



Republic of the Philippines  
Province of Davao Occidental  
Municipality of Malita

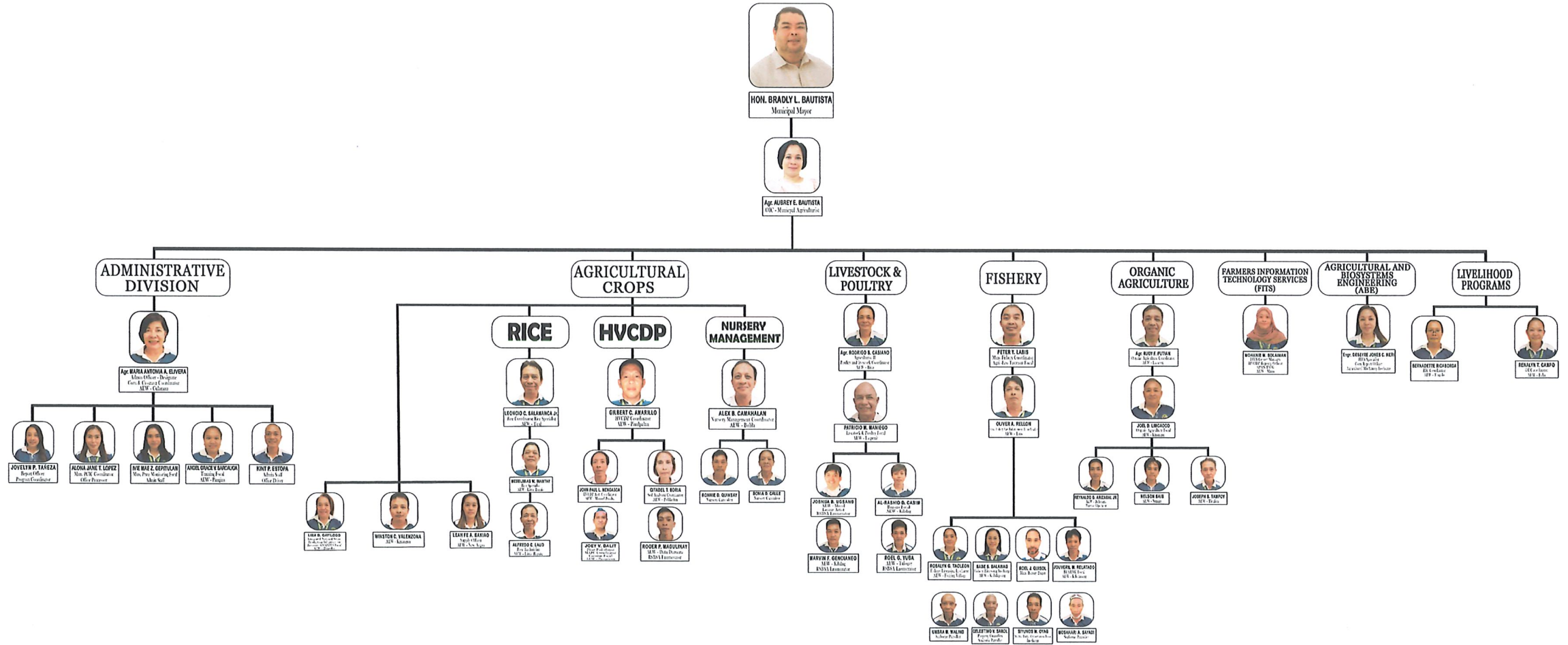


**MUNICIPAL AGRICULTURE OFFICE**

# **ORGANIZATIONAL STRUCTURE**



# MUNICIPAL AGRICULTURE OFFICE ORGANIZATIONAL STRUCTURE





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**MUNICIPAL AGRICULTURE OFFICE**

