



City Government of Imus
CITY AGRICULTURAL SERVICES OFFICE

CITIZEN'S CHARTER

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CITY OF
IM AUS
FLAG CAPITAL



MAYOR Emmanuel MALIKSI



@EmmanuelMaliksi



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www.imus.gov.ph

CITIZEN'S CHARTER

CITY AGRICULTURAL SERVICES OFFICE

The office is responsible for the formulation and implementation of agricultural and aqua-cultural programs for farmers, fishermen and local entrepreneurs in the city.

FUNCTIONAL STATEMENT:

The **City Agricultural Services Office** shall:

1. Carry the responsibility in the promotion of growth and development of agricultural sector in the City of Imus;
2. Increase farmers' real income and improve their quality of life through effective agricultural delivery system;
3. Formulate measures for the approval of Sanggunian and provide technical assistance and support the City Mayor, in carrying out said measures to ensure the delivery of basic services and provision of adequate facilities relative agricultural services;
4. Develop plans and strategies upon approval thereof by the City Mayor, implement the same, particularly those with agricultural programs and projects which the city mayor and the Sanggunian is empowered to provide under this Code;
5. Ensure the maximum assistance and access to resources in the production, processing and marketing of agricultural and aqua-cultural and marine products are extended to farmers, fisherfolks and local entrepreneurs;
6. Conduct of cause to be conducted location-specific agricultural researches and assist in making available the appropriate technology arising out of and disseminating information on basic research on crops, preventive and control of plant pests and diseases and other agricultural matters which will maximize productivity;
7. Assist the city mayor, as the case may be, in the establishment and extension of demonstration services of farms or aqua-culture and marines products;



8. Enforce rules and regulations relating to agriculture and aquaculture;
9. Coordinate with government agencies and non-governmental organizations, which promote agricultural productivity through applied technology compatible with environmental integrity;
10. Be in the frontline of delivery of basic agricultural services, particularly those needed for the survival of the inhabitants during and in the aftermath of man-made and natural disasters;
11. Recommend to the Sanggunian and advise the City Mayor, as the case may be, on all other matters related to agriculture and aquaculture which will improve the livelihood and living conditions of the inhabitants; and
12. Exercise such other powers and perform other duties and functions as may be prescribed by law or ordinance.

FRONTLINE SERVICES OFFERED:

- Issuance of Palay Seeds
- Issuance of Vegetable Seeds
- Provide Training Assistance/Establishment of Community/Institutional Gardening
- Provide Soil Analysis
- Issuance of Seedlings
- Provide Farm Equipment Services



FRONTLINE SERVICES PROCEDURE

ISSUANCE OF PALAY SEEDS

WHO MAY AVAIL THE SERVICE:

- All farmers in the City of Imus

REQUIREMENT(S):

- Community Tax Certificate (CEDULA)
- Barangay Clearance
- Duly Accomplished Client Form

FEE(S)/CHARGE(S):

- None

HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT /UNIT		
1	Submit the requirements	Assess the requirements	Dan Kevin P. Mojica; Prescilda Igtiben	2 Minutes
2	Undergo interview with the assigned agricultural technologist	Determine the volume of palay seeds needed, time for planting, and area covered by the farmer	Antonio Costelo; Dan Kevin P. Mojica; Paul John Rodrin; Zenaida De Guzman; Isagani Dimaranan; Jessica Ann Morales	5 Minutes
3	Fill-out the request slip	Approve/ Disapprove the request	Robert R. Marges	2 Minutes
4	Submit the approved request slip and receive the seeds	Receive the request slip and issue the seeds	Sernan Lozada	15 Minutes
Fill out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				24 minutes
END OF TRANSACTION				

ISSUANCE OF VEGETABLE SEEDS

WHO MAY AVAIL THE SERVICE:

- All residents of the City of Imus
- All farmers in the City of Imus

REQUIREMENT(S):

- Request letter (for farmers only)
- Duly Accomplished Client Form

FEE(S)/CHARGE(S):

