



OFFICE OF THE CITY AGRICULTURIST

EXTERNAL SERVICES



1. APPLICATION FOR FREE CROP INSURANCE COVERAGE

The Office of the City Agriculturist facilitates the application of farmers to avail the free crop insurance coverage of the Philippine Crop Insurance Corporation (PCIC) and the Department of Agriculture.

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| Office or Division: | | Office of the City Agriculturist | | |
| Classification: | | Simple | | |
| Type of Transaction: | | G2C - Government to Client G2G - Government to another Government Agency | | |
| Who may avail: | | Qualified Farmers | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Bonafide farmers/RSBSA masterlisted farmers of Iriga City | | Respective Agricultural Extension Worker (AEW) | | |
| 2. Crop insurance application form | | Respective Agricultural Extension Worker (AEW) | | |
| CLIENTS STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Clients approach Office of the Day (OD); sign at logbook. | 1. The OD gives the logbook 1.1 Interviews the client 1.2 Endorse to the concerned AEW | None | 2 minutes | <i>Officer of the Day</i> (Office of the City Agriculturist) |
| 2. The client approaches the concerned personnel/AEW. | 2. The concerned AEW Interviews the clients 2.1 Facilitates the filling up of application form 2.2 Application form for signature by the authorized signatories and the Acting City Agriculturist | None | 10 minutes | <i>OIC-City Agriculturist</i> (Office of the City Agriculturist) <i>Agricultural Extension Worker</i> (Office of the City Agriculturist) |
| 3. The client secures the file copy of the application form. | 3. The AEW releases the file copy of the application form | None | 2 minutes | <i>Agricultural Extension Worker</i> (Office of the City Agriculturist) |
| 4. The PCIC area coordinator collects the application for indemnity claim | 4. The AEW prepares and submits the application form for indemnity claim to PCIC area coordinator on the scheduled date | None | 1 hour | <i>Agricultural Extension Worker</i> (Office of the City Agriculturist) <i>PCIC Area Coordinator</i> |



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| of farmers as scheduled | of appearance in the office | | | |
| TOTAL | | None | 1 Hour, 14 Minutes | |



2. AVAILING OF FARM INPUTS ASSISTANCE

Farm inputs assistance is being provided by the Office of the City Agriculturist to farmers. Assistance comes in the form of certified palay, corn and vegetables seeds, fertilizers, insecticides and rodenticides.

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| Office or Division: | | Office of the City Agriculturist | | |
| Classification: | | Simple | | |
| Type of Transaction: | | G2C - Government to Client | | |
| Who may avail: | | Qualified Farmers | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Masterlist of farmers | | Respective Agricultural Extension Worker (AEW) | | |
| 2. Gate pass | | Respective Agricultural Extension Worker (AEW) | | |
| CLIENTS STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Clients approach the Office of the Day (OD) and sign at logbook. | 1. The OD gives the logbook 1.1 Interviews the client 1.2 Endorse to the concerned AEW | None | 2 minutes | <i>Officer of the Day</i> (Office of the City Agriculturist) |
| 2. The client approaches the concerned personnel/AEW. | 2. The AEW Interviews the client as to what farm input assistance is needed and as to his/her qualification. | None | 5 minutes | <i>Agricultural Extension Worker</i> (Office of the City Agriculturist) |
| 3. The client signs in the acknowledgment receipt and liquidation form. | 3. The AEW facilitates the signing of the acknowledgment receipt, liquidation form 3.1 Releases the gate pass as approved by the Acting City Agriculturist/Authorize Representative. | None | 10 minutes | <i>Agricultural Extension Worker and Acting City Agriculturist</i> (Office of the City Agriculturist) |
| 4. The Client claims the farm input. | 4. The releasing personnel releases the farm input to the farmer | None | 10 minutes | <i>Releasing Personnel</i> (Office of the City Agriculturist) |
| TOTAL | | | 27 Minutes | |



3. COLLECTION AND ANALYSIS OF SOIL SAMPLE

The Office of the City Agriculturist provides technical assistance on soil collection and soil analysis services to provide farmers guide on proper fertilizer utilization and management using the right kind and amount of fertilizer for a particular soil using soil test kit.

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| Office or Division: | | Office of the City Agriculturist | | |
| Classification: | | Complex | | |
| Type of Transaction: | | G2C - Government to Client | | |
| Who may avail: | | Qualified Farmers | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Soil sample for analysis | | Farmers' Farm | | |
| 2. Soil test kit | | Office of the City Agriculturist | | |
| 3. Test Result and Recommendation | | Respective Agricultural Extension Worker (AEW) | | |
| CLIENTS STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Clients approach Office of the Day (OD); sign at logbook. | 1. The OD gives the logbook 1.1 Interviews the client 1.2 Endorse to the concerned AEW | None | 2 minutes | <i>Officer of the Day</i> (Office of the City Agriculturist) |
| 2. The client submits the soil samples to the concerned AEW. | 2. The concerned AEW interviews the client on the needed data regarding the farm and the soil samples collected. | None | 5 minutes | <i>Agricultural Extension Worker</i> (Office of the City Agriculturist) |
| 3. The client waits for the release of result of the soil analysis in 15 days. | 3. The concerned AEW prepares and processes the soil sample for analysis by air drying in a clean and ventilated room in a duration of 14 days 3.1 On the 15 th day, the concerned AEW analyzes the soil 3.2 Formulate fertilizer recommendation based on the result of the analysis | None | 15 days | <i>Agricultural Extension Worker</i> (Office of the City Agriculturist) <i>OIC-City Agriculturist</i> (Office of the City Agriculturist) |



