



Municipal Agriculture Office

External Services



1. Assist in Soil Analysis

Soil analysis is offered to any individual farmer to determine the fields' available nutrients and to provide farmers a basis for fertilizer recommendation and application.

Office/Division:	Agriculture Office			
Classification:	Highly Technical			
Type of Transaction	G2C- Government to Citizen			
Who may avail	All farmers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. 1 valid ID 2. Duly filled up request form, 2 copies 3. 6 liters distilled water			LTO/COE/PhilHealth/DSWD/ GSIS/ Pag-IBIG/ LGU/ SSS/Post Office/ BIR Agriculture Office Drugstore/ Grocery Store	
CLIENTS STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly filled request form and complete requirements	1.1 Receives request form, verify completeness of requirements	None	5 minutes	<i>Municipal Agriculturist/ Agricultural Technologist</i> Agriculture Office
2. Assist person responsible in collecting soil sample	2.1 Collect soil sample	None	1 day	<i>Municipal Agriculturist/ Agricultural Technologist</i> Agriculture Office
	2.2 Submit soil sample and 6 liters of distilled water to Provincial Agriculture Office	None	1 day	<i>Municipal Agriculturist/ Agricultural Technologist</i> Agriculture Office
	2.3 Receives soil sample	None		Provincial Agriculture Office
	2.4 Conduct soil testing and analysis	None		Provincial Agriculture Office



	2.5 Receives result of the Soil Analysis	None	1 day	<i>Municipal Agriculturist/ Agricultural Technologist Agriculture Office</i>
3. Receives result of the Soil Analysis	3.1 Assist in signing acknowledgement receipt and feedback form	None	1 day	<i>Municipal Agriculturist/ Agricultural Technologist Agriculture Office</i>
Totals		None	4 days 5 minutes	

Note: Total processing time does not include soil testing and analysis done by the Provincial Agriculture Office.

2. Assist in Crop Protection and Prevention

Crop protection and prevention is offered to any farmers with crop infested to assess the status of the standing crop and the causes of infestation to provide a proper recommendation on the control, protection and prevention.

Office/Division:		Agriculture Office		
Classification:		Simple		
Type of Transaction		G2C- Government to Citizen		
Who may avail		All farmers		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly filled request form, 1 copy			Agriculture Office	
CLIENTS STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly filled request form	1.1 Receives duly filled request form	None	5 minutes	<i>Municipal Agriculturist/ Agricultural Technologist Agriculture Office</i>
	1.2 conducts preliminary interview	None	10 minutes	<i>Municipal Agriculturist/ Agricultural Technologist Agriculture Office</i>



2. Assist person responsible in field inspection	2.1 Inspect field/ plant infested	None	1 day	<i>Municipal Agriculturist/ Agricultural Technologist Agriculture Office</i>
3. Receives findings and recommendation	3.1 Discuss findings and give appropriate recommendation	None	10 minutes	<i>Municipal Agriculturist/ Agricultural Technologist Agriculture Office</i>
Total		None	1 day 25 minutes	

3. Animal Disease Consultation Services

Animal disease consultation is offered to animal owners to determine and assess the animal health status to provide proper treatments, medicines and vaccination.

Office/Division:	Agriculture Office			
Classification:	Simple			
Type of Transaction	G2C- Government to Citizen			
Who may avail	All animal owners			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Filled up request form, 1 copy 2. Medical Records Card of the Animal, 1 copy			Agriculture Office Client	
CLIENTS STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly filled request form and medical records card of the animal	1.1 Receives request form and medical records card	None	5 minutes	<i>Municipal Agriculturist/ Agricultural Technologist Agriculture Office</i>
	1.2 Conduct preliminary interview	None	10 minutes	<i>Municipal Agriculturist/ Agricultural Technologist Agriculture Office</i>



