



RESEARCH DEVELOPMENT AND EXTENSION DEPARTMENT – Visayas

EXTERNAL SERVICES



5.1.a Sale of High Yielding Variety (HYV) Canepoints

Rapid distribution of new high yielding variety of SRA.

Office or Division:		Agricultural Support Services Division		
Classification:		Simple		
Type of Transaction:		G2C—government to transacting public		
Who may avail:		Sugarcane planters/farmers, Students, planters associations, block farms, research institutions, Academe, MDDC, etc.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Billing statement-3 copies, Issuance Slip-4 copies, Official Receipt-1 copy, Labor Receipt-4copies Certificate of Release-4 copies * All in original copies		Sugar Regulatory Administration LGAREC		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Reservation <i>(Office of Agricultural Support Services Division-SRA LGAREC Station)</i>	Meet up with the clients for reservation / Accept reservation through call / text <i>*All at the Office of Agricultural Support Services Division— LGAREC</i>	None	5 minutes	OIC-Agricultural Support Services Division Junior Agriculturist Farm Supervisor Science Research Specialist 1 <i>*All at the Office of Agricultural Support Services Division— LGAREC Station</i>
2. Confirmation of Reservation <i>(Office of Agricultural Support Services Division-SRA LGAREC Station)</i>	Contact client for the confirmation of the request and date of release <i>*At their respective area</i>	None	5 minutes	OIC-Agricultural Support Services Division Junior Agriculturist Farm Supervisor <i>*All at the Office of Agricultural Support Services Division— LGAREC Station</i>
3. Wait for the schedule of release including the preparation of cane points <i>(Office of Agricultural Support Services Division-SRA LGAREC Station)</i>	Preparation of cane points for pick-up <i>*SRA-LGAREC Field</i>	None	7 days	OIC-Agricultural Support Services Division Junior Agriculturist Pakiao Laborers <i>*All at the Office of Agricultural Support Services Division— LGAREC Station</i>
4. Secure Billing Statement <i>(Office of Agricultural Support Services Division-SRA LGAREC Station)</i>	Prepare Billing statement for the clients <i>*Office of Agricultural Support Services Division— LGAREC Station</i>	None	5 minutes	Junior Agriculturist Farm Supervisor Office Clerk <i>*All at the Office of Agricultural Support Services Division— LGAREC Station</i>



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. RIS (Office of Agricultural Support Services Division-SRA LGAREC Station)	Prepare 4 copies Issuance Slip for the client *Office of Agricultural Support Services Division— LGAREC Station	None	5 minutes	Junior Agriculturist Farm Supervisor Office Clerk *All at the Office of Agricultural Support Services Division— LGAREC Station
6. Payment (Office of Agricultural Support Services Division/Cash Clerk-SRA LGAREC Station)	Accept payment and release of items (canepoints), issuance 1 copy official receipt and 4 copies labor receipt *Office of Agricultural Support Services Division/ Cash Clerk— LGAREC	P2,815.94 per lacsa including labor	10 minutes	Junior Agriculturist Farm Supervisor Office Clerk *All at the Office of Agricultural Support Services Division— LGAREC Secretary 1 and designated cash clerk *Office of Secretary I/Cash Clerk -LGAREC Station
7. Certificate of Release (Office of Agricultural Support Services Division-SRA LGAREC Station)	Prepare 4 copies certificate of release *Office of Agricultural Support Services Division— LGAREC Station	None	5 minutes	Junior Agriculturist Farm Supervisor Office Clerk Guard on Duty *All at the Office of Agricultural Support Services Division— LGAREC Station
8. Pick-up of reserved canepoints (includes hauling and loading on trucks) at SRA-LGAREC Field	Haul and load canepoints on service trucks of the clients *SRA-LGAREC Field	None	5 hours	Junior Agriculturist Farm Supervisor Pakiao Laborers *SRA-LGAREC Field
TOTAL:		P2,815.94 per lacsa	7 days, 5 hours and 30 minutes	

5.1.b Sale of Trichogramma Strip

Bio-control of sugarcane borer yielding trichogramma.

