



CITY AGRICULTURIST OFFICE CITIZEN'S CHARTER

Republic of the Philippines
CITY AGRICULTURIST OFFICE
City of Canlaon
Province of Negros Oriental

I. Mandate:

The agriculturist shall take charge of the office for agricultural service and shall:

1. Formulate measures for the approval of the sanggunian and provide technical assistance and support to the governor or mayor as the case may be, in carrying out said measures to ensure the delivery of basic services as provided for under section 17 of this Code.
2. Develop plan and strategies and upon approval thereof by the governor or mayor, as the case may be, implement the same, particularly those which have to do with agricultural programs and projects which the governor or mayor is empowered to implement and which the sanggunian is empowered to provide for under this code;
3. In addition to the foregoing duties and functions, the agriculturist shall:
 - i. Ensure that maximum assistance and access to resources in the production , processing and marketing of agricultural and aqua-cultural and marine products are extended to farmers, fishermen and local entrepreneurs;
 - ii. Conduct or cause to be conducted location-specific agricultural researches and assist in making available the appropriate technology arising out of and disseminating information on basis research on crops, prevention and control of plant diseases and pests, and other agricultural matters which will maximize productivity;
 - iii. Assist the governor or mayor, as the case may be, in the establishment and extension services of demonstration farms or aqua-culture and marine product;
 - iv. Enforce rules and regulations relating to agriculture and aqua-culture;
 - v. Coordinate with government agencies and non-governmental organizations which promote agricultural productivity through appropriate technology compatible with environmental integrity;
4. Be in the frontline of the delivery of basic agriculture services, particularly those needed for the survival of the inhabitant during and in the aftermath of man-made and natural disaster and calamities;
5. Recommend to the sanggunian and advise the governor or mayor, as the case may be, on the other matters related to agriculture and aqua-culture which will improve the livelihood and living conditions of the inhabitant.

II. Vision

“The Office of the City Agriculturist as an implementing arm of the Local Government Unit of Canlaon City for the development of the agriculture sector, shall provide an agricultural development framework, help, assist, promote, direct public investment and institute innovative support system that calls for economic growth in terms of productivity and profitability through an institutionally built-up and competent agriculturally based producers and entrepreneurs.”

III. Mission

“Extend services that provide and capacitate agricultural commodity producers and entrepreneurs with a sustainable education, equip them with the knowledge, skills and abilities in the full utilization of production resources and package of appropriate technologies in harmony with nature, which directs and promotes agriculture development and maximum productivity performance, ensure food sufficiency, security and safety, thus, uplifting the city’s socio-economic condition with its constituents.”

IV. Internal Services:

1. Name Of Service: Pertinent Report And Data Provision/Information Supply Services

Brief description of the nature of the service:

- Provide/supply pertinent report and data to the requesting offices and/or agencies.

Office/Division		City Agriculturist Office				
Classification		Simple				
Type Of Transaction		G2C				
Who May Avail		Government and non-government offices/agencies, researchers and relative agriculture institutions				
CHECKLIST OF REQUIREMENTS						
Verbal and/or written request via hard copy and/or through e-mail to avail of the service.						
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1	Present/sent request letter and/or verbally inform the office of the intention to avail of the service	Attend the client, list name, purpose and let the client affix signature in the clients log book. Guide/lobby the client to the person in-charge of the particular service.	None	5-10 minutes	☐ Canlaon City: A. Canoy ☐ Registration/Information In-Charge: J. Trasporto ☐ Bayog : N. Abendan ☐ Bayog : C. Casura ☐ Binalbagan: G. Handumon	☐ HVCDP Program Coordinators: A Cantila B. Cagais ☐ Corn Program Coordinators: L. Bayawa H. Jorillo

2	Discuss details of the data and/or information requested	Attend, converse and discuss with client, in person and/or through media on details on the matters being presented/requested.	None	15 minutes	☐ Bucalan: L. Bayawa ☐ Budlasan: R. Peregrino ☐ Linothangan: M. Vergara ☐ Lumapao: E. Bariga ☐ Mabigo: S. Solinap ☐ Malaiba: A. Oralde ☐ Masulog: J. Frias ☐ Masulog: L. Locsin ☐ N. Aqiuno: T. Cabanes ☐ Panubigan: D. Canoy ☐ Panubigan: R. Villasoda ☐ Pula: D. Ortega	☐ Livestock Program Coordinator: JD Locsin ☐ Inland Fishery Program Coordinator: D. Luague ☐ Organic Agriculture Program Coor: M. Villamonte
3	Acquire/receive and avail data/information as requested	Prepare, set-up the data/information requested and provide to the client	None	15-30 minutes (for readily available data)		
		Set an agreement on the time-frame on the availability of data/information and on the manner it will be supplied, of either personal or by mail	None	1-5 days (for data that needs to be collected/ prepared)		
4	End of transaction		None			
	TOTAL		None	5 Working Days		

2. Name Of Service:
 Project Preparation, Validation, Monitoring, Evaluation And Data Gathering Support Services

Brief description of the nature of the service:

- Provide extension support services and assistance to partner and line agencies, offices and other agricultural institutions in the conduct of preparation, validation, monitoring, evaluation, data gathering and other agricultural development related programs, projects and activities for the city.

Office/Division	City Agriculturist Office
Classification	Simple
Type Of Transaction	G2C
Who May Avail	Partner government and non-government offices/agencies, researchers and relative agriculture institutions
CHECKLIST OF REQUIREMENTS	
☐ Pre-arrangement of the schedule of the conduct of activities through personal appearance, verbal information via on-line calls and messages and/or written communication to avail of the service. ☐ Courtesy call and coordination with the service provider.	

CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1	Personally appear and/or verbally inform via on-line calls, messages and communication letter of either hand-in or thru mails on the set conduct of the activity	Attend the client, acknowledge receipt of communication, give feed-back, discuss and in agreement of the set schedule in the conduct of the activity	None	10-30 minutes	☐ Canlaon: A. Canoy ☐ Registration/Information In-Charge: J. Trasporto ☐ G. Gallardo	☐ HVCDP Program Coordinators: A. Cantila ☐ B. Cagais ☐ Corn Program
2	Make courtesy appearance in office and arrange outright conduct of the activity	Attend the client, list name, purpose and let the client affix signature in the clients log book. Guide/lobby the client to the person in-charge of the particular service.	None	10-30 minutes	☐ Bayog : N. Abendan ☐ Bayog : C. Casura ☐ Binalbagan: G. Handumon ☐ Bucalan: L. Bayawa ☐ Budlasan: R. Peregrino	☐ Coordinators: L. Bayawa ☐ H. Jorillo ☐ Livestock Program Coordinator: JD Locsin
3	Conduct of the intended activity: Preparation, validation, survey, monitoring, evaluation, data gathering and other agricultural development related programs, projects and activities	Provide needed support and assistance in the conduct of the intended activity: Preparation, validation, survey, monitoring, evaluation, data gathering and other agricultural development related programs, projects and activities	None	1-5 days	☐ Linothangan: M. Vergara ☐ Lumapao: E. Bariga ☐ Mabigo: S. Solinap ☐ Malaiba: A. Oralde ☐ Masulog: J. Frias ☐ Masulog: L. Locsin ☐ N. Aqiuno: T. Cabanes ☐ Panubigan: D. Canoy ☐ Panubigan: R. Villasoda	☐ Inland Fishery Program Coordinator: D. Luague ☐ Organic Agriculture Program Coor: M. Villamonte
4		Request for feedback, file and/or out-put of the conducted activity	None	1 hour -5 days	☐ Pula: D. Ortega	
5	Ask for Certificate of Appearance	Issue Certificate of Appearance	None	3-5 minutes		
6	End of transaction		None			
	TOTAL		None	5 Working Days		

V. External Services:

1. Name Of Service: Extension of Agricultural Production Technology Support Services

Brief description of the nature of the service:

- Promotion, information dissemination and advocacy on various agricultural development programs, projects and activities through personal contact with farmers, house to house and farm visits;
- Extension of services that delivers technical assistance in support to farmers’ attainment of maximum productivity;
- Discuss with the client and assess agricultural production situation and provide technical recommendations.

Office/Division		City Agriculturist Office				
Classification		Simple				
Type Of Transaction		G2C				
Who May Avail		Individuals and/or group of farmers with residency within Canlaon City				
CHECKLIST OF REQUIREMENTS						
Personal/verbal consultation and/or written request to avail of the service.						
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1	Come and present/ inform the office the intention or request of technical support/ assistance services	Attend the client, list name, purpose and let the client affix signature in the clients log book. Guide/lobby the client to the person in-charge of the particular service.	None	10-30 minutes	☐ Canlaon: A. Canoy ☐ Registration/Information In-Charge: J. Trasporto ☐ Bayog : N. Abendan ☐ Bayog : C. Casura ☐ Binalbagan: G. Handumon ☐ HVCDP Program Coordinators: A Cantila B. Cagais ☐ Corn Program Coordinators: L. Bayawa H. Jorillo	
2	Present details of intentions and ask for technical recommendations and come into agreement of schedule for actual inspection and assessment (if needed)	Attend and interview client and discuss details on the matters being presented/consulted. Set-up agreement with the client field/farm visitations for inspection, actual evaluation and/or assessment of the situation (if needed)	None	15 minutes	☐ Bucalan: L. Bayawa ☐ Budasan: R. Peregrino ☐ Linothangan: M. Vergara ☐ Lumapao: E. Bariga ☐ Mabigo: S. Solinap ☐ Malaiba: A. Oralde ☐ Masulog: J. Frias ☐ Masulog: L. Locsin ☐ Livestock Program Coordinator: JD Locsin ☐ Inland Fishery Program Coordinator: D. Luague	

3	Subject farm, crops and/or livestock for actual inspection. Accept, follow, implement and perform technical recommendations.	Conduct field/farm visitations for ocular inspection, evaluation and/or assessment of the situation. Give recommendation which will address the problem	None	4-8 hours per client or group of client	☐ N. Aqiuno: T. Cabanes ☐ Panubigan: D. Canoy ☐ Panubigan: R. Villasoda ☐ Pula: D. Ortega	☐ Organic Agriculture Program: M. Villamonte
	TOTAL		None	☐ Office - 25 minutes ☐ Field - 8 hours		

2. Name Of Service:
 Subsidization/Distribution/Dispersal of Agricultural Production Inputs/Implements

Brief description of the nature of the service:

- Procure, acquire, produce and out-source production inputs/implements such as rice, corn and high value crop seeds, seedlings and other form of planting materials; fertilizer and/or soil ameliorants; pest and disease control items and/or material agents coming from government, both from the local, national and non-government organizations;
- Facilitates access and makes farmer clients avail of the services by and through subsidization/distribution/dispersal program;
- Identify, interview and master-listing of qualified beneficiaries;
- Inform farmer clients of the availability of production inputs/implement and set scheduled for the distribution.

