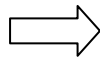


# MUNICIPAL AGRICULTURE OFFICE

Kitcharao, Agusan del Norte

## FRONTLINE SERVICES

### VISION



**An empowered rural communities thriving with a new breed of Farmer entrepreneur who do profitable business out of agriculture.**

### MISSION



**Improved Farmers' Living condition through adoption of technology driven farming system.**

### OBJECTIVES



- 1. Developed a responsive and friendly extension services that cater the needs of local farms**
- 2. Strengthen the extension services through the effective implementation of the Citizen Charter**
- 3. Increase farm family income by 5% annually**

# MUNICIPAL AGRICULTURE OFFICE

## SERVICE STANDARD

### FRONTLINE SERVICE

#### 1. REQUESTING TECHNICAL ASSISTANCE ON CROPS, LIVESTOCK & FISHERIES

##### Schedule of Availability of Service

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

Who may avail of the service: Farmers, fisherfolks Constituents ; employed office concerned and entrepreneur .

**Service requirements: NONE**

**SERVICE FEE : FREE OF CHARGE**

##### STEPS TO AVAIL THE SERVICE

STEPS	MINIMUM TIME CONSUME	RESPONSIBLE PERSON
<b>1.a CROPS</b> ⇒ Conduct interview with the client ⇒ Make the client signed the logbook ⇒ Served the client at the barangay	5 mins. 2 mins. 2 hrs.	Raul M. del Agua-MA Ma. Cecilia Sabanpan-AT Dulcita U. Arena-AT Irenita M. Ayensa-AT
<b>1.b LIVESTOCK</b> ⇒ Conduct interview with the client ⇒ Make the client signed the logbook ⇒ Served the client at the barangay	5 mins. 2 mins. 2 hrs	Ma. Cecilia P. Sabanpan-AT Perlito G. Aruelo-LI
<b>1.c FISHERIES</b> ⇒ Conduct interview with the client ⇒ Make the client signed the logbook ⇒ Served the client at the barangay	5 mins. 2 mins. 2 hrs	Flordela P. Galo-AT

## 2) AVAILMENT OF PALAY / CORN / VEGETABLE / FRUITTRESS / SEEDS AND SEEDLING

This service provides local farmer's to avail quality yet low cost seeds and seedlings to increase production.

### Schedule of Availability of Service

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

### Who will avail the services

- ✦ Farmers
- ✦ Fishermen
- ✦ Women
- ✦ Youth
- ✦ Entrepreneur
- ✦ Officials

**Service requirements : NONE**

**SERVICE FEE : FREE OF CHARGE**

### STEPS TO AVAIL THE SERVICE

STEPS	MINIMUM TIME CONSUME	RESPONSIBLE PERSON
2.a. Clients will fill-up forms	5 mins.	Irenita M. Ayensa-AT Jocelyn Paloma Admin. Aide I
2.b. Collect payment for the 50:50 scheme of Palay seeds but the payment will be given directly to the seeds growers.	2 mins.	
2.c. Municipal Agriculturist will approved the withdrawal	1 min.	Raul M. del Agua-MA
2.d. Palay seeds will be withdrawn at the seed growers and deliver to the clients	8 hrs.	Jocelyn Paloma Admin. Aide I

### 3) AVAILMENT OF LIVESTOCK SERVICES

This services will provide local farmers to avail livestock treatment, artificial insemination, deworming, vaccination & castration. The main purpose is to improve the breeding stock, disease prevention and to provide farmers additional source of income.

**Schedule of Availability of Service**

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

**Who will avail the services**

- ✦ Farmers
- ✦ Fishermen
- ✦ Women
- ✦ Youth
- ✦ Entrepreneur
- ✦ Officials

**Service requirements : NONE**

**SERVICE FEE : FREE OF CHARGE**

**STEPS TO AVAIL THE SERVICE**

STEPS	MINIMUM TIME CONSUME	RESPONSIBLE PERSON
3.a. Interview the client	5 mins.	Ma. Cecilia Sabanpan- AT
3.b. Let the client signed the logbook for records keeping	2 mins.	
3.c. Render the services to the client to the barangay concerned	2 hrs.	Perlito G. Aruelo-LI

#### 4) CAPABILITY DEVELOPMENT SERVICES

This service will give farmers abreast with the latest farming technologies and marketing strategies, extension programs and service, that will improved their skills & gain knowledge toward productivity through training and seminars.

##### Schedule of Availability of Service

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

##### Who will avail the services

- ✦ Farmers
- ✦ Fishermen
- ✦ Women
- ✦ Youth
- ✦ Entrepreneur
- ✦ Officials

Service requirements : NONE

SERVICE FEE : FREE OF CHARGE

##### STEPS TO AVAIL THE SERVICE

STEPS	MINIMUM TIME CONSUME	RESPONSIBLE PERSON
4.a. Cleint will be interviewed on what training they want to avail	5 mins.	Raul M. del Agua-MA
4.b. Clients will signed the logbook for records	2 mins.	Jocelyn Paloma <i>Admin. Aide I</i>
4.c. Clients will be informed with the schedule of training design	2 mins.	Ma. Cecilia Sabanpan- AT
4.d. Approval of the Training	3 mins.	Raul M. del Agua-MA
4.e. Conduct the Training	2 days	MAO Staff

## 5) LIVELIHOOD ASSISTANCE & FUND SOURCING

The office is mandated to assist local farmers organization to develop project proposal for livelihood to source out funds to alleviate them for poverty.

### Schedule of Availability of Service

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

### Who will avail the services?

- ✦ Farmers
- ✦ Fishermen
- ✦ Women
- ✦ Youth
- ✦ Entrepreneur
- ✦ Officials

**Service requirements : NONE**

**SERVICE FEES : FREE OF CHARGE**

### STEPS TO AVAIL THE SERVICE

STEPS	MINIMUM TIME CONSUME	RESPONSIBLE PERSON
5.a. Client will be interviewed on what aspect of livelihood they need	5 mins.	Ma. Cecilia Sabanpan-AT
5.b. Clients will signed the logbook for records	2 mins.	Flordela P. Galo-AT
5.c. Clients will be assisted in the preparation of project proposal	5 days.	Dulcita U. Arena-AT
5.d. Organizational Strengthening		
5.e Approval of Proposal		
5.f.Submission of proposal to the Funding agency		