

AVAILING HYBRID AND CERTIFIED PALAY SEEDS

ABOUT THE SERVICE

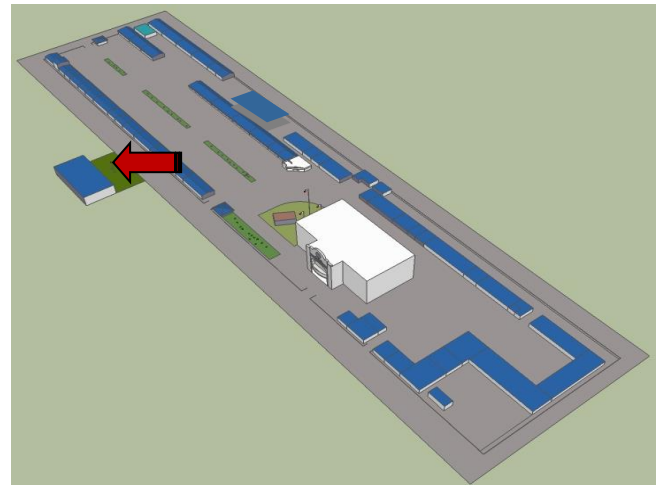
The Provincial Agriculture Office provides assistance to rice farmers in the form of registered seeds. The Farmers' Association (FAs) are the beneficiaries of the program. The program - cooperators received 40 kgs. of registered seeds wherein for every 40 kgs of registered seeds received, the farmer is required to payback 60 kilos of clean and dry quality seeds to the Municipal Agriculture Office. The LGUs will facilitate the collection of repayment of good quality seeds. The collected quality seeds will be redistributed to other members of the association.

The program aims to increase, promote and sustain the availability of good and quality seeds that are being distributed to respective beneficiaries before the planting period/wet season (June-July). In to order to avail seed assistance, a farmer must ensure that he is included in the master list of beneficiaries submitted by the Agricultural Technologist assigned in their Barangay and have already attended the technical briefing on Seed Production Program.

REQUIREMENTS

Fees and charges: to be paid to seed growers

Certified seeds	P	600.00
Hybrid seeds		1,200.00



PROVINCIAL AGRICULTURE OFFICE

Camilmil, Calapan City
5200 Oriental Mindoro
Philippines

For more information, please contact:

Christine M. Pine, Provincial Agriculturist

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VISION

Empowered communities thriving with a new breed of farmer and fisher folk-entrepreneurs who do profitable business out of productive and sustainable agriculture and fishery

MISSION

The Provincial Agriculture Office in partnership with LGUs, NGAs and the private sector shall pursue sustainable management and development of the province's upland and lowland agriculture and coastal ecosystems employing holistic and integrated development approach in the delivery of support services involving production, marketing, post-harvest, research and extension, conservation and protection, assistance in organizational development/strengthening and in the implementation of appropriate regulations necessary to make agriculture and fishery agribusiness enterprises profitable

PROCEDURE FOR AVAILMENT

PALAY

FUNCTION	SERVICE	STEPS	REQUIREMENTS	FORMS USED	RESPONSE TIME	SERVICE PROVIDER
Agro-technology Resource Development & Management Division	Provision of Rice Seed Subsidy	1. Request for seed subsidy. Submit letter request to the rice coordinator in your municipality for endorsement of request by MAOs/Municipal Mayors	Endorsement Letter from Municipal/City Agriculturist or Municipal/City Mayors		1 day	City Agriculturist Municipal Agriculturists/ Rice Program Coordinator
		2. Validation of master list submitted by the Office of the Municipal Agriculturist for seed allocation	Proposed Master List of farmers		20 minutes	<i>Sarah Alma A. Relox</i> Agricultural Technologist/ Report Officer
		3. Approval of allocation per Municipality/City	Proposed Masterlist of farmers		20 minutes	Christine M. Pine Provincial Agriculturist Ely H. Vargas Asst. Provincial Agriculturist Provincial Rice Coordinator
		4. Facilitation of procurement plan	Approved Masterlist of Farmer - beneficiaries		1 month	<i>Sarah Alma A. Relox</i> Agricultural Technologist Adah B. Rafa Administrative Officer V Lucille G. Enrile Administrative Aide VI Virginia S. Tabalan Administrative Officer II Ma. Janice F. Leynes Administrative Aide IV Jolly G. Sabado Administrative Aide III Riza T. Canilang Administrative Aide II

		5. Distribution of Seeds per municipality	Approved Masterlist of Farmers		1 week	<i>Venerando Sanchez, Jr.</i> <i>OIC-Supervising Agriculturist</i> <i>Sarah Alma A. Relox</i> <i>Agricultural Technologist</i>
		6. Technical Assistance/Monitoring and Evaluation	List of farmer-beneficiaries		1 day	<i>Ely H. Vargas</i> <i>Asst. Provincial Agriculturist</i> <i>Provincial Rice Coordinator</i> <i>Venerando Sanchez, Jr.</i> <i>OIC-Supervising Agriculturist</i> <i>Christian M. Generato</i> <i>Agriculturist II</i> <i>Sarah Alma A. Relox</i> <i>Agricultural Technologist</i>

