



## **Municipal Agriculture Office External Services**



## 1. CROP INSURANCE APPLICATION

An insurance protection program of Philippine Crop Insurance Corporation to the country's agricultural producers particularly on Rice and Corn, High Value Commercial Crop, Non-Crop Agricultural Asset, Livestock and Term Insurance Packages.

<b>Office/Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Individual farmer recorded in the Registry System for Basic Sector in Agriculture (RSBSA) in every barangay			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<i>Application form</i>		<i>Municipal Agriculture Office</i>		
<i>RSBSA Reference Number Stub</i>		<i>Municipal Agriculture Office</i>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. <i>Applies crop insurance</i>	1. <i>Verifies qualification of applicant</i>		10 Mins	AT Concerned MAO
2. <i>Presents RSBSA Reference Number Stub</i>	2. <i>Checks RSBSA Stub</i>		5 Mins	AT Concerned MAO
	2.1 <i>Interviews/Fill-ups Application Form</i>		10 Mins.	AT Concerned MAO
3. <i>Signs Application Form</i>	3. <i>Signs Application Form</i>		5 Mins.	AT Concerned/ Municipal Agriculturist
	3.1 <i>Submits Crop Insurance Application</i>		5 Mins.	PCIC Underwriter
		<i>Total</i>	35 Minutes	

## 2. CROP INSURANCE CLAIMS APPLICATION

<b>Office/Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Farmers with crop insurance application affected by natural calamities and other coverage like plant disease, animal death, etc.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<i>Notice of Loss Form</i>		<i>Municipal Agriculture Office</i>		
<i>Documentation of Crop Damage</i>		<i>Farmer</i>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. <i>Applies for Notice of Loss</i>	1. <i>Verifies qualification of applicants</i>		5 mins.	AT Concerned MAO
	1.2 <i>Interviews/Fill-ups Pro-Forma of Notice of Loss</i>		10 mins.	AT Concerned MAO



2. Signs the documents	2. Signs the documents		3 mins.	AT Concerned MAO
	2.1 Submits the documents		5 mins.	AT Concerned PCIC Underwriter
	2.2 Conducts interview and ocular inspection		20 mins	PCIC Adjuster
	2.3 Processing of claims		1 Hour	PCIC Regional Office Personnel
3. Signs and receives Indemnity Checks	3. Releases Indemnity Checks		5 mins	AT Concerned MAO
	3.1 Records Indemnity Checks release		5 mins	
<b>TOTAL</b>			<b>1 Hour &amp; 48 Minutes</b>	

### 3. RENDER OF TECHNICAL ASSISTANCE

Pertains to the service being rendered to farmers, fisherfolk, livestock and poultry risers, farmer associations and rural based organization such as technology transfer, cultural management, community organizing, etc.

<b>Office/Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Individual or group of farmers engaged in agricultural related activities in the community			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request letter/Slip		Municipal Agriculture Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Applies request	1. Interviews Farmer Applicant		10 mins	AT Concerned MAO
2. Assists AT on farm area/site	2. Conducts site/ocular inspection		30 mins	AT Concerned MAO
3. Receives report	3. Prepares report		15 mins.	AT Concerned MAO
	3.1 Records the assistance rendered		5 mins.	AT Concerned MAO
<b>Total</b>			<b>50 minutes</b>	

### 4. MOTORBOAT REGISTRATION

All motorboats, three (3) gross tonnage and below are required to be registered. This includes vessels which are currently operating, newly purchased, under construction or in transport.

<b>Office/Division:</b>	Municipal Agriculture Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C



<b>Who may avail:</b>		Motorboat owners in the municipality		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1 pc. 2"x2" ID Picture of the owner		Motorboat Owner		
Barangay Clearance (if Initial Registration)		Motorboat Owner		
Picture of Motorboat (Side View and Front View)		Motorboat Owner		
Picture of Motorboat Engine		Motorboat Owner		
Stencil of Engine Number		Motorboat Owner		
Cedula		Municipal Treasury Office/Barangay		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Clients requests	1. Gives checklist of requirements needed		5 mins	AT-Fishery
Submits necessary documents	2. Evaluates clients documents		10 mins.	AT-Fishery
3. Prepares motorboat for inspection and admeasurement	3. Conducts inspection and admeasurement		15 mins.	AT-Fishery
	3.1 Computes the fees required		5 mins	AT-Fishery
4. Payments of registration fee	4. Issues receipts of payment and Motorboat Sticker	(Depends on gross tonnage)	5 mins.	MTO Personnel
5. Presents Official Receipt and Sticker	5. Prepares and Fill-ups Registration Forms		20 mins.	AT-Fishery
	5.1 Evaluates/Signs Documents		10 mins.	AT-Fishery Municipal Agriculturist
	5.2 Secures Approval of the Municipal Mayor		5 mins	Municipal Mayor
6. Receives the documents	6. Releases documents		5 mins	AT-Fishery
	6.1 Records/Files the documents		5 mins	AT-Fishery
			1 Hour & 25 minutes	

