



OFFICE OF THE PROVINCIAL AGRICULTURIST



Provision of Agricultural Services (Technical Assistance, Farm Inputs¹ and Access to Farm Machineries)

Office or Division:		Office of the Provincial Agriculturist		
Classification:		Complex		
Type of Transaction:		Government to Citizens		
Who may avail:		General Public		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
• Client Request Form				Requestor
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present or prepare a written request duly indorsed by the Provincial Governor or his representative	Receive, record, categorize and forward request to the Assistant Provincial Agriculturist	None	3 minutes	<u>Corazon L. dela Rea</u> <i>Administrative Officer IV</i> <u>Susana V. Diones</u> <i>Admin. Officer III</i> <i>(Records Officer II)</i> <u>Shiela May A. Panizal</u> <i>Admin. Aide VI</i>
	Validate the request	None	5 minutes	<u>Lorna E. Aviñante/</u> <u>Anna Pamela G. Nova</u> <i>Assistant Provincial</i> <i>Agriculturist for Admin &</i> <i>Operations</i>
	Approve request and refer to the unit/person in-charge	None	5 minutes	<u>Lolita C. Pereña</u> <i>Provincial Agriculturist</i>
For Technical Assistance and Farm Inputs				
2. Avail the Services Or Receive palay/corn seeds, fertilizers, seedlings, vegetable seeds fingerlings and	Render technical assistance Thru Social Media Services (SMS)/ Face to face	None	Depends on the Assistance requested	<u>Lorna E. Aviñante/</u> <u>Anna Pamela G. Nova</u> <i>Assistant Provincial</i> <i>Agriculturist for Admin &</i> <i>Operations</i> <u>Delio T. Rozul/Marieta A.</u> <u>Nueva</u> <i>Supervising Agriculturist</i> <u>Ceniza E. Feranil</u> <i>Agricultural Center Chief</i> <i>II</i> <u>All Technical Personnel</u>

¹ Palay and Corn Seeds, Seedlings, Fingerlings and Mangrove Propagules



Office or Division:		Office of the Provincial Agriculturist		
Classification:		Complex		
Type of Transaction:		Government to Citizens		
Who may avail:		General Public		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none"> Client Request Form 				Requestor
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
mangrove propagules	Release requested commodity	None	Pick – up within 5 days	<u>Lorna E. Aviñante/</u> <u>Anna Pamela G. Nova</u> <i>Assistant Provincial Agriculturist</i> <i>For Admin & Operations</i> <u>Anna Pamela G. Nova</u> <i>Asst. Provincial Agriculturist/ Corn Coordinator</i> <u>Leonilo D. Rollon</u> <i>Farm Foreman</i> <u>Lilian M. Telmo</u> <i>Coop. Dev't Specialist II</i> <u>Mario E. Rotairo</u> <i>Agriculturist II</i> <u>Roden L. Alcoba</u> <i>Farm Worker I</i>
	Palay			
	Corn			
	Seedlings			
	Metarhizium			
	Fertilizer (Organic Fertilizer)			
	Mangrove Propagules			
For Access to Machineries				
	Conduct ocular inspection if new	None	1 day	<u>Armando P. Conde</u> <i>Administrative Aide III</i> <u>Mark Anthony M. Patam</u> <i>Administrative Aide III</i> <u>Enrique C. Romilla Jr.</u> <i>Administrative Aide III</i> <u>Redentor C. Flores</u> <i>Administrative Aide I</i>
	Schedule the farm machinery	None	Weekly	<u>Cecilio R. Rodil</u> <i>Admin Officer III (Supply Officer II)</i>
2. Avail the services of Farm Machineries	Provide service	700/hour Inclusive: Diesel and Operator	1 day	<u>Armando P. Conde</u> <i>Administrative Aide III</i> <u>Mark Anthony M. Patam</u> <i>Administrative Aide III</i> <u>Enrique C. Romilla Jr.</u> <i>Administrative Aide III</i> <u>Redentor C. Flores</u>



Office or Division:	Office of the Provincial Agriculturist			
Classification:	Complex			
Type of Transaction:	Government to Citizens			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none"> Client Request Form 				Requestor
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				<i>Administrative Aide I</i>
TOTAL		700/hr Inclusive of Diesel and Operator For Farm Machineries	13 minutes request processing plus actual time consumed on service availment	



PROOF OF POSTING

Office of the Provincial Agriculturist's Citizen's Charter Posted at the Office Entrance

