Republic of the Philippines
Province of Palawan
Municipality of Aborlan

CITIZEN'S CHARTER

Municipal Agriculture Office

TRACTOR SERVICES

It is a public-private venture and farmers requesting the services of the program will shoulder the fuel/oil requirement and operator's fee.

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen
Who may Avail:	General Public

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Filled up tractor request form		MUNICIPAL AGRICULTURE OFFICE		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Paggawa ng Tractor Request Form	1.1 Pagpapalagda sa kahilingan ng serbisyo: Magsasaka, Operator/Mekaniko, Tagapamahala ng Traktora Pambayang Agrikulturista	NONE	2 minutes	Admin Staff/ Agri. Eng'r.
	1.2. Pagpapalagda sa Punong Bayan ng kahilingan sa traktora	NONE	5minutes	Mayor
	1.3. Pagpapalabas ng napirmahang kahilingan na serbisyo sa traktora	NONE	30minutes	Admin Staff Agri. Eng'r.
	1.3.a. Pag-iskedyul ng serbisyo sa traktora	NONE	3minutes	
2. Pagbabayad ng kaukulang bayarin sa Tanggapan ng Ingat-Yaman.	2.1 Pagbibigay ng Order of Payment para sa kaukulang bayarin	Tractor Harrowing- 700/ha/pass Plowing- 800.00/ha/pass Rotavator- 1,000.00/ha/pass Harvester- 4000.00/ha	2 minutes	Revenue Collection Clerk Admin Staff
3. Pagbabayad ng kaukulang krudo at langis sa gasolinahan at ibigay ang resibo sa Tanggapan ng Pambayang Agrikulturra	3.1 Pagkuha ng kaukulang krudo at langis sa Gasolinahan	NONE	30 minutes	Tractor operator
	3.2 Aktuwal na pag-aararo at/o pagsuyod sa lupa ng naghiling sa serbisyo		2-3 hrs/ ha	Tractor operator
	TOTAL	**Per case**		

Republic of the Philippines
Province of Palawan
Municipality of Aborlan

CITIZEN'S CHARTER

Municipal Agriculture Office

AUXILIARY INVOICE SERVICES

Ordinance No. 08-s.2016, Sec. 42 Auxiliary invoice

All fish and fishery products, except those caught in violation of the provisions of this code or are declared as health hazards by concerned institutions, must have an auxiliary invoice to be issued by the municipal CRM or Agricultural Office prior to their transport from the point of origin to their point of destination in the Philippines and/or export, upon payment of the prescribed fees to defray administrative costs therefore.

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen
Who may Avail:	General Public

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
	Inspeksyon ng Produkto		10 minutes	Fisheries Technologists, Comm. Dev't. Officer
	Pagbibigay ng Order of Payment para sa kaukulang bayarin		10 minutes	Admin Staff
1. Pumunta sa Tanggapan ng Pambayang Ingat-Yaman, upang magbayad at nang maisyuhan ng resibo	1.1 Paghahanda ng Auxiliary Invoice	₱ 75.00	5 minutes	Revenue Collection Clerk
2. Pagpresenta ng orihinal na Resibo	2.1 Pagpirma ng Technician		3 minutes	Fisheries Technologists
	2.2 Pag-apruba ng Pambayang Agrikulturista		2 minutes	Municipal Agriculturist
	TOTAL	**P75.00**	**30 minutes**	

Republic of the Philippines
Province of Palawan
Municipality of Aborlan

CITIZEN'S CHARTER

Municipal Agriculture Office

KATIBAYAN SA PAGMAMAY-ARI NG BANGKA/ BOAT REGISTRATION SERVICES

-Ordinance No. 09-00. S. 2009

Adopting the registration of Municipal Fishers and Fishing Vessels and licensing of Fishing operations in the Municipality of Aborlan, Palawan. Providing penalties for violation thereof and for other purposes

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen
Who may Avail:	General Public

