

Office of the Municipal Agriculturist

CITIZEN'S CHARTER

The Office of the Municipal Agriculturist shall provide goods and services that will support and facilitate the efforts of small farming and fishing families to attain sustainable productivity and increase their real income.

FRONTLINE SERVICES

1. Application of Farmer's Identification Card
2. RELEASING OF Certified/Hybrid PALAY Seeds, YELLOW and WHITE CORN SEEDS and Organic Fertilizers
3. Conducting of Farmer Field School on the Different Barangays
4. Conducting of TECHNO DEMO on HYBRID & INBRED PALAY SEEDS/CORN & VEGETABLE PRODUCTION
5. Organization of Farmers Association or CooperativesY. Provision of Financial Assistance
6. Conducting of Meetings and Seminars at the different Barangays
7. Releasing of Agricultural Farm Machineries and other Farm Inputs
- 8.a. Project Proposal for Various Projects/Resolutions(Irrigation System, SWIP, SFR and Communal Irrigation System)
- 8.2. Project Proposal for Various Projects/Resolutions(Foor Processing on Fruits, Vegetables Meat and Fish)
9. Distribution of Vegetable Seeds, Fruit Bearing Trees and Forest Trees
10. Treatment of Sick Animals andDeworming
11. Vaccination of Hermosep or Anti-Rabies
12. Castration of Large, Ruminant and Swine
13. Artificial Insemination of Small/large ruminants and swine
14. Assist pregnancy diagnosis of Cattle and Carabao
15. Animal Breeding Dispersal, Fattening and Production Management & Genetic Improvement
16. Issuance of Livestock Shipping Permit
17. Availment of Fingelings, Fish in Tank & Fish Culture
18. Issuance of Boat Certificate
19. Availment of PAYAO Artificial Reef
20. Inspection and Issuance of Auxillary Invoice
21. Conducting of SEA BORN PATROL
22. Conducting of SPOT FISH EXAMINATION and Market Denials
23. Monitoring and Validation of damaged crops, livestock Fisheries and Agrilnfastructures
24. Submission of consolidated damaged reports
25. Provision of Financial Assistance

1. Application of Farmer's Identification Card			
HOW TO AVAIL OUR SERVICE			
Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Register at the Logbok	Interview clients for individual farmers profiling	20 <i>minutes/farmer</i>	Earl Madayag Melody C. Nierva
	Prepare for the Farmers ID System	15 <i>minutes</i>	
	Submit for signature to the LCE	5 <i>minutes</i>	Rebecca Sabado
	Record and release the ID Card	1 <i>minutes</i>	

2. RELEASING OF Certified/Hybrid PALAY Seeds, YELLOW and WHITE CORN SEEDS and Organic Fertilizers			
HOW TO AVAIL OUR SERVICE			
Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Register at the Logbook	Pre-masterlist farmers	25 <i>minutes/farmer</i>	Earl V. Madayag
Present Farmer's ID	Prepare the Post Masterlist of Farmers		Melody C. Nierva
Pay the corresponding payments	Collect the payments and remit to the concerned agency		Leodivico F. Verzola
Sign in at the Post masterlist of Farmers			Rebecca G. Sabado

3. Conducting of Farmer Field School on the Different Barangays			
HOW TO AVAIL OUR SERVICE			
Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Submit request letter and masterlist of Farmers	Consolidate masterlist of farmers	25 minutes/Barangay	Melody C. Nierva Earl V. Madayag
	Prepare training proposal for approval	1 hour	Rebecca G. Sabado
		32 days	
	Release certificate of attendance	4 hours	

4. Conducting of TECHNO DEMO on HYBRID & INBRED PALAY SEEDS/CORN & VEGETABLE PRODUCTION			
HOW TO AVAIL OUR SERVICE			
Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Fill up the application form	Masterlisting of Farmers	10 minutes	Earl V. Madayag
	Conduct technical briefing	4 hours	Melody C. Nierva
Sign Memorandum of Agreement	Monitoring and Supervision	4 months/ techno demo	Leodivico F. Verzola Delia Q. Tabongbong Rebecca G. Sabado

5. Organization of Farmers Association or Cooperatives			
HOW TO AVAIL OUR SERVICE			
Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Submit request letter and masterlist of farmers / fishermen/ womens and youth	Conduct seminar on cooperatives	3 days/cooperative	Earl V. Madayag Melody C. Nierva
	Conduct briefing and ratification of By-laws on association	4 hours / association	Leodivico F. Verzola
	Assist on the registration and Accreditation to the concerned agency	5 days	Rebecca G. Sabado

