

# 1.SERVICE NAME : PROVISION OF TECHNICAL ASSISTANCE AND TECHNOLOGY UPDATES ON RICE, CORN, HIGH VALUE CROPS AND FISHERY

**Description of the Service:** Farmer Class, Technical Briefing in all commodities are conducted in the barangays to enhance farmers knowledge and skills.

Office or Divisions:	CITY AGRICULTURE OFFICE			
Classification:	SIMPLE			
Type of Transactions:	G2C (GOVERNMENT TO CLIENT)			
Who may avail:	FARMERS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Farmers request for schedule		City Agriculture Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client log book in the office	Give the Logbook to the Client	NONE	2 minutes	<b>MARILYN MARTIN</b> Reproduction Machine Operator I
2. Request Technical Briefing/Farmers Class on commodity requested	Endorse to technical staff concern, discuss client concern	NONE	5 MINUTES	<b>MOISES C. ALAMO</b> City Agriculturist  <b>ENGR. MARY ROSE DOMINGO</b> Agricultural Technologist
3. Schedule Technical Briefing/Farmers Class on commodity requested	Conduct Farmers Class/Technical Briefing on commodity requested	NONE	3 HOURS	<b>JEANIVY M. ROBLES</b> Agricultural Extension Worker  <b>JENELYN N. LAMIRE</b> Agricultural Extension Worker   <b>JEANIVY M. ROBLES</b> Agricultural Extension Worker

TOTAL:			3 hours & 7 minutes	