



## **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.

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| <b>Office or Division:</b>  | City Agriculture Office (CAGRO) - Agricultural Development Section |   |                        |  |
| <b>Classification:</b>  | Simple   |   |                        |  |
| <b>Type of Transaction:</b>   | G2C – Government to Citizen  |   |                        |  |
| <b>Who may avail:</b>   | All  |   |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  | <b>WHERE TO SECURE</b>                          |                        |  |
| Government Issued Identification Card   |  | BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG |                        |  |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>                          | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>  |
| 1. Present the Government Issued Identification Card and undergo an interview at City Agriculture Office<br><br>*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>                          |



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



## 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.

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| <b>Office or Division:</b>  | City Agriculture Office (CAGRO)- Agricultural and Fisheries Research Section  |   |                        |  |
| <b>Classification:</b>  | Highly Technical  |   |                        |  |
| <b>Type of Transaction:</b>   | G2C – Government to Citizen   |   |                        |  |
| <b>Who may avail:</b>   | All   |   |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>WHERE TO SECURE</b>                  |                        |  |
| Fill out the Booking Form   |   | City Agriculture Office                 |                        |  |
| Registry System for Basic Sector in Agriculture (RSBSA) Registered  |   | City Agriculture Office                 |                        |  |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>                  | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>  |
| 1. Fill out the Booking Form and submit complete documentary requirements at City Agriculture Office<br><br>*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   | 10 Minutes             |  |
|   | 1.2 After placement of order, advices client to pay 30% of the total amount to be paid; Issue an                        | Cardava Plantlets- PHP25.00/ plantlet   | 3 Minutes              |  |
|   |   | Meristem- PHP12.00/ plantlet            |                        |  |



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|   | <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>     |



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|   | <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> |
|   | <b>TOTAL:</b>   | <p><b>Cavendish Plantlets- PHP18.00/ plantlet</b></p> <p><b>Lakatan Plantlets- PHP18.00/ plantlet</b></p> <p><b>Cardava Plantlets- PHP25.00/ plantlet</b></p> <p><b>Meristem- PHP12.00/ plantlet</b></p> | <b>3 Months, 3 Hours, 30 Minutes</b> |   |



### 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.

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| <b>Office or Division:</b>   | City Agriculture Office (CAGRO)–Livestock Section                    |  |                        |   |
| <b>Classification:</b>   | Complex  |  |                        |   |
| <b>Type of Transaction:</b>  | G2C – Government to Citizen  |  |                        |   |
| <b>Who may avail:</b>  | All  |  |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  | <b>WHERE TO SECURE</b>                 |                        |   |
| 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                                 |                        |   |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>                 | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                           |
| 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><br>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              |   |



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

#### 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.

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| <b>Office or Division:</b>   | City Agriculture Office (CAGRO)–Livestock Section                    |  |                        |   |
| <b>Classification:</b>   | Highly Technical   |  |                        |   |
| <b>Type of Transaction:</b>  | G2C – Government to Citizen  |  |                        |   |
| <b>Who may avail:</b>  | All  |  |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>                                       |  | <b>WHERE TO SECURE</b>                       |                        |   |
| Order Slip   |  | City Agriculture Office                      |                        |   |
| Official Receipt   |  | City Treasurer’s Office                      |                        |   |
| Registered System on Basic Agriculture Sector (RSBSA) Registered       |  | City Agriculture Office                      |                        |   |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>                       | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                           |
| 1. Submit complete documentary requirements at City Agriculture Office | 1. Receives and reviews the documentary requirements                 | Artificial Insemination<br>PHP100.00 / swine | 10 Minutes             | <i>Agriculturist I</i><br>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             |   |



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| 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 CTO</i>                         |
| 2.1 Submit Official to City Agriculture Office   | 2.1 Prepares for Artificial insemination (A.I) Paraphernalia  |  | 1 Hour                         | <i>Agriculturist I/ Animal Keeper CAGRO (Livestock Section)</i> |
|  | 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 CAGRO (Livestock Section)</i>                |
|  | <b>TOTAL:</b>   | <b>Artificial Insemination<br/>n<br/>PHP100.00 /<br/>swine</b> | <b>6 Hours, 30<br/>Minutes</b> |   |