# **FUNCTIONAL CHART**





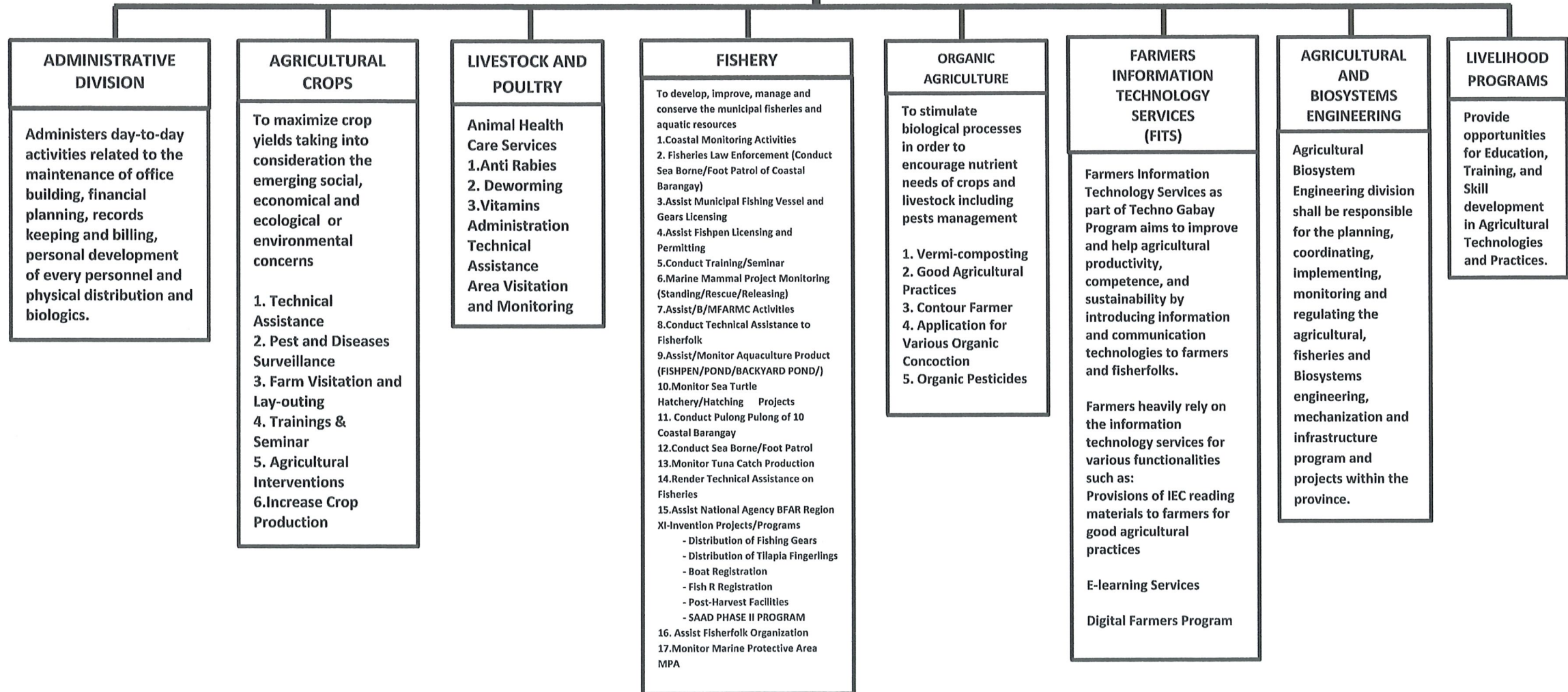
**OFFICE OF THE MUNICIPAL AGRICULTURE**

**FUNCTIONAL CHART**

**OFFICE OF THE MAYOR**

**MUNICIPAL AGRICULTURE OFFICE**

**Agriculture office is responsible for overseeing various aspects of agriculture within a specific jurisdiction. This office is tasked with developing and implementing policies, regulations, and programs related to farming, crop production, livestock management, agricultural research, rural development, and sporadically environmental conservation.**



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**MUNICIPAL AGRICULTURE OFFICE**

# **MISSION AND VISION**



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## AGRICULTURE'S MISSION AND VISION

### **Mission:**

To alleviate the standard of living of the Malitaneos and address a broad spectrum of development issues in a particular geographical area through improved and sustainable method of farming, fishery, agro-forestry, livestock, environmental conservation and home nutrition techniques.

