

16. TECHNICAL SERVICES

This service provides technical assistance to customers/ clientele relating to researches and other technical services such as animal check-up and vaccination.

Schedule of Availability of Service

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

| | | | | |
|---|---|------------------------|--|---|
| Office or Division: | TRENTO RESEARCH AND EXPERIMENT STATION | | | |
| Classification: | SIMPLE | | | |
| Type of Transaction: | G2C – Government to Client | | | |
| Who may avail: | Farmers, Students, and any walk-in clients | | | |
| CHECKLIST OF EQUIREMENTS | | WHERE TO SECURE | | |
| NONE | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Register in the logbook | Step 1.1: Assist client in registering the logbook | None | 2 minutes | SRS II/ ACC III |
| 2. Receiving information/ technology needed | Step 2.1: Provide technical assistance needed (depending on the presence/ availability of the concerned technical person) | None | 10 minutes Depending on the technical assistance needed by the client | Science Research Asst./ Farm Superintendent II/ SRS II/ Sr. SRS/ ACC III |
| TOTAL | | | 12 Minutes | |