



42. PHILIPPINE CROP INSURANCE CORPORATION (PCIC) DOCUMENTATION FOR LIVESTOCK

Office or Division:	OFFICE OF THE MUNICIPAL AGRICULTURIST			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who May Avail:	Livestock Owners/Growers (must be enrolled in the Registry System for Basic Sectors in Agriculture)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished prescribed PCIC application form for Livestock		Office of the Municipal Agriculturist		
Photo of Livestock and Owner (with shelter of hog)		To be prepared by the Client		
PCIC Insurance Declaration Summary		Office of the Municipal Agriculturist		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits accomplished PCIC application form for livestock	Interviews the client and reviews filled up forms and submitted requirements	none	15-20 minutes (per species insured)	Paulo F. Morgado/ Ruby M. Murchante
	Checks if the applicant is enrolled in the Registry System for Basic Sectors in Agriculture (RSBSA)	none	5 minutes	Paulo F. Morgado/ Ruby M. Murchante
	Submits the application form and complete requirements to PCIC Office, Odiongan, Romblon	none	5 minutes	Paulo F. Morgado/ Ruby M. Murchante
-end of transaction-				
TOTAL		none	15 - 30 minutes (depending on the number of species to be insured)	