Office/Division	City Agriculturist Office
Classification	Simple
Type Of Transaction	G2C
Who May Avail	Individual and/or group of farmers who are bonafide residents of Canlaon City
CHECKLIST OF REQUIREMENTS	
▪ Profiled/Master-listed farmers; ▪ Owner/actual tiller of land/parcel of land/farm lots and/or farm production sites ▪ Farmers enrolled and/or registered to Registry System For Basic Sector On Agriculture (RSBSA); ▪ Membership to Rural Based Organizations, being prioritized; ▪ Present coupon of registration to Registry System For Basic Sector On Agriculture (RSBSA) ▪ Official receipts as farmer’s equity for the subsidization scheme (Situational/Optional); ▪ Signed agreement for plant now pay/return after harvest scheme and/or if roll-over scheme.	

CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1	Come and present to office the intention to avail of the service and affix signature in the clients log book	Attend the client, list name, purpose and let the client affix signature in the clients log book. Give priority number and lobby the client to the person in-charge of the particular service.	None	3-5 minutes	☐Canlaon: A. Canoy ☐Registration/Information In-Charge: J. Trasporto ☐Bayog : N. Abendan ☐Bayog : C. Casura ☐Binalbagan: G. Handumon ☐Bucalan: L. Bayawa ☐Budasan: R. Peregrino ☐Linothangan: M. Vergara ☐Lumapao: E. Bariga ☐Mabigo: S. Solinap ☐Malaiba: A. Oralde ☐Masulog: J. Frias ☐Masulog: L. Locsin ☐N. Aqiuno: T. Cabanes ☐Panubigan: D. Canoy ☐Panubigan: R. Villasoda	☐HVCDP Program Coordinators: A Cantila B. Cagais
2	Present details of his/her purposes and ask for more information from the person-in-charge about the service.	Discuss and orient client on the service mechanics and scheme and verify/check on the the compliance of the requirements to avail of the service.	None	5-20 minutes		☐Corn Program Coordinators: L. Bayawa H. Jorillo
3	Fill-up and sign beneficiary acknowledgment and client satisfaction feedback form	Provide for client to fill-up and to affix signatures. Issuance of notes to be presented to the in-charge of the stock room or bodega for the release	None	10-15 minutes		☐Livestock Program Coordinator: JD Locsin
4	Bring and present the note to the in-charge of bodega for the release and for geo-tagging	Receive the notes and release the item/s and take picture and/or geo-tagged the client	None	5-10 minutes		☐Inland Fishery Program Coordinator: D. Luague
5	Receive items and subject self to geo-tagging.		None			☐Organic Agriculture Program: M. Villamonte
	TOTAL		None	1 hour		

3. Name Of Service: Distribution/Dispersal of Natural/Organic Fertilizer, Pesticides and Other Form of Biological Agents

Brief description of the nature of the service:

- Promotion and development of sustainable/organic agriculture programs/projects/ activities
- Production and out-sourcing of virmi-cast,/organic fertilizers and natural/bio-pesticides and other form of biological agents coming from government, both from the local, national and non-government organizations;
- Disseminate information on the availability of the organic and/or natural inputs to farmers going on natural/organic farming.
- Identify, interview and master-listing of qualified beneficiaries;
- Attend/cater inquiries, receive requests and facilitates access and makes farmer clients avail of the services by and through subsidization/distribution/dispersal program;
- Inform farmer clients of the availability of natural/organic production inputs/implements and set scheduled for the distribution.

Office/Division	City Agriculturist Office
Classification	Simple
Type Of Transaction	G2C
Who May Avail	Individuals and/or group of farmers with residency within Canlaon City
CHECKLIST OF REQUIREMENTS	
▪ Profiled/master-listed farmers; ▪ Farmers enrolled and/or registered to Registry System For Basic Sector On Agriculture (RSBSA); ▪ Commodity production area/site ▪ Official request (written/personal/verbal) for those who avail of the virmi-cast, natural/organic fertilizer and pesticides and other from the biological agents ▪ Empty sacks and container/bottles for those who avail vermin-cast/organic fertilizer, natural fermented solutions/concoctions and other form of bio-pesticides; ▪ Official receipts of payment made for the subsidization scheme; ▪ Signed agreement for plant now pay/return after harvest scheme.	

CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Come and present to office the intention to avail of the service and affix signature in the clients log book	Attend the client, list name, purpose and let the client affix signature in the clients log book. Guide, lobby and endorse the client to the person in-charge of the particular service.	None	3-5 minutes	☐ Canlaon: A. Canoy ☐ Registration/Information In-Charge: J. Trasporto ☐ Bayog : N. Abendan ☐ Bayog : C. Casura ☐ Binalbagan: G. Handumon ☐ Bucalan: L. Bayawa ☐ Budlasan: R. Peregrino ☐ Linothangan: M. Vergara ☐ Lumapao: E. Bariga ☐ Mabigo: S. Solinap ☐ Malaiba: A. Oralde ☐ Masulog: J. Frias ☐ Masulog: L. Locsin ☐ N. Aqiuno: T. Cabanes ☐ Panubigan: D. Canoy ☐ Panubigan: R. Villasoda. ☐ Pula: D. Ortega
2	Present details of his/her purposes and ask for more information from the person-in-charge about the service.	Discuss and orient client on the service mechanics and scheme and verify/check on the compliance of the requirements to avail of the service. Provide for client beneficiaries form to fill-up and to affix signatures	None	5-20 minutes	
3	Fill-up and sign beneficiary/ acknowledgment and client satisfaction feedback forms	Issuance of notes to be presented to the in-charge of the stock room or bodega for the release and geo-tagging/picture taking.	None	10-15 minutes	
4	Bring and present the note to the in-charge of bodega for the release and for geo-tagging	Release the item/s and take picture and/or geo-tagged the client	None	15-40 minutes	
5	Receive items and subject self to geo-tagging.		None	5-10 minutes	
TOTAL			None	1 hour and 30 minutes	

