



OFFICE OF THE MUNICIPAL AGRICULTURIST

External Services



1. Provision of Agricultural Inputs and Materials

The Municipal Agriculture Office shall provide agricultural inputs and materials such as forest and high valued fruit trees seedlings, vegetable seeds and vermi cast, to its walk- in clientele within the locality. This is in support to the agricultural production to its numerous clients.

Office :	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Identification Card (Government/Company Issued I.D.)		Client		
2. Proof of Residency		Barangay		
3. Letter Request		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in and Fill up the Client's Request and Information Form.	1. Give the log book and client request and information form to the client.	None	5 minutes	Neil P. Catalan (Municipal Agriculturist 1) Othelia P. Pahilagao Leonarlin P. Pahilagao Jennimel Ablanida Jeanette R. Manero Nonna Mae Esmana (Agricultural Technologist) Ma.Scarlet G. Gabito Leonida S. Gandecila (Admin Aide II) Rene Dayon Rey Andaluz



				<i>(Farm Worker I)</i> Roselyn Camara <i>(Admin Aide I)</i>
2. Received Agricultural Supplies & Farm Inputs Request Form.	2. Processed the client request and information form and issued agricultural supplies & farm inputs request form.	None	5 minutes	Neil P. Catalan <i>(Municipal Agriculturist 1)</i> Othelia P. Pahilagao Leonarlin P. Pahilagao Jennimel Ablanida Jeanette R. Manero Nonna Mae Esmana <i>(Agricultural Technologist)</i> Ma.Scarlet G. Gabito Leonida S. Gandecila <i>(Admin Aide II)</i> Rene Dayon Rey Andaluz <i>(Farm Worker I)</i> Roselyn Camara <i>(Admin Aide I)</i>
3. Proceed to the concern facility for the availability of requested Agricultural Inputs (Nursery Gulayan, Organic Production Facility).	3. Received the request form.	None	30 minutes	Neil P. Catalan <i>(Municipal Agriculturist 1)</i> Othelia P. Pahilagao Leonarlin P. Pahilagao Jennimel Ablanida Jeanette R. Manero Nonna Mae Esmana <i>(Agricultural Technologist)</i> Ma.Scarlet G. Gabito Leonida S. Gandecila <i>(Admin Aide II)</i> Rene Dayon Rey Andaluz



				<i>(Farm Worker I)</i> Roselyn Camara <i>(Admin Aide I)</i>
4. Received the Agricultural Inputs and Materials Requested.	4. Release the Agricultural Supplies & Farm Inputs Requested and Sign the Agricultural Supplies & Farm Inputs Requested Form.	None	5 minutes	Neil P. Catalan <i>(Municipal Agriculturist 1)</i> Othelia P. Pahilagao Leonarlin P. Pahilagao Jennimel Ablanida Jeanette R. Manero Nonna Mae Esmana <i>(Agricultural Technologist)</i> Ma.Scarlet G. Gabito Leonida S. Gandecila <i>(Admin Aide II)</i> Rene Dayon Rey Andaluz <i>(Farm Worker I)</i> Roselyn Camara <i>(Admin Aide I)</i>
5. Go back to the office, present the filled up Agricultural Supplies & Farm Inputs Request Form and Sign in the Master List.	5. Receive the filled up Agricultural Supplies & Farm Inputs Request Form and provide the Master List.	None	10 minutes	Neil P. Catalan <i>(Municipal Agriculturist 1)</i> Othelia P. Pahilagao Leonarlin P. Pahilagao Jennimel Ablanida Jeanette R. Manero Nonna Mae Esmana <i>(Agricultural Technologist)</i> Ma.Scarlet G. Gabito Leonida S. Gandecila <i>(Admin Aide II)</i> Rene Dayon Rey Andaluz



				<i>(Farm Worker I)</i> Roselyn Camara <i>(Admin Aide I)</i>
6. Received the claim stub.	6. Process and release the claim stub to the clients.	None	10 minutes	Neil P. Catalan <i>(Municipal Agriculturist 1)</i> Othelia P. Pahilagao Leonarlin P. Pahilagao Jennimel Ablanida Jeanette R. Manero Nonna Mae Esmana <i>(Agricultural Technologist)</i> Ma.Scarlet G. Gabito Leonida S. Gandecila <i>(Admin Aide II)</i> Rene Dayon Rey Andaluz <i>(Farm Worker I)</i> Roselyn Camara <i>(Admin Aide I)</i>
	TOTAL		1 hour and 5 Minutes	
END OF TRANSACTION				



2. Provision of Technical Assistance

The Municipal Agriculture Office shall provide technical assistance to its clients. This technical assistance may include agricultural and fishery production related, agribusiness related or agricultural research related assistance. This also includes conduct of site visits, validations and assessments in the vicinity of the Municipality of Buenavista.

