

5. AVAILABILITY/ DISTRIBUTION OF FRUIT TREE SEEDLINGS, COFFEE SEEDLINGS, RUBBER BUDSTICKS/SCION, CASSAVA PLANTING MATERIALS, CACAO SEEDLINGS, CAMOTE CUTTING AND PASTURE GRASSES

This service provides various fruit trees planting materials, Coffee seedlings, rubber budsticks/scion, cassava planting materials, cacao seedlings, camote cuttings and pasture grasses as source of good and quality planting materials to be distributed to interested parties.

Schedule of Availability of Service

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

Office or Division:	TAGBINA RESEARCH AND EXPERIMENT STATION			
Classification:	SIMPLE			
Type of Transaction:	G2G – Government to Government/ G2C – Government to Clients			
Who may avail:	Farmer clients, LGUs & other walk-in clients			
CHECKLIST OF EQUIREMENTS		WHERE TO SECURE		
1. Approved Purchase Request/Letter Request signed by the Regional Executive Director.		DA - Caraga		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire availability of Stocks	Step 1.1: Check availability of stocks	None	10 minutes	Farm Superintendent II
2. Select Fruit Tree Seedlings, Rubber in the Nursery, cassava planting materials, Cacao seedlings, Camote cuttings and pasture grasses	Step 2.1: Assist client in the selection of seedlings in the nursery, and pasture area	None	10 minutes	Farm Superintendent II
3. Sign the Acknowledgement Receipt of Planting materials	Step 3.1: Prepare Acknowledgement Receipt of Planting materials	None	10 minutes	SRS II/ Farm Superintendent II
4. Receive fruit trees seedlings, rubber, budsticks, scion, cassava planting materials, Cacao	Step 4.1: Release seedlings	None	10 minutes	Farm Superintendent II

seedlings, Camote cuttings & pasture grasses				
TOTAL			40 Minutes	