

### 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: 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 Quaratine 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.

<b>3</b> 1	, , , , ,			
Office or Division	Fisheries Integrated Laboratory Sectio	n (FILS)		
Classification	Simple			
Type of Transaction	G2C-Government to Citizen; G2G-Gov	vernment to Govern	nment	
Who may avail:	Hatchery and Farm Operators, Local 0	Government Office,	Exporter, Academe, & Fish Farmers	
CHECKLIST OF I	REQUIREMENTS		WHERE TO SECURE	
<ol> <li>The Samples for Analysis in accordar sample per analysis in terms of volume, sample.</li> </ol>			re from Client/Customer ments are posted in BFAR Website and	can be secure at the FILS
2. Information of the sample to be subm	nitted	Client/Customer		
3. Local Transport Permit (LTP) or Auxi	lliary Invoice	Client/Customer, I	BFAR FIQU, LGU or Municipal	
4. Request for Laboratory Analysis (RL/	A)	BFAR-FILS Rece	iving 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 Shrimp -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	s 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 **Branch** 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.

<b>v</b> 1 ,	Talysis and for traceability purposes.			
Office or Division	Fisheries Integrated Laboratory Section	n (FILS)		
Classification	Complex			
Type of Transaction	G2C-Government to Citizen; G2G-Gov	ernment to Govern	nment	
Who may avail:	Hatchery and Farm Operators, Local C	Government Office,		
	REQUIREMENTS		WHERE TO SECURE	
1. The Samples for Analysis in accorda sample per analysis in terms of volume, sample.	, weight, quantity and condition of	2. Sample require Receiving Area.	re from Client/Customer ments are posted in BFAR Website and	I can be secure at the FILS
2. Information of the sample to be subn		Client/Customer		
3. Local Transport Permit (LTP) or Aux			BFAR FIQU, LGU or Municipal	
<ol><li>Request for Laboratory Analysis (RL</li></ol>	A)	BFAR-FILS Rece	iving 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	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 minute	es 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 Brank of 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.

and for traceability purposes.				
Office or Division	Fisheries Integrated Laboratory Section	n (FILS)		
Classification	Simple			
Type of Transaction	G2C-Government to Citizen; G2G-Gov			
Who may avail:	Hatchery and Farm Operators, Local C	Government Office,		
	REQUIREMENTS	4 71	WHERE TO SECURE	
1. The Samples for Analysis in accorda			re from Client/Customer	
<ol> <li>Information of the sample to be subn</li> <li>Request for Laboratory Analysis (RL)</li> </ol>		Client/Customer BFAR-FILS Recei	iving Aroo	
	~) 	FEES TO BE		
CLIENT STEPS	AGENCY ACTION	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	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	<i>Cashier</i> 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 minute	es 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 **Brash** 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.

•	naiysis and for traceability purposes.			
Office or Division	Fisheries Integrated Laboratory Section	n (FILS)		
Classification	Complex			
Type of Transaction	G2C-Government to Citizen; G2G-Gov	vernment to Govern	nment	
Who may avail:	Hatchery and Farm Operators, Local G	Government Office,	Exporter, Academe, & Fish Farmers.	
CHECKLIST OF	REQUIREMENTS		WHERE TO SECURE	
1. The Samples for Analysis in accorda	nce with the set requirements of	1. The samples a	re from Client/Customer	
2. Information of the sample to be subn	nitted	Client/Customer		
3. Local Transport Permit (LTP) or Aux		Client/Customer,	BFAR FIQU, LGU or Municipal	
4. Request for Laboratory Analysis (RL	A)	BFAR-Regional F	ILS 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 <i>E. coli</i> P 350.00 HPC P 200.00	5 minutes	<i>Cashier</i> 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 minute	es after sample receipt

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

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The samples for analysis must comply v	with the sample requirements like volume, quantity and condition of sample for the analysis requested as indicated	in the Blastenist
of Analysis of the Fisheries Integrated L	aboratory Section (FILS). The samples to be submitted must have a complete information or documents about th	e samples for
filling out the Request for Laboratory Ar	nalysis and for traceability purposes.	
Office or Division	Eisbarias Integrated Laboratory Section (EILS)	

	, , ,			
Office or Division	Fisheries Integrated Laboratory Section	n (FILS)		
Classification	Simple			
Type of Transaction	G2C-Government to Citizen;G2G-Gov	ernment to Govern	ment	
Who may avail:	Hatchery and Farm Operators, Local C	Government Office,	Exporter, Academe, & Fish Farmers.	
CHECKLIST OF I	REQUIREMENTS		WHERE TO SECURE	
1. The Samples for Analysis in accorda	nce with the set requirements of	1. The samples ar	e from Client/Customer	
2. Information of the sample to be subm	nitted	Client/Customer		
<ol><li>Local Transport Permit (LTP) or Auxi</li></ol>	illiary Invoice	Client/Customer, E	BFAR FIQU, LGU or Municipal	
<ol><li>Request for Laboratory Analysis (RL)</li></ol>	A)	BFAR-FILS Recei	ving 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	Gross Microscopic Examination P 100.00 per sample	5 minutes	<i>Cashier</i> 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	s 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 **Brace** 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	n (FILS)		
Classification	Simple			
Type of Transaction	G2C-Government to Citizen; G2G-Gov	vernment to Goverr	nment	
Who may avail:	Hatchery and Farm Operators, Local C	Government Office,	Exporter, Academe, & Fish Farmers.	
CHECKLIST OF F	REQUIREMENTS		WHERE TO SECURE	
1. The Samples for Analysis in accorda	nce with the set requirements of	1. The samples ar	e from Client/Customer	
2. Information of the sample to be subm		Client/Customer		
3. Local Transport Permit (LTP) or Auxi	lliary Invoice	Client/Customer, I	BFAR FIQU, LGU or Municipal	
4. Request for Laboratory Analysis (RLA	4)	<b>BFAR-Regional F</b>	ILS 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	Parasite Examination P 75.00	5 minutes	<i>Cashier</i> 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	s 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	· · · · · · · · · · · · · · · · · · ·	Regulatory Enforc	cement Division (FMRED)-Regulatory ar	nd Licensing Section
Classification	Complex			the s
Type of Transaction		÷ ·	-services whose client is the business er dual/Spouses;MSME; Fisherfolk Associa	
Who may avail:	juridical entity	-		
CHECKLIST OF I 1. Initial requirements	REQUIREMENTS		WHERE TO SECURE	
a. Application Form duly accomplished			ffice/ Provincial Fishery Office	
<ul> <li>b. Proof of Payment of Application Fee</li> <li>c. Four (4) copies of the sketch or surve</li> </ul>		Cashier/ Special C	Collecting Officer	
fishpond purposes with its technical des Classification Map of the Forest Manag	scription as extracted from the Land	Department of En	vironment and Natural Resources	
d. A Certificate of Bank Deposit issued the applicant has a current or checking P5,000.00 per hectare or fraction there account for the preceding six (6) month	account and has capital in cash of of and the bank statements of said	Any bank preferre	d by the applicant	
e An affidavit declaring that the initial ca used exclusively for the development of	the area; (5 original copies)	BFAR Regional O	ffice/ Provincial Fishery Office	
f. Notarized affidavit of adherence to Go prescribed in Annex A of FAO No. 197-		BFAR Regional O	ffice/ Provincial Fishery Office	
g. Proof of Filipino citizenship	wife dataset and Declares and	Applicant		
<ul> <li>h. In case of juridical person, two (2) ce</li> <li>Articles of Incorporation, Cooperation, A</li> <li>approved by government agencies con-</li> <li>is to engage in fishery/aquaculture busin</li> <li>2. Final Requirements</li> </ul>	Association or Partnership duly cerned, the primary purpose of which	Securities and Exc	change Commission or Cooperative De	elopment Authority
a. Twelve (12) copies of the survey plan	is of the area duly approved by the			
Director of Lands or Regional Director of the same shall be certified by the Lands	of Lands, or if under cadastral survey,	Department of En	vironment and Natural Resources	
b. Duly accomplished FLA or ASC form Public (15 original copies)	s duly acknowledged before a Notary	BFAR Regional O	ffice/ Provincial Fishery Office	
c. Certification issued by the Regional the area applied for is located to the effe pending judicial case (1 original copy)		Regional Trial Cou	urt	
d. * Certification issued by the Regional not involved in any pending administrati other person/s or entity (1 original copy	ve case and is not subleased to any	BFAR Regional O	ffice	
e. Proof of Payment of Cash bond Dep thereof and initial rental at P1,500.00/he improvement (if applicable)		Provincial Fishery	Office/Cashier/Special Collecting Office	r
f. Notarized affidavit to the effect that the any other person/s (5 copies)	e area applied for is not subleased to	BFAR Regional O	ffice/ Provincial Fishery Office	
g. Proof of updated remittances to the workers/Affidavit of Undertaking (1 origi		Social Security Sy	stem / BFAR Regional Office	
h. Environmental Compliance Certificat Coverage (CNC)-(1 original copy)	· · · ·	EMB-DENR		
<ul> <li>Cetified copy of the proof of payment applicable)</li> </ul>	for the value of improvements (if	BFAR Regional O	ffice/ Provincial Fishery Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
RFO-Phase 1: (Initial Requirements) 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 & 1hour	
RFO-Phase 2: (Final requirements)	1. Receive through the Record Section the complete final	None	1 day	Secretary of the Office of the Regional Director

				TOP AGRICOLLA
None	<ol> <li>Receive final requirements from the Office of the Regional Director and evaluate completeness of the submitted documents</li> </ol>	None	30 Minutes	Fishpond Leasing Officer FMRED
None	3. Prepare endorsement letter on the final requirements and *Certifications for signature of the Regional Director	None	1 day	Fishpond Leasing Officer FMRED
None	4. Signs the Certification and endorsement for final requirements	None	1 day	Regional Director
None	5. Transmit the application for processing 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	

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 the	ereof
FLA Initial Rentals	Php. 1,500.00 per hectare or fraction the	hereof
ASC Initial Rentals	Php. 500.00 per hectare or fraction the	ereof
Value of improvements	as may be determined by the PFO/RFC	C

\* 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)

