

**LIST OF FRONTLINE SERVICES**  
**Department of Agriculture, Regional Field Office 10**

1. REGIONAL OFFICE :				
Type of Frontline Service	Fees	Forms	Processing Time (under normal circumstances per transaction)	Person In-Charge
<b>A. Agribusiness and Marketing Assistance Division (AMAD)</b>				
1. Provide Market Information and Technical Services:				
A. Enterprise Development	None	Profile	1 hour	Sonia E. Oliveros
B. Investment Promotion	None	Profile	1 hour	Cleofe O. Ampatin
C. Market Development	None	Event Schedule/Price Information Sheet	1 hour and 15 minutes	Corazon E. Balabat
<b>B. Field Operations Division (FOD)</b>				
Distribution of Buffer Seeds of Corn, Rice and Vegetable at the Research Centers (RCUD /RCHD/NMACLRC)	None	Acknowledgement Receipt, Gate Pass	3 hours and 40 minutes	Rice/Corn/HVCDP Program Coordinators/Staff
Distribution of Frozen Semen of Large and Small Ruminants	None	Request Form, Gate Pass	30 minutes	Livestock Program Coordinator
Distribution of Forage Planting Materials	None	Acknowledgement Receipt, Gate Pass	3 hours and 40 minutes	Livestock Program Coordinator
Distribution of Goat	None	Invoice Receipt of Property, Requisition and Issuance Slip, Gate Pass	1 day, 1 hour and 45 minutes	Livestock Program Coordinator
Issuance of Organic Certification Subsidy	None	Application Form, Pre-Assessment & Certification Report	26 days and 2 hours	Organic Agriculture Program Focal Person

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<b>C. INTEGRATED LABORATORIES DIVISION</b>				
<b>C.1 Regional Soils Laboratory</b>				
1. Soil Testing, Special Assay and Micronutrient Analysis	Soil Testing- P100.00/sample  Special Assay- Total N<P<K Analysis P500/sample  Micronutrient Analysis- P100.00/sample	Sample info Sheet and Billing Sheet for payment	5 days after submission of Sample	RSL Chemists and Staff
2. Refill of Soil Test Kit (STK)	P200.00/kit	Info sheet and Billing sheet for Payment	2 hours and 30 minutes	Zenaida S. Jomoc, Rachel L. Borres and RSL Staff
3. Availment of Trichoderma - Compost Fungus Activator (CFA)	P10.00/packet	Info sheet and Billing sheet for payment	2 hours and 30 minutes	Helen B. Galang and Sylvia P. Kim
<b>C.2 Feed Chemical Analytical Laboratory (FCAL)</b>				
<b>FEEDS AND FEED INGREDIENTS ANALYSIS</b>				
1. Complete Proximate Analysis		Info Sheet & Order of Payment, Official Receipt		
a. Crude Protein	216.00/ sample		1 day and 55 minutes	Candelaria S. Lora
b. Crude Fiber	240.00/ sample		2 days and 55 minutes	Luz S. Liloc
c. Crude Fat	216.00/ sample		3 days and 55 minutes	Luz S. Liloc
d. Moisture	120.00/ sample		1 day and 55 minutes	Luz S. Liloc
e. Ash	120.00/ sample		1 day and 55 minutes	Lorna E. Estrada

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2. Minerals Analysis a. Calcium b. Phosphorous c. Salt	240.00/ sample 240.00/ sample 240.00/ sample	Info Sheet & Order of Payment,	5 days and 55 minutes 5 days and 55 minutes 1 day and 55 minutes	Razel A. Cataluña Razel A. Cataluña Luz S. Liloc
3. Microscopy Examination	120.00/ sample	Info Sheet & Order of Payment	1 day and 55 minutes	Razel A. Cataluña
4. Urease Activity Test	216.00/ sample	Info Sheet & Order of Payment	1 day and 55 minutes	Luz S. Liloc
5. Aflatoxin Test	1,300.00/sample	Info Sheet & Order of Payment	1 day and 55 minutes	Razel A. Cataluña

