

## **OFFICE OF THE MUNICIPAL AGRICULTURE OFFICER**

### **AVAILING OF AGRICULTURE OFFICE CERTIFICATION**

A certification is issued to interested farmers to determine the actual area, suitability and production per hectare of their farm for the purpose of availment of agricultural, or for NFA and DENR Certifications.

#### **REQUIREMENTS**

- Community Tax Certificate
- Barangay Certification of Land Ownership
- Tenorial instruments as to Land Ownership
- Official Receipts of Certification Fee

#### **FEES**

- Certification Fee - P 115.00

#### **HOW TO AVAIL OF THE SERVICE**

<b>Follow these steps</b>	<b>It will take you</b>	<b>Please approach</b>
<b>1. Present Tax Declaration or Land Title to the officer assigned</b>	5 minutes	<b>ELAINE TORRALBA</b> Administrative Aide II <b>MARLOU B. SALINAS</b> Agricultural Technologist
<b>2. Wait for the verification of presented documents</b>	4 hours	<b>ELAINE TORRALBA</b> Administrative Aide II  Agricultural Technologist assigned in the Barangay  <b>NORMA V. DELA CRUZ</b> Municipal Agriculture Officer
<b>3. Wait for the preparation of Certification</b>	10 minutes	<b>ELAINE TORRALBA</b> Administrative Aide II  <b>MARLOU B. SALINAS</b> Agricultural Technologist
<b>4. Approval and Issuance of Certification</b>	10 minutes	<b>NORMA V. DELA CRUZ</b> Municipal Agriculture Officer

## AVAILING OF PALAY, CORN, VEGETABLE SEEDS AND FINGERLINGS

A service wherein farmer's seed and fingerlings requirement are subsidized by the government.

### REQUIREMENTS

- Agricultural Technologist's Certification as to the eligibility of the farmer
- Tenorial instrument as to Land Ownership
- Official Receipt payment of Irrigation Fee or Certification from Irrigator's Association (if area is irrigated)
- Payments of Farmers counterpart/Equity

### HOW TO AVAIL OF THE SERVICE

Follow these steps	It will take you	Please approach
<p><b>1. Present requirements/documents to the assigned officer</b></p>	<p>10 minutes</p>	<p><b>ALFRED A. GIMANG</b> Agricultural Technologist</p> <p><b>JENEBELLE B. SASI</b> Agricultural Technologist</p> <p><b>MARLOU M. SALINAS</b> Agricultural Technologist</p> <p><b>CARMELITA GABUYA</b> Agricultural Technologist</p> <p><b>ROLAMAE DANLAG</b> Agricultural Technologist</p> <p><b>ELAINE TORRALBA</b> Administrative Aide II</p>
<p><b>2. Wait for the verification of presented requirements/documents</b></p> <p>Wait for the verification/inspection of actual area.</p>	<p>3 hours</p>	<p><b>ALFRED A. GIMANG</b> Agricultural Technologist</p> <p><b>JENEBELLE B. SASI</b> Agricultural Technologist</p> <p><b>CARMELITA GABUYA</b> Agricultural Technologist</p> <p><b>ROLAMAE DANLAG</b> Agricultural Technologist</p> <p><b>ANNABELLA SINAHON</b> Agricultural Technologist</p>
<p><b>3. Wait for the distribution of seeds if subsidy is available from the Department of Agriculture</b></p>	<p>10 minutes</p>	<p><b>ALFRED A. GIMANG</b> Agricultural Technologist</p> <p><b>JENEBELLE B. SASI</b> Agricultural Technologist</p> <p><b>MARLOU M. SALINAS</b> Agricultural Technologist</p> <p><b>CARMELITA GABUYA</b> Agricultural Technologist</p> <p><b>ROLAMAE DANLAG</b> Agricultural Technologist</p> <p><b>ELAINE TORRALBA</b></p>

		Administrative Aide II
<b>4. Claim approved Certification</b>	5 minutes	<b>NORMA V. DELA CRUZ</b> Municipal Agriculture Officer

<b>AVAILING OF TECHNICAL SERVICES</b>		
The Municipal Agriculture Office provides Technical Assistance to Farmers on Crops, Livestock, Fisheries and other projects.		
<b>REQUIREMENTS</b>		
The area of the farmer is located within the Municipality of Trento.		
<b>HOW TO AVAIL OF THE SERVICE</b>		
<b>Follow these steps</b>	<b>It will take you</b>	<b>Please approach</b>
<b>1. Contact Agricultural Technologist assigned in the Barangay</b>	5 minutes	<b>AGRICULTURAL TECHNOLOGISTS ASSIGNED IN BARANGAYS</b>
<b>2. Consult with the technician problem on crops, livestock, fisheries and other special projects</b>	10 minutes	<b>SUBJECT MATTER SPECIALIST AND FOCAL PERSON</b>
<b>3. Wait for the preparation of Certification</b>	10 minutes	<b>ELAINE TORRALBA</b> Administrative Aide II <b>MARLOU B. SALINAS</b> Agricultural Technologist
<b>4. Approval and Issuance of Certification</b>	5 minutes	<b>NORMA V. DELA CRUZ</b> Municipal Agriculture Officer