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Cedula, Barangay Certification at Official Receipt		Ingat-Yaman ng Barangay		
Client Steps	**Agency Actions**	**Fees To Be Paid**	**Processing Time**	**Person Responsible**
1. Pagsusukat ng Bangka	1.1 Pagsiguro at ebalwasyon na mabigyan ng resibo	None	30 min.	Aquacultural Technician II Admin Staff
	1.2 Pagbibigay ng Order of Payment para sa kaukulang bayarin Ingat-Yaman, upang magbayad	None	2 minutes	Admin Staff Comm. Development Officer, Admin Staff
2. Pumunta sa Tanggapan ng Pambayang mabigyan ng resibo		**₱ 75.00**		Revenue Collection Clerk
3. Paghahanda ng Sertipikasyon			5 minutes	Admin Staff, Comm. Development Officer
	TOTAL	**₱ 75.00**	**37 minutes**	

Republic of the Philippines
Province of Palawan
Municipality of Aborlan

CITIZEN'S CHARTER

Municipal Agriculture Office

CERTIFICATE OF OPERATION ON MARINE ENTERPRISE SERVICES

As provided in the Revised Revenue Code of Aborlan

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen
Who may Avail:	General Public

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
	Pag-inspeksyon at aktuwal na pag-susuri ng operasyon Pagsiguro at ebalwasyon ng dokumento ng aplikante Pagbibigay ng Order of Payment para sa kaukulang bayarin		20 minutes 2 minutes	Fisheries Technologists, Admin Staff Community Development Officer
Pumunta sa Tanggapan ng Pambayang Ingat-Yaman, upang magbayad at mabigyan ng resibo		Refer to MTO fees	1 minute	Revenue Collection Clerk
	Paghahanda ng Sertipikasyon		3 minutes	Admin Staff
	Pag-apruba at Pagpalabas ng dokumento		1 minute	Municipal Agriculturist
	TOTAL	**Per case**	**27 minutes**	

Republic of the Philippines
Province of Palawan
Municipality of Aborlan

CITIZEN'S CHARTER

Municipal Agriculture Office

KATIBAYAN SA PAGPUTOL NG HINDI PRODUKTIBONG PUNO NG PRUTAS SERVICES

Inspection of OMA

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen
Who may Avail:	General Public

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
Barangay Sertipikasyon		Barangay		
Photoccopy ng Tax Declaration		Municipal Assessor's Office		
Katibayan ng lokasyon at pagmamay-ari at Larawan ng Punong Pupu-tulin				
Official Receipt		Ingat yaman from step 4		
Client Steps	**Agency Actions**	**Fees To Be Paid**	**Processing Time**	**Person Responsible**
	Pagtatasa sa pamamagitan ng pagtatanong sa aplikante.	None	30Minutes	*Admin Staff*
	Pagsasaayos ng kahilingan ayon sa salaysay	None	1 minute	*Admin Staff*
	Pagbibigay ng Order of Payment para sa kaukulang bayarin		1 minute	*Admin Staff*
1. Pumunta sa Tanggapan ng Pambayang Ingat-Yaman, upang magbayad at mabigyan ng resibo	1.1Paggawa ng sertipikasyon	₱ 75.00	5 minutes	Revenue Collection Clerk Admin staff
	Pag-apruba ng Pambayang Agrikulturista		2 minutes	Municipal Agriculturist
	TOTAL	**Php75.00**	**39minutes**	

Republic of the Philippines
Province of Palawan
Municipality of Aborlan

CITIZEN'S CHARTER

Municipal Agriculture Office

KATIBAYAN SA PAGBIBIYAHE NG BUKO SERVICES

Inspection of OMA

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen
Who may Avail:	General Public

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Sertipikasyon		Barangay		
Official Receipt		Bgy. Treasurer		
Client Steps	**Agency Actions**	**Fees To Be Paid**	**Processing Time**	**Person Responsible**
	A. Ibigay ang Barangay Sertipikasyon sa Teknisyang nakakasakop sa Barangay	None	5 Minutes	Admin. Staff
	B. Pagbibigay ng Order of Payment para sa kaukulang bayarin		1 minute	Admin Staff
Pumunta sa Tanggapan ng Pambayang Ingat-Yaman, upang magbayad upang mabigyan ng resibo		₱ 75.00	5 minutes	Revenue Collection Clerk
	Paggawa ng sertipikasyon		2 minutes	Admin Staff
	Pag-apruba ng Pambayang Agrikulturista			Mun. Agriculturist
	TOTAL	**₱ 75.00**	**13minutes**	

KATIBAYAN SA PAGBIBENTA NG PRODUKTONG AGRIKULTURA (PALAY) SA NFA SERVICES

Inspection of OMA

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen
Who may Avail:	General Public

