

## ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT TEMPLATE

(1) **NAME OF DEPARTMENT/AGENCY/LGU:** Department of Agriculture, Bureau of Plant Industry-Crop Pest Management Division

(2) **SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020:**     [ ] Yes     [ X ] No

(3) **LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS**

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) <sup>1</sup>	Specific Provision in the Governing Law(s) as Basis <sup>2</sup>	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
<ul style="list-style-type: none"> <li>Plant Pest Diagnosis</li> </ul>	<ul style="list-style-type: none"> <li>EO 116s. 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</li> <li>EO 366</li> </ul>	<ul style="list-style-type: none"> <li>Section 13. Production Group</li> <li>Section 3. Framework and Objectives</li> <li>Section 1. Policy statement</li> </ul>		<ul style="list-style-type: none"> <li>January 30, 1987</li> <li>October 04, 2004;</li> <li>September 02, 2020</li> </ul>	

<sup>1</sup> Number and short title of the governing law which mandates and gives power to the agency or LGU to regulate and/or offer the service

<sup>2</sup> Cite section number and quote provision identified in the governing law

	<ul style="list-style-type: none"> <li>DO 09- Rationalizing and Strengthening the Crop Pest Management Functions.</li> </ul>				
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**(4) SERVICE INFORMATION PER GOVERNMENT SERVICE<sup>3</sup>**

GOVERNMENT SERVICE: Plant Pest Diagnosis/Plant Pest Clinic					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Freshly collected specimens (Diseased plant samples, Insect pest samples with complete body parts) 2. CPMD Plant Pest Diagnosis Form (2 copies)	EO 116 s.1987 DO 09 s. 2020	1. Submit accomplished CPMD Plant Pest Diagnosis Form 2. Submit sample for diagnosis 3. Receive results 4. Fill up Clientele Feedback form (CSF)	BPI M.O No. 96 s. 2020	2.5 hours  Note: For further identification: 5-6 days	NONE

<sup>3</sup> Please note that one table is to be filled-up per Government Service.

To fill up:

- List down all requirements applicable to the government service
- Per requirement, cite legal basis/rationale why requirement is essential
- Steps/Procedures should be listed in the Client's perspective
- If applicable, legal basis of each step/procedure may be indicated in column 4
- Input the total processing time for the service in working days and/or hours
- Input the sum of all fees paid for the service

				<b>TOTAL</b>	<b>2.5 hours</b>