



## BUREAU OF FISHERIES AND AQUATIC RESOURCES

### CITIZEN'S CHARTER

## BUREAU OF FISHERIES AND AQUATIC RESOURCES

### I. MANDATE

The bureau is responsible for the development, improvement, management and conservation of the country's fisheries and aquatic resources.

### II. VISION

"An institution of excellence in sustainable fisheries management and innovative services contributing to the nation's food security and improving fisher folk's quality of life.

### III. MISSION

"To ensure sustainable use of fisheries and aquatic resources by empowering fisherfolk towards productivity and resiliency."

### IV. SERVICE PLEDGE:

We commit to:

**F**- urther provide quality administrative and technical assistance to clients and stakeholders specifically aimed at increasing resource productivity, improving resource use efficiency, and ensuring the long term sustainability of the country's fishery and aquatic resources;

**I** - mprove our frontline services to meet the clientele and stakeholders' increasing demand for fast and efficient service, transparency and accountability;

**S** - ubscribe to local and international best practices and conduct in all, frontline services, office processes and adopt high quality assurance standards;

**H** - umbly respond to inquiries swiftly, efficiently and with utmost courtesy through our Public Assistance/Complaint Desk (PACD) at the **Ground Floor Lobby of Main Building, Bureau of Fisheries and Aquatic Resources 13**, from Mondays to Fridays, 8:00 a.m. to 5:00 p.m. and even beyond as warranted by the circumstances and demands from the public;

**E** - nsure strict compliance with quality service standard in the delivery of frontline services towards creativity and innovative approaches to uplift public service;

**R** - eadily offer a wide range of quality frontline services which are easily accessible and affordable to the general public by giving value to every client's comments, suggestions and complaints;

**I** - ndividually strive to nurture an efficient, enthusiastic and competent workforce with appropriate technologies and competencies for better service to our clientele;

**E** - nlighten the public with 24/7 access to the BFAR website (<https://region13.bfar.da.gov.ph>) and;

**S** - implify procedures to speed up frontline transactions within the BFAR premises.



BUREAU OF FISHERIES AND AQUATIC RESOURCES

## REGIONAL FIELD OFFICE 13

# EXTERNAL SERVICES

(FRONTLINE SERVICE )

# PART I

## PART I: REGIONAL OFFICE

### LIST OF SERVICES

#### I. Issuance of Laboratory Report

##### Fisheries Integrated Laboratory Section (FILS)

- 1. Issuance of Laboratory Report of Test for Polymerase Chain Reaction (PCR) Analysis
- 2. Issuance of Laboratory Report of Test for the Detection of Paralytic Shellfish Toxin (PST)
- 3. Issuance of Laboratory Report of Test for Physico-chemical Analysis of Water
- 4. Issuance of Laboratory Report of Test for Microbial Analysis
- 5. Issuance of Laboratory Report of Test for Fry Quality Assessment (Gross Microscopic Examination)
- 6. Issuance of Laboratory Report of Test for Parasite Examination

#### II.Regulatory: Indorsement/Registration/Issuance

##### Regulatory and Licensing Section

- 1. Issuance of New 25-year Fishpond Lease Agreement (FLA) (endorsed from the Provincial Fisheries Office (PFOs))
- 2. Issuance for the Renewal of Fishpond Lease Agreement (FLA) (endorsed by the Provincial Fisheries Offices)
- 3. Processing of application for the Transfer of Rights involving unexpired Fishpond Lease Agreement (FLA) (endorsed by the Provincial Fisheries Offices)
- 4. Issuance of Fisherman's License Card
- 5.Registration of Logsheet/ Logbook for Catcher Commercial Fishing Vessels
- 6. Processing of application for Five (5) year Gratuitous Permit (endorsed by the Provincial Fisheries Offices)
- 7. Indorsement of Commercial Fishing Vessels and Gears (CFV/Gs) License New Application to BFAR-CO
- 8. Renewal of Commercial Fishing Vessels and Gears (CFV/Gs) License

##### Fisheries Resource Management Section

- 1. Issuance of Agency Consent for Proposed Coastal Development Projects

#### III. Quarantine: Inspection/Certificate of Accreditation/Registration

##### Fisheries Inspection and Quarantine Unit

- 1. Issuance of Local Transport Permit (LTP) for Regularly Transported Species/Commodities
- 2. Issuance of Local Transport Permit (LTP) for Regulated Species/Commodities
- 3. Issuance of Domestic Health Certificate (DHC) for Transboundary Movement of Live Fish and Fishery/Aquatic Products
- 4. Issuance of Sanitary Health Certificate (S/HC) for Export of Fresh chilled, Frozen Fish and Fishery/Aquatic Products
- 5. Issuance of Sanitary Health Certificate (S/HC) for Export of Live Food Fish and Live Ornamental Fish
- 6. Issuance of Export Commodity Clearance (ECC) for fresh chilled, frozen fish and fishery/aquatic products
- 7. Issuance of Export Commodity Clearance (ECC) for Shells and shellcrafts, Live Food Fish, Ornamental Fish, Dried Fish and Fishery/Aquatic Products
- 8. Issuance of Special Export Commodity Clearance (ECC) for fish and fishery/aquatic products

#### IV. Provision of Assistance

##### Regional Fisheries Training and Fisherfolk Coordination Division

- 1. Provision of Assistance to Fisherfolk Associations/Organizations
- 2. Provision of Assistance for On-the-Job Training (OJT) Program
- 3. Provision of Technical Assistance for Trainings
- 4. Provision of Technical Assistance for FARMC

I. Issuance of Laboratory Report



1. Issuance of Laboratory Report of Test for Polymerase Chain Reaction (PCR) Analysis

The samples for analysis must comply with the sample requirements like volume, quantity and condition of sample for the analysis requested as indicated in the Masterlist of Analysis of the Fisheries Integrated Laboratory Section (FILS). The samples to be submitted must have a complete information or documents about the samples for filling out the Request for Laboratory Analysis and for traceability purposes.

Office or Division	Fisheries Integrated Laboratory Section (FILS)			
Classification	Simple			
Type of Transaction	G2C-Government to Citizen; G2G-Government to Government			
Who may avail:	Hatchery and Farm Operators, Local Government Office, Exporter, Academe, & Fish Farmers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. The Samples for Analysis in accordance with the set requirements of sample per analysis in terms of volume, weight, quantity and condition of sample.		1. The samples are from Client/Customer 2. Sample requirements are posted in BFAR Website and can be secure at the FILS Receiving Area.		
2. Information of the sample to be submitted		Client/Customer		
3. Local Transport Permit (LTP) or Auxilliary Invoice		Client/Customer, BFAR FIQU, LGU or Municipal		
4. Request for Laboratory Analysis (RLA)		BFAR-FILS Receiving Area		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills-up Request for Laboratory Analysis (RLA) Form	Receive request form from clients	None	10 minutes	Documents Control Officer FILS Office
2. Submit Accomplished form and samples	Assess submitted documents and requirements for analyis and issue duplicate copy of RLA.	None	20 minutes	Documents Control Officer FILS Office
3. Secure order of payment	Issues Order of Payment	None	5 minutes	Documents Control Officer FILS Office
4. Receives OP Form and pays corresponding fee to the Cashier	Issues Official Receipt	P 600.00 per analysis per sample	5 minutes	Cashier Cashiering Unit
5. Receives OR and presents to RFLD staff	5.1 Turn-overs sample/s to the Laboratory Analyst; Attaches OR number to RLA Form and Issues duplicate copy of RLA to customer	None	5 minutes	Documents Control Officer FILS Office
6. NONE (Waiting Time)	Conducts PCR Analysis <i>Shrimp</i> -AHPND    -EHP -IHHNV    -WSSV -Finfish    -TiLV	None	3 working days after sample receipt	Laboratory Analyst/OIC, FHLU FILS Office
	Records result of analysis	None	1 hour	Laboratory Analyst /OIC, FHLU FILS Office
	Reviews and approves test results	None	1-2 Working days	OIC, FILS FILS Office Regional Director Office of the Regional Director
7. Present claim stub, duplicate copy of RLA and Official Receipt to claim test report(s) / result (s)	Records and Releases Test Results	None	5 minutes	Documents Control Officer RFLD
TOTAL:		P 600.00 per analysis	5 days, 1 hour & 50 minutes after sample receipt	



2. Issuance of Laboratory Report of Test for the Detection of Paralytic Shellfish Toxin (PST)

The samples for analysis must comply with the sample requirements like volume, quantity and condition of sample for the analysis requested as indicated in the Request for Analysis of the Fisheries Integrated Laboratory Section (FILS). The samples to be submitted must have a complete information or documents about the samples for filling out the Request for Laboratory Analysis and for traceability purposes.

Office or Division	Fisheries Integrated Laboratory Section (FILS)			
Classification	Complex			
Type of Transaction	G2C-Government to Citizen; G2G-Government to Government			
Who may avail:	Hatchery and Farm Operators, Local Government Office, Exporter, Academe, & Fish Farmers.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. The Samples for Analysis in accordance with the set requirements of sample per analysis in terms of volume, weight, quantity and condition of sample.		1. The samples are from Client/Customer 2. Sample requirements are posted in BFAR Website and can be secure at the FILS Receiving Area.		
2. Information of the sample to be submitted		Client/Customer		
3. Local Transport Permit (LTP) or Auxilliary Invoice		Client/Customer, BFAR FIQU, LGU or Municipal		
4. Request for Laboratory Analysis (RLA)		BFAR-FILS Receiving Area		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills-up Request for Laboratory Analysis (RLA) Form	Receive request form from clients	None	10 minutes	Documents Control Officer FILS Office
2. Submit Accomplished form and samples	Assess submitted documents and requirements for analysis and issue duplicate copy of RLA.	None	20 minutes	Documents Control Officer FILS Office
3. Secure order of payment	Issues Order of Payment	None	5 minutes	Documents Control Officer FILS Office
4. Receives OP Form and pays corresponding fee to the Cashier	Issues Official Receipt	P 600.00 per analysis per sample	5 minutes	Cashier Cashiering Unit
5. Receives OR and presents to RFLD staff	Turn-overs sample/s to the Laboratory Analyst; Attaches OR number to RLA Form and Issues duplicate copy of RLA to customer	None	5 minutes	Documents Control Officer FILS Office
6. NONE (Waiting Time)	Packs and sends samples to BFAR NFLD for PST Analysis	None	2 working days	Documents Control Officer FILS Office
	Receives samples from NFLD for PST Analysis	None	20 minutes	Customer Service Officer, NFLD Ground Office
	Paralytic Shellfish Toxin (PST)	None	5 working days after sample receipt	Laboratory Analyst NFLD Ground Office
	Calculate and records test reports	None	1 hour	Laboratory Analyst /Technical Manager NFLD
	Verify results, prepare, review and approval of Test Report	None	1-2 Working days	Laboratory Analyst/ Technical Manager/Customer Service Officer/ Section Chief/ Laboratory Manager NFLD
	Sends test report to RFLD	None	1 day	Customer Service Officer, NFLD Ground Office
7. Present claim stub, duplicate copy of RLA and Official Receipt to claim test report(s) / result (s)	Records and Releases Test Results	None	5 minutes	Documents Control Officer FILS Office
TOTAL:		P 600.00 per analysis	9 days, 2 hours & 10 minutes after sample receipt	



3. Issuance of Laboratory Report of Test for Physico-chemical Analysis of Water

The samples for analysis must comply with the sample requirements like volume, quantity and condition of sample for the analysis requested as indicated in the Request for Analysis of the FILS. The samples to be submitted must have a complete information or documents about the samples for filling out the Request for Laboratory Analysis and for traceability purposes.

Office or Division	Fisheries Integrated Laboratory Section (FILS)			
Classification	Simple			
Type of Transaction	G2C-Government to Citizen; G2G-Government to Government			
Who may avail:	Hatchery and Farm Operators, Local Government Office, Exporter, Academe, & Fish Farmers.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. The Samples for Analysis in accordance with the set requirements of		1. The samples are from Client/Customer		
2. Information of the sample to be submitted		Client/Customer		
4. Request for Laboratory Analysis (RLA)		BFAR-FILS Receiving Area		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills-up Request for Laboratory Analysis (RLA) Form	Receive request form from clients	None	10 minutes	Documents Control Officer FILS Office
2. Submit Accomplished form and samples	Assess submitted documents and requirements for analysis and issue duplicate copy of RLA.	None	20 minutes	Documents Control Officer FILS Office
3. Secure order of payment	Issues Order of Payment	None	5 minutes	Documents Control Officer FILS Office
4. Receives OP Form and pays corresponding fee to the Cashier	Issues Official Receipt	Dissolve Oxygen - 150.00 Carbon Dioxide - 100.00 Salinity - 30.00 pH - 30.00 Nitrite - 180.00 Ammonia - 180.00 Alkalinity - 100.00 Hardness - 300.00	5 minutes	Cashier Cashiering Unit
5. Receives OR and presents to RFLD staff	5.1 Turn-overs sample/s to the Laboratory Analyst; Attaches OR number to RLA Form and Issues duplicate copy of RLA to customer	None	5 minutes	Documents Control Officer FILS Office
6. NONE (Waiting Time)	Conducts Physico-chem analysis of water: -Dissolved Oxygen -Carbon Dioxide -Salinity -pH -Nitrite/Nitrate -Ammonia -Alkalinity -Hardness	None	1 day after sample receipt	Laboratory Analyst / OIC, ATLU FILS Office
	Records result of analysis	None	1 hour	Laboratory Analyst / OIC, ATLU FILS Office
	Reviews and approves test results	None	1-2 Working days	OIC, FILS FILS Office Regional Director Office of the Regional Director
7. Present claim stub, duplicate copy of RLA and Official Receipt to claim test report(s) / result (s)	Records and Releases Test Results	None	5 minutes	Documents Control Officer FILS Office
TOTAL:		P 1,070.00 / per sample for full analysis of parameters	3 days, 1 hour & 45 minutes after sample receipt	



4. Issuance of Laboratory Report of Test for Microbial Analysis

The samples for analysis must comply with the sample requirements like volume, quantity and condition of sample for the analysis requested as indicated in the Request for Analysis of the Fisheries Integrated Laboratory Section (FILS). The samples to be submitted must have a complete information or documents about the samples for filling out the Request for Laboratory Analysis and for traceability purposes.

Office or Division	Fisheries Integrated Laboratory Section (FILS)			
Classification	Complex			
Type of Transaction	G2C-Government to Citizen; G2G-Government to Government			
Who may avail:	Hatchery and Farm Operators, Local Government Office, Exporter, Academe, & Fish Farmers.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. The Samples for Analysis in accordance with the set requirements of		1. The samples are from Client/Customer		
2. Information of the sample to be submitted		Client/Customer		
3. Local Transport Permit (LTP) or Auxilliary Invoice		Client/Customer, BFAR FIQU, LGU or Municipal		
4. Request for Laboratory Analysis (RLA)		BFAR-Regional FILS Receiving Area		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills-up Request for Laboratory Analysis (RLA) Form	Receive request form from clients	None	10 minutes	Documents Control Officer FILS Office
2. Submit Accomplished form and samples	Assess submitted documents and requirements for analyis and issue duplicate copy of RLA.	None	20 minutes	Documents Control Officer FILS Office
3. Secure order of payment	Issues Order of Payment	None	5 minutes	Documents Control Officer FILS Office
4. Receives OP Form and pays corresponding fee to the Cashier	Issues Official Receipt	Bacterial analysis P 100.00 Fecal Coliform P 250.00 E. coli P 350.00 HPC P 200.00	5 minutes	Cashier Cashiering Unit
5. Receives OR and presents to RFLD staff	5.1 Turn-overs sample/s to the Laboratory Analyst; Attaches OR number to RLA Form and Issues duplicate copy of RLA to customer	None	5 minutes	Documents Control Officer FILS Office
6. NONE (Waiting Time)		None	8 working days after sample receipt	Laboratory Analyst / OIC, FPTLU FILS
	Calculate and record result of analysis	None	1 hour	Laboratory Analyst /OIC, FPTLU FILS
	Reviews and approves test results	None	1-2 Working days	OIC, FILS FILS Regional Director Office of the Regional Director
7. Present claim stub, duplicate copy of RLA and Official Receipt to claim test report(s) / result (s)	Records and Releases Test Results	None	5 minutes	Documents Control Officer FILS Office
TOTAL:			10 days, 1 hour & 50 minutes after sample receipt	





5. Issuance of Laboratory Report of Test for Fry Quality Assessment (Gross Microscopic Examination)

The samples for analysis must comply with the sample requirements like volume, quantity and condition of sample for the analysis requested as indicated in the Manual of Analysis of the Fisheries Integrated Laboratory Section (FILS). The samples to be submitted must have a complete information or documents about the samples for filling out the Request for Laboratory Analysis and for traceability purposes.

Office or Division	Fisheries Integrated Laboratory Section (FILS)			
Classification	Simple			
Type of Transaction	G2C-Government to Citizen;G2G-Government to Government			
Who may avail:	Hatchery and Farm Operators, Local Government Office, Exporter, Academe, & Fish Farmers.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. The Samples for Analysis in accordance with the set requirements of		1. The samples are from Client/Customer		
2. Information of the sample to be submitted		Client/Customer		
3. Local Transport Permit (LTP) or Auxilliary Invoice		Client/Customer, BFAR FIQU, LGU or Municipal		
4. Request for Laboratory Analysis (RLA)		BFAR-FILS Receiving Area		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills-up Request for Laboratory Analysis (RLA) Form	Receive request form from clients	None	10 minutes	Documents Control Officer FILS Office
2. Submit Accomplished form and samples	Assess submitted documents and requirements for analysi and issue duplicate copy of RLA.	None	20 minutes	Documents Control Officer FILS Office
3. Secure order of payment	Issues Order of Payment	None	5 minutes	Documents Control Officer FILS Office
4. Receives OP Form and pays corresponding fee to the Cashier	Issues Official Receipt	Gross Microscopic Examination P 100.00 per sample	5 minutes	Cashier Cashiering Unit
5. Receives OR and presents to RFLD staff	5.1 Turn-overs sample/s to the Laboratory Analyst; Attaches OR number to RLA Form and Issues duplicate copy of RLA to customer	None	5 minutes	Documents Control Officer FILS Office
6. NONE (Waiting Time)	Gross Microscopic Examination	None	1 working day after sample receipt	Laboratory Analyst /OIC, FHLU FILS
	Records result of analysis	None	1 hour	Laboratory Analyst /OIC, FHLU FILS
	Reviews and approves test results	None	1-2 Working days	OIC, FILS RFLU Regional Director ORD
7. Present claim stub, duplicate copy of RLA and Official Receipt to claim test report(s) / result (s)	Records and Releases Test Results	None	5 minutes	Documents Control Officer FILS Office
TOTAL:		P 100.00 per analysis	3 days, 1 hour & 50 minutes after sample receipt	



6. Issuance of Laboratory Report of Test for Parasite Examination

The samples for analysis must comply with the sample requirements like volume, quantity and condition of sample for the analysis requested as indicated in the Manual of Analysis of the Fisheries Integrated Laboratory Section (FILS). The samples to be submitted must have a complete information or documents about the samples for filling out the Request for Laboratory Analysis and for traceability purposes.

Office or Division	Fisheries Integrated Laboratory Section (FILS)			
Classification	Simple			
Type of Transaction	G2C-Government to Citizen; G2G-Government to Government			
Who may avail:	Hatchery and Farm Operators, Local Government Office, Exporter, Academe, & Fish Farmers.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. The Samples for Analysis in accordance with the set requirements of		1. The samples are from Client/Customer		
2. Information of the sample to be submitted		Client/Customer		
3. Local Transport Permit (LTP) or Auxiliary Invoice		Client/Customer, BFAR FIQU, LGU or Municipal		
4. Request for Laboratory Analysis (RLA)		BFAR-Regional FILS Receiving Area		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills-up Request for Laboratory Analysis (RLA) Form	Receive request form from clients	None	10 minutes	Documents Control Officer FILS Office
2. Submit Accomplished form and samples	Assess submitted documents and requirements for analysis and issue duplicate copy of RLA.	None	20 minutes	Documents Control Officer FILS Office
3. Secure order of payment	Issues Order of Payment	None	5 minutes	Documents Control Officer FILS Office
4. Receives OP Form and pays corresponding fee to the Cashier	Issues Official Receipt	Parasite Examination P 75.00	5 minutes	Cashier Cashiering Unit
5. Receives OR and presents to RFLD staff	5.1 Turn-overs sample/s to the Laboratory Analyst; Attaches OR number to RLA Form and Issues duplicate copy of RLA to customer	None	5 minutes	Documents Control Officer FILS Office
6. NONE (Waiting Time)	Parasite Examination	None	1 working day after sample receipt	Laboratory Analyst /OIC, FHLU FILS
	Records result of analysis	None	1 hour	Laboratory Analyst /OIC, FHLU FILS
	Reviews and approves test results	None	1-2 Working days	OIC, FILS FILS Regional Director Office of the Regional Director
7. Present claim stub, duplicate copy of RLA and Official Receipt to claim test report(s) / result (s)	Records and Releases Test Results	None	5 minutes	Documents Control Officer FILS Office
TOTAL:		P 75.00 per analysis	3 days, 1 hour & 50 minutes after sample receipt	



II.Regulatory: Indorsement/Registration/Issuance

1. Issuance of New 25-year Fishpond Lease Agreement (FLA)  
(endorsed from the Provincial Fisheries Office (PFOs))

The service involves the processing of applications for issuance of 25-year Fishpond Lease Agreements to individuals or corporations, fisherfolk association/cooperatives, micro, small and medium enterprise for the use of public lands released for fishpond development/purposes (*Pursuant Section 16, Article II of the 1987 Constitution, Sections 3, 6, 12, 13, 45, 46, 50, 55, 57, 65, 103 (b) and 107 of Republic Act No. 8550, Republic Act 8289 as amended by Republic Act No. 9501 and Executive Order 26, series of 2011*) Endorsed from the Provincial Fisheries Office (PFO)

Office or Division	BFAR-RFO 13-Fisheries Management Regulatory Enforcement Division (FMRED)-Regulatory and Licensing Section
Classification	Complex
Type of Transaction	G2C-services whose client is the transacting public/ G2B-services whose client is the business entity
Who may avail:	Citizen/s of the Philippines at least 21 years of age; Individual/Spouses;MSME; Fisherfolk Associations; Corporations; other juridical entity

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<b>1. Initial requirements</b>			
a. Application Form duly accomplished and notarized (5 original copies)		BFAR Regional Office/ Provincial Fishery Office	
b. Proof of Payment of Application Fee of Php 2,000.00		Cashier/ Special Collecting Officer	
c. Four (4) copies of the sketch or survey plan of the area released for fishpond purposes with its technical description as extracted from the Land Classification Map of the Forest Management Bureau, DENR		Department of Environment and Natural Resources	
d. A Certificate of Bank Deposit issued by any Banking Institution showing that the applicant has a current or checking account and has capital in cash of P5,000.00 per hectare or fraction thereof and the bank statements of said account for the preceding six (6) months; (1 original copy)		Any bank preferred by the applicant	
e. An affidavit declaring that the initial capital deposited in the Bank shall be used exclusively for the development of the area; (5 original copies)		BFAR Regional Office/ Provincial Fishery Office	
f. Notarized affidavit of adherence to Good Aquaculture Practices in the form prescribed in Annex A of FAO No. 197-1; (5 original copies)		BFAR Regional Office/ Provincial Fishery Office	
g. Proof of Filipino citizenship		Applicant	
h. In case of juridical person, two (2) certified true copies of By-laws and Articles of Incorporation, Cooperation, Association or Partnership duly approved by government agencies concerned, the primary purpose of which is to engage in fishery/aquaculture business		Securities and Exchange Commission or Cooperative Development Authority	
<b>2. Final Requirements</b>			
a. Twelve (12) copies of the survey plans of the area duly approved by the Director of Lands or Regional Director of Lands, or if under cadastral survey, the same shall be certified by the Lands Management Bureau (Blueprint)		Department of Environment and Natural Resources	
b. Duly accomplished FLA or ASC forms duly acknowledged before a Notary Public (15 original copies)		BFAR Regional Office/ Provincial Fishery Office	
c. Certification issued by the Regional Trial Court in the judicial district where the area applied for is located to the effect that the same is not involved in any pending judicial case (1 original copy)		Regional Trial Court	
d. * Certification issued by the Regional Director to the effect that the same is not involved in any pending administrative case and is not subleased to any other person/s or entity (1 original copy)		BFAR Regional Office	
e. Proof of Payment of Cash bond Deposit at P500.00/hectare or fraction thereof and initial rental at P1,500.00/hectare or fraction thereof/ Value of improvement (if applicable)		Provincial Fishery Office/Cashier/Special Collecting Officer	
f. Notarized affidavit to the effect that the area applied for is not subleased to any other person/s (5 copies)		BFAR Regional Office/ Provincial Fishery Office	
g. Proof of updated remittances to the Social Security System for permanent workers/Affidavit of Undertaking (1 original copy)		Social Security System / BFAR Regional Office	
h. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC)-(1 original copy)		EMB-DENR	
i. Cetified copy of the proof of payment for the value of improvements (if applicable)		BFAR Regional Office/ Provincial Fishery Office	

CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
<b>RFO-Phase 1: (Initial Requirements)</b>				
None	1. Receive through the Regional-Records the application with the complete initial requirements endorsed by the Provincial Fisheries Office	None	1 day	Secretary of the Office of the Regional Director
None	2. Receive application with the complete requirements from the Office of Regional Director and evaluate completeness of initial requirements submitted	None	30 Minutes	Fishpond Leasing Officer FMRED
None	3. Prepare endorsement letter of the application for signature of the Regional Director	None	30 Minutes	Fishpond Leasing Officer FMRED
None	4. Sign the prepared endorsement letter with the attached applications and initial requirements	None	1 day	Regional Director
None	5. Transmit the signed endorsement, application with initial requirements via Courier/electronic mail to BFAR-Central Office copy furnished PFOs	None	1 day	Records Officer
sub-TOTAL--			3 days & 1 hour	
<b>RFO-Phase 2: (Final requirements)</b>				
None	1. Receive through the Record Section the complete final requirements from the Provincial Fisheries Office	None	1 day	Secretary of the Office of the Regional Director

None	2. Receive final requirements from the Office of the Regional Director and evaluate completeness of the submitted documents	None	30 Minutes	<i>Fishpond Leasing Officer FMRED</i>
None	3. Prepare endorsement letter on the final requirements and *Certifications for signature of the Regional Director	None	1 day	<i>Fishpond Leasing Officer FMRED</i>
None	4. Signs the Certification and endorsement for final requirements	None	1 day	<i>Regional Director</i>
None	5. Transmit the application for processing via Courier/electronic mail to BFAR-Central Office copy furnished PFOs	None	1 day	<i>Records Officer</i>
	sub-TOTAL--		4 days 30 minutes	
	<b>TOTAL</b>		<b>7 days 1 hour</b>	

Note:  
The total number of days/hours listed above does not include the time it takes for the PFO to mail/deliver the endorsement to the Regional Office

**Required fees: as per Fisheries Administrative Order No. 197-1, s. 2012**

Application Fee	Php. 2,000.00	
Cash Bond Deposit	Php. 500.00 per hectare or fraction thereof	
FLA Initial Rentals	Php. 1,500.00 per hectare or fraction thereof	
ASC Initial Rentals	Php. 500.00 per hectare or fraction thereof	
Value of improvements	as may be determined by the PFO/RFO	

\* Certification is issued to the effect that the area applied for is not involved in any pending administrative case and that the area applied for is not subleased to other person/s

2. Issuance for the Renewal of Fishpond Lease Agreement (FLA)  
(endorsed by the Provincial Fisheries Offices)

This service involves processing of the renewal of Fishpond Lease Agreement (FLA) for 25-years to public lands released for fishpond purposes under Fisheries Administrative Order (FAO) No. 197-1, s. of 2012 (Sections 3, 6, 12, 13, 45, 46, 50, 55, 57, 65, 103 (b) and 107 of Republic Act No. 8550, s. 1998, Republic Act 8289 as amended by Republic Act 9501 and Executive Order No. 26, series of 2011 and Fisheries Administrative Order (FAO) No. 197-1, s. of 2012)				
Office or Division	BFAR-RFO 13 -Fisheries Management Regulatory Enforcement Division (FMRED)-Regulatory and Licensing Section			
Classification	Simple			
Type of Transaction	G2C-services whose client is the transacting public/ G2B-services whose client is the business entity			
Who may avail:	FLA Holders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requirements for Renewal of FLA or ASC				
a. Payment of Application Fee of Php. 2,000.00; Cash bond deposit (php. 500.00 per hectares or fraction thereof) and initial rentals (Php. 1,500.00 per hectares or fraction thereof)		Provincial Fishery Office/Cashier/Special Collecting Officer		
b. Certification issued by the Regional Trial Court in the judicial district where the area applied for is located to the effect that the same is not involved in any judicial case (1 original copy)		Regional Trial Court		
c. Duly accomplished FLA or ASC forms duly acknowledged before a Notary Public (15 original copies)		BFAR Regional Office/ Provincial Fishery Office		
d. Application Form duly accomplished and notarized (2 original copies)		BFAR Regional Office/ Provincial Fishery Office		
e. One (1) copy of the survey plan of the area under his/her name duly approved by the Director of Lands or Regional Director of Lands (Blueprint)		Department of Environment Natural Resources		
f. A new survey plan, should there be changes		Department of Environment Natural Resources		
g. Inspection Report of the area (2 original copies)		Provincial Fishery Office (PFO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1. Receive through the Regional-Records the application with the complete final requirements endorsed by the Provincial Fisheries Office	None	1 day	Secretary Office of the Regional Director
None	2. Receive application with the complete requirements from the Office of Regional Director and evaluate completeness of final requirements submitted	None	30 Minutes	Fishpond Leasing Officer FMRED
None	3. Prepare endorsement letter on the application for signature of the Regional Director	None	30 Minutes	Fishpond Leasing Officer FMRED
None	4. Sign the prepared endorsement letter with the attached applications and complete requirements	None	1 day	Regional Director
None	5. Transmit the signed endorsement, application with requirements via Courier/electronic mail to BFAR-Central Office copy furnished PFOs	None	1 day	Records Officer
sub-TOTAL--			3 days 1 hour	

Note:  
The total number of days/hours listed above does not include the time it takes for the PFO to mail/deliver the endorsement to the Regional Office

Required fees: as per Fisheries Administrative Order No. 197-1, s. 2012

Application Fee	Php. 2,000.00			
Cash Bond Deposit	Php. 500.00 per hectare or fraction thereof			
FLA Initial Rentals	Php. 1,500.00 per hectare or fraction thereof			
ASC Initial Rentals	Php. 500.00 per hectare or fraction thereof			

3. Processing of application for the Transfer of Rights involving unexpired Fishpond Lease Agreement (FLA) (endorsed by the Provincial Fisheries Offices)

This service involves processing of application for the Transfer of Rights involving unexpired Fishpond Lease Agreement (FLA), endorsed by the Provincial Fisheries Offices				
Office or Division	BFAR-RFO 13 -Fisheries Management Regulatory Enforcement Division (FMRED)-Regulatory and Licensing Section			
Classification	Complex			
Type of Transaction	G2C-services whose client is the transacting public/ G2B-services whose client is the business entity			
Who may avail:	Citizen/s of the Philippines at least 21 years of age; Individual/Spouses;MSME; Fisherfolk Associations; Corporations; other juridical entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requirements for Transfer of Rights involving ASC				
a. Letter of intent to Transfer by the Lessee together with the sworn declaration of the transferee (3 original copies)		Lessee		
b. Prior written approval of the Lessor		BFAR-CO/ Department of Agriculture		
c. Original copy of the Deed of Assignment or Transfer and Assumption of Obligations (1 copy)		Submitted by the applicant		
d. Latest report of improvements verified by the Regional Director or his authorized representative, showing that the fishpond area of the ASC subject of the proposed assignment or transfer has been developed (2 original copies)		BFAR Regional Office/ Provincial Fishery Office		
e. Application form duly accomplished and notarized (5 original copies)		BFAR Regional Office/ Provincial Fishery Office		
f. Certified true copies of original official receipts of updated payment of rentals		BFAR Regional Office/ Provincial Fishery Office		
g. Proof of payment of assignment or transfer fee at Php. 100.00 per hectares or fraction thereof and application fee of Php. 2,000.00		Provincial Fishery Office/Cashier/Special Collecting Officer		
h. Posting of required cash bond deposit of Php. 500.00 per hectares or fraction thereof		Provincial Fishery Office/Cashier/Special Collecting Officer		
i. Twelve (12) copies of the survey plan of the area under his/her name duly approved by the Director of Lands or Regional Director of Lands (Blueprint)		Department of Environment Natural Resources		
j. Duly accomplished ASC forms duly acknowledged before a Notary Public (15 original copies)		BFAR Regional Office/ Provincial Fishery Office		
k. Certification issued by the Regional Trial Court in the judicial district where the area applied for is located to the effect that the same is not involved in any pending judicial case (1 original copy)		Regional Trial Court		
l. Certification issued by the Regional Director to the effect that the same is not involved in any pending administrative case and is not subleased to any other person/s or entity (1 original copy)		BFAR Regional Office		
m. Notarized affidavit of adherence to Good Aquaculture Practices (5 original copies)		BFAR Regional Office/ Provincial Fishery Office		
Phase 1: RFO				
None	1. Receive through the Regional Record Section the letter of intent to transfer together with the sworn declaration of the transferee and inspection report from the Provincial Fisheries Office	None	1 day	Secretary Office of the Regional Director
None	2. Receive the letter of intent together with sworn declaration of the transferee and inspection report from PFO and evaluate completeness of documents submitted	None	30 Minutes	Fishpond Leasing Officer FMRED
None	3. Prepare endorsement letter of the submitted letter of intent and other supporting documents for signature of the Regional Director	None	30 Minutes	Fishpond Leasing Officer FMRED
None	4. Sign the prepared endorsement letter with the attached applications and complete requirements	None	1 day	Regional Director
None	5. Transmit the signed documents via Courier/electronic mail to BFAR-Central Office copy furnished PFOs	None	1 day	Records Officer
		SUB-TOTAL	3 days and 1 hour	
Phase 2: RFO				
None	1. Receive through the Regional Record Section the complete requirements from the Provincial Fisheries Office	None	1 day	Secretary Office of the Regional Director
None	2. Receive complete requirements from the Office of the Regional Director and evaluate completeness of the submitted documents	None	30 Minutes	Fishpond Leasing Officer
None	3. Prepare endorsement letter on the final requirements and *Certifications for signature of the Regional Director	None	1 day	Fishpond Leasing Officer
None	4. Sign the prepared endorsement letter with the attached applications and complete requirements	None	1 day	Regional Director
None	5. Transmit the signed endorsement, application with the requirements via Courier/electronic mail to BFAR-Central Office copy furnished PFOs	None	1 day	Records Officer
		sub-TOTAL--	4 days 30 minutes	
		TOTAL	7 days 1 hour & 30 minutes	

Note:  
The total number of days/hours listed above does not include the time it takes for the PFO to mail/deliver the endorsement to the Regional Office

Required fees: as per Fisheries Administrative Order No. 197-1, s. 2012



Application Fee	Php. 2,000.00	
Cash Bond Deposit	Php. 500.00 per hectare or fraction thereof	
Initial Rental ASC	Php. 500.00 per hectare or fraction thereof	
Transfer Fee	Php. 100.00 per hectare or fraction thereof	

#### 4. ISSUANCE OF FISHERMAN'S LICENSE CARD

This service involves processing for the issuance of Fisherman's License Cards authorizing fisherman/fisherfolk to onboard the commercial fishing vessel with gross tonnage 3.1 and above, to fish within commercial waters or >15km from the shoreline.

