

# Provision of Crop/Livestock Insurance

**Requirements: Photocopy of Valid ID**

<b>Office or Division:</b>	Office of Agriculture			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	Residents of Burgos, La Union			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approach any of the staff and state purpose of visit	1. Assist client and ask purpose of visit	None	3 minutes	<b>Bryan Aromin or Ofelia Llarenas</b>
				<b>Agricultural Technologist Florina P. Delos Reyes</b> <b>M.A.O. Agriculture's Office</b>
2. Fill-up crop/livestock insurance form	2. Check masterlist of farmer at the RSBSA 2.1 Validation /Approval of forms 2.2 Request client to register on Logbook 2.3 Submission to PCIC	None	10 minutes	<b>Bryan Aromin or Ofelia Llarenas</b> <b>Agricultural Technologist Florina P. Delos Reyes</b> <b>M.A.O. Agriculture's Office</b>
<b>Total</b>		None	13 minutes	