

1. Treatment & Other Services for Livestock

This service is provided to livestock raisers for the treatment of diseases, castration, vaccination & deworming of animals.

Office of Division	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	All Municipal Residents			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
NONE				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client's Log Book	1. None	None	2 mins.	<i>Apple Fronda</i> <i>Agri. Technologist</i> Municipal Agriculture Office
2. Provide details of the request and wait prescription	2. Interview and advise the client	None	20 mins	<i>Genesis Fronda</i> <i>Mun. Agriculturist</i> Municipal Agriculture Office
	2.2. Provide prescription	None	10 mins	
3. Buy medicine * Note: Buy vaccines if not available at MAO	3. None	None	45 mins	<i>Genesis Fronda</i> <i>Mun. Agriculturist</i> Municipal Agriculture Office
4. Accompany the technician in the area	4. Administer the service	None	45 mins	<i>Genesis Fronda</i> <i>Mun. Agriculturist</i> Municipal Agriculture Office
TOTAL PROCESSING TIME			2 HOURS & 2 MINUTES	

2. Enrolment to the RSBSA Program

Provide assistance for the Registration of Farmers, Fisher folks and Livestock raisers to the RSBSA Program.

Office of Division	Office of the Municipal Agriculturist			
Classification:	Complex			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	All farmers, fisherfolks and livestock raisers			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. RSBSA form (1 original copy) 2. Signed certification from barangay captain and association president if tenant/lessee (1 original copy) or Tax declaration if owner (1 photocopy) 3. Any government issued ID (1 photocopy) <ul style="list-style-type: none"> • SSS ID • Driver's License • UMID ID • Philhealth ID • SC ID • 4p's ID • Voter's ID/Voter's Certification 4. 2x2 picture (1 copy) 		Municipal Agriculture Office (MAO) Barangay captain Municipal Assessor's Office (MAO) Social Security Services (SSS) Land Transportation Office (LTO) Government Service Insurance System (GSIS) Philhealth Office Municipal Social Welfare & Development (MSWD) Municipal Social Welfare & Development (MSWD) Commission on Election (COMELEC) Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client's Log Book	1. None	None	2 mins.	<i>Apple Fronda</i> Agri. Technologist Municipal Agriculture Office

2. Present documents and provide details	2. Accept and verify documents	None	5 mins.	<i>Apple Fronda</i> <i>Agri. Technologist</i> Municipal Agriculture Office
	2.2. Interview the client		30 mins	<i>Agri. Technologist</i> Municipal Agriculture Office
3. Wait for the notice of release	3. Uploading of Farmer / fisher folk/livestock to the RSBSA System	None	5 days.	<i>RSBSA Encoder</i>
	3.2. Inform the schedule of release of the RSBSA reference stub	None	2 mins	<i>Genesis Fronda</i> <i>Mun. Agriculturist</i> Municipal Agriculture Office
4. Receive the RSBSA Reference Number	4. Releasing of RSBSA Stub Copy	None	5 mins	<i>Genesis Fronda</i> <i>Mun. Agriculturist</i> Municipal Agriculture Office
TOTAL PROCESSING TIME			5 DAYS & 44 MINUTES	

3. Provision of Farm and Fishery inputs

Distribution of Rice, Corn, Vegetable seeds & Fertilizers and Fish Feeds to RSBSA Registered Farmers and Fisher folks

Office of Division	Office of the Municipal Agriculturist	
Classification:	Simple	
Type of Transaction:	G2C-Government to Citizen	
Who may Avail:	All RSBSA Registered farmers and Fisher folks	
CHECKLIST OF REQUIREMENT		WHERE TO SECURE
RSBSA Reference Number		Municipal Agriculture Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client's Log Book	1. None	None	2 mins.	<i>Apple Fronda</i> <i>Agri. Technologist</i> Municipal Agriculture Office
2. Presentation of RSBSA Stub	2. Verify RSBSA Stub and Interview the client	None	10 mins	<i>Apple Fronda</i> <i>Agri. Technologist</i> Municipal Agriculture Office
3. Sign the receiving papers/documents	3. Assist the Client	None	20 mins.	<i>Apple Fronda</i> <i>Agri. Technologist</i> Municipal Agriculture Office
	3.2 Release stub number	None	20 mins.	
4. Receive inputs	4. Release of farm inputs	None	30 mins.	<i>Genesis Fronda</i> <i>Mun. Agriculturist</i> Municipal Agriculture Office
TOTAL			1 hour 22 mins.	

