**Municipal Agriculture’s Office**

The Municipal Agriculture Office takes charge of the LGU’s **agricultural services** and in doing so performs the following functions:

1. Formulate measures for the approval of the sanggunian and provide technical assistance and support to the mayor in carrying out said measures to ensure the delivery of basic services and provisions of adequate facilities relative to agricultural services as provided under Section 17 of the Local Government Code;
2. Develop plans and strategies and upon approval thereof by the Mayor, implement the same, particularly those which have to do with agricultural programs and projects which the major is empowered to implement and which the sanggunian is empowered to provide;
3. In addition the office has the following duties:
4. Ensure that maximum assistance and access to resources in the production, processing and marketing of agricultural and aqua-cultural marine products are extended to **farmers, fishermen, local entrepreneurs, women and youth;**
5. Conduct or cause to be conducted location-specific agricultural researches and assist in making available the appropriate technology arising out of and disseminating information on basic research on crops, preventive and control of plant diseases and pests, and other agricultural matters which will maximize productivity;
6. Assist the mayor in the establishment and extension services of demonstration forms or aqua-cultural and ,marine products;
7. Enforce rules and regulations relating to agriculture and aqua-culture;
8. Coordinate with government agencies and non-governmental organizations which promote agricultural productivity through appropriate technology compatible with environmental integrity;
9. Be in the frontline of delivery of basic agricultural services, particularly those needed for the survival of the inhabitants during and in the aftermath of man-made and natural resources;
10. Recommend to the sanggunian and advice the mayor on all other matters related to agriculture and aqua-culture which will improve the livelihood and living conditions of the inhabitants, and;
11. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

**Roles, Duties and Responsibilities**

*Municipal Agriculturist*

1. Monitor/supervise of the implementation of agriculture and fishery programs and projects.
2. Monitor reports and submission of crop planting, harvesting and production; fish catch and fish culture production; and livestock production by assigned ATs.
3. Facilitate conduct of extension services, techno-demo and research/study on agri-fisheries to maximize production.
4. Formulate measures and develop plans relative agricultural services upon approval of the Mayor and the Sangguniang Bayan.
5. Coordinate with other government agencies and non-government organizations for agri-fishery interventions that will benefits the local agri-fishery industry.
6. Exercise such power and perform such other functions as may be prescribed by law or ordinance.

*Agricultural Technologist*

Takes charge of the various agricultural and fishery banner programs and in doing so are responsible for the following:

1. Monitor production of existing production areas;
2. Help boost production to improve farmer/fisherfolk income;
3. Conduct orientations, trainings and techno demo to strengthen and mobilize organized farmers/fisherfolk groups and communities;
4. Make periodic reports on productions, activities and programs with relation to agriculture and fisheries;
5. Facilitate the registration and master listing of farmers, fisherfolks, boats, fishing gears, livestock etc.

*Frontline Services*

1. Technical Assistance and Management Services
2. Production Support and Distribution/Provision of Farm Inputs/Fishing Paraphernalia, etc.
3. Enrollment of Farmers/Fisherfolks in the Registry System for Basic Sectors in Agriculture (RSBSA)
4. Fishing Boat Registration and Issuance of Permit to Operate (including renewals)
5. Issuance of License on Fishing Privileges (including renewals)
6. Issuance of Auxiliary Invoice
7. Assistance PCIC Insurance Enrollment and Claim