PROCEDURE FOR AVAILMENT

FUNCTION	SERVICE	STEPS	REQUIREMENTS	FORMS USED	RESPONSE TIME	SERVICE PROVIDER
Agro-technology Resource Development & Management Division	Binhian Sa Barangay Program	1. Request for seed subsidy. Submit letter request to the rice coordinator in your municipality for endorsement of request by MAOs/Municipal Mayors	Endorsement Letter from Municipal/City Agriculturist or Municipal/City Mayors		1 day	Municipal Agriculturists/Rice Program Coordinator
		2. Validation of master list submitted by the Municipal Agriculture Office for seed allocation	Proposed Master List of farmers		20 minutes	<i>Sarah Alma A. Relox</i> <i>Agricultural Technologist/ Report Officer</i>
		3. Approval of allocation per Municipality/City	Proposed Masterlist of farmers		20 minutes	<i>Christine M. Pine</i> <i>Provincial Agriculturist</i> <i>Ely H. Vargas</i> <i>Asst. Provincial Agriculturist</i> <i>Provincial Rice Coordinator</i>
		4. Facilitation of procurement plan	Approved Masterlist of Farmer – Beneficiaries		1 month	<i>Venerando Sanchez, Jr.</i> <i>OIC-Supervising Agriculturist</i> <i>Sarah Alma A. Relox</i> <i>Agricultural Technologist</i>

						<p>Adah B. Rafa Administrative Officer V</p> <p>Lucille G. Enrile Administrative Aide VI</p> <p>Virginia S. Tabalan Administrative Officer II</p> <p>Ma. Janice F. Leynes Administrative Aide IV</p> <p>Jolly G. Sabado Administrative Aide III</p> <p>Riza T. Canilang Administrative Aide II</p>
		5. Distribution of Seeds per municipality	Approved Masterlist of Farmers		1 week	<p><i>Venerando Sanchez, Jr.</i> <i>OIC-Supervising Agriculturist</i></p> <p><i>Sarah Alma A. Relox</i> <i>Agricultural Technologist</i></p>
		Technical Assistance Monitoring and Evaluation	List of farmer-beneficiaries		1 day	<p><i>Ely H. Vargas</i> <i>Asst. Provincial Agriculturist</i> <i>Provincial Rice Coordinator</i></p> <p><i>Venerando Sanchez, Jr.</i> <i>OIC-Supervising Agriculturist</i></p> <p><i>Christian M. Generato</i> <i>Agriculturist II</i></p> <p><i>Sarah Alma A. Relox</i> <i>Agricultural Technologist</i></p>
	<i>Availment of Technology Demonstration for Organic Rice Production</i>	<i>Request for assistance. Submit letter request to the organic agriculture focal person in your municipality for endorsement of request by MAOs/Municipal Mayors</i>	Endorsement Letter from Municipal/City Agriculturist or Municipal/City Mayors		1 day	Municipal/City Agriculturists/ Organic agriculture focal person
		. Validation of sites and Farmers beneficiaries.	Letter request		1 day	<i>Sarah Alma A. Relox</i> <i>Agricultural Technologist</i>
		. Approval of request	Letter request		15 minutes	Christine M. Pine Provincial Agriculturist Ely H. Vargas Asst. Provincial Agriculturist

						Venerando M. Sanchez, Jr. OIC , Supervising Agriculturist
		Facilitation of input procurement	List of Organic Farmer Beneficiaries		1 month	Venerando M. Sanchez, Jr. OIC , Supervising Agriculturist Sarah Alma A. Relox Agricultural Technologist Adah B. Rafa Administrative Officer V Lucille G. Enrile Administrative Aide VI Virginia S. Tabalan Administrative Officer II Ma. Janice F. Leynes Administrative Aide IV Jolly G. Sabado Administrative Aide III Riza T. Canilang Administrative Aide II
		Distribution of inputs to Farmers Beneficiaries	Approved list of farmer-beneficiaries		1 day	Sarah Alma A. Relox Agricultural Technologist
		Monitoring and technical assistance to beneficiaries.	List of Organic Farmers Beneficiaries		1 day	
	<i>Availment of vegetable seeds</i>	Seek assistance from the Municipal/ City Agriculturist, Agricultural Technologist assigned in the Municipality/ Barangay for assistance	Endorsement letter		20 minutes	City Agriculturist / Municipal Agriculturists/HVCCDP Program Coordinator
		Consolidation of masterlist for vegetable seeds subsidy	Letter requests from Municipal Agriculture Office/Walk in Client		1 hour	Charito J. Manongsong Provincial HVCDP Coordinator
		Validation of sites and beneficiaries.	Masterlist of farmers		1 day	Charito J. Manongsong Provincial HVCDP Coordinator Librada O. Leviste Agricultural Technologist
		Approval of requests	Letter request		15 minutes	Christine M. Pine Provincial Agriculturist Charito J. Manongsong Provincial HVCDP Coordinator

