Agricultural Services

Crops Development and Technical Assistance

Steps	Time	Staff
1. Request for particular needs/items - Client submits request for the required assistance. Farmers classes/Training Integrated Pest Management Seed Distribution Technology Demo on R&D	1 minute	Duty Agricultural Technologist (Officer-of-the-Day)
2. Referral/Scheduling - Duty Officer will schedule activity or release of the requested assistance.	1 minute	
3. Approval of the Municipal Agriculturist - The MA will approve the request and assign at for the assistance requested.	2 minutes	Julieta D. Canonizado Municipal Agriculturist

Livestock Maintenance and Protection

Steps	Time	Staff
1. Submit Request - Client will submit request to the Officer of the Day. The request will be logged.	1 minute	Duty Agricultural Technologist (Officer-of-the-Day)
2. Approval of the Request - The OD/AT will give the request to the MA for proper approval. The conducted and identified: - Vaccination - Treatment - Deworming and Vitamin Administration	5 minutes	Julieta D. Canonizado Municipal Agriculturist Duty Agricultural Technologist (Officer-of-the-Day)
3. Reporting - The assigned AT will submit conducted service to the MA and concurred by the client.	5 minutes	Agricultural Technologist