

17. Request for Technical Assistance

This service caters to residents in Tagoloan who wants to seek technical assistance related to production technology, pest and disease management, soil and water conservation technology, farm mechanization, organic farming and post-harvest for their crops, livestock, poultry, fisheries, or organization.

Office or Division:	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Residents in Tagoloan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
none				
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 Municipal Agriculture Office</i>
2. Subject to interview	1. Conduct interview 2. Schedule with client for site validation and assessment (if applicable) 3. Give technical recommendations	none	5 days	<i>Municipal Agriculturist Municipal Agriculture Office Or Agricultural Technologist I Municipal Agriculture Office Or</i>
3. Sign service logbook	3. Record service and let client sign service logbook	none	20 minutes	<i>Farm Foreman Municipal Agriculture Office Or</i>
4. Accomplish Client Satisfaction Survey Form and drop in the Feedback Box	4. Request client to accomplish Client Satisfaction Survey Form	none	30 minutes	<i>Administrative Aide III Municipal Agriculture Office Or</i>

				<i>Administrative Aide I</i> Municipal Agriculture Office
			TOTAL:	5 days & 1 hour