



#### 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	G2C – Government to Citizen				
Transaction:					
Who may avail:	Walk in clients, Bar	angay, schoo	ols, associations or	· NGO's	
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE	
1. Request Letter (	1 Original Copy, 1	Requesting	Requesting Party (signed by the requesting		
Receiving Copy)		client			
For walk-in clients	:				
1. Valid I.D. (1 Phot		Client			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Submit request	1. Receive the	None	3 minutes	Staff	
letter to be	request letter.			City Mayor's	
addressed to the				Office	
City Mayor,				011	
indicating the date	1.1 Approve	None	3 days	City Mayor	
of the tree	request letter.			City Mayor's	
planting, place of the tree planting,				Office	
total number of	1.2 Forward	None	10 minutes –	Staff	
seedlings needed,	approved request	None	seedling	City Mayor's	
and the name of	letter to CAgO		preparation	Office	
the group that will	leller to CAyO		preparation	Onice	
perform the said	1.3 Produce	None	10 minutes –	City Agriculturist	
activities.	transmittal form	None	transportation	Or Agricultural	
douvidoo.	containing the		of seedlings	Techonologist	
	request details.		er occaninge	CAqO	
	TOTAL:	None	3 Days and 23		
			Minutes		
For Walk-in Clients					
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.				
	TOTAL:	None	3 Minutes		

# **City Agriculture Office**

**External Services** 

1 | Page



#### 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	City Agriculture Office (CAgO)			
Division:				
Classification:	Simple			
Type of	G2C – Government	to Citizen		
Transaction:				
Who may avail:	Walk in clients, Bar	angay, schoc		
	REQUIREMENTS	<b>D</b>	WHERE TO SEC	
1. Request Letter (	l Original Copy, 1		Party (signed by t	he requesting
Receiving Copy)		client		
For walk-in clients				
1. Valid I.D. (1 Phot		Client	DDOOFOONIO	DEDOON
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
1. On the still are sent	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Submit request	1. Receive the	None	3 minutes	Staff
letter to be addressed to the	request letter.			City Mayor's Office
City Mayor,				Office
indicating the date	1.1 Approve	None	3 days	City Mayor
of the tree	request letter.	None	5 days	City Mayor's
planting, place of	request letter.			Office
the tree planting,				Onioc
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	0			
perform the said	1.3 Produce	None	10 minutes –	City Agriculturist
activities.	transmittal form		transportation	Or Agricultural
	containing the		of seedlings	Techonologist
	request details.			CAgO
	TOTAL:	None	3 Days and 23	
			Minutes	
For Walk-in Client	-			
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.	News	2 Minutes	
	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	G2C – Government to Citizen			
Who may avail:	Requesting Clients				
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE	
1. Valid I.D. (1 Pho	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	City Agriculturist Or Agricultural Techonologist CAgO	
	TOTAL:	None	10 Minutes		

3 | Page

4 | Page



# 4. Organic Fertilizer Dispersal

The City Agriculture Office disperses free organic fertilizer to clients.

Office or	City Agriculture Office (CAgO)				
Division:					
Classification:	Simple				
Type of	G2C – Government	to Citizen			
Transaction:					
Who may avail:	<b>Requesting Clients</b>				
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE	
1. Valid I.D. (1 Phot	tocopy)	Client			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	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	(OpAC) ac		
Division:	Only Agriculture Office (OAgO)			
Classification:	Simple			
Type of	G2C – Government	to Citizen		
Transaction:				
Who may avail:	Fisherfolk			
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE
1. Barangay Certific	01	Barangay w	here the client res	ides
of residency (1 Orig				
2. 1x1 I.D. Picture		Photo studio	0	
background (2 Original Copies)				
3. FishR Application Form (1 Original		City Agriculture Office		
Сору)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING	PERSON RESPONSIBLE
1. Fill-out and	1. Review/validate	None	5 minutes	City Agriculturist
submit the FishR	all submitted		0 minutoo	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
	Certificate or I.D.			CAgO
	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	G2C – Government	to Citizen		
Transaction:				
Who may avail:	Fishing Vessel Own	ners		
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE
1. FishR Registration	on Certificate or I.D.	City Agricul	ture Office	
(1 Original Copy)				
2. Valid I.D. (1 Phot	tocopy)	Applicant		
3. TRU Registration		Transportat	ion Regulatory Un	it
4. Barangay Certific	/ 01			
of no delinquency f				
Vessel (1 Original 0				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING	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
2. Receive BoatR	2. Prepare and	None	1 minute	City Agriculturist
Registration	release the			Or Agricultural
Certificate and	Registration			Techonologist
Number	Certificate and			CAgO
	Number			
	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	G2C – Government to Citizen			
Transaction:				
Who may avail:	Farmers, Livestock	and Poultry I		
	REQUIREMENTS		WHERE TO SEC	-
1. Accomplished RSBSA Enrollment Form (1 Original Copy)		City Agriculture Office or via Download Link: <u>https://www.da.gov.ph/wp-</u> <u>content/uploads/2021/05/RSBSA_Enrollment-</u> 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	City Agriculturist Or Agricultural Techonologist CAgO
2. Receive BoatR Registration Certificate and Number	2. Prepare and release the Registration Certificate and Number	None	1 minute	City Agriculturist Or Agricultural Techonologist CAgO

7 | Page

8 | Page