Office :	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	All Resident			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Identification Card (Government/Company Issued I.D.)		Clients		
2. Proof of Registered farmer/owner		OMA/Assessor's Office		
3. Letter Request addressed to Municipal Agriculturist		Clients		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in and fill up the client's request and information form.	1. Give the log book and client request and information form to the client.	None	10 minutes	Neil P. Catalan <i>(Municipal Agriculturist 1)</i> Othelia P. Pahilagao Leonarlin P. Pahilagao Jennimel Ablanida Jeanette R. Manero Nonna Mae Esmana <i>(Agricultural Technologist)</i> Ma. Scarlet G. Gabito Leonida S. Gandecila <i>(Admin Aide II)</i>



				Rene Dayon Rey Andaluz <i>(Farm Worker I)</i> Roselyn Camara <i>(Admin Aide I)</i>
2. Submit the needed requirements.	2. Receive and review the requirements.	None	10 minutes	Neil P. Catalan <i>(Municipal Agriculturist 1)</i> Othelia P. Pahilagao Leonarlin P. Pahilagao Jennimel Ablanida Jeanette R. Manero Nonna Mae Esmana <i>(Agricultural Technologist)</i> Ma.Scarlet G. Gabito Leonida S. Gandecila <i>(Admin Aide II)</i> Rene Dayon Rey Andaluz <i>(Farm Worker I)</i> Roselyn Camara <i>(Admin Aide I)</i>
3. Wait for the technical person concerns as requested.	3. The Officer of the Day will look for technical person capable in assisting the clients.	None	10 minutes	Neil P. Catalan <i>(Municipal Agriculturist 1)</i> Othelia P. Pahilagao Leonarlin P. Pahilagao Jennimel Ablanida Jeanette R. Manero Nonna Mae Esmana <i>(Agricultural Technologist)</i> Ma.Scarlet G. Gabito Leonida S. Gandecila <i>(Admin Aide II)</i>



				Rene Dayon Rey Andaluz <i>(Farm Worker I)</i> Roselyn Camara <i>(Admin Aide I)</i>
4. Received Technical Assistance information provided.	4. Conduct technical assistance to the clients.	None	30 minutes	Neil P. Catalan <i>(Municipal Agriculturist 1)</i> Othelia P. Pahilagao Leonarlin P. Pahilagao Jennimel Ablanida Jeanette R. Manero Nonna Mae Esmana <i>(Agricultural Technologist)</i> Ma.Scarlet G. Gabito Leonida S. Gandecila <i>(Admin Aide II)</i> Rene Dayon Rey Andaluz <i>(Farm Worker I)</i> Roselyn Camara <i>(Admin Aide I)</i>
<i>If technical assistance requested requires ocular inspection and validation.</i>				
5. Wait for the confirmation of the concern technical staff for the ocular inspection and validation schedule.	5. Technical person/s will contact client for the schedule of the ocular inspection and validation.	None	5 days	Neil P. Catalan <i>(Municipal Agriculturist 1)</i> Othelia P. Pahilagao Leonarlin P. Pahilagao Jennimel Ablanida Jeanette R. Manero Nonna Mae Esmana <i>(Agricultural Technologist)</i> Ma.Scarlet G. Gabito Leonida S. Gandecila



				<i>(Admin Aide II)</i> Rene Dayon Rey Andaluz <i>(Farm Worker I)</i> Roselyn Camara <i>(Admin Aide I)</i>
6. Participate in the ocular inspection, validation and assessment.	6. Conduct ocular inspection, validation and assessments and render technical assistance.	None	30 minutes	Neil P. Catalan <i>(Municipal Agriculturist 1)</i> Othelia P. Pahilagao Leonarlin P. Pahilagao Jennimel Ablanida Jeanette R. Manero Nonna Mae Esmana <i>(Agricultural Technologist)</i> Ma.Scarlet G. Gabito Leonida S. Gandecila <i>(Admin Aide II)</i> Rene Dayon Rey Andaluz <i>(Farm Worker I)</i> Roselyn Camara <i>(Admin Aide I)</i>
	TOTAL	None	5 days, 1 hour and 30 minutes	
END OF TRANSACTION				



3. Provision of Data and Information

The Municipal Agriculture Office provides various data and information as requested by its clients. These data and information can be the agricultural and fishery profile of the municipality, official reports and any other documents as requested by the clients.

