

SERVICES

1. Registry System for Basic Sector in Agriculture (RSBSA) Enlistment

The RSBSA refers to the electronic compilation of database of basic information of farmers, farm laborers, fisherfolk and target beneficiaries of agriculture-related programs and services of the government such as DA- accredited farmer organizations. It is the minimum requirement in receiving/availing Agri-fishery related government services particularly programs and projects of the DA and LGU's as well.

Office or Division:	Municipal Agriculture Office				
Classification:	Simple				
Type of Transaction:	G2C- Government to Citizens G2G- Government to Government				
Who may avail:	All recognize farmers and Fisherfolk				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1. One (1) copy of 2x2 Picture		Clienteles			
2. RSBSA Form		Municipal Agriculture Office			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Approach to OMA office	○ Interview of client for basic information	None	20 minutes	OMA Personnel	
2. Log-in to Clienteles Logbook	○ Secure signature of MAFC Chairperson and Municipal Agriculturist		1 day	MAFC Chairperson	
3. Request for RSBSA registration				OIC - Municipal Agriculturist	
4. Presents required document					
5. Signing of RSBSA Form	○ Consolidate filled-out RSBSA form to OPA Planning Division for encoding				
6. Secure signature of Brgy. Captain for verification					
TOTAL:		None	1 day, 20 minutes		

2. 50% Subsidized Fertilizer

The municipality has a vast agricultural land comprises of coconut, rice, corn and vegetable areas where agricultural production takes place. The priority beneficiary of this program is the registered farmers not included in the Demo/Model Farms with seed and fertilizer component. The rice, corn and vegetable farmers may avail of the 50% subsidized fertilizer in reservation scheme basis.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizens			
Who may avail:	Registered Rice, Corn and Vegetable Farmers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Reservation basis		Municipal Agriculture Office		
2. Farm lot not included in the Demo/Model Farm of the Department of Agriculture				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach to OMA office	○ Interview of Clients	50% of the prevailing price of Fertilizer	10 minutes	CHERRIE S. PUMARADA
2. Log-in to Clienteles Logbook	○ Issuance of Reservation Stub		10 minutes	
3. Request for Reservation of Fertilizer	○ Issuance of order of payment (upon availability of fertilizer)		20 minutes	
4. Paid required amount to MTO	○ Distribution of Fertilizer		1 hour	
5. Signing of Masterlist of beneficiaries				
TOTAL:			1 hour, 40 minutes	

3. Palay, Corn and Vegetable Distribution

The basic services offer to the general public is the distribution of vegetable seeds for backyard and containers gardeners of the populace encouraging the use of organic agriculture production. The distribution of palay seeds is based on the prepared varieties of the farmer and it will be included in the community seed banking which has a roll over scheme. The Corn production is one of the promising livelihoods for the farmer due to public demand on agricultural raw materials for feeds and staple food for the community.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizens			
Who may avail:	All registered Farmers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Vegetable Production				
1. Empty Containers for Urban Gardening				
2. 50-100 sq.m area for backyard production				
3. 200-1,000 sq.m. area for medium scale production				
For Rice Production				
4. With Rice production area				
5. Memorandum of Agreement				
For Corn Production				
6. With existing, for expansion and new corn area				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach to OMA office	<ul style="list-style-type: none"> ○ Distribution of seeds ○ Securing Master list of beneficiaries 	None	10 minutes	OMA personnel
2. Log-in to Clienteles Logbook			15 minutes	
3. Signing of Master list				
4. MOA (for CS Palay)				
TOTAL:		None	25 minutes	

4. Provision of Free Land Cultivation

The Municipal Agriculture Office have one (1) Farm Cultivator intended for the assistance on the Vegetable Production and one (1) Four-Wheel Drive Tractor for Corn Production program of the municipality. This office has one (1) trained operator of the said machines who facilitate the cultivation of the farmer-co-operator with minimal counterpart on the fuel and lubricants on the part of the farmer beneficiaries.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizens			
Who may avail:	Registered Corn and Vegetable Farmers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. First come per serve basis				
2. With farm ready for cultivation				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach to OMA office	<ul style="list-style-type: none"> ○ Scheduling of Farm Cultivation 	None	15 minutes	RONALD V. LEYNES
2. Log-in to Clienteles Logbook				
3. Request for Land Cultivation				
TOTAL:		None	15 minutes	

5. Crops, Livestock Insurance

The LGU through the Office of the Municipal Agriculturist facilitate the insurance of existing crops with the maximum of three (3) hectares per person, registered motorboat and Livestock. The beneficiaries of these program is the RSBSA registered farmer and fisherfolk.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizens G2G- Government to Government			
Who may avail:	All registered farmers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. RSBSA Registered		Clienteles		
For Livestock Insurance				
2. Picture of Animal				
3. Identification Card				
For Rice, Corn & Vegetable				
4. Maximum of 3 hectares per person				
5. List of Boundaries				
6. Identification Card				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach to OMA office before planting has been conducted	<ul style="list-style-type: none"> ○ Interview of client ○ Review all the needed data for insurance 	None	25 minutes 10 minutes	OMA personnel
2. Log-in to Clienteles Logbook	<ul style="list-style-type: none"> ○ Facilitate the e-copy submission to PCIC 		25 minutes	
3. Enumerate the boundaries				
4. Signing of PCIC Form				
TOTAL:		None	1 hour	