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| | 3.3 Accomplished of Soil Analysis Result form as prepared by the AEW and certified by the Acting City Agriculturist | | | |
| 4. The farmer claims the result of the soil analysis. | 4. The AEW concerned releases the result of the soil analysis with corresponding recommendation. | None | 5 minutes | <i>Agricultural Extension Worker</i> (Office of the City Agriculturist) |
| TOTAL | | None | 15 Days, 12 Minutes | |



4. FILING OF CLAIM FOR INDEMNITY (PAGHAHABOL NG BAYAD) OF INSURED CROPS

The Office of the City Agriculturist facilitates the filing of claim for indemnity of the insured crops of farmers for submission to the Philippine Crop Insurance Corporation (PCIC), Region 5.

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| Office or Division: | | Office of the City Agriculturist | | |
| Classification: | | Simple | | |
| Type of Transaction: | | G2C - Government to Client G2G - Government to another Government Agency | | |
| Who may avail: | | Qualified Farmers | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Certificate of Insured Crop | | Office of the City Agriculturist | | |
| 2. Claim for Indemnity Form | | Office of the City Agriculturist | | |
| CLIENTS STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Clients approach Office of the Day (OD); sign at logbook. | 1. The OD gives the logbook 1.1 Interviews the client 1.2 Endorse to the concerned AEW | None | 2 minutes | <i>Officer of the Day</i> (Office of the City Agriculturist) |
| 2. The client fill-up the application form | 2. The concerned AEW facilitates the filling-up of application form for indemnity claim | None | 5 minutes | <i>Agricultural Extension Worker</i> (Office of the City Agriculturist) |
| 3. The client secures for filled-up indemnity claim form | 3. The concerned AEW provides a file copy to farmer | None | 2 minutes | <i>Agricultural Extension Worker</i> (Office of the City Agriculturist) |
| 4. The PCIC area coordinator collects the application for indemnity claim of farmers as scheduled | 4. The AEW prepares and submits the application form for indemnity claim to PCIC area coordinator on the scheduled date of appearance in the office | None | 1 hour | <i>Agricultural Extension Worker</i> (Office of the City Agriculturist) <i>PCIC Area Coordinator</i> |
| TOTAL | | | 1 Hour, 9 Minutes | |



5. RELEASE OF ASSORTED VEGETABLE SEEDS TO WALK-IN CLIENTS

The Office of the City Agriculturist facilitates the release of assorted vegetable seeds to walk-in clients.

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| Office or Division: | | Office of the City Agriculturist | | |
| Classification: | | Simple | | |
| Type of Transaction: | | G2C - Government to Client | | |
| Who may avail: | | All | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Residents of Iriga City | | 1. Not applicable | | |
| CLIENTS STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Clients approach Office of the Day (OD); sign at logbook. | 1. The OD gives the logbook 1.1 Interviews the client 1.2 Endorse to the concerned AEW | None | 2 minutes | <i>Officer of the Day (Office of the City Agriculturist)</i> |
| 2. The Client waits for the release of the assorted vegetable seeds | 2. The OD releases the assorted vegetable seeds 2.1 Facilitates the acknowledgment receipt | None | 3 minutes | <i>Officer of the Day (Office of the City Agriculturist)</i> |
| TOTAL | | None | 5 Minutes | |



6. RELEASE OF INDEMNITY CLAIMS (PAGHAHABOL NG BAYAD) TO FARMERS

The Office of the City Agriculturist facilitates the release of indemnity claim to farmers whose crops are damaged by natural calamities and pest and diseases infestation.

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| Office or Division: | | Office of the City Agriculturist | | |
| Classification: | | Simple | | |
| Type of Transaction: | | G2C - Government to Client G2G - Government to another Government Agency | | |
| Who may avail: | | Qualified Farmers | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Valid IDs | | Farmer | | |
| 2. Authorization letter with complete supporting documents (marriage contract, valid IDs, affidavit on special cases) | | Farmer | | |
| CLIENTS STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Clients approach Office of the Day (OD); sign at logbook. | 1. The OD gives the logbook 1.1 Interviews the client 1.2 Endorse to the concerned AEW | None | 2 minutes | <i>Officer of the Day (Office of the City Agriculturist)</i> |
| 2. The PCIC area coordinator releases the indemnity claim cheque to farmers | 2. The concerned AEW or authorized representative assist for the release of indemnity claim cheque to farmers 2.1 The AEW prepares and facilitates the acknowledgment receipt of farmers | None | 1 hour | <i>Agricultural Extension Worker PCIC Area Coordinator</i> |
| TOTAL | | None | 1 Hour, 2 Minutes | |



7. REQUEST FOR TECHNICAL ASSISTANCE ON CROP PRODUCTION TECHNOLOGIES

The Office of the City Agriculturist is committed to provide the highest possible service assistance/updated and effective agricultural services to achieve its objective to increase agricultural productivity and ensure food sufficiency.

