

#### 4. Assistance to Farmers and Fisherfolks Associations in Availing Free Farm Machineries and Fishing Boats and Gears 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 farm machineries and fishing boats and gears to farmers and fisherfolks association given that they are accredited by the government.

<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>	Farmers and Fisherfolks Associations			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application forms for needed assistance		Municipal Agriculture Office		
Certificate of Accreditation of the Farmers/Fisherfolks Association (1 original, 3 photocopy)		Department of Labor and Employment		
Memorandum of Agreement (3 original)		Department of Agriculture		
List of Officers and Members of the Association		Farmers/Fisherfolk Association		
<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	15 Minutes	<i>Agriculture Staff</i> Municipal Agriculture Office
2. Comply with the prescribed requirements  2.1 Present the Certificate of Accreditation and submit photocopy	2. Assess and evaluate the requirements submitted	None	15 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 needed assistance	None	5 Minutes	<i>Agriculture Staff</i> Municipal Agriculture Office
4. Receive the assistance 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 assistance	None	10 Minutes	<i>Agriculture Staff</i> Municipal Agriculture Office
<b>TOTAL:</b>		<b>None</b>	<b>45 Minutes</b>	