



# City Agriculture's Office



## Dispersal & Upgrading of Small Farm Animals

Dispersal & Upgrading of Small Farm Animals Program give opportunities for interested goat & swine raisers to have genetic potentials animals needed to improve production and to acquire better as desirable offspring from the local breed through upgrading with the breeding of genetically superior sire. Soon after the dispersal of the said animals (Goat & Swine), are enjoying the monthly supplementation of vitamins, treatment of diseased goats/swine, deworming and vaccination from the proponent of the program.

This office adheres to the minimum health protocols set by IATF such as social distancing, wearing of face mask and face shield & hand sanitizing.

<b>Office or Division:</b>	City Agriculture Office (Livestock Production Section-Small Animals)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may Avail:</b>	All registered residence of San Carlos City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Endorsement		Respective Brgy. Captain/Designated Brgy. Kagawad		
Community Tax Certificate (CTC)		Respective Brgy. Residence of th client/CTO		
CLDO Certification		CLDO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approach the City Agriculture Office Livestock Production section to inquire on how to avail the program	1.Inform the client/s the requirements needed on how to acquire dispersal animals	None	5 minutes	Farm Superintendent II
2. Go back to the City Agriculture Office & submit the necessary requirements & sign the (Memorandum of Agreement/Contract/Affidavit of Undertaking).	2.Receive & validate requirements submitted.	None	5 minutes	Farm Superintendent II
	2.1 Program briefing/Inform the client/s with the terms & conditions stipulated in the MOA	None	20 minutes	Farm Superintendent II



	2.2 Area validation and assessment of the capability of the clients	None	4 minutes	Farm Worker I
	2.3 Countersign the MOA of the Client/s	None	1 day	Farm Superintendent II City Agriculturist City Mayor
3. Wait for the schedule and availability of animals	3. Provides animal/s applied by the client if it is available	None	4 hours	Farm Worker I
	<b>Total</b>	<b>None</b>	<b>5 minutes</b>	
<b>End of Transaction</b>				



## Artificial Insemination on Large Animals

The Artificial Insemination (AI) Program aims to help, provide & develop the Genetic Performance of all livestock animals (large) of every farmer here in our city by using the Artificial Insemination Method. Artificial Insemination is an efficient & effective method or way of impregnating a female livestock animal by inserting preserved semen from pure bred male livestock animal into the cervix by the aid of an Artificial Insemination technician.

This office adheres to the minimum health protocols set by IATF such as social distancing, wearing of face mask and face shield and hand sanitizing.

<b>Office or Division:</b>	City Agriculture Office (Livestock Production Section-Small Animals)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may Avail:</b>	Farmers/Owners of Large Animals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid Identification Card		Owner		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Goes to City Agriculture Office to ask for a scheduled mass pregnancy diagnosis if the client does not know if their animal is on heat or not.	1. Gather all the animals in an agreed area and put-up animal chute to restrain the animals	None	20 minutes	Farm Worker I
2. If the client knows how to recognize if their animals are in heat, they can go to City Agriculture Office to schedule for AI	2.Puts up animals' chute to restrain the animal and do the AI	None	20 minutes	Farm Worker I
	<b>Total</b>	<b>None</b>	<b>40 minutes</b>	
<b>End of Transaction</b>				



## Dispersal of Large Farm Animals

Dispersal of Large Farm Animals is a project of our city with sole purpose of increasing farmers' income thru the provision of draft animals for farm operations, Cattle for dairy & breeding purposes & carabao for upgraded draft animal. To be more competitive in the market, farmers are encouraged to have their large farm animals they received from the city to be upgraded thru AI in which the city is using semen from pure bred animals. Upgraded animals can control the authority to have a good price in the market thus, giving an additional income to the farmers.

This office adheres to the minimum health protocols set by IATF such as social distancing, wearing of face mask and face shield and hand sanitizing.

