



City Agriculture Office

External Services





1. Auxiliary/Transport Permit for Fish & Fishery Products Issuance

No person shall transport fish/fishery products without securing first Auxiliary/Transport Permit. It is issued to individuals who wish to transport fish/fishery products derived from the City Waters of Ormoc. Permits are issued to affirm that the fish/fishery products are not prohibited and are well inspected by the CFLMU personnel. On the other hand, Auxiliary/Transport Permits issued from other Municipalities/Cities that will pass through the City of Ormoc are likewise checked.

Office or Division:	City Agriculture Office: City Fishery Licensing and Management Unit (CFLMU)				
Classification:	Simple				
Type of Transaction:	Government to Citizen				
Who may avail:	All				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Fish/Fishery Products (in kilograms)		City Fishery Licensing and Management Unit, Barangay Alegria, Ormoc City			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
1. Present fish/fishery products to be transported to fishery in-charge for inspection	1.1. Conducts inspection and interview for the needed information 1.2. Assess corresponding fees	<u>KilogramsPesos</u>		5 mins	<i>Aquacultural Technician II, City Fishery Licensing and Management Unit, City Agriculture Office</i>
		0-9	15.00		
		10-50	25.00		
		51-100	35.00		
		101-200	45.00		
		210-300	55.00		
2. Pay the corresponding fees	2.1. Receive payment and issue OR	301-500	65.00		
		501 & above	115.00		
3. Receives Auxiliary/Transport Permits with OR	3.1. Release Auxiliary/Transport Permit	Bangusfry/prawn/crab lets	10.00/ thousand		
Total		Variable		5 mins	

Auxiliary/Transport Permit for Fish & Fishery Products Issuance is covered under Section 15 of City Fishery Ordinance No. 097 series of 2002



2. Certificate of FisherFolk Registration (CFR) Issuance

All fisher folk who meet the eligibility requirement shall be allowed to register with the city through the CAO-CFLMU Fisherfolk Registration System (FishR) including city fisher folks who are operating on a full-time or part time basis. Registration shall cover new entrants and returning fisher folk. No person shall be permitted to engage in fishery related activities in the City Waters unless they are listed in the City Fisher folk Registry. Registered fisher folks shall carry with them CFR at all times when engage in fishing operations. Likewise, Fisher folk registration is the basic requirement in availing fishery assistance/support if there's any.

Office or Division:	City Agriculture Office (CAO): City Fishery Licensing and Management Unit (CFLMU)			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Personal Appearance			City Fishery Licensing and Management Unit, Barangay Alegria, Ormoc City	
2. Government Issued ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Intent for CFR	1.1. Give the log book to the client	None	5 mins	Aquacultural Technician II, City Fishery Licensing and Management Unit, City Agriculture Office
2. Sign in Client Logbook in the office	2.1. Verify entry correctness			
3. Provide information needed	3.1. Interview and encode data thru Fisher folk Registration System			
4. Photo shoot for ID	4.1. Take photo			
5. Receives Fisher folk Registration Number	5.1. Issues and release Certificate of Fisher folk Registration 5.2 Accomplish client satisfaction feedback form			
Total		None	5 mins	

Certificate of FisherFolk Registration (CFR) Issuance is covered under Section 5-8 of City Fishery Ordinance No. 012, series of 2016.



3. Domestic Plant Permit Issuance

Domestic Plant Permit is issued to individuals who wish to transport plants/planting materials from its origin and can be secured at the Quarantine Services Unit. A thorough conduct of plant inspection by the deputized Plant Quarantine Officer is performed prior to its issuance. It is the restriction on the movement of certain plants/parts that are prohibited under Bureau of Plant Industry Quarantine orders.

Office or Division:	City Agriculture Office: Quarantine Services Unit			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Plants/Planting materials		Quarantine Services Unit, Port Area, Ormoc City Proper		
2. Plant Products to be shipped				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client to visit Quarantine Services Office with the plants/planting materials /plant products to be shipped		None	3 mins	<i>Administrative Aide I, Quarantine Services Unit</i>
2. Present plants/planting materials/plant products to Plant Quarantine Officer for inspection	2.1. Plant Quarantine Officer will conduct plant inspection and determine prohibited plants			
3. Provide information needed	3.1 Gather information and fill-up plant permit forms 3.2 Plant Quarantine Officer approved and signed permit			
4. Receives Transport Permits	4.1. Release plant transport permit			
Total		None	3 mins	

Domestic Plant Permit Issuance is covered under BPI PD 143.



4. Farm Tractor Operation Services

In accordance with the Agriculture and Fisheries Mechanization Law mandating the state to promote the development and adoption of modern, *appropriate, cost effective and environmentally safe agriculture and fisheries* machinery and equipment to enhance farm productivity, efficiency and thereby increase farm income.

