

Municipal Agriculture Office
(External)

1. Registry System for Basic Sector in Agriculture (RSBSA) Enrollment

RA-8435 and RA-11203 mandates the Department of Agriculture (DA) to facilitate registration or enrollment of all farmers, farmworkers and fisherfolks in the Registry System for Basic Sector in Agriculture (RSBSA) for them to be eligible in availing various programs from DA

Office / Division:	AGRICULTURE OFFICE			
Classification:	Simple			
Type of Transaction:	G2C-Clients is the transacting public			
Who may avail:	All Farmers', Farmworker and Fisherfolk of Polangui, Albay			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Farmers: Any Proof of Land Ownership (Photocopy) Tax Declaration (Photocopy) Barangay Certification 1 piece 2x2 picture 1 valid Identification (ID) Photocopy Filled-up Request Form		Farmers' Copy Owners' Copy or Assessors Office Barangay Hall where the farm is located Farmers' Copy Farmers' Copy Municipal Agriculture Office, Officer of the day or AEW-in-charge		
For Farmworkers: Barangay Certification 1 piece 2x2 picture 1 valid Identification (ID) Photocopy Filled-up Request Form		Barangay Hall where the farmworker is residing Farmers' Copy Farmers' Copy Municipal Agriculture Office, Officer of the day or AEW-in-charge		
Fisherfolks: Barangay Certification 1 piece 2x2 picture 1 valid Identification (ID) Photocopy Filled-up Request Form		Barangay Hall where the farmworker is residing Farmers' Copy Farmers' Copy Municipal Agriculture Office, Officer of the day or Agriculture Extension Worker-in-charge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Secure and filled-up request form for Registry System for Basic Sector in Agriculture enrollment	1. Provide and assist in filling up request form for RSBSA enrollment	None	5 minutes	<i>Agriculture Extension Worker Concerned/DA Staff - Municipal Agriculture Office</i>
2. Present/Submit the Required Documents	2. Receive, Verify & review the completeness of documents presented	None	5 minutes	<i>Agriculture Extension Worker Concerned/DA Staff - Municipal Agriculture Office</i>
3. Receive documents and let the Barangay Captain where the farmer resides certify and affix signature in the accomplished Registry System for Basic Sector in Agriculture enrollment form	3. Return the documents and advise to have it signed by their brgy. Captain.	None	3 minutes	<i>Agriculture Extension Worker Concerned/DA Staff - Municipal Agriculture Office</i>
4. Submit duly accomplished Registry System for Basic Sector in Agriculture Enrollment Form together with the complete documents	4. DA receive the documents and process RSBSA Enrollment, Assign RSBSA Reference Number	None	2 minutes	<i>AEW Concerned/DA Staff - Municipal Agriculture Office</i>
	4.1 Affix signature of Municipal Agriculturist	None	2 minutes	<i>Municipal Agriculture Officer - Municipal Agriculture Office</i>
	4.2 Affix signature of MAFC Chairman	None	5 minutes	<i>MAFC Chairman - Municipal Agriculture Office</i>

5. Receive the Registry System for Basic Sector in Agriculture Enrollment Stub	5. Release the RSBSA Enrollment Stub	None	1 minute	<i>Agriculture Extension Worker Concerned/DA Staff - Municipal Agriculture Office</i>
	5.1. Enter Data in the RSBSA Database	None	5 minutes	<i>DA Staff - Municipal Agriculture Office</i>
TOTAL		None	30 minutes	

2. Provision of Technical Assistance and Services (Crops and Livestock)

Technical assistance, trainings, extension services, farm and home visits, and other services with regards to various commodities on agricultural production and fishery programs may be requested from the Municipal Agriculture Office.