Dissification         Simple         Control           21assification         327-Cervices whose client is the transacting public/ G2B-services whose client is the business entry           Provincial Fibre Control         CHECKLIST of REQUIREMENTS         WHERE TO SECURE           Sequirements for Renewal of FLA or ASC         Provincial Fishery Office/Cashier/Special Collecting Officer           South of the end of the second of the effect that the same is not involved in any relations contraction thereol).         Certification control           South Control Contro	and by Republic Act 5001 and 1				,
Uppe of Transaction         G2C-services whose client is the transacting public/ G2B-services whose client is the business entity           FLA Holders         WHERE TO SECURE           Requirements for Renewal of FLA or ASC         WHERE TO SECURE           Requirements for Renewal of FLA or ASC         Provincial Fishery Office/Cashier/Special Collecting Officer           D00.00 per hectares or fraction thereol) and initial rentals (Php. 1.300.00 per hectares or fraction thereol)         Regional Trial Court in the juicial district where he area applied for is located to the effect that the same is not involved in any uticial case (1 original coppie)         BFAR Regional Office/ Provincial Fishery Office           0. Duty accomplished FLA or ASC forms duly acknowledged before a Notary uticial case (1 original coppie)         BFAR Regional Office/ Provincial Fishery Office         0           0. On (1) cocy of the survey plan of the area under his/her rame duly approved by the Director of Lands or Regional Director of Lands (Blueprint)         Department of Environment Natural Resources         0           None         1         Records the application with the complete requirements rendored by the Director of Lands or Regional Director of Lands (Blueprint)         Person RESPONSIBLE           None         1         1         Records the application with the complete requirements rendored by the Provincial Fishers Office (PFO)         Person RESPONSIBLE           None         1         1         Regional Director of the Regional Director of Lands (Blueprint)         Secre	Office or Division	BFAR-RFO 13 -Fisheries Managemer	nt Regulatory Enfor	cement Division (FMRED)-Regulatory a	and Licensing Section
Who may avail:         FLA Holders           WHERE TO SECURE           Requirements for Reneval of FLA or ASC           Inspanding of FLA or ASC           Provincial Fisher Office/Cashier/Special Collecting Officer           Discourd of Application Free of Php. 2,000,00: Cash bond deposit (php.         Provincial Fishery Office/Cashier/Special Collecting Officer           Octification streed         Certification streed         Regional Trial Court           Utical case (1 original copy)         Provincial Fishery Office/Provincial Fishery Office         Provincial Fishery Office/Provincial Fishery Office           2. Due to complished FLA or ASC forms duly acknowledged before a Notary uplic (15 original copies)         BFAR Regional Office/ Provincial Fishery Office           3. One (1) copy of the survey plan of the area under hisher name duly approved by the Director of Lands (Blueprint)         Department of Environment Natural Resources           4. Application Form duly accomplished FLA or ASC forms duly acknowledged before a Notary approved by the Director of Lands (Blueprint)         Department of Environment Natural Resources           5. One (1) copy of the survey plan, should there be changes         Department of Environment Natural Resources         Provincial Fishers Office (PFO)           CLIENT STEPS         A GENCY ACTION         PERSON RESPONSIBLE Pail           None	Classification				
CHECKLIST OF REQUIREMENTS         WHERE TO SECURE           Reguirements for Renewal of FLA or ASC         IPayment of Application Fee of Php. 2,000.00; Cash bond deposit (php. 1,500.00 per hectares or fraction thereof) and initial rentals (Php. 1,500.00 per hectares or fraction thereof)         Provincial Fishery Office/Cashier/Special Collecting Officer           00.00 per hectares or fraction thereof)         In the same is not involved in any uticial district where he area applied for is located to the effect that the same is not involved in any uticial dass (1 original copies)         Regional Trial Court           0.10 yearcomplished FLA or ASC forms duly acknowledged before a Notary Uticial Court of Lands or Regional Office / Provincial Fishery Office         BFAR Regional Office / Provincial Fishery Office           0.10 yearcomplished FLA or ASC forms duly acknowledged before a Notary Uticial Court of Lands or Regional Director of Lands (Blueprint)         BFAR Regional Office / Provincial Fishery Office           0.00 (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           0.10 spection Report of the area (2 original copies)         Provincial Fishery Office (PFO)         Person RESPONSIBLE           1. Inspection Report of the area (2 original copies)         Provincial Fishery Office (PFO)         Secretary Office of the Regional Director and evaluate completeness of final requirements endorsed by the Provincial Fishers Office         None         1 day         Secretary Office of the Regional Director and evaluate complet	Type of Transaction	G2C-services whose client is the trans	acting public/ G2B-	-services whose client is the business e	ntity
Sequirements for Renewal of FLA or ASC         Inspection           1 Payment of Application Fee of Php. 2,000.00; Cash bond deposit (php. 000.00 per hectares or fraction thereof)         Provincial Fishery Office/Cashier/Special Collecting Officer           0.00 per hectares or fraction thereof)         Corffication issued by the Regional Trial Court in the judicial district where he area applied for is located to the effect that the same is not involved in any uclical case (1 original copy)         Provincial Fishery Office/Cashier/Special Collecting Officer           2. Due accomplished FLA or ASC forms duly acknowledged before a Notary vublic (15 original copies)         BFAR Regional Office/ Provincial Fishery Office           3. Application Form duly accomplished and notarized (2 original copies)         BFAR Regional Office/ Provincial Fishery Office           4. Application Form duly accomplished FLA or ASC forms duly acknowledged before a Notary vublic (15 original copies)         BFAR Regional Office/ Provincial Fishery Office           5. 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           9. 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 requirements submited         None         1 day         <	Who may avail:				
Teyment of Application Fee of Php. 2, 000.00; Cash bond deposit (php. 500.00 per treateres or fraction thereof) and initial rentals (Php. 1,500.00 per lacitates or fraction thereof) 0. Certification issued by the Regional Trial Court in the judicial district where he area applied for is located to the effect that the same is not involved in any udicial case (1 original copy) 3. Duly accomplished FLA or ASC forms duly acknowledged before a Notary Public (15 original copy) 3. Application is word by the Regional Director of Lands (Blueprint) 3. Application Fee of the area (2 original copies) 3. Application Fee of the area (2 original copies) 4. Application Fee of the area (2 original copies) 5. Anew survey plan, should there be changes 5. Inspection Report of the area (2 original copies) 5. Inspection Report of the area (2 original copies) 5. Inspection Report of the area (2 original copies) 5. Inspection Report of the area (2 original copies) 6. Records the application with the complete final requirements rom the Office of Regional Director of Lands (Blueprint) 7. Receive through the Regional Records the application with the complete final requirements from the Office of Regional Director and 8. Receive application with the complete final requirements from the None 7. Receive application with the complete requirements from the None 8. One 9.	CHECKLIST O	FREQUIREMENTS		WHERE TO SECURE	
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udicial case (1 original copy)       BFAR Regional Office/ Provincial Fishery Office         2: Duly accomplished FLA or ASC forms duly acknowledged before a Notary       BFAR Regional Office/ Provincial Fishery Office         3: Application Form duly accomplished and notarized (2 original copies)       BFAR Regional Office/ Provincial Fishery Office         3: One (1) copy of the survey plan of the area under his/her name duly       Department of Environment Natural Resources         9: Inspection Report of Lands or Regional Director of Lands (Blueprint)       Department of Environment Natural Resources         9: Inspection Report of the area (2 original copies)       Provincial Fishery Office (PFO)         FreeSTo BE PAID         None       1. Receive through the Regional-Records the application with the complete requirements endorsed by the Provincial Fisheres Office         None       2. Receive application with the complete requirements from the Office of Regional Director and evaluate completences of final requirements from the Office of requirements from the application for signature of the Regional Director of Lands (Bire of the Regional Director of Lands (Bire of the application with the application for signature of the Regional Director of Lands (Bire of Regional Director and evaluate completences of final requirements from the Office of Regional Director and evaluate completences of final requirements for and evaluate completences of final requirements for the application with the attached applications and econoble requirements fore the requirements for the Regional Director </td <td>b. Certification issued by the Regiona</td> <td></td> <td>Regional Trial Cou</td> <td>urt</td> <td></td>	b. Certification issued by the Regiona		Regional Trial Cou	urt	
Dublic (15 original copies)       The transform of the area complexed and notarized (2 original copies)       BFAR Regional Office/ Provincial Fishery Office         1. Application Form duly accomplished and notarized (2 original copies)       BFAR Regional Office/ Provincial Fishery Office         2. One (1) copy of the survey plan of the area under his/her name duly poproved by the Director of Lands or Regional Director of Lands (Blueprint)       Department of Environment Natural Resources         2. A new survey plan, should there be changes       Department of Environment Natural Resources         3. Inspection Report of the area (2 original copies)       Provincial Fishery Office (PFO) <b>CLIENT STEPS</b> AGENCY ACTION         1. Receive through the Regional-Records the application with the complete final requirements endorsed by the Provincial Fisheries Office       None       1 day         None       2. Receive application with the complete requirements from the Office of Regional Director and evaluate completeness of final requirements submitted       None       30 Minutes         None       3. Prepare endorsement letter on the application for signature of the Regional consensent letter on the application for signature of the equirements with requirements submitted       None       30 Minutes       Fishpond Leasing Officer FMRED         None       4. Sign the prepared endorsement letter on the application for signature of the Regional Director       None       1 day       Regional Director         None       5.	judicial case (1 original copy)	-			
a. 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         b. A new survey plan, should there be changes       Department of Environment Natural Resources         c. Inspection Report of the area (2 original copies)       Provincial Fishery Office (PFO)         FEES TO BE PAID         One (1) copy of the survey plan, should there be changes         Department of Environment Natural Resources         Provincial Fishery Office (PFO)         FEES TO BE PAID         PaiD         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 submitted       None       30 Minutes       Fishpond Leasing Officer FMRED         None       3. Prepare endorsement letter on the application for signature of the genoral Director       None       30 Minutes       Fishpond Leasing Officer FMRED         None       4. Sign the prepared endorsement letter on the application with the quotiements       None       1 day       Regional Director         None       3. Prepare endorsement letter on the application in with the envi	C. Duly accomplished FLA of ASC for Public (15 original copies)	ms duly acknowledged before a Notary	BFAR Regional O	Office/ Provincial Fishery Office	
approved by the Director of Lands or Regional Director of Lands (Blueprint)         Department of Environment Natural Resources           A new survey plan, should there be changes         Department of Environment Natural Resources           p. Inspection Report of the area (2 original copies)         Provincial Fishery Office (PFO)           CLIENT STEPS         AGENCY ACTION         FEE ST DBE 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 enter with the attached applications and complete requirements and com			BFAR Regional O	Office/ Provincial Fishery Office	
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 FIMRED         None       3. Prepare endorsement letter with the attached applications and complete requirements       None       30 Minutes       Fishpond Leasing Officer FIMRED         None       3. Strepare endorsement application for signature of the Regional Director       None       30 Minutes       Fishpond Leasing Officer FIMRED         None       3. Strepare endorsement application for signature of the Regional Director       None       1 day       Regional Director         None       5. Transmit the signed endorsement and complete requirements via Courier/electronic mail to BFAR- Central Office copy furnished PFOs       None       1 day       Records Officer			Department of En	vironment Natural Resources	
CLIENT STEPSAGENCY ACTIONFEES TO BE PAIDPROCESSING TIMEPERSON RESPONSIBLENone1. Receive through the Regional- Records the application with the complete final requirements endorsed by the Provincial Fisheries OfficeNone1 daySecretary Office of the Regional DirectorNone2. Receive application with the complete requirements from the Office of Regional Director and evaluate completeness of final requirements submittedNone30 MinutesFishpond Leasing Officer FMREDNone3. Prepare endorsement letter on the application for signature of the Regional DirectorNone30 MinutesFishpond Leasing Officer FMREDNone3. Prepare endorsement letter on the application for signature of the Regional DirectorNone30 MinutesFishpond Leasing Officer FMREDNone5. Transmit the signed endorsement letter with the attached applications and complete requirements via Courier/electronic mail to BFAR- Central Office copy furnished PFOsNone1 dayRegional DirectorNone1. dayRegional Officer FMRED1. dayRecords Officer	f. A new survey plan, should there be	changes			
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Noneapplication for signature of the Regional DirectorNone30 MinutesPishpona Leasing Onlicer FMREDNone4. Sign the prepared endorsement letter with the attached applications and complete requirementsNone1 dayRegional DirectorNone5. Transmit the signed endorsement, application with requirements via Courier/electronic mail to BFAR- Central Office copy furnished PFOsNone1 dayRecords Officer	None	complete requirements from the Office of Regional Director and evaluate completeness of final	None	30 Minutes	
Noneletter with the attached applications and complete requirementsNone1 dayRegional Director5. Transmit the signed endorsement, application with requirements via Courier/electronic mail to BFAR- Central Office copy furnished PFOsNone1 dayRegional DirectorNone1 dayRecords Officer	None	application for signature of the	None	30 Minutes	
Noneapplication with requirements via Courier/electronic mail to BFAR- Central Office copy furnished PFOsNone1 dayRecords Officer	None	letter with the attached applications	None	1 day	Regional Director
sub-TOTAL 3 days 1 hour	None	application with requirements via Courier/electronic mail to BFAR-	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 the	ereof
FLA Initial Rentals	Php. 1,500.00 per hectare or fraction t	hereof
ASC Initial Rentals	Php. 500.00 per hectare or fraction the	ereof



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

(endorsed by the Provincial This service involves processing of a	application for the Transfer of Rights involvi	ng unexpired Fishp	oond Lease Agreement (FLA), endorsed	by the Provincial Fisheries		
Offices				-		
Office or Division Classification	Complex	BFAR-RFO 13 -Fisheries Management Regulatory Enforcement Division (FMRED)-Regulatory and Licensing Section Complex				
Type of Transaction		G2C-services whose client is the transacting public/ G2B-services whose client is the business entity				
Who may avail:	juridical entity					
CHECKLIST ( Requirements for Transfer of Rig	OF REQUIREMENTS		WHERE TO SECURE			
Letter of intent to Transfer by the Lessee together with the sworn leclaration of the transferee (3 original copies)		Lessee				
. Prior written approval of the Less	or	BFAR-CO/ Depar	rtment of Agriculture			
<ul> <li>Driginal copy of the Deed of Assignations (1 copy)</li> </ul>	gnment or Transfer and Assumption of	Submitted by the applicant				
authorized representative, showing	rified by the Regional Director or his that the fishpond area of the ASC subject sfer has been developed (2 original copies)		Office/ Provincial Fishery Office			
e. Application form duly accomplish	ed and notarized (5 original copies)	BFAR Regional C	Office/ Provincial Fishery Office			
	icial receipts of updated payment of rentals	BFAR Regional C	Office/ Provincial Fishery Office			
g. Proof of payment of assignment of received and application features for fraction thereof and application features for the second app	or transfer fee at Php. 100.00 per hectares ee of Php. 2,000.00	Provincial Fishery	Office/Cashier/Special Collecting Office	r		
<ol> <li>Posting of required cash bond de raction thereof</li> </ol>	eposit of Php. 500.00 per hectares or	Provincial Fishery	Office/Cashier/Special Collecting Office	r		
	olan of the area under his/her name duly or Regional Director of Lands (Blueprint)	Department of En	vironment Natural Resources			
	ly acknowledged before a Notary Public	BFAR Regional C	Office/ Provincial Fishery Office			
. Certification issued by the Region	nal Trial Court in the judicial district where effect that the same is not involved in any y)	Regional Trial Co	urt			
. Certification issued by the Region	al Director to the effect that the same is not					
n. 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		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	<ol> <li>Sign the prepared endorsement letter with the attached applications and complete requirements</li> </ol>	None	1 day	Regional Director		
None	5. Transmit the signed documents via Courier/electronic mail to BFAR-	None	1 day	Records Officer		
	Central Office copy furnished PFOs	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 gBBAR 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		
Simple		
Gov't to Citizen		
CFV fishermen or crew on board		
REQUIREMENTS	WHERE TO SECURE	
application form	BFAR Provincial Fisheries Office/ Regional Office	
	CFV Fisherman	
ssued ID	CFV Fisherman	
	Municipal Office	
eceipt for the payment of license fee in	in PFO/ RO Collecting Officer	
R number or approved registration	LGU- Agriculture's Office	
	Regulatory and Licensing Section Simple Gov't to Citizen CFV fishermen or crew on board REQUIREMENTS application form ssued ID eceipt for the payment of license fee in	Regulatory and Licensing Section         Simple         Gov't to Citizen         CFV fishermen or crew on board         REQUIREMENTS         application form         BFAR Provincial Fisheries Office/ Regional Office         CFV Fisherman         ssued ID       CFV Fisherman         Municipal Office         eceipt for the payment of license fee in         PFO/ RO Collecting Officer

