



Research and Extension

(074) 422-5547 / 422-2127 loc.23

Service: Arrangement of Extension Services (training request; visit to Research Stations and demo farms)
Service Provider: Office of Extension Services (OES)
Clients: Students, Farmers, technicians, Researchers, Entrepreneurs, Extension workers
Requirement/s:
Processing time: 4 minutes

STEPS	CLIENT	SERVICE PROVIDER	DURATION	FEES	PERSON RESPONSIBLE	FORMS
1	Submit accomplished request form: a. Training requests b. Request on visit to research stations and demo farms	Indicate date of follow up and other appropriate action on the request	2 minutes	none	Gerry Anne W. Calabis/ Melody Wacay Gerry Anne W. Calabis/ Casmir Ligat	Request Form for Extension Services
2	Receive copy or request form acted upon: a. Training requests b. Request on visit to research stations and demo farms	Log in action indicated in the accomplished form	2 minutes	none	Gerry Anne W. Calabis/ Melody Wacay Gerry Anne W. Calabis/ Casmir Ligat	Log book
Total Duration			4 minutes			
END OF TRANSACTION						