

# 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	(0, 190	/	
Type of Transaction:	G2C – Governmer	nt to Citizen		
Who may avail:	Walk in clients, Ba			ns or NGO's
CHECKLIST OF RE		WHERE TO SECURE		
	1. Request Letter addressed to Honorable		de by the Reque	
Mayor Art Joseph Francis Mercado (for			the requesting	•
institutional clients) (1 O	`	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	1 3	,
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1. The client/recipient shall make a request letter to be addressed to Hon. Mayor Art Joseph Francis Mercado, 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. The Office of the Mayor Staff will receive the request letter.	None	3 minutes	Staff Office of the Mayor
2. The request letter will be presented to the office of the Mayor (OM) for receiving and approval by the Mayor through the verification and study of the Executive Assistant or the City Administrator.	2. The Office of the Mayor will receive the request letter for approval.	None	3 days	City Mayor
3.1. When the request is approved, the request letter will be forwarded to our office for releasing of the planting materials and inform the recipient to pick-up the plants.	3. The Office of the Mayor will forward the approved request letter to the City Agriculture Office	None	10 minutes - seedlings Preparation  8-10 minutes - transportation of seedlings	City Agriculturist Or Agriculturist II Or Agriculturist I CAgO





3.2. The requesting client shall receive the plants and sign the transmittal for record purposes.	3.1 A transmittal form will be produced containing the details of the request			
	TOTAL:	None	3 Days and 23 Minutes	
For Walk-in Clients				
1. The client will be asked to fill out the seedling dispersal masterlist and Client Feedback Form with their name and address for record purposes.	1. The City Agriculture Office employee shall prepare a seedlings releasing slip to be signed by an authorized employee and the farm worker will release the seedlings.	None	3 minutes	City Agriculturist Or Agriculturist II Or Agriculturist 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	G2C – Governm	ent to Citizen	1	
Transaction:	020 0010111111		•	
Who may avail:	Walk in clients. E	Barangay, scl	nools, associations	s or NGO's
CHECKLIST OF RE		9.7	WHERE TO SEC	
1. Request Letter addr		To be made	by the Requestin	
Honorable Mayor Art J			esting client)	5 7 ( 5
Mercado (for institution			<i>y</i>	
,	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. The client/recipient	1. The Office of	None	3 minutes	Staff
shall make a request	the Mayor Staff			City Mayor's
letter to be	will receive the			Office
addressed to Hon.	request letter.			
Mayor Art Joseph				
Francis Mercado,				
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.				
2. The request letter				
will be presented to				
the office of the				
Mayor (OM) for	2. The Office of			
receiving and	the Mayor will			_
approval by the	receive the	None	3 days	City Mayor
Mayor through the	request letter		,-	
verification and study	for approval.			
of the Executive				
Assistant or the City				
Administrator.	4 4 Th - Off			
3.1. When the	1.1 The Office		10 minutes -	City Agriculturist
request is approved,	of the Mayor		seedlings	Or Or
the request letter will	will forward the		Preparation	Agriculturist II
be forwarded to our	approved	NI	'	Or
office for releasing of	request letter	None	8-10 minutes -	Agriculturist I
the planting materials	to the City		transportation	CAgO
and inform the	Agriculture		of seedlings	
recipient to pick-up	Office			





the plants.	4.0.4			
3.2. The requesting client shall receive the plants and sign the transmittal for record purposes.	1.2 A transmittal form will be produced containing the details of the request			
	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	City Agriculturist Or Agricultural Techonologist CAgO
	TOTAL:	None	3 Minutes	





# 3. Tilapia Fingerlings Dispersal

The City Agriculture Office disperses Tilapia Fingerlings to the requesting clients.