4. Issuance of Animal Health Certification

Issuance of animal health certification to livestock raiser of the municipality for their own legal purposes

Office of Division	Office of the Municipal Agriculturist
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may Avail:	All Municipal Residents

CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. RSBSA Reference Number 2. Certificate of Origin (1 original copy)		Municipal Agriculture Office Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client's Log Book	1. None	None	2 mins.	<i>Agri. Technologist</i> Municipal Agriculture Office
2. Present stub number and provide details	2. Verify the stub number and Interview the client	None	15 mins	<i>Apple Fronda</i> <i>Agri. Technologist</i> Municipal Agriculture Office <i>Genesis Fronda</i> <i>Mun. Agriculturist</i> Municipal Agriculture Office
	2.2. Advise client to proceed to MTO	None	1 min	
	2.3. Prepare and sign documents	None	20 mins.	
3. Pay corresponding fee	3. Receive payment and Issue official receipt	PHP 100.00	20 mins	<i>Clarice Ann Rocero</i> <i>Admin. Aide IV</i> Municipal Treasury Office
4. Present official receipt and receive certification	4. Issue of certification	None	5 mins	<i>Genesis Fronda</i> <i>Mun. Agriculturist</i> Municipal Agriculture Office
TOTAL PROCESSING TIME			1 HOUR & 3 MINUTES	

5. Issuance of Farmers & Fisher folk certification

This certification is issued to registered farmers and fisherfolks of the municipality for their own legal purpose.

Office of Division	Office of the Municipal Agriculturist
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Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	All RSBSA Registered farmers and fisherfolks			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
RSBSA Reference Number			Municipal Agriculture Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client's Log Book	1. None	None	2 mins.	<i>Apple Fronda</i> <i>Agri. Technologist</i> Municipal Agriculture Office
2. Present stub number and provide details	2. Verify the stub number and Interview the client	None	15 mins	<i>Apple Fronda</i> <i>Agri. Technologist</i> Municipal Agriculture Office
	2.2. Advise client to proceed to MTO	None	1 min	<i>Genesis Fronda</i> <i>Mun. Agriculturist</i> Municipal Agriculture Office
	2.3. Prepare and sign documents	None	20 mins.	<i>Genesis Fronda</i> <i>Mun. Agriculturist</i> Municipal Agriculture Office
3. Pay corresponding fee	3. Receive payment and Issue official receipt	PHP 50.00	20 mins	<i>Clarice Ann Rocero</i> <i>Administrative Aide IV</i> Municipal Treasury Office
4. Present official receipt and receive certification	4. Issue certification	None	5 mins	<i>Genesis Fronda</i> <i>Mun. Agriculturist</i> Municipal Agriculture Office
TOTAL PROCESSING TIME			1 HOUR & 3 MINUTES	

6. Insurance Enrolment

Assist in the application of Crop/Fishery and Livestock insurance to Philippine Crop Insurance Center (PCIC)

Office of Division	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	All RSBSA Registered Farmers, Fisherfolks and Livestock raisers			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
<ol style="list-style-type: none"> 1. RSBSA Reference Number 2. Any government issued ID (1 photocopy) <ul style="list-style-type: none"> • SSS ID • Driver's License • UMID ID • Philhealth ID • SC ID • 4p's ID • Voter's ID/Voter's Certification 			Municipal Agriculture Office Social Security Services (SSS) Land Transportation Office (LTO) Government Service Insurance System (GSIS) Philhealth Office Municipal Social Welfare & Development (MSWD) Municipal Social Welfare & Development (MSWD) Commission on Election (COMELEC)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client's Log Book	1. None	None	2 mins.	<i>Apple Fronda</i> <i>Agri. Technologist</i> Municipal Agriculture Office
2. Present stub number and provide details	2. Verify the RSBSA Stub	None	5 mins	<i>Apple Fronda</i> <i>Agri. Technologist</i> Municipal Agriculture Office
	2.2. Interview the client	None	30 mins	
3. Sign documents	3. Assist the client and sign	None	5 mins	<i>Genesis Fronda</i>

	documents			<i>Mun. Agriculturist</i> Municipal Agriculture Office
	3.2. Inform the client to wait for the message from the PCIC	None	1 min	<i>Apple Fronda</i> <i>Agri. Technologist</i> Municipal Agriculture Office
	3.3. Submit documents to PCIC	None	2 days	<i>Genesis Fronda</i> <i>Mun. Agriculturist</i> Municipal Agriculture Office
TOTAL PROCESSING TIME			2 DAYS & 43 MINUTES	