The City has provided additional farm tractors for the use and for the benefit of all Ormocanons and farmers under the City Agriculture Office and will be used solely for Agri-farms within the jurisdiction of Ormoc City. These machineries/equipment are available to requesting individual or group of individuals for only a maximum of three (3) hectares regardless of actual farm size on a first come, first serve basis with a corresponding fees. However, due to limited no. of farm tractors w/ high demand, client is subject to wait listing and queuing for time slot.

Office or Division:	City Agriculture Office: Agricultural Engineering Section			
Classification:	Multi-stage			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Proof of land ownership, any of the ff: -Land Title, Tax Declaration,		Agricultural Engineering Section 2 nd Floor, City Agriculture Office Barangay San Pablo		
Brgy. Certification, Lease Contract				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit office and look for Farm Tractor Record Clerk	1.1. Record Officer verify masterlist for the slots availability/time slot	Regular Services Fees/Hectare basis (1 st 15km from designated parking area)	5 mins	Admin Alde I, City Agriculture Office
	1.2. If long lists found, client is informed that services requested is under waiting lists and subject for queuing			
	1.3 Ask for its confirmation to proceed	Plowing 1,800 Harrow 1,500		
2. Confirm to proceed service requested	2.1. Record officer register name, farm address/ location & contact no. in	Furrow 1,200 Back Hoe 1,800	2mins	



	the Master list and set time slot	Land Topography (slope beyond 18%): Regular fee x 2		
3. Wait for actual inspection/ validation at field	3.1. Scheduling of farm site actual validation/ inspection by the Field Inspector (FI) 3.2. FI will inform client a day before prior to field inspection	Additional fees: Regular Fee Plus Php100.00/pass/ha for every km above 5.0km	2 days	<i>Agricultural Engineer I, City Agriculture Office</i>
4. During field inspection present proof of ownership where service operation is requested	4.1. Ask and check proof of ownership 4.2. Conducts actual site and farm area validation 4.3 Identify actual farm size thru GPS 4.4 Recommends for City Agriculturist approval of the service requested	Excess of declared area: Will be based on existing regular rental fees	15 mins	<i>Administrative Aide I / Agricultural Engineer I, City Agriculture Office</i>
5. Back to office to pay the corresponding fees as per validated area to Receiving Officer	5.1. Fill-up Request and Pre-Inspection Form for payment assessment as per actual site validation and services requested 5.2. Client will sign inspection form and conformed with the assessment 5.3. Received payment and issued O.R. 5.4. Approval of requests by the Division Head/City Agriculturist		5 mins	<i>Admin Aide I / Senior Agriculturist City Agriculture Office</i>



6. Waiting for actual farm operation	6.1. Inform client/renter thru call or text a day before the final farm operation schedule. 6.2. In-case of weather disturbance and/or tractor and equipment malfunctions, client will be informed for the service postponement		30 days	<i>Agricultural Engineer I, City Agriculture Office</i>
7. Actual field operation	7.1. Farm tractor operator conducts operation services as per approved request 7.2 Once operation is accomplished, client will sign the Farm Tractor Utilization Report		6 hrs	<i>Administrative Aide I, City Agriculture Office</i>
8. Sign Farm Tractor Utilization Report and conformed that services are completed	8.1. Farm Operation Service completed		1 min	
9. Accomplish client satisfaction feedback form	9.1. Submit Farm Tractor Utilization Report and feedback form to In-charge for office filing		1 min	<i>Agricultural Engineer I, City Agriculture Office</i>
Total		Variable	32 day	

Farm Tractor Operation Services is covered under Ormoc City Ordinance No. 039, series of 2017: An Ordinance Setting Guidelines and Policies in the Use of Ormoc City Farm Tractors, Providing Rental Fees for Usage and for Other Purposes.



5. Freedom of Information Request/Certification Issuance

Every Filipino resident of the City of Ormoc shall have access to information, official records, public records and to documents and papers pertaining to official acts, transactions or decisions, as well as to government research data used as basis for policy development, in the custody of the City Government of Ormoc or any of its offices. Government office shall not charge any fee for accepting requests for access of information. Likewise, there shall be no charge for obtaining information in digital. However, a schedule of fees is imposed for printing, photocopying and certification services by a government office.

