

Republic of the Philippines Province of Bohol <b>Municipality of Loon</b>	Doc. Code:
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**VISION :** A socioeconomically developed town with empowered people who nurture their heritage and sustainably manage their resources through shared and service-oriented governance  
**MISSION:** To create a socioeconomically developed environment through sustainable management of resources and enhancement of people's capabilities for inclusive growth

## MUNICIPAL AGRICULTURE OFFICE

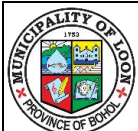
**Program:** Livestock and Poultry Program  
**Frontline Service:** Technical Assistance on Livestock & Poultry Development

### A. Animal Consultation / Treatment

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MAO					
1	▪ Sign on logbook	▪ Entertain client	2 min			MAO Staff	MAO
2	▪ Seek advice	▪ Interview client	5 min			Livestock Technician	MAO
3	▪ Buy veterinary medicine at the local agrivet store	▪ Advice client and give prescription	10 min			Livestock Technician	MAO
4	▪ Present the biologics/medicine	▪ Visit client's home and treat sick animal	Depending on distance			Livestock Technician	Location of animal
			17 min at LGU				

### B. Issuance of Certificate of Inspection for Livestock & Poultry & Other Animals to be Shipped

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MAO					
1	▪ Sign on logbook	▪ Instruct client to log in	2 min			MAO Staff	MAO
2	▪ Present animal for inspection	▪ Interview client ▪ Inspect animal	10 min			Livestock Technician	Municipal Nursery
3	▪ Pay at MTO	▪ Instruct client to pay at MTO	10 min		P50	Livestock Technician	Municipal Nursery

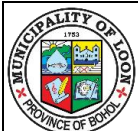


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4	<ul style="list-style-type: none"> <li>Present official receipt</li> </ul>	<ul style="list-style-type: none"> <li>Prepare Certificate of Inspection</li> </ul>	2 min	Official receipt		Livestock Technician	Municipal Nursery
5	<ul style="list-style-type: none"> <li>Receive Certificate of Inspection</li> </ul>	<ul style="list-style-type: none"> <li>Release Certificate of Inspection</li> </ul>	2 min			Livestock Technician	Municipal Nursery
6	<ul style="list-style-type: none"> <li>Bring certificate of inspection to the Office of the Provincial Veterinarian</li> </ul>	<ul style="list-style-type: none"> <li>Instruct client to proceed to the Office of the Provincial Veterinarian for the issuance of Vet Health Certificate for Travel and Shipping Permit</li> </ul>	1 min			Livestock Technician	Municipal Nursery
			27 min at LGU				

**C. Anti-Rabies Prevention, Eradication & Control (Registration & Vaccination of Dogs)**

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MAO					
<b>Massive Dog Vaccination</b>							
1	<ul style="list-style-type: none"> <li>Bring the animal to the designated vaccination venue</li> </ul>	<ul style="list-style-type: none"> <li>Prepare dog cards</li> <li>Check dog population survey</li> </ul>	5 min	<ul style="list-style-type: none"> <li>Dog cards</li> <li>Dog population survey of BALA</li> </ul>		MAO Vaccinators	Barangay hall or designated vaccination site
2	<ul style="list-style-type: none"> <li>Present the animal for vaccination</li> </ul>	<ul style="list-style-type: none"> <li>Interview client</li> </ul>	3 min	<ul style="list-style-type: none"> <li>Dog cards</li> </ul>		MAO Vaccinators	
			8 min				
<b>Non-Vaccination Schedule / Special Vaccination for Walk-in Clients</b>							
1	<ul style="list-style-type: none"> <li>Sign on logbook</li> </ul>	<ul style="list-style-type: none"> <li>Entertain client</li> </ul>	1 min			MAO Staff	MAO
2	<ul style="list-style-type: none"> <li>Bring the animal to be vaccinated</li> </ul>	<ul style="list-style-type: none"> <li>Interview client</li> <li>Check dog population survey</li> </ul>	5 min	<ul style="list-style-type: none"> <li>Dog card</li> </ul>	Male dogs, castrated: ₱ 50  Female dogs, male dogs uncastrated: ₱100	MAO Vaccinators	MAO
3	<ul style="list-style-type: none"> <li>Secure the animal</li> </ul>	<ul style="list-style-type: none"> <li>Perform vaccination</li> </ul>	1 min	<ul style="list-style-type: none"> <li>Dog card</li> <li>Official receipt</li> </ul>		MAO Vaccinators	MAO
			7 min				

