

ACCREDITATION OF VETERINARIANS TO CONDUCT DOG SHOWS

DA-RFU I - REGULATORY DIVISION

Sevilla Norte, San Fernando City, La Union

ANIMAL QUARANTINE SECTION

Tel No. (072) 10-45/46 loc. 24, Mobile No.: 0917-931-0275

Service Head: Dr. Alvaro L. Lacasandile, Agricultural Center Chief III

About the Service

Dogs being brought to dog shows must be ascertained as to health, welfare and comfort in conformity with the physical and health requirement of the Bureau of Animal Industry (BAI). Thus, only an accredited Veterinarian can conduct dog shows. To facilitate accreditation of Veterinarians, our office is located at Aguila Rd., Sevilla Norte, San Fernando City, La Union during working days the whole year-round.

Who Must Avail of the Service

Veterinarians intending to conduct dog shows.

- ### Requirements

 1. Duly accomplished Accreditation form
 2. Photo copy of current PRC ID
 3. Certification that applicant has attended a BAI sponsored seminar on Animal Welfare Act (AWA)

Schedule of Availability of Service

Monday to Friday: 8:00 AM - 5:00 PM

Schedule of Fees

Accreditation fee - P100.00

How to Avail of the Service

Step	Applicant/Customer	Office Activity	Duration of Activity	Person-In-Charge
1	Proceed or call the Regulatory Division to inquire on procedures and requirements	Brief the customer on procedures and requirements	5 minutes	Dr. Jhonabeth Pajarillaga
2	Proceed to Regulatory Division with complete requirements	Receive the application and review completeness of requirements	3 minutes	Dr. Jhonabeth Pajarillaga
3		Endorse the approval and signature Signatories: 1. Evaluators 2. Section Chief 3. Division Chief 4. RED	5 minutes	Dr. Jhonabeth Pajarillaga or Ms. Anabelle Castillo
4		Retrieve the signed copy of application form and forward to BAI Central Office together with the other requirements	10 minutes	Ms. Anabelle Castillo
5	Payment of filing and inspection fees	Receive copy of accreditation and record the same	5 minutes	Ms. Anabelle Castillo
6	Pay to the Cashier and get official receipt (OR)	Notify the client to get approved accreditation	5 minutes	Ms. Anabelle Castillo
		Record and file the documents	5 minutes	Ms. Anabelle Castillo
END OF TRANSACTION				

PROVISION OF LIVELIHOOD COMMODITY ASSISTANCE ANIMAL MODULE

AGRI-PINOY LIVESTOCK BANNER PROGRAM

DA-RFU I, Sevilla Norte, San Fernando City, La Union
Tel No. (072) 10-45/46 loc. 05, Mobile No.: 0919-673-6313
Service Head: Dr. Annie Bares, Reg'l Livestock Coordinator

About the Service

Animal modules are provided to farmers' associations as a means to augment the source of income of their members.

Who May Avail of the Service

Duly organized and recognized farmers' associations

Requirements to be submitted

Project proposal endorsed by the concerned Local Government Unit

Schedule of Availability of Service

Monday to Friday: 8:00 AM - 5:00 PM

Schedule of Fees

No initial cash outlay but fees to be collected will be for the payment of the stocks on a season long basis (duration of the project) until the stocks are fully paid.

How to Avail of the Service

Step	Applicant/Customer	Office Activity	Duration of Activity	Person-In-Charge
1	Prepare project proposal	Provide assistance on: - swine module - cattle module - goat module - poultry/duck modules	1 day visit	Dr. Annie Bares Mr. Romeo de Mayo Dr. Constanca Diaz Dr. Larina Zabala
2	Present project proposal to concerned LGU for endorsement	Receive and review proposal - swine module - cattle module - goat module - poultry/duck module	1/2 day	Dr. Annie Bares Mr. Romeo de Mayo Dr. Constanca Diaz Dr. Larina Zabala
3	Concerned LGU endorses project proposal to DA-RFU I	Area validation - swine module - cattle module - goat module - poultry/duck module	1-2 days (site dependen)	Dr. Annie Bares Mr. Romeo de Mayo Dr. Constanca Diaz Dr. Larina Zabala
4		Source out funds or locate stocks from DA production farm	2-3 days	Dr. Annie Bares
5	Attend training	Conduct season-long training once a week - swine module - (14 weeks) - cattle module (14 weeks) - goat module (26 weeks) Issue Certificate of Training	3-4 hours per week	Dr. Annie Bares Mr. Romeo de Mayo Dr. Constanca Diaz Dr. Larina Zabala
6	Review and sign MOA	Prepare MOA Sign MOA	20 minutes	Dr. Annie Bares RED Valentino Perdido RTD Eduardo Gonzales Association representatives MLGU Focal Person
7	Receive animal module	Award/Turnover the stocks		RED Valentino Perdido Dr. Annie Bares Association representatives MLGU Focal Person
8	Implement the project; start paying the stocks	Monitor the project; receive payment of stocks and issue proof of payment	until stocks are fully paid	Dr. Annie Bares or Dr. Constanca Diaz or Mr. Romeo de Mayo or Dr. Larina Zabala MLGU Focal Person
END OF TRANSACTION				

ACCREDITATION OF FOOD LANE

AGRIBUSINESS AND MARKETING ASSISTANCE DIVISION

DA-RFU I, Sevilla Norte, San Fernando City, La Union

Tel No. (072) 10-45/46 loc. 21, Mobile No.: 0918-935-5198

Service Head: Ms. Ma. Christine de Leon, Agriculturist II

About the Service

To facilitate transporting of perishable agri-fishery commodities and institutionalize the efficient distribution of agri-fishery products from the production sites on the major demand centers of Metro Manila, reduce post harvest losses during delivery, ensure speed delivery of perishable agri-fishery commodities to Metro Manila for a 24-hour ban-free access thru the North Luzon to the South Luzon Expressways.

Who May Avail of the Service

All truck owners transporting perishable agri-fishery products to Metro Manila.