Office or Division:	City Agriculture Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		Administrative Unit, 2 nd Floor, City Agriculture Office, Barangay San Pablo		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client to visit office and approach information desk	1.1. Desk in-charge will endorse client to Freedom of Information (FOI) Officer 1.2. FOI provides Information/ Certification request form/slip	<u>Certification of Official Records</u> P 50.00/page for the 1 st copy and P10.00/page for succeeding copies	3 mins	<i>Administrative Aide I/ Senior Agriculturist, City Agriculture Office</i>
2. Fill-up and submit information request form/slip	2.1. Verify request form for its completeness 2.2 Locate and prepare documents to be photo copied and encode Certification 2.3. Assess corresponding fees		10 mins	
3. Pay applicable fees as per assessment	3.1. Accept payment & issue O.R. 3.2. Photo copy requested information/Certification printing 3.3. With the OR, Certification/Information for City Agriculturist signature 3.4. Release Information/ Certification	<u>Printing</u> P10.00/page	3 mins	<i>Administrative Aide I/ Senior Agriculturist, City Agriculture Office</i>
4. Received requested	4.1. Accomplish client satisfaction feedback form	<u>Photocopying</u> Long P5.00/pg Short P3.00/pg		



information/certification with OR attached				
Total		Variable	16 mins	

Freedom of Information Request/Certification Issuance is covered under "Freedom of Information Ordinance of Ormoc City No. 053, series of 2021.

6. IEC Materials at Techno-Gabay Center Availment

The Techno-Gabay Center is a one stop shop for information education campaign (IEC) Materials related to Agri-fishery Technologies as a modality for extension service delivery system. It is given free of charge to individual/group of farmers and Fisherfolks who want to back up his farming technique with science-based technologies.

Office or Division:	City Agriculture Office:			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		Ground Floor Lobby, City Agriculture Office, Barangay San Pablo		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE-SSING TIME	PERSON RESPONSIBLE
1. Client to visit office	Techno-Gabay in-charge let client register to logbook	None	5 mins	<i>Agricultural Technologist, City Agriculture Office</i>
2. Accomplish office logbook with signature	2.1 Verify logbook for entry completeness 2.2 Ask what IEC materials or information needed 2.3. Release IEC/information needed			
3. Receive IEC materials requested	3.1. Accomplish client satisfaction feedback form			
Total		None	5 mins	



7. Motorized/Non-motorized Fishing Boat and Fishing Gear Registration and License to Operate Issuance

It is the policy of the City of Ormoc thru the City Agriculture Office to promote the proper management, conservation, development, protection and utilization of its City Waters. With this, our office thru the CFMLU shall regulate the utilization of its coastal and fishery resources. It shall be achieved through registration and licensing with corresponding allowable fishing activities and its fees.

Only eligible Fishing Vessels of three (3) gross tons or below shall be allowed to fish in the City Waters and shall be registered with the city through CAO-CFLMU. Likewise, all fishing gears and/or paraphernalia to be used by the registered fisher folk shall be issued a license. Registration and License shall be carried at all times when engaged in fishing operations. Registration of Fishing Vessel and Gear is free while license shall be granted upon payment of the corresponding license fees.

Office or Division:	City Agriculture Office: City Fishery Licensing and Management Unit			
Classification:	Highly Technical			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Non-Motorized Fishing boat			City Fishery Licensing and Management Unit Brgy. Alegria, Ormoc City	
2. Motorized Fishing Boats/Vessel not more than 3-Gross Tons				
3. Fishing Gear				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring Fishing boat and gear at the Fisher folk Ports/ Wharves, Brgy. Alegria				
2. Visit CFLMU and inform In-charge that fishing boat/gear are ready for inspection	2.1 Conduct inspection, admeasurement and photo shoot of the fishing boat/gear 2.2 Encode data to the Boat and Gear Registration System at the CFLMU office	<u>Licensing Fee:</u> Fishing Vessel Non-motorized P50 Motorized	7 mins	



3. Receives CN	Release Certificate of Number	Below 10 hp		Administrative Aide I / Aquacultural Technician I, Fishery Licensing and Management UniCity
4. Waiting period for the release of license to operate	4.1 Encoding of Permit to Operate, printing and for Division Head and City Agriculturist signature at the City Agriculture Office	P100 10-16 hp 125 Above 16 hp 150	15 days	
	4.2 For approval and signature by the City Mayor/ Administrator at the City Mayor/ Administrator's Office, City Hall	Fishing Gear Hook & Line P 50		
5. Receives License to Operate	5.1 Delivers and release License to Operate at the respective Coastal Barangays 5.2 Accomplish client satisfaction feedback form	Gill nets 50 Squid jigs 50	2-3	
		Pots & Traps Bubo P20/50pcs Bentol P10/50pcs		
		Spear Fishing P 50		
		Fish Corrals 200		
		Stationary Liftnets 300		
		Scoopnet 50		
Total		Variable	15 days	

Motorized/Non-motorized Fishing Boat and Fishing Gear Registration and License to Operate Issuance is covered under Ordinance No. 12, series of 2016: Mandatory Fishing Registration and Licensing Ordinance of Ormoc City.



