

1. SERVICE NAME : PROVISION OF TECHNICAL ASSISTANCE AND TECHNOLOGY UPDATEDS 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 | MARILYN MARTIN Reproduction Machine Operator I |
| 2. Request Technical Briefing/Farmers Class on commodity requested | Endorse to technical staff concern, discuss client concern | NONE | 5 MINUTES | MOISES C. ALAMO City Agriculturist |
| 3. Schedule Technical Briefing/Farmers Class on commodity requested | Conduct Farmers Class/Technical Briefing on commodity requested | NONE | 3 HOURS | ENGR. MARY ROSE DOMINGO Agricultural Technologist |
| | | | | JEANIVY M. ROBLES Agricultural Extension Worker |
| | | | | JENELYN N. LAMIRE Agricultural Extension Worker |
| | | | | JEANIVY M. ROBLES Agricultural Extension Worker |

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| TOTAL: | | | 3 hours & 7 minutes | |