

1. Office of the City Agriculturist

1.1. AVAILMENT OF TECHNICAL ASSISTANCE ON ORGANIZING AND CAPABILITY BUILDING OF FARMERS /FISHERFOLK, WOMEN AND YOUTH INTO ASSOCIATIONS AND COOPERATIVES

ABOUT THE SERVICE:

The Office of the City Agriculturist assist/facilitate to organize groups so that they may have a legal personality and may then transact business with government and private agencies/sector.

CLIENT GROUPS:

Farmers, Fisherfolks, Women, Youth, Religious groups, other stakeholders

REQUIREMENT:

Letter of Request addressed to the City Mayor through the Office of the City Agriculturist

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM to 5:00 PM

TOTAL PROCESSING TIME:

30 minutes

TOTAL FEES/CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Actions of the CASO	Transaction Time	Responsible Person
1. Submit letter request to the Office of the City Mayor (cc CASO)	Upon receipt of the letter request from CMO set the schedule for an on-site validation to confirm the request and notifies client	15 minutes	Mayor's Office receiving clerk or Agriculturist officer of the day
2. Extend the necessary cooperation during the validation/ confirmation.	Conducts visit. Upon validation, sets the schedule for the orientation of members.		ERLINDA D. DOLEND Cooperative Development Specialist, AEWs
3. Attend the orientation and ensure the attendance of all prospective	Conducts orientation. At the end of the orientation, assists in the formal		MARIA JULIA C. RAMOS Cooperative Development Specialist IAN D. DUKA Agriculturist II

members of the group.	organization of the group.		
4. Set the schedule for a pre-membership education seminar if your organization intends to seek registration from the Cooperative Development Authority (CDA)	Assist in scheduling a pre-membership education seminar from the Cooperative Development Authority (CDA) if organization intends to seek registration from it.	15 minutes	MARIA JULIA C. RAMOS Cooperative Development Specialist

1.2. AVAILMENT OF TRAINING ON AGRICULTURE AND FISHERY

ABOUT THE SERVICE:

The Office of the City Agriculturist renders training based on the needs and requests of farmers, fisher folks, youth, and women's organizations, associations or cooperatives. Technical assistance/trainings may be along the lines of:

- Hybrid and Inbred Rice Production
- Vegetable Production
- Sloping Agricultural Land Technology and other farming systems
- Integrated Pest Management
- Organic Agriculture
- Animal Raising
- Coastal Resource Management
- Aquaculture/Mariculture
- Meat and fish Processing
- Pili & Abaca Processing
- FFS
- Handicraft
- Accommodation of OJTs/Work Immersion
- PMES (Pre membership Education Seminar}
- Pre-Marriage Counselling

CLIENT GROUPS:

Farmers and fisherfolk associations/ cooperatives, youth and women organization and other organized groups

REQUIREMENT:

Letter of Request

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM to 5:00 PM

TOTAL PROCESSING TIME:

5 minutes (Travelling, queuing and training time not included)

TOTAL FEES AND CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Actions of CASO	Transaction Time	Responsible Person
1. Submit letter request to the Office of the City Agriculturist.	Interviews applicant about the profile of the requesting organization and the specific topics that the group wants to be discussed. Informs client of the schedule of visit for the confirmation of the request.	15 minutes	Agriculturist Officer of the day Main Office (cityhall) Mon.- Chistine Labitag and Arturo Doloiras Tue.- Irma Concepcion & Cynthia Sesbreno Wed.- Edgar Arevalo & Victor Janoras Thur.- Ma. Julia Ramos & Suzette Escanilla Fri. - Christopher Rellora & Teresita Dave Bacon Satellite Office Mon.- Arlet Vereynato Tue- Loubel Almajeda Wed - Agnes Dicen Thur - Medilina Fernando Fri – Carlo Estopace
2. Extend the necessary assistance and cooperation during the visit. Upon confirmation of the request, coordinate with the	Conducts visit and set schedule and venue of training.		AEWs assigned in the venue of training Suzette Blando –