<b>TO AVAIL DISPERSAL OF PIGLET</b>		
<b>REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• Must be resident of Trento, Agusan del Sur</li> <li>• Must have a recommendation from the Mayor's Office</li> <li>• Must have signed Dispersal Contract <ul style="list-style-type: none"> <li>- 2 pcs (2x2) ID Picture</li> <li>- Community Tax Certificate</li> <li>- Notarized Contract</li> </ul> </li> </ul>		
<b>HOW TO AVAIL OF THE SERVICE</b>		
<b>Follow these steps</b>	<b>It will take you</b>	<b>Please approach</b>
<b>1. Present requirements/documents and wait for the verification of stocks availability and issuance of Dispersal Contract Form</b>	10 minutes	<b>MARLOU B. SALINAS</b> Agricultural Technologist

<b>2. Present approved Dispersal Contract at the Swine Production Center for release of piglets</b>	20 minutes	<b>MARLOU B. SALINAS</b> Agricultural Technologist

<b>AVAILING OF ORGANIC FERTILIZER</b>		
This service is for farmers who want to purchase Organic Fertilizer.		
<b>REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• Booking of stocks of more than 50 bags.</li> </ul>		
<b>HOW TO AVAIL OF THE SERVICE</b>		
<b>Follow these steps</b>	<b>It will take you</b>	<b>Please approach</b>
<b>1. Secure Note from the Municipal Agriculture Office</b>	10 minutes	<b>MARLOU B. SALINAS</b> Agricultural Technologist  <b>ANABELLA MANATAD</b> Agricultural Technologist
<b>2. Upon payment of the required fees with the MTO, present documents/requirements at the Organic Production Center, MAO Compound, P1, Poblacion, Trento, Agusan del Sur</b>	2 minutes	<b>ALFRED A. GIMANG</b> Agricultural Technologist  <b>MARLOU B. SALINAS</b> Agricultural Technologist  <b>NORMA V. DELA CRUZ</b> Municipal Agriculture Officer
<b>3. Claim release of Organic Fertilizer</b>	5 minutes	<b>MARLOU B. SALINAS</b> Agricultural Technologist

<b>AVAILING OF ARTIFICIAL INSEMINATION (A.I.) SERVICES</b>		
This service is for farmers who want to avail Artificial Insemination for livestock.		
<b>REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• Sketch Map of the farm location</li> <li>• Animals must be on the 2<sup>nd</sup> or 3<sup>rd</sup> day estrus period</li> </ul>		
<b>HOW TO AVAIL OF THE SERVICE</b>		
<b>Follow these steps</b>	<b>It will take you</b>	<b>Please approach</b>
<b>1. Inform the Municipal Agriculture Office of the intention to avail AI Services</b>	30 minutes	<b>MARLOU B. SALINAS</b> Agricultural Technologist  <b>ANABELLA MANATAD</b> Agricultural Technologist  <b>RONIE L. FALCO</b> Administrative Aide III  <b>ELAINE TORRALBA</b>

		Administrative Aide II
<b>2. Submit Farm Sketch Map and secure a note from the attending personnel</b>	10 minutes	<b>MARLOU B. SALINAS</b> Agricultural Technologist <b>ELAINE TORRALBA</b> Administrative Aide II
<b>3. If payment is in cash, present the Note to the Treasurer's Office before paying the AI Service Fee (Php1,000.00)</b>	20 minutes	<b>MARLOU B. SALINAS</b> Agricultural Technologist <b>ANABELLA MANATAD</b> Agricultural Technologist <b>RONIE L. FALCO</b> Administrative Aide III <b>ELAINE TORRALBA</b> Administrative Aide II
<b>4. Present the Official Receipt to the MAO attending personnel</b>	5 minutes	<b>MARLOU B. SALINAS</b> Agricultural Technologist
<b>5. If payment is in kind (piglet) furnish a promisory note to the Municipal Agriculturist</b>	5 minutes	<b>NORMA V. DELA CRUZ</b> Municipal Agriculture Officer
<b>6. Wait for the AI technician to conduct AI services</b>	2 hours	<b>MARLOU B. SALINAS</b> Agricultural Technologist <b>JUPHIT C. PULMON</b> Agricultural Technologist <b>RONIE L. FALCO</b> Administrative Aide III

### AVAILING OF PIGLETS FROM SWINE PRODUCTION CENTER

This service is for farmers who want to avail piglets from Swine Production Center.

#### REQUIREMENTS

- Recommendation from the Mayor's Office that he is qualified to avail of the piglets.

#### HOW TO AVAIL OF THE SERVICE

Follow these steps	It will take you	Please approach
<b>1. Present requirements/documents and Wait for the verification of stocks availability</b>	20 minutes	<b>MARLOU B. SALINAS</b> Agricultural Technologist <b>ANABELLA MANATAD</b> Agricultural Technologist
<b>2. Upon payment of the required fees with the MTO, present documents/requirements at the Swine Production Center for verification and release of piglets</b>	10 minutes	<b>MARLOU B. SALINAS</b> Agricultural Technologist