

## 15. Availment of High Value Fruit Seedlings

The High Value Fruits Seedlings is part of the National Program for reforestation. This aims to provide readily available seedlings at an affordable price.

<b>Office or Division:</b>		Provincial Agriculturist's Office – Crop Protection and Management 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>		
1. Order Slip (1 original)		Nursery In charge		
<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	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>Nursery In charge CPMD</i>
3. Fill up logbook	If the requested product is available, issue withdrawal or order slip for payment		3 minutes	<i>Nursery In charge CPMD</i>
4. Submit Order slip for payment	Receive payment and issue Official Receipt  If OR is not available, Nursery In charge proceeds to Treasurer's Office for payment	Fruit Trees such as Mangosteen, Mango, Lanzones, Durian, Calamansi and etc.) – P 35.00/pc	5 minutes  15 minutes	<i>Admin Officer V ATSD</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Industrial Crop Seedlings such as Rubber, Cacao, Coffee and etc.) = P 20.00/pc		
5. Show OR to Nursery In charge	Release product		*10minutes	<i>Nursery In charge</i> CPMD
<b>TOTAL:</b>		-	<b>40 minutes</b>	

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