

Research and Extension

Service: **Arrangement of Extension Services (training request; visit to Research Stations and demo farms)**

Service Provider: **Office of Extension Services (OES)**

Schedule of Availability of Service: **8:00 AM to 5:00 PM**

Clients/Customers: **Students, Farmers, technicians, Researchers, Entrepreneurs, Extension workers**

Requirements:

Processing time: **4 minutes**

STEPS	CLIENT	SERVICE PROVIDER	DURATION OF THE ACTIVITY (Under Normal Condition)	FEE/s (In peso)	PERSON RESPONSIBLE	FORM
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	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 ---						