

OFFICE OF THE MUNICIPAL AGRICULTURIST

DISTRIBUTION OF CERTIFIED RICE SEEDS, ORGANIC FERTILIZERS AND VEGETABLE SEEDS

Schedule of Availability of Service:

Monday-Friday, 8:00 am to 5:00pm without noon break

Who May Avail of the Service:

Farmers with agricultural lands within San Rafael, Bulacan (Landowner/Lessee)

What are the Requirements:

Farmers should be listed in the General Masterlist (Owner/Lessee/Tenant)

Duration:

10 minutes

How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Proceed to the Municipal Agriculture Office Sign in the list of recipients	Verify in the general master list and prepare issuance slip	5 minutes	Agricultural Technologist	None	Issuance Slip
2	Accept certified seeds	Release certified seeds	5 minutes	Administrative Aide I	None	
END OF TRANSACTION						