

I - ACCESSING FREE INSURANCE for CROPS, LIVESTOCK and FISHERIES

Free crop insurance is one of the government risk management programs for farmers and other agricultural stakeholders, it is designed to even out agricultural risks and blunt the consequences of natural disasters and make losses, especially to the marginalized farmers, more bearable. The farmer needs to see Agricultural Technician for contract for field inspection and AT prescribed necessary recommendation at field level.

Office or Division:		Municipal Agriculture Office		
Classification:		Simple		
Type of Transaction:		G2C - Government to citizens		
Who may avail:		All individuals who are engaged in agricultural activities		
Checklist of Requirements		Where to Secure		
1. PCIC Application Form – 1 copy 2. RSBSA enrolled for rice, corn, livestock, poultry and other commodities 3. FishR enrolled for fisheries. 4. NCFRS enrolled for coconut.		Municipal Agriculturist Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to MAO and confer with your respective Agricultural Technician.	The Agricultural technologist will confer with the recipient and will give him PCIC application form to be filled out.	None	2 minutes	<i>Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist Ruth C. Tabano -Livestock Technician Elmer D. Sotelo – Fishery Coordinator AT – Every Barangay Assigned</i>
2. Fill up the PCIC application form	The AT will check if the PCIC Application Form is completely filled out and sign the space for AT's.	None	10 minutes	<i>MAO / Analie B. Castillo - Mun. Agriculturist Ruth C. Tabano -Livestock Technician Elmer D. Sotelo – Fishery Coordinator AT – Every Barangay Assigned</i>
3. Pass the PCIC application form to PCIC office.				
	Total	None	12 MINUTES	

II - AVAILING VETERINARY SERVICES

- A. Animal Treatment
- B. Immunization of Dogs and Cats Against Rabies

C. Artificial Insemination of Large Cattles

To effectively deliver the basic services extended by the Veterinary/Livestock Personnel of the Department of Agriculture to it's constituents, livestock farmers and pet owners in particular, to prevent and control the occurrence of the present and emerging diseases in our municipality and to effectively transfer new/ improved technologies that is beneficial to the livestock farmers. The farmer needs to see Agricultural Technician on livestock for contract for animal inspection and prescribe necessary recommendations.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	Government to citizens			
Who may avail:	All animals who needs veterinary services			
Checklist of Requirements		Where to Secure		
1. Vaccination Records (for dogs and cats) 2. Veterinary Health Card (for dogs and cats)		Municipal Agriculturist Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to MAO and confer with the livestock technician for inquiries.	The livestock technician will confer with the recipient and record it in the logbook for later reference.	None	2 minutes	<i>Municipal Agriculture Office</i> <i>Analie B. Castillo -Mun. Agriculturist</i> <i>Ruth C. Tabano -Livestock Technician</i>
2. The recipient will sign in the logbook and accompany the technician to where the animals are. 3. The recipient will wait for the livestock technician to come.(If the request is via telephone or cellphone)	The livestock technician will accompany the recipient and analyse what is needed veterinary care The Livestock technician will record the conversation on the logbook and heed straight to the area.	None	30 minutes	<i>Municipal Agriculture Office</i> <i>Analie B. Castillo -Mun. Agriculturist</i> <i>Ruth C. Tabano -Livestock Technician</i>
4. The recipient will buy the necessary drugs (if not available from the technician) to be	livestock technician will administer the veterinary drugs requested to the animals. technician will recommend	None	10 minutes	<i>Municipal Agriculture Office</i> <i>Analie B. Castillo -Mun. Agriculturist</i> <i>Ruth C. Tabano -Livestock Technician</i>

administered to the animals	proper animal care.			
5. Recipient will sign a document indicating that the services are fulfilled.	technician will let the recipient fill a form indicating what services was conducted.	None	5 minutes	<i>Municipal Agriculture Office Analie B. Castillo -Mun. Agriculturist Ruth C. Tabano -Livestock Technician</i>
6. The recipient will update the technician on the status of their animals, if it needed follow-ups.	technician will assist the recipient.	None	2 minutes	<i>Municipal Agriculture Office Analie B. Castillo -Mun. Agriculturist Municipal Agriculture Office Analie B. Castillo -Mun. Agriculturist Ruth C. Tabano -Livestock Technician</i>
	Total	None	49 minutes	

