

CITIZEN'S CHARTER

DEPARTMENT OF AGRICULTURE



1898

Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
REGIONAL TRAINING CENTER VIII
VSU Campus, Baybay City, Leyte

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 [ati_easternvisayas](https://www.instagram.com/ati_easternvisayas)

 [@ATIEVisayas](https://twitter.com/ATIEVisayas)

 [ATI in Eastern Visayas](https://www.facebook.com/ATIinEasternVisayas)

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Foreword

Customer focused, committed to serve with passion, resource stewardship and innovation towards excellence –are core values that the Agricultural Training Institute and its Regional Offices abide in consistent to its delivery of frontline service. Staff development initiatives include seminars, team activities, personality development trainings, and weekly values restoration program.

The Center strictly follows the Anti-Red Tape Act of 2007 (ARTA) to efficiently deliver frontline services to its clients, and at the same time receive feedback for continuous improvement. All the staff are made aware of the law and are reminded to help the clients acquire the services without hassle, through weekly meetings.

The ATI-RTC 8 Citizen's Charter is crafted to guide and provide the client a quick information of the frontline services offered by the Center.


HAZEL GRACE T. TAGANAS
Center Director

ATI in Eastern Visayas

ATI-RTC 8 or the Agricultural Training Institute-Regional Training Center 8 based at the scenic campus of the Visayas State University, Visca, Baybay City, Leyte, is the extension and training arm of the Department of Agriculture (DA) in Eastern Visayas. It is one of the 16 training centers in the Philippines under the ATI Central Office in Diliman, Quezon City.

As the extension and training arm of the Department of Agriculture, ATI is mandated to provide continuing education services to agricultural and fishery stakeholders to make them effective agents of rural development.

Through participatory extension, ATI believes that it can significantly contribute to the making of dynamic communities who do profitable business out of agriculture and fishery in a society characterized by equity.

Historical Background

The VSU-based ATI was the former Philippine Training Center for Rural Development (PTCRD) – National Training Center for the Visayas established in 1978. Executive Order 116 merged PTCRD with the Bureau of Agricultural Extension (BAEx) and Philippine Agricultural Training Council (PATC) to form ATI. ATI had three centers in Eastern Visayas. When these three were merged in 2004, ATI-RTC 8 at VSU became one of the 16 training centers. ATI-RTC 8 serves the six provinces in Eastern Visayas namely: Leyte, Southern Leyte, Biliran, Western Samar, Eastern Samar, and Northern Samar.

Quality Objectives

The Agricultural Training Institute as the orchestrator of the Nation Extension System, ensures harmonized management of agriculture and fishery extension delivery services in empowering the farmers and fisher folk for food security, poverty alleviation and social equity for sustainable development.

Thematic Programs

Program 1: Enhancing Access to AFE Knowledge Products and Services

ATI uses various methods and channels to bring out more avenues and means to deliver agriculture and fishery extension products and services that are easily accessible to our target beneficiaries.

Program 2: Strengthening Competitiveness and Capacities of the AF Sector

The execution of trainings, briefings, orientation, educational and farm tours are among the many activities delivered by ATI to reinvigorate and augment the skills as well as the aptitude of farmers, fisher folks and other stakeholders especially the marginalized sector.

Program 3: Expanding Partnerships in Advancing Excellence in AF Delivery

Reaching out and amplifying the links between various sectors in the value chain greatly contributes to the advancement of dishing out AFE. As more partners and linkages work together genuinely, more outputs and greater impacts are achieved.

Program 4: Scaling-Up AFE Innovations

ATI aims to be in the cutting edge in delivering the most efficient technologies to its clients. Grassroots innovations for nationwide adoption, integrated learning packages, Schools for Practical Agriculture, and development of new structured learning sites that would complement curriculum modifications are among the many alterations undertaken by ATI for growth purposes.

Program 5: Strengthening AFE Stakeholders Capacity in Climate Change Adaptation and Readiness

Adaptive measures are regularized for stakeholders to have widespread awareness and be fully prepared in facing the risks and impact that comes along with climate change.

Program 6: Improving Enabling Environment and Quality of AFE Governance

ATI sees to it that extension policies and standards, strategic plans, as well as monitoring and evaluation mechanisms are in place for effective implementation of extension services among clients.

Human and physical capital improvement are also deliberately done to reinforce a good quality of governance and a conducive working environment as these offer paramount contribution on how extension products are delivered to the beneficiaries.

How We Work

Our Mandate

Executive Order No. 116 series of 1987: “Renaming the Ministry of Agriculture and Food as Ministry of Agriculture, Reorganizing its units, Integrating all offices and agencies whose functions relate to Agriculture and Fishery into the Ministry and for other purposes”

By virtue of EO 116, s. 1987, the ATI shall be responsible for the **training of all agricultural extension workers and their clientele**, who are mostly farmers and other agricultural workers. ATI shall ensure that training programs address the real needs of the agricultural sector, and ensure that the research results are then communicated to the farmers through the appropriate training and extension activities.

