

# 1. Serves as resource speaker in seminars/trainings

## Service Information

<b>Office or Division:</b>	<b>LRDD-RESEARCH MANAGEMENT SECTION</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government-to-Citizens (G2C), Government-to-Government (G2G)			
<b>Who may avail:</b>	DA RFOs, LGUs, Farmers Group			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request letter addressed to BAI Director (1 copy)		Client requesting the service		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Snail mail or Email: Send request letter to BAI Directors' Office	1. Receive snail mail or email and forward to BAI Director for comment	None	5 minutes	<i>Admin Staff, LRDD</i>
	2. Comment or note by BAI Director		1 hour	<i>BAI Director, Office of the Director</i>
	3. Forward request letter to LRDD Chief		15 minutes	<i>Admin Staff, Office of the Director</i>
	4. Receive request letter		1 minute	<i>Admin Staff, LRDD</i>
	5. Comment or note by LRDD Chief		5 minutes	<i>LRDD Chief, LRDD</i>
	6. Forward request letter to LRDD RMS Head		1 minute	<i>Admin Staff, LRDD</i>
	7. Comment or note and forward communication to possible resource speaker		1 minute	<i>LRDD-RMS Head, LRDD</i>
	8. Communicate with requesting party for the arrangements and confirm training schedule		10 minutes	<i>Technical Staff, LRDD</i>
	9. Preparation of Travel Order		5 minutes	<i>Admin Staff, LRDD</i>
	10. Conducts lecture in seminar/training		1-3 days (Depends on the duration as requested)	<i>Training Staff, LRDD</i>
<b>END OF TRANSACTION</b>				



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

### Service Information

<b>Office or Division:</b>	<b>LRDD-RESEARCH MANAGEMENT SECTION</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government-to-Citizens (G2C), Government-to-Government (G2G) Government-to-Business (G2B)			
<b>Who may avail:</b>	individual or group of clients (farmers, students, etc.) interested in livestock production			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Walk-in: Enters LRDD building, register at clients logbook	1. Inform LRDD-RMS staff of the client inquiry	None	1 minute	<i>Admin Staff, LRDD</i>
	2. If Technical staff is not available, provide client with IEC materials and/or contact number of technical staff for direct inquiry		1 minute	<i>Admin Staff, LRDD</i>
	3. Answer clients inquiries, provides IEC materials or electronic copies of relevant materials		12 minutes	<i>Technical Staff, LRDD</i>
2. Client fill-up client satisfaction feedback	4. Provide client satisfaction feedback form		2 minutes	<i>Admin Staff, LRDD</i>
<b>END OF TRANSACTION</b>				



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

Service Information	9. BAI Director signs MOA	1 day	BAI Director, Office of the Director
	10. OD forwards		Admin Staff, Office of the Director

<b>Office or Division:</b>	<b>LRDD-Technology Packaging and Transfer Section</b>
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government-to-Citizens (G2C), Government-to-Government (G2G)
<b>Who may avail:</b>	DA RFOs, LGU's livestock center, farmers