Office :	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Residents of Buenavista and outside Buenavista			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Identification Card (Government/Company Issued I.D.)		Clients		
2. Letter Request (1 original copy)		Clients		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in and fill up the client's request and information form and provide the required document.	1. Give the log book and client request and information form to the client and received the required document and processed the client request.	None	5 minutes	Neil P. Catalan <i>(Municipal Agriculturist 1)</i> Othelia P. Pahilagao Leonarlin P. Pahilagao Jennimel Ablanida Jeanette R. Manero Nonna Mae Esmana <i>(Agricultural Technologist)</i> Ma.Scarlet G. Gabito Leonida S. Gandecila <i>(Admin Aide II)</i> Rene Dayon Rey Andaluz





				<i>(Farm Worker I)</i> Roselyn Camara <i>(Admin Aide I)</i>
2. Wait for the requested data.	2. Prepare the requested data and information.	None	20 minutes	Neil P. Catalan <i>(Municipal Agriculturist 1)</i> Othelia P. Pahilagao Leonarlin P. Pahilagao Jennimel Ablanida Jeanette R. Manero Nonna Mae Esmana <i>(Agricultural Technologist)</i> Ma.Scarlet G. Gabito Leonida S. Gandecila <i>(Admin Aide II)</i> Rene Dayon Rey Andaluz <i>(Farm Worker I)</i> Roselyn Camara <i>(Admin Aide I)</i>
<i>If the requested data requires number of days to accomplish:</i>				
3. Wait for the information that the data and information requested is already available.	3. Prepare and consolidate the requested data and information.	None	5 days (dependent on the bulk of the data and information requested)	Neil P. Catalan <i>(Municipal Agriculturist 1)</i> Othelia P. Pahilagao Leonarlin P. Pahilagao Jennimel Ablanida Jeanette R. Manero Nonna Mae Esmana <i>(Agricultural Technologist)</i> Ma.Scarlet G. Gabito Leonida S. Gandecila <i>(Admin Aide II)</i> Rene Dayon Rey Andaluz



4. Promotion of Insurance to the farmers Through the Philippine Crop Insurance Corporation (PCIC)

The Municipal Agriculture Office promotes Insurance to the farmers through the PCIC insurance for the protection of crop, corn, livestock, other crops, boat & fishing boat. To protect farmers and fisher folks encase of calamity, the PCIC pay for the indemnity to the individual farmers and fisher folks for the insurance.

Office :		Municipal Agriculture Office		
Classification:		Complex		
Type of Transaction:		G2C – Government to Citizen G2G – Government to Government		
Who may avail:		All Farmers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Identification Card (Government/Company Issued I.D.)		Clients		
2. Master List in Registry System for Basic Sectors in Agriculture (RSBSA)		PCIC/Office of the Municipal Agriculturist		
3. Certificate of Ownership (For the Livestock)		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in and fill up the logbook and request for application form for PCIC insurance.	1. Give the log book and check client's name in the RSBSA on files and give the application form.	None	5 Minutes	Neil P. Catalan (Municipal Agriculturist 1) Othelia P. Pahilagao Leonarin P. Pahilagao Jennimel Ablanida Jeanette R. Manero Nonna Mae Esmana (Agricultural Technologist) Ma. Scarlet G. Gabito Leonida S. Gandecila (Admin Aide II) Rene Dayon



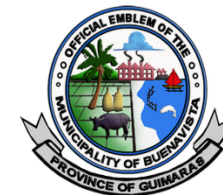
				Rey Andaluz <i>(Farm Worker I)</i> Roselyn Camara <i>(Admin Aide I)</i>
2. Fill up the application form for crop/livestock insurance.	2. Assist and check the application for insurance.	None	5 Minutes	Neil P. Catalan <i>(Municipal Agriculturist 1)</i> Othelia P. Pahilagao Leonarlin P. Pahilagao Jennimel Ablanida Jeanette R. Manero Nonna Mae Esmana <i>(Agricultural Technologist)</i> Ma.Scarlet G. Gabito Leonida S. Gandecila <i>(Admin Aide II)</i> Rene Dayon Rey Andaluz <i>(Farm Worker I)</i> Roselyn Camara <i>(Admin Aide I)</i>
3. Fill up the application form for livestock and pay the Certificate of Ownership to the Treasurer's Office.	3. The livestock Technician received and check the application form.	Php 50.00/head	10 Minutes	Neil P. Catalan <i>(Municipal Agriculturist 1)</i> Othelia P. Pahilagao Leonarlin P. Pahilagao Jennimel Ablanida Jeanette R. Manero Nonna Mae Esmana <i>(Agricultural Technologist)</i> Ma.Scarlet G. Gabito Leonida S. Gandecila <i>(Admin Aide II)</i> Rene Dayon Rey Andaluz



				<i>(Farm Worker I)</i> Roselyn Camara <i>(Admin Aide I)</i>
<i>If in case the farmers not included in RSBSA, payment for self-finance of the area not exceeding to 3 hectares.</i>				
4. Payment for filing of application of insurance.	4. Received the payment for insurance.	Php 50.00 <i>(for accident insurance when name included in RSBSA to be remitted to PCIC)</i>	5 Minutes/ client	Neil P. Catalan <i>(Municipal Agriculturist 1)</i> Othelia P. Pahilagao Leonarlin P. Pahilagao Jennimel Ablanida Jeanette R. Manero Nonna Mae Esmana <i>(Agricultural Technologist)</i> Ma.Scarlet G. Gabito Leonida S. Gandecila <i>(Admin Aide II)</i> Rene Dayon Rey Andaluz <i>(Farm Worker I)</i> Roselyn Camara <i>(Admin Aide I)</i>
5. Secure photo copy of application of insurance.	5. File the original copy of application and make summary of all application received and submit to the PCIC	None	5 days	Neil P. Catalan <i>(Municipal Agriculturist 1)</i> Othelia P. Pahilagao Leonarlin P. Pahilagao Jennimel Ablanida Jeanette R. Manero Nonna Mae Esmana <i>(Agricultural Technologist)</i> Ma.Scarlet G. Gabito Leonida S. Gandecila <i>(Admin Aide II)</i> Rene Dayon



