Acts as an overseer of the pound and reports all activities to the pound keeper.*
7. *Cleans office rooms and premises.*
8. *Run errands for immediate supervisors, follow up of official documents.*
9. *Collects and compiles post-inspection reports of field personnel.*
10. *Perform other functions and duties as may be assigned in the interest of the public service.*

3.12 THE FUNCTIONS AND DUTIES OF THE
POUND KEEPER CITY POUND DIVISION

1. *Perform dog catching during operations*
2. *Assists in the care and disposal of impounded animals*
3. *Assist City Veterinarians during vaccination and other Veterinary related works*
4. *Prepare daily report of impounded animals*
5. *Perform other functions and duties as may be assigned in the interest of the public service.*

3.13 THE FUNCTIONS AND DUTIES OF THE
ANIMAL KEEPER CITY POUND DIVISION

1. *Take care of impounded animals*
2. *Preptare food for impounded animals*

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3. Feed impounded animals
4. Impose and maintain hygiene and sanitation of cages and impounding premises
5. Perform other functions and duties as may be assigned in the interest of the public service.

3.14 THE FUNCTIONS AND DUTIES OF THE
VETERINARIAN V FOOD HYGIENE AND
REGULATORY DIVISION

1. Directs and supervises the enforcement of laws and ordinances of the City related to the service.
2. Formulates plans and program, policies, operational procedures, and activities for broadened and improved veterinary services and revenue generation.
3. Directs and provides technical and administrative supervision and control over personnel and initiates, directs, supervises, and participates in conducting studies, and surveys on zoonotic diseases.
4. Evaluates and submits reports on the performance and conduct of personnel, and reviews, evaluates, and submits report on all activities and accomplishments.
5. Coordinates and maintains working relationships between and among divisions and services of the office and other allied government and private agencies and civic organizations, to uphold the enforcement of city ordinances and the accomplishments of vital progressive program of the service.
6. Perform other functions and duties as may be assigned in the interest of the public service.

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3.15 THE FUNCTIONS AND DUTIES OF THE VETERINARIAN IV FOOD HYGIENE AND REGULATORY DIVISION

1. Assist the City Veterinarian in the performance of his/her functions and duties and perform other functions and duties as may be assigned to him/her by the Veterinarian V from time to time;

3.16 THE FUNCTIONS AND DUTIES OF THE MEAT CONTROL OFFICER II FOOD HYGIENE AND REGULATORY DIVISION ARE THE FOLLOWING:

1. Supervises the performance of ante-mortem and post-mortem inspection of all domestic food animals intended to be slaughtered to ensure disease-free meat and meat products that will be delivered to different city markets, carinderias, hotel and other food establishments and meat outlets.
2. Supervises the performance of all kinds of poultry in order to protect the consuming public from eating diseased poultry meat and meat products as well as previously dead poultry used as meat.
3. Regulate and control the slaughtering of food animals and prohibit the slaughtering of animals in places other than the authorized abattoirs.
4. Regulate and supervise the carriage, storage and treatment of meat intended for human and public consumption.
5. Provide for the distribution of stock carcasses and disposal of diseased carcasses which are otherwise unfit for human and public consumption.

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6. *Provide for the stamping of carcasses or meat of slaughtered animals and abattoirs.*
 7. *Supervise the issuance of meat inspection certificates for meat carcasses that are fit for human consumption which are intended to be sold to different markets and food establishments.*
 8. *Enforce and implement all laws, presidential decrees, ordinances, administrative orders, rules and regulations of meat inspection.*
 9. *Submit monthly and annual reports, as well as comments and recommendations to higher authorities with regards to meat inspection.*
 10. *Perform such other functions and duties that may be assigned by supervisors as may deem necessary for better and efficient services to the public such as city pound operations, animal vaccinations and registration.*
- 3.17 THE FUNCTIONS AND DUTIES OF THE MEAT INSPECTOR III FOOD HYGIENE AND REGULATORY DIVISION ARE THE FOLLOWING:
1. *Inspect, check and verify supporting papers of meat being brought into the markets and/or being offered for sale thereat.*
 2. *Perform various phases of ante-mortem inspection involving palpation, overall appearance prior to slaughter and condemn those found to be afflicted with diseases or any abnormality that render the animal unfit for human consumption.*

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3. Perform post-mortem inspection of all slaughtered animals to detect and eliminate diseased carcasses, tissues, internal organs or parts thereof and pass only meat and/or organs that are sound, healthy and fit for human consumption.
4. Check for "hot meat" and other illegal activities and apprehend persons selling "hot meat" and other unfits, and confiscate the same.
5. Issue meat inspection certificates to meat and poultry destined to various outlets or channels of trade.
6. Issue Order of payment to meat dealers, slaughterhouse owner for slaughter permit fees.
7. Assist in animal disease intelligence work.
8. Implement proper hygiene and sanitation in the premises before and after slaughtering.
9. Assist in the licensing of butchers, meat handlers and meat vendors within the city.
10. Prepare weekly and monthly reports.
11. Perform other duties as may be assigned.
12. Assist in the registration of meat vans, meat shops and other meat establishments.
13. Perform other functions and duties as may be assigned in the interest of the public service.

