



OFFICE OF THE PROVINCIAL AGRICULTURIST

CITIZEN'S CHARTER

2021 (1st Edition)



OFFICE OF THE PROVINCIAL
AGRICULTURIST

I. Quality Policy:

The **Provincial Government of Sorsogon** is committed to provide quality, effective and efficient local government structure and services to ensure the satisfaction of, and be responsive to the needs of its constituents and stakeholders in the areas of healthcare, environment and education, agriculture, rural advancement, tourism promotion, social welfare and other administrative services. It shall encompass all the functional areas of the Provincial Government, thereby making Sorsogon and Sorsogonons truly First.

To uphold this commitment, we shall:

- Formulate Quality Objectives on all functional areas aligned with the National Government standards, thrusts and programs;
- Strongly comply with the provisions set forth by RA 7160 and other applicable statutory and regulatory requirements;
- Develop human resources in order for them to achieve their full potentials and ensure their active participation through innovative approaches;
- Uphold client focused and output-oriented services at all levels of the Organization through effective communication, collaboration, and values-laden environment thereby achieving client satisfaction as well as that of other stakeholders.

All employees, including those outsourced processes, are enjoined to know the importance of the Quality Management System and their responsibility to ensure the effectiveness and responsiveness of the Organization to anyone who may ask for our help, assistance and guidance.

The **Provincial Government of Sorsogon** shall demonstrate strong leadership and management in the establishment, implementation and continual improvement of the Quality Management System aligned to ISO 9001:2015 across all levels.



LIST OF SERVICES

Office of the Provincial Agriculturist

External Services

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2. Four Wheel Drive Tractor Service
3. Farm Mechanization Program Assistance
4. Postharvest Facilities Assistance
5. Irrigation Facilities Assistance
6. Provision of Technical Assistance on Crop Protection
7. Assistance for Accreditation & Renewal of Accreditation
by Seed Growers under Seed Production,
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8. Technical Activities Incidental or Necessary under the Rice
Seed Production, Certification and Quality Control
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10. Provision of High Value Crops Planting Materials
11. Technical Assistance Related to Aquaculture Extension,
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12. Technical Assistance to Livestock and Poultry Farmers



**OFFICE OF THE PROVINCIAL
AGRICULTURIST**

OFFICE OF THE PROVINCIAL AGRICULTURIST

External Services



OFFICE OF THE PROVINCIAL
AGRICULTURIST

1. Rice Combine Harvester Service

This service is limited to 5 hectares per farmer.

Office or Division:	Office of the Provincial Agriculturist – Agri-Development Division
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Rice farmers and farmer's group/associations throughout the Province of Sorsogon.
CHECKLIST OF REQUIREMENTS	
<ul style="list-style-type: none"> ✓ Letter request at least 1 week prior to the target date of harvest. Date of harvest, size of rice area and contact number must be indicated in the request. If farmer's group or association names of the members should be indicated 	
WHERE TO SECURE	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	DURATION	PERSON RESPONSIBLE
1. Submit letter request at least 1 week prior to the target date of harvest. Date of harvest, size of rice area and contact number must be indicated in the request. If farmer's group or association names of the members should be indicated	Calendars the date of assessment/validation of the rice area if the harvester is available based on the Schedule of Harvester Utilization.	None	3 minutes	Provincial Agricultural and Biosystems Engineering (PABE) staff or operator in-charge of the Farm Machinery/ Equipment
2. Farmer client must be present during the conduct of site assessment and validation of the rice	Conducts assessment and validation of the area/ rice field based on the	None	1 hour	PABE staff or operator in-charge of the Farm Machinery/ Equipment

area	following criteria: <ul style="list-style-type: none"> • If farmer's group or association, the area of the members should be clustered • Rice area must be accessible/passable for transportation (preferably along the road) and has no problem regarding right of way • Crop is ready for harvest • Field must be dry or has minimum water; if muddy, depth of mud must be one (1) foot only • Preferably, field should be flat and with large partition for easy maneuvering of the rice combine harvester and must be free from obstruction. 			
3.	Informs the client regarding approval/disapproval of request. <ul style="list-style-type: none"> • If approved, schedules the date of harvest 	None	3 minutes	PABE staff or operator in-charge of the Farm Machinery/ Equipment
4. Farmer shall provide diesel (15 liters/ hectare) for the harvester and tractor (for hauling of the harvester from OPAG to their farm), two (2) laborers/workers as baggers, their own empty sacks and	Conduct of harvesting	None	2-3 hours /hectare	Operator in-charge of the Farm Machinery/ Equipment

plastic straw during the harvesting operation				
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2. Four Wheel Drive Tractor Service

This service is limited to 5 hectares per farmer.

