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. SEED PRODUCTION AND CERTIFICATION

The office of the Municipal Agriculturist will ensure that supply of certified seeds to farmers in this municipality is sufficient and available.

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. Request letter	Interested farmer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Attend Orientation/seminar for seed grower	1. Conduct orientation/seminar	None	1 day	Seed Inspector
2. Submission of required documents	2. Validation of documents submitted Interview and assessment	None	15 minutes	Seed Inspector
3. Undergo Seed Production Seminars	3. Refer to PhilRice (NSQCS)	None	10 minutes	Seed Inspector
4. Comply to all the requirements for seed certification	4. Ensure that all the requirements are met and submission to the concern agency	None	10 minutes	Seed Inspector
TOTAL		None	1 day and 35 minutes	

3. 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
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	
Answer queries regarding the type of damages brought about by typhoon/flood/drought	Rehabilitation Program: Disaster (Typhoon/Flood/Drought) 1. Monitoring & assessment of damage/affected crops 2. Submission of partial crops damage per barangay 3. Consolidation of damage report and submission to the concern agency 4. Submission of final damage report per barangay 5. Consolidate final damage report and submission to the concern agency 6. Validation of the actual area of crops damaged and number of farmers affected	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

	7. Masterlisting of farmers affected by typhoon/flood 8. Distribution of certified seeds to the affected farmers			
None	Updating of list of farmers	None	1 day	AT assign
TOTAL		None	Total Processing Time depends on the type of Technology Transfer	

4. ISSUANCE OF CERTIFICATION OF ACTUAL TILLER/OWNER/TENANT

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. Certification from the barangay that he/she is the actual tiller of a certain land 2. RSBSA registration number 3. Photocopy of land title or tax declaration	Barangay where the farm is located MAO Municipal Assessor Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the required documents	1. Received and review if the documents are complete	P 100.00	5 minutes	AT assign
2. Wait for the certification	2. Prepare the certification	None	5 minutes	AT assign Cluster Leader
	3. Recommendation from the cluster leader for the MA to sign the approval of the certification	None	5 minutes	AT assign
3. Receive the certification	4. Secure approved certification	None	5 minutes	
	TOTAL	P 100.00	20 minutes	

5. 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	Farmers Association/Barangay Council
6. Certification of Accreditation	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
		None		

4. Follow-up request to the AT/Cluster Leader/MA AT/FA	4. Follow up request to the concern agency			
TOTAL		None	1 day and 20 minutes	