

## **55. TECHNICAL ASSISTANCE FOR CROPS AND LIVESTOCK PRODUCTION**

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

The City Agriculturist's Office renders technical assistance for crops and livestock production upon request of farm owners.

### ***REQUIREMENT:***

- \* Letter request or verbal request

### ***FEE:***

- \* No fee

### ***PROCEDURE :***

<b>STEPS</b>	<b>PROCESSING/ RESPONSE TIME</b>	<b>PERSON-IN-CHARGE</b>
1. Entertains walk-in clients and refers them 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 clients, gives recommendations and schedules farm visit or fieldwork, if necessary	45 minutes	ROMULO ROCAFORT ANGELITA ATIENZA MARILYN PORO ALDRIN PAGCALIWANGAN LEONIDA POSE ANINIA MANALO JHONALYN LACERNA <i>Agriculturist I</i>
3. Conducts visitation and fieldwork if necessary and provides additional technical assistance	2 hours	