



MANDATE: To promote Agricultural Development by providing the policy frameworks, public investments, and support services needed for domestic and export oriented business enterprises. Concern for the improvement of farm income and generates work opportunities for farmers, fisherfolks and other rural workers. Encourage people's participation in agricultural development through sectoral representation in agricultural policy-making bodies so that the policies, plans and program of the office are formulated and executed to satisfy their needs.

VISION: Modernized smallholder agriculture and fisheries: A diversified rural economy that is dynamic, technologically advance and internationally competitive, its transformation is guided by the sound practices of resources, sustainability, the principle of social justice, and a strong private sector participation.

MISSION: To help and empower the farming and fishing communities and the private sector to produce enough accessible and affordable food for every Filipino and a decent income for all.

SERVICE PLEDGE:

We, the Municipal Agriculture Office personnel of the Local Government Unit of Kayapa pledge to provide the highest possible service performance to our clientele with dedication to work and render selfless services towards the constituents, and efficient and effective delivery of basic services to the people.

I. PROVISION OF PALAY SEEDS, VEGETABLE SEEDS, FINGERLINGS, OTHER CROPS AND FARM INPUTS/PLANTING MATERIALS

The Municipal Agriculture Office provides assistance to farmers who wish to avail credit, subsidized hybrid/certified seeds and farm inputs of best quality every cropping season. (March 16-September 15-Wet Season and September 16-March 15 Dry Season every year)

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2C (Government to Client)
Who may avail:	Clients/farmers
CHECKLIST OF REQUIREMENTS:	WHERE TO SECURE:
RSBSA Enrolment Clients Copy	MAGRO

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client logbook	Give the logbook to the client.	None	1 minute	<p>Julieta B. Sinakay <i>Administrative Aide VI</i></p> <p>Edna O. Victor <i>Administrative Aide II</i></p> <p>Arnold A. Albo</p>

				<i>Administrative Aide II</i> Agricultural Technologist assigned as Officer of the Day
2. Inquire on how to avail the program	Interview the client and explain the scheme based on the implementing guidelines.	None	5 minutes	Rufin D. Fernandez <i>Municipal Agriculturist</i> Joena B. Camson <i>Agricultural Technologist</i> Ruth B. Damaso <i>Agricultural Technologist</i> Franklin A. Eliseo <i>Agricultural Technologist</i> Olivia G. Uchu-e <i>Agricultural Technologist</i> Mania N. Bartolome <i>Agricultural Technologist</i> Wilhelmina U. Nisperos <i>Agricultural Technologist</i>
3. Wait while the Agricultural Technologist verifies if the name of the farmer is on the RSBSA masterlist	Verifies the name of the farmer in the RSBSA masterlist	None	5 minutes	Joena B. Camson <i>Agricultural Technologist</i>
4. Sign the receiving form and client satisfaction	Give the receiving form and the client satisfaction form to client	None	10 minutes	Ruth B. Damaso <i>Agricultural Technologist</i> Franklin A. Eliseo

				<i>Agricultural Technologist</i>
5. Apply for Crop Insurance	Interview the farmer while filling up the Philippine Crop Insurance Form	None	5 minutes	Olivia G. Uchu-e <i>Agricultural Technologist</i>
6. Withdrawal of inputs requested	Release inputs to client	None	10 minutes	Mania N. Bartolome <i>Agricultural Technologist</i> Wilhelmina U. Nisperos <i>Agricultural Technologist</i> Sylvia D. Tomilas <i>Agricultural Technologist</i> Charlie A. Magno <i>Administrative Aide II</i> Jerrylyn H. Damulog <i>Administrative Aide II</i> Derick O. Pagnas <i>Administrative Aide II</i> Nestor P. Puyok <i>Administrative Aide II</i> Marijon C. Estong <i>Administrative Aide II</i> Roshelle A. Basatan <i>Administrative Aide II</i> Joel N. Lunag

				<i>Administrative Aide II</i> Majoy D. Baccac <i>Administrative Aide II</i>
	Total Response Time: 36 Minutes			
	Accomplish Client Feedback Form and drop at the designated drop box at Kayapa Municipal Hall			

II. CONDUCT OF TECHNOLOGY DEMONSTRATION ON RICE, VEGETABLE, FISHERY & OTHER CROPS FOR PRODUCTION

The Municipal Agriculture Office conducts Technology Demonstration trials to showcase new technologies to farmers in every cropping season for each Regular Agricultural Technologist.

