

## 12. Production Support Services

This service is intended for farmer individuals or organization in Tagoloan and would like to avail any of the following interventions, including but not limited to: (1) farm tools; (2) farm inputs (such as seeds, planting materials, fertilizers, and soil ameliorants); and (3) pest and disease control agents. The availability of interventions will be determined based on the approved list of projects, programs, and activities for the current year.

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	Farmer individuals or organizations in Tagoloan			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>For area above 100 sq.m. (excluding Household gardening, Gulayan sa Paaralan, and HAPAG project):</b>				
1. Registry System for the Basic Sectors in Agriculture (RSBSA) Registration			Municipal Agriculture Office	
<b>Additional requirement for farmer associations:</b>				
1. Letter of Intent signed by head of authority or authorized representative				
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be paid</b>	<b>Processing time</b>	<b>Person responsible</b>
1. State purpose of visit	1. Refer client to person responsible	none	10 minutes	<i>Public Assistance Complaints Desk (PACD) Officer of the Day Municipal Agriculture Office</i>
2. Submit the required documents	2. Receive the required documents and check for correctness	none	1 hour	<i>Agricultural Technologist / Municipal Agriculture Office</i>
3. Sign in the Acknowledgement Receipt form	1. Record interventions to be received by client in the Acknowledgement Receipt form	none	3 hours	

	2. Have the client sign the Acknowledgement Receipt form 3. Release the intervention			Or <i>Farm Foreman</i> Municipal Agriculture Office
4. Accomplish Client Satisfaction Survey Form and drop in the Feedback Box	4. Request client to accomplish Client Satisfaction Survey Form	none	30 minutes	Or <i>Administrative Aide III</i> Municipal Agriculture Office  Or <i>Administrative Aide I</i> Municipal Agriculture Office
<b>TOTAL:</b>		none	4. hours & 40 minutes	