

2. Availment of *Trichoderma harzianum* / *Trichogramma* sp.

In order to provide a more sustainable means to recondition soils and fight pests and diseases, the Provincial Agriculturist's Office provides an affordable biocontrol agent that are both effective and eco-friendly at a minimum price.

Office or Division:	Provincial Agriculturist's Office – Research and Agricultural Support Services Division			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order Slip (1 original)		Laboratory Technician for desired commodity		
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Public Assistance Desk and sign the logbook	Refers the client to Laboratory Technician / In charge		2 minutes	<i>Admin Aide VI: ATSD</i>
2. Approach Laboratory Technician / In charge	Interview and gather client's information and inquiry If requested product is not available, advise client on the schedule of availability		5 minutes	<i>Lab. Technician / In Charge RASSD</i>
3. Fill up logbook	If the requested product is available, issue withdrawal or order slip for payment		3 minutes	<i>Lab. Technician / In Charge RASSD</i>
4. Submit Order slip for payment	Receive payment and issue Official Receipt If OR is not available Lab Technician proceeds to Treasurer's Office for payment	<i>Trichoderma</i> P 20.00 / pack	5 minutes	<i>Admin Officer V ATSD</i>
		<i>Trichogramma</i> P 1.00 / card	15 minutes	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Show OR to Lab In charge	Release product		*10minutes	<i>Lab. Technician / In Charge</i> RASSD
TOTAL:		-	*40 min.	

* depends on the quantity of product for release
Prices based on PTO No. 2016-001 (Revenue Code)