



City Agriculture Office

External Services



1. Vegetable, Fruit-bearing, and Forest Tree Seedlings Dispersal

The City Agriculture Office disperses free Vegetable, Fruit-bearing and Forest Tree seedlings materials to walk-in clients, barangays, schools, associations or any Non-Government Organizations (NGOs).

Office or Division:	City Agriculture Office (CAgO)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Walk in clients, Barangay, schools, associations or NGO's			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (1 Original Copy, 1 Receiving Copy)		Requesting Party (signed by the requesting client)		
For walk-in clients:				
1. Valid I.D. (1 Photocopy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter to be addressed to the City Mayor, indicating the date of the tree planting, place of the tree planting, total number of seedlings needed, and the name of the group that will perform the said activities.	1. Receive the request letter.	None	3 minutes	<i>Staff</i> City Mayor's Office
	1.1 Approve request letter.	None	3 days	<i>City Mayor</i> City Mayor's Office
	1.2 Forward approved request letter to CAgO	None	10 minutes – seedling preparation	<i>Staff</i> City Mayor's Office
	1.3 Produce transmittal form containing the request details.	None	10 minutes – transportation of seedlings	<i>City Agriculturist</i> <i>Or Agricultural Technologist</i> CAgO
	TOTAL:	None	3 Days and 23 Minutes	
For Walk-in Clients				
1. Fill-out seedling dispersal form.	1. Prepare seedlings releasing slip signed by an authorized employee and the release the seedlings.	None	3 minutes	<i>City Agriculturist</i> <i>Or Agricultural Technologist</i> CAgO
	TOTAL:	None	3 Minutes	



2. Sampaguita Seedlings Dispersal

The City Agriculture Office disperses free Sampaguita seedlings to walk-in clients, barangays, schools, associations or any Non-Government Organizations (NGOs).

Office or Division:	City Agriculture Office (CAgO)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Walk in clients, Barangay, schools, associations or NGO's			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (1 Original Copy, 1 Receiving Copy)		Requesting Party (signed by the requesting client)		
For walk-in clients:				
1. Valid I.D. (1 Photocopy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter to be addressed to the City Mayor, indicating the date of the tree planting, place of the tree planting, total number of seedlings needed, and the name of the group that will perform the said activities.	1. Receive the request letter.	None	3 minutes	<i>Staff</i> City Mayor's Office
	1.1 Approve request letter.	None	3 days	<i>City Mayor</i> City Mayor's Office
	1.2 Forward approved request letter to CAgO	None	10 minutes – seedling preparation	<i>Staff</i> City Mayor's Office
	1.3 Produce transmittal form containing the request details.	None	10 minutes – transportation of seedlings	<i>City Agriculturist</i> <i>Or Agricultural Technologist</i> CAgO
	TOTAL:	None	3 Days and 23 Minutes	
For Walk-in Clients				
1. Fill-out seedling dispersal form.	1. Prepare seedlings releasing slip signed by an authorized employee and the release the seedlings.	None	3 minutes	<i>City Agriculturist</i> <i>Or Agricultural Technologist</i> CAgO
	TOTAL:	None	3 Minutes	



3. Seeds Dispersal

The City Agriculture Office disperses free vegetable seeds to clients.

Office or Division:	City Agriculture Office (CAgO)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Requesting Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid I.D. (1 Photocopy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Be briefed regarding the vegetable seeds to be received from CAgO to have the knowledge on how to grow vegetables successfully.	1. Disperse packets of available vegetable seeds to the client.	None	10 minutes	<i>City Agriculturist Or Agricultural Technologist CAgO</i>
TOTAL:		None	10 Minutes	



4. Organic Fertilizer Dispersal

The City Agriculture Office disperses free organic fertilizer to clients.

Office or Division:	City Agriculture Office (CAgO)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Requesting Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid I.D. (1 Photocopy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Be briefed regarding the vegetable seeds to be received from CAgO to have the knowledge on how to grow vegetables successfully.	1. Disperse packets of available vegetable seeds to the client.	None	10 minutes	<i>City Agriculturist Or Agricultural Technologist CAgO</i>
TOTAL:		None	10 Minutes	



5. FishR Registration

The City Agriculture Office facilitates FishR Registration to the Fisherfolk.

Office or Division:	City Agriculture Office (CAgO)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Fisherfolk			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Certificate showing proof of residency (1 Original Copy)		Barangay where the client resides		
2. 1x1 I.D. Picture with white background (2 Original Copies)		Photo studio		
3. FishR Application Form (1 Original Copy)		City Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit the FishR Application Form together with the requirements.	1. Review/validate all submitted documents and facilitate the registration.	None	5 minutes	<i>City Agriculturist Or Agricultural Technologist CAgO</i>
2. Receive registration certificate or I.D.	2. Prepare and release the Registration Certificate or I.D.	None	1 minute	<i>City Agriculturist Or Agricultural Technologist CAgO</i>
	TOTAL:	None	6 Minutes	



6. BoatR Registration

The City Agriculture Office facilitates BoatR Registration to the Fisherfolk.

Office or Division:	City Agriculture Office (CAgO)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Fishing Vessel Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. FishR Registration Certificate or I.D. (1 Original Copy)		City Agriculture Office		
2. Valid I.D. (1 Photocopy)		Applicant		
3. TRU Registration Number		Transportation Regulatory Unit		
4. Barangay Certificate, showing proof of no delinquency for the Fishing Vessel (1 Original Copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit the BoatR Application Form together with the requirements.	1. Review/validate all submitted documents and facilitate the registration.	None	3 minutes	<i>City Agriculturist Or Agricultural Technologist CAgO</i>
	1.1 Schedule/Conduct Boat Inspection and perform measurements.	None	10 minutes	<i>City Agriculturist Or Agricultural Technologist CAgO</i>
2. Receive BoatR Registration Certificate and Number	2. Prepare and release the Registration Certificate and Number	None	1 minute	<i>City Agriculturist Or Agricultural Technologist CAgO</i>
	TOTAL:	None	14 Minutes	



7. Registry System for Basic Sectors in Agriculture (RSBSA) Registration

The City Agriculture Office facilitates RSBSA enrollment for walk-in clients

Office or Division:	City Agriculture Office (CAgO)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Farmers, Livestock and Poultry Raisers, Fisherfolk			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished RSBSA Enrollment Form (1 Original Copy)		City Agriculture Office or via Download Link: https://www.da.gov.ph/wp-content/uploads/2021/05/RSBSA_Enrollment-Form_032021.pdf		
2. 2x2 I.D. Picture taken within 6 months		Photo Studio		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit the BoatR Application Form together with the requirements.	1. Review/validate all submitted documents and facilitate the registration.	None	3 minutes	<i>City Agriculturist Or Agricultural Technologist</i> CAgO
2. Receive BoatR Registration Certificate and Number	2. Prepare and release the Registration Certificate and Number	None	1 minute	<i>City Agriculturist Or Agricultural Technologist</i> CAgO
	TOTAL:	None	14 Minutes	