Office or Division:	Office of the Provincial Agriculturist – Agri-Development Division
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Farmers and farmer's group/associations throughout the Province of Sorsogon.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ✓ Letter request at least 1 week prior to the target date of tillage. Date of tillage, size of area/rice field and contact number must be indicated in the request. If farmer's group or association, names of the members should be indicated. 	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	DURATION	PERSON RESPONSIBLE
1. Submit letter request at least 1 week prior to the target date of tillage. Date of tillage, size of area/rice field and contact number must be indicated in the request. If farmer's group or association, names of the members should be indicated	Calendars the date of assessment/validation of the rice area if the four wheel drive tractor is available based on the Schedule of four wheel drive tractor.	None	3 minutes	Provincial Agricultural and Biosystems Engineering (PABE) staff or operator in-charge of the Farm Machinery/Equipment
2. Farmer client must be present during the conduct of site assessment and validation of the rice field	Conducts assessment and validation of the area/rice field based on the following criteria: <ul style="list-style-type: none"> • If farmer's group or association, the 	None	1 hour	PABE staff or operator in-charge of the Farm Machinery/ Equipment

	<p>area of the members should be clustered</p> <ul style="list-style-type: none"> • Field must be accessible for transportation and has no problem regarding right of way • Must be cleared from any obstructions like stamps, rocks and concrete post. • For upland: terrain should be up to 30 degrees from horizontal only. <p>For rice field:</p> <ul style="list-style-type: none"> • Area should be flat and with large partition for easy maneuvering of the four wheel drive tractor. • If muddy; depth of mud must be fifteen (15) centimeters only 			
3.	<p>Informs the client regarding approval/disapproval of request.</p> <ul style="list-style-type: none"> • If approved, schedules the date of operation 	None	3 minutes	PABE staff or operator in-charge of the Farm Machinery/ Equipment
4. Farmer shall provide diesel (15-25 liters/hectare) for the tillage and 0.2 - 0.5 liter/kilometer of diesel for hauling from OPAG to their farm (depends on the tractor to be used) and laborer/s if needed.	<p>Conduct of Tilling</p> <p>*OPAg shall provide appropriate implement on the tractor</p>	None	3-4 hours /hectare	Operator in-charge of the Farm Machinery/ Equipment

3. Farm Mechanization Program Assistance

Agricultural and Fisheries Mechanization plays a vital role in sustaining and improving agricultural productivity. Relative to this, appropriate machinery and equipment are needed to improve the land and labor productivity and reduce losses, which will then lead to higher income and competitiveness of the farmers. Aiming to uplift the rice farming industry of Sorsoganon Farmers, the program's ultimate goal is to provide farm machineries to small farmers, farmers associations, and cooperatives.

The Provincial Government of Sorsogon and Department of Agriculture thru its Regional Field Office has a parallel objective - to provide farm machineries to qualified and active Irrigators Associations, Farmers Group/Associations.

What Farm Machineries can be availed:

Equipment	Coverage	Required Service Area
Hand Tractor	All rice producing areas in the Province of Sorsogon Note: Drum seeder can be availed by those practicing direct seeding	*At least 30 hectares for Hand Tractor, 60 hectares and above for 4-Wheel Drive Tractor and other machineries and 100 hectares for Rice Combine harvester.
Floating Tiller		
4-Wheel Drive Tractor		
Rice Thresher		
Rice Reaper		
Seed Cleaner		
Rice Cutter		
Drum Seeder		
Rice Combine Harvester		
Mechanical Rice Transplanter		

* Source: Department of Agriculture

- A shed or garage for the requested machinery is required as the beneficiary's counterpart

Office or Division:	Office of the Provincial Agriculturist – Agri-Development Division	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Irrigators Association, Farmers Group & Cooperatives duly registered with Security Exchange Commission (SEC) or Cooperative Development Authority (CDA).	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
✓ Letter request indicating the type of machinery to be availed, location & service area and the reason for the request		
✓ Letter of Intent addressed to the Department of Agriculture Regional Executive Director	Farmers Association/FCAs	
✓ Photocopy of SEC/CDA registration	Registered FCAs	
✓ Articles of incorporation and constitution & by-laws	Registered FCAs	
✓ Municipal/City/Provincial Agriculturist Endorsement	Municipal/City/Provincial Agriculture Office	

