



LOCAL GOVERNMENT UNIT OF MANAOAG

CITIZEN'S CHARTER

LIST OF SERVICES

Office of the Municipal Agriculturist

External Services	128
1. Provision of Technical Briefing, Farmer Field School, Techno Demo	129
2. Technical Assistance	130
3. Application of Farm Mechanization	131
4. Corn Seed Distribution	132
5. Conduct of Farmers, Classes, Demo, Seminar, Training	133
6. Distribution of Fruit or Forest Trees	134
7. Distribution of Vegetables Seeds	135
8. Meeting/Forum, IEC	135
9. FCS/GEM Farmer's Livestock School	136
10. Deworming	137
11. Consultation	138
12. Vaccination	139
13. Treatment	139
14. Issuance of Certificate to Farmers Association	140
15. Issuance of Certificate for Agricultural and Non Agricultural	141
16. Fish Processing/Deboning	142
17. Request Soil Analysis	143
18. Availment of Certified Seeds	144
19. Fertilizer Distribution	145
20. Crop Insurance	146
21. Rice Crops Manager	147
22. Soil Ameliorant	148

Office of the Municipal Agriculturist

External Services

1. Provision of Technical Briefing, Farmer Field School, Techno Demo

Provisions on Season long technical demonstration on Farmer Field School

Office or Division:	Office of the Municipal Agriculture			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	Group of Farmers, Women and Youth			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
MOA	Municipal Agriculture Office			
Area	Requesting Group			
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Give request letter to the Municipal Agriculture Office	Receive request letter or walk in inquiries.	None	5 minutes	Virginia Geronimo – Rice Lome Barrozo-HVCDP Isidro De Vera - Livestock
2. Accompany in validation of qualified site	Searching of qualified site and recommendation	None	60 minutes	Virginia Geronimo – Rice Lome Barrozo-HVCDP Isidro De Vera - Livestock
3. Accompany on Identifying Farmer Participants	Finding selected FFS members	None	60 minutes	Virginia Geronimo – Rice Lome Barrozo-HVCDP Isidro De Vera - Livestock
4. Participate on period of FFS Cycle	1.1 Capacitated FFS 1.2 Members for a week long training	None	16 weeks / 4 Months	Virginia Geronimo – Rice Lome Barrozo-HVCDP Isidro De Vera - Livestock

	1.3 Facilitate Field Day and Graduation	None	1 day	Virginia Geronimo – Rice Lome Barrozo-HVCDP Isidro De Vera - Livestock
--	---	------	-------	--

2. Technical Assistance

Provision of Technical Assistance on Rice, Corn and Crops Production

Office	Office of the Municipal Agriculture			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	Group of Farmers, Women and Youth			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter request			Municipal Agriculture Office	
Resolution			Requesting Group	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Technical Assistance	Receive request letter or walk in inquiries	None	3 minutes	Virginia O. Geronimo – Rice Lome S. Barrozo-HVCDP Isidro De Vera - Livestock
2. Prepare for self Interview	Interview requesting party for walk-in, analyze, situation and refer the matter to Municipal Agriculturist	None	20 minutes	Virginia O. Geronimo – Rice Lome S. Barrozo-HVCDP Isidro De Vera - Livestock

3. Acquire Communication	1.1 Prepare a written communication if necessary	None	15 minutes	Engr. Arnold Raul E. Geronimo – Municipal Agriculturist
	1.2 Prepare written communication			
	1.3 Recommend or implement immediate action			

3. Application of Farm Mechanization

Provision of Technical Assistance for the availment of farm machineries under farm mechanization program