		Facilitation of procurement plan.	Masterlist of farmer-beneficiaries		1 month	Charito J. Manongsong Provincial HVCDP Coordinator Adah B. Rafa Administrative Officer V Lucille G. Enrile Administrative Aide VI Virginia S. Tabalan Administrative Officer II Ma. Janice F. Leynes Administrative Aide IV Jolly G. Sabado Administrative Aide III Riza T. Canilang Administrative Aide II
		Monitoring and technical assistance to beneficiaries.	Masterlist of farmer-beneficiaries		1 day	Charito J. Manongsong Provincial HVCDP Coordinator Librada O. Leviste Agricultural Technologist
	<i>Availing of Balik Binhi for Corn Program</i>	Request for assistance. <i>Submit letter request to the corn program coordinator in your municipality for endorsement of request by MAOs/Municipal Mayors</i>	Masterlist of farmers		1 hour	<i>Municipal/City Agriculturist/Municipal Corn Program Coordinator</i>
		Validation of sites and Farmer-beneficiaries.	Masterlist of farmers		10 minutes	Chistian M. Generato Provincial Corn Coordinator/ Agriculturist II
		Approval of requests	Letter request		15 minutes	Christine M. Pine Provincial Agriculturist Ely H. Vargas Asst. Provincial Agriculturist Venerando M. Sanchez, Jr. OIC , Supervising Agriculturist
		Facilitation of procurement and distribution of inputs to Farmers Beneficiaries	Masterlist of farmer-beneficiaries		1 day	Chistian M. Generato Provincial Corn Coordinator/ Agriculturist II Adah B. Rafa Administrative Officer V

						<p>Lucille G. Enrile Administrative Aide VI</p> <p>Virginia S. Tabalan Administrative Officer II</p> <p>Ma. Janice F. Leynes Administrative Aide IV</p> <p>Jolly G. Sabado Administrative Aide III</p> <p>Riza T. Canilang Administrative Aide II</p>
		Supervision /Monitoring and technical assistance to beneficiaries.	Masterlist of Farmer-beneficiaries		1 day	<p>Ely H. Vargas Asst. Provincial Agriculturist</p> <p>Venerando M. Sanchez, Jr. OIC , Supervising Agriculturist</p> <p>Chistian M. Generato Provincial Corn Coordinator/ Agriculturist II</p>
	<i>Availing Farm Mechanization Services and Financial Assistance</i>	<p>1. Request for financial assistance and mechanization services</p> <p>2. <i>Submit letter request to the rice/HVCDP coordinator in your municipality for endorsement of request by MAOs/Municipal Mayors</i></p>	Letter request/ Resolution		5 minutes	City / Municipal Agriculturists/ Program Coordinators
		3. Validation of documents and proposed sites	List of farmer-beneficiaries endorsed by LGU		30 minutes	<p>Venerando M. Sanchez, Jr. OIC , Supervising Agriculturist</p> <p>Jefto DC. Bay-ongan Agricultural Technologist</p>
		4. Endorsement to national agencies/Local Governments Unit (LGUs)	DOLE, SEC, CDA accreditation, Master list of farmers and area served		30 minutes	<p>Christine M. Pine Provincial Agriculturist</p> <p>Venerando M.Sanchez Jr. OIC, Supervising Agriculturist</p>

		Execution of MOA	Sangguniang Panlalawigan accreditation		1 week	Venerando M.Sanchez Jr. OIC, Supervising Agriculturist Christian M. Generato Agriculturist II
		Turn-Over/Release of Assistance	Approved request/proposal/ MOA		1-2 hours	Venerando M.Sanchez Jr. OIC, Supervising Agriculturist Christian M. Generato Agriculturist II
		Monitoring and evaluation	List of farmer-beneficiaries		1 – 2 hours	Venerando M.Sanchez Jr. OIC, Supervising Agriculturist Christian M. Generato Agriculturist II
	<i>Strengthening of Rural Based Organizations (FA, RIC, 4H Club)</i>	Request for assistance. <i>Submit letter request to the RBO program coordinator in your municipality for endorsement of request by MAOs/Municipal Mayors</i>	Letter request		1 hour	Municipal/City Agriculturists RBO Municipal/City Coordinator
		. Conduct meetings on organizational development /re-organization	Letter request		8 hours	Ely H. Vargas Asst. Prov'I Agriculturist Venerando M.Sanchez Jr. OIC, Supervising Agriculturist Vida Gracia G. Basa RBO's Provincial Coordinator
		. Election of officers	Invitation letter		4 hours.	Vida Gracia G. Basa RBO's Provincial Coordinator
		. Registration of club to SEC/DOLE	Application form		4 hours	Vida Gracia G. Basa RBO's Provincial Coordinator
		. Regular meeting	Invitation letter		2 hours	Vida Gracia G. Basa RBO's Provincial Coordinator
		. Endorsement for livelihood projects	Endorsement letter		1 hour	Christine M. Pine Provincial Agriculturist Venerando M.Sanchez Jr. OIC, Supervising Agriculturist
		Approval/provision of income generating projects	Project proposal, resolution		1 week	Christine M. Pine Provincial Agriculturist Venerando M.Sanchez Jr. OIC, Supervising Agriculturist