Republic Act 8435 series of 1997: “Agriculture and Fisheries Modernization Act of 1997”

RA 8435, s. 1997 strengthened the role of ATI as the DA's extension and training arm and **overall manager of A&F training and extension** of the country. Moreover, it **expanded the scope of A&F extension to training services, farm and business advisory services, demonstration services, and information, education and communication (IEC) support services through tri-media.**

Rationalization Plan (October 10, 2013)

Pursuant to Executive Order No. 338, s. 2001, the Institute implemented the Rationalization Plan and reiterated the mandated functions of ATI as follows:

- Lead in the formulation of the National Agriculture and Fisheries Extension (AFE) Agenda and Budget;
- Prepare an integrated plan for publicly-funded training programs in agriculture and fisheries;
- Formulate and issue guidelines in planning, implementing, monitoring and evaluating AFE programs; and
- Assist in the coordination with State Universities and Colleges (SUCs), the Local Government Units' (LGUs) extension system by improving their effectiveness and efficiency through capability building and complementary extension activities such as technical assistance, training of personnel, improvement of physical facilities, extension cum research and information support services.

Functions

- Lead in the formulation of the National Agriculture and Fisheries Extension (AFE) Agenda and Budget;
- Prepare an integrated plan for publicly-funded training programs in A&F;
- Advise the DA in managing financial and logistical support for AFE;
- Formulate and issue guidelines in planning, implementing, monitoring and evaluating AFE programs;
- Assist, in coordination with SUCs, and the LGUs extension system by improving their effectiveness and efficiency through capability building and complementary extension activities such as technical assistance, training of personnel, improvement of physical facilities, extension cum research, and information support services.
- Lead in the professionalization of Agricultural Extension Workers (AEWs) through the implementation of an integrated and a ladderized human capital development for public extension services; development of relevant curricula for innovative extension services; and adoption of a merit, promotion and incentive system as well as management of scholarships for AEWs and farmers' children;
- Serve as the frontrunner for an information and communication technology (ICT) - based knowledge management system to provide distance learning modalities that will connect AEWs and other stakeholders along a technology-based value extension service chain via e-learning courses, farmers' call center (FCC) and other ICT enabled extension strategies, and manage information into appropriate knowledge products and services;
- Responsible for the establishment of national (with SUCs, civil society organizations [CSOs], people's organizations [POs], LGUs, etc.) and international partnership agreements to motivate and boost public-public and public-private networks in ESPs; and the provision of grants for extension projects as well as the conduct of compliance monitoring of recipients of grants and co-financing agreements;
- Spearhead extension policy development and standards-setting; strategic extension systems planning, monitoring and evaluation; and

formulation of an extension agenda and programs for the national and regional levels;

- Initiate field based extension systems and implement phased-training program schemes for AEWs and RBOs in their respective areas of operation in accordance with national guidelines and standards, as well as provide technical assistance to LGUs and private ESPs; and
- Provide capacity building activities for local, national and foreign executives, agricultural extension workers and other clients through the conduct of multi-level training courses and other extension-related activities in pig husbandry.

Vision and Mission

Vision Statement

Food availability and affordability for every Filipino family through excellent extension services in agriculture and fisheries.

Mission Statement

Empowerment and building capacities of agriculture and fisheries stakeholders for sustainable development.

Quality Policy

The Agricultural Training Institute, as the orchestrator of the national Extension System, ensures harmonized management of agricultural and fishery extension delivery systems in empowering the farmers and fisherfolks for food security, poverty alleviation and social equity for sustainable development.

Core Values

The Institute supports the government's objectives of accountability, transparency, ethics and integrity for the ATI through active promotion of the ATI's Core Values. The Institute's core values direct the way it relates to its stakeholders and to each other.

We, in ATI, are committed to uphold our core values, reiterated as follows:

Customer Focus - "We give the best"

Commitment - "We serve with passion"

Innovation and Excellence - "We keep raising the bar"

Resource Stewardship - "We work with integrity and teamwork"

Slogan

Excellent extension services beyond boundaries.

Performance Pledge

We, the officials and employees of the Agricultural Training Institute (ATI), commit to:

- Cultivate a sense of commitment and teamwork among employees;
- Ensure utmost transparency, accountability, and partnership in our operations;
- Facilitate the flow of information, technology, and other services such as resources management, center management and network establishment, systems standardization, and certification of extension providers to customers and stakeholders;
- Guarantee client-oriented, gender-sensitive, demand-driven, cost-effective, proactive and participatory interventions for local government units to empower farmers and fisher folk to become more competitive in the global community;
- Comply to customer's quality requirements;
- Comply with regulatory, statutory and ISO 9001:2015 requirements;
- Continuously improve the effectiveness of the ATI's quality management system thru participatory planning, implementation, monitoring and evaluation;
- Serve you promptly, efficiently, and with utmost courtesy by authorized personnel with proper identification from Mondays to Fridays, 8:00 a.m. to 5:00 p.m. without noon break;
- Value every citizen's comments, suggestions, and needs, including those with special needs such as the differently-abled, pregnant women, and senior citizens; and
- Empower the public through 24/7 access to information on our policies, programs, activities, and services through our website www.ati.da.gov.ph and www.e-extension.gov.ph.

Feedback and Redress Mechanisms

Please let us know how we have served you by doing any of the following:

- ✓ Accomplish the ATI Client Feedback Form available in the office and put in the drop box located at the center's lobby or use our computer-assisted Customer Satisfaction survey;
- ✓ Send your feedback through email at: atirtc8@ati.da.gov.ph or call the Office of the Center Director at (053)563 - 7635; and
- ✓ Talk to our Officer of the Day.

Your written or verbal complaints shall immediately be attended to by the Officer of the Day at the Public Assistance & Complaints (Ask Me) Desk. THANK YOU for helping us continuously improve our services.

