

# **CITY AGRICULTURE SERVICES OFFICE EXTERNAL SERVICES**

### 1. REGISTRATION TO REGISTRY SYSTEM FOR BASIC SECTOR IN AGRICULTURE (RSBSA)

This is to register farmers as basic requirements in availing Agri-Fishery related government services particularly for programs and projects of the Department of Agriculture and other National Government Agencies.

<b>OFFICE OR DIVISION</b>	City Agriculture Services Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2G – Government to Government' G2C – Government to Citizen			
<b>WHO MAY AVAIL THE SERVICE</b>	All farmers in the City of Imus (Rice, Vegetable and Livestock Farmer/Growers)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly Accomplished RSBSA Form		City Agriculture Services Office		
Barangay Certification		Residence Barangay		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill out the RSBSA Form.	1. Issuance of RSBSA Form.	None	2 minutes	Dan Kevin P. Mojica Paul John C. Rodrin Jessica-An M. Morales Desierin R. Alcantara May Ann C. Villa
2. Undergo interview with the assigned Agricultural Extension Worker.	2. Conduct interview to Farmers.	None	5 minutes	Dan Kevin P. Mojica Paul John C. Rodrin Jessica-An M. Morales Desierin R. Alcantara May Ann C. Villa
3. Secure Barangay Certificate (Residence and Farm Location).	3. Receive/review and encode the accomplished RSBSA Form	None	10 minutes	Jessica-An M. Morales Dan Kevin P. Mojica
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>None</b>	<b>17 minutes</b>	

## 2. ISSUANCE OF PALAY

Provision of high quality of palay seeds to the farmers for the increase of production and help them to cope with the lowest price of their paddy output.

<b>OFFICE OR DIVISION</b>	City Agriculture Services Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2G – Government to Government' G2C – Government to Citizen			
<b>WHO MAY AVAIL THE SERVICE</b>	All farmers in the City of Imus included in the master list registered to Registry System for Basic Sector in Agriculture			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly Accomplished Client Form		City Agriculture Services Office		
Request Slip		City Agriculture Services Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirements.	1. Assess the requirements.	None	2 minutes	Dan Kevin P. Mojica Prescilda D. Igtiben
2. Undergo interview with the assigned Agricultural Technologist.	2. Determine the volume of <i>palay</i> seeds needed time for planting and area covered by the farmer.	None	5 minutes	Dan Kevin P. Mojica Paul John C. Rodrin Jessica-An M. Morales Desierin R. Alcantara
3. Submit the approved request slip and receive the seeds.	3. Receive the request slip and issue the seeds.	None	15 minutes	Sernan S. Lozada Christopher L. Sayurin Roy M. Araojo
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>None</b>	<b>22 minutes</b>	

NOTE: Available during Wet Season (Month of April – May)/Dry Season (Month of October-November)

### 3. APPLICATION TO CROP INSURANCE PROGRAM

This program insures farmers to Philippine Crop Insurance Corporation for the protection of their crops during calamities.

<b>OFFICE OR DIVISION</b>	City Agriculture Services Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2G – Government to Government' G2C – Government to Citizen			
<b>WHO MAY AVAIL THE SERVICE</b>	All registered Farmers to Registry System for Basic Sector in Agriculture (RSBSA)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly Accomplished Insurance Application Form		City Agriculture Services Office		
Photocopy of Valid ID				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Undergo interview with the assigned Agricultural Extension Worker.	1. Conduct interview and assessment.	None	10 minutes	Dan Kevin P. Mojica Paul John C. Rodrin Jessica-An M. Morales Desierin R. Alcantara
2. Fill out Crop Insurance Application Form.	2. Assist the Farmer in filling up Crop Insurance Application Form.	None	5 minutes	Dan Kevin P. Mojica Paul John C. Rodrin Jessica-An M. Morales Desierin R. Alcantara
3. Submit the duly accomplished Crop Insurance Application Form.	3. Receive the Crop Insurance application form.	None	2 minutes	Dan Kevin P. Mojica Paul John C. Rodrin Jessica-An M. Morales Desierin R. Alcantara
4. Report to the assigned Agricultural Extension Worker (In case of damages due to natural calamities, pest infestation or plant diseases)	4. Assess damages and issue claim for indemnity application form.	None	60 minutes	Dan Kevin P. Mojica Paul John C. Rodrin Jessica-An M. Morales Desierin R. Alcantara
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>None</b>	<b>1 hour and 17 minutes</b>	

#### 4. ISSUANCE OF VEGETABLE SEEDS

Provision and distribution of quality seeds to farmers; different Schools; Homeowner's Associations, NGO's for Urban/Backyard Gardening; and other clients for sustainable food production.

