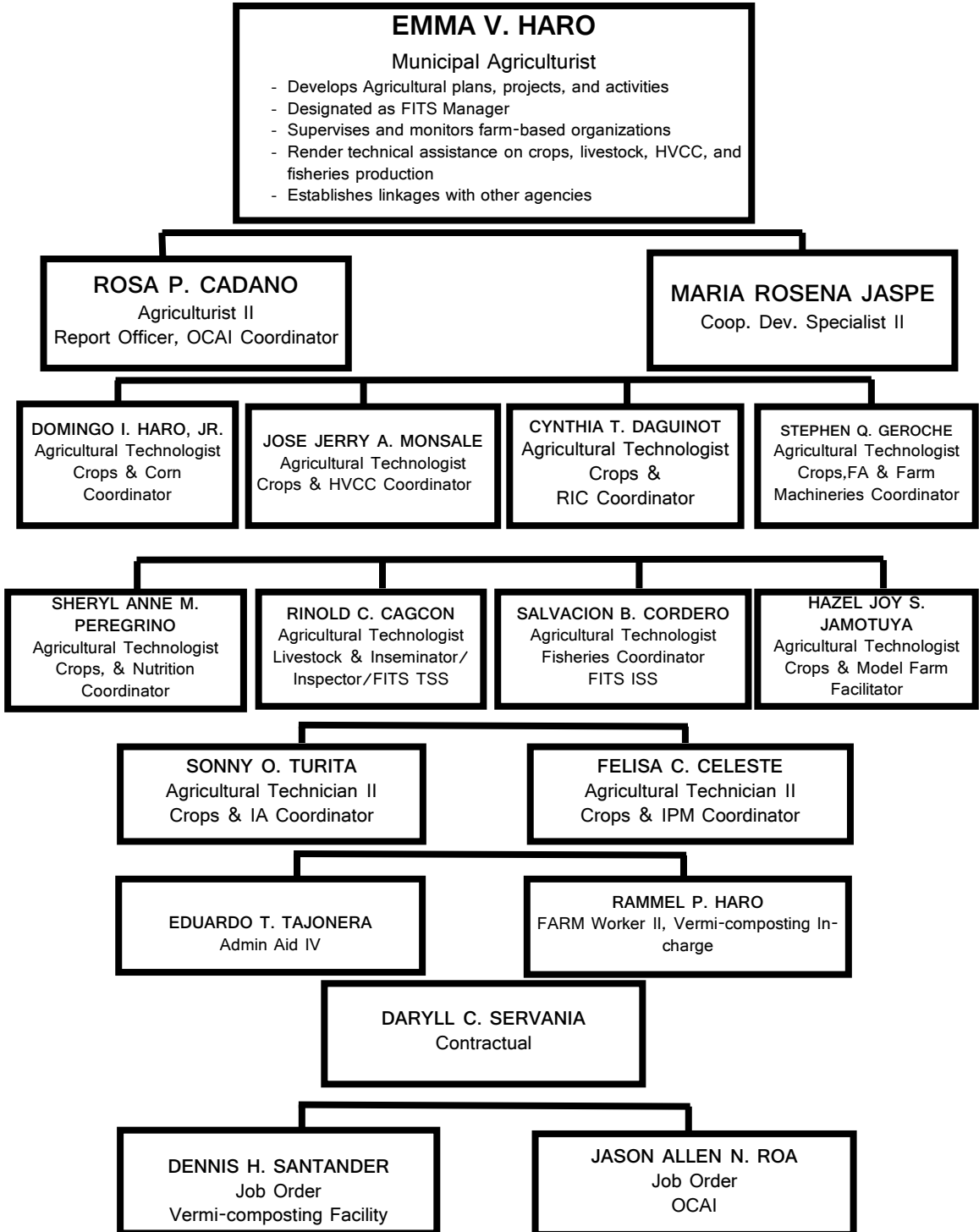


MANPOWER



EMMA V. HARO
Municipal Agriculturist

Supervises :

- 1 Agriculturist II
- 1 Municipal Coop. Dev. Specialist II
- 11 Crop Agricultural Technologists
- 1 Fisheries Agricultural Technologists
- 1 Livestock Agricultural technologist
- 2 Crop Agricultural Technician II
- 1 Farm Worker
- 1 Administrative Aide IV
- 1 Contractual
- 2 Job Hired

- 1. Conduct staff meetings.
- 2. Prepares agricultural plans, projects and activities
- 3. Designates as Manager of Oton Farmers Information and Technology Services Center (FITS).
- 4. Attends meetings, trainings and convention pertaining to agriculture.
- 5. Renders technical assistance on crop, livestock, fisheries and HVCC production
- 6. Supervises in the conduct of Demonstration trials on different sector.
- 7. Supervises the Municipal Nursery and Vermi-Composting facility.
- 8. Supervises and maintains farm-based organizations.
- 9. Establishes and maintains linkages with other government and non-government organizations.
- 10. Assists in the issuance of Fishery permits, license and livestock credentials.
- 11. Issues farmers certification.
- 12. Prepares and submits monthly accomplishment and other reports.
- 13. Perform such other duties and responsibilities assigned.

MARIA ROSENA M. JASPE
Municipal Cooperative Development Specialist II

- 1. Assists the CDA in the evaluation of any proposed cooperative's economic survey & requirements for registration.
- 2. Attends and conducts collection of annual reports and audited financial statements of cooperatives.
- 3. Responsible in the promotions and organizations of cooperatives.
- 4. Assists in the mediation and conciliation of disputes.
- 5. Assists in conducting a preliminary investigation through a committee jointly created by the LCE and CDA for violation of other provisions of the cooperatives.
- 6. Initiates and implements a program for cooperative promotions and development plan.
- 7. Prepares and submit reports.
- 8. Perform other duties and responsibilities assigned.

