

CITY AGRICULTURE OFFICE

DLO Bldg., IBJT Compd, Tambo Hinaplanon, Iligan City

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Frontline Service : PROVISION OF FARM TRACTOR AND OTHER AGRICULTURAL FARM EQUIPMENT 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 : A resident of Iligan City, Organizations, NGOs, Farmers, Private Individuals

What are the requirements :

- a. Area should be tractorable, Road should be passable for tractor, Easy access of the tractor & farm machines.
- b. Farmer/s agree on the last-touch principle in case of minor repairs of the equipment.
- c. Area should be ready for the agricultural farm machines.
- d. Operation for tractor harvest area should be 0-18% slope tractorable.

Duration : 4 hrs., 45 mins. (excluding step no. 7)

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. Present letter request for availment of tractor services& other Agri-farm equipment.	Require client to register in the Registry of Client Form. Receive letter request. Forward request to the concerned division/staff for evaluation.	3 mins.	Officer of the Day		Client Registry Form
2	Reply to basic questions. Commit to accompany the inspector during the on-site visit.	Assess the request made. Interview and inform client of the schedule of site validation or evaluation . Require client to accompany the inspector during the on-site validation.	15 mins.	Cristobal Tanael		

cont'n : How to avail the service -

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Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form/s
3	Coordinate with the site-validator.	Conduct site validation.	4 hrs.	Cristobal Tanael		
4	Client receive response/feedback regarding the request. Note schedule of the usage of the tractor.	After the inspection, give recommendation. -if area is found not tractorable, inform the client that request is not granted. -if area is found tractorable, inform the client of the approved request and set schedule. -If area is found to be ready for agri-machine operation, inform client of the approved request and set schedule.	10 mins.	Cristobal Tanael		
5	Wait for the processing of Job Order.	Prepare & process the Job Order Request for the use of the tractor and other farm machine.	15 mins.	Cristobal Tanael		
		Review the Job Order Request. If found in order, sign the request.	3 mins.	Cristobal Tanael Marie Ann J. Beley Octavius J. Molo		
7	Wait on- site for the deployment of the tractor and other farm machine.	Deploy the tractor and other farm machine.	undetermine	Tractor Operator		

END OF TRANSACTION

