

## 8. Provision of Information Education Campaign (IEC) Materials

The Farmers Information Technology Service provides information materials on agricultural and technologies that aims to increase production and promote sustainability. Some of the materials are written in a local dialect to be more understandable and relatable.

<b>Office or Division:</b>	Provincial Agriculturist's Office – Research and Agricultural Support Services Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
- Government Issued ID		-		
<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 FITS Manager		2 minutes	<i>FITS Manager</i> RASSD
2. Sign in Logbook	Interview client for basic information and data or technology needed		2 minutes	<i>FITS Manager</i> RASSD
3. Research topics of interest through leaflets, brochures, manuals and other IEC materials	Assist client with references of interest		*30 minutes	<i>FITS Manager</i> RASSD
4. If there is a need for references to be photocopied, request for photocopying	Issue borrowers slip and ask for valid ID		5 minutes	<i>FITS Manager</i> RASSD
5. Photocopy IEC /references	Keep borrowers slip and ID for return of references			<i>FITS Manager</i> RASSD
6. Return IEC / references	Return borrowers slip and ID			<i>FITS Manager</i> RASSD
<b>TOTAL:</b>		<b>-</b>	<b>*39 minutes</b>	

\* Depending on the client's extent of research