



Office of the Municipal Agriculture

External Services

1. Rice and Corn Seeds Assistance

A service providing assistance to rice farmers through the Office of the Municipal Agriculturist in collaboration with the Philippine Rice Research Institute.

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail?	All rice and corn farmers in the Municipality of Tago, Surigao del Sur			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. RSBSA stub 2. Farmer's ID 3. Valid ID 4. Inclusion in Rice farmers list provided by the FA President, if not, provide Certification from FA President			1. OMAG/Client 2. Client 3. SSS, Pag-ibig, Phil Health, LTO, MSWDO, BIR 4. OMAG/FA President	
CLIENT STEPS	UNIT ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	Check and assess the requirements	None	3 Minutes	Agricultural Technologist-on duty
2. Undergo Interview	Determine the volume of Palay/corn seeds needed viz a viz area covered by the farmers	None	2 Minutes	Agricultural Technologist on duty
3. Sign prescribed recipient form	Supervise and guide the farmer in filling up the forms	None	3 Minutes	Agricultural Technologist-on duty

4. Pose for a picture	Photo documentation of the recipient with Agricultural Technologist		2 Minutes	All Agricultural Technologist on duty
5. Received palay seeds	Issue palay seeds		1 minute	
TOTAL			11 Minutes	

2. Provision of High Value Commercial Crop Assistance

Municipal Agricultures Office shall provide agricultural inputs and materials such as high valued fruit trees seedlings, vegetable seeds and seedlings, organic fertilizers (humus, vermi) to its walk in clients. This is also dependent on the availability of agricultural materials and inputs.

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail?	All identified corn farmers of the Municipality of Tago, Surigao del Sur			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Farmer's ID 2. Valid ID 3. Names are included on the master list provided by the FA President, if not, provide Certification from FA President 			<ol style="list-style-type: none"> 4. OMAG 5. SSS, Pag-ibig, Phil Health, LTO, MSWDO, BIR 6. OMAG/FA President 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit the requirements	Assess and check the requirements submitted	None	3 Minutes	Agricultural Technologist-on duty
2. Issuance and filling-up of distribution slip	Facilitate the release of distribution slip	None	1 Minute	Secretariat on duty
3. Proceed to the releasing site and submit the distribution slip	Check distribution slip and release seeds		3 Minutes	Agricultural Technologist-on duty
3. Pose for a picture	3.Photo documentation of the recipient and assigned Agricultural Technologist		2 Minutes	Agricultural Technologist-on duty
TOTAL			9 Minutes	

3. Provision of Vaccinations (Anti Rabies)

A service providing mass rabies vaccination in all barangays and purok within the city. Based on the Republic Act No. 9482 also known as the Anti-Rabies Act of 2007, it is the policy of the State to promote and protect the right to health of the people. Towards this end, a system for the control, prevention of the spread and eventual eradication of human and animal rabies shall be provided and the need for responsible ownership established.

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail?	All residents of the Municipality of Tago who owns dogs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
7. Vaccination Card 8. Valid ID		9. OMAG 10. SSS, Pag-ibig, Phil Health, LTO, MSWDO, BIR 11. OMAG/FA President		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Clients bring their animals/pets	Animal Screening- the assigned personnel will conduct physical examination, if the animal is healthy the animal will be vaccinated otherwise it will be deferred	None	3 Minutes	Agricultural Technologist (Livestock)
2. Provide necessary information	Assigned AT will fill up the rabies vaccination form	None	1 Minute	Secretariat on duty
3. Proceed to Municipal Treasurer's Office and pay the required fee	Issuance of Official Receipt	P50.00 Additional P20/head if exceeding 1)	2 minutes	Cashier
4. Go back to the Office of the Municipal Agriculturist for dog vaccination	Administer anti-rabies vaccination	None	2 Minutes	Agricultural Technologist (livestock)-on duty