List of Frontline Services

- **Issuance of Certification and Documented Information**
- **Provision of Information, Education and Communication (IEC) Materials**
- **Filing for Accreditation as Extension Service Provider**
- **Filing for Certification as Learning Site or School for Practical Agriculture**
- **Response to Queries and Technical Assistance (Advisory)**
- **Request for Use of Facility**
- **Dormitory Reservation**
- **Dormitory Billeting and Check-out**
- **Provision of Training**

All Frontline Services may be availed from Monday to Friday at 8:00 AM -5:00 PM

ISSUANCE OF CERTIFICATION AND DOCUMENTED INFORMATION PROVISION OF IEC MATERIALS

Schedule of Availability of Service

Monday to Friday (8:00 AM – 5:00 PM without noon break)

Who May Avail of the Service?

A. Certification and Documented Information

1. Those who have attended trainings at ATI-RTC 8 or have prior activities or projects conducted in partnership with ATI-RTC 8
2. Representatives of Government Agencies who are requesting ATI-RTC 8 related documents for verification

B. IEC Materials

1. Agriculture and Fishery Extension stakeholders
2. Any interested individual who desires information related to agriculture

What are the requirements?

None

Duration of the request

27 minutes

Processing Fee:

None

How to Avail of the Service:

Step	Applicant/Client	Action Officer	Duration of Activity	Person In-Charge	Fees	Form
1	Fill-out form	Receive/Review filled-out form	5 minutes	Document Control Officer (DCO)/ Asst. DCOs/ Information Officer	None	ATI/QF/DCC-04 Rev. 00 or ATI/QF/36-15-02 Rev. 00
2	Wait for request to be provided	Process the request Inform clients if requested records/ materials are not available	10-20 minutes			
3	Affix signature on the log book or on received portion of the form	Release Certification/ records/IEC materials	2 minutes			
End of Transaction						

FILING FOR ACCREDITATION AS EXTENSION SERVICE PROVIDER OR CERTIFICATION AS LEARNING SITE/SCHOOL FOR PRACTICAL AGRICULTURE

Schedule of Availability of Service

Monday to Friday (8:00 AM – 5:00 PM without noon break)

Who May Avail of the Service?

Farm-managers, farm owners and representatives of Farmers' Associations who would like to apply as an accredited Extension Service Provider or certified Learning Site or School for Practical Agriculture

What are the requirements?

A. For Extension Service Provider

1. Application form duly accomplished and notarized (in duplicate copy)
2. Resolution of the Board of Directors/Officer authorizing the filling of application and designating the person authorized to sign and act for its behalf to transact business.
3. Valid Memorandum of Agreement (MOA) with faculty-on-call who are on call status.
4. Legal Documents:
 - a. Articles of incorporation, it's by-laws, and amendment thereof, duly registered with the Securities and Exchange Commission (1 certified true copy)
 - b. DTI/DOLE/SEC Registration Certificate/CDA for Cooperatives (1 certified true copy)
 - c. Tax Identification Number (TIN) (1 certified copy)
 - d. Mayor's Permit/Municipal License (1 original copy)
 - e. Sworn affidavit of the Corporate Secretary that the OA ESP applicant:
 - Is not providing consultancy services to DA;
 - Officers/staff is not related up to the third degree of affinity or consanguinity to the (i) Management Committee of the Agricultural Training Institute and its Center Networks, or any staff involved in the standards setting and accreditation and (ii) national and Regional OA ESP Accreditation Council;
 - Is not composed of DA personnel, staff of faculty – on call including its resource persons
5. Technical Documents:
 - a. List and proof of training designs and summary of evaluation results of at least ten (10) trainings conducted for the last five years; and must include the following details: Title, Date, Venue, No. of Participants & Topics Covered (Original Copy)

- b. Competency Matrix/Table of all officers and staff (1 original copy) Proof of Evidence: PRC license/CSC, diploma/TOR & Certificate of training (original and photo copy)
 - c. List of all officials and employees and their respective designations, nationalities and home addresses (1 original copy)
 - d. List of identified training venues that the ESP owns, has under lease agreement and or under purchase agreement (1 original copy) Note: MOA, if venue is under lease or purchase agreement (1 original copy)
 - e. List the type and number of training equipment that the ESP owns, has under lease and or has under purchase agreement. (1 original copy)
 - f. List of ESP's affiliation with local and international organization (1 original copy) Proof: certificates (original and photo copy)
 - g. At least, first level certification/affidavit that the OA-ESP products are organically produced. (1 original copy) (applicable only for Organic Agriculture ESP)
6. Financial Documents
- a. The ESP's audited financial statement stamped "Received" by the BIR or its duly authorized and accredited instructions for the immediately preceding year, showing among others, its total and current assets and liabilities, or Certificate of Tax Exemption. (1 original copy)
 - b. Certification from OA ESO depository bank (1 original copy)
 - c. The ESP Treasurer's Affidavit certifying under oath that at least 25% for both ESP's capital stock for profit and contribution for non-profit organizations have been subscribed paid up. (1 original copy)
 - d. Letter authorizing the Advisory Council and its authorized representative to verify the authenticity of any or all of the documents submitted (1 original copy)
 - e. Certification under oath that each of the documents submitted in satisfaction of the eligibility requirements is authentic and original copy of true and faithful reproduction or copy of the original, complete and that all statements and information provided therein are true and correct (1 original copy)
 - f. Certificate of good standing and operations from CDA, in case of cooperatives; from DA other government organizations in case of RBOs/POs

