

13. Request for Agricultural Livelihood Assistance

This service caters to organizations in Tagoloan who wants to avail of agricultural livelihood assistance.

Office or Division:	Municipal Agriculture Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Organizations in Tagoloan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent with list of recipients				
2. Project Proposal (with prescribed template)		Municipal Agriculture Office (template only)		
3. Securities and Exchange Commission (SEC)/ Cooperative Development Authority (CDA)/ Department of Labor and Employment (DOLE) Registration		Securities and Exchange Commission (SEC)/ Cooperative Development Authority(CDA)/ Department of Labor and Employment (DOLE) Regional Offices		
4. Barangay Certification that the said organization is existing and active in agricultural activities		Barangay Hall where the client resides		
Client Steps	Agency Actions	Fees to be paid	Processing time	Person responsible
1. State purpose of visit	1. Refer client to person responsible	none	10 minutes	<i>Public Assistance Complaints Desk (PACD) Officer of the Day</i> Municipal Agriculture Office
2. Submit the required documents <i>* Wait for 20 days or until the Municipal Agriculture Office notifies you that the agricultural livelihood assistance is ready for release</i>	1. Receive the required documents and check for correctness 2. Inform the client that they will be notified as soon as the assistance is ready for release	none	2 days	<i>Administrative Aide III</i> Municipal Agriculture Office

	<p>3. Conduct validation and assessment</p> <p>4. Facilitate approval of the proposal from the Municipal Agriculturist</p> <p>5. Forward the proposal to Municipal Budget Office for review and recommendation</p>			
	<p>6. Receive the proposal from the Municipal Agriculture Office</p> <p>7. Facilitate recommendation from the Municipal Budget Officer</p> <p>8. Forward the proposal to the Office of the Chief of Staff for review and evaluation</p>	none	1 day	Municipal Budget Office
	<p>9. Receive the proposal from the Municipal Budget Office</p> <p>10. Review and evaluate the proposal</p> <p>11. Endorse the proposal to Mayor's Office for approval</p>	none	2 days	Office of the Chief of Staff
	<p>12. Receive the proposal from the Office of the Chief of Staff</p> <p>13. Facilitate approval of proposal by the Mayor</p> <p>14. Return the proposal to the Municipal Agriculture Office</p>	none	2 days	Mayor's Office

	<p>15. Received the proposal from the Mayor's Office</p> <p>16. Process the agricultural livelihood assistance</p> <p>17. Facilitate signatory of the Municipal Agriculturist</p> <p>18. Forward to the Municipal Budget Office</p>	none	1 day	<p><i>Administrative Aide III</i> Municipal Agriculture Office</p>
	<p>19. Receive the documents from the Municipal Agriculture Office</p> <p>20. Facilitate signatory of the Budget Officer</p> <p>21. Forward documents to the Accounting Office for processing</p>	none	1 day	Municipal Budget Office
	<p>22. Receive the documents from the Municipal Budget Office</p> <p>23. Facilitate signatory of the Municipal Accountant</p> <p>24. Forward documents to the Treasurer's Office</p>	none	2 days	Accounting Office
	<p>25. Receive the documents from the Accounting Office</p> <p>26. Facilitate signatory of the Municipal Treasurer</p> <p>27. Forward documents to the Mayor's Office</p>	none	1 day	Treasurer's Office
	<p>28. Receive the documents from the Accounting Office</p>	none	2 days	Mayor's Office

	<p>29. Facilitate signatory of the Municipal Mayor</p> <p>30. Return the documents to the Treasurer's Office for the issuance of check</p>			
	<p>31. Receive the documents from the Mayor's Office</p> <p>32. Process issuance of check</p> <p>33. Return the documents to the Mayor's Office for the approval of check</p>	none	2 days	Treasurer's Office
	<p>34. Receive the documents from the Treasurer's Office</p> <p>35. Facilitate approval of check by the Mayor</p> <p>36. Forward the documents to the Accounting Office for the issuance of Advise for the Municipal Accountant</p>	none	1 day	Mayor's Office
	<p>37. Receive the documents from the Mayor's Office</p> <p>38. Facilitate issuance of Advice</p> <p>39. Forward the documents to the Treasurer's Office for the release of Check</p>	none	1 day	Accounting Office

	40. Receive the documents from the Mayor's Office 41. Notify the Municipal Agriculture Office that the agricultural livelihood assistance is now ready for release	none	1 day	Treasurer's Office
	42. Notify the client that the check for the agricultural livelihood assistance is now ready for release	none	1 day	<i>Administrative Aide III</i> Municipal Agriculture Office
3. Accomplish Client Satisfaction Survey Form and drop in the Feedback Box	3. Request client to accomplish Client Satisfaction Survey Form	none	30 minutes	
TOTAL:			20 days & 40 minutes	