



CITIZEN'S CHARTER

MUNICIPAL AGRICULTURE OFFICE

VISION:

A God-centered, community-friendly and responsive organization where its people are working as a team on the spirit of commitment and innovation for agricultural development.

MISSION:

We are committed to pursue the provision of sustainable and effective programs for farmers, raisers and fisherfolks productivity and profitability.

Provision of Seedlings

SCHEDULE



Monday–Friday
8 am – 5 pm
(No Noon Break)

DURATION



33 minutes

REQUIREMENTS



Accomplished Request Form
Valid ID or Barangay Clearance

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEES/ CHARGES	FORMS
1	SUBMIT requirements.	Assess requirements.	8 minutes	Agriculture Staff	None	Request Form
		Interview client and release signed Issuance Slip.	10 minutes	Municipal Agriculturist	None	Issuance Slip
2	PROCEED to the Municipal Nursery and present signed Issuance Slip	Release seedlings.	15 minutes	Municipal Nursery Staff	None	
END OF TRANSACTION						

Anti-Rabies Vaccination (Walk-in)

SCHEDULE



Monday–Friday
8 am – 5 pm
(No Noon Break)

DURATION



33 minutes

REQUIREMENTS



Accomplished Vaccination Log
Valid ID or Barangay Clearance

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEES/ CHARGES	FORMS
1	BRING pet and submit requirements	Interview pet owner.	5 minutes	Veterinarian	None	Vaccination Log
		Vaccinate	5 minutes	Veterinarian	None	Vaccination Certificate
END OF TRANSACTION						



Contact Person: **HILARIO L. FRANCISCO**

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