2. Assist person responsible in	2.1 Inspect and assess animal health and condition	None	1 day	<i>Municipal Agriculturist/ Agricultural Technologist Agriculture Office</i>
	2.2 Prescribe appropriate logistic/ medicine/ vaccine	None	5 minutes	<i>Municipal Agriculturist/ Agricultural Technologist Agriculture Office</i>
3. Receives and purchase prescription and Assist person responsible in administering logistic/ medicine/ vaccine	3.1 Administer logistic/ medicine/ vaccine	None	1 hour	<i>Municipal Agriculturist/ Agricultural Technologist Agriculture Office</i>
	3.2 Provide necessary recommendation on the proper care of the animal	None	10 minutes	<i>Municipal Agriculturist/ Agricultural Technologist Agriculture Office</i>
4. Fill up feedback form	4.1 Assist client in filling in feedback form	None	5 minutes	<i>Municipal Agriculturist/ Agricultural Technologist Agriculture Office</i>
Total		None	1 day 1 hour 35 minutes	



4. Seed Production Inspection and Assist in Seed Certification

Seed production inspection and assistance on seed certification is offered to qualified seed growers wherein a series of field inspection and monitoring is strictly conducted to secure high quality and locally available seeds.

Office/Division:		Agriculture Office		
Classification:		Complex		
Type of Transaction		G2C- Government to Citizen		
Who may avail		Seed Growers		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Certificate of training completion on seed production, 2 copies 2. Seed Tags, 1 original copy 3. Duly filled request form, 1 copy			BPI-NSQCS Seed Bags/ Sack Agriculture Office	
CLIENTS STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request form together with certificate of training completion and seed tags	1.1 Receives request form and application, verify completeness of the requirements	None	10 minutes	<i>Municipal Agriculturist/ Agricultural Technologist Agriculture Office</i>
2. Inform person responsible on the actual date of sowing and transplanting	2.1 Conducts preliminary field inspection	None	1 day	<i>Municipal Agriculturist/ Agricultural Technologist Agriculture Office</i>
	2.2 Fill in application for seed certification and preliminary field inspection report	None	10 minutes	<i>Municipal Agriculturist/ Agricultural Technologist Agriculture Office</i>



	2.3 Submits preliminary field inspection report and application form with seed tags to BPI-NSQCS	None	1 day	<i>Municipal Agriculturist/ Agricultural Technologist</i> Agriculture Office
	2.4 Receives preliminary field inspection report and application form with seed tags	None	1 day	BPI-NSQCS
3. Inform person responsible 20 days before harvesting for final field inspection	3.1. Conducts final field inspection	None	1 day	<i>Municipal Agriculturist/ Agricultural Technologist</i> Agriculture Office
	3.2 Fill in final field inspection report	None	5 minutes	<i>Municipal Agriculturist/ Agricultural Technologist</i> Agriculture Office
4. Receive a copy of the final field inspection report	4.1 Collect seed samples and submit to BPI-NSQCS for seed testing	None		<i>Municipal Agriculturist/ Agricultural Technologist</i> Agriculture Office
	4.2 Conduct seed testing	None		BPI-NSQCS
5. Pay required laboratory fee	5.1 Receives payment for laboratory fee and seed tags	as per BPI-NSQCS Citizens Charter		BPI-NSQCS
6. Re-sack/ re-bag approved seeds	6.2 Receive seed tags from BPI-NSQCS and conduct seed tagging	None	1 day	<i>Municipal Agriculturist/ Agricultural Technologist</i> Agriculture Office
Total		None	5 days 20 minutes	

Note: Total processing time does not include seed testing done by the BPI-NSQCS.



5. Livestock, Life and Crop Insurance

The object of insurance shall be the standing crop, poultry and livestock and farmer on the farmland specified on the insurance application, which the assured farmer has an insurable interest on.