<b>Office or Division:</b>	City Agriculture Office (Livestock Production Section-Large Animals)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Client			
<b>Who may Avail:</b>	Farmers/Any Registered Residents of San Carlos City			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Valid Identification Card			Owner	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Meets the Project-in Charge to know the details on how to avail of the program	1. Gives instructions on how to avail of the program	None	20 minutes	Farm Worker II
2. Gets a recommendation from the barangay if the client is eligible for the said program and presents the recommendation to the City Agriculture Office	2. Advises client to go get the recommendation coming from the barangay, accepts the recommendation and gives schedule to the client for a briefing on the MOA of the project	None	30 minutes	Farm Worker II
3. Reports for a briefing as to the duties & responsibilities of the client based on the MOA. Signing of the MOA and after signing the client	3. Discusses the duties and responsibilities of the client based on the MOA 3.1 MOA has been signed and sets the schedule when to release the animal to the client	None	30 minutes	Farm Worker II



waits for the schedule when to get the animal.				
	<b>Total</b>	<b>None</b>	<b>1 hour &amp; 20 minutes</b>	
<b>End of Transaction</b>				



### Dispersal of Free-Range Chicken, Muscovy Duck & Turkey

This project aims to develop & promote Free Range Chickens, Muscovy Bucks & Turkeys in our city by establishing a multiplier farm. Raising Free Range Chickens, Muscovy Ducks & Turkeys promote sustainability & for poultry industry & a good alternative to generate additional income to farmers.

This office adheres to the minimum health protocols set by IATF such as social distancing, wearing of face mask and face shield and hand sanitizing.

<b>Office or Division:</b>	City Agriculture Office (Livestock Production Section-Large Animals)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Client			
<b>Who may Avail:</b>	Farmers/Any Registered Residents of San Carlos City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid Identification Card		Owner		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Meets the Project-in Charge to know the details on how to avail of the program	1. Gives instructions on how to avail of the program	None	20 minutes	Farm Worker II
2. Gets a recommendation from the barangay if the client is eligible for the said program and presents the recommendation to the City Agriculture Office	2. Advises client to go get the recommendation coming from the barangay, accepts the recommendation and gives schedule to the client for a briefing about the project	None	30 minutes	Farm Worker II
3. Reports for a briefing as to the duties & responsibilities of the client based on the MOA. Signing of the MOA and after signing the client waits for the schedule when to get the animal.	3. Discusses the duties and responsibilities of the client then application form has been signed and sets the schedule when to release the animal to the client	None	30 minutes	Farm Worker II
	<b>Total</b>	<b>None</b>	<b>1 hour &amp; 20 minutes</b>	
<b>End of Transaction</b>				



**Good Agricultural Practices (Gap), Organic Farming/Composting, Concoction of Indigenous Materials, Cultural Practices of Different Vegetable Crops**

Practices of farmers who engaged in high valued crops - vegetables to minimize cost of production.

This office adheres to the minimum health protocols set by IATF such as social distancing, wearing of face mask and face shield and hand sanitizing.

<b>Office or Division:</b>	City Agriculture Office (Crops Prodn. & Research Dev't. Section)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Client			
<b>Who may Avail:</b>	San Carlos City Residents Who Need the Technology			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid Identification Card		Owner		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Writes letter request address to the City Mayor/Agriculture to avail the technology	1. Schedules the training date, venue & accommodation	None	3 mins.	Senior Agriculturist
	2. Hand-outs of technology provided	None	2 mins.	Farm Worker I
	<b>TOTAL</b>	<b>None</b>	<b>5 minutes</b>	
<b>End of Transaction</b>				





## Information Education Campaign (IEC) on Organic Agriculture Practices

This activity aims to provide good quality trainings and seminar to the local farmers who are committed to practice organic farming thru the activity the knowledge of the farmers will be enhance in terms of correct organic farming practices and technologies.

This office adheres to the minimum health protocols set by IATF such as social distancing, wearing of face mask and face shield and hand sanitizing.

