



Republic of the Philippines
CITY GOVERNMENT OF TACLOBAN
CITY AGRICULTURIST'S OFFICE
Tacloban City, Leyte

CITIZEN'S CHARTER

Frontline Services	Procedure	Time	Responsible Person/s	Requirements	Amount Payable
Walk-in Client(s) Ask for: <ol style="list-style-type: none"> 1. Vegetable Seed(s) 2. Planting Materials <ol style="list-style-type: none"> a. Fruit Tree(s) b. Ornamental Plants c. Rice/Corn 3. Technical Assistance <ol style="list-style-type: none"> a. Crops Section b. Fishery Section c. Institutional Dev't Section <ul style="list-style-type: none"> ➤ Farmers Association (FAs) ➤ Rural Improvement Clubs (RICs)/Farm Home Resource Mgt. (FHRM) ➤ 4-H Clubs 4. Licensing of all Fish/Vegetables & other Agrivet Suppliers & Dealers 	1. Receiving/Recording of request (letter)	5 minutes	Desk/Info Officer Seeds/Planting Materials (Officer-In-Charge)	Letter-request	
	2. Evaluation of Request (available veg. seeds, planting materials &/or technical staff)	15 minutes		Letter-request	
	3. Immediate Response	Acted within the day	Crops/Fishery Technologist(s)/ Technician(s)	Letter-request	
	4. Evaluation of request	20 minutes	Licensing Officer	Licensing Application Set-in Folder (Business Permit)	


VICTORIA S. COLLANTES
 Officer-In-Charge

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