III - AVAILMENT AND DISTRIBUTION OF FREE INBRED/HYBRED SEEDS UNDER RCEF

Qualified farmers can receive 20 kilograms of seeds for every half hectare, this is a free certified inbred/hybrid rice seeds from the RCEF-Seed Program of the Department of Agriculture. To ensure sustainability in rice farming. The farmer should be RSBSA enrolled and the farmer needs to see Agricultural Technician for contract for field inspection and AT prescribed necessary recommendation at field level.

Office or Division:	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	G2C - Government to citizens			
Who may avail:	All individuals who have rice farm area			
Checklist of Requirements		Where to Secure		
1. Should be an RSBSA System Generated registered 2. Cedula – 1 xerox copy 3. Xerox of valid ID with 3 specimen signature – 1 copy 4. Irrigators signature (IA) certification – 1 copy 5. P 10 pesos per sack		Municipal Agriculturist Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to your respective Agricultural Technician for inquiries.	1. The AT will confer with the farmer regarding their concerns and schedule for farm validation.	None	2 minutes	<i>-Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist Agricultural Technician - Every Barangay Assigned</i>

2. Accompany your technician to validate farm area to be planted.	1. The Agricultural technician will validate the area.	None	30 minutes	Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist Agricultural Technician - Every Barangay Assigned
3. If validated, wait for the recommendation of the technician if qualified.	1. The technician will check if the recipient is qualified.	None	2 minutes	Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist Agricultural Technician - Every Barangay Assigned
4. If qualified, wait for the schedule of the release of inbreed/ hybrid rice seeds.	1. The technician will contact the recipient to discuss the schedule of releasing of rice seed and the requirements needed.	None	3 days	Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist Agricultural Technician - Every Barangay Assigned
5. Upon releasing of the seeds, present requirements for confirmation	1. The technician will check the requirements submitted and will issue a claim stub.	P 10/sack (supported with MAFC resolution)	3 minutes	Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist Agricultural Technician - Every Barangay Assigned
6. Collect seed allocation at the bodega.	1. The bodega caretaker will sign for the release of the seeds.	None	5 minutes	Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist Agricultural Technician - Every Barangay Assigned
	Total	P10/sack	3 DAYS 42 MINUTES	

IV - AVAILMENT OF CERTIFICATION/ PERMIT TO TRANSPORT LIVESTOCK, POULTRY AND PLANT

Issuing domestic certificates/ permits is very important in order to travel livestock, poultry and plants (fresh fruit, vegetables and other crops, living plants, nursery stocks, nuts and etc.)For animals, this is to attest that the animals are healthy and comes from areas free of any outbreak of diseases. Risk entry of any plants/ plant product capable of harboring insect pests, plant diseases and other plant associated organisms. The technician will collect blood samples that is free analysis of biochemical, metabolic, toxicological or immunological parameters and the owner needs to provide the Credentials and Barangay certificate.

For Pigs and Poultry:

Office or Division:	Municipal Agriculture Office
Classification:	Complex
Type of	G2C - Government to Citizens

