

CITY AGRICULTURAL SERVICES OFFICE

EXTERNAL SERVICES



1. ISSUANCE OF PALAY

To provide high quality of *palay* seeds to the farmers for the increase of production and help them to cope with the lowest price of their paddy output.

OFFICE OR DIVISION	City Agricultural Services Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government' G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	All farmers in the City of Imus included in the Masterlist.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly Accomplished Client Form		City Agricultural Services Office		
Request Slip		City Agricultural Services Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements.	1. Assess the requirements.	None	2 minutes	Isagani B. Dimaranan Prescilda D. Igtiben
2. Undergo interview with the assigned Agricultural Technologist.	2. Determine the volume of <i>palay</i> seeds needed time for planting and area covered by the farmer.	None	5 minutes	Isagani B. Dimaranan Antonio F. Costelo Jr. Dan Kevin P. Mojica Paul John C. Rodrin Jessica-An M. Morales Desierin I. Rodrin
3. Submit the approved request slip and receive the seeds.	3. Receive the request slip and issue the seeds.	None	20 minutes	Janette Paula E. Ortiz Sernan S. Lozada
Fill-out Client Satisfaction Rating Form				
TOTAL		None	27 minutes	

*Depends on the program of the Department of Agriculture but mostly the program is free of charge.

2. ISSUANCE OF VEGETABLE SEEDS

To produce quality seeds for the farmers; different schools under the *Gulayan sa Paaralan* Program; Homeowner's Associations, NGO's for Urban Gardening Project; and other stakeholder for food production.

OFFICE OR DIVISION	City Agricultural Services Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government, G2C – Government to Citizen, G2B – Government to Businesses			
WHO MAY AVAIL THE SERVICE	All residents in the City of Imus/Educational Institutions and Homeowners Associations/All farmers In the City of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Client		
Duly Accomplished Client Form		City Agricultural Services Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements.	1. Assess the requirements.	None	2 minutes	Prescilda D. Igtiben Janette Paula E. Ortiz Paul John C. Rodrin
2. Undergo interview with the assigned Agricultural Technologist.	2. the seeds needed time for planting and area covered by the farmer.	None	5 minutes	Prescilda D. Igtiben Janette Paula E. Ortiz Paul John C. Rodrin
3. Fill out the request Vegetable Seed Recipient Form.	3. Assist the client in filling out the form.	None	2 minutes	Prescilda D. Igtiben Janette Paula E. Ortiz Paul John C. Rodrin
4. Receive the vegetable seeds.	4. Issue the Vegetable Seeds.	None	1 minutes	Prescilda D. Igtiben Janette Paula E. Ortiz Paul John C. Rodrin
Fill-out Client Satisfaction Rating Form				
TOTAL		None	10 minutes	

3. PROVIDE TRAINING ASSISTANCE/ESTABLISHMENT OF COMMUNITY/INSTITUTIONAL GARDENING/ORGANIC FARMING

To strengthen the skills and knowledge for establishing the standard of competency; Establishment of Community/ Institutional Garden through Organic Farming and to develop vegetable production through naturally grown practices.

OFFICE OR DIVISION	City Agricultural Services Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government, G2C – Government to Citizen, G2B – Government to Businesses			
WHO MAY AVAIL THE SERVICE	All residents in the City of Imus; All farmers in the City of Imus.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements.	1. Assess the kind of training needed.	None	10 minutes	Robert R. Marges Prescilda D. Igtiben May Ann C. Villa
2. Wait for schedule.	2. Schedule the training and provide instructions for the needed preparations.	None	5 minutes	Robert R. Marges Prescilda D. Igtiben May Ann C. Villa
Fill-out Client Satisfaction Rating Form				
TOTAL		None	15 minutes	

4. PROVIDE SOIL ANALYSIS

To determine the soil nutrient levels and fertilizer recommendations needed for a high yielding produce and best quality of crops.

OFFICE OR DIVISION	City Agricultural Services Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government, G2C – Government to Citizen, G2B – Government to Businesses			
WHO MAY AVAIL THE SERVICE	All residents in the City of Imus; All farmers in the City of Imus.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Client		
Duly Accomplished Client Form		City Agricultural Services Office		
Soil Sample		To be personally collected by the Agricultural Technologist		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements.	1. Assess the requirements; Interview and schedule the client for soil sampling.	None	5 minutes	Robert R. Marges Prescilda D. Igtiben
2. Assist the assigned Agriculturist in the barangay for the collection of soil sample for testing and analysis.	2. Collect the sample and record the complete information; Analyze the soil sample, draft the fertilizer recommendation and notify the client on the availability of the result.	None	20 minutes	Robert R. Marges Prescilda D. Igtiben Janette Paula E. Ortiz Isagani B. Dimaranan Antonio F. Costelo Jr. Dan Kevin P. Mojica Paul John C. Rodrin Jessica-An M. Morales Desierin I. Rodrin May Ann C. Villa
3. Receive the result of soil analysis.	3. Issue Soil Analysis and Fertilizer Recommendation.	None	3 minutes	Prescilda D. Igtiben Janette Paula E. Ortiz
Fill-out Client Satisfaction Rating Form				
TOTAL		None	28 minutes	

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

5. ISSUANCE OF SEEDLINGS

Used for tree planting activities and can provide cooling as shade trees and habitat to various species.