Office/Division:		Agriculture Office		
Classification:		Simple		
Type of Transaction		G2C- Government to Citizen		
Who may avail		All farmers		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. 2 Valid ID 2. Proof of ownership, 2 copies 3. Duly filled form, 1 copy			LTO/COE/PhilHealth/ DSWD/ GSIS/ Pag-IBIG/ LGU/ SSS/Post Office/ BIR Client Agriculture Office	
CLIENTS STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly filled request form and requirements	1.1 Receives application, verify completeness of requirements	None	5 minutes	<i>Municipal Agriculturist/ Agricultural Technologist</i> Agriculture Office
2. Provide necessary information to the person responsible of the date of sowing, transplanting, expected date of harvest, farmers profile and other related activities in planting	2.1 Conducts interview on the specific date of sowing, transplanting, expected date of harvest, farmers profile and other related activities in planting	None	30 minutes	<i>Municipal Agriculturist/ Agricultural Technologist</i> Agriculture Office
	2.2 Assess fees to be paid for life insurance	None	5 minutes	<i>Municipal Agriculturist/ Agricultural Technologist</i> Agriculture Office



3.Pays the required fee	3.1 Receives payment	1. ADSS- PHP. 100.00 2. AP3- PHP. 150.00	5 minutes	<i>Municipal Agriculturist/ Agricultural Technologist</i> Agriculture Office
	3.2 Submit application form and payments to PCIC	None	1 day	<i>Municipal Agriculturist/ Agricultural Technologist</i> Agriculture Office
	3.3 Receives application form and payment, and issued Official Receipt	None	10 minutes	PCIC
4.Receives a copy of Official receipt	4.1 Give Copy of official receipt	None	10 minutes	<i>Municipal Agriculturist/ Agricultural Technologist</i> Agriculture Office
Total		PHP. 250.00	1 day 55 minutes	



6. Assist in the Application of Claims for Indemnity

In the event of loss arising from the risk insured against, such typhoon, flood, earthquake or tornado, a written Claim for Indemnity (CI) shall be sent to PCIC RO.

Office/Division:	Agriculture Office			
Classification:	Simple			
Type of Transaction	G2C- Government to Citizen			
Who may avail	All farmer			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. 2 Valid ID 2. Clear pictures of the damaged area/ diseased animal, 3 copy of different angle 3. Duly filled request form, 1 copy			LTO/COE/PhilHealth/ DSWD/ GSIS/ Pag- IBIG/ LGU/ SSS/Post Office/ BIR Client Agriculture Office	
CLIENTS STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly filled request form and requirement.	1.1 Receives duly filled request form and verify completeness of requirement	None	5 minutes	<i>Municipal Agriculturist/ Agricultural Technologist Agriculture Office</i>
2. Provide the necessary information to the person responsible of the actual date of sowing, transplanting, expected date of harvest, farmers profile and other related activities in planting	2.1 Conducts interview on the specific dates, farm boundaries, farmers profile and other related activity in planting	None	20 minutes	<i>Municipal Agriculturist/ Agricultural Technologist Agriculture Office</i>
	2.2 Fill in Claims for Indemnity/ Loss	None	10 minutes	<i>Municipal Agriculturist/ Agricultural Technologist Agriculture Office</i>



	2.3 Submits duly filled claims for indemnity to PCIC	None	1 day	<i>Municipal Agriculturist/ Agricultural Technologist Agriculture Office</i>
	2.4 Receives application	None	10 minutes	PCIC
3. Receives insurance proceeds	3.1 Process and pay insurance	None		PCIC
Total		None	1 day 45 minutes	

Note: Total processing time does not include processing time of claim at the PCIC.

7. Provision of Available Seeds

This is to provide small and medium scale farmers of the available rice, corn and high value crop seeds in terms of provision to ease the farm input cost.

Office/Division:	Agriculture Office			
Classification:	Simple			
Type of Transaction	G2C- Government to Citizen			
Who may avail	All farmers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. 1 Valid ID			LTO/COE/PhilHealth/ DSWD/ GSIS/ Pag-IBIG/ LGU/ SSS/Post Office/ BIR Agriculture Office	
2. Duly filled request form, 1 copy				
CLIENTS STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly filled request form and requirements	1.1 Receives request form	None	5 minutes	<i>Municipal Agriculturist/ Agricultural Technologist Agriculture Office</i>



2. Receive requested seeds and fill-in post-master list and feedback form	2.1 Give seeds and assist clients in filling in post-master list and feedback form	None	10 minutes	<i>Municipal Agriculturist/ Agricultural Technologist Agriculture Office</i>
Total		None	25 minutes	