Office or Division	Fisheries Management, Regulatory and Enforcement Division (FMRED)- Regulatory and Licensing Section
Classification	Simple
Type of Transaction	Gov't to Citizen
Who may avail	CFV fishermen or crew on board
CHECKLIST OF REQUIREMENTS	
a. Two (2) original copies of completed application form	BFAR Provincial Fisheries Office/ Regional Office
b. Two (2) copies of 1"x1" ID Picture	CFV Fisherman
c. Two (2) copies of valid government-issued ID	CFV Fisherman
or Barangay Clearance	Municipal Office
d. Two (2) photocopies of the Official Receipt for the payment of license fee in	PFO/ RO Collecting Officer
d. Two (2) photocopies of proof of FishR number or approved registration	LGU- Agriculture's Office
WHERE TO SECURE	

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1.0. CFV fisherman will secure a Fsiherfolk Registration (FishR) number in their respective municipalities	1.1. The municipality will register the client in FishR online system	none		Municipal Agriculturist
2.0. Submit the complete documents to BFAR PFO with the FishR number issued from their respective municipalities	2.1. Review and evaluate the submitted documents	none	20 min	BFAR PFO/ RO Licensing Officer
	2.2. Indorse the Fisherman's License Card together with the complete regulatory requirements	none	10 min	BFAR PFO Licensing Officer
3.0. Payment of Fisheman's License Fee once the application documents declared as complete after evaluation	3.1. Issuance of Official Receipt	P 100.00	20 min	BFAR PFO/ RO Collecting Officer
4.0. Provide PFO with the photocopy of the Official Receipt of the payment of license fee	4.1. BFAR PFO will provide RO a copy of OR	none	20 min	BFAR PFO Licensing Officer
	4.2 Evaluate whether the applicant has already have an existing or valid Fisherman's License Card		20 min	BFAR RO Licensing Officer
	4.3 Validate the name and Fish Registration (FishR) number of the applicant in the Juan Magsasaka online system		20 min	BFAR RO Licensing Officer
	4.4. Encode the name, ID No., Validity date, OR No. and Date, Birthdate, Age, Adress, and issued Brgy. Clearance or valid Gov't-issues ID of the applicant in the data base	none	5 min	BFAR RO Licensing Officer
	4.5. Prepare Fisherman's License Card with duplicate, and indorsement memo to PFO	none	30 min	BFAR RO Licensing Officer
	4.6. Review and finalize the Fisherman's License Card	none	10 min	BFAR RO Licensing Officer
	4.7. Affix signature in the Fisherman's License card and indorsement memo	none	20 min	BFAR OIC-LLS and Chief FMRED
	4.8. Signs the License cards and indorsement memo	none	10 min	Regional Director
	4.9. Sort and file the approved License card and regulatory documents	none	20 min	BFAR RO Licensing Officer
	4.10. Approved copy Fisherman's License card and indorsement memo will be forwarded to Record's Unit for release	none	20 min	BFAR RO Licensing Officer



5.REGISTRATION OF LOGSHEET/ LOGBOOK FORCATCHER COMMERCIAL FISHING VESSELS

This service involves processing for issuance of the Registration of Logsheet/ Logbook for the reportorial requirement of commercial fishing vessel with gross tonnage 3.1 and above , to fish within commercial waters or >15km from the shoreline.

Office or Division	Fisheries Management, Regulatory and Enforcement Division (FMRED)-Regulatory and Licensing (LLS)			
Classification	Simple			
Type of Transaction	Gov't to Citizen; Gov't to Business			
Who may avail	CFV owner/ operator			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a. One (1) New Logsheet for Ring Net and Purse Siene, and Hook and Line; and Logbook for Bag Net for commercial fishing vessel		CFV owner/ operator		
b. Two (2) photocopies of the Official Receipt for the payment of registration fee in the amount of Fifty Pesos (P 50.00)		BFAR PFO/ RO Collecting Officer		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1.0. Submit the new Logsheet or Logbook to PFO	1.1. Review and evaluate applicable Logsheet / Logbook to the corresponding CFV; and the pages should be numbered consecutively	none	1 hr	BFAR PFO/ RO Licensing Officer
	1.2 Indorsement of Logbook/ Logsheet with complete regulatory requirements to BFAR RO	none	30 min	BFAR PFO
2.0. Payment of Registration Fee once the requirements are complete	2.1. Issuance of Official Receipt	P 50.00	20 min	BFAR PFO/ RO Collecting Officer
3.0. Provide PFO with the photocopy of the Official Receipt of the payment of registration fee	3.1. PFO will provide RO the copy of OR	none	30 min	BFAR PFO Licensing Officer
	3.2. Review and evaluate the submitted Logsheet/Logbook with the photocopy of OR	none	30 min	BFAR RO Licensing Officer
	3.3. Preparation of the Registration Form pasted/ attached to the inner side of the cover apposite to the first page, and indorsement memo to PFO	none	30 min	BFAR RO Licensing Officer
	3.4. Affix signature in the Registration Form, and indorsement memo to PFO	none	20 min	BFAR OIC-LLS and Chief FMRED
	3.5. Signs the Registration Form and indorsement memo	none	10 min	Regional Director
	3.6. Photocopy the approved Registration Form, file and sort the documents	none	30 min	BFAR RO Licensing Officer
	3.7. Forward the approved Logsheet/Logbook Registration and indorsement memo to Record's Unit for release	none	20 min	BFAR RO Licensing Officer

6. Processing of application for Five (5) year Gratuitous Permit  
(endorsed by the Provincial Fisheries Offices)

This service involves processing of a 5-year Gratuitous Permit for fishpond development which may be granted to any branch of government, academic, scientific or research institution, for scientific, research, educational, or experimental breeding purposes (Sections 3, 6, 12, 13, 45, 46, 50, 55, 57, 65, 103 (b) and 107 of Republic Act No. 8550, s. 1998, Republic Act 8289 as amended by Republic Act 9501 and Executive Order No. 26, series of 2011 and Fisheries Administrative Order (FAO) No. 197-1, s. of 2012)

Office or Division	BFAR-RFO 13 -Fisheries Management Regulatory Enforcement Division (FMRED)-Regulatory and Licensing Section			
Classification	Simple			
Type of Transaction	G2G- services whose client is another government agency, government employee or official			
Who may avail:	Any branch of government or any academic, scientific or research institution			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Applications for Gratuitous Permit (GP), the requirements are:				
1. Project profile which states: (2 original copies)		Submitted by the applicant		
a. The general and specific objectives of the project		Submitted by the applicant		
b. A brief description of the project		Submitted by the applicant		
c. The methodology of project implementation, which includes names of personnel involved and percentage of time allocated to the project; schedule of implementation, funding requirement and sources, both local and foreign; target beneficiaries; and monitoring and evaluation scheme		Submitted by the applicant		
2. Application Form duly accomplished and notarized (5 original copies)		BFAR Regional Office/ Provincial Fishery Office		
3. One (1) copy of the sketch plan of the area		Submitted by the applicant		
4. Inspection Report of the area (2 original copies)		BFAR Regional Office/ Provincial Fishery Office		
Phase 1: RFO				
None	1. Receive through the Regional Record Section the application for Gratuitous Permit together with report of inspection from the Provincial Fisheries Office	None	1 day	Secretary Office of the Regional Director
None	2. Receives the application for Gratuitous Permit together with report of inspection and evaluate completeness of documents submitted	None	30 Minutes	Fishpond Leasing Officer
None	3. Prepare endorsement of the submitted documents for signature of the Regional Director	None	30 Minutes	Fishpond Leasing Officer
None	4. Sign the endorsement letter with the attached documents	None	1 day	Regional Director
None	5. Transmit the signed endorsement, application with the requirements via Courier/electronic mail to BFAR-Central Office copy furnished PFOs	None	1 day	Records Officer
		TOTAL	3 days and 30 minutes	

7. INDORSEMENT OF COMMERCIAL FISHING VESSELS AND GEARS (CFV/Gs) LICENSE NEW APPLICATION TO BFAR-CO

This service involves processing for the issuance of New Commercial Fishing Vessel License (CFVL) authorizing the commercial fishing vessel with gross tonnage 3.1 and above, to fish within commercial waters or >15km from the shoreline.

Office or Division	Fisheries Management, Regulatory and Enforcement Division (FMRED)- Regulatory and Licensing Section (RLS)
Classification	Highly Technical
Type of Transaction	G2C-Government to Citizen; G2B-Government to Business
Who may avail	CFV owners/operators

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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I. Commercial Fishing Vessel License

a. Two (2) original copies of notarized and duly accomplished BFAR application for fishing vessel license with documentary stamp	BFAR Provincial Fisheries Offices/ Regional Office
b. Two (2) copies of 8"x10" vessel unaltered pictures showing the port, starboard and required identification and marking, as specified in Annex 1 of this Order, printed in photopaper	CFV Owner/ Operator
c. Two (2) original copies of Grid map indicating the proposed fishing ground/s	BFAR Provincial Fisheries Offices/ Regional Office
d. One (1) Original or authenticated photocopy of Certificate of Ownership (CO), and one (1) duplicate copy of the same	Maritime Industry Authority (MARINA)
e. One (1) Original or authenticated photocopy of valid/ unexpired Certificate of Philippine Registry (CPR), and one (1) duplicate copy of the same	MARINA
f. One (1) Original or authenticated photocopy of valid/ unexpired Fishing Vessel Safety Certificate (FVSC), and one (1) duplicate copy of the same	MARINA
g. Two (2) original copies of notarized Affidavit specifying that the vessel has no pending criminal, civil or administrative case, with documentary stamp	BFAR Provincial Fisheries Offices/ Regional Office
h. Two (2) original copies of notarized Affidavit of Undertaking stating that the owner has complied with Sec. 25 of RA 8550 ad amended by RA 10654, with documentary stamp	BFAR Provincial Fisheries Offices/ Regional Office
i. Two (2) photocopies of Approved Articles of Incorporation and By-Laws for corporation, the primary or secondary purpose of which is to engage in fishing, or business name registration, certificate for single proprietorship or partnership to accompany the first vessel of the applicant to be licensed	Securities and Exchange Commission (SEC)/ Department of Trade and Industry (DTI)
j. one (1) New fishing logsheets for catcher vessel for registration and approval	CFV Owner/ Operator
k. Two (2) photocopies of Importation or Construction Clearance (in case the fishing vessel is imported or newly constructed)	BFAR Central Office
l. Two (2) photocopies of Official Receipts covering the payments of application and license	Regional and Provincial Collecting Officers
m. Two (2) photocopies of proof of Tax Identification Number of the Owner:	Bureau of Internal Revenue (BIR)
n. Two (2) original and duplicate copies of fishing vessel Inspection Report	BFAR Provincial Fisheries Offices/ Regional Office

II. Commercial Fishing Gear Registration

a. Two (2) photocopies of the Official Receipt for the payment of application	Regional and Provincial Collecting Officers
b. Two (2) original copies of notarized and duly accomplished BFAR Fishing	BFAR Provincial Fisheries Offices/ Regional Office
c. Two (2) original copies of Fishing Gear technical design and specifications	BFAR Provincial Fisheries Offices/ Regional Office;

III. Commercial Fishing Gear License

a. Two (2) copies of original notarized completed BFAR CFGL application	BFAR Provincial Fisheries Offices/ Regional Office
b. Two (2) original and duplicate copies of fishing gear Inspection Report	BFAR Provincial Fisheries Offices/ Regional Office
c. Two (2) copies of photo of Fishing Gear markings	CFV Owner/ Operator
d. Two (2) photocopies of the Official Receipt for the the payment of license	Regional and Provincial Collecting Officers

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. CFV owners/operators express their intent to apply for Importation or Construction Clearance for the new fishing vessel	1.1. Indorsement of Letter Request for the Importation or Construction Clearance to BFAR Regional Office	none	30 min	BFAR PFO
	1.2. Indorsement of Letter Request for the Importation or Construction Clearance to BFAR Central Office	none	30 min	BFAR RO
2.0. Request for Inspection of CFV and Gear	2.1. Inspect the fishing vessel and gear.	none	4 hrs	BFAR PFO/ RO Licensing Officer
3.0. Submit the complete documents to BFAR PFO/ RO with the approved Importation or Construction Clearance	3.1. Review and evaluate the submitted documents	none	2 hrs	BFAR PFO/ RO Licensing Officer
	3.2. Indorse the complete application documents to BFAR RO	none	1 hr	BFAR PFO

4.0. Payment of CFV/GL fees once the application documents declared as complete after evaluation	4.1. Issuance of Official Receipt	FAO 198-1, series of 2018 a. CFVL Application Fee: 400.00 b. CFGL Application Fee: 200.00 c. FG Registration Fee: 200.00 d. Logbook Registration (Catcher): 50.00 e. CFV License Fee: 3.1-20GT= [(P200.00+2/ GT or a fraction thereof)x3]; 20.1-50GT= [(P250.00+2/ GT or a fraction thereof)x3]; 50.1-100GT= [(P300.00+2/ GT or a fraction thereof)x3] f. CFG License Fee: 3.1-20.0GT= P400x3; 20.1-150.1GT= P800x3 g. Cash Bond: 3.1-20.0GT= P250.00 20.1-50.0GT= P350.00	30 min	BFAR PFO/ RO Collecting Officer
5.0. Provides BFAR PFO/RO the photocopy of the Official Receipt of the payments;	5.1. BFAR PFO forward the OR to BFAR RO.	none	30 min	BFAR PFO
	5.2. Review and evaluate the submitted documents	none	1 hr	BFAR RO Licensing Officer
	5.3. Affix signature in the BFAR application Form with complete documents and indorsement memo to BFAR CO	none	30 min	BFAR OIC-LLS and Chief FMRED
	5.4. Signs indorsement memo	none	10 min	Regional Director
	5.5. Sort and file the approved indorsement memo and regulatory documents	none	30 min	RO Licensing Officer
	5.6. BFAR RO forward the complete documents with the approved indorsement memo to RO Records Unit	none	30 min	RO Licensing Officer
TOTAL			13 hrs, 20 mins	

8. RENEWAL OF COMMERCIAL FISHING VESSELS AND GEARS (CFV/Gs) LICENSE

This service involves processing for the issuance of the renewal of Commercial Fishing Vessel License (CFVL) Renewal authorizing the commercial fishing vessel gross tonnage 3.1 and above, to fish within commercial waters or >15km from the shoreline.

Office or Division	Fisheries Management, Regulatory and Enforcement Division (FMRED)-
Classification	Highly Technical
Type of Transaction	Gov't to Citizen; and Gov't to Business
Who may avail	CFV owners/operators

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>I. Commercial Fishing Vessel License</b>	
a. Two (2) original copies of notarized and duly accomplished BFAR	BFAR Provincial Fisheries Offices/ Regional Office
b. Two (2) copies of 8"x10" vessel unaltered pictures showing the port,	CFV Owner/ Operator
c. Two (2) original copies of Grid map indicating the proposed fishing ground/s	BFAR Provincial Fisheries Offices/ Regional Office
d. One (1) Original or authenticated photocopy of valid/ unexpired Fishing	MARINA
e. Two (2) original copies of notarized Affidavit specifying that the vessel has	BFAR Provincial Fisheries Offices/ Regional Office
f. Two (2) original copies of notarized Affidavit of Undertaking stating that the	BFAR Provincial Fisheries Offices/ Regional Office
g. Original copy of the previous expired CFVL.	CFV owner/ operator
h. one (1) New fishing logsheets for catcher vessel for registration and	CFV Owner/ Operator
i. Duly accomplished fishing logsheets; or an affidavit attesting to the	CFV owner/ operator
j. Two (2) original and duplicate copies of fishing vessel Inspection Report	BFAR Provincial Fisheries Offices/ Regional Office
k. Two (2) photocopies of Official Receipts covering the payments of	Regional and Provincial Collecting Officers
<b>II. Commercial Fishing Gear Registration</b>	
a. Two (2) photocopies of the Official Receipt for the payment of application	Regional and Provincial Collecting Officers
b. Two (2) original copies of notarized and duly accomplished BFAR Fishing	BFAR Provincial Fisheries Offices/ Regional Office
c. Two (2) original copies of Fishing Gear technical design and specifications	BFAR Provincial Fisheries Offices/ Regional Office;
<b>III. Commercial Fishing Gear License</b>	
a. Two (2) copies of original notarized completed BFAR CFGL application	BFAR Provincial Fisheries Offices/ Regional Office
b. Two (2) original and duplicate copies of fishing gear Inspection Report	BFAR Provincial Fisheries Offices/ Regional Office
c. Two (2) copies of photo of Fishing Gear markings	CFV Owner/ Operator
d. Two (2) photocopies of the Official Receipt for the the payment of license	Regional and Provincial Collecting Officers

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1.0 CFV owner/operator expresses their intent to renew their license and request for an inspection of the fishing vessel to BFAR PFO having the jurisdiction of fishing vessel's homeport	1.1. Inspect the fishing vessel and gear.	none	4 hrs	BFAR PFO/ RO Licensing Officer
2.0 Submit the complete documents to BFAR PFO	2.1. Review and evaluate the submitted documents	none	2 hrs	BFAR PFO/ RO Licensing Officer
	2.2. Indorse the complete application documents to BFAR RO	none	1 hr	BFAR PFO
3.0. Payment of CFV/GL fees once the application documents declared as complete after evaluation	3.1. Issuance of Official Receipt	FAO 198-1, series of 2018 a. CFVL Application Fee: 400.00 b. CFGL Application Fee: 200.00 c. FG Registration Fee: 200.00 d. Logbook Registration (Catcher): 50.00 e. CFV License Fee: 3.1-20GT= [(P200.00+2/ GT or a fraction thereof)x3]; 20.1-50GT= [(P250.00+2/ GT or a fraction thereof)x3]; 50.1-100GT= [(P300.00+2/ GT or a fraction thereof)x3] f. CFG License Fee: 3.1-20.0GT= P400x3; 20.1-150.1GT= P800x3	30 min	BFAR PFO/ RO Collecting Officer
4.0. Provides BFAR PFO/RO the photocopy of the Official Receipt of the payments;	4.1. BFAR PFO forward the OR to BFAR RO.	none	30 min	BFAR PFO/ RO Licensing Officer
	4.2 Review and evaluate the submitted documents	none	1 hr	BFAR RO Licensing Officer
	4.3 Encode and Prepare quadruplet copies of CFV License together with the indorsement letter CFV owner/operator thru PFO	none	2 hrs	BFAR RO Licensing Officer
	4.4 Review the correctness of the quadruplet copies of CFV License and indorsement letter	none	30 min	BFAR RO Licensing Officer
	4.5 Affix signature in the BFAR application Form, CFV License and indorsement letter to CFV owner/operator thru PFO	none	30 min	BFAR OIC-LLS and Chief FMRED
	4.6 Signs the CFV License and indorsement letter	none	10 min	Regional Director
	4.7 Sort and file the approved License and regulatory documents	none	30 min	BFAR RO Licensing Officer
	4.8 BFAR RO forward the approved copy of CFV License and indorsement letter to Record's Unit for release	none	20 min	BFAR RO Licensing Officer
TOTAL			13 hrs, 20 mins	



1. Issuance of Agency Consent for Proposed Coastal Development Projects

These guidelines/steps seek to streamline the processing of requests for consent on coastal and marine development projects in municipal and offshore or national waters to ensure that there will be minimal to no adverse impact on the fisheries, that the said project activities are compliant with relevant domestic and international laws, and that benefits would redound to the Filipino people especially the fisherfolk. There will be two types of official document that this bureau issues: (1) Letter of No Objection (LONO), which approves an environmentally critical project proposal, and (2) Letter of Objection, which expresses opposition, including the reason thereof, to an environmentally critical project proposal.

Office or Division:	Fisheries Management Regulatory and Enforcement Division (FMRED)/ Fisheries Resource Management Section			
Classification:	Highly Technical			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Any person, corporation or entity for coastal development projects			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
In Municipal Waters				
1.	Accomplished application form	BFAR		
2.	Basic municipal/City Fisheries Ordinance updated in accordance with the Amended Fisheries Code	LGU		
3.	Environmental Impact System (EIS)	DENR		
4.	Environmental Impact Assessment (EIA)	DENR		
5.	Environmental Compliance Certificate (ECC)	DENR		
6.	Financial package for affected fisherfolk based on fisheries resource valuation	Proponent/ Requisitioner		
7.	Coastal Resource Management (CRM) Plan/ Ecosystem Approach to Fisheries Management (EAFM) Plan	DENR/ BFAR		
8.	Judicial Orders, Special Designation identifying the proposed project is not an Environmentally Critical Project nor in an Environmentally Critical Area, or legislation designating a part or whole of project site as special protection area, etc.	LGU, DENR		
9.	Updated Comprehensive Land Use Plan (CLUP)	LGU		
10.	Site Development Plan	Proponent/ Requisitioner		
11.	Marine Spatial Plan	LGU		
12.	Sangguniang Resolution/s (municipality/city) or Board of Director' Resolution in case of Government Corporation	LGU		
13.	Municipal/City Fisheries and Aquatic Resources and Management Council endorsement (Resolution)	LGU		
14.	Free and prior Informed Consent in case of ancestral domain.	LGU		
In National Waters or Offshore				
1.	Environmental Impact System (EIS)	DENR		
2.	Environmental Impact Assessment (EIA)	DENR		
3.	Environmental Compliance Certificate (ECC)	DENR		
4.	Judicial Orders, Special Designation identifying the proposed project is not an Environmentally Critical Project nor in an Environmentally Critical Area	LGU, DENR		
5.	Fisheries Resource Valuation Study	DENR, BFAR, ACADEME		
6.	Project does not violate provisions of the Fisheries Code, Environmental Act, and related fisheries and environmental rules and regulations	BFAR, DENR, PCG and other concerned NGAs		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Letter of Intent and pertinent documents	Receive and check completeness of initial documents submitted	None	15 min	CDP Provincial Secretariat concerned.
	Transmit documents to BFAR RFO-XIII	None	1 day	CDP Provincial Secretariat concerned.
	Instruct to facilitate and forward to CDP secretariat	None	15 min	Regional Director, Office of the Regional Director
	Review submitted documents	None	15 min	CDP Regional Secretariat
	Prepare letter for incomplete submission of requirements	None	15 min	CDP Provincial Secretariat concerned
	Schedule meeting with applicant and TWG Members	None	30 min	CDP Regional Secretariat
Attend meeting with BFAR-XIII CDP TWG Members	Meeting and evaluation of the proposed CDP with the applicant	None	4 hrs	CDP Regional and Provincial TWG Members concerned CDP Regional and Provincial Secretariat concerned
	Recommend issuance of Letter of No Objection (LONO) or Letter of Objection (LOO)	None	15 min	CDP Regional and Provincial TWG Members concerned
Issuance of Letter of Objection				
	Prepare LOO and forward the documents for the Director's signature	None	15 min	CDP Regional Secretariat
	Review and Sign Letter of Objection (LOO)	None	30 mins	Regional Director, Office of the Regional Director
	Release LOO to record section for transmittal to PFO concerned	None	15 mins	CDP Regional Secretariat
Claim LOO	Release LOO to applicant	None		CDP Provincial Secretariat concerned
Issuance of Letter of Objection				

	Draft MOA between the applicant, the concerned LGU, and BFAR-XIII	None	1 day	CDP Regional and Provincial TWG Members concerned CDP Regional and Provincial Secretariat concerned
	Forward/transmit MOA to LGU and applicant for comments	None	3 days	CDP Regional and Provincial Secretariat concerned
Receive, review MOA and submit comments	Receive and submit to CDP Regional Secretariat	None	1 day	CDP Provincial Secretariat concerned
	Review and finalize draft MOA and send to signatories	None	1 day	CDP Regional Secretariat
Receive, review, affix signature and return MOA to BFAR-XIII	Receive and submit to CDP Regional Secretariat	None		CDP Provincial Secretariat concerned
	Prepare Letter of No Objection (LONO) and endorsement letter to LGU	None	30 mins	CDP Regional Secretariat
	Sign MOA, LONO and endorsement letter to LGU	None	30 mins	Regional Director, Office of the Regional Director
Secure signed MOA	Release MOA to applicant for notarization	None		CDP Regional and Provincial Secretariat concerned
Have the MOA notarized and return back to BFAR-XIII	Receive notarized MOA and submit to CDP Regional Secretariat	None		CDP PFO Secretariat concerned
	Receive the notarized MOA and make copies for office file	None	15 mins	CDP Regional Secretariat
	Release to record section for transmittal to PFO concerned: 1. Two (2) copies of MOA and LONO to applicant 2. Endorsement letter and two (2) copies of MOA to LGU	None	30 mins	CDP Regional Secretariat
Claim MOA and LONO	Release to recipient: 1. Two (2) copies of MOA and LONO to applicant 2. Endorsement letter and two (2) copies of MOA to LGU	None		CDP Provincial Secretariat concerned



III. Quarantine: Inspection/Certificate of Accreditation/Registration

1. Issuance of Local Transport Permit (LTP) for Regularly Transported Species/Commodities

The LTP for domestic movement of regularly transported species/commodities is a documented evidence that the product is compliant to Sanitary Phytosanitary (SPS), food safety standards and aquatic wildlife conservation regulations and other relevant fishery laws. It acts as traceability document for the commodities from their origin. It is an essential risk management tool that enables individual members of the supply chain to quickly identify problems and to promptly disseminate this information to affected parties.

Office or Division	BFAR-RFO 13, Fisheries Inspection and Quarantine Unit (FIQU)			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen; G2B-Government to Business Entity			
Who may avail:	Traders of Fish and Fishery/Aquatic Products and BFAR Registered Exporters (EXTERNAL)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Filled-out application form (1 original)		Regional Office		
2. Traceability document (e.g. Auxillary Invoice, Collector's Permits, Official Receipt and etc.) (1 original and/or 1 photocopy)		Local Government Unit/BFAR/Company/Supplier		
3. Order of Payment (1 original)		Accounting/Special Collecting Officer		
4. Official Receipts (1 original, 1 photocopy)		BFAR Cashier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply and Submit filled-out application form and requirements to Regional Office.	1. Receive filled-out application form and submitted requirements for desk review.	None	15 Minutes	Quarantine Officer BFAR- RFO/SEAPORT/AIRPORT
2. Present the commodity for inspection.	2. Conduct inspection/verification of the presented commodity.	None	30 minutes	Quarantine Officer BFAR- RFO/SEAPORT/AIRPORT
None	2.1 Assign Local Transport Permit (LTP) number on the application form, Compute fees based on FAO 233 S. 2010 and record details in the logbook	*10kg & below=P20 *10.1kg to 50kg=P30 *50.1kg to 100kg=P50 *100 kg & above=P100	5 minutes	Quarantine Officer BFAR- RFO/SEAPORT/AIRPORT
3. Secure Order of Payment for required fees if applicable.	3. Issue Order of Payment for the required fees	None	5 Minutes	Accountant- BFAR RO Quarantine Officer - BFAR-SEAPORT/AIRPORT
4. Pay the required fees at the BFAR-RFO,Cashier or Designated Collection Officers, and secure Official Receipt	4. Accept the payment based on the issued Order of Payment and issue Official Receipt	*10kg & below=P20 *10.1kg to 50kg=P30 *50.1kg to 100kg=P50 *100 kg & above=P100	15 Minutes	Cashier for BFAR RO/ Collecting Officer- Seaport/Airport
5. Present the issued Official Receipt to Regional Office for the processing of Local Transport Permit (LTP )	5. Check the presented Official Receipt for recording and process/prepare the Local Transport Permit (LTP)	None	5 minutes	Quarantine Officer BFAR OFFICE/SEAPORT/AIRPORT
None	5.1 Review the printed Local Transport Permit (LTP) and place stamp seal/security feature	None	3 minutes	Quarantine Officer Designation BFAR OFFICE/SEAPORT/AIRPORT
None	5.2 Approve and sign Local Transport Permit (LTP)	None	5 minutes	Quarantine Officer and Inspector BFAR OFFICE/SEAPORT/AIRPORT
6. Claim the approved Local Transport Permit (LTP) at Regional Office	6. Release the approved Local Transport Permit (LTP) and record the date and time released	None	3 minutes	Quarantine Officer/Inspector BFAR OFFICE/SEAPORT/AIRPORT
TOTAL:		*10kg & below=P20 *10.1kg to 50kg=P30 *50.1kg to 100kg=P50 *100 kg & above=P100	1 hour and 26 minutes	

Notes:  
 Computation of Fees is based on Fisheries Administrative Order 233 s. 2010 (FAO 233)  
 Conduct of Risk Assessment is based on Fisheries Administrative Order 221 s. 2003 (FAO 221)



2. Issuance of Local Transport Permit (LTP) for Regulated Species/Commodities

The Local Transport Permit (LTP) for domestic movement of regulated species/commodities provides documented evidence that the product is compliant to Sanitary Phytosanitary (SPS), food safety standards and aquatic wildlife conservation regulations and other relevant fishery laws. It acts as traceability for the commodities from their origin which an essential risk management tool enabling individual members of supply chain to quickly identify problems and to promptly disseminate this information to affected parties.

