



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





**MUNICIPAL
AGRICULTURE OFFICE
(MAO)
ADMINISTRATIVE SERVICES**



7. DISTRIBUTION OF VEGETABLE SEEDS, MONGO SEEDS AND OTHER HIGH VALUE CROPS PLANTING MATERIALS

All households and schools can avail either vegetable seeds, mongo seeds and other high value crops planting materials from the Department of Agriculture (DA), Provincial and Local Government High Value Crops Programs. The distribution can be obtained from the Municipal Agriculture Office.

Office or Division:		MUNICIPAL AGRICULTURE		
Classification:		SIMPLE		
Type of Transaction:		G2C – Government to Transacting Public		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach PACD and inquire about the services needed	Interview his/her purpose then refer to the person in-charge	None	2 mins.	PACD
2. Approach HVCDP Technician	Interview the seeds recipient	None	2 mins.	HVCDP Technician
3. Provide detailed description of the area to be planted	Advice for suitable crop to be planted	None	5 mins.	HVCDP Technician
4. Request seeds	Advice proper seed requirement	None	3 mins.	HVCDP Technician
5. Received seeds	a. Request to sign masterlist; b. Release seeds.	None	3 mins.	HVCDP Technician
TOTAL		None	15 mins.	