



Functional Chart

CITY AGRICULTURE OFFICE

City of Roxas

CITY GOVERNMENT DEPARTMENT HEAD 1 (CITY AGRICULTURIST)

- Formulate plans and programs for Agriculture and Fisheries Development Plan of the City;
- Supervises, coordinates and monitors the implementation of agricultural and fishery programs and projects;
- Participates and provides technical assistance to the agricultural council and City Development staff in the preparation and operation of the integrated development plans
- Propose/recommend trainings /seminars and staff development of CAO personnel

ADMINISTRATIVE SECTION	FISHERY SECTION	CROPS SECTION
Plans and supervises records management	Updating of Fishery/CRM Profile /Ordinances	Organization, development and strengthening of farmers association
Preparation of payrolls, vouchers and supporting documents	Resource Rehabilitation	Continuing information and education programs for farmers thru trainings, farmers field school, classes, symposium and meetings
Computes earned leave credits and facilitate application for leave filed by employees	Resource Monitoring	Field monitoring and evaluation
Preparation of Monthly accomplishment reports	Organization and Assistance to Fisherfolk Organizations	Provision of technical assistance/services to farmers: crop insurance, seed certification, land use certification, etc.
Acts as custodian of all records and office equipment	Capability Building of Fisherfolks	Linkages with coordinating agencies in carrying out agricultural programs and projects
Takes care of all computerized programs of the office	Technical Assistance for Alternative Livelihood	Updating of farmer's profile
Performs various software application required of clerical jobs	Networking and coordination with related agencies	
	Fishery Regulation :	
	Bantay Dagat Operation	
	Fisherfolk Registration	
	Licensing of Fishing Gears/Structures	
	Registration of Fishing Boats three(3) gross tons and below	
	Technical assistance services	
	Provision of training on aquaculture production, budget preparation and marketing.	
	Secretariat , City Council for Agriculture and Fisheries	