

**Republic of the Philippines**  
**Province of Surigao del Sur**  
**CITY OF BISLIG**

**CITY AGRICULTURE OFFICE**

**LIST OF FRONTLINE SERVICES**

**A. PRODUCTION SUPPORT SERVICES:**

1. AVAILING INPUTS (SEEDS, SEEDLINGS, FRY, FINGERLINGS, FERTILIZERS)
2. AVAILING LABORATORY SERVICES ( SOIL ANALYSIS)
3. AVAILING ARTIFICIAL INSEMENATION SERVICES FOR SWINE

**B. EXTENSION SUPPORT, EDUCATION AND TRAINING SERVICES**

4. AVAILING TECHNICAL ASSISTANCE FOR PEST & DISEASE CONTROL OF CROPS
5. AVAILING TECHNICAL ASSISTANCE FOR PREPARATION OF ACTIVITY DESIGN, TRAINING DESIGN, PROJECT PROPOSAL AND FEASIBILITY STUDY
6. AVAILING TECHNICAL ASSISTANCE FOR THE CONDUCT OF TRAININGS, SEMINARS, EDUCATIONAL TOUR AND FARMER'S FIELD SCHOOL
7. AVAILING INFORMATION MATERIALS, TECHNO GUIDES AND OTHER READING MATERIALS

**C. RESEARCH AND DEVELOPMENT SERVICES**

8. AVAILING ASSISTANCE FOR TECHNOLOGY DEMONSTRATION, ADAPTABILITY TRIALS AND COMPARATIVE STUDIES

**D. AGRICULTURAL INFRASTRUCTURE AND POST HARVEST DEVELOPMENT SERVICES**

9. AVAILING ASSISTANCE FOR THE ACQUISITION OF POST HARVEST FACILITIES/EQUIPMENTS AND OTHER AGRICULTURE RELATED INFRASTRUCTURE

**E. MARKET DEVELOPMENT SERVICES**

10. AVAILING ASSISTANCE FOR PRODUCT PROMOTION, TRADE FAIRS, MARKET LINKAGE AND MARKET MATCHING

**F. CREDIT FACILITATION SERVICES**

11. AVAILING LOAN ASSISTANCE FOR LIVELIHOOD PROJECTS

**G. OTHER SERVICES**

12. SECURING SHIPPING PERMIT FOR MARINE PRODUCTS
13. SECURING FISHING PERMIT CERTIFICATION
14. AVAILING FISHING BOAT REGISTRATION

**VISION STATEMENT**

A DYNAMIC ORGANIZATION THAT IS TECHNOLOGICALLY ADVANCE AND COMPETITIVE GUIDED BY APPROPRIATE MANAGEMENT PRACTICES AND SUSTAINABILITY OF RESOURCES.

**MISSION STATEMENT**

SERVE AS LEADER IN THE INTEGRATED EFFORTS OF ALL SECTORS THAT BRING ABOUT SOCIO – ECONOMIC DEVELOPMENT.

**PERFORMANCE PLEDGE**

*We, the Personnel of the City Agriculture Office, commits to uphold standards for service excellence, good governance and inclusive leadership in achieving the aspirations of all Bisliganons.*

**CITIZEN'S CHARTER**

**CITY AGRICULTURE OFFICE**

TYPE OF FRONTLINE SERVICE : **AVAILING INPUTS (SEEDS, SEEDLINGS, FRY, FINGERLINGS, FERTILIZERS)**

SCHEDULE OF AVAILABILITY OF SERVICE : **MONDAY TO FRIDAY  
8:00 AM– 5:00 PM,  
NO NOON BREAK**

WHO MAY AVAIL OF THE SERVICES? : **BONAFIDE FARMER/FISHERFOLK OF BISLIG CITY**

DURATION OF TRANSACTION : **50 MINUTES**

WHAT ARE THE REQUIREMENTS? : **1. CERTIFICATION OF MEMBERSHIP AS FARMER/FISHERFOLK  
2. ATTENDANCE TO SEMINARS AND PROJECT BREIFING**

