

## 5. PROVISION OF CORN SEEDS

The program aims to increase production of quality corn for human consumption, feeds and industrial uses as well as empower the farmers and support various stakeholders to be cost-efficient, profitable, sustainable and resilient. With this, one of the activities of Corn Program is the provision of seeds to stakeholders especially to existing cluster areas and identified seed growers.

In times of calamities, the program also provides seeds to the affected areas.

### Schedule of availability of Services

Monday to Friday 8:00 A.M. – 5:00 P.M.

<b>Office or Division:</b>	<b>CORN PROGRAM</b>			
<b>Classification:</b>	COMPLEX			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>▪ Seed growers (preferably BPI accredited) endorsed by the Provincial and Municipal Local Government Units thru their Provincial/Municipal Agriculturists and PAFC/MAFC Coordinators and PPHF</li> <li>▪ Farmer-members of the corn cluster organizations.</li> </ul>			
<b>CHECKLIST OF REQUIREMENT for seeds and other inputs</b>		<b>WHERE TO SECURE</b>		
1. Letter request of the farmer-group beneficiaries with Board Resolution		Farmer Organization		
2. Certification of Registration		SEC/CDA/DOLE/ Others		
3. Certificate of Good Standing		SEC/CDA/DOLE/ Others		
4. List of Officers and Members with corresponding areas;		Farmer Organization		
5. Endorsements from Provincial and City or Municipal Agriculturists;		Provincial Agriculture Office (PAO), City Agriculture Office (CAO) and Municipal Agriculture Office (MAO)		
6. Municipal/Cluster Development Plan adopted by Sanguniang Bayan (thru the LGU); for cluster areas		Municipal Agriculture Office (MAO)		
7. Pre- master list of farmer member beneficiaries (for seeds and other inputs)		Farmer organization		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request letter or resolution, project proposal and	<b>Step 1.1:</b> Received and log for record management	None	5 minutes	Records Officer <b>Records Unit</b>

other minimum requirements( indorsed by PLGU/CLGU/ MLGU and AFC) addressed to the RED to Records Unit				
	<b>Step 1.2:</b> Forward Letter Request to the Office of the Regional Executive Director for his action	None	10 minutes	Records Officer <b>Records Unit</b>
	<b>Step 1.3:</b> Regional Executive Director endorses the letter request and other documents to the program	None	30 minutes	Secretary <b>Office of the Regional Director</b>
	<b>Step 1.4:</b> Project In-charge evaluates the letter request and other documents submitted  If the farmer organization is qualified, the project in-charge will coordinate with the PLGU for the approved allocation and for the preparation of MOA for seed assistance.  If not qualified, inform the farmer organization thru PLGU	None	3 days	Project In-charge <b>Corn Program</b>
2. Submit Notarized Memorandum of Agreement (MOA) to the program	<b>Step 1.5:</b> Project In-charge review and provide copy of the notarized MOA to the farmers organization.	None	1 hour	Project In-charge <b>Corn Program</b>

	<b>Step 1.6:</b> Project In-charge will inform concerned PLGUs and set for the withdrawal of inputs.	None	30 minutes	Project In-charge <b>Corn Program</b>
<b>TOTAL</b>			<b>3 days, 2 hours and 25 minutes</b>	

## 6. PROVISION OF PRE AND POST-HARVEST MACHINERIES, EQUIPMENT AND FACILITIES

The program aims to increase production of quality corn for human consumption, feeds and industrial uses as well as empower the farmers and support various stakeholders to be cost-efficient, profitable, sustainable and resilient. With this, one of the activities of Corn Program is the provision pre and post-harvest machineries, equipment and facilities to the registered cluster organization in the identified corn cluster areas.

### Schedule of availability of Services

Monday to Friday 8:00 A.M. – 5:00 P.M.

