OFFICE OF THE MUNICIPAL AGRICULTURIST

Technology Dissemination Services

Service Information

ABOUT THE SERVICE: The service includes the distribution of IEC material as information advocacy to target clientele and stakeholders. These IEC materials serve as reference materials to help clients understand agricultural technologies.

Office or Division	Municipal Agriculture Office
Classification	Simple
Type of Transaction	G2C
Who may avail	Individual farmers/Farmers Association/Rural Improvement Club/Farm Youth/ Government Offices and Walk- in clients

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. None	

CLIENTS STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. None	Assist client to log-in on the logbook	None	3 minutes	Officers of the Day
2. Client fill- up information and sign in the visitors logbook	Check the availability of the material requested	None	3 minutes	Officers of the Day
3. Receive the IEC material requested	Release material requested Receive the IEC material requested	None	2 minutes	Officers of the Day
4. Client fill-up LGU-Dimasalang Survey Form	Request client to fill-up LGU-Dimasalang Survey Form	None	2 minutes	Officers of the Day
	TOTAL:	**None**	**10 Minutes**	

Delivery of basic agricultural and fishery extension services

Service Information

ABOUT THE SERVICE: The service includes technical assistance on agricultural crop establishment, pest and diseases monitoring and validation, pesticides and fertilizer recommendations, monitoring of fish catch, fishpond management, fishery and marine conservation technologies, etc.

Office or Division	Municipal Agriculture Office			
Classification	Simple			
Type of Transaction	G2C			
Who may avail	Farmers /Fisher folks / FAs/Pos/ Walk- in Clients			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. None				
CLIENTS STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. None	Assist client to log-in on the log book	None	3 minutes	Officers of the Day
2. Client fill- up information and sign in the visitors logbook	Interview	None	10-20 minutes	DA Banner Program Focal Persons/Coordinators
3. Assist MAO personnel during field visit	Field Work	None	1 day	DA Banner Program Focal Persons/Coordinators
4. None	Written report	None		DA Banner Program Focal Persons/Coordinators
	TOTAL:	**None**	**1 Day & 23 Minutes**	

Farm Inputs Assistance

Service Information

ABOUT THE SERVICE: The service includes provision of seeds and seedlings; fertilizers, pesticides, fungicides, flower inducers among others for use in backyard and commercial food production.

Office or Division	Municipal Agriculture Office
Classification	Simple
Type of Transaction	G2C
Who may avail	Individual farmers/Farmers Association/Rural Improvement Club/Farm Youth/ Government Offices and Walk- in clients

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. None	

CLIENTS STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. None	Give the logbook and ask the client to log in the date or information requested	None	5 minutes	Officers of the Day
2. Client fill- up information and sign in the visitors logbook	Check the availability of the farm inputs requested	None	5 minutes	Officers of the Day
3. Receive the farm inputs requested	Release the farm inputs requested	None	5 minutes	Officers of the Day
4. Request the client to fill- up CSF; LGU- Dimasalang Survey and sign in the liquidation report forms after receiving the farm inputs	Give the Client Satisfaction Feedback (CSF); LGU- Dimasalang Survey and Liquidation Report forms	None	5 minutes	Officers of the Day
	TOTAL:	**None**	**20 Minutes**	

Immunization and Treatment of Animals

Service Information

ABOUT THE SERVICE: The service includes consultation, immunization and treatment of animals for the prevention and control of animal diseases. Biologics will be provided for free to indigent clients if supplies are available.

Office or Division	Municipal Agriculture Office
Classification	Simple
Type of Transaction	G2C
Who may avail	Farmers /Fisher folks / FAs/Pos/ Walk- in Clients

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. None	

CLIENTS STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. None	Assist client to log-in on the log book	None	3 minutes	Officers of the Day
2. Client fill- up information and sign in the visitor's logbook	Interview	None	10-20 minutes	AUGUSTUS V. ABELA Livestock Coordinator
3. Assist MAO personnel during field visit	Field Work	None	1 day	AUGUSTUS V. ABELA Livestock Coordinator
4. None	Written report	None	1 hour	AUGUSTUS V. ABELA Livestock Coordinator
TOTAL:		**None**	**1 Day, 1 Hour & 23 Minutes**	

Registration of Municipal Fisher Folks (New and Renewal)

Service Information

ABOUT THE SERVICE: The service includes registration of municipal fisher folks who are fishing or may desire to fish in municipal waters for the purpose of determining priorities among them, of limiting entry into the municipal waters and of monitoring fishing activities and/or other related purposes.