5. Received the vaccination card/certificate	Issue and provide post vaccination instructions	None	1 minute	Agricultural Technologist (livestock)-on duty
TOTAL		P50.00 Additional P20/head if exceeding 1)	9 Minutes	

4. Provision of Ante Mortem, Post Mortem and Post Abattoir Services

The Department of Agriculture through the National Meat Inspection Service is mandated to formulate, promulgate and implement laws, policies, programs and projects governing the post-harvest flow of meat in order to protect the interest and welfare of consumers and to promote the development of the livestock and meat industry. The City Veterinary Office is an arm of the Department of Agriculture in implementing this mandate. This is to ensure that only safe and quality meat and meat products will be consumed by the constituents of Tagum City.

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail?	All residents of the Municipality of Tago who owns dogs			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Vaccination Card 2. Valid ID			3. OMAG 4. SSS, Pag-ibig, Phil Health, LTO, MSWDO, BIR 5. OMAG/FA President	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make the animal available	Received the animal		3 Minutes	Meat inspector on duty
2. Proceed to Municipal Treasurers Office and pay the require fee	Issuance of the Official Receipt	For Large Ruminant: P125.00/head	1 minute	Cashier

		For Swine/Goat: P32.00/head For Poultry: P3.00/head		
3. Wait until the documentary assessment is complete	1. Assess documentary requirements 2. Meat inspector evaluates the documentary requirement for slaughter of animals 3. if documents are complete, ante-mortem inspection will proceed.		5 minutes	Meat inspector on duty
4. Wait until the inspection is complete	1. Conduct ante-mortem inspection. 2. Meat inspector examines the animal for fitness and suitability for slaughter according to guidelines of the Administrative Order No. 6 of Meat Inspection Regulation.		2 hours	Meat inspector on duty
5. None	Conduct slaughter by the licensed butcher		30 Minutes	Butcher on duty
6. None	1. Conduct of Post- Mortem Inspection. 2. Meat inspector examines the carcass according to guidelines of Administrative Order No. 6 of the Meat Inspection Regulation		10 minutes	Meat inspector on duty
7. Wait for the Inspection certificate	Issuance of Meat Inspection Certificate		2 minutes	Meat inspector on duty

8. Claim the Certificate	Release the certificate		4 hours	Butcher on duty
9. None	Conduct post abattoir inspection		1 hour	Meat inspector on duty
TOTAL		For Large Ruminant: P125.00/head For Swine/Goat: P32.00/head For Poultry: P3.00/head	7 Hours and 51 Minutes	

5. Provision of Artificial Insemination

The mandate of the national government through the Department of Agriculture is to provide farmers with quality inputs to help them augment their livelihood. The City Veterinary Office is an arm of the Department of Agriculture in implementing this mandate. The aim of this program is to provide quality semen from superior breeds of male livestock animals so as to improve the genetic composition of the current breeds of livestock in Tagum City; to prevent spread of infectious diseases.

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail?	All residents of the Municipality of Tago			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Vaccination Card 2. Valid ID			SSS, Pag-ibig, Phil Health, LTO, MSWDO, BIR OMAG/FA President	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit request	1 Receive request for Artificial insemination (AI) from cattle and carabao farmer is received at the office.	None	2 Minutes	Agricultural Technologist (Livestock)-on duty
2. Wait for the advice and deployment of technician	<p>1. Deployment of AI Technician. The AI technician will proceed to the location of the animal.</p> <p>2. Examination of Animals The AI Technician will examine the animal for sign of estrus.</p> <p>3. If in standing heat, animal technician will prepare the semen for the process such as straw sheath and semen thawing.</p>	None	<p>30 minutes</p> <p>10 minutes</p> <p>3 minutes</p>	Agricultural Technologist (Livestock)-on duty
3. Be present during the procedure	1. Inseminate the prepared semen to the animal	None	5 minutes	Agricultural Technologist (Livestock)-on duty
4. Provide the necessary information	11 Registration of Animal. The AI technician will fill the Unified National Artificial Insemination Program (UNAIP) Form to register the animal	None	5 minutes	Agricultural Technologist (Livestock)-on duty
5. Undergo briefing	Post-insemination instructions. The farmer will be given instructions by the AI Technicians on how to care for inseminated animals	None	5 Minutes	Agricultural Technologist (Livestock)-on duty

	TOTAL		1 Hour	
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6. Provision of Travel Certificate for Live Animals

Certificate to transport of animals from Tago to any point of the Province which requires shipping and health certificate which can be acquired at the Office of the Municipal Agriculturist.