Requirements to be submitted

1. Duly accomplished application form
2. Latest 2 pcs. 1x1 ID picture
3. 2 copies of pictures of truck (front and side view)
4. business permit/SEC/CDA registration certificate
5. mayor's permit
6. board resolution authorizing representative to transact business in relation to the Foodlane project (for coops, corporations, associations) at it may apply
7. sworn statement of commitment
8. authenticated copy of official receipt of registration
9. authenticated copy of certificate of registration (original copy will be presented)
10. certificate of attendance to the foodlane seminar issued by DA
11. foodlane reference form

Schedule of Availability of Service

Monday to Friday: 8:00 AM - 5:00 PM

Schedule of Fees

Application fee - P50.00

Processing fee - P950.00

How to Avail of the Service

Step	Applicant/Customer	Office Activity	Duration of Activity	Person-In-Charge
1	Proceed to AMAD to inquire and secure application form and checklist of requirements	Provide application and checklist of requirements	2 minutes	Mr. Reynaldo Ancheta, Jr. or Ms. Lorna Bugaoan
2	Submit accomplished application form together with the requirements	Receive, review submitted forms and requirements	3 minutes	Ms. Rosie R. Cardinez or Ms. Ma. Christine de Leon
3	Pay application fee	Conduct ocular inspection	1 day	Ms. Rosie R. Cardinez or Ms. Ma. Christine de Leon
		Process documents	20 minutes	Ms. Rosie R. Cardinez or Ms. Ma. Christine de Leon
		Conduct orientation seminar and issue certificate of attendance	4 hours	Ms. Ma. Christine de Leon
4	Attend orientation seminar	Endorse application to Agribusiness & Marketing Assistance Service (AMAS) -DA Central Office	3 minutes (1 day minimum transit)	Ms. Ma. Christine de Leon
5	Payment of filing and inspection fees	Endorse application and supporting documents with the Certificate of Accreditation to MMDA for signature of MMDA Chairman		AMAS DA-Central Office
6	Pay to the Cashier and get official receipt (OR)	Return approved/signed Certificate of Accreditation to AMAS		Metro Manila Development Authority
7		Endorse Certificate of Accreditation to DA Secretary	15 days	AMAS DA-Central Office
8		Sign Certificate of Accreditation		DA Secretary
9		Release Certificate of Accreditation and Food Lane Sticker to AMAD, DA-RFU I		AMAS-DA Central Office
10		Notify the applicant about the release of the approved Certificate of Accreditation and Food Lane Sticker	2 minutes	Ms. Lorna C. Bugaoan
11	Claim certificate of Accreditation and Food Lane Stickers	Release the Certificate of Accreditation and Food Lane Sticker; log out the items/ documents.	3 minutes	Ms. Lorna C. Bugaoan

END OF TRANSACTION

PROVISION OF VEGETABLE SEED UNDER THE EXPANDED VEGETABLE PROGRAM

AGRI-PINOY HIGH VALUE CROPS PROGRAM

DA-RFU I, Sevilla Norte, San Fernando City, La Union

Tel No. (072) 242-10-45/46 loc. 02

Service Head: Mr. Angel O. Padilla, Senior Agriculturist

About the Service

Vegetable seeds are distributed on a 50-50 scheme to augment their income and ensure sufficiency of vegetable supply in the market.

Who May Avail of the Service

All interested vegetable-growing farmers indicated in the pre-masterlist of prospective beneficiaries submitted by Municipal Local Government Units (MLGUs)

Requirements to be submitted

MLGUs pre-masterlist of prospective beneficiaries indicating location and target area of farm.

Schedule of Availability of Service

Monday to Friday: 8:00 AM - 5:00 PM

Schedule of Fees

Fifty (50%) of the total cost of the quantity of seeds for the targeted planting area.

How to Avail of the Service

Step	Applicant/Customer	Office Activity	Duration of Activity	Person-In-Charge
1	MLGU submits pre-masterlist of farmers in identified areas to be planted together with seed variety preferences	Validate area	2 -3 days (site-dependent)	Municipal Agriculturist MLGU-AT, Provc'I HVCDP Staff, DA-RFU I HVCDP Staff
2		Coordinated with suppliers on the availability of vegetable seeds based on farmers preferences	2-3 days	Mr. Angel O Padilla or DA-RFU I HVCC Staff
3		Prepare Purchase Request	1 day	Mr. Angel Padilla or DA-RFU I HVCC Staff
4		Purchase seeds	Following no. of days prescribed in RA 9184	Bids and Awards Committe Procurement Unit
5	Receive the seeds during the distribution	Inspect delivered seeds	15-30 minutes	Mr. Angel Padilla or HVCDP Staff
6		Supervise and document the distribution of seeds	1 day	Following no. of days prescribed in RA 9184
7		MLGU submits masterlist signed by actual beneficiaries	Receive, record and verify completeness of masterlist	1 day
END OF TRANSACTION				

ANIMAL DISEASE DIAGNOSTIC SERVICE

REGIONAL ANIMAL DISEASE DIAGNOSTIC LABORATORY

Tebag, Sta. Barbara, Pangasinan

Tel No. (075) 523-3928

Service Head: Dr. Florentino A. Adame, Agricultural Center Chief III

About the Service

Animal Diagnostic Service is performed to diagnose animal diseases through examination of animal tissues or the animal carcass, dead or alive.

Who May Avail of the Service

Clients of the Animal Disease Diagnostic Service can be individuals, farmers, student researchers, research institutions, animal owners, victims of animal bites.

Requirements to be submitted

Diagnosis/Tests to be Performed	Animal Parts/Specimen to be Submitted
Rabies Examination	Whole head or brain of the animal (cat, dog, rat)
Necropsy	Whole body of the sick animal
Parasitic Examination	Animal's blood smear or whole blood with anti-coagulant
Anti-Microbial Sensitivity Test	Heart; lungs; liver; spleen or kidney of the animal
Fecalysis	Feces of the animal

Schedule of Availability of Service

Monday to Friday: 8:00 AM - 5:00 PM

Schedule of Fees

Please refer to the DA Administrative Order No. 25, Series of 2003: Revision of Schedule of Fees for Diagnostic Services Mandated by the Philippine Animal Health Center, Bureau of Animal Industry:

How to Avail of the Service

Step	Applicant/Customer	Office Activity	Duration of Activity	Person-In-Charge
1	Samples sent through courier (with proper label) For walk-in clients: Submit samples with the following information: Name of Client Date Submitted Kinds of Samples Location where samples were collected from	Accept and record samples with proper documentation	3 minutes	Dr. Florentino Adame or Dr. Gilbert Rabara or Ms. Margarita Quinzon
2		Proper storage of the samples without proper documentation	3 minutes	Ms. Margarita Quinzon
3		Verify the submitted sample and information indicated in the form	5 minutes	Dr. Florentino Adame or Dr. Gilbert Rabara
4		Processing of the specimen	2 hours (for frozen specimen)	Ms. Margarita Quinzon or Mr. Ariel Balolong
5		Examination of Specimen: a. Rabies b. Necropsy Large Animals Smal Animals c. Parasitic Examination Gastro-intestinal Blood d. Anti-Microbial Sensitivity Test	20-25 minutes 1-2 hours 30 minutes -1 hour 30 minutes 15 minutes 5 days 3 minutes	Dr. Florentino Adame or Dr. Gilbert Rabara Dr. Florentino Adame or Dr. Gilbert Rabara Mr. Ariel Balolong
6	Secure Order of Payment	Accept the payment and Issuance of OR	4 minutes	Ms. Margarita Quinzon
7	Pay the corresponding fees at the Cashiering Unit	Preparation & completion of examination result	10 minutes	Dr. Florante Adame Dr. Gilbert Rabara
8	Obtain Test Results	Release laboratory result	3 minutes	Mr. Ariel Balolong

END OF TRANSACTION

Clients' Rights

1. For an accurate and immediate result depending on the laboratory test done.
2. To submit the same specimen to other laboratories for obtaining confirmatory diagnosis.
3. To avail of re-examination of the specimen within a month after first examination.

Clients' Responsibilities

1. Clients must observe proper labeling, storage and transporting of specimen/sample
2. Clients must tell the truth during interview and history taking
3. Clients must consult physicians or veterinarians after knowing the result of examination
4. Must claim/receive the result of laboratory examination and must pay the examination fees.
5. Clients should keep laboratory results for future reference.
6. Clients must report to concerned authorities cases of zoonotic animal diseases that occurred in their farms or premises.

General Guidelines in the Collection and Submission of Specimen

1. Selection of animals or samples representative of the problem is the responsibility of the Veterinarian in the field. If the field Veterinarian should ask the owner to present his own samples or animals to the laboratory, the owner should be provided with a completed submission form.
2. Select specimens relevant to the problem under investigation.
3. Collect materials as early in the acute stage of the infection as soon as possible.
4. Preferably submit whole animals to the laboratory. If total necropsy is required, submit live animals so that autolysis does not hinder diagnosis. Pre-mortem clinicopathological test can be taken to supplement post-mortem findings. Dead animals should be submitted within six (6) hours following the death of the animal to prevent invasion of suspected tissue by saprophytic microorganisms. At least three animals should be submitted. In the case of chickens, 0 to 6 weeks of age, at least 6 are required.
5. If it is not convenient to submit whole animals, submit tissue samples relevant to the problem under investigation. Select fresh specimens. Collect materials as aseptically as possible even if they are not for microbiological test. If there is any doubt about what specimens to send, consult the laboratory.
6. Identify the sample clearly. Identify each sample on container, not on the stopper or cap.
7. Adequate cooling of fresh material is absolutely essential. The inclusion of ice or coolant packs in all boxes containing fresh tissues is strongly urged. This is particularly important with specimens for microbiological tests, but is also valuable for fresh materials. Frozen tissues are suitable for virology chemistry, and most bacteriology but are not suitable for histopathology for parasitology. Only if the specimens are likely to take more than 24 hours to reach the laboratory is it necessary, or desirable, to freeze the specimens and send them in state. For fixed tissues, indicate the type of fixative.
8. Materials sent by public transport must be properly packed. Disposable plastic or glass containers are recommended for use whenever possible. Avoid using plastic bags for any specimen; they often leak and are pervious to bacteria.

Complaints & Feedback

Customers can get the Citizen Feedback Form from the Public Assistance Desk, accomplish and forward it to the Office of the Regional Director or drop in the suggestion box at the Public Assistance Desk.

FEED ANALYSIS

REGIONAL FEED LABORATORY

Aguila Road, Sevilla Norte, City of San Fernando, La Union

Tel No. (072) 242-1045; (072) 242-1046 loc. 31

Service Head: Ms. Aileen Millare, Chemist II

About the Service

Feed Analysis is performed to determine the percentage contents of the feed as to crude protein, crude fats, crude fiber, moisture and ash to establish the acceptability of the feed formulation relative to the feeding requirements of animals.

Who May Avail of the Service

Clients of Feed Analysis can be individuals or groups of farmers, feed millers, students, researchers including personnel of other government and private agencies.

Requirements to be submitted

1. One (1) gram of feed sample with complete label
2. Duly filled-up form

Schedule of Availability of Service

Monday to Friday: 8:00 AM - 5:00 PM

Schedule of Fees

The fees to be paid depend upon the type of test requested to be performed on the soil sample are as follows:

Tests Performed	Amount (Pesos)
% Crude Protein	216.00
% Crude Fats	216.00
% Crude Fiber	240.00
% Moisture	120.00
% Ash	120.00

How to Avail of the Service

Step	Applicant/Customer	Soils Laboratory	Duration of Activity	Person-In-Charge
1	Submit at least 100 g. of feeds sample with a label containing the following: Name of Client Date Submitted Kinds of Samples Location where samples were collected from	Receive feed samples with complete label	3 minutes	Ms. Crisanta Karathra or Ms. Aileene Millare
2		Prepare the reagents	30 minutes	Ms. Aileene Millare or Ms. Crisanta Karathra
3		Grind the sample	5 minutes	Ms. Crisanta Karathra
4		Weight the sample	1 minute	Ms. Crisanta Arathra
5		Analyze the sample Crude Protein Crude Fats Crude Fiber % Moisture % Ash	2 days 1 day 2 days 1 day 1 day	Ms. Crisanta Arathra
6		Interpretation of Result Computation Evaluation Encoding	10 minutes 10 minutes 10 minutes	Ms. Crisanta Arathra
7	Secure Order of Payment	Approve results	10 minutes	Ms. Aileene Millare
8		Issue Order of Payment from the Accounting Section	3 minutes	Ms. Wilnor Micua
9	Pay the corresponding fee at the Cashiering Unit	Issuance of Official Receipt	4 minutes	Ms. Milagros Zamora
10	Obtain Test Results	Release the result; log out the document	3 minutes	Ms. Aileene Millare
END OF TRANSACTION				

Rights & Responsibilities

- Customers, except farmers for which the service is free, have the right to demand for official receipts when paying the fees being collected as in the case of students, researchers and those from other agencies.
- It is the responsibility of the clients to pay the corresponding fees charged for each test done and to claim the results as agreed upon, whether picked up or delivered.
- The laboratory reserves the right to reject samples that were not collected in accordance with standard sampling procedure.

