



# **MUNICIPAL AGRICULTURE OFFICE**

## **External Services**



## 60. Corn Seeds Subsidy

This service augments corn seeds to qualified farmers who belong to low income households.

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Qualified corn farmers in the Municipality			
<b>CHECKLIST OR REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Valid ID		To be provided by the client		
2. RSBSA Reference Number		Municipal Agriculture Office (MAO)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirements	1.1 Check the requirements and issue the distribution slip.	None	3 minutes	Nima E. Salveo
2. Proceed to the releasing site and submit the distribution slip	2.1 Receive the distribution slip	None	3 minutes	Nima E. Salveo
	2.2 Record the client's information and type of seeds to be released	None	2 minutes	
3. Receive the issued corn seeds	3.1 Release of corn seeds	None	3 minutes	Nima E. Salveo
	3.2 Conduct photo documentation	None		
<b>TOTAL:</b>		<b>None</b>	<b>11 minutes</b>	



## 61. High Value Crop Assistance

This service enables the people to avail high value commercial crops planting materials.

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Qualified high value crop farmers of the Municipality.			
<b>CHECKLIST OR REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Valid ID		To be provided by the client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client approaches the MAO staff for inquiry	1.1 Verify the client's information in RSBSA	None	3 minutes	Grace H. Falco
	1.2 Validate the area of planting	None	Depend on the distance of the area from the office	
	1.3 Records the client's information and type of seeds to be released	None	3 minutes	
2. Receive the High Value Crop Assistance	2.1 Photo documentation of recipient receiving the Assistance.	None	3 minutes	Grace H. Falco
<b>TOTAL:</b>		<b>None</b>	<b>9 minutes</b>	



## 62. Rice Farmer Financial Assistance

This service augments cash assistance to qualified farmers who are registered to Registry System for Basic Sectors in Agriculture.

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All rice farmers of the Municipality who are registered to Registry System for Basic sectors in Agriculture.			
<b>CHECKLIST OR REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. RSBSA Reference Number		Municipal Agriculture Office (MAO)		
2. Valid ID		To be provided by the client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client approaches the assigned technician for inquiry	1.1 Verify the client's information in RSBSA and in the RFO6 Master list	None	3 minutes	Assigned Technician
2. Receive the Cash Assistance	3.1 Issue cash assistance	None	3 minutes	Assigned Technician
	3.2 Conduct photo documentation of recipient	None	1 minute	
<b>TOTAL:</b>		<b>None</b>	<b>7 minutes</b>	



### 63. Rice Seeds Assistance

This service provides free palay seeds from allied government agencies to the qualified bona fide farmers of the municipality.

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All rice farmers of the Municipality			
<b>CHECKLIST OR REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. RSBSA Reference Number		Municipal Agriculture Office (MAO)		
2. Valid ID		To be provided by the client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client approaches the assigned technician for inquiry	1.1 Verify the client's information in RSBSA and in the RFO6 Master list	None	3 minutes	Assigned Technician
2. Submit the requirements	2.1 Validate and check the submitted requirements	None	3 minutes	Assigned Technician
	2.2 Records the client's information and type of seeds to be released	None	3 minutes	
3. Receive the Rice Seeds Assistance/ Subsidy	3.1 Issue seeds assistance/ subsidy	None	5 minutes	Assigned Technician
	3.2 Conduct photo documentation of recipient	None	1 minute	
<b>TOTAL:</b>		<b>None</b>	<b>15 minutes</b>	



## 64. Animal Health Care Services

This service conduct vaccination, treatment, deworming, and consultation/validation and submission of disease incidence.

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Livestock and poultry owners of the Municipality			
<b>CHECKLIST OR REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Form		Municipal Agriculture Office (MAO)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client fills out request form.	1.1 Assist client in filling out of form.	None	3 minutes	Mark V. Cabailo
	1.2 Interview client about the nature of request.	None	5 minutes	
	1.3 Schedule of farm/home visitation.	None	2 minutes	
2. Client avails the service requested.	2.1 Conduct of farm/home visitation and perform request.	None	Up to 2 hours (depending on the distance of destination from the MAO)	Mark V. Cabailo
	2.2 Writing of report in the logbook.	None		
<b>TOTAL:</b>		<b>None</b>	<b>2 hours, 10 minutes</b>	



## 65. Dog Rabies Vaccination Program (walk-in)

This service provides anti-rabies vaccination for pets (cats and dogs) of either walk-in clients or mass anti-rabies vaccination.

