



**Internal/External**

**5. SERVICENAME: PRODUCTION INPUTS VEGETABLE AND FRUIT TREES SEEDLINGS DISPERSAL PROGRAM**

**Description of the Service:** Propagation of vegetable seedlings in the City Nursery for Distribution in the Gulayan sa Paaralan, Communal Gardens, Vegetable Growers and walk-in farmers

<b>Office or Division:</b>	CITY AGRICULTURE OFFICE
<b>Classification:</b>	SIMPLE
<b>Type of Transaction:</b>	G2C (GOVERNMENT TO CLIENT)
<b>Who may avail:</b>	FARMERS

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Client		
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. Register on the request form of vegetable and fruit trees seedlings	Endorsement for approval	NONE	5 minutes	City Agriculturist
	Accompany client in the City Nursery	NONE	20 minutes	Agricultural Extension Worker



**ARTA**  
ANTI-RED TAPE AUTHORITY  
OFFICE OF THE PRESIDENT



TOTAL		<b>27 minutes</b>	
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