

## 14. RICE SEEDS DISTRIBUTION

This service aims to provide certified seeds

### 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>	SIMPLE			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Local Government Unit			
<b>CHECKLIST OF EQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Approved withdrawal Slip		c/o Requisitioner		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Presentation of approved withdrawal slip duly issued by the rice seed focal person	<b>Step 1.1:</b> Verify with the rice seed focal person	None	10 minutes	Science Aide/ ACC III
2. Fill-up Client Satisfaction Feedback	<b>Step 2.1:</b> Facilitate filling-up of Client Satisfaction Feedback	None	5 minutes	Science Aide/ ACC III
3. Receive rice seeds	<b>Step 3.1:</b> Release seeds/ Planting materials	None	10 minutes	Science Aide/ ACC III
	<b>Step 3.2:</b> Assist in the releasing of rice seeds	None	Depends on the volume gathered	
<b>TOTAL</b>			<b>25 Minutes</b>	