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter addressed to BAI Director (1 copy)		Client requesting the service		
2. Memorandum of Agreement (1 copy)		Client requesting the service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Snail mail or Email: Send project scope to BAI Directors' office	1. OD receives letter request from DA RFO/LGU endorsed by the RED to the BAI Director. Private individuals may also submit letter request		5 minutes <i>Depends on BAC process</i>	Admin Staff, Office of the Director
	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		2 days	LRDD Chief and Program Manager, LRDD
	4. Once site is approved, LRDD Chief recommends to the BAI Director the allocation of biogas digester unit to the requesting party		1 day	LRDD Chief and BAI Director, LRDD, Office of the Director
3. Coordinates with TPTS regarding MOA preparation	5. MOA between concerned DA RFO/LGU's livestock center/private sector is prepared		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 BAI	8. Receives signed MOA		7 days	Admin Staff, Records Unit
Service Information	9. BAI Director signs MOA		1 day	BAI Director, Office of the Director
Office or Division:	10. OD forwards signed MOA to LRDD		1 day	Admin Staff, Office of the Director
Classification:	11. Notarizes MOA upon receipt from OD		1 day	TPTS Staff, LRDD
Type of Transaction:	12. Keeps copy of signed MOA and sends copy to concerned DA RFO/LGU/Private Sector		7 days	Admin Staff, Records Unit
Who may avail:	13. Coordinates regarding preparation for the biogas digester unit installation		1 day	Technical Staff, LRDD
CHECKLIST OF	14. Procurement process is followed to purchase needed materials/accessories		Depends on BAC process	Admin Staff, Technical Staff, LRDD
1. Request letter address copy)	15. TPTS staff installs biogas digester unit together with DA RFO/LGU technician	None, however for	3 days	Technical staff/ Technician, LRDD
2. Memorandum of Agreement	16. Tests installed biogas digester unit	requesting party	1 day	Technical staff/ Technician, LRDD
meeting with Program Manager and prepare site for evaluation	17. Conducts repair and maintenance for defective units	prepare trench	3 days	Technical staff/ Technician, LRDD
	18. Conducts periodic monitoring of installed biogas digester		Every 6 months	Technical staff/ Technician, LRDD
9. Conducts repair and maintenance of defective units	19. In case of problems in the unit, assists DA RFO/LGU technicians to conduct repair		3 days	Technical staff/ Technician from TPTS and DA RFO/LGUs
3. Coordinates with	<b>END OF TRANSACTION</b>			
preparation	6. MOA is forwarded to the requesting party		7 days	Admin Staff, Records Unit
4. Signs MOA			7 days	DA RFO/LGU/Private Sector



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

Service Information	9. BAI Director signs MOA	1 day	BAI Director, Office of the Director
	10. OD forwards signed MOA to LRDD	1 day	Admin Staff, Office of the Director
<b>Office or Division:</b>	<b>LRDD-Technology Packaging and Transfer Section</b>		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	Government-to-Citizens (G2C), Government-to-Government (G2G)		
<b>Who may avail:</b>	DA RFOs, LGU's livestock center, farmers		

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter addressed to BAI Director (1 copy)		Client requesting the service		
2. Memorandum of Agreement (1 copy)		Client requesting the service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Snail mail or Email: Send project scope to BAI Directors' office	1. OD receives letter request from DA RFO/LGU endorsed by the RED to the BAI Director. Private individuals may also submit letter request	None, however for HDPED, requesting party needs to prepare trench	5 minutes	Admin Staff, Office of the Director
	2. OD forwards project scope to LRDD for appropriate action		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	LRDD Chief and Program Manager, LRDD
	4. Informs collaborating agency regarding the status of their request		5 minutes	TPTS Staff, LRDD
3. 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			
	9. BAI Director signs MOA		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: Classification:	11. Notarizes MOA upon receipt from OD		1 day	TPTS Staff, LRDD
Type of Transaction: Who may avail:	12. Keeps copy of signed MOA and sends copy to concerned DA RFO/LGU/Private Sector		7 days	Admin Staff, Records Unit
6. Coordinates regarding preparation for the biogas digester unit installation	13. Coordinates regarding preparation for the biogas digester unit installation		1 day	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		3 days	Technical staff/ Technician, LRDD
2. Attend scheduled meeting with Program Manager and prepare site for evaluation	16. Tests installed biogas digester unit		1 day	Technical staff/ Technician, LRDD
	17. Conducts repair and maintenance for defective units		3 days	Technical staff/ Technician, LRDD
<b>END OF TRANSACTION</b>				
	4. Informs collaborating agency regarding the status of their request		5 minutes	TPTS Staff, LRDD
3. 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



## 1. Regular Training Courses

Training Unit			Staff LRDD APDS
4 - Basic Meat Processing (BMP);	15 minutes		Training Staff, LRDD APDS
- Meat Processing - Sausage Manufacture (MPSM);			
5 - Pig Slaughtering and Pork Cutting (PSPC) and;	4 hours to 1 day		Training and Admin Staff / Concerned Unit(s), LRDD APDS
- Awareness Seminar on Slaughter Techniques for Pigs/Cattle (AwST)			
Service information	15 minutes		Concerned Unit(s), LRDD APDS