		6. Technical assistance and monitoring of project	Assistance		1 day	Ely H. Vargas Asst. Prov'l Agriculturist Venerando M.Sanchez Jr. OIC, Supervising Agriculturist Vida Gracia G. Basa RBO's Provincial Coordinator
		. Attendance to provincial, regional, national congress.	Invitation letter		2 days	Vida Gracia G. Basa RBO's Provincial Coordinator
		Training	Approved Letter request		1-2 days	Christine M.Pine Provincial Agriculturist Ely H. Vargas Asst. Prov'l Agriculturist Venerando M.Sanchez Jr. OIC, Supervising Agriculturist Vida Gracia G. Basa RBO's Provincial Coordinator
	<i>Market Matching</i>	1. Coordination with LGUs, MA/AT assigned in the municipality/ barangay regarding local producer of agricultural commodities	Letter request		30 minutes	Venerando M.Sanchez Jr. OIC, Supervising Agriculturist Francisco C. Dapito Market Specialist II Librada O. Leviste Agricultural Technologist
		2. Contact local producers and link with buyers/ processors			1-2 hours	Francisco C. Dapito Market Specialist II
		Coordination with other NGAs for other forms of assistance to enhance market competitiveness of products and for other related market support services	Market/Product Development and Packaging Needs Assessment			Librada O. Leviste Agricultural Technologist
		3. Monitoring of farm gate prices of agricultural commodities and volume of products shipped out by local producer.	List of producers		4 hours	
		4. Preparation of progress reports			1 hour	

AVAILING SERVICES FROM TECHNICAL SUPPORT SERVICES DIVISION

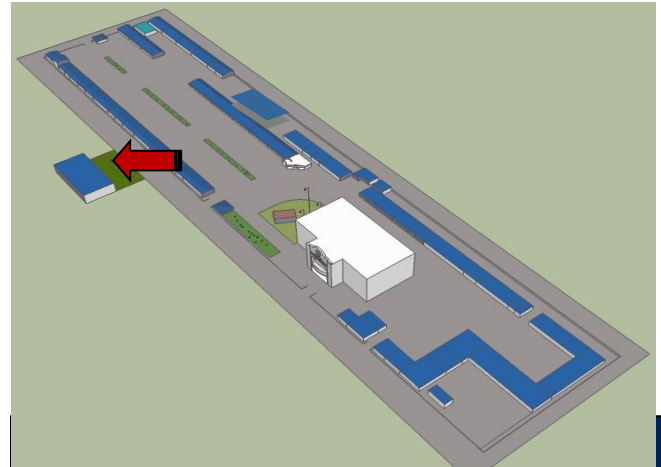
ABOUT THE SERVICE

The Provincial Agriculture Office Soils Laboratory Unit provides soil analysis services involving fertilizer computation and recommendation to determine the input requirements for a particular crop.

The office attends to walk-in clients and field request relative to distribution of IEC materials, pest diagnosis and control, and distribution of Trichoderma and Wood Vinegar, and most of all, provide Farm Advisory Services through Technical Support Services Division.

REQUIREMENTS

- Soil samples
- Letter of request
- Registry to Logbook



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PROCEDURE IN SOIL SAMPLING FOR ANALYSIS & FERTILIZER RECOMMENDATION

STEPS	REQUIREMENTS	FORMS USED	RESPONSE TIME	SERVICE PROVIDER
<p><i>1. Collect soil samples.</i></p> <ul style="list-style-type: none"> - Ask the Agricultural Technologist assigned in Barangay on the proper soil sampling and air drying. Label soil samples indicating name, farm location, crops to be planted and area size for planting. - In cases of on-field requests PAgO performs soil sampling 				Agricultural Technologist assigned in the barangay
<p><i>2. Submit soil samples for laboratory analysis</i></p> <ul style="list-style-type: none"> - Mix soil samples collected and submit them for analysis to the Soils Laboratory. 	Soil samples		30 minutes	<p><i>Ruel C. Balay</i> Agricultural Technician II</p> <p><i>Michelle L. Sison</i> Laboratory Aide II</p> <p><i>Michelle DG. Quinto</i> Laboratory Aide I</p>
<p><i>3. Fertilizer recommendation</i></p> <p>Compute and recommend inputs to be applied is made for approval of the Unit Head.</p> <p>Issuance of Soil analysis results and fertilizer recommendation to requesting farmer.</p>	Copy of Analysis Results		30 minutes to 1 hour	<i>Nestor M. de Guzman</i> Agriculturist II

PROCEDURE FOR AVAILMENT

	SERVICE	STEPS	REQUIREMENTS	FORMS USED	RESPONSE TIME	SERVICE PROVIDER
<i>Technical Support Division</i>	<i>Soil Analysis</i>	1. <i>Collection of soil samples upon request.</i> - In cases of on-field requests PAgO performs soil sampling	Letter of request upon approval.		1 week 1 day	<i>Ramilo Lorenzo U. Ostil</i> Supervising Agriculturist Agricultural Technologist assigned in the barangay.
		2. <i>Accept soil samples for laboratory analysis.</i>	Label for soil samples indicating name, farm location, crops to be planted and area size for planting.		2 minutes	<i>Ruel C. Balay</i> Agricultural Technician <i>Michelle L. Sison</i> Laboratory Aide II <i>Michelle DG Quinto</i> Laboratory Aide I
	1. <i>Analysis of soil samples</i>	1. Registration	Owner, Tenant, Students	Enter in Logbook	1 minute	<i>Soils Laboratory Staff</i>
		2. Conduct Interview	Proper soil sampling		10 minutes	<i>Ruel C. Balay</i> Agricultural Technician II
		3. Examine the soil samples for analysis.	Soil Sample		30 minutes	<i>Michelle L. Sison</i> Laboratory Aide II
		4. Give proper fertilizer recommendation based on the test results.			5 to 10 minutes	<i>Nestor M. De Guzman</i> Agriculturist II
		5. Discuss / explain the results of soil analysis to farmer/ clientele.			2 to 3 minutes	<i>Nestor M. De Guzman</i> Agriculturist II
		6. Payment of Fee for soil analysis.	Pay Order Slip		15 minutes	
		7. Issuance of soil analysis results to farmer/clientele.	Form of fertilizer recommendation		1 minute	
	2. <i>Production of Trichoderma (Compost Fungus Activator)</i>	1. Receive request to avail Trichoderma.	Letter of request upon approval.		5 minutes	<i>Ramilo Lorenzo U. Ostil</i> Supervising Agriculturist <i>Nestor M. De Guzman</i> Agriculturist II
		2. Production of Trichoderma.			2 to 3 weeks	<i>Ruel C. Balay</i> Agricultural Technician II <i>Michelle L. Sison</i> Laboratory Aide II <i>Michelle DG. Quinto</i> Laboratory Aide I

