



**Internal/External**

**7. SERVICENAME: ISSUANCE OF CERTIFICATION ON PRODUCTION LOAN**

**Description of the Service:** Farmers availing production loan to Agricultural Lending Institution requesting for Certificate will be issued if the farmer is included in the updated masterlist

<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

<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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<b>Barangay Certification</b>		<b>Barangay Office</b>		
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<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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1. Sign in the client log book in the office	Give the Logbook to the Client	NONE	2 minutes	Administrative Staff
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2. Request for Certification on Production Loan	Verification and preparation of certification based on updated masterlist	NONE	5 minutes	Administrative Staff and Agricultural Extension Worker
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	Release of certification signed by City Agriculturist	NONE	5 minutes	City Agriculturist
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