

2. AVAILABILITY/ DISTRIBUTION OF PALAY AND CORN SEED

This service provides OPV corn and inbred rice seeds as source of registered/certified seeds to interested parties/seed growers

Schedule of Availability of Service

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

Office or Division:	DEL MONTE LOWLAND RAINFED RESEARRCH STATION			
Classification:	SIMPLE			
Type of Transaction:	G2G – Government to Government/ G2C – Government to Clients			
Who may avail:	Individual Farmer, Farmers' Group, Seed Growers, LGUs & other walk-in clients.			
CHECKLIST OF EQUIREMENTS		WHERE TO SECURE		
2. 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 stock	Step 1.1: Check availability of stocks	None	10 minutes	SRS II SRA
2. Select variety of rice/corn in the seed storage	Step 2.1: Assist client in the selection of varieties in the seed storage	None	5 minutes	SRS II SRA
3. Sign the Acknowledgement Receipt	Step 3.1: Prepare RIS	None	5 minutes	SRS II SRA
TOTAL			20 Minutes	