	Regional Office VI (Crops & ADSS).			Rey Andaluz (Farm Worker I) Roselyn Camara (Admin Aide I)
<i>If in case the crops insured were damaged by pest, the farmer must file Notice of Loss not less than 20 days before harvest; if in case of natural calamities not more than 10 days from occurrence. Livestock mortality, the owner must submit the required documents within 30 days.</i>				
6. File Notice of Loss and submit to the PCIC Regional Office VI.	6. Assist the farmer to file Notice of Loss (NOL) to PCIC.	None	5 Minutes	Neil P. Catalan (Municipal Agriculturist 1) Othelia P. Pahilagao Leonarlin P. Pahilagao Jennimel Ablanida Jeanette R. Manero Nonna Mae Esmana (Agricultural Technologist) Ma. Scarlet G. Gabito Leonida S. Gandecila (Admin Aide II) Rene Dayon Rey Andaluz (Farm Worker I) Roselyn Camara (Admin Aide I)
<i>In case of approved claims</i>				
7. Farmer receives check for their indemnity.	7. Inform the farmers regarding the releasing of check through text	None	2 Minutes/ farmer	Neil P. Catalan (Municipal Agriculturist 1) Othelia P. Pahilagao Leonarlin P. Pahilagao Jennimel Ablanida Jeanette R. Manero Nonna Mae Esmana



	message/call			<i>(Agricultural Technologist)</i> Ma.Scarlet G. Gabito Leonida S. Gandecila <i>(Admin Aide II)</i> Rene Dayon Rey Andaluz <i>(Farm Worker I)</i> Roselyn Camara <i>(Admin Aide I)</i>
<i>In case of farmers denial to claims</i>				
8. Farmers file for letter of reconsideration.	8. Assist the farmer to fill up form for letter reconsideration (if applicable).	None	10 minutes	Neil P. Catalan <i>(Municipal Agriculturist 1)</i> Othelia P. Pahilagao Leonarlin P. Pahilagao Jennimel Ablanida Jeanette R. Manero Nonna Mae Esmana <i>(Agricultural Technologist)</i> Ma.Scarlet G. Gabito Leonida S. Gandecila <i>(Admin Aide II)</i> Rene Dayon Rey Andaluz <i>(Farm Worker I)</i> Roselyn Camara <i>(Admin Aide I)</i>
	TOTAL	Php 100.00	5 Days and 42 Minutes	
END OF TRANSACTION				



5. Promotion of Registration/Renewal of Boat/Fishing Boat and other Fishing related activities

The Municipal Agriculture Office promotes of registration/renewal of boat/fishing Boat and other Fishing related activities. The registration helps for the ready access of the fisher folks within the municipality.

Office :	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Within the Municipality of Buenavista			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Identification Card (Government/Company Issued I.D.)		Clients		
2. Barangay Clearance and Community Tax Certificate		Concern Barangay		
3. Previous Permits/Official receipts		Clients		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in and Fill up the request form and submit the required document.	1. Give the logbook and client request and Information form to the client and received the required document and processed the client request.	None	5 minutes	Neil P. Catalan (Municipal Agriculturist 1) Othelia P. Pahilagao Leonarin P. Pahilagao Jennimel Ablanida Jeanette R. Manero Nonna Mae Esmana (Agricultural Technologist) Ma.Scarlet G. Gabito Leonida S. Gandecila (Admin Aide II)



				Rene Dayon Rey Andaluz <i>(Farm Worker I)</i> Roselyn Camara <i>(Admin Aide I)</i>
2. Submit require documents.	2. Received and review the require documents.	None	5 minutes	Neil P. Catalan <i>(Municipal Agriculturist 1)</i> Othelia P. Pahilagao Leonarlin P. Pahilagao Jennimel Ablanida Jeanette R. Manero Nonna Mae Esmana <i>(Agricultural Technologist)</i> Ma.Scarlet G. Gabito Leonida S. Gandecila <i>(Admin Aide II)</i> Rene Dayon Rey Andaluz <i>(Farm Worker I)</i> Roselyn Camara <i>(Admin Aide I)</i>
3. Wait for the schedule of the technical staff for the inspection and validation.	3. The Technical person/s will contact the client for the schedule of inspection.	None	3 days	Neil P. Catalan <i>(Municipal Agriculturist 1)</i> Othelia P. Pahilagao Leonarlin P. Pahilagao Jennimel Ablanida Jeanette R. Manero Nonna Mae Esmana <i>(Agricultural Technologist)</i> Ma.Scarlet G. Gabito Leonida S. Gandecila <i>(Admin Aide II)</i>



