



Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
Regional Training Center-Caraga
 Los Angeles, Butuan City
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**APPLICATION REQUIREMENTS
 FOR CERTIFICATION OF LEARNING SITE**

Checklist:

Activity Requirements	Responsible Person/s
1. Letter of Intent a. Farm Profile b. Farm Lay-out/Location Map c. Proof of ownership (Land title/tax declaration) d. Documentation of Existing Farm Improvement e. Endorsement by the Provincial Agriculturist and Municipal or City Agriculturist	To be submitted by the Applicant To: SAMUEL L. CALONZO <i>TCS II/Center Director</i> ATI-RTC Caraga, Los Angeles, Butuan City
2. Document Evaluation	To be conducted by the Technical Working Group (TWG) of ATI
3. Field Validation (Recommendation/findings)	To be conducted by the Technical Working Group (TWG) of ATI and Learning Site Cooperator
4. Signing of Memorandum of Understanding(MOU)	Center Director and Applicant
5. Issuance of Certificate of Learning Site	ATI Director