FEE/S (for commercial growers only) : **SEE FEES BELOW**

**HOW TO AVAIL OF THE SERVICE**

Step	Applicant	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
1	Farmer/fisherfolk requests for assistance	Entertains client and screens if bonafide farmer/fisher folk	None	None	5 mins.	Rice - Abner B. Abucay Corn - Victoria S. Fallado High Value - Alice Millan, Crops - Carmencita C. Ga Fishery - Graciosa D. Rivera Agricultural Technologists Fertilizer - Lolita Sayman Agriculturist II
2	Presents required documents	Assesses the documents	None	None	5 mins.	Rice - Abner B. Abucay Corn - Victoria S. Fallado High Value - Alice Millan, Crops - Carmencita C. Ga Fishery - Graciosa D. Rivera Agricultural Technologists Fertilizer - Lolita Sayman Agriculturist II
3	Fills up application form	Checks and records the application form	None	Application form	5 mins.	Rice - Abner B. Abucay Corn - Victoria S. Fallado High Value - Alice Millan, Crops - Carmencita C. Ga Fishery - Graciosa D. Rivera Agricultural Technologists Fertilizer - Lolita Sayman Agriculturist II
4	Pays at the City Treasurer's Office	Accepts payment and issues Official Receipt	Seeds/seedlings – 50% of actual procurement cost Fry/fingerlings – 25 centavos each Fertilizer – 10/k	OR	20 mins.	Evelyn A. Layno Admin. Officer I Agnes Mildred Q. Esturas Admin. Asst. II Anna Mae A. Ellazo Admin. Aide VI
5	Presents OR	Issues withdrawal slip approved by the City Agriculturist	None	Withdrawal Slip	5 mins.	Rice - Abner B. Abucay Corn - Victoria S. Fallado High Value - Alice Millan, Crops - Carmencita C. Ga Fishery - Graciosa D. Rivera Agricultural Technologists Fertilizer - Lolita Sayman Agriculturist II  Primacar R. Subibi City Agriculturist
6	Withdraws inputs	Releases the requested inputs	None	Withdrawal Slip	10 mins.	Joy Francisco JO Marketing In-charge, Office Bldg. Elaine Jalbuena JO Incharge, Sian Farm
<b>END OF TRANSACTION</b>						



CITIZEN'S CHARTER

CITY AGRICULTURE OFFICE

TYPE OF FRONTLINE SERVICE	:	<b>AVAILING ARTIFICIAL INSEMINATION SERVICES FOR SWINE</b>
SCHEDULE OF AVAILABILITY OF SERVICE	:	MONDAY TO FRIDAY 8:00 AM– 5:00 PM, NO LUNCH BREAK
WHO MAY AVAIL OF THE SERVICES?	:	BONAFIDE FARMERS OF BISLIG CITY
DURATION OF TRANSACTION	:	2 HOURS (EXCLUDING WAITING TIME OF 3 MONTHS)
WHAT ARE THE REQUIREMENTS?	:	1. PROJECT MUST BE WITHIN THE SERVICE AREA OF BISLIG CITY 2. MUST HAVE ATTENDED SEMINARS AND ORIENTATION 3. FARMER IS THE ACTUAL GROWER OF SWINE FOR AI
FEE/S	:	1 HEAD OFFSPRING OR 2,000

HOW TO AVAIL OF THE SERVICE

Step	Applicant/Client	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
1	Farmer requests for AI services of swine	Inspects status of swine	None	Form on Request for AI	1 hour	Jose Hojas, Jr. AI Technician Elaine Jalbuena JO Livestock
2		Schedules AI services	None	None		Jose Hojas, Jr. AI Technician Elaine Jalbuena JO Livestock
3	Assists technician in actual AI	Conducts AI services	None	None	30 mins.	Jose Hojas, Jr. AI Technician  Douglas M. Doloriel Agricultural Technologist
4	Takes care of swine	Monitors progress of swine	None	None	3 months (WAITING TIME)	Jose Hojas, Jr. AI Technician  Douglas Doloriel Agricultural Technologist
5	Pays AI fee	Assists in the payment	1 offspring or 2,000	None	30 mins	For offspring – Paulina G. Baltazar Agricultural Technologist  For cash – Roberto V. Viduya City Treasurer
<b>END OF TRANSACTION</b>						