				Rene Dayon Rey Andaluz <i>(Farm Worker I)</i> Roselyn Camara <i>(Admin Aide I)</i>
4. Participate in inspection and validation.	4. Conduct inspection and validation and processed the documents.	None	2 days	Neil P. Catalan <i>(Municipal Agriculturist 1)</i> Othelia P. Pahilagao Leonarlin P. Pahilagao Jennimel Ablanida Jeanette R. Manero Nonna Mae Esmana <i>(Agricultural Technologist)</i> Ma.Scarlet G. Gabito Leonida S. Gandecila <i>(Admin Aide II)</i> Rene Dayon Rey Andaluz <i>(Farm Worker I)</i> Roselyn Camara <i>(Admin Aide I)</i>
5. Pay the necessary payment s at the Municipal Treasurer's Office.	5. Prepare the Certification.	<i>(Payment is based on type of permits issuance reflected on the approved Revenue Code)</i>	30 minutes/ client	Neil P. Catalan <i>(Municipal Agriculturist 1)</i> Othelia P. Pahilagao Leonarlin P. Pahilagao Jennimel Ablanida Jeanette R. Manero Nonna Mae Esmana <i>(Agricultural Technologist)</i> Ma.Scarlet G. Gabito Leonida S. Gandecila <i>(Admin Aide II)</i>



				Rene Dayon Rey Andaluz <i>(Farm Worker I)</i> Roselyn Camara <i>(Admin Aide I)</i>
6. Received the approved certification.	6. Released the certification and provide logbook for acknowledgment.	None	5 Minutes	Neil P. Catalan <i>(Municipal Agriculturist 1)</i> Othelia P. Pahilagao Leonarin P. Pahilagao Jennimel Ablanida Jeanette R. Manero Nonna Mae Esmana <i>(Agricultural Technologist)</i> Ma.Scarlet G. Gabito Leonida S. Gandecila <i>(Admin Aide II)</i> Rene Dayon Rey Andaluz <i>(Farm Worker I)</i> Roselyn Camara <i>(Admin Aide I)</i>
	Total	<i>Payment is based on type of permits issuance reflected on the approved Revenue Code</i>	5 days and 45 minutes	
END OF TRANSACTION				



6. Provision and Issuance of Certifications

The Municipal Agriculture Office provides various certifications as requested by the clients. This certification includes land suitability, trainings, and other agricultural and fishery related certifications.

Office :	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	All Farmers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Identification Card (Government/Company Issued I.D.)		Clients		
2. Certification for agricultural land suitability a. Skit plan b. Proof of Ownership (Title, Tax declaration)		Requesting Client Registry of Deeds Registry of Deeds/Assessor's Office		
3. Barangay Certification		Concerned Barangay		
4. Other Certification (Photo Copy of the Official Receipts)		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in and fill up the Client's Request and Information Form and submit required documents.	1. Give the log book and client request and Information form to the client and received the required documents and	None	10 Minutes	Neil P. Catalan (Municipal Agriculturist 1) Othelia P. Pahilagao Leonarlin P. Pahilagao Jennimel Ablanida Jeanette R. Manero Nonna Mae Esmana (Agricultural Technologist)



	processed client request.			Ma.Scarlet G. Gabito Leonida S. Gandecila (Admin Aide II) Rene Dayon Rey Andaluz (Farm Worker I) Roselyn Camara (Admin Aide I)
2. Pay the necessary payment at the Municipal Treasurers Office.	2. Prepare the requested Certification.	Php 50.00	15 Minutes	Neil P. Catalan (Municipal Agriculturist 1) Othelia P. Pahilagao Leonarlin P. Pahilagao Jennimel Ablanida Jeanette R. Manero Nonna Mae Esmana (Agricultural Technologist) Ma.Scarlet G. Gabito Leonida S. Gandecila (Admin Aide II) Rene Dayon Rey Andaluz (Farm Worker I) Roselyn Camara (Admin Aide I)
<i>For the certifications requiring the signature of the Municipal Mayor:</i>				
3. Wait for the confirmation if the Certification is already signed by the Municipal Mayor.	3. Submit the prepared Certifications to the Mayor's Office.	None	3 days	Neil P. Catalan (Municipal Agriculturist 1) Othelia P. Pahilagao Leonarlin P. Pahilagao Jennimel Ablanida Jeanette R. Manero Nonna Mae Esmana