<b>Office or Division:</b>	City Agriculture Office (Crops Prod'n. & Research Dev't. Section)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Client			
<b>Who may Avail:</b>	Organic Farmers/Assns./Any San Carlos City Residents			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Valid Identification Card			Owner	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approaches the Project In-charge or City Agriculture Office or technician assigned under Organic Agriculture Development Program	1. Initially orient the client of the requirements needed and schedule the IEC in their community	None	30 minutes	Farm Worker I OADP Technicians
2. Field visit	2. Conducts orientation/seminar/training on organic agriculture practices	None	2 hours	Farm Worker I OADP Technicians
3. Field inspection/ follow-up visit	3. Inspection of farmers' field to ensure compliance to OA standards, provides farmer coaching and market link aging.	None	2 hours	Farm Worker I OADP Technicians
	<b>TOTAL</b>	<b>None</b>	<b>4 hours and 30 minutes</b>	
<b>End of Transaction</b>				



## Abaca, Bamboo, Diadegma, Trichogramma, Vermi, Veg. Seeds Dispersal

The programs serve as an alternative livelihood for farmer’s association/coops and technology.

This office adheres to the minimum health protocols set by IATF such as social distancing, wearing of face mask and face shield and hand sanitizing.

<b>Office or Division:</b>	City Agriculture Office (Crops Prod'n. & Research Dev't. Section)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Client			
<b>Who may Avail:</b>	SAN CARLOS CITY RESIDENTS WHO NEED THE TECHNOLOGY			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Valid Identification Card			Owner	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approaches the technician assigned in your Barangay	1. Interviews the applicant about their farm	None	5 minutes	Senior Agriculturist
2. Writes letter request address to the City Mayor/Agriculture to avail the technology	2. Field Visitation	None	20 minutes	Senior Agriculturist
	2.1 Releases the materials needed	None	5 minutes	Farm Worker I
	<b>Total</b>	<b>None</b>	<b>30 minutes</b>	
<b>End of Transaction</b>				



## Availment of Grafted Mango Seedlings/Assorted Fruit Trees

This program is created for the purpose of developing & promoting the Mango Industry here in our locality. Hence, our small local farmers are our main priority of this program. This office adheres to the minimum health protocols set by IATF such as social distancing, wearing of face mask and face shield and hand sanitizing.

<b>Office or Division:</b>	City Agriculture Office (Crops Prod'n. & Research Dev't. Section)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Client			
<b>Who may Avail:</b>	Mango growers/farmers/San Carlos City residents (dispersal) Clients outside the city (for sale)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approaches our Project In- charge	1. Orient the client regarding the program	None	20 minutes	Farm Superintendent II
	1.1 Issues a note stipulating the amount to be paid (if purchased)	None	10 minutes	Farm Superintendent II Farm Worker I
2. Proceed to the area with HVCC technician for site verification/ inspection and wait for the schedule of release	2. Validate/provide technical assistance and set schedule for release of seedlings	None	30 minutes	Farm Superintendent II Farm Worker I
3. Receives the grafted Mango/fruit trees seedlings from the caretaker.	3. Gives the seedlings to the client	None	may vary, 30 minutes- 1 hr.	Farm Worker I
	<b>Total</b>	<b>None</b>	<b>2 hours</b>	
<b>End of Transaction</b>				



## Availment of High Value Commercial Crops (Coffee, Cacao, Peanut, Coconut)

Planting of high valued crops are designed in areas wherein existing crops & other agronomic suitable companion crops are planted to provide additional & diversified income to farmers & will also generate employment to our locality.

This office adheres to the minimum health protocols set by IATF such as social distancing, wearing of face mask and face shield and hand sanitizing.

<b>Office or Division:</b>	City Agriculture Office (Crops Prod'n. & Research Dev't. Section)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Client			
<b>Who may Avail:</b>	Farmers/San Carlos City Residents			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approaches our Project In- charge	1.Orient the client regarding the program	None	20 minutes	Farm Superintendent II
2. Proceed to the area together with HVCC technician	2. Site inspection/validation and provide technical assistance	None	30 minutes-1 Hr.	Farm Superintendent II Farm Worker II Technician
3. Wait for the schedule/ advice of release of seedlings	3. Records the seedlings to be released	None	10 minutes	Farm Superintendent II
4. Receives seedlings from City Agriculture's Office	4.Released seedlings to Clients	None	10-20 minutes	Farm Worker II Segovia/ Technician
	<b>Total</b>	<b>None</b>	<b>1 hour &amp; 50 minutes</b>	
<b>End of Transactions</b>				



## Registration of Dogs

One of the most important pillars in dog development. Ensures the continuing documentation of the dogs. It is like a birth certificate that lists down the date of the birth of the dog. Its sire and dam, color and specific markings.