Office or Division:	Municipal Agriculture Office
Classification:	Complex
Type of Transaction:	G2G (Government to Government), G2C (Government to Client)
Who may avail:	Farmers
CHECKLIST OF REQUIREMENTS:	WHERE TO SECURE:
RSBSA Enrolment Clients Copy	MAGRO

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client logbook	Give the logbook to the client	None	1 Minute	Julieta B. Sinakay <i>Administrative Aide VI</i> Edna O. Victor

				<i>Administrative Aide II</i> Arnold A. Albo <i>Administrative Aide II</i>
2. Signify interest for the technology demonstration to the Agricultural Technologist in charged.	Conduct interview and discussion with the client	None	10 Minutes	Rufin D. Fernandez <i>Municipal Agriculturist</i> Joena B. Camson <i>Agricultural Technologist</i> Ruth B. Damaso <i>Agricultural Technologist</i> Franklin A. Eliseo <i>Agricultural Technologist</i> Olivia G. Uchu-e <i>Agricultural Technologist</i> Mania N. Bartolome <i>Agricultural Technologist</i> Wilhelmina U. Nisperos <i>Agricultural Technologist</i> Sylvia D. Tomilas <i>Agricultural Technologist</i>

3. Assist the Agricultural Technologist for farm validation	Conduct farm validation to client's farm location	None	1 hour	<p>Joena B. Camson <i>Agricultural Technologist</i></p> <p>Ruth B. Damaso <i>Agricultural Technologist</i></p>
4. Wait for the confirmation/approval of the Demo farm.	Review and assess the guidelines of demo farm	None	5 days	<p>Franklin A. Eliseo <i>Agricultural Technologist</i></p> <p>Olivia G. Uchu-e <i>Agricultural Technologist</i></p>
5. Prepare land and materials needed for the establishment of demos and on-farm trials for 1 month	Assist the co-operator in the preparation of the demo farm trial	None	1 month	<p>Mania N. Bartolome <i>Agricultural Technologist</i></p> <p>Wilhelmina U. Nisperos <i>Agricultural Technologist</i></p>
6. Assist the AT in charge in monitoring the demo farm	Monitor the progress of the demo farm and gather data.	None	5 months	<p>Sylvia D. Tomilas <i>Agricultural Technologist</i></p> <p>Charlie A. Magno <i>Administrative Aide II</i></p> <p>Jerrylyn H. Damulog <i>Administrative Aide II</i></p> <p>Derick O. Pagnas <i>Administrative Aide II</i></p> <p>Nestor P. Puyok <i>Administrative Aide II</i></p>

				Marijon C. Estong <i>Administrative Aide II</i> Roshelle A. Basatan <i>Administrative Aide II</i> Joel N. Lunag <i>Administrative Aide II</i> Majoy D. Baccac <i>Administrative Aide II</i>
	Total Response Time: 6 months 5 days 1 hour and 11 Minutes			
	Accomplish Client Feedback Form and drop at the designated drop box at Kayapa Municipal Hall			

III. CROP PROTECTION SERVICES

The Municipal Agriculture Office conducts pests and diseases surveillance for proper evaluation and management.

