

6. Financial Assistance through the Plant Now Pay Later Loan Program

Financial assistance is in the form of loan payable after harvest. The amount loaned in the program will be used in purchasing palay and vegetable seeds, fertilizers, and other farm inputs.

Office/ Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2G – Government to Citizen, G2G – Government to Government
Who may avail:	All Rice and Vegetable Farmers
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Kasunduan Sa Pag-Utang Form (2 original)	Municipal Agriculture Office - Assigned Agriculturist in the Barangay
Co-Makers (2 individuals without any outstanding loan balance and should be of legal age)	Client's decision
Community Tax Certificate of the farmer-borrower (1 original)	Municipal Treasury Office - Collection Clerk of Windows 1, 2, 3, 4, or 5
Community Tax Certificate of the co-makers (1 original)	Municipal Treasury Office - Collection Clerk of Windows 1, 2, 3, 4, or 5

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the agriculturist assigned in the barangay and request for the financial assistance	1. Assess the farmer's loan records 1.1 If the farmer has no outstanding loan balance, the loan will be processed 1.2 If the farmers has an outstanding balance, the balance should be paid first with the necessary amount of interest	None	5 Minutes	<i>Agriculturist/Officer-of-the-day</i> Municipal Agriculture Office
2. Get confirmation for the approval of request	2. Provide the Kasunduan Sa Pag-Utang Form	None	2 Minutes	<i>Agriculturist/Officer-of-the-day</i> Municipal Agriculture Office
3. Fill-out and sign the Kasunduan Sa Pag-Utang Form	3. Assess and return the form for the Community Tax Certificate and signatures of two co-makers and the barangay captain	None	5 Minutes	<i>Agriculturist/Officer-of-the-day</i> Municipal Agriculture Office

<p>4. Bring back the accomplished form to the Municipal Agriculture Office</p>	<p>4. Validate and evaluate the signatories in the application form</p> <p>4.1 If the application form has complete information, the loan will be processed</p> <p>4.2 If the application form has incomplete information, the form will be returned for completion</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Agriculturist/Officer-of-the-day</i> Municipal Agriculture Office</p>
<p>5. Wait for the confirmation and schedule of release</p>	<p>5. Prepare the payroll and forward to the Mayor's Office, Municipal Accounting Office, and Municipal Treasury Office for processing</p>		<p>1 Day</p>	<p><i>Agriculturist/Officer-of-the-day</i> Municipal Agriculture Office</p>
<p>6. Personally appear and sign in the payroll for the releasing of the loan</p>	<p>6. Assist the farmer in signing the payroll</p> <p>6.1 Record the released loan in the logbook</p>		<p>5 Minutes</p>	<p><i>Agriculturist/Officer-of-the-day</i> Municipal Agriculture Office</p>
<p>TOTAL:</p>		<p>None</p>	<p>1 Day, 27 Minutes</p>	