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b. Newcastle's Disease (any avian specie)	26.00/sample (min. 20 samples)	Laboratory Examination Request Form; Order of payment	3 days and 25 minutes	Dr. Oryza Kristy N. Bisahan
5. Fecalalysis a. Direct smear b. Concentrate/Floatation	16.00/sample 26.00/sample	Laboratory Exam Request Form; Order of Payment	1 hour and 17 minutes	Dr. Janet D. Lopez
6. Necropsy	10.00 to 65.00/ Sample	Laboratory Exam Request Form; Order of Payment	1 to 3 hours and 15 minutes depending on the size of animal	Dr. Viralou L. Tuquib
7. Rapid Plate Test a. Brucella sp.	P20.00/sample	Laboratory Exam Request Form; Order of Payment	3 hours and 15 minutes	RADDL Veterinarian
8. Bacterial Isolation and Identification	98.00/organism	Laboratory Exam Request Form; Order of Payment	5 days and 15 minutes	Dr. Viralou L. Tuquib
9. Antibiotic Sensitivity Test	70.00/organism	Laboratory Exam Request Form; Order of Payment	48 hours and 15 minutes	Dr. Viralou L. Tuquib
10. Microhematocrit Configuration Technique a. Trypanosoma spp.	(No standard rate yet)	Laboratory Exam Request Form; Order of Payment	39 minutes	Dr. Viralou L. Tuquib
11. Direct Microscopic Examination a. Trypanosoma spp b. Skin Scrapping (Mange Mites)	20.00/mange mite	Laboratory Exam Request Form; Order of Payment	48 hours and 15 minutes	Dr. Viralou L. Tuquib
12. Rabies Vaccination	None	None	15 minutes	RADDL Veterinarian

**C.4 Regional Crop Protection Center (RCPC)**

<b>C.3 Regional Animal Disease Diagnostic Laboratory (RADDL)</b>				
LABORATORY TESTING/ANALYSIS FOR ANIMAL DISEASE DIAGNOSIS	Fees	Forms	Processing Time	Person In-Charge
1. Rabies Examination/Flourescent Antibody Test	Free	Laboratory Diagnosis for Rabies Form	3 hours and 20 minutes	RADDL Veterinarian
2. Agar Gel Immunodiffusion Test (AGID) a. Equine infectious anemia b. Avian influenza	150.00/sample (minimum of 20 samples)	Laboratory Examination Request Form; Order of Payment	2 days and 15 minutes including Incubation Period	RADDL Veterinarian
3. Enzyme-Linked Immunosorbent Assay (ELISA) a. Caprine Arthritis and Encephalitis b. Avian Influenza c. Hog Cholera d. Pseudorabies Virus	140.00/sample (min. 20 samples) 140.00/sample (min. 44 samples) 140.00/sample (min. 92 samples) 140.00/sample (min. 92 samples)	Laboratory Examination Request Form; Order of Payment	1 to 2 days and 33 minutes depends on the type of disease	RADDL Veterinarian
4. Hemagglutination-Inhibition Test a. Avian Influenza (ducks only)	26.00/sample (min. 20 samples)	Laboratory Examination Request Form; Order of payment	3 days and 25 minutes	Dr. Oryza Kristy N. Bisahan

1. Distribution of Biological Control Agents (BCA) for Pests Management a) Trichogramma evanescens for Asiatic corn borer	P 1.00/card	Order of Payment	35 minutes	Plant Biological Control Unit
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b) Trichogramma japonicum for Rice stemborer	P125.00/ha	Order of Payment	35 minutes	Plant Biological Control Unit
c) Trichogramma chilonis, Corn	P 1.00/card	Order of Payment	35 minutes	Plant Biological Control Unit
d) Trichogramma chilonis for vegetable and fruit trees	Free	Order of Payment	35 minutes	Plant Biological Control Unit
e) Metarhizium anisoplaea for Rice black bug & other pests	Free	Order of Payment	35 minutes	Plant Biological Control Unit
f) Beauveria bassiana for Rice black bug & other Pests	Free	Order of Payment	35 minutes	Plant Biological Control Unit
g) Chilorius nigrita	Free	Order of Payment	35 minutes	Plant Biological Control Unit
h) Earwig sp.	Free	Order of Payment	35 minutes	Plant Biological Control Unit
i) Green lacewig	Free	Order of Payment	35 minutes	Plant Biological Control Unit
2. Extension/Education Services				
a) Pest clinic/ Diagnosis	Free	Service Request	1 hour and 50 minutes Depending on the type of technical assistance needed	RCPC
b) Other technical referral	Free	Service Request		
<b>D. REGULATORY DIVISION</b>				
1. Registration of Animal Feed Establishment (New And Renewal)		BAI-AFSD Form No.1 (Application for Animal Feed Establishment)	Inspection and Endorsement to Bureau of Animal Industry, Manila – 6 days, 4 hours and 40 minutes	Janniver C. Chua
A. Feedmill	P450-720/ year (depending in the capacity)			
B. Feed Importer/ Indentor	P480/ year			

