

**Issuance of Certificate (as Bonafide Farmer)**

*Schedule of availability of service:*

- Monday to Friday, 8:00 a.m. – 5:00 p.m.

*Who may avail the service:*

- Any registered farmer/s of Infanta

*What are the requirements:*

- Barangay Certificate
- Community Tax Certificate (Cedula)

*Total Processing Time:*

- 17 minutes

*How to avail the service:*

Step	Client/Applicant	Service Provider	Transaction Time	Fees	Person/s Responsible
1	Proceed to the Office of the Municipal Agriculturist (OMA) and submit request for the issuance of certificate	Receive and review the requirements  Advise client to proceed to MTO for payment	5 minutes		Rosewinda Villanueva  Salve Labao
2	Proceed to Municipal Treasury Office and pay the corresponding fees	Prepare Certificate	10 minutes	P75.00	
3	Go back to OMA and present O.R.  Claim Certificate	Sign and issue certificate	2 minutes		Eda Mendoza