## 1. Serves as resource speaker in seminars/trainings

Office or Division:	LRDD-RESEARCH MANAG	EMENT	SECTION	
Classification:	Simple			
Type of	Government-to-Citizens (G2)			
Transaction:	Government-to-Government			
Who may avail:	DA RFOs, LGUs, Farmers G	roup		
CHECKLIST (	OF REQUIREMENTS		WHERE TO	SECURE
Request letter addres	ssed to BAI Director (1 copy)		equesting the servi	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Snail mail or     Email: Send     request letter to BAI     Directors' Office	Receive snail mail or email and forward to BAI Director for comment	None	5 minutes	Admin Staff, LRDD
	Comment or note by BAI Director		1 hour	BAI Director, Office of the Director
	Forward request letter to LRDD Chief		15 minutes	Admin Staff, Office of the Director
	Receive request letter		1 minute	Admin Staff, LRDD
-	5. Comment or note by LRDD Chief		5 minutes	LRDD Chief, LRDD
	6. Forward request letter to LRDD RMS Head		1 minute	Admin Staff, LRDD
	7. Comment or note and forward communication to possible resource speaker		1 minute	LRDD-RMS Head, LRDD
Waits for the confirmation of training schedule	8. Communicate with requesting party for the arrangements and confirm training schedule		10 minutes	Technical Staff, LRDD
	Preparation of Travel Order		5 minutes	Admin Staff, LRDD
	10. Conducts lecture in seminar/training		1-3 days (Depends on the duration as requested)	Training Staff, LRDD
END OF TRANSACT	TION			

### 2. Providing technical advice on livestock production (walk-in)

Office or Division:	LRDD-RESEARCH MANAGEMENT SECTION				
Classification:	Simple				
Type of Transaction:	Government-to-Citizens (G2C), Government-to-Government (G2G)				
	Government-to-Business				
Who may avail:	individual or group of clients (farmers, students, etc.) interested in livestock production				
CHECKLIST OF	REQUIREMENTS		WHERE TO S	SECURE	
None			y		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Walk-in: Enters     LRDD building,     register at clients     logbook	Inform LRDD-RMS staff of the client inquiry	None	1 minute	Admin Staff, LRDD	
	2. If Technical staff is not available, provide client with IEC materials and/or contact number of technical staff for direct inquiry		1 minute	Admin Staff, LRDD	
	3. Answer clients inquiries, provides IEC materials or electronic copies of relevant materials		12 minutes	Technical Staff, LRDD	
Client fill-up client satisfaction feedback	Provide client satisfaction feedback form		2 minutes	Admin Staff, LRDD	
END OF TRANSACTIO	ON				

## 1. Availing Biogas Technology Demonstration Unit (Single Project)

Office or Division:	LRDD-Technology Pa	ackaging and	d Transfer Secti	on) flice of the Director		
Classification:	Highly Technical			TPTS Staff.		
Type of Transaction:		Government-to-Citizens (G2C),				
	Government-to-Govern					
Who may avail:	DA RFOs, LGU's lives					
CHECKLIST OF I			WHERE TO S	ECURE		
		Oliont room	L Cays	1 80 11 11 11 11		
<ol> <li>Request letter addre- copy)</li> <li>Memorandum of Agr</li> </ol>	RFU/LGU/Private		esting the service			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
Snail mail or     Email: Send project scope to BAI	OD receives letter request from DA RFO/LGU endorsed		TOBY	LRDD		
Directors' office	by the RED to the BAI Director. Private individuals may also submit letter request		5 minutes	Admin Staff, Office of the Director		
biogas digester unit together with TPTS technical	2. OD forwards letter request to LRDD for appropriate action	None, however for HDPED, requesting party needs to prepare trench	1 day	BAI Director, Office of the Director		
2. Attend scheduled meeting with Program Manager and prepare site for evaluation	3. LRDD Chief instructs Program Manager to conduct site evaluation (GF-BAI-177) and meeting with requesting party		1 day 2 days 3 days	LRDD Chief and Program Manager, LRDD		
	4. Once site is approved, LRDD Chief recommends to the BAI Director the		Every 6 months	LRDD Chief and BAI Director, LRDD, Office of the		
Conducts repair     and maintenance of     defective units	allocation of biogas digester unit to the requesting party		3 days	Director		
3. Coordinates with TPTS regarding MOA	5. MOA between concerned DA		1 do:	TPTS staff,		
preparation	RFO/LGU's livestock center/private sector is prepared		1 day	LRDD		
	6. MOA is forwarded to the requesting party	· /	7 days	Admin Staff, Records Unit		
4. Signs MOA			7 days	DA RFO/LGU/Private Sector		