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 20 has already have an existing or valid Fisherman's License Card	20 min	BFAR RO Licensing Officer	
			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
		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 tonnag

and above , to fish within commercial w	aters or >15km from the shoreline.				
Office or Division	isheries 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 I		WHERE TO SECURE			
a. One (1) New Logsheet for Ring Net a and Logbook for Bag Net for commerci	and Purse Siene, and Hook and Line;	CFV owner/ operat			
b. Two (2) photocopies of the Official R fee in the amount of Fifty Pesos (P 50.0		BFAR PFO/ RO Co	ollecting 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 Enfo	rcement 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		
	T OF REQUIREMENTS	,	WHERE TO SECUR	E
For Applications for Gratuitous Pe				_
1. Project profile which states: (2 original copies)			Submitted by the applic	ant
a. The general and specific objectives of the project		Submitted by the applicant		
b. A brief description of the project			Submitted by the applic	ant
personnel involved and percentag	implementation, which includes names of ge of time allocated to the project; schedule ement and sources, both local and foreign; ng and evaluation scheme	Submitted by the applicant		ant
2. Application Form duly accompl	lished and notarized (5 original copies)	BFAR Regional Office/ Provincial Fishery Office		Fishery Office
3. One (1) copy of the sketch plan of the area		Submitted by the applicant		
4. Inspection Report of the area		BFAR Regional Office/ Provincial Fishery Office		
Phase 1: RFO				
None	<ol> <li>Receive through the Regional Record Section the application for Gratuitous Permit together with report of inspection from the Provincial Fisheries Office</li> </ol>	None	1 day	Secretary Office of the Regional Director
None	<ol> <li>Receives the application for Gratuitous Permit together with report of inspection and evaluate completeness of documents submitted</li> </ol>	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	

	RCIAL FISHING VESSELS AND (	GEARS (CFV/G	s) LICENSE NEW APPLICATIO	N TO BFAR-CO	
	issuance of New Commercial Fishing V	•	-	BFAR	
above, to fish within commercial waters					
Office or Division	Fisheries Management, Regulatory an Regulatory and Licensing Section (RL		sion (FMRED)-		
Classification	Highly Technical				
Type of Transaction Who may avail	G2C-Government to Citizen; G2B-Go CFV owners/operators	vernment to Busine	SS		
	REQUIREMENTS		WHERE TO SECUR	-	
I. Commercial Fishing Vessel Licens				_	
a. Two (2) original copies of notarized a application for fishing vessel license with	and duly accomplished BFAR	BFAR Provincial F	isheries Offices/ Regional Office		
b.Two (2) copies of 8"x10" vessel unaltor starboard and required identification an this Order, printed in photopaper	ered pictures showing the port, d marking, as specified in Annex 1 of	CFV Owner/ Oper	ator		
	ndicating the proposed fishing ground/s	BFAR Provincial F	isheries Offices/ Regional Office		
d. One (1) Original or authenticated pho (CO), and one (1) duplicate copy of the		Maritime Industry	Authority (MARINA)		
e. One (1) Original or authenticated pho of Philippine Registry (CPR), and one (		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					
i. Two (2) photocopies of Approved Ar corporation, the primary or secondary p fishing, or business name registration, or partnership to accompany the first vess is one (1) New fishing logsbeats for cate	ourpose of which is to engage in certificate for single proprietorship or		change Commission (SEC)/ Departme	nt of Trade and Industry (DTI)	
k. Two (2) photocopies of Importation c fishing vessel is imported or newly cons	or Construction Clearance (in case the	BFAR Central Offi			
I. Two (2) photocopies of Official Receip application and license	ots covering the payments of	Regional and Prov	vincial Collecting Officers		
m. Two (2) photocopies of proof of Tax n. Two (2) original and duplicate copies		Bureau of Internal Revenue (BIR) BFAR Provincial Fisheries Offices/ Regional Office			
II. Commercial Fishing Gear Registra	ation				
a. Two (2) photocopies of the Official R			vincial Collecting Officers		
b. Two (2) original copies of notarized a			isheries Offices/ Regional Office		
	ar reconnical design and specifications	IBEAK Provincial F	isheries Offices/ Regional Office;		
c. Two (2) original copies of Fishing Ge III. Commercial Fishing Gear License					
III. Commercial Fishing Gear License a. Two (2) copies of original notarized of	e completed BFAR CFGL application	-	isheries Offices/ Regional Office		
III. Commercial Fishing Gear License a. Two (2) copies of original notarized o b. Two (2) original and duplicate copies	e completed BFAR CFGL application s of fishing gear Inspection Report	BFAR Provincial F BFAR Provincial F	isheries Offices/ Regional Office		
III. Commercial Fishing Gear License a. Two (2) copies of original notarized c b. Two (2) original and duplicate copies c. Two (2) copies of photo of Fishing G	e completed BFAR CFGL application s of fishing gear Inspection Report ear markings	BFAR Provincial F BFAR Provincial F CFV Owner/ Oper	isheries Offices/ Regional Office ator		
III. Commercial Fishing Gear License a. Two (2) copies of original notarized o b. Two (2) original and duplicate copies c. Two (2) copies of photo of Fishing G	e completed BFAR CFGL application s of fishing gear Inspection Report ear markings	BFAR Provincial F BFAR Provincial F CFV Owner/ Oper Regional and Prov FEES TO BE	isheries Offices/ Regional Office	PERSON RESPONSIBLE	
III. Commercial Fishing Gear License a. Two (2) copies of original notarized c b. Two (2) original and duplicate copies c. Two (2) copies of photo of Fishing G d. Two (2) photocopies of the Official R CLIENT STEPS	e completed BFAR CFGL application s of fishing gear Inspection Report ear markings eceipt for the the payment of license	BFAR Provincial F BFAR Provincial F CFV Owner/ Oper Regional and Prov	isheries Offices/ Regional Office ator incial Collecting Officers	PERSON RESPONSIBLE BFAR PFO	
III. Commercial Fishing Gear License a. Two (2) copies of original notarized of b. Two (2) original and duplicate copies c. Two (2) copies of photo of Fishing G d. Two (2) photocopies of the Official R CLIENT STEPS 1.0. CFV owners/operators express their intent to apply for Importation or Construction Clearance for the new	e completed BFAR CFGL application s of fishing gear Inspection Report ear markings eceipt for the the payment of license AGENCY ACTION	BFAR Provincial F BFAR Provincial F CFV Owner/ Oper Regional and Prov FEES TO BE PAID	isheries Offices/ Regional Office ator /incial Collecting Officers PROCESSING TIME		
III. Commercial Fishing Gear License a. Two (2) copies of original notarized of b. Two (2) original and duplicate copies c. Two (2) copies of photo of Fishing G d. Two (2) photocopies of the Official R CLIENT STEPS 1.0. CFV owners/operators express their intent to apply for Importation or Construction Clearance for the new	e completed BFAR CFGL application s of fishing gear Inspection Report ear markings eccipt for the the payment of license AGENCY ACTION 1.1. Indorsement of Letter Request for the Importation or Construction Clearance to BFAR Regional Office 1.2. Indorsement of Letter Request for the Importation or Construction	BFAR Provincial F BFAR Provincial F CFV Owner/ Oper Regional and Prov FEES TO BE PAID	isheries Offices/ Regional Office ator /incial Collecting Officers PROCESSING TIME		
III. Commercial Fishing Gear License a. Two (2) copies of original notarized of b. Two (2) original and duplicate copies c. Two (2) copies of photo of Fishing G d. Two (2) photocopies of the Official R CLIENT STEPS 1.0. CFV owners/operators express their intent to apply for Importation or Construction Clearance for the new fishing vessel 2.0. Request for Inspection of CFV	e completed BFAR CFGL application sof fishing gear Inspection Report ear markings eccept for the the payment of license AGENCY ACTION 1.1. Indorsement of Letter Request for the Importation or Construction Clearance to BFAR Regional Office 1.2. Indorsement of Letter Request	BFAR Provincial F BFAR Provincial F CFV Owner/ Oper Regional and Pro FEES TO BE PAID none	isheries Offices/ Regional Office ator <i>i</i> ncial Collecting Officers <b>PROCESSING TIME</b> 30 min	BFAR PFO	
III. Commercial Fishing Gear License a. Two (2) copies of original notarized of b. Two (2) original and duplicate copies c. Two (2) copies of photo of Fishing G d. Two (2) photocopies of the Official R	e completed BFAR CFGL application sof fishing gear Inspection Report ear markings eccipt for the the payment of license AGENCY ACTION 1.1. Indorsement of Letter Request for the Importation or Construction Clearance to BFAR Regional Office 1.2. Indorsement of Letter Request for the Importation or Construction Clearance to BFAR Central Office 2.1. Inspect the fishing vessel and	BFAR Provincial F BFAR Provincial F CFV Owner/ Oper Regional and Prov FEES TO BE PAID none	isheries Offices/ Regional Office ator /incial Collecting Officers PROCESSING TIME 30 min 30 min	BFAR PFO BFAR RO	

				ACTINE NT OF AGAIN
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]; 50.1-100GT= P400x3; 20.1-50.1GT= P400x3; g. Cash Bond: 3.1-20.0GT= P250.00 20.1-50.0GT= P350.00	30 min	BFAR PFO/ RO Collection
5.0. Provides BFAR PFO/RO the photocopy of the Official Receipt of the	5.1. BFAR PFO forward the OR to BFAR RO.	none	30 min	BFAR PFO
payments;	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			
This service involves processing for the	issuance of the renewal of Commercial	Fishing Vessel License (CFVL) Renewal authorizing the commercial fishing ves	
gross tonnage 3.1 and above, to fish w	ithin 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	
I. Commercial Fishing Vessel Licens	e .		
a. Two (2) original copies of notarized a	nd 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 pho	otocopy 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 A	ffidavit of Undertaking stating that the	BFAR Provincial Fisheries Offices/ Regional Office	
g. Original copy of the previous expired		CFV owner/ operator	
h. one (1) New fishing logsheets for cat	cher vessel for registration and	CFV Owner/ Operator	
i. Duly accomplished fishing logsheets;		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	
II. Commercial Fishing Gear Registra	ation		
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 Ge		BFAR Provincial Fisheries Offices/ Regional Office;	
III. Commercial Fishing Gear License	9		
a. Two (2) copies of original notarized c	· · · · · · · · · · · · · · · · · · ·	BFAR Provincial Fisheries Offices/ Regional Office	
b. Two (2) original and duplicate copies		BFAR Provincial Fisheries Offices/ Regional Office	
c. Two (2) copies of photo of Fishing G		CFV Owner/ Operator	
d. Two (2) photocopies of the Official R	eceipt 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	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= [(P200.00+2/ GT or a fraction thereof)x3]; 50.1-100CT= [(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	4.1. BFAR PFO forward the OR to BFAR RO.	none	30 min	BFAR PFO/ RO Licensing Officer
payments;	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