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| Office or Division: | | Office of the City Agriculturist | | |
| Classification: | | Simple | | |
| Type of Transaction: | | G2C - Government to Client | | |
| Who may avail: | | Qualified Farmers | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Bonafide farmers of Iriga City | | Respective Agricultural Extension Worker (AEW) | | |
| CLIENTS STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Clients approach Office of the Day (OD); sign at logbook. | 1. The OD gives the logbook 1.1 Interviews the client 1.2 Endorse to the concerned AEW | None | 2 minutes | <i>Officer of the Day (Office of the City Agriculturist)</i> |
| 2. The client approaches the concerned personnel/AEW. | 2. The AEW Interviews the client as to what technical assistance is needed 2.1 Recommend appropriate solutions to solve the problems, queries and information needed 2.2 If the recommendation is to conduct an ocular inspection to the farm, the AEW schedules field inspection | None | 20 minutes | <i>Agricultural Extension Worker</i> |
| 3. To clients who are scheduled of an ocular inspection will | 3. The AEW conducts actual visitation/ assessment and | None | 3 hours | <i>Agricultural Extension Worker</i> |



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| accompany the AEW to his/her farm. | documentation in the field 3.1 Recommend accurate solution to the problem/query of the farmer. | | | |
| TOTAL | | | 3 Hours, 22 Minutes | |



8. SECURING ENDORSEMENT FOR INDIVIDUAL FARMER AND FARMERS ASSOCIATION

The Office of the City Agriculturist facilitates the release of endorsement signed by the Acting City Agriculturist to individual farmer and farmers association endorsing them to avail of support services from Department of Agriculture, Region 5 and other line-up agencies.

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| Office or Division: | | Office of the City Agriculturist | | |
| Classification: | | Simple | | |
| Type of Transaction: | | G2C - Government to Client | | |
| Who may avail: | | All | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Bonafide farmer of Iriga City | | Respective Agricultural Extension Worker (AEW) | | |
| 2. Accredited farmer association of Iriga City | | Respective Agricultural Extension Worker (AEW) | | |
| CLIENTS STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Clients approach Office of the Day (OD); sign at logbook. | 1. The OD gives the logbook 1.1 Interviews the client 1.2 Endorse to the concerned AEW | None | 2 minutes | <i>Officer of the Day</i> (Office of the City Agriculturist) |
| 2. Client approach the concerned AEW | 2. The concerned AEW interviews the client 2.1 Prepares the endorsement 2.2 For signature by the head of office or authorized representative | None | 10 minutes | <i>Agricultural Extension Worker</i> (Office of the City Agriculturist) <i>OIC-City Agriculturist</i> (Office of the City Agriculturist) |
| 2. The Client waits for the release of the endorsement | 2. The concerned AEW releases the endorsement 2.1 Secures a file copy of the endorsement | None | 2 minutes | <i>Agricultural Extension Worker</i> (Office of the City Agriculturist) |
| TOTAL | | None | 14 minutes | |



9. SECURING FARMERS CERTIFICATION AND FARM PLAN AND BUDGET

The Office of City Agriculturist prepares and releases farmers' certification and farm plan and budget as supporting documents to avail credit assistance from lending firms, banks and other financing agencies.

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| Office or Division: | | Office of the City Agriculturist | | |
| Classification: | | Simple | | |
| Type of Transaction: | | G2C - Government to Client | | |
| Who may avail: | | Qualified Farmers | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Bonafide farmers of Iriga City | | Respective Agricultural Extension Worker (AEW) | | |
| 2. Farmers data | | Respective Agricultural Extension Worker (AEW) | | |
| CLIENTS STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Clients approach Office of the Day (OD); sign at logbook. | 1. The OD gives the logbook 1.1 Interviews the client 1.2 Endorse to the concerned AEW | None | 2 minutes | <i>Officer of the Day (Office of the City Agriculturist)</i> |
| 2. The client approaches the concerned personnel/AEW. | 2. The concerned AEW Interviews the client 2.1 Prepares the certification and farm plan and budget 2.2 For signature by the head of office or authorized representative. | None | 10 minutes | <i>Agricultural Extension Worker Mr. Ruben S. Delos Santos</i> |
| 3. The client waits for the release of the certification and farm plan and budget. | 3. The AEW releases the certification and farm plan and budget as certified by the head of office or authorized representative. | None | 5 minutes | <i>Agricultural Extension Worker</i> |
| TOTAL | | | 17 Minutes | |