OFFICE OF THE PROVINCIAL AGRICULTURIST
CITIZEN'S CHARTER

VISION	STEP	CLIENT	PROVIDER	DURATION	REQUIREMENTS	FEES	RESPONSIBLE	LOCATION/CONTACT NO.	PERFORMANCE PLEDGE
<p>VISION</p> <p>United farmers and stakeholders will work harmoniously and flexibly with clearly defined roles and responsibilities to ensure food security and progressive livelihoods.</p>	1.A	Farmer or person with the request	Business, small and medium enterprises, local and foreign investors	Immediate	Business request/Registration of land	None	<p>SOLEDAD S. DEL ROSARIO Administrative Officer IV</p> <p>SOLEDAD S. DEL ROSARIO Admin. Officer III (Assistant Officer III)</p> <p>SOLEDAD S. DEL ROSARIO Admin. Officer III</p>	Office of the Provincial Agriculturist/1st floor Administration/Operation Building	<p>The officials and employees of the Office of the Provincial Agriculturist pledge to deliver efficient and equitable public services to all stakeholders stated in this Charter. We will comply with the Charter, especially with respect to, regularity and predictability. We shall be accessible, courteous and efficient. We will work accordingly to the eight-hour standard working hours.</p> <p>We respond when the need arises. We are responsible to all those by whom we serve. We will ensure that our office and services are accessible and available. We will ensure that our office and services are accessible and available. We will ensure that our office and services are accessible and available.</p>
	1.B	Farmer or person with the request	Business, small and medium enterprises, local and foreign investors	Immediate	Business request/Registration of land	None	<p>SOLEDAD S. DEL ROSARIO Administrative Officer IV</p> <p>SOLEDAD S. DEL ROSARIO Admin. Officer III (Assistant Officer III)</p> <p>SOLEDAD S. DEL ROSARIO Admin. Officer III</p>	Office of the Provincial Agriculturist/1st floor Administration/Operation Building	
<p>MISSION</p> <p>The province granted and development in agriculture and in various sectors and farmers' real income will increase their quality of life beyond their subsistence level towards the attainment of food security in a socially, environmentally just and equitable manner.</p>	2.A	Farmer or person with the request	Business, small and medium enterprises, local and foreign investors	Immediate	Business request/Registration of land	None	<p>SOLEDAD S. DEL ROSARIO Administrative Officer IV</p> <p>SOLEDAD S. DEL ROSARIO Admin. Officer III (Assistant Officer III)</p> <p>SOLEDAD S. DEL ROSARIO Admin. Officer III</p>	Office of the Provincial Agriculturist/1st floor Administration/Operation Building	
	2.B	Farmer or person with the request	Business, small and medium enterprises, local and foreign investors	Immediate	Business request/Registration of land	None	<p>SOLEDAD S. DEL ROSARIO Administrative Officer IV</p> <p>SOLEDAD S. DEL ROSARIO Admin. Officer III (Assistant Officer III)</p> <p>SOLEDAD S. DEL ROSARIO Admin. Officer III</p>	Office of the Provincial Agriculturist/1st floor Administration/Operation Building	
<p>PRIORITY SERVICES</p> <p>1. Provision of land lease assistance.</p> <p>2. Provision of Farm Input (seed, fertilizer, pesticides, veterinary services, irrigation and extension services).</p> <p>3. Access to Farm Subsidies.</p>	3.A	Farmer or person with the request	Business, small and medium enterprises, local and foreign investors	Immediate	Business request/Registration of land	None	<p>SOLEDAD S. DEL ROSARIO Administrative Officer IV</p> <p>SOLEDAD S. DEL ROSARIO Admin. Officer III (Assistant Officer III)</p> <p>SOLEDAD S. DEL ROSARIO Admin. Officer III</p>	Office of the Provincial Agriculturist/1st floor Administration/Operation Building	
	3.B	Farmer or person with the request	Business, small and medium enterprises, local and foreign investors	Immediate	Business request/Registration of land	None	<p>SOLEDAD S. DEL ROSARIO Administrative Officer IV</p> <p>SOLEDAD S. DEL ROSARIO Admin. Officer III (Assistant Officer III)</p> <p>SOLEDAD S. DEL ROSARIO Admin. Officer III</p>	Office of the Provincial Agriculturist/1st floor Administration/Operation Building	