3.18 THE FUNCTIONS AND DUTIES OF THE MEAT INSPECTOR II FOOD HYGIENE AND REGULATORY DIVISION ARE THE FOLLOWING:

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1. *Inspect, check and verify supporting papers of meat being brought into the markets and/or being offered for sale thereat.*
2. *Perform various phases of ante-mortem inspection involving palpation, overall appearance prior to slaughter and condemn those found to be afflicted with diseases or any abnormality that render the animal unfit for human consumption.*
3. *Perform post-mortem inspection of all slaughtered animals to detect and eliminate diseased carcasses, tissues, internal organs or parts thereof and pass only meat and/or organs that are sound, healthy and fit for human consumption.*
4. *Check for "hot meat" and other illegal activities and apprehend persons selling "hot meat" and other unfits, and confiscate the same.*
5. *Issue meat inspection certificates to meat and poultry destined to various outlets or channels of trade.*
6. *Assist in animal disease intelligence work.*
7. *Implement proper hygiene and sanitation in the premises before and after slaughtering.*
8. *Assist in the licensing of butchers, meat handlers and meat vendors within the city.*
9. *Prepare weekly and monthly reports.*
10. *Perform other duties as may be assigned.*
11. *Assist in the registration of meat vans, meat shops, and other meat establishments.*

12. *Perform other functions and duties as may be assigned in the interest of the public service.*

3.19 THE FUNCTIONS AND DUTIES OF THE MEAT INSPECTOR 1 FOOD HYGIENE AND REGULATORY DIVISION ARE THE FOLLOWING:

1. *Inspect, check and verify supporting papers of meat being brought into the markets and/or being offered for sale thereat.*
2. *Perform various phases of ante-mortem inspection involving palpation, overall appearance prior to slaughter and condemn those found to be afflicted with diseases or any abnormality that render the animal unfit for human consumption.*
3. *Perform post-mortem inspection of all slaughtered animals to detect and eliminate diseased carcasses, tissues, internal organs or parts thereof and pass only meat and/or organs that are sound, healthy and fit for human consumption.*
4. *Check for "hot meat" and other illegal activities and apprehend persons selling "hot meat" and other unfits, and confiscate the same.*
5. *Issue meat inspection certificates to meat and poultry destined to various outlets or channels of trade.*
6. *Assist in animal disease intelligence work.*
7. *Implement proper hygiene and sanitation in the premises before and after slaughtering.*
8. *Assist in the licensing of butchers, meat handlers, and meat vendors within the city.*

9. *Prepare weekly and monthly reports.*
10. *Perform other duties as may be assigned.*
11. *Assist in the registration of meat vans, meat shops, and other meat establishments.*
12. *Perform other functions and duties as may be assigned in the interest of the public service.*

3.20 THE FUNCTIONS AND DUTIES OF THE ADMINISTRATIVE OFFICER V ADMINISTRATIVE DIVISION ARE THE FOLLOWING:

1. *Interpret, implement and supervise administrative personnel, policies, rules and regulations for the whole office.*
2. *Oversees economical, sufficient, administrative/clerical support for the whole office*
3. *Develops and implement system and procedures for the expeditious dispatch of all communications and documents to and from the different departments and offices.*
4. *Plans and coordinates the requirements with respect to supplies, forms, equipments and properties, records and other administrative matter.*
5. *Prepares communication and work closely with other staff in establishing and developing efficient flow of documents.*
6. *Perform other functions and duties as may be assigned in the interest of the public service.*

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3.21 THE FUNCTIONS AND DUTIES OF THE ADMINISTRATIVE OFFICER III ADMINISTRATIVE DIVISION ARE THE FOLLOWING:

1. Plans, directs and coordinates all administrative functions in personnel administration.
2. Budget preparation and general services.
3. Assists the head of office in planning, directing and controlling the affairs of the department.
4. In charge with the maintenance of department's own vehicles, health center building equipments, including the disposition of supplies that belongs to the office.
5. Acts on all correspondence for comments and/or recommendation of the department.
6. Conducts investigation of administrative cases involving personnel of the department.
7. Review performance rating of subordinates; and
8. Does related functions as the service so requires.
9. Perform other functions and duties as may be assigned in the interest of the public service.