Office or Division:	Municipal Agriculture Office
Classification:	Complex
Type of Transaction:	G2C (Government to Clients)
Who may avail:	Farmers
CHECKLIST OF REQUIREMENTS:	WHERE TO SECURE:
Reports and/or requests	Municipal Agriculture Office

				PERSON
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE
1. Sign in client's logbook	Give the logbook to the client	None	1 Minute	<p>Julieta B. Sinakay <i>Administrative Aide VI</i></p> <p>Edna O. Victor <i>Administrative Aide II</i></p> <p>Arnold A. Albo <i>Administrative Aide II</i></p>
2. Inform the Agricultural Technologist assigned about the problem/queries/submit reports /documents on the damage of pests and diseases	Assess the presented documents/queries with discussions and interview with the client	None	10 minutes	<p>Joena B. Camson <i>Agricultural Technologist</i></p> <p>Ruth B. Damaso <i>Agricultural Technologist</i></p>
3. Set schedule of farm visit with the Agricultural Technologist	Set schedule of farm visit with the client	None	3 minutes	<p>Franklin A. Eliseo <i>Agricultural Technologist</i></p>
4. Assist the Agricultural Technologist during the farm visit/validation/inspection	Conduct farm visit to the affected farm for validation/inspection	None	1 hour	<p>Olivia G. Uchu-e <i>Agricultural Technologist</i></p> <p>Mania N. Bartolome <i>Agricultural Technologist</i></p> <p>Wilhelmina U. Nisperos <i>Agricultural Technologist</i></p> <p>Sylvia D. Tomilas <i>Agricultural Technologist</i></p>

				<p>Charlie A. Magno <i>Administrative Aide II</i></p> <p>Jerrylyn H. Damulog <i>Administrative Aide II</i></p> <p>Derick O. Pagnas <i>Administrative Aide II</i></p> <p>Nestor P. Puyok <i>Administrative Aide II</i></p> <p>Marijon C. Estong <i>Administrative Aide II</i></p>
5. Discuss the result of the diagnosis and its management with the assigned Agricultural Technologist	Discuss the result of the diagnosis and its management with the client	None	30 minutes	<p>Rufin D. Fernandez <i>Municipal Agriculturist</i></p> <p>Joena B. Camson <i>Agricultural Technologist</i></p>
6. Equipped/guided on the technology and management to be applied based on the diagnosis, samples collected and validation of the Agricultural Technologist	Guided the client on the proper technology and management to be applied based on the diagnosis on the sample collected.	None	1 hour	<p>Ruth B. Damaso <i>Agricultural Technologist</i></p> <p>Franklin A. Eliseo <i>Agricultural Technologist</i></p> <p>Olivia G. Uchu-e <i>Agricultural Technologist</i></p> <p>Mania N. Bartolome <i>Agricultural Technologist</i></p>

				Wilhelmina U. Nisperos <i>Agricultural Technologist</i> Sylvia D. Tomilas <i>Agricultural Technologist</i>
	Total Response Time: 2 hours and 44 minutes			
	Accomplish Client Feedback Form and drop at the designated drop box at Kayapa Municipal Hall			

IV. PROVISION OF TECHNICAL ASSISTANCE

The Office provides technical assistance on rice production, vegetable (HVCC) production, fishery and other crops related to agricultural programs/activities.

Office or Division:	Municipal Agriculture Office
Classification:	Complex
Type of Transaction:	G2C (Government to Client)
Who may avail:	Farmers
CHECKLIST OF REQUIREMENTS:	WHERE TO SECURE:

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client's logbook	Give the logbook to the client	None	1 Minute	Julieta B. Sinakay <i>Administrative Aide VI</i>
2. Approach the Officer of the day	Guide the client to the Agricultural Technologist incharge	None	1 Minute	Edna O. Victor <i>Administrative Aide II</i>

