

### 13. VERMI AND VERMICOMPOST DISTRIBUTION

This service aims to provide vermin and vermin compost to interested clients.

#### 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>	G2C – Government to Clients			
<b>Who may avail:</b>	Farmers and any interested client			
<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 planting materials and prepare Purchase Request (PR) for approval	None	3-4 weeks	Farm Superintendent II/ SRS II/ ACC III
2. Inquire Status of PR requested previously	<b>Step 2.1:</b> Verify approved PR	None	5 minutes	Farm Superintendent II/ SRS II/ ACC III
3. Sign RIS and Client Satisfaction Feedback	<b>Step 3.1:</b> Prepare RIS and facilitate filling-up of Client Satisfaction Feedback	None	5 minutes	Farm Superintendent II/ SRS II/ ACC III
4. Gather and receive requested stocks	<b>Step 4.1:</b> Assist and release stocks	None	10 minutes  Depends on the volume gathered	Farm Superintendent II/ ACC III  .
<b>TOTAL</b>			<b>4 Weeks and 20 Minutes</b>	