

MUNICIPAL AGRICULTURE OFFICE

Service Category

MAgO-001 | APPLICATION OF FARMER'S IDENTIFICATION CARD

Service Information

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All Registered Farmers/Fisherfolks			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
RSBSA-Registered		Municipal Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Register in the logbook	Interview client for individual farmers profiling	None	20 minutes	Merlinda C. Inong Admin Aide I Leodivico F. Verzola Agricultural Tech Carlos B. Narvasa Admin Aide I Mercedes S. Tejada Agricultural Tech Melody C. Nierva Admin Aide I Shamira G. Ronquillo Agricultural Tech Any Available Staff
	Prepare the Farmers ID System	None	15 minutes	Any Available Staff
	Submit for signature to the LCE	None	5 minutes	Municipal Agriculturist
	Record and release the ID Card	None	5 minutes	Melody C. Nierva Admin Aide I

MAgO-002 | RELEASE OF CERTIFIED/HYBRID PALAY SEEDS, YELLOW AND WHITE CORN SEEDS AND ORGANIC FERTILIZIERS

Service Information

Office or Division:	Municipal Agriculture Office			
Classification:	G2C			
Type of Transaction:	Complex			
Who may avail:	All Registered Farmers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
RSBSA-Registered		Municipal Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Register in the Logbook	Prepare the pre-master list of farmers	None	25 minutes	Any Available Staff
Pay the corresponding payments	Collect the payments and remit to the concerned agency	None	5 minutes	Melody C. Nierva Admin Aide I
	Verify the Farmers Profile that includes the Total Farm Area and Personal Data	None	1 minute	Mercedes S. Tejada Agricultural Tech Shamira G. Ronquillo Agricultural Tech
Sign in at the Post-Master list of Farmers	Prepare the post-Master list of farmers	None	5 minutes	Merlinda C. Inong Admin Aide I
	Geo-tag farmers	None	2 minutes	Mercedes S. Tejada Agricultural Tech Merlinda C. Inong Admin Aide I Melody C. Nierva Admin Aide I
	Release the seeds	None	2 minutes	Carlos B. Narvasa Admin Aide I Any available staff

MAgO-003 | CONDUCT OF FARMER FIELD SCHOOL IN VARIOUS BARANGAYS

Service Information

Office or Division:	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	G2C			
Who may avail:	Qualified Recipients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
RSBSA-Registered		Municipal Agriculture Office		
Project Proposal		Municipal Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request letter and master list of farmers	Consolidate master list of farmers	None	15 minutes	Any Available Staff
	Prepare training proposal for approval	None	1 hour	Municipal Agriculturist
	Conduct training Proper	None	32 days	Municipal Agriculturist Leodivico F. Verzola Agricultural Tech
	Issue Certificate of Appearance/Attendance	None	4 hours	Any Available

MAgO-004 | CONDUCT OF TECHNO DEMO ON HYBRID AND INBRED PALAY SEEDS/CORN AND VEGETABLE PRODUCTION

Service Information

Office or Division:	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	G2C			
Who may avail:	Qualified Recipients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
RSBSA-Registered		Municipal Agriculture Office		
Project Proposal		Municipal Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill up the application form	Master listing of Farmers	None	10 minutes	Merlinda C. Inong Admin Aide I
	Conduct technical briefing	None	4 hours	Leodivico F. Verzola Agricultural Tech Merlinda C. Inong Admin Aide I
	Monitor and Supervise	None	4 months	Leodivico F. Verzola Agricultural Tech Merlinda C. Inong Admin Aide I

MAgO-005 | ORGANIZE FARMERS ASSOCIATION OR COOPERATIVES

Service Information

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Qualified Recipients			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
RSBSA-Registered			Municipal Agriculture Office	
Request Letter			Requesting Party	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request letter and master list of farmers/fishermen/women and youth	Conduct seminar on cooperatives	None	3 days/cooperative	Municipal Agriculturist Melody C. Nierva Admin Aide I
	Conduct briefing and ratification of By-laws on association	None	4 hours/cooperative	Melody C. Nierva Admin Aide I
	Assist on the registration and accreditation to the concerned agency	None	1 day	Melody C. Nierva Admin Aide I

