



41. PHILIPPINE CROP INSURANCE CORPORATION (PCIC) DOCUMENTATION FOR CROPS

Office or Division:	OFFICE OF THE MUNICIPAL AGRICULTURIST			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who May Avail:	Farmers, Growers, and Producers (must be enrolled in the Registry System for Basic Sectors in Agriculture)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished prescribed PCIC forms for crops (Rice and Corn, High Value Crops)		Office of the Municipal Agriculturist		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits accomplished PCIC application form for crops	Interviews the client and reviews filled up forms and submitted requirements	none	10 minutes (per commodity insured)	Bernard Mariano / Maximo F. Famaran / Ruby M. Murchante
	Checks if the applicant is enrolled in the Registry System for Basic Sectors in Agriculture (RSBSA)	none	5 minutes	Bernard Mariano / Maximo F. Famaran / Ruby M. Murchante
	Submits the application form and complete requirements to PCIC Office, Odiongan, Romblon	none	5 minutes	Bernard Mariano / Maximo F. Famaran / Ruby M. Murchante
-end of transaction-				
TOTAL		none	20 minutes (depending on the number of commodity to be insured)	