



LIST OF FRONTLINE SERVICES

(as of June 30, 2018)

I. CAPACITY BUILDING PROGRAM FOR LANDBANK PRIORITY CLIENTS						
WHO MAY AVAIL: Board of Directors, officers and management of cooperatives/institutions who are priority clients of LANDBANK						
STEPS	PROCEDURES	REQUIRED DOCUMENTS AND MATERIALS	PROCESSING TIME	FEES	PROCEDURE FOR FILING COMPLAINTS	PERSON IN CHARGE
1	Officers of LANDBANK Borrowing Cooperatives (BCs)/Priority Clients to proceed to concerned LANDBANK Lending Center (LC) to be assessed if qualified for LCDFI Capacity Building Program	<ul style="list-style-type: none"> • Documents as proof of being a LANDBANK BC • Maturity Level as certified by LANDBANK • Result of LANDBANK Enhanced Cooperative Operations Review Instrument (ECORI) result, if available • 	30 minutes	None	Submit letter of complaint to: Ms. Emmelie V. Tamayo Vice President Lending Program Management Group (LPMG) Land Bank of the Philippines	Designated Account Officer and/or Account Assistant in their respective LANDBANK Lending Center (LC)
2	LC to recommend to LANDBANK Lending Program Management Group (LPMG) the training needs of BCs/Priority Clients qualified for LCDFI Capacity Building Program	<ul style="list-style-type: none"> • Recommendation letter from LC indicating details of BC (e.g. name, address, maturity level) as well as training needs 	15 minutes	None	27 th floor LANDBANK Plaza, M.H. Del Pilar St., Malate, Manila	LANDBANK LC Head
3	LPMG to receive and consolidate recommendation of LCs and assess if the list of recommended BCs/Priority Clients per training module identified will meet the minimum or maximum number of participants to be enrolled in an LCDFI Capacity Building Program. If affirmative, include in annual/monthly training request to LCDFI	<ul style="list-style-type: none"> • LPMG letter to LCDFI indicating annual/monthly Training Requests with the following details: Name of Requesting LC, Training Module, Number of Cooperatives and Participants with profile data 	2 weeks	None		LANDBANK LPMG and/or Development Assistance Department (DAD) Tel no. 405-7316/405-7620



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4	LCDFI to receive and provide schedule, venue and name of Resource Speaker to the annual/monthly Training Request of LPMG/DAD	<ul style="list-style-type: none">• LCDFI letter to LPMG indicating the schedule, venue and name of Resource Speaker to the training request of LPMG/DAD	3 days to 1 week	None	Submit Letter of Complaint to: Mr. Roy C. Oscillada Executive Director, LCDFI 26 th floor LANDBANK Plaza, M.H. Del Pilar St., Malate, Manila	Mr. Nestor T. Tapia LCDFI Capacity Building Director Tel no: 554-8361 Ms. Haydee G. Bellosillo LCDFI Capacity Building Officer – NCR and North/Central Luzon Tel no: 522-0000 loc. 2071/2063 Ms. Regina B. Canizares LCDFI Capacity Building Officer – South Luzon and Bicol Tel no: 522-0000 loc. 2071/2063 Ms. Ma. Lorraine G. Alunan LCDFI Capacity Building Officer – Visayas Tel no: 522-0000 loc. 2071/2063 Mr. Julius Jaime P. Dequina LCDFI Capacity Building Officer – Mindanao Tel no: 522-0000 loc. 2071/2063
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5	LPMG/DAD to receive letter from LCDFI and forward provided details to concerned LCs	<ul style="list-style-type: none"> LPMG letter to LCs informing training details provided by LCDFI 	1-3 days	None	Submit letter of complaint to:	LPMG and/or DAD
6	LCs to provide official training invitation to pre-identified qualified BCs	<ul style="list-style-type: none"> LCs Training Invitation to participants 	1-3 days	None	Ms. Emmelie V. Tamayo Vice President, LPMG, LANDBANK 27 th floor LANDBANK Plaza, M.H. Del Pilar St., Malate, Manila	Designated Account Officer and/or Account Assistant in their respective LCs
7	BCs/Priority Clients to attend training and generate required training outputs and submit to LCDFI immediately after the training	<ul style="list-style-type: none"> Workshop outputs Action plans 	2-4 days	None	Submit Letter of Complaint to: Mr. Roy C. Oscillada Executive Director, LCDFI	Mr. Nestor T. Tapia LCDFI Capacity Building Director Tel no: 554-8361
8	LCDFI to receive action plans and provide copy to concerned LCs	<ul style="list-style-type: none"> Action Plans generated by BCs 	1 day	None	26 th floor LANDBANK Plaza, M.H. Del Pilar St., Malate, Manila	Ms. Haydee G. Bellosillo LCDFI Capacity Building Officer – NCR and North/Central Luzon Tel no: 522-0000 loc. 2071/2063
9	LCDFI to receive training outputs and generate training reports to be submitted to LPMG/DAD	<ul style="list-style-type: none"> LCDFI Training Reports to LPMG, with training outputs generated by participating BCs/Priority Clients 	1 week	None		Ms. Regina B. Canizares LCDFI Capacity Building Officer – South Luzon and Bicol Tel no: 522-0000 loc. 2071/2063 Ms. Ma. Lorlaine G. Alunan



