



5. Issuance of Endorsement (For Pre and Post-Harvest Facility/Agricultural Machineries)

Issuance of endorsement is deemed necessary to know the roles and functions of cooperating partners or agencies and basis for evaluation and validation.

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Farmers/Fisher folks/Organization			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Submit 1 original and 2 photocopies of the following documents:				
Letter of Intent		Client		
Project Proposal		Client		
Board Resolution		Client		
DOLE/SEC/CDA Registration Certificate		Client		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Log in at the logbook and submit complete requirements at the receiving area	1. Receive complete requirements and check the completeness of the requirements	None	5 Minutes	<i>Agricultural Technologist</i> Office of the Municipal Agriculturist
2. Receive endorsement letter and submit all documents to the Department of Agriculture Regional Office 12 in Koronadal City	2. Prepare endorsement letter to be signed by Municipal Agriculturist (1 st Endorsement) 2.1 MAFC Chairman (2 nd Endorsement) 2.2 Mayor (3 rd Endorsement)	None	10 Minutes	<i>Agricultural Technologist</i> Office of the Municipal Agriculturist
TOTAL:		None	15 Minutes	