Transaction:				
Who may avail:		All individuals who had pigs and poultry		
Checklist of Requirements		Where to Secure		
1. Animal Credentials 2. Barangay certificate - 1 copy 3. Cedula – 1 xerox copy 4. Municipal Treasurers Receipt – 1 copy 5. Blood sample 6. Blood sample results – 1 copy 7. Endorsement to PVET – 1 copy		Office of the Municipal Agriculturist Barangay PVET		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Confer with the poultry and livestock technician	1. Confer with the farmer regarding their needs. 2. Schedule farm visitation	None	2 minutes	<i>Municipal Agriculture Office</i> <i>Analie B. Castillo - Mun. Agriculturist</i> <i>Ruth C. Tabano - Livestock Technician</i>
2. Assist the technician in collecting blood sample (for pigs and poultry) and wait for the result.	1. The technician will collect blood sample to be tested for any pigs and poultry diseases. 2. He will submit the blood samples to PVET for testing.	None	1 hour (depending on the distance) 1-5 days	<i>Municipal Agriculture Office</i> <i>Analie B. Castillo - Mun. Agriculturist</i> <i>Ruth C. Tabano - Livestock Technician</i>
3. Upon the issuance of the certification of results. Process Barangay Certificate stating how many heads of pigs/poultry to travel, who is the owner, and the destination of the animals.	1. The technician will call the farmer for updates. 2. Instruct the farmer to process the necessary documents. 3. Check the documents	None	1 hour	<i>Municipal Agriculture Office</i> <i>Analie B. Castillo - Mun. Agriculturist</i> <i>Ruth C. Tabano - Livestock Technician</i> <i>Barangay Captain – in every barangay</i>
4. Pay fees on the Municipal Treasurer (per head).	1. The livestock technician will pass the documents to MA for the issuance of the endorsement	100/ head	2 minutes	<i>Municipal Treasurer Office</i> <i>Marilyn dela Cruz</i> <i>Municipal Agriculture Office</i> <i>Analie B. Castillo - Municipal Agriculturist</i>

	letter			
5. Upon completion, Wait for the printed output , and sign a received copy of endorsement to PVET	1. MAO will issue an endorsement letter to PVET for the issuance of the Permit to Travel		5 minutes	<i>PVET Provincial Veterinarian</i>
	Total	P 100	1-5 days 2 hours 9 minutes	

For Cows and Carabaos:

Office or Division:	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	G2C - Government to citizens			
Who may avail:	All individuals who had cows and carabaos			
Checklist of Requirements		Where to Secure		
1. Animal Credentials 2. Barangay Certificate – 1 copy 3. Cedula – 1 xerox copy 4. Receipt from MTO – 1 copy 5. Endorsement to PVET for issuance of Permit to travel		Office of the Municipal Agriculturist Barangay MTO PVET		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Confer with livestock technician for inquiries.	1. Confer with the farmer regarding their needs. 2. Schedule farm visitation	None	2 minutes	<i>-Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist Ruth C. Tabano - Livestock Technician</i>
2. Present credentials, brgy. Certificates stating on how many heads of cows/carabaos to travel, who is the owner, and the destination, cedula	1. The technician will visit the area to check the credentials and status of the livestock. 2. Instruct the farmer for processing and the necessary documents 3. The technician will check the	None	1 hours (depending on the distance) 1-5 days	<i>Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist Ruth C. Tabano - Livestock Technician</i>

	submitted documents			
3. Pay fees on the Municipal Treasurer (per head).	1. MA will encode and print endorsement letter with receipt number to PVET	P100/HEAD	5 minutes	<i>Municipal Treasurer Office Marilyn dela Cruz Municipal Agriculture Office Analie B. Castillo - Municipal Agriculturist</i>
3. Upon completion, the farmer will receive a copy of endorsement letter to be passed to PVET for the issuance of the Travel of Permit	1. MAO will issue an endorsement to PVET for the issuance of the Permit to Travel 2. Will hold one copy of the endorsement for record purposes	None	5 minutes	<i>Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist</i>
	Total	P100/head	1-5 days 1 hour 12 minutes	

For cats and dogs:

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to citizens			
Who may avail:	All individuals who have dogs and cats to travel			
Checklist of Requirements		Where to Secure		
1. Vaccination Records 2. Veterinary Health Certificate 3. Barangay Certificate – 1 copy 4. Cedula – 1 xerox copy 5. Receipt from MTO – 1 copy 6. Endorsement to PVET – 1 copy		Office of the Municipal Agriculturist Barangay MTO Municipal Agriculturist Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to MAO for inquiries.	1. The AT will confer with the farmer regarding their concerns and instruct them of the requirements.	None	2 minutes	<i>Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist Ruth C. Tabano - Livestock Technician</i>
2. Present updated vaccination records and	1. The livestock technician will check the pertinent	None	1 hours	<i>Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist</i>

veterinary health certificate, brgy. Certificates (stating on how many heads of cats/dogs to travel, who is the owner, and the destination), cedula	papers required.			<i>Ruth C. Tabano - Livestock Technician</i>
3. Pay fees on the Municipal Treasurer (per head).	1. MA will encode and print endorsement letter with receipt number to PVET	P100/HEAD	5 minutes	<i>Municipal Treasurer Office Marilyn dela Cruz Municipal Agriculture Office Analie B. Castillo - Municipal Agriculturist</i>
4. Wait for the release of the endorsement letter to be presented to PVET	1. MAO will issue an endorsement to PVET for the issuance of the Permit to Travel 2. Will hold one copy of the endorsement for record purposes	None	2 minutes	<i>Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist</i>
	Total	P100/head	1 hour 9 minutes	

For plants:

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to citizens			
Who may avail:	All individuals who have plants to travel			
Checklist of Requirements		Where to Secure		
1. Barangay Certificate = 1 copy 2. Cedula- 1 xerox copy 3. Receipt from MTO- 1 copy 4. Endorsement to Bureau of Plant Industry (BPI) – 1 copy		Barangay MTO Municipal Agriculturist Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to MAO for inquiries.	1. The AT will confer with the farmer	None	2 minutes	<i>Municipal Agriculture Office Analie B. Castillo -</i>

	regarding their concerns and instruct them of the requirements .			<i>Mun. Agriculturist Agricultural Technician - Every Barangay Assigned</i>
2. Present Barangay Certificates (stating what kind of plant, who is the owner, and the destination of the plant), and cedula .	1. The Agricultural technician will check the pertinent papers required.	None	30 minutes	<i>Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist Agricultural Technician - Every Barangay Assigned</i>
3. Pay fees on the Municipal Treasurer (per plant).	1. The MTO will issue a receipt to the owner of the plant to be transported.	P35/PLANT	5 minutes	<i>Municipal Treasurer Office Marilyn dela Cruz</i>
4. Upon completion, MAO will issue an endorsement to Provincial Agriculture Office (BPI Department) for the issuance of the Permit to Travel	1. MA will encode and print endorsement letter with receipt number to PVET	None	5 minutes	<i>Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist Agricultural Technician - Every Barangay Assigned</i>
Total		P35/plant	41minutes	

V - AVAILMENT OF FREE VEGETABLE SEEDS for BACKYARD GARDENING

To ensure food availability and sustain production, the Department of Agriculture is intensifying the promotion of Urban Agriculture through the distribution of free vegetable seeds and planting materials. The farmer needs to see Agricultural Technician for contract for field inspection and AT prescribed necessary recommendation at field level.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to citizens			
Who may avail:	All individuals who have areas for vegetable planting			
Checklist of Requirements		Where to Secure		
1. None		Municipal Agriculturist Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to your respective	1.The AT will confer with the	None	2 minutes	Municipal Agriculture Office

Agricultural Technician for inquiries.	farmer regarding their concerns and schedule for vegetable farm validation.			<i>Analie B. Castillo - Mun. Agriculturist Agricultural Technician - Every Barangay Assigned</i>
2. Accompany your technician to validate farm area to be planted.	1. The Agricultural technician will validate the area.	None	30 minutes	<i>Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist Agricultural Technician - Every Barangay Assigned</i>
3. If validated, wait for the recommendation of the technician if qualified.	1. The technician will check if the recipient is qualified.	None	2 minutes	<i>Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist Agricultural Technician - Every Barangay Assigned</i>
4. If qualified, wait for the schedule of the release of your chosen vegetable seeds.	1. The technician will contact the recipient to discuss the schedule of releasing of vegetable seed and the requirements needed.	None	2 minutes	<i>Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist Agricultural Technician - Every Barangay Assigned</i>
6. Collect vegetable seed at the office and sign the masterlist	1. The vegetable seeds / nursery caretaker will sign for the release of the seeds.	None	2 minutes	<i>Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist Agricultural Technician - Every Barangay Assigned</i>
	Total	None	38minutes	

