

## 1. CREDIT FACILITATION AND ASSISTANCE

Tasked to facilitate and assist all Credit facilitation to farmers and fisherfolks and help sustain the delivery of financial assistance to the viable stakeholders in support to the agriculture and fisheries modernization, food security and poverty alleviation especially affected with natural calamity

### Schedule of availability of Services

Monday to Friday

8:00 A.M. – 5:00 P.M.

<b>Office or Division:</b>	<b>AGRIBUSINESS AND MARKETING ASSISTANCE DIVISION</b>			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Client (G2C)			
<b>Who may avail:</b>	All Farmers and Fisherfolks that belong to Cooperative, Association as well as Individual partners and stakeholders engaged in Agribusiness Activity and Development.			
<b>CHECKLIST OF REQUIREMENT</b>		<b>WHERE TO SECURE</b>		
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquire about the credit program	<b>Step 1.1:</b> Briefs/orients the client about the credit program	None	30 minutes	Chief, AMAD/ RACDO  Agriculturist II
2. Prepare request letter for assistance	<b>Step 2.1:</b> Received the communication/ request letter and prepare endorsement letter	None	5 Minutes	Chief, AMAD/ RACDO  Agriculturist II  Records Unit/ ORED
	<b>Step2.2:</b> Assist/ Orient client in the Online Application		15 minutes	Chief, AMAD/ RACDO  Agriculturist II
	<b>Step 2.3:</b> Coordinate with the Government Financing Institutions (GFIs) like LBP, Rural Banks and ACPC with Cooperative Banks Conduits for endorsement	None	30 minutes	Agriculturist II  Records Unit/ ORED
<b>TOTAL</b>			<b>1 hour and 20 minutes</b>	