

## 7. FARMER INFORMATION AND TECHNOLOGY SERVICES (FITS)

This service provides information and technology updates on crop and livestock using IEC materials and internet connectivity.

### 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>	Farmers, Students, Farmer Cooperators, LGUs & Stakeholders			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Valid Identification Card/ Residence Certificate/Contact number		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. Register in the logbook	<b>Step 1.1:</b> Assist client in registering the logbook	None	2 Minutes	Sr. SRS/ Farm Superintendent II
2. Present valid ID	<b>Step 2.1:</b> Validate ID presented	None	2 Minutes	Sr. SRS/ Farm Superintendent II
3. Receiving information/ technology needed	<b>Step 3.1:</b> Provide IEC materials	None	5-10 mins	Sr. SRS/ Farm Superintendent II
<b>TOTAL</b>			<b>14 Minutes</b>	