OFFICE/DIVISION	AGRICULTURE OFFICE			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C-Clients is the transacting public			
WHO MAY AVAIL	All Farmers', Farmworker and Fisherfolk of Polangui, Albay			
CHECKLIST OF REQUIREMENTS 1. Proof of Ownership (Photocopy of Land Title or Tax Declaration or Original Copy of Barangay Certification), Photocopy of one (1) valid ID, 1 pc 2x2 picture and duly accomplished RSBSA Enrollment form		WHERE TO SECURE Municipal Agriculture Office		
Registry System for Basic Sector in Agriculture (RSBSA) stub (if already enrolled)- present original copy Register and Secure RSBSA Stub- if not enrolled Request Documents (Written, Text Messages, Email, Phone Call or Personal)		Farmers Copy Municipal Agriculture Office Municipal Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONNEL RESPONSIBLE

1. Request Technical Assistance (Written, Text Messages, Email, Phone Call or Personal)	1. DA receive and record request for technical assistance	None	2 minutes	<i>Agriculture Extension Worker Concerned/DA Staff - Municipal Agriculture Office</i>
	1.1. Get the NAME, ADDRESS, FARM LOCATION and AREA OF THE FIELD and refer to the concerned AEW	None	3 minutes	<i>Agriculture Extension Worker Concerned/DA Staff - Municipal Agriculture Office</i>
2. Receive the Technical assistance	2. Provide Technical Assistance requested	None	10 minutes	<i>Agriculture Extension Worker Concerned - Municipal Agriculture Office</i>
Total		None	15 minutes	

3. Provision of Seeds, Fertilizers and other Farm Inputs

Provision of seeds, fertilizer and other farm inputs for all agricultural commodities can be availed or requested in the Municipal Agriculture Office depending on the availability of inputs before or during the planting season

OFFICE/DIVISION	AGRICULTURE OFFICE		
CLASSIFICATION	Simple		
TYPE OF TRANSACTION	G2C-Clients is the transacting public		
WHO MAY AVAIL	All RSBSA Registered Farmers of Polangui and Neighboring Town with farm in Polangui		
CHECKLIST OF REQUIREMENTS 1. Proof of Ownership (Photocopy of Land Title or Tax Declaration or Original Copy of Barangay Certification), Photocopy of one (1) valid ID, 1 pc 2x2 picture and duly accomplished RSBSA Enrollment form		WHERE TO SECURE Municipal Agriculture Office	
For Farmers: Registry System for Basic Sector in Agriculture		Farmers Copy	

(RSBSA) stub (if already enrolled)- present original copy Register and Secure RSBSA Stub- if not enrolled Personal Appearance For Farmers Representative Authorization Letter of Farmer 1 valid ID of Farmer- Original and Photocopy 1 valid ID of Representative- Original and Photocopy		Municipal Agriculture Office Personal RSBSA Registered Farmer RSBSA Registered Farmer Representative of Farmer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONNEL RESPONSIBLE
1. Present the RSBSA enrollment Stub	1. DA receive the presented RSBSA Enrollment Stub	None	2 minutes	AEW Concerned/DA Staff
	1.1 Verify & validate information from database (Area, Farm Location & RSBSA Reference No.)	None	5 minutes	AEW Concerned/DA Staff - Municipal Agriculture Office
2. Choose the preferred variety	2. Get the preferred variety based on the available Rice Varieties	None	1 minutes	AEW Concerned/DA Staff
	2.1 Enlist the farmers in the Masterlist of Farmer Beneficiaries	None	3 minutes	AEW Concerned/DA Staff - Municipal Agriculture Office
3. Affix Signature	3. Let the farmer affix signature	None	1 minute	AEW Concerned/DA Staff - Municipal Agriculture Office
4. Get the Claim Stub & the RSBSA Enrollment Form	4. Provide Rice Claim Stub	None	1 minute	AEW Concerned/DA Staff - Municipal Agriculture Office

5. Present Claim stub to Checker at the Releasing	5. Checker receive the claim stub & verify	None	1 minute	<i>AEW Concerned/DA Staff - Municipal Agriculture Office</i>
6. Receive the RSBSA Enrollment Stub	6. Release of Required Seeds	None	2 minutes	<i>AEW Concerned/DA Staff - Municipal Agriculture Office</i>
Total		None	16 minutes	

4. Provision of Soil Analysis

Provision of seeds, fertilizer and other farm inputs for all agricultural commodities can be availed or requested in the Municipal Agriculture Office depending on the availability of inputs before or during the planting season

