



**OFFICE OF THE MUNICIPAL
AGRICULTURE**

EXTENSION SUPPORT, EDUCATION AND TRAINING SERVICES (ESETS)				
The Office of the Municipal Agriculture (OMA) shall provide services to its clientele through the Extension Support, Education and Training.				
Office or Division:	Office of the Municipal Agriculture (OMA)			
Classification:	Technical			
Type of Transaction:	G2C-Government to Client			
Who may avail:	All Farmers, Fisherfolk, Women, and Youth of Albuera			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		N.A.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Seek technical assistance/advice	1. Entertain and log	None	1 minute	All AEW
	2. Provide technical assistance/advice pertaining to agri-fishery production to walk-in farmers/fisherfolk/private individuals.		as needed	
Attend Meeting/Technical Briefing/FGD/Seminar/Training	1. Provide notice of schedule	None	1 day	All AEW
	2. Entertain and log		1 minute	
	3. Conduct Meeting/Technical Briefing/FGD/Seminar/Training		as needed	
	4. Provide seminar/training certificate if needed		as needed	AEW incharge
Request for Farm/Field visit and pest surveillance	1. Entertain and log	None	1 minute	All AEW
	2. Proceed to the farm/field and provide technical advises		as needed	
Request for IEC materials	1. Entertain and log	None	1 minute	All OMA Personnel
	2. Provide the requested IEC materials		5-10 minutes	
TOTAL		None	Total processing time depends on the type of ESETS	

PRODUCTION SUPPORT SERVICES				
The Office of the Municipal Agriculture (OMA) shall provide services to its clientele through provision of production inputs.				
Office or Division:	Office of the Municipal Agriculture (OMA)			
Classification:	Non-technical			
Type of Transaction:	G2C-Government to Client			
Who may avail:	All Farmers and Fisherfolk of Albuerca			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. RSBSA/NFRS registered			OMA	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Avail of seeds/plantlets/fertilizers	1. Provide notice for schedule of release	None	1-2 days	AEW on Rice/Corn/HVC/OA
	2. Entertain and log		1 minute	
	3. Releasing of the seeds/plantlets/fertilizers		as needed	
Avail of animal dispersal	1. Entertain and log	None	3 days	AEW-Livestock& Poultry
	2. If the consolidated number of request is significant enough, then it is the right time to prepare project proposal		as needed	
	3. Procurement process		2-3 months	
	4. Project orientation and notice of releasing		1 day	
	5. Turn over of animals w/ documentations		1-4 hours	
Request for fingerlings	1. Entertain and log	None	1 minute	AEW-Fisheries
	2. Consolidate and submit request documents to BFAR8		as needed	
	3. Provide notice of the releasing schedule		1 day	
	4. Get the fingerlings in the BFAR Hatchery		1 day	
	5. Releasing of fingerlings w/ documentations		10 minutes	
Request for land preparation	1. Entertain and log	Client is responsible for the fuel, meal, and snacks of the operator	1 minute	All OMA Personnel
	2. Gather farm information and set the schedule of service		10 minutes	
	3. Inform farm tractor operator		1 day	
	4. Perform the request		as needed	
TOTAL		None	Total processing time depends on the type of services	

ANIMAL HEALTH SERVICES				
The Office of the Municipal Agriculture (OMA) shall provide services to all domesticated animals of Albueranos.				
Office or Division:	Office of the Municipal Agriculture (OMA)			
Classification:	Technical			
Type of Transaction:	G2C-Government to Client			
Who may avail:	All Farmers and private constituents of Albueranos			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		N.A.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Seek for animal health medication <i>(basic illness only) / deworming, etc.</i>	1. Entertain and log	None	1 minute	AEW-Livestock & Poultry
	2. Check up the animal(s) and provide technical advises		as needed	
	3. Dispense biologics if available/perform deworming, etc.		as needed	
	4. Perform follow-up checkup if needed		as needed	
Avail/request for Dog Rabies Vaccines	1. Provide notice of vaccination schedule in the Barangay	None	1 day	AEW-Livestock & Poultry assisted by other AEW's
	2. Entertain and log		1 minute	
	3. Inject the vaccine		1-2 minutes	
TOTAL		None	Total processing time depends on the type of services	

REGULATORY SERVICES

The Office of the Municipal Agriculture (OMA) shall maintain registry of farmers/fishermen including their fishing boats/fishing gears, regulate fishing in the Municipal waters, and ensure clean/sanitary processing of animals for food consumptions.

