

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 Offi	ce (CAgO)		
Classification:	Simple			
Type of	G2C - Government	to Citizen		
Transaction:				
Who may avail:	Walk in clients, Bara	angay, schoo	ols, associations or	· NGO's
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE
1. Request Letter (1	Original Copy, 1	Requesting	Party (signed by t	he requesting
Receiving Copy)				
For walk-in clients	:			
1. Valid I.D. (1 Phot		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Submit request	1. Receive the	None	3 minutes	Staff
1. Submit request letter to be	request letter.	None	3 minutes	City Mayor's
addressed to the	request letter.			Office
City Mayor,				Office
indicating the date	1.1 Approve	None	3 days	City Mayor
of the tree	request letter.	110110	o dayo	City Mayor's
planting, place of				Office
the tree planting,				
total number of	1.2 Forward	None	10 minutes –	Staff
seedlings needed,	approved request		seedling	City Mayor's
and the name of	letter to CAgO		preparation	Office
the group that will				
perform the said	1.3 Produce	None	10 minutes –	City Agriculturist
activities.	transmittal form		transportation	Or Agricultural
	containing the		of seedlings	Techonologist
	request details.		0.0	CAgO
	TOTAL:	None	3 Days and 23 Minutes	
For Walk-in Client	S			
1. Fill-out seedling	1. Prepare	None	3 minutes	City Agriculturist
dispersal form.	seedlings			Or Agricultural
	releasing slip			Techonologist
	signed by an			CAgO
	authorized			
	employee and the			
	release the			
	seedlings.	Ness	2 Missutes	
	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 Offi	ce (CAgO)	ni salahiri da	
Classification:	Simple	resident.		
Type of	G2C - Government	to Citizen		
Transaction:				
Who may avail:	Walk in clients, Bara	angay, schoo	ols, associations or	· NGO's
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE
1. Request Letter (1	l Original Copy, 1		Party (signed by t	he requesting
Receiving Copy)		client		
For walk-in clients				
1. Valid I.D. (1 Phot		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request letter to be addressed to the City Mayor,	Receive the request letter.	None	3 minutes	Staff City Mayor's Office
indicating the date of the tree planting, place of the tree planting,	1.1 Approve request letter.	None	3 days	City Mayor City Mayor's Office
total number of seedlings needed, and the name of the group that will	1.2 Forward approved request letter to CAgO	None	10 minutes – seedling preparation	Staff City Mayor's Office
perform the said activities.	1.3 Produce transmittal form containing the request details.	None	10 minutes – transportation of seedlings	City Agriculturist Or Agricultural Techonologist CAgO
	TOTAL:	None	3 Days and 23 Minutes	
For Walk-in Client				
1. Fill-out seedling dispersal form.	1. Prepare seedlings releasing slip signed by an authorized employee and the release the seedlings.	None	3 minutes	City Agriculturist Or Agricultural Techonologist CAgO
	TŎTAL:	None	3 Minutes	



3. Seeds Dispersal

The City Agriculture Office disperses free vegetable seeds to clients.

Office or Division:	City Agriculture Offi	ce (CAgO)	ee e e e e e	
Classification:	Simple			
Type of	G2C – Government	to Citizen		
Transaction:				
Who may avail:	Requesting Clients			
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE
1. Valid I.D. (1 Phot	tocopy)			
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	City Agriculturist Or Agricultural Techonologist CAgO
	TOTAL:	None	10 Minutes	



4. Organic Fertilizer Dispersal

The City Agriculture Office disperses free organic fertilizer to clients.

	Office or	City Agriculture Offi	ce (CAgO)		
1	Division:				
	Classification:	Simple			
	Type of	G2C - Government	to Citizen		
	Transaction:				
	Who may avail:	Requesting Clients			
	CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE
	1. Valid I.D. (1 Phot	осору)	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	City Agriculturist Or Agricultural Techonologist CAgO
		TOTAL:	None	10 Minutes	



5. FishR Registration

The City Agriculture Office facilitates FishR Registration to the Fisherfolk.

Office or	City Agriculture Offi	ce (CAgO)			
Division:					
Classification:	Simple				
Type of	G2C – Government	to Citizen			
Transaction:					
Who may avail:	Fisherfolk	Fisherfolk			
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	CURE	
1. Barangay Certific	cate showing proof	Barangay w	here the client res	sides	
of residency (1 Orig	inal Copy)				
2. 1x1 I.D. Picture v					
background (2 Orig	inal Copies)				
3. FishR Application	n Form (1 Original	City Agricul	ture Office		
Copy)					
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Fill-out and	1. Review/validate	None	5 minutes	City Agriculturist	
submit the FishR	all submitted			Or Agricultural	
Application Form	documents and			Techonologist	
together with the	facilitate the			CAgO	
requirements.	registration.				
2. Receive	2. Prepare and	None	1 minute	City Agriculturist	
registration	release the			Or Agricultural	
certificate or I.D.	Registration			Techonologist CAgO	
	Certificate or I.D.			ОЛУО	
	TOTAL:	None	6 Minutes		



6. BoatR Registration

The City Agriculture Office facilitates BoatR Registration to the Fisherfolk.