				Arnold A. Albo <i>Administrative Aide II</i>
3. Present/discuss queries with the Agricultural Technologist in charge	Discuss queries with the client	None	15 minutes	Rufin D. Fernandez <i>Municipal Agriculturist</i>
4. Confirm the date for visitation/monitoring/evaluation	Set schedule of visit/monitoring/evaluation with the client	None	3 Minutes	Joena B. Camson <i>Agricultural Technologist</i>
5. Assist/accompany the Agricultural Technologist assigned during the visitation/monitoring/evaluation	Conduct visitation/monitoring/evaluation with the client	None	1 hour	Ruth B. Damaso <i>Agricultural Technologist</i>
6. Discuss recommendations and management with the Agricultural Technologist	Discuss the results/recommendations and management with the client	None	30 minutes	Franklin A. Eliseo <i>Agricultural Technologist</i>
				Olivia G. Uchu-e <i>Agricultural Technologist</i>
				Mania N. Bartolome <i>Agricultural Technologist</i>
				Wilhelmina U. Nisperos <i>Agricultural Technologist</i>
				Sylvia D. Tomilas <i>Agricultural Technologist</i>
	Total Response Time: 1 hour, 50 Minutes			
	Accomplish Client Feedback Form and drop at the designated drop box at Kayapa Municipal Hall			

V. PROVISION OF ASSISTANCE FOR LIVESTOCK DISPERSAL

Provision of assistance on income generating projects to agri-based organizations, like MAFC, RIC, 4H Club and other farmer organizations on swine and cattle dispersals.

Office or Division:	Municipal Agriculture Office
Classification:	Complex
Type of Transaction:	G2C (Government to Client)
Who may avail:	Farmers, out of school youth
CHECKLIST OF REQUIREMENTS:	WHERE TO SECURE:
1. Request letters	

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client's logbook	Give the logbook to the client	None	1 Minute	Julieta B. Sinakay <i>Administrative Aide VI</i> Edna O. Victor <i>Administrative Aide II</i> Arnold A. Albo <i>Administrative Aide II</i>
2. Inquire from the Agricultural Technologist/ Coordinator assigned on how to avail the program/project	Explain the guidelines to the client on how to avail the program/project	None	15 Minutes	Wilhelmina U. Nisperos <i>Agricultural Technologist</i> Joena B. Camson <i>Agricultural Technologist</i>
3. Set schedule of field validation/assessment with the AT/coordinator assigned	Set schedule of field validation/assessment with the client	None	3 minutes	Ruth B. Damaso <i>Agricultural Technologist</i>

4. Assist the AT/Coordinator during Field validation/assessment	Conduct Field validation/assessment with the client	None	1 hour	Franklin A. Eliseo <i>Agricultural Technologist</i>
5. Follow-up after 5 days	Discuss the protocol of the project/program with the client	None	30 minutes	Olivia G. Uchu-e <i>Agricultural Technologist</i>
6. Submit the needed requirements	Prepare the Memorandum of Agreement (MOA)	Notarial fee, CTC, ID	30 minutes	Mania N. Bartolome <i>Agricultural Technologist</i> Sylvia D. Tomilas <i>Agricultural Technologist</i>
7. MOA discussion and signing with the personnel in charged in the program/project with the witness	MOA discussion and signing with the client and the witness	None	30 minutes	Rufin D. Fernandez <i>Municipal Agriculturist</i> Wilhelmina U. Nisperos <i>Agricultural Technologist</i>
8. Receive the livestock/animals	Release the livestock/animals	None	15 minutes	Wilhelmina U. Nisperos <i>Agricultural Technologist</i>
9. Assist AT assigned during the conduct of monthly regular monitoring of the project	Conduct regular monthly monitoring of the project	None	24 hrs (2hrs./mo.)	Wilhelmina U. Nisperos <i>Agricultural Technologist</i> Joena B. Camson <i>Agricultural Technologist</i> Ruth B. Damaso <i>Agricultural Technologist</i> Franklin A. Eliseo <i>Agricultural Technologist</i> Olivia G. Uchu-e

				<i>Agricultural Technologist</i> Mania N. Bartolome <i>Agricultural Technologist</i> Sylvia D. Tomilas <i>Agricultural Technologist</i>
	Total Response Time: 3 days, 3 hours and 4 Minutes			
	Accomplish Client Feedback Form and drop at the designated drop box at Kayapa Municipal Hall			

VI. PROVISION OF ASSISTANCE FOR INCOME GENERATING PROJECTS

Provision of assistance on income generating projects to agri-based organization like MAFC, RIC, 4H Club and accredited Farmers association on mushroom, organic fertilizer production, food processing and other agri-related projects.