6. Motorboat Registration

The Office of the Municipal Agriculture is mandate to register all fishing vessel three (3) gross tons and below. Providing registration fees, administrative fines and penalties as stipulated in the Municipal Ordinance No. 071-2010.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizens			
Who may avail:	All registered Fisherfolk			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Registered Fisherfolk		Municipal Agriculture Office		
2. Barangay Clearance		Office of the Barangay Captains		
3. Community Tax Certificate (Cedula)		Municipal Treasurer's Office/Barangay Treasurer		
4. Police Clearance		PNP- Municipal Police Station		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach to OMA office	○ Verification of requirements	For Initial Reg. 3-5 Hp (300.00)	10 minutes	CHERRIE S. PUMARADA
2. Log-in to Clienteles Logbook	○ Issuance of order of payment	6-10 Hp (450.00) 11 & above (600.00)	10 minutes	
3. Request for Motorboat Registration	○ Issuance of New Municipal Fishing Vessel Registration Number (For initial Registration)	For Renewal 3-5 Hp (150.00) 6-10 Hp (225.00) 11 & above (300.00)	15 minutes	JUSTIN A. DACILLO
4. Present all required documents	○ Scheduling of Motorboat Admeasurement (if not yet admeasured)	Penalty 2% per month for failure of renewal from January to March of each year	1 day	
5. Paid required amount to MTO				
6. Signing of Motorboat Registration Form				
TOTAL:			1 day, 35 minutes	

7. Registration of Fishery Structures, Fishing Gears

The RA 8550 as amended by RA 10654 Chapter II, Section 6 states the Fees and Other Fishery Charge and in compliance to Municipal Revenue Code 2014.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizens			
Who may avail:	All registered Fisherfolk			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Registered Fisherfolk		Municipal Agriculture Office		
2. Barangay Clearance		Office of the Barangay Captains		
3. Barangay Resolution (for Fishery Structure)		Office of the Barangay Captains		
4. Community Tax Certificate (Cedula)		Municipal Treasurer's Office/Barangay Treasurer		
5. Police Clearance		PNP- Municipal Police Station		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach to OMA office	○ Verification of requirements	Based on Municipal Revenue Code 2014	15 minutes	CHERRIE S. PUMARADA
2. Log-in to Clienteles Logbook	○ Issuance of order of payment		10 minutes	
3. Request for fishery structure/fishing gear registration	○ Master listing of installed Fishery Structures/ Fishing Gears		5 minutes	LARA FAYE SERDENIA JEAN U. MATIAS
4. Present all required documents				
5. Paid required amount to MTO				
TOTAL:		None	30 minutes	

8. Swine/Carabao Dispersal Program

This program of the Municipal Agriculture Office aims to increase the number of animal population and provides livelihood opportunities to animal raisers thus improving the economic condition of the beneficiaries. For swine dispersal, the beneficiary is signed in the Memorandum of Agreement stating rules and regulation and a re-dispersal of 2 heads of piglets upon weaning. For carabao dispersal, 1 head of calf to be re-dispersed of the beneficiary.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizens			
Who may avail:	Animal Raisers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request				
2. Memorandum of Agreement				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach to OMA office	<ul style="list-style-type: none"> ○ Interview of clients ○ Schedule of validation 	None	10 minutes	LENY M. USTARE
2. Log-in to Clienteles Logbook	<ul style="list-style-type: none"> ○ Dispersal of animal upon availability 		1/2 day	
3. Request for animal dispersal	<ul style="list-style-type: none"> ○ Monthly monitoring & documentation 		1/2 day	
4. Signed MOA			1 day	
TOTAL:		None	2 days, 10 minutes	

9. Anti-Rabies Vaccination

Anti-rabies Vaccination is conducted in yearly basis to ensure the efficacy of vaccines provided to the animal. The local government unit of Polillo declared as rabies free municipality on the year 2019.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizens			
Who may avail:	All Dog, Cat Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Vaccination Master list Form		Municipal Agriculture Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach to OMA office	<ul style="list-style-type: none"> ○ Interview of clients ○ Conduct anti-rabies vaccination 	None	5 minutes	ANTONIO R. VILLANUEVA
2. Request for Anti-Rabies Vaccination	<ul style="list-style-type: none"> ○ Secure Dog Registry 		5 minutes	
3. Signing of Master list Form			5 minutes	RONALD V. LEYNES
TOTAL:		None	15 minutes	