VI - ENROLMENT to the REGISTRY SYSTEM for BASIC SECTOR in AGRICULTURE (RSBSA)

RSBSA is a targeting systems for eligible recipients for government interventions. The government's registration system was utilized as an agricultural development policy and a beneficial information tool prior to the distribution of agricultural benefits and interventions. The farmer needs to see Agricultural Technician for contract for field inspection and AT prescribed necessary recommendation at field level.

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	Government to citizens
Who may avail:	All individuals who are engaged in agricultural activities
Checklist of Requirements	
1. Completely filled out RSBSA Form (blue ballpen)- 1 copy	Municipal Agriculturist Office Individual
Where to Secure	

2. Xerox of Land Title (if owner) – 1 copy 3. 2x2 picture – 1 pc. 4. Xerox of government issued valid ID with 3 specimen signature – 1 copy 5. Barangay Certificate – 1 copy 6. Cedula – 1 xerox copy 7. Should be a member of an association.		Barangay		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to MAO and confer with your respective Agricultural Technician.	1. The Agricultural technologist will confer with the recipient and will give him the list of requirements needed.	None	2 minutes	<i>Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist Ruth C. Tabano - Livestock Technician</i>
2. Fill up the RSBSA form and complete the required documents.	2. The AT will check if the RSBSA Form is completely filled out.	None	10 minutes	<i>Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist Ruth C. Tabano - Livestock Technician</i>
3. Present the necessary documents to your AT	1. The AT will check if the necessary documents are complete.	None	10 minutes	<i>Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist Ruth C. Tabano - Livestock Technician</i>
5. Recipient will sign a document indicating that the services are fulfilled.	1. The AT will pass the documents to the Regional office for encoding. 2. He will update the farmer of the status of his RSBSA application	None	5 minutes	<i>Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist Ruth C. Tabano - Livestock Technician</i>
Total		None	27minutes	

VII - LINKAGE SUPPORT SERVICES FROM REGIONAL AND PROVINCIAL AGRICULTURE OFFICE AND OTHER AGENCIES

The Department of Agriculture currently implements six banner programs, namely rice, corn, high value crops, livestock, fisheries and organic agriculture in its bid to boost national production of this commodities. Other agencies complements the DA's banner programs by providing interventions and schemes in areas not reached by the regular DA programs. FCA's need to see the Municipal Agriculturist to inquire about services and interventions available for their needs.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizens			
Who may avail:	All FCA's with agricultural activities			
Checklist of Requirements			Where to Secure	
1. MA's Endorsement – 2 copies 2. Letter of Intent- 2 copies 3. Project Proposal – 2 copies 4. Board Resolution – 2 copies 5. Photocopy of Certificate of RCEF Accreditation – 2 copies 6. List of Farmer Members with RSBSA Numbers – 2 copies 7. Photocopy of CDA/DOLE/SEC Registration – 2 copies 8. Picture of Machinery Shed (if available) – 2 copies 9. Photocopy of Deed of Donation – 2 copies 10. Photocopy of FCA's Passbook – 2 copies 11. Photocopy of Audited Financial statement – 2 copies			Municipal Agriculturist Office FCA	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to MAO and confer with the Municipal Agriculturist for inquiries.	1. The MA will check if the machineries requested is in need of the FCA.	None	2 minutes	Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist Agricultural Technician – Every Barangay Assigned
2. Validate the legitimacy of the request	1. The Agricultural technician will validate if the previous machineries given is maintained will.	None	30 minutes	Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist Agricultural Technician – Every Barangay Assigned
3. If validated, assist farmers/associations in preparing the necessary documents	1. The Municipal agriculturist will check if the recipient FCA is qualified and give lists of requirements to be prepared	None	2 minutes	Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist Agricultural Technician – Every Barangay Assigned
4. Pass the required documents to MAO (filed in 3 copies with	1. MA will make an endorsement	None	1-2 days	Municipal Agriculture Office Analie B. Castillo -