B. For Learning Site/School for Practical Agriculture/Farm Tourism

- 1. Letter of intent
- 2. Acceptance Evaluation by ATI
- 3. Acceptance by farmer
- 4. Farm profile

5. Memorandum of Agreement

Duration of the request

7 minutes

Processing Fee:

None

How to Avail of the Service:

Step	Applicant/Client	Action Officer	Duration of Activity	Person In-Charge	Fees	Form
1	Submit letter of intent & documents and receive the receiving copy	Receive and give the receiving copy to the client; record contact info of applicant Provide client with list of requirements if no documents are submitted with the letter of intent	5 minutes	Action Officer/ Admin Aide	None	ATI-QF/RTC-34 Rev. 00 ATI-QF/PAD-30 Rev. 00
2	Receive the acknowledgement receipt of documents submitted	Issue acknowledgement receipt of the documents received	2 minutes			ESP/LS/SPA Requirements Receipt
End of Transaction						

RESPONSE TO QUERIES AND TECHNICAL ASSISTANCE (ADVISORY)

Schedule of Availability of Service

Monday to Friday (8:00 AM – 5:00 PM without noon break)

Who May Avail of the Service?

Agriculture and Fishery Extension stakeholders
 Walk-in individuals who are interested to learn more about the programs at ATI

What are the requirements?

None

Duration of the request

10 minutes

Processing Fee:

None

How to Avail of the Service:

Step	Applicant/Client	Action Officer	Duration of Activity	Person In-Charge	Fees	Form
1	Fill-out the client logbook	Provide reply to simple queries For queries needing technical expertise, usher client to Program Focal Person	5 minutes	Action Officer/ Information Officer	None	
2	Accomplish Customer Satisfaction Form or use computer-assisted Customer Satisfaction Survey	Assist client in the use of computer-assisted Customer Satisfaction Survey, if needed	5 minutes	Action Officer/ Information Officer/ Program Focal Person		ATI-QF/RTC8-08 Rev. 00
End of Transaction						

REQUEST FOR USE OF FACILITY

Schedule of Availability of Service

Monday to Friday (8:00 AM – 5:00 PM without noon break)

Who May Avail of the Service?

1. Interested individuals who wants to use the facility.
2. Representative of organizations who want to use the facility.

What are the requirements?

None

Duration of the request

10 minutes

Processing Fee:

None

How to Avail of the Service:

Step	Applicant/Client	Action Officer	Duration of Activity	Person In-Charge	Fees	Form
1	Inquire availability of needed facility/Hand in letter request	Check availability of needed facility and inform client of the result	5 minutes	Action Officer/ Information Officer	No reservation fee required	ATI-QF/RTC8-49 Vehicle request form
2	Fill out reservation form	Book reservation	5 minutes	Action Officer/ Information Officer/ Program Focal Person		
End of Transaction						

DORMITORY RESERVATION

Schedule of Availability of Service

Monday to Friday (8:00 AM – 5:00 PM without noon break)

Who May Avail of the Service?

1. Interested individuals who wants to use the facility.
2. Representative of organizations who want to use the facility.

What are the requirements?

Valid I.D.

Duration of the request

16 minutes

Processing Fee:

None

How to Avail of the Service:

Step	Applicant/Client	Action Officer	Duration of Activity	Person In-Charge	Fees	Form
1	Inquire for availability of accommodation	Check availability of accommodation	3 minutes	Dormitory Manager or Dormitory Assistant	No reservation fee required	
2	Fill-out reservation form	Book reservation	3 minutes			ATI-QF/RTC8-03 Rev. 00 Eff. Date: November 20, 2015 ATI-QF/RTC-02 Rev. 00 Eff. Date: November 20, 2015
3	Confirm client reservation	Receive/Review filled-out form	2 minutes			
4	Accomplish Customer Satisfaction Form or use computer-assisted Customer Satisfaction Survey	Assist client in the use of computer-assisted Customer Satisfaction Survey, if needed	5 minutes			ATI-QF/RTC8-37 Rev. 00 Eff. Date: September 4, 2016
End of Transaction						

DORMITORY BILLETING AND CHECK-OUT

Schedule of Availability of Service

Monday to Friday (8:00 AM – 5:00 PM without noon break)

Who May Avail of the Service?

Confirmed ATIng Bahay Guests

What are the requirements?

1. Valid I.D.
2. Payment for accommodation

Duration of the request

29 minutes

Processing Fee:

Actual cost of accommodation or payment for damaged items ONLY.

How to Avail of the Service:

Step	Applicant/Client	Action Officer	Duration of Activity	Person In-Charge	Fees	Form
1	Verify reservation	Check the reservation logbook	2 minutes	Dormitory Manager or Dormitory Assistant	None	
2	If verified, proceed to assigned room	Lead the guest to the assigned room	2 minutes			
3	Inform front desk of check out time	Issue payment order	5 minutes			
		Note: Check on the rooms for missing and or broken items				
		<i>If something is missing and/or broken, prepare a billing statement and let the guest pay then check-out clients from the list.</i>	10 minutes	Actual cost for missing and/or broken items.		
		<i>If everything is in order, check-out</i>	5 minutes		Fee for accommodation	

		<i>client/s from the system)</i>				
4	Accomplish Customer Satisfaction Form or use computer-assisted Customer Satisfaction Survey	Assist client in the use of computer-assisted Customer Satisfaction Survey, if needed	5 minutes		None	ATI-QF/RTC8-37 Rev. 00 Eff. Date: September 4, 2016
End of Transaction						

PROVISION OF TRAININGS

Visit our website www.ati.da.gov.ph/rtc8 and Facebook for the training schedule. If interested to attend, send letter of intent.

