

5. Availment of Banana Tissue Culture products (meristem and seedlings) Placing Order

Availment of banana tissue culture with a quantity of > 1000 will be by reservation; 50% of the total amount of the order shall be paid as down payment.

Office or Division:	Provincial Agriculturist's Office – Research and Agricultural Support Services Division			
Classification:	Highly Technical			
Type of Transaction:	G2C; G2B			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order Slip (1 original) 2. Official Receipt (50% down payment) (1 Original)		Laboratory Technician for desired commodity Admin Officer V (ATSD)		
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:</i> ATSD
2. Approach Laboratory Technician / In charge	Interview client and issue withdrawal or order slip.		3 minutes	<i>Lab. Technician / In Charge</i> RASDD
3. Submit Order slip for payment	Receive payment and issue Official Receipt	50% of the total amount of placed order Meristem = P 10.00/bag Seedlings = P 26.00/bag	2 minutes	<i>Admin Officer V</i> ATSD
	If OR is not available Lab Technician or PAGRO staff proceeds to Treasurer's Office for payment.		15 minutes	<i>Lab. Technician / In Charge</i> RASDD
4. Show OR to Lab In charge	Fill up logbook to record order. Instruct client on date and time for pick up (after 3 months).		2 minutes	<i>Lab. Technician / In Charge</i> RASDD
TOTAL:		-	24 minutes	

Prices based on PTO No. 2016-001 (Revenue Code)