

OFFICE OF THE MUNICIPAL AGRICULTURIST

Issuance of Certification to Bonafide Farmers (For Land Area and Production)

REQUIREMENTS:

1. Request slip
2. Official Receipt (OR) from the Municipal Treasurer's Office (MTO)

FEES:

Certification fee P60.00

SCHEDULE OF TECHNICIANS (OFFICE DUTY)

Monday

LUZ R. MENA
Agriculturist II

Barangay Coverage

- Wakas South, Burgos, Bagumbayan, Rizal, Poblacion, Del Rosario, Sta. Rosa, Alauli, Nagwaling, Diwa, Liyang, Pantingan, Wawa

Tuesday

JOSEPHINE R. CIRIACO
Farm Foreman

Barangay Coverage

- Banan Munti, Wakas South, Wakas North, Burgos, Bagumbayan, Rizal

Wednesday

BEVERLY R. BANTILES
Agriculturist II

Barangay Coverage

- Poblacion, Del Rosario, Panilao, Sta. Rosa, Balut I, Balut II

Thursday

MELISSA V. DE LEON
Farm Worker II

Barangay Coverage

- Balut I, Balut II, Wawa, Landing, Bantan Munti, Wakas South, Pantingan, Liyang, Nagwaling, Diwa

Friday

GODOFREDO B. BAUTISTA
Agriculturist II

Barangay Coverage

- Alauli, Nagwaling, Diwa, Liyang, Pantingan

Monday to Friday

CARMELITA S. SALAZAR
Clerk

Filling, recording and issuing certification of the approval of the Supervisor

HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Approach officer-of-the-day and fill-up request slip. Present filled-up slip to the officer-of-the-day.	2 minutes	LUZ R. MENA Agriculturist II
2. Receive filled-up request slip and verify record from the masterlist.	2 minutes	JOSEPHINE R. CIRIACO Farm Foreman
3. If record is available, prepare order of payment and advise client to proceed to MTO for payment of fees.	1 minute	BEVERLY R. BANTILES Agriculturist II
		CARMELITA S. SALAZAR HRM Assistant
		MELISSA V. DE LEON Farm Worker II
		GODOFREDO B. BAUTISTA Agriculturist II
4. Proceed to MTO, pay fees, and secure OR.	5 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)
5. Present OR to the officer-of-the-day.	1 minute	LUZ R. MENA Agriculturist II
6. Prepare certification in 3 copies.	2 minutes	
7. Refer certification to the Municipal Agriculturist for approval.	1 minute	JOSEPHINE R. CIRIACO Farm Foreman
		CARMELITA S. SALAZAR HRM Assistant
		BEVERLY R. BANTILES Agriculturist II
		MELISSA V. DE LEON Farm Worker II
		GODOFREDO B. BAUTISTA Agriculturist II
8. Municipal Agriculturist signs the certification.	1 minute	GODOFREDO H. ESPIRITU Municipal Agriculturist

9. Issue certification to client after signing on the logbook.	1 minute	<p>LUZ R. MENA Agriculturist II</p> <p>CARMELITA S. SALAZAR HRM Assistant</p> <p>JOSEPHINE R. CIRIACO Farm Foreman</p> <p>BEVERLY R. BANTILES Agriculturist II</p> <p>MELISSA V. DE LEON Farm Worker II</p> <p>GODOFREDO R. BAUTISTA Agriculturist II</p>
--	----------	---

Issuance of Certification for Land Conversion

REQUIREMENTS:

1. Request Letter
2. Photocopy of Transfer Certificate of Title (TCT)
3. Clearance from the National Irrigation Administration or ISA
4. Official Receipt (OR) from the Municipal Treasurer's Office (MTO)

FEES:

Certification fee P100.00

SCHEDULE OF TECHNICIANS (OFFICE DUTY)

Monday

LUZ R. MENA
Agriculturist II

Barangay Coverage

- Wakas South, Burgos, Bagumbayan, Rizal, Poblacion, Del Rosario, Sta. Rosa, Alauli, Nagwaling, Diwa, Liyang, Pantingan, Wawa