### **Vision:**

The office of the Municipal Agriculturist and Fisheries envisions to be the life support system of the Local Government Unit for the sustained development of communities in the up streams, down streams and coastal areas. To accelerate delivery of relevant technology generated from research in the field of Agriculture, Fisher, agro-forestry, Livestock, environmental conservation and home and nutrition techniques.



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**MUNICIPAL AGRICULTURE OFFICE**

# **CITIZEN'S CHARTER**



# MUNICIPAL AGRICULTURE OFFICE CITIZEN'S CHARTER

## BANCA MOTORIZED REGISTRATION

	ACTIVITY	DUARATION OF ACTIVITY	PERSON INCHARGE	FEES	FORMS NEEDED
1	Register in the logbook	5-10 minutes	Fishery Technician		
2	Provide request form				Request form
3	Received and evaluate request form	5-10 minutes	Fishery Technician		
4	Schedule of Inspection	variable			
5	Conduct Inspection	variable	Fishery Technician		Inspection report
6	Issue order of payment	5-10 minutes	Fishery Technician		Payment slip
7	Proceed to MTO for payment	variable	MTO personnel		
8	Collection of payment and Issuance of official receipt			1500	Official Receipt
9	Prepare Banca registration for Motorized Category	5-10 minutes	Fishery Technician		Registration Certificate
10	Approval of Motorized Banca Registration	5-10 minutes	Municipal Agriculturist		
11	Release of Banca Registration Certificate	5-10 minutes	Fishery Technician		
<b>"END OF TRANSACTION"</b>					



## NON- BANCA MOTORIZED REGISTRATION

	ACTIVITY	DUARATION OF ACTIVITY	PERSON INCHARGE	FEES	FORMS NEEDED
1	Register in the logbook	5-10 minutes	Fishery Technician		
2	Provide request form				Request form
3	Received and evaluate request form	5-10 minutes	Fishery Technician		
4	Schedule of Inspection	variable	Fishery Technician		
5	Conduct Inspection	variable	Fishery Technician		Inspection report
6	Issue order of payment	5-10 minutes	Fishery Technician		Payment slip
7	Proceed to MTO for payment	variable	MTO personnel	200	
8	Collection of payment and Issuance of official receipt				Official Receipt
9	Prepare Banca registration for non- motorized banca	5-10 minutes	Fishery Technician		Registration Certificate
10	Approval of non-motorized Banca Registration	5-10 minutes	Mun. Agriculturist		
11	Release of non motorized Banca Registration	5-10 minutes	Fishery Technician		
<b>"END OF TRANSACTION"</b>					

## FISH CAGE CERTIFICATION

ACTIVITY		DUARATION OF ACTIVITY	PERSON INCHARGE	FEES	FORMS NEEDED
1	Register in the logbook	5-10 minutes	Fishery Technician		
2	Provide request form				Request form
3	Received and evaluate request form	5-10 minutes	Fishery Technician		
4	Schedule of Inspection	variable	Fishery Technician		
5	Conduct Inspection	variable	Fishery Technician		Inspection report
6	Issue order of payment	5-10 minutes	Fishery Technician		Payment slip
7	Proceed to MTO for payment	variable	MTO personnel	2800	
8	Collection of payment and Issuance of official receipt				Official Receipt
9	Prepare certificate of Fishcage certification	5-10 minutes	Peter Labis/Farm Supervisor		Registration Certificate
10	Approval of Fishcage Certificate	5-10 minutes	Aubrey E. Bautista /OIC- MAO		
11	Release of Fishcage Certificate	5-10 minutes	Peter Labis/Farm Supervisor		
<b>"END OF TRANSACTION"</b>					