Office or Division:		Agricultural Support Services Division		
Classification:		Simple		
Type of Transaction:		G2C—government to transacting public		
Who may avail:		Sugarcane planters/farmers, Rice/Corn Farmers, MDDC, etc.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Billing statement-2 copies Official Receipt-1copy (All in original copies)		Sugar Regulatory Administration LGAREC		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Reservation <i>(at Trichogramma Laboratory, SRA-LGAREC Station)</i>	Meet-up with clients for reservation / Accept reservation through call / text <i>Trichogramma Laboratory, SRA-LGAREC Station</i>	None	5 minutes	OIC-Agricultural Support Services Division <i>*Trichogramma Laboratory, SRA-LGAREC Station</i>
2. Confirmation of Reservation <i>(at Trichogramma Laboratory, SRA-LGAREC Station)</i>	Call/contact clients for confirmation and date of release <i>Trichogramma Laboratory, SRA-LGAREC Station</i>	None	5 minutes	OIC-Agricultural Support Services Division <i>*Trichogramma Laboratory, SRA-LGAREC Station</i>
3. Secure Billing Statement <i>(at Trichogramma Laboratory, SRA-LGAREC Station)</i>	Prepare billing statement for the client <i>*Trichogramma Laboratory, SRA-LGAREC Station</i>	None	5 minutes	Science Aide Packiao Laborer <i>*All at Trichogramma Laboratory, SRA-LGAREC Station</i>
4. Payment <i>(Office of the Manager-Secretary I/ Cash Clerk -SRA-LGAREC Station, cashier-Bacolod Office)</i>	Accept payment and release of items (trichogramma) <i>*Office of the Manager-Secretary I/ Cash Clerk -SRA-LGAREC Station, cashier-Bacolod Office</i>	P8.00 per strip	10 minutes	Science Aide <i>*Trichogramma Laboratory, SRA-LGAREC Station</i> Secretary 1 and designated cash clerk <i>*Office of the Manager-Secretary I/ Cash Clerk -SRA-LGAREC Station</i> <i>Cashier-Bacolod Office</i>
5. Pick-up of reserved trichogramma (with packing included) <i>at Trichogramma Laboratory and or Bacolod Office</i>	Packing and release of trichogramma strips <i>*Trichogramma Laboratory and or Bacolod Office</i>	None	5 minutes	Science Aide Pakiao Laborer <i>*Trichogramma Laboratory, SRA-LGAREC</i>
TOTAL:		P8.00 per strip	40 minutes	



5.1.c. Soils Laboratory (Soil Analysis)

Tasked to deliver timely and accurate laboratory analysis for sugarcane soil

Office or Division:		LGAREC Soils Laboratory and Agro-based Laboratory Bacolod City/ RD & E-Visayas		
Classification:		Complex		
Type of Transaction:		G2C—government to transacting public		
Who may avail:		Researchers, Farmers, Students and Other Agencies		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Submission of 1kg of soil/sample with proper label		Provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit sample to the laboratory <i>(At Soils Laboratory, SRA-LGAREC Station)</i>	1. Inspection and receiving <i>(At Soils Laboratory, SRA-LGAREC Station)</i>	None	5 min per sample	Soils laboratory staff <i>(At Soils Laboratory, SRA-LGAREC Station)</i>
2. Payment <i>(At Office of the Manager Secretary I/ Cash clerk, SRA-LGAREC Station)</i>	2. Issuance of receipt <i>(At Office of the Manager Secretary I/ Cash clerk, SRA-LGAREC Station)</i>	Php 100 each for soil and juice sample	10 min	Secretary to the Manager III- RDE-Visayas <i>(At Office of the Manager Secretary I/ Cash clerk, SRA-LGAREC Station)</i>
3. Retrieval of test certificate <i>(At Soils Laboratory, SRA-LGAREC Station)</i>	3. Analysis of sample and preparation of test certificate <i>(At Soils Laboratory, SRA-LGAREC Station)</i>	None	10 working days for fairly dry soil sample submitted 15 working days for relatively wet soil sample submitted	Chemists, Chemical Technicians, Supv. Science Res. Specialist and Chief Science Res. Specialist <i>(At Soils Laboratory, Office of the Chief Science Res. Specialist, SRA-LGAREC Station)</i>
TOTAL:		Php 100 per sample	10 days for fairly dry soil sample 15 days for relatively wet soil samples	



5.1.d. Soils Laboratory (Sugarcane Juice Maturity Testing)

