



**OFFICE OF THE MUNICIPAL  
AGRICULTURE  
EXTERNAL SERVICES**

## I. Crops Division

### 1. Farmers Registration

All farmers in Calatagan shall be registered in Municipal Agriculture Office to have exact numbers of citizen engage in farming.

<b>Office or Division:</b>	Office of the Municipal Agriculture- Crops Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C–Government to Citizen			
<b>Who may avail:</b>	All farmers of the Municipality of Calatagan			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Farmers Registration Form (RSBSA)	To be filled up/accomplished by the farmers			
Attached latest ID picture				
Barangay Certification	Brgy. Captain			
Photocopy of Land Title owned/tilled by the applicant	To be provided by the farmers			
Photocopy of Lot Plan	To be provided by the farmers			
Other documents (if needed)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to Municipal Agriculture Office (MAO) to get and accomplish Farmers' Registration Form and other requirements	Release and check the accomplished Farmers Registration Form	None	20 mins	Agricultural Technologist-Crop
2. Initial interview/evaluation of requirements/qualification	Interview and evaluate the requirements/qualification	None	15 mins.	
<b>TOTAL</b>		<b>None</b>	<b>35 mins.</b>	

## 2. Distribution of Assorted Vegetable Seeds

The distribution of assorted vegetable seeds to all Calatagueno aims to ensure the food security of every citizen or food always on the table of every family.

<b>Office or Division:</b>	Municipal Agriculture Office-Crop Division			
<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>		
NONE		To all staff of MAO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to Municipal Agriculture Office (MAO) and request for assorted vegetable seeds	Release of assorted vegetable seeds	None	5 mins.	All staff of MAO
2. Sign in the logbook	Request client to sign in the logbook of recipients	None	5 mins	
<b>TOTAL</b>		<b>None</b>	<b>10 mins.</b>	

### 3. Insurance of Different Crops

The crop insurance program of the Department of Agriculture is implemented by the Municipal Agriculture Office, different crops are insured under the Philippine Crop Insurance Corporation.

<b>Office or Division:</b>	Municipal Agriculture Office-Crop Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C- Government to Citizen G2G – Government to Government			
<b>Who may avail:</b>	All farmers/citizen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
RSBSA Registration		MAO		
Insurance Application Form				
ID pictures		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure / accomplish Insurance Application Form from MAO	Provide Insurance Application Form	None	3 mins.	
2. Submission of accomplished form to MAO	Receive/review the accomplished form Interview and evaluate the qualification and the submitted requirements		15 mins	
<b>TOTAL</b>		<b>None</b>	<b>18 mins.</b>	

#### 4. Organization/Registration of Farmers Association/Cooperative

One of the Municipal Agriculture programs is to organize farmers association in every barangay and register them in any government entity.

<b>Office or Division:</b>	Municipal Agriculture Office-Crop Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C- Government to Citizen G2G- Government to Government			
<b>Who may avail:</b>	All Farmers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
List of Officers & Members		Formulated by the Association		
By Laws and Article of Corporation				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Meeting of farmers/Election of Officers	Facilitate the meeting and Election of Officers	None	2 hrs.	Municipal Agriculturist, Agricultural Technologist
2.Formulation of By Laws & Article of Corporation	Assist in the formulation of By Laws and Article in Corporation	None	8 hrs.	
<b>TOTAL</b>		<b>None</b>	<b>10 hrs.</b>	

**5. Technical Assistance & Monitoring**

Conduct assessment and render technical assistance needed to the problem encountered by the farmers in crop diseases/pest, technology on rice and vegetable production

<b>Office or Division:</b>	Municipal Agriculture Office-Crops Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government			
<b>Who may avail:</b>	All farmers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Report the problems encountered /site	Site visit to damage areas reported/ request for assistance of other agencies	None	8 hrs.	Agricultural Technologist
	Apply the necessary technology to address the problem	None	8 hrs.	
<b>TOTAL</b>		<b>None</b>	<b>16 hrs.</b>	

## 6. Conduct of Farmers Training

Farmer's training/s are conducted to disseminate technology on different crops production for adoption/application of our farmers.