folders)	letter to the Region 2. He/She will pass the documents to the DA Regional Office or other stakeholders			<i>Mun. Agriculturist Agricultural Technician – Every Barangay Assigned</i>
5..The FCA will wait for confirmation from MA	1. MA will contact the FCA regarding the status of their request.	None		<i>Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist Agricultural Technician – Every Barangay Assigned</i>
	Total	None	1-2 days 34 minutes	

VIII - PROMOTION OF HIGH VALUE COMMERCIAL CROPS

The program/project aims the production of fruit trees and orchard. The diversified farming system is encouraged. It promotes the utilization of upland areas for maximum utilization and production. To avail this services the farmer should have a land to till, he is willing to practice what is being taught and he should have equity and is willing to follow advices on proper

- Farmer shall have land to till
- Farmer is willing to practice what had been taught
- Farmer shall have equity and willing to follow advices

Office or Division:	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	G2C - Government to citizens			
Who may avail:	All individuals engaged in high value crops			
Checklist of Requirements		Where to Secure		
1. RSBSA Number 2. Letter of Intent – 1 copy 3. Xerox copy of Land Title – 1 copy 4. Copy of valid ID with 3 specimen signature – 1 copy		Office of the Municipal Agriculturist Office of the Provincial Agriculturist		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. See and confer with High value crop coordinator or an Agricultural Technologist	1. Confer with the farmer by HVC Coordinator or an AT 2. Schedule on the time of visit for site validation 3. Give farmer the list of	None	10 minutes	<i>Municipal Agriculture Office Analie B. Castillo - MA/ Juliebert B. Camandero - HVC Coordinator/ AT – Every Barangay Assigned</i>

	requirements			
2. Submit Xerox copy of Land Title, RSBSA number, Xerox of valid ID with	1. HVC Coordinator will make a letter of intent for High Value Crops requested 2. Submit to (Office of the Provincial agriculturist) OPAG	None	1 day	<i>Municipal Agriculture Office Analie B. Castillo - MA/ Juliebert B. Camandero - HVC Coordinator AT – Every Barangay Assigned</i>
3. Wait while Agricultural Technologist process/forward papers to OPAG	1. The coordinator will call the farmer for updates.	None	2 days	<i>Municipal Agriculture Office Analie B. Castillo - MA/ Juliebert B. Camandero - HVC Coordinator AT – Every Barangay Assigned</i>
4. Wait while request is being approved and released by the Office of the Provincial Agriculture	1. The coordinator will call the farmer if the request is granted or not.	None	3 days	<i>Office of the Provincial Agriculturist Raul D. Teves - PA Municipal Agriculture Office Analie B. Castillo - MA/ Juliebert B. Camandero - HVC Coordinator AT – Every Barangay Assigned</i>
	Total	None	6 days 10 minutes	

IX - PROMOTION ON CROP PRODUCTION CARE AND MANAGEMENT

Crop Production and management services covers crops such as palay, corn and other cereals. It covers from pest and disease, pre and post harvesting, drying and marketing. It also includes distribution of farm inputs. If the farmer has difficulty in their farm, the farmer needs to see their Agricultural Technician assigned for contract for field inspection, an AT will prescribe necessary recommendation at field level.