### 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 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.

Submit Letter of Intent and pertinent documents         Receive and check completeness of initial documents submitted         None         15 min         CDP Provincial Sector concerned.           Transmit documents to BFAR RFO- XIII         None         1 day         CDP Provincial Sector concerned.           Instruct to facilitate and forward to CDP secretariat         None         15 min         Regional Director, Offic Regional Director	Classification:         Highly Technical           Type of Transaction:         G2C-Government to Citizen           Who may avail:         Any person, corporation or entity           CHECKLIST OF REQUIREMENTS         In Municipal Waters           1.         Accomplished application form           2.         Basic municipal/City Fisheries Ordinance updated in accordance with e Amended Fisheries Code           3.         Environmental Impact System (EIS)           4.         Environmental Impact Assessment (EIA)           5.         Environmental Compliance Certificate (ECC)           6.         Financial package for affected fisherfolk based on fisheries resource valuation           7.         Coastal Resource Management (CRM) Plan/ Ecosystem Approach Fisheries Management (EAFM) Plan           8.         Judicial Orders, Special Designation identifying the proposed project not an Environmentally Critical Project nor in an Environmentally Critical A or legislation designating a part or whole of project site as special protection area, etc.           9.         Updated Comprehensive Land Use Plan (CLUP)           10.         Site Development Plan           11.         Marine Spatial Plan           12.         Sangguniang Resolution/s (municipality/city) or Board of Director' Resolution in case of Government Corporation           13.         Municipal/City Fisheries and Aquatic Resources and Management Council endorsement (Resolution)	r for coastal development BFAR BFAR DENR DENR DENR DENR DENR DENR DENR DEN	t projects WHERE TO SEC		
Type of Transaction:         (S2C-Government to Citizon           Monticipal Verset         Any person, concension or entry for coastal development projects           Munch Verset         WHERE TO SECURE           Munch Verset         Munch Verset           Munch Verset         Munch Verset           Munch Verset         Munch Verset           Munch Verset         Munch Verset           Base, munchaption Verset         BFAR           Base munchaption Verset         Development           A. Environmental Ingrad System (ES)         DENR           B. Environmental Ingrad System (ES)         DENR           G. Financial package for affocted fisherfok based on fisherites resource         Proponent/ Requisitioner           Provide Verset         Proponent (CRM) Plan / Ecosystem Approach to Fisherice Management (CRM) Plan / Ecosystem Approach to Fisherice Management (CRM) Plan / Ecosystem Approach to Proponent Requisitioner         LGU           B. Judicial Orders, Special Project nor in an Environmentally Critical Atea or a environmentally Critical Project nor in a Environmentally Critical Atea or a environmentally Critical Project nor in a Environmentally Critical Atea or a environmental Complement Plan         Proponent/ Requisitioner           I. Marine Spatial Plan         Proponent Requisitioner         LGU           I. Marine Spatial Plan         Deriver fisher Spatial Critical Atea oredivical Orderes, Special Despation in case of anceatral domain.	Type of Transaction:         G2C-Government to Citizen           Who may avail:         Any person, corporation or entity.           CHECKLIST OF REQUIREMENTS         In Municipal Waters           1.         Accomplished application form           2.         Basic municipal/City Fisheries Ordinance updated in accordance withe Amended Fisheries Code           3.         Environmental Impact System (EIS)           4.         Environmental Compliance Certificate (ECC)           6.         Financial package for affected fisherfolk based on fisheries resource valuation           7.         Coastal Resource Management (CRM) Plan/ Ecosystem Approach Fisheries Management (EAFM) Plan           8.         Judicial Orders, Special Designation identifying the proposed project not an Environmentally Critical Project nor in an Environmentally Critical A or legislation designating a part or whole of project site as special protection area, etc.           9.         Updated Comprehensive Land Use Plan (CLUP)           10.         Site Development Plan           11.         Marine Spatial Plan           12.         Sangguniang Resolution/s (municipality/city) or Board of Director' Resolution in case of Government Corporation           13.         Municipal/City Fisheries and Aquatic Resources and Management Council endorsement (Resolution)           14.         Free and prior Informed Consent in case of ancestral domain.	BFAR BFAR BFAR DENR DENR DENR DENR DENR DENR/BFAR Ct is Area, on LGU, DENR LGU LGU LGU	WHERE TO SEC		
CHECKUST OF REQUIREMENTS         WHERE TO SECURE           In Municipal Water         BFAR           2. Basic munipality Fisheries Ordinance updated in accordance with the Annodof Fisheries Code         LGU           3. Environmental Impact System (EIS)         DENR           4. Environmental Impact System (EIA)         DENR           5. Environmental Impact System (EIA)         DENR           6. Francial package for affected fasherfok based on fisheries resource valuation         Proponent/ Requisitioner           7. Coastal Resource Management (CRM) Plan/ Ecosystem Approach to Parkeres Management (EA/M) Plan         DENR/ BFAR           8. Judicial Orders, Special Designation identifying the proposed project is note and Environmentally Critical Project or in a Environmentally Critical Project or project is execution in case of Governiener         LGU           10. Marine Spetial Plan         LGU         LGU           12. Sangguniang Resolution (simulopaltylety) or Board of Director' Resolution in case of Governiener         LGU           13. Municipal/Cay Fisheries and Aquatic Resources and Management Courcil endorsement (Resolution)         LGU           14. Free and prior Informed Consent in case of ancestral domain.         LGU <th>CHECKLIST OF REQUIREMENTS         In Municipal Waters       .         1. Accomplished application form       .         2. Basic municipal/City Fisheries Ordinance updated in accordance with the Amended Fisheries Code       .         3. Environmental Impact System (EIS)       .         4. Environmental Impact Assessment (EIA)       .         5. Environmental Compliance Certificate (ECC)       .         6. Financial package for affected fisherfolk based on fisheries resource valuation       .         7. Coastal Resource Management (CRM) Plan/ Ecosystem Approach Fisheries Management (EAFM) Plan       .         8. Judicial Orders, Special Designation identifying the proposed project not an Environmentally Critical Project nor in an Environmentally Critical A or legislation designating a part or whole of project site as special protection area, etc.         9. Updated Comprehensive Land Use Plan (CLUP)       .         10. Site Development Plan       .         11. Marine Spatial Plan       .         12. Sangguniang Resolution/s (municipality/city) or Board of Director' Resolution in case of Government Corporation         13. Municipal/City Fisheries and Aquatic Resources and Management Council endorsement (Resolution)         14. Free and prior Informed Consent in case of ancestral domain.</th> <th>BFAR BFAR BFAR DENR DENR DENR DENR DENR DENR/BFAR Ct is Area, on LGU, DENR LGU LGU LGU</th> <th>WHERE TO SEC</th> <th></th>	CHECKLIST OF REQUIREMENTS         In Municipal Waters       .         1. Accomplished application form       .         2. Basic municipal/City Fisheries Ordinance updated in accordance with the Amended Fisheries Code       .         3. Environmental Impact System (EIS)       .         4. Environmental Impact Assessment (EIA)       .         5. Environmental Compliance Certificate (ECC)       .         6. Financial package for affected fisherfolk based on fisheries resource valuation       .         7. Coastal Resource Management (CRM) Plan/ Ecosystem Approach Fisheries Management (EAFM) Plan       .         8. Judicial Orders, Special Designation identifying the proposed project not an Environmentally Critical Project nor in an Environmentally Critical A or legislation designating a part or whole of project site as special protection area, etc.         9. Updated Comprehensive Land Use Plan (CLUP)       .         10. Site Development Plan       .         11. Marine Spatial Plan       .         12. Sangguniang Resolution/s (municipality/city) or Board of Director' Resolution in case of Government Corporation         13. Municipal/City Fisheries and Aquatic Resources and Management Council endorsement (Resolution)         14. Free and prior Informed Consent in case of ancestral domain.	BFAR BFAR BFAR DENR DENR DENR DENR DENR DENR/BFAR Ct is Area, on LGU, DENR LGU LGU LGU	WHERE TO SEC		
In Municipal Vaters	In Municipal Waters         1. Accomplished application form         2. Basic municipal/City Fisheries Ordinance updated in accordance with the Amended Fisheries Code         3. Environmental Impact System (EIS)         4. Environmental Impact Assessment (EIA)         5. Environmental Compliance Certificate (ECC)         6. Financial package for affected fisherfolk based on fisheries resource valuation         7. Coastal Resource Management (CRM) Plan/ Ecosystem Approach Fisheries Management (EAFM) Plan         8. Judicial Orders, Special Designation identifying the proposed project not an Environmentally Critical Project nor in an Environmentally Critical A or legislation designating a part or whole of project site as special protection area, etc.         9. Updated Comprehensive Land Use Plan (CLUP)         10. Site Development Plan         11. Marine Spatial Plan         12. Sangguniang Resolution/s (municipality/city) or Board of Director' Resolution in case of Government Corporation         13. Municipal/City Fisheries and Aquatic Resources and Management Council endorsement (Resolution)         14. Free and prior Informed Consent in case of ancestral domain.	ith LGU DENR DENR DENR Proponent/ Requis n to DENR/ BFAR Ct is Area, on LGU, DENR LGU LGU LGU	isitioner		
2     Basic municipal(City) Fibraties Ordinance updated in accordance with the Amended Fibrates Code     LGU       3     Environmental Impact System (EIS)     DENR       4     Environmental Impact System (EIS)     DENR       5     Environmental Impact System (EIS)     DENR       6     Financial package for affected fisherfok based on fisheries resource valuation     Proponent/ Requisitioner       7     Cosstal Resource Management (CRM) Plan/ Ecosystem Approach to Fisheries Management (EAFM) Plan     DENR/       8.     Judicial Orders, Special Designation identifying the proposed project is easy etc.     LGU, DENR       9.     Updated Comprehensive Land Use Plan (CLUP)     LGU       10.     Site Development Plan     Proponent/ Requisitioner       11.     Manie Spatial Plan     LGU       12.     Sangguniang Resolutionis (municipalitycky) or Board of Director' Resolution is case of Government Corporation     LGU       13.     Municipal/CxP Fisheries and Aquate Resources and Management Council endorsement (Resolution)     LGU       14.     Free and prior Informed Congenation identifying the proposed project is in an Environmental Impact Assement (EIA)     DENR       2.     Environmental Impact Assement (EIA)     DENR       2.     Congenation (science and Anagement Council endorsement (Resolution)     LGU       3.     Environmental Impact Assessement (EIA)     DENR	<ol> <li>Basic municipal/City Fisheries Ordinance updated in accordance with Amended Fisheries Code</li> <li>Environmental Impact System (EIS)</li> <li>Environmental Impact Assessment (EIA)</li> <li>Environmental Compliance Certificate (ECC)</li> <li>Financial package for affected fisherfolk based on fisheries resource valuation</li> <li>Coastal Resource Management (CRM) Plan/ Ecosystem Approach Fisheries Management (EAFM) Plan</li> <li>Judicial Orders, Special Designation identifying the proposed project not an Environmentally Critical Project nor in an Environmentally Critical A or legislation designating a part or whole of project site as special protection area, etc.</li> <li>Updated Comprehensive Land Use Plan (CLUP)</li> <li>Site Development Plan</li> <li>Marine Spatial Plan</li> <li>Sangguniang Resolution/s (municipality/city) or Board of Director' Resolution in case of Government Corporation</li> <li>Municipal/City Fisheries and Aquatic Resources and Management Council endorsement (Resolution)</li> <li>Free and prior Informed Consent in case of ancestral domain.</li> </ol>	ith LGU DENR DENR DENR Proponent/ Requis n to DENR/ BFAR Ct is Area, on LGU, DENR LGU LGU LGU			
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4.     Environmental Impact Assessment (EIA)     DENR       5.     Environmental Compliance Certificate (ECC)     DENR       6.     Financial package for affected fisherfok based on fisheries resource valuation     Proponent/ Requisitioner       7.     Coastal Resource Management (CRM) Plan/ Ecosystem Approach to Faheries Management (EAPM) Plan     DENR/ BFAR       8.     Judicial Orders, Special Designation Identifying the proposed project as nor tegristerion or is in Environmentally Critical Project on train Environmental Compliance Certificate (ECC)     LGU       10.     Steo Development Resources and Management Council endorsement (Resource)     LGU       11.     Manicipal/Crity Fisheries and Aquatic Resources and Management Environmental Impact Assessment (EIA)     DENR       2.     Environmental Impact Assessment (EIA)     DENR       3.     Environmental Impact Assessment (EIA)     DENR       3.     Environmental Impact Assessment (EIA)     DENR       4.     Judicial Ordens. Special Designation Identifying the	<ol> <li>Environmental Impact Assessment (EIA)</li> <li>Environmental Compliance Certificate (ECC)</li> <li>Financial package for affected fisherfolk based on fisheries resource valuation</li> <li>Coastal Resource Management (CRM) Plan/ Ecosystem Approach Fisheries Management (EAFM) Plan</li> <li>Judicial Orders, Special Designation identifying the proposed project not an Environmentally Critical Project nor in an Environmentally Critical A or legislation designating a part or whole of project site as special protection area, etc.</li> <li>Updated Comprehensive Land Use Plan (CLUP)</li> <li>Site Development Plan</li> <li>Marine Spatial Plan</li> <li>Sangguniang Resolution/s (municipality/city) or Board of Director' Resolution in case of Government Corporation</li> <li>Municipal/City Fisheries and Aquatic Resources and Management Council endorsement (Resolution)</li> <li>Free and prior Informed Consent in case of ancestral domain.</li> </ol>	DENR DENR Proponent/ Requise to be DENR/ BFAR DENR/ BFAR LGU, DENR LGU LGU LGU LGU			
5.       Environmental Compliance Certificate (ECC)       DENR         6.       Financial package for affected fisherfok 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, Spacial Designation Identifying the proposed project is not an Environmentally Critical 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 (municipalitycity) or Board of Director' Resolution in case of Government (Resources and Management Council endorsement (Resolution)       LGU         13.       Municipal/Chy Fisheries and Aquatic Resources and Management Council endorsement (Resolution)       LGU         14.       Free and prior Informed Consert in case of ancestral domain.       LGU         13.       Environmental Impact System (EIS)       DENR         2.       Environmental Impact System (EIS)       DENR         3.       Environmental Impact System (EIS)       DENR         4.       Judicial Orders, Special Designation Identifying the proposed project is not an Environmental Pact System (EIA)       DENR, BFAR, ACADEME	<ol> <li>Environmental Compliance Certificate (ECC)</li> <li>Financial package for affected fisherfolk based on fisheries resource valuation</li> <li>Coastal Resource Management (CRM) Plan/ Ecosystem Approach Fisheries Management (EAFM) Plan</li> <li>Judicial Orders, Special Designation identifying the proposed project not an Environmentally Critical Project nor in an Environmentally Critical A or legislation designating a part or whole of project site as special protection area, etc.</li> <li>Updated Comprehensive Land Use Plan (CLUP)</li> <li>Site Development Plan</li> <li>Marine Spatial Plan</li> <li>Sangguniang Resolution/s (municipality/city) or Board of Director' Resolution in case of Government Corporation</li> <li>Municipal/City Fisheries and Aquatic Resources and Management Council endorsement (Resolution)</li> <li>Free and prior Informed Consent in case of ancestral domain.</li> </ol>	DENR DENR Proponent/ Requise to be DENR/ BFAR DENR/ BFAR LGU, DENR LGU LGU LGU			