CASO staff as to the schedule and venue of the training.			Abuyog, Buhatan, Cabid-an East Maria Julia Ramos – Balogo Bibincahan, San Juan East Ian Duka – Piot, Capuy West Arturo Doloiras- Ticol, Tugos WEst Irma Concepcion- Pamurayan, Barayong, Gimaloto WEst Teresita Dave – Basud, Macabog, Pangpang WEst Christopher RELLora- Penafrancia, Guinlajon, Bulabog West Erlinda Ladimo- Gatbo, Buenavista, Bon-ot, Balogo Sawanga Bacon Agnes Dicen- Manaog- Rawis, Sta. Cruz, Del Rosario, Sto. Domingo, San Juan Bacon Lourdes Belen Almajeda- San Isidro, San Ramon, Jamislagan, San Vicente,
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			Salvacion, Sta. Lucia Bacon Arlet Vereynato- San Roque Roda DEstajo- Cabarbuhan. San Jose, Balete Bacon Carlo Emmanuel Estopace – Sto Nino, Osiao, San Pascual Bacon Medilina Fernando – Carficaran, Bogna, Poblacion Sugod Bacon
3. Ensure that all members of the organization/association will attend and actively participate in the training.	Conducts training.	Processing time will depend upon the topic to be discussed	Training team Adeline Detera, Ian Duka, Agnes Dicen – Orgnic Agriculture and crops Christine Labitag and Ronilo de la Pena – HV Crops Cynthia SEsbreno and Victor Janoras – Fisheries All AEWs above mentioned – rice and other crops Christopher Rellora - Mushroom

1.3. AVAILMENT OF ANIMAL DISPERSAL PROGRAM

ABOUT THE SERVICE:

The CASO disperses cattle, carabaos and swine to farmers seeking additional income by raising livestock.

Payment term depends on the livestock raised and is specified in the contract signed by the farmer.

CLIENT GROUPS:

Farmers and fisherfolk associations/Cooperatives, youth and women organization and others (individual farmer/fisherfolk)

REQUIREMENT:

CTC, Picture, Animal Dispersal Contract

SERVICE SCHEDULES:

Monday to Friday;

8:00 AM to 5:00 PM

TOTAL PROCESSING TIME:

3 days (inclusive of processing, site inspection, and dispersal)

TOTAL FEES/CHARGES:

Insurance for cattle and carabao (free)

PROCESS OF AVAILING THE SERVICE:

Steps Involve	Actions of CASO	Transaction Time	Responsible Person
1. Proceed to the Office of the City Agriculturist and fill out application form.	Briefs the Client on the program and its requirements.	15 minutes	AEWs assigned in the venue of training Suzette Blando – Abuyog, Buhatan, Cabid-an East Maria Julia Ramos – Balogo Bibincahan, San Juan East Ian Duka – Piot, Capuy West Arturo Doloiras-

			<p>Ticol, Tugos West Irma Concepcion- Pamurayan, Barayong, Gimaloto West Teresita Dave – Basud, Macabog, Pangpang West Christopher REllora- Penafrancia, Guinlajon, Bulabog West Erlinda Ladimo- Gatbo, Buenavista, Bon-ot, Balogo Sawanga Bacon Agnes Dicen- Manaog- Rawis, Sta. Cruz, Del Rosario, Sto. Domingo, San Juan Bacon Lourdes Belen Almajeda- San Isidro, San Ramon, Jamislagan, San Vicente, Salvacion, Sta. Lucia Bacon Arlet Vereynato- San Roque Roda DEstajo- Cabarbuhan.</p>
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			San Jose, Balete Bacon Carlo Emmanuel Estopace – Sto Nino, Osiao, San Pascual Bacon Medilina Fernando – Carficaran, Bogna, Poblacion Sugod Bacon
<p>2. Submit the accomplished form and the requirement. Submit to an interview and contract briefing.</p> <p>If there is no available stock, your name will be entered in the waiting list of Clients applying for dispersal, take note of the advice when to return to the Office of City Agriculturist to follow up application.</p> <p>If there is an available stock, you will be informed of the schedule of visit for site inspection to validate if you can provide the following: for swine suitable housing adequate budget for Feeds for cattle and carabao suitable grazing area</p> <p>Take note of the schedule.</p>	<p>Conducts interview and contracts briefing.</p> <p>If there is no available stock, enters name of client in the waiting list of clients applying for dispersal and advises client when to return to the city</p> <p>If there is an available stock, informs client of the schedule of visit for site inspection to validate the client's ability to provide</p>	<p>30 minutes for interview and contract briefing</p> <p>15 minutes</p>	AEWs assigned in the venue of training Suzette Blando – Abuyog, Buhatan, Cabid-an East Maria Julia Ramos – Balogo Bibincahan, San Juan East Ian Duka – Piot, Capuy West Arturo Doloiras- Ticol, Tugos West Irma Concepcion- Pamurayan, Barayong, Gimaloto West Teresita Dave – Basud, Macabog, Pangpang West

