



OFFICE OF THE MUNICIPAL AGRICULTURAL SERVICES

Frontline Services



Service 1. Registration of Farmers

Creation of database/master-list of farmers, and farm laborers and provide basic data for use in development planning on agriculture

Office or Division:	Office of the Municipal Agricultural Services		
Classification:	Simple		
Type of Transaction:	G2C - Government to Citizen		
Who may avail:	Farmers and farm laborers of legal age		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. RSBSA Forms		OMAS	
2. Proof of Ownership		Registry of Deeds, Municipal Assessor's Office	
3. Barangay Certification		Barangay where he/she Resides	
4. Xerox Copy of Government Issued I.D.		Document Owner (i.e. DFA, LTO, PRC, IBP, GSIS, SSS, PhilPost, PAGIBIG, COMELEC, NBI, AFP, PNP, PSA, Philhealth, and Office of the Barangay Captain)	
5. 2x2 I.D. Picture		Farmer Client	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign into OMAS Logbook	Assist client	none	1 minute	OMAS Personnel
3. Submit Accomplished Registry System for Basic Sector in Agriculture (RSBSA) Form with Attach required documents	Check requirements, review the forms for signature of MA for transmittal to DA RFO 6	none	3 minutes	OMAS Personnel
	End of transaction		4 minutes	

Service 2. Provision of Subsidized Palay Seeds

To intensify implementation of high yielding technology adaption thru provision of hybrid palay seeds to increase rice production



Office or Division:	Office of the Municipal Agricultural Services
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Master-listed Farmers and Members of Farmers' Association
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Confirmation of Masterlisted Farmer, RSBSA Registered and Bonafide Member of the Farmers' Association	OMAS

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in to OMAS Client Visitors' Logbook	Assist client	none	1 minute	AT Assigned/OMAS Personnel
2. Verify names on OMAS Masterlist as to qualification to avail the input	Assist client	none	3 minutes	AT Assigned/OMAS Personnel
2. Payment at MTO	Issue payment slip and received Official receipt	50% of the bidded price purchased by the LGU	5 minutes	AT Assigned/OMAS Personnel Assigned
5. Received of Certified Seeds	Record Name of Farmer in the Master-list and O.R. No. and Release input	none	2 minutes	AT Assigned/OMAS Personnel Assigned
	End of transaction		11 minutes	

Service 3. Corn Seeds Assistance

Provision of corn seeds encourage to increase corn production within the municipality



Office or Division:	Office of the Municipal Agricultural Services
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Farmers of legal age and interested to venture in corn production
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Confirmation of Master-listed Farmers	OMAS

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign into OMAS Client Visitors Logbook	Assist client	none	1minutes	Assigned/OMAS Personnel Assigned
2. Sign to Farmers Master-list as Actual Beneficiary	Assist client filling up of Corn Masterlist for signature	none	3 minutes	Assigned/OMAS Personnel Assigned
3.Payment at MTO	Issue payment slip and received Official receipt	25% of the bided price purchased by the LGU	5 minutes	AT Assigned/OMAS Personnel Assigned
3. Received Corn Seeds	Release Corn Seeds		2 Minutes	Assigned/OMAS Personnel Assigned
End of transaction			12 minutes	

Service 4. Assorted Vegetable Seeds Assistance

Encourage residence in backyard gardening.



Office or Division:	Office of the Municipal Agricultural Services
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Farmers RSBSA Masterlisted and interested to venture in Assorted 'Vegetable production
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Confirmation of Master-listed Farmers	OMAS

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign into OMAS Client Visitors Logbook	Assist client	none	1 minutes	AT Assigned
2. Sign to Farmers Master-list as Actual Beneficiary	Assist client in the signing of masterlist upon after verification of qualification	none	3 minutes	AT Assigned
3. Received Vegetable Seeds	Release Vegetable Seeds		3 Minutes	AT Assigned
	End of transaction		7minutes	



Service 5. Provision of Subsidized Organic Fertilizer

Encourage farmers to practice organic farming.

