

7. Provision of Technical Assistance to Crops and Aquaculture

The Provincial Agriculturist's Office provides technical support and consultation to walk in clients. This is to help farmers increase productivity in the most sustainable way.

Office or Division:	Provincial Agriculturist's Office – Crop Production Management Division / Fishery Resource Management Division			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Public Assistance Desk and sign the logbook	Refer client to PG Head/Assistant PG Head		2 minutes	<i>Admin Aide VI:</i> ATSD
2. Discuss the purpose of the visit	Presents the Technical Assistance needed. Calls the attention of the assigned personnel to concern commodity after presentation of support needed		*30 minutes	<i>PH Head / Assistant PG Head</i> ATSD
3. Discussion of support needed with concern staff	Further discuss the support needed by the client. Show technical publications and provide brochures available if necessary If there is a need for a farm visit, discuss schedule for visit.		*15 minutes	<i>AT/ Aqua/Agri I, II, III</i> RASSD/CPMD/FRMD/AMAIDD
4. Sign in Technical Consultation form	Gather client's profile and support needed		2 minutes	<i>AT/ Aqua/Agri I, II, III</i> RASSD/CPMD/FRMD/AMAIDD
TOTAL:		-	*49 minutes	

* Depending on the issue / technology / support needed