Tasked to deliver timely and accurate sugarcane maturity testing result

Office or Division:	LGAREC Soils Laboratory/RD & E-Visayas			
Classification:	Complex			
Type of Transaction:	G2C—government to transacting public			
Who may avail:	Researchers, Farmers, Students and Other Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Submission of 10 sugarcane stalks/ sample with proper label		Provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit sample to the laboratory <i>(At Soils Laboratory, SRA-LGAREC Station)</i>	1. Inspection and receiving <i>(At Soils Laboratory, SRA-LGAREC Station)</i>	None	5 min per sample	Soils laboratory staff <i>(At Soils Laboratory, SRA-LGAREC Station)</i>
2. Payment <i>(At Office of the Manager Secretary I/ Cash clerk, SRA-LGAREC Station)</i>	2. Issuance of receipt <i>(At Office of the Manager Secretary I/ Cash clerk, SRA-LGAREC Station)</i>	Php 100 each for soil and juice sample	10 min	Secretary to the Manager III- RDE-Visayas <i>(At Office of the Manager Secretary I/ Cash clerk, SRA-LGAREC Station)</i>
3. Retrieval of test certificate <i>(At Soils Laboratory, SRA-LGAREC Station)</i>	3. Analysis of sample and preparation of test certificate <i>(At Soils Laboratory, SRA-LGAREC Station)</i>	None	3 days	Chemists, Chemical Technicians, Supv. Science Res. Specialist and Chief Science Res. Specialist <i>(At Soils Laboratory, Office of the Chief Science Res. Specialist, SRA-LGAREC Station)</i>
TOTAL:		Php 100 per sample	3 days	

5.1.e. Agro-Based Laboratory (Special Sample Analysis)

Tasked to deliver timely and accurate laboratory analyses of **SPECIAL SAMPLES**

Office or Division:	AGRO-BASED Laboratory BACOLOD CITY /RD & E-Visayas			
Classification:	Complex			
Type of Transaction:	G2C—government to transacting public			
Who may avail:	Researchers, Farmers, Students and Other Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Submission of sample with proper label Billing statement - 2 copies Official Receipt - 1 copy * All in original copies		Provided by the client Sugar Regulatory Administration Bacolod		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit sample to the laboratory (At Agro-Based Laboratory SRA Bacolod)	Inspection and Receiving Agro-Based Laboratory SRA Bacolod	None	5 min per sample	Senior Science Research Specialist Agro-Based Laboratory SRA Bacolod
2. Secure Billing Statement (At Agro-Based Laboratory SRA Bacolod)	Prepare Billing Statement for the client Agro-Based Laboratory SRA Bacolod	None	5 minutes	Senior Science Research Specialist Agro-Based Laboratory SRA Bacolod
3. Payment (Treasury office SRA Bacolod—Cashier SRA Bacolod)	Accept payment and release of official receipt Treasury office SRA Bacolod—Cashier SRA Bacolod	Php 350 each for special samples	10 minutes	Treasury office SRA Bacolod—Cashier SRA Bacolod
4. Retrieval of test certificate (At Agro-Based Laboratory SRA Bacolod)	Analysis of sample and preparation of test certificate Agro-Based Laboratory SRA Bacolod	None	Within 3 working days after submission of samples	Senior Science Research Specialist Agro-Based Laboratory SRA Bacolod
TOTAL:		Php 350 per sample	3 days and 20 minutes	

5.1.f. Agro-Based Laboratory (Soil Analysis)