4. Name Of Service: Production and Distribution-Dispersal Tilapia Fingerlings

Brief description of the nature of the service:

- Information dissemination and awareness on the service mechanics, identification and tapping of prospective farmer cooperators;
- Production and distributions of tilapia fingerlings to farmer/fisherman clientele engaged in backyard tilapia fish production;

Office/Division		City Agriculturist Office			
Classification		Simple			
Type Of Transaction		G2C			
Who May Avail		Individual and/or group of farmers and cooperators engaged in fresh water tilapia culture			
CHECKLIST OF REQUIREMENTS					
Fishpond Official Receipt from City Treasurer’s Office as proof of payment @ 35.00/hunfreds of fingerlings Plastic bag 20 x inches x.003 gauge, rubber bond, etc.					
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Come and present to office the intention to avail of the service and affix signature in the clients log book	Attend the client, list name, purpose and let the client affix signature in the clients log book. Guide, lobby and endorse the client to the person in-charge of the particular service.	None	3-5 minutes	☐Canlaon: A. Canoy ☐Registration/Information In-Charge: J. Trasporto ☐Bayog : N. Abendan ☐Bayog : C. Casura ☐Binalbagan: G. Handumon ☐Bucalan: L. Bayawa ☐Budlasan: R. Peregrino ☐Linothangan: M. Vergara ☐Lumapao: E. Bariga ☐Mabigo: S. Solinap ☐Malaiba: A. Oralde ☐Masulog: J. Frias ☐Masulog: L. Locsin ☐N. Aqiuno: T. Cabanes ☐Panubigan: D. Canoy ☐Panubigan: R. Villasoda. ☐Pula: D. Ortega ☐Inland Fishery Program Coordinator: D. Luague
2	Present details of his/her purposes and ask for detailed information from the person-in-charge about the service.	Attend request and discuss/orient client on the service mechanics, scheme and requirements to avail of the service. Come into agreement with client and set schedule of inspection/ evaluation of the pond	None	5-20 minutes	
3	Agreed with the set schedule and subject pond for inspection and accompany in the technician in the pond visitation/inspection	Conduct inspection and evaluation of the ponds, give recommendations and set schedule for release of fingerlings	None	1-4 hours	

4	Come to nursery ponds site as scheduled for the release of fingerlings	Attend the clients, catches, counts fingerlings; Provide client beneficiaries form to fill-up and to affix signatures	None	30 minutes/ hundred	
5	Fill-up and sign beneficiary/ acknowledgment and client satisfaction feedback forms	Release the fingerlings item/s and take picture and/or geo-tagged the client	None	3-5 minutes	
6	Receive items and subject self to geo-tagging.		None		
	TOTAL		None	5 hours and 20 minutes	

5. Name Of Service: Rice and Corn Seed Production and Certification Services

Brief description of the nature of the service:

- Information dissemination, identification and tap of prospective farmer cooperator for informal seed growers/producers and applicants to become accredited seed grower
- Technically support, supervise and manage farmers involved in the production of quality seeds
- Facilitate certification of seeds and issuance of tags that prove the quality of seeds to be availed of the farmer client for their farm production
- Assist farmer seed producer in the application and renewal of seed growers certificate of accreditation

Office/Division	City Agriculturist Office
Classification	Simple
Type Of Transaction	G2C
Who May Avail	Registered, accredited and informal seed growers/producers of Canlaon City
CHECKLIST OF REQUIREMENTS	
▪ Official Rice and corn seed production area ▪ Certificate of Seed Grower Accreditation ▪ Certificate of seed grower membership and participation of training and seminar related to seed production	

CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Come and present/ inform the office the intention or request of technical support/assistance services	Attend the client, list name, purpose and let the client affix signature in the clients log book. Guide/lobby the client to the person in-charge of the particular service.	None	3-5 minutes	☐ Canlaon: A. Canoy ☐ Seed Inspectors: N. Abendan M. Vergra
2	Present details of his/her purposes and ask for more information from the person-in-charge about the service.	Discuss and orient client on the service mechanics and scheme and verify/check on the compliance of the requirements to avail of the service.	None	5-20 minutes	
3	For seed grower accreditation: Apply and files application form for seed grower accreditation	Provides form and assist in the preparation/filling-up of forms	None	1-4 hours	
4		Submit accomplished form to the province	None	30 minutes/ hundred	
		Waits for the release of the certificate of accreditation. Hand in of certificate of accreditation upon receipt from the province, hand it out to the farmer	None	3-5 minutes	
5	Receive items and subject self to geo-tagging.		None	10-30 minutes	
6	Comes to office, meets seed inspectors and technicians for seed allocation	Facilitates seed out-sourcing, procurement and make seeds available to the client	None	1 day	
7	Plant seeds and apply for certification	Assist seed grower fill up seed certification application and signing of agreement for seed production	None	10-20 minutes	
8	Rouging of seed field		None	1-2 hours	