3.22 THE FUNCTIONS AND DUTIES OF THE HUMAN RESOURCE MANAGEMENT OFFICER III ADMINISTRATIVE DIVISION ARE THE FOLLOWING:

1. Attends to personnel inquiries regarding salaries, leaves, benefits, and claims.

2. *Assists in the monitoring of personnel and provides technical assistance concerning personnel matters.*
3. *Develops and implements policies, standards, rules and regulations on retirement, examination and placement of personnel.*
4. *Assist the City Veterinarian and Administrative Officer V to develop policies, standards, rules and regulations for the effective conduct, monitoring and audit of personnel and personnel management programs.*
5. *Supervises the proper upkeep and maintenance of office records.*
6. *Receives and routes incoming and outgoing communications.*
7. *Participates and coordinates with different government and non-government organizations on matters concerning policies, rules and regulations of health personnel.*
8. *Advises administrative Officer V in all areas of personnel matters in accordance with the Civil Service laws, decrees and rules.*
9. *Attend meetings, seminars and training pertinent to employees' concern and issues.*
10. *Performs such other duties as deemed necessary requested by the city veterinarian in the exigency of the service.*

3.23 THE FUNCTIONS AND DUTIES OF THE BUDGET OFFICER II ADMINISTRATIVE DIVISION ARE THE FOLLOWING:

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1. *In charge with preparation, review, analysis and revision of annual proposals of all programs, projects and activities of assigned office and departments.*
2. *Reviews and analyzes quarterly allotment request submitted by various departments, and prepares corresponding budget records.*
3. *Analyzes financial measures and data for guidance/review of management, maintains accurate and updated budget records.*
4. *Performs other related duties as may be required by the supervisor.*

3.24 THE FUNCTIONS AND DUTIES OF THE SUPPLY OFFICER II ADMINISTRATIVE DIVISION ARE THE FOLLOWING:

1. *Directs the work of a small staff engaged in various supply and property activities.*
2. *Maintains complete records of equipment, supplies and materials under the accountability of the office.*
3. *Receives deliveries of equipment/supplies/materials in accordance with the purchase order/contract.*
4. *Issues supplies and materials delivered in accordance with established policies.*
5. *Determines the availability of stock and need for such materials.*
6. *Prepares papers covering unserviceable equipment/supplies/materials that are found beyond economical repair.*

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7. *Conducts physical inventory of equipment and supplies in all Health Centers.*
8. *Prepare and submits to the City Treasurer a semi-annual Inventory Report of all equipment and supplies of the office.*
9. *Performs other related tasks as maybe assigned by superior.*

3.25 THE FUNCTIONS AND DUTIES OF THE ADMINISTRATIVE AIDE IV (CLERK II) ADMINISTRATIVE DIVISION ARE THE FOLLOWING:

1. *Maintains series of files following definite and procedural filing plan, including headings and directions for classification of materials to be filed.*
2. *Types free drafts, correspondence, reports, memoranda, special orders, etc. for final approval of supervisors.*
3. *Allocates the necessary forms, documents, and other papers to all personnel and checks as to the completeness of the data required.*
4. *Performs such other assignment as may be assigned from time to time.*

3.26 THE FUNCTIONS AND DUTIES OF THE ADMINISTRATIVE AIDE IV (UTILITY WORKER II) ADMINISTRATIVE DIVISION ARE THE FOLLOWING:

1. *Cleans office rooms and premises.*
2. *Run errands for immediate supervisors, and follow up of official documents.*

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3. *Collects and compiles post inspection reports of field personnel.*

3.27 THE FUNCTIONS AND DUTIES OF THE VETERINARIAN V ANIMAL CARE AND DISEASE CONTROL DIVISION ARE THE FOLLOWING:

1. *Directs and supervises the enforcement of laws and ordinances of the City related to the service.*
2. *Formulates, plans and programs, policies, operational procedures, and activities for broadened and improved veterinary services, and revenue generation.*
3. *Directs and provides technical and administrative supervision and control over personnel, and initiates, directs, supervises and participates in conducting studies, and surveys on zoonotic diseases.*
4. *Evaluates and submits reports on the performance and conduct of personnel and reviews, evaluates, and submits report on all activities and accomplishments.*
5. *Coordinates and maintains working relationships between and among divisions and services of the office and other allied government and private agencies and civic organizations, to uphold the enforcement of the city ordinances and the accomplishments of vital progressive program of the service.*