Office or Division:		Municipal Agriculture Office		
Classification:		Complex		
Type of Transaction:		G2C - Government to Citizens		
Who may avail:		All individuals engaged in farming of corn, rice and other cereals.		
Checklist of Requirements		Where to Secure		
1. None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. See and confer with AT	1. Entertain farmers on their farm problems. 2. Schedule on the time of visit.	None	20 minutes	<i>Municipal Agriculture Office Analie B. Castillo – MA AT – Every Barangay Assigned</i>
2. Wait for the	1. Site inspection and	None	1 days	<i>Municipal Agriculture</i>

	visit of Agricultural Technologist	validation. 2. Recommend farmer the proper crop care and management.			<i>Office Analie B. Castillo – MA AT – Every Barangay Assigned</i>
3.	Receive and adhere to recommendation of Agricultural Technologist	1. The technician will call the farmer for updates.	None	10 minutes	<i>Municipal Agriculture Office Analie B. Castillo – MA AT – Every Barangay Assigned</i>
4.	Wait for the follow-up visit of Agricultural Technologist	1. Inspection if the recommendation is effective.	None	2 days	<i>Municipal Agriculture Office Analie B. Castillo – MA AT – Every Barangay Assigned</i>
		Total	None	3 days and 30 minutes	

X - PROMOTION ON FISH PRODUCTION CARE AND MANAGEMENT

Services include hatchery development distribution of fingerlings, production technology, pond construction feeds and feeding, fish processing and marketing. To avail services, the farmer shall have pond with water supply for fingerlings dispersal. Fisher folk are organized for easy availment of services. Fisher folk are trained on proper feed preparation/formulation and fish preservation for home and market.

Office or Division:	Municipal Agriculture Office			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to citizens			
Who may avail:	All individuals engaged in fish production			
Checklist of Requirements		Where to Secure		
1. FishR application form – 1 copy		Office of the Municipal Agriculturist		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. See and inquire fishery coordinator	1. Fish Coordinator will verify if the client is registered in FishR Registration System. 2. He will verify if the client is qualified to avail input assistance like fingerlings and feeds. 3. He will recommend on proper fish pond dimensions. 4. He will schedule time for fishpond	None	5 minutes	<i>Municipal Agriculture Office Analie B. Castillo Municipal Agriculturist Elmer D. Sotelo - Fishery Coordinator AT - Every Brgy. Assigned</i>

	inspection			
2. Prepare and clean pond before fingerlings are released.	1. The Fish Coordinator will recommend proper fish pond treatment before fingerlings are released.	None	2 days	<i>Municipal Agriculture Office Elmer D. Sotelo - Fishery Coordinator</i>
3. Inform Agricultural Technologist on project development and provide feeds up to harvest	1. The fish coordinator will conduct sizing of fishes to check if its properly managed. 2. He will provide additional recommendations if needed.	None	4-6 months	<i>Municipal Agriculture Office Elmer D. Sotelo - Fishery Coordinator</i>
4. Market of Fishes harvested	1. The coordinator/AT will provide post harvest assistance.	None	10 minutes	<i>Municipal Agriculture Office -Analie B. Castillo Municipal Agriculturist -Elmer D. Sotelo - Fishery Coordinator -AT - Every Brgy. Assigned</i>
	Total	None	4-6 months 2 days 15minutes	

XI - PROMOTION ON SOIL AND WATER MANAGEMENT

Soil sampling and analysis is important points to consider. It is a process wherein the crops nutrient for its growth is determined. The process tells the available nutrient is present on the soils and the amount to be added for plant use. The Agricultural Technologist will collect dried soil sample which is clean and free from foreign matters for testing to determine what nutrient is lacking in the farm tilled.

e or Division:	Municipal Agriculture Office			
ification:	Complex			
of	G2C - Government to citizens			
saction:				
may avail:	All individuals engaged in farming			
Checklist of Requirements		Where to Secure		
1. Soil sample – 1 kilo		Office of the Municipal Agriculturist		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. See and confer with Agricultural Technologist	1. Confer with the farmer and instruct how to collect the soil samples. 2. Schedule on the time of visit for site validation	None	20 minutes	<i>Municipal Agriculture Office Analie B. Castillo - Municipal Agriculturist/ Agri Technologist-Every Barangay Assigned</i>
2. Collect, dry and submit soil samples	1. The AT will conduct a soil	None	3 day	<i>Municipal Agriculture Office</i>

