

## 26. Distribution of Quality Seeds, Planting Materials, and other Farm Inputs (Individual or Group)

BPI National Crop Research Development & Production Support Centers located in Baguio (BNCRDPC), Los Banos (LBNCRDPC), La Granja (LGNCRDPC), Guimaras (GNCRDPC) and Davao (DNCRDPC) distributes seeds & farm inputs (subject to availability) to interested individuals or group.

<b>Office:</b>	BPI-LBNCRDC, BPI-LGNCRDPSC, BPI-GNCRDPSC, BPI-BNCRDPSC BPI-DNCRDPSC			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen, G2B-Government to Business, G2G-Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter of Request (For Group) <i>Original, 1 copy</i>			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 letter of request or walk-in the Center to request.	1.1. Receive request 1.2. Forward request to Center Chief for approval. (letter) 1.3. Endorse to Production Section (walk-in)	None	10 Minutes	Office Staff Center Chief Production Section Staff
	1.4 Evaluate and approve the request	None	3 Minutes	Office of the Center Chief
	3.1 Check availability of seeds or requested farm input. If not available, inform the requesting party when it will be available.	None	20 Minutes	Production Section Staff
2. Receive requested input and fill-up requisition issue slip (RIS).	3.1. Release the requested seeds/planting materials or farm inputs.	None	10 Minutes	Production Section Staff
5. Fill up Customer Satisfaction Form (CSF)	4. 1. Issue and collect CSF	None	5 Minutes	Production Section Staff
<b>TOTAL</b>		<b>None</b>	<b>45 Minutes</b>	