

**OFFICE OF THE MUNICIPAL
AGRICULTURIST**

1. PROVISION OF TECHNICAL/EXTENSION SERVICES

The Local Government Unit of the Municipality of Daraga, through the Office of the Municipal Agriculturist, aims to improve the living conditions of our farmers, fisher folks, livestock and poultry raisers, homemakers and out-of-school youths through increase in production of different agricultural commodities. This can be attained through continuous provision of technical/extension services on the latest and appropriate farming technologies.

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|--|---|------------------------|--|--------------------------------------|
| Office of Division: | Municipal Agricultural Services Office | | | |
| Classification: | Complex/highly technical | | | |
| Type of Transaction | G2C | | | |
| Who may Avail | Farmers, Fisher folks, livestock and poultry raisers, housewives, out of school youths and seed growers | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| none | | none | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| A. Farmers Class/Training | | | | |
| 1. Organize a group of 15 and above and submit request letter and masterlist of farmers. | 1. Receive letter request and Prepare training proposal for approval by the LCE and module or training design | None | 1 – 2 days | AT assigned on the program and/or MA |
| 2. Confirms attendance | 2. Confirms schedule | None | 5 – 10 min | |
| 3. Attends the class/training | 3. Conducts the class/training | None | 3 – 4 hours | |
| | TOTAL: | None | 2 days, 4 hours, 10 min (but may vary depending on the flow of discussion) | |
| B. Farmer's meetings/ dialogues | | | | |
| 1. Will be informed about the schedule of the meeting with the barangay officials. | 1. Coordinates with the barangay captain for the schedule of the meeting | None | 20 – 30 min | AT assigned and/or MA |
| 2. Attend the farmers meeting | 2. Conduct the meeting | None | 2 – 3 hours | |
| | TOTAL: | None | 3 hours, 30 min (but may vary depending on the flow of discussion) | |

| C. Farm and Home Visit | | | | |
|--|---|------|--|-----------------------|
| 1. Listen to the information and may ask questions for clarification or problems encountered in the field. | 1. Visits the client in their homes or in their farms to disseminate latest farming technologies and provides possible solution to their problems | None | 30 min – 1 hour/farmer or client | AT assigned and/or MA |
| | TOTAL: | None | 1 hour (but may vary depending on the flow of discussion) | |
| D. Attending to office callers | | | | |
| 1. Approach OD or staff and present purpose/problem i.e. incidence of pests and diseases, etc. | 1. Listen and help resolve the problem or give recommendations and conduct field inspection if necessary | None | 10 – 15 min/client and 2 hours for field inspection | AT assigned and/or MA |
| | TOTAL: | None | 10 – 15 min/client and 2 hours for field inspection (but may vary depending on the distance of the farm) | |
| End of transaction | | | | |

2. PROVISION/ DISTRIBUTION OF AGRICULTURAL INPUTS

The Local Government Unit of the Municipality of Daraga, through the Office of the Municipal Agriculturist, provides/distributes agricultural inputs to qualified farmers in the municipality.

| Office of Division: | Municipal Agricultural Services Office |
|---|---|
| Classification: | Simple |
| Type of Transaction | G2C |
| Who may Avail | Farmers, Fisher folks, livestock and poultry raisers, and seed growers |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| <ul style="list-style-type: none"> • Proof of identification • Registered in the RSBSA • Other requirements requested by DA, its bureaus, attached agencies and corporations | <ul style="list-style-type: none"> • Any government agency that issues valid ID • If not registered, see “ENROLMENT TO REGISTRY SYSTEM FOR BASIC SECTORS IN AGRICULTURE (RSBSA)” • To be announced |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-----------------|-----------------------|
| 1. Submit requirements | 1. Validates requirements | None | 2 – 3 min | AT assigned and/or MA |
| 2. Answers questions or gives information | 2. Conduct interview/ background information and validate identification of the farmer/client and see if included in the master list of farmers | None | 5 – 10 min | AT assigned and/or MA |
| 3. Receives the input and sign documents | 4. Provides/releases the inputs let client sign in the documents | None | 1 – 2 min | AT assigned and/or MA |
| | TOTAL: | None | 15 minutes | |
| End of transaction | | | | |

3. PROVISION OF CONSULTATION AND TREATMENT SERVICES

The Municipal Government of Daraga through the Office of the Municipal Agriculturist provides consultation and treatment services for livestock and poultry raises as well as pet animals in order to help control animal diseases.

