Municipal Agriculture Office

External Service

94. Food Production: Technical Assistance

Technical Assistance are aimed to help farmers increase productivity in the most sustainable way, following environmental and social Codes of conduct.

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Farmers

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Request	Client

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Ask information about the following: • Buying good quality Seeds • Pest and irrigation management • Fisheries Management • Show Made of various crops • Vegetable Production • Onion Production • Corn Production	1.1. Share knowledge with any requested client information.	None	10 Mins	*Agricultural Extension Worker* Municipal Agriculture Office
	1.2. Obtain and record the client's name in the farmer list. (Farmer's Logbook)	None	5 Mins	*Agricultural Extension Worker* Municipal Agriculture Office
	1.3. Provide technical assistance by the assigned technician according to the technology he wants to know.	None	10 Mins	*Agricultural Extension Worker* Municipal Agriculture Office
		TOTAL:	25 Minutes	

95 Food Production: Rice Productivity Encashment (RIPE) Program

- An innovative agricultural initiative designed to increase rice production efficiency, promote sustainable farming practices, and ensure food security through enhanced rice yields.

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Qualified Farmer

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
RSBSA ENROLLMENT FORM (1 copy)	Municipal Agriculture Office
VALID I.D. (1 copy)	Government issued valid Identification Card
2X2 Picture of Farmer (1 copy)	Photo Studio/Rush ID stores
Certificate, Deed of Sale, Agreement, etc.) (1 copy)	From the Owner

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Record registration (RSBSA) to the technician assigned to the barangay where their farm is located	1.1. Validate the registered (RSBA) of the farmer	None	7 Mins	*Agricultural Extension Worker* Municipal Agriculture Office
	1.2. Place reference control (RSBSA Enrollment Form Number)	None	5 Mins	*Agricultural Extension Worker* Municipal Agriculture Office
	1.3. Provide a copy of the registration.	None	3 Mins	
2. Receive the RSBSA Registered Farmers - RCEF Program - HYTA Hybrid Program - Inbred Program	2.1. Sign with qualified farmer to the recipient list	None	3 Mins	*Agricultural Extension Worker* Municipal Agriculture Office
	2.2. Provide stub in seed extraction	None	3 Mins	*Agricultural Extension Worker* Municipal Agriculture Office
		TOTAL:	21 Mins	

96. Vegetable Seeds Distribution

The municipal Agriculture Office provides information on the availability of vegetable seeds. The Technologist assigned to a particular barangay may provide the information and conduct an ocular inspection to the area where the seeds are to be planted. And continuous monitoring will be done by the technician to assure that the given seeds were planted.

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Qualified Farmer

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
RSBSA ENROLLMENT FORM (1 copy)	Municipal Agriculture Office
VALID I.D. (1 copy)	Government issued valid Identification Card
2X2 Picture of Farmer (1 copy)	Photo Studio/Rush ID stores
Certificate, Deed of Sale, Agreement, etc.) (1 copy)	From the Owner

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for vegetables seeds at DA's Office	1. Receive farmer's request	None	1 Minute	*DA HVCDP Coordinator* Municipal Agriculture Office
2. Answer farmer's information form	2. Interview farmer	None	5 Minutes	*DA HVCDP Coordinator* Municipal Agriculture Office
3. Receive requested seeds	3. Provide requested seeds (depends on availability)	None	5 Minutes	*DA HVCDP Coordinator* Municipal Agriculture Office
4. Undergo ocular inspection (In cases of semi-commercial farmers)	4. Conduct ocular inspection	None	2 Hours	*DA HVCDP Coordinator* Municipal Agriculture Office
5. Perform technician's advice	5. Record farmer's data and provide requested seeds Conduct on-site monitoring	None	30 Minutes	*DA HVCDP Coordinator* Municipal Agriculture Office
TOTAL:			2 Hours, 41 minutes	

97. Distribution of High-Quality Rice Seeds

The municipal Agriculture Office provides information on the availability of high-quality rice seeds. The Technologist assigned to a particular barangay may provide the information and conduct an ocular inspection to the area where the seeds are to be planted. And continuous monitoring will be done by the technician to assure that the given seeds were planted.

