



6. Livelihood Trainings to Farmer Groups & Rural Based Organizations				
OPA conducts livelihood trainings mostly related to processing of agri-fishery commodities				
Office / Division:	Office of the Provincial Agriculturist (OPA) / Fishery Development and Agricultural Development Support Divisions			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Farmers / farmer organizations / walk-in clients residing in Bataan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter (1 original copy)		Request letter to be prepared and signed by the client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request to the Office of the Provincial Agriculturist	1.1. Receives request and assigns appropriate Division/ personnel to provide/ organize the training	None	5 minutes	<i>Engineer I</i> Agricultural and Biosystems Engineering Division <i>Aquaculturist II, Aquacultural Technician II, Aquacultural Technician I</i> Fisheries Development Division <i>Agriculturist II, Agriculturist I</i> Crop Development Division
2. Provides additional information for the finalization of the request	2.1. Coordinates with client regarding the particular training being requested and finalization of schedule	None	30 minutes	<i>Engineer I</i> Agricultural and Biosystems Engineering Division <i>Aquaculturist II, Aquacultural Technician II, Aquacultural Technician I</i> Fisheries Development Division <i>Agriculturist II, Agriculturist I</i> Crop Development Division
None	2.2. Prepares supplies and equipment needed in the training	None	30 minutes	<i>Engineer I</i> Agricultural and Biosystems Engineering Division <i>Aquaculturist II, Aquacultural Technician II, Aquacultural Technician I</i> Fisheries Development Division <i>Agriculturist II, Agriculturist I</i> Crop Development Division
3. Assists/Attends the training	3. Conducts training	None	4 hours	<i>Engineer I</i> Agricultural and Biosystems Engineering Division <i>Aquaculturist II, Aquacultural Technician II, Aquacultural Technician I</i> Fisheries Development Division <i>Agriculturist II, Agriculturist I</i> Crop Development Division
TOTAL:		None	5 hours, 5 minutes	