Tasked to deliver timely and accurate laboratory analyses of **SOIL SAMPLES**

Office or Division:	AGRO-BASED Laboratory BACOLOD CITY /RD & E-Visayas			
Classification:	Complex			
Type of Transaction:	G2C—government to transacting public			
Who may avail:	Researchers, Farmers, Students and Other Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Submission of sample with proper label Billing statement - 2 copies Official Receipt - 1 copy * All in original copies		Provided by the client Sugar Regulatory Administration Bacolod		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit sample to the laboratory (At Agro-Based Laboratory SRA Bacolod)	Inspection and Receiving Agro-Based Laboratory SRA Bacolod	None	5 min per sample	Senior Science Research Specialist Agro-Based Laboratory SRA Bacolod
2. Secure Billing Statement (At Agro-Based Laboratory SRA Bacolod)	Prepare Billing Statement for the client Agro-Based Laboratory SRA Bacolod	None	5 minutes	Senior Science Research Specialist Agro-Based Laboratory SRA Bacolod
3. Payment (Treasury office SRA Bacolod—Cashier SRA Bacolod)	Accept payment and release of official receipt Treasury office SRA Bacolod—Cashier SRA Bacolod	Php 100 each for soil samples	10 minutes	Treasury office SRA Bacolod—Cashier SRA Bacolod
4. Retrieval of test certificate (At Agro-Based Laboratory SRA Bacolod)	Analysis of sample and preparation of test certificate Agro-Based Laboratory SRA Bacolod	None	Within 10 working days after submission of samples	Senior Science Research Specialist Agro-Based Laboratory SRA Bacolod
TOTAL:		Php 100 per sample	10 days and 20 minutes	



5.1.g. Emission Sampling of Sugar Mills performed by the Special Action Group for the Environment (SAGE)

Particulate matter, Nitrogen Oxide, Carbon Monoxide, Sulfur Oxide, and ambient air quality emission monitoring of sugar mills for their compliance with the DENR–EMB Emission Standards pursuant to Section 1, Rule XXIV, Part VI of the DAO–2000–81 & Section 19, Article III, Chapter 2 of R.A. 8749 as per requirement in the PCO Quarterly Self–Monitoring Report (SMR).

Office or Division:	Factory Services & Research Division (FSRD) - Environmental Lab (Special Action Group for the Environment - SAGE)			
Classification:	Highly Technical			
Type of Transaction:	G2B—government to business entity			
Who may avail:	Sugar Mills/Bioethanol Plants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request		Client		
Test Plan to be conformed (original to be submitted to DENR-EMB)		FSRD		
Boiler Steam Generation Log Sheet		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Letter of Request from the sugar mill for sampling to the Office of the Administrator	1.1. Inspection and approval of the request letter	None	3 days	Deputy Administrator - RD&E Department
	1.2. Forwarding of approved request letter to FSRD		1 day	RD&E Secretariat- RD&E Department
2. Request for quotation and tentative work schedule from FSRD	2. Issuance of quotation and tentative work schedule	None	1 day	Factory Services and Research Division personnel (Engr III/SSRS)
3. Confirmation of test plan and schedule with FSRD	3. Issuance of test plan with pre-determined schedule	None	3 days	Factory Services and Research Division personnel (Engr III/SSRS)
4. Submission of approved test plan to DENR-EMB office		None		
5. Assistance to the sampling team and attestation to the sampling in the sugar mill	5.1. Actual sampling	None	5 days	Factory Services and Research Division sampling team
	5.2. Endorsement of samples gathered to Environmental Laboratory		1 day	Factory Services and Research Division personnel



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.3. Analysis and Issuance of laboratory results		14 days	Environmental Laboratory Services personnel
	5.4. Issuance of billing	<u>For PM:</u> 1 stack (8,000) 2 stacks (15,000) 3 stacks (22,000) Additional of 6,000 every succeeding stack/s <u>For NOx:</u> 3,500/stack <u>For CO:</u> 250/Tedlar Bag (3 Tedlar Bags per stack) <u>For SOx:</u> 1,000/stack <u>For Ambient:</u> 2,500/point	2 working days after sampling	Factory Services and Research Division personnel (Engr III/SSRS)
6. Payment of billing to SRA Treasury	6. Acceptance of payment	*depends on the sum total of fees incurred	10 mins	Cashier II Treasury Unit
7. Acceptance of Emission Test Report Certification from FSRD	7. Issuance of Emission Test Report Certification	None	14 days after sampling	Factory Services and Research Division personnel (Engr III/SSRS)
8. Acceptance of Emission Book Report from FSRD	8. Issuance of Emission Book Report	None	7 days	Factory Services and Research Division personnel (Engr III/SSRS)
	TOTAL:	Php 43,750.00	51 days, 10 minutes	

5.1.h. Purchase and/or Distribution of Micropropagation Plantlets

Rapid propagation of new high yielding variety for distribution to sugarcane farmers.