5. Returns MOA to BAI	8. Receives signed MOA	nstration (	7 days	Admin Staff, Records Unit
Service Information	9. BAI Director signs MOA		1 day	BAI Director, Office of the Director
	10. OD forwards		1 dov	Admin Staff,
Office or Division:	signed MOA to LRDD	ickaging an	1 day	Office of the Director
	11. Notarizes MOA		1 day	TPTS Staff,
Type of Transaction:	upon receipt from OD	s (G2C),	Tuay	LRDD
	12. Keeps copy of	ment (G2G)		
Who may avail:	signed MOA and	tock center,		
	sends copy to		7 days	Admin Staff,
	concerned DA	Client requ		Records Unit
	RFO/LGU/Private			
0 O	Sector	Client requ	seling the dervice	
6. Coordinates	13. Coordinates	FEES TO		PERSON
regarding preparation	regarding preparation	BE PAID	TIME	Technical Staff,
for the biogas	for the biogas		1 day	LRDD
digester unit installation	digester unit installation			
7. Prepares site	14. Procurement			Admin Staff,
needed for biogas	process is followed to		Depends on	Technical Staff,
digester installation	purchase needed		BAC process	LRDD
	materials/accessories		D. to process	
8. Helps install	15. TPTS staff			
biogas digester unit	installs biogas	None		Technical staff/
together with TPTS	digester unit together	however	3 days	Technician,
technical	with DA RFO/LGU	for		LRDD
staff/technician	technician	MOCO		
meeting with Program	16. Tests installed	requesting	4 4-	Technical staff/
	biogas digester unit	pany	1 day	Technician, LRDD
site for evaluation	17. Conducts repair	TIBELIS W	2 days	Technical staff/
	and maintenance for	prepare	3 days	Technician,
	defective units	trench	o days	LRDD
	18. Conducts			
	periodic monitoring of		Every 6	Technical staff/
	installed biogas		months	Technician,
	digester			LRDD
9. Conducts repair	19. In case of		Liday	LKUD, Office of the
and maintenance of	problems in the unit,			Technical staff/
defective units	assists DA RFO/LGU		3 days	Technician from TPTS
	technicians to			and DA RFO/LGUs
manufacture and the second sec	conduct repair			
END OF TRANSACTION	RECYLOU'S livestock		102	TPTS staff.

