

### 13. Facilitation of Loan Application (SURE AID)

The SURE Aid program targets farmers with one-hectare rice area affected by the drop of palay farmgate prices. The program allows a one-time, zero-interest loan of P 15,000.00 payable up to 8 years

<b>Office or Division:</b>	Provincial Agriculturist's Office – Agribusiness Marketing Assistance and Institutional Development Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	All rice farmers with 1-hectare area who are registered in the Registry for Basic Sectors on Agriculture (RSBSA)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. Photocopy of Valid ID affixed with 3 signatures</li> <li>2. 1x1 or 2x2 ID picture (1)</li> <li>3. SUREAID Loan Application Form</li> <li>4. Certification / Endorsement from Municipal Agriculturist's Office</li> <li>5. Registered in the registry System for Basic Sectors on Agriculture (RSBSA)</li> </ol> <p><i>* Farmer applicant must be tilling an area of one hectare and below</i></p>		<ul style="list-style-type: none"> <li>-</li> <li>-</li> <li>- PAGRO (AMAIDD)</li> <li>- City / Municipal Agriculturist's Office</li> <li>- City / Municipal Agriculturist's Office</li> </ul>		
<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 assigned personnel		2 minutes	<i>Admin Aide VI: ATSD</i>
2. Approach assigned personnel	<p>Interview farmer for basic information</p> <p>Assist farmer in filling up SUREAID Loan Application Form</p> <p>Review documents presented. If complete, instruct client for the tentative date for feedback from LBP. Otherwise, advise client to comply for lacking documents</p>		<p>5 minutes</p> <p>*30 minutes</p>	<i>AT/ Agri I, II, III AMAIDD</i>

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	If all documents are complied, encode client's basic information for master listing and tracking		5 minutes	<i>AT/ Agri I, II, III</i> AMAIDD
	Prepare endorsement to DA-RFO XI		5 minutes	
<b>TOTAL:</b>		-	<b>* 47 minutes</b>	