

4. Availment of Banana Tissue Culture seedlings

Availment of banana culture seedlings to walk in clients is limited to 1,000 pieces only per day. For larger quantities, orders must be made beforehand.

Office or Division:		Provincial Agriculturist's Office – Research and Agricultural Support Services Division		
Classification:		Simple		
Type of Transaction:		G2C		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order Slip (1 original)		Laboratory Technician for desired commodity		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Public Assistance Desk and sign the logbook	Refers the client to Laboratory Technician / In charge		2 minutes	<i>Admin Aide VI: ATSD</i>
2. Approach Laboratory Technician / In charge	Interview and gather client's information and inquiry If requested product is not available, advise client on the schedule of availability		5 minutes	<i>Lab. Technician / In Charge RASSD</i>
3. Fill up logbook	If the requested product is available, issue withdrawal or order slip for payment		3 minutes	<i>Lab. Technician / In Charge RASSD</i>
4. Submit Order slip for payment	Receive payment and issue Official Receipt If OR is not available Lab Technician proceeds to Treasurer's Office for payment	Seedlings = P 18.00/piece	5 minutes 15 minutes	<i>Admin Officer V ATSD</i> <i>Lab. Technician / In Charge RASSD</i>

CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Show OR to Lab In charge	Release product (maximum number of seedlings available for walk in clients = 1,000 pieces / day)		*60 minutes	<i>Lab. Technician / In Charge</i> RASSD
TOTAL:		-	*1 hour and 30 minutes	

* depending on the quantity product for release
Prices based on PTO No. 2016-001 (Revenue Code)