MUNICIPAL AGRICULTURE OFFICE
External Services

1. FARMERS ORGANIZATION

The office of the Municipal Agriculturist will facilitate in organizing farmers organization for them to promote their welfare and advance or safeguard their interest.

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2C – Government to Client
Who may avail:	All farmers of Dinalupihan

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Minutes of the meeting 2. Board resolution	Farmers group

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit documents needed	1. Receive and review the documents	None	5 minutes	AT assign
	2. Endorsement for DOLE registration		5 minutes	AT assign/Supervisory head
	3. Endorsement to SB Secretariat for review and approval		5 minutes	AT assign/Supervisory head
	TOTAL		15 minutes	

2. TECHNOLOGY TRANSFER

The Office of the Municipal Agriculture Office aims to initiate and institutionalize a delivery system, service center and a mechanism to facilitate effective and efficient provision of information and technology services in agriculture and other allied

Office or Division:	Municipal Agriculture Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Client
Who may avail:	All Farmers, private individuals

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
None	Initiative of the Department/Agricultural Technologist/ Program Coordinator

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
Seek for assistance needed	Provide technical assistance to all walk-in client/Farmers and private individuals, regarding farming	None	10 minutes	AT assign/Program Coordinator
Attend Orientation/Graduation/ Field Day	Farmers Field School 1. Conduct orientation 2. Prepare and process project proposal 3. FFS Implementation 4. Graduation/Field Day	None	4 hours 1 day 4 months 1 day	Program Coordinator/AT Assign

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Supervise the Techno Demo	Techno Demo 1. Conduct site inspection/validation 2. Orientation of the project 3. Prepare project and process project proposal 5. Establishment of the demo 6. Monitoring 7. Submission of periodic report on the progress of the techno demo 8. Conduct Field Day	None	1 day 4 hours 1 day 5 days Weekly basis Monthly 1 day	AT Assign/ Program Coordinator
Attend seminar/symposium conducted	Conduct seminars/symposium to farmers/women/youth on Income Generating Project 1. Prepare program, project proposal and invitation 2. Identification of prospective participants 3. Proceed with the seminar/symposium	None	2 days 1 day 2-3 days	AT assign/Program Coordinator
Answer queries regarding Planting or harvesting Reports	Farm and Home Visit/Monitoring of planting and harvesting activity in the area of assignment	None	3 times a week	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Answer queries regarding the type of damages brought about by typhoon/flood/drought		None	1 day 24 hours onslaught of the typhoon 4 hours 72 hours onslaught of the typhoon 4 hours 2 days 1 day	AT Assign AT Assign MA/Cluster Leader AT Assign MA/Cluster Leader AT assign/OPA and Region AT assign
	8. Distribution of certified seeds to the affected farmers	None	1 day	
None	Updating of list of farmers	None	1 day	AT assign
TOTAL		None	Total Processing Time depends on the type of Technology Transfer	

3.OTHER PROJECTS (FARM MECHANIZATION/FARM TO MARKET ROAD / BRIDGES)

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2C – Government to Client
Who may avail:	All Farmers, private individuals

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of intent 2. Board Resolution 3. List of Officers and members/beneficiaries 4. Financial Statement 5. Photocopy of trainings/seminars attended 6. Certification of Accreditation	Farmers Association/Barangay Council DOLE/SEC/SB

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the requirement needed	1. Received and review if the documents are complete	None	5 minutes	AT Assign
2. None	2. Prepare endorsement letter and other supporting documents	None	15 minutes	AT Assign/Cluster Leader/MA
3. None	3. Submission of complete documents to the concern agency	None	1 day	AT Assign/Cluster Leader/MA AT/FA
4. Follow-up request to the AT/Cluster Leader/MA AT/FA	4. Follow up request to the concern agency	None		
	TOTAL	None	1 day and 20 minutes	

4.SEED PRODUCTION CERTIFICATION

Seed Production Certification is issued to rice farmers who are qualified to be rice seed producers certified rice seeds.

Office or Division	Municipal Agriculture Office
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Client
Who may avail:	RSBSA Registered & MAO Masterlisted Rice Farmers of Dinalupihan

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. RSBSA Registration	Rice Farmer Applicant
2. Verified Area Stub	Rice Farmer Applicant
3. Letter of Intent	Rice Farmer Applicant

