



Office of the Municipal Agriculturist (OMAG)

External Services

1. Provision of quality planting materials/good quality seeds

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Farmers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1.0 Submit request of vegetable seeds	1.0 Acknowledge request	None	5 minutes	HVCC Coordinator OMAG
1.1 Sign in the Acknowledgement Receipt form	1.2. Provide requested seeds	None	15 minutes	
2.0 Submit request for seedlings (Fruit Trees, Agro-forest trees)	2.0 Acknowledge request of seedlings 2.1 Issue Order of Payment (OP)	None	5 minutes	
3. Proceed to MTO and pay the required fees and secure Official Receipt (OR)	3. Accept payment based on OP and issue Official Receipts (OR)	<i>See sale and disposition of planting materials below</i>	30 minutes	Revenue Collection Clerks MTO
4.0 Return to the OMAG and present OR 4.1 Fill-up Acknowledgement Receipt (AR)	4. Provide requested seedlings	None	15 minutes	HVCC Coordinator OMAG
TOTAL		Varies	1 hour, 10 minutes	

Sale and Disposition of Planting Materials

Sale and Disposition of Planting Materials	Bare Root	Potted
Seedlings:		
Non Fruit Bearing Trees	10.00	12.00
Fruit Bearing Trees	15.00	20.00
Banana Saplings		20.00
Coffee (any variety)	10.00	12.00
Exotic Trees:		
Marang		30.00
Cashew		30.00
Mango	15.00	35.00



Others	12.00	35.00
Grafted or Marcotted		
Citrus		90.00
Lanzones		90.00
Rambutan		90.00
Lychee		90.00
Others		90.00
Rooted Bamboo Cuttings		255.00

2. Livestock Dispersal Program

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Farmers and livestock raisers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Memorandum of Agreement/ Dispersal Contract		Office of the Municipal Agriculturist		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit request or intent to avail livestock dispersal	1. Acknowledge request	None	5 minutes	<i>Livestock Coordinator OMAG</i>
2. Wait until a livestock for dispersal is available	2. Notify beneficiary if dispersal is already available	None	6 months	
3. Fill up Memorandum of Agreement (MOA)/Dispersal Contract	3.0 File accomplish MOA/Dispersal Contract 3.1 Provide requested livestock for dispersal	None	15 minutes	
TOTAL		None	6 months, 20 minutes	

3. Provision of fingerlings (Tilapia, Carp, Prawns and eelver)

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Highly Technical			
Type of Transaction:	G2G and G2C – Government to Citizen			
Who may avail:	All Farmers and Fisher folks			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Fishery Registration Form		Office of the Municipal Agriculturist		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit request for fingerlings	1.0 Acknowledge request 1.2. Forward request to Bureau of Fishery and Aquatic Resources (BFAR)	None	7 days	<i>Fishery Coordinator</i> OMAG
2. Wait for the release of the fingerlings	2. Follow-up request at BFAR and notify client on the availability of fingerlings	None	30 days	<i>Fishery Coordinator</i> OMAG
3. Receive fingerlings and sign Acknowledgement Receipt/s	3. Release fingerlings	None	6 hours	<i>Fishery coordinator</i> OMAG
TOTAL		None	37 days, 6 hours	

4. Provision of Veterinary Services (Veterinary Drugs/Biologics)

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All livestock raisers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit request	1.0 Receive request 1.1 Issue OP	None	5 minutes	<i>Veterinarian I (Livestock Coordinator)</i>
2. Proceed to MTO and pay the required fees and secure Official Receipt (OR)	2. Accept payment based on OP and issue OR	<i>See Veterinary Drugs fees and Charges below</i>	30 minutes	<i>Revenue Collection Clerks MTO</i>
3. Return to OMAG for the release of the requested veterinary drugs	3. Dispense the veterinary drugs being requested	None	5 minutes	
TOTAL		Varies	40 minutes	

5. Provision of Veterinary Services (Artificial Insemination-AI)

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All livestock raisers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit request for Artificial Insemination (AI)	1.0 Received request and conduct interview	None	5 minutes	Veterinarian I (Livestock Coordinator) OMAG
	1.1 Issue OP			
2. Proceed to MTO and pay the required fees and secure Official Receipt (OR)	2. Accept payment based on OP and issue OR	PhP 550.00/ Swine PhP 600.00/ Cattle <i>Note: If 1st AI is not successful, 2nd AI is free of charge</i>	30 minutes	Revenue Collection Clerks MTO
3.0 Return to OMAG and present the OR to the person responsible	3.0 Check OR	None	5 days	Veterinarian I (Livestock Coordinator) OMAG
3.1 Wait for the schedule or conduct of AI	3.1 Advice client on the schedule for AI			
	3.2 Conduct Artificial Insemination			
TOTAL		Varies	5 days 35 min.	