			<p>Christopher REllora- Penafrancia, Guinlajon, Bulabog West Erlinda Ladimo- Gatbo, Buenavista, Bon-ot, Balogo Sawanga Bacon Agnes Dicen- Manaog- Rawis, Sta. Cruz, Del Rosario, Sto. Domingo, San Juan Bacon Lourdes Belen Almajeda- San Isidro, San Ramon, Jamislagan, San Vicente, Salvacion, Sta. Lucia Bacon Arlet Vereynato- San Roque Roda DEstajo- Cabarbuhan. San Jose, Balete Bacon Carlo Emmanuel Estopace – Sto Nino, Osiao, San Pascual Bacon Medilina Fernando – Carficaran, Bogna,</p>
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			Poblacion Sugod Bacon
3. Extend the necessary cooperation and assistance during the site inspection	Conduct site inspection	30 minutes for validation of pen or grazing area	Agriculturist assigned in the Barangay
4. If the site passes the inspection, take note of the date and place of retrieval of animals and documents needed in availing of the dispersal program.	If the site passes the inspection, provides the date and place of retrieval of animals. Instruct client to complete the documents needed in availing of the dispersal program.	10 minutes	
5. On the agreed date, proceed to the designated place. Sign the contract and receive the animals.	Releases the animal upon contract signing.		
6. Assist and cooperate with CASO personnel who will visit to check on the progress of the dispersal program.	Visits the client to check on the progress of the dispersal program.		

1.4. AVAILMENT OF TECHNICAL ASSISTANCE ON CROP AND ANIMAL PRODUCTION, INLAND AND COASTAL AQUACULTURE AND MARICULTURE

ABOUT THE SERVICE:

Technical assistance is provided to clients to help increase the productivity of the farm. Technical assistance is in the following areas:

- Farm plan and budget preparation
- Site inspection/assessment
- Seed/stock location
- Cultural management
- Water/Irrigation management
- Post-harvest management
- Production and Marketing

CLIENT GROUPS:

Farmers and fisherfolk/ fish farmer

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM to 5:00 PM

TOTAL PROCESSING TIME:

17 minutes (travel, queuing and actual site visit not included)

TOTAL FEES/CHARGES: None

PROCESS OF AVAILING THE SERVICE

Steps involved	Actions of CASO	Transaction Time	Responsible Person
1. Approach the agriculturist assigned to the Barangay or proceeds to the Office of the City Agriculturist to request the appropriate technical assistance and submit for interview and provide requested information.	Briefs client on the service and its requirements and conduct interview.	15 minutes	AEWs assigned in the venue of training Suzette Blando – Abuyog, Buhatan, Cabid-an East Maria Julia Ramos – Balogo Bibincahan, San Juan East Ian Duka – Piot, Capuy West Arturo Doloiras- Ticol, Tugos West Irma Concepcion- Pamurayan, Barayong, Gimaloto West Teresita Dave – Basud, Macabog, Pangpang West Christopher REllora- Penafrancia, Guinlajon,

