



## Availing of Rice Mill Services

### ABOUT THE SERVICE

The Rice Mill will be operated by a designated Agricultural Engineer under the management of the City Agriculture Office.

<b>Department / Office:</b>		<b>CITY AGRICULTURE OFFICE</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizens		
<b>Who may avail</b>		Farmers		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Dry and Clean Palay		Farmer Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. The farmer client will bring the dry and clean palay at the City Nursery Rice Mill	2. The personnel-in-charge will receive and record the palay and turn over to the rice mill operator for milling		5 minutes	Personnel-in-Charge
3. After milling, the corn will be weighed as the basis for computation of payment			15 minutes	Operator Assigned
4. The payment will be collected by the assigned collector or the person-in-charge to be remitted at the City Treasurer's Office			5 minutes	Local Revenue Collection Clerk
5. Farmer clients may assist in bagging the rice produced				
<b>TOTAL</b>		P	25 minutes	

### CITY AGRICULTURE OFFICE

City Hall Complex, J. Miranda Avenue, Concepcion Pequeña, Naga City

For more information, please contact:

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