Office or Division:	Office of the Municipal Agricultural Services
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	RSBSA masterlisted Farmers of legal age practice organic farming
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Confirmation of Master-listed Farmers	OMAS

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign into OMAS Client Visitors Logbook	Assist client	none	1 minutes	AT Assigned
3. Payment to MTO	Issuance of slip for payment	Amount per Bag is Based to the Bidded Price as per Purchase d by LGU	5 Minutes	Collecting Office, MTO
4. Received Organic Fertilizer	Release Organic Fertilizer		2 minutes	AT Assigned
End of transaction			8 minutes	

Service 6. Rabies Vaccination

Continuous campaign for rabies vaccination to regain the status as rabies-free municipality.



Office or Division:	Office of the Municipal Agricultural Services
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Responsible pet owners of the municipality
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Official Receipt as proof of payment for registration/vaccination	OMAS

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign into OMAS Client Visitors Logbook	Assist Client	none	1minutes	AT Assigned
2. Payment to MTO	Issuance of payment slip	50 pesos per dog	5 minutes	MTO
3. Dog Owners submit their dogs for vaccination (For walk-in)	Record and vaccinate the dog	none	2Minutes	AT Assigned
4. Massive Dog Vaccination at the Barangay Level as per Liga Resolution NO.	Record and Vaccinate dogs	none	1 day	All AT's
	End transaction of		1 days and 10 minutes	

Service 7. Fruits and Forest Trees Distribution

Encourage residence to plat fruits and forest trees in the vacant areas.



Office or Division:	Office of the Municipal Agricultural Services
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Residents of the Municipality
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Certificate of residency from the Punong Barangay	Barangay

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign into OMAS Clients/Visitors Logbook and present Proof of Residency	Assist client	none	5 minutes	AT Assigned
2. Inquire for the Availability of Planting Materials	Assist Client	none	5 minutes	AT Assigned
3. Sign in to Plant Nursery Log Book	Assist Client	none	5 Minutes	AT Assigned
4. Avail/ Pick-up Available Planting Materials	Release Plating Materials	None	10 Minutes	AT/Nursery Aide
End of transaction			25 minutes	



Service 8. E-Technical Assistance to Farmers Thru Farmers Information Technology Service Center (FITS)

Provide updated information on the recent farming technology.

Office or Division:	Office of the Municipal Agricultural Services
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Master-listed Farmers
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Confirmation from OMAS that He/She is a Master-listed Farmer	OMAS

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign into OMAS Client Logbook	Assist client	none	3 minutes	FITS Technology Assistant
2. Inquire services He/She wanted to avail	Assist client	none	5 minutes	FITS Technology Assistant
3. Avail FITS Services at OMAS	Assist Client	none	2 hours	FITS Technology Assistant
4. Logout to OMAS Client Log Book	Assist Client	none	3 minutes	FITS Technology Assistant
End of transaction			2 hours and 11 minutes	

Service 9. Capacitate Farmers and Fisherfolks Association

To ensure better response of the farmers and fisherfolks towards government programs and projects, the need to capacitate is indeed necessary



Office or Division:	Office of the Municipal Agricultural Services
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Registered Farmers and Fisherfolks Association
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Verbal/ Written Request	Concern Association
2. Registration of Association	DOLE, CDA, SEC

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign into OMAS Client/Visitors Logbook	Assist client	none	5 minutes	AT Assigned/ Institutional Development Coordinator
2. Request Assistance for Association-Related Activities	Assist client	none	5 minutes	AT Assigned/Institutional Development Coordinator
3. Wait Approval of LCE and Office Head	Waiting for LCE Action		1 day	AT Assigned/Institutional Development Coordinator
4. Receive services needed and provide manpower and logistical support if available	Acted of the Request per approval of LCE		3 days	AT Assigned/Institutional Development Coordinator
End of transaction			4 days and 10 minutes	