



City Agriculture Office Frontline Services



1. Issuance of Certification for Fruits Seedlings/ Ornamental Plants/ Crop/ Agri-products

This document prescribes the conditions to be complied with by the traveler for the maintenance of quality and sustainability of the product for the intended purposes. This is also a requirement for a client to transport a quantity of fruit seedlings outside the area of responsibility of the Panabo City. Moreover, this certification is being issued to verify the product's place of origin.

Office or Division:	City Agriculture Office (CAGRO) - Agricultural Development Section			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Government Issued Identification Card		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Government Issued Identification Card and undergo an interview at City Agriculture Office *Make sure to secure Order of payment that will be issued	1. Conducts interview to client	Certification - PHP100.00 / copy	20 Minutes	<i>Agriculturist I- CAGRO (Agricultural Development Section)</i>
	1.1 Issues order of Payment if all required documents were given		2 Minutes	
	1.2 Directs client to the City Treasurer's office for payment		2 Minutes	
	1.3 Starts Processing the request		6 Minutes	
2. Go to the City Treasurer's Office, secure priority number at queuing	2. Receives and verifies order of payment issued by the City	None	40 Minutes	<i>Revenue Collection Clerk III CTO</i>



<p>machine and wait for the number to be called to pay assigned fees; Show the Order of Payment</p> <p>2.1 Return to the City Agriculture Office and present the Official Receipt for the releasing of certification</p> <p>* Make sure to sign the logbook upon receipt of certification</p>	<p>Agriculture Office; Collect payments and issue an Official Receipt</p> <p>2.1 Receives, verifies, photocopy, and record Official Receipt</p> <p>2.2 Advices client to sign the logbook</p>		<p>3 Minutes</p> <p>2 Minutes</p>	<p><i>Agriculturist I- CAGRO (Agricultural Development Section)</i></p>
<p>3. Claims the requested document</p>	<p>3. Releases/Issues the certification</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Agriculturist – CAGRO (Agricultural Development Section)</i></p>
	<p>TOTAL:</p>	<p>Certification - PHP100.00 / copy</p>	<p>2 Hours, 40 Minutes</p>	



2. Availment of Tissue Cultured Banana Seedlings

Due to the great economic importance of export banana crop, easy handling and storage, the City provides premium Cavendish Tissue cultured plantlets and other Banana species with a cost and meets the standards of high quality propagules.

Office or Division:	City Agriculture Office (CAGRO)- Agricultural and Fisheries Research Section			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Fill out the Booking Form		City Agriculture Office		
Registry System for Basic Sector in Agriculture (RSBSA) Registered		City Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the Booking Form and submit complete documentary requirements at City Agriculture Office *Make sure to secure Order of payment that will be issued	1. Receives and reviews booking Form and documentary requirements	Cavendish Plantlets- PHP18.00/ plantlet	10 Minutes	<i>Agriculturist I– CAGRO (Agricultural Development Section)</i>
	1.1 Communicate with the Tissue Laboratory staff to confirm the availability of Plantlets, and secure pre-order booking	Lakatan Plantlets- PHP18.00/ plantlet Cardava Plantlets- PHP25.00/ plantlet	10 Minutes	
	1.2 After placement of order, advices client to pay 30% of the total amount to be paid; Issue an	Meristem- PHP12.00/ plantlet	3 Minutes	



	<p>order of Payment</p> <p><i>*The remaining 70% balance is to be paid upon the release of plantlets on the agreed schedule</i></p> <p>1.3 Directs client to the City Treasurer's office for payment</p>		2 Minutes	
<p>2. Go to the City Treasurer's Office, secure priority number at queuing machine and wait for the number to be called to pay assigned fees; Show the Order of Payment</p> <p>2.1 Return to the City Agriculture Office and present the Official Receipt; Wait for confirmation of releasing schedule</p> <p>* Make sure to secure Withdrawal Slip</p>	<p>2. Receives and verifies order of payment issued by the City Agriculture Office; Collect payments and issue an Official Receipt</p> <p>2.1 Receives, verifies, photocopy, and record Official receipt; Advices client on the date of releasing schedule</p> <p>2.3 Issues Withdrawal Slip</p>	None	<p>2 Hours</p> <p><i>*Depends on the number of payee queuing</i></p> <p>3 Minutes</p> <p>2 Minutes</p>	<p>Revenue Collection Clerk III CTO</p> <p>Agriculturist I CAGRO (Agricultural Development Section)</p>
<p>3. Waiting time for the releasing of Plantlets</p>	<p>3. Tissue Laboratory prepares order (From Tissue culture to 4-5 leaves plantlet)</p>	None	3 Months	<p>Agriculturist II and/or Tissue Laboratory In-charge CAGRO (Agricultural Development Section)</p>



	<p>*Waiting time depends upon the number of bookings and orders</p> <p>3.1 Inform the client when it is available</p>			
4. Presents withdrawal slip to assigned Laboratory Staff and claim the seedlings/Plantlets.	4. Guides the farmer in the releasing/ withdrawal of Seedlings.	None	1 Hour	<i>Agriculturist II and/or Tissue Laboratory In-charge – CAGRO (Agricultural Development Section)</i>
	TOTAL:	<p>Cavendish Plantlets- PHP18.00/ plantlet</p> <p>Lakatan Plantlets- PHP18.00/ plantlet</p> <p>Cardava Plantlets- PHP25.00/ plantlet</p> <p>Meristem- PHP12.00/ plantlet</p>	3 Months, 3 Hours, 30 Minutes	



3. Availment of Livestock Dispersal Program (Small/Large Animals)

The program aims to improve the social and economic welfare of the communities particularly the indigents by providing an additional source of income for the household. Through the program, exploitation of natural resources within the reservation was minimized and many communities were participating in the program to sustain their basic needs. The program concept provides for a payback scheme wherein qualified beneficiaries are required to return off- springs (upon successful farrowing) as part of the agreement.