<b>Office or Division:</b>	Municipal Agriculture Office- Crops Division			
<b>Classification:</b>	Highly technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government			
<b>Who may avail:</b>	All farmers/citizen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Interested farmers		Municipal Agriculture Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Coordination to MAO /submit proposal of the training needed	Receive/ prepare module or invite technical person as resource speaker for the training needed	None	3-5 days	Municipal Agriculturist, Agricultural Technologist
2. Organize the farmers/participants of the training	Assist/facilitate the list of interested farmers	None	5 days	
<b>TOTAL</b>		<b>None</b>	<b>10 days.</b>	

## II Fisheries

### 1. Fisherfolks Registration

<b>Office or Division:</b>	Office of the Municipal Agriculture			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C–Government to Citizen G2G –Government to Government			
<b>Who may avail:</b>	All qualified fisherfolks of Calatagan, Batangas			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1 pc. Picture (2 x 2)			To be prepared by the applicant	
Residence Certificate				
Fisherfolk Registration Form			To be get from the Municipal Agriculture Office (MAO)	
Barangay Chairman/ BFARMCCertification				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to the Municipal Agriculture Office (MAO) for Fisherfolk Registration	1. Distribute Fisherfolk Registration Form to applicants. Ask them to fill out the forms. 2. Take photos of the registrants/ upload them in the assigned website. 3. For verification to respective BFARMCs and Municipal Agriculturist before uploading the same to the website.	None	30 minutes	Municipal Agriculture Office (MAO)
<b>TOTAL</b>		<b>None</b>	<b>30 minutes</b>	



2. Issuance of Fisherfolk ID

<b>Office or Division:</b>	Office of the Municipal Agriculture			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C–GovernmenttoCitizen G2G –Government to Government			
<b>Who may avail:</b>	All qualified fisherfolks of Calatagan, Batangas			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1 pc. Picture (1 x 1)		To be prepared by the applicant		
Residence Certificate				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to the Municipal Agriculture Office (MAO) for the Issuance of Fisherfolk ID	1. Register the name of the fisherfolk in a logbook. 2. Download the fisherfolk ID in the Municipal Fisherfolk Registration System. 3. Printing of ID 4. Signing of Municipal Agriculturist 5. Signing of Municipal Mayor	No Fees Required	2 hrs. or it depends to the availability of Internet Signal and Registration System	Municipal Agriculture Office (MAO)
<b>TOTAL</b>		<b>No Fees Required</b>	<b>2 hrs. or it depends to the availability of Internet Signal and Registration System</b>	

**3. Municipal Fishing Boat Registration (Three Gross Tonnage and Below)**

<b>Office or Division:</b>	Office of the Municipal Agriculture			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C–GovernmenttoCitizen G2G –Government to Government			
<b>Who may avail:</b>	All qualified fisherfolks of Calatagan, Batangas			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>NEW REGISTRATION</b> 1. Fisherfolk ID 2. 1 pc. latest picture of the Boat (Name Visible) 3. Residence Certificate 4. Police Clearance (Purpose: MFB Registration)		To be prepared by the applicant		
<b>RENEWAL</b> 1. 1 pc. latest picture of the Boat, if there are changes in measurement, color and name 2. Residence Certificate				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to the Municipal Agriculture Office (MAO) for the Registration of Municipal Fishing Boat (Three Gross Tonnage and Below)	<b>NEW REGISTRATION</b> 1. Inspect the boat to be registered to determine its measurement and specifications. (MAO Staff) 2. Check the requirements. 3. Payment of required Fees. 4. Preparation and printing of Boat Registration 5. Signing of Municipal Agriculturist 6. Signing of Municipal Mayor 4. Releasing of Boat Registration.	MFB Registration Fees:  Motorized – Php 300.00 Non-motorized- Php 100.00	2-3 days depends on the location of the homeport	Municipal Agriculture Office (MAO) and Municipal Treasurer's Office