ROSA P. CADANO

Agriculturist II

1. Assists MA in preparation of agricultural plans.
2. Gathers and consolidate reports of MACO personnel to be submitted to LGU and Provincial Agriculture Office.
3. Technology Services Specialist of the Farmers Information and Technology Services Center (FITS).
4. Other functions refers to AT duties and responsibilities.
5. Prepares and submit monthly accomplishment and other reports.
6. Performs such other duties and responsibilities assigned.

AGRICULTURAL TECHNOLOGISTS:

1. Caridad S. Florencondia Crops and IPM Coordinator
2. Milagros O. Bilbao Crops & Pre-marital Counseling Coordinator (PMC)
3. Rosa P. Cadano Crops , IPM and Bantay Peste Coordinator
4. Domingo I. Haro Jr Crops & Corn Coordinator
5. Cynthia T. Daguinot Crops & FHRM Coordinator
6. Ben B. Olivares Crops
7. Jose Jerry Monsale Crops, HVCDP Coordinator
8. Stephen Q. Geroche Crops , FA & Mechanization Program Coordinator
9. Magdalena D. Sonora Crops and IPM Coordinator
10. Sheryl Anne M. Peregrino Crops, Nutrition, 4-H Club
11. Jocelyn G. Octavio Crops/Links Farm Coordinator

1. Renders technical assistance to farmers regarding crops, livestock & HVCC Production thru;
 - a. Farm and home visits at least once a week per area of coverage.
 - b. Conduct farmer's meeting & classes on different programs, projects & activities being implemented by the LGU and national agencies.
 - c. Conduct Demonstration Trials on rice and other crops.
 - d. Conduct and attend trainings and seminars related to agriculture.
2. Monitors the project and activities of the farmers.
3. Maintains and supervises the farm-based organizations.
4. Establish and maintain linkages with government and non-government organizations.
5. Conducts animal health management through deworming, vaccination & treatment.
6. Conducts branding of large animals.
7. Issues Farmers Certification.
8. Assists in the issuance of animal credentials.
9. Prepares and submits monthly accomplishment and other reports.
10. Performs such other duties and responsibilities assigned.

RINOLD C. CAGCON

Agricultural Technologist/ Livestock Inspector

1. *Renders technical assistance on livestock production*
2. *Conducts meeting, classes and trainings on livestock management and production.*
3. *Conducts animal health management thru vaccination, deworming and treatment.*
4. *Conducts branding of large animals.*
5. *Assists in issuance of animal certificate of ownership and transfer.*
6. *Monitors livestock and poultry projects in the municipality.*
7. *Conducts Artificial Insemination as requested.*
8. *Attends meetings, trainings/seminars and congress related to Livestock & Poultry.*
9. *Establishes linkages with other government and non-government organizations.*
10. *Prepares and submits monthly accomplishment and other reports.*
11. *Performs such other duties*

SALVACION B. CORDERO

Agricultural Technologist - Fisheries

1. *Formulate Fishery Development Plan*
2. *Supervise and monitor the FARMC, FOSFA and Fish Warden*
3. *Conduct and updates Fisherfolks, Fishing boat and gear registration.*
4. *Assist in the issuance of Fishery permits and license.*
5. *Renders technical assistance to inland and freshwater fishpond cooperatives*
6. *Conduct and assist fishery related trainings.*
7. *Establishes and maintains linkages to other government and non-government organizations.*
8. *Provides technical assistance to Coastal Resources Management and other environmental management programs and activities.*
9. *Prepares and submits monthly accomplishment reports.*
10. *Performs such other duties and responsibilities assigned.*

SONNY C. TURITA AND FELISA C. CELESTE

Agricultural Technician II

1. *Disseminates agricultural information to farmers, rural women and youth through the conduct of farm and home visits, meetings and trainings on improved farm practices to maximize productivity.*
2. *Formulates, coordinates and monitors the implementation of agricultural development plans, programs and projects.*
3. *Promotes, establishes and maintains farm-based organizations.*
4. *Conducts farmers trainings/seminars and location-specific agricultural researches or demonstration farm in order to disseminate information's on basic research on crops.*
5. *Establishes linkages with other government and non-government agencies.*
6. *Assist Agricultural Technologists on animal health management thru deworming and vaccination.*
7. *Submit monthly accomplishment and other reports.*
8. *Perform such other duties and responsibilities*

RAMMEL P. HARO

Farm Worker II

1. Supervise and maintains the composting facilities for vermi-compost production and Municipal Nursery for seedlings/planting materials production.
2. Keep records of vermi-compost production.
3. Assist the Agricultural Technologist for the production of Herbal/Medicinal plants.
4. Prepares and submit accomplishment reports.
5. Perform such other duties and responsibilities assigned.

EDUARDO T. TAJONERA

Administrative Aide IV

1. Keep the Municipal Agriculture and Cooperative Office, FITS Center, Farmers Training Center clean and orderly.
2. Production of seedlings thru bagging and planting of assorted plant seeds.
3. Performs such other duties and responsibilities assigned.

DENNIS H. SANTANDER

Job Hire (Laborer)

1. Keep the Vermi-composting facility clean and orderly.
2. Hauling of materials and watering of vermi beds.
3. Bagging and planting of assorted plant seeds.
4. Sifting and bagging of vermi-compost.
5. Performs such other duties and responsibilities assigned.

JASON ALLEN N. ROA

(Oton Cutflower Association, Inc.)

Maintain the landscaping of municipal plaza, grounds and market areas.
Watering and weeding of the landscape areas specifically on the plant boxes.
Maintain the cleanliness of the Municipal plaza, lagoon and market (plant boxes)
Trimming, pruning and re-planting of plants.
Perform such other duties and responsibilities assigned.