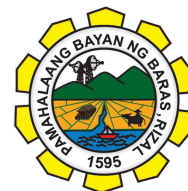




Office of the Municipal Agriculture

Frontline Services



1. ORGANIZING AND CAPABILITY BUILDING OF FARMERS, FISH FOLK, WOMEN AND YOUTH INTO ASSOCIATION AND COOPERATIVES

The Office of the Municipal Agriculturist organizes groups so that they may have a legal personality and then transact business with government and private agencies / sector

Office or Division:	Office of the Municipal Agriculture			
Classification	Complex			
Type of Transaction:	G2B – Government to business entity, G2C – Government to transacting public			
Who may avail:	Farmers and Fisher folks Associations/Cooperatives, Youth, Women Organization and other organized groups.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Client		
List of Officers & Members		Client		
Copy of Registration from SEC/DOLE or CDA		Client & SEC/DOLE or CDA		
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Submit letter to the office of the Municipal Agriculture Office.	1.1 Sets schedule for an on-site validation to confirm the request and notify clients.	NONE	5 MINUTES	Mayor's Office Staff MAO Staff Mayor's Office Agriculture Office
2 Extend the necessary cooperation during the validation/ confirmation.	2.1 Conduct visit, Upon validation sets the schedule for an orientation of members.			
3 Attend the orientation and ensure the attendance of all prospective member of the group.	3.1 Conduct orientation, After this the organization formed in one (1) group.		60 MINUTES	MAO Agriculture Office
4 Set for pre-membership education, if your organization intends to accredit from the CDA.	4.1 Assist in scheduling a pre membership education seminar from the CDA		960 MINUTES	Cooperative Development Specialist
TOTAL			1025 MINUTES	



2. TRAINING ON AGRICULTURE AND FISHERY

The Office of the Municipal Agriculture renders training based on the need and request of farmers, fish folk, youth, and women's organization, association and cooperatives, Technical assistance / training may be along the lines of.

- Hybrid and inbred Rice Production.
- Vegetables production.
- Sloping Agricultural technology, organic agriculture and other farming system.
- Integrated Pest Management.
- Animal Raising.
- Poultry Raising.
- Coastal Resource Management.
- Aquaculture
- Meat/Fish Processing
- PMES (Pre-Membership Education Seminar).
- Ownership Training

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CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Submit letter to the Office of the Municipal Mayor.	1.1 Inform client of the schedule of visit for the confirmation of the request.	NONE	15 MINUTES	Mayor's Office Staff MAO Staff Mayor's Office Agriculture Office
2 Extend the necessary assistance and cooperation during the visit. Upon confirmation of the request,	2.1 Conduct visit and set scheduled and venue of training.		30 MINUTES	MAO Agriculture Office
3 Ensure that all members of the organization/association will attend and actively participate in the training.	3.1 Conduct training		Will depend on the process	Training Team
TOTAL			45 MINUTES PLUS	

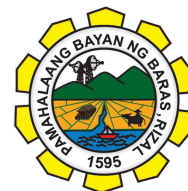


3. PROVISION OF AN ANIMAL DISPERSAL PROGRAM

The MAO disperses cattle; carabao and swine to farmers seeking additional income by raising livestock raised and is specified in the contract signed by farmer.

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CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Client		
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CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Proceed to the office of the MAO and fill up application form	1.1 Brief the client on the program and its requirements.		15 MINUTES	MAO Staff Agriculture Office
2 Submit the accomplishment form and the requirement. Submit to an interview and contract briefing	2.1 Conduct Interview and contract briefing.		30 MINUTES	MAO Staff Agriculture Office
3 If there is no available stock, your name will be entered in the waiting list of applying for dispersal. Take note the advice when is return t to MAO is follow up application.	3.1 If there is no available stocks enter the same of the client applying for dispersal and advice the client the schedule of dispersal.			MAO Staff Agriculture Office

4	If there is an available stock the client informed by MAO office the schedule of dispersal	4.1	If there is no available stocks informed the client of schedule of visit for the site inspection	NONE	15 MINUTES	MAO Staff Agriculture Office
5	Extend the Necessary cooperation and assistance during the site visit.	5.1	Conduct site inspection.		30 MINUTES	MAO Staff Agriculture Office
6	If the site passes, take note of date and place of retrieve of animals and the documents needed in the availing of the dispersal program.	6.1	If the site passes the inspection provides the date and place of retrieval of animals. Instruct the clients to complete the documents needed in availing the dispersal program.		15 MINUTES	MAO Staff Agriculture Office
7	On the agreed date proceed to the designated place. Sign the contract and receive the animals.	7.1	On the agreed date proceed to the designated place. Sign the contract and receive the animals.		30 MINUTES	MAO Staff Agriculture Office
8	Assist and cooperate with the MAO personnel who will visit to check on the progress of the dispersal program	8.1	Visit the clients to check on the progress of the dispersal program.		30 MINUTES	MAO Staff Agriculture Office
TOTAL					165 MINUTES	



4. PROVISION OF TECHNICAL ASSISTANCE ON CROP AND ANIMAL PRODUCTION INLAND AND COASTAL AQUACULTURE

Technical assistance is provided to clients to help increase the productivity of the farm. Technical assistance in the following areas:

- Farm plan and budget preparation.
- Seed/Stock selection.
- Pest and diseases management.
- Post harvest management.
- Site election/assessment.
- Cultural management
- Water irrigation management.

