

2. AGRICULTURE OFFICE

EXTERNAL SERVICES



A. ANTI-RABIES VACCINATION

Rabies being a fatal viral disease that affects both humans and other mammals, prevention must be first in line. Cats and dogs are given vaccine since they are what most humans interact with.

Office or Division:	AGRICULTURE OFFICE			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Cat and dog owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Cat / dog 3 months old and above		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill up the walk-in anti-rabies vaccination signed list	1. Check and verify vaccination list signed.	none	3 minutes	Veterinarian Livestock Inspector Agricultural Extension Worker (Agriculture Office)
	2. Give anti-rabies vaccine to the animal 3. Give brief explanation about the vaccine, its effect and what should be and not be done after the vaccine.	none	10 minutes	Veterinarian (Agriculture Office)
	TOTAL:	none	13 minutes	

B. ISSUANCE OF CERTIFICATION

The MAO Certification is issued to farmers and fisher folks needing this document that states he/she is a bona fide farmer/fisher folk. Certifications are issued to affirm the validity of information.

Office or Division:	AGRICULTURE OFFICE			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Farmers, Fisher Folks			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
RSBSA Stub/Identification card; or Any valid identification card		Municipal Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present RSBSA stub/ identification card to the AEW	1. Verify if the farmer/fisher folk is registered in RSBSA/Master List	none	5 minutes	Agricultural Extension Worker (Agriculture Office)
	2. Type the certification, print two copies.	none	3 minutes	Agricultural Extension Worker (Agriculture Office)
	3. Review and sign the certification.	none	3 minutes	Municipal Agriculturist (Agriculture Office)
	4. Release the requested certification.	none	3 minutes	Agricultural Extension Worker (Agriculture Office)
	TOTAL:	none	14 minutes	

C. RICE SEEDS DISTRIBUTION

The Department of Agriculture as well as the LGU have allocations for free rice seeds. Quantity of bags will be depending on the farmer's land area given that the farmer is included in the Registry System for Basic Sectors in Agriculture (RSBSA).

Office or Division:	AGRICULTURE OFFICE			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Farmers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
RSBSA stub / identification card		Municipal Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Choose wanted kinds of seed from available stocks	1. Verify if the farmer is listed in the RSBSA and give claiming stub the client	none	10 minutes	Agricultural Extension Worker (Agriculture Office)
2. Present the claiming stub at the releasing area	2. Receive claiming stub and release seeds.	none	10 minutes	Agricultural Extension Worker (Agriculture Office)
	TOTAL:	none	20 minutes	

D. VETERINARY HEALTH CERTIFICATE

The veterinary health certificate is issued to animal/s that will be brought to the slaughterhouse or outside the town. This is a proof that the animal healthy and free from contagious diseases.

Office or Division:	AGRICULTURE OFFICE			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Hog raisers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Veterinary health certificate (local) (Original Copy)		Municipal Agriculture Office		
Shipping permit (outside Pulilan) (Original Copy)		Provincial Veterinary Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Schedule appointment with the municipal veterinarian	1. Schedule appointment with the client.	none	5 minutes	Veterinarian (Agriculture Office)
2. On the scheduled appointment, present live animal/s	2. Go to the client's place to inspect the animal/s	none	1 hour	Veterinarian Livestock Inspector (Agriculture Office)
3. After the inspection, pay the corresponding fee.	3. Receive payment and issue OR	P 100.00 (Health Certification Fee)	3 minutes	Revenue Collection Clerk I (Treasury Office)
	4 Type, print, sign and release the Veterinary Health Certificate	none	5 minutes	Veterinarian (Agriculture Office)
	TOTAL:	P 100.00 (Health Certification Fee)	1 hr, 13 minutes	