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Farmers / Cooperative / Associations (FCA)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Request Letter	Client
Citizen's Tax Certificate (CTC)	Municipal Treasurer's Office

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit request at DA's Office	1. Receive farmer's request/ Check the availability	None	1 Minute	*DA Rice Technician* Municipal Agriculture Office
2. Answer farmer's information form	2. Interview farmer	None	5 Minutes	*DA Rice Technician* Municipal Agriculture Office
3. Wait for availability	3. Inform farmer on the availability	None	10 Minutes	*DA Rice Technician* Municipal Agriculture Office
4. Present Citizen's Tax Certificate (CTC)	4. Receive farmer's data	None	30 Minutes	*DA Rice Technician* Municipal Agriculture Office
5. Receive rice good seeds	5. Record farmer's data per organization/ location and provide their requested seeds. Conduct on-site monitoring	None	30 Minutes	*DA Rice Technician* Municipal Agriculture Office
	TOTAL:	None	1 Hour, 16 Minutes	

98. Provisions of Field Tractor, Facilities and other Machineries

The municipal Agriculture Office provides information on the availability of the farm machineries and equipment's. The Technologist assigned to a particular barangay may provide the information and conduct an ocular inspection to the area where the machineries are to be used. And continuous monitoring will be done by the technician to assure that the machineries are used in the proper way.

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Farmers / Cooperative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request Letter	Client
Citizen's Tax Certificate	Municipal Treasurer's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request at DA's Office	1. Receive farmer's request/ Check the availability	None	1 Minute	*DA Technician* Municipal Agriculture Office
2. Wait for availability	2. Inform farmer on the availability	None	5 Minutes	*DA Technician* Municipal Agriculture Office
3. Fill-up barrower's slip	3. Check and counter sign barrower's slip	None	10 Minutes	*DA Technician* Municipal Agriculture Office
4. Present barrower's slip	4. Received barrower's slip. Indicate tentative date of return	None	30 Minutes	*DA Technician / Equipment Custodian* Municipal Agriculture Office
5. Check status of the equipment before receiving	5.1 Record farmer's data per organization/ location and provide their requested seeds. 5.2 Conduct on-site monitoring	None None	15 Minutes 15 Minutes	*DA Technician* Municipal Agriculture Office *DA Technician* Municipal Agriculture Office
6. Return equipment (any problem encountered by the farmer during usage, shall be shouldered by the farmer)	6. Inspection of equipment	None	30 Minutes	*DA Technician* Municipal Agriculture Office
	TOTAL:	None	1 Hour, 16 Minutes	

99. Permit for Agricultural Machinery

The municipal Agriculture Office provides information on the availability of the farm machineries and equipment's. The Technologist assigned to a particular barangay may provide the information and conduct an ocular inspection to the area where the machineries are to be used. And continuous monitoring will be done by the technician to assure that the machineries are used in the proper way.

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Farmers / Cooperative / Associations (FCA)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Request Letter	Client
Fisher folks registered to FISHR and Boat	Municipal Agriculture Office

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit request at DA's Office	1. Verify farmer's name in the Master List of Agricultural Machinery Record	None	5 Minute	*Concerned DA Technician Municipal Agriculturist* Municipal Agriculture Office
2. Proceed to Municipal Treasurer's Office for payment of Permit	2.Issue Official Receipt	Hand Tractor Php200.00 Light Tractor Php300.00 Heavy Tractor Php400.00 Harvester/Ripper Php3,000.00 Chainsaw Php500.00	5 Minutes	*Revenue Collection Officer* Municipal Treasure's Office

