



Internal/External

1. SERVICENAME: 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, validation to farm to market road, SWIPS, SFR's, SPIS, OSP, Agricultural Machinery Project.

Office or Division:	CITY AGRICULTURE OFFICE
Classification:	SIMPLE
Type of Transaction:	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	Administrative Staff
2. Request Technical Briefing/Farmers Class on commodity requested	Endorse to technical staff concern, discuss client concern	NONE	5 minutes	Agricultural Extension Worker
3. Schedule Technical Briefing/Farmers Class on commodity requested	Conduct Farmers Class/Technical Briefing on	NONE	3 HOURS	Agricultural Extension Worker



	commodity requested			
			3 hours & 7 minutes	
		TOTAL		



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