

PROVINCIAL AGRICULTURE OFFICE

Frontline Service : **PROVISION OF AGRICULTURE AND FISHERY TRAININGS/SEMINARS**
Schedule of Availability of the Service : MONDAY TO FRIDAY
 8:00am to 5:00pm without noon break
Who may avail of the Service : Any Individual Farmer/Fisherfolk or People’s Organization
What are the Requirements : Letter request approved by the Governor
Duration : 3 days 20 minutes

HOW TO AVAIL OF THE SERVICE:

STEPS	CLIENTS	SERVICE PROVIDER	DURATION OF THE ACTIVITY	PERSON IN-CHARGE	FEE	FORMS
1	Submits the approved Request with Activity Design, as recommended by the Municipal/City Agricultural Officer (MAO/CAO).	Receives, records and forwards the Request to the Provincial Agricultural Officer	2 minutes	Agnes D. Maghuyop Receptionist	None	
2	Asks for the confirmation on the training schedule and Activity Design	Reviews, recommends and confirms the contents of the Activity Design	15 minutes	Jose L. Satorre Provincial Agricultural Officer	None	
3	Secures the final training/seminar schedule and copy of Activity Design	Provides the final training schedule and copy of the Activity Design	3 minutes	Ma. Cristina B. Sinodivila Acting Assistant Provincial Agricultural Officer	None	
4	Attend seminar/ training and receive training certificate	Conduct training and provide Training Certificate	2-3 days	Ma. Cristina B. Sinodivila Ann Fay Caga-anan Anonita Sagrado Gil Caliso Valentina Dayag Necifin Caga-anan Marieta Florin Vincent Buendia Exuperia Balais Jennifer Binaoro Nilda Emphasis		Training Certificate
END OF TRANSACTION						

Frontline Service : **CROP DAMAGE ASSESSMENT DUE TO CALAMITY AND PEST OCCURRENCE**
Schedule of Availability of the Service : MONDAY TO FRIDAY
8:00am to 5:00pm without noon break
Who may avail of the service : Any affected individual or community within the province
What are the Requirements : Letter Request Approved by the Governor
Duration : 1 day and 1 hour and 9 minutes

HOW TO AVAIL OF THE SERVICE:

STEPS	CLIENTS	SERVICE PROVIDER	DURATION OF THE ACTIVITY	PERSON IN-CHARGE	FEE	FORMS
1	Forwards the Letter Request approved by the Governor to the Provincial Agriculture Office	Receives, records and forwards the approved request to the Provincial Agricultural Officer	2 minutes	Agnes V. Maghuyop Receptionist	None	
2	Asks for the assessment schedule from the Provincial Agricultural Officer (PAO) or the Assistant PAO.	Arranges and confirms the schedule for crop assessment	5 minutes	Jose L. Satorre/ Ma. Cristina B. Sinodivila (PAO)/ Assistant PAO	None	
3	Secures the confirmation of assessment schedule	Takes note of the confirmed schedule	2 minutes	Jose L. Satorre/ Ma. Cristina B. Sinodivila	None	
4	Waits at the subject area, where the crop damage happens, on the confirmed date	Conducts crop damage assessment	1 hour	Valentina Dayag	None	
5	Receive the copy of the crop damage assessment	Prepare the crop damage assessment report and provide copy to the requesting party, PGO and regional office.	1 day	Valentina Dayag	None	
END OF TRANSACTION						

Frontline Service : **PROVISION OF VEGETABLE SEEDS FOR BACKYARD GARDENING**
Schedule of Availability of the Service : MONDAY TO FRIDAY
8:00am to 5:00pm without noon break
Who may avail of the service : Any household in the province
What are the Requirements : Letter request approved by the Governor
Duration : 6 minutes

HOW TO AVAIL OF THE SERVICE:

STEPS	CLIENTS	SERVICE PROVIDER	DURATION OF THE ACTIVITY	PERSON IN-CHARGE	FEE	FORMS
1	Submits the approved Request to the Provincial Agriculture Office	Receives, records and forwards the approved Request to the Vegetable seeds in-charge	2 minutes	Agnes V. Maghuyop Receptionist	None	
2	Asks for the available vegetable seeds variety	Informs the clients on the available vegetable seeds variety	3 minutes	Santosa B. Pulgarinas Vegetable Seeds Commodity in-charge	None	
3	Signs the Recipients' List	Provides the clients with the Recipient's List and have it signed by the clients and extends the available seeds as requested	1 minute	Santosa B. Pulgarinas Vegetable Seeds Commodity in-charge	None	
END OF TRANSACTION						

Frontline Service : **PROVISION OF TRACTOR SERVICES**
Schedule of Availability of the Service : MONDAY TO FRIDAY
8:00am to 5:00pm without noon break
Who may avail of the Service : Any individual farmer
Documents Required : 1.) Original copy of tractor request
2.) Original copy of Official Receipt
Duration : 23 hours, 27 minutes and 55 seconds

HOW TO AVAIL OF THE SERVICE:

STEPS	CLIENTS	SERVICE PROVIDER	DURATION OF THE ACTIVITY	PERSON IN-CHARGE	FEE	FORMS
1	Submits/Presents the tractor request duly recommended by the Municipal Agricultural Officer and approved by the Provincial Governor	Receives, records and forwards approved request to the Tractor Coordinators;	1 minute	Agnes D. Maghuyop Receptionist	None	Original copy of accomplished Tractor Request
		Informs the MAO/CAO concerned of the approved request	2 minutes	Alberto A. Cuizon Provincial Tractor Coordinator	None	
		Validates and confirms the area for plowing and harrowing	3 hours	District Tractor Coordinator Ruben V. Cabarse (2nd District) Raul O. Silagon (1 st District)	None	
		Informs the Municipal Agricultural Officer (MAO/CAO) on the validation report;	3 minutes	Ruben V. Cabarse Raul O. Silagon	None	
		Guides the client	1 min			

2	Asks the Provincial Tractor Coordinator for the confirmation on the schedule of tractor mobilization	Confers with the Provincial Agricultural Officer	2 mins.	Alberto A. Cuizon Provincial Tractor Coordinator	None	
		Instructs the Tractor Coordinator for the mobilization of the tractor unit	1 min.	Jose L. Satorre Provincial Agricultural Officer	None	
		Gives confirmation to the client on the final schedule	15 seconds	Alberto A. Cuizon Provincial Tractor Coordinator	None	
3	Receives the final schedule of tractor coordinator from the Provincial Tractor Coordinator		1 minute		None	
4	Inquires the Tractor Coordinator on the cost of tractor rental and payment procedure	Informs and orients farmer client on payment procedure for tractor rental;	5 minutes	Ruben V. Cabarse Raul O. Silagon	None	
5	Receives the Order of Payment from the Tractor Coordinator and proceed to Provincial Treasurer's Office (PTO) for payment of the required amount.	Issues Order of Payment	5 minutes	Ruben V. Cabarse Raul O. Silagon	1000.00/ha.	
6	Presents the Official Receipt to the Tractor Coordinators as proof of payment	Confirms the Official Receipt	15 seconds	Ruben V. Cabarse Raul O. Silagon	None	
7	Waits at the agreed area where the tractor is scheduled to be deployed	Mobilizes the tractor unit to the specified area.	4 hours	Ruben V. Cabarse Raul O. Silagon	None	
8	Monitors the area to be plowed and harrowed by the assigned Tractor Operator	Plows and harrows the area	16 hours/ hectare	Candelario P. Batoon Jerrybel Bolando Warlito Ayawan	None	
END OF TRANSACTION						