



Provincial Grains Processing Center



1. Procurement of Rice Grains

Buying rice grains of the office from farmers and other rice grains seller.

Office or Division	Provincial Grains Processing Center			
Classification:	Simple			
Type of Transaction:	G2C and G2B			
Who may avail:	All interested rice grains seller whether individual or business entity within the province			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Procurement Slip (3 Copies)		Procurement officer		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Delivers Rice grains to the office	1. 1 checks the quality of the rice	None	5 Minutes	Narciso Getaruelas Laborer II Eugene Dal Mechanical Plant Operator I
2. Agrees with the price and deductions	2. Negotiates the price and deductions	None	5 Minutes	Narciso Getaruelas Laborer II Eugene Dal Mechanical Plant Operator I
3. Observes the weighing of palay	3. 1 Hauls the rice to the weighing scale	None	40 Minutes	Laborer
4. records the weights	4. Record the weights	None	5 Minutes	Narciso Getaruelas Laborer II Eugene Dal Mechanical Plant Operator I
5. fills up the procurement slip	5. Issues procurement slip	None	2 Minutes	Narciso Getaruelas Laborer II Eugene Dal Mechanical Plant Operator I
				Narciso Getaruelas Laborer II Eugene Dal Mechanical Plant Operator I



6. Gets 2 copies of procurement slip 7.	6. Signs the procurement slip	None	1 Minute	,Monaderio A. Banding
TOTAL:		None	58 Minutes	



2. Solar Drying of Rice Grains

Drying of rice grains using the heat of the sun through solar dryer.

Office or Division:	Provincial Grains Processing Center			
Classification:	Simple			
Type of Transaction:	G2C and G2B			
Who may avail:	All interested rice grains owners whether individual or business entity.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Drying Slip (2 Copies)		Warehouseman		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Delivers rice grains	1. Conducts physical inventory	None	5 Minutes	Narciso Getaruelas Laborer II Eugene Dal Mechanical Plant Operator I
2. Inquiries about the status of drying	2. Dries the palay in the solar dryer	None	3 Days	Laborer
3. fills up the drying slip	3. Issues drying slip	None	3 Minutes	Narciso Getaruelas Laborer II Eugene Dal Mechanical Plant Operator I
4. Pays the amount due	4. Issues official receipt	5 per Sack	3 Minutes	Hobaib Cayongcat Accountant I
TOTAL:		5 Per Sack	3 Days And 11 Minutes	



3. Milling of Rice Grains

Milling rice grains through Rice Mill including bagging services.

Office or Division:	Provincial Grains Processing Center			
Classification:	Simple			
Type of Transaction:	G2C and G2B			
Who may avail:	All interested rice grains owners whether individual or business entity.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Milling Slip (2 Copies)		Rice Mill Operator		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Delivers rice grains	1. Conducts physical inventory	None	5 Minutes	Marcelo Quilicot Rice Mill Operator Sanny Boy Daarol Laborer I
2. Waits until milling process is done	2. Piles, mills, weighs grains and bags milled rice	None	70 Minutes	Marcelo Quilicot Rice Mill Operator Sanny Boy Daarol Laborer I
3. fills up the Milling slip	3. Issues Milling slip	None	3 Minutes	Marcelo Quilicot Rice Mill Operator Sanny Boy Daarol Laborer I
4. Pays the amount due	4. Issues official receipt	55 per Sack (25Kg) 110 per sack (50Kg) add 5 for lamination.	3 Minutes	Hobaib Cayongcat Accountant I
TOTAL:		55 Per Sack (25kg) 110 Per Sack (50kg) Add 5 For Lamination	81 Minutes	



4. Mechanical Drying of Rice Grains

Drying of rice grains using the Mechanical Dryer.

Office or Division:	Provincial Grains Processing Center			
Classification:	Simple			
Type of Transaction:	G2C and G2B			
Who may avail:	All interested rice grains owner whether individual or business entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Drying Slip (2 Copies)		Machine Operator		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Delivers rice grains	1. conducts physical inventory	None	5 Minutes	Marcelo Quilicot Rice Mill Operator Sanny Boy Daarol Laborer I
2. Inquires about the status of drying	2. Dries the palay in the Mechanical Dryer	None	55 Minutes	Marcelo Quilicot Rice Mill Operator Sanny Boy Daarol Laborer I
3. fills up the drying slip	3. Issues drying slip	None	2Minutes	Marcelo Quilicot Rice Mill Operator Sanny Boy Daarol Laborer I
4. Pays the amount due	4. Issues official receipt	5 per Sack	1 Minute	Hobaib Cayongcat Accountant I
TOTAL:		5 Per Sack	63 Minutes	



5. Selling of Milled Rice

Selling of milled rice to any interested buyers.