## 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.

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|--|---|------------------------|------------------------|--|
| <b>Office or Division:</b>   | City Agriculture Office (CAGRO)–Livestock Section                                 |                        |                        |  |
| <b>Classification:</b>   | Highly Technical  |                        |                        |  |
| <b>Type of Transaction:</b>  | G2C – Government to Citizen   |                        |                        |  |
| <b>Who may avail:</b>  | All   |                        |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b> |                        |  |
| Registry System for Basic Sector in Agriculture (RSBSA) Registered           |   | CAGRO                  |                        |  |
| Artificial Insemination Chute  |   | Client                 |                        |  |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>  |
| 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><br>CAGRO (Livestock Section)                    |
| 1.1 Sign the designated logbook  | 1.1 Advices Client to sign the logbook  |                        | 20 Minutes             | <i>Agriculturist I/<br/>Animal Keeper</i><br>CAGRO (Livestock Section) |
|  | 1.2 Prepares Paraphernalia for Artificial Insemination                            |                        | 1 Hour                 |  |
| 2. Prepare the Artificial Insemination Chute                                 | 2. Conducts Pregnancy Diagnosis   | None                   | 45 Minutes             | <i>Agriculturist I</i><br>CAGRO (Livestock Section)                    |
|  | 2.1 Inform client thru call or text for the schedule of                           |                        |                        |  |



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|   | the Artificial Insemination         |             |                            |   |
| 3. Waiting time for the schedule of Artificial Insemination | 3. Conducts Artificial Insemination | None        | 2 Hours                    | <i>Agriculturist I</i><br>CAGRO (Livestock Section) |
|   | <b>TOTAL:</b>                       | <b>None</b> | <b>4 Hours, 40 Minutes</b> |   |

## 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.

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| <b>Office or Division:</b>                                     | City Agriculture Office (CAGRO)–Livestock Section  |                         |                        |   |
| <b>Classification:</b>   | Highly Technical   |                         |                        |   |
| <b>Type of Transaction:</b>                                    | G2C – Government to Citizen  |                         |                        |   |
| <b>Who may avail:</b>  | All  |                         |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>                               |  | <b>WHERE TO SECURE</b>  |                        |   |
| Request Letter/Barangay resolution (1pc original copy)         |  | Client/Barangay Hall    |                        |   |
| Registry System on Basic Agriculture Sector (RSBSA) Registered |  | City Agriculture Office |                        |   |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>  | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                                       |
| 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/ CAGRO (Livestock Section)</i>               |
|  | 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 CAGRO (Livestock Section)</i> |
|  | 1.3 Issue order of payment and direct client to the City Treasurer's Office for payment    |                         |                        |   |



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| <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 to City Agriculture Office</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 Official receipt and record; Prepares Paraphernalia for Estrous Synchronization &amp; Pregnancy Diagnosis</p> | <p>Pregnancy Diagnosis - PHP100.00/ animal</p>        | <p>40 Minutes</p> <p>1 Hour</p>   | <p>Revenue Collection Clerk III- City Treasurer's Office</p> <p>Agriculturist I/ Animal Keeper – City Agriculture Office (Livestock Section)</p> |
| <p>3. Prepare A.I Chute</p> <p>3.1 Received the Service</p>   | <p>3. Conducts On Site Pregnancy Diagnosis/ Estrous Synchronization</p>   | <p>None</p>   | <p>2 Hours</p>                    | <p>Agriculturist I- City Agriculture Office (Livestock Section)</p>  |
|   | <p><b>TOTAL:</b></p>  | <p><b>Pregnancy Diagnosis - PHP100.00/ animal</b></p> | <p><b>5 Hours, 10 Minutes</b></p> |  |

## 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.

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| <b>Office or Division:</b>   | City Agriculture Office (CAGRO)– Fishery Section  |   |                        |   |
| <b>Classification:</b>   | Highly Technical  |   |                        |   |
| <b>Type of Transaction:</b>  | G2C – Government to Citizen   |   |                        |   |
| <b>Who may avail:</b>  | All   |   |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b>  |                        |   |
| 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   |                        |   |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>  | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                                     |
| 1. Submit requirements, and undergo a brief orientation relating to Mariculture Operation and Application Processes at City Agriculture Office | 1. Receives and reviews requirements, and conduct a brief orientation relating to Mariculture Operation and Application Processes | None  | 30 Minutes             | <i>Aquaculturist I</i><br>CAGRO (Fishery Development Section) |
| *Make sure to secure Order of payment that   | 1.1 Issues the  |   | 3 Minutes              |   |