Office or Division:	City Agriculture Office (CAGRO)–Livestock Section			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Intent (1 original or 1 photocopy)		Client		
Registry System for Basic Sector in Agriculture (RSBSA) Registered		City Agriculture Office		
CEDULA (1 photocopy)		Barangay Hall, City Treasurer’s Office		
2x2 I.D Colored Picture (2pcs)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of Intent and complete documentary requirements at City Agriculture Office	1. Receives the letter of intent and review documentary requirements	None	5 Minutes	<i>Agriculturist I</i> CAGRO (Livestock Section)
1.1 Present the RSBSA number (if registered) or Fill out RSBSA Form (if not registered)	1.1 Verifies RSBSA registration number		20 Minutes	
	1.2 Verifies the availability of the requested livestock at City		5 Minutes	



	Agri-demo Center. Once confirmed Livestock's availability, 1.4 Advise client for the conduct of site validation			
2. Waiting time for site Validation	2. Conducts On Site Validation 2.1 Approves the Application	None	2 Hours 5 Minutes	<i>Agriculturist I</i> CAGRO (Livestock Section)
3. Sign Dispersal Memorandum of Agreement (MOA) and have it Notarized 3.1 Submit the Memorandum of Agreement (MOA) once done Notarization. 3.2 Undergo briefing session of dispersal contract to be conducted by City Agriculture Office * Make sure to secure Withdrawal Slip	3. Prepares the Memorandum of Agreement 3.1 Receives a copy of the Memorandum of Agreement (MOA) 3.2 Conducts briefing session of dispersal contract 3.3 Issues Withdrawal Slip	None	5 Days 2 Minutes 30 Minutes 3 Minutes	<i>Administrative Officer I</i> SPO <i>Agriculturist I</i> CAGRO (Livestock Section) <i>Agriculturist I</i> CAGRO (Livestock Section) <i>Agriculturist I</i> CAGRO (Livestock Section)
4. Present Livestock withdrawal slip and receive the requested stocks.	4. Issues City Agri-Demo Center withdrawal Slip and releases the requested Stocks	None	35 Minutes	<i>Animal Keeper/</i> <i>Agriculturist I-</i> CAGRO (Livestock Section)
	TOTAL:	None	5 Days, 3 Hours, 40 Minutes	



4. Availment of Natural Heat Artificial Insemination on Swine

Artificial insemination (AI) in swine, while not a new technique, is a tool that works only if managed and used properly. Artificial insemination requires a higher level of management than natural service mating systems. With the proper techniques and careful estrous detection and patience, artificial insemination has many advantages. Perhaps the greatest advantage is that A.I permits more extensive use of new, superior genetics at a potentially lower cost.

Office or Division:	City Agriculture Office (CAGRO)–Livestock Section			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Order Slip		City Agriculture Office		
Official Receipt		City Treasurer’s Office		
Registered System on Basic Agriculture Sector (RSBSA) Registered		City Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements at City Agriculture Office	1. Receives and reviews the documentary requirements	Artificial Insemination PHP100.00 / swine	10 Minutes	<i>Agriculturist I</i> CAGRO (Livestock Section)
*Make sure to secure Order of payment that will be issued	1.1 Issues the order of Payment if all required documents were given		3 Minutes	
	1.2 Directs the client to the City Treasurer’s office for payment		2 Minutes	



	1.3 Starts Processing the request		15 Minutes	
2. Go to the City Treasurer's Office, secure priority number at queuing machine and wait for the number to be called to pay assigned fees; Show the Order of Payment	2. Receives and verifies order of payment issued by the City Agriculture Office; Collect payments and issue an Official Receipt	None	40 Minutes	<i>Revenue Collection Clerk III</i> CTO
2.1 Submit Official to City Agriculture Office	2.1 Prepares for Artificial insemination (A.I) Paraphernalia		1 Hour	<i>Agriculturist I/</i> <i>Animal Keeper</i> CAGRO (Livestock Section)
	2.2 Collects Boar Semen		1 Hour	
	2.3 Inform client for the schedule of artificial Insemination			
3. Received the service	3. Conducts Artificial Insemination	None	2 Hours	<i>Agriculturist I</i> CAGRO (Livestock Section)
	TOTAL:	Artificial Insemination PHP100.00 / swine	6 Hours, 30 Minutes	



5. Availment of Natural Heat Artificial Insemination on Livestock (Small/Large Animals)

Artificial insemination on small and large animals is the technique in which semen with living sperms is collected from the male and introduced into the female reproductive tract at proper time with the help of instruments. This has been found to result in a normal offspring. In this process, the semen is inseminated into the female animal by placing a portion of it either in a collected or diluted form into the cervix or uterus by mechanical methods at the proper time and under most hygienic conditions.