<b>Office or Division:</b>	<b>CORN PROGRAM</b>	
<b>Classification:</b>	COMPLEX	
<b>Type of Transaction:</b>	G2C – Government to Client	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>▪ Registered Farmer's Organization (FO), Farmers' Association (FA), Farmers' Cooperative (FC), Agrarian Reform Beneficiaries Organization (ARBO) and other rural-based organizations</li> <li>▪ Agricultural schools, universities and colleges</li> </ul>	
<b>CHECKLIST OF REQUIREMENT FOR PRE AND POST-HARVEST MACHINERIES, EQUIPMENT AND FACILITIES</b>	<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>1. Letter of Intent/Board Resolution signed by the majority of Board Members, Stating the following:               <ol style="list-style-type: none"> <li>a. List of Machinery/equipment/facilities to be requested;</li> <li>b. Justification of explanation for the need and appropriates of the machinery/equipment/facilities.</li> <li>c. Commitment to shoulder the cost of operation and maintenance of the requested machinery/ equipment/facilities;</li> <li>d. Authorized Representative to sign any legal documents/documentary requirements with the Department of agriculture on the project; and</li> </ol> </li> </ol>	Registered Farmer's Organization/ Farmer's Association/SUCs	

e. Name and technical qualifications of the designated operator.				
7. Endorsement MAO/CAO/PAO/MAFC/CAFC		Provincial Agriculture Office (PAO), City Agriculture Office (CAO) and Municipal Agriculture Office (MAO)		
8. Photos of Existing shed or proof of availability of land for the shed and service area		Registered Farmer's Organization/ Farmer's Asociasion/SUCs		
9. Proof of conditional deed of donation or sale for the land/lot in favour of the government for private property intended as site for the requested facility		Registered Farmer's Organization/ Farmer's Asociasion/SUCs		
10. Map of the service area, showing existing and potential production area		Registered Farmer's Organization/ Farmer's Asociasion/SUCs		
11. Utilization Proposal		Registered Farmer's Organization/ Farmer's Asociasion/SUCs		
12. Certificate of Registration from CDA/SEC/DOLE/DSWD/DAR/NCIP		COR CDA/SEC/DOLE/DSWD/DAR/NCIP		
13. Organization Profile/List of Members		Registered Farmer's Organization/ Farmer's Asociasion/SUCs		
14. Organizational structure and manpower (for SUCs)		SUCs		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter or resolution, project proposal and other minimum requirements (indorsed by PLGU/CLGU/MLGU and AFC) addressed to the RED to Records Unit	<b>Step 1.1:</b> Received and log for record management	None	5 minutes	Records Officer <b>Records Unit</b>
	<b>Step 1.2:</b> Forward Letter Request to the Office of the Regional Executive Director for his action	None	10 minutes	Records Officer <b>Records Unit</b>

	<b>Step 1.3:</b> Regional Executive Director endorses the letter request and other documents to the program	None	30 minutes	Secretary <b>Office of the Regional Director</b>
	<b>Step 1.4:</b> Project In-charge evaluates the letter request and completeness of the documents submitted  If qualified based on the document submitted proceed to the next step  If not qualified, inform the proponent regarding the status of their request	None	10 minutes	Project In-charge <b>Corn Program</b>
	<b>Step 1.5:</b> Confer with the program component coordinator for validation and site evaluation.	None	30 minutes	Program Coordinator and Project In-charge <b>Corn Program</b>
	<b>Step 1.6:</b> Conduct site/ project validation	None	1-3 days (site dependent)	Corn Program Coordinator/ Technical Staff/ APCO Staff
	<b>Step 1.7:</b> Make validation report for RED's comments and approval	None	2 hours	Corn Program Coordinator/ Corn Program Technical Staff/ APCO Staff
	<b>Step 1.8:</b> If Qualified, subject for next year targets  If not qualified, inform the proponent regarding the status of their request	None	1 Hour	Corn Program Coordinator
		<b>TOTAL</b>	<b>3days, 4hours and 25 minutes</b>	