



Provincial Agriculturist's Office

External Services



1. Agricultural Inputs Support

It is a program of the Provincial Government of Oriental Mindoro (PGOM) that provides agricultural inputs (palay seeds, corn seeds, vegetable seeds, fruit trees, fertilizers, and pesticides) to farmers/farmer's cooperative/associations, Local Government Units and Schools. This is funded through the Provincial Agriculturist's Office.

Office or Division:	Agro-Technology Resource Development & Management Division			
Classification:	Highly Technical			
Type of Transaction:	G2C and G2G			
Who may avail:	Farmers' Cooperative / Associations (FCAs)/ Local Government Units (LGUs)/ Schools			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. FCAs/LGUs/ Schools Request Letter/Resolution (1 Original, 1 Photocopy)		Farmer Associations/Cooperative		
2. Endorsement Letter (for FCAs) (1 Original, 1 photocopy)		Municipal/City Agriculturist or Municipal/City Mayors		
3. Certificate of Registration from SEC/ CDA/ DOLE (for FCAs) (1 Photocopy)		Office of the Security and Exchange Commission (SEC) or Cooperative Development Authority (CDA) or Department of Labor and Employment (DOLE) (for FCAs)		
4. SP Certificate of Accreditation (for FCAs) (1 Photocopy)		Sangguniang Panlalawigan (SP)		
5. Validation Reports (1 original/1 photo copy)		Provincial Agriculturist's Office (PAgO)		
6. Masterlist of Approved Request (1 original/1 photo copy)		PAgO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook at the front desk and submit complete required documents	1. Receive complete documents and Endorse to the Provincial Agriculturist	None	3 minutes	Admin Staff (Administrative Division, Provincial Agriculturist's Office)



	1.1 Endorse documents to concerned division/program implementer for appropriate actions	None	2 minutes	Provincial Agriculturist
	1.2 Review of documents and Endorse to Program Implementer for scheduling of on-site validation	None	5 minutes	Supervising Agriculturist (SA) (Agro-Technology Resource Development and Management Division, Provincial Agriculturist's Office)
	1.3 Schedule conduct of on-site validation	None	2 minutes	Agriculturist II (Agri II) (Agro-Technology Resource Development and Management Division, Provincial Agriculturist's Office)
	1.4 Notify concerned FCAs/LGUs/ Schools for the schedule of on-site validation/ assessment	None	2 minutes	Agri II/ Agricultural Technologist (AT) (Agro-Technology Resource Development and Management Division, Provincial Agriculturist's Office)



<p>2. Participate in the on-site validation/ Assessment</p>	<p>2. Conduct of on-site validation/ Assessment/ Preparation of validation reports with recommendation for approval</p> <p>2.1 Approve request/ resolution</p> <p>2.2 Prepare and facilitate of procurement documents</p> <p>2.3 Process documents</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>1 day</p> <p>5 minutes</p> <p>10 minutes</p> <p>3 months</p>	<p>SA/Agri II/AT (Agro-Technology Resource Development and Management Division, Provincial Agriculturist's Office)</p> <p>Provincial Agriculturist</p> <p>Agri II/AT (Agro-Technology Resource Development and Management Division, Provincial Agriculturist's Office)</p> <p>Budget Office/Bids and Awards Committee/ General Service Office/ Accounting</p>
<p>3. Receive agricultural inputs and fill up of requisition & issue slip (RIS) form and client satisfaction survey (CSSF) form</p>	<p>3. Schedule of distribution</p> <p>3.1 Notify concerned FCAs/LGUs/ Schools for the release of</p>	<p>None</p>	<p>1 day</p>	<p>Provincial Agriculturist, SA, Agri II, AT (Agro-Technology Resource Development and Management Division, Provincial</p>



	<p>agricultural inputs</p> <p>3.2 Release/ Distribution of agricultural inputs</p> <p>3.3 Give and Received the Requisition Issue Slip (RIS) and Client Satisfaction Survey Form (CSSF)</p>			Agriculturist's Office)
4 Participate in the monitoring and evaluation	4. Conduct of Monitoring and Evaluation and prepare required reports	None	2 days	SA/Agri II/AT (Agro-Technology Resource Development and Management Division, Provincial Agriculturist's Office)
	TOTAL	None	3 months, 4 days and 29 minutes	



2. Availing of Farm Tools and Machineries (Logistical Support)

PGOM provides farm tools and machineries to qualified Farmer Cooperative/Association (FCAs)/ Local Government Unit (LGUs) and Schools of Oriental Mindoro to ensure the continued growth and competitiveness of the province agricultural industry through the promotion of modern technology.

