



Internal/External

3. SERVICENAME: SOIL SAMPLING AND ANALYSIS

Description of the Service: Collection of soil samples for analysis to determine the needed amount, kind and time of application to be applied

Office or Division:	CITY AGRICULTURE OFFICE
Classification:	COMPLEX
Type of Transaction:	G2C (GOVERNMENT TO CLIENT)
Who may avail:	FARMERS

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Soil (1 KL)		Land Owner		
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 Soil sampling for rice and corn area and collect and submit to soils laboratory	Endorse to technical staff concern, discuss client concern Conduct and demonstrate to client the proper way to collect soil sample	NONE	10 minutes	City Agriculturist and Agricultural Extension Worker



	Endorse and collect soil sample to soil laboratory for analysis	NONE	6 days	Chemist III CVRC- San Felipe
TOTAL			6 days & 12 minutes	