

**Schedule of availability of Services**

Monday to Friday

8:00 A.M. – 5:00 P.M.

<b>Office or Division:</b>	<b>ORGANIC AGRICULTURE PROGRAM</b>			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	G2G - Government to Government/ G2C - Government to Client/ G2B - Government to Business			
<b>Who may avail:</b>	Government Institutions, Local Government Units, State Colleges and Universities, Civil Society Organizations (CSOs), to include Non-Government Organizations (NGOs), and People’s Organizations (POs), Cooperatives and Indigenous People’s Organizations, who engage in organic agriculture.			
<b>CHECKLIST OF REQUIREMENT</b>			<b>WHERE TO SECURE</b>	
1. Letter of Intent/ Resolution			Requisitioner	
2. MAO/PAO Proposal Endorsement			Concerned MAO/PAO Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Prepare/ submit letter request or resolution/ project proposal	<b>Step 1.1:</b> Letter Request Indorse to Regional Executive Director	None	5 min	Records Section/ Office of the Director
	<b>Step 1.2:</b> Confer with the Program Component Coordinator/Focal Person for validation and site evaluation	None	1 hour	Regional OA Focal Person
	<b>Step 1.3:</b> Evaluation and Recommendation	None	20 minutes	Regional OA Focal Person
	<b>Step 1.4:</b> Conduct site/ project validation	None	1 day	OA Technical Staff/ Secretariat
	<b>Step 1.5:</b> Make validation report/Approval/ Disapproval or proposal to be revised	None	1 hour	OA Technical Staff/ Secretariat
	<b>Step 1.6:</b> Approval/ Disapproval of Request	None	5 minutes	Regional Executive Director
<b>TOTAL</b>			<b>1 day, 2 hours and 30 minutes</b>	