

DEPARTMENT OF AGRICULTURE

Office

SECURING CERTIFICATE OF BONAFIDE FARMER AND SOIL CONSERVATION/CERTIFICATE ON NON-PRODUCTIVE AREAS

Frontline Service

MS. MELBA T. MALIT

OIC – Municipal Agriculturist

❖ ABOUT THE SERVICE:

The AGRICULTURAL SERVICES OFFICE (ASO) issues certification to farmers in order to extend help in the introduction of Modern Technology in farming. The services offered to our farmers are the following, Anti-Rabies Vaccination for dogs, Hemosept Vaccination for carabaos, Hog Cholera for swine, Soil sample collection for Soil Mapping, Artificial Insemination for carabaos who are inheat, different kind of backyard Vegetable Seed and Commercial Vegetable Seed, giving different kinds of seedlings available at our Municipal Nursery, we have also program by season during Wet Season. We offered the 50:50 Scheme on certified Seeds for Hybrid Seeds a discount of P 1500 per sack. Wet Season start from March 16, 2009 and last September 15, 2009.

The certification being issued is as follows;

1. Certificate of bonafide farmers.
2. Soil Conservation Certificate / Certificate on non-productive areas.

❖ REQUIREMENTS:

1. Certificate of Bonafide Farmers;
 - Farmers name should appear at the farmers masterlist of the Agricultural Services Officer (ASO).
 - Barangay Certificate as bonafide farmers
2. Soil Conservation Certificate / Certificate on non-productive areas.
 - Certified True Copy of land title.

- Barangay Certificate as a bonafied farmers.
- Xerox Copy of Tax Certification, Tax Clearance, Location

❖ **AVAILABILITY OF THE SERVICE:**

Monday to Friday, 8:00 a.m. to 5:00 p.m.

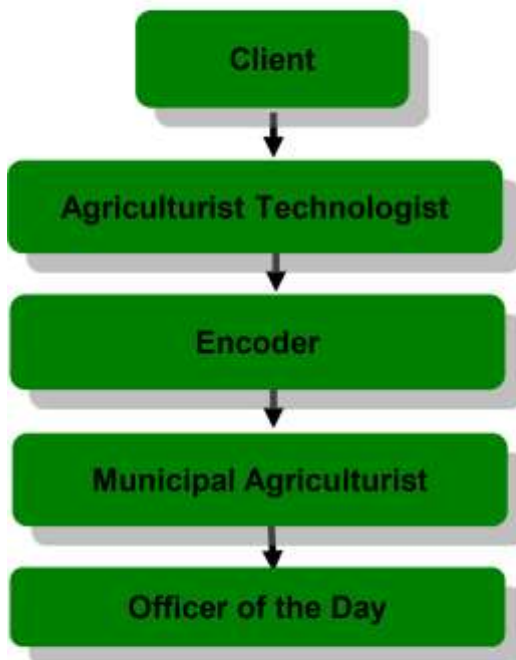
❖ **HOW TO AVAIL OF THE SERVICE:**

Procedure	Processing Time	Person Responsible
1. Check & evaluate documents needed on personal request of the farmer	10 minutes	Agriculturist Technologist
2. Encode the certification	10 minutes	Encoder
3. Sign the certification	10 minutes	Municipal Agriculturist
4. Release the Certification	2 minutes	Officer of the day

How to avail other Services – by scheduled like on the vaccination of Dog, carabaos, swine, the rest upon arrival at the office in 5 minutes it will be served to the client.

❖ **FLOW CHART:**

PERSON RESPONSIBLE



PROCEDURE FLOW



DEPARTMENT OF AGRICULTURE

Office

**SECURING MEAT INSPECTION
CERTIFICATE**

Frontline Service

MS. MELBA T. MALIT

OIC – Municipal Agriculturist

❖ **ABOUT THE SERVICE:**

The Agricultural Services Office (ASO) issues Certifications to farmers, meat dealer, vendors and buying public to ensure public health by keeping the meat safe for consumption and also to eradicate disease by vaccination and Treatment.

❖ **REQUIREMENTS:**

Animals should be slaughtered at the slaughter house.

1. For Hogs Prime / Fatteners

- a) Ante mortem inspection
- b) Post Mortem Inspection

Over sized animal

- a) Ante mortem inspection
- b) Post mortem inspection

2. Cattle, Carabao, Horse

- a) Ante mortem inspection
- b) Post Mortem Inspection

3. Goat and Sheep

- a) Ante mortem inspection
- b) Post Mortem Inspection

4. Chicken

- a) Ante mortem inspection
- b) Post Mortem Inspection

❖ **AVAILABILITY OF THE SERVICE:**

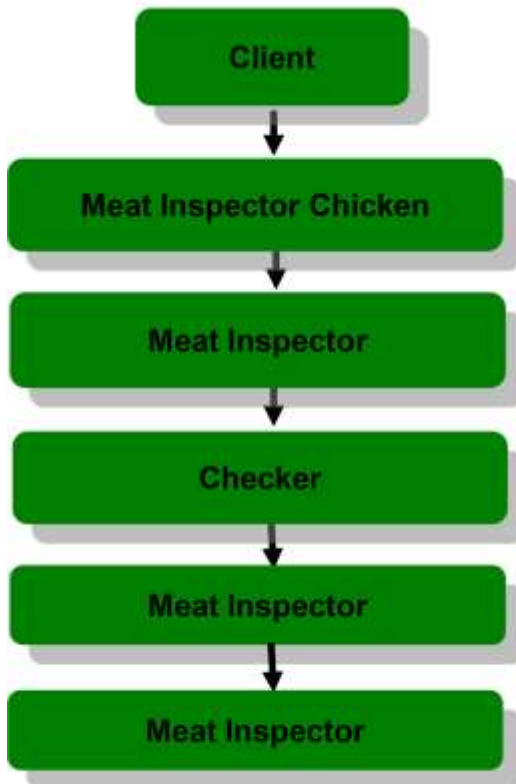
Monday to Friday, 8:00 a.m. to 5: p.m.
8:00 p.m. to 5:00 a.m.

❖ **HOW TO AVAIL OF THE SERVICE:**

Procedure	Processing Time	Person Responsible
1. Upon entry of the animal conduct ante mortem inspection	3 minutes/animal	Meat inspector/checker
2. Slaughter the animal at Slaughter House, conduct post mortem inspection	3 minutes/animal	Meat Inspector
3. Branding of animal	3 minutes/animal	Meat inspector
4. Issue certificate as per Request of the owner of the animal	10 minutes/certification	Meat inspector
5. Conduct post abattoir inspection	3 minutes/stall	Meat inspector

❖ **FLOWCHART:**

PERSON RESPONSIBLE



PROCEDURE FLOW