<b>OFFICE OR DIVISION</b>	City Agriculture Services Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2G – Government to Government, G2C – Government to Citizen, G2B – Government to Businesses			
<b>WHO MAY AVAIL THE SERVICE</b>	All residents in the City of Imus/Schools/Homeowners Associations and all Farmers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter (for Gulayan sa Paaralan Program and Communal Garden)		Client		
Duly Accomplished Client Form		City Agriculture Services Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirements.	1. Assess the requirements.	None	1 minute	Prescilda D. Igtiben May Ann C. Villa Desierin R. Alcantara
2. Undergo interview with the assigned Agricultural Extension Worker.	2. the seeds needed time for planting and area covered by the farmer.	None	5 minutes	Prescilda D. Igtiben May Ann C. Villa Desierin R. Alcantara
3. Fill out the Clients' Form.	3. Assist the client in filling out the form.	None	3 minutes	Prescilda D. Igtiben May Ann C. Villa Desierin R. Alcantara
4. Receive the vegetable seeds.	4. Issue the Vegetable Seeds.	None	1 minute	Prescilda D. Igtiben May Ann C. Villa Desierin R. Alcantara
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>None</b>	<b>10 minutes</b>	

## 5. ISSUANCE OF ORGANIC/INORGANIC FERTILIZER

Issues organic/non-organic fertilizer as part of the intervention coming from the National government in support to the Plant Plant Plant program in attaining the food sufficiency and sustainability.

<b>OFFICE OR DIVISION</b>	City Agriculture Services Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2G – Government to Government, G2C – Government to Citizen, G2B – Government to Businesses			
<b>WHO MAY AVAIL THE SERVICE</b>	All residents in the City of Imus/Educational Institutions and Homeowners Associations/All farmers in the City of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter		Client		
Duly Accomplished Client Form		City Agriculture Services Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the request letter.	1. Receive/check the letter.	None	2 minutes	Robert R. Marges Prescilda D. Igtiben May Ann C. Villa
2. Undergo interview.	2. Conduct interview to clients.	None	5 minutes	May Ann C. Villa Jessica-An M. Morales Paul John C. Rodrin Dan Kevin P. Mojica
3. Receive the fertilizer.	3. Distribute the fertilizer.	None	5 minutes	Sernan S. Lozada Christopher L. Sayurin Roy M. Araojo
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>None</b>	<b>12 minutes</b>	

*NOTE: Upon availability of fertilizer.*

## 6. FIELDWORK ACTIVITIES

Conduct regular weekly field work activities, monitors and render technical assistance to the farmers. Provide proper advise and suggestions to maintain and assure the increase on their production of crops

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<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2G – Government to Government, G2C – Government to Citizen, G2B – Government to Businesses			
<b>WHO MAY AVAIL THE SERVICE</b>	All farmers in the City of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter		Client		
Duly Accomplished Client Form		City Agriculture Services Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request farm visitation.	1. Schedule farm visitation.	None	1 minute	All A.E. W's
2. Assists A.E.W. in the farm.	2.1 Conducts/Monitors/Assess in their area of production. 2.2 Render technical assistance.	None	45 minutes	Dan Kevin P. Mojica Paul John C. Rodrin Jessica-An M. Morales Desierin R. Alcantara Prescilda D. Igtiben May Ann C. Villa
3. Report technical problems.	3. Provides recommendations/advice as needed.	None	45 minutes	All A.E.W's
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>None</b>	<b>91minutes</b>	

**7. PROVIDE TRAINING ASSISTANCE/ESTABLISHMENT OF COMMUNITY/INSTITUTIONAL GARDENING/ORGANIC FARMING**

This is to strengthen the skills and knowledge for establishing the standard of competency; Establishment of Community/ Institutional Garden through Organic Farming and to develop vegetable production through naturally grown practices.