OFFICE/DIVISION	AGRICULTURE OFFICE		
CLASSIFICATION	Simple		
TYPE OF TRANSACTION	G2C-Clients is the transacting public; G2G-Client is a government employee or another government agency		
WHO MAY AVAIL	All RSBSA Registered Farmers of Polangui, Schools and other Agency		
CHECKLIST OF REQUIREMENTS 1. Proof of Ownership (Photocopy of Land Title or Tax Declaration or Original Copy of Barangay Certification), Photocopy of one (1) valid ID, 1 pc 2x2 picture and duly accomplished RSBSA Enrollment form		WHERE TO SECURE Municipal Agriculture Office	
For Farmers: Registry System for Basic Sector in Agriculture (RSBSA) stub (if already enrolled)- present original copy Register and Secure RSBSA Stub- if not enrolled Air-dried Soil Sample with complete label of information For Government Agency Request Letter from the agency		Farmers Copy Municipal Agriculture Office Farmers Requesting agency	

Air-dried Soil Sample with complete label of information (Name, Address, Farm Area, Farm Location, Crops Planted and fertilizer previously used)		Requesting agency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONNEL RESPONSIBLE
1. Submit the air-dried soil sample	1. DA receive, label and record the soil sample submitted	None	1 minutes	<i>AEW Concerned/DA Staff</i>
	1.1 Verify & validate the information required and the requirements and refer to the concerned AEW	None	5 minutes	<i>AEW Concerned</i>
	1.2 Analyze soil samples	None	2 hours	<i>AEW Concerned</i>
	1.3 Recommend fertilizer requirements based on the result	None	30 minutes	<i>AEW Concerned - Municipal Agriculture Office</i>
2. Receive the result of soil analysis and the fertilizer recommendation	2. Issue or Release result of soil analysis and fertilizer recommendation	None	2 minutes	<i>AEW Concerned/DA Staff - Municipal Agriculture Office</i>
Total		None	2 hours & 38 minutes	

5. Issuance of Certifications for Farmers

The farmers Certification is issued for farmers needing this documents that states that he/she is a bonafide farmers of the barangay where his/her farm is located and their farm area. Certification are used for records and reference uses or purpose only.

OFFICE/DIVISION	AGRICULTURE OFFICE
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C-Clients is the transacting public; G2B- Government to Business Entity
WHO MAY AVAIL	All RSBSA Registered Farmers of Polangui
<div> <div>CHECKLIST OF REQUIREMENTS</div> <div>1. Proof of Ownership (Photocopy of Land Title or</div> </div> <div> <div>WHERE TO SECURE</div> <div>Municipal Agriculture Office</div> </div>	

Tax Declaration or Original Copy of Barangay Certification), Photocopy of one (1) valid ID, 1 pc 2x2 picture and duly accomplished RSBSA Enrollment form				
For Farmers: Registry System for Basic Sector in Agriculture (RSBSA) stub (if already enrolled)- present original copy Register and Secure RSBSA Stub- if not enrolled Request (Written, Text Messages, Email, Phone Call or Personal)		Farmers Copy Municipal Agriculture Office or AEW Concerned		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONNEL RESPONSIBLE
1. Sign in the Clients or visitors Logbook	1. Give the Logbook to the client	None	2 minutes	<i>AEW Concerned/DA Staff - Municipal Agriculture Office</i>
2. Secure and Filled up request form	2. DA receive the request form submitted	None	1 minutes	<i>AEW Concerned</i>
	2.1 Verify farmers information in the RSBSA database and refer to the Municipal Agriculturist	None	5 minutes	<i>AEW Concerned</i>
	2.2 Process the requested certification	None	5 minutes	<i>AEW Concerned - Municipal Agriculture Office</i>
3. Receive the requested certification	3. Issue or Release requested certification	None	2 minutes	<i>AEW Concerned/DA Staff - Municipal Agriculture Office</i>
Total		None	15 minutes	

6. Provision of Crop and Livestock Insurance for Farmers

Crops and livestock insurance of the Philippine Crop Insurance Corporation (PCIC) is being facilitated by the Municipal Agriculture Office to RSBSA registered farmers for the insurance coverage of their crops and livestock