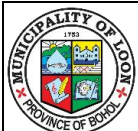


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<b>Barangay Request for Dog Catching and Elimination</b>							
1	<ul style="list-style-type: none"> <li>Submit letter request</li> <li>Sign dog waiver</li> </ul>	<ul style="list-style-type: none"> <li>Set schedule for dog catching and elimination</li> </ul>	2 min	Letter request Dog waiver signed by owner		MAO	MAO
2	<ul style="list-style-type: none"> <li>Prepare dog cage, trap and burial site</li> </ul>	<ul style="list-style-type: none"> <li>Notify the barangay of schedule through the BALA</li> </ul>	2 min	Dog cage Dog trap Burial site Waiver of dog owner		MAO	Barangay
3	<ul style="list-style-type: none"> <li>Prepare dog cage, trap and burial site</li> </ul>	<ul style="list-style-type: none"> <li>Conduct dog catching</li> <li>Eliminate dogs three days after they are caught and impounded</li> </ul>	Depending on area and number of dogs	Dog pound vehicle		MAO	Barangay

**D. Animal Dispersal**

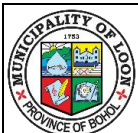
STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MAO					
1	<ul style="list-style-type: none"> <li>Sign on logbook</li> </ul>	<ul style="list-style-type: none"> <li>Interview client</li> </ul>	2 min			MAO Staff	MAO
2	<ul style="list-style-type: none"> <li>Sign on list</li> </ul>	<ul style="list-style-type: none"> <li>Instruct client to sign on list of animal dispersal applicants</li> </ul>	2 min			Livestock Technician	MAO
3	<ul style="list-style-type: none"> <li>Wait</li> </ul>	<ul style="list-style-type: none"> <li>Advice applicant on availability of animals for dispersal</li> </ul>	2 min			Livestock Technician	MAO
			6 min				
<b>Procedure in claiming the animal for dispersal once it is available</b>							
1	<ul style="list-style-type: none"> <li>Prepare requirements</li> </ul>	<ul style="list-style-type: none"> <li>Inform recipient that the animal is available</li> </ul>	2 min	Barangay clearance Picture of applicant Filled-out application form		Livestock Technician	Barangay where animal dispersal takes place



2	<ul style="list-style-type: none"> <li>Sign application form for dispersal</li> </ul>	<ul style="list-style-type: none"> <li>Prepare application form</li> </ul>	3 min			Livestock Technician	MAO
3	<ul style="list-style-type: none"> <li>Claim the animal</li> </ul>	<ul style="list-style-type: none"> <li>Instruct applicant to claim the animal</li> </ul>	2 min			Livestock Technician	MAO
			7 min				

**E. Artificial Insemination of Large and Small Ruminants**

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MAO					
1	<ul style="list-style-type: none"> <li>Sign on logbook</li> </ul>	<ul style="list-style-type: none"> <li>Interview applicant</li> </ul>	1 min			AI Technician	MAO
2	<ul style="list-style-type: none"> <li>Request to avail of artificial insemination (AI) services</li> <li>Pay to MTO</li> </ul>	<ul style="list-style-type: none"> <li>Verify the in-heat and estrus condition of the animal</li> </ul>	5-10 min		₱200 (good for three (3) procedures if animal does not get pregnant during the first insemination)	AI Technician	MAO
3	<ul style="list-style-type: none"> <li>Prepare animal for AI</li> </ul>	<ul style="list-style-type: none"> <li>Visit location of animal</li> </ul>	30 min to 1 hr	Chute		AI Technician	Location of animal
4	<ul style="list-style-type: none"> <li>Wait</li> </ul>	<ul style="list-style-type: none"> <li>Perform actual AI</li> </ul>	10-15 min			AI Technician	Location of animal
5	<ul style="list-style-type: none"> <li>Prepare the animal for</li> </ul>	<ul style="list-style-type: none"> <li>Take Pregnancy</li> </ul>	10-15 min			AI Technician	Location
	pregnancy diagnosis	Diagnosis (PD) on serviced animal (4 months after insemination)					of animal
6	<ul style="list-style-type: none"> <li>Wait for result</li> </ul>	<ul style="list-style-type: none"> <li>Release PD result to identify need for another round of AI</li> </ul>	1 min			AI Technician	Location of animal
			@ 2.5 hr				



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**Program:** Rice Production Program  
**Frontline Service:** Technical assistance on Rice Production and Input Distribution

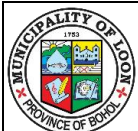
**A. Barangay Request for Subsidized Rice Seeds (Inbred/Hybrid)**

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MAO					
1	<ul style="list-style-type: none"> <li>List down names of beneficiaries who will avail of rice seeds</li> </ul>	<ul style="list-style-type: none"> <li>Compare list on request with master list of beneficiaries</li> <li>Consolidate list of beneficiaries</li> </ul>	1 hr	Master list of beneficiaries		MAO Staff Rice Technician	MAO
2	<ul style="list-style-type: none"> <li>Receive rice seeds</li> </ul>	<ul style="list-style-type: none"> <li>Distribute rice seeds to farmers</li> </ul>	3 min	RSBSA registration stub		MAO Rice Technician	MAO
3	<ul style="list-style-type: none"> <li>Sign acknowledgment form upon receipt of rice seeds</li> </ul>	<ul style="list-style-type: none"> <li>Provide acknowledgement receipts</li> </ul>	5 min			Rice Technician	MAO
			1 hr, 8 min				

