

E. AGRICULTURAL AND VETERINARY SERVICES**53. DISTRIBUTION OF VEGETABLE SEEDS AND PLANTING MATERIALS*****DESCRIPTION of the SERVICE:***

Distribution of free vegetable seeds for the establishment and maintenance of community or school gardens and of tree seedlings for reforestation and other tree planting activities is one of the programs of the City Agriculturist's Office.

REQUIREMENT :

- * Request letter signed by community/school/organization head, addressed to the City Agriculturist

FEE:

- * No fee

PROCEDURE :

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN- CHARGE
1. Accepts request letter and refers client to the Assistant City Agriculturist	5 minutes	BENJAMIN LINATOC <i>Admin. Aide VI</i> LIGAYA BAUTISTA <i>Admin Aide IV</i>
2. Interviews client, evaluates the request and ascertains the quantity of seeds or planting materials to be provided (if request is approved);	30 minutes	Ma. LOURDES SILVA <i>Asst. City Agriculturist</i> JOSE LAMBIO <i>City Agriculturist</i>

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN-CHARGE
3. Conducts ocular inspection of target areas for planting (if necessary) before approving the request	1 hour	EDILBERTO L. ANDAL <i>Supervising Agriculturist</i> ROMULO ROCAFORT ANGELITA ATIENZA MARILYN M. PORO <i>Agriculturist I</i>
4. Prepares seeds and/ or other planting materials and releases these to the client (if request is approved).	20 minutes	RUEL ISAGA <i>Farm Supervisor</i> MARIO LACBAY <i>Nursery Farm Worker</i> BENJAMIN LINATOC <i>Admin. Aide VI</i> LIGAYA BAUTISTA <i>Admin Aide IV</i>
5. Client signs in the logbook as acknowledgement of receipt		