<b>OFFICE OR DIVISION</b>	City Agriculture Services Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2G – Government to Government, G2C – Government to Citizen, G2B – Government to Businesses			
<b>WHO MAY AVAIL THE SERVICE</b>	All residents in the City of Imus; All farmers in the City of Imus.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirements.	1. Assess the kind of training needed.	None	10 minutes	Robert R. Marges Prescilda D. Igtiben May Ann C. Villa Desierin R. Alcantara Jessica-An M. Morales Paul John C. Rodrin Dan Kevin P. Mojica Janette Paula E. Ortiz
2. Wait for schedule.	2. Schedule the training and provide instructions for the needed preparations.	None	5 minutes	Robert R. Marges
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>None</b>	<b>15 minutes</b>	



## 8. PROVIDE SOIL ANALYSIS

This is to determine the soil nutrient levels and fertilizer recommendations needed for a high yielding produce and best quality of crops.

<b>OFFICE OR DIVISION</b>	City Agriculture Services Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2G – Government to Government, G2C – Government to Citizen, G2B – Government to Businesses			
<b>WHO MAY AVAIL THE SERVICE</b>	All residents in the City of Imus; All farmers in the City of Imus.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter		Client		
Duly Accomplished Client Form		City Agriculture Services Office		
Soil Sample		Area requested by Farmer and other clients		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the Request Letter.	1.1 Assess the requirements. 1.2 Interview and schedule the client for soil sampling.	None	5 minutes	Robert R. Marges Prescilda D. Igtiben
2. Assist the assign Agriculturist in the barangay for the collection of soil sample for testing and analysis.	2.1 Collect the sample and record the complete information. 2.2 Analyze the soil sample, draft the fertilizer recommendation, and notify the client on the availability of the result.	None	60 minutes 75 minutes	Robert R. Marges Dan Kevin P. Mojica Paul John C. Rodrin Jessica-An M. Morales Desierin I. Rodrin May Ann C. Villa
3. Receive the result of soil analysis.	3. Issue Soil Analysis and Fertilizer Recommendation.	None	5 minutes	Robert R. Marges Dan Kevin P. Mojica Paul John C. Rodrin Jessica-An M. Morales Desierin I. Rodrin May Ann C. Villa
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>None</b>	<b>145 minutes</b>	

*NOTE: May take up days depending on the dryness of the soil sample.*

## 9. ISSUANCE OF SEEDLINGS

The seedlings were used for tree planting activities and can provide cooling as shade trees and habitat to various species.

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<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2G – Government to Government, G2C – Government to Citizen, G2B – Government to Businesses			
<b>WHO MAY AVAIL THE SERVICE</b>	All farmers, homeowners, associations, educational institutions, government organizations and non-government organizations in the City of Imus.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter		Client		
Duly Accomplished Client Form		City Agriculture Services Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirements.	1. Assess the requirements.	None	2 minutes	Robert R. Marges Desierin R. Alcantara Prescilda D. Igtiben Janette Paula E. Ortiz
2. Undergo interview with the assigned Agricultural Technologist.	2.1 Interview the client. 2.2 Approve and issue the release slip.	None	5 minutes	Robert R. Marges Desierin R. Alcantara Paul John C. Rodrin
3. Submit the release slip and receive the seedlings.	3. Receive the release slip and issue the seedlings.	None	15 minutes	Christoper L. Sayurin Sernan S. Lozada Cristina T. Tanjay Roy M. Araojo
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>None</b>	<b>22 minutes</b>	

**10. PROVIDE FARM EQUIPMENT SERVICES (TRACTOR AND THRESHER)**

Provision of equipment for land preparation of Rice Production and communal garden as per request of the farmers and other clients in City of Imus.

<b>OFFICE OR DIVISION</b>	City Agriculture Services Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2G – Government to Government, G2C – Government to Citizen			
<b>WHO MAY AVAIL THE SERVICE</b>	All farmers in the City of Imus.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application Form		City Agriculture Services Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the accomplished form.	1. Assess the application form and check the availability of tractor or thresher.	None	5 minutes	Robert R. Marges Jessica-An M. Morales Prescilda D. Igtiben
2. Undergo interview and receive the approved application form.	2.1 Interview the client.	None	5 minutes	Robert R. Marges Desierin R. Alcantara
	2.2 Approval of the request.		2 minutes	
3. Present the approved application form to tractor operator,	3. Receive the approved form and record the schedule of the use of equipment.	None	2 minutes	Christopher L. Sayurin Roy M. Araojo Sernan S. Lozada
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>None</b>	<b>14 minutes</b>	

### 11. REGISTRATION OF AGRICULTURAL MACHINERIES AND FARM EQUIPMENTS (RA 10601: AFMECH LAW)

All owners of agricultural and fisheries machinery and equipment must register these with the agriculture office of the city.

