

## RE-STRENGTHENING OF AGRI-RELATED CIVIL SOCIETY ORGANIZATION

### ABOUT THE SERVICE

Farmers, women and youth group members who wish to be reorganized can seek assistance for the organization/ reorganization of agri-related civil society organizations to become more active and effective partners in development.

### WHO MAY AVAIL OF THE SERVICE

- Officers and members of the organization
- Concerned barangay official or resident who wish to organize/ reorganize their association to become actively involved in various programs and projects

### WHAT ARE THE REQUIREMENTS

- Letter of Intent or request letter

### FEES/ CHARGES

- None

### SCHEDULE OF AVAILABILITY OF THE SERVICE

- Mondays to Fridays: 8:00 A. M. - 5:00 P.M.

### HOW TO AVAIL OF THE SERVICE

<b>S T E P</b>	<b>APPLICANT/ CLIENT</b>	<b>SERVICE PROVIDER</b>	<b>PROC ESSIN G TIME</b>	<b>PERSON IN-CHARGE/ RESPONSIBLE</b>	<b>FEES/ CHAR GES</b>	<b>FORM S</b>
1	Request for the conduct of organization or re-organization of agri-related organization with a request letter	Records the name, address, contact number and purpose of the client and relay the information to concerned staff	10 mins	May Kristine V. Baleoac, Marivic U. Marzan, Admin Aide	None	Reque st Letter

		Schedule date of meeting and make appointments	30 mins.	Merrylne T. Gappi, City Agriculturist, and Agricultural Technologists assigned in the requesting organization (Manama C. Aganon, Nelia P. atuan, Erlinda D. Cabuyadao, Ferdinand B. Casil, Jr., Nelson C. Diculen, Randy T. Opelac, Osmundo C. Pastor, Adelaida C. Quigao, Mark Allan L. Abad, Eliemar D. Ragadi, Cherry May T. Romerona, Jeanette L. Nalundasan, Meljoy R. Gappi)	None	N/A
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2	Follow-up schedule for confirmation	Provide the final schedule and advise the requesting farmer that all members should attend the meeting to ratify their by-laws	30 mins.	Merrylne T. Gappi, City Agriculturist, and Agricultural Technologists assigned in the requesting organization (Manama C. Aganon, Nelia P. atuan, Erlinda D. Cabuyadao, Ferdinand B. Casil, Jr., Nelson C. Diculen, Randy T. Opelac, Osmundo C. Pastor, Adelaida C. Quigao, Mark Allan L. Abad, Eliemar D. Ragadi, Cherry May T. Romerona, Jeanette L. Nalundasan, Meljoy R. Gappi)	None	N/A
<b><i>x-x-x-x-x- END OF TRANSACTION -x-x-x-x</i></b>						

## **CROP INSURANCE ASSISTANCE**

### **ABOUT THE SERVICE**

Enrollment of farmers listed in the Registry System for Basic Sectors in Agriculture (RSBSA) to apply for crop insurance for palay, corn and vegetables with the Philippine Crop Insurance Corporation.

### **WHO MAY AVAIL OF THE SERVICE**

- Farmers listed in the Registry System for Basic Sectors in Agriculture (RSBSA)

### **WHAT ARE THE REQUIREMENTS**

- Skecth map of farm location
- 1 copy each of 2 valid ID cards

### **FEES/ CHARGES**

- None

## SCHEDULE OF AVAILABILITY OF THE SERVICE

- Mondays to Fridays: 8:00 A. M. - 5:00 P.M.

## HOW TO AVAIL OF THE SERVICE

<b>S T E P</b>	<b>APPLICANT/ CLIENT</b>	<b>SERVICE PROVIDER</b>	<b>PROC ESSIN G TIME</b>	<b>PERSON IN-CHARGE/ RESPONSIBLE</b>	<b>FEES/ CHAR GES</b>	<b>FORM S</b>
1	Apply for crop insurance	Check name of farmer if included in the Registry Sectors of Basic Services in Agriculture (RSBSA)	15 mins.	Merryline T. Gappi, City Agriculturist, May Kristine V. Baleoac, Marivic U. Marzan, Admin. Aide.	None	Crop insurance forms
2	Provide data on the crop and area to be insured	Assist client in the filling-up the form	1 hour	Merryline T. Gappi, City Agriculturist, May Kristine V. Baleoac, Marivic U. Marzan, Admin. Aide. and AT assigned in the applicants barangay	None	N/A
<b><i>x-x-x-x-x- END OF TRANSACTION -x-x-x-x</i></b>						