



7. Registration of Organization and Updating of Registration

Registration of organization is required to all farmer groups to have a legal entity and to comply with the basic requirement in availing projects from local and national agencies.

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Farmers/Fisher folks			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
New - 1 original copy and 6 photocopies of the following documents:				
Constitution and By-Laws		Client		
List of Officers and Members with signature		Client		
Financial Statement (current year)		Client		
Certificate of Registration for Renewal		Client		
Yearly Updating - 1 original copy and 1 photocopy of the following documents:				
Constitution and By-Laws		Client		
List of Officers and Members with signature		Client		
Financial Statement (current year)		Client		
Certificate of Registration		Client		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit complete requirements at the receiving area	1. Receive complete requirements and assess based on the correctness and completeness of the documents 1.1 Send scanned document via online the application for registration of worker's	None	5 minutes* 10 minutes*	<i>Agricultural Technologist</i> Office of the Municipal Agriculturist



	association 1.2 If accepted after initial evaluation, client pay registration to remittance center			
2. Receive transmittal and submit all necessary documents to DOLE Provincial Office in Kidapawan City	2. Provide transmittal of the documents to be submitted to DOLE Provincial Office in Kidapawan City	None	20 Minutes	<i>Agricultural Technologist</i> Office of the Municipal Agriculturist
	TOTAL:	None	35 Minutes	