

REPUBLIC OF THE PHILIPPINES
 PROVINCE OF SURIGAO DEL SUR
 MUNICIPALITY OF SERVICE

OFFICE OF THE MUNICIPAL AGRICULTURE

SERVICE PROFILE (FRONTLINE SERVICE)

TYPE OF SERVICE	WHAT SERVICE THE CLIENT CAN AVAIL	PERSON RESPONSIBLE	CLIENTS
Agricultural Service	1. Availing Technical assistance on crops , Livestock, fishery	For crops Dodz,Vecing,Vhil, & Jerem	Bonafide Farmers and Fisherfolks
	2. Availing Technology Transfer to crops. Livestock farmers (Palaycheck System) Season Long.	For livestock, Rudy, bing ,Jerem	
	3. Availing Pest and Diseases control services on crops and Livestock		
	4. Availing High Yielding inbreed , Hybrid Varieties of rice seeds and other High Value Commercial Crops/ fingerlings (tilapia, animal dispersal)		
	5. Availing of Agricultural and Veterinary Supply for Pests and Disease control		
	6. Availing of Mass Blood Sampling to Suspected animals and Large Cattle for Development.		
	7. Availing of Treatment and medication of Crops and Livestock		
	8. Availing of ONE- ON – ONE IEC on Crops and Livestock Services		
	9. Availing of Field Inspection, Certifications and Collection of Rice Seed's Samples for Laboratory Analysis.		
	10. Securing of Veterinary Certificate on Anti/Post Mortem for Large Cattle prior to Slaughtering		
	11. Attend monthly , Bi-monthly scheduled regular meeting to different organization		

12. Employment Assistance		
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TYPE OF SERVICE : **AVAILING TECHNICAL ASSISTANCE ON CROPS, LIVESTOCK AND FISHERY.**

SCHEDULE OF AVAILABILITY OF SERVICES : DAILY

WHO MAY AVAIL OF THE SERVICES : BONAFIDE FARMERS, FISHERFOLKS, LIVESTOCK GROWERS IN THE MUNICIPALITY.

How to avail the service?

Step	ACTIVITY		DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORM
	APPLICANT/ CLIENT	SERVICE PROVIDER				
1	Inform Officer of the Day Regarding the problems	The Officer of the Day will refer the client to the concern Agricultural Technologist (AT) of a certain sector	15 Minutes	For crops (Dodz,Vising,Vil,Jerem) For Livestock (Rudz,Bing,Jerem)		
2	Proceed to concern AT and explain about his/her problems	Conduct interview and gather information regarding his/her problem	20 Minutes	For crops (Dodz,Vising, Vil, Jerem) For Livestock (Rudz,Bing, Jerem)		
3		The Technician concern will prescribed the problem presented by the clients	15 Minutes	-do-		
4	Comply the prescription of the AT.	Give instructions to Clients to go back after complying the prescription	10 Minutes	-do-		
5	Inform the concern AT the availability of the prescription	Actual application of the solution of the problem	6 hours	For Crops (Dodz,Vising,Jerem) For Livestock (Rudz,Bing, Jerem)		

TYPE OF SERVICE : **AVAILING OF TECHNOLOGY TRANSFER TO CROPS LIVESTOCK FARMERS (PALAY CHECK SYSTEM) SEASON LONG**

Schedule of Availability : Daily

Who may avail of the services : Bonafide Farmers, Fisherfolks, livestock growers in our municipality

HOW TO AVAIL THE SERVICE?

