

Provincial Agriculturist's Office



Office or Division:	AGRO-TECHNOLOGY RESOURCE DEVELOPMENT & MANAGEMENT DIVISION			
Classification:				
Type of Transaction:	PROVISION OF RICE SEED SUBSIDY			
Who may avail:	FARMERS/ FARMER ASSOCIATION/ FARMER COOPERATORS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Endorsement Letter		Municipal/City Agriculturist or Municipal/City Mayors		
Proposed Master List of farmers		N/A		
Proposed Masterlist of farmers; Validation Reports		N/A		
Approved Masterlist of Farmer - beneficiaries		N/A		
Approved Masterlist of Farmers		N/A		
List of farmer-beneficiaries		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for seed subsidy. Submit letter request to the rice coordinator in your municipality for endorsement of request by MAOs/Municipal Mayors		None	1 day	City Agriculturist /Municipal Agriculturists/ Rice Program Coordinator
	Validation of site and beneficiaries submitted by the Office of the Municipal Agriculturist for seed allocation	None	3- 5 days	<i>Venerando Sanchez, Jr.</i> <i>OIC-Supervising Agriculturist</i> Jefte DC. Bay-ongan Agriculturist II <i>Sarah Alma A. Relox</i> Agricultural Technologist/ Report Officer
	Approval of allocation per Municipality/City	None	20 minutes	Christine M. Pine Provincial Agriculturist Jefte DC. Bay-ongan Agriculturist II

	Facilitation of procurement plan	None	1 month	<p><i>Sarah Alma A. Relox</i> Agricultural Technologist</p> <p>Adah B. Rafa Administrative Officer V</p> <p>Lucille G. Enrile Administrative Aide VI</p> <p>Ma. Janice F. Leynes Administrative Aide IV</p> <p>Jolly G. Sabado Administrative Aide III</p> <p>Riza T. Canilang Administrative Aide II</p>
	Distribution of Seeds per municipality	None	1 week	<p><i>Christine M. Pine</i> Provincial Agriculturist</p> <p><i>Venerando Sanchez, Jr.</i> OIC-Supervising Agriculturist</p> <p>Jefto DC. Bay-ongan Agriculturist II</p>
	Technical Assistance/Monitoring and Evaluation	None	1 day	<p><i>Venerando Sanchez, Jr.</i> OIC-Supervising Agriculturist</p> <p>Jefto DC. Bay-ongan Agriculturist II</p> <p><i>Christian M. Generato</i> Agriculturist II</p> <p><i>Sarah Alma A. Relox</i> Agricultural Technologist</p>

Office or Division:	AGRO-TECHNOLOGY RESOURCE DEVELOPMENT & MANAGEMENT DIVISION			
Classification:				
Type of Transaction:	BINHIAN SA BARANGAY PROGRAM			
Who may avail:	FARMERS/ FARMER ASSOCIATION/ FARMER COOPERATORS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Endorsement Letter		Municipal/City Agriculturist or Municipal/City Mayors		
Proposed Master List of farmers		N/A		
Proposed Masterlist of farmers; Validation Reports		N/A		
Approved Masterlist of Farmer – Beneficiaries		N/A		
Approved Masterlist of Farmers		N/A		
List of farmer-beneficiaries		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for seed subsidy. Submit letter request to the rice coordinator in your municipality for endorsement of request by MAOs/Municipal Mayors		None	1 day	Municipal Agriculturists/Rice Program Coordinator
	Validation of site and beneficiaries endorsed by the Municipal Agriculture Office for seed allocation	None	3-5 days	<i>Venerando Sanchez, Jr.</i> <i>OIC-Supervising Agriculturist</i> Jefte DC. Bay-ongan Agriculturist II <i>Sarah Alma A. Relox</i> Agricultural Technologist/ Report Officer
	Approval of allocation per Municipality/City	None	20 minutes	Christine M. Pine Provincial Agriculturist Jefte DC. Bay-ongan Agriculturist II

