

*Carrascal, Ato ini!*



# Citizen's Charter

*Office of the* Mun. Agriculture

**Quick Quality Services  
to all Carrascalanons!**

Annex Building, Embarcadero  
8318 Carrascal, Surigao del Sur

For more information

Please Contact:

**MR. EDGARDO P. INTANO**

Municipal Agriculturist

# AVAILING OF FREE TECHNICAL TRAINING ON AGRICULTURAL AND FISHERY PRODUCTIVITY

**SERVICE DESCRIPTION:**

The Municipal Agriculture Office conducts free technical training. These are based on the priority needs and requests of farmers, fisher folks, cooperatives, Rural Improvement Club's (RIC's) and 4- H Clubs.

Among others, trainings may be along the lines of;

- Livestock Production and Management
- Rice Production and Management
- Fishery Production and Management
- Different Livelihood Skills Training on

Meat and Fish Processing  
 Dressmaking and Upholstery Services  
 Cut Flower Production  
 Cooperative Development

**REQUIREMENTS:**

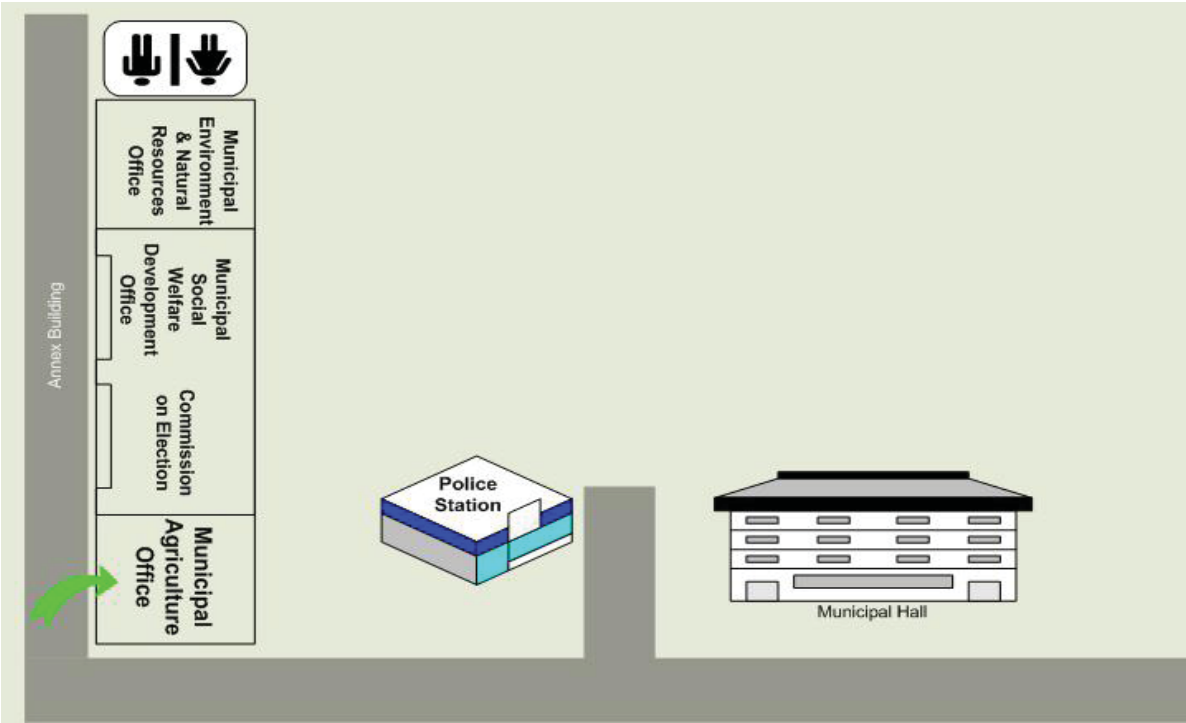
- Budget Allocation
- Resource Person

**FEES:**

None

## SKETCH MAP

Office of theMunicipal Agriculture



**• PROCEDURES TO AVAIL THE SERVICE •**

Follow these steps	It will take you	Please Approach
1. Approach the Mun. Agriculturist or the AT assigned in the Barangay regarding the training needs and schedules.	1 hour	Edgardo P. Intano Mun. Agriculturist
2. Training Design Preparation - Costing of budget, resource person identification	2 hours	Milagrosa Azarcon Agricultural Tech. Cornelia Cotares AT Lucita Rulona AT
3. Submission & processing of training design for approval	10 minutes	Victoria Orozco AT Flordeles Derigay AT
4. Prepare and scheduling of training implementation	30 minutes	Gina Puerto AT
5. Training implementation.	8 hours	Benjamin Sorroche AT Sectoral AT Concerned

