



Republic of the Philippines  
**Department of Agriculture**  
**AGRICULTURAL TRAINING INSTITUTE**  
 Regional Training Center 13

**FITS MINIMUM REQUIREMENTS**  
**Farmers' Information and Technology Services Center Establishment**

REQUIREMENTS	YES	NO	REMARKS
1. Accessibility to clients			
2. Provision of office space with a floor area of at least 30 sq m.			
3. Standard FITS billboard in a prominent location outside the building			ATI will provide lay-out of Standard FITS billboard
4. Provisions of furniture and fixtures for display of IEC materials and exhibit of products of FITS clients and MS; Provisions of table and chairs for walk-in clients and in the conduct of trainings and other activities of the FITS center			
5. Provisions of ICT equipment for FITS use: <i>desktop computer and accessories;</i> <i>TV set with DVD/C D player</i> <i>Camera, photocopier, sound system; etc</i>			
6. Accessibility or availability of local Internet Service Provider			
7. Available data information in agriculture, fisheries, forestry and natural resources of the municipality			
8. Available manpower complement to act as; <b><i>FITS Manager, Information Service Specialist (ISS)</i></b> <b><i>Technology Service Specialist (TSS)</i></b> Other staff particularly the Agricultural Technologists to serve as members of the pool of experts on an on-call basis as needed by the FITS clients			
9. Appointment of <b>Magsasaka Siyentista (MS)</b> within six months (6) of FITS establishment			
10. Fund allocation for the Establishment and Maintenance and Other Operating Expenses (MOOE) to be provided by the host agency, the FITS center being an integral unit of the agency. <b>(SB/SP-Resolution in Adopting TGP)</b>			

***Recommendations:***

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