This office adheres to the minimum health protocols set by IATF such as social distancing, wearing of face mask and face shield and hand sanitizing

<b>Office or Division:</b>	City Agriculture Office (Crops Prod'n. & Research Dev't. Section)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Client			
<b>Who may Avail:</b>	Farmers/San Carlos City Residents			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approaches our Project In- charge	1.Orient the client regarding the program	None	20 minutes	Farm Superintendent II
2. Proceed to the area together with HVCC technician	2. Site inspection/validation and provide technical assistance	None	30 minutes-1 Hr.	Farm Superintendent II Farm Worker II Technician
3. Wait for the schedule/ advice of release of seedlings	3. Records the seedlings to be released	None	10 minutes	Farm Superintendent II
4. Receives seedlings from City Agriculture's Office	4.Released seedlings to Clients	None	10-20 minutes	Farm Worker II Technician
	<b>Total</b>	<b>None</b>	<b>1 hour &amp; 50 minutes</b>	
<b>End of Transactions</b>				



## Anti-Rabies Vaccination on the Field

Rabies is a fatal virus and a public health problem. It is transmitted from animal to animal through bites and can be passed to humans as well. It is in this light that anti-rabies vaccination for dogs is intensified in different barangays in San Carlos City.

This office adheres to the minimum health protocols set by IATF such as social distancing, wearing of face mask and face shield and hand sanitizing.

<b>Office or Division:</b>	City Agriculture Office (Veterinary Services Division)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Client			
<b>Who may Avail:</b>	San Carlos City Residents			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Letter Request			Owner	
2. Anti-Rabies Vaccination Request Form			City Agri. Office (Veterinary Services Division)	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to City Agriculture Office Veterinary Services Division or call thru (034) 312-5538	1. Schedule the vaccination & assign vaccination team	None	5 minutes	Admin. Aide II
2. Accomplish the Anti-Rabies Vaccination Request Form	2.Coordinate the schedule with the requesting party.	None	2 minutes	Veterinarian IV
	2.1 Conduct vaccination in the field	Free	Within the scheduled day not to exceed 3 days	Vaccination Team (City Agriculture Office Veterinary Services Division)
	<b>Total</b>		<b>7 minutes</b>	
<b>End of Transactions</b>				



## Impounding of Stray Animals

Stray cats, dogs and livestock have many negative impacts on the city environment and human health. They cause noise, pollution, feces garbage and harm both to humans and to themselves. To prevent this, city pound stray catchers impound them for a certain period until they are claimed by their owners or adopted.

This office adheres to the minimum health protocols set by IATF such as social distancing, wearing of face mask and face shield and hand sanitizing.

<b>Office or Division:</b>	City Agriculture Office (Veterinary Services Division)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Client			
<b>Who may Avail:</b>	San Carlos City Residents			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Letter Request			Owner	
2. Impounding Request Form			City Agri. Office (Veterinary Services Division)	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to City Agriculture Office Veterinary Services Division or call thru (034) 312-5538	1. Schedule the impounding and assign impounding team	None	5 minutes	Admin. Aide II
2. Accomplish the impounding Request Form			2 minutes	Veterinarian IV
			Within the scheduled day not to exceed 3 days 2 minutes	City Agriculture Office Veterinary Services Division
			10 minutes	Veterinarian IV
	<b>Total</b>	<b>None</b>	<b>19 minutes</b>	
<b>End of Transactions</b>				



## Adoption of Impounded Animals

The city pound is a government funded facility where stray cats, dogs and livestock animals are impounded for a certain period until they are claimed by their owners. However, if left unclaimed, impounded animals can be adopted after complying with all necessary documents.

This office adheres to the minimum health protocols set by IATF such as social distancing, wearing of face mask and face shield and hand sanitizing.