	Facilitation of procurement plan	None	1 month	<p><i>Venerando Sanchez, Jr.</i> <i>OIC-Supervising Agriculturist</i></p> <p>Jeft DC. Bay-ongan Agriculturist II</p> <p><i>Sarah Alma A. Relox</i> Agricultural Technologist</p> <p>Adah B. Rafa Administrative Officer V</p> <p>Lucille G. Enrile Administrative Aide VI</p> <p>Ma. Janice F. Leynes Administrative Aide IV</p> <p>Jolly G. Sabado Administrative Aide III</p> <p>Riza T. Canilang Administrative Aide II</p>
	Distribution of Seeds per municipality	None	1 week	<p><i>Christine M. Pine</i> <i>Provincial Agriculturist</i></p> <p><i>Venerando Sanchez, Jr.</i> <i>OIC-Supervising Agriculturist</i></p> <p>Jeft DC. Bay-ongan Agriculturist II</p>
	Technical Assistance Monitoring and Evaluation	None	1 month	<p><i>Venerando Sanchez, Jr.</i> <i>OIC-Supervising Agriculturist</i></p> <p>Jeft DC. Bay-ongan Agriculturist II</p> <p><i>Christian M. Generato</i></p>

				<i>Agriculturist II</i> <i>Sarah Alma A. Relox</i> <i>Agricultural</i> <i>Technologist</i>
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Office or Division:	AGRO-TECHNOLOGY RESOURCE DEVELOPMENT & MANAGEMENT DIVISION			
Classification:				
Type of Transaction:	AVAILMENT OF TECHNOLOGY DEMONSTRATION FOR ORGANIC RICE PRODUCTION			
Who may avail:	FARMERS/ FARMER ASSOCIATION/ FARMER COOPERATORS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Endorsement Letter		Municipal/City Agriculturist or Municipal/City Mayors		
Letter request		Client		
List of Organic Farmer Beneficiaries		N/A		
Approved list of farmer-beneficiaries		N/A		
List of Organic Farmers Beneficiaries		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Request for assistance. Submit letter request to the organic agriculture focal person in your municipality for endorsement of request by MAOs/Municipal Mayors</i>		None	1 day	Municipal/City Agriculturists/ Organic agriculture focal person
	Validation of sites and Farmers beneficiaries.	None	3-5 days	Venerando M. Sanchez, Jr. OIC , Supervising Agriculturist <i>Christian Generato</i> <i>Agriculturist II</i>
	Approval of request	None	15 minutes	Christine M. Pine Provincial Agriculturist

				<p>Venerando M. Sanchez, Jr. OIC , Supervising Agriculturist</p> <p>Christian Generato Agriculturist II</p>
	Facilitation of input procurement	None	1 month	<p>Venerando M. Sanchez, Jr. OIC , Supervising Agriculturist</p> <p>Christian M. Generato Agriculturist II</p> <p>Adah B. Rafa Administrative Officer V</p> <p>Lucille G. Enrile Administrative Aide VI</p> <p>Ma. Janice F. Leynes Administrative Aide IV</p> <p>Jolly G. Sabado Administrative Aide III</p> <p>Riza T. Canilang Administrative Aide II</p>
	Distribution of inputs to Farmers Beneficiaries	None	1 day	<p><i>Christine M. Pine</i> <i>Provincial Agriculturist</i></p> <p><i>Venerando Sanchez, Jr.</i> <i>OIC-Supervising Agriculturist</i></p> <p>Christian M. Generato Agriculturist II</p>
	Monitoring and technical assistance to beneficiaries.	None	1 day	<p>Christian M. Generato Agriculturist II</p>

