

# CITY AGRICULTURE OFFICE

CDLO Bldg., IBJT Compd, Tambo Hinaplanon, Iligan City  
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<b>Frontline Service</b>	:	<b>AVAILMENT OF LIVESTOCK DISPERSAL PROGRAM</b>
<b>Schedule of Availability of Service</b>	:	8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays. On Mondays provision of services starts after flag raising
<b>Who may avail of the service</b>	:	A resident of Iligan City and a bonafide member of Rural-Based Organization (RBOs) Location or area must be within Iligan City
<b>What are the requirements</b>	:	Residence Certificate, 2 pcs 2x2 ID picture

<b>Duration</b>	:	<b>For new beneficiaries</b>	<b>39 mins.</b>
		<b>For old beneficiaries</b>	<b>44 mins.</b>



## How to avail of the service:

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form/s
1	Register in the Client Registry Form. Express intention to avail the Livestock Program.	Require client to register in the Client Registry Form.	2 mins.	Officer of the Day		
2	Fill-up Application Form & submit.	Inform client to submit duly filled-up Application Form and instruct how to fill-up the form.  Receive duly filled-up Application Form & refer to in-charge.	2 mins.  1 min.	Jay Denson Caytor		Application Form
3	Wait while the application is being assessed.	Conduct preliminary assessment of the application.	15 mins.	Jay Denson Caytor		
		Endorse application to the Department Head for reassessment and for appropriate action.	1 min.	Jose Desiderio D. Oyo-a		

cont'n : **How to avail the service -**

**AVAILMENT OF LIVESTOCK DISPERSAL PROGRAM**

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form/s
<b>FOR NEW BENEFICIARIES</b>						
		Reassess the application.  If request is reasonable and all documents are complete and in order, inform client of the approval of the request.	5mins.	Octavius J. Molo		
<b>FOR OLD BENEFICIARIES</b>						
		If request is not justifiable, order for the termination of the contract.	5mins.	Octavius J. Molo		
		If request is reasonable and all documents are complete and in order, inform client of the renewal of the contract.	5 mins.	Jay Denson Caytor		
<b>FOR BOTH OLD &amp; NEW BENEFICIARIES:</b>						
1	Wait while the contract is being prepared.	Inform client of the preparation of the Livestock Production Contract.	2 mins.	Jay Denson Caytor		Livestock Production Contract
2	Note the content of the contract.	Explain the details of the contract (Terms & Conditions).	5 mins.	Jay Denson Caytor		
3	Sign the contract.	Should the client agree with the terms & conditions, proceed to the signing of the contract.	3 mins.	Octavius J. Molo, other responsible staff		
4	Note the schedule of release of the livestock. Receive a copy of the contract.	Notify the client of the schedule of release of the livestock. Provide the client a copy of the contract.	3 mins.	Jay Denson Caytor		
<b>END OF TRANSACTION</b>						