OFFICE/DIVISION	AGRICULTURE OFFICE			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C-Clients is the transacting public			
WHO MAY AVAIL	All RSBSA Registered Farmers of Polangui			
CHECKLIST OF REQUIREMENTS 1. Proof of Ownership (Photocopy of Land Title or Tax Declaration or Original Copy of Barangay Certification), Photocopy of one (1) valid ID, 1 pc 2x2 picture and duly accomplished RSBSA Enrollment form		WHERE TO SECURE Municipal Agriculture Office		
For Crops: Registry System for Basic Sector in Agriculture (RSBSA) stub (if already enrolled)- present original copy Register and Secure RSBSA Stub- if not enrolled Request (Personal) Personal & Farm Information : (Name, Address, Crops planted, Farm Area, Farm Location, Field Adjacent farm, Date of Sowing and Transplanting)		Farmers Copy Municipal Agriculture Office or AEW Concerned Personal Personal Farmers Copy Municipal Agriculture Office or AEW Concerned Personal Personal		
For Livestock: Registry System for Basic Sector in Agriculture (RSBSA) stub (if already enrolled)- present original copy Register and Secure RSBSA Stub- if not enrolled Request (Personal) Personal & Farm Information (Name, Address, Type of Livestock, Age, No. of Heads, Farm Location)		Farmers Copy Municipal Agriculture Office or AEW Concerned Personal Personal		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONNEL RESPONSIBLE
1. Request for crop & Livestock insurance (Personal)	1. Get the Name, Address of Farmer 1.1 Verify & validate if enrolled in RSBSA	None None	2 minutes 5 minutes	AEW Concerned/DA Staff AEW Concerned/DA Staff

	1.2 Get the needed Information in the Insurance Application Form	None	5 minutes	AEW Concerned/DA Staff - Municipal Agriculture Office
2. Farmers affix signature in the Insurance Application Form	2. Let the farmer affix signature	None	1 minute	AEW Concerned/DA Staff - Municipal Agriculture Office
3. Pay the corresponding insurance premium (if not free from PCIC) based on PCIC Policy	3. Receive the corresponding payment	Depends on insurance coverage and farm area	5 minutes	AEW Concerned/DA Staff - Municipal Agriculture Office
	3.1 Submit the Application for Crop Insurance to Philippine Crop Insurance Corporation (PCIC) together with the payment (if Necessary) every Wednesday	None	20 minutes	AEW Concerned/DA Staff - Municipal Agriculture Office
Total		None	38 minutes	

7. Issuance of Livestock and Poultry Inspection and Travel Certification

Provision of Livestock and Poultry and Travel Certification is a requirement for shipping live livestock and poultry outside the Municipality. This is required to monitor the movement of livestock and poultry and prevent the spread of disease.

OFFICE/DIVISION	AGRICULTURE OFFICE	
CLASSIFICATION	Simple	
TYPE OF TRANSACTION	G2C-Clients is the transacting public; G2B- Government to Business Entity	
WHO MAY AVAIL	Livestock and Poultry Farmers and Dealers	
CHECKLIST OF REQUIREMENTS 1. Proof of Ownership (Photocopy of Land Title or Tax Declaration or Original Copy of Barangay Certification), Photocopy of one (1) valid ID, 1 pc 2x2 picture and duly accomplished RSBSA		WHERE TO SECURE Municipal Agriculture Office

Enrollment form				
For Farmers: Registry System for Basic Sector in Agriculture (RSBSA) stub (if already enrolled)- present original copy Register and Secure RSBSA Stub- if not enrolled Personal Appearance Request for livestock & Poultry Inspection Name and Address of Farm to be Inspected For Livestock and Poultry Dealers Request for livestock & Poultry Inspection Name and Address of Farm to be Inspected		Farmers Copy Municipal Agriculture Office Personal Farmer Farmer Farmer Farmer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONNEL RESPONSIBLE
1. Request for Livestock and Poultry Inspection & Travel Certification	1. DA receive the request	None	1 minutes	AEW Concerned/DA Staff - Municipal Agriculture Office
	1.1 Get the Name, Address and other details refer it to the Livestock Inspector for the schedule of inspection	None	3 minutes	AEW Concerned/DA Staff - Municipal Agriculture Office
2. Assist the Livestock Inspector during inspection	2. Conduct Occular Inspection on the Livestock and Poultry	None	30 minutes	AEW Concerned/DA Staff - Municipal Agriculture Office
	2.1 Process and Issue Livestock and Poutry Inspection and Travel Certification requested	None	3 minutes	DA Staff/ Municipal Agriculture Office - Municipal Agriculture Office
3. Receive the requested documents	3. Release of requested documents	None	2 minutes	AEW Concerned/DA Staff - Municipal Agriculture Office
Total		None	39 minutes	