Office or Division:	AGRO-TECHNOLOGY RESOURCE DEVELOPMENT & MANAGEMENT DIVISION			
Classification:				
Type of Transaction:	AVAILMENT OF VEGETABLE SEEDS			
Who may avail:	FARMERS/ FARMER ASSOCIATION/ FARMER COOPERATORS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Endorsement letter		Municipal/City Agriculturist or Municipal/City Mayors		
Letter requests from Municipal Agriculture Office/Walk in Client		N/A		
Masterlist of farmers		N/A		
Letter request; Validation Reports		N/A		
Masterlist of farmer-beneficiaries		N/A		
Masterlist of farmer-beneficiaries		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Seek assistance from the Municipal/ City Agriculturist, Agricultural Technologist assigned in the Municipality/ Barangay for assistance		None	20 minutes	City Agriculturist / Municipal Agriculturists/HVCCD P Program Coordinator
	Consolidation of masterlist for vegetable seeds subsidy	None	1 hour	Charito J. Manongsong Provincial HVCDP Coordinator
	Validation of sites and beneficiaries.	None	3-5 days	Charito J. Manongsong Provincial HVCDP Coordinator Librada O. Leviste Agricultural Technologist
	Approval of requests	None	20 minutes	Christine M. Pine Provincial Agriculturist Venerando M. Sanchez, Jr. OIC , Supervising Agriculturist

				Charito J. Manongsong Provincial HVCDP Coordinator
	Facilitation of procurement plan.	None	1 month	Charito J. Manongsong Provincial HVCDP Coordinator Adah B. Rafa Administrative Officer V Lucille G. Enrile Administrative Aide VI Ma. Janice F. Leynes Administrative Aide IV Jolly G. Sabado Administrative Aide III Riza T. Canilang Administrative Aide II
	Monitoring and technical assistance to beneficiaries.	None	1 day	Charito J. Manongsong Provincial HVCDP Coordinator Librada O. Leviste Agricultural Technologist

Office or Division:	AGRO-TECHNOLOGY RESOURCE DEVELOPMENT & MANAGEMENT DIVISION			
Classification:				
Type of Transaction:	AVAILING OF BALIK BINHI FOR CORN PROGRAM			
Who may avail:	FARMERS/ FARMER ASSOCIATION/ FARMER COOPERATORS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Masterlist of farmers		N/A		
Letter request		CLIENT		
Validation reports		N/A		
Masterlist of farmer-beneficiaries		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for assistance. Submit letter request to the corn program coordinator in your municipality for endorsement of request by MAOs/ Municipal Mayors		None	1 hour	<i>Municipal/City Agriculturist/Municipal Corn Program Coordinator</i>
	Validation of sites and Farmer-beneficiaries.	None	2-4 days	Christian M. Generato Provincial Corn Coordinator/ Agriculturist II
	Approval of requests	None	20 minutes	Christine M. Pine Provincial Agriculturist Venerando M. Sanchez, Jr. OIC , Supervising Agriculturist Christian M. Generato Agriculturist II
	Facilitation of procurement and distribution of inputs to Farmers Beneficiaries	None	1 day	Christian M. Generato Provincial Corn Coordinator/ Agriculturist II Adah B. Rafa Administrative Officer V Lucille G. Enrile Administrative Aide VI

				<p>Ma. Janice F. Leynes Administrative Aide IV</p> <p>Jolly G. Sabado Administrative Aide III</p> <p>Riza T. Canilang Administrative Aide II</p>
	Supervision /Monitoring and technical assistance to beneficiaries.	None	1 day	<p>Venerando M. Sanchez, Jr. OIC , Supervising Agriculturist</p> <p>Christian M. Generato Provincial Corn Coordinator/ Agriculturist II</p>

Office or Division:	AGRO-TECHNOLOGY RESOURCE DEVELOPMENT & MANAGEMENT DIVISION			
Classification:				
Type of Transaction:	AVAILING FARM MECHANIZATION SERVICES AND FINANCIAL ASSISTANCE			
Who may avail:	FARMERS/ FARMER ASSOCIATION/ FARMER COOPERATORS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request/ Resolution		CLIENT		
List of farmer-beneficiaries endorsed by LGU		N/A		
DOLE, SEC, CDA accreditation, Master list of farmers and area served		CLIENT/ DOLE, SEC, CDA		
Sangguniang Panlalawigan accreditation		CLIENT/ SANGGUNIANG PANLALAWIGAN		
Approved request/proposal/ MOA		N/A		
List of farmer-beneficiaries		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>Request for financial assistance and mechanization services</p> <p><i>Submit letter request to the rice/HVCDP</i></p>		None	5 minutes	City / Municipal Agriculturists/ Program Coordinators

