

OFFICE OF THE MUNICIPAL AGRICULTURIST

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.

MS. REBECCA G. SABADO

Municipal Agriculturist

Service Schedule

MONDAY-FRIDAY 8:00 AM - 5:00 PM

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. Conduct of Farmer Field School on the Different Barangays**
- 4. Conduct of Techno demo on hybrid & inbred Palay seeds/corn & vegetable production**
- 5. Organization of Farmers Association or Cooperatives and 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. Project Proposal for Various Projects/Resolutions (Irrigation System, SWIP, SFR and Communal Irrigation System)**
- 9. Project Proposal for Various Projects/Resolutions (Food Processing on Fruits, Vegetables Meat and Fish)**
- 10. Distribution of Vegetable Seeds, Fruit Bearing Trees and Forest Trees**
- 11. Treatment of Sick Animals and Deworming**
- 12. Vaccination of Hemosep or Anti-Rabies**
- 13. Castration of Large, Ruminant and Swine**
- 14. Artificial Insemination of Small/large ruminants and swine**

- 15. Assist pregnancy diagnosis of Cattle and Carabao**
- 16. Animal Breeding Dispersal, Fattening and Production Management & Genetic Improvement**
- 17. Issuance of Livestock Shipping Permit**
- 18. Availment of Fingerlings, Fish in Tank & Fish Culture**
- 19. Issuance of Boat Certificate**
- 20. Availment of PAYAO Artificial Reef**
- 21. Inspection and Issuance of Auxiliary Invoice**
- 22. Conduct of SEA BORN PATROL**
- 23. Conduct of SPOT FISH EXAMINATION and Market Denials**
- 24. Monitor and Validation of damaged crops, livestock's Fisheries and Agri-Infrastructures**
- 25. Submission of consolidated damaged reports**
- 26. Provision of Financial Assistance**

1. APPLICATION OF FARMER'S IDENTIFICATION CARD

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Register in the logbook	Interview clients for individual farmers profiling	20 minutes	Earl Madayag Melody C. Nierva
	Prepare for the Farmers ID System	15 minutes	Earl Madayag Melody C. Nierva
	Submit for signature to the LCE	5 minutes	Rebecca Sabado
	Record and release the ID Card	1 minutes	Earl Madayag Melody C. Nierva

2. RELEASING OF CERTIFIED/HYBRID PALAY SEEDS, YELLOW AND WHITE CORN SEEDS AND ORGANIC FERTILIZERS

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Register at the Logbook	Pre-master list farmers	25 minutes	Earl V. Madayag
Present Farmer's ID	Prepare the Post Master list 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 master list of Farmers	Pre-master list farmers		Rebecca G. Sabado

3. CONDUCT OF FARMER FIELD SCHOOL ON THE DIFFERENT BARANGAYS

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	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. CONDUCT OF TECHNO DEMO ON HYBRID & INBRED PALAY SEEDS/CORN & VEGETABLE PRODUCTION

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Fill up the application form	Master listing of Farmers	10 minutes	Earl V. Madayag
	Conduct technical briefing	4 hours	Melody C. Nierva
Sign Memorandum of Agreement	Monitoring and Supervision	4 months	Leodivico F. Verzola Rebecca G. Sabado

5. ORGANIZATION OF FARMERS ASSOCIATION OR COOPERATIVES

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Submit request letter and masterlist of farmers / fishermen/ women 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

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 Rebecca G. Sabado

7. RELEASING OF AGRICULTURAL FARM MACHINERIES AND OTHER FARM INPUTS

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

8. PROJECT PROPOSAL FOR VARIOUS PROJECTS/RESOLUTIONS(IRRIGATION SYSTEM, SWIP, SFR AND COMMUNAL IRRIGATION SYSTEM)Y. PROVISION OF FINANCIAL ASSISTANCE

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
	Postmaster listing of farmers	30 minutes	Earl V. Madayag
Sign Memorandum of Agreement	Conduct technical briefing	4 hours	Leodivico F. Verzola Rebecca G. Sabado

9. PROJECT PROPOSAL FOR VARIOUS PROJECTS/RESOLUTIONS(FOOR PROCESSING ON FRUITS, VEGETABLES MEAT AND FISH)

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
	Postmaster listing of beneficiaries	30 minutes	Melody C. Nierva
	Conduct Food Processing	8 days	Melody C. Nierva
	Issue certificate of attendance	4 hours	Rebecca G. Sabado

