



Office of the City Agriculturist

External Service



MANDATE

As provided under Republic Act No. 7160 section of the Local Government Code of 1991, the Office of the City Agriculturist shall:

1. Formulate measures for the consideration of the Sanggunian and provide technical assistance and support to the Mayor, as the case may be, in carrying out measures to ensure the delivery of basic services and provision of adequate facilities.
2. Develop plans and strategies and upon approval thereof by the Mayor, as the case may be, implement the same, particularly those which have to do with architectural planning and design programs and projects.

VISION

A Cotabato City that has progressive climate-adaptive practices, sustainable food production, and community-involved initiatives.

MISSION

The Office of the City Agriculturist will provide extension services and operations that improves food production, fishery regulation, climate resiliency and adaptation, value-adding, and information education campaign.

SERVICE PLEDGE

A proactive frontline service provider of the City Government of Cotabato in developing climate-adaptive farm practices in the field of agriculture and fishery by equipped, knowledgeable, and continuously trained farm extension workers.

DEFINITION OF TERMS

Agriculture

The science, art, or practice of cultivating the soil, producing crops, and raising livestock and in varying degrees the preparation and marketing of the resulting products;

Agricultural Land

Land devoted to agricultural activity as defined in RA 6657 (Comprehensive Agrarian Reform Program Law of 1988) and as not classified as mineral, forest, residential, and commercial land.

Agricultural Cycle

The annual or seasonal cycle of activities related to the production of a particular agricultural product, especially the growth and harvest of plant crops, inclusive of all steps normally involved in the complete process from the initial preparations (e.g. tilling, sowing, fertilizing, and irrigating) through sale and distribution of the finished product (e.g. harvesting, storage, packing, and marketing)



Agricultural Extension

The application of new knowledge and technique obtained through scientific research to agricultural practices by educating farmers and agricultural communities, with the goals of improving the efficiency and productivity of agriculture, improving living standards in rural areas, and raising awareness of environmental issues. The term encompasses a variety of educational and outreach activities organized by professional educators from a wide range of disciplines, often with emphasis on agricultural marketing, lland management, sustainability, food safety, and public health.

Aquaculture

The cultivation of aquatic organisms of either from freshwater or saltwater including fish, crustaceans, mollusks, aquatic plants, and others with the goal of producing any of a variety of products that can be used by humans. Branches of aquaculture include *pesciculture* (fish farming), *algaculture* (algae farming), and *mariculture* (farming of plants and animals in salt water)

Crop

Refer to any plant, animal, or other product of a living organism that can be cultivated and produced extensively for profit or consumption. The term may refer to the organism or species itself, the harvested parts, or the harvest in more refined state. Most crops are cultivated in agriculture and its sub-disciplines, most commonly (but exclusively) as food for humans or fodder for livestock, other crops are gathered from the wild.

SERVICES AND HOW TO AVAIL THEM

A. AVAILMENT OF FARM INPUT ASSISTANCE

The Office of the City Agriculturist allocates and provides agricultural and aqua-cultural materials and other inputs to ensure continuous production of crops and aquaculture products for increased food production. This includes but not limited to palay, yellow corn, vegetable seeds, fruit-bearing and mangrove seedlings, bangus and tilapia fingerlings, and crablets subject to their availability of stocks.

Provision of farm input assistance to the farmers and fisherfolks in the City of Cotabato are usually done by partner agencies like MAFAR and the City Government of Cotabato based on targeted project in the annual budget.

Office/Division	Office of the City Agriculturist	
Classification	Complex	
Type of Transaction	G2C- Government to Transacting Public	
Who may avail:	Farmers, fisherfolks, and residents who are interested in Agriculture and Aquaculture	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
✓ Must be a resident of Cotabato City;		✓ Barangay
✓ Must present a valid identification card;		✓ Client concern



✓ Must present a barangay clearance; and			✓ Respective barangay	
✓ Must be RSBSA Registered.			✓ Office of the City Agriculturist	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out clients logbook	Acknowledge client concern and provide information on the provision of input assistance.	None	15 minutes	Agricultural Extension Worker
Approach the Agricultural Extension Worker (AEW) and inform about the input assistance requested	The AEW will visit the farm and validate the request for assistance.		1 day	Agricultural Extension Worker
Attend the briefing	Conduct briefing about the program Prepare the Master List of farmer beneficiaries	None	5 working days	City Agriculturist Agricultural Extension Worker
Sign the master list and receive the input assistance	Let the beneficiaries sign the master list and release the input assistance	None	1 day	Agricultural Extension Worker
TOTAL		NONE	7 days and 15 minutes	

B. TECHNICAL ASSISTANCE ON CROP PRODUCTION

Technical assistance is extended to farmers by the Agricultural Extension Worker assigned in their respective agricultural barangays on crop production and management.

The Office of the City Agriculturist provides technical advice to all city residents, individuals or associations or cooperatives on the proper utilization of agricultural and fishery resources to maximize yields.