Office or Division:	City Agriculture Office (CAGRO)–Livestock Section			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registry System for Basic Sector in Agriculture (RSBSA) Registered		CAGRO		
Artificial Insemination Chute		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Approved RSBSA and undergo an interview at City Agriculture Office	1. Verifies the submitted RSBSA and interview client for the status of the animal	None	35 Minutes	<i>Agriculturist I</i> CAGRO (Livestock Section)
1.1 Sign the designated logbook	1.1 Advices Client to sign the logbook		20 Minutes	<i>Agriculturist I / Animal Keeper</i> CAGRO (Livestock Section)
	1.2 Prepares Paraphernalia for Artificial Insemination		1 Hour	



2. Prepare the Artificial Insemination Chute	2. Conducts Pregnancy Diagnosis 2.1 Inform client thru call or text for the schedule of the Artificial Insemination	None	45 Minutes	<i>Agriculturist I</i> CAGRO (Livestock Section)
3. Waiting time for the schedule of Artificial Insemination	3. Conducts Artificial Insemination	None	2 Hours	<i>Agriculturist I</i> CAGRO (Livestock Section)
	TOTAL:	None	4 Hours, 40 Minutes	



6. Availment of Estrous Synchronization/Pregnancy Diagnosis (Small/Large Animals)

Pregnancy Diagnosis is an essential part of fertility management. Early detection of pregnancy allows early recognition and treatment of problems. Detecting animals that have been inseminated returning to heat is the most cost effective method of early detection of non-pregnancy.

Office or Division:	City Agriculture Office (CAGRO)–Livestock Section			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter/Barangay resolution (1pc original copy)		Client/Barangay Hall		
Registry System on Basic Agriculture Sector (RSBSA) Registered		City Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit Request letter/ Barangay resolution	1. Receives the Request letter/ Barangay resolution, and fill out the logbook for schedule	None	5 Minutes	<i>Agriculturist I</i> CAGRO (Livestock Section)
	1.1 Advices client that they will be notified via phone call or text message for schedule		3 Minutes	
* Make sure to secure order of payment	1.2 Notifies the client		2 Minutes	<i>Agriculturist I/ Animal Keeper</i> CAGRO (Livestock Section)
	1.3 Issue order of payment and			



	direct client to the City Treasurer's Office for payment			
2. Go to the City Treasurer's Office, secure priority number at queuing machine and wait for the number to be called to pay assigned fees; Show the Order of Payment	2.Receives and verifies order of payment issued by the City Agriculture Office; Collect payments and issue an Official Receipt	Pregnancy Diagnosis - PHP100.00/ animal	40 Minutes	<i>Revenue Collection Clerk III– City Treasurer's Office</i>
2.1 Submit Official to City Agriculture Office	2.1 Receives Official receipt and record; Prepares Paraphernalia for Estrous Synchronization & Pregnancy Diagnosis		1 Hour	<i>Agriculturist I/ Animal Keeper – City Agriculture Office (Livestock Section)</i>
3. Prepare A.I Chute	3. Conducts On Site Pregnancy Diagnosis/ Estrous Synchronization	None	2 Hours	<i>Agriculturist I– City Agriculture Office (Livestock Section)</i>
3.1 Received the Service				
	TOTAL:	Pregnancy Diagnosis - PHP100.00/ animal	5 Hours, 10 Minutes	



7. Issuance of Permit to Operate for Marine Fish Cage Operation (New Application)

Panabo City Mariculture Park is a demarcated area for fauna and flora culture within the Panabo waters. The need to manage the Panabo City Mariculture Park (PCMP) is a vital piece of its development considering that the numbers of fish cages are increasing, thus, registration and licensing must be done for the regulation of such aquaculture activities and in accordance to the City Ordinance 14-12 mandate.

Office or Division:	City Agriculture Office (CAGRO)– Fishery Section			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Intent (1pc original)		Client		
Application Form		City Agriculture Office		
Fishery I.D (1 photocopy back to back)		City Agriculture Office		
Barangay Clearance (Original Copy)		Barangay Hall		
CEDULA (1 photocopy)		Client, Barangay Hall, City Treasurer’s Office		
City Fisheries and Aquatic Resources Management Council Certification (1pc original)		Client/ City Fisheries and Aquatic Resources Management Council (CFARMC) Office		
Official Receipt of fees & Payment (Original or photocopy)		City Treasurer’s Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements, and undergo a brief orientation relating to Mariculture Operation and Application Processes at City	1. Receives and reviews requirements, and conduct a brief orientation relating to Mariculture Operation and	None	30 Minutes	<i>Aquaculturist I</i> CAGRO (Fishery Development Section)



<p>Agriculture Office</p> <p>*Make sure to secure Order of payment that will be issued</p>	<p>Application Processes</p> <p>1.1 Issues the order of Payment if all required documents were given</p> <p>1.2 Directs client to the City Treasurer's office for payment</p>		<p>3 Minutes</p> <p>2 Minutes</p>	
<p>2. Go to the City Treasurer's Office, secure priority number at queuing machine and wait for the number to be called to pay assigned fees; Show the Order of Payment</p> <p>2.1 Submit official receipt of application to City Agriculture Office</p>	<p>2. Receives and verifies the order of payment issued by the City Agriculture Office; Collect payments and issue an Official Receipt</p> <p>2.1 Receives, verifies, photocopy, and record the Official receipt</p> <p>2.2 Advices client that they will be notified via phone call or text message upon the approval of the application</p> <p>Backroom Activities:</p>	<p>Application Fee- PHP100.00/ application</p>	<p>40 Minutes</p> <p><i>*Depends on the number of payee queuing</i></p> <p>5 Minutes</p> <p>5 Minutes</p> <p>5 Days</p>	<p><i>Revenue Collection Clerk III CTO</i></p> <p><i>Aquaculturist I CAGRO (Fishery Development Section)</i></p> <p><i>Aquaculturist I CAGRO (Fishery Development</i></p>



