

**54. REQUEST FOR SOIL ANALYSIS*****DESCRIPTION of the SERVICE :***

Farmers can request for soil analysis at the City Agriculturist's Office. The soil sample will be analyzed in 3 weeks at the Bureau of Soils Laboratory.

***REQUIREMENT:***

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

***FEE:***

- \* No Fee

***PROCEDURE :***

<b>STEPS</b>	<b>PROCESSING/ RESPONSE TIME</b>	<b>PERSON-IN- CHARGE</b>
1. Accepts request letter and refers client to the Farm Technician	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 client and schedules collection of soil samples	25 minutes	ROMULO ROCAFORT ANGELITA ATIENZA MARILYN PORO <i>Agriculturist I</i>
3. Collects soil samples from target areas and delivers samples to the Bureau of Soils Laboratory for analysis	1-1/2 hour	
4. Interprets results of the analysis and makes necessary suggestions and recommendations	30 minutes	