



**Office of the Municipal Agricultural  
Services**  
External Services



## 1. ISSUANCE OF SHIPPING PERMIT/HEALTH CERTIFICATE

Certification permits the owner to ship his/her stocks , provided, that the stocks are free from communicable disease.

|   |   |                                      |                             |   |
|---|---|--------------------------------------|-----------------------------|---|
| <b>Office of Division</b>   | <b>Office of the Municipal Agricultural Services</b>                          |                                      |                             |   |
| <b>Classification</b>   | <b>Simple</b>   |                                      |                             |   |
| <b>Type of Transaction</b>  | <b>G2C Government to Citizens</b>   |                                      |                             |   |
| <b>Who may Avail</b>  | <b>All</b>  |                                      |                             |   |
| <b>CHECKLIST OF REQUIREMENTS:</b>   |   |                                      | <b>WHERE TO SECURE:</b>     |   |
| <ul style="list-style-type: none"> <li>○ RSBSA Registration</li> <li>○ Barangay Certification (as to origin of the stock and authenticity of ownership)</li> <li>○ PNP Clearance</li> </ul> |   |                                      | From the client<br>Barangay |   |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTION</b>  | <b>FEES TO BE PAID</b>               | <b>PROCESSING TIME</b>      | <b>PERSON RESPONSIBLE</b>               |
| 1. Inquire to the MA/Livestock Coordinator  | ○ Evaluate, verify, and assess documents                                      | 100.00 per head / hog/ large animals | 3 minutes                   | Livestock Coordinator/Job Order on Duty |
| 2. Secure Official Receipt (OR) from the MTO  | ○ Issued official receipt   |                                      | 2 minutes                   | MTO Staff                               |
| 3. Present OR to Livestock Coordinator  | ○ Prepare the certification and have it signed by the Municipal Agriculturist |                                      | 3 minutes                   | Livestock Coordinator/Job Order on Duty |
| 4. Issuance of Shipping Permit  | ○ Hold a file copy and release the certification                              |                                      | 2 minutes                   | Livestock Coordinator/Job Order on Duty |
| <b>TOTAL</b>  |   | <b>100.00</b>                        | <b>10 minutes</b>           |   |



## 2. ANIMAL HEALTH SERVICES

Conduct vaccination, treatment, deworming, artificial insemination, vitamins administration, consultation/validation and submission of disease incidence.

|   |  |  |  |  |
|---|--|--|--|--|
| <b>Office of Division</b>   |  | <b>Office of the Municipal Agricultural Services</b> |  |  |
| <b>Classification</b>   |  | <b>Simple</b>  |  |  |
| <b>Type of Transaction</b>  |  | <b>G2C Government to Citizens</b>                    |  |  |
| <b>Who may Avail</b>  |  | <b>All</b>   |  |  |
| <b>CHECKLIST OF REQUIREMENTS:</b>   |  |  | <b>WHERE TO SECURE:</b>                                    |  |
| <ul style="list-style-type: none"> <li>○ Request for vaccination, treatment , deworming, vitamins administration and artificial insemination</li> </ul> |  |  | From the Barangay  |  |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTION</b>   | <b>FEES TO BE PAID</b>                               | <b>PROCESSING TIME</b>                                     | <b>PERSON RESPONSIBLE</b>  |
| 1. Submit Reports/<br>Request for Animal Health Day   | <ul style="list-style-type: none"> <li>○ Validate submitted reports</li> <li>○ Consultation/ Validation</li> <li>○ Scheduling &amp; Actual conduct (depends on the availability of drugs &amp; biologics)</li> </ul> | None   | 10 minutes   | Municipal Agriculturist/<br>Livestock Coordinator/<br>Agricultural Extension Workers |
| 2. Awaits Feedback as to schedule   | <ul style="list-style-type: none"> <li>○ Fix Schedule</li> </ul>   | None   |  | Agricultural Extension Workers   |
| 3. Submit Animals (provide chute if needed)   | <ul style="list-style-type: none"> <li>○ Actual Conduct</li> </ul>   | None   | 1 day or beyond depending on the No. of heads to be served | Municipal Agriculturist/<br>Livestock Coordinator/<br>Agricultural Extension Workers |
| <b>TOTAL</b>  |  |  | <b>1day &amp; 10 minutes</b>                               |  |



### 3. INCIDENCE/ POST MORTEM

Validate reported cases.