6. Conducting of Meetings and Seminars at the different Barangays			
HOW TO AVAIL OUR SERVICE			
Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Submit request letter and masterlist of farmers	Prepare training proposal for approval by the LCE	2 days	Earl V. Madayag Melody C. Nierva
	Conduct farmers meeting/seminars	1 day	Leodivico F. Verzola Edgardo S. Eguilos Delia Q. Tabongbong Rebecca G. Sabado

7. Releasing of Agricultural Farm Machineries and other Farm Inputs			
HOW TO AVAIL OUR SERVICE			
Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Submit request letter and masterlist of Farmers	Prepare Project proposal and submit for approval by the LCE	2 days	Earl V. Madayag Melody C. Nierva
	Conduct technical briefing	4 hours	Leodivico F. Verzola
Sign Memorandum of Agreement/ PAR	Post Masterlisting of Farmers, Distribution of Agricultural Farm Machineries and other Farm Inputs	1 day	Edgardo S. Eguilos Delia Q. Tabongbong Rebecca G. Sabado

8.a Project Proposal for Various Projects/Resolutions(Irrigation System, SWIP, SFR and Communal Irrigation System)Y. Provision of Financial Assistance			
HOW TO AVAIL OUR SERVICE			
Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Submit letter request or resolutions and masterlist of farmer beneficiaries	Prepare project proposal	2 days	Melody C. Nierva
	Postmasterlisting of farmers	30 minutes	Earl V. Madayag
Sigm Memorandum of Agreement	Conduct technical briefing	4 hours	Leodivico F. Verzola Rebecca G. Sabado

8.b Project Proposal for Various Projects/Resolutions(Foor Processing on Fruits, Vegetables Meat and Fish)			
HOW TO AVAIL OUR SERVICE			
Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Submit letter request or resolutions and masterlist of farmer beneficiaries	Prepare project proposal	2 days	Earl V. Madayag
	Postmasterlisting of beneficiaries	30 minutes	Melody C. Nierva
	Conduct Food Processing	8 days	Delia Q. Tabongbong
	Issue certificate of attendance	4 hours	Rebecca G. Sabado

9. Distribution of Vegetable Seeds, Fruit Bearing Trees and Forest Trees			
HOW TO AVAIL OUR SERVICE			
Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Submit letter request or resolutions and masterlist of farmer beneficiaries	Prepare project proposal	2 minutes / farmer	Delia Q. Tabongbong
	Conduct technical briefing	1 hour	Melody C. Nierva
	Postmasterlisting of farmers	10 minutes	Earl Madayag
	Submit postmasterlist of farmers	10 minutes	Leodivico F. Verzola Rebecca G. Sabado

10. Treatment of Sick Animals and Deworming			
HOW TO AVAIL OUR SERVICE			
Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Register at Logbook / Present Farmers ID	Interview the farmer	2 mins	Melody C. Nierva
	Treatment of Sick animals, Deworming	10 minutes	Gerardo P. dela Cruz/ Leodivico Verzola

11. Vaccination of Hermosep or Anti-Rabies			
HOW TO AVAIL OUR SERVICE			
Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Register at Logbook / Present Farmers ID	Interview the assist the client	2 mins	Melody C. Nierva
	Treat the animals with Hermosep/Anti-Rabies	15 mins/head	Gerardo P. dela Cruz/ Leodivico Verzola
Submit request letter	Submit post masterlist of farmers	10 mins	Melody C. Nierva

12. Castration of Large, Ruminant and Swine			
HOW TO AVAIL OUR SERVICE			

Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Register at Logbook /Present Farmers ID	Interview the farmer	2 minutes	Melody C. Nierva
	Castration of Large,ruminant and swine	2 hours/head	Gerardo P. dela Cruz/ LeodivicoVerzola
Provide medicine	Submit post masterlist of farmers	2 mins	Rebecca G. Sabado

13. Artificial Insemination of Small/large ruminants and swine

HOW TO AVAIL OUR SERVICE

Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Register at Logbook /Present Farmers ID	Interview the client	2 minutes	Melody C. Nierva
	Artificial Insemination of small/large ruminants and swine	1 hour /head	Gerardo P. dela Cruz/ LeodivicoVerzola
Pay the corresponding fee	Post masterlist of farmers	2 mins	Earl Madayag

14. Assist pregnancy diagnosis of Cattle and Carabao

HOW TO AVAIL OUR SERVICE

Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Register at Logbook /Present Farmers ID		2 mins	Melody C. Nierva
	Assist pregnancy diagnosis of cattle and	1 hour/head	Gerardo P. dela

	carabao		Cruz/ LeodivicoVerzola
Submit Pre Masterlist of Farmers	Post masterlist of farmers	2 mins	Melody C. Nierva