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C. Feed Supplier	P240/ year	BAI-AFSD Form No.1 (Application for Animal Feed Establishment)	Inspection and Endorsement to Bureau of Animal Industry, Manila – 6 days, 4 hours and 40 minutes	Janniver C. Chua
D. Feed Distributor	P 120/ year			
E. Feed Retailer	P60/ year			
2. Registration of Veterinary Drug/ Biologic Establishment (New and Renewal)		BAI-AFSD Form- No. 2 (Application for Veterinary Drug and Product Establishment); Order of Payment	6 days, 4 hours and 55 minutes (Inspection and Endorsement to Bureau of Animal Industry, Manila)	Janniver C. Chua
1. Manufacturer	P6,000/ year			
2. Trader	P3,600/ year			
3. Distributor	P2,400/ year			
4. Outlet	P240/ year			
D3. Registration of Feed Product (New and Renewal)	P100.00/feed/ product/year	BAI-AFSD Form No. 4 (Application for Licensing of Feed Product); Order of Payment	5 days, 4 hours and 45 minutes (Inspection and Endorsement of New Registration to BAI, Manila )	Janniver C. Chua
D4. Registration of Poultry and Livestock Handler (New and Renewal)	P300/ per Classification			
D5. Registration and Accreditation of Transport Carriers (New and Renewal)	P500/ carrier	BAI- Form No. 2 (Application for Registration & Accreditation of Transport Carrier) ; Order of Payment	6 days, 4 hours and 55 minutes (Inspection and Endorsement of New/Renewal of Registration to BAI, Manila )	Janniver C. Chua

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D6. Registration and Accreditation of Animal Facilities in Compliance to RA 8485 (Animal Welfare Act) New and Renewal :				
a) Animal Control facility, Veterinary Hospital/Clinic, Wildlife Rescue Center	P300/ year	BAI- AWD Form No.1; Order of Payment	7 days, 4 hours and 55 minutes	Julesben Caesar Maquiling
b) Aviary (Ostrich Farm), Cattery/ Kennel/ Lab. Animal facility/Pet Shop, Racetrack/ Equestrian, Small Animal Show, Stock Farm, Corral, Stockyard/ Stud Farm	P500/ year	BAI- AWD Form No.1; Order of Payment	7 days, 4 hours and 55 minutes	Julesben Caesar Maquiling
c) Crocodile Farm, Circus/Carnival/ Animal Show, Hog Farm/Poultry Farm, Monkey Farm for Export, and Zoo Veterinarian	P1,000/ year	BAI- AWD Form No.1; Order of Payment	7 days, 4 hours and 55 minutes	Julesben Caesar Maquiling
D7. Issuance of Good Agriculture Practices (GAP) Certification	None	BAFS-QP-TSD-FO1	9 days, 3 hours and 5 minutes	Christine A. Lumawag
D8. Plant Nursery Accreditation & Plant Material Certification	Accreditation Fee - P1000 Application Fee - P500	CRPSD Form No. 1	13 working days	Caren A. Alamag
D9. Facilitate Plant Certification	None	Application Form	5 days, 1 hour and 5 minutes	Caren A. Alamag
D10. Certification of Cutting Fruit Trees (per DAO No. 18,s. 1994)	None	None	3 days, 1 hour and 35 minutes	Luisito S. Ofngol

Type of Frontline Service	Fees	Forms	Processing Time (under normal circumstances per transaction)	Person In-Charge
<b>E. RESEARCH DIVISION</b>				
1. Provide Technical Assistance on – A. Organic Agriculture B. Climate Change C. Biotechnology D. Crop Management • Varietal Improvement • Farm planning, budgeting and economics • Soil fertility management • Pest and disease diagnosis • Farming system • Product and by-product utilization E. Livestock • Product/By-Product Utilization • Animal Health • Animal Production • Forage and Pasture • Animal Breeding 2. Availment of Information Materials/ Farmers Informatin Technology Services (FITS)	None	Service Request Form	1 hour and 20 minutes	Science Research Specialists:  Lorena V. Duna Berly F. Tatoy Lilia M. Cagbabanua Antonieta S. Tumapon Gloria L. Betonio  Catalino S. Soriano, Jr. Dr. Rutchie V. Pique Cezar C. Marasigan Willie D. Nacalaban  Library In-Charge
<b>E.1 Northern Mindanao Agricultural Crops &amp; Livestock Research Complex (NMACLRRC)</b>				
1. Availment of Disease-Free Potato Planting Materials – Generation 0 (G0)	P2.50/tuber	Service Request Form, Order of Payment, Gate Pass	1 hour and 35 minutes	Lorena V. Duna
2. Bacterial Wilt Soil Analysis > within Region 10 > outside Region 10	P 100.00/sample P 200.00/sample	Service Request Form, Order of Payment, Gate Pass	5 days and 7 minutes	Laboratory Technical Staff
3. Distribution of Indigenous Seeds and Planting Materials (NMACLRRC/RCUD)	None	Service Request Form, Order of Payment, Acknowledgement Receipt, Gate Pass	1 hour and 43 minutes	Project Leader