✓ Municipal Agricultural and Fishery Council (MAFC)/Provincial Agricultural and Fishery Council (PAFC) Endorsement	City/Municipal/Provincial Agricultural and Fishery Council
✓ Board Resolution stating its need of the technologies and the capacity to manage the project	Registered FCAs
✓ NIA/CDA/DTI Certificate of Good Standing	NIA/CDA/DTI
✓ Filled-up Project Proposal (with Pro-forma)	OPAg – Prov'l. Agricultural and Biosystems Engineering
✓ List of Members (Separate list of Male and Female)	Registered FCAs
✓ Latest Audited Financial Statement of the Association	Registered FCAs
✓ General Information Sheet (SEC Registered) / Certificate of Compliance (CDA Registered from May 1, 2016 onwards)	SEC Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	DURATION	PERSON RESPONSIBLE
1. Submit letter request indicating the type of machinery to be availed, location & service area and the reason for the request	Orients the client regarding the program. Provides the list of requirements.	None	10 minutes	Farm Machinery Coordinator/ Provincial Agricultural and Biosystems Engineering (PABE) Staff
2. Submits complete requirements	<ul style="list-style-type: none"> • Reviews/assess the submitted documents. • Informs the client if there are lacking documents. • Notifies the client regarding the schedule of Site Validation/ Assessment of Service Area and proposed shed for the machinery 	None	15 minutes	Farm Machinery Coordinator/ PABE Staff
3. Farmer/ representative/s of the requesting association must be present during the site validation to	<ul style="list-style-type: none"> • Conduct site validation of the identified service area and the proposed shed/garage for 	None	1 hour	Farm Machinery Coordinator/ PABE Staff

answer some queries	the machinery. • Interviews the farmer/ representative of the association			
4.	<ul style="list-style-type: none"> • Prepare validation report and request for lacking documents, if there's any. • Head of office reviews the final submitted documents and indorses the request. ➤ Submits the complete requirements, validation report and Indorsement to the DA-RFO 5 (thru courier) 	None	1 hour	Farm Machinery Coordinator/ PABE Staff
5.	Inform/update the client regarding the status of their request		5 minutes	Farm Machinery Coordinator/ PABE Staff

4. Postharvest Facilities Assistance

One of the key strategies of the Provincial Government of Sorsogon and the Department of Agriculture Regional Field Office V (DA-RFO V) is to help farmers in reducing losses thru the Postharvest Mechanization Program. This program includes provision of appropriate drying facilities such as Flat Bed Dryers (FBD), Rice Mill and Constructions of Palay Shed, Multi-Purpose Drying Pavement (MPDP) and Warehouses, granted to Farmers Associations/Groups, Irrigators Associations and Cooperatives within rice production areas.

What Postharvest Facilities can be availed:

Facility	Area of Lot Needed	Required Service Area
Multi-Purpose Drying Pavement (MPDP)	500 sq. m.	60 hectares
Modified MPDP	200 sq.m.	60 hectares
Flat Bed Dryer	200 sq. m.	60 hectares
Palay Shed	54 sq. m.	60 hectares
Rice Processing Center/Rice Mill	1,000 sq.m.	60 hectares
Warehouse	900 sq.m.	60 hectares

Office or Division:	Office of the Provincial Agriculturist – Agri-Development Division
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Irrigators Association, Farmers Group & Cooperatives duly registered with the Securities and Exchange Commission (SEC) or the Cooperative Development Authority (CDA) and must also be capable of maintaining the facility.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
✓ Letter request indicating the type of postharvest facility to be availed, location & service area and the reason for the request.	
✓ Letter of Intent addressed to DA Regional Executive Director or the Provincial Governor	Farmers Association/FCAs
✓ Photocopy of SEC/CDA registration	Registered FCAs
✓ Articles of incorporation and constitution & by-laws	Registered FCAs
✓ MA/PA/CA Endorsement	City/Municipal/Provincial Agriculture Office
✓ MAFC/PAFC Endorsement	City/Municipal/Provincial Agricultural & Fishery Council
✓ Board Resolution stating its need of the facility and the capacity to manage the project	Registered FCAs
✓ NIA/CDA/DTI Certificate of Good Standing	NIA/CDA/DTI Office
✓ Filled-up Project Proposal (with Pro-forma)	OPAg – Prov'l. Agricultural & Biosystems Engineering
✓ List of Members (Separate list of Male and Female)	Registered FCAs
✓ Latest Audited Financial Statement of the Association	Registered FCAs
✓ General Information Sheet (SEC Registered)/Certificate of Compliance (CDA Registered from May 1, 2016 onwards)	SEC Office
✓ Lot documents (Deed of Sale and/or Donation)	Lot Donor