Office	Office of the Municipal Agriculture			
Classification:	Complex Transaction			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	Group of Farmers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter request			Municipal Agriculture Office	
Resolution			Requesting Group	
MOA				
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send letter of intent citing the needs	Receive request letter or walk in inquiries.	None	1 hour	Virginia O. Geronimo – Rice Lome S. Barrozo-HVCDP Isidro De Vera - Livestock
2. Accomplishing project proposal, certification of registration from letter from MAO/CAO/PAO,	Creating Resolution stating its need for its capacity to manage,	None	6 days	Virginia O. Geronimo – Rice Lome S. Barrozo-HVCDP Isidro De Vera - Livestock

latest audited financial statement of the association, Endorsement letter from MAFC/FA/IA/RBO Farmers Profile List of Officers/Member with corresponding areas and signature and photos of existing shed	operate and maintain the equipment			
3. Complies the requirements MOA signing	1.1 Prepare for MOA Signing	None	1 day	Agricultural Technologist Engr. Arnold Raul E. Geronimo
	1.2 Awarding of Farm Machineries			Municipal Agriculturist

4. Corn Seed Distribution

Availment of Corn Seed for Corn Production

Office	Office of the Municipal Agriculture			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	Group of Farmers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
RSBSA			Municipal Agriculture Office	
Member of Farmer Organization			Requesting Group	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Farmer-Client Service Approach	Verification of registration in the RSBSA master list	None	5 minutes	Virginia O. Geronimo – Rice Lome S.

				Barrozo-HVCDP Isidro De Vera - Livestock
2. Payment of Farmers equity to designated collector	Issuance of Receipts	Depending on the price per variety	5 minutes	Designated Collector
3. Withdrawal of seeds and claim of seeds	1.1 Inform farmer-client where to withdraw 1.2 Recommend or implement immediate action	None	5 minutes	Officer in Charge

5. Conduct of Farmers, Classes, Demo, Seminar, Training

Availment of Production Technologies through conduct of seminar, training, and field validation

Office	Office of the Municipal Agriculture			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	Group of Farmers, Women, Youth			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Proposal			Municipal Agriculture Office	
Letter of intent			Requesting Group	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Letter of intent/purpose of visit	Interview, validate, analyze and planned for training	None	1 hour	Virginia O. Geronimo – Rice Lome S. Barrozo-HVCDP Isidro De Vera - Livestock

2. Accompany the concerned Agricultural Technologies for ocular inspection, validation, and examination	Conduct ocular inspection and management	None	2 hours	Assigned Agricultural Technologist and concerned banner
3. Received recommendation/prescription	Give recommendation/prescription	None	5 minutes	

6. Distribution of Fruit or Forest Trees

Availment of Fruit or Forest for planting materials

Office	Office of the Municipal Agriculture			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	Group of Farmers, Women, Youth			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request letter			Municipal Agriculture Office	
Site validation			Requesting Group	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Letter of request/Fill up request form at Municipal Agriculture Office	Received request letter for the client	None	5 minutes	Virginia O. Geronimo – Rice Lome S. Barrozo- HVCDP Isidro De Vera - Livestock
2. Accompany site assessment and evaluation for the recommending trees	Conductor ocular inspection and recommendation	None	2 hours	Assigned Agricultural Technologist and concerned banner
3. Claim seedlings	Carry out signing in logbook and secure MOA	None	15 minutes	Assigned Agricultural Technologist and concerned banner

7. Distribution of Vegetables Seeds

Availing of Vegetables Seeds for Planting

Office	Office of the Municipal Agriculture			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	Group of Farmers, Women, Youth			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request letter			Municipal Agriculture Office	
One valid ID			Requesting Group	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Letter of request/ Fill up request form at Municipal Agriculture Office	Received request letter for the client	None	5 minutes	Lome Barrozo HVCDP
2. Accompany site assessment and evaluation for the recommending seeds	Conduct ocular inspection and recommendation	None	2 hours	Lome Barrozo HVCDP
3. Claim vegetables seeds	Carry out signing in logbook and necessary forms	None	15 minutes	Lome Barrozo HVCDP

8. Meeting/Forum, IEC

Availment of Production Information through forums, meetings, information Education Campaign

Office	Office of the Municipal Agriculture
Classification:	Simple Transaction
Type of Transaction:	Government to Citizens (G2C)