**Program:** Corn Production Program  
**Frontline Services:** Technical assistance on Corn Production and Provision of Farm Inputs like Seeds/Fertilizer

**A. Request for Corn Seeds and Fertilizer**

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MAO					
1	<ul style="list-style-type: none"> <li>Sign on logbook</li> <li>Ensure availability of area for corn production</li> </ul>	<ul style="list-style-type: none"> <li>Interview client</li> </ul>	3 min	RSBSA registration stub		MAO Staff Corn Technician	MAO
2	<ul style="list-style-type: none"> <li>Wait for the release of corn seeds/fertilizer</li> </ul>	<ul style="list-style-type: none"> <li>Pack corn seeds for distribution according to area of distribution</li> </ul>	4 min			MAO Staff Corn Technician	MAO
3	<ul style="list-style-type: none"> <li>Listen to the instruction</li> </ul>	<ul style="list-style-type: none"> <li>Provide instruction to farmers on planting method</li> </ul>	2 min			MAO Staff Corn Technician	MAO
4	<ul style="list-style-type: none"> <li>Receive corn seeds/fertilizer</li> </ul>	<ul style="list-style-type: none"> <li>Release corn seeds/fertilizer</li> </ul>	2 min			MAO Staff	MAO



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STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MAO					
	▪ Sign acknowledgment form					Corn Technician	
			11 min				

**Program** : Farm Tractor Operation & Services  
**Frontline service** : Plowing & harrowing of farm

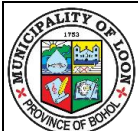
**A. Request for Farm Tractor Services - Municipal Ordinance 19-007 (An Ordinance Establishing Guidelines for the Operation of Upland Tractors Owned by The LGU of Loon)**

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MAO					
1	▪ Sign on logbook ▪ Answer questions asked	▪ Interview client	5 min			MAO Staff	MAO
2	▪ Fill out application form	▪ Prepare application form	3 min			MAO Staff	MAO
3	▪ Listen to instructions	▪ Instruct client on rental/operation procedure	3 min			MAO Staff Tractor Operator	MAO
4	▪ Guide MAO staff to farm site	▪ Conduct site validation	Depends on distance			MAO Staff Tractor Operator	MAO
5	▪ Render appropriate payment to MTO	▪ Refer client to MTO for payment	3 min	Payment for the rental of tractor	Depends on area of farm	MTO Staff	MTO
6	▪ Present OR to MAO Staff	▪ Accept and record O R	1 min	Official Receipt		MAO Staff Tractor Operator	MAO

**Program:** High Value Crops Development Program (HVCDP)  
**Frontline Service:** Technical assistance, distribution of planting materials (seeds/seedlings).

**A. Request for Vegetable Seeds and Fruit Seedlings**

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MAO					
1	▪ Sign on logbook	▪ Register client on logbook	1 min			MAO Staff	MAO



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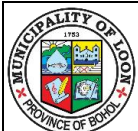
2	▪ State the type of vegetable seeds/fruit seedlings needed	▪ Inform client on available varieties of vegetable seeds/fruit seedlings	2 min			MAO Staff	MAO
3	▪ Answer questions	▪ Verify client necessity and willingness (location of farm/area to be planted)	2 min			MAO Staff	MAO
4	▪ Receive vegetable seeds / fruit seedlings	▪ Release available vegetable seeds/ fruit seedlings	2 min			MAO Staff	MAO

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MAO					
	▪ Sign acknowledgment form						
			7 min				

**B. Issuance of Certificate of Compliance for Tree Cutting (Mun. Ordinance 15-002)**

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MAO					
1	▪ Present Barangay Tree Cutting Clearance	▪ Interview or entertain client	1 min	Tree Cutting Clearance (2 copies)		MAO Staff	MAO
2	▪ Submit three (3) seedlings for every tree to be cut down	▪ Inspect, verify and receive seedlings submitted	2 min	Three (3) seedlings for every tree to be cut down (2 forest trees, 1 fruit tree or 3 fruit trees)		MAO Staff	MAO
3	▪ Sign on logbook	▪ Issue Certificate of Compliance	2 min			MAO Staff	MAO
4	▪ Follow instruction	▪ Instruct client on payment	5 min		P50/tree	MTO	MTO
5	▪ Present Official Receipt	▪ Take one copy of the Certificate of Compliance	1 min	OR		MAO Staff	MAO
6	▪ Bring Certificate of Compliance to MENRO	▪ Instruct client on issuance of mayor's certification	2 min	OR		MAO Staff MENRO Staff	MAO MENRO
			13 min				