Complaints & Feedback

Customers can get the Citizen Feedback Form from the Public Assistance Desk, accomplish and forward it to the Office of the Regional Director or drop in the suggestion box at the Public Assistance Desk.

ISSUANCE OF CERTIFICATE FOR LAND USE RECLASSIFICATION

REGIONAL TECHNICAL COMMITTEE ON LAND USE MATTERS

DEPARTMENT OF AGRICULTURE REGIONAL FIELD UNIT I

Tel No. (072) 10-45/46 loc. 13

RTeCLUM Secretariat: Ms. Erlinda F. Manipon; Saturnino S. Bautista

About the Service

The Issuance of Certificate for Land Use Reclassification is a pre-requisite in the processing and issuance of Land Use Conversion Certificate by the Department of Agrarian Reform.

The following landholdings are covered by the land use reclassification:

- a. agricultural areas to be converted to residential, commercial, industrial, institutional and other non-agricultural purposes;
- b. areas devoted to agricultural activities such as livestock, poultry, and fishpond, the effect of which is to exempt the land from CARP coverage;
- c. areas converted to non-agricultural uses other than that previously authorized; and
- d. those reclassified to residential, commercial, industrial, or other non-agricultural use on or after the effectivity of RA 6657 on June 15, 1988. For those reclassified prior to June 15, 1988, the guidelines of securing exemption clearance shall apply.

Who May Avail of the Service

- a. Owner of private agricultural lands or other persons duly authorized by the landowner;
- b. Government agencies, including government-owned or controlled corporations, and local government units, which own agricultural land as their patrimonial property.

Requirements (to be submitted in two sets in folders)

1. Letter of application for land use reclassification to DA Regional Executive Director (RED);
2. Sworn declaration for land use reclassification (DA LUR Form 1, available at the RTeCLUM Secretariat c/o Planning Division);
3. Proof of ownership - Photocopy of Original Certificate of Title (OCT) or Transfer of Certificate of Title (TCT) certified by the Register of Deeds not later than 30 days prior to filing;
4. Special Power of Attorney, if the petitioner is other than the landowner or Board Resolution signed by members if the owner is a corporation;
5. Sketch map, Vicinity map and Lot plan showing TCT No., Lot No., Area per TCT, and area applied for conversion, duly prepared by a licensed geodetic engineer and showing reference points for the identification of the property applied for conversion;
6. Certification from the Local Government Unit whether or not the locality where the land is located has become highly urbanized and will have greater economic value for commercial, industrial or residential purposes;
7. Recent 5R panoramic photograph of the area with captions (to be certified by a member of the RTeCLUM upon ocular inspection);
8. Certification from National Irrigation Administration (NIA) Provincial Office using LUC Form No. 4 whether or not the land is within the service of an irrigation system that is existing; scheduled for rehabilitation; or with firm funding commitment (signed by Regional Irrigation Manager if area is more than 5 hectares);
9. Certification from the Sugar Regulatory Administration (SRA);
10. Certification from the Philippine Coconut Authority (PCA) signed by Regional Manager;
11. Certification from Fiber Industry Development Authority (FIDA);
12. Certification from the Bureau of Fisheries and Aquatic Resources (BFAR); and
13. Zoning certification from Housing and Land Use Regulatory Board (HLURB) Regional Officer/Deputized Zoning Administrator identifying the specific land use of the subject land.

Schedule of Availability of Service

Monday to Friday: 8:00 AM - 5:00 PM

How to Avail of the Service

Step	Applicant/Customer	Office Activity	Duration of Activity	Person-In-Charge
1	Filing of application. Applicant submits documents for land reclassification in two (2) sets	Accept application and bring it to Office of the RED for recording.	5 minutes	Ms. Erlinda F. Manipon or Ms. Rebecca Quiambao
2		Receive and record the documents at the PMPDD and forward documents to RTeCLUM Secretariat	3 minutes	Ms. Rebecca Quiambao
3		Evaluate and verify completeness of documents submitted. The applicant is informed of the lacking document and folders are returned to the applicant, otherwise, applicant is required to pay the corresponding fee.	15 minutes	Ms. Erlinda F. Manipon or Mr. Saturnino S. Bautista
4	Payment of filing and inspection fees	Secure order of payment from Accounting Section.	5 minutes	Ms. Erlinda F. Manipon or Ms. Rebecca Quiambao
5	Pay to the Cashier and get official receipt (OR)	Photocopy OR (2 copies); attach each to the folders	2 minutes	Ms. Rebecca Quiambao or Mr. Arnel Copro
6		Field investogation/ocular inspection of the area.	0.5 to 1 day (site dependent)	Ms. Erlinda F. Manipon or Mr. Saturnino S. Bautista or Mr. Dennis de Guzman
7		Conduct field investigation of the area; collect samples for soil charcaterization.	10 minutes	Mr. Saturnino S. Bautista
8		Submit samples to Soils Lab for analysis.	2 hours	Mr. Saturnino S. Bautista
9		Prepare field investigation report. Encode the field report using the soil productivity criteria form and prepare report using LUR Form 3A. Forward report for signature by RTeCLUM Members	2 hours	Ms. Erlinda F. Manipon
			5 minutes	Ms. Erlinda F. Manipon
10		Sign LUR Form 3A - soil productivity criteria report - LUR Form 3A	5 days	Mr. Saturnino S. Bautista or Mr. Dennis de Guzman
			5 minutes	BSWM Representative, PCA and NIA Managers
11		Prepare endorsement letter and attach it to the Land Use Reclassification Folio (LURF)	2 minutes	Ms. Erlinda F. Manipon
12		Sign endoresement letter and LURF.	1 day	RED Valentino Perdido
13		Forward LURF to the NTeCLUM thru its Secretariat in BSWM, Quezon City	3 minutes	Ms. Erlinda F. Manipon or Mr. Saturnino Bautista
14		Deliberation of the application/ocular inspection of the area		NTeCLUM Secretariat
15		Submit findings and recommendation to the Office of the Secretary		NTeCLUM Secretariat
16		Action to the application is sent back to the NTeCLUM Secretariat		Office of the Secretary
17		Inform the applicant to get the original certificate or send it directly to the applicant/authorized representative		NTeCLUM Secretariat
18	Get the original Certificate from NTeCLUM Secretariat, BSWM, Quezon City		1 day	

LABORATORY SERVICES

Laboratory Services include Soil Analysis, Water Analysis, Special Assay Tests and Animal Disease Diagnostic and Animal Feed Laboratory Services.

