

#### 4. REQUEST FOR TECHNICAL ASSISTANCE

This service provides technical assistance to customers/clientele regarding crop production and poultry and livestock raising. This also extends to serve as resource person, consultant to an organization, cooperative and also to training/seminars.

##### 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 RESEARCH 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>	Individual Farmer, Farmers' Group, Students, Farmer Cooperators, LGUs & Stakeholders			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Secure Service Request Form from the Officer of the Day		Public Assistance and Complaint Desk, Del Monte Lowland Rainfed Research Station		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Filling-up service request form	<b>Step 1.1:</b> Assist client in filling-up the service request form	None	3 min.	Senior Science Research Specialist/ Station Technical Staff
2. Proceed to appropriate technical officer for referral	<b>Step 2.1:</b> Accommodate client according to its needs	None	Depending on the type of assistance needed	Senior Science Research Specialist/ Station Technical Staff
<b>TOTAL</b>			<b>3 Minutes</b>	