	<p>2.3 The PCMP-TWG Secretariat will arrange and prepare for the meeting (Sends communication to 14 members of the PCMP-TWG)</p> <p>2.4 Panabo City Mariculture Park-Technical Working Group (PCMP-TWG) will conduct a meeting and evaluates the application; After which, a resolution will be crafted endorsing the application to Executive Management Council (EMC) for approval</p> <p>2.5 The Secretariat will draft the minutes of the meeting and the resolution/s</p> <p>2.6 Preparation for Executive Management Council (EMC) meeting</p> <p><i>*The PCMP-TWG</i></p>		<p>4 Hours</p> <p><i>*The conduct of Panab City Mariculture Park-Technical Working Group (PCMP-TWG) depends on the number of application to evaluated and agenda to be discussed.</i></p> <p>1 Day</p> <p>5 Days</p>	<p>Section)</p> <p>Panabo City Mariculture Park-Technical Working Group (PCMP-TWG)</p> <p>Aquaculturist I CAGRO (Fishery Development Section)</p> <p>Aquaculturist I CAGRO (Fishery Development Section)</p>
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	<p><i>Chairman will function as the secretariat of the (EMC) meeting</i></p> <p>2.7 The Executive Management Council (EMC) will conduct a meeting and approve the applications</p> <p>2.7 Upon the approval of the application, the License issuing officer of City Agriculture Office will draft the Notice of Approval to be endorsed and signed by the City mayor</p> <p>2.8 Signing of the Notice of Approval</p>		<p>4 Hours</p> <p>20 Minutes</p> <p>1 Day</p> <p><i>*Depends upon the availability of the City Mayor</i></p>	<p>Executive Management Council (EMC)</p> <p><i>Aquaculturist I</i> CAGRO (Fishery Development Section)</p> <p><i>City Mayor</i> Office of the City Mayor</p>
<p>3. Receive the Notice of Approval and order of payment, and pay the required fees at the window 2 of the City Treasurer's office</p>	<p>3. Notifies the client thru phone call or text message regarding the approval of their application</p> <p>3.1 Issues/ serves the Notice of Approval, and Issues Order of Payment; Direct client to the City Treasurer's Office</p>		<p>10 Minutes</p> <p>10 Minutes</p>	<p><i>Aquaculturist I</i> CAGRO (Fishery Development Section)</p> <p><i>Aquaculturist I</i> CAGRO (Fishery Development Section)</p>



	for the payment			
4. Go to the City Treasurer's Office, secure priority number at queuing machine and wait for the number to be called to pay assigned fees; Show the Order of Payment	4. Receive and verify the order of payment issued by the City Agriculture Office; Collect payments and issue an Official Receipt	Permit to operate- PHP1,100.00/ unit per year, Mayor's Permit - PHP400.00,	2 Hours <i>*Depends on the number of payee queuing</i>	<i>Revenue Collection Clerk III CTO</i>
4.1 Submit the Official Receipt of the following payment: permit to operate, Mayor's permit, Fishery License I.D, Garbage Fee and construction fee	4.1 Receive, verify, photocopy, and record the Official receipt	Fishery License I.D - PHP110.00/ I.D, Garbage Fee - PHP 100.00	5 Minutes	<i>Aquaculturist I-City Agriculture Office (Fishery Development Section)</i>
4.2 Waiting for the releasing of Permit to Operate and Business Permit	4.2 Advices client that they will be notified via phone call or text message for the for the releasing of Permit to Operate and Business Permit	Construction fee - PHP50.00	5 Minutes	<i>Aquaculturist I-City Agriculture Office (Fishery Development Section)</i>
5. Waiting for the releasing of Permit to Operate and Business Permit	5. Prepares the Permit to Operate and have it signed by the City Agriculturist 5.1 Endorses the Permit to Operate to the City Mayor's Office and have it signed by the City Mayor	None	1 Hour 1 Day <i>*Depends upon the availability of the City</i>	<i>Aquaculturist I CAGRO (Fishery Development Section)</i> <i>City Mayor Office of the City Mayor</i>



	<p>5.2 Endorses the photocopy of approved Permit to Operate attached with all the documentary requirements to Business Permit Licensing Section (BPLS) Office for the drafting of Business Permit</p> <p>5.3 Prepares the Business Permit</p> <p>5.4 Notifies the client thru phone call or text message to claim the Business Permit and Permit to Operate</p>		<p><i>Mayor</i></p> <p>10 Minutes</p> <p>3 Days</p> <p>10 Minutes</p>	<p><i>Aquaculturist I</i> CAGRO (Fishery Development Section)</p> <p><i>Administrative Officer I-</i> <i>Business Permit Licensing Section (BPLS) Office</i></p> <p><i>Aquaculturist I</i> CAGRO (Fishery Development Section)</p>
<p>6. Receives the Business Permit and submit a photocopy of it to City Agriculture Office</p> <p>6.1 Receives the Permit to Operate.</p>	<p>6. Releases the Business Permit</p> <p>6.1 Receives the photocopied Business Permit and releases the Permit to Operate and Advises client that they will be notified via phone</p>		<p>10 Minutes</p> <p>10 Minutes</p>	<p><i>Administrative Officer I</i> <i>Business Permit Licensing Section (BPLS) Office</i></p> <p><i>Aquaculturist I</i> CAGRO (Fishery Development Section)</p>



