



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 addressed to Honorable Mayor Art Joseph Francis Mercado (for institutional clients) (1 Original Copy)		To be made by the Requesting Party (signed by the requesting client)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING 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	<i>Staff</i> 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	<i>City Mayor</i>
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	<i>City Agriculturist</i> Or <i>Agriculturist II</i> Or <i>Agriculturist I</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	<i>City Agriculturist Or Agriculturist II Or Agriculturist I CAgO</i>
	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 addressed to Honorable Mayor Art Joseph Francis Mercado (for institutional clients)		To be made by the Requesting Party (signed by the requesting client)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING 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	<i>Staff</i> City Mayor's Office
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	<i>City Mayor</i>
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	1.1 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	<i>City Agriculturist</i> Or <i>Agriculturist II</i> Or <i>Agriculturist I</i> CAgO



the plants. 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	<i>City Agriculturist Or Agricultural Techonologist CAgO</i>
	TOTAL:	None	3 Minutes	



3. Tilapia Fingerlings Dispersal

The City Agriculture Office disperses Tilapia Fingerlings to the requesting 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. Request Letter addressed to Honorable Mayor Art Joseph Francis Mercado		To be made by the Requesting Party (signed by the requesting client)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The client/recipient shall make a request letter to be addressed to Hon. Mayor Art Joseph Francis Mercado, indicating the specifications of their grow-out area.	1. The Office of the Mayor Staff will receive the request letter.	None	3 minutes	<i>Office of the Mayor Staff</i>
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	<i>City Mayor</i>
3.1. When the request is approved, the request letter will be forwarded to the City Agriculture Office for inspection of the proposed	3. The Office of the Mayor will forward the approved request letter to the City Agriculture Office 3.1 The City Agriculture Office	None	15 minutes	<i>City Agriculturist Or Agriculturist I CAgO</i>



grow-out area. 3.2. The requesting client shall receive the Tilapia Fingerlings at the Fish Nursery at Rosario Complex, Barangay Rosario.	shall send its technical personnel to the proposed grow-out area for inspection and technical assistance. 3.2 A transmittal 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 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. The client will be asked to fill out the seeds dispersal masterlist and Client 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 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. 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 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 and livelihood related to fishery (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 up and submit the FishR Application Form together with requirements.	1. Review/Validate all the documents submitted and registration	None	5 minutes	<i>City Agriculturist Or Agriculturist I CAgO</i>
2. The client receives the Certificate of Fisherfolk Registration or ID	2. Prepare and release the Certificate of Fisherfolk Registration or ID	None	1 minute	<i>City Agriculturist Or Agriculturist I CAgO</i>
	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 Transaction:	G2C – Government to Citizen			
Who may avail:	Fishing Vessel Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For new registration and renewal:				
1. Certificate of Fisherfolk Registration or ID (1 Original Copy)		Client		
2. Valid I.D. (1 Photocopy)		Client		
3. Barangay Certificate (proof of no delinquency for the Fishing Vessel) (1 Original Copy)		Barangay Hall of the Client		
4. PNP Maritime Clearance (if motorized) (1 Original Copy)		PNP Maritime Group		
5. Certificate of Number (CN) – for renewal		Client		
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 the requirements submitted.	None	3 minutes	City Agriculturist Or Agriculturist I CAgO
	1.1 Schedule/Conduct Boat Inspection and perform measurements.	None	10 minutes	City Agriculturist Or Agriculturist I CAgO
2. Receive BoatR Registration Certificate and Number	2. Prepare and release the Registration Certificate and Number	None	1 minute	City Agriculturist Or Agriculturist I CAgO
	TOTAL:	None	14 Minutes	



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 Transaction:	G2C – Government to Citizen			
Who may avail:	Fishing Vessel Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For new registration and renewal:				
1. Certificate of Fisherfolk Registration or ID (1 Original Copy)		Client		
2. Valid I.D. (1 Photocopy)		Client		
3. Barangay Certificate (proof of no delinquency) (1 Original Copy)		Barangay Hall of the Client		
4. Fishing License (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	<i>City Agriculturist Or Agriculturist I CAgO</i>
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/Bubu (trap): P20.00 per unit Shrimp/	10 minutes	<i>Collection Staff City Treasury Office</i>



		<p>Crab Trap: P15.00 per unit</p> <p>Fish Corrals / Baklad: P100.00 per unit</p> <p>Other Fishing Gears: P100.00 per unit</p> <p>Special Permit for Recreational Fishing: P300.00</p>		
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:	<p>Varies depending on gear to be used</p> <p>Special Permit for Recreational Fishing: P300.00</p>	14 Minutes	



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			
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 Original Copy)		Client		
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.	1. Review / Validate all the requirements submitted.	None	1 minute	<i>City Agriculturist Or Agriculturist I CAgO</i>
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	<i>Collection Clerk City Treasury Office</i>
3. The Client shall submit the photocopy of the Official Receipt (OR) for recording purposes and receive the Fish Transport Permit/Certificate.	3. Prepare and release the Fish Transport Permit/Certificate.	None	1 minute	<i>City Agriculturist Or Agriculturist I CAgO</i>
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 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	City Agriculturist Or Agriculturist II Or Agriculturist I CAgO
2. The client receives the Registration Certificate or ID.	2. Prepare and release the Registration Certificate.	None	1 minute	City Agriculturist Or Agriculturist II Or Agriculturist I CAgO
TOTAL:		None	14 Minutes	