

## 6. AVAILABILITY/ DISTRIBUTION OF POULTRY (CHICKS) AND LIVESTOCK (GOAT)

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

### Schedule of Availability of Service

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

<b>Office or Division:</b>	<b>TAGBINA RESEARCH AND EXPERIMENT STATION</b>			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	G2G – Government to Government/ G2C – Government to Clients			
<b>Who may avail:</b>	Farmer clients, LGUs & other walk-in clients			
<b>CHECKLIST OF EQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Approved Purchase Request/Letter Request 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/ Letter Request	<b>Step 1.1:</b> Validate approved PR/ Letter Request	None	15 minutes	ACC III Sr. SRS
2. Select Animals	<b>Step 2.1:</b> Assist client in the selection of animals	None	30 minutes	SRS II/ Farm Superintendent II
3. Sign Acknowledgement Receipt	<b>Step 3.1:</b> Prepare Acknowledgement Receipt	None	5 minutes	SRS II/ Farm Superintendent II
4. Receive Animals	<b>Step 4.1:</b> Release Animals	None	10 minutes	Farm Superintendent II
<b>TOTAL</b>			<b>1 Hour</b>	