



Office of the Municipal Agriculture (OMAG)

I. Vision

Dynamic agro- industrial communities thriving with a new breed of farmer entrepreneurs who do profitable business out of agriculture in a society characterized by freedom and equity.

II. Mission

A truly democratic society must give top priority to the welfare of the majority Filipino who are farmers and fishermen, we must therefore improve their productivity, increase their real income and uplift the quality of their lives.

III. Mandate

Promotion of sustainable agriculture and fisheries development to enhance productivity and famers,/ fisher folks income thru environmentally friendly technologies and approaches.

IV. Service Pledge

To deliver basic agricultural services to our constituents responsibly, efficiently, and with no impartialities. Value comments, suggestions and needs of the marginalized constituents, initiate immediate action & technical assistance to the needs of our clients and committed to serve with integrity and dedication.

Citizen's Charter



External Services

1. Enrollment of farmers to the Registry System for Basic Sector in Agriculture (RSBSA)

Registration of farmers at the Registry of Basic Sector in Agriculture (RSBSA) is an electronic compilation of basic information of farmers, farmworkers, and other target agricultural related beneficiaries. Their data are encoded in the farmers/ fisher folk registry system managed by the DA.

1.1 Office walk-in clients

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Farmers/fisher folks			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. RSBSA enrollment forms (1 copy)		MAO		
2. One (1) 1X1 ID picture, white background		Client		
3. One(1) photocopy of their Tax Declaration or lot title (Not required to farm workers)		Client, Municipal Assessor's Office; Registry of Deeds		
4. Barangay certification (For tenants/lessees) 1 original copy		BLGU concerned		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests for RSBSA enrollment form	1. Provides the RSBSA enrollment form	none	2 minutes	MAO staff
2. Fills-up the enrollment forms and attaches the necessary requirements	2. Assists the farmer in filling up the form	none	15 minutes	MAO staff
3. Submit the accomplished form signed by the Barangay Captain to the MAO	3. Receives accomplished form and for signing by MA 3.1 Encodes information from the enrollment form and provides with a reference code number	none	2 minutes	MAO staff
			10 minutes	
TOTAL:		none	29 minutes	

1.2. On-site RSBSA registration of farmers

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Farmers



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. RSBSA enrollment forms (1 copy) 2. One (1) 1X1 ID picture, white background 3. One(1) photocopy their Tax Declaration or lot title (Not required to farm workers) 4. Barangay certification (For tenants/lessees) (1 original copy)		MAO staff assigned/Barangay Agric'l Extension Worker (BAEW)		
		Client; Municipal Assessor's Officer; Registry of Deeds		
		BLGU concerned		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests for RSBSA enrollment form	1. Provides the RSBSA enrollment form	none	2 minutes	MAO staff assigned in the barangay/BAEW
2. Fills-up the enrollment forms and attaches the necessary requirements	2. Assists the farmer filling up the form	none	15 minutes	MAO staff assigned in the barangay/BAEW
3. Submit the accomplished form signed by the Barangay Captain to MAO	3. Receives the accomplished RSBSA forms for submission to MAO	none	2 minutes	MAO staff assigned in the barangay/BAEW
TOTAL:		none	19 minutes	

2. Issuance of Agri-Fishery Data and Other Related Services.

These services are often requested by students, farmers and line agencies for various purposes related to agricultural activities.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Farmers, students of related field, line agencies.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request and coordinate purpose to MAO	1.0 Receives request letter and identify needs of client		5 minutes	Agricultural Technologist
	1.1 Endorse documents to Municipal Agriculturist for his/her information and notation		3 minutes	Agricultural Technologist
	1.2 Route documents to staff concerned for appropriate action		3 minutes	Agricultural Technologist
	1.3 Prepare / encode/ documents requested by the clients		30 minutes	Agricultural Technologist



	1.4 Review documents for approval by the Municipal Agriculturist		5 minutes	Agricultural Technologist/MA
2. Client receives document requested	2. Record/released documents signed by the Municipal Agriculturist		3 minutes	Agricultural Technologist
TOTAL:			49 minutes	

3. Issuance of Agricultural and Fishery certification

Certification is issued to individual farmers/fisher folks for any legal intent it may such as loan application, requirement for an award, availment of assistance, and for locally/foreign job applications.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Farmers, Fisher folks, Rural Based Organization/Civil Society Organization			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (personal appearance)		Requesting party		
CLIENT STEPS	AGENCIY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request letter	1. Receives the request 1.1 Verify if the client is RSBSA registered 1.2 Advise client to pay for certification	None	3 mins.	Agricultural Technologist
2. Pay certification fee at treasury office	2. Receive payment and issue OR	P 55.00	5 mins.	Revenue Collection Clerk – MTO
3. Present O.R. to the assisting personnel	3. Receive the OR	None	1 min.	Agricultural Technologist
4. Wait for the issuance of the certification	4. Prepare the certification and signed by the MA	None	10 mins.	Agricultural Technologist
5. Receive the approved Certification	5. Release the approved certification	None	1 min	Agricultural Technologist
TOTAL:			20 mins.	

4. Provision of technical assistance to farmers/fisher-folks

This service is provided to farmers/fisher-folks who requested for Technical Assistance where extension workers conducts ocular inspection and assessment of the farm needing technical assistance before the technician gives its recommendation.



Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Farmers/ Fisher folks			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Must be a registered farmer/fisher folk at the Registry System for Basic Sector in Agriculture (RSBSA).		MAO		
2. Request letter		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter request at Municipal Agriculture Office	1.1. Evaluate the request by the MA and endorsed to the concerned personnel. 1.2. Concerned personnel will scheduled farm visit with the client	None	10 minutes	Agricultural Technologist
2. Joins the actual farm visit	2.1. Farm visit conducted and recommendation provided	None	6 hours	Agricultural Technologist
TOTAL:			6 hours and 10 minutes	

5. Endorsement of Request/Project Proposals/Resolution of Organizations or individual farmers/fisher-folks for assistance from LGUs and National Line Agencies

The office endorses the farmer's/fisher-folks/ organizations requests/project proposals/resolutions who are availing assistance from LGUs and National Line Agencies (NGAs).

Office or Division:	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Farmers / Fisher folks, Associations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter, Project Proposal, Resolution		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request/ project proposal/resolution to Municipal Agriculture office	1. Receive request/ project proposal/ resolution	None	3 minutes	Agricultural Technologist



2. Wait for action	2.1. Evaluate the request/Project Proposal/Resolution 2.2 Prepare endorsement for signing by MA	None	30 minutes	Agricultural Technologist MA
3. Requesting party/client receives endorsement	3. Issue endorsement to requesting party/client	3	3 minutes	Agricultural Technologist
TOTAL:			36 minutes	