CITIZEN'S CHARTER

CITY AGRICULTURE OFFICE

TYPE OF FRONTLINE SERVICE	:	<b>AVAILING TECHNICAL ASSISTANCE FOR PEST/DISEASE CONTROL OF CROPS</b>
SCHEDULE OF AVAILABILITY OF SERVICE	:	MONDAY TO FRIDAY 8:00 AM –5:00 PM, NO LUNCH BREAK
WHO MAY AVAIL OF THE SERVICES?	:	BONAFIDE FARMERS OF BISLIG CITY
DURATION OF TRANSACTION	:	9 HOURS AND 20 MINUTES
WHAT ARE THE REQUIREMENTS?	:	1. MUST BE A BONAFIDE FARMER (MASTERLISTED) 2. MUST BE AN ACTUAL TILLER 3. MUST ATTEND TRAININGS/MEETINGS/CLASSES/ SEMINARS CONDUCTED BY CAO TECHNICIANS/PERSONNEL 4. MUST BE WITHIN THE SERVICE AREA OF BISLIG CITY
FEE/S	:	NONE

**HOW TO AVAIL OF THE SERVICE**

Step	Applicant	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
1	Requests for technical assistance	Interviews the prospect beneficiary on relevant information  Sets schedule for ocular inspection	None	None	20 mins.	Abner B. Abucay Agricultural Technologist Dorothy Garcia JO Agri. Technician
2	Assists the technician during the conduct of ocular inspection at his area	Determines the cause of damage and provides recommendations and control measures	None	None	8 hours	Abner B. Abucay Agricultural Technologist Dorothy Garcia JO Agri. Technician
3	Applies the recommended control for pest/disease measures		None	None		
4		Conducts follow-up inquiries and inspection on the development of the crop based on the given recommended control measures	None	None	1 hour	Abner B. Abucay Agricultural Technologist Dorothy Garcia JO Agri. Technician
<b>END OF TRANSACTION</b>						

**CITIZEN'S CHARTER**

**CITY AGRICULTURE OFFICE**

TYPE OF FRONTLINE SERVICE : **AVAILING TECHNICAL ASSISTANCE FOR PREPARATION OF ACTIVITY DESIGN, TRAINING DESIGN, PROJECT PROPOSAL AND FEASIBILITY STUDY**

SCHEDULE OF AVAILABILITY OF SERVICE : **MONDAY TO FRIDAY  
8:00 AM– 5:00 PM,  
NO NOON BREAK**

WHO MAY AVAIL OF THE SERVICES? : **BONAFIDE FARMERS OF BISLIG CITY**

DURATION OF TRANSACTION : **3 DAYS, 1 HR AND 30 MINUTES( 1 MONTH, 1.5 HRS FOR FS)**

WHAT ARE THE REQUIREMENTS? : **1. PROJECT MUST BE WITHIN THE SERVICE AREA OF BISLIG CITY**

FEE/S : **NONE**

**HOW TO AVAIL OF THE SERVICE**

Step	Applicant/Client	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
<b>1</b>	Requests for the preparation of proposed project/ activity/ training/Feasibility Study	Reviews, Validates proposed project/ activity/ training/Feasibility Study	None	None	1 hour	Primacar R. Subibi City Agriculturist and concerned Teachnician of commodity applied
<b>2</b>	Submits required information	Prepares proposed project/ activity/ training/Feasibility Study	None	None	3 days( 1 Month for FS)	Primacar R. Subibi City Agriculturist and concerned Teachnician of commodity applied
<b>3</b>	Receives the project proposal	Releases the prepared project proposal	None	None	30 mins.	Primacar R. Subibi City Agriculturist and concerned Teachnician of commodity applied
<b>END OF TRANSACTION</b>						

**CITIZEN'S CHARTER**

**CITY AGRICULTURE OFFICE**

TYPE OF FRONTLINE SERVICE	:	<b>AVAILING TECHNICAL ASSISTANCE FOR THE CONDUCT OF TRAININGS, SEMINARS, EDUCATIONAL TOURS AND FARMER'S FIELD SCHOOL</b>
SCHEDULE OF AVAILABILITY OF SERVICE	:	MONDAY TO FRIDAY 8:00 AM- 5:00 PM, NO NOON BREAK
WHO MAY AVAIL OF THE SERVICES?	:	BONAFIDE FARMERS OF BISLIG CITY
DURATION OF TRANSACTION	:	6 DAYS AND 1 HOUR
WHAT ARE THE REQUIREMENTS?	:	1. PROJECT MUST BE WITHIN THE SERVICE AREA OF BISLIG CITY 2. LABOR AND MATERIAL COUNTERPART
FEE/S	:	NONE

