

**Republic of the Philippines**  
**Province of Misamis Oriental**  
**MUNICIPALITY OF SALAY**

**MUNICIPAL AGRICULTURE OFFICE**

Citizen's Charter  
**Service Standards**

**Office Hours:** Monday- Friday  
 8:00 a.m. to 5 p.m.  
 Municipal Hall, Salay, Misamis Oriental

**SERVICES OFFERED:**

**+ LIVESTOCK**

❖ **Companion Animals (Pets) and Large Animals Vaccination**

Vaccines available:

- ✓ Hemorrhagic Septicemia/ HemoSep for Large Animals
- ✓ Anti -Rabies for Dogs and Cats

- Requirement(s): None
- Fees: Php 50.00/ shot/ head
- How to avail:

Steps	Time Frame	Responsible Person
1. Approach Livestock Technician	2 mins.	Ms. Arlyn R. Palamine/ Ms. Charise C.

		Mamaat
2. Fill- up slip for information	2 mins.	Ms. Arlyn R. Palamine/ Ms.Charise C. Mamaat
3. Payment of Fee to MTO	3 mins.	MTO Personnel
4. Vaccination of Animals	5-10 mins.	Livestock Technician
5. Fill- up CSF	2 mins.	Clientele

❖ **Vitamins/ Minerals Supplementation**

- ✓ Viton Multi
- ✓ Iron
- ✓ B- Complex
- ✓ Water Soluble Vitamins

- Requirement(s): None

- Fees: Php 50.00/ shot/ head
- How to avail:

Steps	Time Frame	Responsible Person
1. Approach Livestock Technician	2 mins.	Ms. Arlyn R. Palamine/ Ms. Charise C. Mamat
2. Fill- up slip for information	2 mins.	Ms. Arlyn R. Palamine/ Ms. Charise C. Mamat
3. Payment of Fee to MTO	3 mins.	MTO Personnel
4. Supplementation of Animals	5-10 mins.	Livestock Technician
5. Fill- up CSF	2 mins.	Clientele

#### ❖ Deworming

- ✓ Ivermectin/ Ivomec

- Requirement(s): None
- Fees: Php 50.00/ shot/ head
- How to avail:

Steps	Time Frame	Responsible Person
1. Approach Livestock Technician	2 mins.	Ms. Arlyn R. Palamine/ Ms. Charise C. Mamat
2. Fill- up slip for information	2 mins.	Ms. Arlyn R. Palamine/ Ms. Charise C.

		Mamat
3. Payment of Fee to MTO	3 mins.	MTO Personnel
4. Deworming of Animals	5-10 mins.	Livestock Technician
5. Fill- Up CSF	2 mins.	Clientele

#### ✚ CROPS

##### ❖ Distribution of Seeds/ Seedlings

- ✓ Vegetable Seeds
- ✓ Seedlings (Fruit Trees)

- Requirement(s):
  - a. Volume- Request letter to MA
  - b. Individual/ Backyard Garden- none (walk- ins)

- Fees: None
- How to avail:

Steps	Time Frame	Responsible Person
1. Present letter to MA	2 mins.	Clientele to MA or OOTD (Officer of the Day)
2. Approach Crops Technician	2 mins.	Ms. Charise C. Mamat
3. Distribution of Seeds/ Seedlings	5-10 mins.	Ms. Charise C. Mamat
4. Fill- Up CSF	2 mins.	Clientele

## ✚ FISHERIES

### ❖ Distribution of Fingerlings

- ✓ Tilapia Fingerlings

#### ➤ Requirement(s):

- c. Volume- Request letter/ Letter of Intent to MA
- d. Individual/ Backyard Fishpond- Letter of Intent to MA (walk- ins)

➤ Fees: None

➤ How to avail:

Steps	Time Frame	Responsible Person
1. Present letter to MA	2 mins.	Clientele to MA or OOTD (Officer of the Day)
2. Approach Aquaculture Technician	2 mins.	Mr. Lordito Aclan
3. Distribution of Seeds/ Seedlings	5-10 mins.	Ms. Charise C. Mamat
4. Fill- Up CSF	2 mins.	Clientele

## ✚ SPECIAL PROJECTS

### ❖ Avail Assistance, Project and Grants

- ✓ Department of Agriculture
- ✓ World Bank- DA
- ✓ Phil- FIDA
- ✓ Provincial Veterinary Office
- ✓ Provincial Agriculture Office

#### ➤ Requirement(s):

- a. Duly Accredited to SB or Registered to DOLE/ SEC / CDA Association/ Coop/ CSO
- b. Request letter/ Letter of Intent to MA
- c. Proposal of the project
- d. Photocopy of Certificate of Registration or Accreditation
- e. List of Officers and Members

➤ Fees: None

➤ How to avail:

Steps	Time Frame	Responsible Person
1. Present letter & proposal to MA	2 mins.	Clientele to MA or OOTD (Officer of the Day)
2. Review of Documents	10-15 mins.	Officer of the Day/ MA
3. Ask for Endorsement from MA	5-10 mins.	Engr. Ralph Ceasar B. Vallar
4. Fill- Up CSF	2- 5 mins.	Clientele

## ✚ RBOs/ Coops/ CSOs

### ❖ Facilitate Accreditation/ Registration

- ✓ SB
- ✓ CDA
- ✓ SEC
- ✓ DOLE

#### ➤ Requirement(s):

- Documents:
  - List of Officers
  - List of Members
  - Constitution and By- Laws
  - Endorsement of Brgy. Captain
  -

➤ Fees: None

➤ How to avail:

Steps	Time Frame	Responsible Person
1. Present documents/ to MA or OOTD	2 mins.	Clientele to MA or OOTD (Officer of the Day)
2. Review of Documents	2 mins.	OOTD/ MA
3. Ask Endorsement from MAO	5-10 mins.	Engr. Ralph Ceasar B. Vallar
4. Fill- Up CSF	2 mins.	Clientele

### ❖ Facilitate Submission of Annual Report

- ✓ CDA

- ✓ SEC
- ✓ DOLE

#### ➤ Requirement(s):

- Documents:
  - List of Officers
  - List of Members
  - Constitution and By- Laws
  - Reports

➤ Fees: None

➤ How to avail:

Steps	Time Frame	Responsible Person
1. Present documents to MA/ RBO in-charge	2 mins.	Clientele to MA or OOTD (Officer of the Day)
2. Approach RBO In-Charge	2 mins.	Ms. Arlyn R. Palamine
3. Endorsement from RBO In- charge	5-10 mins.	Ms. Arlyn R. Palamine
4. Fill- Up CSF	2 mins.	Clientele

## ✚ TRAININGS AND SEMINARS

### ❖ Capability Building

- ✓ Package Of Technology (POT) Transfer
- ✓ Basic Bookkeeping
- ✓ PMES
- ✓

#### ➤ Requirement(s):

##### ▪ Documents:

- Letter of Intent
- Proposal
- Project Policy
- List of Officers
- List of Members
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➤ Fees: None

➤ How to avail:

Steps	Time Frame	Responsible Person
1. Present letter and documents to OOTD/ MA	2 mins.	Clientele to MA or OOTD (Officer of the Day)
2. Review of Documents	5-10 mins.	MA/ OOTD
3. Approval and endorsement of activity	10- 15 mins.	MA/ OOTD
4. Set schedule/ Calendar for Activity	5-10 mins	MA/ OOTD
5. Fill- Up CSF	2 mins.	Clientele

SUBMITTED BY:  
**RALPH CEASAR B. VALLAR, AE**  
*Municipal Agriculturist*