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						<p>LCDFI Capacity Building Officer – Visayas Tel no: 522-0000 loc. 2071/2063</p> <p>Mr. Julius Jaime P. Dequina LCDFI Capacity Building Officer – Mindanao Tel no: 522-0000 loc. 2071/2063</p>
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II. LIKAS-SAKA PROGRAM

WHO MAY AVAIL: Agrarian reform beneficiaries (ARBs)/Small Farmers willing to learn natural farming practices and systems

STEPS	PROCEDURES	REQUIRED DOCUMENTS AND MATERIALS	PROCESSING TIME	FEES	PROCEDURE FOR FILING COMPLAINTS	PERSON IN CHARGE
1	Send letter of request to LANDBANK President and CEO or thru LCDFI Executive Director expressing interest for the Program	Letter of Request/Intent	1 week	None	Submit Letter of Complaint to: Mr. Roy C. Oscillada Executive Director, LCDFI 26 th floor LANDBANK Plaza, M.H. Del Pilar St., Malate, Manila	Mr. Nestor T. Tapia OIC- Enterprise Development Unit Tel no: 554-8361
2	In the absence of requests, LCDFI to identify potential partners and beneficiaries	LCDFI Proposal to LANDBANK Management		None		Ms. Phebelyn P. Andres Enterprise Development Officer Tel No. 522-0000 loc. 2917
3	LCDFI to conduct pre-work (e.g. meetings, discussions, consultation, ground validation)	Applicable documents validating the need for the trainings	1 month	None		Mr. Vergel A. Jungco Enterprise Development Officer Tel No. 522-0000 loc. 2061
4	LCDFI to prepare necessary pre-training documentation papers and training needs	<ul style="list-style-type: none"> • Approved/Signed Documents (e.g. Travel Order, Itinerary, Procurement Forms) • Training materials • Food • Transportation • Lodging 	2 weeks	None		



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5	Farmer-beneficiaries and partners to prepare other training needs	<ul style="list-style-type: none"> • Training area (with raw materials for actual demo) • Model/demo farm (with initial farm implements) 	1 month	None		Mr. Leo Marco Gregorio R. Palomo Enterprise Development Officer Tel No. 522-0000 loc. 2061
6	Farmer-beneficiaries to attend training workshops and follow-up workshops (audit)	<ul style="list-style-type: none"> • Workshops • Outputs/Products (e.g. organic fertilizers, enzymes, produce) • LCDFI Audit Reports on progress of the farms/farmers 	6 months	None		
7	Organize farmers into clusters	<ul style="list-style-type: none"> • List of Members 	Contingent on group and feedback from training workshops	None		

III. GAWAD PATNUBAY SCHOLARSHIP PROGRAM

WHO MAY AVAIL: High school graduates who are dependents of LANDBANK's priority clients, pursuing a Bachelor of Science in Agriculture or its related courses

Note: As of February 2016, LCDFI Board of Trustees approved the transfer of the administration of all Scholarship Programs to the LANDBANK Corporate Affairs Department (CAD). LCDFI currently maintains only one (1) scholar and will be closed off upon the completion of the scholar's course. The Scholarship Program is subject to the availability of funds and approval by Management and Board.

STEPS	PROCEDURES	REQUIRED DOCUMENTS AND MATERIALS	PROCESSING TIME	FEES	PROCEDURE FOR FILING COMPLAINTS	PERSON IN CHARGE
1	Pass the general qualifications and submit requirements	<ul style="list-style-type: none"> • Filipino citizen • Small farmer, fisherfolk or agricultural worker, or their child, dependent or relative (up to 3rd degree) • Pass the entrance/qualifying exams and interview by chosen schools/university 	Pre-application	None	Submit Letter of Complaint to: Mr. Roy C. Oscillada Executive Director, LCDFI 26 th floor LANDBANK Plaza, M.H. Del Pilar St., Malate, Manila	Ms. Haydee G. Bellosillo LCDFI Capacity Building Officer Tel no: 522-0000 loc. 2071/2063



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		<ul style="list-style-type: none"> • Pursuing BS Agriculture or any related course • Annual income or be a child of a parent(s) whose annual income is below P150,000 as certified by Barangay Chairman • General average of 85% in Form 137 (high school card) • Certificate of Good Moral Character issued by Barangay Chairman • With no other financial assistance, grant or scholarship from 				
2	Send letter of request/interest to LCDFI	Signed Letter from applicant	1 week	None		
3	Download and fill-up application form from IRRI or LANDBANK websites, and submit to LCDFI	Scholarship Application Form	15 minutes	None		
4	LCDFI, in coordination with LANDBANK, to evaluate scholarship applications and ensure availability of scholarship slots	<ul style="list-style-type: none"> • Scholarship Application Form (for evaluation) • CAD letter to LCDFI confirming slots and acceptance of candidates 	2 weeks	None		
5	LCDFI to send Confirmation Letter and Memorandum of Agreement (MOA) to scholar; Submit signed MOA to LCDFI	MOA	2 weeks	None		
6	Submit/comply with continuing requirements	Every end of semester: <ul style="list-style-type: none"> • Official report of grades • Official receipts of books purchased Academic requirements:	Within the semester (6 months)	None		



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		<ul style="list-style-type: none">• Passed all academic subjects• GPA not lower than 80% or its equivalent• No dropped subjects (with normal academic load)				
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