

Provision of Seeds

1. Rice Seeds (Inbred & Hybrid)
2. Vegetable Seeds

Office or Division:	Office of Agriculture			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client			
Who may avail:	All farmers who are RSBSA registered and who have land properties located in the Municipality of Burgos, La Union			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach any of the staff and state purpose of visit	1. Assist client and ask purpose of visit	None	3 minutes	Bryan Aromin or Ofelia Llarenas Agricultural Technologist Florina P. Delos Reyes M.A.O. Agriculture's Office
2. Verification	2. Staff will verify if the client is RSBSA registered	None	3 minutes	Ofelia Llarenas Agricultural Technologist
2. Register on Logbook and receive seeds	2. Check availability and give seeds to client 2.1 Request client to register on Logbook or Masterlists	None	5 minutes	Bryan Aromin or Ofelia Llarenas Agricultural Technologist Florina P. Delos Reyes M.A.O. Agriculture's Office
Total		None	11 minutes	