



# MUNICIPAL AGRICULTURAL SERVICE OFFICE

Location: Back of New Taytay Public Market, Market Road Highway 2000, Taytay, Rizal

Officer in Charge : Mrs. Myrna B. Custodio

Tel No.: (02) 587-6138/ 0920-9074984



## A. TRAINING SEMINAR & DEMO ON LIVELIHOOD PROJECTS

Requirement:

Letter Request addressed to Mayor: Attention to MOA

Identifying Livelihood projects that needs training / demo / seminar

PROCEDURES / STEPS
Receive / Review Request
Prepare training design & budget allocation
Preparation design & budget allocation
Training Proper

## B. TECHNICAL ASSISTANCE FOR FISHERFOLKS AND BOAT REGISTRATION

Requirement:

None

PROCEDURES / STEPS
Interview Fisherfolks
Boat Admeasurements and Computation
Encode to BFAR portal / fisherfolk / boat registered

## C. SWINE AND GOAT DISPERSAL

Requirement:

Letter Request addressed to Mayor: Attention to MAO

PROCEDURES / STEPS
Request Reviewed
Inform requesting party & Interview
Contract Signing
Released of dispersed animal

## D. LIVELIHOOD ASSISTANCE

Requirement:

Coordinate w/ Municipal Agriculturist

The intent to avail livelihood projects for funding by DA-RAFC / NAFC

PROCEDURES / STEPS
Identify and Discuss priority project with MAO
Submit documents of the Association / Cooperation to MAO
Documents submitted reviewed by MAO
Preparation of Project Proposal
Endorsement by Mayor to RAFC
Submits documents and Projects

## E. FINGERLING SEEDING AND DISTRIBUTION TO FISHERFOLK / FISH POND OWNERS

Requirement:

Letter Request addressed to Mayor: Attention to MAO

PROCEDURES / STEPS
Interviewed and Log In to Record Book
Letter request to BFAD Cooperation to MAO
Schedule of pick-up from hatchery farms

## F. DISEASE MONITORING AND SURVEILLANCE OF ANIMAL TREATMENT

Requirement:

None

PROCEDURES / STEPS
Visitation to swine raisers / diagnosis
Recommend prescription to particular diseases
Treatment

## G. ASSISTANCE FOR TECHNICAL CONCERNS

Requirement:

**None**

<b>PROCEDURES / STEPS</b>
<b>Walk - in Request</b>
<b>Assign Concerned Sector</b> Rice Sector Livestock Sector HVCDP (Vegetable Sector) Fisheries Sector

## H. ASSISTANCE FOR ASSORTED SEEDLINGS AND PLANTING MATERIALS / FERTILIZERS / CHEMICALS

Requirement:

**Letter request addressed to Municipal Mayor attention to MAO**

<b>PROCEDURES / STEPS</b>
<b>Letter request submitted and approved</b>
<b>Interview the proponent / log-in and record</b>
<b>Release of requested items</b>

## I. ANIMAL HEALTH SERVICES

Requirement:

**Letter request addressed to Municipal Mayor attention to MAO**

Fees:

<b>Dog Vaccination</b>	Walk-in	Php 80.00 (Vaccination and Registration Fee)
	Community	Php 20.00 (Registration Fee)

**Swine Vaccination and Immunization**

<b>PROCEDURES / STEPS</b>
<b>Letter request received / reviewed</b>
<b>Schedule of vaccination</b>
<b>Vaccination proper</b>

**Walk-In Vaccination**

<b>PROCEDURES / STEPS</b>
<b>Interview and Log-IN to record book</b>
<b>Vaccination Proper</b>

**Swine Disease**

<b>PROCEDURES / STEPS</b>
<b>Report and Inform Office</b>
<b>Field Visitation and Treatment</b>