Our trainings prioritize pre-identified participants. Trainings are conducted either center- or field-based. No training fee is required.

Feedback Form

RTC8 Form



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Visayas State University (VSU), Visca, Baybay City, Leyte
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E-mail: ati_rtc8@yahoo.com.ph
URL: <http://www.ati.da.gov.ph/rtc8>; <http://www.e-extension.gov.ph>

CUSTOMER SATISFACTION SURVEY

Good Day! How was our service Sir/Ma'am?

1. How quickly do our staff respond to your needs, request, or complaints?

Very Good	Good	Fair	Poor	Very Poor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. How well our staff responded to your needs, request, or complaints?

Very Good	Good	Fair	Poor	Very Poor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. How clear was the information provided to your by our staff?

Very Good	Good	Fair	Poor	Very Poor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. How knowledgeable are our staff in providing you the needed actions or information?

Very Good	Good	Fair	Poor	Very Poor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

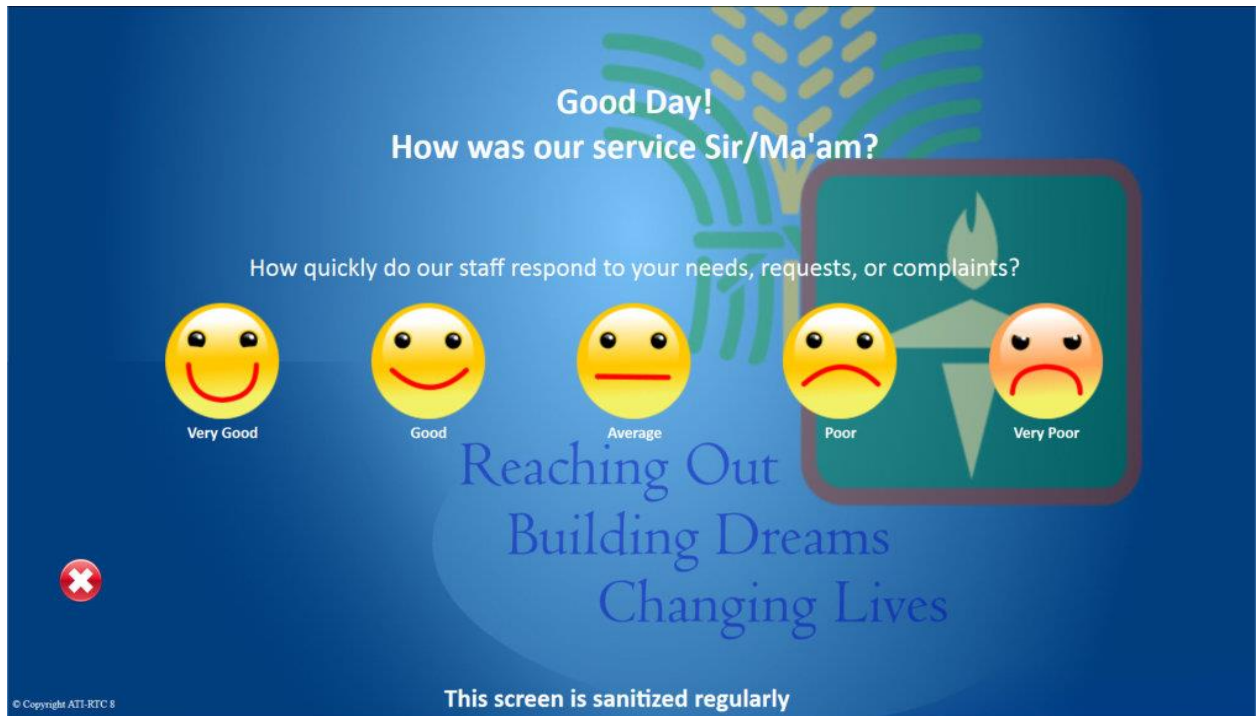
5. How would you rate the performance of our staff in providing service to you?

Very Good	Good	Fair	Poor	Very Poor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Thank you for your feedback!

ATI-QF/RTC8-08 Rev. 00 Effectivity Date: September 4, 2016

Feedback Form (Computer Screen Shot)



Feedback Form (Dormitory Feedback)

RTCS Form



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AGRICULTURAL TRAINING INSTITUTE-REGIONAL TRAINING CENTER VIII
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 Telephone No. (053) 563-7635
 E-mail: ~~ati_rtc8@yahoo.com.ph~~
 URL: ~~http://www.ati.da.gov.ph/rtc8~~; ~~http://www.e-extension.gov.ph~~

CUSTOMER SATISFACTION SURVEY ON DORMITORY FACILITIES AND SERVICES

To: All our Valuable Customers

Kindly rate honestly our services, staff performance and attitudes, and facilities by checking the appropriate box/circle corresponding to your answer. This will help us continuously improve our services to you.

Below is the rating scale: Very Good, Good, etc.

Criteria	Very Good	Good	Un-decided	Needs Improvement	Not Good
Quality of Services					
Courteousness					
Promptness					
Knowledge and Ability					
Grooming of Personnel					
Facilities					
Comfort					
Cleanliness					
Sufficiency					

Remarks/Comments

Thank you very much!