# 1. Availing Biogas Technology Demonstration Unit (Collaborative Project)

Office or Division:		LRDD-Technology Packaging and Transfer Section				
Classification:	Highly Technical		- i city	LRDD		
Type of Transaction:	Government-to-Citizen					
	Government-to-Govern					
Who may avail:	DA RFOs, LGU's lives	tock center, f		Admin Staff		
CHECKLIST OF I	REQUIREMENTS		WHERE TO S	ECURE Unit		
Request letter addressed to BAI Director (1 copy)		Client reque	esting the service			
2. Memorandum of Agr	eement (1 copy)	Client reque	esting the service			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Snail mail or	1. OD receives letter					
Email: Send project scope to BAI Directors' office	request from DA RFO/LGU endorsed by the RED to the BAI Director. Private individuals may also	None, however for 1 HDPED,	5 minutes	Admin Staff, Office of the Director		
blogas digester unit	submit letter request			Technical staff/		
	2. OD forwards project scope to LRDD for appropriate action		1 day	BAI Director, Office of the Director		
Attend scheduled meeting with Program	LRDD Chief instructs Program	requesting party needs to	1 day	Technical state Technician, Lⅅ		
Manager and prepare site for evaluation	Manager to conduct site evaluation (GF-BAI-177) and meeting with	prepare trench	1 day	LRDD Chief and Program Manager, LRDD		
	requesting party			en an al transferiore de galletino en en el delentrajo en est. Electron presidente de entre		
	4. Informs collaborating agency regarding the status of their request		5 minutes	TPTS Staff, LRDD		
Coordinates with TPTS regarding MOA preparation	5. MOA between concerned DA RFO/LGU's livestock center/private sector is prepared with supporting letter of intent/request		1 day	TPTS staff, LRDD		
	6. MOA is forwarded to the requesting party		7 days	Admin Staff, Records Unit		
4. Signs MOA			7 days	DA RFO/LGU/Private Sector		
5. Returns MOA to	8. Receives signed		7 days	Admin Staff, Records Unit		

BAI	MOA		1 x x x x x x x	
_ most a	9. BAI Director signs MOA	matration	1 day	BAI Director, Office of the Director
	10. OD forwards signed MOA to LRDD		1 day	Admin Staff, Office of the Director
Office or Division:	11. Notarizes MOA upon receipt from OD	ackaging ar	1 day	TPTS Staff, LRDD
Who may avail: CHECKLIST OF 1. Request letter address	12. Keeps copy of signed MOA and sends copy to concerned DA RFO/LGU/Private Sector	ns (G2C) nment (G2G itock center, Client requ	farm 7 days WHERE TO	Admin Staff, Records Unit
6. Coordinates regarding preparation for the biogas digester unit installation	13. Coordinates regarding preparation for the biogas digester unit installation	Client requ FEES TO BE PAID	asting the service	Technical Staff, LRDD
7. Prepares site needed for biogas digester installation	14. Procurement process is followed to purchase needed materials/accessories	,	Depends on BAC process	Technical Staff, LRDD
8. Helps install biogas digester unit together with TPTS technical staff/technician	15. TPTS staff installs biogas digester unit together with collaborating agency	None, however for HDBEN	3 days	Technical staff/ Technician, LRDD Technical
	16. Tests installed biogas digester unit	requesting party	1 day	Technical staff/ Technician, LRDD
Manager and prepare site for evaluation	17. Conducts repair and maintenance for defective units	prepare trench	3 days	Technical staff/ Technician, LRDD
END OF TRANSACTION				
	requesting party 4 Informs collaborating agency regarding the status of their request			

4 Informs
cottaborating agency
regarding the status
of their request

5 MOA between
TPTS regarding MOA
preparation

8 RFO/LGU s livestock
center/private sector
is prepared with
supporting letter of
intent/request

6 MOA is forwarded
to the requesting
party

4 Signs MOA

7 days

7 days

DA RFO/LGU/Private
Sector

8 Récords Unit

8 Récords Unit

7 days

Admin Staff,
Records Unit

7 days

Admin Staff,
Records Unit
Records Unit

8 Récords Unit

7 days

7 days

DA RFO/LGU/Private
Sector

7 days

Admin Staff,
Records Unit

#### 1. Regular Training Courses

- Basic Meat Processing (BMP);
  - Meat Processing Sausage Manufacture (MPSM);
- Pig Slaughtering and Pork Cutting (PSPC) and;
  - Awareness Seminar on Slaughter Techniques for Pigs/Cattle (AwST)