			Bulabog West Erlinda Ladimo- Gatbo, Buenavista, Bon-ot, Balogo Sawanga Bacon Agnes Dicen- Manaog- Rawis, Sta. Cruz, Del Rosario, Sto. Domingo, San Juan Bacon Lourdes Belen Almajeda- San Isidro, San Ramon, Jamislagan, San Vicente, Salvacion, Sta. Lucia Bacon Arlet Vereynato- San Roque Roda DEstajo- Cabarbuhan. San Jose, Balete Bacon Carlo Emmanuel Estopace – Sto Nino, Osiao, San Pascual Bacon Medilina Fernando – Carficaran, Bogna, Poblacion Sugod Bacon
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2. Provide a sketch of the location of your farm/house and take note of the schedule of farm visit.	Schedules a farm visit	2 minutes	Agriculturist Officer of the day
3. Assist the agriculturist during the onsite visit. Take note of the diagnosis and advice.	Evaluates Client's needs and provides the appropriate technical assistance.		Technical Team

1.5. AVAILMENT OF INFORMATION ON SEEDS AVAILABILITY

ABOUT THE SERVICE:

The Office of the City Agriculturist provides information on the availability and prices of seeds for rice, corn, vegetables, high value of crops, fish fry/fingerlings, seaweeds and other marine products.

The information may be provided by the Agriculturist assigned to a particular barangay.

CLIENT GROUPS:

Farmers & fisherfolks

SERVICE SCHEDULES:

Monday to Friday,

8:00 AM to 5:00 PM

TOTAL PROCESSING TIME:

20 minutes

TOTAL FEES AND CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps involved	Actions of OCA	Transaction Time	Responsible Person
1. Approach an agriculturist assigned in the barangay or proceeds to the City Agriculture Office. Sign the client logbook and state the nature of your inquiry.	Receives client's request	5 minutes	AEWs assigned in the venue of training Suzette Blando – Abuyog, Buhatan, Cabid-an East
2. Listen Attentively to what the Agriculturist has to say	Provides the information being requested	15 minutes	Maria Julia Ramos – Balogo Bibincahan, San Juan East

			<p>Ian Duka – Piot, Capuy West Arturo Doloiras- Ticol, Tugos WEst Irma Concepcion- Pamurayan, Barayong, Gimaloto WEst Teresita Dave – Basud, Macabog, Pangpang WEst Christopher REllora- Penafrancia, Guinlajon, Bulabog West Erlinda Ladimo- Gatbo, Buenavista, Bon-ot, Balogo Sawanga Bacon Agnes Dicen- Manaog- Rawis, Sta. Cruz, Del Rosario, Sto. Domingo, San Juan Bacon Lourdes Belen Almajeda- San Isidro, San Ramon, Jamislagan, San Vicente, Salvacion, Sta. Lucia Bacon Arlet Vereynato- San Roque Roda DEstajo- Cabarbuhan. San Jose, Balete Bacon</p>
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			Carlo Emmanuel Estopace – Sto Nino, Osiao, San Pascual Bacon Medilina Fernando – Carficaran, Bogna, Poblacion Sugod Bacon
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1.6. AVAILMENT OF VEGETABLE SEEDS & SEEDLINGS

ABOUT THE SERVICE:

As part of the City Government's food security program, the City provides vegetable seeds for farmers/schools who want to engage in backyard vegetable farming.