|   |  |                        |                                    |  |
|---|--|------------------------|------------------------------------|--|
| <b>Office of Division</b>   | <b>Office of the Municipal Agricultural Services</b>   |                        |                                    |  |
| <b>Classification</b>   | <b>Simple</b>  |                        |                                    |  |
| <b>Type of Transaction</b>  | <b>G2C Government to Citizens</b>  |                        |                                    |  |
| <b>Who may Avail</b>  | <b>All</b>   |                        |                                    |  |
| <b>CHECKLIST OF REQUIREMENTS:</b>   |  |                        | <b>WHERE TO SECURE:</b>            |  |
| <ul style="list-style-type: none"> <li>○ Incidence Report</li> <li>○ Picture</li> </ul> |  |                        | From the Client<br>From the Client |  |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTION</b>   | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b>             | <b>PERSON RESPONSIBLE</b>  |
| 1. Submit Reports   | <ul style="list-style-type: none"> <li>○ Validate submitted reports</li> <li>○ Consultation/ Validation Scheduling &amp; Actual conduct</li> </ul> | None                   | 1 day                              | Municipal Agriculturist/<br>Livestock Coordinator/<br>Agricultural Extension Workers |
| <b>TOTAL</b>  |  |                        | <b>1 day</b>                       |  |

### 4. FINGERLINGS DISPERSAL

Distribution of fingerlings to bonafide fisherfolks of the municipality.

|  |   |                        |   |                           |
|--|---|------------------------|---|---------------------------|
| <b>Office of Division</b>  | <b>Office of the Municipal Agricultural Services</b>  |                        |   |                           |
| <b>Classification</b>  | <b>Simple</b>   |                        |   |                           |
| <b>Type of Transaction</b>   | <b>G2C Government to Citizens</b>   |                        |   |                           |
| <b>Who may Avail</b>   | <b>Fisherfolks</b>  |                        |   |                           |
| <b>CHECKLIST OF REQUIREMENTS:</b>  |   |                        | <b>WHERE TO SECURE:</b>   |                           |
| <ul style="list-style-type: none"> <li>○ RSBSA Registration</li> <li>○ FishR Registration</li> <li>○ Letter of Intent</li> </ul> |   |                        | Office of the Municipal Agricultural Services<br>Fishery Coordinator<br>From the Client |                           |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>  | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b>  | <b>PERSON RESPONSIBLE</b> |
| 1. Submit letter of intent and data as to how big is the fishpond  | <ul style="list-style-type: none"> <li>○ Validate submitted data</li> <li>○ Schedule of Distribution (depends on the availability of stocks)</li> </ul> | None                   | 1 day   | Fishery Coordinator       |
| <b>TOTAL</b>   |   |                        | <b>1 day</b>  |                           |



**5. PALAY, CORN/VEGETABLE SEEDS DISTRIBUTION & ANIMAL DISPERSAL**

Provision of free Palay, Corn or Vegetable Seeds from the allied government agency to the bonafide farmes of the municipality.

|  |   |  |                              |   |
|--|---|--|------------------------------|---|
| <b>Office of Division</b>  |   | <b>Office of the Municipal Agricultural Services</b>             |                              |   |
| <b>Classification</b>  |   | <b>Simple</b>  |                              |   |
| <b>Type of Transaction</b>   |   | <b>G2C Government to Citizens</b>                                |                              |   |
| <b>Who may Avail</b>   |   | <b>All</b>   |                              |   |
| <b>CHECKLIST OF REQUIREMENTS:</b>  |   |  | <b>WHERE TO SECURE:</b>      |   |
| <ul style="list-style-type: none"> <li>○ Barangay Certication (Bonafide Farmer)</li> <li>○ Masterlist of Farmer-Beneficiaries duly endorsed by the Barangay</li> </ul> |   |  | Barangay                     |   |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>  | <b>FEES TO BE PAID</b>   | <b>PROCESSING TIME</b>       | <b>PERSON RESPONSIBLE</b>                               |
| 1. Submit Barangay Certification & Indorsement   | <ul style="list-style-type: none"> <li>○ Validate submitted data</li> <li>○ Schedule of Distribution (depends on the availability of stocks)</li> </ul> | Depends on the expenses incurred during the withdrawal /delivery | 5 minutes                    | Municipal Agriculturist/ Agricultural Extension Workers |
| 2. Appearance and Acceptance during the distribution   |   |  | 1 day                        | Municipal Agriculturist/ Agricultural Extension Workers |
|  | <b>TOTAL</b>  |  | <b>1 day &amp; 5 minutes</b> |   |