Office or Division	BFAR-RFO 13, Fisheries Inspection and Quarantine Unit (FIQU)
Classification	Simple
Type of Transaction	G2C - Government to Citizen; G2B-Government to Business Entity, G2G-Government to Government
Who may avail:	Passengers/Traders/Shippers/Registered Exporters (EXTERNAL),Government (NGA,LGU)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Filled-out application form (1 original)	Regional Office
2. Traceability document (any of the following which is applicable e.g. Auxillary	Local Government Unit/BFAR/PFDA/Company/Supplier
3. Order of Payment (1 original)	Accounting/Special Collecting Officer
4. Official Receipts (1 original, 1 photocopy)	BFAR Cashier

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply and Submit filled-out application form and requirements to <b>Regional Office</b>	1. Receive filled-out application form and submit requirements for desk review.	None	15 Minutes	Quarantine Officer BFAR OFFICE/SEAPORT/AIRPORT
2. Present the commodity for inspection.	2. Conduct inspection/verification of presented commodity.	None	2 hours	Quarantine Officer BFAR OFFICE/SEAPORT/AIRPORT
None	2.1 Assign Local Transport Permit (LTP) number on the application form, Compute fees based on FAO 233 S. 2010 and record details in the logbook	*10kg & below=P20 *10.1kg to 50kg=P30 *50.1kg to 100kg=P50 *100 kg & above=P100	5 minutes	Quarantine Office BFAR OFFICE/SEAPORT/AIRPORT
3. Secure Order of Payment for required fees if applicable.	3. Issue Order of Payment for the required fees	None	5 Minutes	Accountant- BFAR RO Quarantine Officer - BFAR-SEAPORT/AIRPORT
4. Pay the required fees at the BFAR-Cashier and secure Official Receipt	4. Accept the payment based on the issued Order of Payment and issue Official Receipt	*10kg & below=P20 *10.1kg to 50kg=P30 *50.1kg to 100kg=P50 *100 kg & above=P100	15 Minutes	Cashier for BFAR RO/ Collecting Officer- Seaport/Airport
5. Present the issued Official Receipt for the processing of Local Transport Permit (LTP )	5. Check the presented Official Receipt for recording and process/prepare the Local Transport Permit (LTP)	None	5 minutes	Quarantine Officer Designation BFAR OFFICE/SEAPORT/AIRPORT
None	5.1 Review the printed Local Transport Permit (LTP) and place stamp security seal for it's security feature	None	3 minutes	Quarantine Officer Designation BFAR OFFICE/SEAPORT/AIRPORT
None	5.2 Approve and sign the Local Transport Permit (LTP)	None	5 minutes	Quarantine Officer and Inspector Designation BFAR OFFICE/SEAPORT/AIRPORT
6. Claim the approved Local Transport Permit (LTP) at Regional Office	6. Release the approved Local Transport Permit (LTP) and record the date and time released	None	3 minutes	Quarantine Officer/Inspector Designation BFAR OFFICE/SEAPORT/AIRPORT
TOTAL:		*10kg & below=P20 *10.1kg to 50kg=P30 *50.1kg to 100kg=P50 *100 kg & above=P100	2 hours and 56 minutes	

Notes:  
 Computation of Fees is based on Fisheries Administrative Order 233 s. 2010 (FAO 233)  
 Conduct of Risk Assessment is based on Fisheries Administrative Order 221 s. 2003 (FAO 221)

3. Issuance of Domestic Health Certificate (DHC) for Transboundary Movement of Live Fish and Fishery/Aquatic Products

The Domestic Health Certificate of live fish and fishery/aquatic products is used for the domestic movement/transport of fish and fishery/aquatic products. It provides documented evidence that the products have been cultured, collected/harvested, handled, transported, manufactured, packed, stored and distributed under established SPS and food safety standards and in accordance to relevant rules and regulations (*Fisheries Memorandum Order No. 240, S. 2003: Regulations on transboundary movement of shrimp post larvae, Fisheries General Memorandum Order No. 45 S. 2007: Issuance of Health Certificate for the in-country movement of live seaweeds intended for aquaculture purposes, Fisheries General Memorandum Order No. 241 S. 2017: Mandatory Screening for Tilapia Lake Virus (TiLV) and Issuance of Health Certificate for Transboundary Movement of Tilapia for Aquaculture Purposes*)

Office or Division	BFAR-RFO 13-Fisheries Quarantine Unit (FQU) / Fisheries Certification Unit (FCU)/ PFO			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen; G2B-Government to Business Entity, G2G-Government to Government			
Who may avail:	Passengers/Traders/Shippers/Registered Exporters (EXTERNAL),Government (NGA,LGU)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Authorization Letter from the Owner, if applicable (1 original)	Company/Business Entity			
2. Filled-out application form (1 original)	Regional Office			
3. Laboratory Analysis Result (1 original or 1 photocopy)	Regional Office/BFAR/ISO/PAB Accredited Laboratory			
4. Order of Payment (1 original)	Accounting/Special Collecting Officer			
5. Official Receipts (1 original, 1 photocopy)	BFAR Cashier			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out application form and requirements at Regional Office	1. Receive filled-out application form and required documents, and evaluate for completeness.	None	5 Minutes	FIQS Staff/Assigned Unit
None	1.1 Record and stamp with date and time received.	None	5 Minutes	FIQS Staff/Assigned Unit
None	1.2 Evaluate for validity and authenticity of submitted documents.	None	5 Minutes	FIQS Staff/Assigned Unit
None	1.3 Assign a Domestic Health Certificate reference number	None	5 Minutes	FIQS Staff/Assigned Unit
2. Secure Order of Payment at Regional Office	2. Issue Order of Payment for the required fees	None	5 Minutes	Accounting Officer
3. Pay the required fees at the BFAR Cashier	3. Accept the payment based on the issued Order of Payment and issue Official Receipt	PHP 50.00 per Domestic Health Certificate	10Minutes	Cashier
4. Present the issued Official Receipt to Regional Office for processing of Domestic Health Certificate	4. Check the presented Official Receipt for encoding and process/prepare Domestic Health Certificate (DHC)	None	20 Minutes	FIQS Staff/Assigned Unit
None	4.1 Review the printed Domestic Health Certificate (DHC) and place stamp seal as security feature	None	10 Minutes	FIQS Staff/Assigned Unit
None	4.2 Approve and sign the Domestic Health Certificate (DHC)	None	30 minutes	Certifying Officer
5. Receive notification on the approved Domestic Health Certificate (DHC)	5. Notify client and advice client to claim the approved Domestic Health Certificate (DHC)	None	5 Minutes	FIQS Staff/Assigned Unit
6. Claim the approved Domestic Health Certificate (DHC)	6. Release the approved Domestic Health Certificate (DHC) and record the date and time released	None	5 Minutes	FIQS Staff/Assigned Unit
TOTAL:		PHP 50.00 per Domestic Health Certificate	1 Hour 40 Minutes	

Notes: Fisheries Memorandum Order No. 240, S. 2003: Regulations on transboundary movement of shrimp post larvae, Fisheries General Memorandum Order No.



4. Issuance of Sanitary Health Certificate (S/HC) for Export of Fresh chilled, Frozen Fish and Fishery/Aquatic Products

The Sanitary Health Certificate (S/HC) for Export of Fresh chilled, Frozen Fish and Fishery/Aquatic Products provides documented evidence that the products have been cultured, harvested/collected, handled, transported, manufactured, packed, stored and distributed under established SPS and/or food safety standards and in accordance to relevant rules and regulations (FAO No. 210. S. 2010: Rules and Regulations on the Exportation of Fresh, Chilled and Frozen Fish and fishery/products, FAO No. 227, S. 2008: Rules and Regulations Governing the export of fish and aquatic products to European Union members countries, FAO No 228, S. 2008: Rules governing the organization and implementation of officials controls on fishery and aquatic products intended for the export to the EU market for human consumption)

Office or Division	BFAR-RFO 13, Fisheries Quarantine Unit (FQU) / Fisheries Certification Unit (FCU) / PFO
Classification	Simple
Type of Transaction	G2B-Government to Business Entity
Who may avail:	BFAR Registered Exporters of Fish and Fishery/Aquatic Products (EXTERNAL)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Filled-out request form (1 original)	Regional Office
2. Commercial Invoice (1 original)	Company/Business Entity
3. Packing List (1 original)	Company/Business Entity
4. Authorization Letter from the Owner (1 original) if applicable	Company/Business Entity
5. Laboratory Analysis Result (1 original, 1 photocopy)*	Regional Office/BFAR/ISO/PAB Accredited Laboratory
6. Request Letter for amendment (1 original) if applicable	Company/Business Entity
7. Original Copy of Sanitary Health Certificate (if S/HC is for amend)*	Regional Office
8. Preshipment Inspection Report (1 original)*	Regional Office
9. Order of Payment (1 original)	Regional Office/Accounting/Special Collecting Officer
10. Official Receipts (1 original, 1 photocopy)	BFAR Cashier

\*if necessary or as required by the importing country

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out application form and requirements to Regional Office	1. Receive filled-out application form and evaluate completeness and accuracy of submitted requirements	None	15 Minutes	FIQS Staff
None	1.1 Assign a Health Certificate reference number and record applicant information	None	5 Minutes	FIQS Staff
2. Secure Order of Payment issued at Regional Office	2. Issue Order of Payment for the required fees	None	5 Minutes	Special Collecting Officer
3. Pay the required fees at the BFAR Cashier and secure Official Receipt	3. Accept the payment based on the issued Order of Payment and issue Official Receipt	PHP 50.00 per Sanitary Health Certificate	5 Minutes	BFAR Cashier
4. Present the issued Official Receipt to BFAR FQU-FCU for the processing of the Sanitary Health Certificate (S/HC)	4. Check the presented Official Receipt and process/prepare the Sanitary Health Certificate (S/HC)	None	10 Minutes	FIQS Staff
None	4.1 Review/Validate entries of Sanitary Health Certificate (S/HC) and place BFAR seal as security features	None	20 Minutes	FIQS Staff
None	4.2 Approve and sign the Sanitary Health Certificate (S/HC)	None	30 Minutes	Certifying Officer
5. Receive notification on the approved Sanitary Health Certificate (S/HC) for Export	5. Notify client to claim the approved Sanitary Health Certificate (S/HC) for Export	None	5 Minutes	FIQS Staff
6. Claim the approved Sanitary Health Certificate at Regional Office	6. Release the approved Sanitary Health Certificate (S/HC) and record the date and time released	None	5 Minutes	FIQS Staff
TOTAL:		PHP 50.00 per Sanitary Health Certificate	1 Hour, 40 minutes	

Notes: FAO No. 210. S. 2010: Rules and Regulations on the Exportation of Fresh, Chilled and Frozen Fish and fishery/products, FAO No. 227, S. 2008: Rules and

5. Issuance of Sanitary Health Certificate (S/HC) for Export of Live Food Fish and Live Ornamental Fish

The Sanitary Health Certificate (S/HC) for Export of Live Food Fish and Live Ornamental Fish provides documented evidence that the products have been cultured/harvested/collected, handled, transported, manufactured, packed, stored and distributed under established SPS and/or food safety standards and in accordance to relevant rules and regulations (*Fisheries General Memorandum Order No. 001 s. 2013: Collection of Fees for the Issuance of Health Certificate for Export of Live Aquatic Animals*, *Fisheries General Memorandum Order No. 2 s. 2009: Requirements for the Export of Live Aquatic Animals: Crustaceans, Fish and Invertebrates*, *Fisheries General Memorandum Order No. 2 s. 2011: Administrative Guidelines and Requirements on the Issuance of Health Certificate for Export of Live Aquatic Animals*, *FAO No. 233, S 2010: Aquatic Wildlife Conservation*, *FAO No. 148, s. 1984: Regulation on the gathering, catching, taking or removing our Marine Tropical Aquarium Fish*, *FAO No. 227, S. 2008: Rules and Regulations Governing the export of fish and aquatic products to European Union members countries*, *FAO No 228, S. 2008: Rules governing the organization and implementation of officials controls on fishery and aquatic products intended for the export to the EU market for human consumption*, *FAO 264 S. 2020: Regulation on the Catching, Possession, Transporting, Selling, Trading and Exporting of Mangrove Crablets, Juvenile Mangrove Crabs and Gravid Mangrove Crabs (Scylla spp.)*, *FAO 265 S. 2020: Regulation on the Catching, Possession, Transporting, Selling, Trading and Exporting of Puerulus, Juvenile and Gravid Spiny Lobsters (Palinuridae)*)

Office or Division	BFAR RFO13, Fisheries Quarantine Unit (FQU) / Fisheries Certification Unit (FCU)
Classification	Simple
Type of Transaction	G2B-Government to Business Entity, G2G-Government to Government
Who may avail:	BFAR Registered Exporters (EXTERNAL),Government (NGA,LGU)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Filled-out request form (1 original)	Regional Office
2. Commercial Invoice (1 original)	Company/Business Entity
3. Packing List	Company/Business Entity
4. Authorization Letter from the Owner (1 original)*	Company/Business Entity
5. Laboratory Analysis Results (1 original, 1 photocopy)*	Regional Office/BFAR/ISO/PAB Accredited Laboratory
6. Request Letter for amendment ( 1 original) if applicable	Company/Business Entity
7. Original Copy of Sanitary Health Certificate (if S/HC is for amend)*	Regional Office
8. Order of Payment (1 original)	Accounting/Collecting Officer
9. Official Receipts (1 original, 1 photocopy)	BFAR Cashier

\*if necessary or as required by the importing country

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out application form and requirements to Regional Office	1. Receive filled-out application form and evaluate completeness and accuracy of submitted requirements	None	15 Minutes	FIQS Staff
None	1.1 Assign a Health Certificate reference number and record applicant information	None	5 Minutes	FIQS Staff
2. Secure Order of Payment issued at Regional Office	2. Issue Order of Payment for the required fees	None	5 Minutes	Special Collecting Officer
3. Pay the required fees at the BFAR Cashier and secure Official Receipt	3. Accept the payment based on the issued Order of Payment and issue Official Receipt	PHP 50.00 per Sanitary Health Certificate	5 Minutes	BFAR Cashier
4. Present the issued Official Receipt to BFAR FIQS for the processing of the Sanitary Health Certificate (S/HC)	4. Check the presented Official Receipt and process/prepare the Sanitary Health Certificate (S/HC)	None	10 Minutes	FIQS Staff
None	4.1 Review/Validate entries of Sanitary Health Certificate (S/HC) and place BFAR seal/security features	None	20 Minutes	FIQS Staff
None	4.2 Approve and sign the Sanitary Health Certificate (S/HC)	None	30 Minutes	Certifying Officer
5. Receive notification on the approved Sanitary Health Certificate (S/HC) for Export	5. Notify client to claim the approved Sanitary Health Certificate (S/HC) for Export	None	5 Minutes	FIQS Staff
6. Claim the approved Sanitary Health Certificate at Regional Office	6. Release the approved Sanitary Health Certificate (S/HC) and record the date and time released	None	5 Minutes	FIQS Staff
TOTAL:		PHP 50.00 per Sanitary Health Certificate	1 Hour, 40 minutes	

6. Issuance of Export Commodity Clearance (ECC) for fresh chilled, frozen fish and fishery/aquatic products

The Export Commodity Clearance (ECC) for fresh chilled, frozen fish and fishery/ aquatic products provides documented evidence that the products have been cultured, harvested/collected, handled, transported, manufactured, packed, stored and distributed under established SPS and/or food safety standards and in accordance to relevant rules and regulations (FAO No. 210. S. 2010: Rules and Regulations on the Exportation of Fresh, Chilled and Frozen Fish and fishery/products, FAO No. 227, S. 2008: Rules and Regulations Governing the export of fish and aquatic products to European Union members countries, FAO No 228, S. 2008: Rules governing the organization and implementation of officials controls on fishery and aquatic products intended for the export to the EU market for human consumption)

Office or Division	BFAR RFO 13, Fisheries Quarantine Unit (FQU) / Fisheries Certification Unit (FCU)
Classification	Simple
Type of Transaction	G2C - Government to Citizen; G2B-Government to Business Entity, G2G-Government to Government
Who may avail:	Passengers/Traders/Shippers/Registered Exporters (EXTERNAL),Government (NGA,LGU)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Filled-out application form (1 original)	Regional Office
2. Proforma Invoice (1 original)	Company/ Business Entity
3. Local Transport Permit (1 original or 1 photocopy)	BFAR Regional Office or Local Government Unit
4. Sanitary Health Certificate (1 original)	Regional Office
5. Pre-Shipment Inspection Report (1 original or 1 photocopy)*	BFAR FIQD-FIS/RFIQU (depending on the location of the establishment)
6. Export Declaration (1 original)* if applicable	Bureau of Customs
7. Authorization Letter from the Owner (1 original)* if applicable	Company/Business Entity
8. Order of Payment (1 original)	Accounting/Special Collecting Officer
9. Official Receipts (1 original, 1 photocopy)	BFAR Cashier

\*if necessary or as required by the importing country

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out application form and requirements at Regional Office	1. Receive filled-out application form and requirements for evaluation	None	20 Minutes	FIQS Staff
None	1.1 Record and stamp with date and time received	None	5 Minutes	FIQS Staff
None	1.2 Evaluate the validity and authenticity of submitted documents and assign Export Commodity Clearance (ECC) number	None	15 Minutes	FIQS Staff
None	1.3 Compute the required fees and advice client to secure Order of Payment on the required fees	W (Kg) x R (%) x P (Php) W = total net weight R = rate of applicable export fee in percent P = average wholesale price;  Php 50 application fee	10 Minutes	FIQS Staff
2. Secure Order of Payment at	2. Issue Order of Payment for the	None	5 Minutes	Accounting/Special Collecting
3. Pay the required fees and secure Official Receipt at Regional Office	3. Accept the payment based on the issued Order of Payment and issue	None	5 Minutes	BFAR Cashier
4. Present the issued Official Receipt for the processing of the Export Commodity Clearance (ECC) to Regional Office	4. Check the presented official receipt and process/prepare the Export Commodity Clearance (ECC)	None	15 Minutes	FIQS Staff
None	4.1 Review for correctness and accuracy of the entries to the Export Commodity Clearance (ECC) and place BFAR seal/security features	None	15 Minutes	FIQS Staff
None	4.2 Approve and sign the Export	None	30 Minutes	Certifying Officer
5. Receive notification on the approved Export Commodity Clearance (ECC)	5. Notify client to claim the approved Export Commodity Clearance (ECC)	None	5 Minutes	FIQS Staff
6. Claim the approved Export	6. Release the approved Export	None	5 Minutes	FIQS Staff
TOTAL:			1 hour, 55 minutes	

Notes: FAO 210 Sec. 5 Export Fee

Required Fees with Computations:

W (Kg) x R (%) x P (Php)

**7. Issuance of Export Commodity Clearance (ECC) for Shells and shellcrafts, Live Food Fish, Ornamental Fish, Dried Fish and Fishery/Aquatic Products**

The Export Commodity Clearance (ECC) provides documented evidence that the Live Food Fish, Ornamental Fish, Dried Fish and Fishery/Aquatic Products have been cultured, harvested/collected, handled, transported, manufactured, packed, stored and distributed under established sanitary phytosanitary and/or food safety standards and in accordance to relevant rules and regulations; while Shells and shellcrafts must be issued with ECC only for non-CITES and IUCN listed species <i>(Legal Basis: Republic Act 8550, 10654, 9147, 10611, FAO No. 233, 148, s. 1984: Regulation on the gathering, catching, taking or removing our Marine Tropical Aquarium Fish, FAO 264 S. 2020: Regulation on the Catching, Possession, Transporting, Selling, Trading and Exporting of Mangrove Crablets, Juvenile Mangrove Crabs and Gravid Mangrove Crabs (Scylla spp.), FAO 265 S. 2020: Regulation on the Catching, Possession, Transporting, Selling, Trading and Exporting of Puerulus, Juvenile and Gravid Spiny Lobsters (Palinuridae)</i> Fisheries General Memorandum Order No. 2 s. 2009: Requirements for the Export of Live Aquatic Animals: Crustaceans, Fish and Invertebrates, , BAC 248, FAO 233-2)				
Office or Division	BFAR RFO 13, Fisheries Quarantine Unit (FQU) / Fisheries Certification Unit (FCU)			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen; G2B-Government to Business Entity, G2G-Government to Government			
Who may avail:	Passengers/Traders/Shippers/Registered Exporters,Government (NGA,LGU)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Filled-out application form (1 original)		Regional Office		
2. Proforma Invoice (1 original)		Company/ Business Entity		
3. Local Transport Permit (1 original or 1 photocopy)		Regional Office		
4. Sanitary Health Certificate (1 original)		Regional Office		
5. Pre-Shipment Inspection Report (1 original or 1 photocopy)*		FIQS		
6. Export Declaration (1 original)* if applicable		Bureau of Customs		
7. Authorization Letter (1 original)*		Company/Business Entity		
8. Order of Payment (1 original)		Accounting		
9. Official Receipts (1 original, 1 photocopy)		BFAR Cashier		
10. Certificate of Taxonomic Identification (1 original or 1 photocopy)**		National Fisheries Research and Development Institute (NFRDI)/NSAP/SUCs/Any		
*if necessary				
**if the species cannot be identified by the Fisheries Quarantine/Certification Officers				
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out application form	1. Receive filled-out application form	None	20 Minutes	FIQS Staff
None	1.1 Record and stamp with date and	None	15 Minutes	FIQS Staff
None	1.2 Verify, Identify (inspect sample in	None	2 Hours	FIQS Staff
None	1.3 Assign Export Commodity	None	5 Minutes	FIQS Staff
None	1.4 Compute the required fees and advice client to secure Order of Payment on the required fees	W (Kg) x R (%) x P (Php) W = total net weight R = rate of applicable export fee in percent P = average wholesale price	10 Minutes	FIQS Staff
2. Secure Order of Payment at BFAR FIQU-FCU	2. Issue Order of Payment for the required fees	None	10 Minutes	FIQS Staff
3. Pay the required fees and secure Official Receipt at BFAR Designated Collecting Officer/Landbank	3. Accept the payment based on the issued Order of Payment and issue Official Receipt	None	5 Minutes	Cashier
4. Present the issued Official Receipt for the processing of the Export Commodity Clearance (ECC)	4. Check the presented official receipt and process/prepare the Export Commodity Clearance (ECC)	None	10 Minutes	FIQS Staff
None	4.1 Review for correctness and	None	15 Minutes	FIQS Staff
None	4.2 Approve and sign the Export	None	30 Minutes	Certifying Officer
5. Receive notification on the approved	5. Notify client to claim the approved	None	5 Minutes	FIQS Staff
6. Claim the approved Export	6. Release the approved Export	None	5 Minutes	FIQS Staff
TOTAL:			3 Hours, 10 minutes	

Notes: FAO 210 Sec. 5 Export Fee  
**Required Fees with Computations:**  
W (Kg) x R (%) x P (Php)





8. Issuance of Special Export Commodity Clearance (ECC) for fish and fishery/aquatic products

The Export Commodity Clearance (ECC) for fish and fishery/ aquatic products provides documented evidence that the products have been cultured, harvested, handled, transported, manufactured, packed, stored and distributed under established sanitary phytosanitary and/or food safety standards and in accordance to relevant rules and regulations (FAO 233, FAO 233-1)

Office or Division	BFAR RFO 13, Fisheries Quarantine Unit (FQU) / Fisheries Certification Unit (FCU)
Classification	Simple
Type of Transaction	G2C - Government to Citizen; G2G-Government to Government; G2B- Government to Business Entity
Who may avail:	Passengers/Shippers/Government (NGA, LGU)/BFAR Registered Exporters

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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A. Sample/Personal Consumption

B. Exhibit/Trade Fairs

C. Educational Purposes

D. Approved Scientific Research

1. Filled-out application form (1 original)	Regional Office
2. Export Declaration (1 original) if applicable	Bureau of Customs
3. Approved Registration Form/Certification if applicable (1 original)	Institution/Organizer
4. Letter of Intent with valid ID if applicable (1 original, 1 photocopy)	Client
5. Copy of invitation from international organizer if applicable (1 original)	Client
6. Inventory of Specimens to be used if applicable (1 original)	Client
7. Affidavit of Undertaking if applicable (1 original)	Client
8. Plane Ticket and itinerary if applicable	Client
9. Endorsement letter from DA-BFAR Chief if applicable (1 original)	BFAR
10. Order of Payment (1 original)	Accounting/Special Collecting Officer
9. Official Receipt (1 original)	Cashier

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out application form and requirements at <b>Regional Office</b>	1. Receive filled-out application form and requirements for evaluation	None	20 Minutes	FIQS Staff
None	1.1 Record and stamp with date and time received and assign Export Commodity Clearance (ECC) number	None	10 Minutes	FIQS Staff
2. Present commodity	2. Conduct verification of commodity	None	10 Minutes	FIQS Staff
3. Secure Order of Payment at Regional Office	3. Issue Order of Payment for the required fees	CITES species: Php 250 clearance  Non-CITES species: Php 50 per clearance	5 Minutes	Accounting/Special Collecting Officer
4. Pay the required fees and secure Official Receipt at Regional Office	4. Accept the payment based on the issued Order of Payment and issue Official Receipt	None	5 Minutes	BFAR Cashier
5. Present the issued Official Receipt for the processing of the Export Commodity Clearance (ECC) to Regional Office	5. Check the presented official receipt and process/prepare the Export Commodity Clearance (ECC)	None	15 Minutes	FIQS Staff
None	5.1 Review for correctness and	None	15 Minutes	FIQS Staff
None	5.2 Approve and sign the Export	None	30 Minutes	Certifying Officer
6. Receive notification on the approved Export Commodity Clearance (ECC)	6. Notify client to claim the approved Export Commodity Clearance (ECC)	None	5 Minutes	FIQS Staff
7. Claim the approved Export Commodity Clearance (ECC) at Regional Office	7. Release the approved Export Commodity Clearance (ECC) and record the date and time released	None	5 Minutes	FIQS Staff
TOTAL:		See table below	2 Hours	

Notes: FAO 210 Sec. 5 Export Fee

1. CITES species: Php 250 clearance
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IV. Provision of Assistance

1. Provision of Assistance to Fisherfolk Associations/Organizations

BFAR undertakes assistance through the conduct of meetings, organizational development, trainings, and other strengthening activities to fisherfolk associations, cooperatives and other groups. These activities, except meetings, will be implemented through modular approach, if necessary, and through counterparting scheme. In the absence of BFAR funds, such as activities that are not regular targets for the year, catering services and other necessary expenses, will be shouldered by the requesting party. BFAR will facilitate and handle other arrangements such as coordination of resource speakers. These activities will be conducted through a collaborative effort among the fisherfolk groups, Local Government Units (LGUs), BFAR Provincial Fisheries Offices (PFOs), and other concerned agencies.

Office or Division:	Regional Fisheries Training and Fisherfolk Coordination Division (RFTFCD) – Fisherfolk Coordination Unit			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen; G2G-Government to Government			
Who may avail:	Fisherfolk Associations; Fisherfolk/Agriculture Cooperatives; LGUs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request		Fisherfolk Associations; Fisherfolk/Agriculture Cooperatives; LGUs		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits letter request, addressed to the Regional Director, to the Records Unit.	1. Receives, records, and forwards to the Office of the Regional Director (ORD).	None	5 Minutes	Records Staff
				Records Unit
	1.1 Receives and forwards to the Regional Director for comments and instructions.	None	2 Minutes	ORD Secretary
				Office of the Regional Director
	1.2 Receives and instructs the RFTFCD for initial review and	None	15 Minutes	Regional Director
				Office of the Regional Director
	1.3 Releases to RFTFCD.	None	2 Minutes	ORD Secretary
				Office of the Regional Director
	2. Receives and forwards to OIC/Training Superintendent for instructions.	None	2 Minutes	Secretary
				Regional Fisheries Training and Fisherfolk Coordinating Division
	2.1 Reviews and evaluates the letter request and forwards to OIC of Fisherfolk Coordinating Unit for appropriate action.	None	5 Minutes	OIC/Training Superintendent
				Regional Fisheries Training and Fisherfolk Coordinating Division
	2.2 Coordinates with the concerned-PFO for authenticity/suitability of requesting party, and feasibility of the requested activity.	None	3 minutes	OIC Fisherfolk Coordinating Unit
				Regional Fisheries Training and Fisherfolk Coordinating Division
	2.3 Updates the OIC/Training Superintendent on the implementation of the requested activity.	None	10 Minutes	OIC Fisherfolk Coordinating Unit
				Regional Fisheries Training and Fisherfolk Coordinating Division
	2.4 Instructs the OIC Fisherfolk Coordinating Unit to prepare letter reply to the requesting unit.	None	2 Minutes	OIC/Training Superintendent Regional Fisheries Training and Fisherfolk Coordinating Division
	2.5 Prepares and submits to OIC/Training Superintendent for her comment/approval.	None	15 Minutes	OIC Fisherfolk Coordinating Unit
				Regional Fisheries Training and Fisherfolk Coordinating Division
	2.6 Checks and forwards to the OIC Fisherfolk Coordinating Unit for finalization.	None	2 Minutes	OIC/Training Superintendent
				Regional Fisheries Training and Fisherfolk Coordinating Division
	2.7 Finalizes the draft letter reply and submits to the Regional Director for approval.	None	3 Minutes	OIC Fisherfolk Coordinating Unit Regional Fisheries Training and Fisherfolk Coordinating Division
				Secretary
	2.8 Releases to ORD.	None	2 Minutes	Regional Fisheries Training and Fisherfolk Coordinating Division
				ORD Secretary
	3. Receives and forwards to the Regional Director.	None	2 Minutes	Office of the Regional Director
	3.1 Evaluates, approves, and forwards to the Records Unit for appropriate action.	None	15 Minutes	Regional Director
				Office of the Regional Director
				ORD Secretary



	3.2 Releases to Records Unit.	None	2 Minutes	Office of the Regional Director
	4. Releases to requesting office.	None	2 Minutes	Records Staff
				Records Unit
	5. Coordinates with the concerned-PFO for the implementation of the requested activity.	None	15 Minutes	OIC Fisherfolk Coordinating Unit
				Regional Fisheries Training and Fisherfolk Coordinating Division
2. Coordinates with concerned-PFO Designate in relation to schedules and other arrangements for the conduct of the activity.	6. Coordinates with requesting party in relation to schedules and other arrangements for the conduct of the activity.	None	15 Minutes	OIC Provincial Fishery Officer
				Concerned-Provincial Fisheries Office
	6.1 Coordinates with the RFTFCD as to the final arrangements of the activity.	None	15 Minutes	OIC Provincial Fishery Officer
				Concerned-Provincial Fisheries Office
	7. Prepares the draft memorandum to the PFO concerned re final arrangements of the activity and submits to OIC/Training Superintendent for her comments/recommendation.	None	15 Minutes	OIC Fisherfolk Coordinating Unit
				Regional Fisheries Training and Fisherfolk Coordinating Division
	7.1 Checks and forwards to the OIC Fisherfolk Coordinating Unit.	None	15 Minutes	OIC/Training Superintendent
				Regional Fisheries Training and Fisherfolk Coordinating Division
	7.2 Finalizes and endorses Memorandum and submits to the Regional Director for approval.	None		OIC Fisherfolk Coordinating Unit
				Regional Fisheries Training and Fisherfolk Coordinating Division
	7.3 Releases to the ORD.	None	2 minutes	Secretary
				Regional Fisheries Training and Fisherfolk Coordinating Division
	8. Receives and forwards to the Regional Director.	None	2 minutes	Secretary
				Office of the Regional Director
	8.1 Evaluates, approves, and forwards to the Records Unit for appropriate action.	None	15 minutes	Regional Director
				Office of the Regional Director
	8.2 Releases to Records Unit.	None	2 minutes	Secretary
				Office of the Regional Director
	9. Releases to PFO concerned.	None	2 Minutes	Records Staff
				Records Unit
3. Prepares the venue and needed equipment and ensures the complete attendance of participants	10. Facilitates the preparation of supplies and materials for the activity (if available)	None	4 Hours	OIC Fisherfolk Coordinating Unit
				Regional Fisheries Training and Fisherfolk Coordinating Division
	10.1 Turn-over the supplies and materials (if available) to the concerned-PFO.	None	10 Minutes	OIC Fisherfolk Coordinating Unit
				Regional Fisheries Training and Fisherfolk Coordinating Division
	11. Receives the supplies and materials (if available) for implementation of the activity.	None	10 Minutes	OIC Provincial Fishery Officer
				Concerned-Provincial Fisheries Office
	<b>TOTAL</b>	<b>None</b>	<b>7 Hours, 17 Minutes</b>	




2. Provision of Assistance for On-the-Job Training (OJT) Program

The Bureau of Fisheries and Aquatic Resources (BFAR) Region 13 in its efforts to technically equip various clientele, offers assistance to academic institutions, student-trainees, and fisherfolk on their On-the-Job Training (OJT) Program. The OJT Program will allow them to apply the theories, principles and ideas learned in the academe and to enhance their knowledge and skills under the supervision of BFAR-13 personnel. It will further expose the students and fisherfolk to work realities which will ideally hone their skills and prepare them once they get out of the school, and go back to their fish farms, respectively.

