

External Services

1. ASSISTANCE TO CLIENTS AVAILING THE SERVICES

Office or Division:	City Agriculture Office			
Classification:	Simple Transaction			
Type of Transaction:	Government to Client			
Who may avail:	Farmers, Fisher folks, Schools, Religious Group, Students, Entrepreneurs, Employees, Government Office and Walk-In Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form		City Mayor's Office/ CSWDO/ CAO		
2. RSBSA Registration		City Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Request form for production inputs (Seeds, Fertilizers and Rice)	Assist client in filing up visitor's logbook	NONE	1 Minute	<i>Officer of the Day</i>
	Ask for request form of agri inputs for record purposes <ul style="list-style-type: none"> • Rice • Seeds/ Planting Materials • Fertilizers 			<i>Administrative Aide I</i>
	Assist client to sign forms and fill-up logbook for release,		2 Minutes	<i>Administrative Aide I</i>
	Check availability of seeds and planting materials then issue requisition slip		3 Minutes	
	and forward the same to CAO for approval/ signature		2 Minutes	<i>City Agriculturist</i>
	Proceed to Bodega/ Nursery, Wait for release and receive the agri inputs		5 Minutes	<i>Administrative Aide I/ Farm Worker</i>
	Request for the Provision/ Delivery of Farm Inputs check the Schedule of the availability of Vehicle/Facility		2 Minutes	<i>Person In Charge</i>

Submit Request/ Inquiry of Agri tools Machineries and Equipment	Assist client in filing up logbook		2 Minute	<i>Administrative Aide I</i>
	Refer to the AT/ Concerned person		2 Minutes	<i>Engineer I (Agricultural)</i>
	Discuss with client and advise things to do; Schedule site visit/ validation if necessary		10 Minutes <i>*Under normal circumstances per transaction</i>	
	Check availability of agri machineries		5 Minutes	
	Guide client(s) to fill up request form/slip			<i>Administrative Aide I</i>
	forward the same to CAO for approval/ signature		3 Minutes	<i>City Agriculturist</i>
	Proceed to the OD to record and fill up logbook of the approve farm machinery request slip		2 Minutes	<i>Administrative Aide I</i>
	Schedule the Agri Machinery requested			<i>Engineer I (Agricultural)</i>
Agri-Fishery Technical Assistance and queries	Assist client in filing up logbook		2 Minutes	<i>Administrative Aide I</i>
	Refer to the AT/ Concerned person		2 Minutes	<i>Agricultural Technologist assigned</i>
	Discuss with client and advise client next things to do Schedule site visit/ validation if necessary		10 Minutes <i>*Under normal circumstances per transaction</i>	
	Assist client in filling up client satisfaction form		3 Minutes	<i>Administrative Aide I</i>
	Submit Form to the OD		1 Minute	

Request for Certification	Assist client in filing up logbook		2 Minutes	<i>Administrative Aide I</i>
	Refer to the AT/ Concerned person <input type="checkbox"/> Schedule site visit/ validation if necessary If Validated already proceed to Admin Section for printing of certificate			<i>Agricultural Technologist assigned Administrative Officer III</i>
	Forward to CAO for signature and approval		2 Minutes	<i>City Agriculturist</i>
	Proceed to Admin Section for record and release		2 Minutes	<i>Administrative Aide I</i>
Total			1 Hour, 3 Minutes	
<i>*Clients with pending documents are advised to follow-up the next working days or as per advised by the person incharge, due to unusual circumstances beyond the control of this Office.</i>				