

CITY AGRICULTURE SERVICES OFFICE (CASO)

The City Agricultural Services Offices shall provide services to empower the farming constituents of the City of Candon. This office looks upon the welfare of the farmers by facilitating the provision of goods and services that will support the efforts of small farmers and fisher-folk families to achieve a sustainable productivity and create a lucrative source of income to uplift their lives.

ANGEL AMADO B. CORPUZ

City Agriculturist

ERIC A. GACUTAN

Senior Agriculturist
HVCDP & Tobacco Banner Program

RICE BANNER

Arnold R. Ugalde	Agriculturist II
Perlita G. Gacusana	Agriculturist II
Mellany R. Diza	Agriculturist II
Michael Angelo W. Casino	Project Evaluation Officer
Arvee R. Ugalde	Agricultural Technologist

CORN BANNER

Albert R. Valdez	Agriculturist II
Reynaldo V. Gacusan	Agriculturist II

FISHERIES

Marites C. Mecos	Agriculturist II
Ronalyn R. Pascua	Agricultural Technologist

ORGANIC AGRICULTURE

Lerriza G. Guerrero	Farm Supervisor
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SECRETARIAT

Jonathan A. Barredo	Farm foreman
Roxanne Gallardo	Admin Aide III

1. RSBSA (REGISTRY SYSTEM FOR BASIC SECTOR IN AGRICULTURE)

As the arm of Candon involved in the city's agricultural development, we create a connection, to National Information Network that is set up from our LGU to provincial, regional and ultimately to the National (Department of Agriculture Level)

OFFICE: CITY AGRICULTURE SERVICES OFFICE

CLASSIFICATION: SIMPLE

TYPE OF TRANSACTION: GOVERNMENT TO CITIZEN (FARMERS)

WHO MAY AVAIL: ALL CANDON CITY FARMERS

CHECKLIST OF REQUIREMENTS:

1. Application Form
2. Attachments/Supporting Documents
 - *Proof of Land Ownership/Certificate of Tenancy
 - * (1) 2x2 Picture
 - * (1) Valid I.D. (Driver's License, Voters I.D., Postal I.D., Philhealth I.D., GSIS/SSS I.D.)

Clients Steps	Agency Action	Fee	Response Time	Person/S Responsible
1. Accomplish/fill-out application form	Assist and conduct preliminary interview	None	5 mins	Eric A. Gacutan Arnold R. Ugalde Albert R. Valdez Reynaldo V. Gacusan Perlita G. Gacusana Marites C. Mecos Michael Angelo W. Casino Jonathan A. Barredo Arvee R. Ugalde Lerriza G. Guerrero Ronaly R. Pascua Mellany R. Diza
2. Gathering and collating of information/s gathered (to CASO database system).	Enter and encode information	None	2 mins	Jonathan A. Barredo Arvee R. Ugalde Lerriza G. Guerrero Ronaly R. Pascua Mellany R. Diza
	Approval of membership at the RSBSA Farmers inclusion in the RSBSA List	None	1 min	Angel Amado B. Corpuz

2. RELEASING OF CERTIFIED/HYBRID PALAY SEEDS/YELLOW CORN AND FERTILIZERS

Using hybrid seeds improves the characteristics of the resulting plants, such as better yield, greater uniformity and disease resistance. Equally vital is the use of fertilizers that complements these good characteristics of improvements to come up a better crop productivity. This office creates opportunities for farmers to avail of these services from LGU Candon and other attached agencies involved in farming.

