



48. ENROLLMENT TO REGISTRY SYSTEM TO BASIC SECTORS IN AGRICULTURE (RSBSA)

Office or Division:	OFFICE OF THE MUNICIPAL AGRICULTURIST			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who May Avail:	Farmers, Fisherfolks, Livestock owners or people in basic sector of agriculture			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
2X2 ID Picture taken within 6 months		To be prepared by the Client		
Tax Declaration (if necessary)		Municipal Assessor's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits properly/ completely filled-up prescribed enrolment form and the requirements	Reviews the application form and interviews the client	none	15 minutes	Bernard Mariano Maximo F. Famaran Paulo F. Morgado Dorothy M. Tignero Benjie P. Catajay Ruby M. Murchante
	Checks all the required supporting documents	none	2 minutes	Bernard Mariano Maximo F. Famaran Paulo F. Morgado Dorothy M. Tignero Benjie P. Catajay Ruby M. Murchante
	Submit to Agricultural Production Officer (APCO) Office the RSBSA enrolment form	none	5 minutes	Bernard Mariano Maximo F. Famaran Paulo F. Morgado Dorothy M. Tignero Benjie P. Catajay Ruby M. Murchante
-end of transaction-				
TOTAL		none	22 minutes	