Office or Division:	LRDD-ANIMAL PRODU	JCTS DEVELO	PMENT SECTION	APDC Collecting
Classification:	Simple			I PON ABOS
Type of Transaction:	Government-to-Citizens Government-to-Governr Government-to-Busines			
Who may avail:	Butchers, Meat Vendors interested individual/par		ant Workers, Entre	preneurs and any
CHECKLIST O	F REQUIREMENTS		WHERE TO SEC	URE
Health Certificates (1 copy) Chest x-ray result (1 copy), for MPSM mandatory attendance to BMP and for PSPC (certificate of employment with at least six months mandatory work experience in slaughtering and in any related field, if no work experience, mandatory attendance to AwST), Waiver		Accredited medical facility Accredited medical facility Employeer  APDS Employeer/Guardian		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1Walk-in: Enters APDS gate, registers at guard's log book inquires re: meat	1.1.1. Informs client of schedule and requirements for the		5 minutes	Guard on duty, LRDD APDS

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1Walk-in: Enters APDS gate, registers at guard's log book inquires re: meat processing demo request	1.1.1. Informs client of schedule and requirements for the training to be attended	BMP - P3,400.00;	5 minutes	Guard on duty, LRDD APDS
1.2. Phone-in: Calls APDS, inquires about training and register	1.2Informs client of schedule and requirements for the training to be attended	MPSM - P3,400.00; PSPC - P3,600.00; AwST -	5 minutes	Admin Staff/ Training staff, LRDD APDS
1.3. Email: Emails APDS re: training	1.3. Reply to email and informs client of schedule and requirements for the training to be attended	P1,080.00	5 minutes	Admin Staff/ Training staff, LRDD APDS
2. Registers for the	2. Records clients'		15 minutes	Admin Staff/ Training

visit from the Training Unit	ling Courses			Staff, LRDD APDS	
4. Received schedule of visit	4. Finalizes schedule of plant visit with client thru phone or email	facture (MPSM)	15 minutes	Training Staff, LRDD APDS	
5. Visit to APDC	5. Conducts plant visit, as requested	(PSPC) and; Techniques for	4 hours to 1 day	Training and Admin Staff / Concerned Unite(s), LRDD APDS	
6. Pays fees and charges for PPE's	6. Prepares billing statement for fees to be collected	BUSTS DEVELOR	15 minutes	Concerned Unit(s), LRDD APDS	
Division: Classification:	7. Collects fees/charges	DOG 18 DEVELO	15 minutes	APDC Collecting Officer, LRDD APDS	
END OF TRANSA		ens (GZC)			
Service Informatio	n Government-to-Gove				

1.2. Phone-in: Calls APDS, inquires about training and register			5 minutes	
2. Réaisters for the				

## 1. Meat Processing Demonstration

Office or Division:	LRDD-ANIMAL PRODU	ICTS DEVELO	PMENT SECTION	LRUU APUS
Classification:	Simple			
Type of Transaction:	Government-to-Citizens (G2C) Government-to-Government (G2G) Government-to-Business (G2B)		1 day	Training Staff, LRDD APDS
Who may avail:	Interested parties			kan parameter saar en een een kordin heer van parameter op van de de verbeelde verbeelde verbeelde van de de v De verbeelde van de verbe
CHECKLIST OF	FREQUIREMENTS		WHERE TO SEC	CURE
Demonstration table meat materials and i Request letter	, potable water, stove, ngredients	Interested par		Concerned Unit(s),
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1Walk-in: Enters APDS gate, registers at guard's log book inquires re: meat processing demo request	1.1.1Assist client to APDS Admin office	Budget prepared depends on the training needs of the requesting party	5 minutes	Guard on duty, LRDD APDS
	1.1.2Informs client of what assistance APDS can offer; and ask client to send a letter of request addressed to the BAI director		5 minutes	Admin Staff/ Training staff, LRDD APDS
1.2Phone-in: Calls APDS, inquires re: meat processing demo request	1.2.Informs client of what assistance APDS can offer; and ask client to send a letter of request addressed to the BAI director		5 minutes	Admin Staff / Concerned Unit / Staff , LRDD APDS
1.3E-mail: E-mails APDS re: meat processing demo request	1.3Informs client of what assistance APDS can offer; and ask client to send a letter of request addressed to the BAI director		5 minutes	Admin Staff / Concerned Unit / Staff, LRDD APDS
2.Submit letter of request addressed to the Director of BAI re: meat processing demonstration	2. Endorses request letter to the BAI director		1 day	Admin Staff / Training Staff, LRDD APDS
3. Waits for the approval of the request from the	Coordinates with concerned unit the request, while waiting		1 day	Training Staff/ Concerned Unit, LRDD APDS