## FISH PEN CERTIFICATION

ACTIVITY		DUARATION OF ACTIVITY	PERSON INCHARGE	FEES	FORMS NEEDED
1	Register in the logbook	5-10 minutes	Fishery Technician		
2	Provide request form				Request form
3	Received and evaluate request form	5-10 minutes	Fishery Technician		
4	Schedule of Inspection	variable	Fishery Technician		
5	Issue order of payment	5-10 minutes	Fishery Technician		Payment slip
6	Conduct Inspection	variable	Fishery Technician		Inspection report
7	Proceed to MTO for payment	variable	MTO personnel	2800	
8	Collection of payment and Issuance of official receipt				Official Receipt
9	Prepare Certificate of Fishpen Certificate	5-10 minutes	Fishery Technician		Registration Certificate
10	Approval of Fishpen Certification	5-10 minutes	Mun.Agriculturist		
11	Release of Fishpen Certificate	5-10 minutes	Fishery Technician		
<b>"END OF TRANSACTION"</b>					

## LIVESTOCK INSPECTION CERTIFICATION

	ACTIVITY	DUARATION OF ACTIVITY	PERSON INCHARGE	FEES	FORMS NEEDED
1	Register in the logbook	5-10 minutes	AT Designate	none	
2	Provide request form	5-10 minutes	AT Designate		Request form
3	Received and evaluate request form	5-10 minutes	AT Designate		
4	Schedule of Inspection	variable	Agricultural Technologist		
5	Conduct Inspection	variable	Agricultural Technologist		Inspection report
6	Issue order of payment	5-10 minutes	AT Designate		Payment slip
7	Proceed to MTO for payment	variable	MTO personnel		
8	Collection of payment and Issuance of official			100	Official Receipt
9	Prepare Inspection Certificate	5-10 minutes	AT Designate		Registration Certificate
10	Approval of Livestock Inspection Certificate	5-10 minutes	Mun. Agriculturist		
11	Release Inspection Certificate	5-10 minutes	AT Designate		
<b>"END OF TRANSACTION"</b>					

## CROP INSPECTION CERTIFICATE

	ACTIVITY	DUARATION OF ACTIVITY	PERSON INCHARGE	FEES	FORMS NEEDED
1	Register in the logbook	5-10 minutes	AT Designate	none	
2	Provide request form	5-10 minutes	AT Designate		Request form
3	Received and evaluate request form				
4	Schedule of Inspection	variable	Agricultural Technologist		
5	Conduct Inspection	variable	Agricultural Technologist		
6	Issue order of payment	5-10 minutes	AT Designate		Payment slip
	Proceed to MTO for payment	variable	MTO personnel		
7	Collection of payment and Issuance of official receipt			50	Official Receipt
8	Prepare Inspection Certificate	5-10 minutes	AT Designate		Inspection Certificate
9	Approval of Inspection Certificate	5-10 minutes	Mun. Agriculturist		
10	Release of Inspection Certificate	5-10 minutes	AT Designate		
<b>"END OF TRANSACTION"</b>					

## MAO CERTIFICATION (REGULAR)

	ACTIVITY	DUARATION OF ACTIVITY	PERSON INCHARGE	FEES	SUPPLY MATERIALS
1	Register in the logbook	5-10 minutes	AT Designate	none	Request form
2	Provide request form		AT Designate		
3	Received and evaluate request form	5-10 minutes	AT Designate		
4	Issue order of payment	5-10 minutes	AT Designate		Payment slip
5	Proceed to MTO for payment	variable	MTO personnel	100	Official Receipt
6	Collection of payment and Issuance of official receipt				
7	Prepare MAO Certification	5-10 minutes	AT Designate		MAO Certification
8	Approval MAO Certification	5-10 minutes	Mun. Agriculturist		
9	Release of MAO Certification	5-10 minutes	AT Designate		
"END OF TRANSACTION"					

## MAO CERTIFICATION (SPECIAL)

	ACTIVITY	DUARATION OF ACTIVITY	PERSON INCHARGE	FEES	FORMS NEEDED
1	Register in the logbook	5-10 minutes	Admin Staff		Request form
2	Provide request form	5-10 minutes	Admin Staff		
3	Received and evaluate request form	5-10 minutes	Admin Staff		
4	Issue order of payment	5-10 minutes	Admin Staff		Payment slip
5	Proceed to MTO for payment	variable	MTO personnel	200	Official Receipt
6	Collection of of payment and Issuance of official receipt				
7	Prepare MAO Certification	5-10 minutes	Admin Staff		MAO Certification
8	Approval of MAO Certification	5-10 minutes	Mun. Agriculturist		
9	Release of MAO Certification	5-10 minutes	Admin Staff		
"END OF TRANSACTION"					



