

# 1. AVAILABILITY/ DISTRIBUTION OF FRUIT TREE SEEDLINGS, TISSUE CULTURED BANANA PLANTLETS, RUBBER BUDSTICKS/ SCION

This service provides various fruit trees planting materials, banana tissue cultured plantlets, rubber, rubber budsticks/scion as source of good and quality planting materials to be distributed to interested parties.

## Schedule of Availability of Service

Monday to Friday - 8:00 AM to 5:00 PM

<b>Office or Division:</b>	<b>DEL MONTE LOWLAND RAINFED RESEARCH STATION</b>			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	G2G – Government to Government/ G2C – Government to Clients			
<b>Who may avail:</b>	Individual Farmer, Farmers' Group, LGUs & other walk-in clients			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Approved Purchase Request (PR) signed by the Regional Executive Director			DA - Caraga	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquire availability of stock	<b>Step 1.1:</b> Check availability of stocks	None	10 minutes	Science Research Assistant
2. Select Fruit Tree Seedlings, TC Banana Plantlets, & Rubber in the Nursery	<b>Step 2.1:</b> Assist client in the selection of seedlings in the nursery	None	10 minutes	Science Research Assistant
3. Sign the Acknowledgement Receipt and Client Satisfaction Feedback	<b>Step 3.1:</b> Acknowledgement Receipt/ Client Satisfaction Feedback	None	10 minutes	Science Research Assistant
<b>TOTAL</b>			<b>30 Minutes</b>	