Office or Division:	Agro-Technology Resource Development & Management Division			
Classification:	Highly Technical			
Type of Transaction:	G2C and G2G			
Who may avail:	Farmers' Cooperative / Associations (FCAs)/ Local Government Units (LGUs)/ Schools			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. FCAs/LGUs/ Schools Request Letter/Resolution (1 Original, 2 Photocopy)				
2. Endorsement Letter (for FCAs) (1 Original, 1 photocopy)		Municipal/City Agriculturist or Municipal/City Mayors		
3. Certificate of Registration from SEC/ CDA/ DOLE (for FCAs) (1 Photocopy)		Office of the Security and Exchange Commission (SEC) or Cooperative Development Authority (CDA) or Department of Labor and Employment (DOLE)		
4. SP Certificate of Accreditation (for FCAs)		Sangguniang Panlalawigan (SP)		
5. Validation Reports (1 original/1 photo copy)		Provincial Agriculturist's Office (PAgO)		
6. Masterlist of Farmer – beneficiaries (1 original/1 photo copy)		PAgO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook at the front desk and submit complete	1.1Receive complete documents and Endorse to the Provincial Agriculturist	None	3 minutes	Admin staff (Administrative Division, Provincial Agriculturist's Office)



required documents	1.2 Endorse documents to concerned division/program implementer for appropriate actions	None	2 minutes	Provincial Agriculturist
	1.3 Review of documents and Endorse to Program Implementer for scheduling of on-site validation	None	5 minutes	Supervising Agriculturist (SA) (Agro-Technology Resource Development and Management Division, Provincial Agriculturist's Office)
	1.4 Schedule Conduct of on-site validation/ assessment	None	2 minutes	Agriculturist II (Agri II) (Agro-Technology Resource Development and Management Division, Provincial Agriculturist's Office)
	1.5 Notify concerned FCAs/LGUs/ Schools for the schedule of on-site validation/	None	2 minutes	Agriculturist II/Agricultural Technologist (AT) (Agro-Technology Resource



	assessment			Development and Management Division, Provincial Agriculturist's Office)
2. Participate in the on-site validation/ Assessment	2. Conduct of on-site validation/ Assessment and preparation of validation reports with recommendations for approval	None	1 day	Supervising Agriculturist/ Agriculturist II/Agricultural Technician (Agro-Technology Resource Development and Management Division, Provincial Agriculturist's Office)
	2.1 Approve of request/ resolution	None	5 minutes	Provincial Agriculturist
	2.2 Prepare and facilitate of procurement documents	None	10 minutes	Agriculturist II/Agricultural Technician (Agro-Technology Resource Development and Management Division, Provincial Agriculturist's Office)



	2.3 Process documents	None	3 months	Budget Office/Bids and Awards Committee/ General Service Office/ Accounting
3. Receive the farm tools and machineries and fill up requisition & issue slip (RIS)/ invoice receipt for property (IRP) form and client satisfaction survey form (CSSF)	<p>3. Schedule of distribution</p> <p>3.1 Notify concerned FCAs/LGUs/ Schools for the schedule of distribution</p> <p>3.2 Release/ Distribution of farm tools and machineries</p> <p>3.3 Give and Received the RIS, IRP and CSSF</p>	None	1 day	Provincial Agriculturist, Supervising Agriculturist, Agriculturist II, Agricultural Technologist (Agro-Technology Resource Development and Management Division, Provincial Agriculturist's Office)
4. Participate in the monitoring and evaluation	4. Conduct of Monitoring and Evaluation and prepare required reports	None	2 days	Supervising Agriculturist, Agriculturist II, Agricultural Technologist (Agro-Technology Resource Development and Management Division, Provincial Agriculturist's Office)



	TOTAL	None	3 months, 4 days and 29 minutes	
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3. Availing of Financial Assistance

PGOM provides Financial Assistance to qualified Rural Based Organization (RBOs) and Farmers' Cooperative/Association (FCAs) of Oriental Mindoro to empower local organizations and contribute to the development of the agricultural value chain of key commodities in the province.

Office or Division:	Agro-Technology Resource Development & Management Division		
Classification:	Highly Technical		
Type of Transaction:	G2C		
Who may avail:	Rural Based Organization (RBOs) /Farmers' Cooperative/Association (FCAs)		
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
	1. RBOs/FCAs Request Letter/Board Resolution requesting financial assistance (1 Original, 2 photocopy)		
	2. SP Accreditation (1 photocopy)	Sangguniang Panlalawigan (SP)	
	3. Certificate of Registration from SEC/ CDA/ DOLE (for FCAs) (1 Photocopy)	Office of the Security and Exchange Commission (SEC) or Cooperative Development Authority (CDA) or Department of Labor and Employment (DOLE)	
	4. Board Resolution signed by the governing board/officers authorizing the representative to enter into Memorandum of Agreement (MOA) with the Provincial Government of Oriental Mindoro (PGOM) (1 original, 1 photocopy)	Client	
	5. Draft Memorandum of Agreement (MOA) (3 original)	Project Implementor	
	6. Source of Equity (1 original, 1 photocopy)	Client	