Director of BAI.	for the approval from BAI Director			
Service information Office or	4. Prepares proposal/budgetary requirements and conforme letter	CTS DEVELO	1 hour	Training Staff/ Concerned Unit, LRDD APDS
4.Receives proposal/budgetary requirements from APDS for review/approval	5.Waits for clients approval of the proposal/budgetary requirements	(G2C) tent (G2G) s (G2B)	1 day	Training Staff, LRDD APDS
5. Submit requirements	6. Checks requirements submitted by client		10 minutes	Training Staff, LRDD APDS
6.Attends meat processing demonstration	6. Conducts meat processing demonstration as scheduled	Interested part	1-2 days	Concerned Unit(s), LRDD APDS
END OF TRANSAC	TION			
	1.1.1Assist client to APDS Admin office	Budget prepared depends on the training needs of the requesting party	5 minutes	
1.2Phone-in: Calls APDS, inquires re: meat processing demo request	1.2 Informs client of what assistance APDS can offer, and ask client to send a latter of request addressed to the BAI director			
				Admin Staff / Concerned Unit / Staff, LRDO APDS

approval of the

#### 1. Plant Visit

Service information and documents

Office or Division:	LRDD-ANIMAL PROI	DUCTS DEVELOPI	MENT SECTION	
Classification:	Simple			
Type of Transaction:	Government-to-Citizens (G2C) Government-to-Government (G2G) Government-to-Business (G2B)			
Who may avail:	Interested party/stude			40
	FREQUIREMENTS		WHERE TO SECU	JRE
Health Certificate with Chest X-ray result (1 copy) List of visitors (1 copy)		Accredited medical facility  Interested party/students		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. Walk-in: Enters APDS gate, registers at guard's log book inquires re:	1.1.1.Assist client to APDS Admin office Confirms training schedule	Applicable Fees: PPE's@₱50/day	5 minutes	Guard on duty, LRDD APDS
request for plant visit	Accepts payment of training fee and issue		5 minutes	Training Staff Collecting Officer,
	1.1.2. Informs client of what assistance APDS can offer; and ask client to send a letter of request addressed to the APDS Chief		Depends on the actual duration of the training	Admin Staff, LRDD APDS
1.2. Phone-in: Calls APDS, inquires on requested plant visit	1.2. Informs client of what assistance APDC can offer; and ask client to send a letter of request addressed to the APDS Chief		5 minutes 20 minutes (last day of training)	Admin Staff / Concerned Unit / Staff, LRDD APDS
1.3. E-mail: E- mails APDS on requested plant visit	1.3. Informs client of what assistance APDC can offer; and ask client to send a letter of request addressed to the APDS Chief		5 minutes	Admin Staff / Concerned Unit / Staff, LRDD APDS
2.Submits request letter addressed to the APDS Chief	2.Receives request letter addressed to APDS Chief		5 minutes	Admin Staff, LRDD APDS
3. Waits for the schedule of plant	Arranges plant visit schedule		1 day	Training staff/ Concerned Unit /