Office or Division:	Production Technology and Crop Management			
Classification:	Simple			
Type of Transaction:	G2C—government to transacting public			
Who may avail:	Sugarcane Industry Stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Billing statement		Sugar Regulatory Administration (LGAREC)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Reservation. A. Walk in clients A.1. Purchase A.2. Reservation <i>*Micropropagation Project, Production Technology & Crop Management Section, SRA LGAREC</i>	A.1 Meet up with the clients for the Preparation of RIS A.2. Meet up the clients for reservation / accept reservation through call/text <i>*Micropropagation Project, Production Technology & Crop Management Section, SRA LGAREC</i>	None	5 minutes	Science Research Specialist II <i>*Micropropagation Project, Production Technology & Crop Management Section, SRA LGAREC</i>
2. Confirmation of reservation <i>*Micropropagation Project, Production Technology & Crop Management Section, SRA LGAREC</i>	A.2. Set confirmation of reservation Set releasing date with clients <i>Micropropagation Project, Production Technology & Crop Management Section, SRA LGAREC</i>	None	10 minutes	Science Research Specialist II <i>*Micropropagation Project, Production Technology & Crop Management Section, SRA LGAREC</i>
3. Schedule of releasing <i>*Micropropagation Project, Production Technology & Crop Management Section, SRA LGAREC</i>	A.1. Preparation of microplantlets to be released. A.2. Preparation of microplantlets to be released.	None	6 Hours	Science Research Specialist II <i>*Micropropagation Project, Production Technology & Crop Management Section, SRA LGAREC</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Secure Billing Statement from <i>*Micropropagation Project, Production Technology & Crop Management Section, SRA LGAREC</i>	A.1. Prepare Billing statements for clients A.2. Prepare Billing statements for clients <i>*Micropropagation Project, Production Technology & Crop Management Section, SRA LGAREC</i>	None	5 minutes	Science Research Specialist II <i>*Micropropagation Project, Production Technology & Crop Management Section, SRA LGAREC</i>
5. RIS <i>*Micropropagation Project, Production Technology & Crop Management Section, SRA LGAREC</i>	A.1. Prepare copy of RIS <i>*Micropropagation Project, Production Technology & Crop Management Section, SRA LGAREC</i>	None	5 minutes	Lab Tech II <i>*Micropropagation Project, Production Technology & Crop Management Section, SRA LGAREC</i>
4. Payment <i>*Office of the secretary /cash clerk LGAREC station</i>	A.1. Accepts payment and release of the microplantlets. A.2. Accepts payment and release of the microplantlets <i>*Office of the secretary /cash clerk LGAREC station</i>	P2.50 per plantlet	10 minutes	Secretary 1 and designated cash Clerk <i>*Office of the secretary /cash clerk LGAREC station</i>
5. Pick-up of Microplantlets at the Nursery (which includes hauling and loading of the microplantlets to the client's vehicle) <i>*Micro nursery SRA LGAREC</i>	A.1. Haul and load plantlets on service trucks of clients <i>*Micro nursery SRA LGAREC</i>	None	5 Hours	Science Research Specialist II Pakiao laborers <i>*Micro nursery SRA LGAREC</i>
TOTAL:		P2.50 per plantlet	14 Hours & 35 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Reservation. B. Cooperator <i>*Micropropagation Project, Production Technology & Crop Management Section, SRA LGAREC</i>	Meet up with clients for reservation/ Accept reservation through call/ text. B.1. Available varieties B.2. Requested PHIL Varieties for New Propagation <i>*Micropropagation Project, Production Technology & Crop Management Section, SRA LGAREC</i>	None	5 minutes	Science Research Specialist II <i>*Micropropagation Project, Production Technology & Crop Management Section, SRA LGAREC</i>
2. Letter Request from clients for B1 & B2. <i>Office of the Deputy Administrator II *SRA Bacolod City</i>	1.MOA Preparation 2.Approval/signing of MOA <i>Office of the Deputy Administrator II *SRA Bacolod City</i>	NONE NONE	1 Day 15 Days	<i>Office of the Deputy Administrator II *SRA Bacolod City</i>
2. Confirmation of reservation <i>*Micropropagation Project, Production Technology & Crop Management Section, SRA LGAREC</i>	B.1. Set confirmation of reservation B.2. Set confirmation of reservation <i>Micropropagation Project, Production Technology & Crop Management Section, SRA LGAREC</i>	None	5 minutes	Science Research Specialist II <i>*Micropropagation Project, Production Technology & Crop Management Section, SRA LGAREC</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Schedule of releasing <i>*Micropropagation Project, Production Technology & Crop Management Section, SRA LGAREC</i>	B.1. Preparation of microplantlets to be released.	None	7 days	Science Research Specialist II
	B.2. Preparation of microplantlets to be released.	None	7 months	<i>*Micropropagation Project, Production Technology & Crop Management Section, SRA LGAREC</i>
4. RIS <i>*Micropropagation Project, Production Technology & Crop Management Section, SRA LGAREC</i>	B.1. Prepare copy of RIS B.2. Prepare copy of RIS <i>*Micropropagation Project, Production Technology & Crop Management Section, SRA LGAREC</i>	None	5 minutes	Lab Tech II <i>*Micropropagation Project, Production Technology & Crop Management Section, SRA LGAREC</i>
5. Pick-up of Microplantlets at the Nursery (which includes hauling and loading of the microplantlets to the client's vehicle) <i>*Micro nursery SRA LGAREC</i>	A.1. Haul and load plantlets on service trucks of clients <i>*Micro nursery SRA LGAREC</i>	None	5 Hours	Science Research Specialist II Pakiao laborers <i>*Micro nursery SRA LGAREC</i>
TOTAL:		None	B1.23 Days, 5 Hours & 15 minutes B2. 7 months, 16 days, 5 hours & 15 minutes	