## 5. ANIMAL HEALTH CARE AND DISEASE MANAGEMENT PROGRAM

To ensure proper animal health care and management through provision of biologics, animal diagnosis and treatments.

<b>Office/Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Individual poultry and livestock farmer			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request slip form		Municipal Agriculture Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Client requests for animal treatment, vaccination and other veterinary services	1. Approves request		5 mins	AT Concerned MAO
	1.1 Prepares biologics and vaccines		5 mins	AT Concerned MAO
	1.2 Travels to client area		(depends on distance)	AT Concerned MAO
2. Prepares animal for treatment	2. Diagnoses/Treatments of animals		10 mins.	AT Concerned MAO
	2.1 Records animal services rendered		5 mins.	AT Concerned MAO
	2.2 Prepares/ Consolidates Reports		30 mins	AT Concerned MAO
	2.3 Signs/Submits reports		5 mins.	AT Concerned Municipal Agriculturist
<b>TOTAL</b>			<b>1 hour</b>	

## 6. ISSUANCE OF AUXILLIARY INVOICE

The service regulates and monitors the transport of fishery products outside the municipality specifically to determine the quantity/volume of produced by the locality resources.

<b>Office/Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B			
<b>Who may avail:</b>	Fishery and Marine Product Shippers/Transporters			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Fish Samples		Shipper/Transporter		
Quarantine Certificate from BFAR, if applicable		BFAR-PFO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Clients request	1. Approves requests		5 mins	AT Concerned MAO
2. Presents Fish Samples	2. Examines the fish samples		10 mins.	
	2.1 Interviews/Fill-ups Auxiliary Invoice Form		5 mins	AT Concerned MAO
3. Secures Approval	3. Signs the documents		3 mins	AT Concerned / Municipal Agriculturist
4. Payments of Fees	4. Issues Official Receipts	(depends on the kind and volume of	5 mins.	MTO Personnel



		<i>fishery products)</i>		
5. <i>Presents Official Receipts</i>	5. <i>Record OR Number and Amount Paid</i>		3 mins.	AT Concerned
6. <i>Receives the documents</i>	6. <i>Releases the documents</i>		3 mins	AT Concerned
			34 minutes	

## 7. ANIMAL DISPERSAL PROGRAM

Upgrading of poultry and livestock animals for additional source of livelihood of constituents.

<b>Office/Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Interested livestock farmers in the municipality			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<i>Community Tax Certificate</i>		<i>Barangay/Municipal Treasury Office</i>		
<i>2 pcs. 1x1 ID Picture</i>		<i>Farmer</i>		
<i>Endorsement from the Municipal Mayor</i>		<i>Mayor's Office</i>		
<i>Animal Housing/Pasture Area</i>		<i>Farmer</i>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. <i>Applies for animal dispersal</i>	1. <i>Verifies qualification of applicant</i>		10 mins.	AT Concerned
2. <i>Presents requirements</i>	2. <i>Checks the requirements</i>		30 mins	AT Concerned
	2.1 <i>Orients on the clients on the provision of contracts</i>		15 mins.	AT Concerned
	2.2 <i>Fill-ups the Animal Dispersal Contracts</i>		10 mins.	AT Concerned
3. <i>Signs the contract</i>	3. <i>Signs the contract</i>		5 mins.	AT Concerned / Municipal Agriculturist
4. <i>Presents approved contract</i>	4. <i>Approves contract</i>		10 mins.	Municipal Mayor
5. <i>Receives animals</i>	5. <i>Releases Animal</i>		10 mins.	AT Concerned / Municipal Agriculturist/ Municipal Mayor
<b>TOTAL</b>			<b>1 Hour &amp; 30 minutes</b>	



## 8. ANTI-RABIES VACCINATION

Annual Dog Vaccination Program to eliminate animal rabies incidence in the locality.