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	DURATION	PERSON RESPONSIBLE
1. Submit letter request indicating the type of postharvest facility to be availed, location & service area and the reason for the request.	<ul style="list-style-type: none"> Orients the client regarding Postharvest Facilities Assistance Provides list of requirements 	None	10 minutes	Postharvest Facility Coordinator/Provincial Agricultural and Biosystems Engineering (PABE) Staff

2. Submits the complete requirements	<ul style="list-style-type: none"> • Reviews/Assess the submitted documents • Informs the client if there are lacking documents • Notifies the client regarding the schedule of validation of proposed site 		15 minutes	Postharvest Facility Coordinator/PABE Staff
3. Farmer/ representative/s of the requesting association must be present during the site validation to answer some queries	Conducts validation of the proposed site and interviews the representative/s of the association	None	1 hour	Postharvest Facility Coordinator/PABE Staff
4.	<ul style="list-style-type: none"> • Prepare validation report • Head of Office reviews the final submitted documents and indorses the request. • Submit the complete requirements, Validation Report and Indorsement to the DA RFO 5 (thru courier) or Governor's Office 	None	45 minutes	Postharvest Facility Coordinator/PABE Staff
5.	Informs/updates the client regarding the status of their request		5 minutes	Postharvest Facility Coordinator/PABE Staff

5. Irrigation Facilities Assistance

The development and rehabilitation of Irrigation Systems is one of the priority programs of the Provincial Government of Sorsogon and the Department of Agriculture which aims to improve the quality of farming industry and have sufficient irrigation water to sustain the needs of the farmers throughout the whole cropping season.

What irrigation facilities can be availed:

Equipment	Coverage Area
Diversion Dam – Rehab or New Construction	<ul style="list-style-type: none"> • Priority will be given to rainfed areas with at least 15 hectares service area for Diversion Dam and SWIP • For SFR at least 10 hectares service area • For Spring Development, STW and PISOS, 3 hectare minimum area, and 0.5 hectare for High Value Crops
Small Water Impounding Project (SWIP) – Rehab or New Construction	
Small Farm Reservoir (SFR)	
Shallow Tube Well (STW)	
Irrigation Canal – Rehab/New Construction/Extension	
Pump Irrigation System for Open Source (PISOS)	
Spring Development	
Solar Powered Irrigation System	

Note: Availability of these SSIPs in PLGU depends on the fund allocation per year to OPAg

- Beneficiaries are required to provide housing, drilling and shall be in-charge with the operation and maintenance for STW and PISOS as their counterpart, while for other facilities, beneficiaries shall be in-charge with the operation and maintenance.

Office or Division:	Office of the Provincial Agriculturist – Agri-Development Division	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen, G2G – Government to Government	
Who may avail:	Individual Farmers, Irrigators Association, Farmers Group & Cooperatives duly registered with Security Exchange Commission (SEC) or Cooperative Development Authority (CDA), Local Government Units (LGU)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
✓ Letter request, indicating the irrigation facility to be availed, location & service area and the reason for the request		
✓ Letter of Intent addressed to Department of Agriculture Regional Executive Director or the Provincial Governor/Provincial Agriculturist		
✓ Photocopy of SEC/CDA registration		
✓ Articles of incorporation and constitution & by-laws		
✓ MA/PA/CA Endorsement	Municipal/City/Provincial Agriculture Office	
✓ MAFC/PAFC Endorsement	Municipal/City/Provincial Agricultural & Fishery Council	