**Program:** Organic Agriculture  
**Frontline Service:** Technical assistance, distribution of vermicast / organic fertilizer



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**A. Request for Vermicast / Organic Fertilizer**

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MAO					
1	▪ Sign on logbook	▪ Register client on logbook	1 min			MAO Staff	MAO
2	▪ Answer questions asked	▪ Verify client's necessity to re: request	2 min			MAO Staff	MAO
3	▪ Listen	▪ Orient client on importance of organic farming	4 min			MAO Staff	MAO
4	▪ Pay at MTO	▪ Instruct client to proceed to MTO	5 min		₱15/kg	MAO Staff	MAO
5	▪ Present OR ▪ Receive organic fertilizer ▪ Sign acknowledgment form	▪ Release vermicast	2 min			MAO Staff	MAO
			14 min				

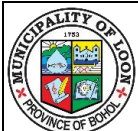
**Program: Fishery Program**

**Frontline Services: Technical assistance to fisherfolk and provision of livelihood projects**

**A. Licensing and Permitting of Payaw, Target, Pamu and Bobo (fishpot) and other fishing paraphernalia (Mun.17-004 The Coastal Code of Loon as Amended)**

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MAO					
1	▪ Sign on logbook	▪ Interview client	1 min			MAO Staff	MAO
2	▪ Receive and fill out application form	▪ Provide application form to client	4 min	Brgy Clearance Police clearance Voter's affidavit ID picture Application form		MAO Staff Fishery Technician	MAO
3	▪ Give application form to MFARMC Chairman, MA & Bantay Dagat for approval	▪ Refer application to MFARMC Chairman, MA and Bantay Dagat for approval	More or less 1 day	Filled-out application form		MAO Staff Fishery Technician	MAO





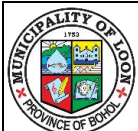
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4	<ul style="list-style-type: none"> <li>Prepare fishing gear for inspection</li> </ul>	<ul style="list-style-type: none"> <li>Request for inspection of fishing gear to Bantay Dagat</li> </ul>	More or less 1 day depending on schedule of Bantay Dagat	Filled-out application form		MAO Staff Fishery Technician	MAO
5	<ul style="list-style-type: none"> <li>Pay permit fee at MTO</li> </ul>	<ul style="list-style-type: none"> <li>Refer client to MTO for appropriate payment after inspection</li> </ul>	10 min	Filled-out application form	Depends on type of fishing gear	MTO Staff	MTO
6		<ul style="list-style-type: none"> <li>Encode and file registered fisherfolk with permit and license of fishing gear</li> </ul>	5 min			MAO Staff Fishery Technician	MAO

**B. Registration of Fisherfolk (FishR) and Boat Registration (BoatR)**

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MAO					
1	<ul style="list-style-type: none"> <li>Sign on logbook</li> </ul>	<ul style="list-style-type: none"> <li>Interview client</li> </ul>	1 min			MAO Staff/ Fishery Technician	MAO
2	<ul style="list-style-type: none"> <li>Request for and fill out application form</li> </ul>	<ul style="list-style-type: none"> <li>Provide application form to client</li> </ul>	4 min	Picture, Duly accomplished		MAO Staff/ Fishery Technician	MAO

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MAO					
				application form			
3	<ul style="list-style-type: none"> <li>Prepare fishing boat</li> </ul>	<ul style="list-style-type: none"> <li>Take pictures of boat and fisherfolk</li> </ul>	Depends on distance of barangay	Duly accomplished application form		MAO Staff/ Fishery Technician	MAO
4	<ul style="list-style-type: none"> <li>Wait for the registration number</li> </ul>	<ul style="list-style-type: none"> <li>Provide registration number (FishR/BoatR)</li> </ul>	5 min			MAO Staff/ Fishery Technician	MAO
5		<ul style="list-style-type: none"> <li>Encode and keep record of registered boats and fisherfolk</li> </ul>	5 min			MAO Staff/ Fishery Technician	MAO



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**C. Dispersal of Tilapia Fingerlings**

STEP	ACTIVITIES / PROCESS		DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION
	CLIENT	MAO					
1	▪ Sign on logbook	▪ Interview client	1 min			Fishery Technician MAO Staff	MAO
2	▪ Answer questions	▪ Interview client	4 min			Fishery Technician MAO Staff	MAO
3	▪ Know the schedule and prepare area for validation	▪ Set schedule for site validation	2 min			Fishery Technician MAO Staff	MAO
4	▪ Receive fingerlings and sign acknowledgement form	▪ Release fingerlings after site validation	5 min			Fishery Technician MAO Staff	MAO
5		▪ Encode and keep records of beneficiaries	5 min			Fishery Technician MAO Staff	MAO
			17 min				