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Dog owners of the Municipality			
<b>CHECKLIST OR REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Walk-in or by appointment		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client approaches the MAO staff for inquiry.	1.1 Interview of the dog/s owner.	None	5 minutes	Mark V. Cabailo
	1.2 MAO staff prepares vaccination record.	None	3 minutes	
2. Client avails of the vaccination service for his/her dog.	2.1 MAO staff administers vaccination (walk-in). If by appointment, MAO staff schedules the date of vaccination.	None	Up to 1 hour and 30 minutes, depending on the distance of the residence from the office).	Mark V. Cabailo
	2.2 Recording in the logbook.	None	2 minutes	
<b>TOTAL:</b>		<b>None</b>	<b>1 hour &amp; 40 minutes</b>	



## 66. Farm Tractor Services

This service includes plowing and harrowing using the Municipal tractor as part of the on-farm mechanization program to minimize labor cost of the farmers.

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Farmers of the Municipality			
<b>CHECKLIST OR REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Form		Municipal Agriculture Office (MAO)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the request letter	1.1 Assess the request letter	None	3 minutes	Teresa Jane A. Abenir
2. Sign the client logbook	2.1 Scheduling for the use of the equipment	None	3 minutes	Teresa Jane A. Abenir
3. Pay the corresponding fee	3.1 Collect payment/ Issuance of Official Receipt	6.00/ha	3 minutes	Office of the Municipal Treasurer (OMT)
<b>TOTAL:</b>			<b>9 minutes</b>	





## 67. Issuance of MAO Certification

This service issues certification to farmers to compliance to Agriculture-related activities, claims and other legal purpose.

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Constituents who need certifications for Agriculture-related activities			
<b>CHECKLIST OR REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Barangay Certificate		Perspective Barangay		
2. RSBSA no.		Municipal Agriculture Office (MAO)		
3. Valid ID		To be provided by the client		
4. Official Receipt		Office of the Municipal Treasurer (OMT)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register in the client's logbook	1.1 Determine the purpose of the requested MAO Certification	None	3 minutes	Rona C. Asupardo
2. Submit the requirements	2.1 Assess the submitted requirements  2.2 Prepare the certification	None	5 minutes	Rona C. Asupardo
3. Receive the Certification	3. 1 Issue the certification	None	2 minutes	Rona C. Asupardo
<b>TOTAL:</b>		<b>None</b>	<b>10 minutes</b>	



## 68. Application for Livestock & Crop Insurance

This service facilitates crop insurance services for rice crop and livestock for farmers.

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Farmer and livestock owners of the Municipality			
<b>CHECKLIST OR REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. RSBSA Reference Number		Municipal Agriculture Office (MAO)		
2. Valid ID		To be provided by the client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client approaches the assigned Technician for inquiry	1. Verify the client's information in RSBSA	None	5 minutes	Assigned Technician
2. Fill in the Application Form	1.1 Conduct Interview  1.2 Assist on accomplishing the Application Form	None	5 minutes	Assigned Technician
3. Pay the corresponding fee	3. Brief the client regarding the fees to be collected	62.50	3 minutes	Assigned Technician
4. Secure personal copy	4. Filed the applicants' data for submission to the accountable agency	None	3 minutes	Assigned Technician
<b>TOTAL:</b>		<b>62.50</b>	<b>16 minutes</b>	



## 69. Application for Notice of Claims Due to Losses

This service facilitates the submission of Notice of Loss of crops/livestock covered by insurance.

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Farmer and livestock owners of the Municipality			
<b>CHECKLIST OR REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Valid ID		To be provided by the client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client approaches the assigned staff for inquiry	1. Verify the client's information in RSBSA	None	5 minutes	Assigned staff
2. Fill in the Application form	2.1 Conduct Interview  2.2 Assist on accomplishing the application form	None	5 minutes	Assigned staff
3. Secure personal copy	3. Filed the applicants' data for submission to the Accountable Agency.	None	3 minutes	Assigned staff
<b>TOTAL:</b>		<b>None</b>	<b>13 minutes</b>	