



**MUNICIPAL AGRICULTURE OFFICE**  
**EXTERNAL SERVICES**



## X. MUNICIPAL AGRICULTURE OFFICE

The mandates of the office are on the growth and transfer of technologies on rice and corn production, high value crops production, fishery production, Livestock production poultry production and agro-forestry production to include the integrated diversified farming technology transfer and ,market linkages of agricultural products of farmers and fishermen. The office also administers the Implementation and establishment of the agricultural services of the municipal government on enhancing and sustaining food security.

The office also promotes the production of good quality safe food through the application of integrated pests and diseases management, good agricultural practices, safe vegetable production and marketing production soil/ resource conservation (SAVERS technology) and organic agriculture technologies. For the prevention of animal pest and diseases is the vaccination and immunization of domesticated animals and remedial treatment for the sick livestock and poultry. The enforcement of regulatory laws on agricultural banner programs is also one of the functions of the office as per memo of the Department of Agriculture.

### 1. Provision of Agriculture Technology Services

The Municipal Agriculture Office personnel are directed to give orientations and overviews on integrated pest management, soil & water conservation, rice and corn production, cattle fattening and breeding, swine raising, fish production technology, fishpond management , meat, fish & vegetable preservation technology, institutional capacity building , integrated diversified farming systems and one- town one- product of the municipality.

#### a. Provision of Animal Treatment Services

This office renders castration, deworming, vaccination & treatment of farm domesticated animals. Schedule of Services: every Mondays from 8:00 AM to 4:00 PM at the MAOs office and on farm and home services Every Tuesdays to Fridays from 8:00 AM to 5:00 PM.

<b>Office /Division</b>		Municipal Agriculture Office		
<b>Classification</b>		Simple		
<b>Type of transaction</b>		G2C		
<b>Who may avail</b>		All		
<b>CHECKLISTS OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register in the logbook & check the purpose & request /concern	1.1 Interview & assist clients (visitors, students, GO & NGO) 1.2. Check & request Animal Health medication	None	5 minutes	<i>Municipal Agricultural Officer</i> Municipal Agriculture Office
2. Secure order of payment	1. Vaccination/ immunization of large animal 2. swine/poultry/hog	100.00/head 50.00/head	30 minutes 5 minutes/	<i>Municipal Agricultural Officer</i>



	3. dog (exclusive of medicines)	50.00/head	head 5 minutes/ head	Municipal Agriculture Office
	c. Treatment of livestock disease a. large animals  b. small animals (exclusive of medicines)	150.00/head  100.00/head	5 minutes/ head  5 minutes/ head	<i>Municipal Agricultural Officer</i> Municipal Agriculture Office
	d. Castration fees a. boar/carabao/cattle/cow/ horse b. goat c. dog c. piglets d. others (exclusive of anesthetics & antibiotics)	1,000.00/head  200.00/head 500.00/head 50.00/head 20.00	2 hrs/head  30 min/head 10 min/head 5 min/head 5 min/ head	<i>Municipal Agricultural Officer</i> Municipal Agriculture Office
3. Pay the required fees at the Municipal Treasury Office by showing the order of payment (Make sure to secure OR that will be issued upon payment)			5 mins	<i>Municipal Treasury Office</i>
	TOTAL		2 hours, 50 minutes	

“Provision of Technical Assistance qualified for multi-stage processing.”



### b. Provision of Technical Assistance

Information, education and instruction on science & technology, training proposal, project proposal formulation, Go Negosyo/SMES, Kapatid agri- Mentor Me Program (KAMMP), farm plan, & budget and on-farm and off-farm consultations, Registry System for Basic Sectors in Agriculture. Kita at Ani (RSBSA) and crop and animal insurance.