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<b>E.1 Northern Mindanao Agricultural Crops &amp; Livestock Research Complex (NMACLRRC)</b>				
4. Bull, Buck and Ram Dispersal (NMACLRRC/RCUD)	None	Invoice Receipt of Property, Gate Pass	1 day, 1 hour and 45 minutes	Catalino S. Soriano, Jr. and Livestock Program Coordinator
5. Distribution of Forage Planting Materials	None	Acknowledgement Receipt, Gate Pass	3 hours and 20 minutes	Project In-Charge
6. Production & Distribution of Small Ruminants Frozen Semen	None	Withdrawal Slip, Acknowledgement Receipt, Gate Pass	1 hour and 5 minutes	Station Head/ Frozen Semen Laboratory In-Charge
7. Horse Breeding Services	P500.00/breeding	Service Request Form, Order of Payment	50 minutes	Project In-Charge And Animal Caretaker
8. Distribution of Liquid Nitrogen (LN2)	P80.00/ liter	Order of Payment, Gate Pass	35 minutes	Station Head and LN2 Plant In-Charge
9. Extension Services on Artificial Insemination 1. Large Ruminants (Carabao & Cattle) 2. Small Ruminants (Goat)	None	None	10 minutes	AI Technician
<b>E.2. Research Center for Upland Development (RCUD)</b>				
1. Distribution of Quality Planting Materials • Rubber • Budsticks, • Scion • Forage legumes (seeds) • Asexually Propagated - Durian, Lanzones, Rambutan, Mango • Sexually Propagate - Mangosten	P30.00/ piece P25.00/ meter P2.00/piece P250.00-500.00/ Kilo  P60.00/pc  P30.00/pc	Requisition and Issue Slip , Order of Payment, Gate Pass	1 hour per transaction	Project In-Charge

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2. Distribution of Available Rice and Corn Seeds A. Corn Certified seeds Registered seeds  B. Rice Certified seeds Registered seeds	At 20 kgs./bag P460.00/bag P520.00/bag  At 40 kgs./bag P1,200/bag P1,600/bag	Requisition and Issue Slip , Order of Payment, Gate Pass	1 hour per transaction	
3. Distribution of Goat	None	Invoice Receipt of Property, Requisition and Issue Slip, Gate Pass	1 to 3 hours per transaction	Livestock Program Coordinator / Project In-Charge
<b>E.3. Research Center for Hillyland Development (RCHD)</b>				
1. Production and Distribution of Various Seeds & Planting Materials • OPV Corn seeds  • Sweet potato cuttings • Anthurium seedlings • Budded citrus Seedlings • Coffee seedlings • Coffee seedlings (clone) • Yacon seedlings • Mushroom fruit bags • Mushroom spawn <b>Assorted vegetables</b> • Baguio beans • Pechay • Okra <b>Lowland vegetables</b> • Bush sitao • Squash	P600/bag (@ 18 kg./bag) P.50.00/cutting P20.00/bag P25.00/seedling  P15.00/seedling P25.00/seedling  P10.00/piece P20.00/bag P70.00/btl.  P500.00/kg. P500.00/kg. P350.00/kg.  P300/kg. P1,200/kg	Service Request Form, Order of Payment, Gate Pass	2 hours and 10 minutes	Project In-Charge and Farm Superintendent II
2. Production and Distribution of Vermi And Compost	Vermi - P250.00/kg. Compost - 250.00/bag (@50 kls./bag)	Service Request Form, Order of Payment, Gate Pass	1 hour and 45 minutes	Project In-Charge and Farm Superintendent II