



1.REDEMPTION OF IMPOUNDED DOG

Emphasizing care of pet animals

Office or Division:		Municipal Agriculture		
Classification:		Simple		
Type of Transaction:		Government to Client		
Who may avail:		Dog Owners		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Dog Ownership/Certificate of Vaccination		Municipal Agriculture Office		
Official Receipt		Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Ask for redemption of his/her dog (Previously Captured)	Check dog registry book and direct client to treasury for payment		5 minutes	Noel Esdrelon Jonathan Mayor
Pay dog impounding charge		P500.00	10 minutes	Ansila Boltiador Amelia Suarin
Return to MAO Office	Record Clients receipt after payment		2 minutes	Noel Esdrelon Jonathan Mayor
	Release impounded dog and vaccinate dog if necessary		10 minutes	
TOTAL		P500.00	27 minutes	

2.SEEDS SUBSIDY

Distribution of seeds to all registered farmers

Office or Division:		Municipal Agriculture Office		
Classification:		Simple		
Type of Transaction:		Government to Client		
Who may avail:		All Registered Farmers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Ask for supply of seeds	Interview client and check for seeds supply  If supply is available provide seeds for: Corn.... Rice..... Vegetables....	None	10 minutes	Felojyn Sundo Jonathan Mag-aso Julio Arañez
	Let the client sign the ledger and log book	None	10 minutes	Felojyn Sundo Jonathan Mag-aso Julio Arañez
Total			20 minutes	

### 3. ARTIFICIAL INSEMINATION

Providing free artificial Insemination services to all livestock owners.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	Livestock Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for AI services	Interview client for the status of the animal	None	10 minutes	Noel Esdrelon
Wait for schedule of AI services	Give schedule of AI services	None	2 minutes	Noel Esdrelon
	Performs AI Service	None	15 minutes	Noel Esdrelon
Total		None	27 minutes	

### 4.VACCINATION OF ANIMALS

Provides free vaccination services to all livestock owners and dog owners.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	Livestock owners and Dog owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Vaccination Certificate for Dog owners		Municipal Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for animal vaccination services	Interview Client and issue vaccination certificate if needed	None	5 minutes	Eleuterio Pepito Jr.
Total		None	5 minutes	

**5.PCIC INSURANCE for CROP, LIVESTOCK & POULTRY, FARMERS and FISHERFOLKS**

Accepting PCIC insurance for farmers and fisher folks including accident and natural death insurance.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	Farmers and Fisher folks			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PCIC Insurance Forms		MAO		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Asking for PCIC insurance for Farmers and Fisher folks	Interview client and facilitate filling up of forms	None	5 minutes	Erlinda Cataylo Mary Grace Quisido
Asking for personal accident/natural death insurance	Interview client and facilitate filling up of forms and determine if what kind of insurance the client would want to avail:		10 minutes	Erlinda Cataylo Mary Grace Quisido
	ADSS insurance	P100.00		
	AP3 insurance	P375.00		
Total		P100.00 for ADSS  P375.00 for AP3	15 minutes	

### 5.AVAILMENT OF TRACTOR SERVICES

Booking of tractor services for farmers

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	All farmers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Receipt		Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for tractor services	Interview client and fill up request form	None	3 minutes	Mary Grace Quisido
Seek Approval from the Mayor	Direct client to Mayor’s office	None	2 minutes	Mayor Alex S. Binghay
Submit request form to Agriculture Office	File the request and advise client to wait for his turn of the plowing schedule	None	3 minutes	Mary Grace Quisido

Secure payment slip and advise him to pay corresponding fee to the treasury office	Issue payment slip	None	2 minutes	Mary Grace Quisido
Pay corresponding Fees	Direct client to treasury for payment	Depending upon the area to be plowed	5 minutes	Ansila Boltiador
Bring OR to MAO office for recording	Record OR number	None	1 minute	Mary Grace Quisido
Total		Depending upon the area to be plowed	16 minutes	

## 6.FISHING VESSEL REGISTRATION and RENEWAL

Registration of all Fishing Vessels

<b>Office or Division:</b>		Municipal Agriculture Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Client		
<b>Who may avail:</b>		All Fisher folks		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Picture of the fishing vessel to be registered or renewed and its admeasurements		To be brought by the client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit requirements	Receives requirements for vessel registration/renewal, facilitate filling up of forms	None	10 minutes	Erlinda Cataylo
Pay Corresponding Fees	Issues payment slip and direct client to treasury office for payment	Depending on the vessel admeasurements	2 minutes	Erlinda Cataylo
Return to MAO office and present registration forms with an attached O.R.	Receives forms with O.R. and submit to Mayor’s office for Signature	None	3 minutes	Erlinda Cataylo
Claim signed Registration/renewal form	Log & Release Registration form	None	3 minutes	Erlinda Cataylo
		Depending on the	18 minutes	

Total		vessel admeasure ments		
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### 7. DEWORMING, TREATMENT and VITAMINS SUPPLEMENTATION of DOG

Provides free deworming, treatment and vitamins supplementation services of dog

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	Livestock owners and Dog owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for deworming/ treatment or vitamins supplementation	Interviews client, dispense needed biologics and render technical assistaance	None	5 minutes	Eleuterio Pepito Jr.
Total		None	5 minutes	

### 7. DEWORMING, TREATMENT and VITAMINS SUPPLEMENTATION of LIVESTOCK and POULTRY

Provides free deworming, treatment and vitamins supplementation services to livestock andpoultry

Office or Division:	Municipal Agriculture Office
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Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	Livestock owners and Dog owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for deworming, treatment and vitamins supplementation services in the field	Interviews client for the appropriate action needed	None	5 minutes	Eleuterio Pepito Jr.
	Go to the site and provide the necessary services needed by the client	None	Depending upon the distance and the nature of services rendered	Eleuterio Pepito Jr.
Total		None	5 minutes	