



1. Technical Assistance

Brief Description:

1. Technical Assistance on Farm Machinery/Equipment/Facilities - includes, but not limited to, validation of potential sites and beneficiaries of machineries, equipment and facilities, monitoring their operation or utilization and assistance in the repairs of machinery and equipment
2. Technical Assistance on Fisheries and Aquaculture - includes, but not limited to, provision of recommendations for proper aquaculture management, water quality monitoring, monitoring of capture fisheries, validation of ports / fish landing centers
3. Technical Assistance on Crop Production - includes, but not limited to, validation, monitoring and assistance in planting, maintenance, harvesting and post-harvest activities for crops
4. Technical Assistance on Agricultural Development Support - includes, but not limited to, preparation of agricultural and fishery data, assistance in agri-fishery marketing, and preparation of planning and accomplishment reports

Office / Division:	Office of the Provincial Agriculturist (OPA) / Agricultural & Biosystems Engineering (ABE) Division; Fisheries Development Division; Crop Development Division; and Agricultural Development Support Division
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Farmers and Fisherfolk of Bataan

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request slip (1 original copy)	OPA-Agricultural and Agricultural and Biosystems Engineering Division OPA-Fisheries Development Division OPA-Crop Development Division OPA-Agricultural Development Support Division

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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Farm Machinery/Equipment/Facilities; Fisheries and Aquaculture; Crop Production

1. Submits request to the Office of the Provincial Agriculturist	1.1. Receives request and assigns appropriate Division/personnel to provide technical assistance	None	5 minutes	<i>Engineer I</i> Agricultural and Biosystems Engineering Division <i>Aquaculturist II, Aquacultural Technician II, Aquacultural Technician I</i> Fisheries Development Division <i>Agriculturist II, Agriculturist I</i> Crop Development Division
None	1.2. Coordinate with the city / municipality and/or the Regional Office counterpart about the concern	None	30 minutes	<i>Engineer I</i> Agricultural and Biosystems Engineering Division <i>Aquaculturist II, Aquacultural Technician II, Aquacultural Technician I</i> Fisheries Development Division <i>Agriculturist II, Agriculturist I</i> Crop Development Division



None	1.3. Prepare necessary tools / information / data	None	30 minutes	<i>Engineer I</i> Agricultural and Biosystems Engineering Division <i>Aquaculturist II, Aquacultural Technician II, Aquacultural Technician I</i> Fisheries Development Division <i>Agriculturist II, Agriculturist I</i> Crop Development Division
None	1.4. Conduct of technical assistance	None	4 hours	<i>Engineer I</i> Agricultural and Biosystems Engineering Division <i>Aquaculturist II, Aquacultural Technician II, Aquacultural Technician I</i> Fisheries Development Division <i>Agriculturist II, Agriculturist I</i> Crop Development Division
TOTAL:			5 hours, 5 minutes	

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Agricultural Development Support</i>				
1. Submits request to the Office of the Provincial Agriculturist	1.1. Receives request and assign appropriate personnel to provide technical assistance	None	5 minutes	<i>Agriculturist II, Agriculturist I, Planning Officer I</i> Agricultural Development Support Division
None	1.2. Prepares report/statistical data requested *includes coordination with concerned office if necessary	None	1 day	<i>Agriculturist II, Agriculturist I, Planning Officer I</i> Agricultural Development Support Division
None	1.3. Reviews and approves report/data for releasing to client	None	1 hour	<i>Provincial Agriculturist</i> <i>Planning Officer II</i> Agricultural Development Support
2. Receives report/data requested	2. Provides report/data to the client	None	5 minutes	<i>Agriculturist II, Agriculturist I, Planning Officer I</i> Agricultural Development Support Division
TOTAL:			1 day, 1 hour, 10 minutes	