SOIL ANALYSIS SERVICE

Regional Soils Laboratory

Aguila Road, Sevilla Norte, City of San Fernando, La Union

Tel No. (072) 242-1045; (072) 242-1046 loc. 26; Mobile: 0918-920-7243

Service Head: Ms. Juliana A. Calixto, Agricultural Center Chief III

About the Service

Soil Analysis is performed by the Soils Laboratory to analyze physical and chemical characteristics of soil so that the right kind of crops to be planted and the right kind of fertilizers to be applied during the cropping season are determined.

Who May Avail of the Service

Customers of Soil Analysis can be farmers or individual(s), students, researchers.

Requirements to be submitted

1. One (1) kg. air-dried soil sample with complete label
2. Duly filled-up request form

Schedule of Availability of Service

Monday to Friday: 8:00 AM - 5:00 PM

Schedule of Fees

The fees to be paid depend upon the type of test requested to be performed on the soil sample as follows:

Tests Performed	Amount (Pesos)
Available Phosphorous	150.00
Na (sodium)	50.00
K (potassium)	100.00
Ca (calcium)	150.00
Mg (magnesium)	150.00
Electrical Conductivity (EC)	100.00
pH	50.00
Percent Organic Matter	150.00
Soil Texture	200.00
Trace Elements	
Cu (Copper)	100.00
Zn (Zinc)	100.00
Mn (Manganese)	100.00
Fe (Iron)	100.00

How to Avail of the Service

Step	Applicant/Customer	Soils Laboratory	Duration of Activity	Person-In-Charge
1	Submit at least 1 kg of air-dried soil sample accompanied with a label with the following information: Name of Client: Address: Location of Sample: Date & Time of Sampling: Location of Service Area: Area Covered (hectares):	Accept and record the sample. Verify the sample through an interview	3 mins 3 mins	Ms. Leticia G. Romero or Mr. Conrado Fontanilla
		Processing the sample		
		1. Drying of Soil Samples	5 days (if the sample is wet)	Ms. Estrelita T. Matro Mr. Agustin N. Abat
		2. Pulverizing of Soil Samples	10 mins per sample	Mr. Agustin N. Abat Mr. Conrado Fontanilla
		3. Soil Testing		
		a. pH/EC	1 hour (for standing) 1 min. reading	Ms. Estrelita Matro
		b. %OM	30 mins	Mr. Agustin N. Abat Ms. Antonia M. Kuan or Ms. Leticia G. Romero Ms. Helen B. Salinas or Ms. Leticia G. Romero
		c. Available P	40 mins	
		d. Potassium	35 mins	
		e. Soil Texture	1 hr. per sample	Ms. Helen B. Salinas Ms. Leticia G. Romero
2	Secure order of payment from the Accounting Section	f. Trace Elements (Cu, Zn, Mg, Fe)	2 ¹ / ₂ hours	
		Compiling of Test Results	3 minutes per sample	Ms. Leticia G. Romero
		Interpretation of test results & recommendations	30 minutes	Ms. Leticia G. Romero or Ms. Juliana Calixto
		Inform the customer about the schedule of release of the test result	1 minute	Ms. Leticia G. Romero or Ms. Juliana Calixto
		Issuance of Order of Payment	5 minutes	Ms. Wilnor Micua
3	Pay the corresponding fee (for students, researchers, and other clients except for farmers)	Issuance of Official Receipt	5 minutes	Ms. Milagros V. Zamora
4	Get the copy of the test result/ analysis and acknowledge receipt thereof in the log book	Release the result	2 minutes	Ms. Juliana Calixto or Ms. Estrelita T. Matro or Ms. Leticia G. Romero
END OF TRANSACTION				

Rights & Responsibilities

1. Clients, except farmers for which the service is free, have the right to demand for official receipts when paying the fees being collected as in the case of students, researchers and those from other agencies.
2. It is the responsibility of the clients to pay the corresponding fees charged for each test done and to claim the results as agreed upon, whether picked up or delivered.
3. The laboratory reserves the right to reject samples that were not collected in accordance with standard sampling procedures.

Complaints & Feedback

Customers can get the Citizen Feedback Form from the Public Assistance Desk, accomplish and forward it to the Office of the Regional Director.

ANIMAL DISEASE DIAGNOSTIC SERVICE

REGIONAL ANIMAL DISEASE DIAGNOSTIC LABORATORY (RADDL)

Tebag, Sta. Barbara, Pangasinan

Tel No. (075) 523-3928

Mobile: 0920-953-0278

Service Head: **Dr. Gilbert D. Rabara**

About the Service

RADDL offers laboratoy testing/analysis for diagnosis of Animal Diseases.

