

11. Livestock Dispersal Services

This service caters to residents in Tagoloan who would like to apply for dispersal of swine, goat, carabao, or cattle for their livelihood. Payment is in kind (weaned offspring) for swine and goat dispersal and the offspring will be passed on to the next receiving applicant. For cattle and carabao dispersal, the offspring will be retained to the client, while the dam will be passed on to the next receiving applicant.

Applicants for livestock dispersal will be subjected for validation. If the client has passed all the criteria, they will be listed in the pre-listing of applicants. The next receiving applicant will be selected based on the order of listing. They will be called by the Municipal Agriculture Office to claim dispersal once payment from other clients will be delivered.

Office or Division:	Municipal Agriculture Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Client	
Who may avail:	Residents in Tagoloan who are in the pre-listing of applications for livestock dispersal and where called by the Municipal Agriculture Office to claim the livestock	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. One (1) latest 2x2 size ID picture in white background		
2. One (1) Original and one (1) photocopy of duly notarized Dispersal Contract form		Blank Dispersal Contract form - Municipal Agriculture Office
3. Registry System for the Basic Sectors in Agriculture (RSBSA) Registration		Municipal Agriculture Office
4. Barangay certification attesting to client's residence		Barangay Hall where the client resides
5. Valid <i>Cedula</i>		Barangay Hall or Municipal Treasurer's Office
Additional requirement upon validation of applicants:		
<i>For goat, carabao and cattle dispersal:</i>		
1. Client must have at least 200 sq.m. of land area for pasture development and shed of animal		
<i>For swine dispersal:</i>		
1. Client must have existing pig pen with the following features:		
a. Perimeter fence with 4 ft height and 1 m away from pig pen		

<ul style="list-style-type: none"> b. With concrete flooring and septic tank b. With Foot bath and handwashing facility b. Complete change of clothes and dedicated boots to enter farm b. Pig pen must be netted 				
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 for briefing	2. Conduct briefing	none	1 hour	<i>Agricultural Technologist I Municipal Agriculture Office Or Administrative Aide I Municipal Agriculture Office</i>
3. Submit the required documents	3. Receive the required documents and check for correctness	none	30 minutes	
4. Fill out Philippine Crop Insurance Corporation (PCIC) Livestock Insurance form	4. Provide client with Philippine Crop Insurance Corporation (PCIC) Livestock Insurance form	none	30 minutes	
5. Submit accomplished Philippine Crop Insurance Corporation (PCIC) Livestock Insurance form	<ul style="list-style-type: none"> 1. Receive accomplished Philippine Crop Insurance Corporation (PCIC) Livestock Insurance form and check for correctness 2. Release the livestock dispersal 	none	30 minutes	
6. Accomplish Client Satisfaction Survey Form and drop in the Feedback Box	6. Request client to accomplish Client Satisfaction Survey Form	none	30 minutes	
TOTAL:		none	3 hours & 10 minutes	