✓ Board Resolution stating its need of the facility and the capacity to manage the project	
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	DURATION	PERSON RESPONSIBLE
1. Submit letter request indicating the irrigation facility to be availed, location & service area and the reason for the request	<ul style="list-style-type: none"> Orients the client regarding Irrigation Facilities Assistance. Provides list of requirements. 	None	10 minutes	Irrigation Facilities Coordinator/ Provincial Agricultural and Biosystems Engineering (PABE) Staff
2. Submits the complete requirements	<ul style="list-style-type: none"> Reviews/Assess the submitted documents Informs the client if there are lacking documents Notifies the client regarding the schedule of validation of proposed site 		15 minutes	Irrigation Facilities Coordinator/ PABE Staff
3. Farmer/ representative/s of the requesting association must be present during the site validation to answer some queries.	Conduct Site Validation of the proposed site and interviews the representative of the association/farmer	None	1 hour	Irrigation Facilities Coordinator/ PABE Staff
4.	<ul style="list-style-type: none"> Prepare validation report Head of Office reviews the final submitted documents and indorses the request. Submit the complete requirements, Validation Report and Indorsement to the DA RFO 5 (thru courier) or Governor's Office 	None	1 hour	Irrigation Facilities Coordinator/ PABE Staff

5.	Inform/update the client regarding the status of their request	None	5 minutes	Irrigation Facilities Coordinator/ PABE Staff
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6. Provision of Technical Assistance on Crop Protection

This is a province wide pests and disease monitoring, surveillance, and information with the aim of controlling and minimizing any outbreak of infestation to crops. Technical assistance and/or recommending appropriate management practice to farmers to minimize losses in rice and other crops is rendered.

Office or Division:	Office of the Provincial Agriculturist – Agri- Development Division		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	All farmers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
✓ Letter request/personal appearance			
✓ Pest and disease damage report from LGUs			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	DURATION	PERSON RESPONSIBLE
1. Visit OPAg or submit letter request	Officer of the day refers clients to concerned Agricultural Extension Worker (AEW)	None	3 minutes	Officer of the day
2. Provide information regarding the Pest Occurrence in their field	<ul style="list-style-type: none"> Attend to queries of client Schedule field visit 	None	15-30 minutes	Assigned AEW in charge per municipality
3. Field ocular inspection with the client requesting assistance	<ul style="list-style-type: none"> Conduct of field ocular inspection Recommend appropriate action 	None	3-4 hours	Assigned AEW in charge per municipality

* The service will depend on the pest and disease situation

7. Assistance for Accreditation & Renewal of Accreditation by Seed Growers under Seed Production, Certification and Quality Control Services

Office or Division:	Office of the Provincial Agriculturist – Agri- Development Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen, G2G – Government to Government			
Who may avail:	Individual farmer, accredited <i>palay</i> seed growers/producers, interested partners such as LGUs and AEWs, farmers' associations and rice cooperatives			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Accreditation of New or Potential Seed Growers:				
✓ Rice Seed Production Area of at least one (1) hectare with sufficient irrigation				
✓ Availability of Farm equipment, facilities				
✓ Attended 5-day training on Rice Seed Production conducted by Bureau of Plant Industry-National Seed Quality Control Services (BPI-NSQCS), Agricultural Training Institute (ATI) and Philippine Rice Research Institute (PhilRice)				
✓ Application Form		Office of the Provincial Agriculturist		
For Renewal of Accreditation				
✓ Rice Seed Production Area of at least one (1) hectare with sufficient irrigation				
✓ Availability of Farm equipment, facilities				
✓ Attended 3-day training on Rice Seed Production conducted by Bureau of Plant Industry-National Seed Quality Control Services (BPI-NSQCS), Agricultural Training Institute (ATI) and Philippine Rice Research Institute (PhilRice)				
✓ Application Form		Office of the Provincial Agriculturist		
CLIENT STEPS	AGENCY ACTIONS	FORMS & FEES TO BE PAID	DURATION	PERSON RESPONSIBLE
1. Walk-in client	Attend query		3-5 minutes	Provincial Seed Coordinator/ Deputized Seed Inspectors
Intention of farmers/group of farmers to become <i>palay</i> seed grower/producer	Technical briefing and orientation	Assessment Form	10 minutes	

2. If the farmer decides to become <i>palay</i> seed grower/producer, guide Seed Inspector during conduct of field validation	<ul style="list-style-type: none"> • Provide application form, schedule farm site validation • Validation of farm site applied for accreditation 	Application Form Validation Form	5 minutes Depends on the area and distance from station	Deputized Seed Inspectors
3. Submit filled up application form with other requirements	<ul style="list-style-type: none"> • Check and review application form and endorse to BPI/NSQCS V for action • Prepare endorsement/transmittal and submit application form to BPI-NSQCS (thru courier) 	P 500 fee for accreditation	15 minutes 1 hour	Deputized Seed Inspectors OPAg through the Rice Program Coordinator and Deputized Seed Inspector assigned in the area
4. Wait for the approval of application by BPI Manila				
5. Receive the certificate being approved as Accredited Seed Grower/Producer	Deliver certification to Accredited Seed Grower/Producer		10 minutes	Deputized Seed Inspectors