8. Natural Farming Inputs (NFI)/Biological Control (BIOCON) Agents/Spawns Availment

The City strongly support the promotion, implementation, adoption development of Organic Agriculture technologies in support to amended Organic Agriculture Act (RA 11511) of thru mass production of aforementioned Bio inputs for free distribution to local constituents who wanted to support their farming with organic inputs to minimize if not totally cancelled their synthetic farming inputs usage for consumer and environmental safety and agriculture sustainability not to exclude its overall benefits on climate change mitigation.

Office or Division:	City Agriculture Office:			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Organic Practitioner		Information Desk, Ground Floor Lobby, City Agriculture Office		
2. Container				
3. Eco bag				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE-SSING TIME	PERSON RESPONS-IBLE
1. Client to visit office and bring containers/ eco bag	1.1. Receiving clerk at information desk will let client register to logbook	None	1 min	<i>Administrative Aide I/ Agricultural Technologist, City Agriculture Office</i>
2. Fill-up and accomplish master list	2.1. Verify master list for entry completeness 2.2. Issuance of Issue Slip with specified quantity to receive		2 mins	
3. Hand-in issue slip to In-charge with the container	3.1. Release requested NFI/Biocon/Spawn as per issue slips		3 mins	
4. Receive NFI/Biocon agent/Mushroom Spawn	4.1. Accomplish client satisfaction feedback form		1 min	
Total		None	7 mins	

Natural Farming Inputs (NFI)/Biological Control (BIOCON) Agents/Spawns Availment is covered under City Ordinance No. 007: Ormoc City Organic Agriculture Ordinance of 2014



9. Registry System for Basic Sector in Agriculture (RSBSA) Registration

RSBSA is the official list of governments for the provision and distribution of assistance interventions to Ormocanon farmer and fisher folks, eighteen (18) years old and above. Any member of the family or individuals working in the farm as their main source of livelihood are also qualified to apply as farm worker/service providers. After evaluation and verification, issuance of a permanent “Reference/Control Number” to the applicant indicates approval of the RSBSA. Registered farmers/fisher folks can update their information (following the same procedure) as the need may arise.

Office or Division:	City Agriculture Office: Crops Division			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 2 valid Govt issued IDs		Crops Division, 1 st Floor, City Agriculture Office, Barangay San Pablo, Ormoc City		
2. 2 pcs recent 2x2 ID picture a				
3. Proof of Land Ownership: Land Title, CLOA, etc..				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client to visit office	1.1. Receiving clerk at information desk will let client register to logbook 1.2. Endorse to RSBSA In-charge 1.3. Provides Registration Form	None	5 mins	<i>Agricultural Technologists, City Agriculture Office</i>
2. Fill-out Registration Form & accomplish required documents	2.1. Assists and guide clients in filling-out the form		20 mins	
3. Submit filled-out registration form with complete required documents	3.1 Review & verify filled-out form for its completeness and correctness 3.2 Encode entries to registry system		15 mins	
4. RSBSA registered and received Reference Control No.	4.1. RSBSA registered and release Reference Control No.		5 mins	
Total		None	45 mins	

RSBSA Registration is covered under RA 11203, Section 4, IRR 14.3; Memo from the DA Secretary dated 3/15/19; and DA Central Office Memorandum dated 9/24/19.



10. Rice/Corn Seeds and/or Fertilizer Distribution

The local government supports the farmers by providing inputs to achieve food sufficiency. The farm inputs will be distributed to qualified beneficiaries. Qualified beneficiary should be RSBSA registered, for rice, present Barangay Certification indicating location of area and actual tiller for corn. The seeds/fertilizer will be released once the beneficiary has accomplished: the master list, picture documentation, and Client Satisfaction Feedback form.

Office or Division:	City Agriculture Office:			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. RSBSA Reference Control Number (RCN)		Crops Division, 1 st Floor, City Agriculture Office, Barangay San Pablo, Ormoc City		
2. Barangay Certification				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client to visit office	1.1. Receiving clerk at the information desk will let the client register to logbook 1.2. Endorse to seeds/fertilizer releasing in-charge and provides priority number	None	2-3 mins	<i>Administrative Aide I,</i> City Agriculture Office
2. Present RSBSA RCN	2,1, Validates RCN in RSBSA database.		5 mins	<i>Agricultural Technologists,</i> City Agriculture Office
3. Sign acknowledgement receipt in accordance to recipient seeds and/or fertilizer allocation	3.1. Verify acknowledgement receipt for entry completeness 3.2 Issue withdrawal slips 3.3. Take photo of recipient w/ ID Tag (for hybrid rice seeds only)		15 mins	
4. Present withdrawal slip to seeds and/or fertilizer releasing in-charge	4.1. Wait priority number to be called at designated Warehouse/Bodega		30 mins	
5. Receives seeds and/or fertilizer	5.1. Accomplish client satisfaction feedback form		2 mins	
Total		None	55 mins	

