



# **OFFICE OF THE MUNICIPAL AGRICULTURE**

## **External Services**



## 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>
<b>For Walk-In Clients</b>				
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	AEW, Agriculture Staff
2. Coordinate with Agriculture Office	2.1 Coordination and scheduling of the activity with the Barangay Official/Farmer	None	15-20 minutes	AEW, Agriculture Staff
	2.2 Deworming activity	None		AEW, Agriculture Staff
<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	None	2 minutes	Agriculture's Staff
2. Fill-up the Logbook		None		Agriculture's Staff
3. Attend the Seminar	Conduct the seminar	None	30 minutes	Ms. Gladys D. Thompson Municipal Agriculturist
<b>TOTAL:</b>			32 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>	G2C - 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. 2 recent 2x2 picture			Personal	
<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 Applicant	None	10 minutes	<i>Agriculture's Staff</i>
2. Fill-up form request	Provide form	None	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>	G2C - 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	None	10 minutes	<i>Agriculture's Staff</i>
2. Fill-up form request/contract	Discuss the contract with the farmer, and process the documents	None	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

OFFICE / DIVISION		Municipal Agriculture		
CLASSIFICATION		Simple		
TYPE OF TRANSACTION		G2C - Government to Client		
WHO MAY AVAIL		All		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
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	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
(LEAD) 1. Briefing on project agreement payment scheme and payment scheme	Provide briefing/seminar/lecture	None	10 minutes	Municipal Agriculturist/Staff
2. Preparation and submission of Project Proposal	Provide Assistance on proposal writing		1 day	Proponent
3. Preliminary evaluation	Evaluation of submitted proposal		30 minutes	Municipal Agriculturist/Staff
4. Endorsement to Provincial level	Make endorsement letter and bring the proposal to the province		10 minutes	MAFC, LCE
(BTPK)		None		Municipal Agriculturist/Staff
1. Preparation and submission of Project Proposal	1.1 Assist farmers coop in the preparation of proposal		1 day	Municipal Agriculturist/Staff
	1.2 Evaluation/Critiquing and Recommendation		30 minutes	Budget, Accountant, MA, Mayor, Treasurer
	1.3 Endorsement to the Office of the Mayor		20 minutes	Municipal Agriculturist/Staff
	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>
FOR ELADIO Feeds Subsidy				
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>		None	2 days and 2 hrs	