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CHECKLIST OF REQUIREMENTS:

1. Any valid identification card (I.D.)
2. Name included in the farmers master list

Clients Steps	Agency Action	Fee	Response Time	Person/S Responsible
1. Registration	Assist the farmers to fill-out the log book	None	30 secs	Jonathan A. Barredo Lerriza G. Guerrero
2. Verification	Look/search for the name of the farmers in the masterlist	None	30 secs	Jonathan A. Barredo Lerriza G. Guerrero & Technicians In-charge per area
3. Payment	The farmers pay the corresponding equity as set by the office	Equity	30 secs	Jonathan A. Barredo Lerriza G. Guerrero & Technicians In-charge per area
4. Acknowledgement	The farmers signs the acknowledgement receipt (list of recipients)	None	30 secs	Jonathan A. Barredo Lerriza G. Guerrero & Technicians In-charge per area
5. Claiming	Issuance of stubs/release slip	None	20 secs	Jonathan A. Barredo Lerriza G. Guerrero & Technicians In-charge per area

3. CONDUCT OF FARMERS FIELD SCHOOL (FFS)

There's a need to bring together concepts and methods of agriculture, experimental education and community development. As part of farmer empowerment, this teaches farmers to reduce the use of pesticides and improve the sustainability of food production as well.

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CHECKLIST OF REQUIREMENTS:

List of Participants

Commitment of farmers to finish (w/o absent) the course

Clients Steps	Agency Action	Fee	Response Time	Person/S Responsible		
1. Submission of resolution or letter of intent/request to undergo	1. Confirm availability of fund	None	30 secs	Corn Banner: Albert R. Valdez Reynaldo V. Gacusan Rice Banner: Arnold R. Ugalde Perlita G. Gacusana Angel Amado B. Corpuz Michael Angelo W. Casino Vegetable Banner: Eric A. Gacutan Arnold R. Ugalde Organic Farming: Lerriza G. Guerrero Eric A. Gacutan Arnold R. Ugalde		
	2. Consolidate/ verify participants from the masterlist					
	3.Training proposal preparation				1 hr	Eric A. Gacutan Arnold R. Ugalde Albert R. Valdez Michael Angelo W. Casino
	4.Conduct of FFS				64 hrs (16 weeks, 4 hrs a week, once a week)	Arnold R. Ugalde Eric A. Gacutan Albert R. Valdez Reynaldo V. Gacusan Michael Angelo W. Casino Arvee R. Ugalde Lerriza G. Guerrero Ronaly R. Pascua
5.Awarding of certificates to FFS graduates		None	2 hrs	ALL STAFF		

**4. CONDUCT OF TECHNO DEMO ON HYBRID AND INBRED PALAY SEEDS/
CORN**

This is an avenue to revitalize production and to assert farmers gain knowledge about the modern farming systems.

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CHECKLIST OF REQUIREMENTS:

Identification of cooperator farmer

Commitment of farmer-cooperator

Clients Steps	Agency Action	Fee	Response Time	Person/S Responsible
1. Signify interest to undergo techno demo	Identification of area	None	1 hr	Angel Amado B. Corpuz Eric A. Gacutan Arnold R. Ugalde Albert R. Valdez Michael Angelo W. Casino Lerriza G. Guerrero
	Conduct of technical briefing and discuss mechanics of demo			Angel Amado B. Corpuz Arnold R. Ugalde Michael Angelo W. Casino Albert R. Valdez Technician In-charge of the barangay
	Monitoring and Supervision			

5. FARMERS ASSOCIATION & COOPERATIVES ORGANIZATION

Empowerment role is the cornerstone of extension work. Every AEW in this office make no stone unturn to develop a philosophy to help farmers and rural communities organize themselves and be empowered to take charge of their growth and development.

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CHECKLIST OF REQUIREMENTS:

Clients Steps	Agency Action	Fee	Response Time	Person/s Responsible
1. Letter of intent	1. Form the association/ cooperative	None	1 day	Angel Amado B. Corpuz Arnold R. Ugalde Perlita G. Gacusana Marites C. Mecos
	2. Create a masterlist of farmers, fishermen/ women & youth	None	1 hr	Angel Amado B. Corpuz Arnold R. Ugalde Perlita G. Gacusana Marites C. Mecos
	3. Conduct of seminar on cooperation	None	3 hrs	Angel Amado B. Corpuz Arnold R. Ugalde Marites C. Mecos Michael Angelo W. Casino Albert R. Valdez Lerriza G. Guerrero To be assigned by the city cooperative office

6. CONDUCT OF MEETINGS & SEMINARS AT THE DIFFERENT BARANGAYS

Felt needs need to be diagnosed. This is the avenue where we came to know how we can truly help the farmers by knowing what they need, giving them what they want and empowering them what they lack of.

