

## 28. Conduct of Training

BPI National Crop Research Development & Production Support Centers located in Baguio (BNCRDPC), Los Banos (LBNCRDPC), La Granja (LGNCRDPC), Guimaras (GNCRDPC) and Davao (DNCRDPC) give training to interested stakeholders.

<b>Office:</b>	BPI-LBNCRDC, BPI-LGNCRDPSC, BPI-GNCRDPSC, BPI-BNCRDPSC BPI-DNCRDPSC			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C-Government to Citizen, G2B-Government to Business, G2G-Government to Government			
<b>Who may avail:</b>	All (Organizations, Business, Offices)			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter or Request or E-mail address to the Center Chief (Original, 1 copy)			Clientele	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit/ E-mail Request Letter for training	1.1. Receive or acknowledge request letter 1.2 Record and forward request to the Office of the Center Chief for approval	None	3 minutes	Technical staff
	1.3 Evaluate and approve the request and endorse to a Technical staff	None	20 minutes	Center Chief
	1.4 Contact the client to discuss training schedule and module	None	15 minutes	Technical staff
3. Attend training	3.1 Conduct training	None	4 hours (min)	Technical Staff
4. Fill-up Customer's Satisfaction Form (CSF)	4.2 Provide and collect the CSF	None	5 minutes	Center's Staff
	<b>TOTAL</b>	<b>None</b>	<b>48 minutes</b>	