Office or Division:	Regional Fisheries Training and Fisherfolk Coordination Division (RFTFCD) – Training Unit
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen; G2G-Government to Government
Who may avail:	Academic Institutions; Local Government Units (LGUs)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter Request	Academic Institution/LGU
Memorandum of Agreement (MOA)	Academic Institution and BFAR Region-13
Application Letters of On-the-Job Trainees	Student-Trainee/Fisherfolk-Trainee
Resume of On-the-Job Trainees	Student-Trainee/Fisherfolk-Trainee
Parent's Consent/Waiver of On-the-Job Trainees	Student-Trainee/Fisherfolk-Trainee
Medical Certificate of On-the-Job Trainees	Student-Trainee/Fisherfolk-Trainee

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits letter request, addressed to the Regional Director, to the Records Unit.	1. Receives, records, and forwards to the Office of the Regional Director (ORD).	None	2 Minutes	Records Staff
				Records Unit
	1.1 Receives and forwards to the Regional Director for comments and instructions.	None	2 Minutes	ORD Secretary
				Office of the Regional Director
	1.2 Receives and instructs the RFTFCD for initial review and evaluation.	None	15 Minutes	Regional Director
				Office of the Regional Director
	1.3 Releases to RFTFCD.	None	2 Minutes	ORD Secretary
				Office of the Regional Director
	2. Receives and forwards to OIC/Training Superintendent for further instructions.	None	2 Minutes	Secretary
				Regional Fisheries Training and Fisherfolk Coordinating Division
	2.1 Receives, review and evaluates the letter request and forwards to OIC of Training Unit for appropriate action.	None	15 Minutes	OIC/Training Superintendent
				Regional Fisheries Training and Fisherfolk Coordinating Division
	3. Drafts MOA for review of the Legal Unit.	None	1 Hour	OIC Training Unit
				Regional Fisheries Training and Fisherfolk Coordinating Division
	3.1 Release to Legal Unit.	None	2 Minutes	Secretary
				Regional Fisheries Training and Fisherfolk Coordinating Division
	3.2 Receives and forwards to Legal Officer.	None	2 Minutes	Secretary
				Legal Unit
	3.3 Reviews the draft MOA, and revise as necessary.	None	30 Minutes	Legal Officer
				Legal Unit
	3.4 Release to RFTFCD.	None	2 Minutes	Secretary
				Legal Unit
	3.5 Receives and forwards to OIC/Training Superintendent for instructions.	None	2 Minutes	Secretary
				Regional Fisheries Training and Fisherfolk Coordinating Division
	3.6 Reviews, and endorses the draft MOA to the Regional Director for approval.	None	30 Minutes	OIC/Training Superintendent
				Regional Fisheries Training and Fisherfolk Coordinating Division
	3.7 Release to ORD.	None	2 Minutes	Secretary
				Regional Fisheries Training and Fisherfolk Coordinating Division
	4. Receives and forwards to the Regional Director.	None	2 Minutes	ORD Secretary
				Office of the Regional Director
	4.1 Reviews, evaluates, and approves the draft MOA for dissemination to the academic institution.	None	15 Minutes	Regional Director
				Office of the Regional Director
	4.2 Release to RFTFCD.	None	2 Minutes	ORD Secretary
				Office of the Regional Director
	4.3 Receives and forwards to the OIC/Training Superintendent.	None	2 Minutes	Secretary
				Regional Fisheries Training and Fisherfolk Coordinating Division
	4.4 Coordinates with the OIC for Training Unit for further instructions.	None	15 Minutes	OIC/Training Superintendent
				Regional Fisheries Training and Fisherfolk Coordinating Division
	5. Draft communication/request letter to be sent to the academic institution with regards to the finalization of the MOA.	None	10 Minutes	OIC Training Unit
				Regional Fisheries Training and Fisherfolk Coordinating Division
	5.1 Finalize, and endorse communication/letter request to the Regional Director for	None	5 Minutes	OIC/Training Superintendent
				Regional Fisheries Training and Fisherfolk Coordinating Division
	5.2 Releases to the ORD.	None	2 minutes	Secretary
				Regional Fisheries Training and Fisherfolk Coordinating Division
	5.3 Receives and forwards to the Regional Director.	None	2 minutes	Secretary
				Office of the Regional Director
	5.4 Reviews and approves communication letter/letter	None	15 minutes	Regional Director


	communication letter/request.	None	15 minutes	<div>  </div> <div>Office of the Regional Director</div>
	5.5 Releases to RFTFCD.	None	2 minutes	<div>Secretary</div> <div>Office of the Regional Director</div>
	5.6 Receives and forwards to Records Unit for transmittal.	None	2 minutes	<div>Secretary</div> <div>Regional Fisheries Training and Fisherfolk Coordinating Division</div>

2. Receives communication/letter request with attached draft MOA for inputs.	6. Disseminates communication/letter request with attached MOA to academic institution.	None	2 Minutes	Records Staff
				Records Unit
3. Makes necessary inputs and coordinates with the OIC of Training Unit for the finalization of the MOA.	7. Receives, and consolidates (as necessary) inputs from the academic institution and finalize the MOA.	None	4 Hours	OIC Training Unit
				Regional Fisheries Training and Fishersfolk Coordinating Division
4. Coordinates with the OIC of Training Unit for the signing of the MOA.	8. Coordinates with the academic institution for the signing of the MOA.	None	30 Minutes	OIC Training Unit
				Regional Fisheries Training and Fishersfolk Coordinating Division
5. Submits list of names of interested student-trainee(s) in BFAR to the OIC of Training Unit.	9. Receives the list of names of interested student-trainee(s)	None	5 Minutes	OIC Training Unit
				Regional Fisheries Training and Fishersfolk Coordinating Division
6. Requires and instructs student-trainee(s) to submit requirements, in particular, Application Letter, Resume, Parent's Consent/Waiver, Medical Certificate, and Police or NBI Clearance, to the BFAR.	10. Receives and evaluates for correctness the submitted requirements from the student-trainee(s).	None	30 Minutes	OIC Training Unit
				Regional Fisheries Training and Fishersfolk Coordinating Division
	11. Coordinates with concerned-operating units for the assignments of student-trainee(s)	None	30 Minutes	OIC Training Unit
				Regional Fisheries Training and Fishersfolk Coordinating Division
	12. Assign student-trainee(s) to identified operating units in BFAR.	None	15 Minutes	OIC Training Unit
				Regional Fisheries Training and Fishersfolk Coordinating Division
	TOTAL	None	1 Day, 4 Hours	


### 3. Provision of Technical Assistance for Trainings

On top of the identified regular targets of BFAR under its Regional Fisheries Training and Fisherfolk Coordination Division (RFTFCD), the office caters to requests from other offices/organizations in the conduct of their trainings (Aquaculture, Municipal, Post-Harvest, Regulatory and Others). Through the RFTFCD, the office offers assistance in the provision of the training supplies and materials and the identification of competent resource person(s)/speaker(s) for a specific topic.

Office or Division:	Regional Fisheries Training and Fisherfolk Coordination Division (RFTFCD) – Training Unit			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Local Government Units (LGUs), Other Stakeholders			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter Request/Letter of Intent			Requesting office/institution	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits letter request, addressed to the Regional Director, to the Records Unit.	1. Receives, records, and forwards to the Office of the Regional Director (ORD).	None	5 Minutes	Records Staff
				Records Unit
	1.1 Receives and forwards to the Regional Director for comments and instructions.	None	2 Minutes	ORD Secretary
				Office of the Regional Director
	1.2 Receives and instructs the RFTFCD for initial review and evaluation.	None	15 Minutes	Regional Director
				Office of the Regional Director
	1.3 Releases to RFTFCD.	None	2 Minutes	ORD Secretary
				Office of the Regional Director
	2. Receives and forwards to OIC/Training Superintendent for instructions.	None	2 Minutes	Secretary
				Regional Fisheries Training and Fisherfolk Coordinating Division
	2.1 Reviews and evaluates the letter request and forwards to OIC of Training Unit for appropriate action.	None	5 Minutes	OIC/Training Superintendent
				Regional Fisheries Training and Fisherfolk Coordinating Division
	2.2 Coordinates with the concerned-PFO for authenticity/suitability of requesting party, and feasibility of the requested activity.	None	3 minutes	OIC Training Unit
				Regional Fisheries Training and Fisherfolk Coordinating Division
	2.3 Updates the OIC/Training Superintendent on the implementation of the requested activity.	None	10 Minutes	OIC Training Unit
				Regional Fisheries Training and Fisherfolk Coordinating Division
	2.4 Instructs the OIC Training Unit to prepare letter reply to the requesting office.	None	2 Minutes	OIC/Training Superintendent
				Regional Fisheries Training and Fisherfolk Coordinating Division
	2.5 Prepares and submits to OIC/Training Superintendent for her comment/recommendation.	None	15 Minutes	OIC Training Unit
				Regional Fisheries Training and Fisherfolk Coordinating Division
	2.6 Checks and forwards to the OIC Training Unit for finalization.	None	15 Minutes	OIC/Training Superintendent
				Regional Fisheries Training and Fisherfolk Coordinating Division
	2.7 Finalizes and submits to the Regional Director for approval.	None	3 Minutes	OIC Training Unit
				Regional Fisheries Training and Fisherfolk Coordinating Division
	2.8 Releases to ORD.	None	2 Minutes	Secretary
				Regional Fisheries Training and Fisherfolk Coordinating Division
	3. Receives and forwards to the Regional Director.	None	2 Minutes	ORD Secretary
				Office of the Regional Director
	3.1 Evaluates, approves, and forwards to the Records Unit for appropriate action.	None	15 Minutes	Regional Director
				Office of the Regional Director
	3.2 Releases to Records Unit.	None	2 Minutes	ORD Secretary
				Office of the Regional Director
	4. Releases to requesting office.	None	2 Minutes	Records Staff
				Records Unit
	5. Coordinates with the concerned-PFO for the implementation of the	None	15 Minutes	OIC Training Unit
				Regional Fisheries Training and Fisherfolk Coordinating Division
2. Coordinates with concerned-PFO Designate in relation to schedules and other arrangements for the conduct of the activity.	6. Coordinates with requesting party in relation to schedules and other arrangements for the conduct of the activity.	None	15 Minutes	OIC Provincial Fishery Officer
				Concerned-Provincial Fisheries Office
	6.1 Coordinates with the RFTFCD as to the final arrangements of the activity.	None	15 Minutes	OIC Provincial Fishery Officer
				Concerned-Provincial Fisheries Office
	7. Prepares the draft memorandum to the PFO concerned re final arrangements and submits to OIC/Training Superintendent for her comment/recommendation.	None	15 Minutes	OIC Training Unit
				Regional Fisheries Training and Fisherfolk Coordinating Division
	7.1 Checks and forwards to the OIC Training Unit for finalization.	None	15 Minutes	OIC/Training Superintendent
				Regional Fisheries Training and Fisherfolk Coordinating Division



	7.2 Finalizes and submits to the Regional Director for approval.	None	3 Minutes	<div>OIC Training Unit</div> <div>Regional Fisheries Training and Fisheries Coordinating Division</div>
	7.3 Releases to the ORD.	None	2 minutes	<div>Secretary</div> <div>Regional Fisheries Training and Fisheries Coordinating Division</div>
	8. Receives and forwards to the Regional Director.	None	2 minutes	<div>Secretary</div> <div>Office of the Regional Director</div>
	8.1 Evaluates, approves, and forwards to the Records Unit for appropriate action.	None	15 minutes	<div>Regional Director</div> <div>Office of the Regional Director</div>

	8.2 Releases to Records Unit.	None	2 Minutes	<div> <div>  </div> <div> <div>Secretary</div> <div>Office of the Regional Director</div> </div> </div>
	9. Releases to PFO concerned.	None	2 Minutes	<div> <div>Records Staff</div> <div>Records Unit</div> </div>
3. Prepares the venue and needed equipment and ensures the complete attendance of participants.	10. Facilitates the preparation of supplies and materials for the activity (if available), and training modules (as necessary).	None	4 Hours	<div> <div>OIC Training Unit</div> <div>Regional Fisheries Training and Fisherfolk Coordinating Division</div> </div>
	10.1 Develops training modules, if necessary.	None	5 Days	<div> <div>OIC Training Unit</div> <div>Regional Fisheries Training and Fisherfolk Coordinating Division</div> </div>
	10.2 Turnover the supplies and materials (if available), and training modules (as necessary) to the concerned-	None	10 Minutes	<div> <div>OIC Training Unit</div> <div>Regional Fisheries Training and Fisherfolk Coordinating Division</div> </div>
	11. Receives the supplies and materials (if available), and training modules (as necessary) for implementation of the activity.	None	10 Minutes	<div> <div>OIC Provincial Fishery Officer</div> <div>Concerned-Provincial Fisheries Office</div> </div>
	TOTAL	None	6 Days	
	With modules			
	TOTAL	None	1 Day	
	Without modules			

4. Provision of Technical Assistance for FARMC




Concerned about the progress of the coastal and fisheries in every community, the Bureau of Fisheries and Aquatic Resources (BFAR) promotes the strengthening of fisheries councils in various municipalities and provinces in the region. This is accomplished through encouraging fisherfolk representatives and directors to take initiatives, pursue more accomplishments, and to activate all Fisheries and Aquatic Resources Management Councils (FARMCs). The Fisherfolk/FARMC Coordination Unit under the Regional Fisheries Training and Fisherfolk Coordination Division (RFTFCD) of BFAR Region 10 facilitates activities/projects related to the organization, strengthening, and empowerment of fisherfolk/FARMCs in the region.

Office or Division:	Regional Fisheries Training and Fisherfolk Coordination Division (RFTFCD) – Fisherfolk Coordination/FARMC Unit			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen; G2G-Government to Government			
Who may avail:	Registered Fisherfolk Associations/Organizations, FARMCs, Local Government Units (LGUs) in municipalities/cities abutting with municipal water			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request		Registered Fisherfolk Associations/Organizations/FARMCs/LGUs		
Certificate of Registration of Fisherfolk Associations (1 photocopy per Fisherfolk Association)		Concerned Fisherfolk Associations		
Endorsement of fisherfolk/fishworker as the duly designated representative to the FARMC (1 original per Fisherfolk Association)		Concerned Fisherfolk Associations		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits letter request and required documents, addressed to the Regional Director, to the Records Unit.	1. Receives, records, and forwards to the Office of the Regional Director (ORD).	None	5 Minutes	Records Staff
				Records Unit
	1.1. Receives and forwards to the Regional Director for comments and instructions.	None	2 Minutes	ORD Secretary
				Office of the Regional Director
	1.2. Receives and instructs the RFTFCD for initial review and evaluation.	None	15 Minutes	Regional Director
				Office of the Regional Director
	1.3. Release to RFTFCD.	None	2 Minutes	ORD Secretary
				Office of the Regional Director
	2. Receives and forwards to OIC/Training Superintendent for instructions.	None	2 Minutes	Secretary
				Regional Fisheries Training and Fisherfolk Coordinating Division
	2.1. Reviews and evaluates the letter request and forwards to OIC of Fisherfolk Coordination Unit for appropriate action.	None	5 Minutes	OIC/Training Superintendent
				Regional Fisheries Training and Fisherfolk Coordinating Division
	2.2. Coordinates with the concerned-PFO for authenticity/suitability of requesting party, and feasibility of the requested activity.	None	3 Minutes	OIC Fisherfolk Coordination Unit
				Regional Fisheries Training and Fisherfolk Coordinating Division
	2.3. Updates the OIC/Training Superintendent on the implementation of the requested activity.	None	10 Minutes	OIC/Training Superintendent
				Regional Fisheries Training and Fisherfolk Coordinating Division
	2.4. Instructs the OIC Fisherfolk Coordination Unit to prepare a reply letter to the requesting office.	None	2 Minutes	OIC/Training Superintendent
				Regional Fisheries Training and Fisherfolk Coordinating Division
	2.5. Prepares and submits to OIC/Training Superintendent for her comments/ recommendation.	None	15 Minutes	OIC Fisherfolk Coordination Unit
				Regional Fisheries Training and Fisherfolk Coordinating Division
	2.6. Checks and forwards to OIC Fisherfolk Coordination Unit for finalization to the Regional Director for approval.	None	15 Minutes	OIC/Training Superintendent
				Regional Fisheries Training and Fisherfolk Coordinating Division
	2.7. Finalizes and submits to the Regional Director for approval.	None	3 Minutes	OIC Fisherfolk Coordination Unit
				Regional Fisheries Training and Fisherfolk Coordinating Division
	2.8. Release to ORD.	None	2 Minutes	Secretary
				Regional Fisheries Training and Fisherfolk Coordinating Division
	3. Receives and forwards to the Regional Director.	None	2 Minutes	ORD Secretary
				Office of the Regional Director
	3.1. Evaluates, approves, and forwards to the Records Unit for appropriate action.	None	15 Minutes	Regional Director
				Office of the Regional Director
	3.2. Releases to Records Unit.	None	2 Minutes	ORD Secretary
				Office of the Regional Director
	4. Releases to requesting office	None	2 Minutes	Records Staff
				Records Unit
	5. Coordinates with the concerned-PFO for the implementation of the requested activity.	None	15 Minutes	OIC Fisherfolk Coordination Unit
				Regional Fisheries Training and Fisherfolk Coordinating Division



2. Coordinates with concerned-PFO Designate in relation to schedules and other arrangements for the conduct of the activity.	6. Coordinates with requesting party in relation to schedules and other arrangements for the conduct of the activity.	None	15 Minutes	OIC Provincial Fishery Officer
				Concerned-Provincial Fisheries Office
	6.1. Coordinates with the RFTFCD as to the final arrangements of the activity.	None	15 Minutes	OIC Provincial Fishery Officer
				Concerned-Provincial Fisheries Office
	7. Prepares the draft memorandum to the PFO concerned re: final arrangements and submits to OIC/Training Superintendent for her comments/ recommendation.	None	15 Minutes	OIC Fisherfolk Coordination Unit
				Regional Fisheries Training and Fisherfolk Coordinating Division
	7.1. Checks and forwards to OIC Fisherfolk Coordination Unit for finalization to the Regional Director for approval.	None	15 Minutes	OIC/Training Superintendent
				Regional Fisheries Training and Fisherfolk Coordinating Division
	7.2. Finalizes and submits to the Regional Director for approval.	None	3 Minutes	OIC Fisherfolk Coordination Unit
				Regional Fisheries Training and Fisherfolk Coordinating Division
	7.3. Releases to the ORD.	None	2 minutes	Secretary
				Regional Fisheries Training and Fisherfolk Coordinating Division
	8. Receives and forwards to the Regional Director.	None	2 minutes	Secretary
				Office of the Regional Director



	8.1. Evaluates, approves, and forwards to the Records Unit for appropriate action.	None	15 Minutes	<div>Regional Director</div> <div>Office of the Regional Director</div>
	8.2. Releases to Records Unit.	None	2 Minutes	<div>Secretary</div> <div>Office of the Regional Director</div>
	9. Releases to PFO concerned.	None	2 Minutes	<div>Records Staff</div> <div>Records Unit</div>
3. Prepares the venue and needed equipment and ensures the complete attendance of participants.	10. Facilitates the preparation of supplies and materials for the activity (if available)	None	4 Hours	<div>OIC Fisherfolk Coordination Unit</div> <div>Regional Fisheries Training and Fisherfolk Coordinating Division</div>
	10.1. Turnover the supplies and materials (if available), and training modules (as necessary) to concerned-PFO	None	10 Minutes	<div>OIC Fisherfolk Coordination Unit</div> <div>Regional Fisheries Training and Fisherfolk Coordinating Division</div>
	11. Receives the supplies and materials (if available), and training modules (as necessary) to concerned-PFO for the implementation of the activity.	None	10 Minutes	<div>OIC Provincial Fishery Officer</div> <div>Concerned-Provincial Fisheries Office</div>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Day</b>	



BUREAU OF FISHERIES AND AQUATIC RESOURCES

## PROVINCIAL FISHERIES OFFICE

# EXTERNAL SERVICES

(FRONTLINE SERVICE )

## PART II

**PART II: PROVINCIAL FISHERY OFFICE**  
**LIST OF SERVICES**

**PROVINCIAL FISHERY OFFICE OF AGUSAN DEL NORTE**

- 1. Site Validation
- 2. Provision of Technical Assistance on Aquaculture-Related Services
- 3. Provision of Technical Assistance on Capture Fisheries-Related Services
- 4. Provision of Technical Assistance on Fisheries Resource Management Services
- 5. Processing of Application for Commercial Fishing Vessles and Gear License (CFVGL)
- 6. Issuance of 25-Year Fishpond Lease Agreement (FLA) and 10 Year Aquasilviculture Stewardship Contract (ASC)
- 7. Fingerlings Request and Distribution
- 8. Request for Underwater Assessment
- 9. Transfer of Assignemnt of Rights Covering Fishpond Lease Agreement (FLA) and Aquasilviculture Stewardship Contract (ASC)
- 10. Renewal of Fishpond Lease Agreement (FLA) and Aquasilviculture Stewardshio Contract (ASC)

**PROVINCIAL FISHERY OFFICE OF AGUSAN DEL SUR**

- 1. Site Validation
- 2. Provision of Technical Assistance on Aquaculture-Related Services
- 3. Provision of Technical Assistance on Capture Fisheries-Related Services
- 4. Provision of Technical Assistance on Fisheries Resource Management Services

**PROVINCIAL FISHERY OFFICE OF SURIGAO DEL NORTE**

- 1. Fishery Extension Worker Monthly Incentives
- 2. Site Validation
- 3. Provision of Technical Assistance on Aquaculture-Related Services
- 4. Provision of Technical Assistance on Capture Fisheries-Related Services
- 5. Provision of Technical Assistance on Fisheries Resource Management Services
- 6. Processing of Application for Commercial Fishing Vessel and Gear License (CFVGL)
- 7. Fingerlings Request and Distribution
- 8. Request for Underwater Assessment
- 9. Renewal of Fishpond Lease Agreement (FLA) and Aquasilviculture Stewardship Contract (ASC)
- 10. Issuance of 25-Year Fishpond Lease Agreement (FLA) and 10 Year Aquasilviculture Stewardship Contract (ASC)

**PROVINCIAL FISHERY OFFICE OF SURIGAO DEL SUR**

- 1. Fishery Extension Worker Monthly Incentives
- 2. Site Validation
- 3. Provision of Technical Assistance on Aquaculture-Related Services
- 4. Provision of Technical Assistance on Capture Fisheries-Related Services
- 5. Provision of Technical Assistance on Fisheries Resource Management Services
- 6. Fingerlings Request and Distribution

**PROVINCIAL FISHERY OFFICE OF PROVINCE OF DINAGAT ISLANDS**

- 1. Site Validation
- 2. Provision of Technical Assistance on Aquaculture-Related Services
- 3. Provision of Technical Assistance on Capture Fisheries-Related Services
- 4. Provision of Technical Assistance on Fisheries Resource Management Services
- 5. Processing of Application for Commercial Fishing Vessel and Gear License (CFVGL)
- 6. Issuance of 25-Year Fishpond Lease Agreement (FLA) and 10 Year Aquasilviculture Stewardship Contract (ASC)
- 7. Fingerlings Request and Distribution
- 8. Request for Underwater Assessment
- 9. Transfer of Assignemnt of Rights Covering Fishpond Lease Agreement (FLA) and Aquasilviculture Stewardship Contract (ASC)
- 10. Renewal of Fishpond Lease Agreement (FLA) and Aquasilviculture Stewardship Contract (ASC)

1. Site Validation

Site Validation is requested to assess the site being selected for the project based on the criteria. It is also important to validate the site first to ensure that the site is suitable for the specific project.

Office or Division:		Bureau of Fisheries and Aquatic Resources 13-Provincial Fisheries Office of Agusan del Norte (BFAR13-PFO AD'N)		
Classification:		Complex/ Highly Technical		
Type of Transaction:		Government to Government		
		Government to Business Entity		
Who may avail:		Local Government Unit/Government Agency		
		Private Institution		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Local Government Unit/Government Agency Private Institution		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and Submit request letter for Site Validation	1. Receive request letter and schedule for Site Validation	None	15 minutes	PFO-AD'N Administrative Officer/ District Fishery Technician
2. Prepare for Logistics support	2. Site Validation	None	1.5 days	District Fishery Technician
	2.1 Prepare for technical Report		1 day	District Fishery Technician
	2.2 Endorsement of Technical Report to PFO-AD'N for approval		20 mins.	District Fishery Technician
	2.3 Provide copy of technical report to LGU		5 mins.	District Fishery Technician
	Total:		2 days, 4 hrs and 25 mins.	

2. Provision of Technical Assistance on Aquaculture-Related Services

The provision of technical assistance related to aquaculture is given to small scale, medium scale and large scale aquaculture operators, as well as to would be investors. The assistance is given for free. The purpose of providing technical assistance is to ensure sustainable aquaculture production and to encourage more investors for aquaculture in the province of Agusan del Norte.

Office:	Provincial Fisheries Office - Agusan del Norte
Classification:	Simple – Basic Aquaculture Techniques
	Complex – Pond Preparation, Grow – out Culture to Harvest
	Highly Technical – Hatchery related, Intensive Culture, Feeding Management; Cage Construction
Type of Transaction:	G2G – Government to Government; G2C – Government to Citizen; G2B – Government to Business Entity
Who may avail:	Farmers and Fisherfolks, Investors, Policy Makers
CHECKLIST REQUIREMENTS	WHERE TO SECURE
Simple – no requirement; walk in	Provincial Fisheries Office
Simple – Client Satisfaction Feedback Form	Provincial Fisheries Office
Complex – Request Letter for those requiring field visits like pond evaluation	Provincial Fisheries Office
Highly Technical - Request Letter (requires field visit, site inspection)	Provincial Fisheries Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SIMPLE				
Walk – IN ; Fill-out Technical Assistance Request Form	Refer the client to concerned Technical Personnel	NONE	5 minutes	Desk Officer
	Answer to queries	NONE	30 minutes to 1 hour	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
		TOTAL	1 hour and 30 minutes	
COMPLEX				
Walk – IN ; Fill-out Technical Assistance Request Form	Refer the client to concerned Technical Personnel	NONE	5 minutes	Desk Officer
Walk in	Answer to queries	NONE	1 hour to 2 hours	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
Submit Request Letter for those requiring field visits	Conduct field visits	NONE	4 hours to 8 hours	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
		TOTAL	8 hours	
Highly TECHNICAL				
Submit Request Letter	Forward Letter to Regional Office (via email)	NONE	4 hours	Provincial Fishery Officer
	Approval of Request			Regional Director
	Inform the CLIENT on the approved request and schedule site visit	NONE	30 minutes	PFO
	Conduct Site Visit / Evaluation	NONE	4 hours to 8 hours	BFAR TWG, PFO, Senior Aquaculturist
	Submit recommendations to CLIENT	NONE	1 hour	PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
		TOTAL	14 HOURS	

### 3. Provision of Technical Assistance on Capture Fisheries-Related Services

The provision of technical assistance related to capture fisheries is given to municipal and commercial fisherfolks / operators, fish vendors and workers of the fisheries ancillary services. The assistance is given for free. The purpose of providing technical assistance is to ensure sustainable fisheries production

Office:	Provincial Fisheries Office - Agusan del Norte
Classification:	Simple – Basic Capture Fisheries, Difference between active and passive fishing gears; BFAR Capture Fisheries Interventions
	Complex – Marketing Aspect; Fishing seasons
	Highly Technical – Boat Construction, Fishing Gear Fabrication, Payao Management and Construction
Type of Transaction:	G2G – Government to Government; G2C – Government to Citizen; G2B – Government to Business Entity
Who may avail:	Farmers and Fisherfolks, Investors, Policy Makers

CHECKLIST REQUIREMENTS	WHERE TO SECURE
Simple – no requirement; walk in	Provincial Fisheries Office
Simple – Client Satisfaction Feedback Form	Provincial Fisheries Office
Complex – Request Letter for those requiring field visits like pond evaluation	Provincial Fisheries Office
Highly Technical - Request Letter (requires field visit, site inspection)	Provincial Fisheries Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SIMPLE				
Walk – IN ; Fill-out Technical Assistance Request Form	Refer the client to concerned Technical Personnel	NONE	5 minutes	Desk Officer
	Answer to queries	NONE	30 minutes to 1 hour	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
		TOTAL	1 hour and 30 minutes	
COMPLEX				
Walk – IN ; Fill-out Technical Assistance Request Form	Refer the client to concerned Technical Personnel	NONE	5 minutes	Desk Officer
Walk in	Answer to queries	NONE	1 hour to 2 hours	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
Submit Request Letter for those requiring field visits	Conduct field visits	NONE	4 hours to 8 hours	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
		TOTAL	8 hours	
Highly TECHNICAL				
Submit Request Letter	Forward Letter to Regional Office (via email)	NONE	4 hours	Provincial Fishery Officer
	Approval of Request			Regional Director
	Inform the CLIENT on the approved request and schedule site visit	NONE	30 minutes	PFO
	Conduct Site Visit / Evaluation	NONE	4 hours to 8 hours	BFAR TWG, PFO, Senior Aquaculturist
	Submit recommendations to CLIENT	NONE	1 hour	PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
		TOTAL	14 HOURS	

4. Provision of Technical Assistance on Fisheries Resource Management Services				
The provision of technical assistance on fisheries resources management is mostly provided to our Local Government Units (LGUs), other government agencies, BFAR, private sectors as well as our fisherfolk clients. The assistance is given for free. The purpose of providing technical assistance is to properly managed our fisheries and aquatic resources and ensure the sustainability of the province's fisheries production.				
Office:	Provincial Fisheries Office – Agusan del Norte			
Classification:	Simple – Knowledge on Fish Sanctuaries Establishment, Legal Basis for Fish Sanctuaries; Artificial Reefs Establishment (Production, Regulatory); Fish Breeding Areas			
	Complex – Review of Fisheries Management Related Municipal Ordinances; Attendance to Public Hearing / SB Session Related to Fisheries Resource Management			
	Highly Technical – Establishment of Fish Sanctuaries; Technical Monitoring of Sanctuaries; Coral Reef Areas and other aquatic ecosystems			
Type of Transaction:	G2G – Government to Government; G2C – Government to Citizen; G2B – Government to Business Entity / Private Sector			
Who may avail:	Farmers and Fisherfolks, Investors, Policy Makers			
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Simple – no requirement; walk in		Provincial Fisheries Office		
Simple – Client Satisfaction Feedback Form		Provincial Fisheries Office		
Complex – Request Letter for those requiring field visits like pond evaluation		Provincial Fisheries Office		
Highly Technical - Request Letter (requires field visit, site inspection)		Provincial Fisheries Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SIMPLE				
Walk – IN ; Fill-out Technical Assistance Request Form	Refer the client to concerned Technical Personnel	NONE	5 minutes	Desk Officer
	Answer to queries	NONE	30 minutes to 1 hour	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Fishing Regulation Officer
		TOTAL	1 hour and 30 minutes	
COMPLEX				
Walk – IN ; Fill-out Technical Assistance Request Form	Refer the client to concerned Technical Personnel	NONE	5 minutes	Desk Officer
Walk in	Answer to queries	NONE	1 hour to 2 hours	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
Submit Request Letter for those requiring field visits	Conduct field visits	NONE	4 hours to 8 hours	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
		TOTAL	10 hours and 35 minutes	
HIGHLY TECHNICAL				
Submit Letter Request	PFO to decide whether regional involvement is required	NONE	30 MINUTES	PFO
	Conduct technical assistance on the field	NONE	4 hours to 8 hours	PFO spearheaded Aquaculturists and Fisheries Regulation Officers
	If Regional involvement is required submit request / recommendation to regional office	NONE	1 hour	PFO
	Approval of Technical Assistance with involvement from the Regiona Office Personnel	NONE	1 hour	RO inform the PFO of the proposed schedule
	Inform the CLIENT on the scheduled Technical Assistance (FS Assessment	NONE	30 minutes	PFO
Assist the Technical Team (RO and PFO) on the logistical requirements of the evaluation	Conduct Technical Assistance (Highly Technical – FS Establishment and the like	NONE	8 hours to 48 hours	Regional and Provincial Technical Team
	Submit Technical Result to CLIENT	NONE	1 hour	PFO
		TOTAL	8 hours to 53 hours	

5. Processing of Application for Commercial Fishing Vessel and Gear License (CFVGL)


This service involves the processing of application for Commercial Fishing Vessel and Gear License (CFVGL) authorizing the fishing vessel to fish within commercial waters or waters beyond 15 km from the shoreline and with gross tonnage of 3.1 and above.	
Office or Division	Provincial Fisheries Office of Agusan del Norte
Classification	Highly Technical
Type of Transaction	G2C – Government to Citizen; G2B – Government to Business Entity
Who may avail	Commercial Fishing Vessel Owners/Operators
CHECKLIST OF REQUIREMENTS	
1. BFAR Commercial Fishing Vessel License (CFVL) application form;	
2. BFAR Commercial Fishing Gear License (CFGL) application form;	
3. Two (2) copies of "8x10" vessel unaltered pictures showing the port, starboard and required identification and marking as specified in Annex 1 of FAO 198-1 series of 2018;	
4. Grid map indicating the proposed fishing ground/s;	
5. Fishing gear technical design and specifications duly certified by the master net mender and owner;	
4. Original or authenticated photocopy of Maritime Industry Authority (MARINA) Certificates:	
a. Certificate of Philippine Registry (CPR);	
b. Certificate of Ownership (CO); and	
c. Valid/Unexpired Fishing Vessel Safety Certificate (FVSC)	
5. Approved articles of Incorporation and By-Laws for corporation, the primary or secondary purpose of which is to engage in fishing, or business name registration, certificate;	
a. Logsheet – Applicant (Fishing vessel owner/operator);	



6. Fishing logsheet for catcher vessel for registration and approval by BFAR upon payment of registration fee of Fifty pesos (Php 50.00);	b. Payment -Collecting Officer ;  c. Registration of Logsheet - BFAR Regional Office, Peñaranda St., Brgy. Taft, Surigao City
7. Affidavit specifying that the vessel has no pending criminal, civil or administrative case;	Applicant (Fishing vessel owner/operator)
8. Importation or construction clearance (in case the fishing vessel is imported or newly constructed);	BFAR Central Office-Library/Cashier - Ground/4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
9. Copy of official receipts covering payment of applications and licenses fees; and	Collecting Officer
10. Tax Identification Number of the vessel owner	Bureau of Internal Revenue (BIR)
11. Compliance with vessel monitoring system requirement.	BFAR Central Office - BFAR-Integrated Marine Environment Monitoring System (IMEMS) - 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
12. Initial payment of Php. 400.00 for application of Commercial Fishing Vessel License (CFVL), Php. 200.00 for application of Commercial Fishing Gear License (CFGL), and Php. 200.00 for application for Fishing Gear registration, and secure Official receipt.	Collecting Officer
13. Secure official receipt for Commercial Fishing Vessel License (CFVL) license fee based on the gross tonnage of the vessel	
14. Secure official receipt for cashbond deposit based on the gross tonnage of the vessel	

*Note: An "Order of Payment" is issued by PFO Agusan del Norte Licensing Officer to the applicants before payment, which they then submit to the collecting Officer to be used as reference for the computation and total amount of fees to be collected. It is not included in the list of regulatory requirements for application of Commercial Fishing Vessel License.*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill out Commercial Fishing Vessel and Gear License (CFVGL) application forms and comply with all regulatory requirements to the BFAR PFO Agusan del Norte	1. Provide Commercial Fishing Vessel and Gear License (CFVGL) application forms and list of requirements.	None	10 minutes	CFV Licensing Officer/PFO Agusan del Norte
2. Submit duly filled up application forms together with the complete regulatory requirements to the Licensing Officer of BFAR PFO Agusan del Norte	2. Accept filled out CFVGL application with complete regulatory requirements from the applicant	None	2 minutes	CFV Licensing Officer/PFO Agusan del Norte
None	2.1. Check, verify and evaluate the authenticity and completeness of the submitted requirements	None	8 minutes	CFV Licensing Officer/PFO Agusan del Norte
3. Receive Notification on the Scheduled Inspection of the fishing vessel and allow inspection	3. Schedule an inspection and notify the client on the schedule of inspection	None	2 minutes	CFV Licensing Officer/PFO Agusan del Norte
None	3.1 Conduct inspection on the fishing vessel of the client	None	30 minutes	CFV Licensing Officer/PFO Agusan del Norte
None	3.2 Prepare inspection report and affix name and signature at back page of the duly accomplished and notarized CFVGL Application forms	None	15 minutes	CFV Licensing Officer/PFO Agusan del Norte
4. Secure "Order of Payment" from CFV Licensing Officer/PFO Agusan del Norte	4. Issue "Order of Payment"	None	5 minutes	CFV Licensing Officer/PFO Agusan del Norte
5. Submit "Order of Payment" to Collecting Officer	5. Receive and review the computation of the submitted "Order of Payment"	None	2 minutes	Collecting Officer
6. Pay the necessary fees and secure an Official Receipt from Collecting Officer	6. Accept the payment based on the amount in the "Order of Payment" and issue an Official Receipt to client	Php. 400.00 CFVL Application Fee, Php. 200.00 CFGL Application Fee, Php. 200.00 Application Fee for Fishing Gear registration, and  Php 50.00 for logbook registration  *License Fee, & *Cash Bond Deposit based on gross tonnage (please see *notes below for computation)	7 minutes	Collecting Officer
7. Submit the original copy of Official Receipt (O.R.) to Licensing Officer/PFO Agusan del Norte	7. Receive and photocopy the submitted O.R. and return the original copy to the client	None	2 minutes	CFV Licensing Officer/PFO Agusan del Norte