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CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Client		
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CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Approach the MAO, assign and request technical assistance.	1.1 Briefs client on the service and requirements.	NONE	15 MINUTES	MAO Staff Agriculture Office
2 Submit to interview and provide information if requested by the MAO.	2.1 Interviews clients.		30 MINUTES	MAO Staff Agriculture Office
3 Provide the sketch of the location of your farm / house and take note of farm visit.	3.1 Schedule of farm visit.		15 MINUTES	MAO Staff Agriculture Office
4 Assist the MAO staff during onsite visit. Take note of the diagnosis and advice.	4.1 Evaluate client's need and provides the appropriate technical assistance.		30 MINUTES	MAO Staff Agriculture Office
TOTAL			90 MINUTES	



5. PROVISION OF INFORMATION ON SEEDS AVAILABILITY

The office of the Municipal Agriculture provides information on the availability and prices of the seeds for rice, corn, vegetables and high value crops.

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CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Approached the MAO assigned and state the nature of your request.	1.1 Briefs the client on the service and its requirements	NONE	10 MINUTES	MAO Staff Agriculture Office
2 Listen to what the agriculturist has to say	2.1 Provides the information being requested.		20 MINUTES	MAO Staff Agriculture Office
TOTAL			30 MINUTES	



6. DISTRIBUTION OF VEGETABLES SEEDS

As part of the Municipal Agriculture Office for food security program, The Municipality provides vegetables seeds for farmer school who want to engage in backyard vegetables farming

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CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Client		
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CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Approach the MAO assigned and request for vegetables seeds.	1.1 Brief the client on the service.	NONE	10 MINUTES	MAO Staff Agriculture Office
2 On the backyard growers, submit yourself to an interview. Sign the vegetables seeds distribution form upon receipt of the seeds requested.	2.1 Orient client as to the sowing and management of seeds. Provide the seeds and seeds distribution form. Record release of seeds.		20 MINUTES	MAO Staff Agriculture Office
3 For commercial farmers, submit yourself to an interview provide a sketch map of your farm and note of the schedule for the ocular inspection.	3.1 Interview clients and set scheduled for the ocular inspection of the farm.		30 MINUTES	MAO Staff Agriculture Office
4 Assist the MAO staff during the ocular inspection. Take note the advice/instruction on cropping activity return to the MAO to secure the seed.	4.1 Conduct the ocular inspection. Give advice on cropping activity and to return to MAO to secure the seeds.		30 MINUTES	MAO Staff Agriculture Office
5 Proceed to the Office of Agriculture to secure the seeds. Sign the vegetables seeds distribution form upon receipt of the seeds requested.	5.1 Provide the seed and the form. Record the release of seeds.		30 MINUTES	MAO Staff Agriculture Office
TOTAL			120 MINUTES	



7. PROVISION OF VETERINARY SERVICES

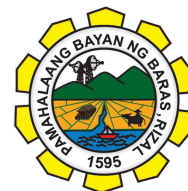
Veterinary services are rendered to ensure and promote animal health.

These services include diagnosis and treatment of prevailing diseases, vitamin administration, iron injection, castration and deworming, Vaccination against hemorrhagic septicemia, cholera, and rabies is also done to prevent or abate occurrence of such diseases.

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CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Approach the MAO assigned state the nature of your request.	1.1 Brief client on the service and its requirements.	NONE	10 MINUTES	MAO Staff Agriculture Office
2 Sign Live stock caller logbook submits to an interview. Provide sketch of the location of your farm and set schedule for administering the service being requested.	2.1 Interview client and schedules, visit to the farm for administering the service being requested.		20 MINUTES	MAO Staff Agriculture Office
3 At the appointed date, assist the technician who will be administering the treatment	3.1 Undertakes treatment.		60 MINUTES	MAO Staff Agriculture Office
TOTAL			90 MINUTES	

FOR MASS DEWORMING AND ANTIRABIES VACCINATION

CLIENT STEPS	ANGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Coordinate with your Barangay & work out details of the mass deworming and anti-rabies vaccination.	1.1 Briefs the clients on the service and its requirements.	NONE	10 MINUTES	<i>MAO Staff</i> Agriculture Office
2 Proceed to the Office of Municipal Agriculture and request the conduct of mass de-worming and anti-rabies vaccination. Take note the schedule.	2.1 Set the schedule of deworming and vaccination.		15 MINUTES	<i>MAO Staff</i> Agriculture Office
3 On the day of vaccination make sure that the Barangay officials, tanod and owner of the animals to be dewormed/vaccinated are present to assist the vaccinators, particularly in holding the animals.	3.1 Conduct mass deworming and vaccination.		3 MINUTES	<i>MAO Staff</i> Agriculture Office
TOTAL			28 MINUTES	



8. PROVISION OF SOIL ANALYSIS & FERTILIZER RECOMMENDATIONS

Soil analysis thru (Soil Testing Kit) is a quick method of evaluating the fertility status of the soil. Results are interpreted and used as a basis in making a recommendation on the right kind and amount of fertilizer for a particular crop and for proper farm nutrients management.

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CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Approach the MAO assigned and state the nature of your request.	1.1 Briefs the clients on the service and its requirements.	NONE	10 MINUTES	MAO Staff Agriculture Office
2 Submit or bring appropriately label soil samples to assigned technician. Take note instruction	2.1 If soil is properly dried, instruct client to return after 3 days. If the soil is not dried instruct the client.		20 MINUTES	MAO Staff Agriculture Office
3 After the appropriate period has lapsed, return to the MAO. Present your claim stub and secure the results	(to return after 2 weeks) 3.1 Follow up the results		30 MINUTES	MAO Staff Agriculture Office
TOTAL			60 MINUTES	