9	Request Seed Inspector (SI)/Technician for field inspection	Conduct field inspection	None	1-2 hours	☐ Canlaon: A. Canoy ☐ Seed Inspectors: N. Abendan M. Vergra
10		Makes report for inspection to Regional Rice Seed Testing Laboratory (RSTL) at Cebu City	None	30 minutes	
11	Request Seed Inspector (SI)/Technician for final inspection before harvest	Conduct field inspection	None	4-8 hours	
12	Harvest and process seeds properly and accordingly		None	2-3 days	
13	Request Seed Inspector (SI)/Technician for seed sampling	Draw official seed sampling as per prescribed sampling procedure	None	1 day	
14	For accredited seed growers only: Pay laboratory fees and affix signature on seed label of sample for certification (seed samples are representative of lots of seed production)	Send submitted sample to Seed Certification (SC) unit with final seed certification report (FSCR) and laboratory fees paid by the seed grower (Personal or LBC)	None	30-45 minutes	
15		Wait for the laboratory result (approved/ disapproved). Receive copy of certificate plus tags and seals if seed lot passes certification	None		
16	Assist seed inspector on tagging	Signed each tag and affix tag on each bag each sack/bag of seed, if the seed lot passes certification	None	1-2 days	
17	Market and/or makes certified seeds available to farmers	Information dissemination of the availability of certified seeds for the farmers	None		
	TOTAL		None	Within 2-4 months (one cropping season)	

6. Name Of Service: Farm Tractor Operations Support Services

Brief description of the nature of the service:

- Farm tractor operation services made available to farmers in a lower rate and/or subsidized cost and fuel as farmer’s counterpart.

Office/Division		City Agriculturist Office			
Classification		Simple			
Type Of Transaction		G2C			
Who May Avail		Bonafide, resident and registered farmer, preferably members of rural based organizations from within the twelve (12) barangays of Canalaon City			
CHECKLIST OF REQUIREMENTS					
▪ Subject farm for survey and geo-referencing for farm size/area determination ▪ Official receipts that determine farm size for tractor operation ▪ Fuel supply for the tractor proportionate to the determine farm size					
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Come and present to office the intention to avail of the service and affix signature in the clients log book	Attend the client, list name, purpose and let the client affix signature in the clients log book. Guide, lobby and endorse the client to the person in-charge of the particular service.	None	3-5 minutes	☐ Canlaon: A. Canoy ☐ Tractor Operation Coordinator: S. Solinap Jr. ☐ In-Charge For Geo-referencing: Charlie Casura Robinson Perigrino
2	Present details of his/her purposes and ask for detailed information from the person-in-charge about the service.	Attend request and discuss/orient client on the service mechanics, scheme and requirements to avail of the service. Arrange with the client for survey and geo-tagging of the farm area	None	10-20 minutes	

3	Subject the farm to survey and/or geo-tagging	Conduct survey and geo-tagging and inform the client of the size of the farm for basis of payment and fuel supply	None	4-8 hours	☐ Tractor Operation Coordinator: S. Solinap Jr. ☐ In-Charge For Geo-referencing: Charlie Casura Robinson Perigrino
4	Present official receipt	Arrange schedule for tractor to operate	None	5-10 minutes	
5	Supply tractor with fuel	Tractor operations	None	4-8 hours (Service ime duration depends on the distance and size of farm area)	
	TOTAL		None	2 days and 35 minutes	

7. Name Of Service: Distribution/Dispersal Of Agro-Forest And Fruit Tree Planting Materials

Brief description of the nature of the service:

- The service offers to the farmer beneficiary to avail of seeds, forest and fruits tree seedlings, sucker or tissue cultured plantlets and other form or kinds of planting materials which can provide alternative source of income and environmental benefits.
- Production of forest, fruit tree and other kinds of agro-forestry planting materials to be supplied and/or made readily available for dispersal to identified and/or requesting clients.

Office/Division	City Agriculturist Office
Classification	Simple
Type Of Transaction	G2C
Who May Avail	Famers, students, businessmen and other individuals and or group of individuals within Canlaon City
CHECKLIST OF REQUIREMENTS	
▪ Proof of residency of Canlaon City as attested by the concern technician. ▪ Request letter for group of individuals, organizations and/or institutions ▪ Validated and/or geo-tagged area for plantation ▪ Official receipt to determine the quantity requested (Php 2.00 for forest tree seedlings Php 5.00 minimum for fruit seedlings (depending on the types/kinds of seedlings availed)	

CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Come and present to office the intention to avail of the service and affix signature in the clients log book	Attend the client, list name, purpose and let the client affix signature in the clients log book. Guide, lobby and endorse the client to the person in-charge of the particular service.	None	3-5 minutes	☐ Canlaon: A. Canoy ☐ Agro-forestry Division In-Charge: M. Villamonte M. Vergara
2	Present details of his/her purposes and ask for more information from the person-in-charge about the service.	Attends the client and discuss the process and scheme of the service and confirms availability of the item requested	None	5-10 minutes	
3	Proceed to the nursery site where seedlings are situated, present official receipts to the person in-charge for the release of the item	Check of the quantity of seedlings; provide client beneficiaries form to fill-up and to affix signatures	None	15-30 minutes	
4	Fill-up and sign beneficiary/ acknowledgment and client satisfaction feedback forms	Prepare and release the materials requested, take picture and/or geo-tagged the client	None	5-15 minutes	
5	Receive items and subject self to geo-tagging		None	10-30 minutes/ hundreds seedlings	
	TOTAL		None	1 hour & 35 minutes (may exceed depending on the quantity of planting materials requested	

8. **Name Of Service:** Irrigation and Water Resource Development Support Services

Brief description of the nature of the service:

- Facilitate access for funding assistance and support for irrigation and water resource development projects and activities;
- Guide and assist farmers association’s compliance to the requirements to avail of the services;
- Supervise farmer beneficiaries and/or farmers association on the implementation of irrigation projects and activities such as the construction, rehabilitation and improvement of irrigation facilities