Step	ACTIVITY		DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORM
	APPLICANT/ CLIENT	SERVICE PROVIDER				
1	Officer/member of any farmers, fisherfolks, livestock growers association their intention to avail specific trainings no. of pax. No. of days to the AT assigned in their barangay.	Agricultural Tech. where the intention request for training came from would prepare a training design that suit to the clients needs	15 minutes	For Crops (Dodz, Vising, Vil, Jerem) For Livestock (Rudz, Bing, Jerem) For Fishery: Jerem		
2	Comply all necessary requirements	AT will inform and set exact schedule of the seminar	15 minutes	-do-		
		AT concern prepare the Venue and set the program and invitation	15 minutes	-do-		
		AT concern prepare Post Seminar Report	20 minutes	-do-		

Type of Service : **Availing of Pest and Diseases Control Services on Crops and Livestock**

Schedule of Availability : Daily

Who may avail of the services : Bonafide Farmers, Fisherfolks, livestock growers in our municipality

HOW TO AVAIL THE SERVICE ?

Step	ACTIVITY		DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORM
	APPLICANT/ CLIENT	SERVICE PROVIDER				
1	Inform Officer of the day regarding the problem	The officer of the Day will refer the client to the concern AT.	15 minutes	For Crops (Dodz,Vising,Vil,Jerem) For Livestock(Rudz,Bing,Jerem)		
2	Proceed to the concern AT and explain about his/ her problems	Conduct interview and gather information regarding his/her problem	15 minutes	-do-		
		AT concern conduct ocular /site inspection for accurate prescription	10 minutes	-do-		
		AT concern will prescribed the problem presented by the clients	15 minutes	-do-		
3	Comply the prescription of the AT	Give instructions to client to go back after complying the prescription.	10 minutes	-do-		
4	Inform the concern AT the availability of the prescription	Actual application of the solution of the problem	10 minutes	-do-		
		AT concern will administer again 3-4 days after if necessary				

Type of Service : **Availing High Yielding Inbreed, Hybrid varieties of Rice Seeds and other High Value Commercial Crops/Fingerlings and animal Dispersal**

Schedule of Availability : Daily

Who may avail of the services : Bonafide Farmers, Fisherfolks, livestock growers in our municipality

HOW TO AVAIL THE SERVICE?

Step	ACTIVITY		DURATION OF ACTIVITY	PERSON IN-CHARGE	FEEES	FORM
	APPLICANT/ CLIENT	SERVICE PROVIDER				
1	Inform Officer of the day regarding the problem	The officer of the Day will refer the client to the concern AT.	15 minutes	For Crops (Dodz,Vising, Vil & Jerem) ForLivestock (Rudz,Bing,Jerem)		
2	Proceed to the concern AT and explain about his/ her problems	Conduct interview and gather information regarding his/her problem	15 minutes	-do-		
		AT concern will interview the client and respond according to their needs whether they are masterlisted farmers or not	10 minutes	-do-		
		AT concern will collect 50% payment for inbreed/hybrid seed	15 minutes	-do-		
3	Comply the instruction of the AT	Give instructions to client to go back after complying the instruction	10 minutes	-do-		
		Inform client the availability of the inbreed, hybrid seed	10 minutes	-do-		
4	Get the desired inbreed/hybrid variety/Specie and signed required documents	Issue a release slip	8 minutes	-do-		

Type of Service : **Availing of Agricultural and Veterinary Supply for Pest and Diseases Control**
 Schedule of Availability : Daily
 Who may avail of the services : Bonafide Farmers, Fisherfolks, livestock growers in our municipality

HOW TO AVAIL THE SERVICE ?

Step	ACTIVITY		DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORM
	APPLICANT/ CLIENT	SERVICE PROVIDER				
1	Inform Officer of the Day regarding the problem	Officer of the day will refer the client to the concern AT	15 minutes	For Crops (Dodz,Vising,Vil,Jerem For Livestock(Rudz,Bing,Jerem)		
2	Proceed to the concern AT and explain about his/her problem	Conduct interview and gather information regarding his/her problem	15 minutes	-do-		
3		Technician Concern will actually conduct ocular inspection to have an accurate prescription and dosage	10 minutes	-do-		
	Comply the instruction of the concern AT	Actual application of the supply	8 minutes	-do-		
4	Observe the effect of applied veterinary/agricultural supply	Determine for the second dose if needed	8 minutes	-do-		
		End of the Transaction				

Type of Service : **Availing of Mass Blood Sampling to Suspected Animals and Large Cattle for development**

Schedule of Availability : Daily

Who may avail of the services : Bonafide Farmers, livestock growers in our municipality

HOW TO AVAIL THE SERVICE?

