

Republic of the Philippines
Province of Northern Samar
Municipality of San Roque

OFFICE OF THE MUNICIPAL AGRICULTURIST

CITIZEN'S CHARTER

Type of Service	Distribution of Certified Rice Seeds, Fertilizers and Vegetable Seeds
Schedule of Availability of Service	Monday-Friday, 8:00AM to 5:00PM(Without Noon Break)
Who May Avail the Service	Farmers with Agricultural Lands within San Roque, Northern Samar
What are the Requirements	Farmers should be listed in the General Master List (Owner/Lessee/Tenant)

Step	Client	Office Action	Duration	Person Responsible	Fees	Forms
1	Proceed to the Office of the Municipal Agriculturist to fill up requisition slip	Verify in the General Master List and prepare issuance slip	5 minutes	Agricultural Technician	None	Requisition Slip
2	Accept certified rice seeds/fertilizers/vegetable seeds	Release certified rice seeds/fertilizers/vegetables	5 minutes	Agricultural Technician	None	

Type of Service	Provision of Technical Assistance and Extension Service
Schedule of Availability of Service	Monday-Friday, 8:00AM to 5:00PM(Without Noon Break)
Who May Avail the Service	Farmers, Farmers' Association, Irrigators' Association
What are the Requirements	Letter of Intent/Request or Walk-in

Step	Client	Office Action	Duration	Person Responsible	Fees	Forms
1	Submit Letter of Intent/Request to the Office of the Municipal Agriculturist -or- Visit the Office of the Municipal Agriculturist for your concern	Letter of Intent/Request and/or concern is reviewed and forwarded to Municipal Agriculturist for approval	5 minutes	Agricultural Technician	None	
2	Accept approved reply	Listen and help resolve the problem or give recommendation(s); conduct field inspection; conduct training & JEC	5 minutes	Agricultural Technician	None	

Type of Service	Rental of Farm Machineries
Schedule of Availability of Service	Monday-Friday, 8:00AM to 5:00PM(Without Noon Break)
Who May Avail the Service	Farmers, Farmers' Association, Irrigators' Association
What are the Requirements	Farmers should be listed in the General Master List (Owner/Lessee/Tenant)

Step	Client	Office Action	Duration	Person Responsible	Fees	Forms
1	Proceed to the Office of the Municipal Agriculturist to fill up requisition slip	Verify in the General Master List and prepare issuance slip	5 minutes	Agricultural Technician	None	Requisition Slip
2	Proceed to the Municipal Treasurer's Office to pay for the rental of farm machinery/ies	Issuance of Official Receipt	5 minutes	MTO Personnel	Php 200.00/day	
3	Accept rented farm machineries	Release of rented farm machinery/ies	15 minutes	Agricultural Technician	None	