MAgO-006 | CONDUCT OF MEETINGS AND SEMINARS AT THE DIFFERENT BARANGAYS
 Service Information

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Qualified Recipients/Attendees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request letter and master list of farmers	Prepare training proposal for approval by the LCE	None	2 days	Melody C. Nierva Admin Aide I
	Conduct farmers meeting/seminars	None	1 day	Municipal Agriculturist

MAgO-007 | PROCESS REQUESTS OF FARM MACHINERIES AND EQUIPMENT, HYBRID AND INBRED SEEDS, FINANCIAL ASSISTANCE AND OTHER FARM INPUTS

Service Information

Office or Division:	Municipal Agriculture Office
Classification:	Complex
Type of Transaction:	G2C-G2G
Who may avail:	Qualified Recipients

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
RSBSA-Registered	Municipal Agriculture Office
Post-Master List of Farmers	Municipal Agriculture Office

CHECKLIST OF REQUIREMENTS IN AVAILING MACHINERIES/EQUIPMENT	WHERE TO SECURE
Board Resolution	Requesting Party
Letter of Intent	Municipal Agriculture Office
Project Proposal	Municipal Agriculture Office
Certification of Registration/Accreditation	SEC/CDA
Certificate of Good Standing	Requesting Party
Endorsement of MAO/CAO	Municipal Agriculture Office
Endorsement of MAFC/CAFC	Municipal Agriculture Office
Latest Audited financial report	Requesting Party
Farmer Association's Profile	Requesting Party
Policy and guidelines on the operationalization of requested machinery/equipment	Concerned Agency
USUFRUCT/Deed of Donation of the garage for the machinery	Requesting Party
Picture of machinery shed/garage	Requesting Party

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request letter or resolutions and master list of farmer beneficiaries	Prepare project proposal and submit for approval by the LCE	None	2 days	Merlinda C. Inong Admin Aide I Mercedes S. Tejada Agricultural Tech Leodivico F. Verzola Agricultural Tech
	Prepare post-master list of farmer	None	30 minutes	Merlinda C. Inong Admin Aide I
Sign Memorandum of Agreement	Conduct technical briefing	None	4 hours	Leodivico F. Verzola Agricultural Tech Municipal Agriculturist

**MAgO-008 | PREPARE PROPOSALS/RESOLUTIONS FOR VARIOUS PROJECTS
(IRRIGATION SYSTEM, SWIP, SFR, COMMUNAL IRRIGATION, AND PROCESSING OF
AGRICULTURAL PRODUCTS)**

Service Information

Office or Division:	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	G2C-G2G			
Who may avail:	Qualified Recipients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Board Resolution		Requesting Party		
Certificate of Registration/Accreditation		SEC/CDA		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit letter request or resolutions and master list of farmer beneficiaries	Prepare project proposal	None	2 days	Shamira G. Ronquillo
	Prepare post-master list of farmers	None	30 minutes	Shamira G. Ronquillo Mercedes S. Tejada Melody C. Nierva Merlinda C. Inong
Sign Memorandum of Agreement	Conduct technical briefing	None	4 hours	Leodivico F. Verzola
Sign Memorandum of Agreement	Conduct Processing of Agricultural Products	None	8 days	Leodivico F. Verzola

MAgO-009 | DISTRIBUTE VEGETABLE SEEDS, FRUIT BEARING TREES AND FOREST TREES

Service Information

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All Registered Farmers/Fisherfolks

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
RSBSA-Registered	Municipal Agriculture Office
Pre-Master List of Recipients	Requesting Party

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit letter request or resolutions and master list of farmers beneficiaries	Prepare project proposal	None	2 minutes per farmer	Shamira G. Ronquillo Agricultural Tech
	Conduct technical briefing	None	1 hour	Shamira G. Ronquillo Agricultural Tech Municipal Agriculturist
	Prepare post-master list of farmers	None	10 minutes	Shamira G. Ronquillo Agricultural Tech
	Submit post-master list of farmers	None	10 minutes	Shamira G. Ronquillo Agricultural Tech