	sample test using the soil testing kit.			<i>Analie B. Castillo - Municipal Agriculturist/ Agri Technologist-Every Barangay Assigned</i>
3. Wait while Agricultural Technologist conducts the soil sample test	1. The AT will call the farmer for updates.	None	1 day	<i>Municipal Agriculture Office Analie B. Castillo - Municipal Agriculturist/ Agri Technologist-Every Barangay Assigned</i>
4. Wait for the result and confer with AT for recommendation/prescription	1. The coordinator will call the farmer for recommendation based on the test done.	None	20 minutes	<i>Municipal Agriculture Office Analie B. Castillo - Municipal Agriculturist/ Agri Technologist-Every Barangay Assigned</i>
	Total	None	4 days 40minutes	

XII - SECURING MA AND MAFC ENDORSEMENT LETTER and CERTIFICATION

To establish the procedure for the accreditation of FCA's by the Department of Agriculture in order to benefit the assistance, to establish and maintain a national registry of accredited FCA's at the DA system; and guarantee compliance to existing pertinent laws, rules and regulations. The compliance officer of the association or cooperative needs to see Municipal agriculturist and MAFC Chairman for queries and MAs prescribed necessary recommendation.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to citizens			
Who may avail:	All Associations and Cooperatives			
Checklist of Requirements		Where to Secure		
1. Letter of intent – 1 copy 2. Xerox copy of DOLE/SEC/CDA Registration – 1 copy 3. Organizational profile – 1 copy 4. Board Resolution – 1 copy 5. List of officers and members with RSBSA number		Office of the Municipal Agriculturist MAFC Chairman's office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. See and confer with the Municipal Agriculturist and MAFC Chairman	1. Confer with the compliance officer and instruct what necessary documents to bring	None	4 minutes	<i>Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist MAFC Chairman</i>
2. fill out and complete necessary documents needed	1. The MA/ MAFC Chairman will check the documents	None	2 minutes	<i>Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist</i>

				<i>MAFC Chairman</i>
3. Receive and adhere to recommendation of Municipal Agriculturist	1. MA/MAFC Chairman will encode and print the endorsement, certification letter	None	5 minutes	<i>Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist MAFC Chairman</i>
4. Wait for the printed output , and sign a received copy	1. MA/MAFC Chairman will release the printed output	None	2 minutes	<i>Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist MAFC Chairman</i>
	Total	None	14minutes	

INTERNAL TRANSACTIONS

XIII – REQUESTING OF CERTIFICATION, REPORT OR DOCUMENTS FROM THE CONCERNED OFFICE

In a Government-to-Government (G2G) context, requesting official documentation from a concerned office establishes a legally binding "source of truth" that ensures regulatory compliance and institutional accountability. It creates a transparent audit trail necessary for public fund allocation while eliminating administrative errors and the duplication of efforts across agencies. This seamless sharing of technical reports and data enables local government units to make evidence-based decisions and optimize resource management. Ultimately, these formal requests strengthen inter-agency synergy, ensuring that public programs are implemented efficiently and in strict alignment with state standards.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2G- Government to government			
Who may avail:	Partner agencies, government offices, and institutions requiring certification, reports, or official documents			
Checklist of Requirements		Where to Secure		
1. Official Letter of Request (signed by the requesting office head) 2. Valid Office ID/ Authorization Letter 3. Supporting Documents (if applicable)		Office of the Municipal Agriculturist		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit written request at OMAG	1. Receiving clerk logs request and forwards to Municipal Agriculturist	None	10 minutes	<i>Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist</i>
2. Present authorization and supporting documents	1. Staff verifies authenticity and completeness	None	15 minutes	<i>Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist</i>
3. Wait for preparation of certification/ report	1. MAO prepares requested documents	None	1 day	<i>Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist</i>

4. Claim certification/ report	1. Staff releases documents and records acknowledgement	None	5 minutes	<i>Municipal Agriculture Office Analie B. Castillo - Mun. Agriculturist</i>
	Total	None	1 day,30minutes	