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CHECKLIST OF REQUIREMENTS:

1. Letter request/verbal
2. Draft of agenda
3. List of participants

Clients Steps	Agency Action	Fee	Response Time	Person/S Responsible
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1. Letter of Verbal request for the Farmers Association or Punong Barangay	1. Prepare Training proposal for approval of LCE	None	2 hrs	Angel Amado B. Corpuz Arnold R. Ugalde Eric A. Gacutan Michael Angelo W. Casino
	2. Finalize agenda of the meeting	None	2 hrs	Angel Amado B. Corpuz Arnold R. Ugalde Eric A. Gacutan Michael Angelo W. Casino
	3. Conduct of farmers meeting/ seminar	None	1 hr 2-3 days	ALL STAFF

7. RELEASING OF AGRICULTURAL FARM MACHINERIES

To ensure sustainable agricultural activities and food production, farm mechanization plays a vital role. Thus the City Agricultural Services Office introduce the modern machineries to farmers to secure their agricultural production and make them more competitive within the context of more environmentally sustainable and efficient in growing crops.

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CHECKLIST OF REQUIREMENTS:

1. Resolution
2. Farmer inclusion in the RSBSA/Masterlist of Candon Farmers

Clients Steps	Agency Action	Fee	Response Time	Person/s Responsible
1. Submission of Resolutions (Letter of intent)	1. Prepare project proposal for approval of the LCE	None	2 days	Angel Amado B. Corpuz Arnold R. Ugalde Eric A. Gacutan
	2. Conduct of technical briefing	None	2 hrs	Angel Amado B. Corpuz Arnold R. Ugalde Mellany R. Diza
	3. Awarding of machineries	None	2 hrs	ALL STAFF
	4. Signing of Acceptance/ Invoice Receipt	None	30 secs	ALL STAFF

8. DISTRIBUTION OF VEGETABLE SEEDS/FRUIT BEARING TREES & FOREST TREES

The City Agricultural Services Office is sensible to respond for the realization of farmers to grow their own food in their backyards to meet both ends of the supply chain making vegetable not a scarce commodity.

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CHECKLIST OF REQUIREMENTS:

1. Submit request (letter/verbal)

Clients Steps	Agency Action	Fee	Response Time	Person/S Responsible
1. Submit request (letter or verbal) or Resolutions	a. Prepare project proposal	None	2 mins/ farmer	Angel Amado B. Corpuz Eric A. Gacutan
	b. Conduct technical briefing	None	30 mins	Angel Amado B. Corpuz Eric A. Gacutan
	c. Preparation of post master list of recipients	None	15 mins	Eric A. Gacutan Jonathan A. Barredo Lerriza G. Guerrero Mellany R. Diza
	d. Submission of post master list of recipients	None	10 mins	Jonathan A. Barredo Lerriza G. Guerrero Mellany R. Diza

9. AVAILMENT OF FINGERLINGS FOR FISH CULTURE PROJECT

To augment the income of farmers and to sustain their production. This office shall ensure the continuous provision of subsidized fingerlings to farmer/fisherfolks.