**HOW TO AVAIL OF THE SERVICE**

Step	Applicant/Client	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
1	Requests for the conduct of trainings/seminar/educational tour or FFS	Reviews, Validates proposed project related to requested activity	None	None	1 hour	Primacar R. Subibi City Agriculturist and concerned Technician of activity requested
2	Submits necessary information	Prepares details of the requested activity(schedule, budget, itinerary, contact persons)	None	Training/Activity Design, Itinerary/program of activity	3 days	Primacar R. Subibi City Agriculturist and concerned Technician of activity requested
3	Prepares needed materials/budget/or any counterpart as agreed during the preparation of details of the activity	Processes needed support for the activity, makes arrangements and contacts assigned persons and venue of activity	None	None	3 days	Primacar R. Subibi City Agriculturist and concerned Technician of activity requested
<b>END OF TRANSACTION</b>						

**CITIZEN'S CHARTER**

**CITY AGRICULTURE OFFICE**

TYPE OF FRONTLINE SERVICE : **AVAILING INFORMATION MATERIALS, TECHNO GUIDES AND OTHER EDUCATIONAL MATERIALS**

SCHEDULE OF AVAILABILITY OF SERVICE : **MONDAY TO FRIDAY  
8:00 AM– 5:00 PM,  
NO NOON BREAK**

WHO MAY AVAIL OF THE SERVICES? : **ANY INTERESTED INDIVIDUAL**

DURATION OF TRANSACTION : **20 MINUTES**

WHAT ARE THE REQUIREMENTS? : **1. MUST BE WITHIN THE SERVICE AREA OF BISLIG CITY**

FEE/S : **NONE**

**HOW TO AVAIL OF THE SERVICE**

Step	Applicant/Client	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
<b>1</b>	Requests information materials	Lists needed info materials on an office logbook	None	Logbook	15 mins.	Cheryl S. Consigna Administrative Aide IV (Clerk II)  Corazon Parian JO Technician
<b>2</b>	Signs the Logbook	Releases the requested information materials	None	Logbook	5 mins.	Cheryl S. Consigna Administrative Aide IV (Clerk II)  Corazon Parian JO Technician
	<b>END OF TRANSACTION</b>					

CITIZEN'S CHARTER

CITY AGRICULTURE OFFICE

TYPE OF FRONTLINE SERVICE	:	<b>AVAILING ASSISTANCE FOR TECHNOLOGY DEMONSTRATION, ADAPTABILITY TRIALS AND COMPARATIVE STUDIES</b>
SCHEDULE OF AVAILABILITY OF SERVICE	:	MONDAY TO FRIDAY 8:00 AM– 5:00 PM, NO NOON BREAK
WHO MAY AVAIL OF THE SERVICES?	:	BONAFIDE FARMERS OF BISLIG CITY
DURATION OF TRANSACTION	:	7 DAYS (EXCLUDING WAITING TIME)
WHAT ARE THE REQUIREMENTS?	:	1. PROJECT MUST BE WITHIN THE SERVICE AREA OF BISLIG CITY 2. LABOR AND MATERIAL COUNTERPART
FEE/S	:	NONE

**HOW TO AVAIL OF THE SERVICE**

Step	Applicant/Client	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
1	Requests for the conduct of techno demo/adaptability trial/comparative study	Reviews, Validates proposed project related to requested activity	None	None	1 day	Primacar R. Subibi City Agriculturist  Lolita P. Sayman Agriculturist II/Research Focal Person
2	Submits necessary information	Prepares details of the requested activity(project proposal, schedule, materials needed, budget, responsible persons)	None	Project Proposal	3 days	Primacar R. Subibi City Agriculturist  Lolita P. Sayman Agriculturist II/Research Focal Person  Douglas M. Doloriel Agricultural Technologist
3	Prepares needed materials/budget/or any counterpart as agreed during the preparation of details of the activity	Processes needed support for the activity, makes arrangements and contacts assigned persons and venue of activity	None	Procurement docs	3 days	Lolita P. Sayman Agriculturist II/Research Focal Person  Douglas M. Doloriel Agricultural Technologist
4	Assists the technician in the conduct of the activity	Implements project, documents research results, conducts info activities based on results	None	Research docs	3 months WAITING TIME	Lolita P. Sayman Agriculturist II/Research Focal Person  Douglas M. Doloriel Agricultural Technologist
<b>END OF TRANSACTION</b>						

