

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



- (1) NAME OF DEPARTMENT/AGENCY/LGU: MUNICIPAL AGRICULTURE OFFICE
 (2) SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020: Yes No
 (3) LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) ¹	Specific Provision in the Governing Law(s) as Basis ²	Issuance/ Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
Issuance of Inspection Clearance on Fishing Gear	Republic Act No. 8550, as amended by Republic Act No. 10654.	Section 16. Jurisdiction of Municipal/City Government Section 17. Grant of Fishing Privileges in Municipal Waters Section 18. Users of Municipal Waters	Municipal Ordinance No. 2000-07-167 The Tubigon Coastal Resource Management Code of CY 2000	July 11, 2000	Municipal Ordinance No. 2015-01-408, An Ordinance Adopting the Revised Coastal Resources Management Code of the Municipality of Tubigon
Issuance of Auxiliary Invoice	Republic Act No. 8550, as amended by Republic Act No. 10654.	Section 15. Auxiliary Invoices	Municipal Ordinance No. 2000-07-167 The Tubigon Coastal Resource Management Code of CY 2000	July 11, 2000	Municipal Ordinance No. 2015-01-408, An Ordinance Adopting the Revised Coastal Resources Management Code of the Municipality of Tubigon

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



Fisherfolk Registration (FishR)	Republic Act No. 8550, as amended by Republic Act No. 10654.	Section 19. Registry of Municipal Fisherfolk	Municipal Ordinance No. 2000-07-167 The Tubigon Coastal Resource Management Code of CY 2000	July 11, 2000	Municipal Ordinance No. 2015-01-408, An Ordinance Adopting the Revised Coastal Resources Management Code of the Municipality of Tubigon
---------------------------------	--	--	--	---------------	---

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



<p>Animal Treatment/ Vaccination/ Deworming/ Castration/ Artificial Insemination – Large Animal & Goat</p>	<p>Republic Act No. 8485, as amended by Republic Act No. 10631</p> <p>Republic Act No. 9482, Anti-Rabies Act of 2007</p> <p>Provincial Ordinance No. 2007-012 – Strengthening the Bohol Rabies Prevention and Eradication Program (Rabies Vaccination)</p>	<p>Section 1. It is the purpose of this Act to protect and promote the welfare of all terrestrial, aquatic and marine animals in the Philippines by supervising and regulating the establishment and operations of all facilities utilized for breeding, maintaining, keeping, treating or training of all animals either as objects of trade or as household pets. For purposes of this Act, pet animal shall include birds.</p> <p>Section 4. National Rabies Prevention and Control Program</p>			<p>Municipal Ordinance No. 96-08-124, Rabies Control Ordinance</p> <p>Municipal Ordinance No. 2006-11-251, An Ordinance Prescribing Rules and Regulation in Catching and Impounding Stray Dogs in the Municipality of Tubigon, Bohol</p> <p>Municipal Ordinance No. 2019-12-514, An Ordinance Prohibiting Stray Dogs in Public Places in the Municipality of Tubigon, Bohol and Providing Penalties for Violations Thereof</p>
<p>Issuance of Certificate of Vaccination (Dog & Poultry/Game Fowl)</p>		<p>Section 4. It shall be the duty of any owner or operator of any land, air or water public</p>			

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



	<p>Republic Act No. 8485, as amended by Republic Act No. 10631</p> <p>Memorandum Circular No. 26 Series of 2017 of the Bureau of Animal Industry (BAI)</p>	<p>utility transporting pet, wildlife and all other animals to provide in all cases adequate, clean and sanitary facilities for the safe conveyance and delivery thereof to their consignee at the place of consignment. They shall provide sufficient food and water for such animals while in transit for more than twelve (12) hours or whenever necessary.</p>			
<p>Distribution of Registered, Hybrid and Certified Rice Seeds & other cereals</p>	<p>Republic Act No. 2084, As an Act to Promote Rice and Corn Production</p>	<p>Sec. 2. It is hereby declared to be the national policy to attain self-sufficiency in rice and corn at the earliest possible time and to provide adequate measures to insure permanent stability in the production of these cereals by marshalling all government agencies to increase rice and corn production at a minimum cost.</p>			
<p>Distribution of Vegetable Seeds, Mongo & other High Value Crops Planting Materials</p>	<p>Republic Act No. 7900, An Act shall known as <i>the</i> "High-Value Crops Development Act of 1995</p>	<p>SEC. 2. Declaration of Policy. - It is hereby policy of the State to accelerate the growth and development of agriculture in general, enhance productivity</p>			