		Mechanized Thresher Php1,000.00 Manual Thresher Php500.00 Other Agricultural machinery or heavy equipment not enumerated above Php500.00		
3. Return to the Municipal Agriculture Office for the processing of Permit	3.Check the Official Receipt	None	3 Minutes	*Designated Record Officer* *Municipal Agriculturist* Municipal Agriculture Office
4. Wait for the preparation of required proof of registration	4. Endorsement MAO/ AT's concerned 4.1Keep records of machinery (brand/make) in agricultural archive	None	2 Minutes	*Designated Record Officer* *Municipal Agriculturist* Municipal Agriculture Office
	TOTAL:	Hand Tractor Php200.00 Light Tractor Php300.00	15 Minutes	

	Heavy Tractor Php400.00 Harvester/Ripper Php3,000.00 Chainsaw Php500.00 Mechanized Thresher Php1,000.00 Manual Thresher Php500.00 Other Agricultural machinenery or heavy equipment not enumerated above Php500.00		

100. Distribution / Dispersal of Fingerlings

The municipal Agriculture Office in cooperation with the Bureau of Fisheries and Aquatic Resources (BFAR) disperses free quality fingerlings to qualified fisherman/group of fishermen's to boost the production of quality fish in the locality. This service is based on the availability of fingerlings.

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Fishermen (Member of Farm C)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request Letter	Client
Fisher folks enlisted in FISHR, Farmers Cooperative Associations (FCA)	Municipal Agriculture Office
Citizen's Tax Certificate	Municipal Treasurer's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request at DA's Office	1. Receive farmer's request/ Check the availability	None	1 Minute	*Fisheries Coordinator* Municipal Agriculture Office
2. Wait for availability	2.1 Call BFAR office and ask for availability	None	10 Minutes	*Fisheries Coordinator* Municipal Agriculture Office
	2.2 Inform the farmer regarding the availability of fingerlings	None	10 Minutes	*Fisheries Coordinator* Municipal Agriculture Office
3. Receive fingerlings	3. Accompany farmer during pick-up of fingerlings	None	30 Minutes	*Fisheries Coordinator* Municipal Agriculture Office
4. Fill-up farmer's Data Record	4.1 Receive farmer's data	None	10 Minutes	*Fisheries Coordinator* Municipal Agriculture Office
	4.2 Conduct on-site monitoring	None	10 Minutes	
	4.3 Farm meeting	None	10 Minutes	
	TOTAL:	None	1 Hour 21 Minutes	

101. Pantabangan Reservoir Aquaculture (Cage) Program

This program intensifies our livelihood assistance in the upland Areas to maximize the use of its water resource not just for crop production but for fish production as well. The Municipal office in cooperation with the Bureau of fisheries Aquatic Resources (BFAR) National Inland and Fishery Technology Center (NIFTC) disperses free quality fingerlings to qualified fishermen/group of fishermen to boost the production of quality fish in the locality. This service is based on the availability of fingerlings.

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Fisher Folks enlisted

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request Letter	Client
Membership to Farmers Organization and must have an existing pond with adequate water supply	Farmers Organization

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request at MAO's Office duly signed by the Barangay. Captain	1. Receive request and check for availability	None	2 Minutes	*Fisheries Coordinator* Municipal Agriculture Office
2. Wait for validation	2. Conduct Inspection and validation as well as the orientation for fishpond management	None	10 Minutes	*Fisheries Coordinator* Municipal Agriculture Office
3.Forward the request to BFAR	3. Endorse the letter to the NIFTC/BFAR	None	10 Minutes	*Fisheries Coordinator* Municipal Agriculture Office
4. Wait for the availability of fingerlings	4. Inform the farmer regarding the availability	None	10 Minutes	*Fisheries Coordinator* Municipal Agriculture Office
5. Release of fingerlings	5. Assist the farmers in receiving the fingerlings	None	30 Minutes	*Fisheries Coordinator* Municipal Agriculture Office

6. Fill up farmers beneficiary's data record	6. Assist the farmer Conduct site monitoring	None	30 Minutes	*Fisheries Coordinator* Municipal Agriculture Office
	TOTAL:	None	1 Hour, 32 Minutes	

102. Fishery License and Permit and Other Charges

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Farmers / Cooperative / Associations (FCA)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Request Letter	Client
Fisher folks registered to FISHR and Boat	Municipal Agriculture Office