7. Audited Financial Assistance previously granted to the organization (if any) (1 original, 1 photocopy)	Client			
8. Audited Financial Statement (1 original, 1 photocopy)	Client			
9. By Laws (1 photocopy)	Client			
10. Receipt of the Organization issued by BIR (1 original copy, 1 photocopy)	Client			
11. Endorsement Letter (1 Original, 1 photocopy)	Municipal/City Agriculturist or Municipal/City Mayors			
12. Project Proposal signed by the organization's officers (1 original, 1 photocopy)	Client			
13. Sworn affidavit of the Secretary of the NGO/PO that none of its incorporators, organizers, directors, or officials is an agent or related by consanguinity or affinity up to the fourth civil degree to the officials of GO authorized to process and/or approve the proposal and release of funds (1 original/1 photo copy)	Client			
14. Certified photocopy of depository account opened (2 photo copy)	Client			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook at the front desk and submit number 1 documents	1. Receive documents and endorse to the Provincial Agriculturist	None	5 minutes	Administrative staff (Administrative Division, Provincial Agriculturist's Office)
	1.1 Endorse documents to concerned division/program implementer for appropriate actions	None	10 minutes	Provincial Agriculturist



	<p>1.2 Review of request/resolution for financial assistance and Endorse to Program Implementer for scheduling of on-site validation</p> <p>1.3 Receive documents and Schedule an on-site validation</p> <p>1.4 Notify concerned RBO's and FCAs on the schedule of on-site validation</p>	<p>None</p> <p>None</p> <p>None</p>	<p>15 minutes</p> <p>5 minutes</p> <p>2 minutes</p>	<p>Supervising Agriculturist (SA) (Agro-Technology Resource Development and Management Division, Provincial Agriculturist's Office)</p> <p>Agriculturist II (Agro-Technology Resource Development and Management Division, Provincial Agriculturist's Office)</p> <p>Agriculturist II/ Agricultural Technologist (Agro-Technology Resource Development and Management Division, Provincial Agriculturist's Office)</p>
2. Participate in the on-site	2. Conduct an on-site validation and Preparation	none	2 days	Supervising Agriculturist, Agriculturist II,



validation/ Assessment	of validation reports and recommendation for approval			Agricultural Technologist (Agro-Technology Resource Development and Management Division, Provincial Agriculturist's Office)
	2.1 Approve request/ resolution	none	15 minutes	Provincial Agriculturist
	2.2 Draft Memorandum of Agreement (MOA)	none	1 day	Agriculturist II, Agricultural Technician (Agro-Technology Resource Development and Management Division, Provincial Agriculturist's Office)
3. Submit remaining documents (Source of Equity, SP Accreditation, Certificate of Registration with SEC/CDA/DOLE, Audited Financial Statement, By Laws) as	3. Receive necessary requirements and indorse together with MOA to Provincial Legal Office (PLO) for review	none	10 minutes	Agriculturist II (Agro-Technology Resource Development and Management Division, Provincial Agriculturist's Office)
	3.1 Review of the MOA and	none	2 days	Provincial Legal Office (PLO)



<p>attachment to MOA (1 original, 2 certified true copy)</p>	<p>Issuance of Certificate of Legal Sufficiency</p> <p>3.2 Indorse MOA to Sangguniang Panlalawigan for Committee Hearing</p>	<p>none</p>	<p>1 day</p>	<p>PLO staff</p>
<p>4. Participate in the Committee Hearing as advised</p>	<p>4. Notify RBOs/ FCAs on the schedule of Committee Hearing</p> <p>4.1 Issuance of legislative authority to LCE to sign and enter into MOA</p> <p>4.2 Signing of MOA between PGOM and RBOs/ FCAs</p> <p>4.3 Prepare and facilitate of procurement documents</p>	<p>none</p> <p>none</p> <p>none</p> <p>none</p>	<p>5 minutes</p> <p>1 day</p> <p>1 day</p> <p>20 minutes</p>	<p>SP</p> <p>SP</p> <p>SA, Agri II, AT (Agro-Technology Resource Development and Management Division, Provincial Agriculturist's Office)</p> <p>Agri II, AT (Agro-Technology Resource Development and Management Division, Provincial Agriculturist's Office)</p>



	4.4 Process of documents	none	3 months	Budget Office/Bids and Awards Committee/ General Service Office/ Accounting
	4.5 Notify concerned RBO/FCA and LGUs for the release of financial assistance	none	20 minutes	SA, Agri II, AT (Agro-Technology Resource Development and Management Division, Provincial Agriculturist's Office)
5. Receive the financial assistance and issue receipt of the organization issued by BIR and fill up client satisfaction survey form (CSSF)	5. Release/ Distribution of financial assistance, receive receipt of the organization issued by the BIR and Give/received CSSF	none	1 day	Provincial Agriculturist, SA, Agri II, AT (Agro-Technology Resource Development and Management Division, Provincial Agriculturist's Office)
6. Participate in the monitoring and evaluation	6. Monitoring and Evaluation	none	1 day	SA, Agri II, AT (Agro-Technology Resource Development and Management Division, Provincial Agriculturist's Office)



	TOTAL	None	3 months, 10 days, 1 hour, 47 minutes	
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4. Availing of Financial Assistance

The Provincial Government of Oriental Mindoro (PGOM through the Provincial Agriculturist's Office (PAgO) provides Financial Assistance to qualified Fisherfolk Associations or Cooperatives (FCAs), Lower Local Government Units, (Barangay and Municipal) of Oriental Mindoro to empower LGUs, local organizations and contributes to the protection, conservation, and management of fishery resources, increase fisheries production and increased value of fishery commodities.