Who may avail:	Group of Farmers, Women, Youth, Students, NGO, Meat vendors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter		Municipal Agriculture Office		
Proposal		Requesting Group		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of request at Municipal Agriculture Office	Received request letter from the client	None	5 minutes	Assigned Agricultural Technologist and concerned banner
2. Address concern in AT's and associate in planning process	Conduct ocular inspection and recommendation	None	2 hours	Assigned Agricultural Technologist and concerned banner
3. Accompany AT's in Meeting and Forum	Administer forums, meeting, information Education Campaign	None	5 hours	Assigned Agricultural Technologist and concerned banner

9. FCS/GEM Farmer's Livestock School

Assistance to farmer by means of livestock projects through Municipal Agriculture Office

Office	Office of the Municipal Agriculture
Classification:	Highly Transaction
Type of Transaction:	Government to Citizens (G2C)
Who may avail:	Livestock Owner
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Request letter	
Municipal Agriculture Office	
Proposal	
Requesting Group	

CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of request	Receive request letter from the client	None	5 minutes	Isidro De Vera - Livestock
2. Submit Proposal	Approval of Proposal	None	2 hours	Municipal Agriculturist Municipal Mayor Concerned Barangay Officials
3. Updates Schedule of Training	Searching for the qualified participants	None	5 hours	Isidro De Vera - Livestock Assigned Agricultural Technologist and concerned banner
4. Accompany the AT's in Launching the training	Perform for Season Long Projects	None	6 months	Isidro De Vera - Livestock

10. Deworming

Availing of free dewormers and technical services of different animals

Office	Office of the Municipal Agriculture			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	Pet Owners, Livestock Owner			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request letter			Municipal Agriculture Office	
Vaccination book			Requesting Group	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Letter of request/Fill up request form at Municipal Agriculture Office	Received request letter for the client	None	5 minutes	Isidro De Vera - Livestock

2. Accompany livestock health assessment and evaluation for the recommending dosage	Conduct Deworming	None	30 minutes	Isidro De Vera - Livestock
3. Signing on necessary forms and logbooks	Carry out signing in logbook and secure necessary forms	None	5 minutes	Isidro De Vera - Livestock

11. Consultation

Availing of free consultation for their animal concern

Office	Office of the Municipal Agriculture			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	Pet Owners, Livestock Owner			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request Form			Municipal Agriculture Office	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up request form at Municipal Agriculture Office	Received request letter for the client	None	5 minutes	Isidro De Vera - Livestock
2. Accompany on conduction of animal health assessment	1.1 Interview of the history of illness 1.2 Conduct Consultation	None	15 minutes	Isidro De Vera
3. Signing on necessary forms and logbook	Carry out signing in logbook and secure necessary forms	None	5 minutes	Isidro De Vera

12. Vaccination

Availing of free technical service like Rabies Vaccination of Dogs

Office	Office of the Municipal Agriculture			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	Pet Owners, Livestock Owner			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request Form			Municipal Agriculture Officer	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up request form at Municipal Agriculture Office	Received request letter from the client	None	5 minutes	Isidro De Vera - Livestock
2. Accompany on conduction of animal vaccination	1.1 Interview of the age of animal 1.2 Conduct Consultation	None	15 minutes	Isidro De Vera - Livestock
3. Signing on necessary forms and logbook	Carry out signing in logbook and secure necessary forms	None	5 minutes	Isidro De Vera - Livestock

13. Treatment

Availing of free technical services treatment of different sick animals

Office	Office of the Municipal Agriculture
Classification:	Simple Transaction
Type of Transaction:	Government to Citizens (G2C)
Who may avail:	Pet Owners, Livestock Owner

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form		Municipal Agriculture Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up request form at Municipal Agriculture Office	Received request letter for the client	None	5 minutes	Isidro De Vera - Livestock
2. Accompany on conduction of animal treatment	1.1 Interview of history of illness and age of animals 1.2 Perform Animal Treatment	None	1 hour	Isidro De Vera - Livestock
3. Signing on necessary forms and logbook	Carry out signing in logbook and secure necessary forms	None	5 minutes	Isidro De Vera - Livestock

14. Issuance of Certificate to Farmers Association

Issuance of Certificate to Farmers Association for the availing of Agriculture machineries