Office/Division		City Agriculturist Office			
Classification		Simple			
Type Of Transaction		G2C			
Who May Avail		Members of farmers/irrigators association within Canlaon City			
CHECKLIST OF REQUIREMENTS					
▪ Membership to farmer/irrigation association ▪ Registered/accredited farmer's association ▪ Letter requests/Letter of Intent to avail of the service ▪ Compliance of essential documents as per requirements from the funding institutions					
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit letter request and/or personally come to office and present/inform the office the intention to avail of the service	Attend the client, list name, purpose and let the client affix signature in the clients log book. Guide/lobby the client to the person in-charge of the particular service.	None	10-30 minutes	☐ Canlaon: A. Canoy ☐ Irrigation Development Focal Person: S. Solinap Jr. ☐ Bayog : N. Abendan ☐ Bayog : C. Casura ☐ Binalbagan: G. Handumon ☐ Bucalan: L. Bayawa ☐ Budlasan: R. Peregrino ☐ Linothangan: M. Vergara ☐ Lumapao: E. Bariga ☐ Mabigo: S. Solinap ☐ Malaiba: A. Oralde ☐ Masulog: J. Frias ☐ Masulog: L. Locsin
2	Present details of intentions and ask for more information on the mechanics and scheme of the services	Attend request and discuss/orient client on the service mechanics, scheme and requirements to avail of the service	None	5-20 minutes	
3	Request for assistance	Interviews client on the type of irrigation services assistance needed and set schedule for site inspection	None	10-15 minutes	

4	Notes the schedule for inspection and wait for the appearance of the inspector	Conduct site inspection and estimate the materials needed, make program of work and submit for funding and/or assistance and support for materials/implements	None	4-8 hours	☐ N. Aqiuno: T. Cabanes ☐ Panubigan: D. Canoy ☐ Panubigan: R. Villasoda. ☐ Pula: D. Ortega
5		Inform client of the availability of materials	None	4 hours	
6	Come to office and withdraw materials	Releases of the materials	None	4-8 hours per conduct of activity	
7	Start the operation and/or implement as per program of work	Supervise farmer's operation and implementation	None	½-1day per conduct of activity	
8	Request technical assistance and consult agricultural extension workers for the crop	Sustain extension of technical assistance on the establishment and conduct inspection, monitoring and evaluation	None		
	TOTAL		None	Office: 10-30 minutes Field : 4-8 hours	

9. Name Of Service: Soil and Soil Fertility Assessment and Management Support Services

Brief description of the nature of the service:

- Extend technical assistance to farmers in the soil and soil fertility assessment and management
- Conduct soil mapping and facilitate soil sampling analysis, issue result and provide or recommend appropriate technology for soil and fertility management

Office/Division	City Agriculturist Office
Classification	Simple
Type Of Transaction	G2C
Who May Avail	Farmers of Canlaon City
CHECKLIST OF REQUIREMENTS	
▪ Farm area/production site ▪ Farmer's request for soil mapping and sampling ▪ Soil samples from their farm/production area	

CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Come and present/ inform the office the intention or request of technical support/ assistance services	Attend the client, list name, purpose and let the client affix signature in the clients log book. Guide/lobby the client to the person in-charge of the particular service.	None	10-30 minutes	☐ Canlaon: A. Canoy ☐ Over-All Focal Person: A. Cantila ☐ Bayog : N. Abendan ☐ Bayog : C. Casura ☐ Binalbagan: G. Handumon ☐ Bucalan: L. Bayawa ☐ Budlasan: R. Peregrino ☐ Linothangan: M. Vergara ☐ Lumapao: E. Bariga ☐ Mabigo: S. Solinap ☐ Malaiba: A. Oralde ☐ Masulog: J. Frias ☐ Masulog: L. Locsin ☐ N. Aqiuno: T. Cabanes ☐ Panubigan: D. Canoy ☐ Panubigan: R.Villasoda. ☐ Pula: D. Ortega
2	Present details of his/her purposes and ask for detailed information from the person-in-charge about the service.	Attend request and discuss/ orient client on the service mechanics, scheme and requirements to avail of the service. Arrange schedule with client for soil mapping and collection of soil samples	None	5-20 minutes	
3	Subject field/farm for soil mapping and get soil samples	Discuss and teach client steps on soil sample collection and preparation Conduct soil mapping and assist farmer in soil samples collection in the field	None	1 hour	
4	Prepare soil sample, label and submit for analysis	Accept samples and check preparation;	None	30 minutes	
5	Wait for the result and recommendation	Follow-up air drying of soil sample, submit soil samples to laboratories for analysis and wait for the result	None	1-3 weeks	
6	Ask for the soil test result	Provide and discuss with client with the soil test result and on fertilizer recommendation	None	10-15 minutes	
7	Applied fertilizer following the recommendation	Monitor and/or cross-checked fertilizer recommendations proper applied by client	None	2-4 hours for 3 times in one cropping season	
	TOTAL		None	2-3 weeks and 7 hours	

10.Name Of Service: Rice Crop Manager Survey

Brief description of the nature of the service:

- Conduct survey and interview with farmers and come up with computer and mobile based tools providing farmers with personalized information, guidelines and an actionable recommendation on field specific crop and nutrient management.

