

12. MUSHROOM SPAWN AND FRUITING BAG DISTRIBUTION

This service aims to provide planting materials of mushroom.

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		Da-Caraga		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire availability of stocks	Step 1.1: Check availability of planting materials and prepare Purchase Request (PR) for approval	None	3-4 weeks	Science Research Asst./ ACC III
2. Inquire Status of PR requested previously	Step 2.1: Verify approved PR	None	5 minutes	Science Research Asst./ SRS II/ ACC III
3. Fill-up Client Satisfaction Feedback	Step 3.1: Facilitate filling-up of Client Satisfaction Feedback	None	5 minutes	Science Research Asst./ ACC III
4. Receive requested stocks	Step 4.1: Release requested stocks	None	10 minutes	Science Research Asst./ ACC III
TOTAL			3-4 Weeks and 20 Minutes	