Office	Office of the Municipal Agriculture
Classification:	Simple Transaction
Type of Transaction:	Government to Citizens (G2C)
Who may avail:	Farmers
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Residence Certificate	Municipal Agriculture Office
SEC/CDA Registration	Requesting Group

CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up request form at Municipal Agriculture Office	1.1 Received request letter from the client 1.2 Certification for bonafide farmers association in their barangay	None	5 minutes	Assigned Agricultural Technologist and concerned banner
2. Wait for the preparation of required certification/s	Accomplishing Farmers Certification	None	15 minutes	Assigned Agricultural Technologist and concerned banner
3. Signing on necessary forms and logbook	Carry out signing in logbook and secure necessary forms	None	5 minutes	Assigned Agricultural Technologist and concerned banner

15. Issuance of Certificate for Agricultural and Non Agricultural

Issuance of Certificate for land conversion on Agriculture and Non Agricultural land

Office	Office of the Municipal Agriculture			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	Land Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Land Title		Municipal Agriculture Office		
Any proof of ownership		Requesting Group		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up request form at Municipal Agriculture Office	1.1 Received request letter for the client 1.2 Verification for land title or proof of land ownership	None	5 minutes	Municipal Agriculturist Assigned Agricultural Technologist in Concerned Barangay

2. Wait for the preparation of required certification/s	Accomplishing for the certification	None	5 minutes	Municipal Agriculturist Assigned Agricultural Technologist in Concerned Barangay
3. Signing on necessary forms and logbook	Carry out signing in logbook and secure necessary forms	None	5 minutes	Assigned Agricultural Technologist in Concerned Barangay

16. Fish Processing/Deboning

Provision of technical Assistance on Fish Processing

Office	Office of the Municipal Agriculture
Classification:	Simple Transaction
Type of Transaction:	Government to Citizens (G2C)
Who may avail:	Women's group, youth
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Request letter	Municipal Agriculture Office
Proposal letter	Requesting Group

CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Give request letter proposal letter to Municipal Agriculture Office	1.1 Received request letter for the client 1.2 Determining location site and recommendation	None	1 hour	Municipal Agriculturist Assigned Agricultural Technologist in Concerned Barangay
2. Accompany in validation of qualified site	Searching of qualified site and recommendation	None	1 hour	Municipal Agriculturist Assigned Agricultural Technologist in Concerned Barangay

3. Accompany on Identifying Participants	Finding selected RIC and 4H members	None	1 hour	Assigned Agricultural Technologist in Concerned Barangay
4. Participate on fish deboning seminar	Capacitated skills, knowledge, and attitude in fish deboning	None	4 days	Assigned Agricultural Technologist in Concerned Barangay

17. Request Soil Analysis

Request of Farmers for Soil Analysis

Office	Office of the Municipal Agriculture			
Classification:	Complex Transaction			
Type of Transaction:	Government of Citizens (G2C)			
Who may avail:	Farmers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter		Municipal Agriculture Office		
Collection of Soil		Requesting Group		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Letter of request/Fill up request form at Municipal Agriculture Office	Received request letter from the client	None	5 minutes	Assigned Agriculturist in concerned Barangay
2. Accompany site assessment and collection of soil sampling	1.1 Conduct ocular inspection and soil sampling 1.2 Submit to OPAG/Soil Laboratory (BSWM)	None	2 hours	Assigned Agriculturist in concerned Barangay

3. Claim the laboratory results to the Municipal Agriculture Office	1.1 Claim to OPAG/Soil Laboratory (BSWM) 1.2 Advise for the recommended fertilizer	None	7 days	Assigned Agriculturist in concerned Barangay
---	---	------	--------	--

