

MUNICIPAL AGRICULTURE OFFICE

Vision

To expand agri-business areas for grains, high value crops development program, poultry, livestock and fishery as alternative means to increase people's income and local government revenues.

Mission

To deliver effective, efficient and timely basic agriculture and fishery extension services to clientele.

Office Head : **RALPH CEASAR B. VALLAR, AE**
Municipal Agriculturist
Office Address : New Building, Municipal Town Hall
Poblacion, Salay, Misamis Oriental
Email Address : lgu_salaymisor@yahoo.com

External Services:

Livestock

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

Vaccines available:

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

❖ **Vitamins/ Minerals Supplementation**

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

❖ **Deworming**

- ✓ Ivermectin/ Ivomec

CROPS

❖ **Distribution of Seeds/ Seedlings**

- ✓ Vegetable Seeds
- ✓ Seedlings (Fruit Trees)

FISHERIES

❖ **Distribution of Fingerlings**

- ✓ Tilapia Fingerlings

SPECIAL PROJECTS

❖ **Avail Assistance, Project and Grants**

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

 **RBOs/ Coops/ CSOs**

❖ **Facilitate Accreditation/ Registration**

- ✓ SB
- ✓ CDA
- ✓ SEC
- ✓ DOLE

❖ **Facilitate Submission of Annual Report**

- ✓ CDA
- ✓ SEC
- ✓ DOLE

 **TRAININGS AND SEMINARS**

❖ **Capability Building**

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

LIVESTOCK

1. COMPANION ANIMALS (PETS) AND LARGE ANIMALS VACCINATION

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

OFFICE		Municipal Agriculture Office		
CLASSIFICATION		Simple		
TYPE OF TRANSACTION		G2C – Government to Citizen		
WHO MAY AVAIL		Residents who are pet owners.		
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
Information Slip		MAO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
Approach Livestock Technician	Provide Information Slip		2 mins.	Ms. Lucita Z. Cocamas (MAO Staff)

fill up information slip	Submit to the In-charge	None	2 mins.	Ms. Lucita Z. Cocamas (MAO Staff)
Present their pets for vaccination	Vaccination of Animals		10 minutes	Rey Z. Laniton (MAO Staff)
Total			14 minutes	
END OF TRANSACTION				

2. VITAMINS/ MINERALS SUPPLEMENTATION

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

OFFICE		Municipal Agriculture Office		
CLASSIFICATION		Simple		
TYPE OF TRANSACTION		G2C – Government to Citizen		
WHO MAY AVAIL		Residents who are pet owners.		
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
Information Slip		MAO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
Approach Livestock Technician	Provide Information Slip	None	2 mins.	Ms. Lucita Z. Cocamas (MAO Staff)
fill up information slip	Submit to the In-charge		2 mins.	Ms. Lucita Z. Cocamas (MAO Staff)
	Supplementation of Animals		10 minutes	Rey Z. Laniton (MAO Staff)
Total			14 minutes	
END OF TRANSACTION				

3. DEWORMING

OFFICE		Municipal Agriculture Office		
CLASSIFICATION		Simple		
TYPE OF TRANSACTION		G2C – Government to Citizen		
WHO MAY AVAIL		Residents who are pet owners.		
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
Information Slip		MAO		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
Approach Livestock Technician	Provide Information Slip	None	2 mins.	Ms. Lucita Z. Cocamas (MAO Staff)
fill up information slip	Submit to the In-charge		2 mins.	Ms. Lucita Z. Cocamas (MAO Staff)
	Deworming of animals		10 minutes	Rey Z. Laniton (MAO Staff)
Total			14 minutes	
END OF TRANSACTION				

CROPS

1. DISTRIBUTION OF SEEDS/ SEEDLINGS

- ✓ Vegetable Seeds
- ✓ Seedlings (Fruit Trees)

OFFICE	Municipal Agriculture Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizen			
WHO MAY AVAIL	Residents who are pet owners.			
CHECK LIST OF REQUIREMENTS	WHERE TO SECURE			
a. Volume- Request letter to MA b. Individual/ Backyard Garden- none (walk- ins)	Client			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
Present Letter Request	Receives the Letter request	None	2 mins.	Jerald L. Agcopra (MAO Staff)
Approach Crops Technician			2 mins.	Robert Rem J. Bermudo (MAO Staff)
Received the requested seeds/seedlings	Distribution of Seeds/ Seedlings		5 minutes	Robert Rem J. Bermudo (MAO Staff)