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| will be issued   | <p>order of Payment if all required documents were given</p> <p>1.2 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 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><b>Backroom Activities:</b><br/>2.3 The PCMP-TWG Secretariat will arrange and prepare for the</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 Section)</i></p> |





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|  | <p>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 Chairman will function as the secretariat of the (EMC) meeting</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>4 Hours</p> | <p>Panabo City Mariculture Park-Technical Working Group (PCMP-TWG)</p> <p><i>Aquaculturist I CAGRO (Fishery Development Section)</i></p> <p><i>Aquaculturist I CAGRO (Fishery Development Section)</i></p> <p>Executive Management Council (EMC)</p> |
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| <p>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>verify the order of payment issued by the City Agriculture Office; Collect payments and issue an Official Receipt</p>  | <p>operate- PHP1,100.00/ unit per year,<br/>Mayor's Permit - PHP400.00,</p> | <p><i>*Depends on the number of payee queuing</i></p>   | <p>Clerk III<br/>CTO</p>   |
| <p>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</p> | <p>4.1 Receive, verify, photocopy, and record the Official receipt</p>  | <p>Fishery License I.D - PHP110.00/ I.D,<br/>Garbage Fee - PHP 100.00</p>   | <p>5 Minutes</p>  | <p>Aquaculturist I-City Agriculture Office (Fishery Development Section)</p>   |
| <p>4.2 Waiting for the releasing of Permit to Operate and Business Permit</p>   | <p>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</p>  | <p>Construction fee - PHP50.00</p>  | <p>5 Minutes</p>  | <p>Aquaculturist I-City Agriculture Office (Fishery Development Section)</p>   |
| <p>5. Waiting for the releasing of Permit to Operate and Business Permit</p>  | <p>5. Prepares the Permit to Operate and have it signed by the City Agriculturist<br/><br/>5.1 Endorses the Permit to Operate to the City Mayor's Office and have it signed by the City Mayor</p> | <p>None</p>   | <p>1 Hour<br/><br/>1 Day<br/><br/><i>*Depends upon the availability of the City Mayor</i></p> | <p>Aquaculturist I CAGRO (Fishery Development Section)<br/><br/>City Mayor<br/>Office of the City Mayor<br/><br/>Aquaculturist I</p> |



|   |   |  |   |  |
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|   | <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>10 Minutes</p> <p>3 Days</p> <p>10 Minutes</p> | <p>CAGRO (Fishery Development Section)</p> <p><i>Administrative Officer I- Business Permit Licensing Section (BPLS) Office</i></p> <p><i>Aquaculturist I CAGRO (Fishery Development Section)</i></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 call or text message for the</p>  |  | <p>10 Minutes</p> <p>10 Minutes</p>               | <p><i>Administrative Officer I Business Permit Licensing Section (BPLS) Office</i></p> <p><i>Aquaculturist I CAGRO (Fishery Development Section)</i></p>   |



|   |  |  |   |  |
|---|--|--|---|--|
|   | <p>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><br/>CAGRO (Fishery Development Section)</p> <p><i>Attorney I</i><br/>CLO</p> <p><i>Aquaculturist I</i><br/>CAGRO (Fishery Development Section)</p> |
| <p>7. Receives the Agreement to Operate for signature and notarization</p> <p>7.1 Submits a copy of notarized Agreement</p> | <p>7. Receives a copy of Agreement to Operate for filing</p>   |  | <p>10 Minutes</p>                                 | <p><i>Aquaculturist I</i><br/>CAGRO (Fishery Development Section)</p>  |



|   |               |                                    |                                      |  |
|---|---------------|------------------------------------|--------------------------------------|--|
| to Operate to the City Agriculture Office |               |                                    |                                      |  |
|   | <b>TOTAL:</b> | <b>Please see schedule of fees</b> | <b>19 Days, 15 Hours, 45 Minutes</b> |  |

*\*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.