10. Issuance of Auxiliary Invoice

All fishery products to be transported are required to seek auxiliary invoice from the point of origin. The basis of payment is according to the volume of product to be transported as indicated in the Municipal Revenue Code 2014.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizens			
Who may avail:	All Fish Traders (provided that they have business permit)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Auxiliary Invoice Form		Municipal Agriculture Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach to OMA office	<ul style="list-style-type: none"> ○ Assist the clients 	Based on Municipal Revenue Code 2014	5 minutes	LARA FAYE SERDENIA
2. Request for Auxiliary invoice	<ul style="list-style-type: none"> ○ Prepare auxiliary invoice form 		10 minutes	JEAN U. MATIAS
3. Paid required amount to MTO	<ul style="list-style-type: none"> ○ Verified and inspect the correctness of data indicated in the auxiliary invoice 		15 minutes	
TOTAL:		None	30 minutes	

11. Implementation of Fishery Laws and Ordinances (Seaborne Patrolling Operations)

RA 8550 as amended by RA 10654 and other existing ordinances of this municipality is the basis of the implementation of this program.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizens G2G- Government to Government			
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Mission Order		Municipal Mayor's Office		
2. Apprehension Report		Municipal Agriculture Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach to OMA office	<ul style="list-style-type: none"> ○ Prepare proper turn-over of offenders to PNP-MPS ○ Prepare all required documentations ○ Filled compliant to MCTC (if applicable) ○ Issued order of payment (for administrative Fine) ○ Facilitate the release of offenders 	Based on Municipal Ordinance	30 minutes	Bantay Dagat
2. Log-in to Clienteles Logbook			1 day	Quick Response Team
3. Coordinate regarding the possible disposition of case			1 hour	LARA FAYE SERDENIA
4. Paid required amount to MTO			15 minutes	JEAN U. MATIAS
			30 minutes	
TOTAL:			1 day, 2 hours, 15 minutes	

12. Organization and Strengthening of Associations and Cooperatives

Organization of farmer and fisher folk groups and strengthening of association is of the focus of this office to help to access programs and projects of the LGU's, Provincial and National Governments. Through organized groups the dissemination of information and implementation of project is become more effective.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizens			
Who may avail:	Farmers' & Fisherfolk Groups			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For DOLE Registration				
1. Accomplished and notarized application from				
2. Name of Association officers and addresses				
3. List of members with signature				
4. Minutes of the organizational meeting				
5. Financial report if existing in 1 year				
6. Constitution and by-laws w/ names & signature of ratifying members				
7. Minutes of adoption or ratification				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Organization				
1. Approach to OMA office	○ Calendar the schedule of meeting	Notarial Fee	5 minutes	KAYCEE MALABONGA
2. Log-in to Clienteles Logbook	○ Gave assurance of Community Organizer appearance on the set meeting		5 minutes	
3. Request for Organizational Meeting				
4. Set date of meeting				
For Registration				
5. Submits all documents for registration	5.1 Review all documents submitted	Dole Registration Fee	1 day	
	5.2 Comments/or verified complete		1 day	
	5.3 Facilitate the online/ walk-in registration			
TOTAL:		None	2 days, 10 minutes	

13. Rice Competitiveness Enhancement Fund Program (RCEF) Model Farm

RCEF have four components includes Seed, Mechanization, Credit and Extension. The RCEF Seed Component is implemented by this office with the aid of Department of Agriculture IV-A in the provision of palay seeds and fertilizers. The target beneficiaries of the program are the RSBSA registered rice farmers.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizens			
Who may avail:	Registered Rice Farmer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. RSBSA Registered		Municipal Agriculture Office		
2. Farm & Farm Lot Registration				
3. Actual RCM-GPS Measurement				
4. Rice Crop Manager				
5. Baseline Data				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Attendance to meeting	○ Conduct IEC/ orientation meeting to rice farming barangays		5 minutes	CRISTOPHER A. ASTEJADA
2. Submit Baseline Data			5 minutes	ROQUE PELAEZ
3. Received Seeds & Fertilizers	○ Farmer's profiling of Model Farm beneficiaries			
4. Purchased fertilizer counterpart	○ Conduct distribution of seeds & fertilizers			
TOTAL:		None	2 days, 10 minutes	

13. Issuance of Certification

Issuance of Certification is requested by an individual for different purposes that it may serve in relation to the mandate of this office.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizens			
Who may avail:	All registered Farmers and Fisherfolk			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request		Requesting party		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach to OMA office	○ Accept the request	P 80.00	5 minutes	OMA personnel
2. Log-in to Clienteles Logbook	○ Refer to OIC – Municipal Agriculturist		5 minutes	OIC – Municipal Agriculturist
3. Submit Letter Request	○ Prepare required Certification		1 day	
4. Paid required amount to MTO				
5. Received Certification				
TOTAL:		P 80.00	1 day, 10 minutes	