MAGO-010 | DIAGNOSE AND TREAT ANIMALS, AND DEWORMING
 Service Information

Office or Division:	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	G2C			
Who may avail:	Livestock/Poultry Raisers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter (For Multiple Requesting Livestock/ Poultry Raisers)		Requesting Party or Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Register in the logbook	Interview the farmer	None	2 days	Any Available Staff Leodivico F. Verzola Agricultural Tech
	Treat sick animals	None	30 minutes	Any Available Staff Leodivico F. Verzola Agricultural Tech
	Deworming	None	30 minutes	Any Available Staff Leodivico F. Verzola Agricultural Tech
	Assist pregnancy of cattle and carabao	None	1 hour per head	Any Available Staff Leodivico F. Verzola Agricultural Tech

MAgO-011 | VACCINATION OF HEMOSEP AND ANTI-RABIES

Service Information

Office or Division:	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	G2C			
Who may avail:	Livestock Raisers and Pet Owners			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request Letter			Requesting Barangay	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Register in the Logbook and Present the Farmers ID	Interview and assist the client	None	2 minutes	Carlos B. Narvasa Admin Aide I Any Available Staff
	Treat the animals with Hemosep or Anti-Rabies	None	15 minutes per head	Any Available Staff Leodivico F. Verzola Agricultural Tech
Submit request letter	Submit post-master list of farmers	None	10 minutes	Any Available Staff Leodivico F. Verzola Agricultural Tech

MAgO-012 | CASTRATION OF SWINE AND LARGE RUMINANTS

Service Information

Office or Division:	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	G2C			
Who may avail:	Livestock Raisers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Register in the Logbook and Present Farmers ID	Interview the farmer	None	2 minutes	Any Available Staff Leodivico F. Verzola Agricultural Tech
	Castrate the swine or large ruminant	None	2 hours per head	Any Available Staff Leodivico F. Verzola Agricultural Staff
Provide medicine	Submit post-master list of farmers	None	2 minutes	Any Available Staff Leodivico F. Verzola Agricultural Tech

MAgO-013 | ARTIFICIAL INSEMINATION OF SMALL/LARGE RUMINANTS AND SWINE
 Service Information

Office or Division:	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	G2C			
Who may avail:	Livestock Raisers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Register in the logbook and present Farmers ID	Interview the client	None	2 minutes	Carlos B. Narvasa Admin Aide I
	Artificial Insemination of small/large ruminants and swine	None	1 hour per head	Any Available Staff Leodivico F. Verzola Agricultural Tech
	Prepare post-master list of farmers	None	2 minutes	Any Available Staff Leodivico F. Verzola Agricultural Tech

MAgO-014 | ANIMAL BREEDING/FATTENING DISPERSAL FOR GENETIC IMPROVEMENT AND PRODUCTION MANAGEMENT

Service Information

Office or Division:	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	G2C			
Who may avail:	Qualified Recipients			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Memorandum of Agreement			Municipal Agriculture Office	
Application Letter			Requesting Party	
RSBSA-Registered			Municipal Agriculture Office	
Farmer's ID			Municipal Agriculture Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Register in the Logbook and Present Farmers ID	Assist the client	None	5 minutes	Municipal Agricultural Merlinda C. Inong Admin Aide I Leodivico F. Verzola Agricultural Tech Carlos B. Narvasa Admin Aide I Mercedes S. Tejada Agricultural Tech Melody C. Nierva Admin Aide I Shamira G. Ronquillo Agricultural Tech Any Available Staff
	Swine Breeding/Fattening Dispersal, Cattle Breeding/Fattening Dispersal, Goat Production, and Buffalo Production	None	5 minutes	Any Available Staff Leodivico F. Verzola Agricultural Tech
	Prepare post-master list of farmers	None	5 minutes	Any Available Staff Leodivico F. Verzola Agricultural Tech