CLIENT GROUPS:

Vegetable Farmers (upland/lowland)/ backyard and commercial growers
Schools

REQUIREMENT:

Farm/Farm Land

SERVICE SCHEDULES:

Monday to Friday,
8:00 Am to 5:00 PM

TOTAL PROCESSING TIME:

For walk-in client/s	-	5 minutes
For Backyard Growers and Commercial Farmers (travel, queuing and site validation no Included	-	40 minutes

TOTAL FEES/CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Actions of OCA	Transaction Time	Responsible Person
1. Approach the agriculturist assigned to the barangay or proceeds to the Office of the City Agriculturist	Briefs the client on the service and its requirements.	10 minutes	AEWs assigned in the venue of training Suzette Blando – Abuyog, Buhatan, Cabid-an East

to request for vegetable seeds.			<p>Maria Julia Ramos – Balogo Bibincahan, San Juan East</p> <p>Ian Duka – Piot, Capuy West</p> <p>Arturo Doloiras- Ticol, Tugos WEst</p> <p>Irma Concepcion- Pamurayan, Barayong, Gimaloto WEST</p> <p>Teresita Dave – Basud, Macabog, Pangpang WEst</p> <p>Christopher REllora- Penafancia, Guinlajon, Bulabog West</p> <p>Erlinda Ladimo- Gatbo, Buenavista, Bon-ot, Balogo Sawanga Bacon</p> <p>Agnes Dicen-Manaog- Rawis, Sta. Cruz, Del Rosario, Sto. Domingo, San Juan Bacon</p> <p>Lourdes Belen Almajeda- San Isidro, San Ramon, Jamislagan, San Vicente, Salvacion, Sta. Lucia Bacon</p> <p>Arlet Vereynato- San Roque</p> <p>Roda DEstajo- Cabarbuhan. San Jose, Balete Bacon</p> <p>Carlo Emmanuel Estopace – Sto Nino, Osiao, San Pascual Bacon</p> <p>Medilina Fernando – Carficaran, Bogna, Poblacion Sugod Bacon</p>
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<p>2. For backyard growers:</p> <p>Submit yourself to an interview. Sign the vegetable seed distribution form upon receipt of the seeds requested.</p> <p>For commercial farmers: Submit yourself to an interview. Provide a sketch of the location of your farm and takes note of the schedule for the ocular inspection.</p>	<p>Orients client as to the sowing and management of requested seeds. Provides the seeds and the seeds distribution form. Records and release of seeds</p> <p>Interview's client and sets schedule for the ocular inspection of the farm.</p>	<p>20 minutes</p> <p>20 minutes</p>	
<p>3. Assist the agriculturist during the ocular inspection. Take note of the advice/ instructions on cropping activities and on the schedule to return the City Agriculture office to secure the seeds.</p>	<p>Conduct ocular inspection. Gives advice/instruction on cropping activities and when to return to City Agriculture Office to secure the seeds.</p>		
<p>Proceed to the Office of the City Agriculturist to secure the seeds. Sign the vegetable seed distribution form upon receipt of the seeds requested.</p>	<p>Provides the seeds and the seeds distribution form. Records release of seeds.</p>	<p>10 minutes</p>	

1.7. AVAILMENT OF MUNICIPAL FISHING VESSEL REGISTRATION (BOAT R)

ABOUT THE SERVICE:

The registration of municipal fishing boats three gross tons (3GT) and below has been devolved to municipal/city local government units by virtue of Executive Order 305.

The municipal fishing vessel registration is required annually and renewed every year. Expiration of MFV is every 31st of December.

CLIENT GROUPS: Owners of municipal fishing vessel or their officially designated operators or representatives

REQUIREMENTS:

- Application Form
- A registered Fisherfolk (FishR)
- Barangay Clearance
- Barangay Cedula
- Barangay Certification of Boat ownership
- Picture of the boat and the boat owner

TOTAL PROCESSING TIME:

28 minutes

TOTAL FEES/CHARGES:

Payment of corresponding fees depends upon the boat/engine horsepower or a fixed amount for non-motorized boat

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Actions of CASO	Transaction Time	Responsible Person
1. Client to proceed to the City Agricultural Services Office, request for MFV Registration Application Form and submit requirements.	Receives the requirement, briefs/inform the client about the service and requirements needed and schedule the date, time and place of fishing boat admeasurement	20 minutes	CASO personnel
2. Client pays the computed amount	Issues Official Receipt to client	3 minutes	CASO personnel
3. Received the Registration Certificate and sign the logbook	Prepares, sign and release the Registration Certificate	5 minutes	CASO Personnel ADELINE J. DETERA City Agriculturist MEDILINA E. FERNANDO CGADH I

1.8. AVAILMENT OF AUXILIARY INVOICE

ABOUT THE SERVICE:

An auxiliary invoice is required before fish traders can transport fish and other fishery products from the City.

