



**Agricultural Services
Office of the City Agriculturist**



1. Issuance of a Certification for Land Conversion

The City Government of Laoag through the Office of the City Agriculturist issues certification for land conversion. Prior to its issuance, it is mandatory for the Agricultural Technologist to do ocular inspection of the area to determine the soil classification, characteristics, size, boundaries and to determine whether the lot is productive or non-productive.

Office or Division:		Office of the City Agriculturist		
Classification:		Simple		
Type of Transactions:		G2C – Government to Citizen		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ➤ Letter request ➤ Land title ➤ Tax Declaration ➤ Location Map ➤ Documentary Stamp 		Registry of Deeds Office of the City Assessor Office of the City Assessor BIR/Office of the City Treasurer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter-request and requirements for the issuance of certification	1. Verify and assess the required documents for conversion.	None	10 minutes	Officer of the Day or Agricultural Technologist (AT) assigned in the barangay
2. Pay the required fee at the Office of the City Treasurer	2. Accepts payment and issue Official Receipt	300.00	2 minutes	Revenue Collection Clerk, CTO
3. Present Official Receipt	3. Checks the Official Receipt	None	30 seconds	Officer of the Day or Agricultural Technologist (AT)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Assist the AT in the conduct of ocular inspection	4. Conduct ocular inspection of the status of the lot for conversion and submit report to the City Agriculturist for her signature	None	1-7 days	Agricultural Technologist assigned in the barangay
5. Receive Certification for Land Conversion	5. Issue Certification for Land Conversion to the client	None	10-15 minutes	Officer of the Day/ Agricultural Technologist assigned in the barangay
TOTAL:			1-7 days and 27 minutes 30 seconds	

2. Provision of Technical/Extension Services

To increase the yield of rice, corn, high value crops and fisheries by 10% in order to create an atmosphere of sustainable agriculture through the support of the City Government of Laoag.

2.1 Registration of Motorized Banca

Office or Division:	Office of the City Agriculturist
Classification:	Simple
Type of Transactions:	G2C – Government to Citizen
Who may avail:	Owners of Motorized Banca
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ➤ Application form ➤ Barangay Clearance ➤ Community Tax Certificate 	Office of the City Agriculturist Barangay Chairman Office of the City Treasurer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out the registration application form and submit the requirements for the registration of motorized banca.	1. Verify and assess the documents for registration of motorized banca	None	10 minutes	Fishery Task Force or Agricultural Technologist assigned in the barangay
Pay Registration fee	2. Accepts payment and issue Official Receipt	300.00 (New) 200.00 (Renewal)	5 minutes	Agricultural Technologist/Collector Designate
Present Official Receipt	3. Checks the Official Receipt 3.1 Recommend Permit to Operate with Certificate No. of motorized banca with owner's name for the City Mayor's approval 3.2 Furnish list of registered motorized banca with permit to the Brgy. Captain	None	30 seconds 10 minutes	Agricultural Technologist Agricultural Technologist
TOTAL:			25 minutes 30 seconds	



2.2 Composting Using Trichoderma

Office or Division:		Office of the City Agriculturist		
Classification:		Simple		
Type of Transactions:		G2C – Government to Citizen		
Who may avail:		Farmers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ➤ Letter request ➤ Availability of site, composting materials 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Signify interest to conduct composting using Trichoderma and prepare composting materials/area	1. Conduct briefing and technical demonstration on how to prepare the compost.	None	Half day – 1 day	Laboratory Personnel and Agricultural Technologist assigned in the barangay
2. Maintain the compost and harvest it after one month and sustain the production of compost	2. Monitor the harvesting of compost	None	Half day – 1 day	Agricultural Technologist assigned in the barangay
3. Utilize the harvested compost	3. Monitor the effect of the compost utilization	None	Half day – 1 day	Agricultural Technologist assigned in the barangay
TOTAL:			1 – 4 days	



2.3 Integrated Pest Management

Office or Division:		Office of the City Agriculturist		
Classification:		Simple		
Type of Transactions:		G2C – Government to Citizen		
Who may avail:		Farmers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ➤ Written or verbal report stating therein the location of crops planted, stage of crop and area 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verify, inspect and assess pest infestation and extent of damage and inform the AT assigned in the barangay	1. Survey the presence of pest infestation in their respective barangay coverage and submit report to the Pest Surveillance Officer (PSO) and City Agriculturist	None	1 – 3 days	Agricultural Technologist assigned in the barangay and Pest Surveillance Officer
	1.1 Recommend control and preventive measures to the clients	None	1 day	Pest Surveillance Officer
2. Implement the recommended control and preventive measures	2. Supervise and monitor the implementation of the recommended control and preventive measures	None	1 – 7 days	Agricultural Technologist assigned in the barangay and Pest Surveillance Officer
TOTAL:				



2.4 Farmer/Fisherman Classes

The City Government of Laoag recognizes the need for capability building of its major clientele, the farmer, the fishermen, homemakers and youths to effectively carry out its various programs. The City Government through the Office of the City Agriculturist is providing trainings and classes that are tailored to the needs of its clients like crop production and protection, cooperative development, farm plan and budgeting, soil analysis, seed certification and composting.

Office or Division:		Office of the City Agriculturist		
Classification:		Simple		
Type of Transactions:		G2C – Government to Citizen		
Who may avail:		Farmers, Fishermen, Homemakers and Rural Youth Organization		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
➤ Letter request				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Disseminate information on the schedule of training	1. Prepare training modules and sends a letter of invitation to the target participants 1.1 Notifies and distributes letter of invitations to qualified participants	None	5 minutes 8 hours	Agricultural Technologist assigned in the barangay and Pest Surveillance Officer All Agricultural Technologist
2. Confirm the attendance	2. Conduct the farmers/fishermen classes/training in the barangay	None	8 hours	Agricultural Technologist assigned in the barangay and Pest Surveillance Officer
TOTAL:			16 hours 5 minutes	



2.5 Provision of Livelihood Assistance

One of the important components in improving the agricultural industry is the provision of livelihood assistance. The City Government of Laoag loans out piglets with the purpose of helping the barangay folks for additional income.

Office or Division:		Office of the City Agriculturist		
Classification:		Simple		
Type of Transactions:		G2C – Government to Citizen		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
➤ Letter request noted by the Barangay Captain		Barangay Chairman		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter to the City Mayor's office intention to avail the pig dispersal of the city	1. Conduct ocular inspection/ validation through home visit of applicant if qualified for the pig dispersal 1.1 Assist in the conduct of orientation and briefing of recipients and ensure that clients shall apply for the PCIC insurance of the livestock dispersed	None	1 day 1 day	AT assigned in the Barangay Breeding Station Manager Designate and Assistant Breeding Station Designate/ Breeding Personnel / AT assigned in the barangay
2. Ensure that the distributed livestock is properly cared and free from sickness and disease	2. Conduct monitoring of the distributed livestock to ensure health care and management of these stocks	None	1 day	AT assigned in the barangay
TOTAL:			3 days	