

## 19. Seedling Dispersal Services

This service caters to individuals whose farm area is within 50-km radius from STEAG power plant (based on the guidelines of STEAG Tagoloan Urban Forestry Project) and would like to avail of fruit and forest tree seedlings dispersal that are present in the nursery. This also caters to organizations or private sector in Tagoloan who would like to acquire seedlings for tree planting activities.

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	Individuals whose farm area is within 500-meter radius from the nursery; and organizations or private sector who wanted to conduct tree planting activities			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>- For individuals whose seedling request is below 50:</b>				
none				
<b>Case 2 - For individuals whose seedling request is 50 and above:</b>				
1. Letter of Intent				
<b>Case 3 - For tree planting activities of groups/ private sector:</b>				
1. Letter of Intent				
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be paid</b>	<b>Processing time</b>	<b>Person responsible</b>
1. State purpose of visit  *For Case 1 – After Step 1, proceed to Step 7	1. For Case 1 - Refer to responsible person and proceed to Action 6; or 2. For Cases 2 and 3 - Instruct client to secure Authority to Withdraw from the Municipal Environment and Natural Resources Office	none	10 minutes	<i>Public Assistance Complaints Desk (PACD) Officer of the Day Municipal Agriculture Office</i>
2. Proceed to the Municipal Environment and Natural	2. Interview client	none	10 minutes	

Resources Office and submit to interview				<i>Municipal Environment and Natural Resources Officer</i> Municipal Environment and Natural Resources Office
3. Fill out Tree Growing Commitment form	3. Provide client with Tree Growing Commitment form	none	10 minutes	
4. Submit to orientation	4. Conduct orientation	none	1 hour	
5. Submit accomplished tree growing commitment form <i>* make sure to secure Authority to Withdraw that will be issued</i>	1. Receive accomplished tree growing commitment form from client and check for completeness 2. Issue Authority to Withdraw	none	10 minutes	
6. Return to the Municipal Agriculture Office and submit the required documents	6. Receive the required documents and check for correctness	none	20 minutes	
7. Sign in seedling dispersal logbook	1. Record withdrawal 2. Have the client sign the seedling dispersal logbook 3. Release the intervention	none	1 day	<i>Municipal Agriculturist</i> Municipal Agriculture Office
8. Accomplish Client Satisfaction Survey Form and drop in the Feedback Box	8. Request client to accomplish Client Satisfaction Survey Form	none	30 minutes	
<b>TOTAL:</b>		none	1 day, 2 hours & 30 minutes	