



## SECSIME NO. PIN-01. DISPOSAL OF SEEDLINGS PROVISION




Description: Seedlings are disposed to private individuals, peoples' organizations, LGU and other government agencies and to be planted within the jurisdiction of CENRO Pinukpuk.

<b>Office or Division:</b>	Records Unit/Section, DENR CENRO Pinukpuk, Region CAR			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government			
<b>Who may avail:</b>	External: Peoples' Organizations, LGU and other government agencies or instrumentalities and private individuals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished customer request form (1 original)		Public Assistance Desk, Receiving Area or Records Unit/Section		
<b>Additional if from the Government Sector</b>				
2. Official Letter Request (1 original)		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>






<p>1. Accomplish request form and forward to Receiving/ Releasing Clerk</p>	<p>1. Receive, and check the completeness of submitted requirements, stamp the date and time on documents , record in logbook and forward documents to action officer</p>	<p>None</p>	<p>5 min.</p>	<p><i>Receiving/Releasing Clerk</i> Records Unit/Section</p> <div data-bbox="1564 300 1837 552"></div> <p>MICHELLE J. BERGONIA Records Officer 1</p> <p>or</p> <div data-bbox="1564 803 1837 1055"></div> <p>JULIET G. BANGELAN Admin. Aide VI</p>
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2. None	<p>2. For initial assessment and instruction (G2B, G2C, G2G)</p> <p><i>* If G2B and G2G, document will be routed to NGP Coordinator otherwise, it will be routed to Nursery-In-charge</i></p>	None	5 min.	 <p>Imelda B. Casiwan OIC, CENRO</p>
<b>Government to Business or Government to Government</b>				
3. None	3. Preliminary assessment of planting area and determine quantity of seedlings to be given.		1 day	 <p>Glenn T. Valdez Forester II/ NGP Coordinator</p>
3.1. None	3.1 Release requested seedlings and record in the logbook.*	None	<p>10 mins. (50-100 seedlings)</p> <p>30 mins (101-300 seedlings)</p>	 <p>Asuncion T. Camma Forest Ranger/ Nursery In-charge</p>
<b>Government to Citizen</b>				



3.2 None	2.2. For disposal to individual clients and record in the logbook.*	None	10 mins. (50-100 seedlings)  30 mins (101-300 seedlings)	 Asuncion T. Camma Forest Ranger/ Nursery In-charge
3. Receive the seedlings and Fill out Client Feedback Form/ Client Satisfaction Survey (CSS)	5. File the Customer Request Form	None	3 mins.	 MICHELLE J. BERGONIA Records Officer 1
				or
				 JULIET G. BANGELAN Admin. Aide VI



<b>TOTAL:</b>	<b>None</b>	<b>G2B/ G2G</b>	<i>1 day &amp; 23 minutes</i> <i>1 day &amp; 43 minutes</i>
		<b>G2C</b>	23 Minutes (50-100 seedlings) 43 minutes (100-300 seedlings)

\* Seedlings requested will be monitored after it is planted.