Office or Division:	Fishery & Coastal Resource Management Division		
Classification:	Complex		
Type of Transaction:	G2C		
Who may avail:	FISHERFOLKS ASSOCIATION/COOPERATIVE/ MUNICIPAL AND BARANGAY LOCAL GOVERNMENT UNITS (B/MLGUS)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Original copy of Board Resolution /Letter Request signed by the governing board/officers requesting financial	Fisherfolk Association/Cooperative/ Municipal and Barangay Local Government Units		
2. SP Accreditation (authenticated photocopy)	Sangguniang Panlalawigan		
3. Certificate of Registration with SEC/CDA/DOLE (authenticated photocopy)	Security Exchange Commission (SEC), Cooperative Development Authority (CDA), Department of Labor and Employment (DOLE)		
4. Sworn affidavit of the Secretary of the FA/PO that none of its incorporators, organizers, directors, or officials is an agent or related by consanguinity or affinity up to the fourth civil degree to the officials of GO authorized to process and/or approve the proposal and release of funds (one photocopy)	Public Attorney's Office		



5. Project Proposal signed by the organization's officers (one original copy)	Fisherfolk Association/Cooperative/ Municipal and Barangay Local Government Units			
6. Resolution Request (one original copy)	Fisherfolk Association/Cooperative/ Municipal and Barangay Local Government Units			
7. Certificate of Non Related Business	Fisherfolk Association/Cooperative/ Municipal and Barangay Local Government Units			
8. Original Copy of & one photocopy of LGU endorsement	Municipal and Barangay Local Government Units			
9. Validation report (one original copy)	PAgO			
10. Memorandum of Agreement (MOA) (one original copy)	PAgO			
11. Liquidation Report (four original copy)	Fisherfolk Association/Cooperative/ Municipal and Barangay Local Government Units			
12. Fund Utilization Report/Status of the projects (one original copy)	Fisherfolk Association/Cooperative/ Municipal and Barangay Local Government Units			
13. Acceptance receipt with signature of the members (one original copy)	Fisherfolk Association/Cooperative/ Municipal and Barangay Local Government Units			
14. Certificate of Project Completion (one original copy)	Fisherfolk Association/Cooperative/ Municipal and Barangay Local Government Units			
15. Constitution and By Laws (one authenticated copy)	Fisherfolk Association/Cooperative/ Municipal and Barangay Local Government Units			
16. List of members (one authenticated copy)	Fisherfolk Association/Cooperative/ Municipal and Barangay Local Government Units			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



<p>1. Submit a request letter/ resolution with a received copy from the Office of the Governor</p>	<p>1. Receive request letter/ resolution</p>	<p>None</p>	<p>1 minute</p>	<p>Administrative Aide IV (Administrative Division, Provincial Agriculturist's Office)</p>
<p>2. Participate in the on-site validation</p>	<p>2. Conduct On-site validation</p>	<p>None</p>	<p>1 day</p>	<p>Supervising Agriculturist Aquaculturist II Agricultural Technologist Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)</p>
	<p>2.1 Preparation of validation reports and recommendations for approval</p>	<p>None</p>	<p>1 day</p>	<p>Aquaculturist II Agricultural Technologist Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)</p>
	<p>2.2. Review and Approval</p>	<p>None</p>	<p>4 hours</p>	<p>Provincial Agriculturist</p>
	<p>2.3 Draft Memorandum of Agreement (MOA)</p>	<p>None</p>	<p>3 days</p>	<p>Aquaculturist II Agricultural Technologist Agricultural Technologist</p>



				(Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)
3. Submit required documents (Proposal, SP accreditation, SEC/CDA/DOL E accreditation, Audited Financial Report, Work and Financial Plan, Sworn Affidavit of Secretary, Source of Equity, SP Resolution authorizing the Provincial Governor to enter inter contracts with Pos) 1 photocopy each	3. Receive necessary requirements and indorse together with MOA to Provincial Legal Office for review	None	5 minutes	Aquaculturist II Agricultural Technologist Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)
	3.1 Indorse MOA to Sangguniang Panlalawigan for Committee Hearing	None	5 minutes	Aquaculturist II Agricultural Technologist Agricultural Technologist (Fishery & Coastal Resource Management Division,



				Provincial Agriculturist's Office)
	3.2 Signing of MOA between PGOM and RBO/FCA	None	4 hours	Aquaculturist II Agricultural Technologist Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)
	3.3. Preparation and facilitation of procurement documents	None	20 minutes	Aquaculturist II Agricultural Technologist Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)
4. Receive the financial assistance and issue receipt of the organization issued by BIR and fill up the	4. Release/ Distribution of financial assistance, receive receipt of the organization issued by	None	1 day	Supervising Agriculturist Aquaculturist II Agricultural Technologist Agricultural Technologist (Fishery & Coastal



client satisfaction survey form	the BIR and provide client satisfaction survey form			Resource Management Division, Provincial Agriculturist's Office)
5. Submit Required Documents for Liquidation	5. Receive necessary requirements and indorse together with MOA to Provincial Accounting Office for review	None	2 days	Aquaculturist II Agricultural Technologist Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)
6. Participate in the monitoring and evaluation	6. Monitor and Evaluate	None	1 day	Aquaculturist II Agricultural Technologist Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)
	TOTAL	None	9 days, 8 hours, 31 minutes	

5. Availing of Information, Education, Communication (IEC) Materials

Farmers, students, and other clients can avail a variety of Information, Education, and Communication (IEC) materials on agriculture and fishery technologies, production guides, etc.

