

15. Request for Project Validation, Monitoring and Evaluation

This service caters to national agencies and other government offices who would like to ask for assistance in the validation, monitoring and evaluation of their proposed, pipelined and completed projects.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	National Agencies and other Government Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter				
Client Steps	Agency Actions	Fees to be paid	Processing time	Person responsible
1. Submit the required documents	1. Received the required documents 2. Conduct interview 3. Conduct/ assist in the validation of projects	none	2 days	<i>Municipal Agriculturist</i> Municipal Agriculture Office Or <i>Agricultural Technologist I</i> Municipal Agriculture Office Or <i>Farm Foreman</i> Municipal Agriculture Office Or <i>Administrative Aide III</i> Municipal Agriculture Office Or <i>Administrative Aide I</i> Municipal Agriculture Office
2. Sign in service logbook	1. Record in service logbook 2. Have the client sign the service logbook	none	20 minutes	
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:			2 days & 50 minutes	