Office or	City Agriculture Offi	ce (CAgO)		
Division: Classification:	Simple			
Type of	G2C – Government	to Citizen		
Transaction:	O20 – Government	to Onizen		
Who may avail:	Requesting Clients			
	REQUIREMENTS		WHERE TO SEC	URE
1. Request Letter a				
Honorable Mayor A			esting client)	9 7 ( 9
Mercado				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The	ACTION	JE I AID		
client/recipient shall make a				
request letter to be addressed to	1. The Office of			
Hon. Mayor Art	the Mayor Staff	None		Office of the
Joseph Francis	will receive the		3 minutes	Mayor Staff
Mercado,	request letter.			
indicating the				
specifications of their grow-out				
area.				
2. The request				
letter will be				
presented to the				
office of the				
Mayor (OM) for	2. The Office of			
receiving and	the Mayor will			
approval by the	receive the	None	3 days	City Mayor
Mayor through the	request letter for		o dayo	
verification and	approval.			
study of the				
Executive Assistant or the				
City Administrator.				
3.1. When the	3. The Office of			
request is	the Mayor will			
approved, the	forward the			City A ami a 14 mi = 4
request letter will	approved request			City Agriculturist
be forwarded to	letter to the City	None	15 minutes	Or <i>Agriculturist I</i>
the City	Agriculture Office	INOHE		CAgO
Agriculture Office				U/AgO
for inspection of	3.1 The City			
the proposed	Agriculture Office			





	1			
grow-out area.	shall send its technical			
2.2 The				
3.2. The	personnel to the			
requesting client	proposed grow-			
shall receive the	out area for			
Tilapia Fingerlings	inspection and			
at the Fish	technical			
Nursery at	assistance.			
Rosario Complex,				
Barangay	3.2 A transmittal			
Rosario.	form will be			
	produced			
	containing the			
	quantity of Tilapia			
	Fingerlings			
	TOTAL:	None	3 Days & 18	
			Minutes	





# 4. Seeds Dispersal

The City Agriculture Office disperses free vegetable seeds to clients.

Office or	City Agriculture Office (CAgO)			
Division:	, ,	( 3 - 7		
Classification:	Simple			
Type of	G2C - Government	to Citizen		
Transaction:				
Who may avail:	Requesting Clients			
CHECKLIST OF	REQUIREMENTS WHERE TO SECURE			URE
1. Valid I.D. (1 Phot	tocopy)	Client		
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
CLILINI SILI S	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. The client will be will be asked to fill out the seeds dispersal masterlist and Clent Feedback Form with their name and address for record purposes.	1. The City Agriculture Office will disperse packets of available vegetable seeds to the client.	None	5 minutes	City Agriculturist Or Agriculturist II Or Agriculturist I CAgO
	TOTAL:	None	5 Minutes	





# 5. Organic Fertilizer Dispersal

The City Agriculture Office disperses free organic fertilizer to clients.

Office or Division:	City Agriculture Office (CAgO)			
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			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
OLILIAI OILI O	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. The client will be briefed regarding the organic fertilizer that they received from the office to make sure that they have the knowledge on how to use the organic fertilizer.	1. The City Agriculture Office will disperse packets of organic fertilizer to the client.	None	5 minutes	City Agriculturist Or Agriculturist II Or Agriculturist I CAgO
	TOTAL:	None	5 Minutes	





#### 6. FishR Registration

The City Agriculture Office facilitates FishR Registration to the Fisherfolk in compliance with RA 8550 and EO 305 under the provisions of Section 32 of City Ordinance No. 2023-01 or Fishing Regulations Code of the City of San Pedro.

Office or	City Agriculture Office	City Agriculture Office (CAgO)			
Division:					
Classification:	Simple				
Type of	G2C – Government	to Citizen			
Transaction:					
Who may avail:	Fisherfolk				
CHECKLIST OF	REQUIREMENTS WHERE TO SECURE				
1. Barangay Certific	cate showing proof	Barangay w	here the client res	sides	
of residency and liv	elihood related to				
fishery (1 Original Copy)					
2. 1x1 I.D. Picture v	vith white	Photo studi	0		
background (2 Original Copies)					
3. FishR Application	n Form (1 Original	City Agriculture Office			
Copy)					
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Fill up and	1. Review/Validate	None	5 minutes	City Agriculturist	
submit the FishR	all the documents			Or	
Application Form	submitted and			Agriculturist I	
together with	registration			CAgO	
requirements.	registration				
2. The client	2. Prepare and	None	1 minute	City Agriculturist	
receives the	release the			Or	
Certificate of	Certificate of			Agriculturist I	
Fisherfolk	Fisherfolk			CAgO	
Registration or ID	Registration or ID				
	TOTAL:	None	6 Minutes		





#### 7. BoatR Registration

The City Agriculture Office facilitates BoatR Registration to Fishing Vessel Owners in compliance with RA 8550 and EO 305 and under the provisions of Section 32 of City Ordinance 2023-21 or Fishing Regulations Code of City of San Pedro.