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CHECKLIST OF REQUIREMENTS:

1. Inclusion of recipient in the FISH-R & BOAT-R

Clients Steps	Agency Action	Fee	Response Time	Person/S Responsible
Registration	Assist the farmers to fill-out the log book			Ronalyn R. Pascua
Verification	Look/search for the name of the farmers in the masterlist	None	30 secs	Marites C. Mecos Ronalyn R. Pascua
	Identify recipients based on the FISH-R	None	15 secs	
1. Request/ Resolution for Fish Culture Project				
	a. Project proposal preparation	None	2 hrs	Eric A. Gacutan Marites C. Mecos Ronalyn R. Pascua
	b. Submit proposal for funding LCE	None	20 mins	Angel Amado B. Corpuz Eric A. Gacutan Marites C. Mecos
	c. Project briefing	None	1 hr	Marites C. Mecos Ronalyn R. Pascua
d. Distribution of fingerlings	None	1 hr	Angel Amado B. Corpuz Marites C. Mecos	

10. ISSUANCE OF FISH-R CERTIFICATE

To enhance, fast-track and standardized the registration of fishing vessels for the costal barangays the FISH-R is being adopted by this office in order to develop and promote a simplified and standardized registry systems and to design fisheries management and biodiversity measures in the LGU level.

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CHECKLIST OF REQUIREMENTS:

Inclusion of Fisherman to FISH-R

Clients Steps	Agency Action	Fee	Response Time	Person/S Responsible
1. Logbook registration	a. Verify documents based on FISH-R	None	3 mins	Marites C. Mecos Ronilyn R. Pascua
	b. Preparation FISH-R Certificate	None	10 mins	Marites C. Mecos Ronilyn R. Pascua
	c. Post master list of fingerlings	None	2 mins	Marites C. Mecos Ronilyn R. Pascua
	d. Approval FISH-R Certificate	None	2 mins	Angel Amado B. Corpuz

11. ISSUANCE OF BOATR CERTIFICATE

To enhance, fast-track and standardized the registration of fishing vessels for the costal barangays the BOATR is being adopted by this office in order to develop and promote a simplified and standardized registry systems and to design fisheries management and biodiversity measures in the LGU level.

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CHECKLIST OF REQUIREMENTS:

Inclusion of Fisherman to BOAT-R

Clients Steps	Agency Action	Fee	Response Time	Person/s Responsible
2. Logbook registration	e. Verify documents based on Boat-R	None	3 mins	Marites C. Mecos Ronilyn R. Pascua
	f. Preparation Boat Certificate	None	10 mins	Marites C. Mecos Ronilyn R. Pascua
	g. Post master list of fingerlings	None	2 mins	Marites C. Mecos Ronilyn R. Pascua
	h. Approval of Boat-R Certificate	None	2 mins	Angel Amado B. Corpuz

12. MONITORING & VALIDATION/ DAMAGED CROPS, FISHERIES & AGRICULTURE INFRASTRUCTURE

Force majeure is unpredictable. This office needs to be on its watch always for the aftermath of every calamity.

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CHECKLIST OF REQUIREMENTS:

Requisition from farmer/s involved

CLIENTS STEPS	AGENCY ACTION	FEES	PROCESsing TIME	PERSON/S RESPONSIBLE
1. Signing at the Logbook	Register Farmer/s at the logbook	None	2 mins	Jonathan A. Barredo Lerriza G. Guerrero
2. Submission of damaged reports (narrative, photos)	a. Evaluation of the damage	None	5 mins	Eric A. Gacutan Arnold R. Ugalde Albert R. Valdez Reynaldo V. Gacusan Perlita G. Gacusana Marites C. Mecos Arvee R. Ugalde Ronaly R. Pascua
	b. Ocular inspection & evaluation of damage	None	1 hr	Eric A. Gacutan Arnold R. Ugalde Albert R. Valdez Reynaldo V. Gacusan Perlita G. Gacusana Marites C. Mecos Arvee R. Ugalde Ronaly R. Pascua
	c. Written report with photos for submission to LCE for financial assistance	None	2 hrs	Eric A. Gacutan Arnold R. Ugalde Albert R. Valdez Reynaldo V. Gacusan Perlita G. Gacusana Marites C. Mecos Arvee R. Ugalde Ronaly R. Pascua

