

### 3. AVAILABILITY/ DISTRIBUTION OF POULTRY AND LIVESTOCK FOR SALE/ DISPERAL

This service provides quality/improved breeds of poultry, livestock and swine. This also disposes culled units of poultry & livestock.

#### Schedule of Availability of Service

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

<b>Office or Division:</b>	<b>DEL MONTE LOWLAND RAINFED RESEARRCH STATION</b>			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	G2G – Government to Government/ G2C – Government to Clients G2B – Government to Business			
<b>Who may avail:</b>	Farmer clients, Animal Raisers, Meat Vendors, LGUs & other walk-in clients			
<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. Present approved Purchase Request	<b>Step 1.1:</b> Validate approved PR	None	15 minutes	SRS II/ Farm Worker I
2. Select Animals	<b>Step 2.1:</b> Assist client in the selection of animals	None	30 minutes	SRS II/ Farm Worker I
3. Sign Acknowledgement Receipt and Client Satisfaction Feedback	<b>Step 3.1:</b> Prepare Acknowledgement Receipt and Client Satisfaction Feedback	None	5 minutes	SRS II/ Farm Worker I
4. Receive Animals	<b>Step 4.1:</b> Release Animals	None	10 minutes	SRS II/ Farm Worker I
<b>TOTAL</b>			<b>1 Hour</b>	