5.1.i. Production and/or Distribution of Beneficial Microorganism (BMO)

Rapid propagation of new high yielding variety for distribution to sugarcane farmers.

Office or Division:		Production Technology and Crop Management		
Classification:		Simple		
Type of Transaction:		G2C—government to transacting public		
Who may avail:		Sugarcane Industry Stakeholders		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Billing statement		Sugar Regulatory Administration (LGAREC)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Reservation. <i>*BMO Project, Production Technology & Crop Management Section, SRA LGAREC</i>	Meet up with clients for reservation/ Accept reservation through call/ text. <i>*BMO Project, Production Technology & Crop Management Section, SRA LGAREC</i>	None	5 minutes	Science Research Specialist II <i>BMO Project, Production Technology & Crop Management Section, SRA LGAREC</i>
2. Confirmation of reservation <i>BMO Project, Production Technology & Crop Management Section, SRA LGAREC</i>	Set confirmation of reservation <i>BMO Project, Production Technology & Crop Management Section, SRA LGAREC</i>	None	5 minutes	Science Research Specialist II <i>*BMO Project, Production Technology & Crop Management Section, SRA LGAREC</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Schedule of releasing <i>BMO Project, Production Technology & Crop Management Section, SRA LGAREC</i>	Preparation of BMO to be released.	None	7 days	Science Research Specialist II <i>*BMO Project, Production Technology & Crop Management Section, SRA LGAREC</i>
5. Pick-up of BMO at the Laboratory <i>*BMO laboratory SRA LGAREC</i>	Pick-up and hauling of BMO <i>*BMO laboratory SRA LGAREC</i>	None	15 minutes	Science Research Specialist II Pakiao laborers <i>*BMO laboratory SRA LGAREC</i>
TOTAL:		None	7 Days & 25 minutes	

5.1.j. Sugarcane Pests and Diseases Identification/Monitoring with Response to Inquiries; Characterization of Varieties

Monitoring, inspection and response to inquiries regarding problems in sugarcane pests and diseases; identification of sugarcane pests and diseases encountered by farmers.

Office or Division:	Sugar Regulatory Administration-LGAREC, VIPM Section			
Classification:	Simple			
Type of Transaction:	G2C—government to transacting public			
Who may avail:	Sugarcane Planters/Farmers & Others			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of request and Sample/Specimen of Pests and Diseases (Pest and Disease Monitoring)		Provided by the client		
Letter of request and Sample/Specimen of Sugarcane (Characterization of Varieties)		Provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request to the Office of the Manager III, RDE Visayas, SRA , Bacolod City and wait for confirmation of request	1.1. Acceptance of request letter	None	1 hour	Office of the Manager III RDE Visayas SRA Bacolod personnel and VIPM Section concerned personnel, Section Pathologist/ Entomologist/ Breeder
	1.2. Channeling of request letter to concerned personnel thru call, text or email		45 hours	
	1.3. Confirm client request thru call, or text		2 hours	
2. Site visit/ specimen collection (Farm of the client)	2.1. Inspect site and collect specimen	None	1 day	VIPM Section concerned personnel, Section Pathologist/ Entomologist/ Breeder
	2.2. Process specimen		1 day	
3. Claim analysis report/ recommendations at VIPM Office, SRA LGAREC	3. Prepare and submit report with recommendations	None	1 day	VIPM Section concerned personnel, Section Pathologist/ Entomologist/ Breeder
TOTAL:		None	5 days	