<i>coordinator in your municipality for endorsement of request by MAOs/Municipal Mayors</i>				
	Validation of documents and proposed sites	None	3- 5 days	Venerando M. Sanchez, Jr. OIC , Supervising Agriculturist Jefte DC. Bay-ongan Agriculturist II
	Endorsement to national agencies/Local Governments Unit (LGUs)	None	30 minutes	Christine M. Pine Provincial Agriculturist Venerando M.Sanchez Jr. OIC, Supervising Agriculturist
	Execution of MOA	None	1 week	Venerando M.Sanchez Jr. OIC, Supervising Agriculturist Jefte DC. Bay-ongan Agriculturist II
	Turn-Over/Release of Assistance	None	1-2 hours	Venerando M.Sanchez Jr. OIC, Supervising Agriculturist Jefte DC. Bay-ongan Agriculturist II
	Monitoring and evaluation	None	1–2 hours	Venerando M.Sanchez Jr. OIC, Supervising Agriculturist Jefte DC. Bay-ongan Agriculturist II

Office or Division:	AGRO-TECHNOLOGY RESOURCE DEVELOPMENT & MANAGEMENT DIVISION			
Classification:				
Type of Transaction:	STRENGTHENING OF RURAL BASED ORGANIZATIONS (FA, RIC, 4H CLUB)			
Who may avail:	FARMERS/ FARMER ASSOCIATION/ FARMER COOPERATORS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request/ Invitation for assistance		CLIENT		
Endorsement letter		Municipal/City Agriculturist or Municipal/City Mayors		
Project proposal, resolution for livelihood projects		CLIENT		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for assistance. <i>Submit letter request to the RBO program coordinator in your municipality for endorsement of request by MAOs/Municipal Mayors</i>		None	1 hour	Municipal/City Agriculturists RBO Municipal/City Coordinator
	Conduct meetings on organizational development /re-organization	None	8 hours	Venerando M.Sanchez Jr. OIC, Supervising Agriculturist Vida Gracia G. Basa RBO's Provincial Coordinator
	Election of officers	None	4 hours.	Vida Gracia G. Basa RBO's Provincial Coordinator
	Registration of club to SEC/DOLE	None	4 hours	Vida Gracia G. Basa RBO's Provincial Coordinator
	Regular meeting	None	2 hours	Vida Gracia G. Basa RBO's Provincial Coordinator
	Endorsement for livelihood projects	None	1 hour	Christine M. Pine Provincial Agriculturist

				Venerando M.Sanchez Jr. OIC, Supervising Agriculturist
	Approval/provision of income generating projects	None	1 week	Christine M. Pine Provincial Agriculturist Venerando M.Sanchez Jr. OIC, Supervising Agriculturist
	Technical assistance and monitoring of project	None	1 day	Venerando M.Sanchez Jr. OIC, Supervising Agriculturist Vida Gracia G. Basa RBO's Provincial Coordinator
	Attendance to provincial, regional, national congress.	None	2 days	Vida Gracia G. Basa RBO's Provincial Coordinator
	Training	None	1-2 days	Christine M.Pine Provincial Agriculturist Venerando M.Sanchez Jr. OIC, Supervising Agriculturist Vida Gracia G. Basa RBO's Provincial Coordinator

