

Cooperative Community Development Division

Office: Office of the Provincial Agriculturist (Cooperative Community Development Division)
Service: Conduct of Trainings and Seminars
Who may avail the service: Cooperatives, Associations and partner agencies
Schedule of Availability of Service: Monday to Friday: 8:00 AM – 5:00 PM
Requirement/s: Request letter
Fee/s: None

How to avail the service:

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON/S – IN - CHARGE	FEES	FORM
1	Submit Request Letter to the Office of the Governor	Receive and record request with routing slip from the Provincial Governor.	30 minutes	OPAG staff	None	Logbook
2		Forward the request to the Provincial Agriculturist/Assistant Agriculturist for action.	1 minute	OPAG staff		
3		Review and approve request. Forward approved request to the admin division for file and the CCD division for action.	1 minute	OPAG DH/Asst. Officer/s		
2		Receive and record approved request with routing slip for Division Chief's tasking of responsibilities	10 minutes	Community Affairs Officer/s	None	Logbook
4		Coordinate with the concerned City/Municipality to schedule the activity	1 day	Community Affairs Officer/s	None	N/A
5		Conduct the training/ seminar, mentoring and coaching	1- 2 days as per module	Community Affairs Officer/s	None	N/A

Allowable period for extension due to unusual circumstances: 1 Day

CROPS AND SOILS DIVISION

Service: Conduct of Soil Analysis
Who may avail the service? Farmers, cooperatives and associations, students, city/municipal and barangay officials and residents of the Province of La Union.
Service Schedule: Monday-Friday 8:00AM-5:00PM
Requirement/s: none
Fee/s: None
Service Duration: 3 hours

How to avail of the service:

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-INCHARGE	FEES	FORM
1	Provide information and purpose of request.	Interview the client and record information and purpose of request.	15 minutes	Crops & Soils Division Staff	None	Logbook
2	Submit Soil Sample	Receive soil sample and schedule the soil analysis.	30 minutes	Crops & Soils Division Staff	None	Form Assessment
3	Proceed to the waiting area while soil analysis is being conducted	Conduct soil laboratory testing and chemical analysis and compute fertilizer recommendation.	1 1/2hour	Crops & Soils Division Staff	None	Soil Analysis
4		Encode the result of soil analysis for review and notation.	15 minutes	Crops & Soils Division Staff	None	Form19: OPAG-019-0b
		Review and note the results and recommendation	10 minutes	Crops and Soils Division Chief	None	

5	Informed on the schedule of release	Inform client on the release of result thru call or text.	10 minutes	Crops & Soils Division Staff	None	Logbook
6	Receive result & sign acknowledgment.	Release soil analysis result with recommendation and conduct technical briefing to client.	10 minutes	Crops & Soils Division Staff	None	Result of Soil Analysis
End of Transaction						

Service: CROP PEST/DISEASE SURVEILLANCE

Who may avail the service: Farmers, cooperatives and associations, students, city/municipal and barangay officials and residents of the Province of La Union.

Service Schedule: Monday-Friday 8 AM-5PM

Requirement/s: Incidence report

Fee/s: None

Service Duration: 1 day and 40 minutes

How to avail the Service

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Submit Incident report	Receive and record incident report	10 minutes	OPAG staff PA/EA II/OIC	None	Pest Monitoring Report Logbook
2	Submit self for interview	Review the incident report and interview the client/	10 minutes	OPAG Staff	None	
3	Proceed to waiting area for the schedule of field inspection	Schedule actual field inspection and forward to the Provincial Agriculturist together with the incident report for notification and approval	10 minutes	Provincial Agriculturist	None	
4	Join the inspection team	Conduct actual field inspection and provide recommendation and solution. (Report of inspection and recommendation copy furnished OPG/DA-RCPC)	1 day	OPAG staff	None	Logbook
5		Follow up status of incidence thru call or text	10 minutes	OPAG staff	None	None
End of Transaction						

Service: PROVISION OF AGRICULTURAL INPUTS/RELEASE OF SEEDLING MATERIALS

Who may avail the service: Farmers, cooperatives and associations, students, municipal and barangay officials and residents of the province of La Union.

Service Schedule: Monday-Friday 8 AM-5PM

Requirement/s: Request letter with routine slip from the Provincial Governor.

Fee/s None

Service Duration:

How to avail the service:

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Write and submit Request letter to the Governor	Receive and record request letter with route slip of the Provincial Governor and forward it to the Office of the Provincial Agriculturist.	10 minutes	OPAG staff	None	Request Letter
		Receive and note the approved request.	1 hour	Provincial Agriculturist	None	Logbook
		Forward the approved request to the Administrative Division for filing and to the Crops and Soils Division for site visit/ validation.	10 minutes	OPAG Admin staff	None	Logbook
		Receive/record the request and schedule site visit/ validation	15 minutes	OPAG- Crops and Soils Div. staff	None	Logbook

		Conduct site visit and personal interview and prepare the validation report.	1 day	OPAG -Crops and Soils Div. staff	None	Validation Report
		Submit the validation report with release order	30 minutes	OPAG -Crops and Soils Div. staff	None	Validation Report
		Review validation report and sign Release Order	10 minutes	Provincial Agriculturist	None	Release order form
		Coordinate/ inform the client on the date of release	10 minutes	OPAG staff	None	None
2	Receive/Pick-up request and sign the acknowledgment receipt.	Fill-up the acknowledgment receipt for signature of client and nursery manager.	30 minutes	OPAG Nursery staff	None	Acknowledgment Receipt

