



## **OFFICE OF THE MUNICIPAL AGRICULTURE**



## 1. Anti - Rabies Vaccination

In support to RA 9482 Anti-rabies Act - control of human and animal rabies.

<b>OFFICE / DIVISION</b>	MUNICIPAL AGRICULTURE			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C - Government to Client			
<b>WHO MAY AVAIL</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Barangay Request or Resolution			Barangay Council	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Resolution (Requesting Barangay)	1.1 Evaluation of request	None	1 minute	<i>AEW, Agriculture Staff</i>
2. Scheduling and counter-parting discussion	2.1 Discussion of schedule with the barangay and the responsibilities of the barangay and agriculture office	n/a	5 minutes	<i>AEW, Agriculture Staff</i>
3. Vaccination proper	3.1 Visit the barangay for vaccination			<i>AEW, Agriculture Staff</i>
For Walk-In Clients				
1. Bring the animal for vaccination	The staff will assist and cater the needs of the client.			<i>AEW, Agriculture Staff</i>
2. Present proof of payment from the Office of the Treasurer (OR)	The staff will receive the proof of payment.	P 100.00		<i>Treasurer's Office</i>
3. Fill-up vaccination form	Vaccinate animal		1 minute	<i>AEW, Agriculture Staff</i>
<b>TOTAL :</b>		P 100.00	7 minutes	



## 2. Deworming of Large Cattle

Activity under the Animal Health Care and Management

<b>OFFICE / DIVISION</b>	MUNICIPAL AGRICULTURE			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C - Government to Client			
<b>WHO MAY AVAIL</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Number of Livestock to be dewormed			Animal Population Survey	
2. Number of Farmers' Beneficiaries			Animal Population Survey	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request	Evaluate request	None	1 minute	<i>AEW, Agriculture Staff</i>
2. Coordinate with Agriculture Office	2.1 Coordination and scheduling of the activity with the Barangay Official/Farmer	None	15-20 minutes	<i>AEW, Agriculture Staff</i>
	2.2 Deworming activity			<i>AEW, Agriculture Staff</i>
<b>TOTAL :</b>			21 minutes	



### 3. Pre-Marriage Counseling

Home Management Seminar for would-be couples

<b>OFFICE / DIVISION</b>	MUNICIPAL AGRICULTURE			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C - Government to Client			
<b>WHO MAY AVAIL</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Go to Agriculture office	Ask to fill-up the logbook		2 minutes	<i>Agriculture's Staff</i>
2. Fill-up the Logbook				<i>Agriculture's Staff</i>
3. Attend the Seminar	Conduct the seminar			<i>Ms. Gladys D. Thompson Municipal Agriculturist</i>
<b>TOTAL :</b>			2 minutes	



#### 4. Application on any Agricultural Program (Livestock Dispersal, Farm Tools and Veterinary Medicine)

<b>OFFICE / DIVISION</b>	MUNICIPAL AGRICULTURE			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2G - Government to Client			
<b>WHO MAY AVAIL</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Barangay Clearance			Barangay	
2. Community Tax			LGU Treasury	
3. 2pcs recent 2x2 picture			Personal	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Go directly to the Agriculture Office	Assist/Attend to Applicant		10 minutes	<i>Agriculture's Staff</i>
2. Fill-up form request	Provide form		10 minutes	<i>Ms. Gladys D. Thompson Municipal Agriculturist</i>
<b>TOTAL :</b>			20 minutes	



## 5. Issuance of Contract

Agriculture Programs can be under contract to make the clients understand their responsibilities and obligation under such program.

<b>OFFICE / DIVISION</b>	MUNICIPAL AGRICULTURE			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2G - Government to Client			
<b>WHO MAY AVAIL</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Barangay Clearance			Barangay	
2. Application Form			Agriculture Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Go directly to the Agriculture Office	Assist/Attend to clients		10 minutes	<i>Agriculture's Staff</i>
2. Fill-up form request/contract	Discuss the contract with the farmer, and process the documents		10 minutes	<i>Ms. Gladys D. Thompson Municipal Agriculturist</i>
<b>TOTAL :</b>			20 minutes	



## 6. Loan Assistance Programs

Loan Assistance Program for LEAD, BTPK, IFLAP - Agricultural Production Loan.

<b>OFFICE / DIVISION</b>	MUNICIPAL AGRICULTURE			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C - Government to Client			
<b>WHO MAY AVAIL</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Registration Certificate or Accredited Certificate			CDA/SB/DTI/DOLE/SEC	
2. CDA Registration and Certificate of Good Standing			CDA	
3. Roll of Membership or List of Members and Officers			Association	
4. Resolution or Request			Association	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
(LEAD) 1. Briefing on project agreement payment scheme and payment scheme	Provide briefing/seminar/lecture		10 minutes	<i>Municipal Agriculturist/Staff</i>
2. Preparation and submission of Project Proposal	Provide Assistance on proposal writing		1 day	<i>Proponent</i>
3. Preliminary evaluation	Evaluation of submitted proposal		30 minutes	<i>Municipal Agriculturist/Staff</i>
4. Endorsement to Provincial level	Make endorsement letter and bring the proposal to the province		10 minutes	<i>MAFC, LCE</i>
<b>(BTPK)</b>				
1. Preparation and submission of Project Proposal	1.1 Assist farmers coop in the preparation of proposal		1 day	<i>Municipal Agriculturist/Staff</i>
	1.2 Evaluation/Critiquing and Recommendation		30 minutes	<i>Budget, Accountant, MA, Mayor, Treasurer</i>



	1.3 Endorsement to the Office of the Mayor		20 minutes	<i>Municipal Agriculturist/Staff</i>
	1.4 Preparation of Supporting Documents and accounting entries			
2. Signing	2.1 Prepared documents for signing		15 minutes	<i>Budget, Accountant, MA, Mayor ,</i>
	2.2 Checking / Releasing		5 minutes	<i>Agricultural Staff Farmer Beneficiary,</i>
<b>FOR ELADIO Feeds Subsidy</b>				
1. Coordinate with Agriculture Personnel or Program briefing and implementation scheme	1.1 Explain to the farmer the project scheme			<i>LCE, Barangay</i>
2. Project Visitation	2.1 Validation of project thru on farm visitation			
3. If approved, contract signing	3.1 Provide the contract for signing			<i>Chairman, Agri. Staff and Barangay kagawad</i>
4 Preparation of supporting Documents and accounting entries	4.1 Process documents for checking			
5. Signing	5.1 Process documents for checking			<i>Budget, Accountant, MA, Mayor</i>
<b>TOTAL :</b>			2 days	