18. Availing of Certified Seeds

Availing/distribution of Certified seeds for Farmers

Office	Office of the Municipal Agriculture			
Classification:	Simple Transaction			
Type of Transaction:	Government of Citizens (G2C)			
Who may avail:	Farmers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
RSBSA Registration			Municipal Agriculture Office	
Member of Farmer			Requesting Group	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Farmer-Client Service Approach	Verification of Farmer's registration in the RSBSA master list	None	5 minutes	Assigned Agriculturist in concerned Barangay
2. Payment of Farmers equity to designated collector	Issuance of Receipts	None	5 minutes	Designated Collector
3. Received the hybrid seeds	1.1 Distribution of hybrid seeds 1.2 Recommend or implement immediate action	None	5 minutes	Officer in charge

4. Fill up post master list and client satisfaction feedback	Recommend necessary consultation	None	5 minutes	Officer in charge
--	----------------------------------	------	-----------	-------------------

19. Fertilizer Distribution

Availment/Distribution of fertilizer for Crop Production to Farmers

Office	Office of the Municipal Agriculture			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	Farmer			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
RSBSA Registration			Municipal Agriculture Office	
Member of Farmers Association			Requesting Group	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Farmer-Client Service Approach	Verification of Farmer's registration in the RSBSA master list	None	5 minutes	Assigned Agriculturist in concerned Barangay
2. Payment of Farmers equity to designated collector	1.1 Issuance of Receipts	Depending on the counterpart scheme	5 minutes	Designated Collector
3. Received the fertilizer	1.1 Distribution of fertilizer	None	5 minutes	Officer in charge
4. Fill up post master list and client satisfaction feedback	Recommend necessary application of fertilizer	None	5 minutes	Assigned Agriculturist in concerned Barangay

20. Crop Insurance

Provision of Technical Assistance on registration for Crop Insurance

Office	Office of the Municipal Agriculture			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	Farmer			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Valid ID			Municipal Agriculture Office	
NIA Receipt			Requesting Group	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up request form at Municipal Agriculture Office	1.1 Received request letter for the client 1.2 Verification for Proof of Identification and NIA Receipt	None	5 minutes	Assigned Agriculturist in concerned Barangay
2. Fill up PCIC Application form and submit to the office one week before sowing	1.1 Accomplishing for the certification 1.2 Submit form to PCIC Office	None	3 hours	Assigned Agriculturist in concerned Barangay
3. Signing on necessary forms and logbook	Carry out signing in logbook and secure necessary forms	None	5 minutes	Assigned Agriculturist in concerned Barangay

21. Rice Crops Manager

Provision of Technical Assistance on Fertilizer Recommendation for Rice

Office	Office of the Municipal Agriculture			
Classification:	Simple Transaction			
Type of Transaction:	Government of Citizens (G2C)			
Who may avail:	Farmer			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Valid ID			Municipal Agriculture Office	
Member of Farmers Association			Requesting Group	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up request form at Municipal Agriculture Office	1.1 Received request letter for the client 1.2 Verification for Bonafide Member of Association	None	5 minutes	Assigned Agriculturist in concerned Barangay
2. Interview for RCM	1.1 Accomplishing for the interview	None	30 minutes	Assigned Agriculturist in concerned Barangay
3. Accompany on field validation	1.1 Validation on farmer report 1.2 Prepare request Letter and submit to DA-PREC	None	1 day	Assigned Agriculturist in concerned Barangay
4. Fill up master list and client satisfaction Feedback	Securing post master list and client satisfaction Feedback	None	5 minutes	Assigned Agriculturist in concerned Barangay

22. Soil Ameliorant

Availing of Soil Ameliorants

Office	Office of the Municipal Agriculture			
Classification:	Simple Transaction			
Type of Transaction:	Government of Citizens (G2C)			
Who may avail:	Farmer			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Valid ID			Client	
Member of Farmers Association			Requesting Group	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up request form at Municipal Agriculture Office	1.1 Received request letter for the client 1.2 Verification for Bonafide Member of Association	None	5 minutes	Assigned Agriculturist in concerned Barangay
2. Accompany on field validation	1.1 Validation on farmer report 1.2 Prepare request Letter and submit to DA-PREC	None	1 day released	Assigned Agriculturist in concerned Barangay
3. Fill up post master list and client satisfaction Feedback	Securing post master list and client satisfaction Feedback	None	5 minutes	Assigned Agriculturist in concerned Barangay