Rice/Corn Seeds and/or Fertilizer Distribution is covered under the Local Government Code of 1991, R.A. 7160 and Executive Order No. 138, date June 1, 2021



11. Technical Advice Provision For Pests and Diseases Management and Control

An agricultural extension service which offers technical advice to farmers and fisherfolks on agricultural related queries which includes information dissemination on the latest doable Agri-fishery technologies, improved seeds, soil fertility, farm machineries and tools, water management, crop protection, climate-resilient agricultural practices including livestock farming through various extension service modalities: One on One – Face to Face visitation on site, seminars/trainings and regular monitoring on the outcome of the technology adopted. It can be availed by all farmers and fisher folks within Ormoc City jurisdiction who seeks technical assistance regarding their field or existing commodity problem.

Office or Division:	City Agriculture Office:			
Classification:	Highly Technical			
Type of Transaction:	Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		City Agriculture Office, Barangay San Pablo, Ormoc City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client to visit office and sign logbook at information desk	1.1. Receiving attendant log purpose and query of client 1.2. Endorse client to concern section/division and/or AEW	None	3 min	<i>Administrative Aide I,</i> City Agriculture Office
2. Answer queries asked by attending agricultural extension workers (AEW)	2.1. Ask queries pertaining to assistance needed 2.2. Arrange schedule for farm visitation for proper verification and diagnosis		15 mins	<i>Agricultural Technologists,</i> City Agriculture Office
3. Waiting period for farm visitation	3.1. Visits farm as scheduled		2 days	
4. Actual Farm visitation/inspection	4.1.. Conduct field assessment with client 4.2. Investigate field/production problem 4.3. Diagnose and provide appropriate recommendation		30 mins	<i>Agricultural Technologists,</i> City Agriculture Office



5. Receives technical corrective measures & apply recommendations as diagnosed	5.1. Conducts follow-up after 7-14 days with the client		7-14 days	
Total		None	16 days	

Technical Advice Provision for Pests and Diseases Management and Control is covered under Local Government Code of 1991, RA 7160, Sec 17

12. Tilapia Fingerlings Availment

Local production of fingerlings is produced at the Macabug Freshwater Fish Hatchery and Nursery and with support from Regional Freshwater Aquaculture Production Center-TES, BFAR at Babatngon Leyte to augment our local fingerlings demand. It is distributed for free to any Ormocanon constituents/individual who engaged in backyard fishpond production of not more than 500 pcs fingerlings as per BFAR8 guidelines on tilapia fingerlings dispersal.

Office or Division:	City Agriculture Office:			
Classification:	Multi-Stage			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Polypropylene Plastic bags (size: 20x30x0.001 cm) as container for fingerlings			Fishery Section, 1 st Floor, City Agriculture Office, Barangay San Pablo, Ormoc City	
2. Production Data (if previous fingerlings recipient)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE-SSING TIME	PERSON RESPONSIBL E
1. Client to visit office	1.1. Receiving clerk at information desk will let client register to logbook 1.2. Endorse to Fishery section 1.3. Provides fingerlings request slip	None	2 mins	<i>Administrative Aide I, City Agriculture Office</i>
2. Accomplish fingerlings requests slip	2.1. Accepts and verify for entry completeness 2.2. Scheduling for pond verification/ inspection		3 mins	<i>Administrative Aide I/ Agriculturist II,</i>



3. Wait at field for actual pond verification and inspection	3.1. Conducts ocular inspection and assessed pond stock/volume capacity 3.2. Application requests with quantified no. of fingerlings as per validation for City Agriculturist signature		2 days	City Agriculture Office <i>Administrative Aide I/ Agriculturist II,</i> City Agriculture Office
4. Waiting period for the availability of fingerlings	4.1. Client will be advised ahead to provide prescribed plastic bags prior to fingerlings availability 4.2. Client will be informed a day before the schedule of distribution to withdraw fingerlings allocation		44 days	
5. Received fingerlings	5.1. Signed acknowledgment receipt 5.2. Fill-up and accomplished feedback form		1-3 mins	
Total		None	46 days	

Tilapia Fingerlings Availment is covered under BFAR Fisheries Office Order No. 308, Series of 2019: Guidelines on the Dispersal/Distribution of Fish Fingerlings and Brood stock.