Office or Division:	Provincial Grains Processing Center			
Classification:	Simple			
Type of Transaction:	G2C and G2B			
Who may avail:	All interested buyer whether individual or business entity.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Delivery Receipt(1 copy only)		Officer of the day		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquires price of milled rice	1. Answers client's queries	None	5 Minutes	Narciso Getaruelas Laborer II Eugene Dal Mechanical Plant Operator I
2. Fills up the Delivery receipt	2. Issues Delivery Receipt	None	3 Days	Narciso Getaruelas Laborer II Eugene Dal Mechanical Plant Operator I
3. Pays the amount due	3. Issues official receipt	Prevailing Price	2 Minutes	Hobaib Cayongcat Accountant I
TOTAL:		Prevailing Price	10 Minutes	



6. Trucking Services

This is a service for those rice grains sellers who don't have vehicle to transport their grains to the facility.

Office or Division:	Provincial Grains Processing Center			
Classification:	Simple			
Type of Transaction:	G2C and G2B			
Who may avail:	All interested rice grains seller within the province.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request		PRMC		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquires about trucking services	1. Answers Queries	None	5 Minutes	Narciso Getaruelas Laborer II Eugene Dal Mechanical Plant Operator I
	1.1 Prepares vehicle	None	5 Minutes	Teodoro Masalta Heavy Equipment Operator I Arvin Deogoso Administrative Aide I
	1.2 Travels to the location	None	20 Minutes	Teodoro Masalta Heavy Equipment Operator I Arvin Deogoso Administrative Aide I
	1.3 Loads rice to the trucks	None	20 Minutes	Laborer
	1.4 Transports to the facility	None	25 Minutes	Teodoro Masalta Heavy Equipment Operator I Arvin Deogoso Administrative Aide I
2. Pays the amount due	2. Issues Official Receipt	2 pesos per Sack	3 Minutes	Hobaib Cayongcat Accountant I
TOTAL:		2 Pesos Per Sack	1 Hour & 30 Minutes	



7. Procurement of Rice Grains

Buying rice grains of the office from farmers and other rice grains seller.

Office or Division:	Provincial Grains Processing Center			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	All interested rice grains seller whether individual or business entity within the province			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Procurement Slip (3 Copies)		Procurement officer		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Delivers Rice grains to The office	1. 1 checks the quality of the rice	None	5 Minutes	Narciso Getaruelas Laborer II Eugene Dal Mechanical Plant Operator I
2. Agrees with the price and deductions	2. Negotiates the price and deductions	None	5 Minutes	Narciso Getaruelas Laborer II Eugene Dal Mechanical Plant Operator I Hobaib Cayongcat Accountant I
3. Observes the weighing of palay	3. 1 Hauls the rice to the weighing scale	None	40 Minutes	Laborer
4. records the weights	4. Record the weights	None	5 MINUTES	Narciso Getaruelas Laborer II Eugene Dal Mechanical Plant Operator I
5. Fills up the procurement slip	5. Issues procurement slip	None	2 Minutes	Narciso Getaruelas Laborer II Eugene Dal Mechanical Plant Operator I
6. Gets 2 copies of procurement slip	6. Signs the procurement slip	None	1 Minute	,Hobaib Cayongcat Accountant I
TOTAL:		None	58 Minutes	



8. Solar Drying of Rice Grains

Drying of rice grains using the heat of the sun through solar dryer.

Office or Division:	Provincial Grains Processing Center			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	All interested rice grains owners whether individual or business entity.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Drying Slip (2 Copies)		Warehouseman		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Delivers rice grains	1. Conducts physical inventory	None	5 Minutes	Narciso Getaruelas Laborer II Eugene Dal Mechanical Plant Operator I
2. Inquires about the status of drying	2. Dries the palay in the solar dryer	None	3 Days	Laborer
3. Fills up the drying slip	3. Issues drying slip	None	3 Minutes	Narciso Getaruelas Laborer II Eugene Dal Mechanical Plant Operator I
4. Pays the amount due	4. Issues official receipt	5 per Sack	3 Minutes	Hobaib Cayongcat Accountant I
TOTAL:		5 Per Sack	3 Days And 11 Minutes	



9. Milling of Rice Grains

Milling rice grains through Rice Mill including bagging services.