8. Technical Activities Incidental or Necessary under the Rice Seed Production, Certification and Quality Control Services such as but not limited to the following:

1. Field Validation
2. Preliminary seed inspection
3. Final field inspection
4. Seed sampling
5. Submission of seed sample to BPI-NSQCS V
6. Seed tagging
7. Other technical assistance as requested

Office or Division:	Office of the Provincial Agriculturist – Agri- Development Division
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen, G2G – Government to Government
Who may avail:	Accredited Seed Growers
CHECKLIST OF REQUIREMENTS	
✓ Proposed planting calendar	WHERE TO SECURE

CLIENT STEPS	AGENCY ACTIONS	FORMS & FEES TO BE PAID	DURATION	PERSON RESPONSIBLE
<p>1. Prepare and submit planting calendar before the cropping period</p>	<p>Receive the planting calendar The conduct of the following activities will be based on the planting calendar submitted:</p> <ul style="list-style-type: none"> • Field Validation • Preliminary Field Inspection • Final Field Inspection • Field Monitoring • Seed Sampling • Submission of Seed Samples for Laboratory Analysis • Seed Tagging • Other technical assistance requested (such as availability of seeds) 	<p>Planting calendar</p> <p>Prelim: - ₱135/hectare (up to 4 ha; additional hectare not more than 19 has – ₱65/ha</p> <p>Final: - ₱ 65/ hectare (up to 4 ha; additional hectare not more than 19 has.- ₱ 35/ha</p> <p>Complete test for sample intended for certification -₱130/ sample</p> <p>-₱ 1.80/tag</p>	<p>3-5 minutes</p>	<p>Rice Program Coordinator and Provincial Seed Coordinator/Deputized Seed Inspectors</p>

9. Technical Assistance to Cash Crops/High Value Crops and Coconut Farmers

This includes consultation or farm advisory on cultural management practices and postharvest management of high value crops, provide information on market linkage, assistance to farmers' organizations, capacity-building support and credit linkage.

Office or Division:	Office of the Provincial Agriculturist – Agri-Development Division
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen, G2G – Government to Government
Who may avail:	Individual farmer, farmers groups (rural-based organizations, associations, cooperatives), schools, civic organizations, LGUs
CHECKLIST OF REQUIREMENTS	
✓ Letter Request or Client Request Form	Agri-Development Section – High Value Crops/Cash Crop/Coconut Section (For Client Request Form)
WHERE TO SECURE	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	DURATION	PERSON RESPONSIBLE
1. Present the letter of request or Client Request Form and provide other relevant information on technical assistance being requested	<ul style="list-style-type: none"> Attend to queries of client Give recommendation Schedules the conduct of technical assistance, if needed 	None	10-30 minutes	High Value Crops/Cash Crop/Coconut Staff
2. Client must be present during the conduct of technical assistance	Provision of the requested technical assistance: <ul style="list-style-type: none"> Conducts field visit Assess field situation Provide technical assistance 	None	1 hour (may depend on the request of the client)	High Value Crops/Cash Crop/Coconut Staff

10. Provision of High Value Crops Planting Materials

Office or Division:	Office of the Provincial Agriculturist – Agri-Development Division
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen, G2G – Government to Government
Who may avail:	Individual farmers/coconut farmers, farmers associations/groups, households, schools, LGUs
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
✓ Client Request Form (for walk-in and field clients)	Agri-Development Section – High Value Crops/Cash Crop/Coconut Section
✓ Letter Request (for bulk request)	
✓ Letter of Endorsement from the City/Municipal Agriculture Office (for fruit bearing trees)	City/Municipal Agriculture Office (MAO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	DURATION	PERSON RESPONSIBLE
1. Provide information of the request or present letter request for planting materials	<ul style="list-style-type: none"> Attend to queries Schedules site validation 	None	5-10 minutes	High Value Crops/Cash Crop/Coconut Staff
2. Guide the technical staff during site validation	Conduct site validation (for large scale production or vegetable gardens above 50 square meters)	None	1-2 hours	High Value Crops/Cash Crop/Coconut Staff
3. Sign liquidation form and fill-up Client Feedback Form	Provision of planting materials	None	5 minutes	High Value Crops/Cash Crop/Coconut Staff
	Monitors the status of production site (depends on the accessibility and distance of the farm)	None	1-5 hours	High Value Crops/Cash Crop/Coconut Staff