None	7.1 Prepare endorsement letter to Regional Office for the CFVGL application with complete regulatory requirements and will sign by the Provincial Fisheries Officer	None	10 minutes	 CFV Licensing Officer/PFO Agusan del Norte
8. Wait for notification while the Regional Office endorse the applications to Central Office	8. Regional Office will prepare endorsement letter to Central Office for further appropriate actions	None	15 Days	Regional Office, Peñaranda St., Brgy. Taft, Surigao City
8. Receive notification thru call, text or e-mail of the approved CFVGL, and is ready for pick-up	8. Notify/Inform clients thru call, text or e-mail on the approved CFVGL and ready for pick up	None	5 minutes	CFV Licensing Officer/PFO Agusan del Norte
9. Receive/Claim the approved CFVGL license to operate	9. Release approved CFVGL to the applicant either thru the following: a. pick-up by applicant; and b. send copy thru personal delivery	None	5 minutes	CFV Licensing Officer/PFO Agusan del Norte

		Php. 400.00 CFVL Application Fee, Php. 200.00 CFGL Application Fee, Php. 200.00 Application Fee for Fishing Gear registration, and  Php 50.00 for logbook registration	15 days, 1 hour, and 43 minutes	
	TOTAL:	*License Fee, & *Cash Bond Deposit based on gross tonnage (please see *notes below for computation)		

<p><b>*NOTES:</b></p> <p>1. This procedure is applicable for applications filed in BFAR PFO Agusan del Norte. This does not cover the CFVGL applications filed in BFAR-Regional Office and forwarded to BFAR-Central Office.</p> <p>2. Consider bulk applications in this procedure which are submitted at the same time but cannot be processed at the same time due to manpower limitation. Processing time shall start only after finishing the processing of the previous transaction.</p> <p>3. Inspection of commercial fishing vessel depends on the availability of the vessel/s as well as the inspectors (five (5) working days upon the availability of the vessel). In case that the vessel is not available at the time of inspection, there should be an extension of time.</p> <p>4. Application fee for CFVL is PhP400.00, CFGL is PhP200.00, and Gear Registration is PhP200.00. While the license fee and Cash Bond Deposit is based on the gross tonnage of the vessel under Section 26 (a) and 27 of FAO 198-1 s. 2018.</p> <p><b>*License Fee:</b></p> <p>1. For fishing vessel 3.1-20.0 GT - P200.00 + P2.00/GT or a fraction thereof</p> <p>2. For fishing vessel 20.1-50.0 GT - P250.00 + 2.00/GT or a fraction thereof</p> <p>3. For fishing vessel 50.1 – 100.0 GT - P300.00 + 2.00/GT or a fraction thereof</p> <p>4. For fishing vessel 100.1-125.0 GT - P500.00 + 3.00/GT or a fraction thereof</p> <p>5. For fishing vessel 125.0-150.0 GT - P1,000.00 + 3.00/GT or a fraction thereof</p> <p>6. For fishing vessels 150.0 -250.0 GT - P1,500.00 + 3.00 / GT or a fraction thereof</p> <p>7. For fishing vessels 250.1 and above - P2,500.00 + 4.00/GT or a fraction thereof</p> <p><b>*Cash Bond Deposit:</b></p> <p>1. For fishing vessel 3.0 to 20 GT - P250.00</p> <p>2. For fishing vessel 20.1 to 50 GT - P350.00</p> <p>3. For fishing vessel 50.1 to 75 GT - P450.00</p> <p>4. For fishing vessel 75.1 to 100 GT - P550.00</p> <p>5. For fishing vessel 100.1-150.0 GT - P650.00</p> <p>6. For fishing vessels 150.0 -250.0 GT - P750.00</p> <p>7. For fishing vessel 250.1-500.0 GT - P850.00</p> <p>8. For fishing vessels 500.1 and above - P950.00</p> <p><b>Approval of CFVGL depends on the availability of the BFAR National Director.</b></p>				
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**6. ISSUANCE OF 25-YEAR FISHPOND LEASE AGREEMENT (FLA) and 10 YEAR AQUASILVICULTURE STEWARDSHIP CONTRACT (ASC)**

The service involves the processing of applications for issuance of 25-year Fishpond Lease Agreements and 10-year Aquasilviculture Stewardship Contract to individuals or corporations, fisherfolk association/cooperatives, micro, small and medium enterprise for the use of public lands released for fishpond development/purposes (Pursuant Section 16, Article II of the 1987 Constitution, Sections 3, 6, 12, 13, 45, 46, 50, 55, 57, 65, 103 (b) and 107 of Republic Act No. 8550, Republic Act 8289 as amended by Republic Act No. 9501 and Executive Order 26, series of 2011)				
Office or Division	BFAR- RFO 13, PFO Agusan del Norte			
Classification	Highly Technical			
Type of Transaction	G2C-Government to Client, G2B-Government to Business Entity			
Who may avail:	Filipino Citizen, Association, Cooperatives, MSMEs, Corporations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Initial requirements - New Application		Provincial Fishery Office-Agusan del Norte		
a. Letter of intent for Fishpond Lease Agreement (FLA) and Aquasilviculture		Applicant		
b. Payment of Application Fee P2,000.00		Cashier/ Special Collecting Officer		
c. Four (4) copies of the sketch or survey plan of the area released for		Department of Environment and Natural Resources - Regional Office		
d. A Certificate of Bank Deposit issued by any Banking Institution showing		Any bank preferred by the applicant		
e. Affidavit declaring that the initial capital deposited in the Bank shall be		Applicant		
f. Notarized affidavit of adherence to Good Aquaculture Practices in the		Provincial Fishery Office-Agusan del Norte		
g. Proof of compliance with Sec. 5,c of FAO No. 197-1: a. A Filipino citizen		Applicant		
h. *Two (2) certified true copies of By-laws and Articles of Incorporation,		Applicant		
i. Inspection Report of the area (2 original copies)		Provincial Fishery Office-Agusan del Norte		
2. Final Requirements -				
a. Twelve (12) copies of the survey plans of the area duly approved by the		Department of Environment and Natural Resources - Bureau of Lands		
b. Duly accomplished FLA or ASC forms duly acknowledged before a		Provincial Fishery Office		
c. Certifications issued by the Regional Director to the effect that the same		BFAR-RFO		
d. Certifications issued by the Regional Trial Court in the judicial district		Regional Trial Court - RTC		
e. Payment of cash bond deposit and initial rental		Provincial Fishery Office- Lanao del Norte- Special Collecting Officer		
f. Certification issued by the Regional Director to the effect that the area		BFAR RFO 13 through the Provincial Fishery Office		
g. Proof of updated remittances to the Social Security System for		Social Security System - SSS		
h. Environmental Compliance Certificate (ECC) or Certificate of Non-		Department of Environment and Natural Resources - Regional Office		
Issuance of 25-year Fishpond Lease Agreement (FLA)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Phase 1:				
SUBMISSION OF INITIAL REQUIREMENTS				

1. File fishpond lease agreement (FLA) /ASC application together with the initial requirements	1. Receive and review application with complete initial requirements submitted	None	30 Minutes	Designated Fishpond Leasing Officer 
2. Receive notification and make herself/himself available during the conduct of investigation/interview and inspection of fishpond	2.1 Coordinate with the client for the Conduct of investigation/interview and ocular inspection of the fishpond area	None	3 days	Designated Fishpond Leasing Officer
None	2.2 Prepare report of inspection and investigation with specific recommendations and advice client to pay the required fees	None	1 day	Designated Fishpond Leasing Officer
3. Pay the application fee and secure official receipt	3. Accept payment and Issue Official Receipt	Php2,000.00	5 minutes	Special Collecting Officer
None	3.1 Endorse FLA/ASC Application with complete initial requirements with Report of Inspection and Recommendation to the BFAR Regional Office for endorsement to BFAR Central	None	1 day	OIC-PFO /Liason Officer/Any PFO Representative
	5.2 Receive and evaluate report submitted by PFOs	None	30 Minutes	Aquaculturist I/ Staff-Leasing Section
	5.3 Prepares endorsement of initial requirements to BFAR-CO	None	20 Minutes	Aquaculturist I/ Staff-Leasing Section
	5.4 Forward/ endorse initial requirements to BFAR-CO	None	2 days	Chief-FMRED/ Regional Director
TOTAL--			5 days 35 mins	
<b>Phase 2:</b>				
<b>SUBMISSION OF FINAL REQUIREMENTS</b>				
None	1. Receive Memorandum from Regional Office informing on the submission/compliance of final requirements of client	None	10 Minutes	OIC-PFO/Leasing Officer
None	2. Send/Serve Letter to client informing on the compliance of final requirements	None	20 Minutes	OIC-PFO/Leasing Officer
2. Receive letter from PFO on the final requirements	None			OIC-PFO/Leasing Officer
1. Receive notification letter from BFAR PFO on the submission of final requirements	1. Notify applicant on the submission of final requirements for processing of it's application	None	5 minutes	OIC-PFO/Leasing Officer
2. Submits final requirements to PFO	2. Receive and Evaluate completeness of final requirements submitted and advice client to pay required fees	None	30 Minutes	OIC-PFO/Leasing Officer
	7.1. Prepares certifications for signature of the Regional Director	None	15 minutes	Aquaculturist I/ PFO-Capiz
3. Proceed to the Cashier/Special Collecting Officer and Pay the required fees and secure official receipt	3. Accept payment and Issue Official Receipt	Cashbond deposit (P500.00/hectare) & Initial Fishpond Rental (P1,500.00/hectare) Certification fee (20.00)	5 minutes	Special Collecting Officer
None	4. Prepare and endorse the final requirements to the Regional Office to be endorsed to Central Office for processing then wait for the approved permit	None	1 day	OIC-PFO/Leasing Officer
	7.3 Evaluate certifications/ endorsement letter for initial signature	None	10 Minutes	OIC-Leasing Section/ Chief-FMRED
	7.4 Signs certifications and endorsement for submission to BFAR-CO	None	20 minutes	Regional Director
	7.5 Transmits FLA/ASC/GP to BFAR-CO	None	1 day	Aquaculturist I/ Staff-Leasing Section
TOTAL--			1 day and 40mins	
<b>Phase 3:</b>				
<b>RELEASE OF THE APPROVED FLA/ASC APPLICATION</b>				
None	1. Receive the approved/signed application/permit forwarded by BFAR Central for release to client	None	15 Minutes	OIC-PFO/Leasing Officer
1. Receive notification letter from BFAR PFO on the approved/signed application/permit	1.1 Notify applicant on the approved/signed application/permit received from BFAR Central	None	4hrs	OIC-PFO/Leasing Officer
2. Proceed to PFO office and claim the approved/signed FLA or ASC application	2. Release the approved / signed FLA or ASC application	None	5 minutes	OIC-PFO/Leasing Officer
TOTAL--			4hrs and 20mins	

As per Fisheries Administrative Order (FAO) No. 197-1, s. of 2012)

Fishpond Application Fee	Php 2,000.00
Cash Bond Deposit	Php 500.00 per hectare or fraction thereof
Initial Fishpond Rental	Php 1, 500.00 / per hectare or fraction thereof
Transfer Fee	Php 100.00 per hectare or fraction thereof
Certification Fee	Php 20.00 - issued at the Regional Office only
Value of improvements (if applicable)	as maybe determined by PFO/RFO

7. Fingerlings request and distribution



Individuals who wish to venture into aquaculture activity may request fingerlings (Tilapia or Bangus) from the office.				
Office or Division:	Bureau of Fisheries and Aquatic Resources 13-Provincial Fisheries Office of Agusan del Norte (BFAR13-PFO AD'N)			
Classification:	Complex			
Type of Transaction:	Government to Citizen			
Who may avail:	Registered Fisherfolks in Misamis Oriental			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Validated Dispersal Request Form (1 copy)		Municipal/City Agriculture Office; Bureau of Fisheries and/or Aquatic Resources 10-		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send request to the Municipal/ City Agriculture Office  1.1 Fill up the Dispersal Request Form (DRF)	1. Received and logbook the endorsement of client's DRF validated by Fisheries Extension Worker (FEW) and noted by the Municipal/City Agriculturist	NONE	5 minutes	PFO-AD'N-District Fishery Technician
	1.1 District Fishery Technician and Provincial Fishery Officer (PFO) sign the form		2 minutes	PFO-AD'N-District Fishery Technician and Provincial Fishery Officer
	1.2 Prepare Requisition and Issue Slip (RIS) and endorse to Regional Office for Regional Directors' Approval			PFO-AD'N-Technical Staff
	1.3 Approve the RIS		5 minutes	BFAR13-Regional Director
	1.4 Return the documents to the PFO		2 days	PFO-AD'N Admin. Staff
	1.5 Coordinate the Technology Outreach Station (TOS) for the availability of fingerlings		1 day	PFO-AD'N-District Fishery Technician
	2. Preparation of TOS to produced fingerlings (tilapia)		5 minutes	
			1 month	TOS
3. Pick-up of fingerlings and prepare packaging materials (standard plastic cellophane and rubber bond)	3. Coordinate M/CAO on the pick-up date at TOS	NONE	20 minutes	PFO-AD'N -District Fishery Technician
	TOTAL:		1 month, 3 days and 37 minutes	

8. Request for Underwater Assessment

Underwater Assessment is requested to monitor existing fish sanctuary or for establishment of additional sanctuary. It is also performed to assess underwater damages.				
Office or Division:	Bureau of Fisheries and Aquatic Resources 13-Provincial Fisheries Office of Agusan del Norte (BFAR13-PFO AD'N)			
Classification:	Complex/ Highly Technical			
Type of Transaction:	Government to Government			
	Government to Business Entity			
Who may avail:	Local Government Unit/Government Agency			
	Private Institution			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Local Government Unit/Government Agency		
		Private Institution		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and Submit request letter for underwater assessment	1. Receive request letter and schedule for underwater assessment	None	15 minutes	PFO-AD'N Administrative Officer/ District Fishery Technician
	1.1 Request assistance from the			PFO-AD'N District Fishery Technician
			3 days	
			2 days	BFAR13 Underwater Assessment
2. Prepare for Logistics support	2. Underwater Assessment	None		District Fishery Technician
				Chief, FRMS and Regional Director
	2.1 Prepare for technical Report			
			10 days	
	2.2 Endorsement of Technical Report to Regional Office for approval			



	2.3 Provide copy of technical report to LGU		
		5 days	District Fishery Technician BFAR
		1 day	
	Total:	21 days and 15 minutes	

9. TRANSFER OR ASSIGNMENT OF RIGHTS COVERING FISHPOND LEASE AGREEMENT (FLA) AND AQUASILVICULTURE STEWARDSHIP CONTRACT (ASC)


The service involves the processing of requirements on assignment or transfer of rights under Fishpond Lease Agreements & Aquasilviculture Stewardship Contract to individuals or corporations, fisherfolk association/cooperatives, micro, small and medium enterprises

Office or Division	BFAR- RFO13 -Provincial Fishery Office-Agusan del Norte
Classification	Highly Technical
Type of Transaction	G2C- Gov't to Client ,G2B- Gov't to Business Entity
Who may avail:	Filipino Citizen, Association, Cooperatives, MSMEs, Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Initial requirements	Provincial Fishery Office (PFO) Agusan del Norte
a. Letter of intent for Fishpond Lease Agreement (FLA), Aquasilviculture	Submitted by the applicant
b. Payment of Application Fee	Cashier/ Special Collecting Officer
c. Four (4) copies of the sketch or survey plan of the area released for	RFO/DENR
d. A Certificate of Bank Deposit issued by any Banking Institution showing	Any bank preferred by the applicant
e. An affidavit declaring that the initial capital deposited in the Bank shall be	Submitted by the applicant
f. Notarized affidavit of adherence to Good Aquaculture Practices in the	Provincial Fishery Office; BFAR 13 FMRED -Leasing Section
g. Proof of compliance with Sec. 5,c of FAO No. 197-1: A. A Filipino citizen	Provincial Fishery Office; BFAR 13 FMRED -Leasing Section
h. *Two (2) certified true copies of By-laws and Articles of Incorporation,	Submitted bby the applicant
i. Inspection Report of the area (2 original copies)	Provincial Fishery Office; BFAR 13 FMRED -Leasing Section
For Applications for Gratuitous Permit (GP), the requirements are:	Provincial Fishery Office; BFAR 13 FMRED -Leasing Section
1. Letter of intent of the applicant; (3 original copies)	Submitted by the applicant
2. Project profile which states: (2 original copies)	Submitted by the applicant
a. The general and specific objectives of the project	
b. A brief description of the project	
c. The methodology of project implementation, which includes names of	
2. Final Requirements	Provincial Fishery Office; BFAR 13 FMRED -Leasing Section
a. Twelve (12) copies of the survey plans of the area duly approved by the	RFO/DENR
b. Duly accomplished FLA or ASC forms duly acknowledged before a	Provincial Fishery Office; BFAR 13 FMRED -Leasing Section
c. Certifications issued by the Regional Director and the Regional Trial	BFAR-RFO/ RTC
d. Payment of cash bond deposit and initial rental	Provincial Fishery Office; BFAR 13 FMRED -Leasing Section/Cashier/Special Collecting Officer
e. Certification issued by the Regional Director to the effect that the area	Provincial Fishery Office; BFAR 13 FMRED -Leasing Section
f. Proof of updated remittances to the Social Security System for	SSS
g. Environmental Compliance Certificate (ECC) or Certificate of Non-	DENR
a. Letter of intent to Transfer by the Lessee (3 original copies)	Applicant
b. Prior written approval of the transfer by the Secretary of Agriculture	BFAR-CO/ DA
c. Latest report of improvements verified by the Regional Director or his	RFO/PFO
d. Duly accomplished application form (15 original copies)	Provincial Fishery Office-Agusan del Norte
e. Original copy of the Deed of Assignment or Transfer and Assumption of	Applicant
f. Certified true copies of original official receipts of updated payment of rentals	Provincial Fishery Office - Special Collecting Officer
g. Payment of assignment or transfer fee and application fee	Provincial Fishery Office - Special Collecting Officer
h. Posting of required cash bond deposit	Provincial Fishery Office - Special Collecting Officer
i. Twelve (12) copies of the survey plan of the area under his/her name duly	Department of Environment and Natural Resources - Bureau of Lands
j. Contract or lease form duly accomplished and acknowledged before a	Provincial Fishery Office-Agusan del Norte
k. Certifications issued by the Regional Director to the effect that the same is	BFAR-RFO 13
l. Certifications issued by the Regional Trial Court in the judicial district where	Regional Trial Court
m. Certification issued by the Regional Director to the effect that the area	BFAR RFO 13 through the Provincial Fishery Office
n. Affidavit and certification executed and issued by the applicant and BFAR	Provincial Fishery Office; BFAR 13 FMRED -Leasing and Licensing Section
o. Notarized affidavit of adherence to Good Aquaculture Practices (2 original	Provincial Fishery Office; BFAR 13 FMRED -Leasing and Licensing Section
4. Requirements for Renewal of FLA or ASC	Provincial Fishery Office; BFAR 13 FMRED -Leasing Section
a. Letter of intent to renew lease of the applicant (3 original copies);	Submitted by the applicant
b. Payment of Application Fee, Cash bond deposit and initial rental	Provincial Fishery Office; BFAR 13 FMRED -Leasing Section/Cashier/Special Collecting Officer
c. Certification issued by the Regional Trial Court in the judicial district where	RTC
d. Duly accomplished FLA or ASC application duly acknowledged before a	Provincial Fishery Office; BFAR 13 FMRED -Leasing Section
e. One (1) copy of the survey plan of the area under his/her name duly approved by the Director of Lands or Regional Director of Lands (Blueprint)	RFO/DENR
f. *A new survey plan, should there be changes	DENR
g. BFAR RFO/PFO Inspection Report (2 original copies)	Provincial Fishery Office; BFAR 13 FMRED -Leasing Section

Issuance for Assignment/Transfer of FLA or ASC Rights				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up visitors Logbook at the Public Assistance Counter/Officer of the Day's Desk	1. Entertain Client and endorse to the responsible person	None	2 minutes	PFO Officer of the Day
Phase 1:				
1. Submit Letter of intent to Transfer by the Lessee	1.Receive Letter of Intent to the Regional Office	None	10 minutes	OIC-PFO/Designated Fishpond Leasing Officer




2. Make herself/himself available during the conduct of investigation/interview	2.1 Coordinate for the Conduct of investigation/interview on the applicant and ocular inspection of the fishpond area to ensure compliance to Sec. 18 of FAO 197-1	None	3 days	 Designated Fishpond Leasing Officer
None	2.2.Prepare report of inspection	None	1 day	Leasing Officer
None	2.3. Endorse Letter of Intent with Report of Inspection and Recommendation to the BFAR - RFO	None	1 day	OIC-PFO/Designated Fishpond Leasing Officer
3. Submit complete requirements for transfer of rights	3. Receive and review completeness of requirements	None	30 minutes	OIC-PFO/Designated Fishpond Leasing Officer
4. Pay the application fee, cashbond deposit and transfer fee, secure official receipt	4. Accept payment and Issue Official Receipt	Application fee(Php2,000.00 ) Transfer fee (100.00/Hectare) Cashbond deposit (500.00/hectare)	15 minutes	Special Collecting Officer
None	4.1 Endorse FLA/ASC Application for Transfer of Rights with complete requirements to the BFAR Regional Office for endorsement to Central Office for processing of application	None	1 day	OIC-PFO /Liason Officer/Any PFO Representative
	5.2 Receive and evaluate report submitted by PFOs	None	30 Minutes	Aquaculturist I/ Staff-Leasing Section
c/o RO6	5.3 Prepares endorsement of initial requirements to BFAR-CO	None	20 Minutes	Aquaculturist I/ Staff-Leasing Section
	5.4 Forward/ endorse initial requirements to BFAR-CO	None	2 days	Chief-FMRED/ Regional Director
	TOTAL--		6 days 55 mins	
Phase 2:				
RELEASE OF THE APPROVED TRANSFER OF RIGHTS FOR FLA & ASC				
None	1. Receive the approved/signed application for transfer forwarded by BFAR Central for release to client	None	15 Minutes	OIC-PFO/Leasing Officer
1. Receive notification letter from BFAR PFO on the approved/signed application for transfer of rigths	1.1 Notify applicant on the approved transfer of rights of FLA/ASC forwarded by the BFAR Central	None	4 hrs	OIC-PFO/Leasing Officer
2. Proceed to PFO office and claim the approved transfer of rights of FLA or ASC application	2. Release the approved / signed transfer of rigths of the FLA or ASC application	None	5 minutes	OIC-PFO/Leasing Officer
	TOTAL--		4 hrs and 20 mins	

**Required Fees:**  
As per Fisheries Administrative Order (FAO) No. 197-1, s. of 2012)

Fishpond Application Fee	Php 2,000.00			
Cash Bond Deposit	Php 500.00 per hectare or fraction thereof			
	Php 1, 500.00 / per hectare			
Transfer Fee	Php 100.00 per hectare or fraction thereof			
Annual Rental	For the year 2015: Php 1,200.00 per hectare or fraction thereof			
	For the year 2016: Php 1,300.00 per hectare or fraction thereof			
	For the year 2017: Php 1,400.00 per hectare of fraction thereof			
	For the year 2018 and every year thereafter: Php 1,500.00 per hectare of fraction thereof			
			1 day	
			5 minutes	
	2. Preparation of TOS to produced fingerlings (tilapia)		1 month	TOS
3. Pick-up of fingerlings and prepare packaging materials (standard plastic cellophane and rubber bond)	3. Coordinate M/CAO on the pick-up date at TOS	NONE	20 minutes	PFO-AD'N -District Fishery Technician
	TOTAL:		1 month, 3 days and 37 minutes	

**10. Renewal of Fishpond Lease Agreement (FLA) and Aquasilviculture Stewardship Contract (ASC)**

The service involves the processing of applications for renewal of Fishpond Lease Agreements (FLA) and Aquasilviculture Stewardship Contract (ASC)				
Office or Division	RFO 13 - PFO-Agusan del Norte			
Classification	Highly Technical			
Type of Transaction	G2C- Gov't to Client ,G2B- Gov't to Business Entity			
Who may avail:	Filipino Citizen, Association, Cooperatives, MSMEs, Corporations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requirements for Renewal application:				
a. Letter of intent to renew lease of the applicant (3 original copies);		Submitted by the applicant		
b. Payment of Application Fee, Cash bond deposit and initial rental		Provincial Fishery Office; BFAR-RFO 13 - FMRED -Leasing and Licensing Section/Cashier/Special Collecting Officer		
c. Certification issued by the Regional Trial Court in the judicial district where		RTC		
d. Duly accomplished FLA or ASC application duly acknowledged before a		Provincial Fishery Office; BFAR-RFO 13 FMRED -Leasing and Licensing Section		
e. One (1) copy of the survey plan of the area under his/her name duly		RFO/DENR		
f. *A new survey plan, should there be changes		Department of Environtment and Natural Resources - Regional Office		

g. BFAR RFO/PFO Inspection Report (2 original copies)		Provincial Fishery Office; BFAR-RFO 13 FMRED -Leasing and Licensing Section		
				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up visitors Logbook at the Public Assistance Counter/Officer of the Day's Desk	1. Entertain Client and endorse to the responsible person	None	2 minutes	PFO Officer of the Day
Phase 1:				
1. Submit complete requirements for Renewal of FLA or ASC	1. Receive and review application to the completeness of requirements	None	30 minutes	OIC-PFO/Designated Fishpond Leasing Officer
2. Receive notification on the conduct of inspection of fishpond on the latest improvements	2. Send notification on the conduct of ocular inspection of Latest Improvements over the area and to determined if there is an actual occupant in the area	None	3 days	Designated Fishpond Leasing Officer
None	2.1.Prepare report of inspection to ensure compliance to Sec.17 of FAO 197-1	None	1 day	Leasing Officer
3. Pay the required fees (application fee, initial fishpond rental and cashbond deposit) and secure official receipts	3. Accept payment and Issue Official Receipt	Application fee(Php2,000.00 ) Cashbond deposit (500.00/hectare) Initial Fishpond rental (1,500.00/hectare)	15 minutes	Special Collecting Officer
None	4.1 Endorse FLA/ASC Application for Renewal with complete requirements to the BFAR Regional Office for endorsement to Central Office for processing of application	None	1 day	OIC-PFO /Liason Officer/Any PFO Representative
	5.2 Receive and evaluate report submitted by PFOs	None	30 Minutes	Aquaculturist I/ Staff-Leasing Section
	5.3 Prepares endorsement of initial requirements to BFAR-CO	None	20 Minutes	Aquaculturist I/ Staff-Leasing Section
	5.4 Forward/ endorse initial requirements to BFAR-CO	None	2 days	Chief-FMRED/ Regional Director
	TOTAL--		5 days 45 mins	
Phase 2:				
RELEASE OF THE APPROVED RENEWAL OF APPLICATION FOR FLA & ASC				
None	1. Receive the approved/signed application for renewal forwarded by BFAR Central for release to client	None	15 Minutes	OIC-PFO/Leasing Officer
1. Receive notification letter from BFAR PFO on the approved/signed application for renewal on FLA or ASC	1.1 Notify applicant on the approved renewal of FLA/ASC forwarded by the BFAR Central	None	4 hrs	OIC-PFO/Leasing Officer
2. Proceed to PFO office and claim the approved renewal of FLA or ASC application	2. Release the approved / signed renewal on the FLA or ASC application	None	5 minutes	OIC-PFO/Leasing Officer
	TOTAL--		4 hrs and 20 mins	

**Required Fees:**  
As per Fisheries Administrative Order (FAO) No. 197-1, s. of 2012)

Fishpond Application Fee	Php 2,000.00
Cash Bond Deposit	Php 500.00 per hectare or fraction thereof
	Php 1, 500.00 / per hectare
Transfer Fee	Php 100.00 per hectare or fraction thereof
Annual Rental	For the year 2015: Php 1,200.00 per hectare or fraction thereof
	For the year 2016: Php 1,300.00 per hectare or fraction thereof
	For the year 2017: Php 1,400.00 per hectare of fraction thereof
	For the year 2018 and every year thereafter: Php 1,500.00 per hectare of fraction thereof

**Note:**  
1. Step Nos. 1 & 6- the number of minutes listed does not take into account the time it takes for the applicant to secure the requirements needed. The intervening period

<b>1. Site Validation</b>				
Site Validation is requested to assess the site being selected for the project based on the criteria. It is also important to validate the site first to ensure that the site is				
Office or Division:	Bureau of Fisheries and Aquatic Resources 13-Provincial Fisheries Office of Agusan del Sur (BFAR13-PFO ADS)			
Classification:	Complex/ Highly Technical			
Type of Transaction:	Government to Government			
	Government to Business Entity			
Who may avail:	Local Government Unit/Government Agency			
	Private Institution			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Local Government Unit/Government Agency		
		Private Institution		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and Submit request letter for Site Validation	1. Receive request letter and schedule for Site Validation	None	15 minutes	PFO-ADS Administrative Officer/ District Fishery Technician
	2. Site Validation		1.5 days	District Fishery Technician



2. Prepare for Logistics support	2.1 Prepare for technical Report	None	1 day	District Fishery Technician
	2.2 Endorsement of Technical Report to PFO-ADS for approval			District Fishery Technician
	2.3 Provide copy of technical report to LGU		20 mins.	District Fishery Technician
			5 mins.	
Total:			2 days, 4 hrs and 25 mins.	

2. Provision of Technical Assistance on Aquaculture-Related Services

The provision of technical assistance related to aquaculture is given to small scale, medium scale and large scale aquaculture operators, as well as to would be investors. The assistance is given for free. The purpose of providing technical assistance is to ensure sustainable aquaculture production and to encourage more investors for aquaculture in the province of Agusan del Sur.

