

CITY AGRICULTURE OFFICE

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Frontline Service : PROVISION OF SOIL SAMPLING ANALYSIS

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 : Location of area must be within Iligan City.
 Bring soil sample (for client who is availing the service regularly)



Duration : New beneficiary - 44 mins.
Old beneficiary - 34 mins.

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. Inform the Officer of the Day of the intention to request for soil sampling analysis.	Require client to register in the Registry of Client Form. Refer to the in-charge.	3 mins.	Officer of the Day		Client Registry Form
2	Answer basic questions.	Interview the client and assess the purpose.	10 mins.	Narciso Gonesto		
3	Note the instructions. Collect the sample soil	For new beneficiary- Provide over - the -counter orientation on how to collect soil as sample for analysis. Advice client to collect the sample soil according to instruction.	5 mins. 5mins.	Narciso Gonesto		

cont'n : How to avail the service -

PROVISION OF SOIL SAMPLING ANALYSIS

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form/s
4	Present sample soil for analysis. Wait while the soil is being analyzed.	Receive sample soil. Label the soil. Instruct client to wait for the conduct of the routinary soil analysis.	3 mins. 1 min.	Narciso Gonesto		
		Prepare result of soil analysis. Note important findings.	15 mins.	Narciso Gonesto		
5	Claim the official result of soil analysis. Sign in the logbook as proof of receipt.	Release official result of soil analysis. Require client to sign in the logbook as proof of receipt.	2 mins.	Officer of the Day		Client's logbook
END OF TRANSACTION						