	<p><b>RENEWAL</b></p> <ol style="list-style-type: none"> <li>1. Inspect the boat to determine if there are changes as to measurement, color and name. (MAO Staff)</li> <li>2. Check the requirements.</li> <li>3. Payment of required Fees.</li> <li>4. Preparation and printing of Boat registration.</li> <li>5. Signing of Municipal Agriculturist.</li> <li>6. Signing of Municipal Mayor or Authorized Signatory.</li> <li>7. Releasing of Boat Registration.</li> </ol>	<p>MFB Registration Fees (Municipal Treasurer's Office):</p> <p>Motorized – Php 300.00</p> <p>Non-motorized – Php 100.00</p>	<p>2-3 days depends on the location of the homeport</p>	<p>Municipal Agriculture Office (MAO) and Municipal Treasurer's Office</p>
<p><b>TOTAL</b></p>	<p><b>MFB Registration Fees:</b></p> <p><b>Motorized – Php 300.00</b></p> <p><b>Non-motorized – Php 100.00</b></p>	<p><b>2-3 days depends on the location of the homeport</b></p>		

4. Issuance of Permit/ Licenses (Permit to Culture Seaweeds, Auxiliary Invoice, Permit to gather Aquarium Fishes, Special Permit to 10.1 to 15 km)

<b>Office or Division:</b>	Office of the Municipal Agriculture			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C–GovernmenttoCitizen G2G –Government to Government			
<b>Who may avail:</b>	All qualified fisherfolks of Calatagan, Batangas			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Permit to Culture Seaweeds:</b>		To be prepared by the applicant		
<b>New Applicant</b>				
<ol style="list-style-type: none"> <li>1. Fisherfolk ID</li> <li>2. BFARMC and Barangay Certification on the availability of Seaweed Farm</li> </ol>				
<b>Renewal</b>				
<ol style="list-style-type: none"> <li>1. Fisherfolk ID</li> <li>2. BFARMC and Barangay Certification on the availability of Seaweed Farm</li> </ol>				
<b>Auxiliary Invoice</b>				
<ol style="list-style-type: none"> <li>1. Inspection to the aquatic products</li> </ol>				
<b>Permit to gather Aquarium Fishes</b>				
<ol style="list-style-type: none"> <li>1. Inspection of fishing gear to be used in gathering aquarium fishes</li> </ol>				
<b>Special Permit to 10.1 to 15 km</b>				
<ol style="list-style-type: none"> <li>1. CFVL from BFAR</li> <li>2. MARINA Registration</li> </ol>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to the Municipal Agriculture Office (MAO) for the Issuance of Permit to Culture Seaweeds	<b>Permit to Culture Seaweeds:</b>  <b>NEW APPLICANT</b> <ol style="list-style-type: none"> <li>1. Require Fisherfolk ID.</li> <li>2. Preparation of Permit.</li> <li>3. Payment of required Fees.</li> <li>4. Signing of the Municipal Agriculturist.</li> <li>5. Signing of the Municipal Mayor</li> </ol>	License to Culture Seaweeds Fees (Municipal Treasurer's Office): 1, 000 sqm – Php 200.00 2, 000 sqm – Php 300.00	40 mins.	Municipal Agriculture Office (MAO), Municipal Treasurer's Office (MTO) and Office of the Mayor