	<p>call or text message for the issuance of Agreement to Operate</p> <p>6.2 Endorses the photocopy of Permit to Operate, Business Permit, and assigned Fish cage Tag Number to the City Legal Office for the drafting of Agreement to Operate</p> <p>6.3 Drafts the Agreement to Operate; Once done, endorses it back to City Agriculture Office for the client's, City Agriculturist's and City Mayor's signatures</p> <p>6.4 Notifies the client and releases the Agreement to Operate for their signature and have it notarized.</p>		<p>10 Minutes</p> <p>3 Days</p> <p>10 Minutes</p>	<p><i>Aquaculturist I</i> CAGRO (Fishery Development Section)</p> <p><i>Attorney I</i> CLO</p> <p><i>Aquaculturist I</i> CAGRO (Fishery Development Section)</p>
7. Receives the Agreement to Operate for signature and notarization	7. Receives a copy of Agreement to Operate for filing		10 Minutes	<i>Aquaculturist I</i> CAGRO (Fishery Development Section)



7.1 Submits a copy of notarized Agreement to Operate to the City Agriculture Office				
	TOTAL:	Please see schedule of fees	19 Days, 15 Hours, 45 Minutes	

**Compliance to the implementation of City Ordinance No.14-12 to regulate the operation of Fish cage in our Municipal water.*



8. Issuance of Permit to Operate for Marine Fish Cage Operation (Renewal)

Panabo City Mariculture Park is a demarcated area for fauna and flora culture within the Panabo waters. The need to manage the Panabo City Mariculture Park (PCMP) is a vital piece of its development considering that the numbers of fish cages are increasing, thus, registration and licensing must be done for the regulation of such aquaculture activities and in accordance to the City Ordinance 14-12 mandate.

Office or Division:	City Agriculture Office (CAGRO)– Fishery Section	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Letter of Intent (1 original)	Client
	Fishery I.D (1 photocopy back to back)	City Agriculture Office
	Barangay Clearance	Barangay
	CEDULA (1 photocopy)	Client
	City Fisheries and Aquatic Resources Management Council Certification (1pc original)	Client/ City Fisheries and Aquatic Resources Management Council (CFARMC) Office
	Certificate of No Pending Tax (1 pc original)	City Treasurer's office
	Farm Certificate (FAO 214 original)	Bureau of Fisheries and Aquatic Resources- Provincial Fishery Office (BFAR-PFO)
	Old Permit to Operate(1pc photocopy or original)	Client
	Old Business Permit (1pc photocopy or original)	Client/ Business Permit and Licensing Section
	Official Receipt of fees & Payment	City Treasurer's office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit complete documentary requirements at City Agriculture Office</p> <p>*Make sure to secure Order of payment that will be issued</p>	<p>1. Receives and reviews documentary requirements</p> <p>1.1 Issues the order of Payment if all required documents were given</p> <p>1.2 Directs client to the City Treasurer's office for payment</p>	None	<p>30 Minutes</p> <p>3 Minutes</p> <p>2 Minutes</p>	<i>Aquaculturist I</i> CAGRO (Fishery Development Section)
<p>2. Go to the City Treasurer's Office, secure priority number at queuing machine and wait for the number to be called to pay assigned fees; Show the Order of Payment</p> <p>2.1 Submit official receipt of application to City Agriculture Office</p> <p>2.2 Waiting for the approval of the Renewal of Permit to Operate and Business Permit</p>	<p>2. Receives and verifies the order of payment issued by the City Agriculture Office; Collect payments and issue an Official Receipt</p> <p>2.1 Receives, verifies, photocopy, and record the Official receipt</p> <p>2.2 Advices client that they will be notified via phone call or text message upon the approval of the application for renewal of Permit</p>	<p>Application Fee- PHP100.00/ application</p> <p>Permit to operate- PHP1,100.00/ unit per year,</p> <p>Mayor's Permit PHP400.00,</p> <p>Fishery License I.D- PHP110.00/ I.D,</p> <p>Garbage Fee- PHP 100.00</p> <p>Construction</p>	<p>40 Minutes</p> <p><i>*Depends on the number of payee queuing</i></p> <p>5 Minutes</p> <p>5 Minutes</p>	<p><i>Revenue Collection Clerk III</i> CAGRO</p> <p><i>Aquaculturist I</i> CAGRO (Fishery Development Section)</p>



	to Operate and Business Permit	fee-PHP50.00		
3. Waiting for the releasing of Permit to Operate and Business Permit	<p>3. Prepares the Permit to Operate and have it signed by the City Agriculturist</p> <p>3.1 Endorses the Permit to Operate to the City Mayor's Office and have it signed by the City Mayor</p> <p>3.2 Endorses the photocopy of approved Permit to Operate attached with all the documentary requirements to Business Permit Licensing Section (BPLS) Office for the drafting of Business Permit</p> <p>3.3 Prepares the Business Permit</p> <p>3.4 Notifies the client thru phone call or text message to claim the Business Permit and Permit</p>	None	<p>1 Hour</p> <p>1 Day</p> <p><i>*Depends upon the availability of the City Mayor</i></p> <p>10 Minutes</p> <p>3 Days</p> <p>10 Minutes</p>	<p><i>Aquaculturist I</i> CAGRO (Fishery Development Section)</p> <p><i>City Mayor</i> Office of the City Mayor</p> <p><i>Aquaculturist I</i> CAGRO (Fishery Development Section)</p> <p><i>Administrative Officer I-</i> <i>Business Permit Licensing Section (BPLS) Office</i></p> <p><i>Aquaculturist I</i> CAGRO (Fishery Development Section)</p>



	to Operate at the Business Permit Licensing Section (BPLS) Office			
4. Receives the Business Permit and submit a photocopy of it to City Agriculture Office	4. Receives the photocopied Business Permit and releases the Permit to Operate		10 Minutes	<i>Aquaculturist I-City Agriculture Office (Fishery Development Section)</i>
4.2 Receives the Permit to Operate.			10 Minutes	
	TOTAL:	Application Fee- PHP100.00/ application Permit to operate- PHP1,100.00/ unit per year, Mayor's Permit PHP400.00, Fishery License I.D- PHP110.00/ I.D, Garbage Fee-PHP 100.00 Construction fee- PHP50.00	4 Days, 4 Hours, 25 Minutes	