3.28 THE FUNCTIONS AND DUTIES OF THE VETERINARIAN IV ANIMAL CARE AND DISEASE CONTROL DIVISION ARE THE FOLLOWING:

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1. *Assist the City Veterinarian and perform other functions as may be assigned to him/her by the Veterinarian V from time to time.*

3.29 THE FUNCTIONS AND DUTIES OF THE VETERINARIAN III ANIMAL CARE AND DISEASE CONTROL DIVISION ARE THE FOLLOWING:

1. *Supervise the activities of the section engaged in vaccination, registration and licensing of dogs.*
2. *Supervise and participate in the observation, diagnosis, treatment, feeding, care and management of confined animals and performs necropsy examination.*
3. *Recommends, supervises and conducts studies, researches and surveys vital to the disease control of the services during operation.*
4. *Prepares and submits reports of activities and accomplishments of the Animal Disease Control Division.*

3.30 THE FUNCTIONS AND DUTIES OF THE VETERINARIAN I ANIMAL CARE AND DISEASE CONTROL DIVISION ARE THE FOLLOWING:

1. *Supervise the activities of the section engaged in vaccination, registration, and licensing of dogs.*
2. *Supervise and participate in the observation, diagnosis, treatment, feeding, care and management of confined animals and performs necropsy examination.*
3. *Recommends, supervises and conducts studies, researches and surveys vital to the disease control of the services during operation.*

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4. Prepares and submits reports of activities and accomplishments of the Animal Disease Control Division.

3.31 THE FUNCTIONS AND DUTIES OF THE ADMINISTRATIVE AIDE IV (CLERK II) ADMINISTRATIVE DIVISION ARE THE FOLLOWING:

1. Maintains series of files following definite and procedural filing plan, including headings and directions for classification of materials to be filed.
2. Types free drafts, correspondence, reports, memoranda, special orders, etc., for final approval of supervisors.
3. Allocates the necessary forms, documents and other papers to all personnel and checks as to the completeness of the data required.
4. Performs such other assignment as may be assigned from time to time.

3.32 THE FUNCTIONS AND DUTIES OF THE ADMINISTRATIVE AIDE IV (UTILITY WORKER II) ADMINISTRATIVE DIVISION ARE THE FOLLOWING:

1. Cleans office rooms and premises.
2. Run errands for immediate supervisors, and follow-up of official documents.
3. Collects and compiles post-inspection reports of field personnel.

SECTION 4. APPROPRIATION – An annual appropriation of Thirty Four Million Four Hundred Eighty Six Thousand Seven Hundred Fifty Five Pesos and Sixty Centavos (Php34,486,755.60) is hereby appropriated for Personal Services and the funds allocated to Veterinary Services, Quezon City Health Department under Maintenance and Other Operating Expenses shall be transferred to the newly created City Veterinary Department for its purpose.

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60th Regular Session

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SECTION 5. REPEALING CLAUSE – Any ordinance, Executive Order, local issuance of rules and regulations, or parts thereof, which are inconsistent with this Ordinance are hereby repealed and/or modified, accordingly.

SECTION 6. EFFECTIVITY CLAUSE – This Ordinance shall take effect immediately upon its approval.

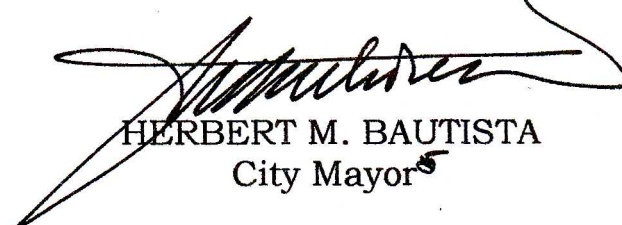
ENACTED: May 18, 2015.


VINCENT DG. BELMONTE
President Pro-Tempore
Acting Presiding Officer

ATTESTED:


Atty. JOHN THOMAS S. ALFEROS III
City Gov't. Asst. Dept. Head III

APPROVED: ~~12~~ 9 JUN 2015


HERBERT M. BAUTISTA
City Mayor

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on May 18, 2015 and was PASSED on Third/Final Reading on May 25, 2015.


Atty. JOHN THOMAS S. ALFEROS III
City Gov't. Asst. Dept. Head III

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