## TRACTOR RENTAL

	ACTIVITY	DUARATION OF ACTIVITY	PERSON INCHARGE	FEEES	FORMS NEEDED
1	Register in the logbook	5-10 minutes	AT Designate		
2	Provide request form		AT Designate		
3	Received and evaluate request form	5-10 minutes	AT Designate		Request form
4	Schedule of Inspection	variable	AT Designate		
5	Conduct Inspection	variable	AT Designate		
6	Issue order of payment	5-10 minutes	AT Designate		Payment slip
7	Proceed to MTO for payment	variable	MTO personnel		
8	Collection of payment and issuance of official			500 per ha.	Official Receipt
9	Schedule of Plowing	5-10 minutes	AT Designate		
10	Conduct Plowing	variable	AT Designate		
"END OF TRANSACTION"					

## ANTI RABIES SERVICE

	ACTIVITY	DUARATION OF ACTIVITY	PERSON INCHARGE	FEEES	FORMS NEEDED
1	Register in the logbook	5-10 minutes	AT Designate		
2	Provide request form		AT Designate		Request form
3	Received and evaluate request form	5-10 minutes	AT Designate		
4	Issue order of payment	5-10 minutes	AT Designate		Payment slip
5	Proceed to MTO for payment	variable	MTO personnel		
6	Collection of payment and Issuance of official receipt			150	Official Receipt
7	Conduct of Anti Rabies	variable	AT's Designate		vaccine /syringe
"END OF TRANSACTION"					

## ARTIFICIAL INSEMINATION ON HOGS

	ACTIVITY	DUARATION OF ACTIVITY	PERSON INCHARGE	FEES	FORMS NEEDED
1	Register in the logbook	5-10 minutes	AT Designate		Request form
2	Provide request form		AT Designate		
3	Received and evaluate request form	5-10 minutes	AT Designate		
4	Issue order of payment	5-10 minutes	AT Designate		Payment slip
5	Proceed to MTO for payment	variable	MTO personnel	500	Official Receipt
6	Collection of payment and Issuance of official receipt				
7	Conduct Artificial Insemination	variable	AT Designate		AI Catheter, syringe
<b>"END OF TRANSACTION"</b>					
<b>CASTRATION SERVICES</b>					

	ACTIVITY	DUARATION OF ACTIVITY	PERSON INCHARGE	FEES	FORMS NEEDED
1	Register in the logbook	5-10 minutes	AT Designate		
2	Provide request form	5-10 minutes	AT Designate		Request form
3	Received and evaluate request form	5-10 minutes	AT Designate		
4	Issue order of payment	5-10 minutes	AT Designate		Payment slip
5	Proceed to MTO for payment	variable	MTO personnel	500	Official Receipt
6	Collection of payment and Issuance of official receipt				
7	Conduct of Castration	variable	AT Designate		Amoxicillin, Syringe, blade
<b>"END OF TRANSACTION"</b>					

## LIVESTOCK REGISTRATION

	ACTIVITY	DUARATION OF ACTIVITY	PERSON INCHARGE	FEES	FORMS NEEDED
1	Register in the logbook	5-10 minutes	Admin Staff		
2	Provide request form	5-10 minutes	Admin Staff		Request form
3	Received and evaluate request form		Admin Staff		
4	Schedule of Inspection	5-10 minutes	Admin Staff		
5	Conduct Inspection	variable	Admin Staff		
6	Issue order of payment	5-10 minutes	Admin Staff		Payment slip
7	Proceed to MTO for payment	variable	MTO personnel	200	
8	Collection of payment and Issuance of official receipt				Official Receipt
9	Prepare Livestock Registration Certificate	5-10 minutes	Admin Staff		Certificate
10	Approval of Livestock Registration Certificate	5-10 minutes	MUN. Agriculturist		
11	Release of Livestock Registration Certificate	5-10 minutes	Admin Staff		
<b>"END OF TRANSACTION"</b>					