<b>Office or Division:</b>	<b>LRDD-ANIMAL PRODUCTS DEVELOPMENT SECTION</b>
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government-to-Citizens (G2C) Government-to-Government (G2G) Government-to-Business (G2B)
<b>Who may avail:</b>	Butchers, Meat Vendors, Dealer and Plant Workers, Entrepreneurs and any interested individual/party

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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  Employer  APDS  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: meat processing demo request	1.1.1. Informs client of schedule and requirements for the training to be attended	BMP - ₱3,400.00; MPSM - ₱3,400.00; PSPC - ₱3,600.00; AwST - ₱1,080.00	5 minutes	Guard on duty, LRDD APDS
1.2. Phone-in: Calls APDS, inquires about training and register	1.2 Informs client of schedule and requirements for the training to be attended		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		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				Staff, LRDD APDS
4. Received schedule of visit	4. Finalizes schedule of plant visit with client thru phone or email		15 minutes	Training Staff, LRDD APDS
5. Visit to APDC	5. Conducts plant visit, as requested		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		15 minutes	Concerned Unit(s), LRDD APDS
Division: Classification:	7. Collects fees/charges		15 minutes	APDC Collecting Officer, LRDD APDS

**END OF TRANSACTION**

Service Information	Government-to-Citizens (G2C) Government-to-Government (G2G) Government-to-Business (G2B)
Who may avail:	Butchers, Meat Vendors, Dealer and Plant Workers, Entrepreneurs and any interested individual/party

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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 Employer APDS 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: 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	1.2 Informs client of schedule and requirements for the training to be attended	MPSM - P3,400.00, PSPC - P3,600.00; AwST - P1,080.00	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		5 minutes	Admin Staff/ Training staff, LRDD APDS
2. Registers for the	2. Records clients'		15 minutes	Admin Staff/ Training



# 1. Meat Processing Demonstration

Service information	BAI Director 4. Prepares proposal/budgetary requirements and	1 hour	Training Staff/ Concerned Unit, LRDD APDS
<b>Office or Division:</b>	<b>LRDD-ANIMAL PRODUCTS DEVELOPMENT SECTION</b>		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	Government-to-Citizens (G2C) Government-to-Government (G2G) Government-to-Business (G2B)		
<b>Who may avail:</b>	Interested parties		

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Demonstration table, potable water, stove, meat materials and ingredients		Interested parties		
Request letter		Interested parties		
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: meat processing demo request	1.1.1 Assist client to APDS Admin office	Budget prepared depends on the training needs of the requesting party	5 minutes	Guard on duty, LRDD APDS
	1.1.2 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/ Training staff, LRDD APDS
	1.2 Phone-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
1.3 E-mail: E-mails APDS re: meat processing demo request	1.3 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
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	3. 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	4. Prepares proposal/budgetary requirements and conforme letter		1 hour	Training Staff/ Concerned Unit, LRDD APDS
Office or	4.Receives proposal/budgetary requirements from APDS for review/approval		1 day	Training Staff, LRDD APDS
	5.Waits for clients approval of the proposal/budgetary requirements		10 minutes	Training Staff, LRDD APDS
	6. Checks requirements submitted by client		1-2 days	Concerned Unit(s), LRDD APDS
	6. Conducts meat processing demonstration as scheduled			
<b>END OF TRANSACTION</b>				

APDS gate, registers at guard's log book inquires re: meat processing demo request	1.1.1 Assist client to APDS Admin office		5 minutes	Guard on duty, LRDD APDS
	1.1.2 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/ Training staff, LRDD APDS
1.2 Phone-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	Budget prepared depends on the training needs of the requesting party	5 minutes	Admin Staff / Concerned Unit / Staff, LRDD APDS
1.3 E-mail: E-mails APDS re: meat processing demo request	1.3 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
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	3. Coordinates with concerned unit the request, while waiting		1 day	Training Staff/ Concerned Unit, LRDD APDS