OFFICE OR DIVISION	City Agricultural Services Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government, G2C – Government to Citizen, G2B – Government to Businesses			
WHO MAY AVAIL THE SERVICE	All farmers, homeowners, associations, educational institutions, government organizations and non-government organizations in the City of Imus.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Client		
Duly Accomplished Client Form		City Agricultural Services Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements.	1. Assess the requirements.	None	2 minutes	Robert R. Marges Isagani B. Dimaranan Prescilda D. Igtiben Janette Paula E. Ortiz
2. Undergo interview with the assigned Agricultural Technologist.	2. Interview the client; Approve and issue the release slip.	None	5 minutes	Robert R. Marges Isagani B. Dimaranan Janette Paula E. Ortiz Paul John C. Rodrin
3. Submit the release slip and receive the seedlings.	3. Receive the release slip and issue the seedlings.	None	25 minutes	Janette Paula E. Ortiz Sernan S. Lozada Cristina T. Tanjay
Fill-out Client Satisfaction Rating Form				
TOTAL		None	32 minutes	



6. PROVIDE FARM EQUIPMENT SERVICES (TRACTOR AND THRESHER)

For land preparation of Rice Production as per request of the farmer in City of Imus.

OFFICE OR DIVISION	City Agricultural Services Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government, G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	All farmers in the City of Imus.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished form.	1. Assess the application form and check the availability of tractor or thresher.	None	5 minutes	Robert R. Marges Isagani B. Dimaranan Prescilda D. Igtiben
2. Undergo interview and receive the approved application form.	2.1 Interview the client.	None	5 minutes	Robert R. Marges Isagani B. Dimaranan
	2.2 Approval of the request		2 minutes	
3. Present the approved application form to tractor operator,	3. Receive the approved form and record the schedule of the use of equipment.	None	2 minutes	Robert R. Marges Isagani B. Dimaranan Janette Paula E. Ortiz Sernan S. Lozada
Fill-out Client Satisfaction Rating Form				
TOTAL		None	14 minutes	

7. ACCESS IN FARMERS' INFORMATION TECHNOLOGY SERVICES (FITS) CENTER

Serves as a One-Stop-Information-Shop (OSIS) service facility accessible to the majority of farmers, Entrepreneurs and other clients in City of Imus, Cavite. It provides fast access to information and Technologies in forms appropriate to the client's needs.

OFFICE OR DIVISION	City Agricultural Services Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government, G2C – Government to Citizen, G2B - Government to Businesses			
WHO MAY AVAIL THE SERVICE	All residents in City of Imus, farmers, educational institutions and homeowner's associations.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The farmer's and other clientele must directly proceed to the FITS Center.	1.1 Interview the client on what assistance they need.	None	5 minutes	Robert R. Marges Prescilda D. Igtiben Isagani B. Dimaranan Dan Kevin P. Mojica Jessica-An M. Morales
	1.2 Securing of Information, Education and Communication (IEC) materials (pamphlets, hand-outs, etc.) that could answer to the clientele's need.	None	10 minutes	Prescilda D. Igtiben Jessica-An M. Morales
	1.3 Securing other information/technologies on agricultural related thru internet connections.	None	20 minutes	Prescilda D. Igitben Dan Kevin P. Mojica
	1.4 Video Viewing on Agri-Related.	None	20 minutes	Prescilda D. Igtiben Jessica-An M. Morales
2. Receive IEC Materials needed.	2. Record IEC Materials distributed.	None	3 minutes	Prescilda D. Igtiben Jessica-An M. Morales
Fill-out Client Satisfaction Rating Form				
TOTAL		None	58 minutes	

8. PRICE MONITORING ON BASIC AGRICULTURAL COMMODITY IN PUBLIC MARKET

Conduct price monitoring of prime commodities in the different market in whole City of Imus as part of the mandate of Local Price Coordinating Council of the City Government.

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CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government, G2C – Government to Citizen, G2B - Government to Businesses			
WHO MAY AVAIL THE SERVICE	All residents/consumers in the City of Imus, Cavite.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Conduct price monitoring of basic commodities (Rice, Vegetables, Meat and Fishery and other aquamarine products, egg, sugar, coffee, etc., at City of Imus Public Market and other markets in the City of Imus.	None	1 hour/market	Prescilda D. Igitben Desierin I. Rodrin Dan Kevin P. Mojica May Ann C. Villa
	2. Final recording of prices being monitored using the prescribed form used in the prices monitoring,	None	10 minutes	Prescilda D. Igitben Desierin I. Rodrin Dan Kevin P. Mojica May Ann C. Villa
TOTAL			70 minutes	