	<p>6. Releasing of Permit.</p> <p><b>RENEWAL</b></p> <ol style="list-style-type: none"> <li>1. Preparation of Permit/ Licenses.</li> <li>2. Payment of required Fees.</li> <li>3. Signing of the Municipal Agriculturist.</li> <li>4. Signing of the Municipal Mayor.</li> <li>5. Releasing of Permit.</li> </ol>			
<p>2. Proceed to the assigned personnel (MAO) for the Issuance of Auxiliary Invoice</p>	<p><b>Auxiliary Invoice:</b></p> <ol style="list-style-type: none"> <li>1. Inspect the aquatic products to be transported.</li> <li>2. Preparation of Permit/ Licenses.</li> <li>3. Payment of required Fees.</li> <li>4. Signing of Municipal Agriculturist.</li> <li>5. Issuance of auxiliary invoice.</li> </ol>	<p>Amount of receipt depends on the quantity and kind of fishery product (Refer to Tax Code)</p>	<p>40 mins.</p>	<p>Municipal Agriculture Office (MAO) and Municipal Treasurer's Office (MTO)</p>
<p>3. Proceed to the Municipal Agriculture Office (MAO) for the Issuance of Permit to gather Aquarium Fishers</p>	<p><b>Permit to gather Aquarium Fishes</b></p> <ol style="list-style-type: none"> <li>1. Inspect the gear to be used in gathering aquarium fishes.</li> <li>2. Preparation of Permit/ Licenses.</li> <li>3. Payment of required Fees.</li> <li>4. Signing of Municipal Agriculturist.</li> <li>5. Issuance of permit to gather aquarium fishes.</li> </ol>	<p>Please refer to the Tax Code</p>	<p>1-2 days</p>	<p>Municipal Agriculture Office (MAO) and Municipal Treasurer's Office (MTO)</p>

<p>4. Proceed to the Municipal Agriculture Office (MAO) for the Issuance of Special Permit to 10.1 to 15 km</p>	<p><b>Special Permit to 10.1 to 15 km</b></p> <ol style="list-style-type: none"> <li>1. Validation of CFVL from BFAR and MARINA Registration.</li> <li>2. Preparation of Permit/ Licenses.</li> <li>3. Payment of required Fees.</li> <li>4. Signing of Municipal Mayor.</li> <li>5. Issuance of Special Permit to 10.1 to 15 km.</li> </ol>	<p>Please refer to the Tax Code</p>	<p>40 mins.</p>	<p>Municipal Agriculture Office (MAO) and Municipal Agriculture Office (MAO), Municipal Treasurer's Office (MTO) and Office of the Municipal Mayor</p>
<p><b>TOTAL</b></p>		<p>-</p>	<p>-</p>	