<b>Office or Division:</b>	City Agriculture Office (Veterinary Services Division)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Client			
<b>Who may Avail:</b>	San Carlos City Residents			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Government Issued ID/CTC			Owner	
2. 2x2 Identification Picture			Owner	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to the City Agriculture Office Veterinary Services Division to submit complete documentary requirements and accomplish the adoption form and attach the required supporting documents.	1. Conduct initial interview of the pet owner and issue Animal Adoption Form	None	1-2 days	Admin. Aide II
	1.1 Assess and review the documents and schedule the home visit to determine the capability to own an animal of the interested party then conduct the visit and submit recommendation			Veterinarian IV Livestock Inspector I
2. Identify the Dog to be Adopted and proceed to the collection division to pay	2. Issue Order of Payment if the requesting party is qualified to adopt	None	20 mins.	Admin. Aide II





	2.1 Accept payment and issue Official Receipt	₱ 500.00/ dog		Collection Clerk (City Treasurer's Office)
3. Present the Official Receipt to the City Agriculture Office Veterinary Services Division	3. Release the Animal to the requesting party	None	5 mins.	Livestock Inspector I
	<b>Total</b>	₱ <b>500.00</b>	<b>2 days &amp; 25 minutes</b>	
<b>End of Transactions</b>				



## Redemption of Impounded Animals

The owner of impounded stray cats, dogs and livestock may claim their pets at the City Pound upon payment of required fees.

This office adheres to the minimum health protocols set by IATF such as social distancing, wearing of face mask and face shield and hand sanitizing.

<b>Office or Division:</b>	City Agriculture Office (Veterinary Services Division)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Client			
<b>Who may Avail:</b>	San Carlos City Residents			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Valid Identification Card / CTC			Owner	
2. Certificate of Pet Registration			Owner	
3. Proof of Ownership (Rabies Vaccination Card, Brgy. Certification and PCCI Certificate)			Owner	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to the San Carlos City Agriculture Office Veterinary Services Division to submit complete documentary requirements. Brgy. Certification for proof of ownership and fill-out the pet redemption form.	1. Conduct initial interview of pet owner and issue Pet Redemption Form and Present the individual Chart of impounded animals to the owner to identify their pet.	None	15 minutes 5 minutes	Admin. Aide II Livestock Inspector I
2. Identify the pet from the Individual Chart of Impounded Animals	2. Issue of Order of Payment	None	2 minutes	Livestock Inspector I
3. Proceed to the City Legal Office for recording purposes and proceed to Collection Division to pay and Present the Official Receipt to the City Agriculture Office Veterinary Services Division.	3. Records Ordinance violation (City Legal Office) 3.1 Accept payment and issue official receipt (City Treasurer's Office)	(Kindly check below for the breakdown)	10 minutes 5 minutes	Collection Clerk (City Treasurer's Office) Livestock Inspector I
	3.3 Conduct Rabies Vaccination for dogs	None		



	and cats. Release the Animal to the owner			
	<b>Total</b>		<b>37 minutes</b>	
<b>End of Transaction</b>				

<b>SERVICES</b>		<b>FEES TO BE PAID</b>
<b>1</b>	Redemption of Impound Animals	
	▪ Large Animals	₱ 500.00/head ₱ 100.00/head/day impounding fee
	▪ Small Animals	₱ 300.00/head ₱ 100.00 additional penalty for unleashed animals ₱ 50.00/day impounding fee



## Disposal of Animals Voluntarily Surrendered by Owners

These animals are owners drop offs from individuals who no longer want or can no longer keep their pets. Other times, these are reported strays-roaming at large in the community. They are disposed of as seen fit.

This office adheres to the minimum health protocols set by IATF such as social distancing, wearing of face mask and face shield and hand sanitizing.

<b>Office or Division:</b>	City Agriculture Office (Veterinary Services Division)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Client			
<b>Who may Avail:</b>	San Carlos City Residents			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Valid Identification Card / CTC			Owner	
2. Proof of Ownership (Rabies Vaccination Card, Brgy. Certification and PCCI Certificate)			Owner	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to the City Agriculture Office Veterinary Services Division or call thru phone number (034) 312-5538 to request for animal disposal and submit complete documentary requirements	1. Conduct initial interview of pet owner	None	5 minutes	Admin. Aide II
	1.1 Assess if surrendered animal qualifies for adoption	None	2 minutes	Livestock Inspector I
2. Accomplish Animal Disposal Form	2. Schedule impounding and assign impounding team	None	2 minutes	Veterinarian IV
	2.1 Coordinate the schedule with the requesting party		5 minutes	Livestock Inspector I Impounding Team
	2.2 Conduct the impounding as scheduled		Within the schedule day but not	Impounding Team



