

## 1. Animal Breeding Services

This service is intended for residents in Tagoloan who has a female swine, cattle, carabao, goat, or sheep in the locality going through estrus cycle and would like to use Artificial Insemination (AI) method for animal reproduction. This aims to increase rate of conception and upgrade livestock with desired traits. This service is dependent on the availability of frozen semen and liquid nitrogen in the office.

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	Residents in Tagoloan			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
none				
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be paid</b>	<b>Processing time</b>	<b>Person responsible</b>
1. State purpose of visit	1. Refer client to person responsible	None	10 minutes	<i>Public Assistance Complaints Desk (PACD) Officer of the Day</i> Municipal Agriculture Office
2. Submit for interview <i>* make sure to secure Order of Payment that will be issued (Skip this step and proceed to Step 5 if AI service is for swine)</i>	1. Conduct interview 2. Issue Order of Payment if AI service is for ruminants; or 3. Proceed to Action 4.2 if AI service is for swine	None	20 minutes	<i>Agricultural Technologist I</i> Municipal Agriculture Office Or <i>Administrative Aide I</i> Municipal Agriculture Office
3. Pay the required fees at the Municipal Treasurer's Office by showing the Order of Payment <i>* make sure to secure Official Receipt that will be issued upon payment</i>	1. Accept the payment based on the Order of Payment 2. Issue Official Receipt	Artificial Insemination service fee  (see table below)	1 hour	<i>Revenue Collector</i> Municipal Treasurer's Office

4. Return to the Municipal Agriculture Office and present Official Receipt	1. Check the Official Receipt 2. Perform artificial insemination to animal	none	2 days	<p style="text-align: center;"><i>Agricultural Technologist I</i> Municipal Agriculture Office Or <i>Administrative Aide I</i> Municipal Agriculture Office</p>
5. Sign in Artificial Insemination logbook	1. Record service in Artificial Insemination logbook 2. Let the client sign the Artificial Insemination logbook	none	20 minutes	
6. Accomplish Client Satisfaction Survey Form and drop in the Feedback Box	6. Request client to accomplish Client Satisfaction Survey Form	none	10 minutes	
<b>TOTAL:</b>		Type of animal species	2 days & 2 hours	

<b>Animal species:</b>	
1. Ruminants (goat, sheep, cattle, carabao)	PHP 100.00 per head
2. Swine	One (1) weaned offspring