CLIENT GROUPS:

Fish traders, fisherfolks, trader of fish and other fishery products

REQUIREMENTS:

Business Permit/License

SERVICE SCHEDULES:

Monday to Sunday,
8:00 AM to 5:00 PM

TOTAL PROCESSING TIME:

26 minutes

TOTAL FEES/CHARGES:

Payment of corresponding fees depends upon the product to be shipped out (volume and classification)

PROCESS OF AVAILING THE SERVICE

Steps Involved	Actions of CASO	Transaction Time	Responsible Person
1. Proceed to the Office of the City Agriculturist and request for issuance of auxiliary invoice.	Briefs the client on the service and its requirements.	5 minutes	CASO Personnel
2. Submit yourself to an interview. Provide pertinent data, including classification, volume and destination of marine products to be transported. These will serve as the bases for the amount of payment.	Interview's client. Compute's fee/s to be paid and provide order of payment.	15 minutes	CASO Personnel
3. Pay the computed amount. Secure an official receipt.	Issues official receipt.	3 minutes	CASO Personnel
4. Claim auxiliary invoice and sign logbook.	Releases auxiliary invoice and records release.	3 minutes	Agriculturist Officer of the day.

1.9. AVAILMENT OF SOIL SAMPLES ANALYSIS & FERTILIZER RECOMMENDATIONS

ABOUT THE SERVICE:

Soil analysis thru STK (Soil Testing Kits) is a quick method of evaluating the fertility status of the soil. Results are interpreted and used as a basis in making a recommendation on the right kind and amount of fertilizer for a particular crop and for proper farm nutrient management. If STK is not available, the collected soil samples will be brought to DA for laboratory analysis.

CLIENT GROUPS:

Farmers (lowland and upland)

REQUIREMENTS:

Orientation on proper soil sample collection and preparation
1 kg soil sample (labeled properly)

SERVICE SCHEDULES:

Monday to Friday,
8:00 AM TO 5:00 PM

TOTAL PROCESSING TIME:

5 minutes (travel, queuing and actual conduct of DA regional soil laboratory not included)

TOTAL FEES/CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Actions of CASO	Transaction Time	Responsible Person
1. Proceed to OCA or approach the AEWs to inquire about the service.	Briefs the client on the service and its requirements.	5 minutes	AEWs
2. Submit or bring appropriately labeled soil samples to assigned technician or to the OCA.	If STK is available soil analysis will be conducted. If not, record and submit the samples to DA Region		AEWs

1.10. AVAILMENT OF TILAPIA FINGERLINGS

ABOUT THE SERVICE:

The Office of the City Agriculturist disperses quality tilapia fingerlings to fishpond owners to boost freshwater tilapia production in the locality.

CLIENT GROUPS:

Freshwater/brackishwater fishpond operators/caretakers

REQUIREMENTS:

Letter of request

Client registry of freshwater fishpond for reference purposes

SERVICE SCHEDULES:

Monday to Friday,

8:00 AM to 5:00 PM

TOTAL PROCESSING TIME:

23 minutes (travel and queuing time not included)

TOTAL FEES/CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Actions of OCA	Transaction Time	Responsible Person
1. Submit letter request to the City Agriculture Office.	Briefs the client on the service and its requirements.	10 minutes	AEW/OD
2. Provide the data needed during an interview. Provide a sketch of the location of your fishpond. Take note of the schedule for site inspection.	Sets schedule of site inspection with the client.	5 minutes	AEW/OD
3. Extend the necessary assistance during the site visit.	Conducts site inspection. Inform client when the fingerlings can be obtained. Instructs client to bring the necessary materials for hauling.		City Agriculturist/ Agriculturist for fisheries
4. Follow-up for the availability of fingerlings	Informs clients on schedule of dispersal activity	5 minutes	City Agriculturist /Agriculturist for fisheries.
5. Sign the acknowledgement receipt upon release	Records issuance.	3 minutes	Agriculturist / Officer of the Day