	2.3 Prepare individual Record of Impounded Animal		to exceed 3 days	Veterinarian IV
	2.4 Perform veterinary medical procedures to impounded animals		5 minutes	
			2 minutes	
	<b>Total</b>	<b>None</b>	<b>21 minutes</b>	
<b>End of Transaction</b>				



## Treatment, Prevention & Control of Disease in Livestock, Poultry & Small Animals

Maintaining healthy animals to secure better production and profit for our livestock and poultry. There is happiness and joy in raising companion animals. Thus, the need to help and assist our residents in providing health care for our pets and livestock.

This office adheres to the minimum health protocols set by IATF such as social distancing, wearing of face mask and face shield and hand sanitizing.

<b>Office or Division:</b>	City Agriculture Office (Veterinary Services Division)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Client			
<b>Who may Avail:</b>	San Carlos City Residents			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Goes to City Agriculture Office Veterinary Services Division for consultation/treatment or concerns regarding their animal	1. Records the name, address of client and the service they want to avail through logbook	None	10 minutes	Admin. Aide II Livestock Inspector I
2. Informs Veterinary Services Division Personnel about the service they want to avail in regards with management and treatment of owned livestock or pet animal	2. Evaluates the need of client and decides what to do regarding with the request	None	5 minutes	Veterinarian IV Livestock Inspector I
3. Goes to the area of the animal and assist the VSD Personnel regarding his/her request	3. Serves client's requests	None	May vary, 30 mins- 4 hours	Veterinarian IV ADC Animal Health Technician/ Para vets
	<b>Total</b>	<b>None</b>	<b>4 hrs. &amp; 15 minutes</b>	
<b>End of Transaction</b>				



## Registry System for Basic Sectors in Agriculture (RSBSA) Validation/Updating

A validation and updating activity in coordination with DA for a centralized registration system of local rice farmers in the 5 rice barangays to facilitate their availment of DA funded projects and/or programs.

This office adheres to the minimum health protocols set by IATF such as social distancing, wearing of face mask and face shield and hand sanitizing.

<b>Office or Division:</b>	City Agriculture Office - Crops Prodn. & Research Dev't. Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Client			
<b>Who may Avail:</b>	San Carlos City Residents			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Government Issued Valid ID		Client		
2. Latest 2x2 ID picture		Client		
3. Brgy. Certification (stating the farm parcel)		Respective Barangay		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Brings to the City Agriculture Office all the requirements and request for RSBSA validation/updating	1. Checks the completeness of requirements and assign AT to interview client	None	5 minutes	Agriculturist I
2. Accomplishes the RSBSA Form	2. Interviews and facilitate filling out of RSBSA form	None	10 minutes	Agriculturist I
	2.1 Assigns client RSBSA Code, encode client data, and forward to DA the client's RSBSA Form	None	10 minutes	Agricultural Technician
	<b>Total</b>	<b>None</b>	<b>25 minutes</b>	
<b>End of Transaction</b>				



## Rice Crop Manager (RCM) Fertilizer Recommendation

This service was a component under the National Rice Program implemented by the LGU to provide rice farmers with a readily available fertilizer recommendation for their timely and appropriate fertilization program.

This office adheres to the minimum health protocols set by IATF such as social distancing, wearing of face mask and face shield and hand sanitizing.

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<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Client			
<b>Who may Avail:</b>	San Carlos City Residents			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Government Issued Valid ID			Client	
2. Assigned RSBSA Code			City Agriculture Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceeds to the City Agriculture Office to request for RCM interview schedule	1. Schedules the RCM interview and assign a field technician	None	5 minutes	Agriculturist I
2. Accomplishes the RCM questionnaire	2. Coordinates the schedule with the requesting party	None	2 minutes	Field Technician (Rice Program)
	2.1 Interviews and processes the data for fertilizer recommendation	None	6 minutes	
3. Receives the RCM fertilizer recommendation for personal farm use	3. Let the farmer sign the receiving copy	None	2 minutes	Field Technician (Rice Program)
	3.1 Follow-ups if the farmer was able to use the recommendation	None	5 minutes	
	<b>Total</b>	<b>None</b>	<b>20 minutes</b>	
<b>End of Transaction</b>				





## Rice Competitiveness Enhancement Fund (RCEF) Seed Distribution

This service is implemented with the advent of the Rice Ratification Law whereby providing the rice farmers with Certified Rice Seeds for higher production and thus income.