course to be attended ( in person or through phone or email)	names for the training and ask for the required documents needed to attend the			staff, LRDD APDS
3. Submit	training	TS DEVELOPE	ECHT SECTION	
requirements				
(Applicants must	imple			
submit photocopy	Çvernment-to-Citizens (			
of the	3. Checks that			
requirements to	required documents	(G28)		
the training unit	are complete and		and the second s	
and bring the	requires confirmation fee (50% of training		10 minutes	Training staff, LRDD APDS
original copies for	fee) full payment will	credited medica	If facility.	LNDD AFDS
validation of the	be done on the 1 <sup>st</sup> day			
submitted	of training/seminar	prestor partv/s	udens	80 miles (6) 20 5 5 5
photocopied	AGENCY ACTIONS	ESS TO SE	PROCESSING	PERSON
documents on or before the	A S. A.	PAID	1.5550	RESPONSIBLE
scheduled training)	1, 1, 1, ASSIST CHEFT SO	nnileshla		LADO APOS
Waits for the	ALTO MURBEL DEBUG AS			
confirmation of	Confirms training	E's@P50mav	5 minutes	Training Staff/
training schedule	schedule			LRDD APDS
equest for plant	Accepts payment of			Training Staff/
Pays training fee	training fee and issue		5 minutes	Collecting Officer,
	official receipt	s s	5 minutes	LRDD APDS
	of what assistance			Training Staff /
	APDS can offer; and			Resource Speakers from the concerned
	lisk client to send a		Depends on the	units
Attends training	Conducts training		actual duration	(Slaughterhouse,
	APROCHIA		of the training	Meat Processing,
	2. Informs client of		5 minutes	Quality Control, By
Receives	Distributes certificates	-		Products Unit) Training Staff/APDS
certificates from	on the last day of		20 minutes (last	Chief,
APDS	training		day of training)	LRDD APDS
END OF TRANSAC				
	ADDRESSED OFFI			

## 1. Tailor Made Training

Service information 5 Sends final proposal

Office or Division:	LRDD-ANIMAL PRODUCTS DEVEL		PWIENT SECTION	Training Staff,	
Classification:	Complex		1 10/2 11/21/21/21/20	LRDD APDS	
Type of Transaction:	Government-to-Citizens (G2C) Government-to-Government (G2G) Government-to-Business (G2B)		3 days	Training Staff / Admit Unit / Concerned	
Who may avail:	Meat industry stakehold			Technical Unit / Staff	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Health certificates (1 copy) Chest x-ray result (1 copy) Waiver		Accredited medical facility Accredited medical facility Employer/Guardian			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.1.Walk-in: Enters APDS gate, registers at guard's log book inquires re: request for Tailor made trainings	1.1.2.Assist client to APDS Admin office	Budget is prepared depending on the training needs of the requesting	5 minutes	Guard on duty, LRDD APDS	
	1.1.2. Informs client of what trainings APDS can offer; and ask client to send a letter of request addressed to the APDS Chief	party.	5 minutes	Admin / Training Staff, LRDD APDS	
1.2. Phone-in: Calls APDS, inquires on requested training	1.2.Informs client of what trainings APDS can offer; and ask client to send a letter of request addressed to the APDS Chief		5 minutes	Admin / Training Staff, LRDD APDS	
1.3.E-mail: E-mails APDS on requested training	1.3Informs client of what trainings APDS can offer; and ask client to send a letter of request addressed to the APDS Chief		5 minutes	Admin / Training Staff, LRDD APDS	
2.Submit request letter addressed to the Chief of APDS	2. Receives request letter forwards letter to Training Unit		2 days	APDS Chief / Training Unit, LRDD APDS	
3.Waits for the confirmation and details from Training Unit	Prepares training proposal		1-2 days	Training Staff / Concerned Unit / Staff, LRDD APDS	
4.Receives proposal from	4.Sends proposal to client, for review,		3 days	Training Staff / Concerned Unit /	