13. Trumping of Cargo Vessel/Seaport Inspection

All vessels coming from or passing through Ormoc City shall be inspected and cleared by the Plant Quarantine Officer/Inspector (PQO). It shall be the duty of the owner, agent or master of such vessel to furnish PQO with a copy of either domestic cargo manifest, parcel list or other shipping document which the PQO may require. Inspection protocol in the seaport is observed particularly in the conduct of quarantine inspection of all plants, plant materials, products loaded as cargo and food provisions. Restriction on the movement, are subject of the BPI Quarantine Orders. If prohibited materials are intercepted, owner will be informed on the basis of confiscation.

Office or Division:	City Agriculture Office: Quarantine Services Unit			
Classification:	Simple			
Type of Transaction:	Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Domestic Cargo Manifest		Quarantine Services Unit, Port Area, Ormoc City		
2. Parcel List and/or other shipping document				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	PQO sent Notice of Boarding to Captain vessel			
1. Captain/Master of the vessel allow PQO onboard for the conduct of inspection	1.1. Check plants, plant materials & food products for presence of pests & diseases	None	5 mins	<i>Administrative Aide I/ Deputized Quarantine Officer, Quarantine Services Unit</i>
	1.2. Take note origin of plant commodities & possible quarantine regulations prohibiting their movement		2 mins	
	1.3. Hold specimen of plant pest/diseases (if there's any) & secure it in sealed container for submission to Plant Quarantine Service (PQS) Tacloban		2 mins	
	1.4. Hold/confiscate prohibited plants transported and those			



	exhibits signs and symptoms of plant pests and diseases			
	1.5 Record all inspections in a Boarding inspection report		2 mins	
2. Ship's Captain or his representative attest boarding inspection report	2.1 Issue and release Boarding Inspection Report		2 mins	
3. Receive Certificate of Inspection				
Total		None	13 mins	

Trumping of Cargo Vessel/Seaport Inspection is covered under BPI Quarantine Administrative Order No.1, Series of 1981, Section 3

14. Various Seeds/Seedlings and Other Planting Materials Availment

The local government is tasked to address issues arising from poverty, like malnutrition and limited livelihood options. Any individual and institution can avail of this intervention. This project is a component of various programs of the city Nutrition Program of the city Health Office, 4-P's Pabasa project of the CDSWD, cash for work of PESO, Gulayan sa Paaralan and Livelihood project of BJMP. An individual needing various seeds/seedlings and other planting materials for backyard garden only (=>100 meter square) will fill up the masterlist of beneficiaries indicating recipient's full name, address, gender information, present of underweight family member, availed planting materials. On the other hand, for institutions, offices, barangay, a letter of request is required indicating purpose and signed by the head or authorized personnel.

Office or Division:	City Agriculture Office:			
Classification:	Simple			
Type of Transaction:	Government to Citizen and Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request for Institutional/Communal gardening purposes		Crops Division, 1 st Floor, City Agriculture Office, Barangay San Pablo, Ormoc City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Client to visit office	1.1. Receiving clerk at information desk will let client register to logbook 1.2. Endorse to seeds/ seedlings In-charge 1.3. For home gardening purposes proceed to Steps No. 4	None	2 mins	<i>Administrative Aide I, City Agriculture Office</i>
2. Submit letter request to City Agriculturist for approval (for institutional/ communal gardening only)	2.1. Receives letter request for approval 2.2. Schedule for garden assessment		5 mins	<i>Administrative Aide I/ Agricultural Technician, City Agriculture Office</i>
3. Wait at field/garden site for inspection	3.1. Validates garden site for crops identification and technical recommendation		2 days	
4. Accomplish Seedling/ Seeds Master list	4.1. Verify master list for entry completeness 4.2. Issue Withdrawal Slip with specified no. of seeds/seedlings to receive		3 mins	<i>Administrative Aide I/ Agricultural Technologists, City Agriculture Office</i>
5. Present withdrawal slip to releasing in charge: -Seeds at office Crops Division Window -Seedlings at City Nursery	5.1. Accepts withdrawal slips and release seeds/seedlings		3 mins	
6. Receives seeds/seedlings/planting materials	5.2. Fill-up and accomplish feedback form		2 mins	
Total		None	2 days	

Various Seeds/Seedlings and Other Planting Materials covered under Local Government Code of 1991, R.A. 7160, Sec 17



City Agriculture Office

Internal Services





1. Gate Pass for bringing Office Equipment, Apparatus, Supplies and Materials outside Office Premises

The Office has available office equipment, apparatus, supplies and materials to support the Agricultural Extension Workers (AEW's) daily activities and field works. It is part of our extension support and services to have a smooth delivery system of our farmer and fisher folk clientele thus usage of such items outside office is deemed necessary, provided that a Gate Pass has to be accomplished and be approved. It will be forwarded to security guards on duty when taken outside from office for record purposes. It will be thoroughly checked upon returning it back to the office to make sure its normal functionality and in good condition. Once irregularities are observed, it is the borrower's obligation to have it checked and repaired.