ATI-QF/RTCS-37 Rev. 00 Effectivity Date: September 4, 2016

Directory

ATI-RTC 8 Directorate

HAZEL GRACE T. TAGANAS
Training Center Superintendent I

Monitoring and Evaluation Unit

VENUS JUNE J. TAGHOY
Planning Officer II

MARYJANE P. PEPE
Development Management Officer I

MARI RICA JEA D. GAMBOA
Project Evaluation Officer I

Information Services Section

DENNIS BOYD R. BALTAZAR
Information Officer III

MELINDA P. PETALCORIN
Information Officer II

JONALYN G. SAULAN
Information Officer II

BETHEL JOHN L. SINON
Media Production Specialist

EMIE M. OMILA
Agriculturist I

Partnership and Accreditation Section

ANTONIO E. CADALIN
Senior Agriculturist

MA. DOLORES M. LAPESORA
Agriculturist II

ALLEN P. GOROY
Agriculturist II

VANISSA L. ASIS
Development Management Officer I

Career Development and Management Services

DALMACIO L. PAJANUSTAN
Training Specialist III

ERMALINDA B. CAYAGO
*Media Production Specialist II
Officer II*

GRACIEL V. GACUTAN
Training Specialist II

GIZEL JILL D. NUÑEZ
Training Specialist I

MARIA HELEN P. SECO
Development Management

CONCEPCION B. MIRO
Training Specialist II

Administrative and Finance Unit

GREGORIO M. NUÑEZ
Administrative Officer III

SULAN Y. RAMOS
Dormitory Manager II

LUVILLA G. ALCOBER
Administrative Officer I

NILO S. MARQUITO
Administrative Assistant II

MARISSA V. DUEÑAS
Administrative Aide VI

MARIFE B. RABI
Administrative Aide I

MAXIMO S. PANTOÑAL
Security Guard II

YOLANDO B. APELADO
Security Guard I

ANN MARIE C. RAMIREZ
Administrative Officer III

ANNABELLE M. GARCIANO
Administrative Officer II

EDGARDO D. MEJOR
Network Controller I

ROMARICO A. PALACIO
Administrative Assistant II

LORENA C. YODICO
Administrative Aide I

YOLANDO B. APELADO
Security Guard I

Forms

	AGRICULTURAL TRAINING INSTITUTE QUALITY FORM DOCUMENT CONTROL Quality Management System	Doc. Code : ATI- QF/DCC-04
		Revision : 00
		Effectivity : October 1, 2013
		Page : Page 1 of 1

DOCUMENT REPRODUCTION REQUEST FORM		
Requesting Office:		Process Representative:
		Date of Request:
Nature of Request:	Request for additional <input type="checkbox"/> Controlled Document <input type="checkbox"/> Uncontrolled Document <input checked="" type="checkbox"/> Reference Document	
Requested Document:	(Specify Document Title, Document Number, Revision Number)	
Purpose of Request:		
_____ (Sign above printed name) Process Representative		
_____ (Sign above printed name) Immediate Head		
Recommendation:		
_____ (Sign above printed name) Document Controller		
_____ (Sign above printed name) QMR		
Date Released	Issued by	Issued to



Extension Service Provider

Applicant's Checklist of Requirements

()	1. Application form duly accomplished and notarized (in duplicate copy)
()	2. Resolution of the Board of Directors/Officers authorizing the filling of application and designating the person authorized to sign and act for its behalf to transact business. (1 original copy)
()	3. Valid Memorandum of Agreement (MOA) with faculty-on-call who are on call status. (1 original copy)
()	4. LEGAL DOCUMENTS
	<ul style="list-style-type: none"> a. Articles of Incorporation, its by-laws, and amendment thereof, duly registered with the Securities and Exchange Commission (1 certified true copy)* b. DTI/DOLE/Sec Registration Certificate/CDA for Cooperatives (1 certified true copy)* c. Tax Identification Number (TIN) (1 certified true copy)* d. Mayor's Permit/Municipal License (1 original copy) e. Sworn affidavit of the Corporate Secretary that the OA ESP applicant: (1 original copy) <ul style="list-style-type: none"> • Is not providing consultancy services to DA; • Officers/staff is not related up to the third degree of affinity or consanguinity to the (i) Management Committee of the Agricultural Training Institute and its Center Networks, or any staff involved in the standards setting and accreditation and (ii) National and Regional OA ESP Accreditation Council; • Is not composed of DA personnel, staff or faculty – on-call including its resource persons.
	5. TECHNICAL DOCUMENTS
()	a. List and proof of training designs and summary of evaluation results of at least ten (10) trainings conducted for the last five years; and must include the following details: Title, Date, Venue, No. of Participants & Topics Covered (Original Copy)
()	b. Competency Matrix/Table of all officers and staff (1 original copy) Proof of Evidence: PRC license/CSC, diploma/TOR & Certificate of training (original and photo copy)*
()	c. List of all officials and employees and their respective designations, nationalities and home addresses. (1 original copy)
()	d. List of identified training venues that the ESP owns, has under lease agreement and or under purchase agreement (1 original copy) Note: MOA, if venue is under lease or purchase agreement (1 original copy)
()	e. List the type and number of training equipment that the ESP owns, has under lease and or has under purchase agreement. (1 original copy)
()	f. List of ESP's affiliation with local and international organization (1 original copy) Proof: certificates (original and photo copy)*
()	g. At least, first level certification/affidavit that the OA-ESP products are organically produced. (1 original copy) (applicable only for Organic

