

CDLO Bldg., IBJT Compd, Tambo Hinaplanon, Iligan City  
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**Frontline Service** : **GRANTING OF REQUEST FOR AN AGRICULTURAL TECHNICAL AND EXTENSION SERVICES**

**Schedule of Availability of Service** : 8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays. On Mondays provision of services starts after flag raising

**Who may avail of the service** : ORGANIZATIONS, NGOS, Farmers, Private Individuals residing in Iligan City

**What are the requirements** : Farmer –clientele or an organization must be a resident of Iligan City

**Duration** : 54 mins. (exclusive of step 7)



**Mr. OCTAVIUS J. MOLO**  
 City Government Dept. Head II  
 City Agriculturist

**How to avail of the service:**

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form/s
1	Register in the Client Registry Form and indicate intention to avail Technical & Extension Services.	Require client to register in the Client Registry Book.	2 mins.	Officer of the Day		
2	Answer basic questions. Proceed to the in-charge.	Conduct initial interview regarding the request. Refer and introduce to the responsible division/staff.	5 mins.	Officer of the Day		
3	Answer basic questions in relation to the request made.	Conduct assessment & evaluation of the request or determine the specific needs/services requested. .	30 mins.	- Agribusiness Div. Chief -SPSS Div. Chief -Crops Div. Chief		
4	Receive information.	If the request is not legitimate / reasonable, inform the client.				
5	Wait for confirmation.	If request is found legitimate / reasonable, forward the request to the Department Head for appropriate action.				

cont'n : **How to avail the service -**

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TECHNICAL AND EXTENSION SERVICES**

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form/s
6	Receive the information regarding the granting of the request.	Reassess the request. Grant the request .  Inform/update the client of the approval of the request.	7mins.	Department Head		
7	Note the schedule of the meeting in relation to the execution of the request granted.	Set a meeting with the client regarding the details on how the approved request be realized to their end.	5 mins.	-Agribusiness Div. Chief -SPSS Div. Chief -Crops Div. Chief		
8	Confer with the in-charge.	Determine the schedule of the activity for the actual implementation of the technical and extension services requested.	5 mins.	-Agribusiness Div. Chief -SPSS Div. Chief -Crops Div. Chief		
		Meet with the requesting party/ies on site for the performance of the technical and extension services as scheduled.	undetermined	Concerned Staff		
<b>END OF TRANSACTION</b>						