Office or Division:	Municipal Agriculture Office
Classification:	Complex
Type of Transaction:	G2G (Government to Government), G2C (Government to Client)
Who may avail:	Farmers, Agri-based organizations, youth
CHECKLIST OF REQUIREMENTS:	WHERE TO SECURE:
1.	1.

HOW TO AVAIL OF THE SERVICE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client's logbook	Give the logbook to the client	None	1 Minute	Julieta B. Sinakay <i>Administrative Aide VI</i> Edna O. Victor <i>Administrative Aide II</i>

				Arnold A. Albo <i>Administrative Aide II</i>
2 Inquire from the AT assigned/coordinator on how to avail the program/project	Discuss the guidelines/protocol on how to avail the program/project	None	30 Minutes	Rufin D. Fernandez <i>Municipal Agriculturist</i>
3. Prepare project proposal with the assistance of the assigned AT/coordinator	Assist the client on the preparation of project proposal	None	5 days	Joena B. Camson <i>Agricultural Technologist</i>
4. Submit project proposal to MAGRO for review	Review project proposal	None	30 minutes	Ruth B. Damaso <i>Agricultural Technologist</i>
5. Source out funding of proposed project with the assistance from the MAGRO	Assist client on fund sourcing	None		Franklin A. Eliseo <i>Agricultural Technologist</i>
6. Schedule training with MAGRO if proposed project is funded	Set schedule of training with the client	None	3 minutes	Olivia G. Uchu-e <i>Agricultural Technologist</i>
7. Attend the training	Conduct training to the project beneficiaries	None	2 days	Mania N. Bartolome <i>Agricultural Technologist</i>
8. Implement the project	Assist the client in the project implementation	None	1 month	Wilhelmina U. Nisperos <i>Agricultural Technologist</i>
9. Assist MAGRO personnel during	Conduct regular monthly monitoring of the project	None	24 hours (2hrs./mo.)	Sylvia D. Tomilas <i>Agricultural Technologist</i>
				<i>All the COS</i>

monthly regular monitoring of the project				
Total Response Time: 1 month, 10 days, 1 hour and 4 minutes				
Accomplish Client Feedback Form and drop at the designated drop box at Kayapa Municipal Hall				

VII. CONDUCT OF TRAININGS/CLASSES

Conducts trainings/classes to barangays and agri-based associations based from the priority needs or requests of farmers, fisher folks, women and youth on crop production, animal health care and production, fishery, mushroom production, cut flower production, organic agriculture and other technical skills in coordination with National Agencies concern (DA, BFAR, PVET, ATI, SUCs, etc).

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)G2C (Government to Client)
Who may avail:	Farmers, agri-based associations, women, youth
CHECKLIST OF REQUIREMENTS:	WHERE TO SECURE:

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client's logbook	Give the logbook to the client	None	1 minute	Julieta B. Sinakay <i>Administrative Aide VI</i>
2. Submit written request/resolutions with notes of the LCE	Receive request/resolution	None	1 minute	Edna O. Victor <i>Administrative Aide II</i> Arnold A. Albo

