



2. Provision of Fertilizers and Other Farm Inputs

The Local Government Unit and the Department of Agriculture provide fertilizers and other farm inputs to farmers and communal gardens to reduce high agricultural production costs.

- **If LGU-funded:**

Office/Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Farmers and communal gardens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For farmers:				
Standing crops		Client		
For communal gardens:				
Operational communal garden		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for fertilizers or other farm inputs	1. Attend to client needs and provide form/s	None	2 minutes	<i>Agriculture Staff</i> Municipal Agriculture Office
2. Provide 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 fertilizers or other farm inputs to the client	None	5 minutes	<i>Agriculture Staff</i> Municipal Agriculture Office
TOTAL:		None	15 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:				
Standing crops				Client
RSBSA Stub (1 Original)				Municipal Agriculture Office
Valid government-issued ID (1 Original, 1 Photocopy)				Client
For urban gardening enthusiasts:				
Operational communal 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</i> Municipal Agriculture Office
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</i> Municipal Agriculture Office
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 fertilizer/s or other input/s to the client	None	5 minutes	<i>Assigned Agricultural Technician/Focal Person of the Banner Program</i> Municipal Agriculture Office
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</i> Municipal Agriculture Office
2. Present the requirements	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</i> Municipal Agriculture Office
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 fertilizer/s or other input/s to the client	None	3 minutes	<i>Assigned Agricultural Technician/Focal Person of the Banner Program</i> Municipal Agriculture Office
TOTAL:		None	10 minutes	