Office or Division:	AGRO-TECHNOLOGY RESOURCE DEVELOPMENT & MANAGEMENT DIVISION			
Classification:				
Type of Transaction:	MARKET MATCHING			
Who may avail:	FARMERS/ FARMER ASSOCIATION/ FARMER COOPERATORS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request		CLIENT		
Market/Product Development and Packaging Needs Assessment		N/A		
List of producers		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Coordination with LGUs, MA/AT assigned in the municipality/ barangay regarding local producer of agricultural commodities		None	30 minutes	Venerando M.Sanchez Jr. OIC, Supervising Agriculturist Francisco C. Dapito Market Specialist II Librada O. Leviste Agricultural Technologist
	Contact local producers and link with buyers/ processors	None	1-2 hours	Francisco C. Dapito Market Specialist II
	Coordination with other NGAs for other forms of assistance to enhance market competitiveness of products and for other related market support services	None		Librada O. Leviste Agricultural Technologist
	Monitoring of farm gate prices of agricultural Commodities and volume of products shipped out by local producer.	None	4 hours	
	Preparation of progress reports	None	1 hour	

Office or Division:	TECHNICAL SUPPORT SERVICES DIVISION			
Classification:				
Type of Transaction:	AVAILING OF PLANTING MATERIALS			
Who may avail:	Farmers, walk-in clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Inquire available planting materials.</i> Inquire about the current inventory of planting materials at the Office of the Provincial Agriculturist.		<i>None</i>	3 minutes	<i>Arthur P. Fortu</i> Agricultural Center Chief I
<i>Submit request</i> Prepare and submit written request to the Governor for his approval.	<i>Receive requests.</i>	<i>None</i>	20 minutes	Office of the Governor
<i>Hauling</i> Bring own transportation for hauling of planting materials from the Provincial Demo Farm	<i>Document hauling.</i>	<i>None</i>	1-2 hours (Depending on the volume of planting materials)	<i>Bermando D. Obando</i> Agricultural Technologist

Office or Division:	TECHNICAL SUPPORT SERVICES DIVISION			
Classification:				
Type of Transaction:	AVAILING OF SOIL TEST			
Who may avail:	Farmes, walk-in clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of request upon approval.				
Label for soil samples indicating name, farm location, crops to be planted and area size for planting.		Provincial Agriculture Office		
Soil sample				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p><i>Collection of soil samples upon request.</i></p> <p>- In cases of on-field requests PAgO performs soil sampling</p>		None	1 week 1 day	Agricultural Technologist assigned in the barangay.
<p><i>Submit soil samples for laboratory analysis.</i></p>	<i>Accept soil samples</i>	None	2 minutes	<p><i>Ruel C. Balay</i> Agricultural Technician</p> <p><i>Michelle L. Sison</i> Laboratory Aide II</p> <p><i>Michelle DG Quinto</i> Laboratory Aide I</p>
<p><i>Registration</i></p>	<i>Conduct Interview</i>	None	10 minutes	<p><i>Ruel C. Balay</i> Agricultural Technician</p> <p><i>Michelle L. Sison</i> Laboratory Aide II</p> <p><i>Michelle DG Quinto</i> Laboratory Aide I</p>
	Examine the soil samples for analysis.	None	30 minutes	<p><i>Ruel C. Balay</i> Agricultural Technician II</p> <p><i>Michelle L. Sison</i> Laboratory Aide II</p>
Receive test result.	Give proper fertilizer recommendation based on the test results.	None	5 to 10 minutes	<i>Nestor M. De Guzman</i> Agriculturist II
	Discuss / explain the results of soil analysis to farmer/clientele.	None	2 to 3 minutes	<i>Nestor M. De Guzman</i> Agriculturist II
Acceptance of soil analysis results	Issuance of soil analysis results to farmer/clientele.	None	1 minute	<i>Nestor M. De Guzman</i> Agriculturist II

Office or Division:	TECHNICAL SUPPORT SERVICES DIVISION			
Classification:				
Type of Transaction:	Availing of IEC Materials			
Who may avail:	Farmes, walk-in clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requisition form		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sign in logbook		None	1 minute	Elizabeth O. Sanchez Agricultural Technologist John Mark E. Malaza Agricultural Technologist
Fill up of requisition form (if needed)		None	2 minutes	
Receive materials needed	Provision of materials needed	None	2 minutes	Elizabeth O. Sanchez Agricultural Technologist John Mark E. Malaza Agricultural Technologist

