

1. AVAILMENT OF VETERINARY MEDICINES (DEWORMER, VITAMINS AND MEDICINES)

Provision and Delivery of Animal Health Management and practices thru appropriate deworming and treatment services of livestock.

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Animal Owners			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
NONE		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client's Log Book	1. Give the Logbook to the client	None	1 minute	Agricultural Technicians Office of the Mun. Agriculturist
2. Personal apperance of the Animal owner	2. Conduct interview and information gathering	None	5 minutes	Agricultural Technicians Office of the Mun. Agriculturist
3. Receive and Sign the treatment form	3. Dispense of Veterinary Medicines	None	2 minutes	Dr. Jose Marie G Monteclaro Office of the Mun. Agriculturist
	3.1. Give the treatment report form to the client			
TOTAL		NONE	8 minutes	

2. PROVISION OF ASSORTED VEGETABLE SEEDLINGS AND SEEDS

To provide assorted vegetable seedlings/seeds to every household in support the GULAYAN SA BARANGAY/PAARALAN Project.

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Highly Complex			
Type of Transaction:	G2C – Government to Citizen; G2G-Government to Government			
Who may avail:	All Barangay and Schools			
CHECKLIST OF REQUIRMENTS			WHERE TO SECURE	
1. Request letter/ Resolution (2 original)			Requesting Barangay/ School	
2. Approval/endorsement of the Mayor			Mayor's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client's Log Book	1. Give the log book to the client at the Office of the Municipal Agriculturist	None	1 minute	Agricultural Technicians Office of the Mun. Agriculturist
2. Submission of Request	2. Facilitate preparartion of available seedlings/seeds	None	1-2 days	Agricultural Technicians Office of the Mun. Agriculturist
3. Preparation of planting sites and wait for the schedule of distribution	3. Scheduling of distribution	None	14-21 days	Agricultural Technicians Office of the Mun. Agriculturist
4. Receive seeds/seedlings	4. Distribute seeds/seedlings	None	1 Day	Agricultural Technicians Office of the Mun. Agriculturist
TOTAL		NONE	3-24 days & 1 minute	

3. PROVISION OF TILAPIA FINGERLINGS

To provide tilapia fingerlings to backyard fishpond operators and communal bodies of water in support to food sufficiency program

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2G-Government to Government			
Who may avail:	All Barangay and Schools			
CHECKLIST OF REQUIRMENTS			WHERE TO SECURE	
1. Request letter/ Resolution (2 original)			Requesting Barangay/ School	
2. Approval/endorsement of the Mayor			Mayor's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client's Log Book	1. Give the log book to the client at the Office of the Municipal Agriculturist	None	1 minute	Aquacultural Technician Office of the Mun. Agriculturist
2. Submission of request letter with the endorsement of the Mayor	2. Facilitate the endorsement of the request to BFAR	None	1- 2 days	Aquacultural Technician Office of the Mun. Agriculturist
3. Submission of List of recipients and wait for the schedule of hauling and distribution	3. Follow-up request to BFAR 3.1. Wait for approval to BFAR 3.2. Scheduling of hauling and distribution 3.3. Get Fingerling at BFAR 3.4. Hauling of Fingerlings to Barangay/School	None	10-14 days	Aquacultural Technician Office of the Mun. Agriculturist
4. Receive Fingerlings	4. Distribute Fingerlings	None	1 Day	Aquacultural Technician Office of the Mun. Agriculturist
TOTAL		NONE	13-17 days & 1 minute	

4. PROVISION OF RODENTICIDE

To provide Rodenticide in support to Food Security Program of the Municipality

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2G-Government to Government			
Who may avail:	All Barangay and Schools			
CHECKLIST OF REQUIRMENTS			WHERE TO SECURE	
1. Request letter/ Resolution (2 original)			Requesting Barangay/ School	
2. Approval/endorsement of the Mayor			Mayor's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client's Log Book	1. Give the log book to the client at the Office of the Municipal Agriculturist	None	1 minute	Agricultural Technician
2. Submission of request letter with the endorsement of the Mayor	2. Facilitate the preparation of Rodenticide	None	1 hour	Agricultural Technician
	2.1. Conduct IEC			
3. Preparation of baiting materials	3. Conduct Rat baiting	None	1-2 days	Agricultural Technician
TOTAL		NONE	1-2days,1hr & 1 minute	

5. VACCINATION OF DOGS AGAINST RABIES

For the control, prevention of the spread, and eventual eradication of human and animal rabies.

