

## 56. CONDUCT OF TRAININGS/SEMINARS/LECTURES ON OTHER AGRICULTURAL PRODUCTION

### ***DESCRIPTION of the SERVICE:***

Provision of short trainings/seminars/lectures for barangay residents, women and farmer groups and students

### ***REQUIREMENT:***

\* Request letter from client/farmer addressed to the City Agriculturist

### ***FEE:***

\* ***No fee***

### ***PROCEDURE :***

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN-CHARGE
1. Receives written request from Barangay Officials/ school/organization officers	5 minutes	BENJAMIN LINATOC <i>Admin. Aide VI</i> LIGAYA BAUTISTA <i>Admin. Aide IV</i> ROSALIE MENDOZA <i>Admin. Aide II</i>
2. Interviews clients, advises materials/ equipment needed for the training/ seminar and sets schedule	45 minutes	HILARIO QUINTO EDILBERTO ANDAL <i>Spvg. Agriculturist</i> ROMULO ROCAFORT MARILYN PORO MINA MARASIGAN LEONIDA POSE ANINIA MANALO JHONALYN LACERNA ALDRIN PAGLIWANGAN <i>Agriculturist I</i>
3. Conducts the training proper.	1 day	