



4. Provision of Farm Inputs

1. Provision of assorted repacked vegetable seeds and fruit-bearing tree seedlings - aims to improve land productivity by encouraging people to plant vegetables and other fruit trees
2. Provision of Trichoderma Harzianum or Compost Fungus Activator (CFA) - Trichoderma harzianum or CFA is a compost fungus activator (CFA) used to hasten the decomposition of the agricultural wastes to produce organic fertilizers.
3. Provision of Molasses and Soil Ameliorant Liquid Root Exudates - molasses and soil ameliorant liquid root exudates which improves that quality of the soil for agricultural production.

Office / Division: Office of the Provincial Agriculturist (OPA) / Crop Development Division

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 slip/Request letter (1 original copy)

OPA-Crop Development Division

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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Provision of assorted repacked vegetable seeds and fruit-bearing tree seedlings

1. Submits request to the Office of the Provincial Agriculturist *request letter is needed stating the purpose and location of the farm if the request is more than 20 packets of vegetable seeds or more than 100 pieces of fruit-bearing seedlings	1. Receives request for seeds/seedlings	None	5 minutes	<i>Agriculturist I Crop Development Division</i>
2. Gives information on farm size and location	2.1 verifies farm size and location *requires site validation if requested vegetable seeds is more than 20 packets or seedlings is more than 100 pieces	None	15 minutes	<i>Farm Supervisor, Farm Foreman Crop Development Division</i>
None	2.2 Coordination and checking on the availability (current inventory) of seeds / seedlings	None	15 minutes	<i>Farm Supervisor, Farm Foreman Crop Development Division</i>
None	2.3 Repacking and/or consolidation of seeds / seedlings	None	2 hours	<i>Farm Foreman, Farm Worker II Crop Development Division</i>
3. Picks-up/receives requested seeds/seedlings	3 Releases the requested vegetable seeds / seedlings	None	5 minutes	<i>Farm Supervisor, Farm Foreman Crop Development Division</i>
TOTAL:		None	2 hours, 40 minutes	



Provision of Trichoderma Harzianum or Compost Fungus Activator (CFA)				
1. Submits request to the Office of the Provincial Agriculturist *request letter is needed if requestee is farmer	1.1 Receives request for Trichoderma harzianum or CFA	None	5 minutes	<i>Agriculturist I</i> Crop Development Division
None	1.2 Checks the availability of the requested volume of CFA. *If there is no available CFA, brief the client that production will take 10 working days.	None	15 minutes	<i>Agriculturist I</i> Crop Development Division
None	1.3 Produces Trichoderma harzianum/CFA (preparation of agar, sterilization, inoculation) *incubation for 2 weeks	None	14 days	<i>Agriculturist I</i> Crop Development Division
None	1.4 Packs Trichoderma harzianum/CFA	None	1 hour	<i>Agriculturist I</i> Crop Development Division
None	1.5 Provides instruction to client on proper application and storage of CFA	None	30 minutes	<i>Agriculturist I</i> Crop Development Division
2. Picks-up/receives requested CFA	2. Releases the requested CFA	None	5 minutes	<i>Agriculturist I</i> Crop Development Division
TOTAL:		None	14 days, 1 hour, 55 minutes	

Provision of Molasses and Soil Ameliorant Liquid Root Exudates				
1. Submits request to the Office of the Provincial Agriculturist	1.1. Receives request for molasses/ soil ameliorant liquid root exudates	None	5 minutes	<i>Agriculturist I</i> Crop Development Division
2. Gives information on farm size and location	2.1. verifies farm size and location	None	15 minutes	<i>Agriculturist I</i> Crop Development Division
None	2.2. Coordination and checking on the availability (current inventory) of molasses/soil ameliorant liquid root exudates	None	15 minutes	<i>Agriculturist I</i> Crop Development Division
None	2.3. Repacking and/or consolidation of molasses	None	1 hour	<i>Agriculturist I</i> Crop Development Division
3. Picks-up/receives requested molasses/soil ameliorant liquid root exudates	3. Releases the requested molasses/soil ameliorant liquid root exudates	None	5 minutes	<i>Agriculturist I</i> Crop Development Division
TOTAL:			1 hour, 40 minutes	