11. Technical Assistance Related to Aquaculture Extension, Coastal Resource Management and Postharvest Matters

Its primary objective is to enable the fisheries sector to optimize its capacity for food security by implementing programs, activities, and projects for fishery socio-economic and sustainable resource development. The provisions of materials are coupled with fund support from the Provincial Government of Sorsogon, Bureau of Fisheries and Aquatic Resources and other National Agencies and Institutions.

The Aquaculture Services shall be responsible in providing technical assistance to fishpond operators, fish cages/pens operators, oyster/green mussel and seaweed farmers as direct client of the program. Other supports like provisions of trainings, farm inputs, monitoring and evaluation shall be made by the technical staff under Aquaculture Section. Other clients include LGUs, SUCs and National Agencies and Civic/ fisherfolk organization/ cooperative who may avail the services in collaborative schemes.

Coastal Resource Management Services shall be responsible upon request made by LGUs in the conduct of underwater assessment and monitoring of the existing fish sanctuaries and marine reserves, seaborne patrol/surveillance, market denial/ fish examinations, conduct of information education campaign (IEC), participation to coastal clean-up and mangrove reforestation. Other supports that may be provided will include conduct of law enforcement trainings and participation to meetings relevant to fishery regulatory. Clients to serve include the Local Government Units, Fisheries Resource Management Council, Civic/Fisherfolk Organizations, Private Sector, SUCs and other concerned sector, groups and or individuals.

Post- Harvest Services shall monitor and improve post-harvest technologies applicable to specific areas through adoptions of mature technologies and project proposals for funding. Supports to be provided shall not be limited to trainings and provision of fish processing facilities and marketing aspect. Clients who can avail the services are fisherfolk, women, civic organizations/cooperatives, private sector and other interested parties/ individuals

Office or Division:	Office of the Provincial Agriculturist – Fisheries Division	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen, G2G – Government to Government	
Who may avail:	All interested/qualified applicant like fisherfolk, MLGUs and, NGAs and private sector	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Aquaculture Services:		
✓ Letter request addressed to the Governor, thru the Provincial Agriculturist or Personal Appearance		
✓ Client's Request Form	Office of the Provincial Agriculturist-Fisheries Division	
✓ Affidavit of Undertakings/ Memorandum of Agreement	Office of the Provincial Agriculturist-Fisheries Division	

For Coastal Resource Management Services	
✓ Letter request addressed to the Governor, thru the Provincial Agriculturist or Personal Appearance	
✓ Client's Request Form	Office of the Provincial Agriculturist-Fisheries Division
✓ Affidavit of Undertakings/ Memorandum of Undertakings	Office of the Provincial Agriculturist-Fisheries Division
For Post-Harvest Services	
✓ Letter request addressed to the Governor, thru the Provincial Agriculturist or Personal Appearance	
✓ Client's Request Form	Office of the Provincial Agriculturist-Fisheries Division
✓ Affidavit of Undertakings/ Memorandum of Agreement	Office of the Provincial Agriculturist-Fisheries Division

a. Request for Aquaculture Services

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	DURATION	PERSON RESPONSIBLE
1. Visit OPAg and state in the visitor's logbook the purpose of visit Or Clients Accomplish and submits the Client's Request Form (CRF)	Attend client's queries On-field personnel received Accomplished CRF and submit it the Chief of the Fisheries Division for action and schedule	None	3 minutes 1 day	Fisheries Division Personnel On-Field Technical Personnel
2. Provide relevant information as to the nature of request/query	Attend to queries of client/Conducts initial interview to assess the nature of requests/ needs of the client Schedule the conduct of on-site technical assistance if needed	None	30 minutes	Fisheries Technologists

3. Client must be present during the conduct of on-site technical assistance	Provide technical assistance not limited to: <ul style="list-style-type: none"> • Conduct of ocular inspection, monitoring and evaluation of the site, testing water and soil parameters and provide results and recommendation thereafter; • Conduct of trainings and information education campaign (IEC) on fish culture and production technologies 	None	1-2 Days	Fisheries Division
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b. Request for Coastal Resource Management Services

