

## 6. Availment of Banana Tissue Culture products (meristem and seedlings) Claiming Order

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

<b>Office or Division:</b>	Provincial Agriculturist's Office – Research and Agricultural Support Services Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C; G2B			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Official Receipt (50% downpayment) (1 Original) 2. Affidavit of Loss (in case OR is lost) (1 Original) 3. Government Issued ID (1 Original) 4. Official Receipt (50% remaining balance) (1 Original)		- Hall of Justice - Admin Officer V (ATSD)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approach the Public Assistance Desk and sign the logbook	Refer client to Laboratory Technician / in charge		2 minutes	<i>Admin Aide VI: ATSD</i>
2. Approach Laboratory Technician / in charge and present OR for downpayment  In case of lost OR for downpayment, client must secure an Affidavit of Loss and 1 government issued ID	Check logbook and OR for verification. Issue Order slip for payment for the remaining balance		2 minutes	<i>Lab. Technician / In Charge RASSD</i>

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
3. Submit Order Slip for payment	Receive payment and issue Official Receipt  If OR is not available Lab Technician or PAGRO staff proceeds to Treasurer's Office for payment.	50% of the total amount of placed order	2 minutes  15 minutes	<i>Admin Officer V</i> ATSD
4. Show Official Receipt to Laboratory Technician / In charge	Release product		* 30 minutes	<i>Lab. Technician / In Charge</i> RASSD
<b>TOTAL:</b>		-	<b>51minutes</b>	

\* Depending on the quantity of product for release