1.11. AVAILMENT OF INCENTIVE OF FISHERFOLKS FOR THE VOLUNTARY TURN-OVER OF ACCIDENTALLY ENTANGLED MARINE TURTLE AND OTHER ENDANGERED SPECIES

ABOUT THE SERVICE:

The City Government of Sorsogon thru the City Agricultural Services Office grants incentive to fisherfolk who voluntarily surrendered accidentally caught endangered species

CLIENTS:

Fisherfolks

REQUIREMENT:

Fisherfolk information

SERVICE SCHEDULE:

Monday to Friday,
8:00 AM to 5:00 PM

TOTAL PROCESSING TIME:

40 minutes (travel and queuing time not included)

TOTAL FEES/CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Actions Of CASO	Transaction Time	Responsible Person
1. Inform CASO about the accidentally caught endangered specie	Interviews & records the name & location of fisherfolk.	10 minutes	AEWs/Officer of the Day
2. Voluntary turn-over the endangered species and sign the necessary documents	Conducts documentation, collect data and facilitate check up on health status, tagging and release		AEWs
	Prepares documents for payment of incentive	30 minutes	

1.12. AVAILMENT OF FISHERFOLK REGISTRATION (FISH R)

ABOUT THE SERVICE:

Based on Sec.19 of RA 8550 as amended by the LGU shall maintain a registry of Municipal fisherfolk, who are fishing, or may desire to fish municipal water for the purpose of determining priorities among them of limiting entry into the municipal water, and of monitoring fishing activities and/ or other related purposes.

Such list or registry shall be updated annually or as may be necessary.

CLIENT GROUPS:

Fisherfolks

REQUIREMENT:

Resident of the Barangay

SERVICE SCHEDULE:

Monday to Friday,
8:00 AM to 5:00 PM

for walk in - as schedule at the barangay

TOTAL PROCESSING TIME:

12 minutes

TOTAL FEES/CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action Of CASO	Transaction Time	Responsible Person
1. Approach CASO Personnel for an interview	Orient the client about the service, interviews the client	10 minutes	CASO Personnel
2. Signing of documents	Signs the document	1 minute	CASO Personnel
3. Photo Documentation	Takes a photo of the client to complete the registry	1 minute	CASO Personnel

1.13. AVAILMENT OF ASSISTANCE IN THE PROCESSING OF CLAIMS OF PHILIPPINE CROP INSURANCE CORPORATION

ABOUT THE SERVICE:

This service of the Office of the City Agriculturist is for farmers and fisherfolks who process their claims with Philippine Crop Insurance Corporation.

CLIENT GROUPS:

Farmers and Fisherfolks

REQUIREMENT:

Inclusion in the list of RSBSA

SERVICE SCHEDULE:

Monday to Friday,
8:00 AM to 5:00 PM

TOTAL PROCESSING TIME:

30 minutes

TOTAL FEES/ CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Actions Of CASO	Transaction Time	Responsible Person
1. Approach AEWs if they are included in the list in the RSBSA,	Orient the client about the service, interviews and validate clients	15 minutes	AEWs
2. Submit yourself for an interview	Interviews the clients, filled out the PCIC form	15 minutes	AEWs
3. Submit the required documents.	Submits / pick up documents by PCIC Personnel assigned in the province		AEWs

1.14. AVAILMENT OF CERTIFICATION

ABOUT THE SERVICE:

The City Agricultural Services Office issue certificate for bonafide farmers, fisherfolk as requested.

