



Internal/External

4. SERVICENAME: PEST AND DISEASES OUTBREAK CONTROL

Description of the Service: Pest and diseases control measures on rice and corn will be validated as to the extent of nature damage and give proper recommendation

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		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 for recommendation for field validation	Endorse to technical staff concern and discuss client's concern and conduct field validation to assess extent of damage if necessary	NONE	1 hour	City Agriculturist and Agricultural Extension Worker

