CITY GOVERNMENT OF MEYCAUAYAN

CITIZEN'S CHARTER

2026 (2ND EDITION)



Brgy. Saluysoy, City of Meycauayan, Bulacan
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OFFICE OF THE CITY AGRICULTURIST

External Services

1. Vegetable Seeds and Fertilizer Distribution

Vegetable seeds and fertilizer are distributed to various stakeholders to help households and community to plant and produce healthy foods.

Office or Division:	Office of the City Agriculturist
Classification:	Simple
Type of Transaction:	G2C – Government to Client
Who may avail:	Walk-in Clients, Barangays, Business Sector, Civil Society Organization, Religious Sector and Schools

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Request Form or Letter Request addressed to City Mayor for bulk request (1 Original Copy)	Office of the City Agriculturist To be provided by the client

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
WALKIN CLIENT				
1. Submit filled out request form to City Agriculturist's Office	1. Receive, Check and process the request.	None	10 minutes	Administrative Assistant II, Office of the City Agriculturist
BULK REQUEST				
1. Submit letter request to Office of the City Mayor for bulk request	1.1 Received Approved request. 1.2 Issue claim slip	None	2 working days	Administrative Aide III, Office of the City Mayor
2. Receive the request. or Present letter request with received stamp for bulk request on the scheduled date.	2. Prepare and release the item.	None	10 minutes	Administrative Assistant II, Office of the City Agriculturist
	TOTAL	**None**	**2 working day(s) and 20 minutes**	

2. Vegetable Seedlings Distribution

Vegetable seedlings are distributed to various stakeholders to help households and community to plant and produce healthy foods.

Office or Division:	Office of the City Agriculturist – Kariktan ng Meycauayan Eco – Park
Classification:	Simple
Type of Transaction:	G2C – Government to Client
Who may avail:	Walk-in Clients, Barangays, Business Sector, Civil Society Organization, Religious Sector and Schools

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Request Form or Letter Request addressed to City Mayor for bulk request (1 Original Copy)	Office of the City Agriculturist – Kariktan ng Meycauayan Eco – Park To be provided by the client

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Submit filled out request form to City Agriculturist's Office or 1. Submit letter request to Office of the City Mayor for bulk request.	1. Receive, Check and process the request. Forwarded letter to Office the City Mayor for approval.	None None	10 minutes 2 working days	Farm Worker I, Office of the City Agriculturist Administrative Aide III, City Agriculturist's Office
2. Receive the request. or Present letter request with received stamp for bulk request on the scheduled date.	1. Prepare and release the item.	None	10 minutes	Farm Worker I, Office of the City Agriculturist
	TOTAL	**None**	**2 working day(s) and 20 minutes**	

3. Seminar and Training for Urban Gardening and Other Topic Related to Agri – Aqua Production Implementation

Conduct seminar and training to requesting stakeholders related to agri – aqua production.

Office or Division:	Office of the City Agriculturist
Classification:	Simple
Type of Transaction:	G2C – Government to Client
Who may avail:	Barangays, Business Sector, Civic Society Organization, Religious Sector and Schools

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Letter Request addressed to City Mayor (Two Original Copies)	To be provided by client

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Submit Letter Request to the Office of the City Mayor, 4th Floor City Hall -Saluysoy	Receive and forward to the City Mayor for approval.	None	2 working days	Administrative Aide III, Office of the City Mayor
	Assess request and inform client on the scheduled date upon receipt of the approved letter request from Office of the City Mayor.	None	10 minutes	Acting City Agriculturist, Office of the City Agriculturist
	TOTAL	**None**	**2 working days and 10 minutes**	

4. Issuance of Certificate for Land Reclassification

Requesting clients who purchased agricultural land for conversion to industrial use are issued certificate of land reclassification.

Office or Division:	Office of the City Agriculturist
Classification:	Complex
Type of Transaction:	G2C – Government to Client
Who may avail:	Business Clients

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Tax Declaration (Certified Copy)	Office of the City Assessor
Tax Clearance	Office of the City Treasurer
Land Title (Certified Copy)	Registry of Deeds (Iba, City of Meycauayan, Bulacan)
Letter request addressed to the City Mayor (Two Original Copies)	To be provided by client
Site Zoning Certification	Office of the City Urban Planning and Development Officer
Location/ Vicinity / Google Map	To be provided by client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request with complete documents to the Office of the City Mayor.	Receive and forward to the City Mayor for approval.	None	2 working days	Administrative Aide III, Office of the City Mayor
	Assess request and schedule ocular inspection and inform client on the scheduled date upon receipt of the approved letter request from Office of the City Mayor.	None	2 working days	City Agricultural Officer, Office of the City Agriculturist
2. Attend on the inspection on the scheduled date.	Conduct ocular inspection and inform the client on the date of the release of requested certification.	None	3 hours (Inspection) 2 working days (release date)	City Agricultural Officer, Office of the City Agriculturist Acting City Agriculturist, Office of the City Agriculturist

	Prepare certificate for approval	None	30 minutes	City Agricultural Officer, Office of the City Agriculturist Acting City Agriculturist, Office of the City Agriculturist
3. Receive the certificate and sign in the logbook	Release the certificate	None	10 minutes	City Agricultural Officer, Office of the City Agriculturist
	TOTAL	**None**	**6 working days and 3 hours and 40 minutes**	