				<i>Administrative Aide II</i>
3. Discuss the request/resolution with the AT in charged	Discuss request/resolution with the client on how and when to conduct the training/classes	None	30 minutes	Rufin D. Fernandez <i>Municipal Agriculturist</i>
4. Attend the training	Conduct the training/classes	None	2 days	Joena B. Camson <i>Agricultural Technologist</i>
5. Adoption/application/ implementation of the knowledge learned	Conduct of monitoring and evaluation	None	As needed	Ruth B. Damaso <i>Agricultural Technologist</i> Franklin A. Eliseo <i>Agricultural Technologist</i> Olivia G. Uchu-e <i>Agricultural Technologist</i> Mania N. Bartolome <i>Agricultural Technologist</i> Wilhelmina U. Nisperos <i>Agricultural Technologist</i> Sylvia D. Tomilas <i>Agricultural Technologist</i> <i>All the COS</i>
	Total Response Time: 2 days, 32 Minutes			
	Accomplish Client Feedback Form and drop at the designated drop box at Kayapa Municipal Hall			

VIII. PROVISION OF TECHNICAL ASSISTANCE ON SOIL ANALYSIS

Provides technical assistance on soil sampling service, so that farmers will know the appropriate amount and type of fertilizers to be applied to minimize cost of production and maximize crop production.

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government), G2C (Government to Client)
Who may avail:	Farmers
CHECKLIST OF REQUIREMENTS:	WHERE TO SECURE:
1. Soil sample	Farmers' farm

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client's logbook	Give the logbook to the client	None	1 Minute	Julieta B. Sinakay <i>Administrative Aide VI</i> Edna O. Victor <i>Administrative Aide II</i> Arnold A. Albo <i>Administrative Aide II</i>
2. Set schedule of collection with the AT in charge	Set schedule of collection with the client	None	1 minute	Rufin D. Fernandez <i>Municipal Agriculturist</i>

3. Collection of soil samples with the assistance of the AT in charge	Assist client on the proper collection of soil samples	None	1 hour	<p>Joena B. Camson <i>Agricultural Technologist</i></p> <p>Ruth B. Damaso <i>Agricultural Technologist</i></p> <p>Franklin A. Eliseo <i>Agricultural Technologist</i></p> <p>Olivia G. Uchu-e <i>Agricultural Technologist</i></p> <p>Mania N. Bartolome <i>Agricultural Technologist</i></p> <p>Wilhelmina U. Nisperos <i>Agricultural Technologist</i></p> <p>Sylvia D. Tomilas <i>Agricultural Technologist</i></p> <p><i>All the COS</i></p>
4. Submit dried soil sample with proper label	Receive soil sample with proper label	None	1 Minute	
5. Wait for notice to claim the result within 1 month	Submit soil sample to the regional soils laboratory and wait for notice to claim result within 1 month	None	1 month	
6. Receive soil analysis result, sign the receiving log book and discuss the result with the AT in charge	Release the soil sample result and discuss/explain result with the client	None	30 minutes	
		Total Response Time: 1 month, 1 hour and 33 minutes		
		Accomplish Client Feedback Form and drop at the designated drop box at Kayapa Municipal Hall		

IX. PROVISION OF VETERINARY SERVICES

Provides veterinary services and technical assistance like vaccination (anti-rabies, blackleg, hemosep, NCD and hog cholera vaccine) deworming, castration, consultation and management for livestock, poultry and pet animals.

Office or Division:	Municipal Agriculture Office
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Classification:	Simple
Type of Transaction:	G2G (Government to Government), G2C (Government to Client)
Who may avail:	Farmers
CHECKLIST OF REQUIREMENTS:	WHERE TO SECURE:
1. Request letter	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client's logbook	Give the logbook to the client	None	1 Minute	Julieta B. Sinakay <i>Administrative Aide VI</i> Edna O. Victor <i>Administrative Aide II</i> Arnold A. Albo <i>Administrative Aide II</i>
2. Approach the AT in charge/Veterinarian and discuss/set schedule of the activity	Discuss the request with the client and set schedule of the activity with the client	None	20 minutes	Wilhelmina U. Nisperos <i>Agricultural Technologist</i> Rufin D. Fernandez <i>Municipal Agriculturist</i>
3. Assist veterinarian during the conduct of treatment/vaccination/castration/deworming	Conduct the treatment/vaccination/castration/deworming of animals with the assistance of the client	None	1 hour	Joena B. Camson <i>Agricultural Technologist</i>
4. Discuss result of diagnosis with the veterinarian in case of pest and disease of animals	Discuss result of diagnosis with the client in case of pest and disease of animals	None	20 Minutes	Ruth B. Damaso <i>Agricultural Technologist</i> Franklin A. Eliseo <i>Agricultural Technologist</i>
5. Receive instructions/	Give instructions/			

