**5.2. Provision of an Animal Dispersal Program**

ABOUT THE SERVICE: One of the Projects undertaken by the Municipal Agriculture’s Office is the dispersal of cattle, carabao and swine to farmers seeking additional income by raising livestock.

Payment terms depend on the livestock raised and are specified in the contract signed by the recipient.

CLIENT GROUPS:

Farmers/fisherfolks, association/cooperative/youth and women (organization or individual)

REQUIREMENTS:

Certificate of orientation

SERICE SCHEDULES:

Monday –Friday

8:00AM-12:ooNoon, 1:00PM- 5:ooPM

FEES/CHARGES: None

TOTAL PROCESSING TIME: 5 days (inclusive of processing, site inspection and dispersal)

PROCESS OF AVAILING THE SERVICE:

|  |  |  |  |
| --- | --- | --- | --- |
| Steps Involved | Actions taken | Transaction Time | Persons Responsible |
| 1. Fill-out application form in the Office of the Municipal Agriculture’s Office | Briefs the client on the program ad its requirements | 15 minutes | Melchor Dipad  Eddie Guese  Shirley Patalinghug |
| 2. Submit the accomplished form and the requirement. Submit to an interview and contract briefing.   1. If there is no available stock, your name will be entered in the waiting list of client. You will be advised on the date to follow-up your application 2. If there is an available stock, you will be informed of the scheduled visit for site inspection for the suitability/provision of area to the animal to be dispersed. | Conducts interview and contracts briefing  Enters name of client in the waiting list and advises when to follow-up the application  Informs client when to conduct site inspection | 15 minutes | Melchor Dipad  Eddie Guese  Shirley patalinghug |
| 3. Extend the necessary cooperation and assistance during the site inspection | Conducts site inspection | 30 minutes | Agriculturist assigned in the barangay |
| 4. If the site passes the inspection, you will be informed of the schedule of dispersal and the requirements needed. | Informs client of the date and place of retrieving the animals ad list of documents for accomplishment | 10 minutes | Agriculturist assigned in the barangay |
| 5. On the scheduled date, proceed to the designated place. Sign the contract and receive the animals | Releases the animal after contract signing | 30 minutes | Agriculturist assigned in the barangay |
| 6. Assist and cooperate with the MAO personnel who will visit on the development of the dispersal program | Regularly monitors the development of animal dispersed | 30 minutes | Agriculturist assigned in the barangay |