Step	ACTIVITY		DURATION OF ACTIVITY	PERSON IN-CHARGE	FEEs	FORM
	APPLICANT/ CLIENT	SERVICE PROVIDER				
1	Submit their Animal/s for the collection of blood sample for analysis	Inform all Large cattle owner the schedule per barangay	15 minutes	For Livestock (Rudz,Bing,Jerem)	P100.00 for Slaughter only	
2	Large Cattle/Animals should be brought to designated area	Collect blood Sample	15 minutes	-do-		
3	Observe instruction to avoid unwanted effect/result	Give instructions to cattle owner	6 minutes	-do-		
	Comply the instruction of the concern AT	Furnish result to the cattle owner	6 minutes	-do-		
4		Prescribe biologic base on the result	5 minutes	-do-		
5	Inform AT availability of Biologics	Actual application of biologics	15 minutes	-do-		
6	Observe the effect/result	Determine for second dose	5	-do-		

End of the Transaction

Type of Service : **Availing of Treatment and medication of Crops and Livestock**

Schedule of Availability : Daily

Who may avail of the services : Bonafide Farmers, livestock growers in our municipality

HOW TO AVAIL THE SERVICE?

Step	ACTIVITY		DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORM
	APPLICANT/ CLIENT	SERVICE PROVIDER				
1	Inform Officer of the day regarding the problems	The Officer of the day will refer the client to the concern AT	15 minutes	For Livestock (Rudz,Bing,Jerem) For Crops (Dodz,Vising, Jerem)		
2	Proceed to concern AT and explain about his/her problems	Conduct interview and gather information regarding his/her problem	15 minutes	-do-		
3		AT concern will conduct actual survey the status of their crops/livestock for diagnosis	15 minutes	-do-		
	Comply the prescription of the concern AT	Concern AT prescribe base on his/her diagnosis	6 minutes	-do-		
4		Prescribe biologic base on the result	5 minutes	-do-		
5	Inform AT availability of Biologics	Actual application of biologics	15 minutes	-do-		
6	Observe the effect/result	Determine for second dose	5	-do-		

End of the Transaction

Type of Service : **Availing of One-On-One IEC on Agricultural Services**
 Schedule of Availability : Daily
 Who may avail of the services : Bonafide Farmers, livestock growers in our municipality

HOW TO AVAIL THE SERVICE?

Step	ACTIVITY		DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORM
	APPLICANT/ CLIENT	SERVICE PROVIDER				
1	Inform Officer of the day regarding the problems	The Officer of the day will refer the client to the concern AT	15 minutes	For Crops (Dodz,Vising, Jerem)		
2	Proceed to Agricultural Technologist	Agricultural Technologist inform the client the schedule of IEC on venue/date	15 minutes	-do-		
3	Adhere to the schedule set by AT venue/date	Agricultural Technologist give an actual One-On-One info. Campaign on agricultural related issues	30 minutes/ session	-do-		
4	Apply in his own farm information acquired	Conduct monitoring and evaluation of all farmers attended IEC campaign	15 minutes/ session	-do-		
4		Prepare and submit the result of evaluation for analysis	35 minutes	-do-		

End of the Transaction

Type of Service : **Availing of Field Inspection, Certification and Collection of Rice Seeds Samples for Laboratory Analysis.**

Schedule of Availability : Daily

Who may avail of the services : Bonafide Farmers, livestock growers in our municipality

HOW TO AVAIL THE SERVICE?