B.         Financial package for affected fisherfolk based on fisheries resource valuation         Proponent/ Requisitioner           7.         Coastal Resource Management (CRM) Plan/ Ecosystem Approach to Fisheries Management (CRM) Plan/ Ecosystem Approach to to Environmentally Critical Area, or legislation designation identifying the proposed project is and, etc.         DENR/ BFAR           8.         Judicial Orders, Special Designation identifying the proposed project is and, etc.         LGU, DENR           9.         Updated Comprehensive Land Use Plan (CLUP)         LGU           10.         Site Development Plan         Proponent/ Requisitioner           11.         Maine Spatial Plan         LGU           12.         Sanguniang Resolution/s (municipality/oity) or Board of Director' Resolution in case of Government Corporation         LGU           13.         Municipal/Cly Fisheries and Aquatic Resources and Management Council endorsement (Resolution)         LGU           14.         Free and prior Informed Consent in case of ancestral domain.         LGU           14.         Free and prior Informed Consent in case of ancestral domain.         LGU           14.         Free and prior Informed Consent in case of ancestral domain.         LGU           14.         Free and prior Informed Consent in case of ancestral domain.         LGU           15.         Environmental Impact System (EIS)         DENR           2.<	<ol> <li>Financial package for affected fisherfolk based on fisheries resource valuation</li> <li>Coastal Resource Management (CRM) Plan/ Ecosystem Approach Fisheries Management (EAFM) Plan</li> <li>Judicial Orders, Special Designation identifying the proposed project not an Environmentally Critical Project nor in an Environmentally Critical A or legislation designating a part or whole of project site as special protection area, etc.</li> <li>Updated Comprehensive Land Use Plan (CLUP)</li> <li>Site Development Plan</li> <li>Marine Spatial Plan</li> <li>Sangguniang Resolution/s (municipality/city) or Board of Director' Resolution in case of Government Corporation</li> <li>Municipal/City Fisheries and Aquatic Resources and Management Council endorsement (Resolution)</li> <li>Free and prior Informed Consent in case of ancestral domain.</li> </ol>	Proponent/ Requise to be the term of the term of the term of			
valuation     Proportion 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 can Environmentally Critical Project not in an Environmentally Critical Area, or legislation designating a part or whole of project site as special protection area, etc.     LGU       9. Updated Comprehensive Land Use Plan (CLUP)     LGU       10. Site Development Plan     LGU       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       15. Environmental Impact System (EIS)     DENR       2. Environmental mage: System (EIA)     DENR       3. Environmental mage: System (EIA)     DENR       3. Environmental mage: System (EIA)     DENR       3. Environmental compliance Certificate (ECC)     DENR       4. Judicial Orders, Special Designation identifying the proposed project is not an Environmental voltical Project nor in an Environmental Act, and related fisheries and environmental rules and regulations       5. Fisheries Resource Valuation Study     DENR, BFAR, ACADEME       6. Project does not volate provisions of the Fisheries Code, Environmental documents submitted     Fish	<ul> <li>valuation</li> <li>7. Coastal Resource Management (CRM) Plan/ Ecosystem Approach Fisheries Management (EAFM) Plan</li> <li>8. Judicial Orders, Special Designation identifying the proposed project not an Environmentally Critical Project nor in an Environmentally Critical A or legislation designating a part or whole of project site as special protection area, etc.</li> <li>9. Updated Comprehensive Land Use Plan (CLUP)</li> <li>10. Site Development Plan</li> <li>11. Marine Spatial Plan</li> <li>12. Sangguniang Resolution/s (municipality/city) or Board of Director' Resolution in case of Government Corporation</li> <li>13. Municipal/City Fisheries and Aquatic Resources and Management Council endorsement (Resolution)</li> <li>14. Free and prior Informed Consent in case of ancestral domain.</li> </ul>	Proponent/ Require       h to       DENR/ BFAR       ct is       Area,       LGU, DENR       LGU       Proponent/ Require       LGU       LGU			
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not an Environmentally Critical Project nor in an Environmentally Critical Area, etc.       LGU, DENR         9.       Updated Comprehensive Land Use Plan (CLUP)       LGU         10.       Site Development Plan       Proponent/ Requisitioner         11.       Marine Spatial Plan       LGU         12.       Sarguniang 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         15.       Environmental Impact System (EIS)       DENR         2.       Environmental Impact System (EIS)       DENR         3.       Environmental Impact Assessment (EIA)       DENR         3.       Environmental Compliance Certificate (ECC)       DENR         4.       Judicial Orders, Special Designation identifying the proposed project is not an Environmental rules and regulations       LGU, DENR         5.       Fisheries Resource Valuation Study       DENR, BFAR, ACADEME       EPAR ORDERSING TIME         6.       Project does not violate provisions of the Fisheries Code, Environmental Act, and related fisheries and environmental rules and regulations       FEES TO BE PAID       PROCESSING TIME       PERSON RESPONS CDP Provincial Scen concomme	not an Environmentally Critical Project nor in an Environmentally Critical A or legislation designating a part or whole of project site as special protection area, etc. 9. Updated Comprehensive Land Use Plan (CLUP) 10. Site Development Plan 11. Marine Spatial Plan 12. Sangguniang Resolution/s (municipality/city) or Board of Director' Resolution in case of Government Corporation 13. Municipal/City Fisheries and Aquatic Resources and Management Council endorsement (Resolution) 14. Free and prior Informed Consent in case of ancestral domain.	Area, on LGU, DENR LGU Proponent/ Requis LGU LGU	isitioner		
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         15. Mational Waters or Offshore       DENR         16. Environmental Impact System (EIS)       DENR         2. Environmental Compliance Certificate (ECC)       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       BFAR, DENR, PCG and other concerned NGAs         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         Submit Letter of Intent and pertinent documents       Receive and check completeness of Initial documents to BFAR RFO- XIII       None       15 min       CDP Provincial Secon concerned.         Istruct to facilitate and forward to CDP Provincial Secon concerned.       None       1 day       CDP Provincial Secon concerne	<ol> <li>Site Development Plan</li> <li>Marine Spatial Plan</li> <li>Sangguniang Resolution/s (municipality/city) or Board of Director' Resolution in case of Government Corporation</li> <li>Municipal/City Fisheries and Aquatic Resources and Management Council endorsement (Resolution)</li> <li>Free and prior Informed Consent in case of ancestral domain.</li> </ol>	Proponent/ Requis	isitioner		
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         15. Mational Waters or Offshore       DENR         16. 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       BFAR, DENR, PCG and other concerned NGAs         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         Submit Letter of Intent and pertinent documents       Receive and check completeness of initial documents submitted Transmit documents to BFAR RFO- XIII       None       1 day       CDP Provincial Secr concerned.         CDP Secretariat       Instruct to facilitate and forward to CDP Provincial Secr concerned.       None       1 day       CDP Provincial Secr concerned.	<ol> <li>Marine Spatial Plan</li> <li>Sangguniang Resolution/s (municipality/city) or Board of Director' Resolution in case of Government Corporation</li> <li>Municipal/City Fisheries and Aquatic Resources and Management Council endorsement (Resolution)</li> <li>Free and prior Informed Consent in case of ancestral domain.</li> </ol>		isitioner		
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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       DENR         2. Environmental Impact System (EIS)       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         Submit Letter of Intent and pertinent documents       Receive and check completeness of Initial documents ubmitted       None       15 min       CDP Provincial Secr concerned. CDP Provincial Secr concerned.         Submit Letter of Intent and pertinent documents       Receive and check completeness of Institu to facilitate and forward to CDP Provincial Secr concerned.       None       15 min       CDP Provincial Secr concerned. CDP Provincial Secr concerned.	<ul> <li>Resolution in case of Government Corporation</li> <li>13. Municipal/City Fisheries and Aquatic Resources and Management Council endorsement (Resolution)</li> <li>14. Free and prior Informed Consent in case of ancestral domain.</li> </ul>				
Council endorsement (Resolution)       LGU         14. Free and prior Informed Consent in case of ancestral domain.       LGU         In National Waters or Offshore       DENR         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 regulations       BFAR, DENR, PCG and other concerned NGAs <b>CLIENT STEPS</b> AGENCY ACTIONS <b>FEES TO BE</b> PAID       PROCESSING TIME       PERSON RESPONS concerned.         Submit Letter of Intent and pertinent documents       Receive and check completeness of initial documents to BFAR RFO- XIII       None       15 min       CDP Provincial Secr concerned.         VIII       CDP Provincial Secr Concerned.       None       1 day       CDP Provincial Secr concerned.	Council endorsement (Resolution) 14. Free and prior Informed Consent in case of ancestral domain.	LGU			
In National Waters or Offshore       DENR         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 Area       LGU, DENR         5. Fisheries Resource Valuation Study       DENR, BFAR, ACADEME         6. Project does not violate provisions of the Fisheries Code, Environmental rules and regulations       BFAR, DENR, PCG and other concerned NGAs <b>CLIENT STEPS</b> AGENCY ACTIONS       FEES TO BE       PROCESSING TIME       PERSON RESPONS         Submit Letter of Intent and pertinent documents submitted       Receive and check completeness of initial documents to BFAR RFO- XIII       None       1 day       CDP Provincial Secritical Secritical Concerned.         You and the facilitate and forward to CDP provincial Secritical CDP Secretariat       None       1 day       CDP Provincial Secritical Concerned.			LGU		
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 RESPONS         Submit Letter of Intent and pertinent documents submitted       Receive and check completeness of initial documents to BFAR RFO-XIII       None       1 day       CDP Provincial Secret concerned.         Instruct to facilitate and forward to CDP secretariat       None       1 day       CDP Provincial Secret concerned.		LGU	LGU		
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 <b>Submit Letter of Intent and pertinent</b> documents       Receive and check completeness of initial documents to BFAR RFO- XIII       None       15 min       CDP Provincial Secret Concerned NGAS         Image: Completenest of CDP Provincial Secret Concerned NGA       Transmit documents to BFAR RFO- XIII       None       1 day       CDP Provincial Secret Concerned NGAS		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 <b>CLIENT STEPS</b> AGENCY ACTIONS       FEES TO BE PROCESSING TIME       PERSON RESPONS         Submit Letter of Intent and pertinent documents       Receive and check completeness of initial documents submitted       None       15 min       CDP Provincial Secret Concerned.         Transmit documents to BFAR RFO-XIIII       Instruct to facilitate and forward to CDP Provincial Secret ariat       None       1 day       CDP Provincial Secret ariat	2. Environmental Impact Assessment (EIA)	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 <b>CLIENT STEPS</b> AGENCY ACTIONS       FEES TO BE PROCESSING TIME       PERSON RESPONS         Submit Letter of Intent and pertinent documents       Receive and check completeness of initial documents submitted       None       15 min       CDP Provincial Secret Concerned.         Transmit documents to BFAR RFO-XIIII       Instruct to facilitate and forward to CDP Provincial Secret ariat       None       1 day       CDP Provincial Secret ariat	3 Environmental Compliance Certificate (ECC)	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 RESPONS       Submit Letter of Intent and pertinent documents     Receive and check completeness of initial documents submitted     None     15 min     CDP Provincial Sector Concerned.       Transmit documents to BFAR RFO-XIII     Instruct to facilitate and forward to CDP recented to forward to CDP secretariat     None     15 min     Regional Director, Office Regional Directo	4. Judicial Orders, Special Designation identifying the proposed project				
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         6.       CLIENT STEPS       AGENCY ACTIONS       FEES TO BE PAID       PROCESSING TIME       PERSON RESPONS         Submit Letter of Intent and pertinent documents       Receive and check completeness of initial documents submitted       None       15 min       CDP Provincial Sector Concerned.         Transmit documents to BFAR RFO-XIII       Instruct to facilitate and forward to CDP secretariat       None       15 min       Regional Director, Office			DENR, BFAR, ACADEME		
CLIENT STEPS         AGENCY ACTIONS         PAID         PROCESSING TIME         PERSON RESPONS           Submit Letter of Intent and pertinent documents         Receive and check completeness of initial documents submitted         None         15 min         CDP Provincial Secon concerned.           Transmit documents to BFAR RFO- XIII         None         1 day         CDP Provincial Secon concerned.           Instruct to facilitate and forward to CDP secretariat         None         15 min         Regional Director, Office Regional Director, Office	· · · · ·	ental BFAR, DENR, PC			
Submit Letter of Intent and pertinent documents         Receive and check completeness of initial documents submitted         None         15 min         CDP Provincial Secre- concerned.           Transmit documents to BFAR RFO- XIII         None         1 day         CDP Provincial Secre- concerned.           Instruct to facilitate and forward to CDP secretariat         None         15 min         Regional Director, Office Regional Director, Office	CLIENT STEPS AGENCY ACTIONS		PROCESSING TIME	PERSON RESPONSIBLE	
documents     initial documents submitted     concerned.       Transmit documents to BFAR RFO- XIII     None     1 day     CDP Provincial Sector concerned.       Instruct to facilitate and forward to CDP secretariat     None     15 min     Regional Director, Office Regional Director, Office		sof	15 min	CDP Provincial Secretariat	
XIII     None     1 day     concerned.       Instruct to facilitate and forward to CDP secretariat     None     15 min     Regional Director, Office Regional Director, Office		FO-		concerned. CDP Provincial Secretariat	
CDP secretariat None 15 min Regional Director	XIII	None	1 day		
		o 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 Sector concerned		None	15 min	CDP Provincial Secretariat concerned	
Schedule meeting with applicant and	Schedule meeting with applicant	and 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         TWG Members conc CDP Regional and Pro-		t None	4 hrs	CDP Regional and Provincial TWG Members concerned CDP Regional and Provincial Secretariat concerned	
Objection (LONO) or Letter of None 15 min TWG Members conc Objection (LOO)	Objection (LONO) or Letter of Objection (LOO)		15 min	CDP Regional and Provincial TWG Members concerned	
	Prepare LOO and forward the documents for the Director's	None	15 min	CDP Regional Secretariat	
(LOO) None Sommins Regional Director	Review and Sign Letter of Object (LOO)	None	30 mins	Regional Director, Office of the Regional Director	
Release LOO to record section for None 15 mins CDP Regional Sector		or None	15 mins	CDP Regional Secretariat	
				CDP Provincial Secretariat	
Claim LOO Release LOO to applicant None CDP Provincial Secret	transmittal to PFO concerned	None		concerned	

