



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





**MUNICIPAL
AGRICULTURE OFFICE
(MAO)
ADMINISTRATIVE SERVICES**





6. DISTRIBUTION OF REGISTERED, HYBRID AND CERTIFIED RICE SEEDS AND OTHER CEREALS

All registered farmers on Registry System for Basic Sector in Agriculture (RSBSA) can avail either Registered, Hybrid, Certified Rice Seeds and other cereals from the Department of Agriculture (DA) and Provincial Government Rice and Other Cereals Programs. Non-registered farmers shall fill-up the RSBSA form before availing the program. The distribution can be obtained from the Municipal Agriculture Office.

Office or Division:		MUNICIPAL AGRICULTURE		
Classification:		SIMPLE		
Type of Transaction:		G2C – Government to Transacting Public		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. RSBSA Registered			Municipal Agriculture Office	
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach PACD and inquire about the services needed	Interview his/her purpose then refer to the person in-charge	None	2 mins.	PACD
2. Approach Rice Technician	Interview and require pre-masterlist of the farmer beneficiaries from FA/IA President	None	5 mins.	Rice Technician
3. Submit pre-masterlist	Validate pre-masterlist	None	5 mins.	Rice Technician
4. Wait for the delivery of rice seeds	Facilitate for the delivery of rice seeds	None	As scheduled	Rice Technician
	Prepare masterlist for farmers signatories		30 mins.	
5. Received rice seeds	a. Request to sign masterlist; b. Release rice seeds.	None	1-2 hours	Rice Technician
TOTAL		None	As required	