Office or Division:	Provincial Grains Processing Center			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	All interested rice grains owners whether individual or business entity.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Milling Slip (2 Copies)		Rice Mill Operator		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Delivers rice grains	1. Conducts physical inventory	None	5 Minutes	Marcelo Quilicot Rice Mill Operator Sanny Boy Daarol Laborer I
2. Waits until milling process is done	2. Piles, mills, weighs grains and bags milled rice	None	1 Hour and 10 Minutes	Marcelo Quilicot Rice Mill Operator Sanny Boy Daarol Laborer I
3. Fills up the Milling slip	3. Issues Milling slip	None	3 Minutes	Marcelo Quilicot Rice Mill Operator Sanny Boy Daarol Laborer I
4. Pays the amount due	4. Issues official receipt	55 per Sack (25Kg) 110 per sack (50Kg) add 5 for lamination	3 Minutes	Hobaib Cayongcat Accountant I
TOTAL:		55 Per Sack (25Kg) 110 Per Sack (50Kg) Add 5 For Lamination	1 Hour & 21 Minutes	



10. Mechanical Drying of Rice Grains

Drying of rice grains using the Mechanical Dryer.

Office or Division:	Provincial Grains Processing Center			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	All interested rice grains owner whether individual or business entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Drying Slip (2 Copies)		Machine Operator		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Delivers rice grains	1. conducts physical inventory	None	5 Minutes	Marcelo Quilicot Rice Mill Operator Sanny Boy Daarol Laborer I
2. Inquires about the status of drying	2. Dries the palay in the Mechanical Dryer	None	55 Minutes	Marcelo Quilicot Rice Mill Operator Sanny Boy Daarol Laborer I
3. Fills up the drying slip	3. Issues drying slip	None	2Minutes	Marcelo Quilicot Rice Mill Operator Sanny Boy Daarol Laborer I
4. Pays the amount due	4. Issues official receipt	5 per Sack	1 Minute	Hobaib Cayongcat Accountant I
TOTAL:		5 Per Sack	1 Hour & 3Minutes	



11. Selling of Milled Rice

Selling of milled rice to any interested buyers.

Office or Division:	Provincial Grains Processing Center			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	All interested buyer whether individual or business entity.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Delivery Receipt(1 copy only)		Officer of the day		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1. Inquires price of milled rice	1. Answers client's queries	None	5 Minutes	Narciso Getaruelas Laborer II Eugene Dal Mechanical Plant Operator I
2. Fills up the Delivery receipt	2. Issues Delivery Receipt	None	3 Days	Narciso Getaruelas Laborer II Eugene Dal Mechanical Plant Operator I
3. Pays the amount due	3. Issues official receipt	Prevailing Price	2 Minutes	Hobaib Cayongcat Accountant I
TOTAL:		Prevailing Price	10 Minutes	



12. Trucking Services

This is a service for those rice grains sellers who don't have vehicle to transport their grains to the facility.

Office or Division	Provincial Grains Processing Center			
Classification	Simple			
Type of Transaction	G2G			
Who may avail	All interested rice grains seller within the province.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter		PRMC		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquires about trucking services	1. Answers Queries	None	5 Minutes	Narciso Getaruelas Laborer II Eugene Dal Mechanical Plant Operator I
	1.1 Prepares vehicle	None	5 Minutes	Teodoro Masalta Heavy Equipment Operator I Arvin Deogoso Administrative Aide I
	1.2 Travels to the location	None	20 Minutes	Teodoro Masalta Heavy Equipment Operator I Arvin Deogoso Administrative Aide I
	1.3 Loads rice to the trucks	None	20 Minutes	Laborer
	1.4 Transports to the facility	None	25 Minutes	Teodoro Masalta Heavy Equipment Operator I Arvin Deogoso Administrative Aide I
2. Pays the amount due	2. Issues Official Receipt	2 pesos per Sack	3 Minutes	Hobaib Cayongcat Accountant I
TOTAL:		2 Pesos Per Sack	1 Hour & 18 Minutes	



13. Delivery of Milled Rice to the Capitol

Selling of milled rice to any interested buyers.

Office or Division:	Provincial Grains Processing Center			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	All interested buyer whether individual or business entity.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Delivery Receipt(1 copy only)		Officer of the day		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquires price of milled rice	1. Answers client's queries	None	5 Minutes	Narciso Getaruelas Laborer II Eugene Dal Mechanical Plant Operator I
2. Fills up the Delivery receipt	2. Issues Delivery Receipt	None	5 Minutes	Narciso Getaruelas Laborer II Eugene Dal Mechanical Plant Operator I
3. Accepts the delivery	3. Delivers Milled rice	None	40 Minutes	Teodoro Masalta Heavy Equipment Operator I Arvin Deogoso Administrative Aide I
4. Pays the amount due	4. Issues official receipt/Records in the inventory	Prevailing Price	3 Minutes	Hobaib Cayongcat Accountant I
TOTAL		Prevailing Price	53Minutes	