				astructure of Acontenting
	Draft MOA between the applicant, the concerned LGU, and BFAR-XIII	None	1 day	CDP Regional and Branca 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.

affected parties.				
Office or Division	BFAR-RFO 13, Fisheries Inspection ar	nd Quarantine Unit	(FIQU)	
Classification	Simple			
Type of Transaction	G2C - Government to Citizen; G2B-Go			
Who may avail:	Traders of Fish and Fishery/Aquatic Pr	roducts 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.)		Local Government	Unit/BFAR/Company/Supplier	
(1 original and/or 1 photocopy)				
3. Order of Payment (1 original)		Accounting/Specia	al Collecting Officer	
4. Official Receipts (1 original, 1 photoc	ору)	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	1. Receive filled-out application form and			Quarantine Officer
Regional Office.	submitted requirements for desk	None	15 Minutes	BFAR-
	review.			RFO/SEAPORT/AIRPORT
2. Present the commodity for	2. Conduct inspection/verification of			Quarantine Officer
inspection.	the presented commodity.	None	30 minutes	BFAR-
				RFO/SEAPORT/AIRPORT
	2.1 Assign Local Transport Permit	*10kg &		
	(LTP) number on the application	below=P20		
	form, Compute fees based on FAO	*10.1kg to		Quarantine Officer
None		50kg=P30	5 minutes	BFAR-
None	logbook	*50.1kg to	5 minutes	
	0	100kg=P50		RFO/SEAPORT/AIRPORT
		*100 kg &		
		above=P100		
3. Secure Order of Payment for	3. Issue Order of Payment for the			Accountant- BFAR RO
required fees if applicable.	required fees	None	5 Minutes	Quarantine Officer -
	-			BFAR-SEAPORT/AIRPORT
4. Pay the required fees at the BFAR-	4. Accept the payment based on the	*10kg &		
RFO,Cashier or Designated Collection	issued Order of Payment and issue	below=P20		
Officers, and secure Official Receipt	Official Receipt	*10.1kg to		Cashier for BFAR RO/
		50kg=P30	15 Minutes	Collecting Officer-
		*50.1kg to	15 Minutes	
		100kg=P50		Seaport/Airport
		*100 kg &		
		above=P100		
5. Present the issued Official Receipt	<ol><li>Check the presented Official</li></ol>			Quarantine Officer
to Regional Office for the processing	Receipt for recording and	None	5 minutes	BFAR
of Local Transport Permit (LTP)	process/prepare the Local Transport	NONE	5 minutes	OFFICE/SEAPORT/AIRPORT
	Permit (LTP)			OF FIGE/SEAFOR I/AIRPORT
	5.1 Review the printed Local			Quarantine Officer
	Transport Permit (LTP) and place			Designation
None	stamp seal/security feature	None	3 minutes	BFAR
				OFFICE/SEAPORT/AIRPORT
				OF TICL/SEAF OR TAIRFORT
	5.2 Approve and sign Local Transport			Quarantine Officer and
	Permit (LTP)			Inspector
None		None	5 minutes	BFAR
				OFFICE/SEAPORT/AIRPORT
6. Claim the approved Local Transport				Quarantine Officer/Inspector
Permit (LTP) at Regional Office	Transport Permit (LTP) and record	None	3 minutes	BFAR
	the date and time released			OFFICE/SEAPORT/AIRPORT
		*4.01		
		*10kg &		
		below=P20		
		*10.1kg to		
	TOTAL:	50kg=P30	1 hour and 26 minutes	
		*50.1kg to		
		100kg=P50		
		*100 kg &		
		above=P100		

### 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 a	nd Quarantine Unit	t (FIQU)	
Classification	Simple			
Type of Transaction			ess Entity, G2G-Government to Govern	ment
Who may avail:	Passengers/Traders/Shippers/Registe	red Exporters (EX1		
CHECKLIST OF		Device al Office	WHERE TO SECURE	
<ol> <li>Filled-out application form (1 original)</li> <li>Traceability document (any of the following)</li> </ol>		Regional Office		
3. Order of Payment (1 original)	lowing which is applicable e.g. Auxiliary		t Unit/BFAR/PFDA/Company/Supplier ial Collecting Officer	
4. Official Receipts (1 original, 1 photoc		BFAR Cashier		
		FEES TO BE		
CLIENT STEPS	AGENCY ACTION	PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply and Submit filled-out application form and requirements to	1. Receive filled-out application form and	None	15 Minutes	Quarantine Officer BFAR
Regional Office	submit requirements for desk review.			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
Notes:	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 profites 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	IBFAR-RFO 13-Fisheries Quarantine U		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)					
	REQUIREMENTS WHERE TO SECURE					
1. Authorization Letter from the Owner,		Company/Busines				
2. Filled-out application form (1 original)		Regional Office				
3. Laboratory Analysis Result (1 origina			AR/ISO/PAB Accredited Laboratory			
4. Order of Payment (1 original)		Accounting/Specia	al Collecting Officer			
5. Official Receipts (1 original, 1 photoc	opy)	BFAR Cashier				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Submit filled-out application form	1. Receive filled-out application form					
and requirements at Regional Office	and required documents, and	None	5 Minutes	FIQS Staff/Assigned Unit		
	evaluate for completeness.			-		
None	1.1 Record and stamp with date and	None	5 Minutes	FIOS Stoff/Assigned Linit		
none	time received.	none	5 Minutes	FIQS Staff/Assigned Unit		
	1.2 Evaluate for validity and					
None	authenticity of submitted documents.	None	5 Minutes	FIQS Staff/Assigned Unit		
None	1.3 Assign a Domestic Health	None	5 Minutes	FIQS Staff/Assigned Unit		
	Certificate reference number	None	5 Minutes	Tigo Stall/Assigned Unit		
2. Secure Order of Payment at	2. Issue Order of Payment for the	None	5 Minutes	Accounting Officer		
Regional Office	required fees	None	5 Millidies	Accounting Officer		
3. Pay the required fees at the BFAR	3. Accept the payment based on the	PHP 50.00 per				
Cashier	issued Order of Payment and issue	Domestic Health	10Minutes	Cashier		
	Official Receipt	Certificate	1010mmatoo	Cusinor		
		Continicato				
4. Present the issued Official Receipt	4. Check the presented Official					
to Regional Office for processing of	Receipt for encoding and					
Domestic Health Certificate	process/prepare Domestic Health	None	20 Minutes	FIQS Staff/Assigned Unit		
	Certificate (DHC)					
News	4.1 Review the printed Domestic	News				
None	Health Certificate (DHC) and place	None	10 Minutes	FIQS Staff/Assigned Unit		
	stamp seal as security feature					
None	4.2 Approve and sign the Domestic	None	30 minutes	Certifying Officer		
E Descrive notification on the approximat	Health Certificate (DHC)					
5. Receive notification on the approved Domestic Health Certificate (DHC)	5. Notify client and advice client to claim the approved Domestic Health	None	5 Minutes	FIQS Staff/Assigned Unit		
Domestic Health Certificate (DHC)		None	5 Minutes	FIQS Stall/Assigned Unit		
6. Claim the approved Domestic	Certificate (DHC) 6. Release the approved Domestic					
Health Certificate (DHC)	Health Certificate (DHC) and record	None	5 Minutes	FIQS Staff/Assigned Unit		
	the date and time released	NULLE	5 minutes	r igo Stall/Assigned Utill		
		PHP 50.00 per				
		Domestic				
	TOTAL:	Health	1 Hour 40 Minutes			
Notas: Eisbarias Mamarandum Ordar		Certificate	ant of obrime post lances. Fisherias Ca			

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 IBGe 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)

	PEAD DEC 40. Eicharian Quantation			
Office or Division	BFAR-RFO 13, Fisheries Quarantine L Simple	Jhit (FQU) / Fisheri	es Certification Unit (FCU) / PFO	
Classification	G2B-Government to Business Entity			
Type of Transaction Who may avail:	BFAR Registered Exporters of Fish an	d Eichon//Aquatia E		
		u Fishery/Aqualic F	WHERE TO SECURE	
CHECKLIST OF REQUIREMENTS		Regional Office	WHERE TO SECORE	
1. Filled-out request form (1 original) 2. Commercial Invoice (1 original)		Company/Busines	o Entity	
3. Packing List (1 original)		Company/Busines		
4. Authorization Letter from the Owner	(1 original) if applicable	Company/Busines		
5. Laboratory Analysis Result (1 origina			AR/ISO/PAB Accredited Laboratory	
6. Request Letter for amendment (1 or	iginal) if applicable	Company/Busines	s Entity	
7. Original Copy of Sanitary Health Cert		Regional Office	SEntity	
8. Preshipment Inspection Report (1 or		Regional Office		
9. Order of Payment (1 original)			counting/Special Collecting Officer	
10. Official Receipts (1 original, 1 photo	20001/	BFAR Cashier	counting/opecial collecting officer	
*if necessary or as required by the impo		DEAR Cashiel		
CLIENT STEPS		FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out application form	1. Dessive filled out	PAID		
1. Submit filled-out application form and requirements to Regional Office	1. Receive filled-out application form and evaluate			
and requirements to Regional Onice		None	15 Minutes	FIQS Staff
	completeness and accuracy of			
	submitted requirements 1.1 Assign a Health Certificate			
None	reference number and record	None	5 Minutes	FIQS Staff
None	applicant information	None	5 Windles	1100 51811
2. Secure Order of Payment issued at				
Regional Office	required fees	None	5 Minutes	Special Collecting Officer
3. Pay the required fees at the BFAR	3. Accept the payment based on the	PHP 50.00 per		
Cashier and secure Official Receipt	issued Order of Payment and issue	Sanitary Health	5 Minutes	BFAR Cashier
	Official Receipt	Certificate		
4. Present the issued Official Receipt	4. Check the presented Official			
to BFAR FQU-FCU for the processing		News		FIG0.01-#
of the Sanitary Health Certificate	Sanitary Health Certificate (S/HC)	None	10 Minutes	FIQS Staff
(S/HC)				
	4.1 Review/Validate entries of			
None	Sanitary Health Certificate (S/HC) and	None	20 Minutes	FIQS Staff
None	place BFAR seal as security features	None	20 Willfutes	FIQS Stall
	4.2 Approve and sign the Sanitary			
None	Health	None	30 Minutes	Certifying Officer
	Certificate (S/HC)			
5. Receive notification on the approved				
Sanitary Health Certificate (S/HC) for	Sanitary Health Certificate (S/HC) for	None	5 Minutes	FIQS Staff
Export	Export			
6. Claim the approved Sanitary Health	6. Release the approved Sanitary			
Certificate at Regional Office	Health Certificate (S/HC) and record	None	5 Minutes	FIQS Staff
	the date and time released			
	TOTAL	PHP 50.00 per		
	TOTAL:	Sanitary Health	1 Hour, 40 minutes	
		Certificate		

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 cultu**BEAR** 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. 2009: Requirements for the Export of Live Aquatic Animals: Crustaceans, Fish and Invertebrates, Fisheries General Memorandum Order No. 2 s. 2009: 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 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 Quarantin	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 (EXTER	NAL),Government (	NGA,LGU)			
	REQUIREMENTS		WHERE TO SECURE			
1. Filled-out request form (1 original)		Regional Office				
2. Commercial Invoice (1 original)		Company/Busines	ss Entity			
3. Packing List		Company/Busines	ss Entity			
4. Authorization Letter from the Owner	. Authorization Letter from the Owner (1 original)*		Company/Business Entity			
5. Laboratory Analysis Results (1 origin	al, 1 photocopy)*	Regional Office/BFAR/ISO/PAB Accredited Laboratory				
6. Request Letter for amendment (1 or		licable Company/Business Entity				
<ol><li>Original Copy of Sanitary Health Cert</li></ol>	ificate (if S/HC is for amend)*	Regional Office				
8. Order of Payment (1 original)		Accounting/Collect	cting Officer			
9. Official Receipts (1 original, 1 photoc	ору)	BFAR Cashier				
*if necessary or as required by the impo	orting 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		
Nama	1 1 Apping a Llastel Cartificate					

	completeness and accuracy of			
	submitted requirements			
None	1.1 Assign a Health Certificate			
	reference number and record	None	5 Minutes	FIQS Staff
	applicant information			
2. Secure Order of Payment issued at	<ol><li>Issue Order of Payment for the</li></ol>	None	5 Minutes	Special Collecting Officer
Regional Office	required fees		0 101110100	Special Collecting Chief
3. Pay the required fees at the BFAR	<ol><li>Accept the payment based on the</li></ol>	PHP 50.00 per		
Cashier and secure Official Receipt	issued Order of Payment and issue	Sanitary Health	5 Minutes	BFAR Cashier
	Official Receipt	Certificate		
4.Present the issued Official Receipt to	<ol><li>Check the presented Official</li></ol>			
BFAR FIQS for the processing of the	Receipt and process/prepare the	None	10 Minutes	FIQS Staff
Sanitary Health Certificate (S/HC)	Sanitary Health Certificate (S/HC)	None	To Minutes	rigo olan
None	4.1 Review/Validate entries of			
	Sanitary Health Certificate (S/HC) and	None	20 Minutes	FIQS Staff
	place BFAR seal/security features	None	20 101110105	
None	4.2 Approve and sign the Sanitary			
	Health	None	30 Minutes	Certifying Officer
	Certificate (S/HC)			
5. Receive notification on the approved				
Sanitary Health Certificate (S/HC) for	Sanitary Health Certificate (S/HC) for	None	5 Minutes	FIQS Staff
Export	Export			
6. Claim the approved Sanitary Health	6. Release the approved Sanitary			
Certificate at Regional Office	Health Certificate (S/HC) and record	None	5 Minutes	FIQS Staff
-	the date and time released			
		PHP 50.00 per		
	TOTAL:	Sanitary Health	1 Hour, 40 minutes	
		Certificate		