This office adheres to the minimum health protocols set by IATF such as social distancing, wearing of face mask and face shield and hand sanitizing.

<b>Office or Division:</b>	City Agriculture Office - Crops Prodn. & Research Dev't. Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Client			
<b>Who may Avail:</b>	San Carlos City Residents			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Government Issued Valid ID			Client	
2. Assigned RSBSA Code			City Agriculture Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceeds to the City Agriculture Office to request for RCM interview schedule	1. Coordinates the schedule with the requesting party	None	5 minutes	Agriculturist I
2. Accomplishes the RCEF pre-master list	2. Conducts the RCEF pre-master listing	None	3 minutes	Farm Supervisor
	2.1 Coordinates the schedule of RCEF orientation & distribution schedule	None	2 minutes	Field Technician (Rice Program)
3. Attends the RCEF orientation and distribution schedule and receives the certified rice seeds	3. Orients the guidelines of the RCEF program with the client	None	15 minutes	Agriculturist I
	3.2 Releases the RCEF rice seeds	None	10 minutes	Field Technician (Rice Program)
	<b>Total</b>	<b>None</b>	<b>35 minutes</b>	
<b>End of Transaction</b>				



## Hybrid Rice Seeds Distribution

This service is implemented in the LGU whenever there is available supply provided by the National Rice Program once in a while especially in the occurrence of fortuitous events in the locality.

This office adheres to the minimum health protocols set by IATF such as social distancing, wearing of face mask and face shield and hand sanitizing.

<b>Office or Division:</b>	City Agriculture Office - Crops Prodn. & Research Dev't. Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Client			
<b>Who may Avail:</b>	San Carlos City Residents			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Government Issued Valid ID		Client		
2. Assigned RSBSA Code		City Agriculture Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceeds to the City Agriculture Office to request for hybrid pre-master listing schedule	1. Coordinates the schedule with the requesting party	None	5 minutes	Agriculturist I
2. Accomplishes the hybrid pre-master list	2. Conducts the RCEF pre-master listing	None	3 minutes	Agriculturist I
	2.1 Coordinates the schedule hybrid distribution	None	2 minutes	Field Technician (Rice Program)
3. Attends the RCEF orientation and distribution schedule and receives the certified rice seeds	3. Releases the hybrid rice seeds	None	15 minutes	Agriculturist I
				Field Technician (Rice Program)
	<b>Total</b>	<b>None</b>	<b>25 minutes</b>	
<b>End of Transaction</b>				



## Crop Insurance Enrollment

This service is implemented in the LGU in coordination with the Phil. Crop Insurance Corporation to minimize possible damages to rice production of farmers in times of natural occurring calamity/ies.

This office adheres to the minimum health protocols set by IATF such as social distancing, wearing of face mask and face shield and hand sanitizing.

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<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Client			
<b>Who may Avail:</b>	San Carlos City Residents			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Government Issued Valid ID		Client		
2. Assigned RSBSA Code		City Agriculture Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceeds to the City Agriculture Office to request for crop insurance coverage/ enrollment	1. Assigns the AT to facilitate the crop insurance enrollment	None	2 minutes	Agriculturist I
2. Accomplishes the crop insurance enrollment form	2. Conducts the enrollment interview and fill out insurance form	Php50.00	5 minutes	Agriculturist I
	2.1 Reviews, processes and submits the insurance form to PCIC	None	3 minutes	Field Technician (Rice Program)
	<b>Total</b>	<b>Php50.00</b>	<b>10 minutes</b>	
<b>End of Transaction</b>				



## Crop Insurance Indemnity Claim

This service is facilitated by the LGU to assist calamity affected farmers in claiming their indemnity checks as recovery assistance from the PCIC upon validation and approval of the same.

