

MUNICIPAL AGRICULTURE OFFICE

SECURING SUBSIDIZED AGRICULTURAL INPUTS/ INTERVENTIONS

ABOUT THE SERVICES

It is a government program in order to provide innovative products and services that will help increase farmers' income and promote the growth and quality of commodity in farming industry.

A. REQUIREMENTS

- a) List of Farmer Beneficiaries
- b) Tenural Status
- c) Certification of the Brgy. Captain
- d) Farmer's ID

B. FEES

The farmer will pay the equity prior in claiming agricultural inputs/ interventions.

C. DURATION : 33 Minutes

D. AVAILABILITY OF THE SERVICE

Monday to Friday, from 8:00 AM to 5:00 PM

E. HOW TO AVAIL OF THE SERVICE

| STEP | APPLICANT/ CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN- CHARGE | FEES | FORMS |
|------|---|---|----------------------|---|------|-------|
| 1 | Submit request letter with required documents | Evaluate documents presented | 5 Min. | Agricultural Technologist | None | None |
| 2 | Answer needed information | Interview client for the purpose and refer to Municipal Agriculturist | 3 Min. | Agricultural Technologist/ Municipal Agriculturist | None | None |
| 3 | Wait for Approval | Prepare Assessment Report and Recommendation | 5 Min. | Agricultural Technologist | None | None |
| 4 | Register in the masterlist | Record payment of intervention and prepare masterlist | 10 Min. | Agricultural Technologist | None | None |
| 5 | Fill up Client Satisfaction Feedback | Release goods and services to approved client | 10 Min. | Agricultural Technologist | None | None |

START

F. WORK FLOW

PERSON RESPONSIBLE

Agricultural Technologist

Evaluate documents presented

**Agricultural
Technologist/Municipal
Agriculturist**

Interview client for the purpose
and referred to Municipal
Agriculturist

Agricultural Technologist

Prepare Assessment Report and
Recommendation

Agricultural Technologist

Note for the payment and prepare
master list

Agricultural Technologist

Release goods and services to
approve client

END