<b>1. Plant Visit</b> Service information (attended in person or by phone or email)	names for the training and ask for the required documents needed to attend the training			staff, LRDD APDS
<b>Office or Division:</b>	<b>LRDD-ANIMAL PRODUCTS DEVELOPMENT SECTION</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government-to-Citizens (G2C) Government-to-Government (G2G) Government-to-Business (G2B)			
<b>Who may avail:</b>	Interested party/students			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Health Certificate with Chest X-ray result (1 copy)		Accredited medical facility		
List of visitors (1 copy)		Interested party/students		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.1. Walk-in: Enters APDS gate, registers at guard's log book inquires re: request for plant visit	1.1.1. Assist client to APDS Admin office Confirms training schedule Accepts payment of training fee and issues	Applicable Fees: PPE's@P50/day	5 minutes	Guard on duty, LRDD APDS Training Staff/ LRDD APDS
Attends training	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		5 minutes	Training Staff/ Collecting Officer, 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	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	3. 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 training			<i>staff, LRDD APDS</i>
3. Submit requirements (Applicants must submit photocopy of the requirements to the training unit and bring the original copies for validation of the submitted photocopied documents on or before the scheduled training)	3. Checks that required documents are complete and requires confirmation fee (50% of training fee) full payment will be done on the 1 <sup>st</sup> day of training/seminar		10 minutes	<i>Training staff, LRDD APDS</i>
Waits for the confirmation of training schedule	Confirms training schedule		5 minutes	<i>Training Staff/ LRDD APDS</i>
Pays training fee	Accepts payment of training fee and issue official receipt		5 minutes	<i>Training Staff/ Collecting Officer, LRDD APDS</i>
Attends training	Conducts training		Depends on the actual duration of the training	<i>Training Staff / Resource Speakers from the concerned units (Slaughterhouse, Meat Processing, Quality Control, By Products Unit)</i>
Receives certificates from APDS	Distributes certificates on the last day of training		20 minutes (last day of training)	<i>Training Staff/APDS Chief, LRDD APDS</i>
<b>END OF TRANSACTION</b>				
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	<i>Admin Staff / Concerned Unit / Staff, LRDD APDS</i>
2. Submits request letter addressed to the APDS Chief	2. Receives request letter addressed to APDS Chief		5 minutes	<i>Admin Staff, LRDD APDS</i>
3. Waits for the schedule of plant	3. Arranges plant visit schedule		1 day	<i>Training staff/ Concerned Unit /</i>



# 1. Tailor Made Training

Service information	5. Sends final proposal for signature /	15 minutes	Staff, LRDD APDS
<b>Office or Division:</b>	<b>LRDD-ANIMAL PRODUCTS DEVELOPMENT SECTION</b>		
<b>Classification:</b>	Complex	15 minutes	Training Staff, LRDD APDS
<b>Type of Transaction:</b>	Government-to-Citizens (G2C) Government-to-Government (G2G) Government-to-Business (G2B)	3 days	Training Staff / Admin Unit / Concerned
<b>Who may avail:</b>	Meat industry stakeholders		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Health certificates (1 copy) Chest x-ray result (1 copy) Waiver		Accredited medical facility Accredited medical facility Employer/Guardian	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>
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 party.	5 minutes
	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		5 minutes
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
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
2.Submit request letter addressed to the Chief of APDS	2. Receives request letter forwards letter to Training Unit		2 days
3.Waits for the confirmation and details from Training Unit	3. Prepares training proposal		1-2 days
4.Receives proposal from	4.Sends proposal to client, for review,		3 days
			Admin / Training Staff, LRDD APDS
			Admin / Training Staff, LRDD APDS
			Admin / Training Staff, LRDD APDS
			APDS Chief / Training Unit, LRDD APDS
			Training Staff / Concerned Unit / Staff, LRDD APDS
			Training Staff / Concerned Unit /