	3. <i>Conducts Soil Survey and soil investigation for Crop suitability.</i>	1. Receive request from MAOs, FAs and private individuals	Letter of request upon approval.		2 weeks	<i>Ramilo Lorenzo U. Ostil</i> Supervising Agriculturist <i>Nestor M. De Guzman</i> Agriculturist II
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Technical Support	- <i>Technology Information System</i> - Assistance to walk in clients in the availment of information/data IEC materials /newsletter	1. Sign in logbook	Requisition form	Log book	5 – 10 minutes	Simeonita A. De Ramos Agriculturist II
		2. Inquiry on the purpose of visitor				Elizabeth O. Sanchez Agricultural Technologist
		3. Fill up of requisition form (if needed)				
		4. Provide of materials needed				
	- Assistance to diagnose and control of pests/ diseases.	5. Registration of farmers / verify purpose		Log book	2 minutes	Ma. Elena A. Zamora Agriculturist II
	- Provision of Farm Advisory Services to Walk – in clients	6. Attend to clients need		Logbook	5 minutes	Available Technical Staff
	- Assistance to walk in clients in the availment of planting materials and organic fertilizer’s at Provincial Demo Farm	7. Sign in logbook	Requisition form	Logbook	5-10 minutes	Arthur P. Fortu Agricultural Center Chief I
		8. Inquiry on the purpose of visitor				Bermando B. Obando Agricultural Technologist
		9. Fill up of requisition form (if needed)				
		10. Provision of materials needed				

AVAILING TILAPIA FINGERLINGS, BANGUS AND SUGPO FRY

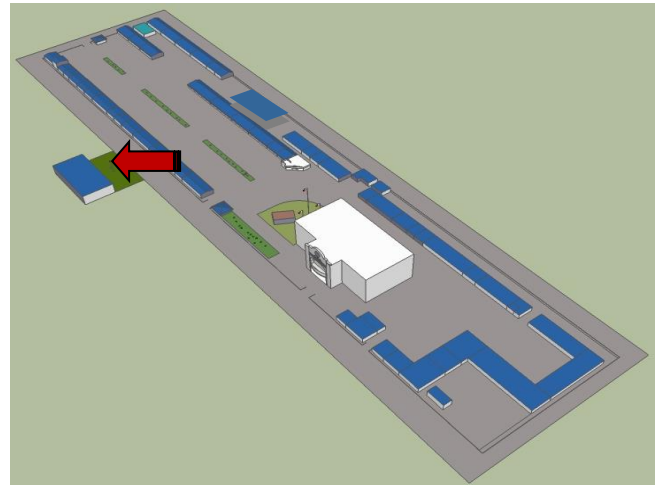
ABOUT THE SERVICE

The Provincial Agriculture Office extends package of goods and services to fishpond operators producing tilapia, bangus and sugpo. Part of the service includes provision of fry and fingerlings and technical support in the production and marketing with the aim of increasing inland fish production and income of fish farmers.

Project beneficiaries must be recommended by the local fishery coordinator or municipal agriculturist. Beneficiaries and their fishpond areas must be evaluated prior to distribution of the fingerlings and fry. Production report is also required to be submitted by the fishpond owner.

REQUIREMENTS

- Fishpond should be properly managed, prepared and ready for stocking
- Fishpond operators must be recommended by the fishery coordinator or Municipal Agriculturist



