

## 12. Facilitation of Loan Application (Individual, Cooperatives, Micro and Small Enterprise)

To further provide assistance to small farmers, the Provincial Agriculturist's Office acts as a facilitator for agricultural loan applications.

<b>Office or Division:</b>	Provincial Agriculturist's Office – Agribusiness Marketing Assistance and Institutional Development Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C; G2B			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. ACEF Loan Application		- PAGRO (AMAIDD)		
2. General Information Sheet		- PAGRO (AMAIDD)		
3. Endorsement from City / Municipal Agriculturists Office		- City / Municipal Agriculturist's Office		
4. DTI / SEC Registration Certificate and current year business permit ( <i>if applicable</i> )		-		
5. Articles of Partnership/ incorporation, ( <i>if applicable</i> )		-		
6. Bio-data of owner or partner or incumbent officers and BOD with ID		-		
7. Business Plan or Farm Plan and Budget		-		
8. Sworn Affidavit of No Outstanding Loans from any lending institution for the same project		- Hall of Justice		
9. Board Resolution authorizing the Coop or Association to borrow and designating authorized signatories ( <i>if applicable</i> )		-		
10. Audited Financial Statement for the last year or latest interim financial statement for start-up companies ( <i>if applicable</i> )		-		
11. Current year business permit ( <i>if applicable</i> )		-		
12. Photocopy of land title or lease contract		-		
13. Barangay clearance		- Barangay of Business Residence		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Discuss the purpose of the visit	Calls the attention of the assigned personnel.		5 minutes	<i>PH Head / Assistant PG Head ATSD</i>
3. Approach assigned personnel.	<p>Review Documents</p> <p>If document is incomplete, advice client to comply for lacking documents.</p> <p>If client requests for assistance on the preparation of documents, personnel in charge will conduct further interview to determine needs.</p> <p>Prepare endorsement to DA-RFO XI</p>		<p>5-10 minutes</p> <p>*30 minutes</p> <p>2 minutes</p>	<i>AT/ Agri I, II, Sr. Agriculturist AMAIDD</i>
<b>TOTAL:</b>		-	<b>44- 49 minutes</b>	