

11. VEGETABLE SEEDS, ROOTCROPS, AND FORAGE PASTURE PLANTING MATERIALS DISTRIBUTION

This service aims to provide planting materials of vegetables, rootcrops, and forage pasture.

Schedule of Availability of Service

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

Office or Division:	TRENTO RESEARCH AND EXPERIMENT STATION			
Classification:	COMPLEX			
Type of Transaction:	G2C – Government to Clients			
Who may avail:	Farmers and any interested client			
CHECKLIST OF EQUIREMENTS		WHERE TO SECURE		
1. Approved Purchase Request (PR) signed by the Regional Executive Director		DA-Caraga		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire availability of planting materials	Step 1.1: Check availability of planting materials and prepare Purchase Request (PR) for approval	None	3-4 weeks	Farm Superintendent II/ ACC III
2. Inquire Status of PR requested previously	Step 2.1: Verify approved PR	None	5 minutes	Farm Superintendent II/ ACC III
3. Select planting materials	Step 3.1: Assist client in the selection of planting materials	None	10 minutes	Farm Superintendent II/ ACC III
4. Sign RIS and Client Satisfaction Feedback	Step 4.1: Prepare RIS and facilitate filling-up of Client Satisfaction Feedback	None	5 minutes	Farm Superintendent II/ SRS II/ ACC III