**5. Insurance for Seaweeds and Municipal Fishing Boat**

<b>Office or Division:</b>	Office of the Municipal Agriculture
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C–GovernmenttoCitizen G2G –Government to Government
<b>Who may avail:</b>	All qualified fisherfolks of Calatagan, Batangas
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<p><b>Seaweeds – New</b></p> <ol style="list-style-type: none"> <li>1. Filled up RSBSA Form and Insurance Form</li> <li>2. Fisherfolk ID</li> <li>3. 1 Government Issued ID (3pcs Photocopy)</li> <li>4. 2 pcs. of 2 x 2 pictures for RSBSA Form</li> <li>5. Photocopy of permit to culture seaweeds</li> </ol> <p><b>Seaweeds – Renewal</b></p> <ol style="list-style-type: none"> <li>1. Filled up Insurance Form</li> <li>2. 1 Government Issued ID (3pcs Photocopy)</li> <li>3. 2 pcs. of 2 x 2 pictures for RSBSA Form</li> <li>4. Photocopy of permit to culture seaweeds</li> </ol> <p><b>In case of Damaged (MUST REPORT WITHIN 24 HRS):</b></p> <ol style="list-style-type: none"> <li>1. Notice of Loss</li> <li>2. Picture of Damaged Seaweed</li> <li>3. Barangay Certification</li> <li>5. 1 Government Issued ID (2pcs Photocopy)</li> </ol> <p><b>MFB – New Applicant</b></p> <ol style="list-style-type: none"> <li>1. Filled up RSBSA Form and Insurance Form</li> <li>2. Fisherfolk ID</li> <li>3. 1 Government Issued ID (3pcs Photocopy)</li> <li>4. 2 pcs. of 2 x 2 pictures for RSBSA Form</li> <li>5. Picture of MFB to be insured</li> <li>6. Photocopy of MFB Registration</li> </ol> <p><b>MFB – Renewal</b></p> <ol style="list-style-type: none"> <li>1. Filled up Insurance Form</li> <li>2. 1 Government Issued ID (3pcs Photocopy)</li> <li>3. 2 pcs. of 2 x 2 pictures for RSBSA Form</li> <li>4. Picture of MFB to be insured</li> <li>5. Photocopy of MFB Registration</li> </ol> <p><b>In case of Damaged (MUST REPORT WITHIN 24 HRS):</b></p> <ol style="list-style-type: none"> <li>1. Notice of Loss</li> <li>2. Picture of Damaged MFB</li> <li>3. Barangay Certification</li> <li>4. 1 Government Issued ID (2pcs Photocopy)</li> </ol>	To be prepared by the applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Proceed to the Municipal Agriculture Office (MAO) for the Seaweed Insurance</p>	<p><b>New Applicant</b></p> <ol style="list-style-type: none"> <li>1. Inspection of the seaweed farms.</li> <li>2. Checking of the documents.</li> <li>3. Assisting in filling up of RSBSA and Insurance Forms.</li> <li>5. Sending copy to PCIC.</li> </ol> <p><b>Renewal</b></p> <ol style="list-style-type: none"> <li>1. Inspection of the seaweed farms</li> <li>2. Checking of the documents.</li> <li>3. Assisting in filling up of Insurance Forms.</li> <li>4. Sending copy to PCIC.</li> </ol> <p><b>In case of Damaged:</b></p> <ol style="list-style-type: none"> <li>1. Inspection of the damaged Seaweeds</li> <li>2. Checking of the documents.</li> <li>3. Assisting in filling up of Notice of Loss.</li> <li>4. Sending copy to PCIC.</li> <li>5. Inform the applicant if the cheque was already available.</li> </ol>	<p>No Fees Required</p>	<p>2 days</p>	<p>Municipal Agriculture Office (MAO)</p>
<p>2. Proceed to the Municipal Agriculture Office (MAO) for the MFB Insurance</p>	<p><b>New Applicant</b></p> <ol style="list-style-type: none"> <li>1. Checking of the documents.</li> <li>2. Assisting in filling up of</li> </ol>	<p>No Fees Required</p>	<p>2 days</p>	<p>Municipal Agriculture Office (MAO)</p>



	<p>RSBSA and Insurance Forms.</p> <p>3. Sending copy to PCIC.</p> <p><b>Renewal</b></p> <p>1. Checking of the documents.</p> <p>2. Assisting in filling up of Insurance Forms.</p> <p>5. Sending copy to PCIC.</p> <p><b>In case of Damaged:</b></p> <p>1. Inspect the damaged MFB.</p> <p>2. Checking of the documents.</p> <p>3. Assisting in filling up of Notice of Loss.</p> <p>4. Sending copy to PCIC.</p> <p>5. Inform the applicant if the cheque was already available.</p>			
<b>TOTAL</b>		<b>None</b>	<b>4 days</b>	

6. Organization of Fisherfolk Association (Youth, Women, Commercial, Pasigabo, etc..)

<b>Office or Division:</b>	Office of the Municipal Agriculture			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C–GovernmenttoCitizen G2G –Government to Government			
<b>Who may avail:</b>	All qualified fisherfolks of Calatagan, Batangas			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
DOLE Requirements: <ol style="list-style-type: none"> <li>1. DOLE Application Form</li> <li>2. Letter of Intent</li> <li>3. List of Officers and Members</li> <li>4. Work Plan</li> <li>5. Minutes and Attendance</li> <li>6. Articles and by-laws</li> <li>7. Financial Statement</li> <li>8. Map or Location</li> <li>9. Mission, Vision, Goals</li> <li>10. Organizational Structure</li> <li>11. Resolution for registration</li> </ol>		1. To be prepared by the association and assisted by the Municipal Agriculture Office (MAO)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Attend and submit the necessary requirements.	<ol style="list-style-type: none"> <li>1. Community meeting/ consultation/ orientation.</li> <li>2. Election of officers.</li> <li>3. Formulation of By Laws &amp; Articles of Cooperation.</li> <li>4. Submission of documents to DOLE.</li> <li>5. Accreditation to LGU thru SB Resolution.</li> </ol>	Php 70.00 registration Fee to DOLE	5 days	Municipal Agriculture Office (MAO)
<b>TOTAL</b>		<b>Php 70.00 registration Fee to DOLE</b>	<b>5 days</b>	

