



Provincial Agriculture Office



1.Provision of Technical Assistance on Agricultural and Fishery Production Technology

This is one of the main services of the Provincial Agriculture Office based on its Mandate to provide technical assistance on the various crops and fishery production to the Farmers Researchers, People's Organization, Agricultural Extension Workers, Cooperatives, Fisherfolks, Agri-Fishery stakeholders and MLGUs. Through this, the office can equip them with the necessary skill for the improvement/development of their agricultural crops and fishery production and alleviate poverty in the province.

Office or Division:	Provincial Agriculture Office			
Classifications	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	Farmers, Researchers, People's Organization, Agricultural Extension Workers, Cooperatives, Fisherfolks, Agri-Fishery stakeholders and MLGUs			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter Request (1 copy only)			Provincial Agriculture Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON'S RESPONSIBLE
1. Register client's Logbook	1.Entertain clients and refer it to the Provincial Agriculturist/P rogram Incharge	None	10 Minutes	Receiving Officers Irenea S. Millor Helen F. Laroco
2. Wait for the Head of Office's Action	2.Conduct's interview on the rerlevance of the technology needed/refers to the concerned Program Incharge	None	15 Minutes	Letecia G. Ditucalan, PA Departmetn Head Program Coordinators
3. Preceed to the Program / Project Incharge	3.Conduct's interview on the rerlevance of the technology needed/refers	None	30 Minutes	HVCDP Janel Rose Amorin AgriTech I Evangeline Montebon Clerk III



	to the concerned Program Incharge			<p>CORN Lalaine Barrot Planning Officer II Rodor Fernandez AgriTech I</p> <p>RICE Rodolfo Aranzado Project Development Assistant Mechelle Merambel Farm Superintendent I</p> <p>FISHERIES Artemio Escabate Senior Aquaculturist Raquel Ensano Senior Aquaculturist Dyan Padrones AquaTech I</p> <p>FARM MECHANIZATION Engr. Ephraim Silvosa Agri Engineer I</p>
TOTAL:		None	55 Minutes	



2. Availment of Community-Based Agricultural and Fishery Services like Training, Seminar, and Workshop on soil sample collection technology, soil analysis, training on crops and fishery production and Management, Post Harvest and Handling and Marketing of Products or Agribusiness

The office conducts trainings on soil sample analysis to AEWs and farmers and fisherfolks in the province. Postharvest technology plays an important role in maintaining quality (appearance, texture, flavor and nutritive value), protecting food safety, and reduce losses (both physical and in market value) between harvest and consumption of the province's agricultural as well as fishery products,

Office or Division:	Provincial Agriculture Office			
Classifications:	Complex			
Type of Transactions:	G2G – Government to Government			
Who may avail:	Farmers, Researchers, People's Organization, NGOs, Agricultural Extension Workers, Cooperatives, Fisherfolks, Agri-Fishery stakeholders and MLGUs			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter Request(1 copy only)			Requisitioning Officer/Organization	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Register client's Logbook	1. Entertain clients and refer it to the Provincial Agriculturist/ Program Incharge	None	10 Minutes	Receiving Officers Irenea S. Millor Helen F. Laroco
2.Wait for the Head of Office's Action	2. Review the letter request refers it to the concerned program Incharge	None	15 Minutes	Letecia G. Ditucalan, PA Department Head Program Coordinators



<p>3. Proceed to the Program / Project Incharge</p>	<p>3. Record issues/concern , Prepares Activity Proposal or letter request for Gov's approval</p>	<p>None</p>	<p>30 Minutes 7 Days</p>	<p>HVCDP Janel Rose Amorin AgriTech I Evangeline Montebon Clerk III</p> <p>CORN Lalaine Barrot Planning Officer II Rodor Fernandez AgriTech I</p> <p>RICE Rodolfo Aranzado Project Development Assistant Mechelle Merambel Farm Superintendent I</p> <p>FISHERIES Artemio Escabate Senior Aquaculturist Raquel Ensano Senior Aquaculturist Dyan Padrones AquaTech I</p>
<p>TOTAL:</p>		<p>None</p>	<p>7 Days & 55 Minutes</p>	



3.Strengthening of Rural-Based Organizations (RIC, P4MP,4H Club, Provincial Agricultural and Fishery Council, Farmers/Fisherfolks Cooperative/Associations and other Agri-Fishery Stakeholders by conducting fora, training and livelihood seminar

RBOs has served as an instrument for agricultural and rural transformation in terms of contributing meaningfully to Agricultural and rural growth. The Office provide comprehensive and effective services and trainings to farmers and other agricultural entrepreneurs on the production, marketing and financing aspects of agricultural/fishery enterprise.