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail?	All residents of the Municipality of Tago			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Vaccination Card 2. Valid ID			SSS, Pag-ibig, Phil Health, LTO, MSWDO, BIR OMAG/FA President	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the Office of the Municipal Agriculturist with the animals.	Inspect the animals	None	2 Minutes	Agricultural Technologist (Livestock)-on duty
2. submit the requirements for certification	Assess the submitted documents	None	3 minutes	Agricultural Technologist (Livestock)-on duty
3.Proceed to Municipal Treasurers Office and pay the required fee	Issue	P50.00	3 minutes	Cashier

4. Provide the necessary information	Registration of Animal. The AI technician will fill the Unified National Artificial Insemination Program (UNAIP) Form to register the animal	None	5 minutes	Agricultural Technologist (Livestock)-on duty
5. Undergo briefing	Post-insemination instructions. The farmer will be given instructions by the AI Technicians on how to care for inseminated animals	None	5 Minutes	Agricultural Technologist (Livestock)-on duty
TOTAL		P50.00	1 Hour	

7. Provision of Castration Services

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail?	All residents of the Municipality of Tago			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
3. Vaccination Card 4. Valid ID			SSS, Pag-ibig, Phil Health, LTO, MSWDO, BIR OMAG/FA President	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the Office of the Municipal Agriculturist	Conduct interview and gather information of the animal	None	2 Minutes	Agricultural Technologist (Livestock)-on duty

2.Submit request for castration and ask for the availability of livestock personnel	Check Livestock Technician Schedule		2 Minutes	
3.Proceed to Municipal Treasurers Office and pay the required fee	Provide the necessary services	P200.00	3 minutes	Cashier
4.Provide the necessary information		None	5 minutes	Agricultural Technologist (Livestock)-on duty
	The technician assigned will accompany the client to the field and perform castration	None	1 hour	Agricultural Technologist (Livestock) on duty
TOTAL		P200.00	1 Hour and 12 minutes	

8. Provision of Vaccinations (Surra Disease)

A service providing vaccination for surra disease of large ruminants in all barangays and purok within the municipality.

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail?	All identified livestock raisers of the Municipality of Tago, Surigao del Sur			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Vaccination Card 2. Valid ID 3. Animal Credentials 		<ol style="list-style-type: none"> 1. OMAG 2. SSS, Pag-ibig, Phil Health, LTO, MSWDO, BIR 3. Municipal Treasurers Office 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the animal credentials	Review the animal credentials	None	3 Minutes	Agricultural Technologist (Livestock)

2. Provide necessary information	Assigned AT will fill up the vaccination form	None	1 Minute	Secretariat on duty
3. Proceed to the Municipal Treasurers Office for the payment	Issue Official Receipt	P50.00	3 Minutes	Cashier
4. Go back to the Office of the Municipal Agriculturist and wait for the Technician's availability	The technician assigned will accompany the client to the field and prescribed proper medication and vaccination to the animal	None	4 hours	Agricultural Technologist-on duty
TOTAL		P50.00	4 Hours and 7 Minutes	

9. Rural Based Organization (RBO) Strengthening Program

A strengthening program to revitalized Rural Based Organizations in the municipality of Tago.