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



		and incomes of farmers and the rural population, improve investment climate, competencies and efficiency of agribusiness and develop high-value crops as export crops that will significantly augment the foreign exchange earnings of the country, through an all-out promotion of the production, processing, marketing, and distribution of high-value crops in suitable areas of the country.			
Integrated Pest Management	Memorandum Order No. 126, s. 1993	Section 1. The Department of Agriculture (DA) shall implement Kasaganaan ng Sakahan at Kalikasan (KASAKALIKASAN), the National Pest Management Program, with the long-term goal of making integrated pest management (IPM) the standard approach to crop husbandry and pest management in rice, corn, and vegetable production in the country. To achieve this goal, the DA shall carry out			

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



		programs of activities on IPM in close collaboration with farmer organizations, non-government organizations, Local Government Units, and other policy makers of the National Government.			
Crops, Livestock, Fisheries – Fishing Boats, Accident Dismemberment Security Scheme (ADS2) and Agricultural Producers Protection Plan (AP ³) PCIC Insurance	Republic Act No. 8175, An Act Further Amending Presidential Decree No. 1467, As Amended, Otherwise Known As The Charter Of The Philippine Crop Insurance Corporation (PCIC), In Order To Make The Crop Insurance System More Stable And More Beneficial To The Farmers Covered Thereby And For The National Economy	Section 2. Declaration of Policy. – It is the policy of the State to develop and support and adequate agricultural insurance program as a mechanism for managing the risks inherent in agriculture and stabilizing the financial fluctuations suffered by agricultural producers in case of loss on crops, including the agricultural facilities and related infrastructures, with the end in view of encouraging lending institutions to extend credit to the agricultural sector.			

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: Issuance of Inspection Clearance on Fishing Gear					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Barangay Clearance Cedula Fish net sample	Republic Act No. 8550, as amended by Republic Act No. 10654.	Approach PACD and inquire about the services needed	Municipal Ordinance No. 2015-01-408	2 mins.	Refer to Municipal Ordinance No. 2015-01-408
		Approach the Fishery Technician and present the requirements for Fishery Licensing for validation		5 mins.	
		Provide information required in the license registration form		10 mins.	
		Approach collecting officer at MTO		5 mins.	
		Return to Municipal Agriculture Office and present OR to Fishery Technician		3 mins.	
		Wait for the processing		3 mins.	
		Receive signed Fishery License		2 mins.	
TOTAL				30 minutes	

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: Issuance of Auxiliary Invoice					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Official Receipt of the product transported Auxiliary Invoice Form	Republic Act No. 8550, as amended by Republic Act No. 10654.	Approach PACD and inquire about the services needed	Municipal Ordinance No. 2015-01-408, Sec. 74	2 mins.	None
		Approach the Fishery Technician and present the Official Receipt and provide information required in the auxiliary invoice		5 mins.	
		Wait for the processing		2 mins.	
		Receive signed auxiliary invoice		1 min.	
TOTAL				10 minutes	

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: Fisherfolk Registration (FishR)					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
None	Republic Act No. 8550, as amended by Republic Act No. 10654.	Approach PACD and inquire about the services needed	Municipal Ordinance No. 2015-01-408	2 mins.	None
		Approach the Fishery Section Staff and provide information required in the FishR Form		10 mins.	
		Wait for the processing		2 mins.	
		Receive accomplished FishR Form		1 min.	
TOTAL				15 minutes	

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: Animal Treatment/ Vaccination/ Deworming/ Castration/ Artificial Insemination – Large Animal & Goat					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Animal treatment consultation	Republic Act No. 8485, as amended by Republic Act No. 10631	Treatment: Approach PACD and inquire about the services needed		2 mins.	None
		Approach the Livestock Section Staff		3 mins.	
		Give description to the present condition of the animal		10 mins.	
		Procure prescribed medicine for treatment		1-2 hours	
TOTAL				2 hours	
Only 3 mos. old dogs and above could be vaccinated	Republic Act No. 9482, Anti-Rabies Act of 2007	Massive Vaccination/ Deworming/ Castration: Approach PACD and inquire about the services needed	Municipal Ordinance No. 2019-12-514, An Ordinance Prohibiting Stray Dogs in Public Places in the Municipality of Tubigon, Bohol and Providing Penalties for Violations Thereof	2 mins.	None
Only healthy animals are to be vaccinated	Provincial Ordinance No. 2007-012				
		Approach the Livestock Section Staff		3 mins.	