Office or Division:	City Agriculture Office			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	All CAO employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		2 nd floor, Administrative Unit, City Agriculture Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ask Gate Pass Slip from In-charge	1. Provide Borrower's/ Gate Pass Slip		1 min	<i>Administrative Aide / Senior Agriculturist, City Agriculture Office</i>
2. Fill-up form indicating item to be borrowed, its usage purposes and expected date of return	2.1. Requests noted by respective division heads 2.2 Signed for recommending approval by the Administrative In-charge 2.2. Approved by the City Agriculturist		4 mins	
3. Present approved Gate Pass to property custodian for recording purposes	3.1 Custodian thoroughly checked items in good condition and its functionality 3.2. Release borrowed items	None	10 mins	<i>Agricultural Engineer // City Agriculture Office</i>



4. Received borrowed items and present approved Gate Pass to Guard on Duty	4.1. Guard on duty inspect and check item/s as reflected in the Gate Pass and affixed signature for the exact date and time out from office. 4.2. File gate pass for safe keeping		3 mins	<i>Security Guard on Duty, City Agriculture Office</i>
5. Use of borrowed item/s			2 days	
6. Upon return of the borrowed item back to office, ask Guard on Duty for the filed Gate Pass	6.1. Guard check items in good condition, affix signature for the exact time and date of return and gave back the Gate Pass to the borrower	None	3 mins	<i>Security Guard on Duty, City Agriculture Office</i>
7. With the accomplished Gate Pass from the Guard, items will be turned-over to In-charge	7.1. Admin In-charged will double check the item/s -in good condition -normal functionality (If, irregularities are observed the borrower must have it repaired first) 7.2 Marked Gate Pass returned in good condition and provides copy to borrower		10 mins	<i>Agricultural Engineer I/ City Agriculture Office</i>
8. Receive copy of gate pass marked with item/s returned in good condition	8.1. File accomplished gate pass for future use/record purposes		1 min	
Total		None	2 days	



2. Leave Application

The Leave of Application is a benefit given to casual and regular employees of the City Agriculture Office and other agencies of the government both for national and local. Force leave must be scheduled ahead to avoid personnel leave duplication. Sick leave is filed the day when assumed back to work at the office.

Office or Division:	City Agriculture Office:			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	All Regular and Casual Plantilla			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Sick Leave: Medical Certificate for more than 5 days			Administrative Unit, City Agriculture Office Human Resource Management Office, City Hall	
2. Force Leave and other leave, follow the force leave schedule submitted and file up application 1 week ahead before the scheduled date				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ask leave application slip from Admin In-charge and fill up request slip	1. Noted by the Division Heads for leave of absence approval	None	1 min	<i>Administrative Aide I,</i> City Agriculture Office
2. Submit approved slip to record officer	2.1 File application slip at HRMO, for printing of Leave of Application 2.2 Follow up and receive printed Leave of Application and bring back to office for employees signature and head of office approval		1 day	<i>Administrative Aide I/ Administrative Officer,</i> Human Resource Management Office
3. Affix signature to printed Leave Form from HR	3.1 Endorse to concern Division Heads and/or City Agriculturist for signature 3.2 Signed Leave form will be submitted back to HRMO for approval by Head		3 mins 2 days	<i>Administrative Aide I/ Administrative Officer,</i> Human Resource Management Office



	3.3. Follow-up for the release of Approved Leave			
4. Receive approved leave	4.1. Get copy for office file			<i>Administrative Aide I, City Agriculture Office</i>
Total		None	3 days	

Leave Application is covered under the Omnibus Rules Implementing E.O. No. 292, Rule XVI, Sec 21, 25, 43, 51

3. Pass Slip Issuance

The office will take care of the safety of our staff and monitor their official whereabouts for all technical and administrative staff performing duties and responsibilities outside office jurisdiction. Thus, no one is allowed to perform outside office transactions without an approved pass slip. The said pass slip will determine the number of hours or minutes spent by the staff in specific activities conducted, the importance and for record purpose. It will be attached to DTRs as proof that a transaction done outside office is an approved official business. Personal transaction is likewise allowed but in a limited number of minutes as long as tasks assigned for the day may not be jeopardized.