<b>OFFICE OR DIVISION</b>	City Agriculture Services Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2G – Government to Government, G2C – Government to Citizen			
<b>WHO MAY AVAIL THE SERVICE</b>	All owners of Agricultural machineries and farmers association			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Certificate of Location/Address		Residence Barangay		
Duly Accomplished prescribed Registration Application Form		City Agriculture Services Office		
Any evidence of acquisition/ownership (Official Receipt)		Owner/Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplish all the requirements.	1. Receive and assess all the requirements.	None	5 minutes	Robert R. Marges Jessica-An M. Morales Dan Kevin P. Mojica
2. Prepare for inspection of farm machineries.	2. Schedule for inspection.	None	20 minutes	Jessica-An M. Morales Dan Kevin P. Mojica Paul John C. Rodrin Desierin R. Alcantara
3. Secure inspection certificate.	3. Issue inspection certificate.		2 minutes	Jessica-An M. Morales Dan Kevin P. Mojica Paul John C. Rodrin Desierin R. Alcantara
4. Proceed for payment*	4. Issuance of Official Receipt (Treasurers Office)	P100.00: lower than 2 HP P200.00: 2HP to 14 HP P300.00: above 14 HP	5 minutes	City Treasurer's Office
5. Secure Official Receipt.	5. Release Registration Sticker.		2 minutes	Robert R. Marges Prescilda D. Igtiben Jessica-An M. Morales
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>None</b>	<b>34 minutes</b>	

NOTE: Approved City Ordinance No. 04-167 Series of 2021 dated June 7, 2021.

## 12. ACCESS IN FARMERS' INFORMATION TECHNOLOGY SERVICES (FITS) CENTER

Serves as a One-Stop-Information-Shop (OSIS) service facility accessible to many farmers, Entrepreneurs and other clients in City of Imus, Cavite. It provides fast access to information and Technologies in forms appropriate to the client's needs.

<b>OFFICE OR DIVISION</b>	City Agriculture Services Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2G – Government to Government, G2C – Government to Citizen, G2B - Government to Businesses			
<b>WHO MAY AVAIL THE SERVICE</b>	All residents in City of Imus, farmers, educational institutions and homeowner's associations.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. The farmer's and other clientele must directly proceed to the FITS Center.	1.1 Interview the client on what assistance they need.	None	5 minutes	Robert R. Marges Prescilda D. Igtiben Dan Kevin P. Mojica Jessica-An M. Morales
	1.2 Securing of Information, Education and Communication (IEC) materials (pamphlets, hand-outs, etc.) that could answer to the clientele's need.	None	10 minutes	Prescilda D. Igtiben Jessica-An M. Morales
	1.3 Securing other information/technologies on agricultural related thru internet connections.	None	20 minutes	Prescilda D. Igtiben Dan Kevin P. Mojica
	1.4 Video Viewing on Agri-Related.	None	20 minutes	Prescilda D. Igtiben Jessica-An M. Morales
2. Receive IEC Materials needed.	2. Record IEC Materials distributed.	None	3 minutes	Prescilda D. Igtiben Jessica-An M. Morales
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>None</b>	<b>58 minutes</b>	

# **CITY AGRICULTURE SERVICES OFFICE INTERNAL SERVICES**

## 1. PRICE MONITORING ON BASIC AGRICULTURAL COMMODITY IN PUBLIC MARKET

Conduct price monitoring of prime commodities in the different market in whole City of Imus as part of the mandate of Local Price Coordinating Council of the City Government.

<b>OFFICE OR DIVISION</b>	CITY AGRICULTURE SERVICES OFFICE			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2G – Government to Government, G2C – Government to Citizen, G2B - Government to Businesses			
<b>WHO MAY AVAIL THE SERVICE</b>	All residents/consumers in the City of Imus, Cavite.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1. Conduct price monitoring of basic commodities (Rice, Vegetables, Meat and Fishery and other aquamarine products, egg, sugar, coffee, etc., at City of Imus Public Market and other markets in the City of Imus.	None	60 minutes	Prescilda D. Igitben Desierin I. Rodrin Dan Kevin P. Mojica May Ann C. Villa
	2. Final recording of prices being monitored using the prescribed form used in the prices monitoring,	None	10 minutes	Prescilda D. Igitben Desierin I. Rodrin Dan Kevin P. Mojica May Ann C. Villa
<b>TOTAL</b>			<b>70 minutes</b>	