**Compliance to the implementation of City Ordinance No.14-12 to regulate the operation of Fish cage in our Municipal water.*



9. Issuance of Permit for Fishing Boat and Registration of Motorized and Non-Motorized Boat

Registration and Licensing are tools to regulate entry into the fishery that have to be complemented by other measures to regulate fishing activities. Moreover, providing the basis for prioritization in granting of access rights, limiting entry to the municipal fishery, and monitoring of fishing activities, RA 8550 Section 17 to 22 require the annual updating of the registry of municipal fishers and mandate the LGUs to maintain a registry of municipal fishing vessels by type of gear and other vessel particulars. The Registry of municipal fishers serves as the basis for identification of municipal fishers who would be allowed to fish within municipal waters. RA 8550 also explicitly states that registration is not equivalent to a permit to fish, which is provided by a license.

Office or Division:	City Agriculture Office (CAGRO)– Fishery Section	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Barangay Clearance (1 Photocopy or Original copy)	Barangay Hall
	Photocopy of Engine Official Receipt or Certificate of Ownership (1 Photocopy)	Client/ Barangay Hall
	CEDULA (1 Photocopy) & 2x2 I.D Pictures (2pcs)	Client
	City Fisheries and Aquatic Resources Management Council Certification	City Fisheries and Aquatic Resources Management Council Office
	Philippine National Police Maritime Group (PNP-Maritime Group) Clearance (Photocopy or Original)	Philippine National Police Maritime Group (PNP-Maritime Group) Office
	Fishery Identification Card & Admeasurement	City Agriculture Office
	Old Boat Permit (for renewal)	City Agriculture Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit complete documentary requirements at City Agriculture Office</p> <p>*Make sure to secure Order of payment that will be issued</p>	<p>1. Receive and review documentary requirements</p> <p>1.1 Issue the order of Payment if all required documents were given</p> <p>1.2 Direct client to the City Treasurer's office for payment</p>	None	<p>10 Minutes</p> <p>3 Minutes</p> <p>2 Minutes</p>	<i>Aquaculturist I</i> CAGRO (Fishery Development Section)
<p>2. Go to the City Treasurer's Office, secure priority number at queuing machine and wait for the number to be called to pay assigned fees; Show the Order of Payment</p> <p>2.1 Submit official receipt of application to City Agriculture Office</p>	<p>2. Receives and verifies the order of payment issued by the City Agriculture Office; Collect payments and issue an Official Receipt</p> <p>2.2 Receives, verifies, photocopy, and record the Official receipt</p> <p>2.3 Advices client that they will be notified via phone call or text message upon the approval of the application for Boat Permit</p>	<p>Motorized boat - PHP 220.00/ Boat</p> <p>Non-Motorized Boat - PHP55.00 per year,</p> <p>Boat permit - PHP50.00 per year</p>	<p>2 Hours</p> <p><i>*Depends on the number of payee queuing</i></p> <p>5 Minutes</p> <p>5 Minutes</p>	<p><i>Revenue Collection Clerk III</i> CTO</p> <p><i>Aquaculturist I</i> CAGRO (Fishery Development Section)</p>



	<p>2.4 Prepares the Boat Permit and have it signed by the City Agriculturist</p> <p>2.5 Endorses the Boat Permit to the City Mayor's Office and have it signed by the City Mayor</p> <p>2.6 Notify client via phone call or text message for the release of Boat Permit</p>	None	<p>1 Hour</p> <p>1 Day</p> <p><i>*Depends upon the availability of the City Mayor</i></p> <p>10 Minutes</p>	<p><i>Aquaculturist I</i> CAGRO (Fishery Development Section)</p> <p><i>City Mayor- Office of the City Mayor</i></p> <p><i>Aquaculturist I</i> CAGRO (Fishery Development Section)</p>
3.Receives the approved document	3. Releases the approved Boat Permit	None	10 Minutes	<i>Aquaculturist I</i> CAGRO (Fishery Development Section)
	TOTAL:	<p>Motorized boat - PHP 220.00/ Boat</p> <p>Non-Motorized Boat - PHP55.00 per year,</p> <p>Boat permit - PHP50.00 per year</p>	1 Day, 3 Hours, 45 Minutes	



10. Issuance of Fishers License and Fish Worker Identification Card (I.D.)

Registration and Licensing are tools to regulate entry into the fishery that have to be complemented by other measures to regulate fishing activities. Moreover, providing the basis for prioritization in granting of access rights, limiting entry to the municipal fishery, and monitoring of fishing activities, RA 8550 Section 17 to 22 require the annual updating of the registry of municipal fishers and mandate the LGUs to maintain a registry of municipal fishing vessels by type of gear and other vessel particulars. The Registry of municipal fishers serves as the basis for identification of municipal fishers who would be allowed to fish within municipal waters. RA 8550 also explicitly states that registration is not equivalent to a permit to fish, which is provided by a license.

