

AGRICULTURAL SERVICES

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☑ ABOUT THE SERVICES

This Office supervises, coordinates and monitor the implementation of agricultural development programs and programs as well as provides technical assistance to local farmers.

LIVESTOCK DISPERSAL

☑ HOW TO AVAIL OF THE SERVICE

<i>FOLLOW THESE STEPS</i>	<i>IT WILL TAKE YOU</i>	<i>PLEASE APPROACH</i>
1. Client visits agriculture office for request of dispersal for consultation on crop pest and other disease problems.	5 minutes	Ronulfo G. Caseñas Mun. Agriculturist
2. Register the Client in the logbook.	5 minutes	Nemesio C. Galamiton Agricultural Technician
3. Agricultural Technician conducts preliminary investigation, analyze specimen samples and give recommendations and instructions.	60 minutes	Nemesio C. Galamiton Agricultural Technician
4. Sign logbook for confirmation.	10 minutes	Dalmacia M. Salado Rice Technician
5. HVCDP Coordinator conducts preliminary investigation, analyze specimen samples and give recommendations and instructions.	30 minutes	Mirason R. Verula Meat Inspector I

SEED DISTRIBUTION

☑ HOW TO AVAIL OF THE SERVICE

<i>FOLLOW THESE STEPS</i>	<i>IT WILL TAKE YOU</i>	<i>PLEASE APPROACH</i>
1. Client visits agriculture office for request of seed availment or purchase.	5 minutes	Ronulfo G. Caseñas Mun. Agriculturist
2. Register the Client in the Masterlist of Beneficiaries.	5 minutes	Nemesio C. Galamiton Agricultural Technician Dalmacia M. Salado Rice Technician MA, MUNICIPAL MAYOR
3. Approval of Clients Request.	10 minutes	

4. Release of Seeds	5 minutes	MA
a. AT release the seeds and record in the logbook		

HIGH VALUE COMMERCIAL CROP DISPERSAL

☑ HOW TO AVAIL OF THE SERVICE

<i>FOLLOW THESE STEPS</i>	<i>IT WILL TAKE YOU</i>	<i>PLEASE APPROACH</i>
1. Client visits agriculture office for request of dispersal	5 minutes	Ronulfo G. Caseñas MA
2. Register the Client in the logbook	5 minutes	Mirason R. Verula HVCDP Coordinator
3. HVCDP Coordinator reviews the requested High Value Commercial Crop if the client is qualified in turn will inspect if client has prepared site for planting high Value Commercial Crop.	60 minutes	Mirason R. Verula HVCDP Coordinator
4. Release and signing of High Value Commercial Crop Dispersal Contract.	20 minutes	PO President Punong Barangay MA Municipal Mayor

ANTE MORTEM INSPECTION PROCESS

☑ HOW TO AVAIL OF THE SERVICE

<i>FOLLOW THESE STEPS</i>	<i>IT WILL TAKE YOU</i>	<i>PLEASE APPROACH</i>
a. Client brings their food animals to Municipal Abattoir/slaughter House for Ante Mortem Inspection.	10 minutes	Mirason R. Verula Meat Inspector I
b. Register the Client in the logbook	5 minutes	Mirason R. Verula Meat Inspector I
3. Variety documents (Veterinary health certificate & shipping permit) and records to conform to animals received by the management.	60 minutes	Mirason R. Verula Meat Inspector I
4. Observe animals at rest in various locations/ take note of their behavior and signs of abnormality or disease.	20 minutes	Mirason R. Verula Meat Inspector I
5. Observe animals in motion take note of manner of starting, walking; body position; swelling, lesions, etc.	30 minutes	Mirason R. Verula Meat Inspector I
6. Examination or further inspection for wholesome, not adulterated food animal pass for slaughter/fit for slaughter.	10 minutes	Mirason R. Verula Meat Inspector I
7. Examination or further inspection for unwholesome, adulterated food animals if suspect separate slaughter, Hold for further withdrawal periods, Reject for slaughter, emergency slaughter, emergency slaughter.	15 minutes	Mirason R. Verula Meat Inspector I
8. Examination or further inspection for unwholesome, adulterated food animals for condemnation like dead, dying, diseased ensure proper disposition rendering, burying, burning application of	30 minutes	Mirason R. Verula Meat Inspector 1 Slaughterhouse Utility

strong chemical or denature.

POST MORTEM INSPECTION PROCESS

HOW TO AVAIL OF THE SERVICE

<i>FOLLOW THESE STEPS</i>	<i>IT WILL TAKE YOU</i>	<i>PLEASE APPROACH</i>
1. Viewing, incision, palpation & olfaction technique CARCASS INSPECTION	60 minutes	Mirason R. Verula Meat Inspector I
2. Determine any signs & disease of defect a. Body Condition b. Efficiency of bleeding c. color d. Condition of serous membrane e. Cleanliness f. Presence of unusual odor	60 minutes	Mirason R. Verula Meat Inspector I
3. Confirmation of Ante-Mortem Inspection.	10 minutes	Mirason R. Verula Meat Inspector I
4. Pass only meat and edible offal's fit for food.	20 minutes	Mirason R. Verula Meat Inspector I

LIVESTOCK DISPERSAL

HOW TO AVAIL OF THE SERVICE

<i>FOLLOW THESE STEPS</i>	<i>IT WILL TAKE YOU</i>	<i>PLEASE APPROACH</i>
1. Client visits agriculture office for request of dispersal	5 minutes	Ronulfo G. Caseñas MA
2. Register the client in the logbook	5 minutes	Cecilio N. Macalam Livestock Technician
3. Livestock technician reviews the requested livestock if the client is qualified, in turn will inspect if the client has pasture land for cattle and pigpen for swine.	60 minutes	Cecilio N. Macalam Livestock Technician
4. Release and signing of livestock dispersal contract.	10 minutes	PO President Barangay MA Municipal Mayor Punong

ANIMAL TREATMENT / AI SERVICES, ETC.

HOW TO AVAIL OF THE SERVICE

<i>FOLLOW THESE STEPS</i>	<i>IT WILL TAKE YOU</i>	<i>PLEASE APPROACH</i>
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1. Client visits agriculture office for request of AI Services.	5 minutes	Ronulfo G. Caseñas MA
2. Clients request for consultation or treatment.	5 minutes	Livestock Technician
3. Clients request for deworming/vaccination	5 minutes	Livestock Technician
4. Register the clients in the logbook	5 minutes	MAO, Staff, TA's

CRM / FISHERIES

HOW TO AVAIL OF THE SERVICE

<i>FOLLOW THESE STEPS</i>	<i>IT WILL TAKE YOU</i>	<i>PLEASE APPROACH</i>
1. Client visits agriculture office for request dispersal of Tilapia Fry / Fingerlings.	5 minutes	Mariano H. Castino AT/Fisheries
2. Register clients in the logbook.	5 minutes	Mariano H. Castino AT/Fisheries
3. Fishery Technician conducts supervisory, follow-up to project and PO member of 8 coastal barangays.	60 minutes	Mariano H. Castino AT/Fisheries
4. Release and signing of Tilapia Fry / Fingerlings.	10 minutes	Mariano H. Castino AT/Fisheries
5. Provide Technical Assistance to PO beneficiaries for Tilapia Culture.	20 minutes	Mariano H. Castino AT/Fisheries