**6. AGRICULTURAL SERVICE CONSULTATION (CROPS)**

Consultation of problems, crops suitability in the area and other issues

|  |   |  |                                     |                            |
|--|---|--|-------------------------------------|----------------------------|
| <b>Office of Division</b>  |   | <b>Office of the Municipal Agricultural Services</b> |                                     |                            |
| <b>Classification</b>  |   | <b>Simple</b>  |                                     |                            |
| <b>Type of Transaction</b>   |   | <b>G2C Government to Citizens</b>                    |                                     |                            |
| <b>Who may Avail</b>   |   | <b>All</b>   |                                     |                            |
| <b>CHECKLIST OF REQUIREMENTS:</b>                                      |   |  | <b>WHERE TO SECURE:</b>             |                            |
| <ul style="list-style-type: none"> <li>○ RSBSA Registration</li> </ul> |   |  | From the Client                     |                            |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>  | <b>FEES TO BE PAID</b>                               | <b>PROCESSING TIME</b>              | <b>PERSON RESPONSIBLE</b>  |
| 1. Present issues and concerns   | <ul style="list-style-type: none"> <li>○ Refer to the Crop Coordinator In-Charge</li> </ul> | None   | Depends on the speedy of resolution | Crop Coordinator In-Charge |
|  | <b>TOTAL</b>  |  |                                     |                            |



**7. HIGH VALUE COMMERCIAL CROPS PLANTING MATERIALS  
(DEPEND ON PROGRAM AND FUND)**

Availment of high value commercial crops planting materials.

|  |   |  |                                |  |
|--|---|--|--------------------------------|--|
| <b>Office of Division</b>  |   | <b>Office of the Municipal Agricultural Services</b> |                                |  |
| <b>Classification</b>  |   | <b>Complex</b>                                       |                                |  |
| <b>Type of Transaction</b>   |   | <b>G2C Government to Citizens</b>                    |                                |  |
| <b>Who may Avail</b>   |   | <b>All</b>   |                                |  |
| <b>CHECKLIST OF REQUIREMENTS:</b>  |   |  | <b>WHERE TO SECURE:</b>        |  |
| <ul style="list-style-type: none"> <li>○ RSBSA Registration</li> <li>○ Proof of Land Ownership (eg. Land Title)</li> <li>○ Letter of Intent</li> </ul> |   |  | From the Client                |  |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>  | <b>FEES TO BE PAID</b>                               | <b>PROCESSING TIME</b>         | <b>PERSON RESPONSIBLE</b>                        |
| 1. Present all requirements  | ○ If available , secure application form  | None   | 30 seconds                     | Municipal Agriculturist/ HVCC Coordinator / AEWs |
| 2. Compliance of Requirement   |   | None   | 1 day                          | Municipal Agriculturist/ HVCC Coordinator / AEWs |
| 3. Submit application  | <ul style="list-style-type: none"> <li>○ Evaluate verify and assess documents</li> <li>○ Validate the area</li> </ul> | None   | 1 day                          | Municipal Agriculturist/ HVCC Coordinator / AEWs |
| 4. Attendance to Trainings   | ○ Conduct Training  | None   | 1 day                          | Municipal Agriculturist/ HVCC Coordinator / AEWs |
| 5. Appearance and Acceptance during the distribution   | ○ Schedule of distribution (depends on the availability of planting materials)  | None   | 1 day                          | Municipal Agriculturist/ HVCC Coordinator / AEWs |
| <b>TOTAL</b>   |   |  | <b>4 days &amp; 30 seconds</b> |  |



## 8. EXTENSION, EDUCATION & TRAINING SERVICES

Capacitate and empower farmers through the conduct of information education seminars and trainings.

