



Walk-in Clients Inquiry

General Inquiry on the services that the office is providing

Office or Division:	Extension Services Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Residents of Muntinlupa			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Voter's ID		COMELEC		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Visitors Log Book in the Front Desk	Frontline Officer assess and provide action sheet	none	2 minutes	Frontline Officer
2. Fill up action sheet	Frontline Officer refer client to the concern section	none	3 minutes	
3. Client proceed to the concerned section	Section Head Provide information for the inquiry	none	2 minutes	Section Head
TOTAL:			7 minutes	



Urban Gardening /Agribusiness

Description of Service

Office or Division:	Extension Services Office			
Classification:	G2C			
Type of Transaction:	Complex			
Who may avail:	Residents of Muntinlupa			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Voter's ID		COMELEC		
2. Technology Needs Assessment		Extension Services Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1, Fill up Technology Needs Assessment Form	Identify Client's Skills needed based on the Technology Needs Assessment Form	none	1 week	Extension Officer
	Prepare training module and work program to be endorsed by the Department Head to the Mayor's Office for approval	none	1 week	Section Head
TOTAL:			2 weeks	



Request for vegetable seeds and seedlings (For revision)

Description of Service

Office or Division:	Extension Services Office			
Classification:	G2C			
Type of Transaction:	Complex			
Who may avail:	Residents of Muntinlupa			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
		COMELEC Extension Services Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Clients Request for seeds or seedlings	Evaluate Request	none	2 minutes	Frontline Officer
	Release seeds/seedlings	none	3 minutes	Frontline Officer
Receive and acknowledge receipt of seeds/seedlings	Recording of acknowledgement receipt and harvest data		5 minutes	Frontline Officer, Research and Development Division
TOTAL:			10 minutes	