

10. Availment of Farm Tractor Services

The Farm Tractor Services is an initiative to assist small farmers in land preparation at a lesser expense.

Office or Division:		Provincial Agriculturist's Office – Agricultural Engineering Division		
Classification:		Simple		
Type of Transaction:		G2C		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. FARM TRACTOR EQUIPMENT RENTAL REQUEST ORDER (FERRO) Form (1 original)		Farm Tractor In- Charge		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Public Assistance Desk and sign the logbook	Refers the client to Farm Tractor In charge		3 minutes	<i>Admin Aide VI: ATSD</i>
2. Fill up Tractor Request Form	Interview and gather client's information and arrange schedule for site validation		5 minutes	<i>Farm Tractor In - Charge AED</i>
	If requested service is not available, advise client on the schedule of availability			
	Validate site for plowing/harrowing.		4 hours	<i>Tractor Operator/Driver AED</i>
	Prepare FERRO form to be signed by the Client, Farm Tractor In-Charge, & Provincial Agriculturist		5 minutes	<i>Farm Tractor In - Charge AED</i>
3. Submit the duly signed FERRO FORM to Treasurers Office	Issue Official Receipt	Plow- Php 2,500/ha. Harrow- Php 2,000/ha.	15 minutes	<i>Provincial Treasurer's Office</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Submit FERRO and photocopy of Official Receipt to Project In- charge	Receive FERRO and copy of OR and confirm schedule for plowing/harrowing Advise the Farm Tractor Operator/Driver to proceed to the area based on the scheduled date		3 minutes	<i>Farm Tractor In-Charge Tractor Operator/ Driver AED</i>
TOTAL:		-	35 minutes	

Prices based on PTO No. 2016-001 (Revenue Code)