Office or Division:	City Agriculture Office (CAGRO)– Fishery Section			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Clearance (1 original or photocopy)		Barangay Hall		
CEDULA(1pc photocopy)		Client		
City Fisheries and Aquatic Resources Management Council Certification		City Fisheries and Aquatic Resources Management Council Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits complete documentary requirements at City Agriculture Office	1. Receive and review documentary requirements	None	10 Minutes	<i>Aquaculturist I</i> CAGRO (Fishery Development Section) Section)
*Make sure to secure Order of payment that will be issued	1.1 Issue the order of Payment if all required documents were given		3 Minutes	
			2 Minutes	



	1.2 Direct client to the City Treasurer's office for payment			
2. Go to the City Treasurer's Office, secure priority number at queuing machine and wait for the number to be called to pay assigned fees; Show the Order of Payment	2. Receives and verifies the order of payment issued by the City Agriculture Office; Collect payments and issue an Official Receipt	Individual Fishers License- PHP 110.00 for 3 years Association License- PHP 550.00 for 3 years	2 Hours <i>*Depends on the number of payee queuing</i>	<i>Revenue Collection Clerk III</i> City Treasurer's Office
2.1 Submit official receipt of application to City Agriculture Office	2.1 Receives, verifies, photocopy, and record the Official receipt	Partnership & Cooperatives –PHP 1100.00 for 3 years	5 Minutes	<i>Aquaculturist I</i> CAGRO (Fishery Development Section)
	2.2 Advices client that they will be notified via phone call or text message upon the approval of the application for Fishers' License	Fish workers I.D. –PHP 100.00/I.D/ year	5 Minutes	
	2.3 Prepares the Fishers' License and have it signed by the City Agriculturist and endorse to CMO for LCE Approval		1 Hour	<i>Aquaculturist I</i> CAGRO (Fishery Development Section)
	2.4 Approved the Fishers' License		1 Day <i>*Depends</i>	<i>City Mayor</i> Office of the City Mayor



	2.5 Notify client via phone call or text message the release of the Fishers' License		<i>upon the availability of the City Mayor</i>	
3. Receives the approved Fishers' License	3. Releases the approved Fishers' License	None	10 Minutes	<i>Aquaculturist I CAGRO (Fishery Development Section)</i>
	TOTAL:	Individual Fishers License- PHP 110.00 for 3 years Association License- PHP 550.00 for 3 years Partnership & Cooperatives -PHP 1100.00 for 3 years Fish workers I.D. -PHP 100.00/I.D/ year	1 Day, 3 Hours, 45 Minutes	



11. Availment of Fingerlings (Free Dispersal)

In accordance to the Sustainable Development Goal # 2, “Ending Hunger, achieve food security and improve nutrition and promote sustainable agriculture”. Provision of affordable and quality aquaculture inputs such as good quality Tilapia fingerlings and other freshwater fish species; this increases the production of freshwater fish species in Panabo City. With this, the cheapest source of protein (fish) would be availability for all.

Office or Division:	City Agriculture Office (CAGRO)– Fishery Section			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of intent		Client		
Barangay Clearance		Barangay Hall		
Specific Area for fish pond lot		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits complete documentary requirements at City Agriculture Office	1. Receives and verifies the submitted requirements	None	10 Minutes	<i>Aquaculturist I</i> CAGRO (Fishery Development Section)
* Make sure to secure withdrawal slip	1.1 Records the request for reservation; Verifies the availability of the requested fingerlings; and advice client for the conduct of the site validation of pond area		5 Minutes	
	1.2 Conducts On		2 Hours	<i>Aquaculturist I</i>



	Site Validation 1.3 Approves request; Advises client on the date of releasing schedule; Issues withdrawal slip		5 Minutes	CAGRO (Fishery Development Section)
2. Presents withdrawal slip and receives the Fingerlings and sign the receiving form	2. Releases the requested fingerlings	None	4 Hours	<i>Aquaculturist I</i> CAGRO (Fishery Development Section)
	TOTAL:	None	6 Hours & 20 Minutes	



12. Availment of Fingerlings (For Sale)

In accordance to the Sustainable Development Goal # 2, “Ending Hunger, achieve food security and improve nutrition and promote sustainable agriculture”. Provision of affordable and quality aquaculture inputs such as good quality Tilapia fingerlings and other freshwater fish species; this increases the production of freshwater fish species in Panabo City. With this, the cheapest source of protein (fish) would be availability for all.

Office or Division:	City Agriculture Office (CAGRO)– Fishery Section			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form		City Agriculture Office		
Government Issued Identification Card		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Government Issued Identification Card and undergo an interview at City Agriculture Office *Make sure to secure Order of payment that will be issued	1. Verifies the Identification card and conduct an Interview	None	20 Minutes	<i>Aquaculturist I</i> CAGRO (Fishery Development Section)
	1.1 Verifies the availability of the fingerlings and secures booking; Issues the order of Payment		3 Minutes	
	1.2 Direct client to the City Treasurer’s office for payment		2 Minutes	
2. Go to the City Treasurer’s Office, secure priority number at queuing	2. Receives and verifies the order of payment issued by the City	Tilapia Fingerlings Size 14 PHP1.50	2 Hours <i>*Depends on the number of</i>	<i>Revenue Collection Clerk III</i> City Treasurer’s Office



