

ACQUISITION OF PLANTING MATERIALS

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Request (either oral or written)	Receiving/ recording request	-	5 minutes	-	Admin Section	Crop Techno Station, Puguis, La Trinidad, Benguet
	-	Check availability of planting materials being requested	-	10 minutes	-	CTS/ Nursery station	
2	Pay at the Provincial Treasury Office	Receive Payment and Issue Official Receipt	-	variable	Price/s specified under the Benguet Revenue Code	PTO Staff/ Luis F. Lacanaria, Jr.	Provincial Treasury Office
	-	Recording	-	5 minutes	-	PTO Staff/ Luis F. Lacanaria, Jr.	
2	Receive Planting Materials	Releasing of planting materials	Official Receipt of Payment	Depends on the item/s and quantity to be released	-	CTS/ Nursery station	Crop Techno Station, Puguis, La Trinidad, Benguet

RAPID BIOSAY PESTICIDE RESIDUE ANALYSIS FOR VEGETABLES AND FRUITS

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Request (either oral or written)	Receiving/ recording of vegetables/fruit sample	-	10 minutes	-	Margintina M. Kidao	Crop Techno Station, Puguis, La Trinidad, Benguet
	Pay fees	Receive Payment and Issue Official Receipt	-	variable	Price/s specified under the Benguet Revenue Code		
2	-	Analysis	-	5 minutes	-		
	-	Recording of results	-	5 minutes	-		
3	Receive Results	Releasing of Results	Official Receipt of Payment	15 minutes	-		