Office or Division:	Office of the Municipal Agriculture (OMA)			
Classification:	Complex			
Type of Transaction:	G2C-Government to Client			
Who may avail:	All farmers and Municipal Fisherfolk of Albura			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Fisheries related:				
1. Barangay Certification attesting that the client is legitimate farmer/fisherfolk in their area		Barangay of origin		
2. Picture of the boat and gear along with the fisherman				
3. Previous permit				
For Livestock/Poultry concerns:				
1. <i>Large ruminants</i> - Animal Credentials; <i>Hog/Small ruminants</i> -credentials if available		MTO/Barangay of origin		
2. <i>Poultry</i> - Animal Veterinary Certificate		Farm Veterinarian/Farm of origin		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Register for Registry System for Basic Sector in Agriculture (RSBSA)	1. Entertain and log	None	1 minute	All OMA personnel
	2. Interview the farmer and fill up the application form		10 minutes	
	3. Provide the farmer with his/her RSBSA registration number		1 minute	
	4. Submit the application form to DA Regional Office		1-2 weeks	
Register as fisherfolk	1. Entertain and log	None	1 minute	AEW-Fisheries
	2. Interview fisherfolk and fill up the application form		10 minutes	
	3. Submit the application form to DA-BFAR		1-2 weeks	
Register/Renew Municipal Fishing Boat(s)/Gear(s)	1. Entertain and log	None	1 minute	AEW- Fisheries
	2. Check submitted documents and interview the fisherfolk regarding the details of the boat and gear used		P200.00/ motorized boat; P150.00/ fishing gear	
	3. Refer to MTO for payments and the issuance of boat plate number	None	10 minutes	AEW- Fishery/MTO Cashier
	4. Prepare the certificate of registration/renewal	None	5 minutes	AEW- Fisheries
	5. Refer to Mayor's Office for the approval and issuance of Permit to Operate	None	as needed	AEW- Fishery/Mayor's Office staff

Request for Ante and Post-mortem services at DBSN Dressing Plant	1. Entertain and log	None	10 minutes	OMA Meat Inspectors while monthly billing perform by MTO
	2. Perform ante-mortem services per batches of birds	P 0.15/bird	as needed	
	3. Perform post-mortem services per batches of dressed chickens	P 0.25/kg of dressed chicken	as needed	
	4. Issue Meat Inspection Certificate	None	as needed	
Secure for Permit to slaughter at Municipal Slaughterhouse	1. Entertain and log	None	1 minute	OMA Meat Inspectors
	2. Refer to MTO for payments	None	10 minutes	OMA Meat Inspectors/MTO cashier
	3. Perform ante-mortem and post-mortem services respectively per animal	Large Ruminants: P100.00; Small Ruminants/ Hog: P40.00	as needed	OMA Meat Inspectors
	4. Issue Meat Inspection Certificate	None	5 minutes	
Secure Animal Health Certificate and Permit to Transport	1. Entertain and log	None	1 minute	AEW-Livestock & Poultry
	2. Refer to MTO for payments	P 50.00	10 minutes	AEW/MTO Staff
	2. Conducts animal inspection	None	as needed	AEW-Livestock & Poultry
	3. Issue Animal Health Certificate and Permit to Transport	None	5 minutes	
Report illegal fishing activities	1. Entertain and log	None	30 minutes	AEW-Fisheries/FLET/ Mun. Agriculturist
	2. Verify the alleged information	None	as needed	
	3. If valid information, coordinate w/ the local police/BFAR personnel	None	as needed	
	4. Perform police operation	None	as needed	AEW-Fisheries/FLET/ PNP/BFAR
	5. Other action taken	None	as needed	
TOTAL		Total payments depend on the quantity of the application	Total processing time depends on the type of services	

CREDIT FACILITATION SERVICES				
The Office of the Municipal Agriculture (OMA) shall provide facilitation services to the farmers/fisherfolk credit/loan requirements.				
Office or Division:	Office of the Municipal Agriculture (OMA)			
Classification:	Complex			
Type of Transaction:	G2C-Government to Client			
Who may avail:	All Farmers/fisherfolk and private constituents of Albuera			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
RSBSA/NFRS registered		OMA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Seek assistance for loan application to LBP and other government lending institutions	1. Entertain and log	None	1 minute	All AEWs
	2. Provide checklist of requirements and check the available documents at hand	None	30 minutes	
	3. Certify Business plan and budgetary requirements	None	10 minutes	Municipal Agriculturist
	4. Issue endorsement letter	None	10 minutes	
Avail free crop/livestock/ boat insurance	1. Entertain and log	None	1 minute	All AEWs
	2. Assist farmer in the preparation of application form	None	5 minutes	
	3. Provide duplicate copy of the application sheet and issue CIC number	None	1 minute	
	4. Submit to PCIC	None	2-3 days	AEW incharge
File notice of loss for crop/livestock/ boat insurance	1. Entertain and log	None	1 minute	All AEWs
	2. Assist farmer in the preparation of notice of loss	None	as needed	
	3. Provide notice of loss duplicate copy	None	1 minute	
	4. Submit to PCIC	None	2-3 days	AEW incharge
TOTAL		None	Total processing time depends on the type of services	