CLIENT GROUPS:

Farmers and Fisherfolks,
Private individual

REQUIREMENT:

Farmers, Fisherfolk - none

Private individual - RPT/ Tax Dec, land title

SERVICE SCHEDULE:

Monday to Friday,

8:00 AM to 5:00 PM

TOTAL PROCESSING TIME:

15 minutes (travel and queuing time not included)

TOTAL FEES/ CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Actions Of CASO	Transaction Time	Responsible Person
1. Approach the City Agriculturist Office. Register I the logbook.	Interview's client if included in the master list and Orients about the service	5 minutes	Officer of the Day
2. Be present during the conduct of validation and ocular inspection	Validation and ocular inspection if needed		Assigned AEW in the Barangay
3. Receive the requested certification. Sign the logbook.	Prepares, sign and release the requested certification.	10 minutes	ERLINDA D. DOLENDO Cooperative Development Specialist I ADELINE J. DETERA City Agriculturist

1.15. AVAILMENT OF FRUIT BEARING AND NON-BEARING TREES SEEDLINGS**ABOUT THE SERVICE:**

The City Agricultural Services Office distributes seedlings of Pili, coconut & other forest trees to interested qualified individual.

CLIENT GROUPS:

Farmers, association, students, institutions

REQUIREMENT:

None

SERVICE SCHEDULE:

Monday to Friday,
8:00 AM to 5:00 PM

TOTAL PROCESSING TIME:

20 minutes (travel and queuing time not included)

TOTAL FEES/ CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Actions Of CASO	Transaction Time	Responsible Person
1. Submit letter of Request	Receives and orient the client about the service	10 minutes	CASO personnel
2. Assist the personnel of the City Agriculturist during the site inspection and evaluation/ validation	Conducts site inspection and evaluation/validation		AEW assigned in the barangay
3. Receive the requested seedling	Approves and release the client/s request	10 minutes	ADELINE J. DETERA City Agriculturist

1.16. AVAILMENT OF TRACTOR SERVICE**ABOUT THE SERVICE:**

Free tractor service (Land preparation) for upland areas. The City Government of Sorsogon provides the tractor, operator and fuel to and from the site, while the farmer provides the fuel during operation at the farm.

CLIENT GROUPS:

Individual farmer, group, community, institution

REQUIREMENT:

Letter of Request

SERVICE SCHEDULE:

Monday- Friday,
8:00AM to 5:00 PM

TOTAL PROCESSING TIME:

10 minutes (travel and queuing time not included)

TOTAL FEES and CHARGE:

None

PROCESS OF AVAILING THE SERVICE

Steps Involved	Actions of CASO	Transaction Time	Responsible Person
1. Submit letter request	Orient about the service. If the client agrees to shoulder the fuel during the tractor operation the office will schedule the site inspection	5 minutes	CASO Personnel
2. Assist the personnel of the City Agriculturist during the site inspection and evaluation/ validation	Site inspection/validation of the area. In case the area is not feasible the operation will not push through If the client agrees to shoulder the fuel during the tractor operation, the office will set the schedule		Tractor inspection
	Approves the request for tractor services	5 minutes	ADELINE J. DETERA City Agriculturist Tractor operator
3. Scheduling of the tractor operation	Tractor operation		Tractor Operator

1.17. AVAILMENT OF ON-THE-JOB TRAINING (OJT) AND WORK IMMERSION**ABOUT THE SERVICE:**

The City Agricultural Services Office accommodates students for OJTs/ Work Immersion.

CLIENT GROUPS:

Highschool, Senior High school and College

REQUIREMENT:

Letter Request from the School/Institutions

SERVICE SCHEDULE:

Monday to Friday,
8:00 AM to 5:00 PM

TOTAL PROCESSING TIME:

20 minutes

TOTAL FEES AND CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Actions of CASO	Transaction Time	Responsible person
1. Submit letter of Request and attend the orientation	Receives and orient the client about the service	10 minutes	ADELINE J. DETERA City Agriculturist
2. Report on the dates of scheduled OJT/ Immersion	Supervise the students		ADELINE J. DETERA City Agriculturist and other Staff
3. Issuance of Certificate of Completion	Issues Certificate of Completion	10 minutes	ADELINE J. DETERA City Agriculturist