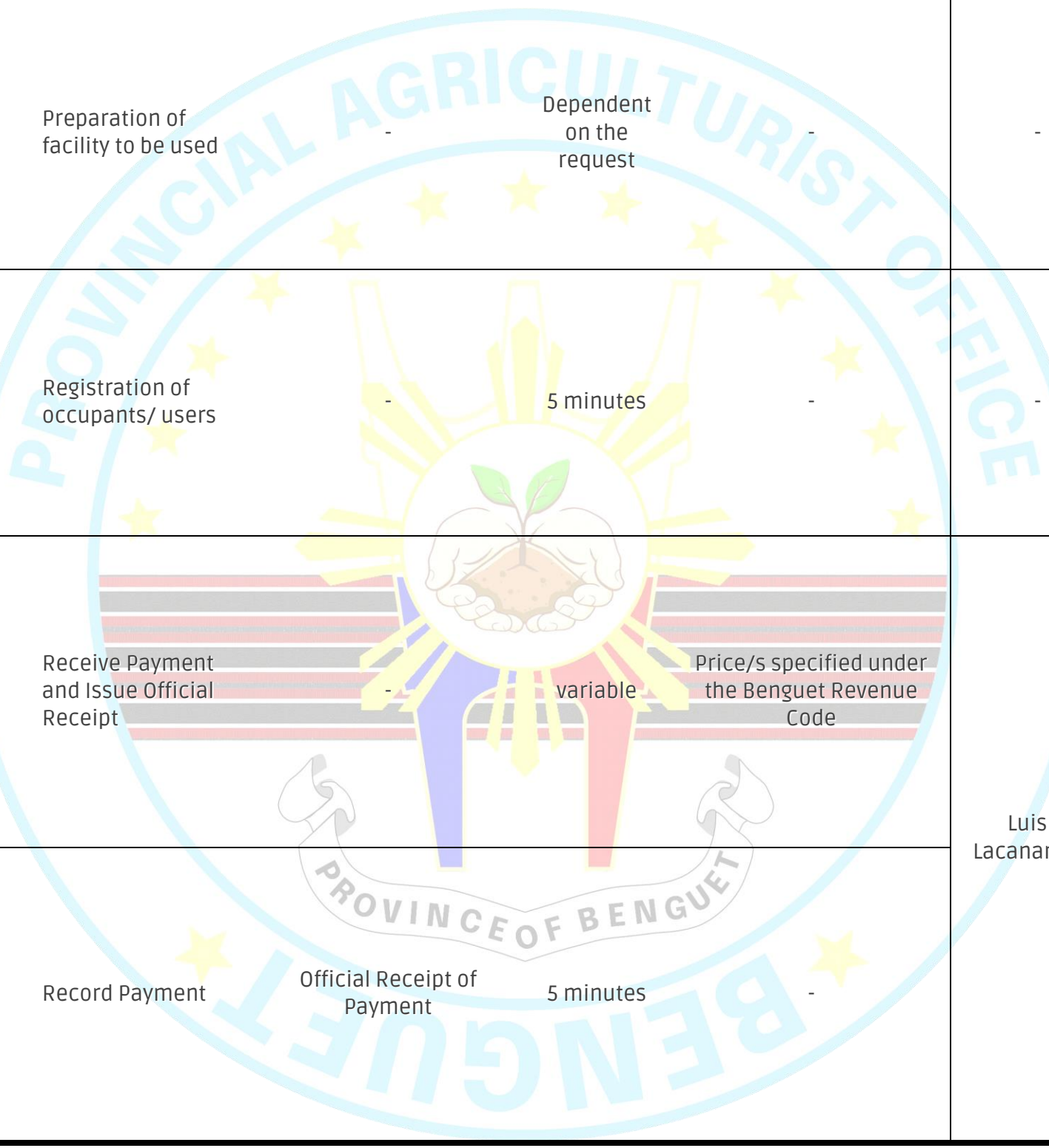
RENTING OUT OF FACILITIES

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Request (either oral or written)	Receiving/ recording of request	-	5 minutes	-	CTF staff	Bulala Agri-Eco farm, Bayabas, Sablan, Benguet
	-	Verification of availability of facility being requested	-	15 minutes	-	Joanne Marie B. Torres	
	-	Approval of request	-	5 minutes	-	Provincial Agriculturist	
	-	Ocular inspection/ visit facility	-	Dependent on the request	-	-	
	-	Confirmation/ Approval	-	15 minutes	-	Joanne Marie B. Torres	

1	<p>- Preparation of facility to be used -</p> <p>Dependent on the request</p>	-	
	<p>- Registration of occupants/ users -</p> <p>5 minutes</p>	-	
2	<p>Pay Bills for facilities used</p> <p>Receive Payment and Issue Official Receipt</p> <p>variable</p> <p>Price/s specified under the Benguet Revenue Code</p>	<p>Luis F. Lacanaria, Jr.</p>	<p>Bulala Agri-Eco farm, Bayabas, Sablan, Benguet</p>
	<p>- Record Payment -</p> <p>Official Receipt of Payment</p> <p>5 minutes</p>		



REQUEST FOR AGRICULTURAL PRODUCTION/DATA

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Request (either oral or written)	Receiving/ recording request	-	5 minutes	-	Planning Section	Office of the Provincial Agriculturist, Capitol, La Trinidad, Benguet
	-	Data verification and reproduction of documents	-	20 minutes	-		
2	Pay at the Provincial Treasury Office	Receive Payment and Issue Official Receipt	-	variable	Price/s specified under the Benguet Revenue Code	PTO-Staff	Provincial Treasury Office
2	Receive Documents	Releasing of document/s	Official Receipt of Payment	5 minutes	-	Planning Section	Office of the Provincial Agriculturist, Capitol, La Trinidad, Benguet

SOIL SAMPLING ANALYSIS

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Request (either oral or written)	Receiving/ recording of soil sample	soil sample	5 minutes	-	Brent A. Atew	Crop Techno Station, Puguis, La Trinidad, Benguet
2	Pay at the Provincial Treasury Office	Receive Payment and Issue Official Receipt	-	variable	Price/s specified under the Benguet Revenue Code	PTO Staff	Provincial Treasurer's Office
	-	Drying of soil sample	-	1 week depending on soil type	-	Brent A. Atew	Crop Techno Station, Puguis, La Trinidad, Benguet
	-	Analysis	soil sample	30 minutes per element	-		
-	Computation/ recording of results	-	30 minutes per element	-			
3	Receive Planting Materials	Release results	Official Receipt of Payment	5 minutes	-		