

Distribution of BIO-N, Color Leaf Chart or Compost Fungus Activator

To help and empower the farming and fishing communities and the private sector to produce enough, accessible and affordable food for every Filipino and a decent income for all.

Office or Division:		Municipal Agriculture Office		
Classification:		Simple		
Type of Transaction:		G2C- Government to Citizen		
Who may avail:		All Rice and Corn Farmers of Reina Mercedes		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request Letter			The Requestor	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach Municipal Agriculturist or Staff to Request BIO-N, Color Leaf Chart (LCC) or Compost Fungus Activator (CFA)	1. Accommodate and interview the client	None	2 Minutes	Municipal Agriculturist Agricultural Technologist Administrative Aide I Municipal Agriculture Office
2. Processing of Request	2. Prepare necessary documents 2.1 Check if the stock being requested is available	None	3 Minutes	Municipal Agriculturist Agricultural Technologist Administrative Aide I Municipal Agriculture Office
3. Secure/release at the storage room	3. Release the stock being requested and let the client sign the needed documents	None	5 Minutes	Municipal Agriculturist Agricultural Technologist Administrative Aide I Municipal Agriculture Office
TOTAL:		None	10 Minutes	