Office/Division	Office of the City Agriculturist	
Classification	Highly Technical	
Type of Transaction	G2C- Government to Transacting Public	
Who may avail:	Farmers, fisherfolks, and residents who are interested in Agriculture and Aquaculture	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE



<div>✓ Sample or a section of the problem (crops, fish)</div> <div>✓ Document or picture of the problem</div>			✓ Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out client's logbook and proceed to concerned agriculture personnel	Interview clients to get information and take note of his/ her requests and concerns or queries	None	15 minutes	Agricultural Extension Worker
	Prepare needed documents or do actions to address the concern of the clients such as site visitation/ validation, and evaluation	None	3 days	Agricultural Extension Worker
Accept final validation and recommendation report	Advice/ Issue final validation and recommendation report	None	1 day	Agricultural Extension Worker City Agriculturist
TOTAL		NONE	4 days and 15 minutes	

C. Demo Farms /Farmers Field School

The Office of the City Agriculturist assists in establishing demonstration farms and Farmer's Field School as venues in showcasing new and proven technology to utilize and maximize usage of resources for higher yields.

Office/Division	Office of the City Agriculturist	
Classification	Highly Technical	
Type of Transaction	G2C- Government to Transacting Public	
Who may avail	Farmers, Fisherfolks, and those who are interested (individual / barangay) in agriculture and aquaculture.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Group: <div>✓ Certificate of Registration</div>		<div>✓ Cooperative Development Authority,</div> <div>✓ Ministry of Labor and Employment, Securities and</div>



			Exchange Commission and other registration agencies.	
For individual <ul style="list-style-type: none">✓ Registered Farmer/ Fisherfolk✓ Registry System for Basic Sectors in Agriculture (RSBSA) registered			✓ Office of the City Agriculturist	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out clients book and submit Letter of Intent	Receive Letter of Intent	None	10 minutes	
	Scout demo sites	None	1 day	
	Coordinate with the farmer beneficiary/ owner	None	2 days	
Receive confirmation of site evaluation	Prepare request for site evaluation	None	2 days	
Prepare site and assist evaluator	Conduct site evaluation and record result as provided.	None	3 days	
	Inform client that formal evaluation and approval or denial will be issued after 3 Days from site evaluation			
	Prepare final report and recommended proposal for review and approval from date of site evaluation	None	5 Days	
	Review project proposal	None	5 days	
	Sign or approve project proposal	None	1 day	
Receive final report and recommendation	Issue final report and evaluation and present approved proposal	None	1 day	
Confirm counterpart and orientation date	If approved, state Counterpart requirements and date of orientation	None	1 day	



	and tentative date of start of demo farm/FFS; if denied, state reason			
	Prepare/ Procure materials or supplies needed in the demo farm/ Farmers Field School	None	7 days	
Attend orientation, Sign the contract, and receive the needed materials & inputs 5 working Days	Conduct Orientation training and Distribution of Materials & inputs	None	5 days	
	Assist and Supervise the Demo Farm Projects	None	26 days	
If DEMOFARM is not approved after Site Validation If DEMOFARM is approved with Orientation and Assessment			9 days	
TOTAL		NONE	68 days and 10 minutes	

D. PROVISION OF FARMERS AND FISHER FOLKS REGISTRATION AND IDENTIFICATION

The Office of the City Agriculturist registers and issues identification cards to all farmers of the city and endorses the farmers and fisherfolks identification card to the City Mayor for his approval. It maintains and updates the profile of the farmers and fisherfolks of the City to regulate their registration in the Office Validity of the identification card shall be lifetime unless revoked by the City Mayor if he/she is not complying with rules and regulations of the City Government.

Office/Division	OFFICE OF THE CITY AGRICULTURIST		
Classification	Simple		
Type of Transaction	G2C – Government to Transacting Public or		
Who may avail:	All farmers and fisherfolks of the City		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
✓ Registry System for Basic Sectors in Agriculture (RSBSA) registered		✓ Office of the City Agriculturist	



✓ Photocopied materials and handouts (tax declaration/land title and valid ID)			✓ Client	
✓ Farmer/ fisherfolk certification from Punong Barangay			○ Respective barangay	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out clients logbook, present the requirements, and fill out the Farmers/fisherfolks Information Sheet	Check requirements and assist in the filling out of Farmer's/ fisherfolks Information Sheet	None	15 Minutes	
Sign the identification card	Copy furnish the City Administrator and City Mayor for the approval of the proposed agenda	None	10 mins	
Receive farmer's identification card.	Release identification card	None	5 mins	
	TOTAL	NONE	30 minutes	

E. ACCEPTANCE OF STUDENTS FOR ON-THE JOB TRAINING (OJT)

The Office of the City Agriculturist ensures that the students will be assigned at the office where the actual duties/tasks are relevant with their courses.

Office/Division	OFFICE OF THE CITY AGRICULTURIST			
Classification	Simple			
Type of Transaction	G2G – Government to Govt. employee or agency			
Who may avail:	Undergraduate college/ high school students			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
✓ Endorsement letter signed by College Dean or School Principal			✓ Respective School	
✓ School ID From their respective colleges/school From students			✓ Respective School	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit endorsement letter signed by School Dean/Principal	Check the endorsement letter submitted. Wait for the response of the concerned division (approval)	None	10 minutes	Administrative In-Charge



	Evaluate what office of deployment depending on the course of the students	None	30 minutes	
	If approved by the Office, the student may start reporting to OCAgriculturist	None	10 minutes	
	Forwarding memorandum to concerned offices seeking clearance and approval for the conduct of training for students	None	10 minutes	
	TOTAL	NONE	1 Hour	



OFFICE OF THE CITY AGRICULTURE
Organizational Structure

