

1. Resource Person Engagement Services

This service caters to government offices, schools and colleges or private sector who would like to request for resource person during trainings, information education campaigns and assemblies, for topics related to agriculture and fisheries.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Government Offices, Schools and Colleges or Private Sector			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request				
Client Steps	Agency Actions	Fees to be paid	Processing time	Person responsible
1. State purpose of visit	1. Refer client to responsible	none	10 minutes	<i>Public Assistance Complaints Desk (PACD) Officer of the Day</i> Municipal Agriculture Office
2. Submit the required documents	1. Received the required documents 2. Perform the service	none	2 days	<i>Municipal Agriculturist</i> Municipal Agriculture Office Or <i>Agricultural Technologist I</i> Municipal Agriculture Office
3. Sign in service logbook	1. Record in service logbook 2. Have the client sign the service logbook	none	20 minutes	Or <i>Farm Foreman</i> Municipal Agriculture Office Or <i>Administrative Aide III</i> Municipal Agriculture Office
4. Accomplish Client Satisfaction Survey Form and drop in the Feedback Box	16. Request client to accomplish Client Satisfaction Survey Form	none	30 minutes	Or <i>Administrative Aide I</i> Municipal Agriculture Office
TOTAL:			2 days & 1 hour	