Office:	Provincial Fisheries Office - Agusan del Sur
Classification:	Simple – Basic Aquaculture Techniques
	Complex – Pond Preparation, Grow – out Culture to Harvest
	Highly Technical – Hatchery related, Intensive Culture, Feeding Management; Cage Construction
Type of Transaction:	G2G – Government to Government; G2C – Government to Citizen; G2B – Government to Business Entity
Who may avail:	Farmers and Fisherfolks, Investors, Policy Makers
<b>CHECKLIST REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Simple – no requirement; walk in	Provincial Fisheries Office
Simple – Client Satisfaction Feedback Form	Provincial Fisheries Office
Complex – Request Letter for those requiring field visits like pond evaluation	Provincial Fisheries Office
Highly Technical - Request Letter (requires field visit, site inspection)	Provincial Fisheries Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>SIMPLE</b>				
Walk – IN ; Fill-out Technical Assistance Request Form	Refer the client to concerned Technical Personnel	NONE	5 minutes	Desk Officer
	Answer to queries	NONE	30 minutes to 1 hour	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
		<b>TOTAL</b>	<b>1 hour and 30 minutes</b>	
<b>COMPLEX</b>				
Walk – IN ; Fill-out Technical Assistance Request Form	Refer the client to concerned Technical Personnel	NONE	5 minutes	Desk Officer
Walk in	Answer to queries	NONE	1 hour to 2 hours	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
Submit Request Letter for those requiring field visits	Conduct field visits	NONE	4 hours to 8 hours	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
		<b>TOTAL</b>	<b>8 hours</b>	
<b>Highly TECHNICAL</b>				
Submit Request Letter	Forward Letter to Regional Office (via email)	NONE	4 hours	Provincial Fishery Officer
	Approval of Request			Regional Director
	Inform the CLIENT on the approved request and schedule site visit	NONE	30 minutes	PFO
	Conduct Site Visit / Evaluation	NONE	4 hours to 8 hours	BFAR TWG, PFO, Senior Aquaculturist
	Submit recommendations to CLIENT	NONE	1 hour	PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
		<b>TOTAL</b>	<b>14 HOURS</b>	

3. Provision of Technical Assistance on Capture Fisheries-Related Services

The provision of technical assistance related to capture fisheries is given to municipal and commercial fisherfolks / operators, fish vendors and workers of the fisheries

Office:	Provincial Fisheries Office - Agusan del Sur
Classification:	Simple – Basic Capture Fisheries, Difference between active and passive fishing gears; BFAR Capture Fisheries Interventions
	Complex – Marketing Aspect; Fishing seasons
	Highly Technical – Boat Construction, Fishing Gear Fabrication, Payao Management and Construction
Type of Transaction:	G2G – Government to Government; G2C – Government to Citizen; G2B – Government to Business Entity
Who may avail:	Farmers and Fisherfolks, Investors, Policy Makers
<b>CHECKLIST REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Simple – no requirement; walk in	Provincial Fisheries Office
Simple – Client Satisfaction Feedback Form	Provincial Fisheries Office
Complex – Request Letter for those requiring field visits like pond evaluation	Provincial Fisheries Office
Highly Technical - Request Letter (requires field visit, site inspection)	Provincial Fisheries Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>SIMPLE</b>				
Walk – IN ; Fill-out Technical Assistance Request Form	Refer the client to concerned Technical Personnel	NONE	5 minutes	Desk Officer
	Answer to queries	NONE	30 minutes to 1 hour	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO

Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Regulation Officer, Aquaculturist, PFO
		<b>TOTAL</b>	<b>1 hour and 30 minutes</b>	
<b>COMPLEX</b>				
Walk – IN ; Fill-out Technical Assistance Request Form	Refer the client to concerned Technical Personnel	NONE	5 minutes	Desk Officer
Walk in	Answer to queries	NONE	1 hour to 2 hours	Aquaculturist, Regulation Officer, Senior Aquaculturist, PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Regulation Officer, Senior Aquaculturist, PFO
Submit Request Letter for those requiring field visits	Conduct field visits	NONE	4 hours to 8 hours	Aquaculturist, Regulation Officer, Senior Aquaculturist, PFO
		<b>TOTAL</b>	<b>8 hours</b>	
<b>Highly TECHNICAL</b>				
Submit Request Letter	Forward Letter to Regional Office (via email)	NONE	4 hours	Provincial Fishery Officer
	Approval of Request			Regional Director
	Inform the CLIENT on the approved request and schedule site visit	NONE	30 minutes	PFO
	Conduct Site Visit / Evaluation	NONE	4 hours to 8 hours	BFAR TWG, PFO, Senior Aquaculturist
	Submit recommendations to CLIENT	NONE	1 hour	PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Regulation Officer, Senior Aquaculturist, PFO
		<b>TOTAL</b>	<b>14 HOURS</b>	

<b>4. Provision of Technical Assistance on Fisheries Resource Management Services</b>				
The provision of technical assistance on fisheries resources management is mostly provided to our Local Government Units (LGUs), other government agencies, private				
<b>Office:</b>	Provincial Fisheries Office – Agusan del Sur			
<b>Classification:</b>	Simple – Knowledge on Fish Sanctuaries Establishment, Legal Basis for Fish Sanctuaries; Artificial Reefs Establishment			
	Complex – Review of Fisheries Management Related Municipal Ordinances; Attendance to Public Hearing / SB Session Related			
	Highly Technical – Establishment of Fish Sanctuaries; Technical Monitoring of Sanctuaries; Coral Reef Areas and other aquatic			
<b>Type of Transaction:</b>	G2G – Government to Government; G2C – Government to Citizen; G2B – Government to Business Entity / Private Sector			
<b>Who may avail:</b>	Farmers and Fisherfolks, Investors, Policy Makers			

CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Simple – no requirement; walk in		Provincial Fisheries Office		
Simple – Client Satisfaction Feedback Form		Provincial Fisheries Office		
Complex – Request Letter for those requiring field visits like pond evaluation		Provincial Fisheries Office		
Highly Technical - Request Letter (requires field visit, site inspection)		Provincial Fisheries Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>SIMPLE</b>				
Walk – IN ; Fill-out Technical Assistance Request Form	Refer the client to concerned Technical Personnel	NONE	5 minutes	Desk Officer
	Answer to queries	NONE	30 minutes to 1 hour	Aquaculturist, Regulation Officer, Senior Aquaculturist, PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Regulation Officer
		<b>TOTAL</b>	<b>1 hour and 30 minutes</b>	
<b>COMPLEX</b>				
Walk – IN ; Fill-out Technical Assistance Request Form	Refer the client to concerned Technical Personnel	NONE	5 minutes	Desk Officer
Walk in	Answer to queries	NONE	1 hour to 2 hours	Aquaculturist, Regulation Officer, Senior Aquaculturist, PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Regulation Officer, Senior Aquaculturist, PFO
Submit Request Letter for those requiring field visits	Conduct field visits	NONE	4 hours to 8 hours	Aquaculturist, Regulation Officer, Senior Aquaculturist, PFO
		<b>TOTAL</b>	<b>10 hours and 35 minutes</b>	
<b>HIGHLY TECHNICAL</b>				
Submit Letter Request	PFO to decide whether regional involvement is required	NONE	30 MINUTES	PFO
	Conduct technical assistance on the field	NONE	4 hours to 8 hours	PFO spearheaded Aquaculturists and Fisheries Regulation Officers
	If Regional involvement is required submit request / recommendation to regional office	NONE	1 hour	PFO
	Approval of Technical Assistance with involvement from the Regional Office Personnel	NONE	1 hour	RO inform the PFO of the proposed schedule
	Inform the CLIENT on the scheduled Technical Assistance (FS Assessment)	NONE	30 minutes	PFO
Assist the Technical Team (RO and PFO) on the logistical requirements of the evaluation	Conduct Technical Assistance (Highly Technical – FS Establishment and the like	NONE	8 hours to 48 hours	Regional and Provincial Technical Team
	Submit Technical Result to CLIENT	NONE	1 hour	PFO
		<b>TOTAL</b>	<b>8 hours to 53 hours</b>	

<b>1. Fishery Extension Worker Monthly Incentives</b>	
Fishery Extension Worker (FEW) submit Monthly Report of fisheries data to the office and given a monthly incentive worth Php 3,500.00 for FEW and Php 4,000.00 for	
<b>Office or Division:</b>	Bureau of Fisheries and Aquatic Resources 13-Provincial Fisheries Office of Surigao del Norte

Classification:	Complex			
Type of Transaction:	Government to Government			
Who may avail:	Fishery Extension Worker and Provincial Fisheries Coordinator			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Monthly Fishery Extension Worker Report following the agency's given format		Bureau of Fisheries and Aquatic Resources 13		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Consolidated and Monthly Fishery Extension Worker Report with attach payroll for validation	1. Receive FEW Monthly Report	NONE	1 minute	PFO-SDN Administrative Officer/FEW Focal
	1.1 Validate Report		1 day	PFO-SDN District Fisheries Technician
	1.2 Endorse validated report and payroll to Regional Office		1 day	Administrative Officer
	1.3 Process Payroll		1 month	BFAR13- Accounting Staff Cashier
	1.4 Pay incentives on their respective ATMs		1 day	
	TOTAL:		1 month 3 days and 1 minute	

## 2. Site Validation

Site Validation is requested to assess the site being selected for the project based on the criteria. It is also important to validate the site first to ensure that the site is suitable for the specific project.

Office or Division:	Bureau of Fisheries and Aquatic Resources 13-Provincial Fisheries Office of Surigao del Norte (BFAR13-PFO SDN)			
Classification:	Complex/ Highly Technical			
Type of Transaction:	Government to Government Government to Business Entity			
Who may avail:	Local Government Unit/Government Agency Private Institution			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Local Government Unit/Government Agency Private Institution		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and Submit request letter for Site Validation	1. Receive request letter and schedule for Site Validation	None	15 minutes	PFO-SDN Administrative Officer/ District Fishery Technician
2. Prepare for Logistics support	2. Site Validation	None	1.5 days	District Fishery Technician
	2.1 Prepare for technical Report		1 day	District Fishery Technician
	2.2 Endorsement of Technical Report to PFO-SDN for approval		20 mins.	District Fishery Technician
	2.3 Provide copy of technical report to LGU		5 mins.	District Fishery Technician
	Total:		2 days, 4 hrs and 25 mins.	

## 3. Provision of Technical Assistance on Aquaculture-Related Services

The provision of technical assistance related to aquaculture is given to small scale, medium scale and large scale aquaculture operators, as well as to would be investors. The assistance is given for free. The purpose of providing technical assistance is to ensure sustainable aquaculture production and to encourage more investors for aquaculture in the province of Surigao del Norte.

Office:	Provincial Fisheries Office - Surigao del Norte			
Classification:	Simple – Basic Aquaculture Techniques			
	Complex – Pond Preparation, Grow – out Culture to Harvest			
	Highly Technical – Hatchery related, Intensive Culture, Feeding Management; Cage Construction			
Type of Transaction:	G2G – Government to Government; G2C – Government to Citizen; G2B – Government to Business Entity			
Who may avail:	Farmers and Fisherfolks, Investors, Policy Makers			
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Simple – no requirement; walk in		Provincial Fisheries Office		
Simple – Client Satisfaction Feedback Form		Provincial Fisheries Office		
Complex – Request Letter for those requiring field visits like pond evaluation		Provincial Fisheries Office		
Highly Technical - Request Letter (requires field visit, site inspection)		Provincial Fisheries Office		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SIMPLE				
Walk – IN ; Fill-out Technical Assistance Request Form	Refer the client to concerned Technical Personnel	NONE	5 minutes	Desk Officer
	Answer to queries	NONE	30 minutes to 1 hour	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
		TOTAL	1 hour and 30 minutes	
COMPLEX				
Walk – IN ; Fill-out Technical Assistance Request Form	Refer the client to concerned Technical Personnel	NONE	5 minutes	Desk Officer

Walk in	Answer to queries	NONE	1 hour to 2 hours	Aquaculturist, Regulation Officer, Aquaculturist, PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Regulation Officer, Aquaculturist, PFO
Submit Request Letter for those requiring field visits	Conduct field visits	NONE	4 hours to 8 hours	Aquaculturist, Regulation Officer, Aquaculturist, PFO
		<b>TOTAL</b>	<b>8 hours</b>	
Highly TECHNICAL				
Submit Request Letter	Forward Letter to Regional Office (via email)	NONE	4 hours	Provincial Fishery Officer
	Approval of Request			Regional Director
	Inform the CLIENT on the approved request and schedule site visit	NONE	30 minutes	PFO
	Conduct Site Visit / Evaluation	NONE	4 hours to 8 hours	BFAR TWG, PFO, Senior Aquaculturist
	Submit recommendations to CLIENT	NONE	1 hour	PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Regulation Officer, Aquaculturist, PFO
		<b>TOTAL</b>	<b>14 HOURS</b>	

4. Provision of Technical Assistance on Capture Fisheries-Related Services

The provision of technical assistance related to capture fisheries is given to municipal and commercial fisherfolks / operators, fish vendors and workers of the fisheries ancillary services. The assistance is given for free. The purpose of providing technical assistance is to ensure sustainable fisheries production

Office:	Provincial Fisheries Office - Surigao del Norte
Classification:	Simple – Basic Capture Fisheries, Difference between active and passive fishing gears; BFAR Capture Fisheries Interventions
	Complex – Marketing Aspect; Fishing seasons
	Highly Technical – Boat Construction, Fishing Gear Fabrication, Payao Management and Construction
Type of Transaction:	G2G – Government to Government; G2C – Government to Citizen; G2B – Government to Business Entity
Who may avail:	Farmers and Fisherfolks, Investors, Policy Makers

CHECKLIST REQUIREMENTS	WHERE TO SECURE
Simple – no requirement; walk in	Provincial Fisheries Office
Simple – Client Satisfaction Feedback Form	Provincial Fisheries Office
Complex – Request Letter for those requiring field visits like pond evaluation	Provincial Fisheries Office
Highly Technical - Request Letter (requires field visit, site inspection)	Provincial Fisheries Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SIMPLE				
Walk – IN ; Fill-out Technical Assistance Request Form	Refer the client to concerned Technical Personnel	NONE	5 minutes	Desk Officer
	Answer to queries	NONE	30 minutes to 1 hour	Aquaculturist, Regulation Officer, Aquaculturist, PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Regulation Officer, Aquaculturist, PFO
		<b>TOTAL</b>	<b>1 hour and 30 minutes</b>	
COMPLEX				
Walk – IN ; Fill-out Technical Assistance Request Form	Refer the client to concerned Technical Personnel	NONE	5 minutes	Desk Officer
Walk in	Answer to queries	NONE	1 hour to 2 hours	Aquaculturist, Regulation Officer, Aquaculturist, PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Regulation Officer, Aquaculturist, PFO
Submit Request Letter for those requiring field visits	Conduct field visits	NONE	4 hours to 8 hours	Aquaculturist, Regulation Officer, Aquaculturist, PFO
		<b>TOTAL</b>	<b>8 hours</b>	
Highly TECHNICAL				
Submit Request Letter	Forward Letter to Regional Office (via email)	NONE	4 hours	Provincial Fishery Officer
	Approval of Request			Regional Director
	Inform the CLIENT on the approved request and schedule site visit	NONE	30 minutes	PFO
	Conduct Site Visit / Evaluation	NONE	4 hours to 8 hours	BFAR TWG, PFO, Senior Aquaculturist
	Submit recommendations to CLIENT	NONE	1 hour	PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Regulation Officer, Aquaculturist, PFO
		<b>TOTAL</b>	<b>14 HOURS</b>	

5. Provision of Technical Assistance on Fisheries Resource Management Services

The provision of technical assistance on fisheries resources management is mostly provided to our Local Government Units (LGUs), other government agencies, private sectors as well as our fisherfolk clients. The assistance is given for free. The purpose of providing technical assistance is to properly managed our fisheries and aquatic resources and ensure the sustainability of the province's fisheries production.

Office:	Provincial Fisheries Office – Surigao del Norte
Classification:	Simple – Knowledge on Fish Sanctuaries Establishment, Legal Basis for Fish Sanctuaries; Artificial Reefs Establishment
	Complex – Review of Fisheries Management Related Municipal Ordinances; Attendance to Public Hearing / SB Session Related
	Highly Technical – Establishment of Fish Sanctuaries; Technical Monitoring of Sanctuaries; Coral Reef Areas and other aquatic
Type of Transaction:	G2G – Government to Government; G2C – Government to Citizen; G2B – Government to Business Entity / Private Sector
Who may avail:	Farmers and Fisherfolks, Investors, Policy Makers

CHECKLIST REQUIREMENTS	WHERE TO SECURE
Simple – no requirement; walk in	Provincial Fisheries Office
Simple – Client Satisfaction Feedback Form	Provincial Fisheries Office
Complex – Request Letter for those requiring field visits like pond evaluation	Provincial Fisheries Office



Highly Technical - Request Letter (requires field visit, site inspection)		Provincial Fisheries Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SIMPLE				
Walk – IN ; Fill-out Technical Assistance Request Form	Refer the client to concerned Technical Personnel	NONE	5 minutes	Desk Officer
	Answer to queries	NONE	30 minutes to 1 hour	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Fishing Regulation Officer
		<b>TOTAL</b>	<b>1 hour and 30 minutes</b>	
COMPLEX				
Walk – IN ; Fill-out Technical Assistance Request Form	Refer the client to concerned Technical Personnel	NONE	5 minutes	Desk Officer
Walk in	Answer to queries	NONE	1 hour to 2 hours	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
Submit Request Letter for those requiring field visits	Conduct field visits	NONE	4 hours to 8 hours	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
		<b>TOTAL</b>	<b>10 hours and 35 minutes</b>	
HIGHLY TECHNICAL				
Submit Letter Request	PFO to decide whether regional involvement is required	NONE	30 MINUTES	PFO
	Conduct technical assistance on the field	NONE	4 hours to 8 hours	PFO spearheaded Aquaculturists and Fisheries Regulation Officers
	If Regional involvement is required submit request / recommendation to regional office	NONE	1 hour	PFO
	Approval of Technical Assistance with involvement from the Regiona Office Personnel	NONE	1 hour	RO inform the PFO of the proposed schedule
	Inform the CLIENT on the scheduled Technical Assistance (FS Assessment	NONE	30 minutes	PFO
Assist the Technical Team (RO and PFO) on the logistical requirements of the evaluation	Conduct Technical Assistance (Highly Technical – FS Establishment and the like	NONE	8 hours to 48 hours	Regional and Provincial Technical Team
	Submit Technical Result to CLIENT	NONE	1 hour	PFO
		<b>TOTAL</b>	<b>8 hours to 53 hours</b>	

6. Processing of Application for Commercial Fishing Vessel and Gear License (CFVGL)

This service involves the processing of application for Commercial Fishing Vessel and Gear License (CFVGL) authorizing the fishing vessel to fish within commercial waters or waters beyond 15 km from the shoreline and with gross tonnage of 3.1 and above.			
Office or Division	Provincial Fisheries Office of Surigao del Norte		
Classification	Highly Technical		
Type of Transaction	G2C – Government to Citizen; G2B – Government to Business Entity		
Who may avail	Commercial Fishing Vessel Owners/Operators		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. BFAR Commercial Fishing Vessel License (CFVL) application form;		BFAR Provincial Fisheries Office of Surigao del Norte	
2. BFAR Commercial Fishing Gear License (CFGL) application form;		BFAR Provincial Fisheries Office of Surigao del Norte	
3. Two (2) copies of "8x10" vessel unaltered pictures showing the port, starboard and required		Applicant (Fishing vessel owner/operator)	
4. Grid map indicating the proposed fishing ground/s;		Applicant (Fishing vessel owner/operator)	
5. Fishing gear technical design and specifications duly certified by the master net mender and		Applicant (Fishing vessel owner/operator)	
4. Original or authenticated photocopy of Maritime Industry Authority (MARINA) Certificates:			
a. Certificate of Philippine Registry (CPR);		Maritime Industry Authority (MARINA)	
b. Certificate of Ownership (CO); and			
c. Valid/Unexpired Fishing Vessel Safety Certificate (FVSC)			
5. Approved articles of Incorporation and By-Laws for corporation, the primary or secondary		Security and Exchange Commission (SEC), Department of Trade and	
6. Fishing logsheet for catcher vessel for registration and approval by BFAR upon payment of registration fee of Fifty pesos (PhP 50.00);		a. Logsheet – Applicant (Fishing vessel owner/operator); b. Payment -Collecting Officer ; c. Registration of Logsheet - BFAR Regional Office, Peñaranda St.,	
7. Affidavit specifying that the vessel has no pending criminal, civil or administrative case;		Applicant (Fishing vessel owner/operator)	
8. Importation or construction clearance (in case the fishing vessel is imported or newly		BFAR Central Office-Library/Cashier - Ground/4th Floor, Fisheries	
9. Copy of official receipts covering payment of applications and licenses fees; and		Collecting Officer	
10. Tax Identification Number of the vessel owner		Bureau of Internal Revenue (BIR)	
11. Compliance with vessel monitoring system requirement.		BFAR Central Office - BFAR-Integrated Marine Environment Monitoring	
12. Initial payment of Php. 400.00 for application of Commercial Fishing Vessel License (CFVL),		Collecting Officer	
13. Secure official receipt for Commercial Fishing Vessel License (CFVL) license fee based on			
14. Secure official receipt for cashbond deposit based on the gross tonnage of the vessel			
Note: An "Order of Payment" is issued by PFO Agusan del Norte Licensing Officer to the applicants before payment, which they then submit to the collecting Officer to			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill out Commercial Fishing Vessel and Gear License (CFVGL) application forms and comply with all regulatory requirements to the BFAR PFO Surigao del Norte	1. Provide Commercial Fishing Vessel and Gear License (CFVGL) application forms and list of requirements.	None	10 minutes	CFV Licensing Officer/PFO Surigao del Norte
2. Submit duly filled up application forms together with the complete regulatory requirements to the Licensing Officer of BFAR PFO Surigao del Norte	2. Accept filled out CFVGL application with complete regulatory requirements from the applicant	None	2 minutes	CFV Licensing Officer/PFO Surigao del Norte
None	2.1. Check, verify and evaluate the authenticity and completeness of the submitted requirements	None	8 minutes	CFV Licensing Officer/PFO Surigao del Norte
3. Receive Notification on the Scheduled Inspection of the fishing vessel and allow inspection	3. Schedule an inspection and notify the client on the schedule of inspection	None	2 minutes	CFV Licensing Officer/PFO Surigao del Norte



None	3.1 Conduct inspection on the fishing vessel of the client	None	30 minutes	CFV Licensing Officer/PFO Surigao del Norte
None	3.2 Prepare inspection report and affix name and signature at back page of the duly accomplished and notarized CFVGL Application forms	None	15 minutes	CFV Licensing Officer/PFO Surigao del Norte
4. Secure "Order of Payment" from CFV Licensing Officer/PFO Surigao del Norte	4. Issue "Order of Payment"	None	5 minutes	CFV Licensing Officer/PFO Surigao del Norte
5. Submit "Order of Payment" to Collecting Officer	5. Receive and review the computation of the submitted "Order of Payment"	None	2 minutes	Collecting Officer
6. Pay the necessary fees and secure an Official Receipt from Collecting Officer	6. Accept the payment based on the amount in the "Order of Payment" and issue an Official Receipt to client	Php. 400.00 CFVL Application Fee, Php. 200.00 CFGL Application Fee, Php. 200.00 Application Fee for Fishing Gear registration, and  Php 50.00 for logbook registration  *License Fee, & *Cash Bond Deposit based on gross tonnage (please see *notes below for computation)	7 minutes	Collecting Officer
7. Submit the original copy of Official Receipt (O.R.) to CFV Licensing Officer/PFO Surigao del Norte	7. Receive and photocopy the submitted O.R. and return the original copy to the client	None	2 minutes	CFV Licensing Officer/PFO Surigao del Norte
None	7.1 Prepare endorsement letter to Regional Office for the CFVGL application with complete regulatory requirements and will sign by the Provincial Fisheries Officer	None	10 minutes	CFV Licensing Officer/PFO Surigao del Norte
8. Wait for notification while the Regional Office endorse the applications to Central Office	8. Regional Office will prepare endorsement letter to Central Office for further appropriate actions	None	15 Days	Regional Office, Peñaranda St., Brgy. Taft, Surigao City
8. Receive notification thru call, text or e-mail of the approved CFVGL, and is ready for pick-up	8. Notify/Inform clients thru call, text or e-mail on the approved CFVGL and ready for pick up	None	5 minutes	CFV Licensing Officer/PFO Surigao del Norte
9. Receive/Claim the approved CFVGL license to operate	9. Release approved CFVGL to the applicant either thru the following: a. pick-up by applicant; and  b. send copy thru personal delivery	None	5 minutes	CFV Licensing Officer/PFO Surigao del Norte
	TOTAL:	Php. 400.00 CFVL Application Fee, Php. 200.00 CFGL Application Fee, Php. 200.00 Application Fee for Fishing Gear registration, and  Php 50.00 for logbook registration  *License Fee, & *Cash Bond Deposit based on gross tonnage (please see *notes below for computation)	15 days, 1 hour, and 43 minutes	

**\*NOTES:**

1. This procedure is applicable for applications filed in BFAR PFO Surigao del Norte. This does not cover the CFVGL applications filed in BFAR-Regional Office and

2. Consider bulk applications in this procedure which are submitted at the same time but cannot be processed at the same time due to manpower limitation. Processing

3. Inspection of commercial fishing vessel depends on the availability of the vessel/s as well as the inspectors (five (5) working days upon the availability of the vessel). In

4. Application fee for CFVL is PhP400.00, CFGL is PhP200.00, and Gear Registration is PhP200.00. While the license fee and Cash Bond Deposit is based on the gross

**\*License Fee:**

1. For fishing vessel 3.1-20.0 GT - P200.00 + P2.00/GT or a fraction thereof

2. For fishing vessel 20.1-50.0 GT - P250.00 + 2.00/GT or a fraction thereof

3. For fishing vessel 50.1 – 100.0 GT - P300.00 + 2.00/GT or a fraction thereof

4. For fishing vessel 100.1-125.0 GT - P500.00 + 3.00/GT or a fraction thereof

5. For fishing vessel 125.0-150.0 GT - P1,000.00 + 3.00/GT or a fraction thereof

6. For fishing vessels 150.0 -250.0 GT - P1,500.00 + 3.00 / GT or a fraction thereof
7. For fishing vessels 250.1 and above - P2,500.00 + 4.00/GT or a fraction thereof

- \*Cash Bond Deposit:
1. For fishing vessel 3.0 to 20 GT - P250.00
  2. For fishing vessel 20.1 to 50 GT - P350.00
  3. For fishing vessel 50.1 to 75 GT - P450.00
  4. For fishing vessel 75.1 to 100 GT - P550.00
  5. For fishing vessel 100.1-150.0 GT - P650.00
  6. For fishing vessels 150.0 -250.0 GT - P750.00
  7. For fishing vessel 250.1-500.0 GT - P850.00
  8. For fishing vessels 500.1 and above - P950.00

Approval of CFVGL depends on the availability of the BFAR National Director.

### 7. Fingerlings request and distribution

Individuals who wish to venture into aquaculture activity may request fingerlings (Tilapia or Bangus) from the office.

Office or Division:	Bureau of Fisheries and Aquatic Resources 13-Provincial Fisheries Office of Surigao del Norte (BFAR13-PFO SDN)			
Classification:	Complex			
Type of Transaction:	Government to Citizen			
Who may avail:	Registered Fisherfolks in Misamis Oriental			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Validated Dispersal Request Form (1 copy)		Municipal/City Agriculture Office; Bureau of Fisheries and/or Aquatic Resources 10-		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
1. Send request to the Municipal/ 1.1 Fill up the Dispersal Request	1. Received and logbook the 1.1 District Fishery Technician 1.2 Prepare Requisition and Issue 1.3 Approve the RIS  1.4 Return the documents to the 1.5 Coordinate the Technology	NONE	5 minutes	PFO-AD'N-District Fishery
			2 minutes	PFO-SDN-District Fishery Technician and Provincial Fisherv
			5 minutes	PFO-SDN-Technical Staff
			2 days	BFAR13-Regional Director
			1 day	PFO-SDN Admin. Staff
			5 minutes	PFO-SDN-District Fishery Technician
	2. Preparation of TOS to		1 month	TOS
3. Pick-up of fingerlings and prepare packaging materials (standard plastic cellophane and rubber bond)	3. Coordinate M/CAO on the pick-up date at TOS	NONE	20 minutes	PFO-SDN -District Fishery Technician
	TOTAL:		1 month, 3 days and 37 minutes	

### 8. Request for Underwater Assessment

Underwater Assessment is requested to monitor existing fish sanctuary or for establishment of additional sanctuary. It is also performed to assess underwater damages.

Office or Division:	Bureau of Fisheries and Aquatic Resources 13-Provincial Fisheries Office of Surigao del Norte (BFAR13-PFO SDN)			
Classification:	Complex/ Highly Technical			
Type of Transaction:	Government to Government Government to Business Entity			
Who may avail:	Local Government Unit/Government Agency Private Institution			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Local Government Unit/Government Agency Private Institution		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and Submit request letter for underwater assessment	1. Receive request letter and	None	15 minutes	PFO-SDN Administrative
	1.1 Request assistance from the			PFO-SDN
				District Fishery Technician
			3 days	
			2 days	BFAR13
2. Prepare for Logistics support	2. Underwater Assessment	None		Underwater Assessment
				District Fishery Technician
				Chief, FRMS and Regional
	2.1 Prepare for technical Report		10 days	
	2.2 Endorsement of Technical			District Fishery Technician
	2.3 Provide copy of technical		5 days	
			1 day	
	Total:		21 days and 15 minutes	

### 9. Renewal of Fishpond Lease Agreement (FLA) and Aquasilviculture Stewardship Contract (ASC)

The service involves the processing of applications for renewal of Fishpond Lease Agreements (FLA) and Aquasilviculture Stewardship Contract (ASC)

Office or Division	RFO 13 - PFO-Surigao del Norte
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<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2C- Gov't to Client ,G2B- Gov't to Business Entity			
<b>Who may avail:</b>	Filipino Citizen, Association, Cooperatives, MSMEs, Corporations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<b>Requirements for Renewal application:</b>				
a. Letter of intent to renew lease of the applicant (3 original copies);		Submitted by the applicant		
b. Payment of Application Fee, Cash bond deposit and initial rental		Provincial Fishery Office; BFAR-RFO 13 - FMRED -Leasing and Licensing Section/Cashier/Special Collecting Officer		
c. Certification issued by the Regional Trial Court in the judicial district where		RTC		
d. Duly accomplished FLA or ASC application duly acknowledged before a		Provincial Fishery Office; BFAR-RFO 13 FMRED -Leasing and Licensing Section		
e. One (1) copy of the survey plan of the area under his/her name duly		RFO/DENR		
f. *A new survey plan, should there be changes		Department of Environment and Natural Resources - Regional Office		
g. BFAR RFO/PFO Inspection Report (2 original copies)		Provincial Fishery Office; BFAR-RFO 13 FMRED -Leasing and Licensing Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up visitors Logbook at the Public	1. Entertain Client and endorse to the	None	2 minutes	PFO Officer of the Day
<b>Phase 1:</b>				
1. Submit complete requirements for Renewal of FLA or ASC	1. Receive and review application to the completeness of requirements	None	30 minutes	OIC-PFO/Designated Fishpond Leasing Officer
2. Receive notification on the conduct of inspection of fishpond on the latest	2. Send notification on the conduct of ocular inspection of Latest	None	3 days	Designated Fishpond Leasing Officer
None	2.1.Prepare report of inspection to	None	1 day	Leasing Officer
3. Pay the required fees (application	3. Accept payment and Issue Official	Application	15 minutes	Special Collecting Officer
None	4.1 Endorse FLA/ASC Application	None	1 day	OIC-PFO /Liason Officer/Any
	5.2 Receive and evaluate report	None	30 Minutes	Aquaculturist I/ Staff-Leasing
	5.3 Prepares endorsement of initial	None	20 Minutes	Aquaculturist I/ Staff-Leasing
	5.4 Forward/ endorse initial	None	2 days	Chief-FMRED/ Regional
	TOTAL--		5 days 45 mins	
<b>Phase 2:</b>				
<b>RELEASE OF THE APPROVED RENEWAL OF APPLICATION FOR FLA &amp; ASC</b>				
None	1. Receive the approved/signed	None	15 Minutes	OIC-PFO/Leasing Officer
1. Receive notification letter from	1.1 Notify applicant on the approved	None	4 hrs	OIC-PFO/Leasing Officer
2. Proceed to PFO office and claim the	2. Release the approved / signed	None	5 minutes	OIC-PFO/Leasing Officer
	TOTAL--		4 hrs and 20 mins	

**Required Fees:**  
As per Fisheries Administrative Order (FAO) No. 197-1, s. of 2012)

Fishpond Application Fee	Php 2,000.00
Cash Bond Deposit	Php 500.00 per hectare or fraction thereof
	Php 1, 500.00 / per hectare
Transfer Fee	Php 100.00 per hectare or fraction thereof
Annual Rental	For the year 2015: Php 1,200.00 per hectare or fraction thereof
	For the year 2016: Php 1,300.00 per hectare or fraction thereof
	For the year 2017: Php 1,400.00 per hectare of fraction thereof
	For the year 2018 and every year thereafter: Php 1,500.00 per hectare of fraction thereof

**Note:**  
1. Step Nos. 1 & 6- the number of minutes listed does not take into account the time it takes for the applicant to secure the requirements needed. The intervening period between step 5 and step 6 has not been quantified, as this is when the applicant secures from BFAR and other government agencies (like EMB-DENR, Lands Management Service-DENR, Regional Trial Court, etc.) the final requirements needed.