Office or Division	Municipal Agriculture Office
Classification	Simple
Type of Transaction	G2C
Who may avail	Fisher Folks

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. 2x2 picture	Client

CLIENTS STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. None	Assist client to log-in on the log book	None	3 minutes	Officer of the Day
2. Client fill- up information and sign in the visitors logbook	Interview	None	10 minutes	CARLITO D. PEPITO, JR. Municipal Fisheries Coord.
3. Client fill- up FishR Application form	Assist client in the filling- up of FishR application form	None	10 minutes	CARLITO D. PEPITO, JR. Municipal Fisheries Coord.
4. (Client asked to come back on specified date for the approved Municipal Fisher folk Registration)	Review the application for Municipal Fisher folk Registration	None	20 minutes	CARLITO D. PEPITO, JR. Municipal Fisheries Coord.
5. None	Review and certify the correctness of the FishR Application Form of the fisher folk	None	10 minutes	IRISH B. CABRERA Municipal Agriculturist
6. None	Endorsement to the Office of the Municipal Mayor for approval of the FishR Application Form	None	1 day	ATTY. MICHAEL DEMPH DU NAGA Municipal Mayor
7. None	Contact client to get the approved FishR Registration	None	3 minutes	CARLITO D. PEPITO, JR. Municipal Fisheries Coord.
8. Receive the FishR Registration	Record and release the FishR Registration	None	5 minutes	CARLITO D. PEPITO, JR. Municipal Fisheries Coord.
9. Client fill- up LGU – Dimasalang Survey Form	Request client to fill-up LGU – Dimasalang Survey Form	None	2 minutes	Officer of the Day
TOTAL:		**None**	**1 day, 1 hour and 3 minutes**	

Registration of Municipal Fishing Vessel (New and Renewal)

Service Information

ABOUT THE SERVICE: The service includes registration of fishing vessels 3 gross tonnage and below. The registry shall be for purpose of information generation, monitoring and regulation, establishment of identity and ownership of vessels and maritime safety.

Office or Division	Municipal Agriculture Office
Classification	Simple
Type of Transaction	G2C
Who may avail	Fisher Folks

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Barangay Clearance	Barangay
2. 2x2 ID Picture	Client
3. CTC	Barangay or MTO
4. Municipal Fishing Vessel Registration Application Form	MAO
5. Certified Standard Admeasurement and Tonnage Form	MAO
6. Police Clearance OR of Purchase Engine; Police Clearance that the engine purchased is not from a car napped/stolen vessel	PNP
7. OR evidencing	MTO

CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	Assist client to log-in on the log book		3 minutes	Officers of the Day
2. Client fill- up information and sign in the visitor's logbook	Interview	None	10 minutes	CARLITO D. PEPITO, JR. Municipal Fisheries Coord.
3. Client fill- up Municipal Fishing Vessel Registration Application Form	Assist client in the filling- up of the application form	None	10 minutes	CARLITO D. PEPITO, JR. Municipal Fisheries Coord.
4. Client will assist Fisheries Coordinator in the admeasurement of fishing vessel	On- site admeasurement of fishing vessel and fill-up Certified Standard Admeasurement and Tonnage Form	None	20 minutes	CARLITO D. PEPITO, JR. Municipal Fisheries Coord.
5. Proceed to MTO for payment of fishing vessel registration fee, license and Mayor's Permit to operate		950.00		MELBA G. VALLENA Municipal Treasurer
6. Submit OR from the MTO of fishing vessel registration fee, license and Mayor's Permit to operate to MAO	Process fishing vessel registration application	None	30 minutes	CARLITO D. PEPITO, JR. Municipal Fisheries Coord.
7. None	Review the application forms and recommend to the Municpal Mayor for approval	None	30 minutes	IRISH B. CABRERA Municipal Agriculturist
8. None	Issuance of Mayor's Permit to Operate	None	1 day	ATTY. MICHAEL DEMPH DU NAGA

	under EO No. 305 Devolution of the Registration of Fishing Vessels 3 GT and below from MARINA to LGU			Municipal Mayor
9.	Contact client to get the approved Boat Registration and Mayor's Permit	None	2 minutes	Carlito D. Pepito, Jr. Municipal Fisheries Coord.
10. Receive the Boat Registration and Mayor's Permit	Record and release the BoatR and Mayor's Permit	None	5 minutes	Carlito D. Pepito, Jr. Municipal Fisheries Coord.
11. Client fill- up LGU – Dimasalang Survey Form	Request client to fill-up LGU – Dimasalang Survey Form	None	2 minutes	Carlito D. Pepito, Jr. Municipal Fisheries Coord.
	TOTAL:	**950.00**	**1 day, 1 hour and 52 minutes**	

Soil Analysis

Service Information

ABOUT THE SERVICE: Soil analysis is a valuable tool in determining the fertility status of the soil and the necessary inputs required for efficient and economic production. A proper soil test will help ensure the application of enough fertilizer to meet the requirements of the crop while taking advantage of the nutrients already present in the soil.