## 7. Technical Assistance & Monitoring

<b>Office or Division:</b>		Office of the Municipal Agriculture		
<b>Classification:</b>		Highly Technical		
<b>Type of Transaction:</b>		G2C–GovernmenttoCitizen G2G –Government to Government		
<b>Who may avail:</b>		All qualified fisherfolks of Calatagan, Batangas		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
		1. Municipal Agriculture Office (MAO)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Report the issues and concerns encountered	1. Conduct of meetings & trainings (MFARMC, Bantay Dagat, Fisherfolk Associations) 2. Fishpond Monitoring 3. Seaweeds Monitoring			Municipal Agriculture Office (MAO)
<b>TOTAL</b>		<b>None</b>	<b>-</b>	

**8. Distribution of Fishery Projects (Fish Net, Battery, Fish Processing materials, Aquaculture Projects, Seaweed Farm Implements)**

<b>Office or Division:</b>	Office of the Municipal Agriculture			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C–GovernmenttoCitizen G2G –Government to Government			
<b>Who may avail:</b>	All qualified fisherfolks of Calatagan, Batangas			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. They must be a Registered Fisherfolk of this Municipality.		1. Municipal Agriculture Office (MAO)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Attend in the Distribution of Fishery Projects (Fish Net, Battery, Fish Processing, Aquaculture Projects, Seaweed Farm Implements)	1. Gathering of recipients (from Master list of Registered Fisherfolk). 2. Coordinating regarding the Gears Specs, fish processing materials, aquaculture materials, kinds of SFI). 3. Purchase of the fishery projects. 4. Scheduling of distribution. 5. Informing of all recipients.	No Fees Required	5 days	Municipal Agriculture Office (MAO)
<b>TOTAL</b>		<b>None</b>	<b>5 days</b>	

9. Enforcement of Fishery Laws

<b>Office or Division:</b>		Office of the Municipal Agriculture		
<b>Classification:</b>		Highly Technical		
<b>Type of Transaction:</b>		G2C–GovernmenttoCitizen G2G –Government to Government		
<b>Who may avail:</b>		All qualified fisherfolks of Calatagan, Batangas		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
		1. Municipal Agriculture Office (MAO)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Report the issues and concerns in fisheries	1. Deputation of Second linerleaders (Bantay Dagat, MFARMC, MPA Patroller, Bantay Bakawan) 2. Implementation of Seasonal Closure (Pagpapahinga ng PambayangKatubigan ng Calatagan)			Municipal Agriculture Office (MAO)
<b>TOTAL</b>		-	-	

## 10. Dispersal of Tilapia Fingerlings

<b>Office or Division:</b>	Office of the Municipal Agriculture			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C–GovernmenttoCitizen G2G –Government to Government			
<b>Who may avail:</b>	All qualified fisherfolks of Calatagan, Batangas			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Tilapia Fingerlings		1. To be request in BFAR 4A through the assistance of Municipal Agriculture Office (MAO)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Coordinate to MAO regarding the status of fingerlings	<ol style="list-style-type: none"> <li>1. Prepare a request letter to BFAR 4A</li> <li>2. Assist in the visitation of the target site.</li> <li>3. Schedule ng dispersal of fingerlings.</li> <li>4. Coordinate to the Ilog Santiago Cluster (ISAC).</li> <li>5. Monitor the dispersal of tilapia fingerlings.</li> </ol>			Municipal Agriculture Office (MAO) and BFAR 4A
<b>TOTAL</b>		-	-	

