

9. Registration of Farmers and Fisherfolks on Registry System for Basic Sectors in Agriculture (RSBSA)

RSBSA is an electronic database containing basic information of farmers and fisherfolks, and members of DA-accredited farmer organizations (FOs) such as multipurpose cooperatives, irrigators' associations, and people's organizations.

Office/ Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Farmers and Fisherfolks
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Accomplished Ani at Kita RSBSA Form (2 original):</p> <p>Proof of land ownership/tenancy/lease, any of the following:</p> <ul style="list-style-type: none"> a. Certificate of Land Transfer b. Emancipation Patent c. Individual Certificate of Land Ownership Award (CLOA) d. Collective CLOA e. Co-ownership CLOA f. Agricultural sales patent g. Homestead patent h. Free patent i. Certificate of Title or Regular Title j. Certificate of Ancestral Domain Title k. Certificate of Ancestral Land Title l. Tax Declaration <p>In case of non-availability of any of the above-mentioned:</p> <ul style="list-style-type: none"> - Certification from the Barangay Chairman where the farm is located 	<p>Municipal Agriculture Office</p> <p>Land Owner Provincial Agrarian Reform Office Provincial Agrarian Reform Office</p> <p>Provincial Agrarian Reform Office Provincial Agrarian Reform Office Land Management Bureau Land Management Bureau Land Management Bureau Register of Deeds/Land Owner Register of Deeds/Land Owner Register of Deeds/Land Owner Municipal Assessors Office/Land Owner</p> <p>Barangay Chairman where the farm is located.</p>
<p>Government-issued ID (1 original, 1 photocopy)</p> <p>In case of non-availability of a government issued ID:</p> <ul style="list-style-type: none"> - Certification from the Barangay Chairman where the farmer resides 	<p>Client</p> <p>Barangay Chairman where the farmer resides</p>

(2"x2") recent ID pictures (2 original)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire information on the assistance needed	1. Provide information on the assistance needed	None	5 Minutes	<i>Agriculturist/Officer-of-the-day</i> Municipal Agriculture Office
2. Comply for an interview	2. Conduct an interview to accomplish the RSBSA form	None	10 Minutes	<i>Agriculturist/Officer-of-the-day</i> Municipal Agriculture Office
3. Present a valid ID and its photocopy, and submit 2x2 ID pictures	3. Check the ID and receive the photocopy and the ID pictures	None	5 Minutes	<i>Agriculturist/Officer-of-the-day</i> Municipal Agriculture Office
TOTAL:		None	20 Minutes	