5.1.k. Technical Assistance

Technical assistance provided to the public like farmer, group farmers, researchers and other entities and clients. This includes sharing of information, technical

Office or Division	Extension Services Division			
Classification	Simple Transaction			
Type of Transaction	G2B-Government to Business Entity			
Who may avail:	Sugarcane Farmers/Entities/Researchers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request	1.1. Receives and evaluates request and	None	2 hours	Administrator/ RD&E Deputy
	1.2. Receives request and forward to Extension Services	None	1 hour	Department Manager III
	1.3. Meets the requesting party regarding their	None	1 hour	Chief Agriculturist/ Technical Staff
	1.4. Prepares the requested information	None	2 hours	Chief Agriculturist/ Technical Staff
2. Receives the requested information	2.1. Discuss the requested data/ information	None	2 hours	Chief Agriculturist/ Technical Staff
	2.2. <i>For request that needs validation survey</i> – endorses to	None	1 day	Chief Agriculturist/ Technical Staff
	2.3. Conducts field survey and prepares	None	1 day	Mill District Officer
3. Receives results	3. Discuss results of validation survey	None	2 hours	Chief Agriculturist/ Mill District Officer/
TOTAL:		None	1 - 3 Days	

5.1.I. Consultation and Referrals

Office or Division	Extension Services Division			
Classification	Simple Transaction			
Type of Transaction	G2B-Government to Business Entity			
Who may avail:	Sugarcane Farmers/Entities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
No requirements (Walk-in)		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
1. Visits Mill District Office	1. Entertain clients and determine the nature of referrals	None	1 hours	Mill District Officer/ Agriculturists
2. Receives recommendations	2.1. Provides advise and	None	1 hour	Mill District Officer/ Agriculturists
	2.2. <i>For referrals that needs ocular inspection and validation survey – sets the schedule</i>	None	1 hour	Mill District Officer/ Agriculturists
3. Guide the Agriculturist in the	3. Conducts field survey	None	4 hours	Mill District Officer/ Agriculturists
4. Receives recommendations	4. Discuss results of validation	None	2 hours	Mill District Officer/ Agriculturists
TOTAL:		None	1 - 2 Days	

5.1.m. Outreach Program for the Sugar Industry (OPSI) - Group Seminar

The seminar intends to provide participants with adequate start-up knowledge on sugarcane farm management and to strengthen their skills in sugarcane production. The 3-day live-in seminar comprises of lectures backed with multi-media presentations, practical exercises, field activities, and group discussions.

Office or Division		Extension Services Division		
Classification		Highly Technical Transaction		
Type of Transaction		G2B-Government to Business Entity		
Who may avail:		Farmer Groups/Sugarcane Farmers		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter request			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request to Extension Services Division Office (for group seminar)	1.1. Receives and evaluates request	None	2 hours	Clerk III-Extension Services Division
	1.2. Endorses the request for approval	None	1 day	Clerk III-Extension Services Division
	1.3. Approves request and return to Extension Services Division	None	1 day	RDE Manager III-Research Development and Extension Department
	1.4. Conducts meeting with the requesting party for training details and schedule	None	6 hours	Training Specialist - Extension Services Division
	1.5. Submit highlights of the meeting for reference for training plan	None	1 day	Training Specialist - Extension Services Division
	1.6. Prepares seminar documents, program and materials	None	10 days	Training Specialist-Extension Services Division
	1.7. Inform speakers of the seminar schedule	None	1 day	Training Specialist - Extension Services Division
	1.8. Preparation of seminar venue	None	1 day	Training Specialist/Utility Worker-Extension Services Division