				<i>(Agricultural Technologist)</i> Ma.Scarlet G. Gabito Leonida S. Gandecila <i>(Admin Aide II)</i> Rene Dayon Rey Andaluz <i>(Farm Worker I)</i> Roselyn Camara <i>(Admin Aide I)</i>
<i>For the Certifications requiring for inspection, validation and assessment:</i>				
4. Wait for the confirmation of the concern technical staff for the inspection and validation schedule.	4. Technical person/s will contact the client for the schedule of the site inspection.	None	2 days	Neil P. Catalan <i>(Municipal Agriculturist 1)</i> Othelia P. Pahilagao Leonarlin P. Pahilagao Jennimel Ablanida Jeanette R. Manero Nonna Mae Esmana <i>(Agricultural Technologist)</i> Ma.Scarlet G. Gabito Leonida S. Gandecila <i>(Admin Aide II)</i> Rene Dayon Rey Andaluz <i>(Farm Worker I)</i> Roselyn Camara <i>(Admin Aide I)</i>
5. Participate in the site visits, validation and assessment.	5. Conduct site visits, validation and assessments and render	None	30 Minutes	Neil P. Catalan <i>(Municipal Agriculturist 1)</i> Othelia P. Pahilagao Leonarlin P. Pahilagao Jennimel Ablanida



	technical assistance and prepare validation and assessment.			Jeanette R. Manero Nonna Mae Esmana (Agricultural Technologist) Ma.Scarlet G. Gabito Leonida S. Gandecila (Admin Aide II) Rene Dayon Rey Andaluz (Farm Worker I) Roselyn Camara (Admin Aide I)
6. Receive the certification and sign the logbook.	6. Release the certification and provide the logbook for acknowledgment.	None	10 Minutes	Romualdo J. Jardenil (Agri. II-OIC MAO) Othelia P. Pahilagao Maura A. Baisa Leonarlin P. Pahilagao (Agricultural Technologist) Leonida S. Gandecila (Admin Aide II)
	TOTAL	None	5 days, 1 hour and 5 minutes	
END OF TRANSACTION				

7.



7. Provision of Anti-Rabies Vaccination

Based on Republic Act No. 9482 also known as the Anti-Rabies Act of 2007 it is the policy of the State to promote and protect the right to health of the people. Towards this end, a system for the control, prevention of the spread and eventual eradication of human and animal Rabies shall be provided and the need for responsible ownership established.

Office :	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proof of residency, previous Vaccination Card		Barangay		
2. In case pet have no Vaccination Card, Municipal Agriculture Office will provide		Municipal Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring the pet animals to the Municipal Agriculture Office.	1.1 Check and assess the animals, register and record pet owner.	None	5 minutes	Romualdo J. Jardenil (Agri. II-OIC MAO) Othelia P. Pahilagao Maura A. Baisa Leonarin P. Pahilagao (Agricultural Technologist) Leonida S. Gandecila (Admin Aide II)
	1.2 Administer vaccine to the pet animal; update the vaccination record and	None	10 minutes	Romualdo J. Jardenil (Agri. II-OIC MAO) Othelia P. Pahilagao



	provide vaccination card to those have not yet			Maura A. Baisa Leonarlin P. Pahilagao (Agricultural Technologist) Leonida S. Gandecila (Admin Aide II)
2. Received the Vaccination Certificate/Card.	2. Provide post vaccination instruction.	None	5 Minutes	Romualdo J. Jardenil (Agri. II-OIC MAO) Othelia P. Pahilagao Maura A. Baisa Leonarlin P. Pahilagao (Agricultural Technologist) Leonida S. Gandecila (Admin Aide II)
	TOTAL	None	20 Minutes	
END OF TRANSACTION				



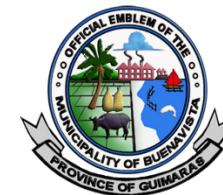
8. Provisions of Mass Anti-Rabies Vaccination and Animal Registration

A service providing mass rabies vaccination in all barangays and purok within the Municipality. Based on the Republic Act No. 9482 also known as the Anti-Rabies Act of 2007, it is the policy of the State to promote and protect the right to health of the people. Towards this end, a system for the control, prevention of the spread and eventual eradication of human and animal rabies shall be provided and the need for responsible ownership established.

Office :	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proof of residency, previous vaccination card		Barangay		
2. In case, pet have no vaccination card Municipal Agriculture Office will provide		Municipal Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Punong Barangays receive communication and sent out communication letter.	1.1 Head of the office will send communication letter to Punong Barangays (5 days before the date scheduled).	None	5 days	Romualdo J. Jardenil (Agri. II-OIC MAO) Othelia P. Pahilagao Maura A. Baisa Leonarlin P. Pahilagao (Agricultural Technologist) Leonida S. Gandecila (Admin Aide II)
	1.2 If approved by the barangay, rabies vaccination will	None	3 minutes	



