



## **CITY AGRICULTURE OFFICE**



## EXTERNAL SERVICES

### 1. Technical Assistance

Service Description: A non-financial assistance taking the form of information and expertise sharing, skills training, transmission of working knowledge, and consulting of services and involves the transfer of technical data related to agriculture.

<b>Office or Division:</b>	<b>City Agriculturist Office</b>			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Farmers and Fisher folks			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Request/ Personal Appearance				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Refer request at the City Agriculture Office	Accept request	None	30 minutes	<i>Agriculturist Aquaculturist Agricultural Technologist</i>



## 2. Fertilizers / Seeds Subsidy

Service Description: Provision of Rice Seeds, Corn Seeds and Fertilizers to farmers, and Vegetable Seeds to Farmers, Households, Schools/Universities and Private Individuals.

<b>Office or Division:</b>	<b>City Agriculturist Office</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Farmers, Households, Schools/Universities and Private Individuals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Attendance of target beneficiaries				
2. Forms necessary to be filled-up		City Agriculture Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Attend to meeting conducted by the City Agriculturist/Staff in his/her Barangays	Check farmer's attendance	Pay prescribed equity to programs  authorize d collector	2 hours/ barangay	<i>Agriculturist Aquaculturist Agricultural Technologist</i>
2. Filling up of necessary forms	Collect filled-out forms	None	5 minutes	
	Distribute Rice Seeds/ Corn Seeds/ Vegetable Seeds/ Fertilizers	None	5 hours/ barangay	



### 3. Tractor Services

Service Description: Subsidized rate of rentals for services of harrowing and plowing for Rice, Vegetables and Corn Fields using 4-Wheeled Drive Tractor

<b>Office or Division:</b>	<b>City Agriculturist Office</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Farmers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Certification where measurement of area is indicated		City Agriculture Office		
2. Certification signed by the tractor operators as to the validity of the service area		City Agriculture Office		
3. Official Receipt		City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquire of the schedule of tractor service in every target barangay	Disseminate schedule of tractor service in every target barangay	None	5 minutes	<i>Agriculturist Aquaculturist Agricultural Technologist</i>
2. Approach the tractor operator assigned in his barangay and request for tractor service by filling-out forms	Collect filled-out forms and certification	None	30 minutes	<i>Tractor Operators</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
3. Bring the certification to the officer of the day/ Agricultural Technologist assigned in the area and the City Agriculturists affix their signatures for approval	Verify and approve certifications	None	10 minutes	<i>City Agriculturist Agriculturist Aquaculturist Agricultural Technologist</i>
4. Pay the services fee based on the approved certification to the Treasurer's Office		P800.00 plowing/ha  P700.00 harrowing/ha		<i>Authorized Personnel (City Treasurer's Office)</i>
5. Show the official receipt to the tractor operator and wait for schedule of tractor service in his farm location	Collect filled-out forms	None	Depending on the schedule of tractor service	<i>Tractor Operator</i>
	Delivery of service to the area	None	4 hrs/ha for plowing services  1.5 hrs/ha for harrowing services	<i>Tractor Operator</i>



#### 4. Tilapia Fingerling Dispersal

Service Description: Dispersal of Tilapia Fingerlings to qualified fisherfolks in coordination with the Bureau of Fisheries and Aquatic Resources (BFAR)

<b>Office or Division:</b>	<b>City Agriculturist Office</b>			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Fisher folks			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request/ Application form Duly Accomplished		City Agriculture Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up request/ application form	1. Verify request/ application	None	2 minutes	<i>City Agriculturist</i>
	2. Collect filled-out forms and properly indorse to the Bureau of Fisheries and Aquatic Resources (BFAR)	Payment of plastics bags/ container and oxygen for fingerlings or recipients must bring plastic bag or container	10 minutes	<i>Aquaculturist</i>



## 5. Farmer's Information Technology Services (FITS)

Service Description: Provision of printed materials such as agricultural magazines, pamphlets, flyers, flip charts and books and other ICT materials to farmers, fisherfolks, Rural Improvement Club (RIC) and 4H-Club

<b>Office or Division:</b>	<b>City Agriculturist Office</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Farmers, Fisher folks, Rural Improvement Club (RIC), 4H-Club and City Agriculture and Fishery Council (CAFC)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Written/ Verbal Request				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Refer request at the City Agriculture Office	1. Accept request	none	1 minute	<i>City Agriculturist</i>
	2. Technology Services Specialist (TSS) or Information Services Specialist (ISS) gives technical briefing depending on the technology needed by the client	none	1 hour	<i>Agriculturist Aquaculturist</i>
	3. ISS/TSS gives the photo copy of reference materials requested by the	none	10 minutes	<i>Agriculturist Agricultural Technologist</i>
2. Fill up and sign in the FITS logbook indicating services received	1. Check logbook	none	3 minutes	<i>Agriculturist II</i>



## 6. Technology Transfer Program Cum Season Long Training

Service Description: Conduct of Season-long trainings on Corn, Rice and Vegetable Production to promote new innovations and appropriate Technologies in Agriculture.

<b>Office or Division:</b>	<b>City Agriculturist Office</b>			
<b>Classification:</b>	Highly Technical Application			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Farmers, Rural Improvement Club (RIC)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Written/ Verbal Request				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Agribased organization farmer groups signify interest to participate the program	1. Accept request	none	5 minutes	<i>Agriculturist</i>
	2. Give schedule per cropping season during the conduct of the meeting	none	8 hours	<i>City Agriculturist</i>
	3. Conduct technical briefing	none	4 months (1 cropping season)	<i>Aquaculturist</i>
2. Participants adopt the technology and provide all labor and material inputs needed in the technology	1. Practicum/ Hands on Training on the complete appropriate package of technology	none	4 months (1 cropping season)	<i>Agriculturist</i>
	2. Conduct field day before harvesting	Payment of Farm Inputs Payable After Harvest	4 hours	<i>Agriculturist/ Agricultural Technologist</i>



## 7. Farm Mechanization Support Services

Service Description: Provision of Farm Mechanization Equipment to qualified Farmer Groups.

<b>Office or Division:</b>	<b>City Agriculturist Office</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Farmer Groups			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. CAFC Resolution				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. BAFC submits request during regular meeting	1. Supervise meeting	none	1 hour	<i>Agriculturist II</i>
2. CAFC prepares & submit resolution to the City Mayor	1. Verify and indorse CAFC resolution	none	2 hours	<i>City Agriculturist</i>
	2. City Mayor reviews for appropriate action	none		<i>City Mayor</i>
	3. If approved, City Mayor's Office endorse to the City Agriculture Office	none		<i>City Mayor/ City Agriculturist</i>
	4. City Agriculture Office Prepares purchase request and submit to General Services Office for Procurement	None	20 minutes	<i>Admin Staff</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
3. Receive Farm Mechanization Equipment	1. Award Farm Mechanization Equipment to beneficiaries	none	1 hour	<i>City Mayor/ City Agriculturist</i>