Who may avail of the Service

Non-Government: Farm owners (backyard/commercial), livestock and poultry producers, companiion animal owners, private schools

Government: LGUs, SUCs

Requirements to be brought or submitted and schedule of fees

Tests Performed	Requirements to be Brought or Submitted	Amount (Pesos)
Rabies Test	Dog’s head frozen or chilled	Free
Caprine Arthritis Encephalitis	Serum samples-at least 1 ml	P300.00/sample
RPT Bruellosis Test	Serum samples-at least 1 ml	P150.00/sample
Hog Cholera Test	Serum samples-at least 1 ml	P300.00/sample
RPT Salmonella Pollurum Test	Serum samples-at least 1 ml	P150.00/sample
Newcastle Disease HAI Test	Serum samples-at least 1 ml	P75.00/sample
Bacterial Isolation & Identification	Freshly packed in separate and individual sterile containers, 1-2 square inch with coolant	P250.00/sample
Antibiotic Sensitivity Test	Product of Bacterial Isolation	P150.00/organism
Water Analysis (Coliform Test)	500 ml-1 liter	P300.00/sample
Gross Pathology (Necropsy) Test	Live or dead animals not more than 6 hours from the time of death	
Poultry: Up to 8 weeks old Over 8 weeks old		P50.00/head P75.00/head
Swine: Up to 8 weeks old Over 8 weeks old		P100.00/head P75.00/head
Sow/Boar Cattle/Carabao/Horse		P200.00/head P300.00/head
Fecalysis		
Floatation	20 grams Freshly collected fecal sample packed in individual plastic container with coolant	P20.00/sample
Sedimentation		P25.00/sample

Note: Submission of samples for Bacterial Idenitification/Antibiotic Sensitivity Testing should be on Monday to Wednesday morning only.

How to Avail of the Service

Step	Applicant/Customer	Activity to be Performed	Duration of Activity	Office In-charge
1	Inquire of availability of desired laboratory examination service, cost, turn-around time, required sample quantity	Provide information on available examination services including cost, turnaround time and sample quantity requirement.	10 minutes	Laboratory Technologist/ Veterinarian
2	Fill up Laboratory Examination Request Form (LERF)	Assist client on filling up LERF (client information, sample description, test requested, etc.).	10 minutes	Laboratory Technologist/ Veterinarian
3	Submit sample, determine the total amount of fees, and inquire date of release of clinical laboratory report	Receive and inspect the samples, assess laboratory fee based on the schedule of fees and issue claim stub to client.	15 minutes	Laboratory Technologist/ Veterinarian
4	Wait for the release of test result. Client is requested to call if result is available for release	Perform the laboratory test/examination and shall observe the standard turn-around time per test. Rabies test Caprine Arthritis Encephalitis (CAE) Test Hog Cholera Test Salmonella Pollurum Test HA-HI Newcastle Disease Bacterial Isolation/ Identification (BI) Antibiotic Sensitivity Test (AST) Water Analysis (Coliform) Necropsy Test Fecalysis	 2 working days 5 working days 5 working days 5 working days 5 working days 5 working days 5 working days 5 working days 3 working days 5 working days 5 working days	Laboratory Technologist/ Veterinarian
5		Prepare clinical laboratory report	10 minutes	Veterinarian
6	Present the claim stub to get the result	Prepare statement of account	10 minutes	Laboratory Technologist/ Veterinarian
7	Pay corresponding fee	Received payment and issue Official Receipt (OR)	10 minutes	Authorized Collection Officer
8	Present Official Receipt (OR) and get the tes result	Release the test result to client and provide Client Satisfaction Feedback (CSF)	5 minutes	Laboratory Technologist
9	Fill-up Client Satisfaction Feedback Form			
END OF TRANSACTION				

LABORATORY TESTING SERVICES FOR SOIL & FERTILIZER ANALYSES

REGIONAL SOILS LABORATORY (RSL)

Tebag, Sta. Barbara, Pangasinan

Mobile: 0929-851-9692

Service Head: **Ms. Consuelo N. Belarmino**

About the Service

These laboratory tests are performed to aid research undertakings.

Who may avail of the Service

Farmers, students (academe), researchers, in-house, other government agencies; private individuals/groups.

Schedule of fees:

Tests Performed		Amount (Pesos)
Available Phosphorous (P)		250.00
Total Phosphorous (P)		200.00
Available Potassium(K)		160.00
Total Potassium (K)		160.00
% Organic Matter (OM)		250.00
Total Nitrogen (N)		250.00
Electrical Conductivity (EC)		160.00
pH		100.00
Soil Texture		100.00
Copper (Cu)		160.00
Zinc (Zn)		160.00
Manganese (Mn)		160.00
Iron (Fe)		160.00

Note: Please allow two weeks (10 working days) as provided by law) for the release of the results. Samples are air dried and analyzed in batch. Usually, the number of samples and the kind of analysis dictates the length of time. Our laboratory staff will inform the customer if the two-week allowance is not attainable based on the samples submitted and the kind of analysis required.

LABORATORY TESTING SERVICES

REGIONAL FEED CHEMICAL ANALYSIS LABORATORY (RFCAL)

Tebag, Sta. Barbara, Pangasinan

Mobile: 0929-851-9692

Service Head: **Ms. Consuelo N. Belarmino**

About the Service

Laboratory services includes laboratory testing and other technical services being offered by the Integrated Laboratories Division-RFCAL to their clients.

Who may avail of the Service

Client of feed analysis can be individuals or groups of farmers , feedmillers, students, researchers including personnel of other government and private agencies.

Requirements to be brought or submitted and schedule of fees

Clients of feed analysis are required to submit at least 250 grams feed samples.

How to Avail of the Service (Laboratory Testing Services)

Step	Applicant/Customer	Activity to be Performed	Duration of Activity	Office In-charge
1	Inquire of availability of desired laboratory examination service, cost, turn-around time, required sample quantity	Provide information on available testing services including cost, turnaround time and sample quantity requirement.	10 minutes	K.B. Bergonio/ E.T. Matro
2	Fill up Testing Application Form (TAF)	Assist client on filling up TAF (client information, sample description, test requested, etc.).	10 minutes	K.B. Bergonio/ E.T. Matro
3	Submit sample, determine the total amount of fees, and inquire date of release of test results	Verify total cost to be paid Inform date of release of test results Inspect sample (quantity, type of sample, sample condition, and its suitability for laboratory testing) Receive, accept and code sample	15 minutes	K.B. Bergonio/ E.T. Matro
4	Pay total cost of laboratory testing	Prepare statement of account (SOA) Prepare Official Receipt (OR)	10 minutes 10 minutes	K.B. Bergonio Michael Ignacio
5	Wait for the testing result (Refer to the date of release)	Prepare and process sample for analysis Conduct laboratory analysis Process raw data and verify; report testing result Review and release testing result	Depends on the sample and test requested (5-30 days)	K.B. Bergonio/ E.T. Matro K. B. Bergonio K.B. Bergonio
6	Claim test report (present OR)	Verify receipt and release test report	10 minutes	K.B. Bergonio/ E.T. Matro
7	Fill-up Client Satisfaction Feedback Form	Provide Client Satisfaction Feedback (CSF)	5 minutes	
END OF TRANSACTION				