	Agriculture ESP)
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Legend: * Present the original copy of the document to ATI staff for authentication

()	<p>6. FINANCIAL DOCUMENTS:</p> <p>a. The ESP's audited financial statement stamped "Received" by the BIR or its duly authorized and accredited institutions for the immediately preceding year, showing among others, its total and current assets and liabilities, or Certificate of Tax Exemption. (1 original copy)</p>
()	b. Certification from OA ESP depository bank (1 original copy)
()	c. The ESP Treasurer's Affidavit certifying under oath that at least 25% for both ESPs capital stock for profit and contribution for non-profit organizations have been subscribed paid up. (1 original copy)
()	d. Letter authorizing the Advisory Council and its authorized representative to verify the authenticity of any or all of the documents submitted (1 original copy)
()	e. Certification under oath that each of the documents submitted in satisfaction of the eligibility requirements is authentic and original copy of true and faithful reproduction or copy of the original, complete and that all statements and information provided therein are true and correct. (1 original copy)
()	f. Certificate of good standing and operations from CDA, in case of cooperatives; from DA other government organizations in case of RBOs/POs
QUALIFICATION REQUIREMENTS OF INDIVIDUAL SPEAKERS/LECTURERS/TRAINERS ON ORGANIC AGRICULTURE	
The applicant must meet at least three (3) of the following requirements:	
()	1. Must have undergone at least 80 hours of training or related learning process for organic agriculture; (Proof: certificate of training (original and photo copy)*)
()	2. Must be a practitioner of organic agriculture, with a relevant work experience of at least three (3) years; Proof: sworn affidavit of the applicant stating she/he is organic practitioner, (1 original copy) pictures of organic farm and produce)
()	3. Capable of developing training designs, training modules, and visual aids and training evaluation tools; (Proof: Sample of at least 3 training designs and evaluation results on community organizing, values formation, enterprise/livelihood development) Original
()	4. Should have effective communication skills as well as presentation/facilitating style; (Proof: certification as Resource Speaker or 1 hour Micro Teaching/Demonstration, on organic agri-fishery)
()	5. A recipient of National or local awards in Organic Agriculture practice (GawadSaka, etc); and (Proof: Certificate of Award, original and photocopy)*
()	6. MagsasakangSiyentista, Farmer Scientist, Farmer Leader Extensionist (Proof: Certification from concerned National Government Agency/Local Government Unit (original & photocopy)*
Legend: * Present the original copy of the document of ATI staff for authentication	
Documentary Requirements (Individual)	
()	1. Application form duly accomplished and notarized (in duplicate copy)
()	2. College Diploma (Original and photocopy)*
()	3. PRC license if applicable; (original and photocopy)*

()	4. Certificate of Training (original and photocopy);*
()	g. Sworn affidavit of the applicant that: <p style="text-align: center;">Original copy</p> <ul style="list-style-type: none"> • He/she is not providing consultancy services to DA; • He/she is not related by consanguinity or affinity up to the third degree to any officials and staff authorized to approved its application for accreditation. • He/she is not currently employed with the Department of Agriculture or any agency under its supervision.

Legend: * Present the original copy of the document to ATI staff for authentication



Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE-REGIONAL TRAINING CENTER VIII
Visayas State University (VSU), Visca, Baybay City, Leyte
Telephone No. (053) 563-7635
E-mail: ati_rtc8@yahoo.com.ph
URL: <http://www.ati.da.gov.ph/rtc8>; <http://www.e-extension.gov.ph>

CHEKLIST OF REQUIREMENTS

(Learning Sites, School for Practical Agriculture, Farm Tourism Site)

Requirement	Check	Remarks
Letter of Intent (for sites not directly identified by ATI or recommended by others)		
Acceptance Evaluation by ATI		
Acceptance by Farmer		
Farm Profile		
Memorandum of Agreement		

Checked by:

(Signature over printed name)

Date Today: _____



TRAINING HALL/FACILITY RESERVATION FORM

DATE: _____
REQUESTING PARTY: _____
OFFICE/CONTACTPERSON: _____
CONTACT TEL. NO. _____
ADDRESS: _____

TRAINING ROOM: Hall A Hall B Hall C Other _____

PURPOSE: Training/Seminar Meeting/Conference Others, specify _____

TITLE OF ACTIVITY: _____

DURATION OF USE:

Total No. of Days Requested _____ No. of Hours/Day _____
Starting Date/Time _____ Ending Date/Time _____

INTENDED USERS: _____ TOTAL NO. OF USERS _____

ASSISTANCE REQUESTED, if any: _____

(Name & Signature of Requesting Party/Representative)

RECOMMENDING APPROVAL:

APPROVED:

MARISSA V. DUEÑAS
Hall Reservation In-charge

GREGORIO M. NUÑEZ
OIC AFSU

TERMS AND CONDITIONS

For consistency, everyone is enjoined to adhere the guidelines on the use of ATI-RTC 8 Training Halls as follows:

A. Booking

1. Booking request must be made at least two (2) weeks before the use of the training hall by filling out the **ATI TRAINING HALL/FACILITY RESERVATION FORM**.
2. The Requesting Party should confirm the reservation at least a week before the scheduled activity, otherwise the reservation shall be automatically cancelled.
3. Booking priority will be given to ATI-RTC VIII. In cases where a reservation conflicts with that of ATI-RTC VIII's, a rearrangement of booking will be done.