CITIZEN'S CHARTER

CITY AGRICULTURE OFFICE

TYPE OF FRONTLINE SERVICE	:	<b>AVAILING ASSISTANCE FOR THE ACQUISITION OF POST HARVEST FACILITIES AND OTHER INFRA RELATED INFRASTRUCTURE</b>
SCHEDULE OF AVAILABILITY OF SERVICE	:	MONDAY TO FRIDAY 8:00 AM– 5:00 PM, NO NOON BREAK
WHO MAY AVAIL OF THE SERVICES?	:	BONAFIDE FARMER/FISHERFOLK OF BISLIG CITY
DURATION OF TRANSACTION	:	8 DAYS AND 32 MINUTES
WHAT ARE THE REQUIREMENTS?	:	1. CERTIFICATION OF MEMBERSHIP AS FARMER/FISHERFOLK 2. DEED OF DONATION OF LOT WHERE PROJECT WILL BE CONSTRUCTED ( FOR HARD INFRA)
FEE/S	:	NONE

**HOW TO AVAIL OF THE SERVICE**

Step	Applicant	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
1	Farmer/fisherfolk requests for assistance	Validates the proposed project at project site	None	None	1 day	Primacar R . Subibi City Agriculturist Rice - Abner B. Abucay Corn - Victoria S. Fallado High Value - Alice Millan, Crops - Carmencita C. Ga Fishery - Graciosa D. Rivera Agricultural Technologists Fertilizer - Lolita Sayman Agriculturist II
2	Presents required documents	Assesses the documents	None	Required docs	5 mins.	Primacar R . Subibi City Agriculturist Rice - Abner B. Abucay Corn - Victoria S. Fallado High Value - Alice Millan, Crops -Carmencita C. Ga Fishery - Graciosa D. Rivera Agricultural Technologists
3	Assists in the preparation of project proposal	Prepares project proposal for post harvest equipments	None	Project proposal	3 days	Primacar R . Subibi City Agriculturist Rice - Abner B. Abucay Corn - Victoria S. Fallado High Value - Alice Millan, Crops -Carmencita C. Ga Fishery - Graciosa D. Rivera Agricultural Technologists
4	Assists in the preparation of Program of Work (POW)	Submits request for preparation of POW of hard agri infra to City Engineering office	None	Letter request	30 mins.	Primacar R . Subibi City Agriculturist Rice - Abner B. Abucay Corn - Victoria S. Fallado High Value - Alice Millan, Crops -Carmencita C. Ga Fishery - Graciosa D. Rivera Agricultural Technologists
5		Prepares POW	None	POW	3 days	Engr. Lorna Salgado Acting City Engineer and Assigned Engineer
6		Submits Proposal or POW to LGU and other agencies for funding, makes follow up, cause implementation of project	None	Transmittal Letter, Project Proposal/POW	1 day	Primacar R . Subibi City Agriculturist
<b>END OF TRANSACTION</b>						

CITIZEN'S CHARTER

CITY AGRICULTURE OFFICE

TYPE OF FRONTLINE SERVICE	:	<b>AVAILING ASSISTANCE FOR PRODUCT PROMOTION, TRADE FAIRS, MARKET LINKAGES AND MARKET MATCHING</b>
SCHEDULE OF AVAILABILITY OF SERVICE	:	MONDAY TO FRIDAY 8:00 AM– 5:00 PM, NO LUNCH BREAK
WHO MAY AVAIL OF THE SERVICES?	:	BONAFIDE FARMERS OF BISLIG CITY
DURATION OF TRANSACTION	:	8 DAYS AND 1.5 HOURS
WHAT ARE THE REQUIREMENTS?	:	1. MUST BE A BONAFIDE FARMER/PRODUCER 2. MUST BE WITHIN THE SERVICE AREA OF BISLIG CITY 3. PRODUCTION DATA
FEE/S	:	NONE