1. Check & request Rice and Corn development program/ production technology
2. Check & request inland water Aqua development program/ production technology

<b>Office /Division</b>	Municipal Agriculture Office			
<b>Classification</b>	Complex			
<b>Type of transaction</b>	G2C			
<b>Who may avail</b>	All			
<b>CHECKLISTS OF REQUIREMENT</b>		<b>WHERE TO SECURE</b>		
1. Duly filled out request form 2. For RSBSA registration: a. Tax Declaration (for land being cultivated) b. Barangay Certification (for non-lot owners), Barangay Certification of residency		1. Municipal Agriculture Office  2.a. Municipal Assessor's Office 2.b. Barangay where client belongs		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register in the logbook & write purpose & request/concern	1. Interview client & issue service data form	None	2 minutes	<i>Municipal Agricultural Officer</i> Municipal Agriculture Office
2. Check & request Rice and Corn development program/ production technology	2. Provide technical assistance/ information/ advice, guidance, instruction, coaching 2.1. Set schedules & conduct field assessment if needed 2.2. Check, review & assist client in the preparation of project proposals & training designs & resolution, if needed	None	5 min	<i>Municipal Agricultural Officer</i> Municipal Agriculture Office
			1 hour	
			2 days	
			3 hrs	



	<p>2.3. Conduct trainings, seminar workshops lectures on rice development</p> <p>2.4. Technical assistance on crop insurance</p>		5 min	
3. Check & request inland water Aqua development program/ production technology	<p>3. Assist clients regarding fisher folks request, issues, problems concerns, matters and topics</p> <p>3.1. Set schedules &amp; conduct field assessment if needed</p> <p>3.2. Check, review &amp; assist client in the preparation of project proposals &amp; training designs &amp; resolution, if needed</p> <p>3.3. Conduct trainings, seminar workshops lectures on aquaculture</p> <p>3.4. Technical assistance on crop insurance</p>	None	<p>5 min</p> <p>1 hr</p> <p>2 Days</p> <p>3 Hrs</p> <p>5 min</p>	<p><i>Municipal Agricultural Officer</i> Municipal Agriculture Office</p>
4. Check & request Livestock development program/ production technology	<p>4. Assist clients on issues, problems animal husbandry management concerns &amp; topics</p> <p>4.1. Set schedules &amp; conduct field assessment if needed</p> <p>4.2. Check, review &amp; assist client in the preparation of project proposals &amp;</p>	None	<p>5 min</p> <p>1 hour</p> <p>2 days</p>	<p><i>Municipal Agricultural Officer</i> Municipal Agriculture Office</p>



	<p>training designs &amp; resolution, if needed</p> <p>4.3. Conduct trainings, seminar workshops lectures on livestock development</p> <p>4.4. Technical assistance on crop insurance</p>		<p>3 hrs</p> <p>5 min</p>	
<p>5. Check &amp; request High Value Crops Development Program/ production technology/ Soil and water conservation development</p>	<p>5. Assist clients regarding high value crops request, issues, problems concerns, matters and topics</p> <p>5.1. Set schedules &amp; conduct field assessment if needed</p> <p>5.2. Check, review &amp; assist client in the preparation of project proposals &amp; training designs &amp; resolution, if needed</p> <p>5.3. Conduct trainings, seminar workshops, lectures on high value crops</p> <p>5.4. Technical assistance on crop insurance</p>	None	<p>5 min</p> <p>1 hr</p> <p>2 Days</p> <p>3 Hrs</p> <p>5 min</p>	<p><i>Municipal Agricultural Officer</i> Municipal Agriculture Office</p>
<p>6. Check &amp; request Institutional Development Program (ID)/ P4MP/ MAFC/ Cooperative</p>	<p>6. Assist clients regarding ID request, issues, problem concerns, matters and topics</p> <p>6.1. Set schedules &amp; conduct field assessment if needed</p> <p>6.2. Check, review &amp; assist client in the preparation of</p>	None	<p>5 min</p> <p>1 Hrs</p> <p>2 days</p>	<p><i>Municipal Agricultural Officer</i> Municipal Agriculture Office</p>



	project proposals & training designs & resolution, if needed 6.3. Conduct trainings, seminar workshops lectures on ID 6.4. Technical assistance on crop insurance		3 Hrs  5 Min	
	TOTAL		10 days, 20 hrs and 52 mins	