

TYPE OF FRONT-LINE SERVICE	DOCUMENTARY REQUIREMENTS	CLIENT/ REQUESTING PARTY	OFFICE/ PERSON RESPONSIBLE	STEPS / PROCEDURES	FORMS TO FILL-OUT	FEES	PROCESSING TIME
<b>SERVICEABILITY OF THE VIB COMPLEX FACILITIES AND UTILITIES</b>	Original Receipt of the Vehicle	Apply for Authority to Occupy space and use utilities	Receiving Clerk / SOMD	Issue Application Form To Occupy Space and Use Utilities;	Application Form To Occupy Space and Use Utilities		2 mins.
	Certificate of Registration of the Vehicles	Fill-out the Form and attach the complete documentary requirements;	Chief / SOMD	Review and assess the Form and other documents for submission to the Chair, VIB			10 mins.
	Authority to Occupy Space inside the Complex		Chairman, VIB	Approve and affix signature in the Application Form To Occupy Space and Use Utilities;			10 mins.
			Chief / SOMD	Monitor ingress and installation of the required sub-meters when necessary;			Within the day
			Chief / SOMD	Issue Order of Payment	Order of Payment		5 mins.
		Proceed to the Collection Division to pay;	Collection Clerk / Collection Division	Accept payment and issue Official Receipt;	Official Receipt	1,500 / month for space	5 mins.
	Present the Official Receipt to SOMD;		Receiving Clerk / SOMD	Record the OR number in the Individual Index Card;	Index Card	500 / month for utilities (minimum) 250 / year for vehicle registration	2 mins.

For inquiries, contact the following at Tel. No. 708-99-47 and 516-89-18 or thru email address vibmanila@yahoo.com

RLD - **Dr. Convinio S. Panogan**  
 PADCS - **Dr. Narcisa B. Javier**  
 SOMD - **Dr. Fredeswinda G. Lacsarom**

FHRD - **Dr. Nicanor M. Santos, Jr.**  
 IFICS - **Ms. Corazon R. Pimentel**  
 Collection - **Ms. Laura M. Villanueva**

Admin - **Ms. Miguela R. Silerio**  
 Board Member **Alberto D. Burdeos**  
 Acting Board Member **Gil T. Lacsarom**

**VIRGIL BENEDICT C. DE JESUS, DVM**  
 City Veterinarian