

18. Request for Tractor Services

This service caters to residents in Tagoloan and who would like to avail of Tractor Services.

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. Fill out tractor request form	1. Interview client 2. Provide client with tractor request form	none	20 minutes	<i>Municipal Agriculturist Municipal Agriculture Office</i>
3. Submit accomplished tractor request form <i>* Make sure to secure Order of Payment that will be issued</i>	1. Receive accomplished tractor request form and check for correctness 2. Issue Order of Payment	none	20 minutes	
4. Pay the required fees at the Municipal Treasurer's Office by showing the Order of Payment	1. Accept the payment based on the Order of Payment 2. Issue Official Receipt	(See table below)	1 hour	<i>Revenue Collector Municipal Treasurer's Office</i>
5. Present Official Receipt at the Municipal Agriculture Office	1. Check the Official Receipt 2. Inform client that they will be notified on the schedule of tractor service	none	5 days	<i>Municipal Agriculturist Municipal Agriculture Office</i>

*Wait for 5 days or until the Municipal Agriculture Office notifies you on the schedule of tractor service	3. Perform tractor service			
6. Sign the tractor request form	6. Have the client sign the tractor request form	none	10 minutes	Municipal Agriculturist Municipal Agriculture Office
7. Accomplish Client Satisfaction Survey Form and drop in the Feedback Box	7. Request client to accomplish Client Satisfaction Survey Form	none	30 minutes	
TOTAL:			5 days, 2 hours & 30 minutes	

Tractor services:	
1. Harrow	PHP 1,500.00 per hectare excluding fuel
2. Disk plow	PHP 2,000.00 per hectare excluding fuel