6. Provision of Veterinary Services (Castration)

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All livestock raisers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit request for castration/spaying (swine, dogs or cats)	1.0 Receive request 1.1 Issue OP	None	5 minutes	Veterinarian I (Livestock Coordinator) OMAG
2. Proceed to MTO and pay the required fees and secure Official Receipt (OR)	2. Accept payment based on OP and issue OR	See Veterinary Services fees and Charges below	30 minutes	Revenue Collection Clerks MTO
3.0 Return to OMAG and Present the OR to the person responsible 3.1 Wait for the schedule of castration/spraying	3.0 Check OR 3.1 Advice client on the schedule for castration/spraying 3.2 Conduct castration/spraying	None	2 hours	Veterinarian I (Livestock Coordinator) OMAG
TOTAL		Varies	2 hours, 35 minutes	

7. Provision of Veterinary Services (Deworming/Vaccinations)

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All livestock raisers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit request for deworming/ vaccination	1.0 Receive request 1.1 Issue OP	None	5 minutes	<i>Veterinarian I (Livestock Coordinator)</i> OMAG
2. Proceed to MTO and pay the required fees and secure Official Receipt (OR)	2. Accept payment based on OP and issue OR	Anti-rabies-PhP 40.00/ dose Hog Cholera-PhP 145.00/ dose	30 minutes	<i>Revenue Collection Clerks</i> MTO
3.0 Return to OMAG and Present the OR to the person responsible 3.1 Wait for the schedule of deworming/ vaccination	3.0 Check OR 3.1 Advice client on the schedule for deworming/ vaccination 3.2 Conduct deworming/ vaccination	None	2 hours	<i>Veterinarian I (Livestock Coordinator)</i> OMAG
TOTAL		Varies	2 hours, 35 minutes	

8. Provision of Veterinary Services (Surgical Wound Treatment)

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All livestock raisers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit request for surgical wound treatment of animals	1.0 Receive request 1.1 Issue OP	None	5 minutes	Veterinarian I (Livestock Coordinator) OMAG
2. Proceed to MTO and pay the required fees and secure Official Receipt (OR)	2. Accept payment based on OP and issue OR	PhP 100.00/ animal	30 minutes	Revenue Collection Clerks MTO
3.0 Return to OMAG and Present the OR to the person responsible 3.1 Wait for the schedule of surgical wound treatment	3.0 Check OR 3.1 Advice client on the schedule for surgical wound treatment 3.2 Conduct Surgical wound treatment	None	3 hours	Veterinarian I (Livestock Coordinator) OMAG
TOTAL		Varies	3 hours, 35 minutes	

Veterinary Drugs, Services Fees and Charges

Program/Activity	Fees (PhP)	Remarks
Deworming		
• Albendazole	5.00	Per milliliter (ml)
• Ivermectin/Dectomax	40.00	Per milliliter (ml)
• Rintal tablet	10.00	Per tablet
• Proxantel	35.00	Per tablet
• Triclabendazole	5.00	Per sachet



Vitamins/Antibiotics/Hormones		
• Vitamin B12 (Coforta)	20.00	Per milliliter (ml)
• Gentamicin	10.00	Per milliliter (ml)
• Qxytetracyline	10.00	Per milliliter (ml)
• Penicillin	10.00	Per milliliter (mL)
• Oxytocin	10.00	Per milliliter (mL)
• Gonadin	200.00	Per ampule
• Iron dextran	160.00	Per vial (10 ml)
• Enrofloxacin (Baytril)	10.00	Per milliliter (ml)
• Calcium borogluconate	5.00	Per milliliter (ml)
• Electrolytes	1.00	Per milliliter (ml)
• Septotryl	10.00	Per milliliter (ml)
• Apralyte	25.00	Per sachet
• Tolfine	30.00	Per milliliter (ml)
• Dexamethasone	5.00	Per milliliter (ml)
• Vit. B-complex (Robicomject)	10.00	Per milliliter (ml)
• Brohexine	5.00	Per milliliter (ml)
• Dextrose Powder	10.00	Per sachet
• Co-amoxicillin	10.00	Per sachet
Anaesthetics		
• Lidicaine (local anaesthetics)	5.00	Per milliliter (ml)
• Atropine (pre-anaesthetics)	10.00	Per milliliter (ml)
• Zoletil (general anaesthetics)	320.00	Per milliliter (ml)
Suture Materials		
• Catgut	160.00	Per piece
• Polyglactin	160.00	Per piece

9. Issuance of Veterinary Health Certificate for Transport (shipping) Permit

Office or Division:	Office of the Municipal Agriculturist
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All Farmers and livestock raisers
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Certificate of Ownership	Office of the Treasury



Barangay Clearance		Barangay of animal's origin		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request of Veterinary Health Certificate for Transport (shipping) Permit	1.0 Acknowledge request and interview client 1.1 Verify documents	None	5 minutes	Veterinarian / OMAG
2. Present the subject animal for inspection	2.0 Conduct inspection and check the health condition of the animal 2.1 Issue OP	None	15 minutes	
3. Proceed to MTO and pay the required fees and secure Official Receipt (OR)	2. Accept payment based on OP and issue OR	Health Certificate fee- PhP 55.00/ head	30 minutes	Revenue Collection Clerks MTO
4. Return to OMAG for processing and receive Veterinary Health Certificate	3.0 Check OR 3.1 Issue the Certificate and advice client for the next steps	None	5 minutes	Veterinarian / OMAG
TOTAL		PhP 55.00	55 minutes	

Chapter XII