|                             |  |   |
|-----------------------------|--|---|
| <b>Office or Division:</b>  | City Agriculture Office (CAGRO)– Fishery Section                                     |   |
| <b>Classification:</b>      | Highly Technical   |   |
| <b>Type of Transaction:</b> | G2C – Government to Citizen  |   |
| <b>Who may avail:</b>       | All  |   |
|                             | <b>CHECKLIST OF REQUIREMENTS</b>   | <b>WHERE TO SECURE</b>  |
|                             | 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>   | <p>None</p>   | <p>30 Minutes</p> <p>3 Minutes</p> <p>2 Minutes</p>   | <p><i>Aquaculturist I</i><br/>CAGRO (Fishery Development Section)</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>2.2 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 to Operate and</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 fee-PHP50.00</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><br/>CAGRO</p> <p><i>Aquaculturist I</i><br/>CAGRO (Fishery Development Section)</p> |





|   |  |      |   |  |
|---|--|------|---|--|
|   | Business Permit  |      |   |  |
| 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><br/>CAGRO (Fishery Development Section)</p> <p><i>City Mayor</i><br/>Office of the City Mayor</p> <p><i>Aquaculturist I</i><br/>CAGRO (Fishery Development Section)</p> <p><i>Administrative Officer I-</i><br/><i>Business Permit Licensing Section (BPLS) Office</i></p> <p><i>Aquaculturist I</i><br/>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                         |  |
|   | <b>TOTAL:</b>  | <b>Application Fee- PHP100.00/ application</b><br><br><b>Permit to operate- PHP1,100.00/ unit per year,</b><br><br><b>Mayor's Permit PHP400.00,</b><br><br><b>Fishery License I.D- PHP110.00/ I.D,</b><br><br><b>Garbage Fee-PHP 100.00</b><br><br><b>Construction fee- PHP50.00</b> | <b>4 Days, 4 Hours, 25 Minutes</b> |  |

*\*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.

|  |   |  |
|--|---|--|
| <b>Office or Division:</b>   | City Agriculture Office (CAGRO)– Fishery Section                      |  |
| <b>Classification:</b>   | Complex   |  |
| <b>Type of Transaction:</b>  | G2C – Government to Citizen   |  |
| <b>Who may avail:</b>  | All   |  |
| <b>CHECKLIST OF REQUIREMENTS</b>   | <b>WHERE TO SECURE</b>  |  |
| 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><br>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><br/>CTO</p> <p><i>Aquaculturist I</i><br/>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><br><p>1 Day</p> <p><i>*Depends upon the availability of the City Mayor</i></p> <p>10 Minutes</p> | <p><i>Aquaculturist I CAGRO (Fishery Development Section)</i></p><br><p><i>City Mayor- Office of the City Mayor</i></p><br><p><i>Aquaculturist I CAGRO (Fishery Development Section)</i></p> |
| 3.Receives the approved document | 3. Releases the approved Boat Permit  | None  | 10 Minutes   | <i>Aquaculturist I CAGRO (Fishery Development Section)</i>   |
|                                  | <b>TOTAL:</b>   | <p><b>Motorized boat - PHP 220.00/ Boat</b></p> <p><b>Non-Motorized Boat - PHP55.00 per year,</b></p> <p><b>Boat permit - PHP50.00 per year</b></p> | <b>1 Day, 3 Hours, 45 Minutes</b>  |  |



## 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.

|   |   |  |                        |   |
|---|---|--|------------------------|---|
| <b>Office or Division:</b>  | City Agriculture Office (CAGRO)– Fishery Section                    |  |                        |   |
| <b>Classification:</b>  | Complex   |  |                        |   |
| <b>Type of Transaction:</b>   | G2C – Government to Citizen   |  |                        |   |
| <b>Who may avail:</b>   | All   |  |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>WHERE TO SECURE</b>   |                        |   |
| 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 |                        |   |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>   | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                                     |
| 1. Submits complete documentary requirements at City Agriculture Office | 1. Receive and review documentary requirements                      | None   | 10 Minutes             | <i>Aquaculturist I</i><br>CAGRO (Fishery Development 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<br>Association License- PHP 550.00 for 3 years | 2 Hours<br><i>*Depends on the number of payee queuing</i> | <i>Revenue Collection Clerk III</i><br>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><br>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><br>CAGRO (Fishery Development Section)  |
|  | 2.4 Approved the Fishers' License  |   | 1 Day<br><i>*Depends</i>                                  | <i>City Mayor</i><br>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 / CAGRO (Fishery Development Section)</i> |
|   | <b>TOTAL:</b>  | <b>Individual Fishers License- PHP 110.00 for 3 years</b><br><br><b>Association License- PHP 550.00 for 3 years</b><br><br><b>Partnership &amp; Cooperatives -PHP 1100.00 for 3 years</b><br><br><b>Fish workers I.D. -PHP 100.00/I.D/ year</b> | <b>1 Day, 3 Hours, 45 Minutes</b>              |  |





