

### 3. Assistance to Farmers and Fisherfolks in Availing Free Agricultural and Fishery Inputs from the National Government (Department of Agriculture and Its Attached Bureaus)

The National Government through the Department of Agriculture and its attached bureaus provide intervention such as agricultural and fishery inputs to farmers and fisherfolks given that they are registered in the Registry System for Basic Sectors in Agriculture (RSBSA).

<b>Office/ Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2G – Government to Government			
<b>Who may avail:</b>	<b>Farmers and Fisherfolks</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Forms for inputs assistance		Municipal Agriculture Office		
Registration on Registry System for Basic Sectors in Agriculture (2 original)		Municipal Agriculture Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquire on the assistance needed	1. Attend to client needs and provide forms depending on the program they are applying for	None	5 Minutes	<i>Agriculture Staff</i> Municipal Agriculture Office
2. Comply with the needed information on the forms	2. Assess and evaluate the given information	None	10 Minutes	<i>Agriculture Staff</i> Municipal Agriculture Office
3. Wait for confirmation regarding the status of the assistance needed	3. Notify the client on the availability of the input assistance	None	5 Minutes	<i>Agriculture Staff</i> Municipal Agriculture Office

4. Receive the farm inputs and sign in the masterlist form	4. Let the client sign in the masterlist form  4.1 Have a photo documentation of the distribution of the agricultural/fishery inputs	None	5 Minutes	<i>Agriculture Staff</i> Municipal Agriculture Office
<b>TOTAL:</b>		<b>None</b>	<b>25 Minutes</b>	