### III Livestock

#### 1. Rabies Immunization of Dogs and Cats

<b>Office or División:</b>	Municipal Agriculture Office – Livestock Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C- Government to Citizen G2G – Government to Government			
<b>Whom available:</b>	All Dogs and Cats Owners			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Dogs / Cats Registration		Municipal Agriculture Office		
Anti-Rabies Vaccine				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to the designated vaccination area on the schedule date with the dogs/cats for vaccination	Injection of rabies vaccine; Registration of dogs/cats	P35.00	7 mins	Agricultural Technologies - Livestock
<b>TOTAL</b>		<b>35 minutes</b>	<b>7 mins.</b>	

## 2. Disease Immunization of Small Animals

<b>Office or Division:</b>	Municipal Agriculture Office – Livestock Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government			
<b>Who may avail:</b>	Livestock Farmers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Healthy Animals		Municipal Agriculture Office		
Hog Cholera Vaccine				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Coordinate to MAO and request for vaccination	Inform the client on the schedule of vaccination/animal site visit/injection of hog cholera vaccine	None	30 mins-1 hr.	Agricultural Technologist – Livestock Division
<b>TOTAL</b>		<b>None</b>	<b>1 hr. &amp; 30mins.</b>	

## 3. Disease Immunization of Large Animals

<b>Office or Division:</b>	Municipal Agriculture Office – Livestock Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government			
<b>Who may avail:</b>				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Healthy Animals		Municipal Agriculture Office		
Hemostat Vaccine				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to the designated vaccination site on the scheduled date of vaccination	Injection of Hemostat/ Vaccination of Large Animals	None	8 hrs. <i>(depends on the no. of heads of animals)</i>	Agricultural Technologist - Livestock
<b>TOTAL</b>		<b>None</b>	<b>8 hrs.</b>	



#### 4. Treatment of Sick Animal

<b>Office or Division:</b>	Municipal agriculture Office - Livestock			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government			
<b>Whom may avail:</b>	Livestock Farmers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Veterinary Drugs		Municipal Agriculture Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1 Proceed to MAO for consultation; veterinary assistance	Inspection/observation of sick animal; injection of veterinary drugs needed	None	1-2 hrs (depends on the location of the animals)	Agricultural Technologist - Livestock
<b>TOTAL</b>		<b>None</b>	<b>1-2 hrs.</b>	

#### 5. Issuance of Animal Inspection Certificate

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government			
<b>Who may avail:</b>				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Animal Health Workers (BAHW) Certification		Barangay Animal health Workers (BAHW) 1.1.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed/coordinate to MAO for proper inspection of animals	Inspection of animals; issue Animal Inspection Certificate (AIC)	P80.00	20 mins.	Agricultural Technologist - Livestock
<b>TOTAL</b>		<b>80.00</b>	<b>20 mins.</b>	

**6. Artificial Insemination (Upgrade of Livestock Animal)**

<b>Office or Division:</b>	Municipal Agriculture Office - Livestock			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government			
<b>Whom may avail:</b>	Livestock Farmers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Standing Heat Animal		Farmer/Livestock owner		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Report/request to MAO for the Artificial Insemination	Do the artificial insemination process	None	1- 2 hrs.	Agricultural Technologist - Livestock
<b>TOTAL</b>		<b>None</b>	<b>1-2 hrs.</b>	

**7. Routine Services**

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government			
<b>Who may avail:</b>	Livestock Farmers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Vitamins, Iron, Dewormed		Municipal Agriculture Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Report/request to MAO for the routine services needed like injection of vitamins, iron, deworming and castration of piglets	Inform the client for the schedule of the routine services they requested	None	1-2 hrs. <i>(depends on the location of animal)</i>	Agricultural Technologist - Livestock
<b>TOTAL</b>		<b>None</b>	<b>1-2 hrs.</b>	