



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





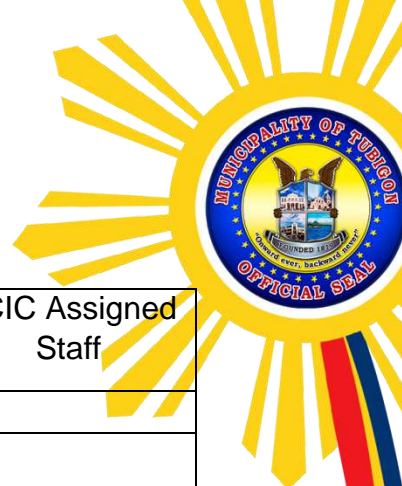
**MUNICIPAL
AGRICULTURE OFFICE
(MAO)
ADMINISTRATIVE SERVICES**




9. CROPS, LIVESTOCK, FISHERIES – FISHING BOATS, ACCIDENT DISMEMBERMENT SECURITY SCHEME (ADS²) AND AGRICULTURAL PRODUCERS PROTECTION PLAN (AP³) INSURANCE: PHILIPPINE CROP INSURANCE CORPORATION (PCIC)

All registered farmers and fisherfolks on Registry System for Basic Sector in Agriculture (RSBSA) can avail free insurances and non-registered shall fill-up the RSBSA form before availing the services except ADS² and AP³ has a particular payment. Insurance forms can be filed at 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
<i>Application for Crops, Livestock, Fisheries – Fishing Boats Insurance</i> 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 PCIC Assigned Staff	a. Interview the farmer/fisherfolk; b. Check name on RSBSA masterlist; non-listed shall fill-up RSBSA form except ADS ² and AP ³	None	5 mins.	PCIC Assigned Staff
3. Provide detailed information required; Provide Certificate of Ownership (Cattle & Carabao); Provide 3R photo (motorized and non-motorized boats)	a. Entry all the required information on Application Form and review entries; b. Request client to sign application form. c. Request MAO staff to sign application form.	None	10 mins.	PCIC Assigned Staff



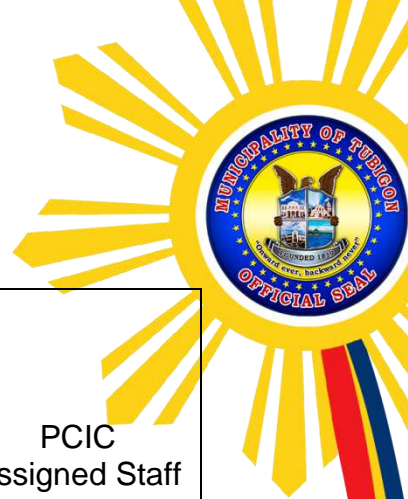
4. Received accomplished form copy	Release application form.	None	3 mins.	PCIC Assigned Staff
TOTAL		None	20 mins.	
Application for ADS² and AP³				
1. Approach PACD and inquire about the services needed	Interview his/her purpose then refer to the person in-charge	None	2 mins.	PACD
2. Approach PCIC Assigned Staff	Interview the farmer/fisherfolk	None	5 mins.	PCIC Assigned Staff
3. Provide detailed information required;	a. Entry all the required information on Application Form and review entries; b. Request client to sign application form.	None	10 mins.	PCIC Assigned Staff
4. Provide payment	a. Received payment; b. Request MAO staff to sign application form	100.00 (ADS2) 375.00 (AP3)	5 mins.	PCIC Assigned Staff
5. Received accomplished form copy	Release application form.	None	3 mins.	PCIC Assigned Staff
TOTAL		None	20 mins.	
Notice of Loss (Crops):				
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 PCIC Assigned Staff	a. Interview the farmer/fisherfolk; b. Check name on consolidated application form; if listed, then proceed to application of Notice of Loss.	None	5 mins.	PCIC Assigned Staff
3. Provide detailed information required; Provide photos if required by	a. Entry all the required information on Notice of Loss and review entries; b. Request client to	None	10 mins.	PCIC Assigned Staff



PCIC.	sign Notice of Loss.			
4. Received copy of the accomplished Notice of Loss	Release copy	None	3 mins.	PCIC Assigned Staff
TOTAL		None	20 mins.	

Notice of Loss (Livestock):				
1. Approach PACD and inquire about the services needed		None	2 mins.	PACD
2. Approach PCIC Assigned Staff		None	5 mins.	PCIC Assigned Staff
3. Provide detailed information required; Provide photo of the dead animal; Provide Certificate of Ownership (Cattle & Carabao);		None	10 mins.	PCIC Assigned Staff
4. Wait for the processing		None	10 mins.	PCIC Assigned Staff
5. Received copy of the accomplished Notice of Loss		None	3 mins.	PCIC Assigned Staff
TOTAL			30 mins.	

Notice of Loss (motorized and non-motorized boats):				
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 PCIC Assigned Staff	a. Interview the owner/fisherfolk; b. Check name on consolidated application form; if listed, then proceed to application of Notice of Loss.	None	5 mins.	PCIC Assigned Staff
3. Provide detailed information required; Provide photo of the damaged boat.	a. Entry all the required information on Notice of Loss and review entries; b. Request claimant to sign Notice of Loss.	None	10 mins.	PCIC Assigned Staff
4. Wait for the processing	Request Fishery Technician to sign	None	2 mins.	PCIC Assigned Staff
5. Received copy of the accomplished Notice of Loss	Release copy	None	3 mins.	PCIC Assigned Staff
TOTAL		None	22 mins.	

Notice of Claim (ADS² and AP³):				
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 PCIC Assigned Staff	a. Interview the claimant/beneficiary; b. Check name on consolidated application form; if listed, then proceed to application of Notice of Claim.	None	5 mins.	PCIC Assigned Staff
3. Provide detailed information required; Provide required documents	a. Entry all the required information on Notice of Claim and review entries; b. Attached required documents (<i>such as Police Blotter for accident case only, Death Certificate, Proof of</i>	None	15 mins.	PCIC Assigned Staff

	<i>Beneficiary);</i> c. Request claimant to sign Notice of Claim.			
4. Received copy of the accomplished Notice of Claim	Release copy	None	3 mins.	PCIC Assigned Staff
TOTAL		None	25 mins.	