Office or Division:	TECHNICAL SUPPORT SERVICES DIVISION			
Classification:				
Type of Transaction:	AVAILMENT OF ORGANIC FERTILIZER AND TRICHODERMA AND METARHIZIUM			
Who may avail:	Farmes, walk-in clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requisition form		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sign in logbook		None	1 minute	Ma. Elena A. Zamora Agriculturist II <i>Nestor M. De Guzman</i> Agriculturist II

Fill up of requisition form (if needed)		None	2 minutes	Ma. Elena A. Zamora Agriculturist II <i>Nestor M. De Guzman</i> Agriculturist II
Received materials needed.	Provision of materials needed	None	2 minutes	Ma. Elena A. Zamora Agriculturist II <i>Nestor M. De Guzman</i> Agriculturist II

Office or Division:	PROVINCIAL AGRICULTURE OFFICE			
Classification:				
Type of Transaction:	ACCREDITATION OF TRUCKERS			
Who may avail:	Truckers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Scanned copy of ORCR, Business Permit, Driver's License, Company ID,		N/A		
Duly accomplished forms (Form A, B, C)		Provincial Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission Requirements of	Acceptance Requirements of	None	2-3 mins	Marilyn M. Alcanices; Supervising Agriculturist Mariannell Ramos Agricultural Technologist
	Evaluation Requirements of	None	10-15 mins	Marilyn M. Alcanices; Supervising Agriculturist Mariannell Ramos Agricultural Technologist
	Approval application of for accreditation	None	3-5 mins	Christine M. Pine Provincial Agriculturist

				Marilyn M. Alcanices; Supervising Agriculturist Mariannell Ramos Agricultural Technologist	
Attend orientation	Orientation truckers	of	None	30 mins	Marilyn M. Alcanices; Supervising Agriculturist Mariannell Ramos Agricultural Technologist
Accept Accreditation ID	Issuance Accreditation ID	of	None	15-20 mins	Marilyn M. Alcanices; Supervising Agriculturist Mariannell Ramos Agricultural Technologist

Office or Division:	Provincial Agriculturist Office – Fisheries and CRM Division			
Classification:				
Type of Transaction:				
Who may avail:	Fishpond Operators, POs involved in Aquaculture Production			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Official request signed by Municipal Agriculturist, and/or endorsed by Municipal Mayor				
Fishpond properly managed/ready for stocking				
Vehicle to be used in the hauling of fry and fingerlings from source to fishpond area				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
AVAILING TILAPIA FINGERLINGS, BANGUS AND SUGPO & other fishery inputs				
1. <i>Request for Assistance.</i> Submit letter request to the fishery coordinator based in			1 day	MARILYN M. ALCANICES

<p>your municipality or at the OPAg-Fishery division, make sure that your name is included in the list of beneficiaries/fishpond operators.</p> <p>2. The Office of the Municipal Agriculturist submits list of beneficiaries to the office.</p>				CHERRY MAE D. MINGO
<p><i>Validation of beneficiaries & areas</i> OPAg personnel visits fishpond site and evaluates beneficiary</p>			1-2days	MARILYN M. ALCANICES CHERRY MAE D. MINGO
<p><i>Wait for advice/notice</i> The office will inform respective municipalities of the schedule of dispersal</p>			1 day	
<p>1. <i>Dispersal activity</i> Actual distribution of fry and fingerlings will be done</p>			3 hours	CHERRY MAE D. MINGO
<p>2. <i>Monitoring / technical assistance</i> Staff conducts field visit and extends necessary technical assistance to the beneficiaries. Each beneficiary shall submit production reports to the AT/Fishery Coordinator assigned in their respective barangay</p>				MARILYN M. ALCANICES CHERRY MAE D. MINGO