OFFICE OF THE PROVINCIAL AGRICULTURIST
CITIZEN'S CHARTER

VISION	STEP	CLIENT	PROVIDER	DURATION	REQUIREMENTS	FEES	RESPONSIBLE	LOCATION/CONTACT NO.	PERFORMANCE PLEDGE
<p>VISION</p> <p>United farmers and stakeholders will work harmoniously and flexibly with clearly defined roles and responsibilities to ensure food security and progressive livelihoods.</p>	1.A	Farmer or person with the request	Business, small and medium enterprises, local and foreign investors	Immediate	Business request/Registration of land	None	<p>SOLEDAD S. DEL ROSARIO Administrative Officer IV</p> <p>SOLEDAD S. DEL ROSARIO Admin. Officer III (Assistant Officer III)</p> <p>SOLEDAD S. DEL ROSARIO Admin. Officer III</p>	Office of the Provincial Agriculturist/1st floor Administration/Operation Building	<p>The officials and employees of the Office of the Provincial Agriculturist pledge to deliver efficient and equitable public services to all stakeholders stated in this Charter. We will comply with the Charter, especially with respect to, regularity and predictability. We shall be accessible, courteous and efficient. We will work accordingly to the eight-hour standard working hours.</p> <p>We respond when the need arises. We are responsible to all those by whom we serve. We will ensure that our office and services are accessible and available. We will ensure that our office and services are accessible and available.</p>
	1.B	Farmer or person with the request	Business, small and medium enterprises, local and foreign investors	Immediate	Business request/Registration of land	None	<p>SOLEDAD S. DEL ROSARIO Administrative Officer IV</p> <p>SOLEDAD S. DEL ROSARIO Admin. Officer III (Assistant Officer III)</p> <p>SOLEDAD S. DEL ROSARIO Admin. Officer III</p>	Office of the Provincial Agriculturist/1st floor Administration/Operation Building	
<p>MISSION</p> <p>The province granted and development in agriculture and in various sectors and farmers' real income will increase their quality of life beyond their subsistence level towards the attainment of food security in a socially, environmentally just and equitable manner.</p>	2.A	Farmer or person with the request	Business, small and medium enterprises, local and foreign investors	Immediate	Business request/Registration of land	None	<p>SOLEDAD S. DEL ROSARIO Administrative Officer IV</p> <p>SOLEDAD S. DEL ROSARIO Admin. Officer III (Assistant Officer III)</p> <p>SOLEDAD S. DEL ROSARIO Admin. Officer III</p>	Office of the Provincial Agriculturist/1st floor Administration/Operation Building	
	2.B	Farmer or person with the request	Business, small and medium enterprises, local and foreign investors	Immediate	Business request/Registration of land	None	<p>SOLEDAD S. DEL ROSARIO Administrative Officer IV</p> <p>SOLEDAD S. DEL ROSARIO Admin. Officer III (Assistant Officer III)</p> <p>SOLEDAD S. DEL ROSARIO Admin. Officer III</p>	Office of the Provincial Agriculturist/1st floor Administration/Operation Building	
<p>PRIORITY SERVICES</p> <p>1. Provision of land lease assistance.</p> <p>2. Provision of Farm Input (seed, fertilizer, pesticides, veterinary services, irrigation and extension services).</p> <p>3. Access to Farm Subsidies.</p>	3.A	Farmer or person with the request	Business, small and medium enterprises, local and foreign investors	Immediate	Business request/Registration of land	None	<p>SOLEDAD S. DEL ROSARIO Administrative Officer IV</p> <p>SOLEDAD S. DEL ROSARIO Admin. Officer III (Assistant Officer III)</p> <p>SOLEDAD S. DEL ROSARIO Admin. Officer III</p>	Office of the Provincial Agriculturist/1st floor Administration/Operation Building	
	3.B	Farmer or person with the request	Business, small and medium enterprises, local and foreign investors	Immediate	Business request/Registration of land	None	<p>SOLEDAD S. DEL ROSARIO Administrative Officer IV</p> <p>SOLEDAD S. DEL ROSARIO Admin. Officer III (Assistant Officer III)</p> <p>SOLEDAD S. DEL ROSARIO Admin. Officer III</p>	Office of the Provincial Agriculturist/1st floor Administration/Operation Building	



COMMUNICATION PLAN

To provide our farmer clientele with transparency and information concerning the frontline services provided by the Office of the Provincial Agriculturist, the citizen's charter is posted on the lobby of the Administration building where our clientele can easily read and access. All our frontline agricultural services are reflected and the steps are well defined from the first step up to availment of requested services. Every step of the activities has corresponding personnel responsible in providing the services needed by the clients. Requirement from the clients are also clearly identified.

CONTACT INFORMATION

OFFICE	COMPLETE ADDRESS	CONTACT INFORMATION
OFFICE OF THE PROVINCIAL AGRICULTURIST	BRGY. LUCIANO, TRECE MARTIRES CITY	Telephone: 419-2503 Telefax: 419-2503 Email Address: agriculturecavite@yahoo.com