<p>machine and wait for the number to be called to pay assigned fees; Show the Order of Payment</p> <p>2.1 Submit official receipt of application to City Agriculture Office</p> <p>*Make sure to secure Official Receipt that will be issued upon payment</p>	<p>Agriculture Office; Collect payments and issue an Official Receipt</p> <p>2.1 Receives, verifies, photocopy, and record the Official receipt</p> <p>2.2 Advices client for the schedule of releasing and issues the withdrawal slip</p>	<p>per piece</p> <p>Tilapia Fingerlings Size 17 - PHP1.00/ per piece</p> <p>Tilapia Fingerlings Size 22 PHP 80.00 per piece</p> <p>Tilapia Fingerlings Size 24 PHP.50 per piece</p>	<p><i>payee queuing</i></p> <p>5 Minutes</p> <p>5 Minutes</p>	<p><i>Aquaculturist I</i> CAGRO (Fishery Development Section)</p>
<p>3. Present the withdrawal slip and Official Receipt at Tilapia Hatchery</p> <p>3.1 Receives the Fingerlings and sign the receiving form</p>	<p>3. Releases the oxygenated Fingerlings</p>	<p>None</p>	<p>4 Hours</p>	<p><i>Aquaculturist I</i> CAGRO (Fishery Development Section)</p>
	<p>TOTAL:</p>	<p>Tilapia Fingerlings Size 14 PHP1.50 per piece</p> <p>Tilapia Fingerlings Size 17 - PHP1.00/ per piece</p> <p>Tilapia Fingerlings</p>	<p>6 Hours, 25 Minutes</p>	



		Size 22 PHP 80.00 per piece		
		Tilapia Fingerlings Size 24 PHP.50 per piece		



13. Availment of Coconut /Assorted Fruit Seedlings, Vegetables Seeds, Fertilizer and Corn Seed Exchange Program

For the continued production of grains in the hilly parts of the City and as alternative livelihood to farmers raising other plantation crops and continued production of coconuts and replenishment of older stocks and for the localized production of vegetables in the backyards of the Panaboans and available source of food at every table.

Office or Division:	City Agriculture Office (CAGRO)– Agricultural Development Section			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Intent (1pc original or photocopy)		Client		
Barangay Certification (1 pc original copy)		Barangay Hall		
Registry System for Basic Sector in Agriculture (RSBSA) Registered		City Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of intent and other documentary requirements at City Agriculture Office	1. Receives and verifies the submitted requirements	None	10 Minutes	<i>Agriculturist I– CAGRO (Livestock Section)</i>
1.1 Fill out the designated logbook	1.1 Conduct a briefing session of dispersal contract		3 Hours	
	1.2 Verifies the availability of the requested stocks at City Agri-demo Center		1 Hour	
	Conditional Step:			



	<p>If the stocks are available, they will be prepared and assist client for the signing of contract</p> <p>If stocks are not available, client will be notified.</p>			
<p>2. Sign the Contract</p> <p>*Make sure to secure withdrawal slip</p>	<p>2. Approves the Application and prepares contract; Issues City Agri-demo Center withdrawal slip</p>	None	20 Minutes	<i>Agriculturist I– CAGRO (Livestock Section)</i>
<p>3. Presents withdrawal slip and receives all requested Stocks</p>	<p>3. Releases Vegetable & Corn Seeds, Fertilizer, coconut and Fruit seedlings</p>	None	30 Minutes	<i>Agriculturist I– CAGRO (Livestock Section)</i>
	TOTAL:	NONE	6 Hours, 25 Minutes	



14. Availment of Farm Tractor Rentals

This is to provide affordable rental of Farm Machineries specifically on the modern way of pre and post-harvest land preparation to farmers that unable to afford to procure such machineries.

Office or Division:	City Agriculture Office (CAGRO)– Agricultural Development Section			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Government Issued Identification Card		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG		
Registry System on Basic Agriculture Sector (RSBSA) Registered		City Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents the Government Issued Identification Card and undergo an interview at City Agriculture Office *Make sure to secure booking/ reservation *Make sure to secure Order of payment that will be issued	1. Verifies Identification Card and conducts interview 1.1 Records the request for reservation and advice client for the conduct of an Ocular Inspection to be conducted by the Tractor Operator 1.2 Conducts Ocular Inspection 1.3 Issues order	None	30 Minutes 5 Minutes 30 Minutes 5 Minutes	<i>Agriculturist I</i> CAGRO (Livestock Section)



	of Payment upon the advice of the Operator after the conduct of an Ocular Inspection and direct client to pay at the City Treasurer's Office			
<p>2. Go to the City Treasurer's Office, secure priority number at queuing machine and wait for the number to be called to pay assigned fees; Show the Order of Payment</p> <p>*Make sure to secure Official Receipt that will be issued upon payment</p>	<p>2. Receives and verifies the order of payment issued by the City Agriculture Office; Collect payments and issue an Official Receipt</p>	<p>Deep Plowing - PHP4,000.00/ hectare</p> <p>Harrowing - PHP2,000.00/ hectare</p>	<p>2 Hours</p> <p><i>*Depends on the number of payee queuing</i></p>	<p><i>Revenue Collection Clerk III</i> City Treasurer's Office</p>



<p>3. Submit official receipt of application to City Agriculture Office</p>	<p>3. Receives, verifies, photocopy, and record the Official receipt, and set schedule for the Land Preparation activity (Deep Plowing/ Harrowing)</p> <p>3.1 Advise the client that they will be notify of the schedule for the conduct of the Deep Plowing/ Harrowing</p>	<p>None</p>	<p>5 Minutes</p> <p>5 Minutes</p>	<p><i>Agriculturist I</i> CAGRO (Livestock Section)</p>
<p>3. Receives the services</p>	<p>3. Conducts Deep Plowing/ Harrowing</p>	<p>None</p>	<p>3 Days</p>	<p><i>Agriculturist I</i> CAGRO (Livestock Section)</p>
	<p>TOTAL:</p>	<p>Deep Plowing - PHP4,000.00/ hectare</p> <p>Harrowing - PHP2,000.00/ hectare</p>	<p>3 Days, 3 Hours, 20 Minutes</p>	