Office or	City Agriculture Offi	ce (CAgO)		
Division:				
Classification:	Simple			
Type of	G2C – Government to Citizen			
Transaction:			-	
Who may avail:	Fishing Vessel Owr	ners		
CHECKLIST OF	ST OF REQUIREMENTS WHERE TO SECURE			URE
1. FishR Registration Certificate or I.D.		City Agriculture Office		
(1 Original Copy)				
2. Valid I.D. (1 Phot	tocopy)	Applicant		
3. TRU Registration Number		Transportation Regulatory Unit		
4. Barangay Certificate, showing proof				
of no delinquency for	or the Fishing			
Vessel (1 Original C				
CLIENT STEDS	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
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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	City Agriculturist Or Agricultural Techonologist CAgO
	1.1 Schedule/Conduct Boat Inspection and perform measurements.	None	10 minutes	City Agriculturist Or Agricultural Techonologist CAgO
Receive BoatR Registration Certificate and Number	2. Prepare and release the Registration Certificate and Number	None	1 minute	City Agriculturist Or Agricultural Techonologist CAgO
	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	City Agriculture Offi	ce (CAaO)	: 4 1 1 1 1 1 1	
Division:	- 11, 7 ig. 12 anian 5 Gin	(595)		
Classification:	Simple			
Type of	G2C - Government	to Citizen		
Transaction:				
Who may avail:	Farmers, Livestock	and Poultry I	Raisers, Fisherfolk	
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE
1. Accomplished R			ture Office or via D	ownload Link:
Form (1 Original Co	ppy)		.da.gov.ph/wp-	
			oads/2021/05/RSB	SSA Enrollment-
		Form 0320		
2. 2x2 I.D. Picture t	aken within 6	Photo Studi	0	
months				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Fill-out and	ACTIONS 1. Review/validate			RESPONSIBLE City Agriculturist
1. Fill-out and submit the BoatR	ACTIONS 1. Review/validate all submitted	BE PAID	TIME	RESPONSIBLE City Agriculturist Or Agricultural
Fill-out and submit the BoatR Application Form	ACTIONS 1. Review/validate all submitted documents and	BE PAID	TIME	RESPONSIBLE City Agriculturist Or Agricultural Techonologist
1. Fill-out and submit the BoatR Application Form together with the	ACTIONS 1. Review/validate all submitted documents and facilitate the	BE PAID	TIME	RESPONSIBLE City Agriculturist Or Agricultural
Fill-out and submit the BoatR Application Form	ACTIONS 1. Review/validate all submitted documents and	BE PAID	TIME	RESPONSIBLE City Agriculturist Or Agricultural Techonologist
1. Fill-out and submit the BoatR Application Form together with the	ACTIONS 1. Review/validate all submitted documents and facilitate the	BE PAID	TIME	RESPONSIBLE City Agriculturist Or Agricultural Techonologist CAgO City Agriculturist
1. Fill-out and submit the BoatR Application Form together with the requirements.	ACTIONS 1. Review/validate all submitted documents and facilitate the registration.	None	TIME 3 minutes	RESPONSIBLE City Agriculturist Or Agricultural Techonologist CAgO City Agriculturist Or Agricultural
Fill-out and submit the BoatR Application Form together with the requirements. Receive BoatR	ACTIONS 1. Review/validate all submitted documents and facilitate the registration. 2. Prepare and	None	TIME 3 minutes	RESPONSIBLE City Agriculturist Or Agricultural Techonologist CAgO City Agriculturist Or Agricultural Techonologist
Fill-out and submit the BoatR Application Form together with the requirements. Receive BoatR Registration	ACTIONS 1. Review/validate all submitted documents and facilitate the registration. 2. Prepare and release the	None	TIME 3 minutes	RESPONSIBLE City Agriculturist Or Agricultural Techonologist CAgO City Agriculturist Or Agricultural
1. Fill-out and submit the BoatR Application Form together with the requirements. 2. Receive BoatR Registration Certificate and	ACTIONS 1. Review/validate all submitted documents and facilitate the registration. 2. Prepare and release the Registration	None	TIME 3 minutes	RESPONSIBLE City Agriculturist Or Agricultural Techonologist CAgO City Agriculturist Or Agricultural Techonologist