

## 10. POULTRY AND LIVESTOCK FOR DISPERSAL/DISTRIBUTION

This service provides improved breeds of poultry, and small ruminants recommended for raising. This also provides culled units of poultry, and small ruminants.

### Schedule of Availability of Service

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

<b>Office or Division:</b>	<b>TRENTO RESEARCH AND EXPERIMENT STATION</b>			
<b>Classification:</b>	COMPLEX			
<b>Type of Transaction:</b>	G2G – Government to Government/ G2C – Government to Clients			
<b>Who may avail:</b>	Farmer clients, Animal Raisers, Meat Vendors, LGUs and walk-in clients			
<b>CHECKLIST OF EQUIREMENTS</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 Stocks	<b>Step 1.1:</b> Check availability of stocks and prepare Purchase Request (PR) for approval	None	3-4 weeks	SRS II/ ACC III
2. Inquire Status of PR requested previously	<b>Step 2.1:</b> Verify approved PR	None	5 minutes	SRS II/ ACC III
3. Select Animals	<b>Step 3.1:</b> Assist client in the selection of animals	None	30 minutes	SRS II/ ACC III
4. Sign RIS and Client Satisfaction Feedback	<b>Step 4.1:</b> Prepare RIS and facilitate filling-up of Client Satisfaction Feedback	None	5 minutes	SRS II/ ACC III
5. Receive Animals	<b>Step 5.1:</b> Release Animals	None	10 minutes	SRS II/ ACC III
<b>TOTAL</b>			<b>3-4 Weeks and 50 Minutes</b>	