How to Avail of the Service (Laboratory Testing Services)

Step	Applicant/Customer	Activity to be Performed	Duration of Activity	Office In-charge
1	Inquire of availability of desired technical services	Provide information on available technical services including requirements	10 minutes	Chemist/Lab Technician/Aide/RFTL
2	Submit letter of request indicating desired technical services (Adressed to the Regional Executive Director)	Acts on the request by screening the type of request (seminar, training, or briefing/orientation with special lecture)	within 5 days upon receipt of request letter with remarks by RED	Office of the RED
3	Wait for response	Give instruction to concerned personnel on letter reply Coordinate with the requesting party regarding the schedule of activities including the needs for the desired technical services with the concerned personnel. Prepare a reply letter depending on the approval or disapproval of request. The RED approves or disapproves request. Send a letter reply to the requesting party		Office of the RED RFCAL RFCAL & ORED RFCAL & ORED
4	If seminar/lecture: Prepare needed equipment (e.g. LCD, computer, etc. Fetch and ferry resource person to venue of lecture/seminar If laboratory analysis/On-the-Job training Complete specified requirement (waiver, etc.) Attend training	Prepare presentation/lecture Conduct lecture/seminar Prepare training course activities Verify submitted requirements		RFCAL RFCAL RFCAL RFCAL
5	Fill up CSF			RCAL
END OF TRANSACTION				

LABORATORY TESTING SERVICES FOR SOIL & FERTILIZER ANALYSES

REGIONAL SOILS LABORATORY (RSL)

Tebag, Sta. Barbara, Pangasinan

Mobile: 0929-851-9692

Service Head: **Ms. Consuelo N. Belarmino**

About the Service

These laboratory tests are performed to aid research undertakings.

Who may avail of the Service

Farmers, students (academe), researchers, in-house, other government agencies; private individuals/groups.

Schedule of fees:

Tests Performed		Amount (Pesos)
Available Phosphorous (P)		250.00
Total Phosphorous (P)		200.00
Available Potassium(K)		160.00
Total Potassium (K)		160.00
% Organic Matter (OM)		250.00
Total Nitrogen (N)		250.00
Electrical Conductivity (EC)		160.00
pH		100.00
Soil Texture		100.00
Copper (Cu)		160.00
Zinc (Zn)		160.00
Manganese (Mn)		160.00
Iron (Fe)		160.00

Note: Please allow two weeks (10 working days) as provided by law) for the release of the results. Samples are air dried and analyzed in batch. Usually, the number of samples and the kind of analysis dictates the length of time. Our laboratory staff will inform the customer if the two-week allowance is not attainable based on the samples submitted and the kind of analysis required.

How to Avail of the Service

Step	Applicant/Customer	Activity to be Performed	Duration of Activity	Office In-charge
1	Inquire of availability of desired laboratory testing service. Fill up Laboratory Testing Application Form (LTAF). Submit samples for analyses.	Provide information on available examination services including cost, turnaround time and sample quantity requirement.	10 minutes	Laboratory staff assist customer on filling up LTAF (client info, sample description, test requested, etc.
		Receive inspect and code samples	15 minutes	Laboratory staff
			samples are prepared and analyzed in the laboratory (2 weeks to 1 month depending on the complexity of request	
2	Submit filled up forms and determine the total amount of fees	Issue claim stub for date to claim results (normally two weeks to one month depending on the number and complexity of analysis) and Statement of Account.	15 minutes	Laboratory staff For in-house customers (DA-RFO I Field Operations & R&D Divisiobn) farmers and LGUs laboratory testing is free.\
3	Pay the cost of analyses	Issue order of payment	10 minutes	Accounting
		Issue Official Receipt (OR)	10 minutes	Cashier
4	Client test report (present OR and Claim Stub)	Issue laboratory results to customer	5 minutes	Laboratory staff
	Fill up Customer Satisfaction Feedback Form	Provide Customer Satsifaction Feedback Form		
END OF TRANSACTION				

PROVISION OF BIOCONTROL AGENTS

REGIONAL CROP PROTECTION CENTER (RCPC)

Tebag, Sta. Barbara, Pangasinan

Mobile: 0929-851-9692

Service Head: **Ms. Consuelo N. Belarmino**

How to Avail of the Service

Step	Applicant/Customer	Activity to be Performed	Duration of Activity	Office In-charge
1	Inquire of availability of Biological Control Agent (BCA): required quantity	Provide information on available BCAs, quantity requirement, etc.	10 minutes	Marivic Begonia/ A.K. Castillo/ L.B.Inso
2	Fill up Biological Control Agent Request Form	Assist client on filling up BCARF (client information, location, crop, area, etc.)	10 minutes	A.K. Castillo/ L.B. Inso
3	Submit BCARF and inquire date of release of BCA	Inform date of release of BCA	10 minutes	A.K. Castillo/ L.B. Inso
4	Wait for the preparation and packing of BCA (Refer to the date of release)	Prepare and pack the BCA Conduct of quality control of BCAs Packing of BCAs - <i>Metarhizium anisoplaie</i> - <i>Trichogramma sp.</i> - Earwig	21 working days 3-5 working days	L.B. Inso A.K. Castillo
5	Claim requested BCA	Verify receipt and release BCAs	5 minutes	A.K. Castillo/ L.B. Inso
	Fill up CSF Form	Provide CSF to client	5 minutes	
END OF TRANSACTION				

