

8. REQUEST FOR TECHNICAL ASSISTANCE

This service provides technical assistance to customers/clientele regarding crop production, 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

Office or Division:	TAGBINA RESEARCH AND EXPERIMENT STATION			
Classification:	SIMPLE			
Type of Transaction:	G2G – Government to Government/ G2C – Government to Clients			
Who may avail:	Farmers, Students, Farmer Cooperators, LGUs & Stakeholders			
CHECKLIST OF EQUIREMENTS			WHERE TO SECURE	
NONE				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Initial presentation of concern	Step 1.1: Inquiry on concern	None	5 minutes	SRS II
2. Proceed to appropriate technical officer for referral	Step 2.1: Accommodate client according to its needs	None	Depending on the type of assistance needed	ACC III/ Sr. SRS/ SRS II/ Farm Superintendent II
TOTAL			5 Minutes	