Office or Division:	Technical Support Services Division
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Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Farmers, walk-in clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client's logbook	1. Give logbook to client	None	1 minute	Agricultural Technologist (Technical Support Services Division, Provincial Agriculturist's Office)
2. Provide necessary information needed.	2. Interview client to verify needed IEC materials.	None	3 minutes	Agricultural Technologist (Technical Support Services Division, Provincial Agriculturist's Office)
3. Receive IEC materials.	3. Provide appropriate IEC materials.	None	10 minutes	Agricultural Technologist (Technical Support Services Division, Provincial Agriculturist's Office)
4. Fill up client satisfaction rating form.	4. Assist client in filling-up client satisfaction rating form.	None	2 minutes	Agricultural Technologist (Technical Support Services



				Division, Provincial Agriculturist's Office)
	TOTAL	None	16 minutes	

6. Availing of Livelihood Projects

The Fishery Livelihood Projects extended to fisherfolk (POs and farmers) to diversify their source of income, for sustainable development of fishery resources. Livelihood projects provide fishery inputs like feeds, fertilizers, fingerlings, and cage materials (fish nets, PE rope), fish processing equipment like smokehouse, grinding machine, drying machine pressure cooker and kitchen utensils. Beneficiary counterparts are essential to avail the project. Livelihood projects are packaged with training to capacitate the beneficiaries.

Office or Division:	Fishery & Coastal Resource Management Division		
Classification:	Complex		
Type of Transaction:	G2C		
Who may avail:	FISHERFOLK ASSOCIATION/COOPERATIVE		
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
	1. Original copy of Board Resolution /Letter Request signed by the governing board/officers requesting financial	Fisherfolk Association/Cooperative/ Municipal and Barangay Local Government Units	
	2. Board Resolution signed by the governing board/officers authorizing the representative to enter into MOA with the PGOM (one original copy)	Fisherfolk Association/Cooperative/ Municipal and Barangay Local Government Units	
	3. SP Accreditation (authenticated photocopy)	Sangguniang Panlalawigan	
	4. Certificate of Registration with SEC/CDA/DOLE (one photocopy)	Security Exchange Commission (SEC), Cooperative Development Authority (CDA), Department of Labor and Employment (DOLE)	
	5. Project Proposal signed by the organization's officers (one original copy)	Fisherfolk Association/Cooperative/ Municipal and Barangay Local Government Units	
	6. Original Copy of & one photocopy of LGU endorsement	Municipal and Barangay Local Government Units	



7. Validation report (one original copy)		PAgO		
8. Memorandum of Agreement (MOA) (one original copy)		PAgO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter/ resolution with a received copy from the Office of the Governor	1. Receive request letter/ resolution	None	1 minute	Administrative Aide IV (Administrative Division, Provincial Agriculturist's Office)
2. Participate in the on-site validation	2. Conduct On-site validation	None	1 day	Supervising Agriculturist/ Aquaculturist II/ Agricultural Technologist Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)
	2.1 Preparation of validation reports and recommendations for approval	None	1 day	Aquaculturist II Agricultural Technologist Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)
	2.2 Review and Approval	None	4 hours	Provincial Agriculturist



	2.3 Draft Memorandum of Agreement (MOA)	None	3 days	Aquaculturist II Agricultural Technologist Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)
3. Submit required documents (Proposal, SP accreditation, SEC/CDA/DOLE accreditation, Audited Financial Report, Work and Financial Plan, Sworn Affidavit of Secretary, Source of Equity, SP Resolution authorizing the Provincial Governor to enter inter contracts with Pos) 1 photocopy each	3. Receive necessary requirements and indorse together with MOA to Provincial Legal Office for review	None	5 minutes	Aquaculturist II Agricultural Technologist Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)
	3.1 Indorse MOA to Sangguniang Panlalawigan for Committee Hearing	None	5 minutes	Aquaculturist II Agricultural Technologist Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)
	3.2 Signing of MOA between	None	4 hours	Aquaculturist II



	PGOM and RBO/FCA			<p>Agricultural Technologist Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)</p> <p>Aquaculturist II Agricultural Technologist Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)</p>
	3.3.Preparation and facilitation of procurement documents	None	20 minutes	
4. Receive the inputs for livelihood and fill up requisition & issue slip/ invoice receipt for property form and client satisfaction survey form	4. Release/ Distribute inputs for livelihood and facilitate filling up of requisition & issue slip/ invoice receipt for property form and client satisfaction survey form	None	1 day	<p>Provincial Agriculturist Supervising Agriculturist Aquaculturist II Agricultural Technologist Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)</p>



5. Participate in the monitoring and evaluation	5. Technical Assistance/ Monitoring and Evaluation	None	1 day	Supervising Agriculturist Aquaculturist II Agricultural Technologist Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)
	TOTAL	None	7 days, 8 hours and 31 minutes	

7. Availing of On-site Soil Test

The Provincial Soils Laboratory also provides free on-site soil testing services for farmers/ farmer associations. Soils Laboratory staff visit and conduct soil test on-site as per request of LGUs or Farmer Associations.

