



MUNICIPAL AGRICULTURE OFFICE  
LGU – Arteche, Eastern Samar

Type of Frontline Service: **AGRICULTURAL SERVICES (RICE, CORN, LIVESTOCK, FISHERIES, AND OTHER AGRICULTURAL CROPS)**

Schedule of Availability of Service: 8:00 am-5:00 pm

Who may avail of the Service: Farmers/Fisherfolks

HOW TO AVAIL OF THE SERVICE:

Step	Activity of Client	Department/Division/Section/Activity	Duration	Required Document	Fees	Responsible Person/s
1	Proceed to OMAS and tell problems on assistance needed	1. Entertain clientele	5 mins	None	None	MAO, ATs
		2. Explain to clients about his/her problems	15 mins	None	None	ATs
		3. Conduct farm and home visit	2 hours	None	None	ATs
		4. Conduct vaccination/treatment, deworming and other related Agricultural Services	30 mins	None	None	ATs
		5. Recommends treatment for rice and other agricultural crops	30 mins	None	None	ATs
		<i>End of Transaction</i>				

Type of Frontline Service: **TECHNOLOGY ASSISTANCE**

Schedule of Availability of Service: 8:00 am-5:00 pm

Who may avail of the Service: Farmers/Fisherfolks and constituents of the Municipality

HOW TO AVAIL THE SERVICE:

Step	Activity of Client	Department/Division/Section/Activity	Duration	Required Document	Fees	Responsible Person/s
1	Proceed to OMAS and inform OMAS personnel the assistance to be rendered by ATs	1. Entertain client	15 mins	None	None	MAO, ATs
		2. Conduct assessment on the client's problem	30 mins			
		3. Demonstrate/explain the needed technology by the client	30 mins			
		<i>End of Transaction</i>				

Type of Frontline Service: **TECHNOLOGY TRANSFER**

Schedule of Availability of Service: 8:00 am-5:00 pm

Who may avail of the Service: Farmers/Fisherfolks and constituents of the Municipality

HOW TO AVAIL THE SERVICE:

Step	Activity of Client	Department/Division/Section/Activity	Duration	Required Document	Fees	Responsible Person/s
1	Proceed to OMAS and make a request on what technology should be conducted	1. Prepare for the conduct of training on the needed technology	1 hour	None	None	MAO, ATs
		2. Contact responsible agency/speakers for the propose training	1 day			MAO
		3. Conduct training	3 days			OPAS, ATI
		<i>End of Transaction</i>				

Type of Frontline Service: **AVAILMENT OF AGRICULTURAL LIVELIHOOD PROGRAMS**

Schedule of Availability of Service: 8:00 am-5:00 pm

Who may avail of the Service: Members of Farmers/Fisherfolks Associations and Cooperatives

HOW TO AVAIL THE SERVICE:

Step	Activity of Client	Department/Division/Section/Activity	Duration	Required Document	Fees	Responsible Person/s
1	Proceed to OMAS and find out what Agricultural Livelihood Programs are available	1. Introduce to client what livelihood programs are available and tell them on how to avail it.	30 mins	None	None	MAO, ATs
		2. Give application papers to client				
		<i>End of Transaction</i>				

Prepared by:

**MARK ANTHONY L. PAJANUSTAN**

Officer-in-charge/AT-Rice