**HOW TO AVAIL OF THE SERVICE**

Step	Applicant	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
1	Requests for assistance, provides information of products for marketing and promotion	Interviews the farmer for possible assistance, records information received	None	Record book	30 mins	Primacar R. Subibi - City Agriculturist Rice - Abner B. Abucay Corn - Victoria S. Fallado High Value - Alice Millan, Crops -Carmencita C. Ga Fishery - Graciosa D. Rivera Livestock - Paulina G. Baltazar Douglas M. Doloriel Processed Products - Naomi Alvar Agricultural Technologists  Organic Products – Lolita Sayman Agriculturist II
2	Assists Technician during site/project verification and validation	Conducts site/project verification/validation to determine correctness of product information	None	None	1 hour	Rice - Abner B. Abucay Corn - Victoria S. Fallado High Value - Alice Millan, Crops -Carmencita C. Ga Fishery - Graciosa D. Rivera Livestock - Paulina G. Baltazar Douglas M. Doloriel Processed Products - Naomi Alvar Agricultural Technologists  Organic Products – Lolita Sayman Agriculturist II
3	Submits required information and prepares product samples	Assists the producer in packaging of product, Links product information to possible buyers, arranges schedules for product display during Trade Fairs	None	None	5 days	Alice D. Millan Agricultural Technologist Primacar R. Subibi - City Agriculturist
4	Signifies to supply products thru a Marketing Agreement	Prepares Marketing Agreement package	None	Marketing Agreement	3 days	Alice D. Millan Agricultural Technologist Primacar R. Subibi - City Agriculturist
<b>END OF TRANSACTION</b>						

CITIZEN'S CHARTER

CITY AGRICULTURE OFFICE

TYPE OF FRONTLINE SERVICE	:	<b>AVAILING LOAN ASSISTANCE FOR LIVELIHOOD PROJECTS</b>
SCHEDULE OF AVAILABILITY OF SERVICE	:	MONDAY TO FRIDAY 8:00 AM– 5:00 PM, NO NOON BREAK
WHO MAY AVAIL OF THE SERVICES?	:	BONAFIDE FARMERS OF BISLIG CITY
DURATION OF TRANSACTION	:	5 WORKING DAYS, 2 HOURS AND 30 MINUTES
WHAT ARE THE REQUIREMENTS?	:	1. ATTENDED TRAININGS AND ORIENTATIONS 2. BONAFIDE MEMBER OF EXISTING RURAL BASED ORGANIZATIONS 3. ID PICTURE 4. RESIDENCE CERTIFICATE (CEDULA) 5. NOTARIAL FEE 6. INSURANCE FEE FOR LIVESTOCK LOAN
FEE/S	:	1,200.00 PER HEAD PCIC PREMIUM

**HOW TO AVAIL OF THE SERVICE**

Step	Applicant/Client	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
1	Requests to avail of livelihood loan assistance	Conducts orientation  Provides the requirements	None	None	1 hour	Rice - Abner Abucay Corn - Victoria Fallado High Value crops - Alice Millan, Carmencita Ga Fishery - Grace Rivera Livestock - Pauline Baltazar, Douglas Doloriel Processed Products - Naomi Alvar Admin. Officer. Organic Products - Lolita Sayman Agriculturist II
2	Assists the Technician in the conduct of project validation	Validates feasibility of proposed project at proposed site/barangay	None	None	1 hour	Rice - Abner Abucay Corn - Victoria Fallado High Value crops - Alice Millan, Carmencita Ga Fishery - Grace Rivera Livestock - Pauline Baltazar, Douglas Doloriel Processed Products - Naomi Alvar Admin. Officer. Organic Products - Lolita Sayman Agriculturist II
3	Submits requirements	Prepares Project Proposal	None	Project Proposal	3 days	Rice - Abner Abucay Corn - Victoria Fallado High Value crops - Alice Millan, Carmencita Ga Fishery - Grace Rivera Livestock - Pauline Baltazar, Douglas Doloriel Processed Products - Naomi Alvar Admin. Officer. Organic Products - Lolita Sayman Agriculturist II
4	Signs Project Proposal	Assists processing of loan assistance, prepares Loan Assistance Agreement and Promisory	None	Loan Assistance Agreement and Promisory	1 day	Primacar R. Subibi City Agriculturist and concerned Technician of commodity applied
5	Signs Loan Assistance Agreement, Pays Insurance Premium at PCIC if Livestock Loan	Facilitates processing of loan assistance and signatories	1,200 per head	Loan Assistance Agreement, Voucher for cash assistance, Contract for Livestock, PCIC Insurance documents	1 day	Primacar R. Subibi City Agriculturist and concerned Technician of commodity applied
6	Signs and receives loan assistance	Provides/releases of loan assistance.	None	-Do -	30 mins.	Primacar R. Subibi City Agriculturist and concerned Technician of commodity applied
<b>END OF TRANSACTION</b>						

