

# CITY AGRICULTURE OFFICE

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

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**Frontline Service** : **SELLING OF AGRICULTURAL PRODUCTS FROM FARM TO MARKET**

**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** : Quality agricultural products with large volume

**Duration** : 56 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.  Present intention to market agricultural products.	Require client to register.  Accommodate the farmer and ask questions regarding the type of agricultural products to market and other relevant questions.	2 mins.  20 mins.	Officer of the Day  Necitas L. Famador	None	Client Registry Form
2	Note the assistance to be provided.  Accompany the in-charge for the negotiation of the selling of the products.	Notify client of the provision of assistance of the office to look for buyers of the agricultural products.  Inform client of the facilitation of the negotiation of the farmer and the buyer at the buying station.	2 mins.  2 mins.	Necitas L. Famador		

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	<p>Wait while the contract is being prepared according to what is agreed.</p> <p>Understand the content of the contract.</p>	<p>Facilitate the making of the contract according to what is agreed between the buyer and the seller (farmer).</p> <p>Explain the content of the contract to the buyer and seller .</p>	<p>10 mins.</p> <p>10 mins.</p>	Necitas L. Famador		
4	<p>Sign the contract.</p> <p>Receive a copy of the contract.</p>	<p>Should both parties agree with the terms and conditions stipulated in the contract, require them to sign in the contract.</p> <p>Issue a copy of the contract to both parties. Keep a file in the office.</p>	<p>5 mins.</p> <p>5 mins.</p>	Necitas L. Famador		
<b>END OF TRANSACTION</b>						

