

Issuance of MAO's Certification

To help and empower the farming and fishing communities and the private sector to produce enough, accessible and affordable food for every Filipino and a decent income for all.

Office or Division:		Municipal Agriculture Office		
Classification:		Simple		
Type of Transaction:		G2C- Government to Citizen		
Who may avail:		All Farmers of Reina Mercedes		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Receipt Cedula		Municipal Treasury Office Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request MAO's Certificate	1. Interview client and advise to pay the required fees to the Municipal Treasury Office	None	2 Minutes	<i>Municipal Agriculturist Agricultural Technologist Administrative Aide / Municipal Agriculture Office</i>
2. Processing of request	2. Encode and prepare the certification	None	2 Minutes	<i>Municipal Agriculturist Agricultural Technologist Administrative Aide / Municipal Agriculture Office</i>
3. Client proceed to Municipal Treasury Office for payment	3. Accept payment and issue official receipt	P150.00	2 Minutes	<i>LTOO / Revenue Collection Clerk Administrative Aide / Office of the Municipal Treasury</i>
4. Claim MAO's Certification	4. Issue the MAO's Certification and let Client signed the receiving copy for file	None	1 Minute	<i>Municipal Agriculturist Agricultural Technologist Administrative Aide / Municipal Agriculture Office</i>
TOTAL:		Php 150.00	7 Minutes	