- None

HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT /UNIT		
1	Submit the requirements	Assess the requirements	Dan Kevin P. Mojica; Prescilda Igtiben	2 minutes
2	Undergo interview with the assigned agricultural technologist	Determine the seeds needed, time for planting, and area covered by the farmer	Paul John Rodrin; Prescilda Igtiben	5 minutes
3	Fill out the request Vegetable Seed Recipient Form	Assist the client in filling out the form	Prescilda D. Igtiben; Paul John C. Rodrin	2 minutes
4	Receive the vegetable seeds	Issue the vegetable seeds		
Fill out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				9 minutes
END OF TRANSACTION				



PROVIDE TRAINING ASSISTANCE/ESTABLISHMENT OF COMMUNITY/INSTITUTIONAL GARDENING

WHO MAY AVAIL THE SERVICE:

- All farmers, homeowners' associations, educational institutions, government organizations and non-government organizations in the City of Imus

REQUIREMENT(S):

- Request letter
- Duly Accomplished Client Form
- Barangay Clearance (for farmers only)

FEE(S)/CHARGE(S):

- None

HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT /UNIT		
1	Submit the requirements	Assess the kind of training needed	Robert R. Marges; Prescilda D. Igtiben	10 minutes
		Schedule the training and provide instructions for the needed preparations		5 minutes
Fill out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				15 minutes
END OF TRANSACTION				

PROVIDE SOIL ANALYSIS

WHO MAY AVAIL THE SERVICE:

- All residents of the City of Imus
- All farmers in the City of Imus



REQUIREMENT(S):

- Duly Accomplished Client Form
- Request letter
- Soil sample (to be personally collected by the Agricultural Technologist)

FEE(S)/CHARGE(S):

- None

HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT /UNIT		
1	Submit the requirements	Assess the requirements	Robert R. Marges; Prescilda Igtiben	5 minutes
		Interview and schedule the client for soil sampling		
2	Assist the assigned agricultural technologist in the barangay for the collection of soil sample for testing and analysis	Collect the sample and record the complete information	Robert R. Marges; Prescilda Igtiben; Antonio Costelo; Dan Kevin P. Mojica; Paul John Rodrin; Zenaida De Guzman; Isagani Dimaranan; Jessica Ann Morales	20 minutes
		Analyze the soil sample, draft the fertilizer recommendation and notify the client on the availability of the result		*
4	Receive the result of soil analysis	Issue Soil Analysis and Fertilizer Recommendation		3 minutes
Fill out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				23 minutes
END OF TRANSACTION				

*May take up days depending on the dryness of the soil sample



ISSUANCE OF SEEDLINGS

WHO MAY AVAIL THE SERVICE:

- All farmers, homeowners' associations, educational institutions, government organizations and non-government organizations in the City of Imus

REQUIREMENT(S):

- Request letter
- Duly Accomplished Client Form

FEE(S)/CHARGE(S):

- None

HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT /UNIT		
1	Submit the requirements	Assess the requirements	Robert Marges; Dan Kevin Mojica; Prescilda D. Igtiben	2 minutes
2	Undergo interview with the assigned agricultural technologist	Interview the client	Robert R. Marges; Isagani B. Dimaranan	5 minutes
		Approve and issue the release slip		
3	Submit the release slip and receive the seeds	Receive the release slip and issue the seedlings	Sernan S. Lozada; Cristina T. Tanjay	20 minutes
Fill out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				27 minutes
END OF TRANSACTION				



PROVIDE FARM EQUIPMENT SERVICES (TRACTOR AND THRESHER)

WHO MAY AVAIL THE SERVICE:

- All farmers in the City of Imus

REQUIREMENT(S):

- Duly Accomplished Application Form

FEE(S)/CHARGE(S):

- Gasoline expense
- Fee for Equipment Operator provided by the office

HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT /UNIT		
1	Submit the accomplished form	Assess the application form and check the availability of tractor or thresher	Robert C. Marges; Prescilda Igtiben; Antonio Costelo, Jr.	5 minutes
2	Undergo interview and receive the approved application form	Interview the client	Robert Marges	5 minutes
		Approve/disapprove the request		
3	Present the approved application form to tractor operator	Receive the approved application form and record the schedule of the use of equipment	Robert Marges; Sernan Lozada	2 minutes
Fill out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				12 minutes
END OF TRANSACTION				



Location: The **City Agriculture Office** is located at the 2nd level of the New City Hall Building.

Mr. Robert R. Marges
OIC City Agriculturist

You can also contact us at:
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Or email us at:
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