APDS for review	approval	4		Staff , LRDD APDS
5.Receives final proposal for conforme	5. Sends final proposal for signature / Conforme of client	ICTS DEVELO	15 minutes	Training Staff, LRDD APDS
6.Submit requirements, signs conforme	6. Accepts and checks that requirements are complete	(G2C)	15 minutes	Training Staff, LRDD APDS
7.Waits for the training schedule	7.Schedules the training and prepares training materials / paraphernalia	nent (G2G) s (G2B)	3 days	Training Staff / Admir Unit / Concerned Technical Unit / Staff, LRDD APDS
8.Pays training fee	8.Prepares billing statement and collect fees	Accredited m		Training Staff / Collecting Officer, LRDD APDS
9.Attends training	9.Conducts tailor made training	PEES TO BE PAID	1-5 days, depending on training design	Training Staff / Concerned Unit Staff, LRDD APDS
10.Receives certificates from APDS	10.Prepares and distributes certificates to trainees	Budget is prepared depending	1 hour	Training / Admin Staff, LRDD APDS
<b>END OF TRANSAC</b>		l territorio		
Tailor made		needs of the		
Training Unit 4.Receives proposal from				

### 1. On-The-Job Training at Slaughterhouse or Meat Processing Plant

LRDD-ANIMAL PRODUCTS DEVELOPMENT SECTION				
Simple				
Government-to-Citizens (G2C)				
Government-to-Government (G2G)				
Government-to-Business (G2B)				
Meat Industry stakehold	ers			
FREQUIREMENTS	WHERE TO SECURE			
Health Certificate with Chest X-ray result (1		edical facility		
copy) Attendance to APDS Slaughtering/Meat				
	LIND AI DO			
	Guardian			
AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.Accepts letter of intent to undergo OJT	P1,500.00 (240H); P3,000.00 (480H)	10 minutes	Training Staff / Chief LRDD APDS	
2.Schedules the possible date of start of OJT		30 minutes	Training Staff, LRDD APDS	
Checks requirements, if in order		5 minutes	Training Staff, LRDD APDS	
4.Schedules actual start of OJT and informs applicant		5 minutes	Training Staff, LRDD APDS	
5. Collecting officer accepts payment		5 minutes	Training Staff / Collecting Officer, LRDD APDS	
6.Supervises OJT of client		240 and 320 hours	Training staff and concerned technical staff/unit, LRDD APDS	
7. Prepares and give certificate to client		1 day	Training Staff / Chief LRDD APDS	
	Simple Government-to-Citizens Government-to-Busines Meat Industry stakehold FREQUIREMENTS th Chest X-ray result (1 Slaughtering/Meat (1 copy), uardian (1 copy) AGENCY ACTIONS  1.Accepts letter of intent to undergo OJT  2.Schedules the possible date of start of OJT 3. Checks requirements, if in order 4.Schedules actual start of OJT and informs applicant 5. Collecting officer accepts payment  6.Supervises OJT of client  7. Prepares and give	Simple Government-to-Citizens (G2C) Government-to-Business (G2B) Meat Industry stakeholders FREQUIREMENTS th Chest X-ray result (1 Slaughtering/Meat (1 copy), uardian (1 copy)  AGENCY ACTIONS  1.Accepts letter of intent to undergo OJT  2.Schedules the possible date of start of OJT 3. Checks requirements, if in order 4.Schedules actual start of OJT and informs applicant 5. Collecting officer accepts payment  6.Supervises OJT of client  7. Prepares and give	Simple Government-to-Citizens (G2C) Government-to-Business (G2B) Meat Industry stakeholders FREQUIREMENTS The Chest X-ray result (1	