# 10. ISSUANCE OF 25-YEAR FISHPOND LEASE AGREEMENT (FLA) and 10 YEAR AQUASILVICULTURE STEWARDSHIP CONTRACT

The service involves the processing of applications for issuance of 25-year Fishpond Lease Agreements and 10-year Aquasilviculture Stewardship Contract to individuals or corporations, fisherfolk association/cooperatives, micro, small and medium enterprise for the use of public lands released for fishpond development/purposes (Pursuant Section 16, Article II of the 1987 Constitution, Sections 3, 6, 12, 13, 45, 46, 50, 55, 57, 65, 103 (b) and 107 of Republic Act No. 8550, Republic Act 8289 as amended by Republic Act No. 9501 and Executive Order 26, series of 2011)

Office or Division	BFAR- RFO 13, PFO Surigao del Norte			
Classification	Highly Technical			
Type of Transaction	G2C-Government to Client, G2B-Government to Business Entity			
Who may avail:	Filipino Citizen, Association, Cooperatives, MSMEs, Corporations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Initial requirements - New Application		Provincial Fishery Office-Surigao del Norte		
a. Letter of intent for Fishpond Lease Agreement (FLA) and Aquasilviculture		Applicant		
b. Payment of Application Fee P 2,000.00		Cashier/ Special Collecting Officer		
c. Four (4) copies of the sketch or survey plan of the area released for		Department of Environment and Natural Resources - Regional Office		
d. A Certificate of Bank Deposit issued by any Banking Institution showing		Any bank preferred by the applicant		
e. Affidavit declaring that the initial capital deposited in the Bank shall be		Applicant		
f. Notarized affidavit of adherence to Good Aquaculture Practices in the		Provincial Fishery Office-Surigao del Norte		
g. Proof of compliance with Sec. 5,c of FAO No. 197-1: a. A Filipino citizen		Applicant		
h. *Two (2) certified true copies of By-laws and Articles of Incorporation,		Applicant		
i. Inspection Report of the area (2 original copies)		Provincial Fishery Office-Surigao del Norte		
2. Final Requirements -				
a. Twelve (12) copies of the survey plans of the area duly approved by the		Department of Environment and Natural Resources - Bureau of Lands		
b. Duly accomplished FLA or ASC forms duly acknowledged before a		Provincial Fishery Office		
c. Certifications issued by the Regional Director to the effect that the same		BFAR-RFO		
d. Certifications issued by the Regional Trial Court in the judicial district		Regional Trial Court - RTC		
e. Payment of cash bond deposit and initial rental		Provincial Fishery Office- Lanao del Norte- Special Collecting Officer		
f. Certification issued by the Regional Director to the effect that the area		BFAR RFO 13 through the Provincial Fishery Office		
g. Proof of updated remittances to the Social Security System for		Social Security System - SSS		
h. Environmental Compliance Certificate (ECC) or Certificate of Non-		Department of Environment and Natural Resources - Regional Office		
Issuance of 25-year Fishpond Lease Agreement (FLA)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
Phase 1:				
SUBMISSION OF INITIAL REQUIREMENTS				
1. File fishpond lease agreement (FLA)	1. Receive and review application with	None	30 Minutes	Designated Fishpond Leasing
2. Receive notification and make	2.1 Coordinate with the client for the	None	3 days	Designated Fishpond Leasing
None	2.2 Prepare report of inspection and	None	1 day	Designated Fishpond Leasing
3. Pay the application fee and secure	3. Accept payment and Issue Official	Php2,000.00	5 minutes	Special Collecting Officer
None	3.1 Endorse FLA/ASC Application	None	1 day	OIC-PFO /Liason Officer/Any
	5.2 Receive and evaluate report	None	30 Minutes	Aquaculturist I/ Staff-Leasing
	5.3 Prepares endorsement of initial	None	20 Minutes	Aquaculturist I/ Staff-Leasing
	5.4 Forward/ endorse initial	None	2 days	Chief-FMRED/ Regional





		TOTAL--	5 days 35 mins	
<b>Phase 2:</b>				<b>BFAR</b>
<b>SUBMISSION OF FINAL REQUIREMENTS</b>				
None	1. Receive Memorandum from	None	10 Minutes	OIC-PFO/Leasing Officer
None	2. Send/Serve Letter to client	None	20 Minutes	OIC-PFO/Leasing Officer
2. Receive letter from PFO on the final	None			OIC-PFO/Leasing Officer
1. Receive notification letter from	1. Notify applicant on the submission	None	5 minutes	OIC-PFO/Leasing Officer
2. Submits final requirements to PFO	2. Receive and Evaluate	None	30 Minutes	OIC-PFO/Leasing Officer
	7.1. Prepares certifications for	None	15 minutes	Aquaculturist I/ PFO-Capiz
3. Proceed to the Cashier/Special	3. Accept payment and Issue Official	Cashbond	5 minutes	Special Collecting Officer
None	4. Prepare and endorse the final	None	1 day	OIC-PFO/Leasing Officer
	7.3 Evaluate certifications/	None	10 Minutes	OIC-Leasing Section/ Chief-
	7.4 Signs certifications and	None	20 minutes	Regional Director
	7.5 Transmits FLA/ASC/GP to BFAR-	None	1 day	Aquaculturist I/ Staff-Leasing
	TOTAL--		1 day and 40mins	
<b>Phase 3:</b>				
<b>RELEASE OF THE APPROVED FLA/ASC APPLICATION</b>				
None	1. Receive the approved/signed	None	15 Minutes	OIC-PFO/Leasing Officer
1. Receive notification letter from	1.1 Notify applicant on the	None	4hrs	OIC-PFO/Leasing Officer
2. Proceed to PFO office and claim the	2. Release the approved / signed	None	5 minutes	OIC-PFO/Leasing Officer
	TOTAL--		4hrs and 20mins	

As per Fisheries Administrative Order (FAO) No. 197-1, s. of 2012)

Fishpond Application Fee	Php 2,000.00
Cash Bond Deposit	Php 500.00 per hectare or fraction thereof
Initial Fishpond Rental	Php 1, 500.00 / per hectare or fraction thereof
Transfer Fee	Php 100.00 per hectare or fraction thereof
Certification Fee	Php 20.00 - issued at the Regional Office only
Value of improvements (if applicable)	as maybe determined by PFO/RFO

1. Fishery Extension Worker Monthly Incentives

Fishery Extension Worker (FEW) submit Monthly Report of fisheries data to the office and given a monthly incentive worth Php 3,500.00 for FEW and Php 4,000.00 for

Office or Division:	Bureau of Fisheries and Aquatic Resources 13-Provincial Fisheries Office of Surigao del Sur			
Classification:	Complex			
Type of Transaction:	Government to Government			
Who may avail:	Fishery Extension Worker and Provincial Fisheries Coordinator			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Monthly Fishery Extension Worker Report following the agency's given format		Bureau of Fisheries and Aquatic Resources 13		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Consolidated and Monthly Fishery Extension Worker Report with attach payroll for validation	1. Receive FEW Monthly	NONE	1 minute	PFO-SDS Administrative
	1.1 Validate Report		1 day	PFO-SDS District Fisheries Technician
	1.2 Endorse validated report and		1 day	Administrative Officer
	1.3 Process Payroll		1 month	BFAR13- Accounting Staff Cashier
	1.4 Pay incentives on their respective		1 day	
	TOTAL:		1 month 3 days and 1 minute	

2. Site Validation

Site Validation is requested to assess the site being selected for the project based on the criteria. It is also important to validate the site first to ensure that the site is suitable for the specific project.

Office or Division:	Bureau of Fisheries and Aquatic Resources 13-Provincial Fisheries Office of Surigao del Sur (BFAR13-PFO SDS)			
Classification:	Complex/ Highly Technical			
Type of Transaction:	Government to Government Government to Business Entity			
Who may avail:	Local Government Unit/Government Agency Private Institution			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Local Government Unit/Government Agency Private Institution		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and Submit request letter for Site Validation	1. Receive request letter and schedule for Site Validation	None	15 minutes	PFO-SDS Administrative Officer/ District Fishery Technician
2. Prepare for Logistics support	2. Site Validation	None	1.5 days	District Fishery Technician
	2.1 Prepare for technical Report		1 day	District Fishery Technician
	2.2 Endorsement of Technical		20 mins.	District Fishery Technician
	2.3 Provide copy of technical		5 mins.	District Fishery Technician
	Total:		2 days, 4 hrs and 25 mins.	

3. Provision of Technical Assistance on Aquaculture-Related Services

The provision of technical assistance related to aquaculture is given to small scale, medium scale and large scale aquaculture operators, as well as to would be investors. The assistance is given for free. The purpose of providing technical assistance is to ensure sustainable aquaculture production and to encourage more investors for aquaculture in the province of Surigao del Sur.

Office:	Provincial Fisheries Office - Surigao del Sur
Classification:	Simple – Basic Aquaculture Techniques
	Complex – Pond Preparation, Grow – out Culture to Harvest

	Highly Technical – Hatchery related, Intensive Culture, Feeding Management; Cage Construction
Type of Transaction:	G2G – Government to Government; G2C – Government to Citizen; G2B – Government to Business Entity
Who may avail:	Farmers and Fisherfolks, Investors, Policy Makers
<b>CHECKLIST REQUIREMENTS</b>	
Simple – no requirement; walk in	Provincial Fisheries Office
Simple – Client Satisfaction Feedback Form	Provincial Fisheries Office
Complex – Request Letter for those requiring field visits like pond evaluation	Provincial Fisheries Office
Highly Technical - Request Letter (requires field visit, site inspection)	Provincial Fisheries Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
<b>SIMPLE</b>				
Walk – IN ; Fill-out Technical	Refer the client to concerned	NONE	5 minutes	Desk Officer
	Answer to queries	NONE	30 minutes to 1 hour	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
		<b>TOTAL</b>	<b>1 hour and 30 minutes</b>	
<b>COMPLEX</b>				
Walk – IN ; Fill-out Technical	Refer the client to concerned	NONE	5 minutes	Desk Officer
Walk in	Answer to queries	NONE	1 hour to 2 hours	Aquaculturist, Fishing
Answer and Submit Client Satisfaction	Received CSFF	NONE	30 minutes	Aquaculturist, Fishing
Submit Request Letter for those	Conduct field visits	NONE	4 hours to 8 hours	Aquaculturist, Fishing
		<b>TOTAL</b>	<b>8 hours</b>	
<b>Highly TECHNICAL</b>				
Submit Request Letter	Forward Letter to Regional Office (via Approval of Request	NONE	4 hours	Provincial Fishery Officer Regional Director
	Inform the CLIENT on the approved	NONE	30 minutes	PFO
	Conduct Site Visit / Evaluation	NONE	4 hours to 8 hours	BFAR TWG, PFO, Senior
	Submit recommendations to CLIENT	NONE	1 hour	PFO
Answer and Submit Client Satisfaction	Received CSFF	NONE	30 minutes	Aquaculturist, Fishing
		<b>TOTAL</b>	<b>14 HOURS</b>	

#### 4. Provision of Technical Assistance on Capture Fisheries-Related Services

The provision of technical assistance related to capture fisheries is given to municipal and commercial fisherfolks / operators, fish vendors and workers of the fisheries ancillary services. The assistance is given for free. The purpose of providing technical assistance is to ensure sustainable fisheries production

Office:	Provincial Fisheries Office - Surigao del Sur
Classification:	Simple – Basic Capture Fisheries, Difference between active and passive fishing gears; BFAR Capture Fisheries Interventions
	Complex – Marketing Aspect; Fishing seasons
	Highly Technical – Boat Construction, Fishing Gear Fabrication, Payao Management and Construction
Type of Transaction:	G2G – Government to Government; G2C – Government to Citizen; G2B – Government to Business Entity
Who may avail:	Farmers and Fisherfolks, Investors, Policy Makers

CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Simple – no requirement; walk in		Provincial Fisheries Office		
Simple – Client Satisfaction Feedback Form		Provincial Fisheries Office		
Complex – Request Letter for those requiring field visits like pond evaluation		Provincial Fisheries Office		
Highly Technical - Request Letter (requires field visit, site inspection)		Provincial Fisheries Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
SIMPLE				
Walk – IN ; Fill-out Technical	Refer the client to concerned	NONE	5 minutes	Desk Officer
	Answer to queries	NONE	30 minutes to 1 hour	Aquaculturist, Fishing
Answer and Submit Client Satisfaction	Received CSFF	NONE	30 minutes	Aquaculturist, Fishing
		TOTAL	1 hour and 30 minutes	
COMPLEX				
Walk – IN ; Fill-out Technical	Refer the client to concerned	NONE	5 minutes	Desk Officer
Walk in	Answer to queries	NONE	1 hour to 2 hours	Aquaculturist, Fishing
Answer and Submit Client Satisfaction	Received CSFF	NONE	30 minutes	Aquaculturist, Fishing
Submit Request Letter for those	Conduct field visits	NONE	4 hours to 8 hours	Aquaculturist, Fishing
		TOTAL	8 hours	
Highly TECHNICAL				
Submit Request Letter	Forward Letter to Regional Office (via Approval of Request	NONE	4 hours	Provincial Fishery Officer
	Inform the CLIENT on the approved	NONE	30 minutes	Regional Director
	Conduct Site Visit / Evaluation	NONE	30 minutes	PFO
	Conduct Site Visit / Evaluation	NONE	4 hours to 8 hours	BFAR TWG, PFO, Senior
	Submit recommendations to CLIENT	NONE	1 hour	PFO
Answer and Submit Client Satisfaction	Received CSFF	NONE	30 minutes	Aquaculturist, Fishing
		TOTAL	14 HOURS	

#### 5. Provision of Technical Assistance on Fisheries Resource Management Services

The provision of technical assistance on fisheries resources management is mostly provided to our Local Government Units (LGUs), other government agencies, private

Office:	Provincial Fisheries Office – Surigao del Sur
Classification:	Simple – Knowledge on Fish Sanctuaries Establishment, Legal Basis for Fish Sanctuaries; Artificial Reefs Establishment
	Complex – Review of Fisheries Management Related Municipal Ordinances; Attendance to Public Hearing / SB Session Related
	Highly Technical – Establishment of Fish Sanctuaries; Technical Monitoring of Sanctuaries; Coral Reef Areas and other aquatic
Type of Transaction:	G2G – Government to Government; G2C – Government to Citizen; G2B – Government to Business Entity / Private Sector
Who may avail:	Farmers and Fisherfolks, Investors, Policy Makers

CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Simple – no requirement; walk in		Provincial Fisheries Office		
Simple – Client Satisfaction Feedback Form		Provincial Fisheries Office		
Complex – Request Letter for those requiring field visits like pond evaluation		Provincial Fisheries Office		
Highly Technical - Request Letter (requires field visit, site inspection)		Provincial Fisheries Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
SIMPLE				
Walk – IN ; Fill-out Technical	Refer the client to concerned	NONE	5 minutes	Desk Officer
	Answer to queries	NONE	30 minutes to 1 hour	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Fishing Regulation Officer
		TOTAL	1 hour and 30 minutes	



COMPLEX				
Walk – IN ; Fill-out Technical	Refer the client to concerned	NONE	5 minutes	Desk Officer
Walk in	Answer to queries	NONE	1 hour to 2 hours	Aquaculturist, Fishing
Answer and Submit Client Satisfaction	Received CSFF	NONE	30 minutes	Aquaculturist, Fishing
Submit Request Letter for those	Conduct field visits	NONE	4 hours to 8 hours	Aquaculturist, Fishing
		TOTAL	10 hours and 35 minutes	
HIGHLY TECHNICAL				
Submit Letter Request	PFO to decide whether regional involvement is required	NONE	30 MINUTES	PFO
	Conduct technical assistance on the field	NONE	4 hours to 8 hours	PFO spearheaded Aquaculturists and Fisheries Regulation Officers
	If Regional involvement is required	NONE	1 hour	PFO
	Approval of Technical Assistance with involvement from the Regional Office Personnel	NONE	1 hour	RO inform the PFO of the proposed schedule
	Inform the CLIENT on the scheduled	NONE	30 minutes	PFO
Assist the Technical Team (RO and PFO) on the logistical requirements of the evaluation	Conduct Technical Assistance (Highly Technical – FS Establishment and the like	NONE	8 hours to 48 hours	Regional and Provincial Technical Team
	Submit Technical Result to CLIENT	NONE	1 hour	PFO
		TOTAL	8 hours to 53 hours	


6. Fingerlings request and distribution

Individuals who wish to venture into aquaculture activity may request fingerlings (Tilapia or Bangus) from the office.				
Office or Division:	Bureau of Fisheries and Aquatic Resources 13-Provincial Fisheries Office of Surigao del Sur (BFAR13-PFO SDS)			
Classification:	Complex			
Type of Transaction:	Government to Citizen			
Who may avail:	Registered Fisherfolks in Misamis Oriental			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Validated Dispersal Request Form (1 copy)		Municipal/City Agriculture Office; Bureau of Fisheries and Aquatic Resources 13-		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
1. Send request to the Municipal/ 1.1 Fill up the Dispersal Request	1. Received and logbook the 1.1 District Fishery Technician 1.2 Prepare Requisition and Issue 1.3 Approve the RIS  1.4 Return the documents to the 1.5 Coordinate the Technology	NONE	5 minutes	PFO-SDS-District Fishery
			2 minutes	PFO-SDS-District Fishery Technician and Provincial Fishery
			5 minutes	PFO-SDS-Technical Staff
			2 days	BFAR13-Regional Director
			1 day	PFO-SDS Admin. Staff
			5 minutes	PFO-SDS-District Fishery Technician
	2. Preparation of TOS to		1 month	TOS
3. Pick-up of fingerlings and prepare packaging materials (standard plastic cellophane and rubber bond)	3. Coordinate M/CAO on the pick-up date at TOS	NONE	20 minutes	PFO-SDS-District Fishery Technician
TOTAL:			1 month, 3 days and 37 minutes	

1. Site Validation

Site Validation is requested to assess the site being selected for the project based on the criteria. It is also important to validate the site first to ensure that the site is suitable for the specific project.

Office or Division:	Bureau of Fisheries and Aquatic Resources 13-Provincial Fisheries Office of Province of Dinagat Islands (BFAR13-PFO PDI)			
Classification:	Complex/ Highly Technical			
Type of Transaction:	Government to Government Government to Business Entity			
Who may avail:	Local Government Unit/Government Agency Private Institution			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Local Government Unit/Government Agency Private Institution		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and Submit request letter for Site Validation	1. Receive request letter and schedule for Site Validation	None	15 minutes	PFO-PDI Administrative Officer/ District Fishery Technician
	2. Site Validation		1.5 days	District Fishery Technician
	2.1 Prepare for technical Report			District Fishery Technician

2. Prepare for Logistics support	2.2 Endorsement of Technical Report to PFO-PDI for approval	None	1 day	 District Fishery Technician
	2.3 Provide copy of technical report to LGU		20 mins.	
			5 mins.	
	Total:		2 days, 4 hrs and 25 mins.	

### 2. Provision of Technical Assistance on Aquaculture-Related Services

The provision of technical assistance related to aquaculture is given to small scale, medium scale and large scale aquaculture operators, as well as to would be investors. The assistance is given for free. The purpose of providing technical assistance is to ensure sustainable aquaculture production and to encourage more investors for aquaculture in the Province of Dinagat Islands.

Office:	Provincial Fisheries Office - Province of Dinagat Islands		
Classification:	Simple – Basic Aquaculture Techniques		
	Complex – Pond Preparation, Grow – out Culture to Harvest		
	Highly Technical – Hatchery related, Intensive Culture, Feeding Management; Cage Construction		
Type of Transaction:	G2G – Government to Government; G2C – Government to Citizen; G2B – Government to Business Entity		
Who may avail:	Farmers and Fisherfolks, Investors, Policy Makers		
CHECKLIST REQUIREMENTS		WHERE TO SECURE	
Simple – no requirement; walk in		Provincial Fisheries Office	
Simple – Client Satisfaction Feedback Form		Provincial Fisheries Office	
Complex – Request Letter for those requiring field visits like pond evaluation		Provincial Fisheries Office	
Highly Technical - Request Letter (requires field visit, site inspection)		Provincial Fisheries Office	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>SIMPLE</b>				
Walk – IN ; Fill-out Technical Assistance Request Form	Refer the client to concerned Technical Personnel	NONE	5 minutes	Desk Officer
	Answer to queries	NONE	30 minutes to 1 hour	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
		<b>TOTAL</b>	<b>1 hour and 30 minutes</b>	
<b>COMPLEX</b>				
Walk – IN ; Fill-out Technical Assistance Request Form	Refer the client to concerned Technical Personnel	NONE	5 minutes	Desk Officer
Walk in	Answer to queries	NONE	1 hour to 2 hours	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
Submit Request Letter for those requiring field visits	Conduct field visits	NONE	4 hours to 8 hours	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
		<b>TOTAL</b>	<b>8 hours</b>	
<b>Highly TECHNICAL</b>				
Submit Request Letter	Forward Letter to Regional Office (via email)	NONE	4 hours	Provincial Fishery Officer
	Approval of Request			Regional Director
	Inform the CLIENT on the approved request and schedule site visit	NONE	30 minutes	PFO
	Conduct Site Visit / Evaluation	NONE	4 hours to 8 hours	BFAR TWG, PFO, Senior Aquaculturist
	Submit recommendations to CLIENT	NONE	1 hour	PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
		<b>TOTAL</b>	<b>14 HOURS</b>	

### 3. Provision of Technical Assistance on Capture Fisheries-Related Services

The provision of technical assistance related to capture fisheries is given to municipal and commercial fisherfolks / operators, fish vendors and workers of the fisheries ancillary services. The assistance is given for free. The purpose of providing technical assistance is to ensure sustainable fisheries production.

Office:	Provincial Fisheries Office - Province of Dinagat Islands		
Classification:	Simple – Basic Capture Fisheries, Difference between active and passive fishing gears; BFAR Capture Fisheries Interventions		
	Complex – Marketing Aspect; Fishing seasons		
	Highly Technical – Boat Construction, Fishing Gear Fabrication, Payao Management and Construction		
Type of Transaction:	G2G – Government to Government; G2C – Government to Citizen; G2B – Government to Business Entity		
Who may avail:	Farmers and Fisherfolks, Investors, Policy Makers		
CHECKLIST REQUIREMENTS		WHERE TO SECURE	
Simple – no requirement; walk in		Provincial Fisheries Office	

Simple – Client Satisfaction Feedback Form		Provincial Fisheries Office		
Complex – Request Letter for those requiring field visits like pond evaluation		Provincial Fisheries Office		
Highly Technical - Request Letter (requires field visit, site inspection)		Provincial Fisheries Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SIMPLE				
Walk – IN ; Fill-out Technical Assistance Request Form	Refer the client to concerned Technical Personnel	NONE	5 minutes	Desk Officer
	Answer to queries	NONE	30 minutes to 1 hour	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
		<b>TOTAL</b>	<b>1 hour and 30 minutes</b>	
COMPLEX				
Walk – IN ; Fill-out Technical Assistance Request Form	Refer the client to concerned Technical Personnel	NONE	5 minutes	Desk Officer
Walk in	Answer to queries	NONE	1 hour to 2 hours	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
Submit Request Letter for those requiring field visits	Conduct field visits	NONE	4 hours to 8 hours	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
		<b>TOTAL</b>	<b>8 hours</b>	
Highly TECHNICAL				
Submit Request Letter	Forward Letter to Regional Office (via email)	NONE	4 hours	Provincial Fishery Officer
	Approval of Request			Regional Director
	Inform the CLIENT on the approved request and schedule site visit	NONE	30 minutes	PFO
	Conduct Site Visit / Evaluation	NONE	4 hours to 8 hours	BFAR TWG, PFO, Senior Aquaculturist
	Submit recommendations to CLIENT	NONE	1 hour	PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
		<b>TOTAL</b>	<b>14 HOURS</b>	

<b>4. Provision of Technical Assistance on Fisheries Resource Management Services</b>	
The provision of technical assistance on fisheries resources management is mostly provided to our Local Government Units (LGUs), other government agencies, private sectors as well as our fisherfolk clients. The assistance is given for free. The purpose of providing technical assistance is to properly managed our fisheries and aquatic resources and ensure the sustainability of the province's fisheries production.	
<b>Office:</b>	Provincial Fisheries Office – Province of Dinagat Islands
<b>Classification:</b>	Simple – Knowledge on Fish Sanctuaries Establishment, Legal Basis for Fish Sanctuaries; Artificial Reefs Establishment (Production, Regulatory); Fish Breeding Areas
	Complex – Review of Fisheries Management Related Municipal Ordinances; Attendance to Public Hearing / SB Session Related to Fisheries Resource Management
	Highly Technical – Establishment of Fish Sanctuaries; Technical Monitoring of Sanctuaries; Coral Reef Areas and other aquatic ecosystems
<b>Type of Transaction:</b>	G2G – Government to Government; G2C – Government to Citizen; G2B – Government to Business Entity / Private Sector
<b>Who may avail:</b>	Farmers and Fisherfolks, Investors, Policy Makers

CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Simple – no requirement; walk in		Provincial Fisheries Office		
Simple – Client Satisfaction Feedback Form		Provincial Fisheries Office		
Complex – Request Letter for those requiring field visits like pond evaluation		Provincial Fisheries Office		
Highly Technical - Request Letter (requires field visit, site inspection)		Provincial Fisheries Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SIMPLE				
Walk – IN ; Fill-out Technical Assistance Request Form	Refer the client to concerned Technical Personnel	NONE	5 minutes	Desk Officer
	Answer to queries	NONE	30 minutes to 1 hour	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Fishing Regulation Officer
		<b>TOTAL</b>	<b>1 hour and 30 minutes</b>	
COMPLEX				
Walk – IN ; Fill-out Technical Assistance Request Form	Refer the client to concerned Technical Personnel	NONE	5 minutes	Desk Officer
Walk in	Answer to queries	NONE	1 hour to 2 hours	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO





Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Regulation Office, BFAR Senior Aquaculturist, PFO
Submit Request Letter for those requiring field visits	Conduct field visits	NONE	4 hours to 8 hours	Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
		TOTAL	10 hours and 35 minutes	
HIGHLY TECHNICAL				
Submit Letter Request	PFO to decide whether regional involvement is required	NONE	30 MINUTES	PFO
	Conduct technical assistance on the field	NONE	4 hours to 8 hours	PFO spearheaded Aquaculturists and Fisheries Regulation Officers
	If Regional involvement is required submit request / recommendation to regional office	NONE	1 hour	PFO
	Approval of Technical Assistance with involvement from the Regional Office Personnel	NONE	1 hour	RO inform the PFO of the proposed schedule
	Inform the CLIENT on the scheduled Technical Assistance (FS Assessment)	NONE	30 minutes	PFO
Assist the Technical Team (RO and PFO) on the logistical requirements of the evaluation	Conduct Technical Assistance (Highly Technical – FS Establishment and the like	NONE	8 hours to 48 hours	Regional and Provincial Technical Team
	Submit Technical Result to CLIENT	NONE	1 hour	PFO
		TOTAL	8 hours to 53 hours	

5. Processing of Application for Commercial Fishing Vessel and Gear License (CFVGL)

This service involves the processing of application for Commercial Fishing Vessel and Gear License (CFVGL) authorizing the fishing vessel to fish within commercial waters or waters beyond 15 km from the shoreline and with gross tonnage of 3.1 and above.

Office or Division	Provincial Fisheries Office of Province of Dinagat Islands
Classification	Highly Technical
Type of Transaction	G2C – Government to Citizen; G2B – Government to Business Entity
Who may avail	Commercial Fishing Vessel Owners/Operators

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. BFAR Commercial Fishing Vessel License (CFVL) application form;	BFAR Provincial Fisheries Office of Province of Dinagat Islands
2. BFAR Commercial Fishing Gear License (CFGL) application form;	BFAR Provincial Fisheries Office of Province of Dinagat Islands
3. Two (2) copies of "8x10" vessel unaltered pictures showing the port, starboard and required identification and marking as specified in Annex 1 of FAO 198-1 series of 2018;	Applicant (Fishing vessel owner/operator)
4. Grid map indicating the proposed fishing ground/s;	Applicant (Fishing vessel owner/operator)
5. Fishing gear technical design and specifications duly certified by the master net mender and owner;	Applicant (Fishing vessel owner/operator)
4. Original or authenticated photocopy of Maritime Industry Authority (MARINA) Certificates: a. Certificate of Philippine Registry (CPR); b. Certificate of Ownership (CO); and c. Valid/Unexpired Fishing Vessel Safety Certificate (FVSC)	Maritime Industry Authority (MARINA)
5. Approved articles of Incorporation and By-Laws for corporation, the primary or secondary purpose of which is to engage in fishing, or business name registration, certificate;	Security and Exchange Commission (SEC), Department of Trade and Industry (DTI) or Local Government Unit (LGU)
6. Fishing logsheet for catcher vessel for registration and approval by BFAR upon payment of registration fee of Fifty pesos (Php 50.00);	a. Logsheets – Applicant (Fishing vessel owner/operator); b. Payment -Collecting Officer ; c. Registration of Logsheets - BFAR Regional Office, Peñaranda St., Brgy. Taft, Surigao City
7. Affidavit specifying that the vessel has no pending criminal, civil or administrative case;	Applicant (Fishing vessel owner/operator)
8. Importation or construction clearance (in case the fishing vessel is imported or newly constructed);	BFAR Central Office-Library/Cashier - Ground/4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
9. Copy of official receipts covering payment of applications and licenses fees; and	Collecting Officer
10. Tax Identification Number of the vessel owner	Bureau of Internal Revenue (BIR)
11. Compliance with vessel monitoring system requirement.	BFAR Central Office - BFAR-Integrated Marine Environment Monitoring System (IMEMS) - 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
12. Initial payment of Php. 400.00 for application of Commercial Fishing Vessel License (CFVL), Php. 200.00 for application of Commercial Fishing Gear License (CFGL), and Php. 200.00 for application for Fishing Gear registration, and secure Official receipt.	Collecting Officer
13. Secure official receipt for Commercial Fishing Vessel License (CFVL) license fee based on the gross tonnage of the vessel	
14. Secure official receipt for cashbond deposit based on the gross tonnage of the vessel	

Note: An "Order of Payment" is issued by PFO Province of Dinagat Islands Licensing Officer to the applicants before payment, which they then submit to the collecting Officer to be used as reference for the computation and total amount of fees to be collected. It is not included in the list of regulatory requirements for application of Commercial Fishing Vessel License.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill out Commercial Fishing Vessel and Gear License (CFVGL) application forms and comply with all regulatory requirements to the BFAR PFO Province of Dinagat Islands	1. Provide Commercial Fishing Vessel and Gear License (CFVGL) application forms and list of requirements.	None	10 minutes	CFV Licensing Officer/PFO Province of Dinagat Islands

2. Submit duly filled up application forms together with the complete regulatory requirements to the Licensing Officer of BFAR PFO Province of Dinagat Islands	2. Accept filled out CFVGL application with complete regulatory requirements from the applicant	None	2 minutes	CFV Licensing Officer/PFO Province of Dinagat Islands
None	2.1. Check, verify and evaluate the authenticity and completeness of the submitted requirements	None	8 minutes	
3. Receive Notification on the Scheduled Inspection of the fishing vessel and allow inspection	3. Schedule an inspection and notify the client on the schedule of inspection	None	2 minutes	
None	3.1 Conduct inspection on the fishing vessel of the client	None	30 minutes	
None	3.2 Prepare inspection report and affix name and signature at back page of the duly accomplished and notarized CFVGL Application forms	None	15 minutes	CFV Licensing Officer/PFO Province of Dinagat Islands
4. Secure "Order of Payment" from CFV Licensing Officer/PFO Province of Dinagat Islands	4. Issue "Order of Payment"	None	5 minutes	CFV Licensing Officer/PFO Province of Dinagat Islands
5. Submit "Order of Payment" to Collecting Officer	5. Receive and review the computation of the submitted "Order of Payment"	None	2 minutes	Collecting Officer
6. Pay the necessary fees and secure an Official Receipt from Collecting Officer	6. Accept the payment based on the amount in the "Order of Payment" and issue an Official Receipt to client	<p>Php. 400.00 CFVL Application Fee, Php. 200.00 CFGL Application Fee, Php. 200.00 Application Fee for Fishing Gear registration, and</p> <p>Php 50.00 for logbook registration</p> <p>*License Fee, &amp; *Cash Bond Deposit based on gross tonnage (please see *notes below for computation)</p>	7 minutes	Collecting Officer
7. Submit the original copy of Official Receipt (O.R.) to CFV Licensing Officer/PFO Province of Dinagat Islands	7. Receive and photocopy the submitted O.R. and return the original copy to the client	None	2 minutes	CFV Licensing Officer/PFO Province of Dinagat Islands
None	7.1 Prepare endorsement letter to Regional Office for the CFVGL application with complete regulatory requirements and will sign by the Provincial Fisheries Officer	None	10 minutes	CFV Licensing Officer/PFO Province of Dinagat Islands
8. Wait for notification while the Regional Office endorse the applications to Central Office	8. Regional Office will prepare endorsement letter to Central Office for further appropriate actions	None	15 Days	Regional Office, Peñaranda St., Brgy. Taft, Surigao City
8. Receive notification thru call, text or e-mail of the approved CFVGL, and is ready for pick-up	8. Notify/Inform clients thru call, text or e-mail on the approved CFVGL and ready for pick up	None	5 minutes	CFV Licensing Officer/PFO Province of Dinagat Islands
9. Receive/Claim the approved CFVGL license to operate	9. Release approved CFVGL to the applicant either thru the following: a. pick-up by applicant; and b. send copy thru personal delivery	None	5 minutes	CFV Licensing Officer/PFO Province of Dinagat Islands
	TOTAL:	<p>Php. 400.00 CFVL Application Fee, Php. 200.00 CFGL Application Fee, Php. 200.00 Application Fee for Fishing Gear registration, and</p> <p>Php 50.00 for logbook registration</p>	15 days, 1 hour, and 43 minutes	

		*License Fee, & *Cash Bond Deposit based on gross tonnage (please see *notes below for computation)	
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<p><b>*NOTES:</b></p> <p>1. This procedure is applicable for applications filed in BFAR PFO Province of Dinagat Islands. This does not cover the CFVGL applications filed in BFAR-Regional Office and forwarded to BFAR-Central Office.</p> <p>2. Consider bulk applications in this procedure which are submitted at the same time but cannot be processed at the same time due to manpower limitation. Processing time shall start only after finishing the processing of the previous transaction.</p> <p>3. Inspection of commercial fishing vessel depends on the availability of the vessel/s as well as the inspectors (five (5) working days upon the availability of the vessel). In case that the vessel is not available at the time of inspection, there should be an extension of time.</p> <p>4. Application fee for CFVL is PhP400.00, CFGL is PhP200.00, and Gear Registration is PhP200.00. While the license fee and Cash Bond Deposit is based on the gross tonnage of the vessel under Section 26 (a) and 27 of FAO 198-1 s. 2018.</p> <p><b>*License Fee:</b></p> <p>1. For fishing vessel 3.1-20.0 GT - P200.00 + P2.00/GT or a fraction thereof</p> <p>2. For fishing vessel 20.1-50.0 GT - P250.00 + 2.00/GT or a fraction thereof</p> <p>3. For fishing vessel 50.1 – 100.0 GT - P300.00 + 2.00/GT or a fraction thereof</p> <p>4. For fishing vessel 100.1-125.0 GT - P500.00 + 3.00/GT or a fraction thereof</p> <p>5. For fishing vessel 125.0-150.0 GT - P1,000.00 + 3.00/GT or a fraction thereof</p> <p>6. For fishing vessels 150.0 -250.0 GT - P1,500.00 + 3.00 / GT or a fraction thereof</p> <p>7. For fishing vessels 250.1 and above - P2,500.00 + 4.00/GT or a fraction thereof</p> <p><b>*Cash Bond Deposit:</b></p> <p>1. For fishing vessel 3.0 to 20 GT - P250.00</p> <p>2. For fishing vessel 20.1 to 50 GT - P350.00</p> <p>3. For fishing vessel 50.1 to 75 GT - P450.00</p> <p>4. For fishing vessel 75.1 to 100 GT - P550.00</p> <p>5. For fishing vessel 100.1-150.0 GT - P650.00</p> <p>6. For fishing vessels 150.0 -250.0 GT - P750.00</p> <p>7. For fishing vessel 250.1-500.0 GT - P850.00</p> <p>8. For fishing vessels 500.1 and above - P950.00</p> <p><b>Approval of CFVGL depends on the availability of the BFAR National Director.</b></p>
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6. **ISSUANCE OF 25-YEAR FISHPOND LEASE AGREEMENT (FLA) and 10 YEAR AQUASILVICULTURE STEWARDSHIP CONTRACT (ASC)**

