



## 2. Delivery of Basic Services (Consultation, Interventions, Field Inspections & Assistance)

Delivery of basic services such as distribution of agricultural interventions, field inspection, consultation, assistance in availing free crop insurance to legible recipients.

<b>Office or Division:</b>	Office of the Municipal Agriculturist			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Farmers/Fisher folks			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>ENROLMENT TO REGISTRY OF BASIC SECTOR IN AGRICULTURE (RSBSA)</b>				
RSBSA Enrolment Form		Office of the Municipal Agriculturist		
Any legal document of land ownership (photocopy)		Client		
2x2 Recent ID picture		Client		
<b>Government Issued ID (1)</b>		Client		
<b>FOR CROP &amp; LIVESTOCK INSURANCE:</b>				
Application For Insuranc (1 original and 4 photocopies)		Philippine Crop Insurance Corporation		
Claim of Indemnity (1 original and 3 photocopies)		Philippine Crop Insurance Corporation		
Harvest due (1 original and 1 photocopy)		Client		
RSBSA listed farmer/s (1 original copy)		Office of the Municipal Agriculturist		
Barangay Certification (1 original copy and 1 photocopy)		Client		
Government issued IDs (2 pcs)		Client		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit complete requirements at the receiving area and proceed to the concerned in-charge	1. Receive complete requirements and endorse client to the	None	1 Minute	<i>Agricultural Technologist</i> Office of the Municipal Agriculturist



	concerned in-charge			
	1.1 Process and assess necessary documents based on the correctness and completeness of the requirements	None	30 Minutes	<i>Agricultural Technologist</i> Office of the Municipal Agriculturist
	TOTAL:	None	31 Minutes	