B. Rates/Charges

1. The use of training hall is charged with a rate of P4,000.00/day for Hall A and Hall B and P5,000.00/day for Hall C equivalent to eight (8) hours and below which includes the use of sound system, white board and projection screen. In excess of 8 hours a P400.00 (for Hall A & B) and P500.00 (Hall C) per hour will be charged.
2. An additional fee of P100.00 per hour shall be charged for digital projector brought in by the Non-ATI Requesting Party to cover cost of electricity.
3. The Requesting Party shall be billed according to Item Nos. 1 and 2.
4. Payment for the use of the training hall shall be made to the ATI-RTC VIII Cashier who shall issue the corresponding Official Receipt.



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5. The requesting Party shall pay, four hundred pesos P400.00/day/hall, the cost of overtime for the utility worker for the use of training hall during Holidays, Saturdays and Sundays. The payment shall be given directly to the individual concerned.
6. Rental rate for the following equipment are:

Videoke	P 1,500.00/use
DLP Projector	P 1,000.00/hour

C. Rules and Regulations

1. All training halls are equipped with white board, digital projector, projection screen and sound system. Except for the digital projector, all others are made available to Requesting Party.
2. All training halls have Wi-Fi coverage. Password will be provided upon request.
3. Users should note the conditions of all the facilities and equipment before using them and should maintain such. Any loss and damage should be immediately reported. Facilities and equipment inside the hall should not be removed unless otherwise allowed. Any damage or loss of facilities/equipment shall be charged to the Requesting Party.
4. The hall should be kept clean and tidy at all time.
5. Cooking and re-heating of food inside the training hall are prohibited. Except for snacks, meals should be served at the cafeteria. Socialization activities that require food and drinks to be served should also be done at the cafeteria.

CONFORME:

Printed Name & Signature of Representative



VEHICLE REQUEST FORM
 (By other Agency/Organization)

DATE: _____
 REQUESTING PARTY: _____
 OFFICE/CONTACTPERSON: _____
 CONTACT TEL. NO. _____
 ADDRESS: _____

DURATION OF USE:
 Head of the Party: _____
 Purpose of Travel: _____

Total No. of Days Requested _____ No. of Passengers _____
 Departure Date/Time _____ Arrival Date/Time _____

 (Name & Signature of Requesting Party/Representative)

RECOMMENDING APPROVAL: _____ APPROVED: _____

Vehicle Reservation In-charge

Unit Head, AFS

TERMS AND CONDITIONS

For consistency and proper use of ATI-RTC 8 vehicle, the following guidelines on its use by other agency/organization be adhered.

1. The use of vehicle should be for approved government activities other than that of the ATI-RTC 8 and Visayas State University.
2. Requesting Party should fill up the Vehicle Request Form and adhere to the terms set forth on the use of the vehicle.
3. Requesting Party should pay the flat rate specified in the use of the vehicle and provide for the fuel and driver's per diem should request is approved.

Area of Coverage	Flat Rate per Day
Within Baybay City	PhP 1,500.00
Ormoc City	3,500.00
Maasin City	4,500.00
Pacific Towns of Southern Leyte	5,000.00
Tacloban City	6,000.00
Biliran Island	6,000.00
Samar Island	7,500.00
Outside Region 8	To be transacted

4. Approval of the request depends on the availability of the vehicle and its road worthiness, otherwise the request will be disapproved.
5. The Requesting Party should confirm the approved request at least a week before the activity will take place, otherwise it will be automatically cancelled.
6. ATI-RTC 8 reserves the right to cancel approved request should it interfere with Center's activity. In such case a rearrangement of booking will be made. Booking priority is given to ATI-RTC 8.



7. Only the designated ATI-RTC 8 driver is authorized to drive the vehicle. In cases where travel needs an alternate driver, request for the latter should be approved by the ATI-RTC 8 Management. The Requesting Party should pay the alternate driver's per diem.
8. ATI-RTC 8 is not liable for whatever loss of the Requesting Party or their passengers' property inside the vehicle.
9. The Requesting Party should sign passengers' waiver before the trip.
10. The Requesting Party is responsible for any damage of vehicle parts while the vehicle is in their custody, in addition to the flat rate of the vehicle.
11. In an event of an accident, ATI-RTC 8 should be contacted immediately. Damaged vehicle, which is no longer road worthy should not be driven.

CONFORME:

(Printed Name & Signature of Representative)

RTC8 Form



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ATI-RTC 8 DORMITORY RESERVATION SLIP (NON-PAYING GUEST/S)

Date: _____

Name of Reserving/Project Officer: _____

Title of Training/Activity: _____

Training/Activity Duration: _____ Number of Guests to Accommodate: _____

Check-in Date: _____ Check-out date: _____

ATI-QF/RTC-02_Rev.00 Effective Date: November 20, 2015

RTC8 Form



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ATI-RTC 8 DORMITORY RESERVATION SLIP (PAYING GUEST/S)

Date: _____

Name of Reserving Client: _____ Agency: _____

Address: _____

Contact Number: _____ Email Address: _____

Room/s Preferred: _____ Number of Guest/s: _____

Check-in Date: _____ Check-out date: _____

ATI-QF/RTC8-03_Rev.00 Effectivity Date: November 20, 2015

