

STEP BY STEP PROCEDURE		PROCESSING TIME	RESPONSIBLEE PERSON
CLIENT	SERVICE PROVIDER STEPS		
Distribution of Palay Seeds (Inbred & Hybrid) and other agricultural inputs			
1. Present RSBSA ID card 2. Fill-in RCEF form	1. Interview of beneficiaries and fill-up of forms 2. Entry the secured data of beneficiaries to RCEF distribution system 3. Issue claim stab to beneficiaries 4. Release of palay seeds to farmer beneficiaries.	5 mins 3 mins. 2 mins. 15 mins. Average time for the whole job type: 25 mins.	All AT/Agri II
Facilitate crop insurance application to the farmers			
1. Provide photocopy of valid ID and RSBSA	1. Interview farmer and check the supporting documents needed. 2. Fill-up form and submit to MA for signature. 3. Gather feedback from the farmer. 4. Submit to PCIC coordinator for CIC issuance and submit to PCIC office.	5 mins 3 mins. 2 mins. 15 mins. Average time for the whole job type: 25 mins.	All AT/Agri II
Assist and submit claim for indemnity of PCIC Applicants			
1. Report damage of their insured crops	1. Assist farmer in filing of notice of loss & review data on Claim for Indemnity 2. Secure copy of Claim for indemnity.	5 mins. 5 mins. Average time for the whole job type : 10 mins.	All AT/Agri II
Facilitate and conduct milling activities in the RPC3			
1. Secure booking slip 2. Follow-up upcoming milling activity a day before 3. Proceed to MTO for payment of billing statement	1. Fill-in reservation log book 2. Follow-up client 1 day before scheduled date through call or text 3. Prepare billing statement 4. Secure file copy of their Official Receipt	5 mins 15 mins 5 mins 3 mins Average time for the whole job type : 28 mins	Assistant MA
Provide on-call/ Technical assistance on organic agriculture production or any OA related activities/requests			
1. Describe the incident clearly and concisely	1. Respond client request 2. Secure adequate information for references 3. Go to the site	2 mins. 30 mins. 45 mins.	OA Coordinator

	<ul style="list-style-type: none"> 4. Inspect available sources of inputs 5. Provide OA technical assistance 6. Record information of farmer serve 	<ul style="list-style-type: none"> 20 mins. 30 mins. 3 mins. <p>Average time for the whole job type: 2 hours and 16 mins.</p>	
Issuance of Veterinary Health Certificate			
<ul style="list-style-type: none"> 1. Present required documents 2. Present live animals to be transported 3. Proceed to MTO for payment of certificate 	<ul style="list-style-type: none"> 1. Interview farmer 2. Requiring necessary documents for travel 3. Payment for Receipt and documentary stamp 4. Encoding the data in the Veterinary Health certificate 5. Provide and assists farmer in answering client feedback form 6. Release the certificate 	<ul style="list-style-type: none"> 5 mins. 5 mins. 5 mins. 2 mins. 2 mins. 1 min. <p>Average time for the whole job type: 20 minutes</p>	Municipal Veterinarian
Rabies vaccination of dogs/cats/monkeys			
<ul style="list-style-type: none"> 1. Present animal for vaccination 	<ul style="list-style-type: none"> 1. Interview and right farmers for pets information 2. Vaccinate the animal 3. Issuance of vaccination card 	<ul style="list-style-type: none"> 5 mins 3 mins 1 mins <p>Average time for the whole job type: 10 minutes</p>	All livestock personnel
Facilitate application of Livestock insurance			
<ul style="list-style-type: none"> 1. Present photocopy of valid ID and RSBSA 	<ul style="list-style-type: none"> 1. Interview farmer and check the supporting documents needed. 2. Fill-up form and submit to MA for signature. 3. Gather feedback from the farmer. 4. Submit to PCIC coordinator for CIC issuance and submit to PCIC office. 	<ul style="list-style-type: none"> 5 mins 3 mins. 2 mins. 15 mins. <p>Average time for the whole job type: 25 mins.</p>	All livestock personnel
Dispersal Program			
<ul style="list-style-type: none"> 1. Submit letter of intent 	<ul style="list-style-type: none"> 1. Interview and right farmers information 2. Inform farmer regarding the requirements for the dispersal 3. encourage the farmer to submit letter of intent 	<ul style="list-style-type: none"> 10 mins 10 mins 5 mins <p>Average time for the whole job type: 15 minutes</p>	All livestock personnel

Distributed of vegetable seeds			
1. Present RSBSA ID 2. Fill-in client feedback form	1. Interview of beneficiaries and fill-up of forms 2. Release of vegetable seeds to farmer beneficiaries.	5 mins 3 mins. Average time for the whole job type : 8 mins.	All AT/Agri II
Provide Technical assistance in vegetable farmer			
1. Describe the incident clearly and concisely	1. Respond client request 2. Secure adequate information for references 3. Go to the site 4. Inspect available sources of inputs 5. Provide OA technical assistance 6. Record information of farmer serve	2 mins. 30 mins. 45 mins. 20 mins. 30 mins. 3 mins. Average time for the whole job type: 2 hours and 16 mins.	HVCDP Coordinator
Provide on-call artificial insemination in small and large ruminants			
Report in-heat animals	1. Respond client request 2. Secure Liquid Nitrogen and semen straws 3. Go to the site 4. Fix heat animal in working chute 5. Secure and wear long gloves 6. Palpate reproductive organ 7. Mix warm and hot water for 30°C - 45°C temperature thawing 8. Thaw semen straws 9. Wipe sanitary tissue on semen straw 10. Insert semen straw in the A.I gun 11. Insert A.I gun in the cervix or body of the uterus animal 12. Record information of farmer serve	2 mins. 30 mins. 30 mins. 7 mins. 1 mins. 3 mins. 1 min. 15 sec. 5 sec. 5 sec. 10 sec. 1 min. Average time for the whole job type: 1 hour and 15 mins and 35 sec.	AI Technicians
Registry System for Basic Sector in Agriculture (RSBSA)			
1. Provide required attachments	1. Provide checklist for RSBSA registration 2. Facilitate filling-in of	3 minutes 5 minutes	All AT/Agri II

	farmers data 3. Sign and certify by AT assigned	2 minutes Average Time for the whole job type : 10 minutes	
Facilitate FMR proposals			
1. Submit letter of Intent 2. Submit other pertinent documents duly required by DA RFO XIII	<ol style="list-style-type: none"> 1. Letter of Intent received 2. Geotagging of the proposed FMR 3. Interview with the proponent 4. Encoding of data/FMR templates 5. Mapping of proposed FMR 6. Submission of template and map to DA RFO XIII 	2 minutes 3 hours 45 minutes 40 minutes 40 minutes 2 hours Average time for the whole job type: 7 hours 1 minute and 9 sec	ABE Personnel