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Dog owners (walk in clients)			
CHECKLIST OF REQUIRMENTS			WHERE TO SECURE	
None			N/A	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client's Log Book	1. Give the log book to the client at the Office of the Municipal Agriculturist	None	1 minute	Agricultural Technicians Office of the Mun. Agriculturist
2. Personal appearance of dog and the owner	2. Interview of dog owner	None	2 minutes	Jose Marie G. Monteclaro, DVM. Office of the Mun. Agriculturist
3. Presentation of dog for vaccination	3. Vaccinate the dog	None	1 minute	Jose Marie G. Monteclaro, DVM. Office of the Mun. Agriculturist
4. Sign the vaccination form and receive the vaccination card	4. Give the vaccination form	None	1 minute	Jose Marie G. Monteclaro, DVM. Office of the Mun. Agriculturist
	4.1. Fill-up the vaccination card and give to the dog owner		1 minute	Jose Marie G. Monteclaro, DVM. Office of the Mun. Agriculturist
TOTAL		NONE	6 minutes	

5.1 VACCINATION OF DOGS AGAINST RABIES

For the control, prevention of the spread, and eventual eradication of human and animal rabies.

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Dog owners (Barangay)			
CHECKLIST OF REQUIRMENTS			WHERE TO SECURE	
1. Request Letter/Resolution (2 original)			Requesting Barangay	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client's Log Book	1. Give the log book to the client at the Office of the Municipal Agriculturist	None	1 minute	Jose Marie G. Monteclaro, DVM. Office of the Mun. Agriculturist
2. Submission of Request letter	2. Receive the Request letter	None	2 minutes	Jose Marie G. Monteclaro, DVM. Office of the Mun. Agriculturist
3. Wait for the schedule	3. Scheduling of vaccination	None	1-2 Days	Jose Marie G. Monteclaro, DVM. Office of the Mun. Agriculturist
4. Register dog owner and dogs 4.1. Presentation of dogs for vaccination	4. Vaccination of dogs		1 minute	Jose Marie G. Monteclaro, DVM. Office of the Mun. Agriculturist
5. Dog owners receive the vaccination	4. Fill-up the vaccination card and give to the dog owner	None	1 minute	Jose Marie G. Monteclaro, DVM. Office of the Mun. Agriculturist
TOTAL		NONE	1-2 days and 6 minutes	

6. PROVISION OF PLANTING MATERIALS (RICE & CORN)

To provide high yielding and climate resilient planting materials to farmers to boost agricultural productivity

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple/ Complex/ Highly Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Rice and Corn Farmers			
CHECKLIST OF REQUIRMENTS			WHERE TO SECURE	
1. Request Letter/Resolution (3 original, 3 photocopy)			Farmer/ requesting Barangay	
2. Masterlist of Farmers (3 photocopy)			Barangay/ Association	
3. Endorsement of the Mayor			Mayor's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client's Log Book	1. Give the log book to the client at the Office of the Municipal Agriculturist	None	1 minute	Jose Marie G. Monteclaro, DVM. Office of the Mun. Agriculturist
2. Personal appearance of the Farmer for interview	2. Conduct interview and data gathering	None	5 minute	Jose Marie G. Monteclaro, DVM. Office of the Mun. Agriculturist
3. Submission of Request letter/Resolution with endorsement of the Mayor	3. Preparation/Verification of Farmers in the masterlist	None	1 day	Jose Marie G. Monteclaro, DVM. Office of the Mun. Agriculturist
	3.1. Endorsement of Request to the DA-RFO 02		20-30 days	Jose Marie G. Monteclaro, DVM. Office of the Mun. Agriculturist
	3.2. Facilitate hauling of seeds from DA UPI Gamu, Isabela			
	3.3. Scheduling of distribution			
4. Receive planting materials	4. Distribute Planting materials	None	3-5 days	Agricultural Technicians Office of the Mun. Agriculturist
TOTAL		NONE	24- 36 day & 6 minutes	

7. ISSUANCE OF ANIMAL HEALTH CERTIFICATE FOR TRANSPORT (Large Animal)

Animal Health certificate are issued to ensure that animals being transported are safe and Healthy

Office or Division:	Office of the Municipal Agriculturist
Classification:	Simple

Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All livestock handler			
CHECKLIST OF REQUIRMENTS			WHERE TO SECURE	
1. Livestock Handlers Permit (BAI)			DA - RFO2	
2. Barangay Certification or Certificate of Ownership			Barangay	
3. Mayor's Permit			Office of the Mayor/ Municipal Treasury Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Clien's Log Book	1. Give the log book to the client at the Office of the Municipal Agriculturist	None	1 Minute	Agricultural Technicians
2. Present the Livestock Handlers Permit from BAI for verification and other documents	2. Verify Livestock Handlers Permit and other documents	None	1 Minute	Jose Marie G. Monteclaro, DVM. Office of the Mun. Agriculturist
3. Present Animal for inspection	3. Inspect the Animal	None	10 Minutes	Jose Marie G. Monteclaro, DVM. Office of the Mun. Agriculturist
TOTAL		NONE	12 minutes	

