

Distribution of Hybrid and Certified Seeds of Rice and Corn

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		
RSBSA Transmittal		Municipal Agriculture Office		
RSBSA Stub		Farmers		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach Municipal Agriculturist or Staff to verify master list of rice/corn farmers	1. Accommodate. Verify master list of rice/corn farmers with corresponding area	None	2 Minutes	Municipal Agriculturist Agricultural Technologist Administrative Aide I Municipal Agriculture Office
2. Verify/Inquire about the scheme of the program	2. Explain the scheme/ guidelines of the program	None	10 Minutes	Municipal Agriculturist Agricultural Technologist Administrative Aide I Municipal Agriculture Office
3. Pay the required fees/counterpart to the Personnel In-charge and get the Official Receipt	3. Photocopy the Receipt for file purpose	(Depend on the price of the seed if needed)	3 Minutes	Municipal Agriculturist Agricultural Technologist Administrative Aide I Municipal Agriculture Office
4. Procure the Certified Seeds or Hybrid Seed at the Warehouse where the seeds are stored	4. Release the seeds and let the client sign the required documents		5 Minutes	Municipal Agriculturist Agricultural Technologist Administrative Aide I Municipal Agriculture Office
TOTAL:		None	20 Minutes	