**CITIZEN'S CHARTER**

**CITY AGRICULTURE OFFICE  
(FISHERIES SERVICES)**

TYPE OF FRONTLINE SERVICE	:	<b>SECURING SHIPPING PERMIT FOR MARINE PRODUCTS</b>
SCHEDULE OF AVAILABILITY OF SERVICE	:	MONDAY TO FRIDAY 8:00 AM– 5:00 PM, NO LUNCH BREAK
WHO MAY AVAIL OF THE SERVICES?	:	FISHERFOLKS OF BISLIG CITY
DURATION OF TRANSACTION	:	50 MINUTES
WHAT ARE THE REQUIREMENTS?	:	1. AUXILLARY INVOICE 2. OFFICIAL RECEIPT
FEE/S	:	SCHEDULE OF FEES AND CHARGES

<b>A. FOR HOME CONSUMPTION PROVISION</b>		
	KIND OF MARINE PRODUCT	PRESCRIBED FEE
1	Preserved Fish-Iced/Frozen	P10.00 per 10 kilos
2	Crabs, Shrimps, Prawn	
3	Other Fishery Products	
<b>B. FOR COMMERCIAL PURPOSES</b>		
1	Preserved Fish-Iced/Frozen, Salted, Dried, Smoked, Patis	P20.00 per 50 kilos P30.00 per 100 kilos P50.00 per 500 kilos P80.00 per 1000 kilos P100.00 per 1001 kilos above
2	Mother Pearl (MOP) Goldlip	P25.00 per 50 kilos
3	MOP Blacklip	P20.00 per 50 kilos
4	Trocha Shell Smooth	P20.00 per 50 kilos
5	Trocha Shell Rough (Female)	P20.00 per 50 kilos
6	Green Snail Shells	P20.00 per 50 kilos
7	Kapis Shells	P20.00 per 50 kilos
8	Other Shells	P5.00 per sack
9	Trepang or Beche de Mar (Balat)	P20.00 per 50 kilos
10	Dried Star Fish	P20.00 per 50 Kilos
11	Dried Meat of Taklobo	P20.00 per 50 kilos
12	Dried Squid	P20.00 per 50 kilos
13	Dried Seahorse	P20.00 per 50 kilos
14	Dried Shark Fins	P20.00 per 50 kilos
15	Salted Skin of Sea Snake	P20.00 per 50 kilos
16	Tanned Skin (Forgong)	P20.00 per 50 kilos
17	Salted Skin (Sea Snake, Crocodile Reptiles)	P20.00 per 50 kilos
18	Tanned Skin of Sea Snake	P20.00 per 50 kilos
19	Sponge	P20.00 per 50 kilos
20	Seaweeds	P5.00 per sack
21	Bangus Fry	P20.00 per pot or 3,000 fry
22	Mud Crabs (Alimango)	P20.00 per 1-10 kilos P25.00 per 11-50 kilos P35.00 per 51-100 kilos P55.00 per 101-500 kilos
23	Blue Crabs (Lambay)	P15.00 per 10 kilos P20.00 per 11-50 kilos P25.00 per 51-100 kilos P35.00 per 101-500 kilos
24	Banagan (Lobster), Lokon (Prawn) and Pasayan (Shrimps)	P20.00 per 10 kilos P25.00 per 11-50 kilos P35.00 per 51-100 kilos P55.00 per 101-500 kilos
25	Cuttlefish (Kuabotan), Squid (Nokos), and Octopus (Kugita)	P20.00 per 10 kilos P25.00 per 11-50 kilos P35.00 per 51-100 kilos P55.00 per 101-500 kilos
26	All Other Unclassified Marine Products	P2.00 per kilo

**HOW TO AVAIL OF THE SERVICE**

Step	Applicant	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
1	Inquires on the requirements and registration fees	Determines fees depending on the volume fishery products based on the schedule of fees	None	Auxiliary invoice	10 mins.	Graciosa D. Rivera Agricultural Technologist
2		Conducts inspection of fishery products	None	None	25 mins.	Graciosa D. Rivera Agricultural Technologist
3	Pays the corresponding fees at the CEEDO-Collection Unit	Issues Auxiliary Invoice Issues Official Receipt		Official Receipt	15 mins.	Esther P. Lim Admin. Asst. II Rosalina B. Alferez Admin. Asst. II
4	Ready for shipment					
<b>END OF TRANSACTION</b>						

CITIZEN'S CHARTER

CITY AGRICULTURE OFFICE  
(FISHERIES SERVICES)