medicines and/or feeding guide leaflets	medicines and/or feeding guide leaflets to client	None	12 minutes	Olivia G. Uchu-e <i>Agricultural Technologist</i> Mania N. Bartolome <i>Agricultural Technologist</i> Sylvia D. Tomilas <i>Agricultural Technologist</i>
	Total Response Time: 1 hour and 53 minutes			
	Accomplish Client Feedback Form and drop at the designated drop box at Kayapa Municipal Hall			

X. PROVISION OF VETERINARY PERMITS

Provides veterinary permit to livestock owners transferring/traveling their animals to other Municipalities or provinces. This permits ensures that animals transported are free from diseases.

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2C (Government to Client)
Who may avail:	Farmers
CHECKLIST OF REQUIREMENTS:	WHERE TO SECURE:
1. Official receipt of veterinary fee 2. Certificate of ownership/transfer of ownership	Treasury Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client's logbook	Give the logbook to the client	None	1 Minute	Julieta B. Sinakay <i>Administrative Aide VI</i>

				Edna O. Victor <i>Administrative Aide II</i> Arnold A. Albo <i>Administrative Aide II</i>
2. Approach the veterinarian	Interview the client			
3. Pay the veterinary fee	Direct the client to pay the veterinary fee to Treasury Office			Municipal Treasury Office
4. Submit all the needed documents (Official receipt, certificate of ownership/transfer of ownership) to the veterinarian	Receive and review the documents	None	3 minutes	Wilhelmina U. Nisperos <i>Agricultural Technologist</i>
5. Assist veterinarian for the inspection of the animals before issuing the permit	Inspect the animals and prepare the veterinary permit	None	20 minutes	
6. Receive the veterinary permit	Issue the veterinary permit	None	1 Minute	
	Total Response Time: 25 minutes			
	Accomplish Client Feedback Form and drop at the designated drop box at Kayapa Municipal Hall			

XI. FARMERS INFORMATION TECHNOLOGY SERVICE CENTER (FITSC) OPERATION

Presence of Farmers Information Technology Service Center (FITSC) to provide production information and other agricultural information to update farmers on new technologies.

Office or Division:	Municipal Agriculture Office
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Classification:	Simple
Type of Transaction:	G2G (Government to Government), G2C (Government to Client)
Who may avail:	Farmers, youth, women, students
CHECKLIST OF REQUIREMENTS:	WHERE TO SECURE:

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client's logbook	Give the logbook to the client	None	1 Minute	Julieta B. Sinakay <i>Administrative Aide VI</i> Edna O. Victor <i>Administrative Aide II</i> Arnold A. Albo <i>Administrative Aide II</i>
2. Approach the FITSC in-charge	Ask the client's need	None	1 minute	Julieta B. Sinakay <i>Administrative Aide VI</i>
3. Take the option if a. Researching/reading materials b. Taking reading materials c. Borrowing reading materials	Assist the client	None	10 minutes	Julieta B. Sinakay <i>Administrative Aide VI</i>
4. Receive and sign the receiving form when taking/borrowing reading materials	Issue reading materials needed	None	3 Minutes	Julieta B. Sinakay <i>Administrative Aide VI</i> Edna O. Victor <i>Administrative Aide II</i>
5. Return borrowed reading materials	Accept the reading materials			

		None	1 minute	Arnold A. Albo <i>Administrative Aide II</i>
	Total Response Time: 16 minutes			
	Accomplish Client Feedback Form and drop at the designated drop box at Kayapa Municipal Hall			

XI. ISSUANCE OF CERTIFICATIONS

Issue certifications to farmers, farmers associations and individuals related to agricultural production/services.