10. DISTRIBUTION OF VEGETABLE SEEDS, FRUIT BEARING TREES AND FOREST TREES

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
	Post master listing of farmers	10 minutes	Earl Madayag
	Submit post masterlist of farmers	10 minutes	Leodivico F. Verzola Rebecca G. Sabado

11. TREATMENT OF SICK ANIMALS AND DEWORMING

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Register at Logbook /Present Farmers ID	Interview the farmer	2 days	Earl V. Madayag
	Treatment of Sick Animals, Deworming	30 minutes	Melody C. Nierva

12. VACCINATION OF HEMOSEP OR ANTI-RABIES

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Register at Logbook / Present Farmers ID	Interview the assist the client	2 minutes	Melody C. Nierva
	Treat the animals with Hemosep/Anti-Rabies	15 minutes/head	Gerardo P. dela Cruz/ Leodivico Verzola
Submit request letter	Submit post masterlist of farmers	10 minutes	Melody C. Nierva

13. CASTRATION OF LARGE, RUMINANT AND SWINE

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 minutes	Rebecca G. Sabado

14. ARTIFICIAL INSEMINATION OF SMALL/LARGE RUMINANTS AND SWINE

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 minutes	Earl Madayag

15. ASSIST PREGNANCY DIAGNOSIS OF CATTLE AND CARABAO

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Register at Logbook /Present Farmers ID		2 minutes	Melody C. Nierva
	Assist pregnancy diagnosis of cattle and carabao	1 hour/head	Gerardo P. dela Cruz/ Leodivico Verzola
Submit Pre Masterlist of Farmers	Post masterlist of farmers	2 minutes	Melody C. Nierva

16. ANIMAL BREEDING DISPERSAL, FATTENING AND PRODUCTION MANAGEMENT & GENETIC IMPROVEMENT

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 / Leodivico Verzola
Signing of Memorandum of Agreement	Post masterlist of farmers	5 minutes	Rebecca G. Sabado

17. ISSUANCE OF LIVESTOCK SHIPPING PERMIT

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

18. AVAILMENT OF FINGELINGS, FISH IN TANK & FISH CULTURE

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Register at Logbook /Present Farmers ID	Interview the farmer	5 minutes/farmer	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

19. ISSUANCE OF BOAT CERTIFICATE

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Register at Logbook /Present Farmers ID	Verify Documents	5 minutes	Melody C. Nierva
	Prepare for the Boat Certificate	15 minutes	Edgardo Eguilos
Submit Official Receipt	Post masterlist of farmers	2 minutes	Rebecca G. Sabado

20. AVAILMENT OF PAYAO ARTIFICIAL REEF

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		

21. INSPECTION AND ISSUANCE OF AUXILIARY INVOICE

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 Auxiliary Invoice	10 minutes	Rebecca G. Sabado

22. CONDUCTING OF SEA BORN PATROL

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

23. CONDUCTING OF SPOT FISH EXAMINATION AND MARKET Denials ducting of SEA BORN PATROL

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

24 MONITORING AND VALIDATION OF DAMAGED CROPS, LIVESTOCKS FISHERIES AND AGRI-INFRASTRUCTURES SEA BORN PATROL

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Register at Logbook	Monitoring and validation of damaged crops, livestock's, fisheries and agri-infra with masterlist of farmers	8 hours per Barangay	All Staff
Submit damaged reports Pre and Post masterlist of Farmers	Post master listing of farmers		Rebecca G. Sabado

25. SUBMISSION OF CONSOLIDATED DAMAGED REPORTS

STEPS OR PROCESS	STEPS OR PROCESS	STEPS OR PROCESS
------------------	------------------	------------------

Client	Client	Processing Time	
Submit the consolidated damage report	Validation of the affected barangay	8 hr. per barangay	All Staff
	Submit damaged reports to LCE and other concerned line agencies		
Rehabilitation of damage crops	Post master listing of farmers and submit to concerned agency...		

26. PROVISION OF FINANCIAL ASSISTANCE

STEPS OR PROCESS			
Client	Service Provided	Duration/ Processing Time	Staff-in-Charge
Submit resolution, project proposal, registration and accreditation certificate, and masterlist of farmers	Receive submitted resolution, project proposal, registration and accreditation certificate, and masterlist of farmers for approval	10 minutes	Melody C. Nierva Earl V. Madayag
	Verification and approval of submitted resolution, project proposal, registration and accreditation certificate, and masterlist of farmers		
	Conduct technical briefing	4 hours	Leodivico F. Verzola Edgardo S. Eguilos
	Awarding of financial assistance	30 hours	Rebecca G. Sabado