Tuesday

JOSEPHINE R. CIRIACO
Farm Foreman

Barangay Coverage

- Banan Munti, Wakas South, Wakas North, Burgos, Bagumbayan, Rizal

Wednesday

BEVERLY R. BANTILES
Agriculturist II

Barangay Coverage

- Poblacion, Del Rosario, Panilao, Sta. Rosa, Balut I, Balut II

Thursday

Technician on duty

Friday

GODOFREDO B. BAUTISTA

Agriculturist II

Barangay Coverage

- Alauli, Nagwaling, Diwa, Liyang, Pantingan

HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Approach officer-of-the-day and submit required documents.	2 minutes	<p>LUZ R. MENA Agriculturist II</p> <p>JOSEPHINE R. CIRIACO Farm Foreman</p> <p>BEVERLY R. BANTILES Agriculturist II</p> <p>GODOFREDO B. BAUTISTA Agriculturist II</p>
2. Receive and verify documents and the owner of title.	5 minutes	
3. Conduct ocular inspection.	<p>Poblacion barangays</p> <ul style="list-style-type: none"> • 1 hour <p>Upland barangays</p> <ul style="list-style-type: none"> • 2 hours 	
4. Upon returning to office, prepare order of payment and advise client to proceed to MTO for payment of fees.	1 minute	
5. Proceed to MTO, pay fees, and secure OR.	5 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)
6. Present OR to the officer-of-the-day.	1 minute	<p>LUZ R. MENA Agriculturist II</p> <p>JOSEPHINE R. CIRIACO Farm Foreman</p> <p>BEVERLY R. BANTILES Agriculturist II</p> <p>MELISSA V. DE LEON Farm Worker II</p> <p>GODOFREDO B. BAUTISTA Agriculturist II</p>
7. Prepare certification in 3 copies.	2 minutes	
8. Refer certification to the Municipal Agriculturist for approval.	1 minute	

9. Municipal Agriculturist signs the certification.	1 minute	GODOFREDO H. ESPIRITU Municipal Agriculturist
10. Issue certification to client after signing on the logbook.	1 minute	LUZ R. MENA Agriculturist II JOSEPHINE R. CIRIACO Farm Foreman BEVERLY R. BANTILES Agriculturist II MELISSA V. DE LEON Farm Worker II CARMELITA S. SOLOMON HRM ASSISTANT GODOFREDO R. BAUTISTA Agriculturist II

Animal Health Care (Request for Vaccination)

REQUIREMENTS:

1. Request Letter of client or Punong Barangay

FEES: Office of the Municipal Agriculturist collects no fees. The client or the barangay shoulders the expenses for vaccination.

SCHEDULE OF TECHNICIANS (OFFICE DUTY)

Monday

LUZ R. MENA
Agriculturist II

Barangay Coverage

- Wakas South, Burgos, Bagumbayan, Rizal, Poblacion, Del Rosario, Sta. Rosa, Alauli, Nagwaling, Diwa, Liyang, Pantingan, Wawa

Tuesday

JOSEPHINE R. CIRIACO
Farm Foreman

Barangay Coverage

- Banan Munti, Wakas South, Wakas North, Burgos, Bagumbayan, Rizal

Wednesday

BEVERLY R. BANTILES
Agriculturist II

Barangay Coverage

- Poblacion, Del Rosario, Panilao, Sta. Rosa, Balut I, Balut II

Thursday

MELISSA V. DE LEON

Farm Worker II

Barangay Coverage

- Balut I, Balut II, Wawa, Landing, Bantan Munti, Wakas South

Friday

GODOFREDO B. BAUTISTA

Agriculturist II

Barangay Coverage

- Alauli, Nagwaling, Diwa, Liyang, Pantingan

HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Approach staff and submit request letter.	2 minutes	LUZ R. MENA Agriculturist II
2. Receive request letter.	1 minute	JOSEPHINE R. CIRIACO Farm Foreman
3. Coordinate with the Provincial Veterinary Office for the schedule of vaccination.	30 minutes	BEVERLY R. BANTILES Agriculturist II
4. Inform client or Punong Barangay of the schedule.	1 minute	MELISSA V. DE LEON Farm Worker II GODOFREDO B. BAUTISTA Agriculturist II

NOTE: *The concerned technician (who has jurisdiction on the area) together with the staff from Provincial Veterinary Office conduct vaccination as scheduled. Vaccination takes 1 day.*

Request for Technical Information or Assistance

ABOUT THE SERVICE

The Office of the Municipal Agriculturist is providing technical information or assistance through the conduct of classes and trainings related to agriculture and livelihood.