**ACCESSING TECHNICAL ASSISTANCE ON PROJECT BUDGET PREPARATION, MANAGEMENT AND SUPERVISION TO DIFFERENT SECTORS**

**SERVICE DESCRIPTION:**

Agricultural Technologist (ATs) conduct field visitation in their respective barangays;

Different queries of the farmers can be addressed regarding;

- Farm plan and budget preparation
- Rice Production and Management
- Livestock Production and Management
- Fishery Production and Management
- Post Harvest Facilities
- Farm Home and Farm Youth Development
- Technological Demonstration Farm
- Cooperative Development

**REQUIREMENTS:** None

**FEES:** None

**• PROCEDURES TO AVAIL THE SERVICE •**

Follow these steps	It will take you	Please Approach
1. Visit MAO and made inquiries regarding the services needed.	10 minutes	Edgardo P. Intano Mun. Agriculturist
2. Scheduling the visitation with regards to the client needs.	10 minutes	Milagrosa Azarcon Agricultural Tech.
3. Attendance to regular and special meetings, conference and focus group discussion to different associations and cooperatives (CSO).	2 hours	Cornelia Cotares AT  Lucita Rulona AT
4. Preparation of farm plan and budgeting.	1 hour	Victoria Orozco AT  Flordeles Derigay AT  Gina Puerto AT  Benjamin Sorroche AT

## ACCESSING TECHNICAL ASSISTANCE ON SOIL ANALYSIS

**SERVICE DESCRIPTION:**

Soil analysis services will be provided to farmers beneficiaries to enable them to know exact farm inputs requirements before planting of any crops.

**REQUIREMENTS:**

- Soil Sample

**FEES:**

None

**• PROCEDURES TO AVAIL THE SERVICE •**

Follow these steps	It will take you	Please Approach
1. Approach the MA or AT assigned about the services needed for technical briefing and scheduling purposes.	10 minutes	Flordeles Derigay Agricultural Tech. Victoria Orozco Agricultural Tech.
2. Soil Sample Collection -the client will accompany the AT for area soil sampling	2 hours	
3. Briefing for soil sampling process -soil sample collection -air drying -labelling and packing	20 minutes	
4. Submission for Analysis -the MAO will submit to the Bureau of Soils, Regional Office	1 day 1 day	
5. Withdrawal of the soil sample result	1 day	
6. Distribution of soil sample analysis to the clients.	4 hours	

## ACCESSING TECHNICAL ASSISTANCE ON RICE AND CORN SEED, FERTILIZER SUBSIDY AND OTHER FARM INPUTS

### SERVICE DESCRIPTION:

The Municipal Agriculture Office, especially the AT's will provides information on the availability and prices of the rice and corn seeds and fertilizer.

### REQUIREMENTS:

- Master list of farmer beneficiaries
- Member in Good Standing
- Irrigation Water Bill Receipt
- Withdrawal Slip

### FEES:

None

### • PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. Approach the AT assigned in the services needed	5 minutes	Edgardo P. Intano Mun. Agriculturist
2. Process -Presentations of required policies by the clients -Certification of the president of organization that the member is in good standing -Payment for water bill receipt	5 minutes	Milagrosa Azarcon Agricultural Tech. Cornelia Cotares AT Lucita Rulona AT Victoria Orozco AT
3. Payment -filled up the withdrawal slip, sign it and bring it to the Office of the Municipal Treasurer and pay the said inputs. Then the client will bring back the withdrawal slip together with the receipt to the MAO.	5 minutes	Flordeles Derigay AT
4. Release of Farm Inputs -After giving the slip and receipt to the assigned AT items will be released.	5 minutes	

## AVAILING OF LIVESTOCK DISPERSAL PROGRAM

### SERVICE DESCRIPTION:

Livestock dispersal program on cattle, goat and swine is one of the regular programs of the MAO.

### REQUIREMENTS:

- Membership in People's Organization (Farmers Livestock Raisers)
- Dispersal Program Contract (DA)
- Issuance of Office Policies (LGU)

### FEES:

None

### • PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. Approach the AT assigned in the services needed	5 minutes	Edgardo P. Intano MA
2. Contract preparation and signing will be made between the client, and MA.	2 hours	Benjamin Sorroche AT- Livestock Cornelia Cotares AT- Livestock
3. Preparation of pertinent papers for Animal Insurance purposes.	1 hour	
4. Release of the animal to the client	2 hours	

## ACCESSING OF VETERINARY SERVICES

### SERVICE DESCRIPTION:

The Municipal Agriculture Office will provide livestock services that will cover consultation, vaccination, treatment, de-worming, and artificial insemination.