How to Avail of the Service

Step	Applicant/Customer	Soils Laboratory	Duration of Activity	Person-In-Charge
1	For fertilizer analysis. Submit at least 1 kilogram of fertilizer placed in a moisture-proof plastic container with a label indicating: Name of Client: Address: For plant tissue analysis. 1 kilogram sample of the plant must be submitted with a label indicating: Name of Client: Age of Plant: Sign(s)/Symptoms in the Plant: (Nutritional Disorder) Stage of Growth (for nutrient uptake of plant): Whole plant (for total uptake) Site of Farm:	Receive the samples & attach laboratory label	5 minutes	Ms. Grace S. Villanueva
		Receive the samples & attach laboratory label	5 minutes	Ms. Grace S. Villanueva or Ms. Crisanta Karathra
		Wash and dry samples	1 day	Ms. Grace S. Villanueva or Ms. Crisanta Karathra
		Oven dry, grind samples	2 days	Ms. Grace S. Villanueva or Ms. Crisanta Karathra
		Analysis of percentage moisture, total NPK content, trace elements	5 days	Ms. Grace S. Villanueva or Ms. Cristina Karathra
2		Interpretation & compilation of results	1 day	Ms. Grace Villanueva
3	Secure Order of Payment	Issue Order of Payment from the Accounting Section	5 minutes	Ms. Wilnor Micua
4	Pay the corresponding fee at the Cashiering Unit	Issuance of Official Receipt	5 minutes	Milagros V. Zamora
5	Obtain Test Results	Release the Test Results; log-out the document		Ms. Grace S. Villanueva
END OF TRANSACTION				

SPECIAL ASSAY TEST

Regional Soils Laboratory

Aguila Road, Sevilla Norte, City of San Fernando, La Union

Tel No. (072) 242-1045; (072) 242-1046 loc. 26; Mobile: 0918-920-7243

Service Head: Ms. Juliana A. Calixto, Agricultural Center Chief III

About the Service

The Special Assay Tests performed are Plant Tissue Analysis and Fertilizer Analysis to aid research undertakings particularly those involving the determination of NPK contents of fertilizer.

Who May Avail of the Service

Clients of Special Assay Tests can be individuals or groups of farmers, students, researchers.

Requirements to be submitted

1. One (1) kg. of fertilizer sample or fresh/dried plant tissue sample
2. Duly filled-up request form

Schedule of Availability of Service

Monday to Friday: 8:00 AM - 5:00 PM

Schedule of Fees

The fees to be paid depend upon the type of test requested to be performed on the soil sample are as follows:

Tests Performed	Amount (Pesos)
Total N (Nitrogen)	150.00
Total P ₂ O ₅	200.00
Total K ₂ O	150.00
Cu (Copper)	100.00
Zn (Zinc)	100.00
Mn (Manganese)	100.00
Fe (Iron)	100.00

Rights & Responsibilities

1. Customers, except farmers for which the service is free, have the right to demand for official receipts when paying the fees being collected as in the case of students, researchers and those from other agencies.
2. It is the responsibility of the clients to pay the corresponding fees charged for each test done and to claim the results as agreed upon, whether picked up or delivered.
3. The laboratory reserves the right to reject samples that were not collected in accordance with standard sampling procedure.

Complaints & Feedback

Customers can get the Citizen Feedback Form from the Public Assistance Desk, accomplish and forward it to the Office of the Regional Director or drop in the suggestion box at the Public Assistance Desk.

WATER ANALYSIS FOR IRRIGATION SUITABILITY TEST

Regional Soils Laboratory

Aguila Road, Sevilla Norte, City of San Fernando, La Union
Tel No. (072) 242-1045; (072) 242-1046 loc. 26; Mobile: 0918-920-7243
Service Head: Ms. Juliana A. Calixto, Agricultural Center Chief III

About the Service

Water analysis is performed to determine water suitability for irrigation or other purposes.

Who May Avail of the Service

Clients of Water Analysis can be individuals or groups of farmers, students, researchers.

Requirements to be submitted

- 1. One (1) liter of water indicating the location where water was collected from, date and time of collection, weather condition at the time of collection and the physical appearance of water when it was collected.
- 2. Duly filled-up request form

Schedule of Availability of Service

Monday to Friday: 8:00 AM - 5:00 PM

Schedule of Fees

The fees to be paid depend upon the type of test requested to be performed on the soil sample are as follows:

Tests Performed	Amount (Pesos)
pH	50.00
Electrical Conductivity	100.00
Na (Sodium)	150.00
K (Potassium)	150.00
Ca (Calcium)	150.00
Mg (Magnesium)	150.00
Bicarbonate	150.00
Carbonate	150.00
Sulfate	150.00
Chloride	150.00
Trace Elements	
Cu (Copper)	100.00
Zn (Zinc)	100.00
Mn (Manganese)	100.00
Fe (Iron)	100.00

How to Avail of the Service

Step	Applicant/Customer	Soils Laboratory	Duration of Activity	Person-In-Charge
1	Submit one (1) liter of water sample, properly labeled indicating a. location where water sample was taken b. date & time of collection c. weather condition at the time of collection d. physical appearance of the water when it was collected	Accept the sample and verify completeness of information on the accompanying label.	5 minutes	Ms. Helen Salinas
2		Analysis of water sample		Ms. Helen Salinas
		Electrical Conductivity Test	5 minutes	
		Carbonate & Bicarbonate Potassium Test	5 minutes	
		Sulfate Test	5 minutes	
		Trace Elements: Copper Zinc Manganese Iron	45 minutes	
3		Computation, compilation of results	1/2 day	Ms. Helen Salinas
4		Encoding	10 minutes	Mr. Rolando Ballecer
5		Approval of Result	5 minutes	Ms. Juliana Calixto
6		Interpretation of Result	10 minutes	Ms. Juliana Calixto or Ms. Helen Salinas
7	Secure Order of Payment	Issue Order of Payment from the Accounting Section	5 minutes	Ms. Wilnor Micua
8	Pay the corresponding fee at the Cashiering Unit	Issuance of Official Receipt	5 minutes	Ms. Milagros Zamora
9	Obtain Test Results	Release the result; log out the document	2 minutes	Ms. Helen Salinas
END OF TRANSACTION				

Rights & Responsibilities

1. Customers, except farmers for which the service is free, have the right to demand for official receipts when paying the fees being collected as in the case of students, researchers and those from other agencies.
2. It is the responsibility of the clients to pay the corresponding fees charged for each test done and to claim the results as agreed upon, whether picked up or delivered.
3. The laboratory reserves the right to reject samples that were not collected in accordance with standard sampling procedure.

Complaints & Feedback

Customers can get the Citizen Feedback Form from the Public Assistance Desk, accomplish and forward it to the Office of the Regional Director or drop in the suggestion box at the Public Assistance Desk.