## 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.

|   |  |                        |                        |   |
|---|--|------------------------|------------------------|---|
| <b>Office or Division:</b>  | City Agriculture Office (CAGRO)– Fishery Section   |                        |                        |   |
| <b>Classification:</b>  | Highly Technical   |                        |                        |   |
| <b>Type of Transaction:</b>   | G2C – Government to Citizen  |                        |                        |   |
| <b>Who may avail:</b>   | All  |                        |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  | <b>WHERE TO SECURE</b> |                        |   |
| Letter of intent  |  | Client                 |                        |   |
| Barangay Clearance  |  | Barangay Hall          |                        |   |
| Specific Area for fish pond lot   |  | Client                 |                        |   |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                                     |
| 1. Submits complete documentary requirements at City Agriculture Office | 1. Receives and verifies the submitted requirements  | None                   | 10 Minutes             | <i>Aquaculturist I</i><br>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 Site Validation  |                        | 2 Hours                | <i>Aquaculturist I</i><br>CAGRO (Fishery                      |



|  |  |      |                                 |   |
|--|--|------|---------------------------------|---|
|  | 1.3 Approves request; Advices client on the date of releasing schedule; Issues withdrawal slip |      | 5 Minutes                       | 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><br>CAGRO (Fishery Development Section) |
|  | <b>TOTAL:</b>  | None | <b>6 Hours &amp; 20 Minutes</b> |   |



## 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.

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



|   |  |  |   |   |
|---|--|--|---|---|
| <p>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>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>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>queuing</i></p> <p>5 Minutes</p> <p>5 Minutes</p> | <p><i>Aquaculturist I</i><br/>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><br/>CAGRO (Fishery Development Section)</p> |
|   | <p><b>TOTAL:</b></p>   | <p><b>Tilapia Fingerlings Size 14 PHP1.50 per piece</b></p> <p><b>Tilapia Fingerlings Size 17 - PHP1.00/ per piece</b></p> <p><b>Tilapia Fingerlings Size 22</b></p> | <p><b>6 Hours, 25 Minutes</b></p>                       |   |



|  |  |   |  |  |
|--|--|---|--|--|
|  |  | <b>PHP 80.00<br/>per piece</b>                                      |  |  |
|  |  | <b>Tilapia<br/>Fingerlings<br/>Size 24<br/>PHP.50 per<br/>piece</b> |  |  |



### 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.

|  |  |                         |                        |   |
|--|--|-------------------------|------------------------|---|
| <b>Office or Division:</b>   | City Agriculture Office (CAGRO)– Agricultural Development Section              |                         |                        |   |
| <b>Classification:</b>   | Simple   |                         |                        |   |
| <b>Type of Transaction:</b>  | G2C – Government to Citizen  |                         |                        |   |
| <b>Who may avail:</b>  | All  |                         |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  | <b>WHERE TO SECURE</b>  |                        |   |
| 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 |                        |   |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>  | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                         |
| 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:<br>If the stocks are   |                         |                        |   |



|   |   |             |                            |   |
|---|---|-------------|----------------------------|---|
|   | <p>available, the 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 &amp; Corn Seeds, Fertilizer, coconut and Fruit seedlings</p>  | None        | 30 Minutes                 | <i>Agriculturist I– CAGRO (Livestock Section)</i> |
|   | <b>TOTAL:</b>   | <b>NONE</b> | <b>6 Hours, 25 Minutes</b> |   |



## 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.

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





|   |   |  |  |   |
|---|---|--|--|---|
|   | 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></p> <p>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></p> <p>CAGRO (Livestock Section)</p>            |



|                          |  |   |                                    |   |
|--------------------------|--|---|------------------------------------|---|
| 3. Receives the services | 3. Conducts Deep Plowing/<br>Harrowing | None  | 3 Days                             | <i>Agriculturist I</i><br>CAGRO (Livestock Section) |
|                          | <b>TOTAL:</b>                          | <b>Deep Plowing -<br/>PHP4,000.00/ hectare</b><br><b>Harrowing -<br/>PHP2,000.00/ hectare</b> | <b>3 Days, 3 Hours, 20 Minutes</b> |   |