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



		Wait for the scheduled dates		As scheduled	
		Livestock raisers and pet owners gather at the venue		As scheduled	
TOTAL				4-8 hours	
Only 3 mos. old dogs and above could be vaccinated	Republic Act No. 9482, Anti-Rabies Act of 2007	Walk-in Vaccination (only on dogs' cases): Approach PACD and inquire about the services needed	Municipal Ordinance No. 2019-12-514, An Ordinance Prohibiting Stray Dogs in Public Places in the Municipality of Tubigon, Bohol and Providing Penalties for Violations Thereof	2 mins.	None
Only healthy animals are to be vaccinated	Provincial Ordinance No. 2007-012				
		Approach the Livestock Section Staff		3 mins.	
		Bring dog at the office and dog record if available		5 mins.	
TOTAL				10 mins.	
Animal diagnosis	Republic Act No. 8485, as amended by Republic Act No. 10631	Walk-in Deworming (only on dogs' cases): Approach PACD and inquire about the services needed		2 mins.	None
		Give description to the present condition of the dog and ask prescription		5 mins.	

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



		Procure the prescribed dewormer and bring the dog to the office		2 mins.	
TOTAL				10 mins.	
Only healthy animals are to be castrated	Republic Act No. 8485, as amended by Republic Act No. 10631	Home Service Castration: Approach PACD and inquire about the services needed		2 mins.	None
		Approach the Livestock Section Staff		5 mins.	
		Give description to the present condition of the animal		5 mins.	
		Prepare the animal for castration		1 hour	
TOTAL				1.2 hours	
Artificial Insemination – Large Animal & Goat	Republic Act No. 8485, as amended by Republic Act No. 10631	Artificial Insemination (AI): Approach PACD and inquire about the services needed		2 mins.	None
		Approach the Livestock Section Staff		5 mins.	
		Wait for AI schedule		2 mins.	
		Prepare animal chute or A-frame		Within 24 hours	
		Prepare the animal		Within 24 hours	
TOTAL				As required	

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: Issuance of Certificate of Vaccination (Dog & Poultry/Game Fowl)

SERVICE INFORMATION



ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Time	Processing	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis			
Actual Inspection	Republic Act No. 8485, as amended by Republic Act No. 10631	Swine Animal Health Certificate		Memorandum Circular No. 26 Series of 2017 of the Bureau of Animal Industry (BAI)	2 mins.	None
		Approach PACD and inquire about the services needed				
		Approach the Livestock Section Staff				
		Wait for the processing				
		Received Certificate of Vaccination				
TOTAL				20 mins.		
Dog Vaccination Record (MAO Vaccinated)	Republic Act No. 8485, as amended by Republic Act No. 10631	Dog Vaccination Certificate		Memorandum Circular No. 26 Series of 2017 of the Bureau of Animal Industry (BAI)	2 mins.	None
		Approach PACD and inquire about the services needed				
		Approach the Livestock Section Staff				
		Wait for the processing				
		Received Certificate of Vaccination				
TOTAL				20 mins.		
Poultry/Game Fowl Vaccination Record and Vaccine Label	Republic Act No. 8485, as amended by Republic Act No. 10631	Poultry/Game Fowl Vaccination Certificate		Memorandum Circular No. 26 Series of 2017 of the Bureau of Animal Industry (BAI)	2 mins.	None
		Approach PACD and inquire about the services needed				
		Approach the Livestock Section Staff			10 mins.	

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



		Wait for the processing		6 mins.	
		Received Certificate of Vaccination		2 mins.	
TOTAL				20 mins.	