Office or Division:	Provincial Agriculturist Office – Fisheries and CRM Division
Classification:	
Type of Transaction:	
Who may avail:	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter-request, Municipal Indorsement/ Resolution, PO Accreditation; Draft Conservation Agreements relative to nature of resolution / request, Supporting documents such as validation reports, photo documents and recommendations, Approved resolution PO Receipt/MTO Receipt	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
AVAILING FISHERY LIVELIHOOD PROJECTS				
1. Request for assistance. Coordinate request with the municipal LGU. The Municipal Agriculturist/FARMC shall indorse request to the PGOM			1 day per beneficiary	MARILYN M. ALCANICES RHODORA EMILIA R. RAMIENTO ANDRES A. ABDON, JR. CHERRY MAE D. MINGO
2. Validation of organization/ beneficiaries OPAg personnel visits the area and evaluates organization/ beneficiaries and writing of Validation Report				MARILYN M. ALCANICES RHODORA EMILIA R. RAMIENTO ANDRES A. ABDON, JR. CHERRY MAE D. MINGO
3. Drafting and signing of Conservation Agreement/MOA/Certificate of Awards				MARILYN M. ALCANICES RHODORA EMILIA R. RAMIENTO
4. Processing of required documents (PR/PO/Vouchers)			3 hours	CHERRY MAE D. MINGO
5. Provision of livelihood assistance Actual distribution of banca and/or fishing gear shall be done			2 hours (awarding)	ANDRES A. ABDON, JR. CHERRY MAE D. MINGO
6. Monitoring / technical assistance Staff conducts field visits and extends necessary technical assistance to beneficiaries. Beneficiary shall regularly submit production reports to the AT assigned in the Barangay			1 day per beneficiary	MARILYN M. ALCANICES CHERRY MAE D. MINGO

Office or Division:	Provincial Agriculturist Office – Fisheries and CRM Division			
Classification:				
Type of Transaction:				
Who may avail:				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter-request, Municipal Indorsement/ Resolution, PO Accreditation; Draft Conservation Agreements relative to nature of resolution / request, Supporting documents such as validation reports, photo documents and recommendations, Approved resolution PO Receipt/MTO Receipt				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
AVAILING FISHERY LIVELIHOOD PROJECTS				
3. Request for assistance. Coordinate request with the municipal LGU. The Municipal Agriculturist/FARMC shall indorse request to the PGOM			1 day per beneficiary	MARILYN M. ALCANICES RHODORA EMILIA R. RAMIENTO ANDRES A. ABDON, JR. CHERRY MAE D. MINGO
4. Validation of organization/ beneficiaries OPAg personnel visits the area and evaluates organization/ beneficiaries and writing of Validation Report				MARILYN M. ALCANICES RHODORA EMILIA R. RAMIENTO ANDRES A. ABDON, JR. CHERRY MAE D. MINGO
3. Drafting and signing of Conservation Agreement/MOA/Certificate of Awards				MARILYN M. ALCANICES RHODORA EMILIA R. RAMIENTO

4.Processing of required documents (PR/PO/Vouchers)			3 hours	CHERRY MAE D. MINGO
5.Provision of livelihood assistance Actual distribution of banca and/or fishing gear shall be done			2 hours (awarding)	ANDRES A. ABDON, JR. CHERRY MAE D. MINGO
6.Monitoring / technical assistance Staff conducts field visits and extends necessary technical assistance to beneficiaries. Beneficiary shall regularly submit production reports to the AT assigned in the Barangay			1 day per beneficiary	MARILYN M. ALCANICES CHERRY MAE D. MINGO

Office or Division:	Provincial Agriculturist Office – Fisheries and CRM Division		
Classification:			
Type of Transaction:			
Who may avail:			
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
	Brgy. Resolution requesting assessment, Copy of Written Report, Copy of Written report attached , Letter invitation, Minutes of consultations, attendance sheet, copy of written report, Powerpoint presentations, Approved MPA ordinance at SB Level, Approved MPA ordinance at SB Level; GPS, buoy markers, sinkers and PE rope; photo document, CMBs and pegs, dive gears and equipment, Scientific Report by the Monitoring Team, LGU Representative; Fisherfolk Associations/People’s Organization, Brgy. Council and Community Organizer/Facilitator, Documents essential to crafting of MPA Management Plan (i.e. Baseline Information of habitat, MPA Ordinance, Barangay and Coastal Profile, CLUP, and Brgy. Development Plan) final Draft of MPA Management Plan, Final Draft of MPA Management Plan, Organized and active MPA Management Council Members; Signed Conservation Agreement, IEC Materials (leaflets, signages, posters, info boards, infomercials, videos and powerpoint)		
	Fishery Law Enforcement		