Office or Division:	Provincial Agriculture Office			
Classifications:	Complex			
Type of Transactions:	G2G – Government to Government			
Who may avail:	Farmers, Researchers, People’s Oranization, Agricultural Extension Workers, Cooperatives, Fisherfolks, Agri-Fishery stakeholders and MLGUs			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter Request (1 copy only)			Requisitioning Officer/Organization	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Register client’s Logbook	1. Entertain clients and refer it to the Provincial Agriculturist/Program Incharge	None	10 Minutes	Receiving Officers Irenea S. Millor Helen F. Laroco
2.Wait for the Head of Office’s Action	2. Review the letter request refers it to the concerned program Incharge	None	15 Minutes	Letecia G. Ditucalan, PA Department Head Program Coordinators
3. Preceed to the Program / Project Incharge	3. Record issues/concern , Prepares Activity Proposal or letter request for Gov’s approval	None	30 Minutes 4Days	HVCDP Janel Rose Amorin AgriTech I Evangeline Montebon Clerk III CORN Lalaine Barrot



				Planning Officer II Rodor Fernandez AgriTech I RICE Rodolfo Aranzado Project Development Assistant Mechelle Merambel Farm Superintendent I FISHERIES Artemio Escabate Senior Aquaculturist Raquel Ensano Senior Aquaculturist Dyan Padrones AquaTech I FARM MECHANIZATION Engr. Ephraim Silvosa Agri Engineer I
TOTAL:		None	4 Days & 45 Minutes	



4. Withdrawal / distribution of Vegetable seeds, rice and corn seeds, fertilizers, farm equipment, farm implements, supplies and materials.

Vegetable seeds, rice and corn seeds distribution is a regular program of the Provincial Agriculture Office. Also it is being practiced during the conduct of Especial Mass Based Program by the Provincial Government.

Office or Division:	Provincial Agriculture Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	Farmers, Researchers, People's Organization, Agricultural Extension Workers, Cooperatives, Fisherfolks, Agri-Fishery stakeholders and MLGUs			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter Request/ Copy of Allocation (1 copy only)			Requisitioning Officer/Organization	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Register client's Logbook	1. Entertain clients and refer it to the Provincial Agriculturist/Program Incharge	None	10 Minutes	Receiving Officers Irenea S. Millor Helen F. Laroco
2. Wait for the Head of Office's Action	2. Review the letter request refers it to the concerned program Incharge	None	15 Minutes	Letecia G. Ditucalan, PA Department Head Program Coordinators
3. Proceed to the Program / Project Incharge	3. Release farm inputs	None	30 Minutes	HVCDP Janel Rose Amorin AgriTech I Evangeline Montebon Clerk III CORN Lalaine Barrot Planning Officer II



				Rodor Fernandez AgriTech I RICE Rodolfo Aranzado Project Development Assistant Mechelle Merambel Farm Superintendent I FISHERIES Artemio Escabate Senior Aquaculturist Raquel Ensano Senior Aquaculturist Dyan Padrones AquaTech I
TOTAL:		None	55 Minutes	



5. Availment of Technology Demonstration or Verification Trial, Farmer's Field School (FFS), School on the Air, and other research related projects on agricultural and fishery program

The Provincial Nursery and Seed Farm located in Kapatagan, Lanao del Norte is adopting Technology demonstration or Verification Trial, it is a smart investment that can help accelerate the adoption of game-changing innovations. **Demonstration** farms are used to teach various **agricultural** techniques and technologies, showcase new or improved crops. School on the air program is conducted in order to cater farmers from far flung areas in the province.