MAgO-015 | ISSUE OF LIVESTOCK SHIPPING PERMIT

Service Information

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Qualified Recipients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Clearance		Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Register in the Logbook and Present Farmers ID	Interview the farmer	None	10 minutes per farmer	Carlos B. Narvasa Admin Aide I Any Available Staff
	Inspect the Livestock	None	5 minutes	Leodivico F. Verzola Agricultural Tech
	Issue the Livestock Shipping Permit	None	5 minutes	Leodivico F. Verzola Agricultural Tech

MAgO-016 | PREPARE REQUESTS FOR THE AVAILMENT OF FINGERLINGS, FISH IN TANK, FISH CULTURE, AND PAYAO ARTIFICIAL REEF

Service Information

Office or Division:	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	G2C-G2G			
Who may avail:	Qualified Recipients			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request Letter			Requesting Party	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Register in the Logbook and Present Farmers ID	Interview the farmer/fisherfolk	None	5 minutes per famer/fisherfolk	Melody C. Nierva Admin Aide I Any Available Staff
Submit Request letter/resolution	Assist in the preparation of Project Proposal	None	2 days	Melody C. Nierva Admin Aide I
	Submit letter request to concerned agency	None	20 minutes	Melody C. Nierva Admin Aide I
	Review the project proposal	None	5 minutes	Municipal Agriculturist
	Endorse to BFAR	None		Municipal Agriculturist

MAgO-017 | ISSUANCE OF BOAT CERTIFICATE

Service Information

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All Banca Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Clearance		Respective Barangay		
Business Permit		Respective Barangay		
Registration Fee		Treasury Office		
MTC Clearance		MTC		
Police Clearance		PNP		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Register in the Logbook and present the requirements	Verify Documents and Interview the farmer/fisherfolk	None	5 minutes	Municipal Agriculturist Merlinda C. Inong Admin Aide I Leodivico F. Verzola Agricultural Tech Mercedes S. Tejada Agricultural Tech Melody C. Nierva Admin Aide I Shamira G. Ronquillo Agricultural Tech Any Available Staff
	Prepare for the Boat Certificate	None	15 minutes	Melody C. Nierva Admin Aide I
Submit Official Receipt	Issue Boat Certificate	None	2 minutes	Melody C. Nierva Admin Aide I

MAgO-018 | ISSUANCE OF AUXILIARY INVOICE

Service Information

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Fish Vendors/Dealers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Inspect fish	None	10 minutes	Melody C. Nierva Admin Aide I
Fill up forms	Issue Auxiliary Invoice	None	5 minutes	Melody C. Nierva Admin Aide I

MAgO-019 | CONDUCT OF SPOT FISH EXAMINATION AND MARKET DENIALS

Service Information

Office or Division:	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	G2C			
Who may avail:	Fishery Law Violators			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None			None	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for Scientific Examination of suspected blast fish caught/suspected fishes	Examine the suspected fishes	None	15 minutes per farmer/fisherfolk	Melody C. Nierva Admin Aide I

MAgO-020 | MONITOR AND VALIDATE DAMAGED CROPS, LIVESTOCKS, FISHERIES AND AGRI-INFRASTRUCTURES

Service Information

Office or Division:	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	G2C			
Who may avail:	All Farmers and Fisherfolks			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
RSBSA-Registered		Municipal Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Register in the Logbook	Monitor and validate damaged crops, livestock, fisheries and agri-infrastructure of famers/fisherfolks	None	8 hours per Barangay	Merlinda C. Inong Leodivico F. Verzola Agricultural Tech. Melody C. Nierva Admin Aide I
Submit damaged reports pre- and post-master list of farmers	Prepare post-master list of farmers	None		Merlinda C. Inong Admin Aide I Melody C. Nierva Admin Aide I

MAgO-021 | SUBMIT CONSOLIDATED DAMAGE REPORTS

Service Information

Office or Division:	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	G2C			
Who may avail:	All Farmers and Fisherfolks Affected			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Master List of Farmers and Fisherfolks affected		Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Submit damaged reports to LCE and other line agencies	None		Municipal Agriculturist