Office or Division:	City Agriculture Office:			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		Administrative Unit/Respective Division of Assignment, City Agriculture Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up Pass Slip Form indicating destination and purpose	1.1. Administrative unit provides pass slip at every Division	None	1 min	<i>Administrative Aide I, City Agriculture Office</i>
2. Process Pass Slip	2.1. Respective Division/Section Head approves pass slip		2 mins	<i>Agriculturist II/ Senior Agriculturist, City Agriculture Office</i>
3. Present approved Pass Slip to Guard on duty	3.1. Guard on Duty receive pass slip and enter correct time of departure from the office and keep slip for noting time of arrival at office		1 min	<i>Security Guard on Duty, City Agriculture Office</i>



4. Upon arrival at Office, report back to Guard on Duty	4.1. Enter actual time of arrival at office		2 mins	<i>Security Guard on Duty, City Agriculture Office</i>
5. Back to Office work	5.1. At the end of the day, Guard on Duty endorsed all compiled pass slip to Admin unit for office filing and recording			<i>Administrative Aide I, City Agriculture Office</i>
Total		None	4-6mins	

4. Service Vehicle Request

The Office provides service vehicles to support the Agricultural Extension Workers (AEW's) daily activities and field works. It is part of our extension support and services to have a smooth delivery system to our farmer and fisher folk clientele. All agricultural extension workers/agents can request service vehicles particularly in transporting farm inputs at field or during delivery of extension services in holistic/team effort approaches. Likewise, service vehicles can also be requested for travelling outside official stations in groups, various office/agency transactions at destination and withdrawal of farm inputs, materials and supplies.

Office or Division:	City Agriculture Office:			
Classification:	Complex			
Type of Transaction:	Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Invitation Letter for outside Official Station Travel, File request 1 week ahead before travel schedule		Administrative Unit 2 nd Floor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up service vehicle request slip: date, purpose of travel and destination	1.1. Verify availability of service vehicles and record schedule of usage		1 min	<i>Agricultural Engineer I, City Agriculture Office</i>
2. Process vehicle request slip for respective division	2.1 Division heads sign request as recommending approval		3 mins	<i>Agriculturist II/ Senior Agriculturist/ City Agriculturist,</i>



head's recommending approval	2.2 Approved requests by the Office Head (City Agriculturist) 2.3 Dispatcher officer will assign vehicle	None		City Agriculture Office
	2.3 Prepare and process trip tickets, pass slip and gasoline RIS (if necessary) 2.4 Prepares Travel Order (for outside travel only)		2 days	<i>Administrative Aide I, City Agriculture Office</i>
3. Actual travel/ Request Served	3.1 Driver of assigned vehicle shall bring along Approved Trip Ticket, Pass Slip and Travel Order (if there's any) 3.2 Fill up feedback form for the requesting party		2 days	<i>Administrative Aide I, City Agriculture Office</i>
4. Fill-up clients feedback form for the driver	Submit to Dispatcher for office file and consolidation of feedbacks		2 mins	
Total		None	4 days	



5. Travel Order (T.O.) Request and Narrative Report of Travel (NRT)

Travel Order is issued to Permanent and Casual Plantilla positions with an official business outside official station subject for funds availability. After travel is completed NRT shall be submitted highlighting travel accomplishments

Office or Division:	City Agriculture Office:			
Classification:	Complex			
Type of Transaction:	Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Invitation letter for an Official Business outside official station; NRT of Previous Travel (if there's any)		2 nd Floor, Administrative Unit City Agriculture Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up Travel request slip with Invitation Letter attached	1.1. Noted by concerned division heads 2. Approved by the City Agriculturist	None	1-2 mins	<i>Requesting Personnel</i>
2. Submit approved request to Comp. Encoder	Print out Travel Order and Itinerary of Travel		1 min	<i>Administrative Aide I, City Agriculture Office</i>
3. Signed Itinerary of Travel	T.O and Itinerary of Travel approved by City the Agriculturist		1-2 mins	
4. Waiting period for the T.O approval	4.1 Process Travel Order for approval by the City Administrator (within Region 8) and City Mayor for outside Region 8 travel 4.2 Follow up T.O. at the City Admin Office/CMO 4.3 Release of approved T.O.		<i>Administrative Aide I/ Administrative Officer, City Administrator Office/ City Mayor's Office</i>	
5. Received copy of approved Travel Order	File original T.O. for office record			1 min



6. Official Travel to destination			7 days	
7. Prepare and submit NRT once travel is completed	7.1 Noted by the concerned Division heads and Admin Unit head 7.2 Approved by the City Agriculturist 7.3 Office File/Record (as attachment for next TO request)	None	5 days after travel	<i>Administrative Aide I/ Senior Agriculturist/ City Agriculturist, City Agriculture Office</i>
Total		None	12 days	