



OFFICE OF THE PROVINCIAL AGRICULTURIST (OPA)



CITIZEN'S CHARTER

FRONTLINE SERVICE : PRODUCTION OF FARM INPUTS (PLANTING MATERIALS, EFFECTIVE MICROORGANISM, METARHIZIUM, AND MANGROVE PROPAGULES)

STEP	CLIENT	PROVIDER	DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION/ CONTACT NO.
1		1. Identify needs		Stock Inventory	NONE	Delio T. Rozul <i>Agricultural Center Chief II</i>	Admin Bldg. of the Provincial Agriculturist
2		2. Production of a. Planting Materials b. Effective Microorganism c. Metarhizium d. Mangrove Propagules	3 months 28 days 10 days 3 months	Materials needed in the production	NONE	Marino T. Romilla <i>Nursery Foreman</i> Mario Rotairo <i>Agricultural Technologist</i> Lilian Telmo <i>Coop. Dev't Specialist II</i> Roden Alcoba <i>Farm Worker</i>	Provincial Nursery at OPA compound Operation Bldg. (Bldg. 2) at OPA compound Operation Bldg. (Bldg. 2) at OPA compound Binakayan Shellfish Demonstration Farm Binakayan, Kawit, Cavite (9994782385)
3		3. Record the produced farm inputs	5 mins	Log Book	NONE	Marino T. Romilla <i>Nursery Foreman</i> Mario Rotairo <i>Agricultural Technologist</i> Lilian Telmo <i>Coop. Dev't Specialist II</i> Roden Alcoba <i>Farm Worker</i>	Provincial Nursery at OPA compound Operation Bldg. (Bldg. 2) at OPA compound Operation Bldg. (Bldg. 2) at OPA compound Binakayan Shellfish Demonstration Farm Binakayan, Kawit, Cavite (9994782385)



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CITIZEN'S CHARTER

FRONTLINE SERVICE: PROVISION OF FARM INPUTS (PALAY AND CORN SEEDS, FERTILIZERS, SEEDLINGS, FINGERLINGS, AND MANGROVE PROPAGULES)

STEP	CLIENT	PROVIDER	DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION/ CONTACT NO.
1	1. Present or prepare a written request duly indorsed by the Provincial Governor or his representative	1. Receive, Record, Categorize and Forward request to the Assistant Provincial Agriculturist	3 minutes	Written Request	NONE	<u>Corazon dela Rea</u> Record's Officer <u>Andrea R. Mojica</u> Farm Worker I	Admin Bldg. of the Provincial Agriculturist
2		2. Validate/ Evaluate/ Endorse request to the Provincial Agriculturist	5 minutes	Written Request	NONE	<u>Ednaline C. Sacop</u> Assistant Provincial Agriculturist - Operations	
3		3. Approve Request / endorse to person in-charge	5 minutes	Written Request	NONE	<u>Lolita C. Pereña</u> Provincial Agriculturist	
4	Receive palay/corn seeds, fertilizers, seedlings, vegetable seeds fingerlings and mangrove propagules	4. Release requested commodity Palay Corn Seedlings Metarhizium Fertilizer Mangrove Propagules	Pick - up within 5 days	Written Request	NONE	<u>Reynato Rozul</u> Supervising Agriculturist <u>Anna Pamela Nova</u> Planning Officer I/Corn Coordinator <u>Marino T. Romilla</u> Nursery Foreman <u>Lilian M. Telmo</u> Coop Dev't Specialist II <u>Mario E. Rotairo</u> Agricultural Technologist <u>Roden Alcoba</u> Farm Worker I	Admin Bldg. of the Provincial Agriculturist Admin Building of the Provincial Agriculturist Provincial Nursery of OPA compound Operation Bldg. (Bldg. 2) at OPA Compound Operation Bldg. (Bldg. 2) at OPA Compound Binakayan Shellfish Demonstration Farm Binakayan, Kawit, Cavite (9994782385)