Office or Division	Municipal Agriculture Office
Classification	Simple
Type of Transaction	G2C
Who may avail	Farmers

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. One (1) kilogram of air-dried soil sample with complete label as follows: 1.1.Name of farmer/customer 1.2.Address 1.3.Contact Number/email address (if any) 1.4.Location of Sample Source 1.5. Farm Area 1.6. Date and of collection of sample 1.7. Crop/s to be planted (based on cropping pattern)	Client

CLIENTS STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. None	Assist client to log-in on the log book	None	3 minutes	Officers of the Day
2. Client fill- up information and sign in the visitors logbook	Interview	None	10-20 minutes	Sylvia D. Patiño Leonarda Catampongan Augustus V. Abela Carlito D. Pepito
3. Submit at least one (1) kilogram of air-dried soil sample with complete sample information	Receive, record, and verify soil sample	None	3 minutes	Sylvia D. Patiño Leonarda Catampongan Augustus V. Abela Carlito D. Pepito
4. (Client asked to come back on specified date for the result of the analysis)	Conduct analysis for the ff: - Soil Ph - Nitrogen (N) - Phosphorous (P) - Potassium (K)	None	5 working days	Sylvia D. Patiño Leonarda Catampongan Augustus V. Abela Carlito D. Pepito
5. None	Prepare fertilizer recommendations based on the result of the soil analysis	None	1 hour	Sylvia D. Patiño Leonarda Catampongan Augustus V. Abela Carlito D. Pepito
6. Acknowledge receipt of the result in the logbook	Give the acknowledgement logbook and release the result	None	3 minutes	Sylvia D. Patiño Leonarda Catampongan Augustus V. Abela Carlito D. Pepito
7. Accomplish client satisfaction feedback form	Give and accept CSF	None	10 minutes	Sylvia D. Patiño Leonarda Catampongan Augustus V. Abela Carlito D. Pepito
	TOTAL:	**None**	**5 days, 1 hour and 39 minutes**	

Farm Mechanization (4 Wheel Drive Tractor)

Service Information

ABOUT THE SERVICE: The service includes plowing and harrowing using four wheel drive (4WD) tractor as part of the on-farm mechanization program to minimize labor cost and fast track land preparation activities.

Office or Division	Municipal Agriculture Office
Classification	Simple
Type of Transaction	G2C
Who may avail	Individual farmers/Farmers Association/Government Offices/NGO's

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Permit to Used	MAO
2. Official Receipt	MTO

CLIENTS STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. None	Assist client to log-in on the log book	None	3 minutes	Officers of the Day
2. Client fill- up information and sign in the visitors logbook	Interview for data to be fill-up in the permit to use form	None	5 minutes	Officers of the Day
3. Assist the assisting technician or operator in the validation of area	Validate farm area if feasible for tractor operation	None	30 minutes to 1 hour	Julian Dilao Assisting Technician Moises Afable 4WD Operator
4. Proceed to MTO for payment of rental fee for the 4WD Tractor & present OR to MAO	Schedule day and time tractor operation	None	5 minutes	Julian Dilao Assisting Technician
5. Payment for the fuel of the 4WD tractor	Load fuel and give the OR to the client		30 minutes	Moises Afable 4WD Operator
6. Assist the technician or operator in the field operation & provide food for the operator during operation	Field operation		1 day	
7. Accomplish client satisfaction	Give and accept CSF		10 minutes	
	TOTAL:	**None**	**1 day, 1 hour & 83 minutes**	

Inspection of Animals for Slaughter

Service Information

ABOUT THE SERVICE: The service includes ante and post mortem inspection of animals for slaughter to determine if the animal or fowl is fit for human consumption.

Office or Division	Municipal Agriculture Office			
Classification	Simple			
Type of Transaction	G2C			
Who may avail	Meat Dealers and walk-in clients			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. Permit to Slaughter		MAO		
2. Official Receipt		MTO		
CLIENTS STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. None	Animal inspection if the animal is fit for human consumption & advise client to proceed to MTO for payment	None	2 hours	Anecito Yanson Meat inspector
2.	Review and approve permit to slaughter application	None	20 minutes	Irish B. Cabrera Municipal Agriculturist
3. Proceed to MTO for payment of the following: 1. Permit fee to slaughter; 2. Slaughter fee; and 3. Corral fee		None	30 minutes	Melba G. Vallena Municipal Treasurer
4. Present OR to the Meat Inspector	Conduct ante mortem inspection prior to slaughter and post mortem inspection prior to the delivery of meat to the market	None	5 hours	Anecito Yanson Meat inspector
5.	Conduct meat inspection at the market	None	1 hour	Anecito Yanson Meat inspector
	TOTAL:	**None**	**8 hours and 50 minutes**	