### 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)				
	REQUIREMENTS	Ted Exponers (EXT	WHERE TO SECURE		
		Regional Office	WHERE TO SECORE		
1. Filled-out application form (1 original)					
2. Proforma Invoice (1 original)	4	Company/ Busines			
3. Local Transport Permit (1 original or		•	ffice or Local Government Unit		
4. Sanitary Health Certificate (1 original)		Regional Office			
5. Pre-Shipment Inspection Report (1 o			RFIQU (depending on the location of the	e establishment)	
6. Export Declaration (1 original)* if app		Bureau of Custom			
7. Authorization Letter from the Owner	(Tonginai)" ir applicable	Company/Busines			
3. Order of Payment (1 original)			al Collecting Officer		
9. Official Receipts (1 original, 1 photoc		BFAR Cashier			
if necessary or as required by the impo	orting country				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
. Submit filled-out application form	1. Receive filled-out application form				
and requirements at Regional Office	and requirements for evaluation	None	20 Minutes	FIQS Staff	
None	1.1 Record and stamp with date and	None	5 Minutes	FIQS Staff	
NOTE	time received	NOTE	o minutes	1100 01011	
	1.2 Evaluate the validity and				
	authenticity of submitted documents				
None	and assign Export Commodity	None	15 Minutes	FIQS Staff	
	Clearance (ECC) number				
	1.3 Compute the required fees and	W (Kg) x R (%) x			
	advice client to secure Order of	P (Php)			
	Payment on the required fees	W = total net			
		weight			
		R = rate of			
		applicable export			
None			10 Minutes	FIQS Staff	
		fee in percent			
		P = average			
		wholesale price;			
		Php 50			
		application fee			
2. Secure Order of Payment at	2. Issue Order of Payment for the	None	5 Minutes	Accounting/Special Collecti	
3. Pay the required fees and secure	3. Accept the payment based on the				
Official Receipt at Regional Office	issued Order of Payment and issue	None	5 Minutes	BFAR Cashier	
4. Present the issued Official Receipt	4. Check the presented official receipt				
•	and process/prepare the Export				
for the processing of the Export		None	15 Minutes	FIQS Staff	
Commodity Clearance (ECC) to	Commodity Clearance (ECC)				
Regional Office	4.4 Dovious for correctiness and			1	
	4.1 Review for correctness and				
Nore	accuracy of the entries to the Export	Nora	15 Minutes	FIG0 04-#	
None	Commodity Clearance (ECC) and	None	15 Minutes	FIQS Staff	
	place BFAR seal/security features				
None	4.2 Approve and sign the Export	None	30 Minutes	Certifying Officer	
. Receive notification on the approved		None			
Export Commodity Clearance (ECC)	Export Commodity Clearance (ECC)	None	5 Minutes	FIQS Staff	
		NONE		1100 01011	
6. Claim the approved Export	6. Release the approved Export	None	5 Minutes	FIQS Staff	
	TOTAL:	110110	1 hour, 55 minutes	1140 01011	
	IVIAL.	1	i noui, 55 minutes	L	

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 The Export Commonly Clearance (ECC) provides documented evidence that the Live Pood Pish, Orhaniental Pish, Dhed Pish and Pishely/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 (*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 Live Aquatic Animals: Crustaceans, Fish and Gravid Spiny Lobsters (Palinuridae)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)

2B-Government to Business Entity, G2G-Government to Government		
egistered Exporters,Government (NGA,LGU)		
WHERE TO SECURE		
Regional Office		
Company/ Business Entity		
Regional Office		
Regional Office		
FIQS		
Bureau of Customs		
Company/Business Entity		
Accounting		
BFAR Cashier		
10. Certificate of Taxonomic Identification (1 original or 1 photocopy)** National Fisheries Research and Development Institute (NFRDI)/NSAP/SUCs/Any		

**if the species cannot be identified by t	*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	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	<ol> <li>Issue Order of Payment for the required fees</li> </ol>	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	<ol><li>Release the approved Export</li></ol>	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

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The Export Commodity Clearance (ECC) for fish and fishery/ aquatic products provides documented evidence that the products have been cultured, harvested bandled, 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)

rules and regulations (FAO 233, FAO 2	233-1)				
Office or Division	3FAR RFO 13, Fisheries Quarantine Unit (FQU) / Fisheries Certification Unit (FCU)				
Classification	Simple				
Type of Transaction	G2C - Government to Citizen; G2G-Go	overnment to Govern	nment; G2B- Government to Busines	ss Entity	
Who may avail:	Passengers/Shippers/Government (NG			•	
	REQUIREMENTS		WHERE TO SECUR	E	
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 appl		Bureau of Customs	3		
3. Approved Registration Form/Certifica		Institution/Organize			
4. Letter of Intent with valid ID if applica		Client			
5. Copy of invitation from international of		Client			
6. Inventory of Specimens to be used if		Client			
7. Affidavit of Undertaking if applicable		Client			
8. Plane Ticket and itinerary if applicable		Client			
9. Endorsement letter from DA-BFAR (		BFAR			
10. Order of Payment (1 original)		Accounting/Specia	Collecting Officer		
9. Official Receipt (1 original)		Cashier			
		FEES TO BE			
CLIENT STEPS	AGENCY ACTION	PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1 Submit filled out application form	1. Dessive filled out application form	PAID			
1. Submit filled-out application form	1. Receive filled-out application form	None	20 Minutes	FIQS Staff	
and requirements at Regional Office	and requirements for evaluation	None	20 Minutes	FIQS Stall	
	4.4 Deserved and a target with data and				
	1.1 Record and stamp with date and				
None	time received and assign Export	None	10 Minutes	FIQS Staff	
	Commodity Clearance (ECC) number				
2. Drocont commonlity	2. Conduct varification of commodity				
2. Present commodity	2. Conduct verification of commodity	None	10 Minutes	FIQS Staff	
3. Secure Order of Payment at	3. Issue Order of Payment for the				
Regional Office	required fees	CITES species:			
Regional Office	required lees	Php 250			
		clearance		Accounting/Special Collecting	
			5 Minutes	Officer	
		Non-CITES		Onicer	
		species: Php 50			
		per clearance			
4. Double required free and ecours	4. Accord the neument besed on the				
4. Pay the required fees and secure	4. Accept the payment based on the	None	E Minuton	READ Coobier	
Official Receipt at Regional Office	issued Order of Payment and issue	None	5 Minutes	BFAR Cashier	
	Official Receipt				
5. Present the issued Official Receipt	5. Check the presented official receipt				
for the processing of the Export	and process/prepare the Export	None	15 Minutes	FIQS Staff	
Commodity Clearance (ECC) to	Commodity Clearance (ECC)				
Regional Office					
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)	Export Commodity Clearance (ECC)	None	5 Minutes	FIQS Staff	
		┨─────┤			
7. Claim the approved Export	7. Release the approved Export				
Commodity Clearance (ECC) at	Commodity Clearance (ECC) and	None	5 Minutes	FIQS Staff	
Regional Office	record the date and time released				
	TOTAL:	See table below	2 Hours		

Notes: FAO 210 Sec. 5 Export Fee

1. CITES species: Php 250 clearance



### **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 Fisher	IUIK COORDINATION D	VIVISION (RETECD) – FISherfolk Coor	
Classification:	Simple G2C - Government to Citizen; G2G-Go		ramant	
Type of Transaction:				
Who may avail:	Fisherfolk Associations; Fisherfolk/Agri	culture Cooperative	es; LGUs WHERE TO SECU	
	er Request	Fishor	folk Associations; Fisherfolk/Agricul	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits letter request, addressed	to 1. Receives, records, and forwards to			
the Regional Director, to the Record Unit.	ls the Office of the Regional Director (ORD).	None	5 Minutes	Records Staff
	1.1 Receives and forwards to the			Records Unit
	Regional Director for comments and instructions.	None	2 Minutes	ORD Secretary
	1.2 Receives and instructs the			Office of the Regional Directo
	RFTFCD for initial review and	None	15 Minutes	Regional Director
				Office of the Regional Directo
	1.3 Releases to RFTFCD.	None	2 Minutes	ORD Secretary
				Office of the Regional Directo
	2. Receives and forwards to OIC/Training Superintendent for instructions.	None	2 Minutes	Secretary
				Regional Fisheries Training an Fisherfolk Coordinating Divisio
	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 an Fisherfolk Coordinating Divisio
	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 an Fisherfolk Coordinating Divisio
	2.3 Updates the OIC/Training Superintendent on the implementation of the requested activity.	None	10 Minutes	OIC Fisherfolk Coordinating Unit
				Regional Fisheries Training an 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 an 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 an Fisherfolk Coordinating Divisio
	2.6 Checks and forwards to the OIC Fisherfolk Coordinating Unit for finalization.	None	2 Minutes	OIC/Training Superintendent
				Regional Fisheries Training an Fisherfolk Coordinating Divisio
	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 an Fisherfolk Coordinating Divisio
	2.8 Releases to ORD.	None	2 Minutes	Secretary Regional Fisheries Training an Fisherfolk Coordinating Divisio
	3. Receives and forwards to the Regional Director.	None	2 Minutes	ORD Secretary Office of the Regional Directo
	3.1 Evaluates, approves, and forwards to the Records Unit for	None	15 Minutes	Regional Director
	appropriate action.			Office of the Regional Director

	3.2 Releases to Records Unit.	None	2 Minutes	Office of the Regional Ditector BEAR Records Staff
	4. Releases to requesting office.	None	2 Minutes	Records Unit
	5. Coordinates with the concerned-	Nege	45 Minutes	OIC Fisherfolk Coordinating Unit
	PFO for the implementation of the requested activity.	None	15 Minutes	Regional Fisheries Training and Fisherfolk Coordinating Division
2. Coordinates with concerned-PFO Designate in relation to schedules and other arrangements for the	in relation to schedules and other arrangements for the conduct of the	None	15 Minutes	OIC Provincial Fishery Officer
conduct of the activity.	activity.			Concerned-Provincial Fisheries Office
	6.1 Coordinates with the RFTFCD as to the final arrangements of the	None	15 Minutes	OIC Provincial Fishery Officer
	activity.			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	None	15 Minutes	OIC Fisherfolk Coordinating Unit
	comments/recommendation.			Regional Fisheries Training and Fisherfolk Coordinating Division
	7.1 Checks and forwards to the OIC Fisherfolk Coordinating Unit.			OIC/Training Superintendent
		None	15 Minutes	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
				Secretary
	7.3 Releases to the ORD.	None	2 minutes	Regional Fisheries Training and Fisherfolk Coordinating Division
	8. Receives and forwards to the	Nana	0 minutos	Secretary
	Regional Director.	None	2 minutes	Office of the Regional Director
	8.1 Evaluates, approves, and forwards to the Records Unit for	None	15 minutes	Regional Director
	appropriate action.			Office of the Regional Director
	0.0 Delegene te Deservie Linit	Nana	0 minutes	Secretary
	8.2 Releases to Records Unit.	None	2 minutes	Office of the Regional Director
	9. Releases to PFO concerned.	None	2 Minutes	Records Staff Records Unit
3. Prepares the venue and needed	10. Facilitates the preparation of			OIC Fisherfolk Coordinating Unit
equipment and ensures the complete attendance of participants	supplies and materials for the activity (if available)	None	4 Hours	Regional Fisheries Training and Fisherfolk Coordinating Division
	10.1 Turn-over the supplies and	None	10 Minutes	OIC Fisherfolk Coordinating Unit
	materials (if available) to the concerned-PFO.		TO Minutes	Regional Fisheries Training and Fisherfolk Coordinating Division
	11. Receives the supplies and materials (if available) for	None	10 Minutes	OIC Provincial Fishery Officer
	implementation of the activity.			Concerned-Provincial Fisheries Office
	TOTAL	None	7 Hours, 17 Minutes	

### 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, studenttrainees, 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.