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submission Required Documents	1. Verification Of Documents Submitted 2. Interview And Initial Assessment.	NONE NONE	20 Minutes 30 Minutes	Municipal Seed Inspector Municipal Seed Inspector
2. Application To Attend Seed Production Seminars	1. Endorse Application to Attend National Seed Quality Control Services	NONE	1-Day	Municipal Seed Inspector
3. Rice Seed Production	1. Technical Assistance to Rice Seed Producer	NONE	3-4 Months	Municipal Seed Inspector and Agricultural Extension Worker (AEW)
4. Submit Rice Seed Samples	1. Deliver Samples To NSQCS. 2. Issue Order of Payment if Samples Passed NSQS	NONE	1 Day	Municipal Seed Inspector and Rice Farmer Applicant AEW
5. Pay To Municipal Treasurers Office		PHP100.00	20 Minutes	Municipal Treasurer's Office

6. Claim Of Rice Seed Production Certification	1. Verify Official Receipt Issued by Municipal Treasurers Office 2. Release Rice Seed Certification to Applicant	NONE NONE	10 Minutes 20 Minutes	Municipal Seed Inspector Municipal Seed Inspector & Municipal Agriculturist
TOTAL		**PHP100.00**	**3-4 Months, 2 Days, 1 Hour And 50 Minutes**	

5.ISSUANCE OF CERTIFICATION OF ACTUAL TILLER

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2C- Government to Client
Who may Avail:	RSBSA Registered & MAO Masterlisted Farmers

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Certification From The Barangay That He/She Is The Actual Tiller Of An Agricultural Land	Barangay Where Agricultural Land Is Located
2. RSBSA Registration Number	Application or MAO

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit All The Required Documents	1. Review Of Submitted Documents 2. Verification Of Farm Area thru masterlist Of Verified Areas and RSBSA Registration 3. Issue Order of Payment if verified and approved for certification	NONE NONE NONE	20 Minutes 20 Minutes 20 Minutes	AEW AEW AEW
2. Pay In Municipal Treasurer's Office	2.Receive payment and issue Official Receipt	PHP100.00	20 Minutes	Municipal Treasurer's Office
3. Claim Certification of Actual Tiller	3.1Get Photocopy of Official Receipt	NONE NONE	10 MINUTES 20 MINUTES	AEW Municipal Agriculturist

	1. Issue And Release of Certificate			
TOTAL		**PHP100.00**	**1 Hour And 50 Minutes**	

6.ISSUANCE OF CERTIFICATION OF NO OBJECTION

Issuance of Certificate of No Objection is issued to land owners applying for building, fencing permit and land conversion to ensure that no irrigation or agricultural facilities are blocked or hampered.

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2C- Government to Client
Who may Avail:	RSBSA Registered & MAO Masterlisted Farmers

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Copy Of Land Title 2. Copy Of Tax Declaration 3. Building, Fencing or Land Conversion Certifications/Resolutions	Land Owner Land Owner MPDO/ Sangguniang Bayan

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit all the required documents	1. Verification Of Submitted Documents.	NONE	1 Hour	Agricultural Extension Worker (AEW)
	2. Site Inspection	NONE	1 Day	AEW
	3. Issue Order of Payment if Site is verified and approved for certification.	NONE	10 Minutes	AEW

2. Pay To MTO	2.Receive payment and issue Official Receipt	PHP100.00	20 Minutes	Municipal Treasurer's Office
3. Claim Certification Of No Objection	1. Get photocopy of MTO Official Receipt. 2. Issue and release certificate.	NONE NONE	10 Minutes 20 Minutes	AEW Municipal Agriculturist
TOTAL		**Php100.00**	**1 Day & 2hours**	

7. ISSUANCE OF CERTIFICATION OF EXISTENCE OF FARMER'S OR FISHERMAN'S ASSOCIATION

Issuance of Certificate attesting to existence of farmers' association is issued to farmers associations applying for Sangguniang Bayan Accreditation.

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2C- Government to Client
Who may Avail:	All Bonafide Farmers and & Fisherfolks' Associations or Cooperatives in Dinalupihan

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. List of officers and members with individual signature and area of production	Farmers Association
2. RSBSA and FishR Number of All Members	Farmers or Fisherfolks' Association or Cooperative
3. Organization Profile	Farmers or Fisherfolks' Association or Cooperative
4. Barangay Certification Attesting to The Existence of the Group	Barangay Of Farmer Members' Residence

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit all the required documents	1. Verification of submitted documents. 2. Site Ocular Inspection 3. Issue Order of Payment if approved for certification	NONE NONE NONE	20 Minutes 1 Day 10 Minutes	AEW AEW
2. Pay to Municipal Treasurer's Office	2.Receive payment and issue Official Receipt	PHP100.00	20minutes 20 minutes	MTO Municipal Agriculturist
3. Claim Certification of Actual Tiller	3.1 Get photocopy of MTO Official Receipt 3.2 Issue and release Certificate	NONE NONE	10 Minutes 20 Minutes	AEW Municipal Agriculturist
	TOTAL	**PHP100.00**	**1 Day, 1 Hour And 20 Minutes**	