

CITIZEN'S CHARTER
LOCAL GOVERNMENT UNIT OF CABADBARAN CITY
DEPARTMENT: CITY AGRICULTURE OFFICE

FRONTLINE SERVICES	STEPS	LOCATION OF TRANSACTION PER STEP	TIME	FORM/S REQUIRED	DOCUMENTARY REQUIREMENT	FEES AND CHARGES	RESPONSIBLE EMPLOYEES
I. ARTIFICIAL INSEMINATION SERVICES FOR SWINE,CATTLE,CARABAO & GOAT	1 Log in and state your purpose	Customer's Assistance Desk					Amer P. Monteroso
	2 Ask and fill-up request form	Customer's Assistance Desk					Juvy Jane L. Pajo
	3 Sign Service Contract and ask for schedule	Customer's Assistance Desk	5 minutes		Service Contract		Apple Mae M. Ayawon
	4 Conduct Artificial Insemination	N/A	2 hours				Daryl Ian D. Montalban Jhon Michael R. Pico
	5 Pay Artificial Insemination fee (after weaning)	City Treasure's Office	N / A			Php 1,500.00 payment after	
II. FARM TRACTOR SERVICES	1 Log in and state your purpose	Customer's Assistance Desk					Amer P. Monteroso
	2 Ask and fill-up request form	Customer's Assistance Desk					Juvy L. Pajo Ladilee A. Gica
	3 Pay Farm Tractor Fee based on # of hectares	City Treasure's Office				Php 2,000.00/ha	
	4 Ask for schedule of Farm Tractor	Customer's Assistance Desk	N/A				Juvy Jane L. Pajo
	5 Conduct Farm Tractor operation	Customer's Assistance Desk	3 hours/ha.				Joseph C. Gallego
III. VEGETABLE SEEDS DISTRIBUTION SERVICES	1 Log in and state your purpose	Customer's Assistance Desk	3 minutes				Amer P. Monteroso
	2 Fill up & Sign Distribution Seed Form	Customer's Assistance Desk	3 minutes				Amer P. Monteroso Jasmin Agripina G. Pacquiao
IV. ISSUANCE OF FISHERY LICENSE	1 Log in & Secure list of requirements (for new applicant/s)	Customer's Assistance Desk					Juvy Jane L. Pajo, Aldin Clemenía, Christy D. Ihada
	2 Submit requirements and ask for application form	Customer's Assistance Desk					Juvy Jane L. Pajo, Aldin Clemenía, Christy D. Ihada
	3 Pay fisher's License & other regulatory fees	City Treasurer's Office				depend on the applied fishing gears & boats	

	4 Receive fisher's license & claim stub for release of ID (5 days after payment)	Customer's Assistance Desk					Juvy Jane L. Pajo, Aldin Clemenía, Christy D. Ihada
V. ISSUANCE OF AUXILIARY INVOICE	1 Fill up form	Customer's Assistance Desk					Juvy Jane L. Pajo, Aldin Clemenía, Christy D. Ihada
	2 Pay Auxilliary Invoice Fee	City Treasurer's Office				0.50 centavos/kg.	
	3 Receive Auxiliary Invoice	Customer's Assistance Desk					Juvy Jane L. Pajo, Aldin Clemenía, Christy D. Ihada

PREPARED BY:

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City Mayor