| Office of Division: | Municipal Agricultural Services Office | | | |
|--|--|------------------------|-----------------------|--------------------------|
| Classification: | Simple | | | |
| Type of Transaction | G2C | | | |
| Who may Avail | Livestock producers, poultry raisers and pet owners | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| none | | none | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Report the problem/s of the animal for treatment | Conduct interview with the client | None | 5 – 10 minutes | AT – Livestock Inspector |
| Identify and present animal to be treated or dewormed to livestock inspector | Visit the farm or the house of the farmer and treat the identified sick animal | None | 30 – 1 hour | AT – Livestock Inspector |
| | TOTAL: | None | 1 hour and 10 minutes | |
| End of transaction | | | | |

4. PROVISION OF VACCINATION SERVICES

The Municipal Government of Daraga, through the Office of the Municipal Agriculturist, conducts/administer anti-rabies vaccination to different barangays.

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|--|---|----------------------------|------------------------|---------------------------|
| Office of Division: | Municipal Agricultural Services Office | | | |
| Classification: | Simple | | | |
| Type of Transaction | G2C | | | |
| Who may Avail | Livestock producers, poultry raisers and pet owners | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| none | | none | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Request/confirm schedule of vaccination | Confirms the schedule of vaccination | None | 10 min | AT – Livestock Inspector |
| Prepare the animal to be vaccinated | Conducts the vaccination | None | 1 day | All MASO staff |
| Provide needed data on the animal vaccinated | Prepare masterlist of farmers served | None | 1 – 2 hours | AT – Livestock Inspector |
| TOTAL: | None | 1 day, 2 hours, 10 minutes | | |
| End of transaction | | | | |

5. PROVISION OF CASTRATION SERVICES

The Municipal Government of Daraga through the Office of the Municipal Agriculturist provides free castration services.

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|--|---|------------------------|------------------------|---------------------------|
| Office of Division: | Municipal Agricultural Services Office | | | |
| Classification: | Simple | | | |
| Type of Transaction | G2C | | | |
| Who may Avail | Livestock producers, poultry raisers and pet owners | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| none | | none | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Request LI for castration service and confirm schedule | Confirms the schedule of the castration | None | 10 min | AT – Livestock Inspector |
| Prepare the animal for castration | Conducts castration service | None | 30 min – 1 hour/head | AT – Livestock Inspector |
| TOTAL: | None | 1 hour, 10 minutes | | |
| End of transaction | | | | |

6. PROVISION OF ARTIFICIAL INSEMINATION SERVICES

The Municipal Government of Daraga through the Office of the Municipal Agriculturist provides AI to all clients.

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|--|---|------------------------|------------------------|---------------------------|
| Office of Division: | Municipal Agricultural Services Office | | | |
| Classification: | Simple | | | |
| Type of Transaction | G2C | | | |
| Who may Avail | Livestock producers, poultry raisers and pet owners | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| none | | none | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Request LI to perform the artificial insemination and confirm schedule | Confirms schedule | None | 5 min | AT – Livestock Inspector |
| Prepare the animals for AI | Conducts AI | None | 1 hour | AT – Livestock Inspector |
| TOTAL: | None | 1 hour, 5 minutes | | |
| End of transaction | | | | |

7. PROVISION OF DEWORMING SERVICES

The Municipal Government of Daraga through the Office of the Municipal Agriculturist provides and administers dewormer to livestock.

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| Office of Division: | Municipal Agricultural Services Office | | | |
| Classification: | Simple | | | |
| Type of Transaction | G2C | | | |
| Who may Avail | Livestock producers, poultry raisers and pet owners | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| none | | none | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Request/confirm schedule of deworming | Confirms the schedule of deworming with the client | None | 10 min | AT – Livestock Inspector |
| Prepare the animal to be dewormed | Conducts deworming | None | 1 day | AT – Livestock Inspector |
| TOTAL: | None | 1 day, 10 min | | |
| End of transaction | | | | |

8. ISSUANCE OF CERTIFICATION

The Municipal Government of Daraga through the Office of the Municipal Agriculturist issues certification to clients as to farmers, fisherfolk, livestock and poultry RAISERS, pet owners, home makers and rural youth and the like as to what purpose it may serve.