3. Rehab of damaged crops	a. Post master listing of farmers for submission for LCE & other concerned agencies	None	8 hrs/ barangay	Eric A. Gacutan Arnold R. Ugalde Albert R. Valdez Reynaldo V. Gacusan Perlita G. Gacusana Marites C. Mecos Arvee R. Ugalde Ronaly R. Pascua
	b. Drafting of Project for funding	None	4 hrs	Angel Amado B. Corpuz Eric A. Gacutan
	c. Submission for funding			

13. SEED CERTIFICATION SUPPORT

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WHO MAY AVAIL: ALL CANDON CITY FARMERS

CHECKLIST OF REQUIREMENTS:

1. Inclusion in the RSBSA & Farmers Masterlist

CLIENTS STEPS	AGENCY ACTION	FEES	PROCESSING TIME	PERSON/S RESPONSIBLE
1. Filling out in the log book	Assist client log-in	None	20 secs	Jonathan A. Barredo Lerriza G. Guerrero
2. Fill out application form	Filled out forms and advise to pay corresponding fee	200	15 mins	Reynaldo V. Gacusan
3. Accompany City Seed Inspector to the field/seed farm	a. Assess the farm b. Permit payment of the seed producer to the National Seed Quality Control (NSQS)	None	3 days	Reynaldo V. Gacusan

4. Accompany City Seed Inspector to the field/seed farm	a. Conduct second field inspection (25 days after transplanting)	None	4 hrs	Reynaldo V. Gacusan
5. Accompany City Seed Inspector to the field/seed farm	a. Conduct final field inspection for approval or disapproval b. If it disapprove, it terminates the services	None	4 hrs	Reynaldo V. Gacusan
6. Harvest, thresh, dry and pack the seeds temporarily in a clean sack	Supervise seed producer	None	7 days	Reynaldo V. Gacusan
7. Assist City Seed Inspector in seed sampling	Conduct seed sampling	None	1 hr	Reynaldo V. Gacusan
8. Pay laboratory fee	a. Receive payment and issue temporary receipt	None	15 mins	Reynaldo V. Gacusan
	b. Submit seed samples and Remit to the National Seed Quality Control Services (NSQCS)	None		Reynaldo V. Gacusan
	c. Notify client the result of Laboratory analysis	None	30 mins	Reynaldo V. Gacusan
9. Pay the tags (If seed samples passed required standards)	a. Receive payment	1.80/tag	15 mins	Reynaldo V. Gacusan
	b. remit nad pick up tags at the NSQCS		1 day	Reynaldo V. Gacusan
10. Seed cleaning, weighing, seed packing and tagging	Supervise	None	1 hr	Reynaldo V. Gacusan

14. ASSISTANCE FOR CROP INSURANCE

To safeguard farmer's income. This office encourages and oblige farmers to ensure their crops, livestock and fisheries to Philippine Crop Insurance Corporation (PCIC).

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WHO MAY AVAIL: ALL CANDON CITY FARMERS

CHECKLIST OF REQUIREMENTS:

1. RSBSA inclusion of the farmer
2. Xerox/Photocopy of Valid I.D.

Clients Steps	Agency Action	Fee	Response Time	Person/s Responsible
A. APPLICATION				
1. Accomplish application form	Assessed and conduct preliminary interview	Optional	5 mins	All Staff
2. Photocopying of the accomplished form and valid I.D.	Verify all information needed			Arnold R. Ugalde Arvee R. Ugalde Lerriza G. Guerrero Ronalyne R. Pascua Mellany R. Diza
	Encode all information needed and transmit it for submission to PCIC.			
B. CLAIMS FOR INDEMNITY				
1. Accomplish PCIC form of Claims for Indemnity	Assist and conduct preliminary interview	None	5 mins	ALL AEW
2. Photocopying of the accomplished form and valid I.D.	Verify all information needed	None	2 mins	Arnold R. Ugalde Arvee R. Ugalde Lerriza G. Guerrero Ronalyne R. Pascua Mellany R. Diza
	Encode all information needed and transmit it for submission to PCIC.			
3. Claiming	Assist	none	1 hr	ALL AEW