

MUNICIPAL AGRICULTURE OFFICE

SERVICE RENDERED: *Distribution of Subsidized Farm Inputs (Certified seeds, hybrid seeds, fertilizers and plant materials)*

Schedule of Availability of Service:

8:00 AM – 5:00 PM with noon break

Monday - Friday

Who May Avail of the Service:

Bonafide farmers resident in the municipality

What are the Requirements:

- 1) Valid I.D. 2) Community Tax Certificate (CEDULA) 3) Barangay captain Certification, if necessary

Duration: 1 hour

How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 st	The farmer shall approach/coordinate to the A.T. concerned	Conduct Interview/ background information. The A.T. concern shall validate the identification of the farmer and see if the farmer is included in the masterlist of Farmer-Recipient. Advise the farmer to pay their equity/counterpart to Treasury Office- if the fund comes from LGU.	15 minutes	Reynaldo Mundo Dionisio Cariño Jr. Edna Pagulayan Roberto Padilla Gilbert Nebres Francisco Bajo Jr. Manuel Sison Jr. Michael Corpuz Noli Amarin	CTC, Valid ID, Barangay captain Certification, if necessary
2 nd	Get a number from the number machine. Wait for the number to come out. Then, go to window #____ to pay the amount needed	Issue Official Receipt upon payment of commodity	5 minutes	MTO staff	P _____

3 rd	Present the Official Receipt to the AT	Check the validity of the receipt and for Recording Purposes	5 minutes	AT Concerned	Official Receipt
4 th	Sign in the Acknowledgement Receipt Form	Post Masterlist of Farmer-Recipient together with their signature. Then, release the inputs availed	5 minutes	AT Concerned	
			TOTAL: 30 minutes		

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