APDS for review	approval			Staff, LRDD APDS
5.Receives final proposal for conforme	5. Sends final proposal for signature / Conforme of client		15 minutes	Training Staff, LRDD APDS
6.Submit requirements, signs conforme	6. Accepts and checks that requirements are complete		15 minutes	Training Staff, LRDD APDS
7.Waits for the training schedule	7.Schedules the training and prepares training materials / paraphernalia		3 days	Training Staff / Admin Unit / Concerned Technical Unit / Staff, LRDD APDS
8.Pays training fee	8.Pre pares billing statement and collect fees		15 minutes	Training Staff / Collecting Officer, LRDD APDS
9.Attends training	9.Conducts tailor made training		1-5 days, depending on training design	Training Staff / Concerned Unit Staff, LRDD APDS
10.Receives certificates from APDS	10.Pre pares and distributes certificates to trainees		1 hour	Training / Admin Staff, LRDD APDS
<b>END OF TRANSACTION</b>				

Tailor made trainings		needs of the requesting party.		
	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		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	1.3. 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
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	3. 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 /



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

Service information

<b>Office or Division:</b>	<b>LRDD-ANIMAL PRODUCTS DEVELOPMENT SECTION</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government-to-Citizens (G2C) Government-to-Government (G2G) Government-to-Business (G2B)			
<b>Who may avail:</b>	Meat Industry stakeholders			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Health Certificate with Chest X-ray result (1 copy) Attendance to APDS Slaughtering/Meat Processing Training (1 copy), Waiver signed by Guardian (1 copy)		Accredited medical facility  LRDD-APDS  Guardian		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request letter addressed to the Chief of APDS	1. Accepts letter of intent to undergo OJT	₱1,500.00 (240H); ₱3,000.00 (480H)	10 minutes	Training Staff / Chief , LRDD APDS
2. Waits for the approval of the request	2. Schedules the possible date of start of OJT		30 minutes	Training Staff, LRDD APDS
3. Submit requirements	3. Checks requirements, if in order		5 minutes	Training Staff, LRDD APDS
4. Waits for the OJT schedule	4. Schedules actual start of OJT and informs applicant		5 minutes	Training Staff, LRDD APDS
5. Pays fees/charges for PPE's	5. Collecting officer accepts payment		5 minutes	Training Staff / Collecting Officer, LRDD APDS
6. Undergoes OJT	6. Supervises OJT of client		240 and 320 hours	Training staff and concerned technical staff/unit, LRDD APDS
7. Receives certificate	7. Prepares and give certificate to client		1 day	Training Staff / Chief , LRDD APDS
<b>END OF TRANSACTION</b>				



# 1. Acceptance of Practicum Students in Meat Processing

## Service Information

<b>Office or Division:</b>		<b>LRDD-ANIMAL PRODUCTS DEVELOPMENT SECTION</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government-to-Citizens (G2C)		
<b>Who may avail:</b>		Student from College/University		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request addressed to the Director of BAI personally or by email cc APDS	1. Receive letter of request and inform applicant of requirements to be submitted	NONE	1 day	<i>Training / Admin Staff, LRDD APDS</i>
2. Submits requirements and waits for the approval of the request	2. Process approved application and check requirements		1 day	<i>Training / Admin Staff, LRDD APDS</i>
3. Waits for the practicum schedule	3. Prepares practicum schedule and inform applicant of schedule of practicum		1 day	<i>Training Staff, LRDD APDS</i>
4. Undergoes practicum at APDS	4. Supervises practicum activities at APDS		Depends on request of client (between 240- 600 hours)	<i>Training staff, Technical staff of Meat Processing and Quality Control Units, LRDD APDS</i>
5. Receives certification/grades	5. Prepares evaluation, certificate of completion and copy of grades of practicum student.		1 day	<i>Training / Admin / Quality Control and Meat Processing Units, LRDD APDS</i>
<b>END OF TRANSACTION</b>				



# 1. Technical Advisory Services

## Service information

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