Office or Division:	City Agriculture Office (CAgO)			
Classification:	Simple			
Type of	G2C - Government to 0	Citizen		
Transaction:				
	Fishing Vessel Owners			
	F REQUIREMENTS		WHERE TO SE	CURE
For new registrati				
	isherfolk Registration or	Client		
ID (1 Original Cop		OI:4		
2. Valid I.D. (1 Ph		Client	Hall of the Client	
	ficate (proof of no ne Fishing Vessel) (1	Багапдау	Hall of the Client	
Original Copy)	ie risilling vessel) ( i			
4. PNP Maritime	Clearance (if			
motorized) (1 Orig	`	PNP Mari	time Group	
	5. Certificate of Number (CN) – for			
renewal	,	Client		
		FEES		
CLIENT STEPS	AGENCY ACTIONS	TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit the BoatR Application	Review / Validate     all the requirements     submitted.	TO BE PAID None		
1. Fill-out and submit the BoatR	Review / Validate     all the requirements	PAID	TIME	RESPONSIBLE  City Agriculturist  Or  Agriculturist I
1. Fill-out and submit the BoatR Application Form together with the	1. Review / Validate all the requirements submitted.  1.1 Schedule/Conduct Boat Inspection and perform	PAID None	TIME 3 minutes	RESPONSIBLE  City Agriculturist Or Agriculturist I CAgO  City Agriculturist Or Agriculturist I



# 8. Issuance of Fishing License for Fisherfolk and Special Permit to Fish for Recreational Fishing

The City Agriculture Office issues fishing license for fishing gears to fisherfolk and special permit for recreational fishing within the City waters of San Pedro in accordance with RA 8550 and EO 305 and under the provisions of Section 32 of City Ordinance No. 2023-21 or Fishing Regulations Code of the City of San Pedro.

Office or Division:	City Agriculture Office (	CAgO)		
Classification:	Simple			
Type of	G2C – Government to 0	Citizen		
Transaction:		JIIIZOII		
Who may avail:	Fishing Vessel Owners			
	OF REQUIREMENTS WHERE TO SECURE			CURE
For new registrati				
	isherfolk Registration or	Client		
ID (1 Original Cor	•			
2. Valid I.D. (1 Ph	iotocopy)	Client		
3. Barangay Certi	ificate (proof of no	Barangay	Hall of the Client	
delinquency) (1 C				
4. Fishing License	e (FL) – for renewal	Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the Fishing License Application Form (for fisherfolk) and Special Permit to Fish Application Form (for Recreational Fishing) and submit the requirements.	1. Review / Validate all the requirements submitted.	None	3 minutes	City Agriculturist Or Agriculturist I CAgO
2. The Client pays the corresponding fees at the City Treasury Office.	2. The City Agriculture Office Personnel shall issue the Order of Payment to the client.	Gill Net: P100.00 per 100 meters  Bubo/Bu bu (trap): P20.00 per unit  Shrimp/	10 minutes	Collection Staff City Treasury Office





			PHILI	
		Crab Trap: P15.00 per unit		
		Fish Corrals / Baklad: P100.00 per unit		
		Other Fishing Gears: P100.00 per unit		
		Special Permit for Recreati onal Fishing: P300.00		
3. The Client shall submit the photocopy of the Official Receipt (OR) for recording purposes and receive the Fishing License or Special Permit to Fish.	3. Prepare and release the Fishing License or Special Permit to Fish.	None	1 minute	City Agriculturist Or Agriculturist I CAgO
	TOTAL:	Varies dependi ng on gear to be used	14 Minutes	
		Special Permit for Recreat ional Fishing: P300.00		



#### 9. Issuance of Fish Transport Permit

The City Agriculture Office issues Fish Transporter and Backyard Fish Raisers under the provisions of City Ordinance No. 2023-39.