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government), G2C (Government to Client)
Who may avail:	Farmers, farmers association
CHECKLIST OF REQUIREMENTS:	WHERE TO SECURE:
1. Order of payment (Official Receipt)	Treasury Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client's logbook	Give the logbook to the client	None	1 Minute	Julieta B. Sinakay <i>Administrative Aide VI</i> Edna O. Victor <i>Administrative Aide II</i> Arnold A. Albo <i>Administrative Aide II</i>
2.				
2. Submit order of payment	Ask the client what kind of			Julieta B. Sinakay

to AT in-charge	certification needed	None	1 minute	<i>Administrative Aide VI</i> Edna O. Victor <i>Administrative Aide II</i> Arnold A. Albo <i>Administrative Aide II</i> Rufin D. Fernandez <i>Municipal Agriculturist</i> Joena B. Camson <i>Agricultural Technologist</i> Ruth B. Damaso <i>Agricultural Technologist</i> Franklin A. Eliseo <i>Agricultural Technologist</i> Olivia G. Uchu-e <i>Agricultural Technologist</i> Mania N. Bartolome <i>Agricultural Technologist</i> Wilhelmina U. Nisperos <i>Agricultural Technologist</i> Sylvia D. Tomilas <i>Agricultural Technologist</i> <i>All the COS</i>
3. Wait for the AT to check the name in the RSBSA list	Check the name on the RSBSA list	None	2 minutes	
4. Wait for the preparation of the certification needed	Prepare the Certification	None	5 Minutes	
5. Receive the certification	Release the certification	None	1 minute	

	Total Response Time: 10 minutes
	Accomplish Client Feedback Form and drop at the designated drop box at Kayapa Municipal Hall

XII. AGRICULTURAL ENGINEERING SUPPORT SERVICES

Provides Engineering support in the preparation of program of works and implementation of agricultural infrastructure projects.

Office or Division:	Municipal Agriculture Office
Classification:	Complex
Type of Transaction:	G2G (Government to Government), G2C (Government to Client)
Who may avail:	Farmers, farmers association, Barangays
CHECKLIST OF REQUIREMENTS:	WHERE TO SECURE:

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client's logbook	Give the logbook to the client	None	1 Minute	Julieta B. Sinakay <i>Administrative Aide VI</i> Edna O. Victor <i>Administrative Aide II</i> Arnold A. Albo <i>Administrative Aide II</i>
2. Submit order of payment to AT in-charge	Ask the client what kind of certification needed	None	1 minute	

3. Wait for the AT to check the name in the RSBSA list	Check the name on the RSBSA list	None	2 minutes	Rufin D. Fernandez <i>Municipal Agriculturist</i>
4. Wait for the preparation of the certification needed	Prepare the Certification	None	5 Minutes	Joena B. Camson <i>Agricultural Technologist</i>
5. Receive the certification	Release the certification	None	1 minute	Ruth B. Damaso <i>Agricultural Technologist</i>
				Franklin A. Eliseo <i>Agricultural Technologist</i>
				Olivia G. Uchu-e <i>Agricultural Technologist</i>
				Mania N. Bartolome <i>Agricultural Technologist</i>
				Wilhelmina U. Nisperos <i>Agricultural Technologist</i>
				Sylvia D. Tomilas <i>Agricultural Technologist</i>
				<i>All the COS</i>
	Total Response Time: 10 minutes			
	Accomplish Client Feedback Form and drop at the designated drop box at Kayapa Municipal Hall			