



11. PROVISION OF AVAILABLE/REPRODUCED INFORMATION MATERIALS

Already available/reproduced Information, Education and Communication (IEC) materials shall be distributed to clients and stakeholders for them to become aware of the Agency's regulatory mandate, functions, accomplishments and initiatives. Likewise, IEC materials shall support the promotion of the safe and judicious use of agricultural fertilizers and pesticides to the public.

For related requests by the Field Units, the service will be completed when the materials were forwarded to Records Unit, Finance and Admin Division for freight/mailing.

Division	PLANNING, MANAGEMENT AND INFORMATION DIVISION (PMID)
Classification	Simple
Type of transaction	G2C/B/G - Government to Citizen/Business/Government
Who may avail	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter or Request (1 original)	Letter - Client Request Form - PMID, FPA

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Responsible Person
1. Submit request	1. Receive the request 1.2 Prepare the info materials Note: Some of the info materials are reproduced/ printed in-house.	None	10 minutes to 4 hours depending on the number of copies requested	Admin Officer II / Information Officer PMID, 3rd Floor FPA Building
2. Receive the info materials	2. Release the info materials			
TOTAL				