Office or Division:	Provincial Agriculture Office			
Classifications:	Highly Technical			
Type of Transactions:	G2G – Government to Government			
Who may avail:	Farmers, Researchers, People's Organization, Agricultural Extension Workers, Cooperatives, Fisherfolks, Agri-Fishery stakeholders and MLGUs			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter Request/Copy of allocation (1 copy only)			Requisitioning Officer/Organization	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Register client's Logbook	1. Entertain clients and refer it to the Provincial Agriculturist/ Program Incharge	None	10 Minutes	Receiving Officers Irenea S. Millor Helen F. Laroco
2. Wait for the Head of Office's Action	2. Review the letter request refers it to the concerned program Incharge	None	15 Minutes	Letecia G. Ditucalan, PA Department Head Program Coordinators



<p>3. Proceed to the Program / Project Incharge</p>	<p>3. Prepare project/activity proposal</p>	<p>None</p>	<p>30 Minutes 20 Days</p>	<p>HVCDP Janel Rose Amarin AgriTech I Evangeline Montebon Clerk III</p> <p>CORN Lalaine Barrot Planning Officer II Rodor Fernandez AgriTech I</p> <p>RICE Rodolfo Aranzado Project Development Assistant Mechelle Merambel Farm Superintendent I</p> <p>FISHERIES Artemio Escabate Senior Aquaculturist Raquel Ensano Senior Aquaculturist Dyan Padrones AquaTech I</p>
<p>TOTAL:</p>	<p>None</p>	<p>20 Days & 55 Minutes</p>		



6.Provision of Vegetable seeds and other farm inputs and garden tools under the Gulayan Program for school, community, religious organizations and households

The Gulayan sa Paaralan is a program supported by the Provincial Government of Lanao del Norte through the Provincial Agriculture Office jointly with the Department of Education and the Provincial Nutrition Council to alleviate the malnutrition rate of the province and promote food security in the province. Schools are encouraged to establish school garden to ensure continuous supply of vegetables that will support the supplementary feeding program.

Office or Division:	Provincial Agriculture Office			
Classifications :	Complex			
Type of Transactions:	G2G – Government to Government			
Who may avail:	Farmers, Researchers, People's Organization, Agricultural Extension Workers, Cooperatives, Fisherfolks, Agri-Fishery stakeholders and MLGUs			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter Request/Master list (1 copy only)			Requisitioning Officer/Organization	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Register client's Logbook	1. Entertain clients and refer it to the Provincial Agriculturist/Program Incharge	None	10 Minutes	Receiving Officers Irenea S. Millor Helen F. Laroco
2.Wait for the Head of Office's Action	2. Check the master list and refer it to the program incharge	None	15 Minutes	Letecia G. Ditucalan, PA Department Head Program Coordinators
3. Proceed to the Program / Project Incharge	3. Release the seeds and farm inputs or garden tools	None	30 Minutes 5Days	HVCDP Janel Rose Amarin AgriTech I Evangeline Montebon Clerk III
TOTAL:		None	5 Days & 55 Minutes	



7.Provision of Vegetable seeds to Client Inquiries

The office is open for Client Inquiries such as farmers, fisherfolks, AEWs and stakeholders.

Office or Division:	Provincial Agriculture Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	Farmers, Researchers, People's Organization, Agricultural Extension Workers, Cooperatives, Fisherfolks, Agri-Fishery stakeholders and MLGUs			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Physical appearance of the concerned client			Provincial Agriculture Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Register client's Logbook	1. Entertain clients and refer it to the Provincial Agriculturist/Program Incharge	None	10 Minutes	Receiving Officers Irenea S. Millor Helen F. Laroco
2.Fill-out the acknowledgment receipt	2. Release the vegetable seeds	None	15 Minutes	Letecia G. Ditucalan, Prov'l Agriculturist, HVCDP Janel Rose Amorin AgriTech I Evangeline Montebon Clerk III
TOTAL:		None	25Minutes	



8.Provision of Biological Pest Control on Rice and Corn (Trichogramma japonicum and evanescence)

Trichogramma japonicum for Rice and evanescence for Corn, these biological agents are used to preserve the beneficial insect predators and other non-harmful insects through lesser chemical application pesticides in the farm. This you can avail in the Office.

Office or Division:	Provincial Agriculture Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	Farmers, Researchers, People's Organization, Agricultural Extension Workers, Cooperatives, Fisherfolks, Agri-Fishery stakeholders and MLGUs			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter Request (1 copy only)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Register client's Logbook	1. Entertain clients and refer it to the Provincial Agriculturist/Program Incharge	None	10 Minutes	Receiving Officers Irenea S. Millor Helen F. Laroco
2.Fill-out the acknowledgement receipt	2. Release the vegetable seeds	None	45 Minutes	Letecia G. Ditucalan, PA Department Head Incharge Emelda Jagonia Laborer II
TOTAL:		None	55 Minutes	



9. Agricultural Farm machineries and mechanization services

The office promotes the use and widen farmers' access to farm machineries by identifying associations as recipients of equipments like tractors, harvesters, transplanters and cultivators. This is through the Department of Agriculture – Regional Field Office in partnership with the Provincial Government of Lanao del Norte through this Office.