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PROCEDURE FOR AVAILMENT

STEPS	REQUIREMENTS	FORMS USED	RESPONSE TIME	SERVICE PROVIDER
<p>1. <i>Request for Assistance.</i> Submit letter request to the fishery coordinator based in your municipality or at the OPAg-Fishery division, make sure that your name is included in the list of beneficiaries/fishpond operators.</p> <p>2. The Office of the Municipal Agriculturist submits list of beneficiaries to the office.</p>	<p>Official request signed by Municipal Agriculturist, and/or endorsed by Municipal Mayor</p>		<p>1 day</p>	<p>Local fishery coordinator assigned in the area</p>
<p>2. <i>Validation of beneficiaries & areas</i> OPAg personnel visits fishpond site and evaluates beneficiary</p>	<p>Fishpond properly managed/ready for stocking</p>		<p>1-2 days</p>	<p><i>Rhodora Emilia R. Ramiento</i> <i>Vivencio M. Valdez Jr.</i></p> <p><i>Andres A. Abdon</i> Agricultural Technologist</p>
<p>1. <i>Wait for advice/notice</i> The office will inform respective municipalities of the schedule of dispersal</p>			<p>1 day</p>	<p><i>Marilyn M. Alcanices</i> Supervising Agriculturist</p>
<p>2. <i>Dispersal activity</i> Actual distribution of fry and fingerlings will be done</p>	<p>Vehicle to be used in the hauling of fry and fingerlings from source to fishpond area</p>		<p>3 hours</p>	<p><i>Marilyn M. Alcanices</i> Supervising Agriculturist</p>
<p>3. <i>Monitoring / technical assistance</i> Staff conducts field visit and extends necessary technical assistance to the beneficiaries. Each beneficiary shall submit production reports to the AT/Fishery Coordinator assigned in their respective barangay</p>				<p><i>Rhodora Emilia R. Ramiento</i> <i>Vivencio M. Valdez Jr.</i> <i>Andres Abdon</i> Agricultural Technologist</p>

AVAILING FISHERY LIVELIHOOD PROJECTS

ABOUT THE SERVICE

Livelihood projects on aquaculture/mariculture and fish processing are extended to fisherfolks (POs and farmers) to increase their income, provide alternative livelihood and decrease fishing effort. Mariculture and aquaculture projects ranges from provision of inputs like feeds, fertilizers, fingerlings, materials (fish nets, PE rope) and provision of equipment from smoke house, grinding machine, drying machine pressure cooker and kitchen utensils for processing. Usually, beneficiary counterparts are necessary to avail the project. Livelihood projects are packaged with training to capacitate beneficiaries.

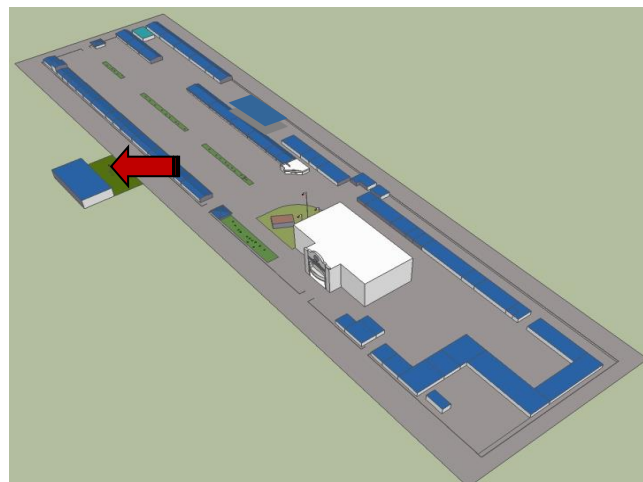
Fishing paraphernalia are also distributed to marginalized fish farmers and municipal fishermen to subsidize inputs and increase income. Fishing banca or fishing gear is provided only to fisherfolk registered in the municipal government/FishR and BoatR and preferably members of the Fishery and Aquatic Resource Management Council (FARMC).

Assistance includes technical support in the production and marketing aspects of municipal fisheries. For fishermen requesting fishing gear, it is required that they must own a fishing banca and a registered in the fisherfolk.

Patrol boats are also provided to FARMCs/Bantay Dagat who were deputized or has police power to implement fishery laws, rules and regulations. These are used in the surveillance and patrolling in municipal waters/guarding their fish sanctuary and/or marine protected areas.

REQUIREMENTS

- Marginalized fishermen must be:
 - A registered fisherfolk in the municipal government/FishR/BoatR
 - A FARMC member



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PROCEDURE FOR AVAILMENT

STEPS	REQUIREMENTS	FORMS USED	RESPONSE TIME	SERVICE PROVIDER
1. <i>Request for assistance.</i> Coordinate request with the municipal LGU. The Municipal Agriculturist/FARMC shall indorse request to the PGOM	Letter-request			MAO FARMC
2. <i>Validation of organization/ beneficiaries</i> OPAg personnel visits the area and evaluates organization/ beneficiaries	Municipal Indorsement/ Resolution		1 day per beneficiary	<i>Vivencio V. Valdez, Jr.</i> <i>Andres A. Abdon, Jr.</i> <i>Cherry Mae E. Dandal</i> Agricultural Technologist
4. <i>Provision of livelihood assistance</i> Actual distribution of banca and/or fishing gear shall be done	<i>Approved resolution</i> <i>PO Receipt/MTO</i> <i>Receipt</i>		2 hours (awarding)	<i>Marilyn M. Alcanices</i> Supervising Agriculturist
5. <i>Monitoring / technical assistance</i> Staff conducts field visits and extends necessary technical assistance to beneficiaries. Beneficiary shall regularly submit production reports to the AT assigned in the Barangay			1 day per beneficiary	<i>Vivencio M. Valdez Jr.</i> <i>Andres A. Abdon Jr.</i> <i>Rhodora Emilia R. Ramiento</i> <i>Cherry Mae E. Dandal</i> Agricultural Technologist