15. Animal Breeding Dispersal, Fattening and Production Management & Genetic Improvement

HOW TO AVAIL OUR SERVICE

Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Register at Logbook /Present Farmers ID	Assist the client	5 minutes	Melody C. Nierva
	Do the: Swine Breeding Dispersal/ Swine Fattening Project/ Cattle Breeding Dispersal/ Goat production/ Buffalo Production/	5 minutes	Gerardo P. dela Cruz/ LeodivicoVerzola
Signing of Memorandum of Agreement	Post masterlist of farmers	5 minutes	Rebecca G. Sabado

16. Issuance of Livestock Shipping Permit

HOW TO AVAIL OUR SERVICE

Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Register at Logbook /Present Farmers ID	Verify the the documents	10 minutes/farmer	Melody C. Nierva
	Inspect the Liviestock	5 minutes	Gerardo P. dela Cruz/ LeodivicoVerzola
Submit Official Receipt	Issuance of Livestock Shipping Permit	5 minutes	Rebecca G. Sabado

17. Availment of Fingelings, Fish in Tank & Fish Culture			
HOW TO AVAIL OUR SERVICE			
Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Register at Logbook /Present Farmers ID	Interview the farmer	<i>5 minutes/farmer</i>	Melody C. Nierva
	Submit letter request to concerned agency	20 minutes	Edgardo Eguilos
Submit Official Receipt	Distribution of fingerling stocks	30 minutes	Rebecca G. Sabado

18. Issuance of Boat Certificate			
HOW TO AVAIL OUR SERVICE			
Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Register at Logbook /Present Farmers ID	Verify Documents	<i>5 minutes</i>	Melody C. Nierva
	Prepare for the Boat Certificate	15 minutes	Edgardo Eguilos
Submit Official Receipt	Post masterlist of farmers	2 minutes	Rebecca G. Sabado

19. Availment of PAYAO Artificial Reef			
HOW TO AVAIL OUR SERVICE			
Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Register at Logbook & Submit request letter / Resolution	Assist preparation of Project proposal	2 days	Edgardo Eguilos
	Assist and review the project proposal	5 minutes	Rebecca G. Sabado
	Endorse to BFAR		

20. Inspection and Issuance of Auxillary Invoice			
HOW TO AVAIL OUR SERVICE			
Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Fill up forms	Inspection of fish	10 minutes	Melody C. Nierva
Pay the corresponding fee	Issue Auxillary Invoice	10 minutes	Rebecca G. Sabado

21. Conducting of SEA BORN PATROL			
HOW TO AVAIL OUR SERVICE			

Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Report from concerned citizen/s /Police Blotter	Conduct an Investigation/s & Issues a Report	As the Need Arises	Edgardo Eguilos

22. Conducting of Spot Fish Examination and Market Denials

HOW TO AVAIL OUR SERVICE

Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Request for Scientific Examination of suspected blast fish caught / suspected fishes	Examine the suspected fishes	15 minutes/farmer	Edgardo Eguilos

23. Monitoring and Validation of damaged crops, livestock Fisheries and Agrilnfastructures

HOW TO AVAIL OUR SERVICE

Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Register at Logbook	Monitoring and validation of damaged crops,livestocks,fisheries and agri-infra with masterlist of farmers	8 hours per Barangay	All Staff
Submit damaged reports Pre and Post masterlist of Farmers	Post masterlisting of farmers		Rebecca G. Sabado

24. Submission of consolidated damaged reports			
HOW TO AVAIL OUR SERVICE			
Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Submit the consolidated damage report	Validation of the affected barangay	<i>8 hr. per barangay</i>	All Staff
	Submit damaged reports to LCE and other concerned line agencies		
Rehabilitation of damage crops	Post masterlisting of farmers and submit to concerned agency...		

25. Provision of Financial Assistance			
HOW TO AVAIL OUR SERVICE			
Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Submit resolution,project proposal, registration and accreditationcertificate,andmasterlist of farmers	Receive submitted resolution,project proposal, registration and accreditationcertificate,andmasterlist of farmers for approval	<i>10 minutes</i>	Melody C. Nierva Earl V. Madayag
	Verification and approval of submitted resolution,project proposal, registration and accreditationcertificate,andmasterlist of farmers		

	Conduct technical briefing	4 hours	Leodivico F. Verzola Edgardo S. Eguilos
	Awarding of financial assistance	30 hours	Delia Q. Tabongbong Rebecca G. Sabado

OFFICE OF THE MUNICIPAL AGRICULTURIST
REBECCA G. SABADO
Municipal Agriculturist
Tel. No.072-705-0128