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Payment (Office of the Secretary I/ Cash Clerk - SRA-LGAREC, cashier-Bacolod Office)	2. Receive payment and issue Official Receipt	3,500.00	15 minutes	Secretary 1 and designated cash clerk (Office of the Secretary I/ Cash Clerk -SRA-LGAREC, cashier-Bacolod Office)
3. Attends the seminar at Balay OPSI, La Granja	3. Conducts seminar	None	3 days	Extension Services Division Staff/ Agricultural Engineer, Agriculturists and Research Specialist
	TOTAL:	3,500.00	19 days, 15 minutes	



5.1.n. Outreach Program for the Sugar Industry (OPSI) - Individual Clients

The seminar intends to provide participants with adequate start-up knowledge on sugarcane farm management and to strengthen their skills in sugarcane production. The 3-day live-in seminar comprises of lectures backed with multi-media presentations, practical exercises, field activities, and group discussions.

Office or Division		Extension Services Division		
Classification		Highly Technical Transaction		
Type of Transaction		G2B-Government to Business Entity		
Who may avail:		Farmer Groups/Sugarcane Farmers		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter request			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure reservation at Extension Services Division Office (for individual clients)	1.1. Acknowledges and place reservation	700.00	15 minutes	Clerk III-Extension Services Division
	1.2. Prepares seminar documents, program and materials	None	10 days	Training Specialist-Extension Services Division
	1.3. Inform speakers of the seminar schedule	None	1 day	Training Specialist-Extension Services Division
	1.4. Preparation of seminar venue	None	1 day	Training Specialist/Utility Worker-Extension Services Division
2. Payment (Office of the Secretary I/ Cash Clerk - SRA-LGAREC, cashier-Bacolod Office)	2. Receive payment and issue Official Receipt	3,500.00-for walk in clients (less reservation fee if already reserved)	15 minutes	Secretary 1 and designated cash clerk (Office of the Secretary I/ Cash Clerk -SRA-LGAREC, cashier-Bacolod Office)
3. Attends the seminar at Balay OPSI, La Granja	3. Conducts seminar	None	3 days	Training Specialist/ Agricultural Engineer, Agriculturists and Research Specialist
	TOTAL:	4,200.00	15 days 30 minutes	



5.1.o. LGAREC Facilities

The Facilities within LGAREC is a perfect venue for trainings, seminars/workshops for small farmers and stakeholders and other social occasions. It is located at SRA-LGAREC Compound in La Granja, La Carlota City, about 9 km. from La Carlota City and 52 from Bacolod City.

Office or Division	LGAREC, RDE-Visayas				
Classification	Simple				
Type of Transaction	G2B-Government to Business Entity				
Who may avail:	Farmer Groups/Sugarcane Farmers				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE	
Letter request				Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request to Extension Services Division Office	1.1. Receives and evaluates request		None	2 hours	Clerk III-Extension Services Division
	1.2. Endorses the request for approval		None	1 day	Clerk III-Extension Services Division
	1.3. Approves request and return to Extension Services Division		None	1 day	RDE Manager III- Research Development and Extension Department
2. Payment (Office of the Secretary I/ Cash Clerk - SRA-LGAREC, cashier-Bacolod Office)	2.1. Receives payment and issue Official Receipt	LGAREC FACILITIES		15 minutes	Secretary 1 and designated cash clerk (Office of the Secretary I/ Cash Clerk - SRA-LGAREC, cashier-Bacolod Office)
		BALAY OPSI Balay OPSI Conference Hall	Php 10,000 VAT inclusive (8 hours plus 500/hr excess)		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		Function A	Php 8,000 VAT inclusive (8 hours plus 500/hr excess)		
		Function B	Php 4,000 VAT inclusive (8 hours plus 500/hr excess)		
		OPSI Dorm			
		OPSI Dorm Group Room	Php 3,500 (350.00 extra foam)		
		OPSI Dorm Private Room (good for 2)	Php 1,200		
		OPSI Dorm Private Room (good for 3)	Php 1,300		
		Dining Hall	Php 4,000 VAT inclusive (8 hours plus 500/hr excess)		
		Kitchen	Php 1,500 VAT inclusive		
	2.2. Venue Set-up		None	1 day	Utility Worker
	TOTAL		See item 2.1. for schedule of fees	3 days	