



MUNICIPAL AGRICULTURE OFFICE

External Service





1. VETERINARY SERVICES AND ISSUANCE OF ANIMAL HEALTH CERTIFICATE

The Municipal Social Welfare and Development Office provides emergency assistance to individuals and/or their families during crisis situations. This assistance may come in various forms depending on the needs assessment of the Municipal Social Welfare Officer such as financial, food, transportation, laboratory examination fee and subsidy for hospital bills payment.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Any individual with or taking care of animals			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Animal for vaccination (walk-in/on field)			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring along animal and proceed to the Livestock Inspector	1. Entertain & conduct interview for the needs of the client	None	20 Minutes	<i>Municipal Agriculture Office Staff</i>
2. Animal Health Care (Castration, Treatment of Animal Diseases, Vaccination of FMD, Hemosep vaccination, Anti-Rabies Vaccination)	2.1 Diagnose, treat if necessary and give recommendations to properly address the situation	None	1 Hour	<i>Livestock Inspector</i>
	2.2 Vaccination	None	30 Minutes	<i>Agricultural Extension Workers Livestock Inspector</i>
	2.3 Prepare Certification (if requested)	None	5 Minutes	<i>Municipal Agriculturist</i>
	2.4 Sign and Approve Certification	None	2 Minutes	
3. Pay necessary fee and receive Official Receipt	3. Receive payment and issue Official Receipt	P 57.80	5 Minutes	<i>Revenue Collection Clerk (Municipal Treasury Office)</i>
4. Receive Animal Health Certification	4. Release Animal Health Certificate	None	2 Minutes	<i>Livestock Inspector</i>
TOTAL:		P 57.80	2 Hours and 4 Minutes	



2. AWARDING / DISTRIBUTION OF SUBSIDIZED COMMODITIES / ISSUANCE OF CERTIFICATION OF ACTUAL TILLER

The Municipal Social Welfare and Development Office provides emergency assistance to individuals and/or their families during crisis situations. This assistance may come in various forms depending on the needs assessment of the Municipal Social Welfare Officer such as financial, food, transportation, laboratory examination fee and subsidy for hospital bills payment.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Any individual farmer whose farm is within the municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Community Tax Certificate		Municipal Treasury Office		
Masterlist of farmers		Municipal Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present requirements	1. Evaluate and validate the presented documents	None	2 Minutes	<i>Agriculture Extension Workers</i>
2. Proceed to assigned Agricultural Extension Workers (AEWs)	2. Record Information of farmers and requested goods	None	5 Minutes	<i>Agriculture Extension Workers</i>
3. Pay equity & get release stub	3. Receive equity and issue release stub	None	3 Minutes	<i>Agriculture Extension Workers</i>
4. Surrender release stub and release subsidized goods	4. File stub and release subsidized goods	None	5 Minutes	<i>Agriculture Extension Workers</i>
5. Pay necessary fees	5. Receive payment and issue Official Receipt	Certification Fee – P 57.80	5 Minutes	<i>Revenue Collection Clerk (Municipal Treasury Office)</i>
6. Present Official Receipt	6.1 Prepare certification.	None	2 Minutes	<i>Agriculture Extension Workers</i>
	6.2 Release approve certification	None	1 Minutes	<i>Municipal Agriculturist</i>
TOTAL:		P 57.80	23 Minutes	