Issuance of Certificate of Accreditation of Farmers Organization (FO)

Service Information

ABOUT THE SERVICE: In further of law and policy relative to the participation of Farmers Organizations (FOs) in seeking assistance to the Department of Agriculture, a guideline is necessary to ensure that beneficiaries or recipients of various interventions from the DA are legitimate and have the capacity to help in furtherance of the goals of the Agency. This service facilitates the identification of qualified FOs are recipient/beneficiaries of DA assistance. It encourages FOs to comply with government requirements, rules and regulation. It also ensures that government assistance is maximized, properly implemented and the targeted farmers are actually benefitting.

Office or Division	Municipal Agriculture Office
Classification	Simple
Type of Transaction	G2C
Who may avail	Farmers Organizations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Form (duly accomplished and signed by the Organization's Chairman & the Barangay Chairman)	Client
2. Certified Photocopy of Certificate of Registration from a government regulatory agency (e.g. CDA, SEC, DOLE)	Client
3. Certified Photocopy of Certificate of Good Standing from the concerned regulatory agency from the immediately preceding year or Financial Statement audited by a Certified Public Accountant or duly authorized auditing firm, for the immediately preceding year, and stamped "Received" by the registering agency	Client
4. List of latest officers and their corresponding positions	Client
5. List of members indicating their address	Client

CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application with documentary requirements	Receive and review submitted requirements	None	5 minutes	Officers of the Day
2. (Client asked to come back on specified date)	Review and endorse application for Accreditation to DA RFO 5	None	1 day	IRISH B. CABRERA Municipal Agriculturist
3. None	Notify client upon receipt of the Certificate of Accreditation from DA RFO 5	None	3 weeks to 1 month	Assigned AEWs
4. Receive certificate of accreditation and acknowledge the receipt thereof	Record and release certificate of accreditation	None	3 minutes	Officers of the Day
5. Client fill-up Client Satisfaction Feedback Form	Request & assist client to fill-up CSF	None	10 minutes	Officers of the Day
TOTAL:		**None**	**1 Month, 1 day & 18 Minutes**	

Extension Support, Education and Training Services

Service Information

ABOUT THE SERVICE: The service includes conduct meetings and trainings on Agri-fishery related technologies to farmers, fisher folks, associations, rural women and farm youth.

Office or Division	Municipal Agriculture Office
Classification	Simple
Type of Transaction	G2C
Who may avail	Farmers /Fisher folks / Associations, Rural Women and Farm Youth

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Letter of Intent	Client

CLIENTS STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. None	Client's Logbook	None	1-5 minutes	Officers of the Day
2. Submit letter signifying intention to avail of the service	Receive the intent	None	5 minutes	Officers of the Day
3. Advice client to wait until further notice from MAO for available training schedule within the year	Request for trainings from DA RFO 5; ATI RTC 5 or propose training under MAO MOOE Fund	None	3-4 weeks	IRISH B. CABRERA Municipal Agriculturist
4. None	Conduct of trainings and seminars	None	1-3 days	MAO Personnel
5. Client fill-up Client Satisfaction Feedback Form	Receive CSF	None	3 minutes	MAO Personnel
	TOTAL:	**None**	**1 Month, 3 Days & 13 Minutes**	

Pest and Diseases Surveillance

Service Information

ABOUT THE SERVICE: The service includes monitoring of pests and diseases of crops and livestock and give recommendations thereafter widespread pest and diseases infestation.

Office or Division	Municipal Agriculture Office
Classification	Simple
Type of Transaction	G2C
Who may avail	Farmers /animal raisers/associations, rural women and farm youth.

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. None	

CLIENTS STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. None	Client's Logbook	None	1-5 minutes	Officers of the Day
2. Client fill- up and sign in the visitors logbook	Assist client and endorse client to concerned focal persons of DA Banner programs	None	5 minutes	Officers of the Day
3. Provide necessary information	Interview client	None	20 minutes	Irish B. Cabrera Municipal Agriculturist
4. Assist the technician during field validation	Field validation and monitoring	None	30 minutes to 1 day	Banner Program Coordinator.
5.	Recommend or administer control measures and treatment	None	30 minutes to 1 day	Banner Program Coordinator
6. Client fill-up Client Satisfaction Feedback Form	Receive CSF	None	10 minutes	Banner Program Coordinator
TOTAL:		**None**	**2 days & 40 minutes**	