The following service includes;

- Animal Disease Treatment
- De-worming
- Anti-Rabbies
- Artificial Insemination (AI)

### REQUIREMENTS:

- Membership in People's Organization (Farmers Livestock Raisers)
- Dispersal Program Contract (DA)
- Issuance of Office Policies (LGU)

### FEES:

None

#### • PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. The client will approach the AT assigned in the area regarding the service	3 minutes	Edgardo P. Intano MA Benjamin Sorroche AT- Livestock
2. Scheduling of visitation as requested by the client in the concerned barangays	10 minutes	Cornelia Cotares AT- Livestock
3. Conduct animal disease treatment, de-worming, anti-rabies application and AI.	1 hour	

## SECURING CERTIFICATION ON:

- Veterinary Health Certificate
- Non-Holding of Gov't Funded Working Animal Program
- Animal Death Certificate

### SERVICE DESCRIPTION:

The Veterinary Health and the Non-Holding of Government Funded Working Animal Certification are requirements for slaughtering of large animal; likewise Death Certification is also a requirement in claiming of animal death insurances.

### REQUIREMENTS:

- Certificate of Ownership or Transfer (Cattle/ Carabao)
- Animal Blood Smear Result

### FEES:

None

#### • PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. Approach the AT assigned in the needed services	5 minutes	Edgardo Intano MA Lucita Rulona
2. Preparation and signing of Certification	10 minutes	AT Benjamin Sorroche AT- Livestock Cornelia Cotares AT

## AVAILING OF FISHERY SERVICES

### SERVICE DESCRIPTION:

The AT on fisheries will conduct Barangay visitation for the following services;

- Fishery Technology Update
- Information Dissemination and Communication (IEC) on CRM and other programs
- Fisher Folks Registration
- Inventory of Pump Boats and Gears

- List of Fisher Folks
- List of Pump Boats and Gears

### FEES:

None

### • PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. Information and dissemination to all coastal barangays through house to house visitation & FGD and also on Barangay assembly	4 hours	Edgardo P Intano Municipal Agriculturist Gina O. Puerto AT- Fisheries

## SECURING CERTIFICATION ON:

- **Fishing Gear Legality**
- **Pump Boat Registration**
- **Fisher Folks Registration**
- **Fish Cage, Fish Pen, Fish Coral Establishment**

### SERVICE DESCRIPTION:

The Municipal Agriculture Office is task to protect, conserve, proper utilization and management for a sustainable marine fishery resources.

### REQUIREMENTS:

- Organize the Bantay Dagat
- Law Enforcement Training

### FEES:

None

### • PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. Approach MA/ AT fisheries with full authority on fishery law enforcement	5 minutes	Edgardo P. Intano Mun. Agriculturist Gina O. Puerto AT- Fisherie
2. Conduct briefing/ counseling to the client and provide IEC materials for references	1 hour	
3. Client logbook registration for client documentation purposes	5 minutes	

## AVAILING PRE- TECHNICAL SERVICES ON PROJECT PROPOSAL PREPARATION

### SERVICE DESCRIPTION:

The Municipal Agriculture Office will render pre- technical services on project proposal preparation the different sector such as;

- Farmers
- Fisher Folks
- Livestock Raisers
- RIC
- Youth
- Women

### REQUIREMENTS:

- Project Identification
- Data Gathering/ Profiling

### FEES:

None

#### • PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. Approach the MA/ AT and made some queries regarding the service.	15- 30 minutes	Edgardo Intano and other concerned ATs
2. Client interview for data gathering/ profiling for project proposal preparation.	15 minutes	Gina Puerto Cornelia Cotares Victoria Orozco
3. Project Proposal Preparation.	1-2 days	Benjamin Sorroche Flordeles Derigay
4. Processing for Signing & Submission of Project Proposal.	10 minutes	

## ACCESSING OF ORGANIZATIONAL ESTABLISHMENT AND STRENGTHENING

### SERVICE DESCRIPTION:

The Municipal Agriculture Office is task to organize 7 strengthen organization, association and cooperatives actively participated in the proper implementation management of all programs particularly in the agricultural development and enhancing the delivery of basic services to the community.

**REQUIREMENTS:** NONE

**FEES:** NONE

#### • PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. Visit MAO for assistance of the services under organizational establishment and strengthening.	10 minutes	Edgardo P. Intano Mun. Agriculturist & All AT assigned in the area
2. Orientation/ Briefing and Scheduling of Meeting	20 minutes	
3. Group orientation/ meeting and organizational establishment	2 hours	
4. Preparation of pertinent papers for organization registration to the SEC, DOLE, CAD, and SB Accreditation	2 hours	
5. Attendance to meeting	2 hours	