



1. Provision of High-Quality Seeds and Seedlings

The Local Government Unit and the Department of Agriculture provide high-quality seeds (rice, corn, and vegetable seeds) and seedlings to farmers and urban gardening enthusiasts in support of increasing food production and sufficiency.

- If LGU-funded:

Office/Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Farmers and urban gardening enthusiasts			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For farmers:				
Farm area allocated per seed type		Client		
For urban gardening enthusiasts:				
Allotted area for urban garden		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for seeds or seedlings	1. Attend to client needs and provide form/s	None	2 minutes	<i>Agriculture Staff</i> Municipal Agriculture Office
2. Comply with the needed information on the form/s	2. Assess and evaluate the given information	None	3 minutes	<i>Agriculture Staff</i> Municipal Agriculture Office
3. Sign the form/s	3. Provide seeds or seedlings to the client	None	3 minutes	<i>Agriculture Staff</i> Municipal Agriculture Office
TOTAL:		None	8 minutes	



- **If funded by the Department of Agriculture:**

Office/Division:		Municipal Agriculture Office		
Classification:		Complex		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		Farmers and urban gardening enthusiasts		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For farmers:				
Farm area allocated per seed type		Client		
RSBSA Stub (1 Original)		Municipal Agriculture Office		
Valid government-issued ID (1 Original, 1 Photocopy)		Client		
For urban gardening enthusiasts:				
Allotted area for urban garden		Client		
Valid government-issued ID (1 Original, 1 Photocopy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For farmers:				
1. Approach the assigned Agricultural Technician or the Focal Person of the banner program wherein the intervention is under	1. Attend to client needs	None	2 minutes	<i>Assigned Agricultural Technician/Focal Person of the Banner Program Municipal Agriculture Office</i>
2. Present the requirements	2. Assess and evaluate the given information through the pre-masterlist/s and the RSBSA database	None	5 minutes	<i>Assigned Agricultural Technician/Focal Person of the Banner Program Municipal Agriculture Office</i>
2.1 Provide the needed information on the form/s	2.1. If qualified, provide form	None	3 minutes	



3. Sign the form/s	3. Provide seeds or seedlings to the client	None	5 minutes	<i>Assigned Agricultural Technician/Focal Person of the Banner Program Municipal Agriculture Office</i>
TOTAL:		None	15 minutes	
For communal gardens:				
1. Approach the assigned Agricultural Technician or the Focal Person of the banner program wherein the intervention is under	1. Attend to client needs	None	2 minutes	<i>Assigned Agricultural Technician/Focal Person of the Banner Program Municipal Agriculture Office</i>
2. Present the requirement	2. Assess and evaluate the given information through the pre-masterlist/s	None	2 minutes	<i>Assigned Agricultural Technician/Focal Person of the Banner Program Municipal Agriculture Office</i>
2.1. Provide the needed information on the form/s	2.1. If qualified, provide form	None	3 minutes	
3. Sign the form/s	3. Provide seeds or seedlings to the client	None	3 minutes	<i>Assigned Agricultural Technician/Focal Person of the Banner Program Municipal Agriculture Office</i>
TOTAL:		None	10 minutes	