

## Distribution of Vegetable and Fruit Trees Seeds/Seedlings

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.

|                                                                       |                                                                                                                  |                                    |                              |                                                                                                                         |
|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                            |                                                                                                                  | Municipal Agriculture Office       |                              |                                                                                                                         |
| <b>Classification:</b>                                                |                                                                                                                  | Complex                            |                              |                                                                                                                         |
| <b>Type of Transaction:</b>                                           |                                                                                                                  | G2C- Government to Citizen         |                              |                                                                                                                         |
| <b>Who may avail:</b>                                                 |                                                                                                                  | All HVCC Growers of Reina Mercedes |                              |                                                                                                                         |
| <b>CHECKLIST OF REQUIREMENTS</b>                                      |                                                                                                                  |                                    | <b>WHERE TO SECURE</b>       |                                                                                                                         |
| Request Letter                                                        |                                                                                                                  |                                    | The Requestor                |                                                                                                                         |
| Masterlist                                                            |                                                                                                                  |                                    | Municipal Agriculture Office |                                                                                                                         |
| <b>CLIENT STEPS</b>                                                   | <b>AGENCY ACTION</b>                                                                                             | <b>FEES TO BE PAID</b>             | <b>PROCESSING TIME</b>       | <b>PERSON RESPONSIBLE</b>                                                                                               |
| 1. Request seed or seedling of vegetable or fruit trees               | 1. Interview client and verify the masterlist and corresponding area                                             | None                               | 2 Minutes                    | <i>Municipal Agriculturist<br/>Agricultural Technologist<br/>Administrative Aide I<br/>Municipal Agriculture Office</i> |
| 2. Processing of request                                              | 2. Check the availability of seed or seedling being requested                                                    | None                               | 30 minutes                   | <i>Municipal Agriculturist<br/>Agricultural Technologist<br/>Administrative Aide I<br/>Municipal Agriculture Office</i> |
| 3. Return to the office after 5 days for pick-up at DA-CVIARC, Ilagan | 3. Distribute/Release the seed or seedling being requested<br><br>3.1 Let the client sign the documents for file | None                               | 1 Minute                     | <i>Municipal Agriculturist<br/>Agricultural Technologist<br/>Administrative Aide I<br/>Municipal Agriculture Office</i> |
| TOTAL:                                                                |                                                                                                                  | None                               | 33 minutes                   |                                                                                                                         |