<b>Office/Division:</b>		Municipal Agriculture Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C		
<b>Who may avail:</b>		Dog and Cat Owners of the municipality		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<i>Anti-Rabies Vaccination Form</i>		<i>PROVET , Municipal Agriculture Office</i>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Clients request	1. Approves request		5 mins.	AT Concerned
	1.1 Attends request		(depend on distance of travel)	AT Concerned/ PROVET Personnel
2. Prepares animals for vaccination	2. Vaccinates animal		5 mins	AT Concerned/ PROVET Personnel
3. Signs Accomplishment Record	3. Records service rendered		5 mins.	AT Concerned/ PROVET Personnel
	3.1 Prepares/Submits Report		10 mins.	AT Concerned/ PROVET Personnel
		<b>TOTAL</b>	<b>25 minutes</b>	

## 9. ISSUANCE OF FARMER CERTIFICATION

A farmer certification is issued as proof that he/she is a bonafide farmer and fisherfolk in the locality to avail benefits from different concerned agencies and to the extent of average production data and percentage of damage caused by calamity, pest and disease occurrence, etc.,

<b>Office/Division:</b>		Municipal Agriculture Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C		
<b>Who may avail:</b>		Individual farmers and fisherfolks enrolled at the Registry System for Basic Sector of Agriculture (RSBSA)		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<i>Identification Card</i>		<i>Farmer or Fisherfolk</i>		
<i>RSBSA Reference Number</i>		<i>Municipal Agriculture Office</i>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Clients request	1. Interviews/Fill-ups Request Slip		5 mins.	AT Concerned
2. Assists AT on farm area/site	2. Conducts verification of farmers records		30 mins.	AT Concerned



	<i>If necessary, conducts ocular inspection and site visit</i>			
	<i>2.1 Prepares/Fill-ups Certification Form</i>		<i>10 mins.</i>	<i>Municipal Agriculturist</i>
	<i>2.2 Signs/Approves Certification</i>		<i>3 mins.</i>	<i>Municipal Agriculturist</i>
<i>3. Receives Certification</i>	<i>3. Releases Certification</i>		<i>3 mins.</i>	<i>Municipal Agriculturist</i>
	<i>3.1 Files the documents</i>		<i>4 minutes</i>	<i>Municipal Agriculturist</i>
<b>TOTAL</b>			<b>55 minutes</b>	

## 10. RSBSA ENROLLMENT

An electronic compilation of basic information of farmers, farm workers, fishers and other target agriculture-related beneficiaries of the DA.

<b>Office/Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Residents of the municipality engaged in agricultural and fishery production including youth			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<i>1 pc 2X2 ID Picture taken at least 6 months</i>		<i>Farmer or Fisherfolk</i>		
<i>Xerox Copy of Valid ID</i>		<i>Farmer or Fisherfolk</i>		
<i>Xerox Copy of Land Title or Tax Declaration</i>		<i>Assessor's Office</i>		
<i>Barangay Certification if required</i>		<i>Barangay</i>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<i>1. Clients request</i>	<i>1. Interviews the clients</i>		<i>5 mins.</i>	<i>AT Concerned</i>
<i>2. Presents documentary requirements</i>	<i>2. Checks the documentary requirements</i>		<i>5 mins.</i>	<i>AT Concerned</i>
	<i>2.1 Fill-ups RSBSA Enrollment Form</i>		<i>10 mins.</i>	<i>AT Concerned</i>
<i>3. Signs/Thumb marks the RSBSA Form</i>	<i>3. Signs the RSBSA Form</i>		<i>30 mins.</i>	<i>Punong Barangay/ Municipal Agriculturist/ MAFC Chairman</i>
<i>4. Receives RSBSA Reference Number Stub</i>	<i>4. Issues RSBSA Reference Number Stub</i>		<i>5 mins</i>	<i>AT Concerned</i>
	<i>4.1 Submits RSBSA Enrollment</i>		<i>30 mins.</i>	<i>Municipal Agriculturist</i>
<b>TOTAL</b>			<b>1 Hour &amp; 35 minutes</b>	





## 11. PROVISION OF FARM INPUTS

The resources that are used in farm production such as seeds and fertilizers.

<b>Office/Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Registered farmers of the municipality			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Clients request	1. Validates client qualification		5 mins.	AT Concerned
	1.1 Interviews/Fill-ups Master list of Beneficiaries		10 mins.	AT Concerned
2. Signs the forms			30 mins.	Punong Barangay Municipal Agriculturist MAFC Chairman
3. Receives farm inputs	3 Releases farm inputs		5 mins	AT Concerned
			50 minutes	