Office/Division		City Agriculturist Office				
Classification		Simple				
Type Of Transaction		G2C				
Who May Avail		Farmers with residency within Canlaon City				
CHECKLIST OF REQUIREMENTS						
Crop commodity farm area Registered farmer who are actual land tillers and agricultural commodity producers						
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1	Come and present/ inform the office the intention or request of technical support/ assistance services	Attend the client, list name, purpose and let the client affix signature in the clients log book. Guide/lobby the client to the person in-charge of the particular service.	None	3-5 minutes	Canlaon: A. Canoy Over-All Focal Person: G. Handumon Bayog : N. Abendan Bayog : C. Casura Binalbagan: G. Handumon Bucalan: L. Bayawa Budlasan: R. Peregrino Linothangan: M. Vergara Lumapao: E. Bariga Mabigo: S. Solinap Malaiba: A. Oralde Masulog: J. Frias Masulog: L. Locsin N. Aqiuno: T. Cabanes Panubigan: D. Canoy Panubigan: R.Villasoda. Pula: D. Ortega	
2	Present details of his/her purposes and ask for detailed information from the person-in-charge about the service.	Conduct/facilitate farmer’s interview. Base on the farmer’s answers to questions applied and fed in the computer, fertilizer recommendation will result in the system, that can be used by farmers as tool and guide in fertilizer application for their rice in a one cropping season	None	10-30 minutes		
3	Ask for the Rice crop Manager result and/or fertilizer recommendation	Print and give the Rice crop Manager result, and discuss the recommendation to follow in the fertilizer application of the rice crop	None	10-20 minutes		
	TOTAL		None	4-6 hours		

11.Name Of Service: Sustainable Agricultural Education Program Services

Brief description of the nature of the service:

- Provide, coordinate and facilitate the participation and conduct of agricultural development related training/seminars.

Office/Division		City Agriculturist Office			
Classification		Simple			
Type Of Transaction		G2C			
Who May Avail		Member of the rural based organization (Farmer Association/ Organizations, Rural Improvement Club and Young Farmers and/or 4-H Clubs) Rice , corn, high valued crops farmers and producers of other agricultural crop/commodity Livestock farmers/ raisers and inland fish farmers Agricultural extension worker and/or service providers			
CHECKLIST OF REQUIREMENTS					
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12.Name Of Service: Rural Based Organization Formation and Strengthening/ Institution Build-Up and Support Services

Brief description of the nature of the service:

- Facilitate and/or conduct the establishment/formation and strengthening/build-up and/or development of rural based organization such as the farmers’ association, rural women and improvement cubs, and young farmers group or 4-H clubs

Office/Division		City Agriculturist Office				
Classification		Simple				
Type Of Transaction		G2C				
Who May Avail		Group of farmers, women’s and young farmers/out of school youth				
CHECKLIST OF REQUIREMENTS						
▪ Voluntary presentation of group of farmers, women’s and youth who wanted to organize and be member of the organization/ association ▪ Participation/ attendance to related meetings and trainings/ seminars conducted by the office ▪ Membership fees, dues and others whenever required by the organization ▪ Certification from Barangay officials etc.						
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1	Contact/meet respective agricultural technician for assistance of community organization and development at office and or in the field	Conduct interview and set/ arrange schedule with the client	None	10-15 minutes	☐ Canlaon: A. Canoy ☐ Over-All Focal Person: ▫Farmers Association S. Solinap Jr ▫Ruram Improvenet Club N. Abendan ▫FYDO/4-H Club G. Handumon	☐ Lumapao: E. Bariga ☐ Mabigo: S. Solinap ☐ Malaiba: A. Oralde ☐ Masulog: J. Frias ☐ Masulog: L. Locsin ☐ N. Aqiuno: T. Cabanes ☐ Panubigan: D. Canoy
2	Request for the presence of agricultural technician for assistance in every scheduled organization activities	Extend assistance as requested by the organization	None	4-6 hours	☐ Bayog : N. Abendan ☐ Bayog : C. Casura ☐ Binalbagan: G. Handumon ☐ Bucalan: L. Bayawa ☐ Budlasan: R. Peregrino ☐ Linothangan: M. Vergara	☐ Panubigan: R.Villasoda. ☐ Pula: D. Ortega
	TOTAL		None	4-6 hours per conduct of the activity/service		

13.Name Of Service: Livestock Breeding Program-Natural and Artificial Breeding Services

Brief description of the nature of the service:

- Extension of natural breeding services thru natural and/or artificial breeding for the up-grading and improvement of genetic composition of animals/livestock breeds. .

Office/Division		City Agriculturist Office			
Classification		Simple			
Type Of Transaction		G2C			
Who May Avail		Individual and/or group of animal and/or livestock raisers			
CHECKLIST OF REQUIREMENTS					
Animals/livestock for breeding Certificate of ownership/ confirmation that he/she own the animal					
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1		Conduct information dissemination/caravan on the breeding program and services	None	1-2 days	Canlaon: A. Canoy Livestock Division Staff/Personnel: D. Locsin A. Oralde E. Magong
2	Contacts and requests person in-charge for services either natural or artificial breeding	Attend request and discuss/ instructclient on the scheme and mechanics and arrange time schedule for the conduct of breeding services	None	5-10 minutes	
3	For natural breeding: Bring the animals to the barn for natural breeding	Facilitate natural breeding of animals Facilitate natural breeding of animals	None	15-30 minutes	
4	Come and inform the office for the need of artificial insemination	For artificial breeding services: Conduct semen extraction/collection for swine and; For large animal semen is preserve for its availability(including goat)	None	15-30 minutes	
5	Subject animal for artificial insemination	Conduct artificial insemination	None	30mins -1 hour	
6	Makes follow-up contact for the development of the services and on the health status of the animal	Makes follow-up contact for the development of the services and on the health status of the animal	None	2-4hours per client and or animal serve	
	TOTAL		None	2-4 hours	

14. Name Of Service: Animal Health Support Services

Brief description of the nature of the service:

- Extension and provision of technical support and/or assistance to animal raisers for the prevention, control and treatment of animals and other animal health services.