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
Client Steps	**Agency Actions**	**Fees To Be Paid**	**Processing Time**	**Person Responsible**
	Ibigay ang Barangay Sertipikasyon sa Teknisyang nakakasakop sa Barangay	None	5 Minutes	Admin Staff
	Pagbibigay ng Order of Payment para sa kaukulang bayarin	None	1minute	Admin Staff
Pumunta sa Tanggapan ng Pambayang Ingat-Yaman, upang magbayad upang mabigyan ng resibo				Revenue Collection Clerk
	Paggawa ng sertipikasyon	Refer to MTO fees	5 minutes	Admin Staff
	Pag-apruba ng Pambayang Agrikulturista		2 minutes	Municipal Agriculturist
	TOTAL	**Per case**	**13 minutes**	

PAGKUHA NG HEALTH CERTIFICATE SA PAGLUWAS NG BUHAY NA BABOY, KALABAW AT BAKA SERVICES

Inspection of OMA

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen
Who may Avail:	General Public

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay sertipikasyon		Client's copy from their respective barangay		
Client Steps	**Agency Actions**	**Fees To Be Paid**	**Processing Time**	**Person Responsible**
1. Ipakita ang Barangay Sertipikasyon	1.1 Pagtatasa sa pamamagitan ng pagtatanong sa aplikante.	None	14Minutes	Admin Staff
	1.2 Pagbibigay ng Order of Payment para sa kaukulang bayarin		2minutes	Admin Staff
2. Pumunta sa Tanggapan ng Pambayang Ingat-Yaman, upang magbayad upang mabigyan ng resibo		₱ 75.00	5 minutes	Revenue Collection Clerk
3. Ipakita ang resibo para magawan ng sertipikasyon.	3.1 Inspection ng technician		2 minutes	Admin staff
	3.2 Aprubahan ng Pambayang Agrikulturista			Municipal Agriculturist
	TOTAL	**₱ 75.00**	**23 minutes**	

PAGKUHA NG LIVESTOCK CERTIFICATION SA PAGLUWAS NG BUHAY NA BABOY, KALABAW AT BAKA SERVICES

Kailangan ng certification bago makaluwas ng buhay na baboy, kalabaw at baka.

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen
Who may Avail:	General Public

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay sertipikasyon		Client's copy from their respective barangay		
Client Steps	**Agency Actions**	**Fees To Be Paid**	**Processing Time**	**Person Responsible**
1. Ipakita ang Barangay Sertipikasyon	1.1 Pagtatasa sa pamamagitan ng pagtatanong sa aplikante.	None	5 Minutes	Admin Staff
2. Pumunta sa Tanggapan ng Pambayang Ingat-Yaman, upang magbayad upang mabigyan ng resibo	2.1 Pagbibigay ng Order of Payment para sa kaukulang bayarin	None	2 minutes	Admin Staff Revenue Collection Clerk
3. Ipakita ang resibo para magawaan ng sertipikasyon.	3. 1 Inspection ng technician 3.2 Aprubahan ng Pambayang Agrikulturista	₱ 75.00	1 minutes 2 minutes	Admin Staff Municipal Agriculturist
	TOTAL	**₱ 75.00**	**10 minutes**	

PAGPAPAREHISTRO NG PANGUNAHING SEKTOR PARA SA AGRIKULTURA(RSBSA)

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen
Who may Avail:	General Public

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay sertipikasyon / photo copy of title and Tax Dec.		Client's copy from their respective barangay		
Client Steps	**Agency Actions**	**Fees To Be Paid**	**Processing Time**	**Person Responsible**
1. Ipakita ang Barangay Sertipikasyon	1.1 Pagtatasa sa pamamagitan ng pagtatanong sa aplikante.	None	10 Minutes	Validator
	1.2 Pagbibigay ng Order of Payment para sa kaukulang bayarin		3 Minutes	Admin Staff
Pumunta sa Tanggapan ng Pambayang Ingat-Yaman, upang magbayad upang mabigyan ng resibo .		₱ 75.00		Revenue Collection Clerk
	Aprubahan ng Pambayang Agrikulturista		2 minutes	Municipal Agriculturist
	TOTAL	**₱ 75.00**	**15 minutes**	