However, delivery of this service is subject to the availability of funds.

WHO MAY AVAIL OF THE SERVICE

- Farmers
- Cooperatives
- Rural Improvement Clubs (RIC)
- Fishermen

REQUIREMENTS:

- Request Letter

FEES: None

SCHEDULE OF TECHNICIANS (OFFICE DUTY)

<u>Monday</u>	LUZ R. MENA - Agriculturist II Barangay Coverage <ul style="list-style-type: none">• Wakas South, Burgos, Bagumbayan, Rizal, Poblacion, Del Rosario, Sta. Rosa, Alauli, Nagwaling, Diwa, Liyang, Pantingan, Wawa
<u>Tuesday</u>	JOSEPHINE R. CIRIACO - Farm Foreman Barangay Coverage <ul style="list-style-type: none">• Banan Munti, Wakas South, Wakas North, Burgos, Bagumbayan, Rizal
<u>Wednesday</u>	BEVERLY R. BANTILES - Agriculturist II Barangay Coverage <ul style="list-style-type: none">• Poblacion, Del Rosario, Panilao, Sta. Rosa, Balut I, Balut II
<u>Thursday</u>	MELISSA V. DE LEON – Farm Worker II Coastal Area
<u>Friday</u>	GODOFREDO B. BAUTISTA - Agriculturist II Barangay Coverage <ul style="list-style-type: none">• Alauli, Nagwaling, Diwa, Liyang, Pantingan

HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Approach staff and submit request letter.	2 minutes	LUZ R. MENA Agriculturist II
2. Receive request letter and refer to the Municipal Agriculturist for assessment.	1 minute	JOSEPHINE R. CIRIACO Farm Foreman BEVERLY R. BANTILES Agriculturist II MELISSA V. DE LEON Farm Worker II

		GODOFREDO B. BAUTISTA Agriculturist II
<p>3. Assess request and instruct technician or officer-of-the-day to prepare project proposal or training design.</p> <p>Client will be advised that office will call or inform him/her of the status of request.</p>	3 minutes	GODOFREDO H. ESPIRITU Municipal Agriculturist
4. Technician prepares the project proposal or training design based on the request.	1 day	<p>LUZ R. MENA Agriculturist II</p> <p>JOSEPHINE R. CIRIACO Farm Foreman</p>
5. Refer to MA for review.	2 minutes	<p>BEVERLY R. BANTILES Agriculturist II</p> <p>MELISSA V. DE LEON Farm Worker II</p> <p>GODOFREDO B. BAUTISTA Agriculturist II</p>
<p>6. MA reviews project proposal or training design and signs for recommending approval.</p> <p>MA endorses document to the Mayor for approval.</p>	10 minutes	GODOFREDO H. ESPIRITU Municipal Agriculturist
7. Mayor reviews and approves proposal or design (subject to availability of funds).	30 minutes	Hon. ALICIA D. PIZARRO Municipal Mayor
8. Requesting party is informed of the status of or action taken on the request.	10 minutes	<p>LUZ R. MENA Agriculturist II</p>
9. Upon approval, Office of the Municipal Agriculturist will prepare and coordinate with the requesting party for the conduct of training/class as scheduled.	1 day	<p>JOSEPHINE R. CIRIACO Farm Foreman</p> <p>BEVERLY R. BANTILES Agriculturist II</p>

10. Conduct training as scheduled.	1 day	MELISSA V. DE LEON Farm Worker II GODOFREDO B. BAUTISTA Agriculturist II GODOFREDO H. ESPIRITU Municipal Agriculturist
------------------------------------	-------	--