



OFFICE OF THE PROVINCIAL AGRICULTURIST

CITIZEN'S CHARTER

FRONTLINE SERVICES

A. TECHNICAL ASSISTANCE

I. Fisheries Program

- a. Fisheries Resource Management
**Construction and Development of Artificial Reef (AR),
Fish Enhancing Device (Payao), and wave breaker.*
- b. Income Diversification
**Tilapia culture in cage and pond
Other Fish Culture in pond.
- c. Underwater Assessment
- d. Mangrove Reforestation

II. Rice Program

- a. Seed Quality Selection
- b. Land Preparation
- c. Crops Establishment
- d. Nutrient Management
- e. Water Management
- f. Pest Management, and
- g. Harvesting Management

III. Corn Program

- a. Seed Quality Selection
- b. Land Preparation
- c. Crops Establishment
- d. Nutrient Management
- e. Water Management
- f. Pest Management, and
- g. Harvesting Management

IV. Palayamanan Program

- * A diversified and Integrated Rice-based farming System for rainfed area that serves household requirement, increase productivity and income.*

V. Modified Rapid Composting (MRC)

A science-based sustainable and rural development program that advocates the implementation of organic-based farming that promotes safe and judicious use and proper mixtures of chemical fertilizers, recycled composted home and farm waste that brings cost reduction, environmental-friendly food production measures that aim to decrease the dependence of vulnerable small farmers on chemical based fertilizer.

VI. Abaca Development Program

- a. Site selection
- b. Establishment
- c. Maintenance and Protection
- d. Harvesting

VII. High Value Commercial Crops (HVCC)

- a. Site selection
- b. Establishment
- c. Maintenance and Protection
- d. Harvesting

VIII. Natural Farming System

Crop Production using Natural Farming Technology

IX. Training Extension and Information Program

B. OTHER SERVICES (FINANCIAL ASSISTANCE)

I. Fisheries Program

- a. Fisheries Resource Management
 - *Construction of Artificial Reef (AR),*
 - Fish Enhancing Device (Payao), and wave breaker.*
- b. Income Diversification
 - *Tilapia culture and Fish Cage Construction*
- c. Mangrove Reforestation

II. Rice Program

- a. Hybrid and Inbred Loan Assistance

III. Corn Program

- a. Counter-parting scheme

IV. Palayamanan Program

- a. Counter-parting scheme

V. Modified Rapid Composting (MRC)

A science-based sustainable and rural development program that advocates the implementation of organic-based farming that promotes safe and judicious use and proper mixtures of chemical fertilizers, recycled composted home and farm waste that brings cost reduction, environmental-friendly food production measures that aim to decrease the dependence of vulnerable small farmers on chemical based fertilizer.

B. Service: FINANCIAL ASSISTANCE

Requirement/s: Project Proposal / Letter Request / Resolution / Application Form

Fee/s: None

Schedule of Service Availability:

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

HOW TO AVAIL OF THE SERVICE:

STEPS	TIME FRAME	PERSON/S TO APPROACH
1. Submit Project Proposal / Letter Request / Resolution / Application Form regarding the financial assistance to avail.	10 minutes	Program Coordinator
2. Follow-up in the office for proper action. If proposal is approved, ask the concerned coordinator for list of requirements based on the financial assistance to avail.	After 5 working days upon submission	Program Coordinator
3. Upon completion of the requirements, submit to the concerned coordinator.	1 minute	Program Coordinator
4. The Program Coordinator will do the other supporting documents for submission to concerned office.	30 minutes	Program Coordinator

VI. Abaca Development Program

Loan for land preparation, planting materials, and maintenance and protection.

VII. High Value Commercial Crops (HVCC)

- a. Provision of Quality Planting Materials
- b. Counter-parting

VIII. Natural Farming System

- a. Counter-parting

IX. Training Extension and Information Program

- Rice
- Corn
- Abaca
- IPM
- Palayamanan
- HVCC
- NFS
- Fisheries, and
- Related programs

A. Service: TECHNICAL ASSISTANCE

Requirement/s: Project Proposal / Letter Request

Fee/s: None

Schedule of Service Availability:

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

HOW TO AVAIL OF THE SERVICE:

STEPS	TIME FRAME	PERSON/S TO APPROACH
1. Request for the kind of assistance to avail.	10 minutes	Program Coordinator
2. Set the schedule for service requested.	10 minutes	Program Coordinator
3. Field visitation and availment of services requested.	Within 10 days upon request	Program Coordinator