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail?	All People's Organization			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter 2. Valid ID		1. Client 2. SSS, Pag-ibig, Phil Health, LTO, MSWDO, BIR		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request	Review and validate the request	None	3 Minutes	Agricultural Technologist on duty

2. Coordinate to the respective coordinators		None	5 Minutes	Rice Coordinator – Leoncito Badiang Seed Production Coordinator – Gloryfel Curada Rice Crop Manager Coordinator- Rommel Eric Ebuña 4H Club and Corn Coordinator – Lucila Amal HVCDP Coordinator – Engr. Ian Jude Fernandez Organic Agriculture Coordinator and Corn Coordinator- Ladymits Polizon Fisheries Coordinator- Nelmar Loe Denoy Livestock Coordinator- Leoncio Blanco
	Accomplishment of requested assistance/services of farmers	None	1 day	Assigned Coordinator

	TOTAL		1 day and 8 minutes	
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10. Provision of Technical Assistance (Pond Preparation and Fish Sampling)

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail?	All People's Organization			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
1. Request letter 2. Valid ID	1. Client 2. SSS, Pag-ibig, Phil Health, LTO, MSWDO, BIR			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for technical assistance	Review and validate the request	None	3 Minutes	Fisheries Technologist on duty
2. Undergo interview and provide necessary data		None	5 Minutes	Fisheries Technologist on duty
3. Check and wait for the availability of the fisheries technician	Accompany the client and perform/give instructions and or suggestions	None	1 day	Fisheries Technologist on duty
	Monitor the status of the fish ponds and cages	None	1 day	Fisheries Technologist on duty
TOTAL			2 days and 8 minutes	

11. Provision of Mass Rabies and Surra Disease Vaccinations, Animal Registration and Mass distribution of Biologics and Vegetables seeds (CVAC Activity)

Office or Division:	Office of the Municipal Agriculturist
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Classification:	Complex			
Type of Transaction:	G2G- Government to Citizen			
Who may avail:	All residents of the Municipality of Tago			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Official Valid Identification Card/Company Issue id's and vaccination card			GSIS, BIR, Philhealth, SSS, DSWD, LTO,	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Brgy. Captain receive communication and send out communication letter	1.1 Head of the office will send communication letter to barangay captain (1 week before the date scheduled)	None	7 Days	Municipal Agriculturist
	1.2 If approved by the barangay, CVAC activity will proceed as scheduled.	None	3 Minutes	<i>Barangay Officers/Staff</i>
	1.3 If disapproved by the barangay, instruction will go back to department head. (re-scheduled)	None		
2. Assist in Implementation at the brgy.	2.1. The OMAG Personnel will conduct short briefing with barangay and purok officials to discuss the services offered.	None	3 Minutes	Municipal Agriculturist
	2.2 The OMAG Personnel are deployed to the assigned areas with barangay and purok officials	None	4 Minutes	

Bring the animal/s	3. Animal Screening. The livestock personnel will get the health history and conduct physical examination <ul style="list-style-type: none">• If the animal is healthy, the animal will be vaccinated.• If the animal is unhealthy, vaccination will be deferred.	None	2 Minutes	Livestock Personnel on duty
4. Provide the necessary information	4. Registration of animals The animal technician will fill in the Rabies Vaccination Form	None	2 Minutes	Secretariat-on duty
5. Wait for vaccination till completed	5. Vaccination of the animals Each animal will be injected with 1 ml of vaccine subcutaneously.	None	2 Minutes	Livestock Personnel-on duty
6. Undergo briefing	6. Post-vaccination health instructions. The pet owners will be given instructions by the veterinarians on how to care for vaccinated animals	None	2 Minutes	Livestock Personnel-on duty
7. Request for Biologics (Vitamins and de-wormer), rodenticides and vegetables seeds	7. Provision of free biologics and rodenticides for livestock growers and rice farmers. The secretariat will fill up the Satisfactory Feedback Form	None	2 minutes	Agricultural Technologist-on duty
8. Received vitamins, dewormer, rodenticides and vegetable seeds	Issue vitamins, dewormer, rodenticides and vegetable seeds	None	2 minutes	Agricultural Technologist-on duty
TOTAL		None	7 Days & 22 Minutes	