Step	ACTIVITY		DURATION OF ACTIVITY	PERSON IN-CHARGE	FEEES	FORM
	APPLICANT/ CLIENT	SERVICE PROVIDER				
1	Seed growers ask the Seed Inspector the availability of Foundation, Registered Seed	Seed Inspector inquire Phil rice the availability of Foundation, Registered Seed	15 minutes	For Crops (Dodz,)		
2	Coordinate with S.I. for preliminary field inspection	Conduct preliminary field inspection	30 minutes	-do-		
3	20 days after preliminary inspection S.G. will coordinate the S.I. for final field Inspection	Conduct final field inspection and issue Field Inspection Certification Report	30 minutes/session	-do-	P 50.00 (for verification to RSQCS)	
4	Inform S.I that after harvest the seed have already reblow ,rebag, at 40 kg. with 14% m.c.,	Inspect And collect 1 kilo seed sample for analysis	15 minutes/ session	-do-		
5		Submit seed sample to Regional Seed Quality Control Services	35 minutes	-do-		
6		Get the result and tags of Seed sample to RSQCS	20 minutes	-do-		
7	Coordinate with S.I	Put approved Tag in every bag with the Seed Growers				

End of the Transaction

Type of Service : **Securing of Veterinary Certificate on Anti/Post Mortem for Large Cattle prior to Slaughtering**

Schedule of Availability : Daily

Who may avail of the services : Bonafide Farmers, livestock growers in our municipality

HOW TO AVAIL THE SERVICE?

Step	ACTIVITY		DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORM
	APPLICANT/ CLIENT	SERVICE PROVIDER				
1	Inform Officer of the day regarding the problem	The officer of the day will refer the client to the concern A.T	15 minutes	For Livestock: (Rudz,Jerem)		
2	Proceed to the concern AT and explain about his/her purpose	Inspect/verify the authenticity of the documents presented	10 minutes	-do-		
3	Pay to the Treasurer's Office the required payments	Collect Blood Sample and submit to MHO for analysis/fit for human consumption	30 minutes/ session	-do-	P 50.00	
4		Prepare required documents and facilitate for approval	15 minutes/ session	-do-		
5	Submit the animal(s) for slaughter in designated slaughtering area/slaughter House	Inspect the animal for slaughter with the PNP representative	35 minutes	-do-		
6	Coordinate with the inspection team	Post mortem inspection /fit for human consumption	20 minutes	-do-		

End of the Transaction

Type of Service : **Availing Treatment, Vaccination, Deworming, Castration of Small and Large Cattle**

Schedule of Availability : Daily

Who may avail of the services : Bonafide Farmers, livestock growers in our municipality

HOW TO AVAIL THE SERVICE?

Step	ACTIVITY		DURATION OF ACTIVITY	PERSON IN-CHARGE	FEEES	FORM
	APPLICANT/ CLIENT	SERVICE PROVIDER				
1	Inform Officer of the day regarding the problem	The officer of the day will refer the client to the concern A.T	15 minutes	For Livestock: (Rudz,Jerem)		
2	Proceed to the concern AT and explain about his/her purpose	Inspect/verify the animal for treatment, vaccination, deworming and castration then prescribe necessary biologics	10 minutes	-do-		
3	Purchase drug/biologics prescribed by AT	Actual treatment, vaccination, deworming, castration of the animal.	30 minutes	-do-		
4	Inform the AT concern the status of the animal	Determine the status of the animals for the second dose if necessary	15 minutes	-do-		

End of the Transaction

Type of Service : **Employment Assistance**

Schedule of Availability : Daily

Who may avail of the services : All Constituents in our municipality

HOW TO AVAIL THE SERVICE?

Step	ACTIVITY		DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORM
	APPLICANT/ CLIENT	SERVICE PROVIDER				
1	Inform Officer of the day regarding the purpose	The officer of the day will refer the client to the PESO Manager	15 minutes	For Livestock: (Rudz,Mayor)		
2	Proceed to the concern PESO Manager and explain about his/her purpose	Requiring the client to comply the needed documents	10 minutes	-do-		
3	Comply needed documents	Consulate all documents before submission for approval of the Mun Mayor.	30 minutes	-do-		
4	Waiting for the approval from DOLE	Submit all documents to DOLE Butuan City for Approval	15 minutes	-do-		

End of the Transaction