Office or Division:	Technical Support Services Division			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C), Government to Government (G2G)			
Who may avail:	Farmer Associations, LGU			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for on-site soil test.	1. Receive request.	None	15 minutes	Agricultural Center Chief II



				Agricultural Technologist (Technical Support Services Division, Provincial Agriculturist's Office)
2. Wait for notification on approval of request.	2. Notify client/requesting party on status of request. 2.1 Discuss with client/ requesting party the schedule and preparations for the on-site soil analysis	None	15 minutes	Agricultural Technologist (Technical Support Services Division, Provincial Agriculturist's Office)
3. On-site soil test	3. Soil sampling and soil analysis using the Soil Test Kit (STK).	None	3 hours	Agricultural Technician II (Technical Support Services Division, Provincial Agriculturist's Office)
	3.1 Prepare soil test result and fertilizer recommendations	None	2 hours	Agricultural Technologist (Technical Support Services Division, Provincial Agriculturist's Office)
	3.2 Review of soil analysis report.	None	10 minutes	Agricultural Center Chief II



				(Technical Support Services Division, Provincial Agriculturist's Office)
4. Receive soil test result.	4. Issue and discuss soil analysis result and fertilizer recommendation with client.	None	10 minutes	Agricultural Center Chief II Agricultural Technologist (Technical Support Services Division, Provincial Agriculturist's Office)
5. Fill up client satisfaction rating form.	5. Assist client in filling-up client satisfaction rating form.	None	2 minutes	Agricultural Technologist (Technical Support Services Division, Provincial Agriculturist's Office)
	TOTAL	None	5 hours, 52 minutes	

8. Availing of Planting Materials

The Provincial Demonstration Farm at Merit, Victoria produces a variety of propagated planting materials such as calamansi, lanzones, rambutan, mango, santol, and other fruit crops which are provided free for farmers and clients.

Office or Division:	Technical Support Services Division
Classification:	Government to Citizen (G2C)



Type of Transaction:		Simple		
Who may avail:		Farmers, walk-in clients		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client's logbook.	1. Give logbook to client	None	1 minute	Administrative Aide III (Technical Support Services Division, Provincial Agriculturist's Office)
2. Provide necessary information needed (farm size, fruit trees preferences, location, etc)	2. Interview client to verify needed information.	None	5 minutes	Agricultural Center Chief I (Technical Support Services Division, Provincial Agriculturist's Office)
3. Receive planting materials.	3. Provide planting materials.	None	30 minutes	Agricultural Center Chief I (Technical Support Services Division, Provincial Agriculturist's Office)
4. Fill up client satisfaction rating form.	4. Assist client in filling-up client	None	2 minutes	Agricultural Center Chief I (Technical Support



	satisfaction rating form.			Services Division, Provincial Agriculturist's Office)
	TOTAL	None	38 minutes	

9. Availing of Soil Test for Walk-in Clients

The Provincial Soils Laboratory provides free soil testing services for farmers, researchers, students, and other clients. Soil samples brought by walk-in clients are immediately analyzed in the laboratory.

Office or Division:	Technical Support Services Division			
Classification:	Complex			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Farmers, students, walk-in clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Soil sample		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client's logbook	1. Give logbook to client	None	1 minute	Agricultural Technician II Laboratory Aide I (Technical Support Services Division, Provincial Agriculturist's Office)



2. Submit soil samples for laboratory analysis.	2. Accept soil samples	None	2 minutes	Agricultural Technician Laboratory Aide I (Technical Support Services Division, Provincial Agriculturist's Office)
3. Fill-up soil sample information sheet	3. Give soil sample information sheet to be filled up by client	None	2 minutes	Agricultural Technician Laboratory Aide I (Technical Support Services Division, Provincial Agriculturist's Office)
4. Provide information/ data.	4. Interview client to verify information/ data provided in the soil sample information sheet	None	5 minutes	Agriculturist II Agricultural Technician (Technical Support Services Division, Provincial Agriculturist's Office)
	4.1 Preparation of the soil sample (air-drying and labelling).	None	5 days	Agricultural Technician (Technical Support Services Division, Provincial Agriculturist's Office)
	4.2 Analysis of the soil sample using the Soil Test	None		Agricultural Technician (Technical Support



	Kit.			Services Division, Provincial Agriculturist's Office)
	4.3 Preparation of soil analysis result	None	5 minutes	Agricultural Technologist (Technical Support Services Division, Provincial Agriculturist's Office)
	4.4 Interpretation of soil analysis result and formulation of fertilizer recommendation.	None	15 minutes	Agricultural Technologist (Technical Support Services Division, Provincial Agriculturist's Office)
	4.5 Review of soil analysis report.	None	10 minutes	Agricultural Center Chief II (Technical Support Services Division, Provincial Agriculturist's Office)
5. Receive soil analysis result.	5. Issue and discuss soil analysis result and fertilizer recommendation with client.	None	5 minutes	Agricultural Technologist (Technical Support Services Division, Provincial Agriculturist's Office)



6. Fill up client satisfaction rating form.	6. Assist client in filling-up client satisfaction rating form.	None	2 minutes	Agricultural Technologist (Technical Support Services Division, Provincial Agriculturist's Office)
	TOTAL	None	5 days, 47 minutes	

10. Availing of Technical Services

This service involves the provision of technical assistance on agricultural production involving consultations, referrals and advice.