|   |  |                        |                               |  |
|---|--|------------------------|-------------------------------|--|
| <b>Office of Division</b>   | <b>Office of the Municipal Agricultural Services</b>   |                        |                               |  |
| <b>Classification</b>   | <b>Complex</b>   |                        |                               |  |
| <b>Type of Transaction</b>  | <b>G2C Government to Citizens</b>  |                        |                               |  |
| <b>Who may Avail</b>  | <b>All</b>   |                        |                               |  |
| <b>CHECKLIST OF REQUIREMENTS:</b>   |  |                        | <b>WHERE TO SECURE:</b>       |  |
| <ul style="list-style-type: none"> <li>○ RSBSA Registration</li> <li>○ List of Prospected Participants</li> <li>○ Letter Request</li> </ul> |  |                        | From the Client               |  |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTION</b>   | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b>        | <b>PERSON RESPONSIBLE</b>  |
| 1. Submit all needed requirements   | <ul style="list-style-type: none"> <li>○ Evaluate, verify and assess submitted documents</li> <li>○ Harmonize schedule</li> <li>○ Prepare all necessary logistics</li> </ul> | None                   | 5 minutes                     | Municipal Agriculturist/<br>Agricultural Extension Workers                     |
| 2. Attend Training  | <ul style="list-style-type: none"> <li>○ Actual conduct of the Extension, Education &amp; Training Services</li> </ul>   | None                   | 1 or 2 day/s                  | Municipal Agriculturist/<br>Agricultural Extension Workers/<br>Resource Person |
| <b>TOTAL</b>  |  |                        | <b>2 days &amp; 5 minutes</b> |  |



**9. COOPERATIVE PRE -REGISTRATION SEMINAR**

Conduct Pre-Registration Seminar.

|  |   |                        |  |   |
|--|---|------------------------|--|---|
| <b>Office of Division</b>  | <b>Office of the Municipal Agricultural Services</b>  |                        |  |   |
| <b>Classification</b>  | <b>Complex</b>  |                        |  |   |
| <b>Type of Transaction</b>   | <b>G2C Government to Citizens</b>   |                        |  |   |
| <b>Who may Avail</b>   | <b>All</b>  |                        |  |   |
| <b>CHECKLIST OF REQUIREMENTS:</b>  |   |                        | <b>WHERE TO SECURE:</b>                              |   |
| <ul style="list-style-type: none"> <li>○ RSBSA Registration</li> <li>○ List of Prospected Participants</li> <li>○ Pre- Registration Seminar</li> </ul> |   |                        | From the Client<br>From the Client<br>From CDA Staff |   |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>  | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b>                               | <b>PERSON RESPONSIBLE</b>                                 |
| 1. Submit request for Pre - Registration Seminar   | <ul style="list-style-type: none"> <li>○ Evaluate request</li> <li>○ Harmonize schedule</li> <li>○ Prepare all necessary logistics</li> </ul> | None                   | 5 minutes  | Municipal Agriculturist/<br>Municipal Cooperative Officer |
| 2. Submit list of prospected participants  | <ul style="list-style-type: none"> <li>○ Evaluate submitted list</li> <li>○ Coordinate CDA as to schedule of PRS</li> </ul>                   | None                   | 5 minutes  | Municipal Agriculturist/<br>Municipal Cooperative Officer |
| 3. Attendance to PRS   | <ul style="list-style-type: none"> <li>○ Actual conduct of the Cooperative Pre-Registration Seminar</li> </ul>                                | None                   | 1 day  | Municipal Cooperative Officer and CDA Personnel           |
| <b>TOTAL</b>   |   |                        | <b>1 day &amp; 10 minutes</b>                        |   |





## 10. PRODUCTION LOAN ENDORSEMENT

Endorsement of Loan Application.

|  |   |                         |                         |  |
|--|---|-------------------------|-------------------------|--|
| <b>Office of Division</b>  | <b>Office of the Municipal Agricultural Services</b>  |                         |                         |  |
| <b>Classification</b>  | <b>Simple</b>   |                         |                         |  |
| <b>Type of Transaction</b>   | <b>G2C Government to Citizens</b>   |                         |                         |  |
| <b>Who may Avail</b>   | <b>All</b>  |                         |                         |  |
| <b>CHECKLIST OF REQUIREMENTS:</b>  |   |                         | <b>WHERE TO SECURE:</b> |  |
| <ul style="list-style-type: none"> <li>○ As required by the Financing Institution</li> </ul> |   |                         | From the Client         |  |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>  | <b>FEEES TO BE PAID</b> | <b>PROCESSING TIME</b>  | <b>PERSON RESPONSIBLE</b>                                  |
| 1. Inquire as to loan windows offered by Financial Institution                               | <ul style="list-style-type: none"> <li>○ Provide information</li> </ul>                           | None                    | 10 minutes              | Municipal Agriculturist/<br>Agricultural Extension Workers |
| 2. Comply the necessary requirements as required by the financing institution                | <ul style="list-style-type: none"> <li>○ Refer to Financial Institution</li> </ul>                | None                    | 5 minutes               | Municipal Agriculturist/<br>Agricultural Extension Workers |
| 3. Submit filled up application and other requirements                                       | <ul style="list-style-type: none"> <li>○ Validate and endorse to Financing Institution</li> </ul> | None                    | 10 minutes              | Municipal Agriculturist/<br>Agricultural Extension Workers |
| <b>TOTAL</b>   |   |                         | <b>25 minutes</b>       |  |