The service involves the processing of applications for issuance of 25-year Fishpond Lease Agreements and 10-year Aquasilviculture Stewardship Contract to individuals or corporations, fisherfolk association/cooperatives, micro, small and medium enterprise for the use of public lands released for fishpond development/purposes (Pursuant Section 16, Article II of the 1987 Constitution, Sections 3, 6, 12, 13, 45, 46, 50, 55, 57, 65, 103 (b) and 107 of Republic Act No. 8550, Republic Act 8289 as amended by Republic Act No. 9501 and Executive Order 26, series of 2011)				
Office or Division	BFAR- RFO 13, PFO Province of Dinagat Islands			
Classification	Highly Technical			
Type of Transaction	G2C-Government to Client, G2B-Government to Business Entity			
Who may avail:	Filipino Citizen, Association, Cooperatives, MSMEs, Corporations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Initial requirements - New Application		Provincial Fishery Office-Province of Dinagat Islands		
a. Letter of intent for Fishpond Lease Agreement (FLA) and Aquasilviculture		Applicant		
b. Payment of Application Fee P2,000.00		Cashier/ Special Collecting Officer		
c. Four (4) copies of the sketch or survey plan of the area released for		Department of Environment and Natural Resources - Regional Office		
d. A Certificate of Bank Deposit issued by any Banking Institution showing		Any bank preferred by the applicant		
e. Affidavit declaring that the initial capital deposited in the Bank shall be		Applicant		
f. Notarized affidavit of adherence to Good Aquaculture Practices in the		Provincial Fishery Office-Agusan del Norte		
g. Proof of compliance with Sec. 5,c of FAO No. 197-1: a. A Filipino citizen		Applicant		
h. *Two (2) certified true copies of By-laws and Articles of Incorporation,		Applicant		
i. Inspection Report of the area (2 original copies)		Provincial Fishery Office-Agusan del Norte		
2. Final Requirements -				
a. Twelve (12) copies of the survey plans of the area duly approved by the		Department of Environment and Natural Resources - Bureau of Lands		
b. Duly accomplished FLA or ASC forms duly acknowledged before a		Provincial Fishery Office		
c. Certifications issued by the Regional Director to the effect that the same		BFAR-RFO		
d. Certifications issued by the Regional Trial Court in the judicial district		Regional Trial Court - RTC		
e. Payment of cash bond deposit and initial rental		Provincial Fishery Office- Lanao del Norte- Special Collecting Officer		
f. Certification issued by the Regional Director to the effect that the area		BFAR RFO 13 through the Provincial Fishery Office		
g. Proof of updated remittances to the Social Security System for		Social Security System - SSS		
h. Environmental Compliance Certificate (ECC) or Certificate of Non-		Department of Environment and Natural Resources - Regional Office		
Issuance of 25-year Fishpond Lease Agreement (FLA)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Phase 1:				
SUBMISSION OF INITIAL REQUIREMENTS				
1. File fishpond lease agreement (FLA) /ASC application together with the initial requirements	1. Receive and review application with complete initial requirements submitted	None	30 Minutes	Designated Fishpond Leasing Officer
2. Receive notification and make herself/himself available during the conduct of investigation/interview and inspection of fishpond	2.1 Coordinate with the client for the Conduct of investigation/interview and ocular inspection of the fishpond area	None	3 days	Designated Fishpond Leasing Officer
None	2.2 Prepare report of inspection and investigation with specific recommendations and advice client to pay the required fees	None	1 day	Designated Fishpond Leasing Officer
3. Pay the application fee and secure official receipt	3. Accept payment and Issue Official Receipt	Php2,000.00	5 minutes	Special Collecting Officer



None	3.1 Endorse FLA/ASC Application with complete initial requirements with Report of Inspection and Recommendation to the BFAR Regional Office for endorsement to BFAR Central	None	1 day	OIC-PFO /Liason Officer/Any PFO Representative
	5.2 Receive and evaluate report submitted by PFOs	None	30 Minutes	Aquaculturist I/ Staff-Leasing Section
	5.3 Prepares endorsement of initial requirements to BFAR-CO	None	20 Minutes	Aquaculturist I/ Staff-Leasing Section
	5.4 Forward/ endorse initial requirements to BFAR-CO	None	2 days	Chief-FMRED/ Regional Director
	TOTAL--		5 days 35 mins	
<b>Phase 2:</b>				
<b>SUBMISSION OF FINAL REQUIREMENTS</b>				
None	1. Receive Memorandum from Regional Office informing on the submission/compliance of final requirements of client	None	10 Minutes	OIC-PFO/Leasing Officer
None	2. Send/Serve Letter to client informing on the compliance of final requirements	None	20 Minutes	OIC-PFO/Leasing Officer
2. Receive letter from PFO on the final requirements	None			OIC-PFO/Leasing Officer
1. Receive notification letter from BFAR PFO on the submission of final requirements	1. Notify applicant on the submission of final requirements for processing of it's application	None	5 minutes	OIC-PFO/Leasing Officer
2. Submits final requirements to PFO	2. Receive and Evaluate completeness of final requirements submitted and advice client to pay required fees	None	30 Minutes	OIC-PFO/Leasing Officer
	7.1. Prepares certifications for signature of the Regional Director	None	15 minutes	Aquaculturist I/ PFO-Capiz
3. Proceed to the Cashier/Special Collecting Officer and Pay the required fees and secure official receipt	3. Accept payment and Issue Official Receipt	Cashbond deposit (P500.00/hectare)& Initial Fishpond Rental (P1,500.00/hectare) Certification fee (20.00)	5 minutes	Special Collecting Officer
None	4. Prepare and endorse the final requirements to the Regional Office to be endorsed to Central Office for processing then wait for the approved permit	None	1 day	OIC-PFO/Leasing Officer
	7.3 Evaluate certifications/ endorsement letter for initial signature	None	10 Minutes	OIC-Leasing Section/ Chief-FMRED
	7.4 Signs certifications and endorsement for submission to BFAR-CO	None	20 minutes	Regional Director
	7.5 Transmits FLA/ASC/GP to BFAR-CO	None	1 day	Aquaculturist I/ Staff-Leasing Section
	TOTAL--		1 day and 40mins	
<b>Phase 3:</b>				
<b>RELEASE OF THE APPROVED FLA/ASC APPLICATION</b>				
None	1. Receive the approved/signed application/permit forwarded by BFAR Central for release to client	None	15 Minutes	OIC-PFO/Leasing Officer
1. Receive notification letter from BFAR PFO on the approved/signed application/permit	1.1 Notify applicant on the approved/signed application/permit received from BFAR Central	None	4hrs	OIC-PFO/Leasing Officer
2. Proceed to PFO office and claim the approved/signed FLA or ASC application	2. Release the approved / signed FLA or ASC application	None	5 minutes	OIC-PFO/Leasing Officer
	TOTAL--		4hrs and 20mins	

As per Fisheries Administrative Order (FAO) No. 197-1, s. of 2012)

Fishpond Application Fee	Php 2,000.00
Cash Bond Deposit	Php 500.00 per hectare or fraction thereof
Initial Fishpond Rental	Php 1, 500.00 / per hectare or fraction thereof
Transfer Fee	Php 100.00 per hectare or fraction thereof
Certification Fee	Php 20.00 - issued at the Regional Office only
Value of improvements (if applicable)	as maybe determined by PFO/RFO

7. Fingerlings request and distribution

Individuals who wish to venture into aquaculture activity may request fingerlings (Tilapia or Bangus) from the office.

Office or Division:	Bureau of Fisheries and Aquatic Resources 13-Provincial Fisheries Office of Province of Dinagat Islands (BFAR13-PFO PDI)			
Classification:	Complex			
Type of Transaction:	Government to Citizen			
Who may avail:	Registered Fisherfolks in Misamis Oriental			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Validated Dispersal Request Form (1 copy)		Municipal/City Agriculture Office; Bureau of Fisheries and/or Aquatic Resources 13-Provincial Fisheries Office of Province of Dinagat Islands		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Send request to the Municipal/ City Agriculture Office	1. Received and logbook the endorsement of client's DRF validated by Fisheries Extension Worker (FEW) and noted by the Municipal/City Agriculturist		5 minutes	PFO-PDI-District Fishery Technician
1.1 Fill up the Dispersal Request Form (DRF)	1.1 District Fishery Technician and Provincial Fishery Officer (PFO) sign the form 1.2 Prepare Requisition and Issue Slip (RIS) and endorse to Regional Office for Regional Directors' Approval 1.3 Approve the RIS  1.4 Return the documents to the PFO 1.5 Coordinate the Technology Outreach Station (TOS) for the availability of fingerlings	NONE	2 minutes	PFO-PDI-District Fishery Technician and Provincial Fishery Officer  PFO-PDI-Technical Staff
			5 minutes	BFAR13-Regional Director  PFO-PDI Admin. Staff  PFO-PDI-District Fishery Technician
			2 days	
			1 day	
			5 minutes	
	2. Preparation of TOS to produced fingerlings (tilapia)		1 month	TOS
3. Pick-up of fingerlings and prepare packaging materials (standard plastic cellophane and rubber bond)	3. Coordinate M/CAO on the pick-up date at TOS	NONE	20 minutes	PFO-PDI -District Fishery Technician
	TOTAL:		1 month, 3 days and 37 minutes	

8. Request for Underwater Assessment

Underwater Assessment is requested to monitor existing fish sanctuary or for establishment of additional sanctuary. It is also performed to assess underwater damages.				
Office or Division:	Bureau of Fisheries and Aquatic Resources 13-Provincial Fisheries Office of Province of Dinagat Islands (BFAR13-PFO PDI)			
Classification:	Complex/ Highly Technical			
Type of Transaction:	Government to Government Government to Business Entity			
Who may avail:	Local Government Unit/Government Agency Private Institution			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Local Government Unit/Government Agency Private Institution		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and Submit request letter for underwater assessment	1. Receive request letter and schedule for underwater assessment	None	15 minutes	PFO-PDI Administrative Officer/ District Fishery Technician
	1.1 Request assistance from the			PFO-PDI
				District Fishery Technician
			3 days	
			2 days	BFAR13 Underwater Assessment
2. Prepare for Logistics support	2. Underwater Assessment	None		District Fishery Technician
				Chief, FRMS and Regional Director
	2.1 Prepare for technical Report		10 days	
	2.2 Endorsement of Technical Report to Regional Office for approval			District Fishery Technician
	2.3 Provide copy of technical report to LGU		5 days	
			1 day	
Total:			21 days and 15 minutes	

9. TRANSFER OR ASSIGNMENT OF RIGHTS COVERING FISHPOND LEASE AGREEMENT (FLA) AND AQUASILVICULTURE STEWARDSHIP CONTRACT (ASC)



The service involves the processing of requirements on assignment or transfer of rights under Fishpond Lease Agreements & Aquasilviculture Stewardship Contract to individuals or corporations, fisherfolk association/cooperatives, micro, small and medium enterprises.

Office or Division	BFAR- RFO13 -Provincial Fishery Office-Province of Dinagat Islands
Classification	Highly Technical
Type of Transaction	G2C- Gov't to Client ,G2B- Gov't to Business Entity
Who may avail:	Filipino Citizen, Association, Cooperatives, MSMEs, Corporations

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Initial requirements		Provincial Fishery Office (PFO) Province of Dinagat Islands	
a. Letter of intent for Fishpond Lease Agreement (FLA), Aquasilviculture		Submitted by the applicant	
b. Payment of Application Fee		Cashier/ Special Collecting Officer	
c. Four (4) copies of the sketch or survey plan of the area released for		RFO/DENR	
d. A Certificate of Bank Deposit issued by any Banking Institution showing		Any bank preferred by the applicant	
e. An affidavit declaring that the initial capital deposited in the Bank shall be		Submitted by the applicant	
f. Notarized affidavit of adherence to Good Aquaculture Practices in the		Provincial Fishery Office; BFAR 13 FMRED -Leasing Section	
g. Proof of compliance with Sec. 5,c of FAO No. 197-1: A. A Filipino citizen		Provincial Fishery Office; BFAR 13 FMRED -Leasing Section	
h. *Two (2) certified true copies of By-laws and Articles of Incorporation,		Submitted bby the applicant	
i. Inspection Report of the area (2 original copies)		Provincial Fishery Office; BFAR 13 FMRED -Leasing Section	
For Applications for Gratuitous Permit (GP), the requirements are:		Provincial Fishery Office; BFAR 13 FMRED -Leasing Section	
1. Letter of intent of the applicant; (3 original copies)		Submitted by the applicant	
2. Project profile which states: (2 original copies)		Submitted by the applicant	
a. The general and specific objectives of the project			
b. A brief description of the project			
c. The methodology of project implementation, which includes names of			
2. Final Requirements		Provincial Fishery Office; BFAR 13 FMRED -Leasing Section	
a. Twelve (12) copies of the survey plans of the area duly approved by the		RFO/DENR	
b. Duly accomplished FLA or ASC forms duly acknowledged before a		Provincial Fishery Office; BFAR 13 FMRED -Leasing Section	
c. Certifications issued by the Regional Director and the Regional Trial		BFAR-RFO/ RTC	
d. Payment of cash bond deposit and initial rental		Provincial Fishery Office; BFAR 13 FMRED -Leasing Section/Cashier/Special Collecting Officer	
e. Certification issued by the Regional Director to the effect that the area		Provincial Fishery Office; BFAR 13 FMRED -Leasing Section	
f. Proof of updated remittances to the Social Security System for		SSS	
g. Environmental Compliance Certificate (ECC) or Certificate of Non-		DENR	
a. Letter of intent to Transfer by the Lessee (3 original copies)		Applicant	
b. Prior written approval of the transfer by the Secretary of Agriculture		BFAR-CO/ DA	
c. Latest report of improvements verified by the Regional Director or his		RFO/PFO	
d. Duly accomplished application form (15 original copies)		Provincial Fishery Office-Agusan del Norte	
e. Original copy of the Deed of Assignment or Transfer and Assumption of		Applicant	
f. Certified true copies of original official receipts of updated payment of rentals		Provincial Fishery Office - Special Collecting Officer	
g. Payment of assignment or transfer fee and application fee		Provincial Fishery Office - Special Collecting Officer	
h. Posting of required cash bond deposit		Provincial Fishery Office - Special Collecting Officer	
i. Twelve (12) copies of the survey plan of the area under his/her name duly		Department of Environment and Natural Resources - Bureau of Lands	
j. Contract or lease form duly accomplished and acknowledged before a		Provincial Fishery Office-Agusan del Norte	
k. Certifications issued by the Regional Director to the effect that the same is		BFAR-RFO 13	
l. Certifications issued by the Regional Trial Court in the judicial district where		Regional Trial Court	
m. Certification issued by the Regional Director to the effect that the area		BFAR RFO 13 through the Provincial Fishery Office	
n. Affidavit and certification executed and issued by the applicant and BFAR		Provincial Fishery Office; BFAR 13 FMRED -Leasing and Licensing Section	
o. Notarized affidavit of adherence to Good Aquaculture Practices (2 original		Provincial Fishery Office; BFAR 13 FMRED -Leasing and Licensing Section	
4. Requirements for Renewal of FLA or ASC		Provincial Fishery Office; BFAR 13 FMRED -Leasing Section	
a. Letter of intent to renew lease of the applicant (3 original copies);		Submitted by the applicant	
b. Payment of Application Fee, Cash bond deposit and initial rental		Provincial Fishery Office; BFAR 13 FMRED -Leasing Section/Cashier/Special Collecting Officer	
c. Certification issued by the Regional Trial Court in the judicial district where		RTC	
d. Duly accomplished FLA or ASC application duly acknowledged before a		Provincial Fishery Office; BFAR 13 FMRED -Leasing Section	
e. One (1) copy of the survey plan of the area under his/her name duly approved by the Director of Lands or Regional Director of Lands (Blueprint)		RFO/DENR	
f. *A new survey plan, should there be changes		DENR	
g. BFAR RFO/PFO Inspection Report (2 original copies)		Provincial Fishery Office; BFAR 13 FMRED -Leasing Section	

Issuance for Assignment/Transfer of FLA or ASC Rights				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up visitors Logbook at the Public Assistance Counter/Officer of the Day's Desk	1. Entertain Client and endorse to the responsible person	None	2 minutes	PFO Officer of the Day
Phase 1:				
1. Submit Letter of intent to Transfer by the Lessee	1.Receive Letter of Intent to the Regional Office	None	10 minutes	OIC-PFO/Designated Fishpond Leasing Officer
2. Make herself/himself available during the conduct of investigation/interview	2.1 Coordinate for the Conduct of investigation/interview on the applicant and ocular inspection of the fishpond area to ensure compliance to Sec. 18 of FAO 197-1	None	3 days	Designated Fishpond Leasing Officer
None	2.2.Prepare report of inspection	None	1 day	Leasing Officer
None	2.3. Endorse Letter of Intent with Report of Inspection and Recommendation to the BFAR - RFO	None	1 day	OIC-PFO/Designated Fishpond Leasing Officer
3. Submit complete requirements for transfer of rights	3. Receive and review completeness of requirements	None	30 minutes	OIC-PFO/Designated Fishpond Leasing Officer

4. Pay the application fee, cashbond deposit and transfer fee, secure official receipt	4. Accept payment and Issue Official Receipt	Application fee(Php2,000.00 ) Transfer fee (100.00/Hectare) Cashbond deposit (500.00/hectare)	15 minutes	Special Collecting Officer
None	4.1 Endorse FLA/ASC Application for Transfer of Rights with complete requirements to the BFAR Regional Office for endorsement to Central Office for processing of application	None	1 day	OIC-PFO /Liason Officer/Any PFO Representative
	5.2 Receive and evaluate report submitted by PFOs	None	30 Minutes	Aquaculturist I/ Staff-Leasing Section
c/o RO6	5.3 Prepares endorsement of initial requirements to BFAR-CO	None	20 Minutes	Aquaculturist I/ Staff-Leasing Section
	5.4 Forward/ endorse initial requirements to BFAR-CO	None	2 days	Chief-FMRED/ Regional Director
	TOTAL--		6 days 55 mins	
Phase 2:				
RELEASE OF THE APPROVED TRANSFER OF RIGHTS FOR FLA & ASC				
None	1. Receive the approved/signed application for transfer forwarded by BFAR Central for release to client	None	15 Minutes	OIC-PFO/Leasing Officer
1. Receive notification letter from BFAR PFO on the approved/signed application for transfer of rigths	1.1 Notify applicant on the approved transfer of rights of FLA/ASC forwarded by the BFAR Central	None	4 hrs	OIC-PFO/Leasing Officer
2. Proceed to PFO office and claim the approved transfer of rights of FLA or ASC application	2. Release the approved / signed transfer of rigths of the FLA or ASC application	None	5 minutes	OIC-PFO/Leasing Officer
	TOTAL--		4 hrs and 20 mins	

**Required Fees:**  
As per Fisheries Administrative Order (FAO) No. 197-1, s. of 2012)

Fishpond Application Fee	Php 2,000.00			
Cash Bond Deposit	Php 500.00 per hectare or fraction thereof			
	Php 1, 500.00 / per hectare			
Transfer Fee	Php 100.00 per hectare or fraction thereof			
Annual Rental	For the year 2015: Php 1,200.00 per hectare or fraction thereof			
	For the year 2016: Php 1,300.00 per hectare or fraction thereof			
	For the year 2017: Php 1,400.00 per hectare of fraction thereof			
	For the year 2018 and every year thereafter: Php 1,500.00 per hectare of fraction thereof			
			1 day	
			5 minutes	
	2. Preparation of TOS to produced fingerlings (tilapia)		1 month	TOS
3. Pick-up of fingerlings and prepare packaging materials (standard plastic cellophane and rubber bond)	3. Coordinate M/CAO on the pick-up date at TOS	NONE	20 minutes	PFO-PDI -District Fishery Technician
	TOTAL:		1 month, 3 days and 37 minutes	

**10. Renewal of Fishpond Lease Agreement (FLA) and Aquasilviculture Stewardship Contract (ASC)**

The service involves the processing of applications for renewal of Fishpond Lease Agreements (FLA) and Aquasilviculture Stewardship Contract (ASC)				
Office or Division	RFO 13 - PFO-Province of Dinagat Islands			
Classification	Highly Technical			
Type of Transaction	G2C- Gov't to Client ,G2B- Gov't to Business Entity			
Who may avail:	Filipino Citizen, Association, Cooperatives, MSMEs, Corporations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requirements for Renewal application:				
a. Letter of intent to renew lease of the applicant (3 original copies);		Submitted by the applicant		
b. Payment of Application Fee, Cash bond deposit and initial rental		Provincial Fishery Office; BFAR-RFO 13 - FMRED -Leasing and Licensing Section/Cashier/Special Collecting Officer		
c. Certification issued by the Regional Trial Court in the judicial district where		RTC		
d. Duly accomplished FLA or ASC application duly acknowledged before a		Provincial Fishery Office; BFAR-RFO 13 FMRED -Leasing and Licensing Section		
e. One (1) copy of the survey plan of the area under his/her name duly		RFO/DENR		
f. *A new survey plan, should there be changes		Department of Environment and Natural Resources - Regional Office		
g. BFAR RFO/PFO Inspection Report (2 original copies)		Provincial Fishery Office; BFAR-RFO 13 FMRED -Leasing and Licensing Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up visitors Logbook at the Public Assistance Counter/Officer of the Day's Desk	1. Entertain Client and endorse to the responsible person	None	2 minutes	PFO Officer of the Day
Phase 1:				
1. Submit complete requirements for Renewal of FLA or ASC	1. Receive and review application to the completeness of requirements	None	30 minutes	OIC-PFO/Designated Fishpond Leasing Officer

2. Receive notification on the conduct of inspection of fishpond on the latest improvements	2. Send notification on the conduct of ocular inspection of Latest Improvements over the area and to determined if there is an actual occupant in the area	None	3 days	Designated Fishpond Leasing Officer
None	2.1.Prepare report of inspection to ensure compliance to Sec.17 of FAO 197-1	None	1 day	Leasing Officer
3. Pay the required fees (application fee, initial fishpond rental and cashbond deposit) and secure official receipts	3. Accept payment and Issue Official Receipt	Application fee(Php2,000.00 ) Cashbond deposit (500.00/hectare) Initial Fishpond rental (1,500.00/hectare)	15 minutes	Special Collecting Officer
None	4.1 Endorse FLA/ASC Application for Renewal with complete requirements to the BFAR Regional Office for endorsement to Central Office for processing of application	None	1 day	OIC-PFO /Liason Officer/Any PFO Representative
	5.2 Receive and evaluate report submitted by PFOs	None	30 Minutes	Aquaculturist I/ Staff-Leasing Section
	5.3 Prepares endorsement of initial requirements to BFAR-CO	None	20 Minutes	Aquaculturist I/ Staff-Leasing Section
	5.4 Forward/ endorse initial requirements to BFAR-CO	None	2 days	Chief-FMRED/ Regional Director
	TOTAL--		5 days 45 mins	
Phase 2:				
RELEASE OF THE APPROVED RENEWAL OF APPLICATION FOR FLA & ASC				
None	1. Receive the approved/signed application for renewal forwarded by BFAR Central for release to client	None	15 Minutes	OIC-PFO/Leasing Officer
1. Receive notification letter from BFAR PFO on the approved/signed application for renewal on FLA or ASC	1.1 Notify applicant on the approved renewal of FLA/ASC forwarded by the BFAR Central	None	4 hrs	OIC-PFO/Leasing Officer
2. Proceed to PFO office and claim the approved renewal of FLA or ASC application	2. Release the approved / signed renewal on the FLA or ASC application	None	5 minutes	OIC-PFO/Leasing Officer
	TOTAL--		4 hrs and 20 mins	

**Required Fees:**  
As per Fisheries Administrative Order (FAO) No. 197-1, s. of 2012)

Fishpond Application Fee	Php 2,000.00
Cash Bond Deposit	Php 500.00 per hectare or fraction thereof
	Php 1, 500.00 / per hectare
Transfer Fee	Php 100.00 per hectare or fraction thereof
Annual Rental	For the year 2015: Php 1,200.00 per hectare or fraction thereof
	For the year 2016: Php 1,300.00 per hectare or fraction thereof
	For the year 2017: Php 1,400.00 per hectare of fraction thereof
	For the year 2018 and every year thereafter: Php 1,500.00 per hectare of fraction thereof

**Note:**  
1. Step Nos. 1 & 6- the number of minutes listed does not take into account the time it takes for the applicant to secure the requirements needed. The intervening period



BUREAU OF FISHERIES AND AQUATIC RESOURCES

**TECHNOLOGICAL OUTREACH STATIONS**

**EXTERNAL SERVICES**  
(FRONTLINE SERVICE )

**PART III**



LIST OF SERVICES

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1. Fingerlings/Seedstocks Distribution (without cost)



The Technological Outreach Stations (TOSes) of BFAR 13 produce and distribute fish fingerlings/seedstocks to organizations or entities involved in small-scale fish culture and for communal stock enhancement. The distribution program aims to give support to the small-scale fish farmers and other organizations by giving of fish fingerlings/seedstocks for free. This is also to ensure the fish supply availability and sustainability in Region 10. Fish fingerlings/seedstocks produced and distributed by TOS are tilapia fingerlings, carp fingerlings, milkfish day 2 larvae, milkfish fry and milkfish fingerlings.

Office or Division:	Office of Special Concerns (OSC)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen			
Who may avail:	Fisherfolk, Private Fish Farmers, SUCs, LGUs, NGAs, and others			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Dispersal Request Form (DRF) Notes: 1. DRF to be validated by CAO/MAO-Fisheries Technician and attested by City/Municipal Agriculture Office. 2. For communal stocking purposes, the requesting party is required to secure "Certificate of No Objection" from DENR (MENRO/CENRO/PENRO)		Provincial Fishery Office (PFO) Municipal/City Agriculture Office (CAO/MAO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish DRF and submit to the Provincial Fishery Office (PFO) through  2. Wait for the schedule of distribution from the LGU-CAO/MAO	1. Verification and evaluation of the submitted request	None	1-3 days	District Fishery Technician  PFO
	2. Approval of DRF			
	3. Forward the DRF to the BFAR 13-Regional Office, through the Office of Special Concerns, with attached signed Requisition and Issuance Slip (RIS)			Provincial Fisheries Officer
	4. Review and encode DRF data	None	1 day	PFO Secretary
	5. Recommend approval of RIS			PFO
	6. Approval of RIS	None	1 day	
	7. Forward approved RIS to PFO			
	8. Coordinate LGU-CAO/MAO or client			
	9. Release of seedstock			Report Officer OSC
		None	5 minutes	
		None	1 day	Officer-In-Charge OSC
		None	1 day	Regional Director BFAR 13
		None	1 day	Records Personnel Records Unit
		None	1 hour	Provincial Fisheries Officer/ District Fishery Technician PFO
		None	1 day	Releasing Officer TOS



2. Fingerlings/Seedstocks Distribution (with cost)

The Technological Outreach Stations (TOSes) of BFAR 13 also caters the need of fish fingerlings/seedstock of the private individuals or organizations involved in commercial fish culture to ensure the fish supply availability and sustainability in Region 13. The private individuals or organizations may directly visit and purchase the fish fingerlings/seedstock to the different TOSes of BFAR 13. Fish fingerlings/seedstocks produced and distributed by TOS are tilapia fingerlings, milkfish day 2 larvae, milkfish fry and milkfish fingerlings.

Office or Division:	Office of Special Concerns (OSC)			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business Entity G2C – Government to Citizen			
Who may avail:	Fisherfolk, Private Fish Farmers and others			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Fish Seed Request Form (FSF)		Technology Outreach Station (TOS)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to nearest TOS	1. Receive and review FSF	Milkfish eggs/larvae (per million): P 10,000.00	5 minutes	Document Processor TOS
2. Accomplished FSF	2. Approval of FSF	Milkfish fry: P 0.35		
3. Submit FSF to the document processor	3. Issuance of Order of Payment slip	Milkfish fingerlings: P 4.00	5 minutes	Officer-in Charge TOS
4. Secure Order of Payment slip	4. Issuance of Official Receipt		5 minutes	Document Processor TOS
5. Submit Order of Payment slip and pay required fees to the collecting officer	5. Release of fish fingerlings/seedstocks	Tilapia fingerlings: P 0.40		
6. Sign release logbook			5 minutes	Collecting Officer TOS
			2 hours	Releasing Officer TOS

3. Broodstock Distribution to Special Projects and Other Government Agencies

The Technological Outreach Stations (TOSes) of BFAR 13 develop and distribute fish broodstocks to any government organizations or project partner with satellite hatchery facility. The distribution program aims to give support to the hatchery operators in the region by giving of broodstock for free. This is also to ensure availability of fish seedstock source and supply in Region 13. Fish broodstocks develop by TOS are tilapia and milkfish.

Office or Division:	Office of Special Concerns (OSC)
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government
Who may avail:	SUCs, LGUs, NGAs, and others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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Letter Request	From the requisitioner
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter to the Provincial Fishery Office  2. Wait for the notification from PFO	1. Verification and evaluation of the submitted request	None	1-3 days	District Fishery Technician PFO
	2. Forward the request and validation report to the BFAR 13-Regional Office, through the Office of Special Concerns, with attached signed Requisition and Issuance Slip (RIS)			
	3. Review and encode request data	None	1 day	Secretary PFO
	4. Recommend approval of RIS			
	5. Approval of RIS			
	6. Forward approved RIS to PFO			
	7. Coordinate client			
	8. Release of seedstock	None	5 minutes	Report Officer OSC
		None	1 day	Officer-In-Charge OSC
		None	1 day	Regional Director BFAR 10
		None	1 day	Records Personnel Records Unit
		None	1 hour	Provincial Fisheries Officer/ District Fishery Technician PFO
		None	1 day	Releasing Officer TOS

4. Broodstock Distribution to Small-scale Satellite Hatcheries



The Technological Outreach Stations (TOSes) of BFAR 13 develop and also distribute fish broodstocks to any interested private organizations or individuals with small scale satellite hatchery facility. The distribution program aims to give support to the small scale hatchery operators in the region by giving of broodstock for free. This is also to ensure availability of fish seedstock source and supply in Region 13. Fish broodstocks develop by TOS are tilapia and milkfish.

Office or Division:		Office of Special Concerns (OSC)		
Classification:		Highly Technical		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		Fisherfolk, Private Fish Farmers and others		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request		From the requisitioner		
Accomplished Dispersal Request Form (DRF)		Provincial Fishery Office (PFO)		
Note: to be validated by CAO/MAO-Fisheries Technician and attested by City/Municipal Agriculture Office		Municipal/City Agriculture Office (CAO/MAO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish DRF and submit to the Provincial Fishery Office (PFO) through  2. Wait for the schedule of distribution from the LGU-CAO/MAO or the notification from PFO	1. Verification and evaluation of the submitted request	None	1-3 days	District Fishery Technician  PFO
	2. Approval of DRF			Provincial Fisheries Officer
	3. Forward the DRF to the BFAR 13-Regional Office, through the Office of Special Concerns, with attached signed Requisition and Issuance Slip (RIS)	None	1 day	PFO
	4. Review and encode DRF data			Secretary PFO
	5. Recommend approval of RIS	None	1 day	
	6. Approval of RIS			
	7. Forward approved RIS to PFO			
	8. Coordinate LGU-CAO/MAO or client			
	9. Release of broodstocks	None	5 minutes	Report Officer OSC
		None	1 day	Officer-In-Charge OSC
		None	1 day	Regional Director BFAR 13
		None	1 day	Records Personnel Records Unit
		None	1 hour	Provincial Fisheries Officer/ District Fishery Technician PFO
		None	1 day	Releasing Officer TOS

5. Bangus Fingerlings Distribution

The Technology Outreached Station (TOS) in region 13, which is in charge of carrying out the Bureau’s aim of reducing poverty and increase fisheries production by providing affordable and high quality bangus fingerlings to fisherfolk/ bangus grow-out culture operators in the region.

Office/Station:	Masao Technology Outreach Station and Placer Technology Outreach Station
Classification:	Complex
Type of Transaction:	G2B/G2C/G2G
Who May Avail:	Fisherfolk/ Bangus grow-out operators/ Academe(for research purposes)
Checklist of Requirements	Where to Secure
Endorsement Letter	From LGU
Dispersal Request Form (DRF)	BFAR- Provincial Office
Site validation	Validated by PFO-technical staff/ LGU fisheries Technician
Order of Payment (if w/ cost)	BFAR- Provincial Fisheries Office/Technology Outreach Station
Official Receipt (if w/ cost)	BFAR- Provincial Fisheries Office-Collecting Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Inquire Bangus fingerlings	-Booking of their request	2 inches to 3 inches (20g-40g) = Php 2.00/pc	2 minutes	Admin Staff of the Station
Fill up the required forms	-Receive and check the required documents	4 inches to 6 inches (50g to 60g) = Php. 4.00/pc	3 minutes	Station Managers
Submit endorsement letter w/ attach DFR (if the request is w/ out cost)	-Conduct site validation -Submit the required documents to Regional office for approval -If the request is approved by the Regional Director, the in charge will inform the clients 2or 3 weeks before the dispersal		8 hours 1 day	-PFO technical Staff PFO concerned
			5 minutes	-Office of the Special Concern Regional Director
	-Conduct Bangus Dispersal		3 hours	Station Manager
Pay the required fees at BFAR-PFO (if the request is w/ cost)	-Accept payment based on the order of payment -Issue the Official Receipt -Check the OR		4 minutes	Collecting Officer
Fill up the Client Satisfactory Survey form (CSSF)	-Check the CSSF for completeness		2 minutes	Station Manager