

Registration of Farmers to the Registry System for Basic Sectors in Agriculture (RSBSA)

The farmer must bring the following requirements:

- a. (1) Latest 2x2 picture
- b. (1) Photocopy of any Valid ID
- c. (1) Photocopy or Scanned copy of Land Title or Tax Declaration

Office or Division:	Office of Agriculture			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client ; G2G-Government to Government Agency			
Who may avail:	Farmers and Fisher folks 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. Register on logbook and state purpose of visit	1. Request client to register on logbook	none	3 minutes	Bryan Aromin or Ofelia Llarenas <i>Agricultural Technologist</i> Florina P. Delos Reyes <i>M.A.O. Agriculture's Office</i>
2. Undergo interview with the staff	2. Interview the information needed to the client and determine if the client bring the requirements for RSBSA Registration	none	10 minutes	Ofelia M. Llarenas <i>Agricultural Technologist</i> <i>Agriculture's Office</i>
3. Undergo Validation	3. Validate the authenticity of the documents and Approval.	None	5 minutes	Florina P. Delos Reyes <i>M.A.O.</i>
	TOTAL		18 minutes	