Office/Division		City Agriculturist Office			
Classification		Simple			
Type Of Transaction		G2C			
Who May Avail		All livestock and poultry raisers who may avail of the service			
CHECKLIST OF REQUIREMENTS					
Inform office of animal health condition and request for technical services Certificate of ownership of animal Biologics as recommended by the technician					
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Come to office and request veterinary services	Immediately attend the request	None	5-10 minutes	Canlaon: A. Canoy Livestock Division Staff/Personnel: D. Locsin A. Oralde E. Magong Barangay Livestock Aides (BLAides)
2	Wait for the appearance of the person-in-charge of the service	Proceed the location of the animal	None	2-3 hours	
3	Submit animal for treatment/de-worming, vaccination or any other animal health services	Conduct diagnosis and introduce proper medication	None	1 hour	
4	Continue to observe the treated animal and make follow-up request if necessary	Introduce on how to do treatment on prescription given to client	None	20-30 minutes	
5	Treat animals by their own		None	5-10 minutes	
	TOTAL		None	4 hours and 40 minutes	

15.Name Of Service: Livestock and Poultry Dispersal Program

Brief description of the nature of the service:

- Disperse and re-disperse available animal to qualified farmers – beneficiaries
- Extension of technical support, supervision and management in the production of animals for breeding, draft and meat purposes.

Office/Division		City Agriculturist Office				
Classification		Simple				
Type Of Transaction		G2C				
Who May Avail		Farmers/group of farmers within Canlaon City				
CHECKLIST OF REQUIREMENTS						
Signed dispersal contract Undergone training on livestock production Certificate of residency						
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1	Come to the office on the scheduled time for the release of the animals for dispersal	Interview client and issue note to be presented to the livestock division head	None	5-10 minutes	☐Canlaon: A. Canoy ☐Livestock Division Staff/Personnel: D. Locsin A. Oralde ☐Barangay Livestock Aides (BLAides) ☐Bayog : N. Abendan ☐Bayog : C. Casura ☐Binalbagan: G. Handumon ☐Bucalan: L. Bayawa ☐Budlasan: R. Peregrino ☐Linothangan: M. Vergara ☐Lumapao: E. Bariga ☐Mabigo: S. Solinap ☐Malaiba: A. Oralde ☐Masulog: J. Frias ☐Masulog: L. Locsin ☐N. Aqiuno: T. Cabanes ☐Panubigan: D. Canoy ☐Panubigan: R.Villasoda. ☐Pula: D. Ortega	
2	Present the note to the livestock division head	Discuss clients on the mechanism of the services. Let the client signed the agreement/contract and the beneficiaries form. Issue note to be given to the in-charge of the releases of animals for dispersal	None	5-30 minutes		
3	Receive the notes and hand-in to the in-charge in the releases of the animals.	Release the animals and take photo documentation	None	5-10 minutes		
4	Receive the animals		None			
	TOTAL		None	4 hours and 40 minutes		

16.Name Of Service: Registration to Registry for Basic Sectors in Agriculture

Brief description of the nature of the service:

- The farmer should registered to Registry System for Basic Sectors in Agriculture (RSBSA) to be qualified to avail the basic programs in agriculture.

Office/Division		City Agriculturist Office			
Classification		Simple			
Type Of Transaction		G2C			
Who May Avail		Rice, corn and high value farmers Livestock Raisers Laborer			
CHECKLIST OF REQUIREMENTS					
▪ Government issued ID and Barangay Certificate of Residency ▪ Original Copy of Land Title or Agricultural Leasehold Contract and Declaration of Real Property Tax. ▪ Registered in Registry System For Basic Sector On Agriculture (RSBSA) ▪ 1pc 2x2 ID Picture					
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Come and present to office the intention to avail of the service and affix signature in the clients log book	Attend the client, list name, purpose and let the client affix signature in the clients log book. Give priority number and lobby the client to the person in-charge of the particular service	None	2-5 minutes	☐Canlaon: A. Canoy ☐Registration/Information In-Charge: J. Trasporto ☐Bayog : N. Abendan ☐Bayog : C. Casura ☐Binalbagan: G. Handumon ☐Bucalan: L. Bayawa

2	Present details of his/her purposes and ask for more information from the person-in-charge about the service.	Discuss and orient client on the service mechanics and scheme and verify/check on the the compliance of the requirements to avail of the service.	None	5-10 minutes	☐ Budlasan: R. Peregrino ☐ Linothangan: M. Vergara ☐ Lumapao: E. Bariga ☐ Mabigo: S. Solinap ☐ Malaiba: A. Oralde ☐ Masulog: J. Frias ☐ Masulog: L. Locsin ☐ N. Aqiuno: T. Cabanes ☐ Panubigan: D. Canoy ☐ Panubigan: R. Villasoda. ☐ Pula: D. Ortega ☐ Inland Fishery Program Coordinator: D. Luague
3	The farmer/client will fill up the RSBSA enrollment form or will answer the question based on what the information needed in the RSBSA form.	Ensure that the form be properly filled-up by the client of the information needed	None	5-10 minutes	
4	Wait until all signatures in the form be complied	The in-charge technician will conduct an interview based on the question in the RSBSA form. The in-charge technician will bring then the RSBSA enrollment form to Brgy. Captain, CAFC/MAFC Chairman and City Agriculturist for signature for purposes of verification	None	2-6 hours	
5	Get/claim the enrollment stub or enrollment clients copy to avail agricultural related intervention	Verified and Signed RSBSA enrollment form is now ready for encoding for documentation. Issue/release the enrolment coupon/stub to the client		5-10 minutes	
TOTAL			None	6 hours and 35 minutes	