## 1. Acceptance of Practicum Students in Meat Processing

Simple Government-to-Citizens (G: Student from College/Univer FREQUIREMENTS School/University (1 copy)				
Student from College/Unive				
OF REQUIREMENTS	ersity			
chool/University (1 copy)		WHERE TO S	ECURE	
Request letter from School/University (1 copy) Resume (1 copy) Health Certificate with Chest X-ray result (1 copy) Copy of grades (1 copy) Waiver signed by parent/guardian (1 copy)		School/University Student Accredited medical facility School/University Parent/Guardian		
AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Receive letter of request and inform applicant of requirements to be submitted	NONE	1 day	Training / Admin Staff, LRDD APDS	
2. Process approved application and check requirements		1 day	Training / Admin Staff, LRDD APDS	
3. Prepares practicum schedule and inform applicant of schedule of practicum		1 day	Training Staff, LRDD APDS	
Supervises practicum activities at APDS		Depends on request of client (between 240- 600 hours)	Training staff, Technical staff of Meat Processing and Quality Control Units, LRDD APDS	
5. Prepares evaluation, certificate of completion and copy of grades of practicum student.		1 day	Training / Admin / Quality Control and Meat Processing Units, LRDD APDS	
	AGENCY ACTIONS  1. Receive letter of request and inform applicant of requirements to be submitted  2. Process approved application and check requirements  3. Prepares practicum schedule and inform applicant of schedule of practicum  4. Supervises practicum activities at APDS  5. Prepares evaluation, certificate of completion and copy of grades of	AGENCY ACTIONS  AGENCY ACTIONS  1. Receive letter of request and inform applicant of requirements to be submitted  2. Process approved application and check requirements  3. Prepares practicum schedule and inform applicant of schedule of practicum  4. Supervises practicum activities at APDS  5. Prepares evaluation, certificate of completion and copy of grades of practicum student.	py) ent/guardian (1 copy)  AGENCY ACTIONS  1. Receive letter of request and inform applicant of requirements to be submitted  2. Process approved application and check requirements  3. Prepares practicum schedule and inform applicant of schedule of practicum  4. Supervises practicum activities at APDS  5. Prepares evaluation, certificate of completion and copy of grades of practicum student.  School/University Parent/Guardian  PROCESSING TIME  1 day  1 day  Depends on request of client (between 240-600 hours)  1 day	

## 1. Technical Advisory Services

Office or Division:	LRDD-ANIMAL PRODU	ICTS DEVELO	PMENT SECTION		
Classification:	Simple				
Type of	Government-to-Citizens (G2C)				
Transaction:	Government-to-Government (G2G)				
Transaction.	Government-to-Business (G2B)				
Who may avail:	Meat industry stakeholders				
	F REQUIREMENTS WHERE TO SECURE				
needed	g specific assistance	Client requesting the service			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.1.Walk-in: Enters	1.1.1Assist client to			Guard on duty, LRDD	
APDS gate,	APDS Admin office	none		APDS	
registers at guard's			5 minutes		
log book inquires				~	
re: request					
	1.1.2Informs client of		5 minutes	Admin Staff,	
	what assistance APDS			LRDD APDS	
	can offer; and ask				
	client to send a letter				
	of request addressed				
	to the BAI director				
1.2.Phone-in: Calls	1.2.Informs client of		5 minute	Admin Staff /	
APDS, inquires for	what assistance APDS			Concerned Unit /	
about technical	can offer; and ask			Staff, LRDD APDS	
assistance needed	client to send a letter			LNDD AFDS	
	of request addressed				
405	to the BAI director				
1.3.Email: Emails	1.3.Informs client of		5 minutes		
APDS re: technical	what assistance APDS			Admin Staff /	
assistance needed	can offer; and ask			Concerned Unit /	
	client to send a letter			Staff, LRDD APDS	
	of request addressed			LKDD APDS	
O Mistage a letter of	to the BAI director		4 day	Admin Ctoff /	
2.Writes a letter of	2.Receives letter and endorse letter to BAI		1 day	Admin Staff / Technical Staff,	
request addressed to the BAI director				LRDD APDS	
3. Waits for the	director for approval  3.Schedules technical		1 day	Training Staff /	
approval of the	assistance while		luay	Technical Staff	
request from the	waiting for Director's			Concerned.	
Director of BAI	approval			LRDD APDS	
4.Waits for	4.Request is		2 hours to 1 day	Training Staff /	
schedule of	scheduled/conducted		(depends on	Technical Staff	
technical	Soliedalea/colladeted		assistance	Concerned,	
assistance			requested)	LRDD APDS	
END OF TRANSAC			Toquested)	L	