

## VISION

We envision an institution of  
Excellence in sustainable fisheries  
Development and management  
Providing quality services to its stakeholders by 2016  
(Excellence in fisheries management and quality services to its stakeholders)

## MISSION

We are committed to:

- Contribute in achieving food security for the Filipino people and improve quality of life of fisherfolk through rational and equitable utilization of fisheries and aquatic resources;
- Empower fisheries stakeholders enabling them to adapt to changing environmental conditions and global trade and regional fisheries management regimes;
- Improve productivity of fisheries and aquaculture within ecological limits.



# CITIZEN'S CHARTER

# ISSUANCE OF 25-YEAR FISHPOND LEASE AGREEMENT

(Per Fisheries Administrative Order No. 197, series of 2000)

## Clients:

- 1) Citizens of the Philippines at least 21 years of age;
- 2) Fisherfolk associations or cooperatives duly organized and registered with appropriate government agencies
- 3) Small and Medium Enterprises duly organized and registered with appropriate government agencies
- 4) Corporations registered and incorporated under Philippine laws, 60% of the capital stock or interest of which belongs to citizens of the Philippines

## Requirements:

### A) Initial requirements

1. Duly notarized application for Fishpond Lease Agreement
2. Application Fee of Php 1,000.00
3. Four (4) copies of correct sketch or survey plan of the area clearly indicating the location and boundaries
4. Proof (in bank certification form) of the initial available capital in case equivalent to Php 10,000.00 per hectare or Statement of Properties certified by Provincial/City Treasurer/Assessor or any financial statement stating that the applicant has assets or properties from which the initial capital may be derived
5. Affidavit manifesting that the amount of bank deposit and/or value of assets and properties in the financial statement shall be exclusively used for the development of the fishpond area
6. In case the applicant is a juridical person, two (2) certified true copies of approved Certificate of Registration, Article of Incorporation/Association/ Cooperation and By-Laws stating that its primary purpose is to engage in fishpond development
7. Certification issued by the Forest Management Bureau of the DENR that the area applied for is already released to and placed under the administrative jurisdiction and management and disposition of DA-BFAR



## B) Final Requirements

1. Payment of initial annual rental at Php 1,000.00 per hectare or fraction thereof and cash bond deposit based at Php 100.00 per hectare or fraction thereof
2. Twelve (12) copies (in blue/white print) of the survey plans of the area duly approved by the Lands Management Bureau
3. Twelve (12) copies of the fishpond lease agreement forms
4. Certification of the Clerk of Court, Regional Trial Court in the judicial district where the area applied for is located that the same is not involved in any judicial case
5. Affidavit that the area applied for is not subleased to any other person/s;
6. Certification/s from the Regional Fisheries Director stating that the area applied for is not involved in any administrative case and is not subleased to any other person/s
7. Environmental Compliance Certificate (ECC) issued by the DENR

## C) Other Requirements

1. In case of transfer of rights involving FLA, any of the following:
  - a) Deed of Sale
  - b) Deed of Waiver/Quitclaim
  - c) Deed of Assumption of Leasehold Rights and Interests of the Fishpond Area executed by the Development Bank of the Philippines (DBP) or any financial institution (if the rights were assigned with that bank)



**Responsible BFAR Office/ Section:** Fishpond Lease Section (FLS) Fishery Regulatory & Quarantine Division (FRQD)

**Schedule:** Mondays to Fridays, 8:00 AM – 5:00 PM

<b>Fishpond Application Fee</b>	<b>Php 1,000.00</b>
Cash Band Deposit	Php 100.00 per hectare or fraction thereof
Transfer Fee	Php 10.00 per hectare or fraction thereof but should not be less than Php 100.00
Annual Rental	Php 1,000.00 per hectare or fraction thereof

**Total Processing Time:** 3 days, 4 hours and 50 minutes )



**ISSUANCE OF 25-YEAR FISHPOND LEASE AGREEMENT**  
(Per Fisheries Administrative Order No. 197, series of 2000)

Step No.	Client Step	Agency Action	Maximum Duration	Office/ Person Responsible	Forms Required	Location of Office
1	Files fishpond application and initial requirements	Receives application and refers it to PFO, Fishpond Lease Section	15 minutes	PFO		BFAR Regional Office Peñaranda st., Surigao City
2	Pay application fee	Prepare bill of payment	5 minutes	PFO/Cashier		Fishpond Lease Section (FLS), Fisheries BFAR Regional Office Peñaranda st., Surigao City
3		Issue official Receipt	5 minutes	Cashier		Cashier Unit BFAR Regional Office Peñaranda st., Surigao City



Step No.	Client Step	Agency Action	Maximum Duration	Office/ Person Responsible	Forms Required	Location of Office
4	Submits him/herself for investigation upon receipt of notification from BFAR-RO/PO	investigation and ocular inspection  inspection and investigation with specific recommendations to BFAR Regional Office	15 minutes	PFO		BFAR Regional/ Provincial Office where the area is located
5		Evaluate report submitted by Leasing Section/ PO's to applicant  advise  Prepare letter applicant advising him/her to submit final requirements	30 minutes  30 minutes	PFO  PFO		BFAR Regional Office Peñaranda st., Surigao City  BFAR Regional Office Peñaranda st., Surigao City



