



# **CITY AGRICULTURIST'S OFFICE**

CITIZEN'S CHARTER  
2026 Edition



## **I. Mandate:**

Under Article XII, Section 482 of RA 7160, the City Agriculturist is tasked to lead the city's agricultural services by formulating measures and implementing approved plans and programs; providing technical assistance to the Mayor and Sanggunian; ensuring maximum support and access to resources for farmers, fisherfolk, and agri-entrepreneurs; conducting and disseminating location-specific research and appropriate technologies; assisting in establishing demonstration farms; enforcing agricultural and aquaculture laws; coordinating with government agencies and NGOs to enhance productivity; serving as frontline provider of agricultural services especially during disasters; and advising the local government on all matters that will improve agriculture, aquaculture, food security, and the livelihood of city residents.

## **Vision:**

Sustainable Agriculture and Fishery Production.

## **Mission:**

To endeavor in the improvement of the quality of life of farmers and fisherfolk thru increase in productivity and entrepreneurial enhancement.

## **I. Service Pledge:**

We, the General Santos City Government Officials and Employees, commit to:

- Guide** you in your transactions with us through our Citizen's Charter;
- Eliminate** delays in transaction;
- Nurture** our public image by not "fixing" nor involving in graft and Corruption;
- Establish** transparency in all transactions;
- Review** and improve our processes and systems to serve you better;
- Act** on your queries, suggestions, complaints and commendations, immediately;
- Live** up to our service standards to cater to your needs;
- Attend** to all applicants or requesting parties who are within the premises of the office prior to the end of official working hours and during lunch break.
- Satisfy**, even exceed, your reasonable expectations of the services that we provide; and



## II. CITY QUALITY POLICY

We, the Local Government of General Santos City, aspire to be globally competitive while enhancing the quality of life of our citizens towards a sustainable future.

We are committed to providing quality services to all members of our society.

We shall continually strive to improve our city, our people and our services while we foster the rule of law and equal opportunity for all.

### LIST OF SERVICES

Name of Services	Page Number
<b>A. DEMONSTRATION DIVISION</b>	
A.1 Fruit Tree Seedlings	<b>5</b>
<b>B. FISHERIES DIVISION</b>	
B.1 Inspection for Fishing Gear and Aquaculture License/Permit Issuance	<b>7</b>
B.2 Boat Admeasurement	<b>9</b>
B.3 Auxiliary Invoice	<b>11</b>
<b>C. SOIL AND OTHER LABORATORIES DIVISION</b>	
C.1 Metarhizium Anisoplae	<b>13</b>
C.2 Soil Analysis	<b>15</b>
C.3 Trichoderma	<b>18</b>
<b>D. TECHNICAL DIVISION</b>	
D. 1 Assorted Vegetable Seeds	<b>20</b>
<b>E. CROSS-CUTTING</b>	
E.1 Technical Resource Person	<b>22</b>
E. 2 Various Agricultural and Fishery Data	<b>24</b>
E. 3 Certification (BonafideFarmer/Fisherfolk-RSBSA Registered)	<b>29</b>



# **CITY AGRICULTURIST'S OFFICE**

External Services



## C.2 Soil Analysis

This service provides soil testing to determine the soil condition and nutrient status. The results help clients understand soil quality and guide appropriate fertilizer use, supporting better crop production and sustainable agricultural practices.

<b>Office or Division</b>	City Agriculturist's Office – Soils and Other Laboratories Division			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2C, G2G, G2B			
<b>Who may avail</b>	Farmers, Government Agencies, Private Sector, Researchers and Walk-in Clients.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
a. Composite Soil Sample		Client		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Fill-out Visitor's Logbook	1.1 Provides the logbook to the client.	None	2 minutes	PACD In-charge (Soil Laboratory)
2. Present soil sample.	2.1 Checks the sample/s provided by the client.  2.2 If the sample/s is/are unacceptable, informs the client and returns the sample/s.  2.3 If the sample/s is/are deemed acceptable, receives the sample/s.	None	15 minutes	PACD In-charge (Soil Laboratory)
3. Fill-out Soil Analysis Request Form ( SARF).	3.1 Checks the SARF for completeness of data provided by the client. If data is incomplete, the client should be interviewed	None	15 minutes	Administrative Aide III



	for additional information			
4. Pay at City Treasurer's Office	4.1 Issues a Tax Order of Payment (TOP).	P 5.00 for Soil Test Kit Method (STK) of Analysis  P15.00 for Chemical Method of Analysis	10 minutes	Administrative Aide III
5. Present Official Receipt (OR) and Tax Order of Payment (TOP).	5.1 Informs the client of the releasing schedule of the Soil Test Report (STR).	None	5 minutes	Administrative Aide III
6. Allow for the completion of the soil analysis. Soil Test Report shall be issued within the prescribed processing period.	6.1 Upon payment confirmation, assigns a laboratory number to the sample/s.  6.2 Conducts the soil analysis.  6.3 Records the result/s of analysis, and prepare a fertilizer recommendation as needed.  6.4 Prepares and signs Soil Test Report.	None	6 days	Administrative Aide III  Chemist I  Agriculturist II  Agriculturist II  Chemist I  Agricultural Center Chief II
7. Receive Soil Test Report (STR).	7.1 Provides AFES (Agri-Fishery Extension Service) Form to client  7.2 Instructs the client to sign the Received	None	10 minutes	Administrative Aide III  Administrative Aide III



	Copy of STR and releases the client's copy of STR.			
8. Fill-out Client Satisfaction Measurement Form (CSMF).	8.1 Facilitates filling-out of CSMF and collect thereafter.	None	5 minutes	Administrative Aide III
	<b>TOTAL</b>		<b>6 days, 1 hour and 2 minutes</b>	
<b>END OF TRANSACTION</b>				