This office adheres to the minimum health protocols set by IATF such as social distancing, wearing of face mask and face shield and hand sanitizing.

<b>Office or Division:</b>	City Agriculture Office - Crops Prodn. & Research Dev't. Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Client			
<b>Who may Avail:</b>	San Carlos City Residents			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Government Issued Valid ID			Client	
2. Assigned RSBSA Code			City Agriculture Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Reports damage occurrence to the field technician and accomplishes with signature NOL documents	1. Files the notice of loss (NOL) to PCIC	None	2 minutes	Field Technician (Rice Program)
	1.1 Checks, processes and submits NOL to PCIC	None	3 minutes	Agriculturist I
	1.2 Coordinates the schedule of adjustment with client	None	2 minutes	Field Technician (Rice Program)
2. Attends and guides the PCIC adjuster to affected area	2. Assist PCIC adjuster and lets client sign the adjustment documents	None	5 minutes	Agriculturist I
	2.1 Coordinates the approval or disapproval of claims with client	None	2 minutes	Field Technician (Rice Program)
	2.2 If claim is approved, coordinates the schedule of claim with client		2 minutes	
3. Attends the indemnity claim schedule and receives his/her claim check	3. Assists the PCIC personnel during indemnity claim distribution	None	5 minutes	Agriculturist I
	<b>Total</b>	<b>Php50.00</b>	<b>21 minutes</b>	
<b>End of Transaction</b>				



## Cut Flower Planting Materials Distribution

This service is initiated by the LGU to help cut flower growers of the city by providing quality planting materials and locally adopted production practices.

This office adheres to the minimum health protocols set by IATF such as social distancing, wearing of face mask and face shield and hand sanitizing.

<b>Office or Division:</b>	City Agriculture Office - Crops Prodn. & Research Dev't. Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Client			
<b>Who may Avail:</b>	San Carlos City Residents			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceeds to the City Agriculture Office to request for availment of cut flower planting materials	1. Conducts orientation and assign the AT for area validation	None	3 minutes	Agriculturist I
	1.1 Coordinates the validation schedule with the client and AT assigned	None	2 minutes	
2. Guides the AT during field validation and fill out and sign the requisition and issue slip	2. Assesses area for crop suitability 2.1 Coordinates the schedule of release with client	None	5 minutes	Agriculturist I Field Technician (Rice Program)
			2 minutes	
3. Attends to the distribution schedule and receives the requested CF planting material	3. Releases the cut flower planting material and let client sign the Issue and Requisition Slip (RIS)	None	5 minutes	Agriculturist I
	<b>Total</b>	<b>Php50.00</b>	<b>17 minutes</b>	
<b>End of Transaction</b>				



## LGU Rice Certified Seed (CS) Distribution

This service is an LGU initiated program that aims to provide locally adopted and good quality rice certified seeds to the local rice farmers for higher rice production profitability.

This office adheres to the minimum health protocols set by IATF such as social distancing, wearing of face mask and face shield and hand sanitizing.

<b>Office or Division:</b>	City Agriculture Office - Crops Prodn. & Research Dev't. Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Client			
<b>Who may Avail:</b>	San Carlos City Residents			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Government Issued Valid ID			Client	
2. Assigned RSBSA Code			City Agriculture Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceeds to the City Agriculture Office demo farm @ Brgy. Cod-cod	1. Interviews and fill-out the LGU CS liquidation master list	None	3 minutes	Agriculturist I Field Technician (Rice Program)
2. Pay the CS cost to CTO representative present during release/ to AT	2.Receives and records payment (if CTO staff is not around)	Php680.00 (40 kgs bag) or Php340.00 (20 kgs bag)	2 minutes	Agriculturist I Field Technician (Rice Program)
3. Attends the purchase and distribution schedule (every Wednesday, while stock last)	3. Release the LGU CS rice seeds	None	3 minutes	Agriculturist I Field Technician (Rice Program)
	<b>Total</b>	<b>Php680.00/40 kgs-bag or Php340.00/20 kgs-bag</b>	<b>8 minutes</b>	
<b>End of Transaction</b>				