



OFFICE OF THE CITY AGRICULTURIST

External Services



1. Distribution of Vegetable Seeds and Fertilizer

Vegetable seeds and fertilizer are distributed to various stakeholders to help the community and households in planting and producing healthy and organic foods.

Office or Division:	Office of the City Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Walk in Clients, Barangays, Business Sector, Civil Society Organizations, Religious Sector and Schools			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form or Letter Request addressed to City Mayor for bulk request (1 Original Copy)		City Agriculture Office To be provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled out request form or Submit letter request to City Mayor's Office for bulk request.	1.1 Receive and process the request. Forwarded letter to Office the City Mayor for approval.	None None	10 minutes 2 working days	Revin Z. Ricafort Administrative Assistant II, Office of the City Agriculturist Ann Camille Tamayo Administrative Aide III, Office of the City Mayor
2. Present the request. or Present letter request with receipt stamp for bulk request on the scheduled date.	2.1 Prepare and release the item.	None	10 minutes	Revin Z. Ricafort Administrative Assistant II, Office of the City Agriculturist
	TOTAL	None	2 working days and 20 minutes	



2. Seminar and Training for Urban Gardening and Other Topics Related to Agri – Aqua Production

Conducted seminar and training to requesting stakeholders to earn knowledge regarding agri – aqua production.

Office or Division:		Office of the City Agriculturist		
Classification:		Simple		
Type of Transaction:		G2C – Government to Client		
Who may avail:		Barangays, Business Sector, Civic Society Organizations, Religious Sector and Schools		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter Request addressed to City Mayor (Two Original Copies)			To be provided by client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request to the City Mayor's Office, 4 th Floor, New City Hall	1.1 Receive and forward to the City Mayor for approval.	None	2 working days	Ann Camille Tamayo Administrative Aide III, Office of the City Mayor
	1.2 Assess the request and inform the client on the scheduled date	None	10 minutes	Dr.Imelda E. Arguelles Concurrent Acting City Agriculturist, Office of the City Agriculturist
	TOTAL	None	2 working days and 10 minutes	



3. Issuance of Certificate of Land Reclassification

Requesting clients who purchased agricultural land for conversion to industrial use are issued certificate of land reclassification.

Office or Division:	Office of the City Agriculturist			
Classification:	Complex			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Business Sector (Vendee)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Tax Declaration (One Photocopy)		Office of the City Assessor		
Land Title (One Photocopy)		Registry of Deeds (Iba, City of Meycauayan, Bulacan)		
Letter Request address to the City Mayor's Office (Two Original Copies)		To be provided by client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Request with complete documents to the City Mayor's Office.	1.1 Receive and forward to the City Mayor for approval.	None	2 working days	Ann Camille Tamayo Administrative Aide III, Office of the City Mayor
	1.2 Assess the request, wait for City Mayor's approval, schedule an on-site inspection, and inform the client on the scheduled date	None	2 working days	Dr. Imelda E. Arguelles Concurrent Acting City Agriculturist Jocelyn D. Gutierrez Agricultural Officer, Office of the City Agriculturist
2. Attend on the on - site inspection on the scheduled date.	2.1 On – site Inspection and inform the client for the date of the release.	None	3 hours (Inspection) 2 working days (release date)	Jocelyn D. Gutierrez Agricultural Officer, Office of the City Agriculturist Dr. Imelda E. Arguelles Concurrent Acting City Agriculturist, Office of the City Agriculturist
	2.2 Prepare certificate for approval	None	30 minutes	Jocelyn D. Gutierrez Agricultural Officer, Office of the City Agriculturist



				Dr.Imelda E. Arguelles Concurrent Acting City Agriculturist, Office of the City Agriculturist.
3. Receive the certificate and sign in the logbook	3.1 Release the certificate	None	10 minutes	Jocelyn D. Gutierrez Agricultural Officer, Office of the City Agriculturist
	TOTAL	None	6 working days and 3 hours and 40 minutes	

4. Issuance of Auxiliary Invoice

Auxiliary Invoice is a permit issued by the City prior to actual transport of all fish and other fishery products from the point of origin to their point of destination upon payment of a fee to defray the administrative cost thereof.

Office or Division:		Office of the City Agriculturist		
Classification:		Simple		
Type of Transaction:		G2C – Government to Client		
Who may avail:		Business Clients		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Documents		Client's Copy		
Order of Payment		City Agriculture Office		
Receipt		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit necessary documents for fish transport	Review the documents and issue order of payment	None	10 minutes	Sherwin Adrian O. Medina Community Affairs Officer I, Office of the City Agriculturist



2. Proceed to Cashier's window and pay the corresponding fee. Secure Official Receipt	Receive payment and issue Official Receipt	Depends on the weight of fish/fish products to be transported	15 minutes	Michelle A. Lanozo Senior Administrative Assistant 1 Rose M. Nito Ticket Checker III Office of the City Treasurer
2. Present the Official Receipt	Receive, record and prepare the Auxiliary Invoice for signature of the Concurrent Acting City Agriculturist	None	15 minutes	Sherwin Adrian O. Medina Community Affairs Officer I, Office of the City Agriculturist
3. Receive the Auxiliary Invoice and sign in the logbook	Release the Auxiliary Invoice	None	5 minutes	Dr.Imelda E. Arguelles Concurrent Acting City Agriculturist, Office of the City Agriculturist
	TOTAL	Depends on the weight of fish/fish products for transport	45 minutes	