FUNCTION	SERVICE	PROCEDURE FOR AVAILMENT				SERVICE PROVIDER
		STEPS	REQUIREMENTS	FORMS USED	RESPONSE TIME	
Marine and coastal habitats conservation and protection	Establishment and maintenance of Marine Protected Areas (MPAS)	1. Validate/Conduct initial assessment/habitat survey/establish technical description of the proposed area	Brgy. Resolution requesting assessment	Log book	1-2 days	Marilyn M. Alcanices Supervising Agriculturist Rhodora Emilia R. Ramiento; Cherry Mae E. Dandal Agricultural Technologist
		2. Writing of assessment/survey results			1 hour	
		3. Feedback written report to LGU and community	Copy of Written Report		2 hours	
		4. Drafting, review and approval of Brgy. Resolution for MPA establishment	Copy of Written report attached		2 weeks	
		5. Conduct community consultations	letter invitation		2 hours	
		6. Drafting of MPA ordinance with the SB	Minutes of consultations, attendance sheet, copy of written report		1 day	
		7. General Public consultation/presentation of survey result and ordinance to the community and signing of commitment	powerpoint presentations		2 hours	
		8. Approval of MPA Ordinance and forwarding to the Sangguniang Panlalawigan	approved MPA ordinance at SB Level		5 days	
		9. Formal Launching of MPA/deployment of boundary markers	approved MPA ordinance at SB Level; GPS, buoy markers, sinkers and PE rope; photo document	attendance sheet	4 hours	
		10. Baseline assessment and concrete monitoring blocks (CMB) installation and reef survey (if proposed area is coral reef)	CMBs and pegs, dive gears and equipment	Reef check forms	1 day	Oriental Mindoro Coastal Resource Monitoring Team
		11. Write and submit report to Reef Check International for coral reef assessment for international data banking	Scientific Report by the Monitoring Team	Reef check forms	1 day	
			12. Creation of MPA Management Council	Fisherfolk Associations and community		2 hours

		13. Community consultation on MPA Mgt. Plan	Brgy. Profile; PRA Result	Work Plan	1 day	Rhodora Emilia R. Ramiento; Cherry Mae E. Dandal Agricultural Technologist
		14. Drafting of MPA Mgt. Plan/Writeshop	Baseline information; Ordinances; Brgy. Profile; CLUP, Brgy. Devt. Plan		3 days	
		15. Provision of conservation Incentives	Organized and active MPA Management Council Members; Signed Conservation Agreement	Conservation Agreement Form	2 months	
		17. Monitoring and Evaluation	MPA Mgt Plans, Ordinance	MEAT Form	1 hour	
	Conduct MPA Assessment and Public consultation	1. Coordinate with CRM Coordinator/Fishery Extension Officer of requesting LGU	Resolution, Letter Request		1 hour	
		2. Conduct actual assessment of coastal habitat	Approved travel plan	Assessment Forms	1 day/habitat	
		3. Writeshop for assessment result			1 day	
		4. Conduct Public consultation	MPA Assessment Report		2 hours	
	Provision of livelihood incentives to POs managing the MPAS	1. Conduct community consultation (identification livelihood opportunities and resource mapping) in the area	Established MPA; organized POs/ Fisherfolk Organization; functional MPA Mgt Council; Enforced MPA Mgt. Plans	MEAT Rating	2 hours	
		2. Draft project proposal and conservation agreement	Brgy./MPA Mgt. Council Resolution; Indorsement from the LCE		1 day	
		3. Prepare voucher for livelihood incentives	Approved Proposal; Resolution and signed Conservation Agreement		5 minutes	
		4. Awards conservation incentives to recipients/POs			1 hour	
	Provision of equipment and materials for MPA maintenance	1. Monitor/assess MPA Mgt. Plan implementation	Letter request		4 hours	
		2. Prepare voucher for purchase of equipment and materials for MPA maintenance	Resolution, Letter Request, Assessment Report		5 minutes	

		3. Delivery of purchased equipment and materials			1 day	
	Selection/Validation of Best Managed MPA	1. Conduct evaluation and perception survey in MPA sites	MPA Ordinance, MPA Mgt. Plan, MPA Mgt. Structure	MEAT Form	1 hour	
		2. Consolidate/Shortlist MPAs selected/validated	MEAT Results/Rating		1 hours	
Fishery Law Enforcement	Conduct Patrolling and Surveillance	1. Threat Mapping/Information gathering	Reports from LGUs		1 hour	Marilyn M. Alcanices; Supervising Agriculturist Andres A. Abdon Jr. - Agricultural Technologist
		2. Oplan (Operational Planning)	Threat Map		4 hours	
		3. Transport, equipment and paraphernalia preparation/inventory	Checklist		1 day	
		4. Actual operation	Taskforce members		3-4 days	
		5. Patrolling Evaluation, Reporting, Analysis	Gathered evidences, confiscated gadgets/equipment, photo document		1-2 days	
	Maintenance of Provincial Bantay Dagat Taskforce	1. Conduct of regular meeting	Letter Invitation to Taskforce Members			

AVAILING PLANTING MATERIALS

ABOUT THE SERVICE

The Provincial Demonstration Farm Center provides tree planting materials of different varieties for distribution to individual or group of farmers engaged in orchard production.

