

AGRICULTURE OFFICE

SERVICE NAME: SECURING OF CERTIFICATION OF FARMERS/FISHERFOLKS				
Classification: Simple				
Type of Transaction: G2C - Government to Citizens				
Who may avail: All farmers and Fisherfolks				
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
none				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request Certification	1. Validate to the General Masterlist of Farmers or Fisherfolks Registration	<i>NONE</i>	<i>5 minutes</i>	Officer of the Day/Assigned A.T. in the Barangay (1-1.1)
	1.1 Prepare the Certification	<i>NONE</i>	<i>5 minutes</i>	
	1.2 The Municipal Agriculturist approves and signs the certification.	<i>NONE</i>	<i>1 minute</i>	Jenny Babe D. Caabay Municipal Agriculturist
2. Receive the Certification	2. Issue the Certification	<i>NONE</i>	<i>1 minute</i>	Officer of the Day/Assigned A.T. in the Barangay
TOTAL			12 minutes	
-End of Transaction-				

SERVICE NAME: DISTRIBUTION OF HYBRID AND CERTIFIED SEEDS				
Classification: Simple				
Type of Transaction: G2C - Government to Citizens				
Who may avail: All Registered Rice Farmers				
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
Client must be a rice farmer registered in RSBSA		MAO		
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Request Hybrid/Certified Seeds	1.Validate the rice area in the RSBA/FFRS Database of the farmer	<i>NONE</i>	<i>2 minutes</i>	Officer of the Day/Assigned A.T. in the Barangay
2. Signs the Receiving Form or Masterlist of Hybrid/Certified Seeds Distributed	2.Checks the completeness of the data needed in the signedlist form	<i>NONE</i>	<i>2 minutes</i>	Officer of the Day/Assigned A.T. in the Barangay
3.Receive the Hybrid/Certified Seeds	3.Issues the Hybrid/Certified Seeds	<i>NONE</i>	<i>5 minutes</i>	Officer of the Day/Assigned A.T. in the Barangay
TOTAL			<i>9 minutes</i>	
-End of Transaction-				

SERVICE NAME: REQUEST FOR ANTI-RABIES VACCINATION				
Classification: Simple				
Type of Transaction: G2C - Government to Citizens				
Who may avail: All				
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
Document # 1 Veterinary Health Record (if available)		Licensed Veterinarian/Provincial Veterinary Office		
Document # 2 Vaccination Record Form		Municipal Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present Veterinary Health Record	1.Accept the documents	<i>NONE</i>	<i>1 minute</i>	Municipal Livestock Officer
2.Restrict the animal/s	2.Inspect the health condition of the animal	<i>NONE</i>	<i>1 minute</i>	Municipal Livestock Officer
3.Restrict the animal/s	3. Prepare the vaccine and Vaccinate the animal/s	<i>NONE</i>	<i>1 minute</i>	Municipal Livestock Officer
4.Fill-up and sign the Vaccination Record Form	4.Present the Vaccination Record Form	<i>NONE</i>	<i>1 minute</i>	Municipal Livestock Officer
TOTAL			<i>4 minutes</i>	
-End of Transaction-				

SERVICE NAME:REQUEST FOR RICE COMBINED HARVESTER SERVICE
Classification: Simple
Type of Transaction: G2C - Government to Citizens

Who may avail: All Farmers				
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
Document # 1 Original Receipt of Payment		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request the service of the Rice Combined Harvester	1. Accomplish Job Order form	NONE	5 minutes	Officer of the Day/Assigned A.T. in the Barangay
	1.1. Validates the area in the masterlist and validate the requested schedule of the farmer if available		5 minutes	
	2. Request Diesel Allowance		10 minutes	RCH Operator
2. Go to the area on the Requested Schedule for the RCH Service	3. Rice Combined Harvester Operation	NONE		RCH Operator
3. Request for Job Order Form	4. Prepares and accomplish the Job Order Form	NONE	5 minutes	Officer of the Day/Assigned A.T. in the Barangay
3. Present the Job Order Form and Pay the required fees to the assigned Collecting Officer	4. Accepts the Job Order Form and payment and Issue Original Receipt	NONE	5 minutes	Collecting Officer MTO
4. Receive the O.R. and present the O.R. to the MAO	5. Photocopy and record the proof of payment	NONE	2 minutes	Officer of the Day/Assigned A.T. in the Barangay
TOTAL			32 minutes	
-End of Transaction-				

SERVICE NAME: REQUEST FOR TRACTOR SERVICE
Classification: Simple

Type of Transaction: G2C - Government to Citizens				
Who may avail: All Farmers				
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
Document # 1 Original Receipt of Payment		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request the service of the Tractor	1.Accomplish Job Order form	NONE	5 minutes	Officer of the Day/Assigned A.T. in the Barangay
	1.1.Validates the area in the masterlist and validate the requested schedule of the farmer if available		5 minutes	
2.Pay the required fees to the assigned Collecting Officer	2. Accepts the payment and Issue Original Receipt	Tractor P2,800.00 per ha.	5 minutes	Collecting Officer MTO
3.Present the Proof of Payment of the Service	3.Receives the O.R. and photocopy the O.R. and Job Order Form	NONE	2 minutes	Officer of the Day/Assigned A.T. in the Barangay
4.Receive the O.R.	4.Return the O.R. to the farmer and advice to keep it until the service has been done	NONE	1 minute	Officer of the Day/Assigned A.T. in the Barangay
	4.1 .Request Diesel Allowance	NONE	10 minutes	Tractor Operator
5.Wait for the Scheduled Date for the Tractor Service	5. Tractor Operation	NONE		Tractor Operator
TOTAL			28 minutes	
-End of Transaction-				

SERVICE NAME: SLAUGHTERING LIVESTOCK AND ISSUANCE OF MEAT INSPECTION CERTIFICATE
Classification: Simple
Type of Transaction: G2C - Government to Citizens
Who may avail: All

CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
Document # 1 Livestock Health Certificate		Licensed Veterinarian/Provincial Veterinary Office/City/Municipal Agriculture Office		
Document # 2 Shipping Permit		Licensed Veterinarian/Provincial Veterinary Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Deliver the livestock at the slaughterhouse	1. Register the livestock delivered	<i>NONE</i>	<i>1 minute</i>	Watchman
2. Present the livestock health certificate and shipping permit	2. Check the documents of livestock for inspection	<i>Hog=20 Cattle=50</i>	<i>2 minutes</i>	Meat Inspector/Municipal Livestock Officer
3. Witness the livestock under observation and wait for the result of inspection	3. Conduct Ante-mortem inspection	<i>Hog=150 Cattle=225</i>	<i>15 minutes</i>	Meat Inspector/Municipal Livestock Officer
4. Wait for the result	4. Livestock will be butchered by the butchers at the slaughterhouse	<i>Hog=20 Cattle=150</i>	<i>40 minutes</i>	Butchers/Meat Inspector
5. Wait for the result	5. Meat Inspector conduct meat inspection	<i>NONE</i>	<i>3 minutes</i>	Meat Inspector
6. Receive the Meat Inspection Certificate	6. Meat Inspector issues Meat Inspection Certificate to the livestock owner	<i>NONE</i>	<i>2 minutes</i>	Meat Inspector
7. Receive the meat at the Meat Establishment	7. Deliver meat using accredited meat delivery van to meat establishment	<i>Hog=70 Cattle=150</i>	<i>15 minutes</i>	Meat Delivery Personnel
TOTAL		<i>Hog=260 Cattle=575</i>	<i>78 minutes</i>	
-End of Transaction-				