GOVERNMENT SERVICE: Distribution of Registered, Hybrid and Certified Rice Seeds & Other Cereals					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
RSBSA Registered	Republic Act No. 2084, As an Act to Promote Rice and Corn Production	Approach PACD and inquire about the services needed		2 mins.	None
		Approach Rice Technician		5 mins.	
		Submit pre-masterlist		5 mins.	
		Wait for the delivery of rice seeds		As scheduled	
		Received rice seeds		1-2 hours	
TOTAL				As required	

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: Distribution of Vegetable Seeds, Mongo & other High Value Crops Planting Materials					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
None	Republic Act No. 7900, An Act shall known as the "High-Value Crops Development Act of 1995	Approach PACD and inquire about the services needed		2 mins.	None
		Approach HVCDP Technician		2 mins.	
		Provide detailed description of the area to be planted		5 mins.	
		Request seeds		3 mins.	
		Received seeds		3 mins.	
TOTAL				15 minutes	

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: Integrated Pest Management					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
None	Memorandum Order No. 126, s. 1993	Approach PACD and inquire about the services needed		2 mins.	None
		Approach Rice/HVCDP Technician		3 mins.	
		Provide detailed description of the damage or infestation;		12 mins.	
		Present sample plants that shows damage.		3 mins.	
		Received control measures guidelines/technical assistance and IPM repellants (if available)		2 mins.	
TOTAL				20 minutes	

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: Crops, Livestock, Fisheries – Fishing Boats, Accident Dismemberment Security Scheme (ADS2) and Agricultural Producers Protection Plan (AP3) PCIC Insurance

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES			
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis	Total Processing Time	Total Fees to be Paid
RSBSA Registered	Republic Act No. 8175, An Act Further Amending Presidential Decree No. 1467, As Amended, Otherwise Known As The Charter Of The Philippine Crop Insurance Corporation (PCIC), In Order To Make The Crop Insurance System More Stable And More Beneficial To The Farmers Covered Thereby And For The National Economy	<p><i>Application for Crops, Livestock, Fisheries – Fishing Boats Insurance</i></p> <p>Approach PACD and inquire about the services needed</p>		2 mins.	None
		Approach PCIC Assigned Staff		5 mins.	
		<p>Provide detailed information required;</p> <p>Provide Certificate of Ownership (Cattle & Carabao);</p> <p>Provide 3R photo (motorized and non-</p>		10 mins.	

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



		motorized boats)			
		Received accomplished form copy		3 mins.	
			TOTAL	20 minutes	
		<i>Application for ADS² and AP³</i>			
		Approach PACD and inquire about the services needed		2 mins.	
		Approach PCIC Assigned Staff		5 mins.	
		Provide detailed information required Provide required documents		10 mins.	
		Provide payment		5 mins.	100.00 (ADS2) 375.00 (AP3)
		Received accomplished form copy		3 mins.	
			TOTAL	20 minutes	
		<i>Notice of Loss (Crops):</i>			
		Approach PACD and inquire about the services needed		2 mins.	None
		Approach PCIC Assigned Staff		5 mins.	
		Provide detailed information required; Provide photos if required by PCIC.		10 mins.	
		Received copy of the accomplished Notice of Loss		3 mins.	

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



			TOTAL	20 minutes	
		Notice of Loss (Livestock): Approach PACD and inquire about the services needed		2 mins.	None
		Approach PCIC Assigned Staff		5 mins.	
		Provide detailed information required; Provide photo of the dead animal; Provide Certificate of Ownership (Cattle & Carabao);		10 mins.	
		Wait for the processing		10 mins.	
		Received copy of the accomplished Notice of Loss		3 mins.	
			TOTAL	30 minutes	
		Notice of Loss (motorized and non-motorized boats): Approach PACD and inquire about the services needed		2 mins.	None
		Approach PCIC Assigned Staff		5 mins.	
		1. Provide detailed information required; Provide photo of the damaged boat.		10 mins.	

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



		Wait for the processing		2 mins.	
		Received copy of the accomplished Notice of Loss		3 mins.	
TOTAL				22 minutes	
		<i>Notice of Claim (ADS² and AP³):</i> Approach PACD and inquire about the services needed		2 mins.	None
		Approach PCIC Assigned Staff		5 mins.	
		Provide detailed information required; Provide required documents		15 mins.	
		Received copy of the accomplished Notice of Claim		3 mins.	
TOTAL				25 minutes	