

27. Provision of Technical Assistance

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

Office:	BPI-LBNCRDC, BPI-LGNCRDPSC, BPI-GNCRDPSC, BPI-BNCRDPSC BPI-DNCRDPSC			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen, G2B-Government to Business, G2G-Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter of Request			Clientele	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request or fill-up log book and describe technical assistance needed (for walk-in)	1.1 Receive request 1.2 Forward request to Center Chief for approval. 1.3 Endorse request to concerned staff.	None	5 Minutes	Center's staff/ Center chief
2. Follow-up request to concerned staff and discuss the nature of request.	2.1 Assess and discuss the request with the requesting party. 2.2 If the request is technical assistance, set or affirm schedule (for farm visit, conduct lecture or techno demo) if needed.	None	30 Minutes	Center's Technical Staff
3. Receive requested assistance and fill-up requisition issue slip (RIS).	3.1 Conduct farm visit/techno-demo or lecture. 3.2 For farm visit, share to the concerned the observations and recommendations particularly on farm or orchard.	None	30 Minutes (Walk-In) To 2 Days (Field Visit)	Center's Technical Staff
4. Fill-up Customer's Satisfaction Form (CSF)	4.1 Provide and collect the CSF	None	10 Minutes	Center's Technical Staff
TOTAL			75 Minutes to 2 Days	