	proceed as scheduled.			
	1.3 If disapproved by the barangay, instruction will go back to the department head for rescheduling.	None		
2. Assist in Implementation at the barangay.	2.1 The vaccination team will conduct short briefing with barangay and purok officials to discuss areas assignments.	None	20 Minutes	Romualdo J. Jardenil (Agri. II-OIC MAO) Othelia P. Pahilagao Maura A. Baisa Leonarlin P. Pahilagao (Agricultural Technologist) Leonida S. Gandecila (Admin Aide II)
	2.2 The vaccination team will be deployed to the assigned areas with barangay and purok officials.	None	10 Minutes	Romualdo J. Jardenil (Agri. II-OIC MAO) Othelia P. Pahilagao Maura A. Baisa Leonarlin P. Pahilagao (Agricultural Technologist) Leonida S. Gandecila (Admin Aide II)
3. Assist house to house vaccination.	3. Assess the animal. If the animal is healthy will be vaccinated and unhealthy, vaccination will be deferred.	None	5 Minutes	Romualdo J. Jardenil (Agri. II-OIC MAO) Othelia P. Pahilagao Maura A. Baisa Leonarlin P. Pahilagao (Agricultural Technologist) Leonida S. Gandecila (Admin Aide II)



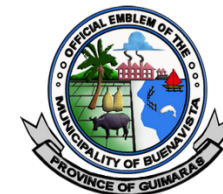
4. Provide the necessary information.	4. Register the animal in Rabies vaccination form.	None	2 minutes	Romualdo J. Jardenil (Agri. II-OIC MAO) Othelia P. Pahilagao Maura A. Baisa Leonarlin P. Pahilagao (Agricultural Technologist) Leonida S. Gandecila (Admin Aide II)
5. Wait for vaccination till completed.	5. Vaccinate the animals with 1 ml. vaccine simultaneously.	None	2 Minutes per animal	Romualdo J. Jardenil (Agri. II-OIC MAO) Othelia P. Pahilagao Maura A. Baisa Leonarlin P. Pahilagao (Agricultural Technologist) Leonida S. Gandecila (Admin Aide II)
6. Undergo briefing.	6. Post-vaccination health instructions. The pet owners will be given instructions by the Technical Staff.	None	2 minutes	Romualdo J. Jardenil (Agri. II-OIC MAO) Othelia P. Pahilagao Maura A. Baisa Leonarlin P. Pahilagao (Agricultural Technologist) Leonida S. Gandecila (Admin Aide II)
	Total	None	5 days and 44 Minutes	
END OF TRANSACTION				



9. Provision of Artificial Insemination

The mandate of the National government through the Department of Agriculture is to provide the farmers with upgraded stocks to help them augment their livelihood. The Municipal Agriculture Office is an arm of the Department of Agriculture in implementing this mandate. The aim of this program is to provide quality semen from superior breed of male livestock animals in order to improve the genetic composition of the current breed of livestock in the municipality of Buenavista.

Office :	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen			
Who may avail:	Livestock owners of Buenavista			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Resident's ID		Barangay		
2. Letter Request addressed to the Municipal Agriculturist		Clients		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in and submit letter request.	1.1 Give the log book and received request for Artificial Insemination (AI) of cattle and carabao.	None	2 minutes	Romualdo J. Jardenil (Agri. II/OIC-MAO) Othelia P. Pahilagao Leonarlin P. Pahilagao (Agricultural Technologist)



	1.2 The A.I. Technician check the availability of the semen at the Provincial Agriculture Office.	None	1 day	Romualdo J. Jardenil (Agri. II/OIC-MAO) Othelia P. Pahilagao Leonarlin P. Pahilagao (Agricultural Technologist)
2. Wait for the advice and deployment of technician.	2.1 Deployment of AI Technician. The AI Technician will proceed to the location of animal.	None	30 Minutes	Romualdo J. Jardenil (Agri. II/OIC-MAO) Othelia P. Pahilagao Leonarlin P. Pahilagao (Agricultural Technologist)
	2.2 Examination of Animals.	None	5 Minutes	Romualdo J. Jardenil (Agri. II/OIC-MAO) Othelia P. Pahilagao Leonarlin P. Pahilagao (Agricultural Technologist)
	2.3 The AI Technician will examine the animal for sign of estrus.	None	30 Minutes	Romualdo J. Jardenil (Agri. II/OIC-MAO) Othelia P. Pahilagao Leonarlin P. Pahilagao (Agricultural Technologist)
	2.4 If in standing heat, AI Technician will prepare the semen for the process such as straw sheath	None	5 minutes	Romualdo J. Jardenil (Agri. II/OIC-MAO) Othelia P. Pahilagao Leonarlin P. Pahilagao (Agricultural Technologist)



	and semen thawing.			
3. Be present during the procedure.	3. Inseminate the prepared semen to the animal.	None	5 Minutes	Romualdo J. Jardenil (Agri. II/OIC-MAO) Othelia P. Pahilagao Leonarlin P. Pahilagao (Agricultural Technologist)
4. Provide the necessary Information.	4. Registration of animal. The AI Technician will fill in the Form to register the animal.	None	5 Minutes	Romualdo J. Jardenil (Agri. II/OIC-MAO) Othelia P. Pahilagao Leonarlin P. Pahilagao (Agricultural Technologist)
5. Undergo Briefing.	5. Post-insemination instructions will be given by the AI Technician to the farmer on how to care the inseminated animals.	None	5 Minutes	Romualdo J. Jardenil (Agri. II/OIC-MAO) Othelia P. Pahilagao Leonarlin P. Pahilagao (Agricultural Technologist)
	TOTAL	None	1 Day, 1 Hour and 27 Minutes	
END OF TRANSACTION				