ENGINEERING DIVISION

Service: PROVISION OF FARM MACHINERY/EQUIPMENT/TOOLS

Who may avail the service: Farmers, cooperatives and associations, students, municipal and barangay officials and residents of the Province of La Union

Service Schedule: Monday-Friday 8:00AM-5:00PM

Requirement/s: None

Fee/s: None

Service Duration:

How to avail of the service:

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Submit request letter to the office of the governor	Receive and record the request letter/ resolutions with routing slip of the Provincial Governor	30 Minutes	OPAG staff	None	
2		Review the request letter and provide action	30 minutes	OPAG Head	None	Routing Slip attached
3		Forward the acted request to the Administrative Division for checking/filing and to the Agricultural Engineering Division (AED) for action	30 Minutes	OPAG- Admin staff	None	
4		Receive and record the request and forward to Chief of the AED for action	15 minutes	OPAG-AED staff	None	Logbook

5		Validate the request through farm/ home visit and interview	1 day	OPAG-AED officer	None	
6		Prepare and submit validation report to the Provincial Agriculturist a. Farm Machineries and Equipment (Farm and Home Visit)(Province wide) b. Farm Tools (D1 and D2)	1 hour	OPAG-AED officer	None	Validation Report
7		Review and note validation report	10 minutes	Provincial Agriculturist	None	
8		Updating of consolidation report based on validation report made and forward summary of request to the Office of the Provincial Governor duly signed by the Provincial Agriculturist as reference for procurement (every quarter)	Every quarter	OPAG-AED Officer	None	
12		Prepare and deliver communication	2 weeks	OPAG Admin Div. officer/staff	None	

13	Receive Machinery/tools/Equipment/s and sign Acknowledgement Receipt	Conduct the release	2 days	All AED staff	None	Release order and Acknowledgement Receipt
14		Update of post masterlist	3 days	OPAG staff	None	
End of Transaction						

Allowable period of extension due to unusual circumstances: 5 days OFFICE OF THE PROVINCIAL AGRICULTURIST RESEARCH AND EXTENSION DIVISION

Service: PROVISION OF INFORMATION, EDUCATION AND COMMUNICATION (IEC) MATERIALS

Who may avail the service: Farmers, cooperatives and associations, students, municipal/city and barangay officials and residents of the Province of La Union

Service Schedule: Monday – Friday 8AM-5PM

Requirement/s: None **Fee/s:** None

Service Duration: 1 hour and 5 minutes

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Upon arrival at the research and extension division, register in the logbook.	Entertain walk-in client/s & refer to the FITS Coordinator.	5 minutes	OPAG staff	None	logbook
2	Request for IEC materials.	Conduct interview the client and provide a lecture on the requested IEC materials	25 minutes	FITS coordinator	None	

3	Receive the IEC materials.	Release the IEC materials	10 minutes	OPAG staff	None	
End of Transaction						

Allowable period of extension due to unusual circumstances: 5 minutes

FISHERIES DIVISION

Service: TILAPIA FINGERLINGS PRODUCTION AND EXTENSION SERVICES

Who may avail the service: Fisherfolks, cooperatives, associations, municipal and barangay officials, PGLU employees and must be a resident of the Province of La Union

Service Schedule: Monday to Friday 8:00AM-5:00PM

Requirement/s: Request letter with routing slip by the Provincial Governor.

Fee/s: Php. 0.10 to Php. 1.00 per fingerlings if no approved letter request .
Free if it will be used in communal bodies of water and individual fisher folks with approved Letter Request

Service Duration: 12 hours and 91 minutes

How to avail of the service:

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Submit request letter to the Office of the Provincial Governor	Receive and record request letter with routing slip from the Provincial Governor	30 minutes	OPAG Administrative Division staff	None	Request Letter
2		Review and approve request letter	10 minutes	Provincial Agriculturist	None	Logbook
3		Forward approved request letter to the Administrative Division for file and the fisheries division for action.	30 minutes	Provincial Agriculturist	None	
4		Receive and record request letter for Division's Action	5 minutes	Fisheries Division staff	None	Logbook
5		Validate and extend technical assistance	1 Day	Fisheries Division staff	None	
6		Prepare validation report and check the availability of fingerlings	45 minutes	Fisheries Division staff	None	Validation Report Form

7		Prepare release order and forward to Provincial Agriculturist	10 minutes	Fisheries Division staff	None	Release Order
8		Approve the validation report and release order	30 minutes	Provincial Agriculturist	None	
9		Coordinate with the client of the approved request and schedule release/hauling of fingerlings	15 minutes	Fisheries Division staff	None	
10	Proceed to Provincial Hatchery and receive fingerlings	Conduct briefing on the proper stocking, feeding and pond management before the release of fingerlings.	30 minutes	Technical Staff/Provincial Hatchery staff	None	
11		Release of fingerlings	1 hour	Provincial Hatchery Staff	None	
12	Sign acknowledgement receipt	Accomplish acknowledgment receipt	10 minutes	Provincial Hatchery Staff	None	Acknowledgement Receipt
End of Transaction						

Allowable period for extension due to unusual circumstances: 1 Day