

5. Issuance of Certificate / Endorsement

This service caters to residents in Tagoloan who wish to seek Certification or Endorsement from the Municipal Agriculture Office, in accordance with the mandate of the office.

Office or Division:	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Residents in Tagoloan			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For certification:				
1. Barangay certification attesting to the client's claim				
For Endorsement:				
1. Documents supporting the need for endorsement				
Client Steps	Agency Actions	Fees to be paid	Processing time	Person responsible
1. State purpose of visit	1. Refer client to person responsible	none	10 minutes	<i>Public Assistance Complaints Desk (PACD) Officer of the Day Municipal Agriculture Office</i>
2. Submit the required documents	2. Receive the required documents and check for correctness	none	30 minutes	<i>Agricultural Technologist I Municipal Agriculture Office Or Administrative Aide III Municipal Agriculture Office</i>
3. Subject to interview * Wait for 4 days or until the Municipal Agriculture Office notifies you that the certificate is ready for release	1. Conduct interview 2. Inform the client that they will be notified as soon as the certificate is ready for release	none	4 days	

	<p>3. Conduct verification</p> <p>4. Prepare the certification or endorsement</p> <p>5. Facilitate Approval of document by the Municipal Agriculturist</p> <p>6. Notify the client that the certification or endorsement is ready for release</p>			<p><i>Agricultural Technologist I</i> Municipal Agriculture Office Or <i>Administrative Aide III</i> Municipal Agriculture Office</p>
<p>4. Proceed to the Municipal Agriculture Office</p> <p><i>* make sure to secure Payment Order that will be issued</i></p>	<p>4. Issue Order of Payment</p>	<p>none</p>	<p>10 minutes</p>	
<p>5. Pay the required fees at the Municipal Treasurer's Office by showing the Order of Payment</p> <p><i>* make sure to secure Official Receipt that will be issued upon payment</i></p>	<p>1. Accept the payment based on the Order of Payment</p> <p>2. Issue Official Receipt</p>	<p>PHP 130</p>	<p>1 hour</p>	<p><i>Revenue Collector</i> Municipal Treasurer's Office</p>
<p>6. Return to the Municipal Agriculture Office and Present Official Receipt</p>	<p>6. Check the Official Receipt</p>	<p>none</p>	<p>10 minutes</p>	<p><i>Agricultural Technologist I</i> Municipal Agriculture Office Or <i>Administrative Aide III</i> Municipal Agriculture Office</p>
<p>7. Sign in the service logbook</p>	<p>1. Record in the service logbook</p> <p>2. Have the client sign the service logbook</p>	<p>none</p>	<p>20 minutes</p>	

	3. Release the certification or endorsement			
8. Accomplish Client Satisfaction Survey Form and drop in the Feedback Box	8. Request client to accomplish Client Satisfaction Survey Form	none	30 minutes	<i>Agricultural Technologist I</i> Municipal Agriculture Office Or <i>Administrative Aide III</i> Municipal Agriculture Office
TOTAL:		PHP 130	4 days, 2 hours & 50 minutes	