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|----------------------------------|---|--|---|---------------------------|
| Office of Division: | Municipal Agricultural Services Office | | | |
| Classification: | Simple | | | |
| Type of Transaction | G2C | | | |
| Who may Avail | Farmers, fisherfolk, livestock and poultry raisers, pet owners, home makers and rural youth | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Proof of identification | | Any government agency that issues valid ID | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Present documents | Verifies documents (if complete), validation/site inspection | None | Depending upon the distance of the farm/lot | AT concerned/ MA |
| Wait for the certification | Prepares the certification and issues to the client | Php100.00 | 5 min | AT concerned |
| | TOTAL: | Php100.00 | 10 minutes | |
| End of transaction | | | | |

9. PROVISION OF LIVESTOCK DISPERSAL AND RE-DISPERSAL

The Municipal Government of Daraga through the Office of the Municipal Agriculturist gives livestock for dispersal and re-dispersal to qualified raisers.

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|--|--|--|------------------------|---------------------------|
| Office of Division: | Municipal Agricultural Services Office | | | |
| Classification: | | | | |
| Type of Transaction | | | | |
| Who may Avail | Livestock and poultry raisers | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Animal dispersal contract to be signed by the recipient, Barangay Captain, AT assigned, Municipal Agriculturist and Municipal Mayor. | | Municipal Agricultural Services Office | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Apply for redispersal | Prepare re-dispersal contract | None | 10 min | AT assigned |
| Signs the contract | None | None | 1 min | None |
| Receives the animal | Awards the animal | None | 5 min | AT assigned |
| TOTAL: | None | 16 minutes | | |
| End of transaction | | | | |

10. PROVISION OF FINGERLING DISPERSAL AND RE-DISPERSAL

The Municipal Government of Daraga through the Office of the Municipal Agriculturist gives tilapia fingerlings for dispersal and re-dispersal to qualified raisers

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| Office of Division: | Municipal Agricultural Services Office | | | |
| Classification: | Simple | | | |
| Type of Transaction | G2C | | | |
| Who may Avail | Fisher folks | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Application Form | | Municipal Agricultural Services Office | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Apply for dispersal by filling-up application form | Verify information from application form | None | 10 min | AT assigned |
| Receives the fingerlings | Awards the fingerlings | None | 5 min | AT assigned |
| TOTAL: | None | 15 min | | |
| End of transaction | | | | |

11. PROVISION OF CROP AND LIVESTOCK INSURANCE TO PCIC

The Philippine Crop Insurance Corporation through the Office of the Municipal Agriculturist provides insurance for the crops and livestock of farmers and animal raisers of the municipality.

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|---|---|--|------------------------|---------------------------|
| Office of Division: | Municipal Agricultural Services Office | | | |
| Classification: | | | | |
| Type of Transaction | | | | |
| Who may Avail | Farmers and livestock and poultry raisers | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| • Application Form | | • Municipal Agricultural Services Office | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Fill-up application form and provide all necessary information/data | Interview, validate, process application | None | 15 – 20 min | All MASO staff |
| None | Submit application to PCIC | None | 1 day | All MASO staff |
| TOTAL: | None | 1 day, 20 min | | |
| End of transaction | | | | |

12. ENROLMENT TO REGISTRY SYSTEM FOR BASIC SECTORS IN AGRICULTURE (RSBSA)

The Municipal Government of Daraga, through the Office of the Municipal Agriculturist, provides assistance in enrolling farmers, farm laborers, fishermen and target beneficiaries of agriculturerelated programs and services of the government to the RSBSA. The RSBSA serves as a requirement and basis for providing financial assistance, subsidiary funding and insurance services for farmers and fisherfolk such that those registered in the electronic database by government agencies (DA, its bureaus, attached agencies and corporations) are given priority in the targeting and implementation of their respective programs.

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|--|--|---|------------------------|---------------------------|
| Office of Division: | Municipal Agricultural Services Office | | | |
| Classification: | Simple | | | |
| Type of Transaction | G2C | | | |
| Who may Avail | Farmers, farm laborers, fishermen and other target beneficiaries | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <ul style="list-style-type: none"> • Enrolment Form • Barangay Certification (1 original) • Tax Declaration (1 photocopy) • Valid ID (1 photocopy) • 2 x 2 ID photo (1 piece) | | <ul style="list-style-type: none"> • Municipal Agricultural Services Office • Barangay Hall of the area where land is situated • Municipal Assessor's Office / Landlord (if tenant) | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Fill-up enrolment form and submit the requirements | Interview, validate, process enrolment form and requirements | None | 2 – 3 min | AT assigned and/or MA |
| None | Submit enrolment form to DA-RFO5 | None | 1 day | All MASO staff |
| TOTAL: | None | 1 day, 3 min | | |
| End of transaction | | | | |