

## 9. FRUIT TREES, CACAO AND COFFEE SEEDLINGS DISTRIBUTION

This service provides various fruit trees planting materials, cacao, coffee, rubber seedlings and rubber budsticks/ scion 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

<b>Office or Division:</b>	<b>TRENTO RESEARCH AND EXPERIMENT STATION</b>			
<b>Classification:</b>	COMPLEX			
<b>Type of Transaction:</b>	G2G – Government to Government/ G2C – Government to Clients			
<b>Who may avail:</b>	Farmer clients, LGUs and walk-in clients			
<b>CHECKLIST OF EQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Approved Purchase Request (PR) 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. Inquire availability of planting materials	<b>Step 1.1:</b> Check availability of planting materials and prepare Purchase Request (PR) for approval	None	3-4 weeks	Farm Superintendent II/  SRS II/ ACC III
2. Inquire status of PR requested previously	<b>Step 2.1:</b> Verify approved PR	None	5 minutes	Farm Superintendent II/  SRS II/ ACC III
3. Select requested planting materials	<b>Step 3.1:</b> Assist client in the selection of requested planting materials	None	10 minutes	Science Aide ACC III

4. Sign RIS and Client Satisfaction Feedback	<b>Step 4.1:</b> Prepare RIS and facilitate filling-up of Client Satisfaction Feedback	None	5 minutes	Science Aide Farm Superintendent II SRS II ACC III
5. Receive requested planting materials	<b>Step 5.1:</b> Release requested planting materials	None	10 minutes	Science Aide
<b>TOTAL</b>			<b>3-4 Weeks and 30 Minutes</b>	