Office or Division:	City Agriculture Office (CAgO)				
Classification:	Simple				
	Simple G2C – Government to Citizen				
Type of Transaction:	G2C - Government to Citizen				
Who may avail:	Fishing Vessel Owners				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1. Valid I.D. (1 Photocopy)		Client			
2. Picture of fish to be delivered (1		Client			
Original Copy)		Olicit			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Fill up the Application Form and submit the requirements to the City Agriculture Office.	Review / Validate     all the requirements     submitted.	None	1 minute	City Agriculturist Or Agriculturist I CAgO	
2. The Client pays the corresponding fees at the City Treasury Office.	2. The City Agriculture Office Personnel shall issue the Order of Payment to the client.	P100.00	10 minutes	Collection Clerk City Treasury Office	
3. The Client shall submit the photocopy of the Official Receipt (OR) for recording purposes and receive the Fish Transport Permit/Certificat e.	3. Prepare and release the Fish Transport Permit/Certificate.	None	1 minute	City Agriculturist Or Agriculturist I CAgO	
	TOTAL:	None	14 Minutes		



# 10. 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 Raisers, Fisherfolk				
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE			
1. Accomplished RSBSA Enrollment		City Agriculture Office or via Download Link:			
Form (1 Original Copy)		https://www.da.gov.ph/wp-			
, , , , , , , , , , , , , , , , , , , ,		content/uploads/2021/05/RSBSA Enrollment-			
		Form 032021.pdf			
2. 2x2 I.D. Picture taken within 6		Photo Studio			
months					
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Fill-out and	1. Review/validate	None	TIME 3 minutes	City Agriculturist	
1. Fill-out and submit the BoatR	Review/validate     all submitted			City Agriculturist Or	
1. Fill-out and submit the BoatR Application Form	Review/validate     all submitted     documents and			City Agriculturist Or Agriculturist II	
1. Fill-out and submit the BoatR Application Form together with the	Review/validate     all submitted     documents and     facilitate the			City Agriculturist Or Agriculturist II Or	
1. Fill-out and submit the BoatR Application Form	Review/validate     all submitted     documents and			City Agriculturist Or Agriculturist II Or Agriculturist I	
1. Fill-out and submit the BoatR Application Form together with the	Review/validate     all submitted     documents and     facilitate the			City Agriculturist Or Agriculturist II Or	
1. Fill-out and submit the BoatR Application Form together with the requirements.	Review/validate     all submitted     documents and     facilitate the			City Agriculturist Or Agriculturist II Or Agriculturist I CAgO	
1. Fill-out and submit the BoatR Application Form together with the	Review/validate all submitted documents and facilitate the registration.      Prepare and			City Agriculturist Or Agriculturist II Or Agriculturist I	
Fill-out and submit the BoatR Application Form together with the requirements.      The client receives the	Review/validate all submitted documents and facilitate the registration.      Prepare and release the	None	3 minutes	City Agriculturist Or Agriculturist II Or Agriculturist I CAgO  City Agriculturist Or Agriculturist II	
1. Fill-out and submit the BoatR Application Form together with the requirements.  2. The client receives the Registration	Review/validate all submitted documents and facilitate the registration.      Prepare and release the Registration			City Agriculturist Or Agriculturist II Or Agriculturist I CAgO  City Agriculturist Or Agriculturist II Or	
Fill-out and submit the BoatR Application Form together with the requirements.      The client receives the	Review/validate all submitted documents and facilitate the registration.      Prepare and release the	None	3 minutes	City Agriculturist Or Agriculturist II Or Agriculturist I CAgO  City Agriculturist Or Agriculturist II Or Agriculturist II Or Agriculturist I	
1. Fill-out and submit the BoatR Application Form together with the requirements.  2. The client receives the Registration	Review/validate all submitted documents and facilitate the registration.      Prepare and release the Registration	None	3 minutes	City Agriculturist Or Agriculturist II Or Agriculturist I CAgO  City Agriculturist Or Agriculturist II Or	