



FLOW CHART FOR PRIVATE/REGULAR AND ORGANIC AGRICULTURE EXTENSION
SERVICE PROVIDERS

CLIENTS: RBOs; COOPERATIVES; NGO; PO; BUSINESS ENTITIES; FOUNDATIONS; FAITH-BASED ORGANIZATIONS

REQUIREMENTS: STATED BELOW

SCHEDULE OF AVAILABILITY: MONDAYS TO FRIDAYS, 7:00am to 6:00pm

Step	Client	Agency Activity/Action	Person/Unit Responsible	Location of Office	Transaction Period	
					Duration of Activity	Day
1		Dissemination of forms and guidelines to all Regional Training Centers.	National Secretariat	ATI Main	5 Days	Day 1-5
		Encourage & invite potential Extension Service Providers in the Regional level through inclusion as an announcement during trainings, seminars & conventions.	ATI Central Office	ATI Main	30 Mins.	Day 6
		Encourage & invite potential Extension Service Providers in the National level through inclusion as an announcement during national conventions, meetings, symposium and fora.	National Secretariat	ATI Main Office	30 Mins.	Day 6
2	Fill-up forms and submit completed documents	Receive filled-up forms with attached relevant documents.	Nat'l Secretariat	Main Office	10 Mins.	Day 7
3		Conduct initial screening through evaluation of the documents submitted to determine whether the documents meet the eligibility requirements.	Nat'l Secretariat	Main Office	4 Hours	Day 8
		Prepare report outlining the result of the review.	Nat'l Secretariat	Main Office	2 Hours	Day 9
4	Comply with the required documents	In case documents lacking, inform concerned service provider to submit needed requirements through letter duly received by service providers indicating 5 day completion upon receipt of letter.	National Secretariat	ATI Main Office	5 Days	Days 10-14
5	Assist validating team	Conduct an ocular and field validation to confirm the ESPs compliance to approved standards.	Nat'l Council & Secretariat	Main Office	5 Days	Days 15-19
6		Preparation of field report for the National/Regional Council within 3 working days from end of field work.	Nat'l Secretariat	Main Office	1 Day	Day 20
7		In case of non-compliance, ATI inform the applicant within which to comply or submit the required documents. Failure to comply within the prescribed period shall mean automatic disapproval.	Nat'l Secretariat	Main Office	5 Days	Day 22-26
8		National/Regional Council approves/disapproves.	National Council	Main Office	30 Mins.	Day 27
9	Acceptance of Notice	Issuance of approval or disapproval to Extension Service Provider.	National Council	Main Office	30 Mins.	Day 28
10	Acceptance of Certificate of Accreditation	Issuance of Certificate of Accreditation to Extension Service Provider valid for three years.	National Chairperson	ATI Main Office	30 Mins.	Day 29

Requirements:

Legal Documents: True copy of Art of Inc; By-Laws & Amendments with SEC or CDA; DTI Business Name or SEC Certificate; TIN; Mayor's Permit; Sworn Affidavit of Corporate Secretary that no officer or employee or director is an agent of or related by consanguinity or affinity up to 4th degree to any officials authorized to approve its application for accreditation; certificate of recognition from DA & other government agencies.

Technical Documents: List of trainings within the last 3 years; competency matrix of all trainers, trainings support staff & faculty on call; list of names of officials & employees with designations, nationalities, home address; list of identified training venues that OA ESP owns; type & number of equipment that OA ESP owns, under lease or purchased.

Financial Documents: Financial statement "received" by BIR or accredited institution for immediate preceding year with total & current assets & liabilities or certification of exemption; certification from OA ESP Bank; ESP treasurer's affidavit certifying under oath that at least 25% of the capital stock has been subscribed & paid; letter authorizing the ATI any or all of the documents are authentic & original copy; If coop, certification of good standing.