TYPE OF FRONTLINE SERVICE	:	<b>SECURING FISHING PERMIT CERTIFICATION</b>
SCHEDULE OF AVAILABILITY OF SERVICE	:	MONDAY TO FRIDAY 8:00 AM – 5:00 PM, NO NOON BREAK
WHO MAY AVAIL OF THE SERVICES?	:	FISHERFOLKS OF BISLIG CITY
DURATION OF TRANSACTION	:	5 HOURS AND 15 MINUTES
WHAT ARE THE REQUIREMENTS?	:	1. Barangay Certification 2. Residence Certificate (Sedula) 3. Official Receipt
FEE/S	:	P50.00

HOW TO AVAIL OF THE SERVICE

Step	Applicant	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
1	Proceeds to City Agriculture Office for inquiry of requirements	Provides checklist of requirements with further instructions	None	Checklist of requirements	45 mins.	Graciosa D. Rivera Agricultural Technologist
2	Requests for site verification	Conducts site verification	None	None	4 hours	Graciosa D. Rivera Agricultural Technologist
3	Secures Official Receipt at the CTO-Collection Unit	Issues Official Receipt	P50.00	Official Receipt	15 mins.	Evelyn A. Layno Admin. Officer I Agnes Mildred Q. Esturas Admin. Asst. II Anna Mae A. Ellazo Admin. Aide VI
4	Back to City Agriculture Office	Issues Certification of Fishing Permit	None	Fishing Permit Certification	15 mins.	Graciosa D. Rivera Agricultural Technologist
5	Proceeds to Licensing Division for issuance of Fishing Permit					
<b>END OF TRANSACTION</b>						

CITIZEN'S CHARTER

CITY AGRICULTURE OFFICE  
(FISHERIES SERVICES)

TYPE OF FRONTLINE SERVICE : **AVAILING FISHING BOAT REGISTRATION**  
 SCHEDULE OF AVAILABILITY OF SERVICE : MONDAY TO FRIDAY  
 8:00 AM – 5:00 PM,  
 NO NOON BREAK  
 WHO MAY AVAIL OF THE SERVICES? : FISHERFOLKS OF BISLIG CITY  
 DURATION OF TRANSACTION : 2 HOURS & 48 MINUTES  
 WHAT ARE THE REQUIREMENTS? : 1. Certificate of Ownership  
 2. Postcard picture of the Pumpboat  
 3. Official Receipt  
 4. Residence Certificate (Sedula)  
 5. 2 PCS 2X2 ID Pictures  
 FEE/S : FEE/S, FINES AND PENALTIES

a.	Permit To Operate	P160.00
b.	Change Of Homeport	P160.00
c.	Change Of Vessel Name	P200.00
d.	Deed Of Sale/Change of Ownership	P160.00
e.	Change of Trading Status	P200.00
f.	Change of Engine	P200.00
g.	Certificate of Number	P160.00
h.	Motorboat Operator License	P310.00
i.	Surcharge for Late Renewal of Expired Certificates: i.a Permit to Operate i.b Motorboat Operator License	Total Fees + 25% Total Fees + 25%

**HOW TO AVAIL OF THE SERVICE**

Step	Applicant	Service Provider	Fee/s	Form/s	Duration of Activity	Responsible Person
1	Proceeds to City Agriculture Office for inquiry of checklist of requirements	Provides checklist of requirements	None	Checklist of requirements	40 mins.	Graciosa D. Rivera Agricultural Technologist
2	Requests for ocular inspection of the pumpboat	Conducts ocular inspection to determine gross tonnage, serial number and name of the unit	None	None	1 hour	Graciosa D. Rivera Agricultural Technologist
3	Fills up prescribed forms	Verifies accomplished/ filled-up prescribed forms	None	Forms A, B, C, and D	30 mins.	Graciosa D. Rivera Agricultural Technologist
4	Proceeds to Licensing Division	Prepares billing	None	Tax Order Payment Form	3 mins.	Clemente H. Penados Admin. Officer V Leo B. Cuadra Admin. Officer IV
5	Secures Official Receipt	Issues Official Receipt based on billing prepared by Licensing Division	See above-stated prescribed fees	Official Receipt	5 mins	Leonor R. Clar Admin. Officer IV Alan S. Serenado Admin. Officer I Ildefonsa L. Dominguez Admin. Asst. II
6	Back to Licensing Division	Prepares Fishing Boat Registration	None	Fishing Boat Registration	30 mins.	Clemente H. Penados Admin. Officer V Leo B. Cuadra Admin. Officer IV
7		Approves Fishing Boat Registration				Librado C. Navarro City Mayor
<b>END OF TRANSACTION</b>						