

REQUEST FOR FOREST/ FRUIT TREE SEEDLINGS TO SUPPORT THE CLEAN & GREEN PROGRAM OF THE CITY

ABOUT THE SERVICE

Various organizations, schools, farmers and private individuals can request for forest and fruit tree seedlings to be planted in their respective community or schools or hills/ mountains in support to the city's **"SAVE THE QUIAOIT RIVER, SAVE OUR MOUNTAINS AND WATERSHED"** program as well as the clean and green program.

WHO MAY AVAIL OF THE SERVICE

- Farmers within the City
- Schools, religious organizations
- Barangay Council
- Non-government organizations
- Private citizens/ agencies

WHAT ARE THE REQUIREMENTS

- Request Letter to be approved by the City Mayor
- Resident of the City of Batac

FEES/ CHARGES

- For Organizations - Free

SCHEDULE OF AVAILABILITY OF THE SERVICE

- Mondays to Saturdays: 8:00 A. M. - 5:00 P.M.

HOW TO AVAIL OF THE SERVICE

| S T E P | APPLICANT/ CLIENT | SERVICE PROVIDER | PRO CES SIN G TIME | PERSON IN- CHARGE/ RESPONSIBLE | FEE S/ CH AR GES | F O R M S |
|----------------------------|---|---|---|--|---|----------------------------------|
| 1 | Submit letter of request | Receives the letter, record the date, name, address and purpose in the logbook and inform the City Agriculturist for action | 15 mins. | Merryline T. Gappi; May Kristine V. Baleoac; Marivic U. Marzan | None | N/A |
| 2 | Follow-up request through phone call, SMS or personal visit to the office | Provide feedback downloaded by the Office of the Mayor | 10 mins. | Merryline T. Gappi., May Kristine V. Baleoac and Marivic U. Marzan | None | N/A |

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| 3 | Receive seedlings & sign in the logbook | Releases seedlings to requesting organization or party. Conducts simple briefing on the methods of planting | 30 mins. | Ariseo T. Gonzales, Reynaldo U. Salvatera, Farm Worker, Jose M. Ragadi, Rodel M. Dadubo, Admin Aide III | Cost of seedlings | N/A |
| x-x-x-x- END OF TRANSACTION -x-x-x-x | | | | | | |