

7. PROVISION OF FACILITIES AND PRODUCTION SUPPORT SERVICE

HVCDP a priority program of the Department of Agriculture created to help address food security, poverty alleviation and sustainable growth. The strategy is to increased income, create livelihood opportunity and contribute to the national development.

Schedule of availability of Services

Monday to Friday

8:00 A.M. – 5:00 P.M.

Office or Division:	HIGH VALUE CROPS DEVELOPMENT PROGRAM			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2G – Government to Government/ G2C – Government to Client			
Who may avail:	All interested organized High Value Crops (HVC) growers/ farmers, LGUs and SUCs with corresponding production areas.			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
See list of requirements below (page138)		Requisitioner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Farmers Organization/ NGO/ LGU will submit letter of intent with the Minimum Requirements	Step 1.1: Area Validation		2 days (depending on sites)	Municipal Agriculturist/ Agricultural Technician DA - CARAGA HVCDP/APCO Staff/ Farmer Leader
	Step 1.2: Determine the availability of production support services based on farmer preference		20 minutes	HVCDP Focal Person
	Step 1.3: Prepare Purchase Request		10 minutes	HVCDP Focal Person
	Step 1.4: Approval of Purchase Request		20 minutes	Regional Executive Director

	Step 1.5: Purchase of items		Following number of days prescribed in RA 9184 at least 30 days	Bids & Awards Committee Procurement Unit
	Step 1.6: Awarding of Bids		15 days	Bids & Awards Committee Procurement Unit
	Step 1.7: Inspection		30 minutes	Internal Control Unit (ICU) DA – CARAGA
	Step 1.8: Testing		14 days	Regional Inspection Team, HVCDP Staff
	Step 1.9: Distribution of production support services to Municipal Agricultural Office/NGO		1 day	DA CARAGA HVCDP Staff, Provincial HVCDP Coordinator
2. Distribution of Production Support to Farmers Organization	Step 2.1: Supervise and document the distribution of seeds		1 day	Representatives: DA – CARAGA HVCDP Staff PLGU HVCDP Staff MLGU HVCDP Staff Farmer's Organization
TOTAL			65 days, 1hr. and 20 mins.	

REQUIREMENTS TO BE SUBMITTED

MINIMUM REQUIREMENTS

TRANSFER OF FUNDS

- Letter of Intent/Board Resolution- To avail the project
- Approved Project Proposal with Sustainability Plan
- Site Validation Report-*by the Regional Team*
- Geo-tagged Photos-*location of the area*
- Proof of Availability of land- *for production/for Establishment*
- Approved Plans & Design – *for infra*
- SB Resolution- *authorizing LCE to enter into MOA*
- Memorandum of Agreement –*signed and notarized*
- Other supporting documents is are necessary depending on the nature of transactions to established validity of claim
- Organizational Structure and Manpower complement of the concerned office that will manage the request- *Based On memo 50 series of 2020.*

PPHF Minimum Requirements

- Letter of Intent/Board Resolution signed by the majority of Board Members, Stating the following:
 - f. List of Machinery/equipment/facilities to be requested;
 - g. Justification of explanation for the need and appropriates of the machinery/equipment/facilities.
 - h. Commitment to shoulder the cost of operation and maintenance of the requested machinery/equipment/facilities;
 - i. Authorized Representative to sign any legal documents/documentary requirements with the Department of agriculture on the project; and
 - j. Name and technical qualifications of the designated operator.
- Endorsement MAO/CAO/PAO/MAFC/CAFC
- Photos of Existing shed or proof of availability of land for the shed and service area
- 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;
- Map of the service area, showing existing and potential production area
- Utilization Proposal
- COR CDA/SEC/DOLE/DSWD/DAR/NCIP
- Organization Profile/List of Members

8. PROVISION OF TECHNICAL SUPPORT SERVICE

Technical Support Services are the transfer of technology to provide direction on sustainable agricultural productivity through efficient/sound utilization of natural resources. This includes technical briefings and consultations on the cultural practices on Crop Production.

Schedule of availability of Services

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

Office or Division:	HIGH VALUE CROPS DEVELOPMENT PROGRAM			
Classification:	SIMPLE			
Type of Transaction:	G2G – Government to Government G2C – Government to Client			
Who may avail:	All interested Local Government Unit/s (LGUs), Organized Farmers, Religious Organizations and Other groups or Peoples Organization.			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. Letter request <i>indicating the roles and responsibilities of each concern</i>		Requisitioner		
2. Masterlist of target beneficiaries		Requisitioner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Organized Farmers submits Proposal or Letter Request (indorsed by MA-MLGU)	Step 1.1: Receiving of documents		3 minutes	Records Officer Records Section
	Step 1.2: Letter Request Indorse to Regional Executive Director		5 minutes	Records Officer Records Section Regional Executive Director Office of the Director
	Step 1.3: Evaluation and Recommendation		20 minutes	HVCDP Focal Person
	Approval of Request		5 minutes	Regional Executive Director Office of the Director
TOTAL			33 Minutes	

9. PROVISION OF PRODUCTION SUPPORT SERVICES/ EXTENSION SUPPORT, EDUCATION AND TRAINING SERVICES/ PRE AND POST-HARVEST MACHINERIES AND EQUIPMENT

About the Program

Mission : To contribute for the development of organic production technologies that is ecologically, economically and socially sustainable.

Vision : Sustainable organic agricultural systems supporting healthy rural communities in Caraga Region.

Objectives

1. To stabilize crops, livestock, fishery production/ yields while promotion organic farming practices;
2. To upscale the production of organic inputs;
3. To enable government policies in support to the program.

About the Services

A. Production Support Services

- Seeds distribution (Colored & traditional rice varieties, OPV corn seeds, and assorted vegetable seeds);
- Distribution of organic fertilizer and other soil ameliorants;
- Distribution of African Night Crawler;
- Support to Regional Experiment Stations;
- Support to Regional Soil Testing Laboratory.

B. Extension Support, Education and Training Services

- Enhancement of AEW's professional and technical capability and proficiency through continuous trainings & improved access to technologies;
- Farmers empowerment through capacity building and improved access to information, technology, and support services with the end in view of transforming them into self-reliant and progressive farmers;
- Development of client-based IEC materials to facilitate adoption and utilization of new technologies generated;
- Promotion activities to intensify utilization of farm and animal waste as source of organic inputs;
- Establishment and maintenance of Technology Demonstration and Training Farms;

C. Pre and Post- Harvest Machineries and Equipment Services

- Provision of pre and post harvest machineries and equipment and other farm & fishery production-related machinery & equipments to enhance LGUs-POs/NGOs organic farming activities on a counter parting scheme.