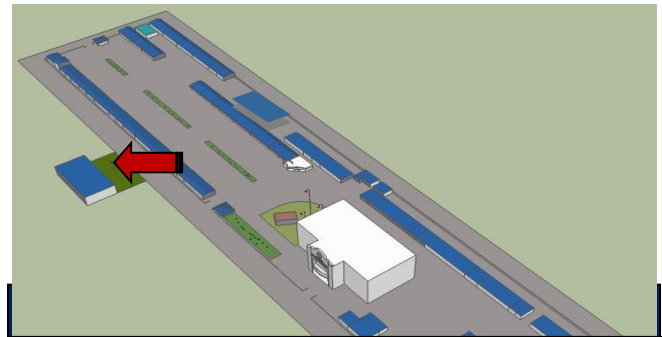
For revenue purposes, planting materials are sold at minimal cost of P10.00 for sexually propagated and P25.00 for asexually propagated.

Communal projects like tree planting program, school beautification and other NGO planting activities can avail free distribution with an approved written request from the Office of the Governor.

REQUIREMENTS

- Written request
- Cost of planting materials:

Sexually propagated	P10.00
Asexually propagated	25.00



Camilmil, Calapan City
 5200 Oriental Mindoro
 Philippines
For more information, please contact:
 Christine M. Pine, Provincial Agriculturist
 Tel. No. (043)288-2282 | (043) 286-7791 | (043) 286-7112
 (043) 286-2637 (043) 286-2644
 Email: nilodimailig@gmail.com

VISION

Empowered communities thriving with a new breed of farmer and fisherfolk-entrepreneurs who do profitable business out of productive and sustainable agriculture and fishery

MISSION

The Provincial Agriculture Office in partnership with LGUs, NGAs and the private sector shall pursue sustainable management and development of the province's upland and lowland agriculture and coastal ecosystems employing holistic and integrated development approach in the delivery of support services involving production, marketing, post-harvest, research and extension, conservation and protection, assistance in organizational development/strengthening and in the implementation of appropriate regulations necessary to make agriculture and fishery agribusiness enterprises profitable

PROCEDURE FOR AVAILMENT

STEPS	REQUIREMENTS	FORMS USED	RESPONSE TIME	SERVICE PROVIDER
<p>1. <i>Inquire available planting materials.</i> Inquire about the current inventory of planting materials at the Office of the Provincial Agriculturist.</p>				<p><i>Arthur P. Fortu</i> Agricultural Center Chief I</p>
<p>2. <i>Submit request</i> Prepare and submit written request to the Governor for his approval.</p>			20 minutes	Office of the Governor
<p>3. <i>Payment of fees</i> Upon approval, proceed to the Provincial Treasurer’s Office and pay corresponding cost of planting materials</p>	Fees and charges: Sexually propagated – P10.00 Asexually propagated- P25.00			<p><i>Edwin Luarca</i> <i>Ligaya Geniza</i> Revenue Collection Clerk I</p>
<p>4. <i>Hauling</i> Bring own transportation for hauling of planting materials from the Provincial Demo Farm</p>	Official receipt Transportation		2 hours	<p><i>Vacant</i> Farm Supervisor</p>

PROCEDURE FOR AVAILMENT

Administrative Division

	STEPS	REQUIREMENTS	FORMS USED	RESPONSE TIME	SERVICE PROVIDER
Receiving of Documents	1. Receiving of documents	Letters/resolution	Registration Sheet	3 – 5 minutes	Virginia S. Tabalan Administrative Officer II Lucille G. Enrile Administrative Aide VI Ma. Janice F. Leynes Administrative Aide IV
	2. Documents routes to Administrative Officer V			1 minute	Adah B. Rafa Administrative Officer V
	3. Documents re route to PA/APA				Christine M. Pine Provincial Agriculturist Ely H. Vargas Asst. Prov'l Agriculturist
	4. Person / Office Concerned			1 minute	PAGO Staff
Receiving of Reports	1. Records the report	report	Logbook	2-3 minutes	Virginia S. Tabalan Administrative Officer II
	2. Route to responsible person		logbook	2- 3 minutes	PAGO Staff
Issuance of Xerox copy	1. Search for Original Copies of leave credits	Leave cards		3-5 minutes	
	2. For xerox at PagO office	Original copy of leave credit	Hard copy of leave credits	3-5 minutes	Person concern/devolve personnel

PROGRAM COORDINATORS/PROJECT LEADERS:

Rice Program	<i>Sarah Alma A. Relox, Agricultural Technologist</i>
Corn Program	<i>Christian M. Generato, Agriculturist II</i>
High Value Crops	<i>Charito J. Manongsong, Agriculturist II</i>
Vegetable Production	<i>Librada O. Leviste, Agricultural Technologist</i>
Farm Mechanization	<i>Venerando M. Sanchez, Jr., Agriculturist II</i>
Institutional Development (Farmers Association ,4-H Club and Rural Improvement Club)	<i>Vida Gracia G. Basa, Agricultural Technologist</i>
Marketing Assistance	<i>Francisco C. Dapito, Market Specialist II</i>
Integrated/Sustainable Crop-Livestock Production	<i>Ramilo Lorenzo U. Ostil, Supervising Agriculturist</i>
Fisheries	<i>Marilyn M. Alcanices, Supervising Agriculturist</i>
Farmers Information and Technology Service	<i>Elizabeth O. Sanchez, Agricultural Technologist</i>
Soils Laboratory	<i>Nestor M. De Guzman, Agriculturist II</i>
Administrative Services	<i>Adah B. Rafa, Administrative Officer V</i>