Office or Division:	Office of the Provincial Agriculturist – Fisheries Division			
Classification :	Complex			
Type of Transaction:	G2C – Government to Citizen, G2G – Government to Government			
Who may avail:	Various line agencies, Civic Organizations, FARMCs, Fisherfolk & Private Sector			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
✓ Communication address to Governor thru the Provincial Agriculturist		Office of the Provincial Agriculturist		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	DURATION	PERSON RESPONSIBLE
1. Visit OPAg and state in the visitor's logbook the purpose of the visit, and Or, Clients accomplish and submits Client's Request Form	Assist the client On-Field Personnel receives accomplished CRF and submit it to the Chief of the Fisheries Division for action and schedule	None	3 Minutes	OPAg- Acting Provincial Agriculturist & Head of the Fisheries Division
2. Provide relevant information as to the nature of request/query	✓ Attend to the queries of clients; ✓ Conduct initial interview to assess the nature of client's need; ✓ Set schedule for the conduct of on-site	None	30 Minutes	Fisheries Personnel

	technical assistance if needed			
3. Client must be present during the conduct of on-site technical assistance	Provide technical assistance not limited to: Fishery Regulatory ✓ Conduct of seaborne patrol operation and market inspection ✓ Scientific fish examination ✓ Training on fishery law enforcement and IEC on Environmental Conservation and Protection ✓ Conduct of resource ecological assessment and underwater documentation ✓ CRM training and assistance in the formulation of special ordinances on the protection and rehabilitation of marine protected areas, regulating capture fisheries resources and mesh size in accordance with fishery laws and regulations ✓ Supports to other CRM related activities like coastal clean-up and mangrove reforestation	None	1-5 days	Fisheries division

c. Request for Post- Harvest Services

Office or Division:	Office of the Provincial Agriculturist-Fisheries Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Fisherfolk, Women, CSO/Cooperative			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> ✓ Communication addressed to the Governor thru the Provincial Agriculturist ✓ Client's Request Form 			Office of the Provincial Agriculturist-Fisheries Division	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	DURATION	PERSON RESPONSIBLE
1. Visit OPAG and state in the visitor's purpose of visit	<ul style="list-style-type: none"> ✓ Attend to the Clients' Query 	None	3 Minutes	Fisheries Personnel
2. Provide relevant information as to the nature of request/query	<ul style="list-style-type: none"> ✓ Attend to the queries of clients; ✓ Conducts initial interview to assess the nature of request/needs of the clients; ✓ Set schedules the conduct of technical assistance if needed 	None	30 Minutes	Fisheries Personnel Assigned
3. Client must be present during the conduct of technical assistance	<ul style="list-style-type: none"> ✓ Facilitate the conduct of scheduled trainings on Fish Processing, Post-Harvest practices and facility inspections and other relevant activities 	None	1-3 days	Fisheries Personnel Assigned

12. Technical Assistance to Livestock and Poultry Farmers

This includes consultation, technical services like vitamins and mineral supplementation, artificial insemination (AI), castration, livestock deworming, pregnancy diagnosis (PD) and other support services to sustain and improve the livestock production and management of Sorsogon farmers.

Office or Division:	Office of the Provincial Agriculturist – Agri-Development Division
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Individual farmers, livestock and poultry growers, farmers association/organization or groups
CHECKLIST OF REQUIREMENTS	
✓ Letter request	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	DURATION	PERSON RESPONSIBLE
1. Present letter request. Provide information as to the nature of service needed	<ul style="list-style-type: none"> Provides orientation regarding livestock and poultry related services Attends to queries of the client Interviews and records relevant information 	None	15 minutes	Livestock and Poultry personnel
2.	<ul style="list-style-type: none"> Schedules field visit if needed Biologics & supplies needed must be provided as counterpart by the client 	None	5 minutes	Livestock and Poultry personnel
3. Client must be present during the conduct of technical assistance	<ul style="list-style-type: none"> Provision of technical assistance/ requested services 	None	1 hour	Livestock and Poultry personnel

Office	Address	Contact Information
OFFICE OF THE PROVINCIAL AGRICULTURIST	2 nd Floor, Capitol Building, Capitol Compound, Brgy. Burabod, Sorsogon City	