## REGISTRATION OF FARM MACHINERIES

	ACTIVITY	DUARATION OF ACTIVITY	PERSON INCHARGE	FEES	FORMS NEEDED
1	Register in the logbook	5-10 minutes	AT Designate		
2	Provide request form		AT Designate		Request form
3	Received and evaluate request form		AT Designate		
4	Schedule of Inspection	5-10 minutes	AT Designate		
5	Conduct Ocular Inspection	variable	AT Designate		
6	Issue order of payment	5-10 minutes	AT Designate		Payment slip
7	Proceed to MTO for Payment	variable	MTO personnel	170	
8	Collection of payment and Issuance of official receipt				Official Receipt
9	Prepare Registration of Farm Macheniries	5-10 minutes	AT Designate		Registration Form
10	Approval Registration of Farm Machineries	5-10 minutes	Mun. Agriculturist		
11	Release of Farm Machineries	5-10 minutes	AT Designate		
<b>"END OF TRANSACTION"</b>					

## SOIL SAMPLING and ANALYSIS

	ACTIVITY	DUARATION OF ACTIVITY	PERSON INCHARGE	FEES	FORMS NEEDED
1	Register in the logbook	5-10 minutes	AT Designate		
2	Provide request form				Request form
3	Received and evaluate request form	5-10 minutes	AT Designate		
4	Schedule Soil Testing	5-10 minutes	AT Designate		
5	Conduct Soil Testing	variable			Soil Testing Kit
6	Issue order of payment	5-10 minutes	AT Designate		Payment slip
	Proceed to MTO for payment	variable	MTO personnel		
7	Collection of payment and Issuance of official receipt			200	Official Receipt
8	Prepare Result Soil Sampling and Analysis	5-10 minutes	AT Designate		Soil Sampling Analysis Report
9	Approval of Certification	5-10 minutes	Mun. Agriculturist		
10	Release soil sampling analysis and certificate	5-10 minutes	AT Designate		
<b>"END OF TRANSACTION"</b>					

## FARM VISITATION SERVICES

	ACTIVITY	DUARATION OF ACTIVITY	PERSON INCHARGE	FEES	FORMS NEEDED
1	Register in the logbook	5-10 minutes	AT Designate		
2	Proceed to the area for actual inspection and consultation	variable			
3	Wait for the actual recommendation/suggestion , formulate farm plan	variable	AT Designate		
<b>"END OF TRANSACTION"</b>					



## AVAILING SERVICES IN THE FITS CENTER

	ACTIVITY	DUARATION OF ACTIVITY	PERSON INCHARGE	FEES	FORMS NEEDED
1	Register in the Logbook	5-10 minutes	FITS Incharge		Guest Book
2	Clients may be required to deposit his /her ID if she desired to borrow IEC materials and return to center thereafter	5-10 minutes			
3	Keep the ID in custody until the book /reference be returned in the FITS Center and check if in good condition	5-10 minutes	FITS Incharge		FITS Card
4	Check the borrowed IEC and return the clients ID		FITS Incharge		
5	If additional info or technical advice ,staff can usher to concern technical experts	5-10 minutes			
"END OF TRANSACTION"					

## ACQUISITION OF RAINFALL DATA

	ACTIVITY	DUARATION OF ACTIVITY	PERSON INCHARGE	FEES	FORMS NEEDED
1	Register in the Logbook	5-10 minutes	Admin Staff		
2	Records client information and ask their identification	5-10 minutes			
3	Inquire the data needed	variable	Admin Staff		
4	Released the requested data	5-10 minutes	Admin Staff		
"END OF TRANSACTION"					

## AREA VALIDATION FOR FISH CULTURE

	ACTIVITY	DUARATION OF ACTIVITY	PERSON INCHARGE	FEES	FORMS NEEDED
1	Register in the Logbook	5-10 minutes	Fishery Technician		
2	Attend briefing orientation	5-10 minutes			
3	Proceed to area for actual inspection	variable	Fishery Technician		
4	Wait for the recommendation	variable	Fishery Technician		
"END OF TRANSACTION"					