Step No.	Client Step	Agency Action	Maximum Duration	Office/ Person Responsible	Forms Required	Location of Office
6	Submit final requirements	Evaluate final requirements  Prepares FLA and endorsement letter to BFAR Central Office	30 minutes  30 minutes	PFO		Fisheries Resource Management Division BFAR Regional Office Peñaranda st., Surigao City
7		BFAR	1 day	REGIONAL DIRECTOR		S BFAR Regional Office Peñaranda st., Surigao City



**Note:**

The total number of days/hours listed above does not include the time it takes for the DA-Legal Service to evaluate the application as well as the availability of the approving officer who signs the FLA contracts.

Step No. 4 – This activity requires the conduct of ocular inspection of the area applied for by the Regional or Provincial Offices concerned to determine the suitability of the area for fishpond development, the present physical status thereof, and other pertinent technical information (topography and drainage; kind of soil and suitability for growth of algae; source of water and approximate distance from area, etc.). The activity may even exceed the time allotted due to remoteness of the area, availability of transportation facilities and safety concerns of the inspecting officers due to peace and order situation therein.

Step Nos. 5 and 6 – the number of minutes listed does not take into account the time it takes for the applicant to secure the final requirements needed. The intervening period between step 5 and step 6 has not been quantified, this is when the applicant secures from BFAR and other government agencies the final requirements needed. For instance, one of the requirements is the submission of the survey plans of the area; the applicant has to hire the services of a licensed Geodetic Engineer/Private Land Surveyor to have the area applied for surveyed; after the conduct of the actual survey, he/she has to submit the survey plans to the DENR Lands Management Service for the approval thereof. The actual survey may take several days, depending upon the size of the fishpond; the approval of the survey plans on the other hand may take days/months.





# ISSUANCE OF COMMERCIAL FISHING VESSEL/GEAR LICENSE (CFVGL)

## Clients:

Commercial Fishing Vessel Operators

## Requirements:

1. Duly accomplished and notarized BFAR application form for CFVGL
2. Two (2) 8"X 10" uncomputerized recent vessel pictures (port and starboard)
3. Grid map indicating the proposed fishing grounds
4. Authenticated copies of Certificate of Vessel Registry (CVR), Certificate of Ownership (CO) and Fishing Vessel Safety Certificate (FVSC)
5. Fishing logbook for catcher vessel (for renewal only)
6. Duly accomplished and notarized certification that the vessel is not involved in any administrative and judicial cases.  
( pro forma available in BFAR)
7. Duly accomplished and notarized affidavit of undertaking (pro forma available in BFAR Regional Office)
8. Tax Identification Number (TIN) ,
9. Community Tax Certificate(recently issued)
10. Gear Design



**Responsible BFAR Office/ Section:** Fisheries Resources Management Division – Licensing Section

**Schedule:** Mondays to Fridays, 8:00 AM – 5:00 PM

**Fees:** Pursuant to FAO 225-2 s.2008, FAO 225-3 s.2008

**Processing time:** 20 hrs & 11 minutes

Step No.	Client Step	Agency Action	Maximum Duration	Office/ Person Responsible	Forms Required	Location of Office
1	a. Secure and fill up CFVGL application form	Provide CFVGL application and list of requirements	30 minutes	CFVGL Section	CFVGL application form	BFAR – Regional Office, S.C. Building, Masao, Butuan City, Provincial Fishery Offices of Surigao del Norte & Surigao del Sur
2	Submit duly filled up application form	Receive and transmit CFVGL application forms.	10 minutes	FMRED	None	BFAR – Regional Office Peñaranda st., Surigao City
		Check, verify and evaluate the authenticity of the requirements	1 hour	FMRED	None	BFAR – Regional Office Peñaranda st., Surigao City



Step No.	Client Step	Agency Action	Maximum Duration	Office/ Person Responsible	Forms Required	Location of Office
3	Coordinate with inspector	Inspect fishing vessel (for catcher vessels and lightboats only)*  If there is compliant, subject for re-inspection	8 hours	FMRED	None	As Requested
4	Pay application and license fees	Issue Bill of Payment	10 minutes	FMRED	Bill of Payment	BFAR – Regional Office Peñaranda st., Surigao City
		Issue Order of Payment and Official Receipt	5 minutes	CASHIER	Order of payment	BFAR – Regional Office Peñaranda st., Surigao City
5	Submit the four (4) carbon copies of Official Receipt	Process CFVGL	1 hour	FMRED	None	BFAR – Regional Office Peñaranda st., Surigao City



Step No.	Client Step	Agency Action	Maximum Duration	Office/ Person Responsible	Forms Required	Location of Office
6		Approve CFVGL	4 hrs. No definite time	FMRED	None None	BFAR – Regional Office Peñaranda st., Surigao City  BFAR – Central Office Manila
7	Claim CFVGL	Release /Mail CFVGL to clientele	2 Hours	FMRED	None	BFAR – Regional Office Peñaranda st., Surigao City