## 11. MANDATORY REGISTRATION OF AGRICULTURAL AND FISHERIES MACHINERIES AND EQUIPMENT

Registration of Agri. & Fisheries Machineries and Equipment.

| <b>Office of Division</b>   |  | <b>Office of the Municipal Agricultural Services</b> |   |   |
|---|--|--|---|---|
| <b>Classification</b>   |  | <b>Simple</b>  |   |   |
| <b>Type of Transaction</b>  |  | <b>G2C Government to Citizens</b>                    |   |   |
| <b>Who may Avail</b>  |  | <b>All</b>   |   |   |
| <b>CHECKLIST OF REQUIREMENTS:</b>   |  |  | <b>WHERE TO SECURE:</b>                                   |   |
| <ul style="list-style-type: none"> <li>○ RSBSA Registration</li> <li>○ Proof of Ownership of Machineries</li> <li>○ Barangay Certification as to location of Machineries</li> </ul> |  |  | From the Client<br>From the Barangay<br>From the Barangay |   |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTION</b>   | <b>FEES TO BE PAID</b>                               | <b>PROCESSING TIME</b>                                    | <b>PERSON RESPONSIBLE</b>                       |
| 1. Go to OMAS specifically to Engineering Section   | ○ Provide information  | None   | 10 minutes  | Municipal Agriculturist/<br>Engineering Section |
| 2. Submit documents   | ○ Validate   | None   | 10 minutes  | Municipal Agriculturist/<br>Engineering Section |
| 3. Pay the required fees to MTO and secure OR   | <ul style="list-style-type: none"> <li>○ Validate OR</li> <li>○ Issue Certificate of Agricultural and Fisheries Machineries and Equipment Registration (CAFMER)</li> <li>○ Issue Quick Response (QR) Code</li> </ul> | P 300.00 per unit                                    | 15 minutes  | Municipal Agriculturist/<br>Engineering Section |
| 4. Post the QR code to the Machineries  |  |  |   | Client  |
| <b>TOTAL</b>  |  | <b>300.00/ unit</b>                                  | <b>25 minutes</b>   |   |



## 12. AVAILMENT OF FARM MACHINERIES AND SMALL INFRASTRUCTURE PROJECTS

|   |  |                        |                               |   |
|---|--|------------------------|-------------------------------|---|
| <b>Office of Division</b>   | <b>Office of the Municipal Agricultural Services</b>   |                        |                               |   |
| <b>Classification</b>   | <b>Complex</b>   |                        |                               |   |
| <b>Type of Transaction</b>  | <b>G2C Government to Citizens</b>  |                        |                               |   |
| <b>Who may Avail</b>  | <b>All</b>   |                        |                               |   |
| <b>CHECKLIST OF REQUIREMENTS:</b>   |  |                        | <b>WHERE TO SECURE:</b>       |   |
| <ul style="list-style-type: none"> <li>○ RSBSA Registration</li> <li>○ Letter of Intent</li> <li>○ Board Resolution<br/>Project Proposal</li> <li>○ Members Profile</li> <li>○ Certificate of Registration</li> <li>○ Endorsement (MA/MAFC/PA/PAFC/APCO)</li> <li>○ Geotag Photo of Production Area Shed</li> </ul> |  |                        | From the Client               |   |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTION</b>   | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b>        | <b>PERSON RESPONSIBLE</b>                       |
| 1. Submit all needed requirements   | <ul style="list-style-type: none"> <li>○ Validate as to completeness of the documents</li> <li>○ Conduct Site Validation</li> <li>○ Forward documents to MA for endorsement to MAFC/ PA/ PAFC/ APCO<br/><i>*If locally funded endorsed to Mayor's Office, if DA funded endorsed to DA XII</i></li> </ul> | None                   | 10 minutes                    | Municipal Agriculturist/<br>Engineering Section |
|   |  | None                   | 1 day                         |   |
|   |  | None                   |                               |   |
|   | <b>TOTAL</b>   | <b>None</b>            | <b>1 day &amp; 10 minutes</b> |   |