Office or Division:	Agro-Technology Resource Development & Management Division			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Farmers and Walk-In Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Sign in the client logbook at the front desk	1. Interview client and endorse to concerned division/ program implementer for appropriate action	None	2 minutes	Administrative staff (Administrative Division, Provincial Agriculturist's Office)
	1.1. Provide technical assistance	None	10 minutes	Supervising Agriculturist/ Agriculturist II, Agricultural Technologist (Technical Support Services Division, Provincial Agriculturist's Office)
2. Fill up client satisfaction survey form	2. Give and Receive Client Satisfaction Survey Form	None	2 minutes	Agriculturist II, Agricultural Technologist (Technical Support Services Division, Provincial Agriculturist's Office)
	TOTAL	None	14 minutes	

11. Availing of Trichoderma and Metarhizium

The Provincial Soils Laboratory and Pest Clinic produce *Trichoderma* that are used to improve soil health and as biocontrol agents for plants pests. This is provided and distributed for free to farmers, farmers' associations, and other clients.



Office or Division:		Technical Support Services Division		
Classification:		Simple		
Type of Transaction:		Government to Citizen (G2C)		
Who may avail:		Farmers, farmers' associations, walk-in clients		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client's logbook	1. Give logbook to client	None	1 minute	Laboratory Aide II/ Laboratory Aide I (Technical Support Services Division, Provincial Agriculturist's Office)
2. Provide necessary information needed (farm size, crops planted, location, etc)	2. Interview client.	None	5 minutes	Agriculturist II Agricultural Technician II (Technical Support Services Division, Provincial Agriculturist's Office)
3. Receive <i>Trichoderma</i> .	3. Provide <i>Trichoderma</i> .	None	2 minutes	Agriculturist II Agricultural Technician II (Technical Support Services Division, Provincial



				Agriculturist's Office)
4. Fill up client satisfaction rating form.	4. Assist client in filling-up client satisfaction rating form.	None	2 minutes	Agriculturist II Agricultural Technician II (Technical Support Services Division, Provincial Agriculturist's Office)
	TOTAL	None	10 minutes	

12. Establishment and Maintenance of Marine Protected Areas (MPAs)

The Provincial Agriculture Office- Fisheries and Coastal Resource Management Division provide technical, financial, and logistical support to Local Government Units (LGUs), fisherfolk associations, and people's organization in the establishment of Marine Protected Areas. The office attends to walk-in clients, letter requests and resolutions with the intention of establishing MPAs from baseline and biophysical assessments, consultations, drafting of resolutions and ordinances, and crafting and adoption management plans for the establishment and sustainability. The mandate and implementation are being backed up with Provincial Ordinance No. 90-2018 An Ordinance Creating Provincial Marine Protected Areas Network Coordinating Council and for other purposes for legal and budget allocation to sustain programs and activities and support to the Oriental Mindoro Resource Monitoring Team (ORMT) and the Provincial Bantay Dagat Taskforce (Law Enforcement Team) created through an Executive Order 09. This service is being done in partnership with NGOs, NGAs, and ACADEME to sustain its operation and maintenance.

Office or Division:	Fishery and Coastal Resource Management Division
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Municipal/city Agriculturist, Municipal Mayor, MPA management council, Fisherfolk Association, LGUs
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request Letter/ Resolution from POs/LGU for the assessment of	Municipal/City Agriculturist or Municipal/City Mayors MPA Management Council



	the proposed Marine Protected Area/fish sanctuary	Fisherfolk Association		
	2. Assessment report (1 photocopy)	Provincial Agriculturist's Office Municipal Agriculturist Office		
	3. Barangay Resolution Request for the establishment of MPA	Municipal/City Agriculturist or Municipal/City Mayors MPA Management Council Fisherfolk Association		
	4. Approved Marine Protected Area Ordinance (1 photocopy)	Municipal/City Agriculturist or Municipal/City Mayors MPA Management Council Fisherfolk Association		
	5. Approved MPA Management Plan			
	6. Resolution from Sangguniang Bayan re: Adoption of MPA Management Plan	Sangguniang Bayan		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request/barangay resolution for baseline assessment	1. Receive request letter/resolution from the Office of the Governor	None	1 minute	Administrative Aide IV (Administrative Division, Provincial Agriculturist's Office)
	1.1 Conduct baseline assessment (habitat survey/establish technical description of the proposed area)	None	2 days	Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)
	1.2 Writing of baseline assessment reports	None	4 days	Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial



	1.3 Approval of endorsement letter and baseline assessment reports	None	5 minutes	Agriculturist's Office) Provincial Agriculturist
	1.4 Submission of report to respective LGUs	None	5 minutes	Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)
	1.5 Feedbacking/consultation and presentation of assessment result, technical description and map of proposed MPA to LGU and community	None	1 day	Supervising Agriculturist Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)
2. Drafting, review and approval of Barangay Resolution for MPA establishment	2. Facilitate and render technical assistance in drafting of Barangay Resolution for MPA establishment	None	2 days	Supervising Agriculturist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)
3. Drafting of MPA ordinance with	3. Facilitate and render technical	None	2 days	Supervising Agriculturist



<p>the Sangguniang Barangay</p>	<p>assistance in drafting of MPA ordinance</p> <p>3.1 General Public consultation/presentation of survey results and ordinance to the community and signing of commitment</p>	<p>None</p>	<p>1 day</p>	<p>Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office) Supervising Agriculturist Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)</p>
<p>4. Approval of MPA Ordinance and forwarding to the Sangguniang Panlalawigan for review</p>	<p>4. Forward MPA Ordinance to Sanggunian Panlalawigan</p> <p>4.1 Provision of MPA materials</p>	<p>None</p> <p>None</p>	<p>1 day</p> <p>1 hour</p>	<p>Supervising Agriculturist Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)</p> <p>Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)</p>



	4.2 Formal Launching of MPA/deployment of MPA boundary markers	None	3 hours	Supervising Agriculturist Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)
	4.3 Biophysical assessment and concrete monitoring blocks (CMB) installation and reef survey (if proposed area is coral reef)	None	3 days	Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)
	4.4 Writing of assessment report for data baseline and feedbacking	None	15 days	Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)
5. Creation of MPA Management Council	5. Facilitate the creation of MPA Management Council	None	1 day	Supervising Agriculturist Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)



6. Crafting and Adoption of MPA Management Plan	6. Facilitate crafting of MPA Management Plan	None	1 day	Supervising Agriculturist Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)
	6.1 Approval and Adoption of MPA Management Plan	None	1 day	Supervising Agriculturist Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)
	6.2 Information, Education and Communication Campaigns	None	1 day	Agricultural Technologist
	Total	None	1 month, 5 days, 4 hours, 11 minutes	

13. Fishery Inputs Support

It is a program of the Provincial Government of Oriental Mindoro (PGOM) that provides fishery inputs (fishery fry/fingerlings, organic fertilizer, agricultural lime, teaseeds, feeds, fertilizer, nets, PE rope, fishing gears) to individual fisherfolk, fisherfolk cooperatives, and associations. This is funded through the Provincial Agriculturist's Office.

Office or Division:	Fishery & Coastal Resource Management Division
Classification:	Complex
Type of Transaction:	G2C
Who may avail:	INDIVIDUAL FISHERFOLK, FISHERFOLK ASSOCIATION/ COOPERATIVE (FCA)



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter/Resolution with marginal note of the Provincial Governor/Provincial Administrator (one original copy)		Fisherfolk/Fisherfolk Association/Cooperative		
2. Endorsement Letter from LGU (one original copy)		Municipal/City Agriculturist or Municipal/City Mayors		
3. Certificate of Registration with SEC/CDA/DOLE (one photocopy)		Security Exchange Commission (SEC), Cooperative Development Authority (CDA) Department of Labor and Employment (DOLE)		
4. SP Accreditation (one photocopy)		Sangguniang Panlalawigan		
5. Validation Report (one copy)		Provincial Agriculturist's Office (PAgO)		
6. Masterlist of Fisherfolk beneficiaries (one copy)		Municipal Agriculturist Office/Fisherfolk Association/Cooperative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter/ resolution with a received copy from the Office of the Governor	1. Receive request letter/ resolution	None	1 minute	Administrative Aide IV (Administrative Division, Provincial Agriculturist's Office)
2. Participate in the on-site validation and submit the required documents (Certificate of Registration, SP Accreditation) one photocopy	2. Conduct On-site validation	None	1 day	Supervising Agriculturist Aquaculturist II Agricultural Technologist Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)



	2.1Preparation of validation reports and recommendations for approval	None	4 hours	Aquaculturist II Agricultural Technologist Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)
	2.2.Review and Approval	None	4 hours	Provincial Agriculturist
	2.3Preparation and facilitation of procurement documents		20 minutes	Aquaculturist II Agricultural Technologist Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)
3. Receive the inputs and fill up the requisition & issue slip form and client satisfaction survey form	3. Release/ Distribution of fishery inputs and facilitate filling up of requisition & issue slip form and client satisfaction survey form	None	1 day	Supervising Agriculturist Aquaculturist II Agricultural Technologist Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)



4. Participate in the monitoring and evaluation	4. Monitoring and Evaluation	None	1 day	Aquaculturist II Agricultural Technologist Agricultural Technologist (Fishery & Coastal Resource Management Division, Provincial Agriculturist's Office)
	TOTAL	None	3 days, 8 hours, 21 minutes	