8. ISSUANCE OF ANIMAL HEALTH CERTIFICATE FOR SLAUGHTER

To ensure that all animal that being slaughter are fit for human consumption

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All livestock handler			
CHECKLIST OF REQUIRMENTS			WHERE TO SECURE	
1. Barangay Certification or Certificate of Ownership			Barangay	
2. Butcher's License			Municipal Treasury Office	
3. Mayor's Permit			Office of the Mayor/ Municipal Treasury Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Clien's Log Book	1. Give the log book to the client at the Office of the Municipal Agriculturist	None	1 Minute	Agricultural Technicians
2. Present permits and license for verification	2. Verify permits and license	None	1 Minute	Jose Marie G. Monteclaro, DVM. Office of the Mun. Agriculturist
3. Present Animal for inspection	3. Inspection of Animal	None	5 Minutes	Jose Marie G. Monteclaro, DVM. Office of the Mun. Agriculturist
	3.1. Quarantine the Animal		24 Hours	Jose Marie G. Monteclaro, DVM. Office of the Mun. Agriculturist
4. Payment of Slaughter Fee	4. Check Offical Receipt for payment of Slaughter fee	None	1 Minute	Jose Marie G. Monteclaro, DVM. Office of the Mun. Agriculturist
5. Receive Animal Health Certificate	5. Issuance of Animal Health Certificate	None	3 Minute	Jose Marie G. Monteclaro, DVM. Office of the Mun. Agriculturist
TOTAL		NONE	24 hours & 11 minutes	

9. AVAILMENT OF FARM TRACTOR SERVICES

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Farmers			
CHECKLIST OF REQUIRMENTS			WHERE TO SECURE	
1. Request letter (2 original)			Farmers / Clients	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Sign in Client's Log Book	1. Give the log book to the client at the Office of the Municipal Agriculturist	None	1 Minute	Agricultural Technicians Office of the Mun. Agriculturist
2. Submit Request Letter	2. Receive Request Letter	None	1 Minute	Jose Marie G. Monteclaro, DVM. Office of the Mun. Agriculturist
3. Personal appearance for interview	3. Interview the Farmer	None	1 Minute	Jose Marie G. Monteclaro, DVM. Office of the Mun. Agriculturist
4. Pay Tractor Fee at the Municipal Treasury Office	4. Receive payment and issue Official Receipt to client	Php 1,500.00 / hectare	3 Minutes	Revenue Collection Clerks Municipal Treasury Office
	4.1 Verify Receipt of payment	None	1 Minute	Jose Marie G. Monteclaro, DVM. Office of the Mun. Agriculturist
	4.2. Scheduling of Plowing/Cultivation	None	1-2 Days	Jose Marie G. Monteclaro, DVM. Office of the Mun. Agriculturist
TOTAL		Php 1,500.00 / hectare	2 days and 4 minutes	

10. PROVISION OF TECHNICAL ASSISTANCE/SERVICES TO FARMERS ON CROPS (Rice, Corn, High Value Crops), LIVESTOCK and FISHERIES

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Farmers			
CHECKLIST OF REQUIRMENTS			WHERE TO SECURE	
1. Request letter (2 original)			Farmers / Clients	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Clien's Log Book	1. Give the log book to the client at the Office of the Municipal Agriculturist	None	1 Minute	Agricultural Technicians
2. Submit Request Letter	2. Receive Request Letter	None	1 Minute	Jose Marie G. Monteclaro, DVM. Office of the Mun. Agriculturist
3. Personal appearance for interview	3. Interview the Farmer	None	1 Minute	Jose Marie G. Monteclaro, DVM. Office of the Mun. Agriculturist
4. Wait for schedule	4. Scheduling of Field Visitation and Conduct of Technical Assistance	None	1-2 Days	Jose Marie G. Monteclaro, DVM. Office of the Mun. Agriculturist
5. Personal appearance of Farmers	5. Provide Technical Assistance	None	1 Day	Jose Marie G. Monteclaro, DVM. Office of the Mun. Agriculturist
TOTAL		NONE	3 days and 3 minutes	

11. ISSUANCE OF AUXILIARY INVOICE

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Fish Traders transporting fish outside the Municipality			
CHECKLIST OF REQUIRMENTS			WHERE TO SECURE	
NONE			N/A	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Clien's Log Book	1. Give the log book to the client at the Office of the Municipal Agriculturist	None	1 Minute	Agricultural Technicians
2. Present Aquatic Product for Inspection and Weighing	2. Inspect Aquatic Product	None	1 Minute	Jose Marie G. Monteclaro, DVM. Office of the Mun. Agriculturist
3. Pay the Required Fees	3. Assess the Required Fees	None	1 Minute	Jose Marie G. Monteclaro, DVM. Office of the Mun. Agriculturist
4. Present Receipt	4. Verify Receipt	None	1 Minute	Jose Marie G. Monteclaro, DVM. Office of the Mun. Agriculturist
5. Receive Auxiliary Invoice	5. Accomplishment and Issuance of Auxiliary Invoice	None	2 Minutes	Jose Marie G. Monteclaro, DVM. Office of the Mun. Agriculturist
TOTAL		NONE	6 Minutes	