Total			9 minutes	
END OF TRANSACTION				

FISHERIES

1. DISTRIBUTION OF FINGERLINGS




✓ Tilapia Fingerlings

OFFICE		Municipal Agriculture Office		
CLASSIFICATION		Simple		
TYPE OF TRANSACTION		G2C – Government to Citizen		
WHO MAY AVAIL		Fisherfolks/Farmers		
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
a. Volume- Request letter/ Letter of Intent to MA		Client		
b. Individual/ Backyard Fishpond- Letter of Intent to MA (walk- ins)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
Present Letter Request	Receives the Letter request	None	2 mins.	Nilmar M. Naypa (MAO Staff)
Approach Aquaculture Technician			2 mins.	Mr. Lordito Aclan (Aquaculture Technician)
Received the fingerlings	Distribution of Fingerlings		10 minutes	Nilmar M. Naypa (MAO Staff)
Total			14 minutes	
END OF TRANSACTION				

SPECIAL PROJECTS

1. AVAIL ASSISTANCE, PROJECT AND GRANTS



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

OFFICE		Municipal Agriculture Office		
CLASSIFICATION		Simple		
TYPE OF TRANSACTION		G2C – Government to Citizen		
WHO MAY AVAIL		Duly Accredited Association of Municipality of Salay		
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
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		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
Present letter & proposal to MA	Receives the Letter and proposal	None	2 mins.	Engr. Ralph Ceasar B. Vallar (Municipal Agriculturist) 
	Review of Documents		15 mins.	Engr. Ralph Ceasar B. Vallar (Municipal Agriculturist) 
Ask for Endorsement from MA			10 minutes	Engr. Ralph Ceasar B. Vallar (Municipal Agriculturist) 
Total			27 minutes	
END OF TRANSACTION				

RBOs/ Coops/ CSOs

1. Facilitate Accreditation/ Registration

- ✓ SB
- ✓ CDA
- ✓ SEC
- ✓ DOLE

OFFICE		Municipal Agriculture Office		
CLASSIFICATION		Simple		
TYPE OF TRANSACTION		G2C – Government to Citizen		
WHO MAY AVAIL				
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ▪ Documents: <ul style="list-style-type: none"> - List of Officers - List of Members - Constitution and By- Laws - Endorsement of Brgy. Captain 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
Present documents/ to MA or OOTD	Receives the documents	None	2 mins.	Arlyn R. Palamine (MAO Staff)
	Review of Documents		2 mins.	Engr. Ralph Ceasar B. Vallar (Municipal Agriculturist) 
Ask Endorsement from MAO			10 minutes	Engr. Ralph Ceasar B. Vallar (Municipal Agriculturist) 
Total			27 minutes	
END OF TRANSACTION				

2. FACILITATE SUBMISSION OF ANNUAL REPORT

- ✓ CDA
- ✓ SEC
- ✓ DOLE

OFFICE	Municipal Agriculture Office
CLASSIFICATION	Simple





TYPE OF TRANSACTION		G2C – Government to Citizen		
WHO MAY AVAIL				
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ▪ Documents: <ul style="list-style-type: none"> - Letter of Intent - Proposal - Project Policy - List of Officers - List of Members 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
Present documents to MA/RBO in- charge	Receives the documents	None	2 minutes	Jeffrey Cablinda (MAO Staff)
Approach RBO In- Charge			2 minutes	Arlyn R. Palamine (MAO Staff)
Ask Endorsement from RBO In-charge	Endorsement from RBO In- charge		10 minutes	Arlyn R. Palamine (MAO Staff)
Total		14 minutes		
END OF TRANSACTION				

TRAININGS AND SEMINARS

1. CAPABILITY BUILDING

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

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CLASSIFICATION		Simple		
TYPE OF TRANSACTION		G2C – Government to Citizen		
WHO MAY AVAIL				
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ▪ Documents: <ul style="list-style-type: none"> - List of Officers - List of Members - Constitution and By- Laws - Endorsement of Brgy. Captain 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE

Present documents to MA/ RBO in- charge	Receives the documents	None	2 mins.	Engr. Ralph Ceasar B. Vallar (Municipal Agriculturist) 
	Review of Documents		10 mins.	Engr. Ralph Ceasar B. Vallar (Municipal Agriculturist) 
	Approval and endorsement of activity		15 mins.	Engr. Ralph Ceasar B. Vallar (Municipal Agriculturist) 
	Set schedule/ Calendar for Activity		10 minutes	Engr. Ralph Ceasar B. Vallar (Municipal Agriculturist) 
Total			37 minutes	