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CITIZEN'S CHARTER

FRONTLINE SERVICE : ACCESS TO FARM MACHINERIES

STEP	CLIENT	PROVIDER	DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION/ CONTACT NO.
1	1. Present or prepare a written request duly approved by the Provincial Governor or his representatives	1. Receive, record, categorize and forward request to the Assistant Provincial Agriculturist	3 minutes	Written Request		Corazon dela Rea <i>Record Officer</i>	Admin Bldg. of the Provincial Agriculturist
2		2. Validate / Evaluate / Endorse request to the Provincial Agriculturist	5 minutes	Written Request		Ednaline C. Sacop <i>Assistant Provincial Agriculturist- perations</i>	
3		3. Approve Request / Endorse to person in – charge	5 minutes	Written Request		Lolita C. Pereña <i>Provincial Agriculturist</i>	
4		4. Conduct ocular inspection if new	1 Day	Written Request		Noel C. Romilla <i>Admin Aide III (Driver I)</i> Enrique C. Romilla, Jr. <i>Admin Aide I (Utility Worker)</i> Armando P. Conde <i>Admin Aide III (Casual)</i>	Supplies Office (Bldg. 3) OPA Compound
5		5. Schedule the farm machinery					
6	2. Receive the machinery/ equipment	1. Provide service	1 day	Availability of farmer, tractor and operator	700/hr. Inclusive: Diesel and Operator	Noel C. Romilla <i>Admin Aide III (Driver I)</i> Enrique C. Romilla, Jr. <i>Admin Aide I (Utility Worker)</i> Armando P. Conde <i>Admin Aide III (Casual)</i> Redentor C. Flores <i>Admin Aide I (Utility Worker)</i> Leonilo D. Rollon <i>Admin Aide I (Utility Worker)</i> Jayson D. Lubigan <i>Admin Aide III (Casual)</i> Mark Anthony M. Patam <i>Admin Aide III (Casual)</i>	



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CITIZEN'S CHARTER

FRONTLINE SERVICE: RED TIDE MONITORING

STEP	CLIENT	PROVIDER	DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION/ CONTACT NO.
1		Conduct Hydro biological sampling at the two farming areas	Two hours	Motor banca Secchi disk Plankton net Thermometer 500ml Polyethylene bottle		Irma T. Garduque <i>Aquacultural Technician II</i> Julio P. Ricon <i>Farm Worker II</i> Elmer A. Ramos <i>Admin Aide III (Casual)</i> Roberto Fernandez Jr. <i>Admin Aide III (Casual)</i>	Binakayan Shellfish Demonstration Farm Binakayan, Kawit, Cavite (09205222471)
2		Laboratory analysis of phytoplankton	Two hours	Microscope Graduated Cylinder Sedgewick Rafter Water Sample Meat Sample		Irma T. Garduque <i>Aquacultural Technician</i> Roberto Fernandez Jr. <i>Admin Aide III</i>	Binakayan Shellfish Demonstration Farm Binakayan, Kawit, Cavite (09205222471)
3		Mouse Bio – Assay Method	Three Hours	Cetrifuge Machine Hot Plate Syringe Ostirizer of Blender Top Loading Balance Laboratory mice		Irma T. Garduque <i>Aquacultural Technician</i> Roberto Fernandez Jr. <i>Admin Aide III</i>	Binakayan Shellfish Demonstration Farm Binakayan, Kawit, Cavite (09205222471)



OFFICE OF THE PROVINCIAL AGRICULTURIST (OPA)



CITIZEN'S CHARTER

FRONTLINE SERVICE : PROVISION OF TECHNICAL ASSISTANCE

STEP	CLIENT	PROVIDER	DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION/ CONTACT NO.
1	1. Present or prepare a written request	1. Receive, record and forward request to the Assistant Provincial Agriculturist	3 minutes	Written Request / Program work	NONE	Corazon dela Rea <i>Record's Officer</i>	Admin Bldg. of the Provincial Agriculturist
2		2. Validate the request	5 minutes			Ednaline C. Sacop <i>Assistant Provincial Agriculturist – Operations</i>	Admin Bldg. of the Provincial Agriculturist
3		3. Approve request and refer to the unit/ person in – charge	5 minutes			Lolita C. Pereña <i>Provincial Agriculturist</i>	Admin Bldg. of the Provincial Agriculturist
4	2. Avail the services	1. Render technical assistance	Depends on the Assistance Request			Reynato N. Rozul <i>Supervising Agriculturist</i> Gloria N. dela Cruz <i>Supervising Agriculturist</i> Delio N. Rozul <i>Agricultural Center Chief II</i> All Technical Personnel	Admin Bldg. of the Provincial Agriculturist Operation Bldg. (Bldg. 2) at OPA Compound Admin Bldg. of the Provincial Agriculturist Operation Bldg. (Bldg. 2) at OPA Compound