



Municipal Agriculture Office (MAgO)

External Services



1. Filling up of RSBSA Registry Form by Farmers/ Fisherfolks/

Farmworkers

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.

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		
A. Office walk-in clients				
1. RSBSA enrollment forms (1 copy) 2. One (1) 1X1 ID picture, white background 3. One(1) photocopy of their Tax Declaration or lot title (Not required to farm workers) 4. Barangay certification (For tenants/lessees) 1 original copy		MAO		
		Client		
		Municipal Assessor's Office; Registry of Deeds		
		BLGU concerned		
B. On-site RSBSA registration of farmers				
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 Office/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	3 days	MAO: MAO I, SRAG, AG II, AG
2. Fills-up the enrollment forms and attaches the necessary requirements	2. Assists the farmer in filling up the form	none		



3. Submit the accomplished form signed by the Barangay Captain to the MAO	3.0 Receives accomplished form and for signing by MA 3.1 Encodes information from the enrollment form and provides with a	none		
	reference code number			
TOTAL:		None	3 days	

2. 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, availing 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	PROCESS ING TIME	PERSON RESPONSIBL E
1. Submit Request letter	1.0 Receives the request 1.1 Verify if the client is RSBSA registered 1.2 Advise client to pay for certification	None	3 Days	MAO: Agricultural Technologist
2. Pay certification fee at treasury office	2. Receive payment and issue OR	Certification Fee - PhP100.00		MTO: RCC II
3. Present O.R. to the assisting personnel	3.0 Receive the OR	None		MAO: Agricultural Technologist, MAO I
	3.1. Prepare the certification and signed by the MA	None		



4. Receive the approved Certification	4. Release the approved certification	None		MAO: Agricultural Technologist
TOTAL:		Php100.00	3 days	

3. 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	none	3 days	MAO: Agricultural Technologist, MA
	1.1 Endorse documents to Municipal Agriculturist for his/her information and notation			
	1.3 Prepares the requested documents			
2. Client receives document requested	2. Record/released documents	none		Agricultural Technologist
TOTAL:		None	3 days	