10. Implementation of Solid Waste Management Program

Based on the Republic Act 9003, otherwise known as the “Ecological Solid Waste Management of 2000” mandates the Local Government Units (LGUs) to establish ESWM program and projects. That includes garbage collection (Special (not infectious) and Residual Wastes), monitor the proper segregation of wastes prior to disposal at SWM Eco Park.

Office :	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government G2B – Government to CBusiness			
Who may avail:	Business Permittee within the collection area in the municipality of Buenavista			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Business Permits		MO/Municipal Treasurer's Office		
2. Resident's ID		Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in and sign the logbook.	1. Give the log book	None	2 minutes	Romualdo J. Jardenil (Agri. II-OIC MAO) Othelia P. Pahilagao Maura A. Baisa Leonarlin P. Pahilagao (Agricultural Technologist) Leonida S. Gandecila (Admin Aide II)
2. Present Business Permit with official receipts from Municipal	2. Check the business permit and sign verification form for Solid Waste for	Php 200.00 (Garbage Collection Fee)	5 minutes	Romualdo J. Jardenil (Agri. II-OIC MAO) Othelia P. Pahilagao Maura A. Baisa Leonarlin P. Pahilagao (Agricultural Technologist)



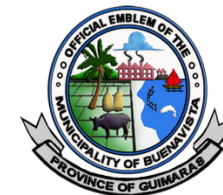
Treasurers Office.	Garbage Collection and give the form			Leonida S. Gandecila (Admin Aide II)
	TOTAL	Php 200.00	7 Minutes	
END OF TRANSACTION				



11. Provision of Compost Demonstration Center through Vermi Composting

The Municipal Agriculture office established a Compost Demonstration Center, which aims educating farmers and community people on the importance and steps of composting as component of Ecological Solid Waste Management (ESWM) Program. It is also promotes vermicomposting (a composting night crawlers *endritus eugeniae*) to hasten decomposition and to improve the quality of composts as soil conditioner.

Office :		Municipal Agriculture Office		
Classification:		Complex		
Type of Transaction:		G2G – Government to Government G2B – Government to CBusiness		
Who may avail:		Business Permittee within the collection area in the municipality of Buenavista		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Business Permits			MO/Municipal Treasurer's Office	
2. Resident's ID			Barangay	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in and submit request for vermin-compost.	1.1 Give the log book and received the request.	None	5 Minutes	Romualdo J. Jardenil (Agri. II-OIC MAO) Othelia P. Pahilagao Maura A. Baisa Leonarlin P. Pahilagao (Agricultural Technologist) Leonida S. Gandecila (Admin Aide II)
	2.1 Check the availability of the compost.	None	3 Minutes	Romualdo J. Jardenil (Agri. II-OIC MAO) Othelia P. Pahilagao Maura A. Baisa Leonarlin P. Pahilagao (Agricultural Technologist)



				Leonida S. Gandecila (Admin Aide II)
<i>The availability of compost depends on the volume of the request of the client.</i>				
2. Wait for the instruction and schedule for availability of compost	2. The person In-charge processed the request	None	5 Days	Romualdo J. Jardenil (Agri. II-OIC MAO) Othelia P. Pahilagao Maura A. Baisa Leonarlin P. Pahilagao (Agricultural Technologist) Leonida S. Gandecila (Admin Aide II)
3. Pay the compost at the Municipal Treasurers Office	3. Check the Official Receipts	Php 6.00/kilo 300.00/sacks @ 50 kgs.	2 Minutes	Romualdo J. Jardenil (Agri. II-OIC MAO) Othelia P. Pahilagao Maura A. Baisa Leonarlin P. Pahilagao (Agricultural Technologist) Leonida S. Gandecila (Admin Aide II)
4. Sign the logbook and claim the request compost	4. Released the compost		5 Minutes	Romualdo J. Jardenil (Agri. II-OIC MAO) Othelia P. Pahilagao Maura A. Baisa Leonarlin P. Pahilagao (Agricultural Technologist) Leonida S. Gandecila (Admin Aide II)
	TOTAL	Php 6.00/kilo 300/sacks @ 50 kgs.	5 Days and 15 minutes	
END OF TRANSACTION				