### 13. OCCURENCE OF NATURAL CALAMITIES

Occurrence of calamities (floods, pests and diseases outbreak and others.

|  |  |                         |   |  |
|--|--|-------------------------|---|--|
| <b>Office of Division</b>  | <b>Office of the Municipal Agricultural Services</b>   |                         |   |  |
| <b>Classification</b>  | <b>Simple</b>  |                         |   |  |
| <b>Type of Transaction</b>   | <b>G2C Government to Citizens</b>  |                         |   |  |
| <b>Who may Avail</b>   | <b>All</b>   |                         |   |  |
| <b>CHECKLIST OF REQUIREMENTS:</b>  |  |                         | <b>WHERE TO SECURE:</b>   |  |
| <ul style="list-style-type: none"> <li>○ RSBSA Registration</li> <li>○ Incidence Report</li> <li>○ Pictures</li> </ul> |  |                         | From the Client<br>From the Barangay<br>From the Client         |  |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>   | <b>FEEES TO BE PAID</b> | <b>PROCESSING TIME</b>  | <b>PERSON RESPONSIBLE</b>                                  |
| 1. Submit Incidence report and Pictures  | <ul style="list-style-type: none"> <li>○ Validate reports</li> <li>○ Conduct actual assessment</li> </ul>  | None                    | 10 minutes<br><br>Depends on the proximity of location and area | Municipal Agriculturist/<br>Agricultural Extension Workers |
| 2. Awaits Feedback   | <ul style="list-style-type: none"> <li>○ Rely assessment result</li> <li>○ Consolidate final assessment result for transmission to agencies concern</li> </ul> | None                    | 1 hour  | Municipal Agriculturist/<br>Agricultural Extension Workers |
|  | <b>TOTAL</b>   | <b>None</b>             | <b>1 hour and 10 minutes</b>                                    |  |



**14. PHILIPPINE CROP INSURANCE CORPORATION (PCIC) INSURANCE APPLICATION & CLAIMS FOR INDEMNITY**

Financial Assistance to corn/ rice and HVCC farmers.

|  |                             |  |  |  |
|--|-----------------------------|--|--|--|
| <b>Office of Division</b>  |                             | <b>Office of the Municipal Agricultural Services</b> |  |  |
| <b>Classification</b>  |                             | <b>Simple</b>  |  |  |
| <b>Type of Transaction</b>   |                             | <b>G2C Government to Citizens</b>                    |  |  |
| <b>Who may Avail</b>   |                             | <b>All</b>   |  |  |
| <b>CHECKLIST OF REQUIREMENTS:</b>  |                             |  | <b>WHERE TO SECURE:</b>                  |  |
| <ul style="list-style-type: none"> <li>○ RSBSA Registration</li> <li>○ Photo Copy of Valid ID</li> <li>○ Barangay Certification</li> </ul> |                             |  | From the Client                          |  |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>        | <b>FEES TO BE PAID</b>                               | <b>PROCESSING TIME</b>                   | <b>PERSON RESPONSIBLE</b>  |
| 1. Ask for PCIC Form (Application/ Claims for Indemnity)   | ○ Provide forms             | None   | 3 seconds                                | Municipal Agriculturist/ Agricultural Extension Workers/ Job Order |
| 2. Submit Requirements   | ○ Check submitted documents | None   | 1 minute                                 | Municipal Agriculturist/ Agricultural Extension Workers/ Job Order |
| 3. Fill-up forms   | ○ Check submitted documents | None   | 5 minutes                                | Municipal Agriculturist/ Agricultural Extension Workers/ Job Order |
| 4. Photo Copy filled-up forms  |                             |  |  |  |
| 5. Submit copies for PCIC take 1 copy (Insurer)  | ○ Transmit to PCIC          | None   | 1 hour                                   | Municipal Agriculturist/ Agricultural Extension Workers/ Job Order |
|  | <b>TOTAL</b>                | <b>None</b>  | <b>1 hour, 6 minutes &amp; 3 seconds</b> |  |