



J. OFFICE OF THE MUNICIPAL AGRICULTURIST

1. PROVIDE TECHNICAL ASSISTANCE

The office of the Municipal Agriculturist provide technical assistance to the community to promote farming, increased agricultural production and improved the quality of agricultural products. Also, to ensure food sufficiency at the municipal level.

Office/Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire/request technical assistance	1. Endorse client to Agricultural Technologist assigned.	None	2 minutes	James P. Landero <i>Administrative Aide I</i>
2. Meet with the Agricultural Technologist assigned.	2.1 Conduct interview and gets information.	None	25 minutes	Emily C.Paraonda <i>Agricultural Technologist</i> Or Leira Joy A. Gallego <i>Agricultural Technologist</i>
	2.2 Assesses services to be rendered.	None	5 minutes	
3. Receives technical assistance.	3.Provides technical assistance.	None	30 minutes	Emily C.Paraonda <i>Agricultural Technologist</i> Or Leira Joy A. Gallego <i>Agricultural Technologist</i>
TOTAL:			1 hr. and 2 mins.	



2. LIVESTOCK VACCINATION/TREATMENT (DOG AND OTHER LIVESTOCK)				
Livestock vaccination/treatment to dog and other livestock to ensure animal health and increase animal production.				
Office/Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire and give pertinent data.	1. Provides information and conducts interview.	None	5 minutes	James P. Landero <i>Administrative Aide I</i>
2. Pays to the Municipal Treasurer Office for dog vaccination.	2. Advice client to pay vaccination fee for dog at the Municipal Treasurer Office.	50.00	5 minutes	Livestock Technician
3. Purchase the prescribe biologics for other livestock vaccination/ treatment. Present Official Receipt for dog vaccination.	3. Advice client to purchase prescribed biologics for other livestock vaccination/treatment.	None	15 minutes	Livestock Technician
4. Present Official Receipt for dog vaccination. Present biologics for other livestock vaccination/ treatment.	4. Conducts dog vaccination. Conducts livestock vaccination/treatment.	None	15 minutes or visit the livestock as soon as possible or as scheduled for vaccination/treatment.	Livestock Technician
TOTAL:		Php 50.00		