Office or Division:	Provincial Agriculture Office			
Classifications:	Complex			
Type of Transactions:	G2G – Government to Government			
Who may avail:	Farmers, Researchers, People's Organization, Agricultural Extension Workers, Cooperatives, Fisherfolks, Agri-Fishery stakeholders and MLGUs			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter Request (1 copy only)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Register client's Logbook	1. Entertain clients and refer it to the Provincial Agriculturist/Program Incharge	None	10 Minutes	Receiving Officers Irenea S. Millor Helen F. Laroco
2. Fill-out the acknowledgment receipt	2. Prepare letter to the SP for deliberation and inform the client once approved. Service fee will be based on the actual computation of the area to be served	P3,000 per hectare	7 Days	Letecia G. Ditucalan, PA Department Head Farm Mechanization Engr. Ephraim Silvosa Agri Engineer I
TOTAL:		None	7Days& 10 Minutes	



10.Receiving documents

Documents, reports, communications coming from different National line agencies, MLGUs, POs, and stakeholders is properly recorded.

Office or Division:	Provincial Agriculture Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	Farmers, Researchers, People’s Oranization, Agricultural Extension Workers, Cooperatives, Fisherfolks, Agri-Fishery stakeholders and MLGUs			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Reports (1 copy only) Communications (1 copy only)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Register client’s Logbook	1. Entertain clients and refer it to the Provincial Agriculturist/Program Incharge	None	10 Minutes	Receiving Officers Irenea S. Millor Helen F. Laroco
2. Submit the reports/documents to the Receiving Officer	2. Record/receive the documents	None	15 Minutes	Irenea S. Millor Aquatic I Helen F. Laroco Aquatic II
TOTAL:		None	25 Minutes	



11. Attending concerns of Client Inquiries

The Staff of the Provincial Agriculture Office attends to its clients patiently and provide them whatever services they asked for.

Office or Division:	Provincial Agriculture Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	Farmers, Researchers, People's Organization, Agricultural Extension Workers, Cooperatives, Fisherfolks, Agri-Fishery stakeholders and MLGUs			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Physical appearance of the concerned clients			PAO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Register client's Logbook	1. Entertain clients and refer it to the Provincial Agriculturist/Program Incharge	None	10 Minutes	Receiving Officers Irenea S. Millor Helen F. Laroco
2. Proceed to the concerned Program/Project Incharge	2. Entertain clients	None	30 Minutes	HVCDP Janel Rose Amarin AgriTech I Evangeline Montebon Clerk III CORN Lalaine Barrot Planning Officer II Rodor Fernandez AgriTech I RICE Rodolfo Aranzado



				Project Development Assistant Mechelle Merambel Farm Superintendent I FISHERIES Artemio Escabate Senior Aquaculturist Raquel Ensano Senior Aquaculturist Dyan Padrones AquaTech I FARM MECHANIZATION Engr. Ephraim Silvosa Agri Engineer I
TOTAL:		None	40 Minutes	



12. Speakership (Message or Resource Person)

MLGUs and other agencies can request staff to be the Resource Person or Speaker for a certain training they will conduct.

Office or Division:	Provincial Agriculture Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	Farmers, Researchers, People's Organization, Agricultural Extension Workers, Cooperatives, Fisherfolks, Agri-Fishery stakeholders and MLGUs			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter Request (1 copy only)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Register client's Logbook	1. Entertain clients and refer it to the Provincial Agriculturist /Program Incharge	None	10 Minutes	Receiving Officers Irenea S. Millor Helen F. Laroco
2. Proceed to the Head of Office or to the concerned Program Focal	2. Entertain clients and discuss with the scheduled activity	None	15 Minutes	HVCDP Janel Rose Amarin AgriTech I Evangeline Montebon Clerk III CORN Lalaine Barrot Planning Officer II Rodor Fernandez AgriTech I RICE Rodolfo Aranzado Project Development Assistant Mechelle Merambel



				Farm Superintendent I FISHERIES Artemio Escabate Senior Aquaculturist Raquel Ensano Senior Aquaculturist Dyan Padrones AquaTech I
TOTAL:		None	25 Minutes	