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit request at DA's Office	1. Verify farmer's name in the Master List of Fish Registration Database	None	5 Minutes	*Concerned DA Technician Municipal Agriculturist* Municipal Agriculture Office
2. Proceed to Municipal Treasurer's Office for payment of Permit	2.Issue Official Receipt	1.Application Fee for any Fishery privilege *Individual - Php100.00 *Cooperative- Php300.00 *Corporation- Php500.00 2.Licensed Fee	5 Minutes	*Revenue Collection Officer* Municipal Treasure's Office

		*Individual-Php300.00 *Cooperative-Php500.00 *Corporation-1,000.00 3.Fish Cages Php10.00/sq.meter 4.Fisherman's License-New/renewal per year- *Fishworker-Php100.00 *Fisherman-Php200.00 5.Fisher manusing nets – For each unit of: *Gill Nets/Pukot-Php100.00 6.Fisher man		

		using Traps *Bobo- Php100. 00 7.Fisher man using Hook and Line *Pole and Line Php50.0 0 *Long Line- Php50.0 0 *Hand Line Php50.0 0 *Sports Fisher /Anglers Php300. 00 8.Auxilla ry Invoice One (1) tone or a fraction thereof- Php100. 00 *Each addition al tonnage or a fraction thereof in excess of		

		One(1) ton – Php50.00 9.Fish Inspection Fee. For the the inspection services rendered there shall be collected per kilo 10.Certification Fee for Business,Employment for Statistical purpose-Php200.00		
3. Return to the Municipal Agriculture Office for the processing of Permit	3.Check the Official Receipt	None	3 Minutes	*Designated Record Officer* *Municipal Agriculturist* Municipal Agriculture Office
4. Wait for the preparation of required proof of registration	4.1 Endorse MAO/ AT's concerned 4.2 Keep records of machinery (brand/make) in agricultural archive	None None	2 Minutes 2 Minutes	*Designated Record Officer* *Municipal Agriculturist* Municipal Agriculture Office *Designated Record Officer* *Municipal Agriculturist* *Municipal Agriculture Office*

TOTAL:	See fees on Step No. 2	17 Minutes	

103. Organizing and Capability Building of Farmers / Women and Youth Associations

The municipal Agriculture Office provides information on organizing and capability building of farmers/ women and youth associations and cooperatives so that they may have a legal personality and may transact business with government and private agencies/sector.

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Farmers, Cooperative, Associations (FCA)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Request Letter	Client
Membership to Farm C Organization	Farmers Organization
Citizen's Tax Certificate	Municipal Treasurer's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request at DA's Office	1. Receive farmer's request/ Check the availability	None	1 Minute	*DA Technician* Municipal Agriculture Office
2. Wait for availability of the municipal agriculturist	2.1 Inform farmer on the availability	None	10 Minutes	*DA Technician* Municipal Agriculture Office
	2.2 Set schedule of onsite monitoring	None	1 Day	*DA Technician* Municipal Agriculture Office
	2. Conduct visit upon validation. Sets the none 10 minutes 1 day MAO/ DA Technician schedule for the orientation of members	None	1 Day	*DA Technician* Municipal Agriculture Office
	2.4 Prepare request letter for the resource speaker (CDA)	None	5 Minutes	*DA Technician* Municipal Agriculture Office
	2.5 Inform	None	20 Minutes	*DA Technician* Municipal Agriculture Office

	the client about the schedule of the orientation (When the resource speaker is available)			
	2.6 Prepare and reproduce orientation materials	None	1 Hour	*DA Technician* Municipal Agriculture Office
	2.7 Conduct orientation. Help out in the formal organization of the group	None	3 Hours	*DA Technician* Municipal Agriculture Office
3. Present formal organization documents of the group	3. Set a meeting with the Barangay Nutrition Council	None	30 Minutes	*Fisheries Coordinator* Municipal Agriculture Office
	TOTAL:	None	2 days, 5 Hour 35 Minutes	