Reports/communications from LGU/Bantay Dagat Teams, Threat Map, Oplan, Checklist of patrolling equipment and logistics, Taskforce members (BD members, FARMC, PNP-Maritime, PCG, Taskforce Team Leader), Gathered Information (Apprehension Reports, evidences/confiscate gadgets/equipment, photo documents and Sworn Statement/ Affidavit), Letter Invitation to Taskforce and Network Members; Surveillance Reports				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
AVAILING SERVICES OFFERED BY FISHERIES AND COASTAL MANAGEMENT DIVISION				
1. Validate/Conduct initial assessment/habitat survey/establish technical description of the proposed area			1-2 days	RHODORA EMILIA R. RAMIENTO NERISA D. CUNA
2. Writing of assessment/survey results			2 hrs	RHODORA EMILIA R. RAMIENTO NERISA D. CUNA
3. Feedback written report to LGU and community			2 wks	RHODORA EMILIA R. RAMIENTO NERISA D. CUNA
4. Drafting, review and approval of Brgy. Resolution for MPA establishment			2 hrs	MARILYN M. ALCANICES
5. Conduct community consultations			1 day	MARILYN M. ALCANICES RHODORA EMILIA R. RAMIENTO NERISA D. CUNA

6. Drafting of MPA ordinance with the SB			1 day	MARILYN M. ALCANICES
7. General Public consultation/presentation of survey result and ordinance to the community and signing of commitment			2 hours	RHODORA EMILIA R. RAMIENTO NERISA D. CUNA
8. Approval of MPA Ordinance and forwarding to the Sangguniang Panlalawigan for review			5 days	MARILYN M. ALCANICES
9. Formal Launching of MPA/deployment of boundary markers			4 hours	MARILYN M. ALCANICES RHODORA EMILIA R. RAMIENTO NERISA D. CUNA
10. Biophysical assessment and concrete monitoring blocks (CMB) installation and reef survey (if proposed area is coral reef)			1 day	RHODORA EMILIA R. RAMIENTO NERISA D. CUNA
11. Write and submit report assessment report for data baseline and feedbacking			1 day	RHODORA EMILIA R. RAMIENTO NERISA D. CUNA
12. Creation of MPA Management Council			2 hours	MARILYN M. ALCANICES RHODORA EMILIA R. RAMIENTO NERISA D. CUNA
13. Participatory MPA Management Council			1 day	MARILYN M. ALCANICES RHODORA EMILIA R. RAMIENTO

				NERISA D. CUNA
14. Crafting and Adoption of MPA Management Plan			3 days	MARILYN M. ALCANICES
15. MPA Enforcement and Implementation			2 months	MARILYN M. ALCANICES RHODORA EMILIA R. RAMIENTO NERISA D. CUNA
16. Information, Education and Communication Campaigns			1 hour	RHODORA EMILIA R. RAMIENTO NERISA D. CUNA
Fishery Law Enforcement				
1. Threat Mapping/Information gathering			1 hour	ANDRES A. ABDON, JR.
2. Oplan (Operational Planning)			1 hour	ANDRES A. ABDON, JR.
3. Preparation of transport, equipment and paraphernalla preparation/inventory			1 day	ANDRES A. ABDON, JR.
4. Actual patrolling operation			3-4 days	ANDRES A. ABDON, JR.
5. Coordination and briefing of Taskforce members 6. Patrolling Evaluation, Report Preparation and Violation Analysis 7. Filing of cases, if any			1-2 days	ANDRES A. ABDON, JR.
8. Feedbacking thru Taskforce and Network Meetings				ANDRES A. ABDON, JR.