assification: pe of Transaction:	Simple G2C - Government to Citizen; G2G-Government to Government					
ho may avail:	Academic Institutions; Local Governm	ent Units (LGUs)		-		
IECKLIST OF REQUIREMENTS Iter Request		Academic Institution	WHERE TO SECUR	E		
morandum of Agreement (MOA)			and BFAR Region-13			
pplication Letters of On-the-Job Trainees Resume of On-the-Job Trainees		Student-Trainee/Fish	nerfolk-Trainee			
		Student-Trainee/Fisherfolk-Trainee				
arent's Consent/Waiver of On-the-Jo edical Certificate of On-the-Job Trair		Student-Trainee/Fisherfolk-Trainee Student-Trainee/Fisherfolk-Trainee				
		FEES TO BE				
CLIENT STEPS	AGENCY ACTIONS	PAID	PROCESSING TIME	PERSON RESPONSIBL		
1. Submits letter request, addressed to the Regional Director, to the Records Unit.	<ol> <li>Receives, records, and forwards to the Office of the Regional Director (ORD).</li> </ol>	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 Direct		
	1.2 Receives and instructs the RFTFCD for initial review and	None	15 Minutes	Regional Director		
	evaluation.			Office of the Regional Direc		
	1.3 Releases to RFTFCD.	None	2 Minutes	ORD Secretary Office of the Regional Direc		
	2. Receives and forwards to OIC/Training Superintendent for	None	2 Minutes	Secretary Regional Fisheries Training a		
	further instructions. 2.1 Receives, review and			Fisherfolk Coordinating Divis		
	evaluates the letter request and forwards to OIC of Training Unit for appropriate action.	None	15 Minutes	Regional Fisheries Training Fisherfolk Coordinating Divis		
	3. Drafts MOA for review of the Legal Unit.	None	1 Hour	OIC Training Unit Regional Fisheries Training a Fisherfolk Coordinating Divis		
	3.1 Release to Legal Unit.	None	2 Minutes	Secretary Regional Fisheries Training Fisherfolk Coordinating Divis		
	<ol> <li>3.2 Receives and forwards to Legal Officer.</li> </ol>	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 a Fisherfolk Coordinating Divis		
	3.6 Reviews, and endorses the draft MOA to the Regional Director for approval.	None	30 Minutes	OIC/Training Superintende Regional Fisheries Training a Fisherfolk Coordinating Divis		
	3.7 Release to ORD.	None	2 Minutes	Secretary Regional Fisheries Training a Fisherfolk Coordinating Divis		
	4. Receives and forwards to the Regional Director.	None	2 Minutes	ORD Secretary Office of the Regional Direc		
	4.1 Reviews, evaluates, and approves the draft MOA for dissemination to the academic	None	15 Minutes	Regional Director		
	institution.			Office of the Regional Direc		
				ORD Secretary		
	4.2 Release to RFTFCD.	None	2 Minutes	Office of the Regional Direc		
	4.3 Receives and forwards to the OIC/Training Superintendent.	None	2 Minutes	Secretary Regional Fisheries Training Fisherfolk Coordinating Divis		
	4.4 Coordinates with the OIC for Training Unit for further instructions.	None	15 Minutes	OIC/Training Superintende Regional Fisheries Training a Fisherfolk Coordinating Divis		
	5. Draft communication/request letter to be sent to the academic institution with regards to the	None	10 Minutes	OIC Training Unit		
	finalization of the MOA. 5.1 Finalize, and endorse communication/letter request to	None	5 Minutes	Fisherfolk Coordinating Divis OIC/Training Superintende Regional Fisheries Training a		
	the Regional Director for 5.2 Releases to the ORD.	None	2 minutes	Fisherfolk Coordinating Divis Secretary Regional Fisheries Training a		
			-	Fisherfolk Coordinating Divis		
	5.3 Receives and forwards to the Regional Director.	None	2 minutes	Office of the Regional Direct		

	communication ieitemetter request.	סווטאו	าว เป็นเป็นเธอ	Office of the Regional Difference
	5.5 Releases to RFTFCD.	None	2 minutes	Secretary Office of the Regional Director
	5.6 Receives and forwards to Records Unit for transmittal.	None	2 minutes	Secretary Regional Fisheries Training and Fisherfolk Coordinating Division

				A CONTRACT OF A
2. Receives communication/letter request with attached draft MOA for inputs.	<ol> <li>Disseminates communication/letter request with attached MOA to academic institution.</li> </ol>	None	2 Minutes	Records StarFAR
3. Makes necessary inputs and coordinates with the OIC of Training Unit for the finalization of the MOA.	<ol> <li>Receives, and consolidates (as necessary) inputs from the academic institution and finalize the MOA.</li> </ol>	None	4 Hours	OIC Training Unit Regional Fisheries Training and Fisherfolk Coordinating Division
<ol> <li>Coordinates with the OIC of Training Unit for the signing of the MOA.</li> </ol>	<ol> <li>B. Coordinates with the academic institution for the signing of the MOA.</li> </ol>	None	30 Minutes	OIC Training Unit Regional Fisheries Training and Fisherfolk 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 Fisherfolk Coordinating Division
<ol> <li>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.</li> </ol>	10. Receives and evaluates for correctness the submitted requirements from the student-trainee(s).	None	30 Minutes	OIC Training Unit
	11. Coordinates with concerned-			Regional Fisheries Training and Fisherfolk Coordinating Division OIC Training Unit
	operating units for the assignments of student-trainee(s)	None	30 Minutes	Regional Fisheries Training and Fisherfolk Coordinating Division
	12. Assign student-trainee(s) to identified operating units in BFAR.	None	15 Minutes	OIC Training Unit Regional Fisheries Training and Fisherfolk 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: Classification:	Regional Fisheries Training and Fisher Simple	folk Coordination D	Division (RFTFCD) – Training Unit	
Type of Transaction:	G2G – Government to Government			
Who may avail:	Local Government Units (LGUs), Othe	r Stakeholders		
CHECKLIST OF REQUIREMENTS Letter Request/Letter of Intent		Requesting office/	WHERE TO SECURE	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits letter request, addressed to the Regional	1. Receives, records, and forwards to the Office of the	None	5 Minutes	Records Staff
Director, to the Records Unit.	Regional Director (ORD).			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
	evaluation.			Office of the Regional Director
	1.3 Releases to RFTFCD.	None	2 Minutes	ORD Secretary
				Office of the Regional Director
	<ol> <li>Receives and forwards to OIC/Training Superintendent for instructions.</li> </ol>	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	None	5 Minutes	OIC/Training Superintendent Regional Fisheries Training and
	appropriate action. 2.2 Coordinates with the			Fisherfolk Coordinating Division
	concerned-PFO for authenticity/suitability of	None	3 minutes	OIC Training Unit
	requesting party, and feasibility of the requested activity.			Regional Fisheries Training and Fisherfolk Coordinating Division
	2.3 Updates the OIC/Training Superintendent on the	None	10 Minutes	OIC Training Unit
	implementation of the requested activity.			Regional Fisheries Training and Fisherfolk Coordinating Division
	2.4 Instructs the OIC Training Unit to prepare letter reply to the	None	2 Minutes	OIC/Training Superintendent Regional Fisheries Training and
	2.5 Prepares and submits to			Fisherfolk Coordinating Division
	OIC/Training Superintendent for her comment/recommendation.	None	15 Minutes	OIC Training Unit Regional Fisheries Training and
	2.6 Checks and forwards to the OIC Training Unit for finalization.	None	15 Minutes	Fisherfolk Coordinating Division 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
	0. De seine en diferenzate te			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	Nana	15 Minutes	Regional Director
	forwards to the Records Unit for appropriate action.	None	15 Minutes	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	None	2 Minutes	Records Staff
	office. 5. Coordinates with the concerned-PFO for the	None	15 Minutes	Records Unit OIC Training Unit Regional Fisheries Training and
	implementation of the		-	Fisherfolk Coordinating Division
2. Coordinates with concerned- PFO Designate in relation to schedules and other	<ol> <li>Coordinates with requesting party in relation to schedules and other arrangements for the</li> </ol>	None	15 Minutes	OIC Provincial Fishery Officer
arrangements for the conduct of the activity.	conduct of the activity.			Concerned-Provincial Fisheries Office
	6.1 Coordinates with the	AT Minutes	OIC Provincial Fishery Officer	
	RFTFCD as to the final arrangements of the activity.	None	15 Minutes	Concerned-Provincial Fisheries Office
	7. Prepares the draft memorandum to the PFO concerned re final arrangements and submits to OIC/Training Superintendent for her	None	15 Minutes	OIC Training Unit
	comment/recommendation.			Regional Fisheries Training and Fisherfolk Coordinating Division OIC/Training Superintendent
	7.1 Checks and forwards to the OIC Training Unit for finalization.	None	15 Minutes	Regional Fisheries Training and Fisherfolk Coordinating Division

			and the second sec
7.2 Finalizes and submits to the Regional Director for approval.	None	3 Minutes	OIC Training Difference of the second
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	None	15 minutes	Regional Director
forwards to the Records Unit for N appropriate action.			Office of the Regional Director

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



#### 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 Fisher	folk Coordination D	Division (RFTFCD) – Fisherfolk Coord	lination/FARMC Unit	
Classification:	Simple		-		
Type of Transaction:	G2C - Government to Citizen; G2G-Govern Registered Fisherfolk Associations/Org			n municipalities/cities abutting with	
Who may avail:	municipal water				
CHECKLIST OF REQUIREMENTS Letter of Request		WHERE TO SECUI Registered Fisherf		ACs/I GUs	
Certificate of Registration of Fisherfolk Associations (1 photocopy per Fisherfolk Association)		Registered Fisherfolk Associations/Organizations/FARMCs/LGUs Concerned Fisherfolk Associations			
Endorsement of fisherfolk/fishworker as the FARMC (1 original per Fisherfolk As		Concerned Fisher	folk Associations		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
<ol> <li>Submits letter request and required documents, addressed to the Regional Director, to the</li> </ol>	<ol> <li>Receives, records, and forwards to the Office of the Regional Director (ORD).</li> </ol>	None	5 Minutes	Records Staff	
Records Unit.				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	
		Nana	0 Minutes	ORD Secretary	
	1.3. Release to RFTFCD.	None	2 Minutes	Office of the Regional Director	
	<ol> <li>Receives and forwards to OIC/Training Superintendent for instructions.</li> </ol>	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	None	5 Minutes	OIC/Training Superintendent Regional Fisheries Training and	
	Unit for appropriate action. 2.2. Coordinates with the			Fisherfolk Coordinating Division	
	concerned-PFO for authenticity/suitability of requesting party, and feasibility of	None	3 Minutes	OIC Fisherfolk Coordination Unit Regional Fisheries Training and	
	the requested activity. 2.3. Updates the OIC/Training			Fisherfolk Coordinating Division	
	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	None	2 Minutes	OIC/Training Superintendent Regional Fisheries Training and	
	office.			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			OIC/Training Superintendent	
	Fisherfolk Coordination Unit for finalization to the Regional Director for approval.	None	15 Minutes	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	Regional Fisheries Training and Fisherfolk Coordinating Division	
	<ol> <li>Receives and forwards to the Regional Director.</li> </ol>	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 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	
	<ol> <li>Coordinates with the concerned-PFO for the implementation of the requested activity.</li> </ol>	None	15 Minutes	OIC Fisherfolk Coordination Unit Regional Fisheries Training and Fisherfolk Coordinating Division	

				and the second s
<ol> <li>Coordinates with concerned- PFO Designate in relation to schedules and other arrangements for the conduct of</li> </ol>	<ol> <li>Coordinates with requesting party in relation to schedules and other arrangements for the</li> </ol>	None	15 Minutes	OIC Provincial Fisher
the activity.	conduct of the activity.			Concerned-Provincial Fisheries Office
	6.1. Coordinates with the RFTFCD as to the final	None	15 Minutes	OIC Provincial Fishery Officer
	arrangements of the activity.	none	15 Minutes	Concerned-Provincial Fisheries Office
	7. Prepares the draft memorandum to the PFO concerned re: final arrangements and submits to OIC/Training	None	15 Minutes	OIC Fisherfolk Coordination Unit
	Superintendent for her comments/ recommendation.			Regional Fisheries Training and Fisherfolk Coordinating Division
	7.1. Checks and forwards to OIC Fisherfolk Coordination Unit for	None	15 Minutes	OIC/Training Superintendent
	finalization to the Regional Director for approval.			Regional Fisheries Training and Fisherfolk Coordinating Division
	7.2. Finalizes and submits to the		3 Minutes	OIC Fisherfolk Coordination Unit
	Regional Director for approval.	None	5 Minutes	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	None	2 minutes	Secretary
	Regional Director.	none	2 minutes	Office of the Regional Director

				and the second sec
	8.1. Evaluates, approves, and forwards to the Records Unit for	None	15 Minutes	Regional Dire
	appropriate action.			Office of the Regional Di
				Secretary
	8.2. Releases to Records Unit.	None	2 Minutes	Office of the Regional Di
	9. Releases to PFO concerned.	None	2 Minutes	Records Staff
3. Prepares the venue and needed equipment and ensures	10. Facilitates the preparation of supplies and materials for the	None	4 Hours	OIC Fisherfolk Coordinati
the complete attendance of participants.	activity (if available)	None	4 110013	Regional Fisheries Trainin Fisherfolk Coordinating D
	10.1. Turnover the supplies and materials (if available), and	None	10 Minutes	OIC Fisherfolk Coordinati
	training modules (as necessary) to concerned-PFO	None	10 Minutes	Regional Fisheries Trainin Fisherfolk Coordinating D
	11. Receives the supplies and materials (if available), and training modules (as necessary) to concerned-PFO for the	None	10 Minutes	OIC Provincial Fishery C
	implementation of the activity.			Concerned-Provincial Fis Office
	TOTAL:	None	1 Day	





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
- Processing of Application for Commercial Fishing Vessel and Gear License (CFVGL)
   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 first suitable for the specific project.

Office or Division:		urces 13-Provincia	I Fisheries Office of Agusan del Norte (I	BFAR13-PFO AD'N)		
Classification:	Complex/ Highly Technical					
	Government to Government	rmment to Government				
Type of Transaction:	Government to Business Entity					
Who may avail:	Local Government Unit/Government A	gency				
•	Private Institution					
CHECKLIST OF	REQUIREMENTS		WHERE TO SECURE			
Request Letter		Private Institution	t Unit/Government Agency			
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 Office District Fishery Technician		
	2. Site Validation		1.5 days	District Fishery Technician		
2. Prepare for Logistics support	2.1 Prepare for technical Report 2.2 Endorsement of Technical Report to PFO-AD'N for approval	None	1 day	District Fishery Technician 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 investor 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 de	Provincial Fisheries Office - Agusan del Norte		
Classification:	Simple – Basic Aquaculture Technique	es		
	Complex – Pond Preparation, Grow –	out Culture to Harvest		
	Highly Technical – Hatchery related, Ir	ntensive Culture, Feeding Management; Cage Construction		
Type of Transaction:	G2G – Government to Government; G	G2C – Government to Citizen; G2B – Government to Business Entity		
Who may avail:	Farmers and Fisherfolks, Investors, Po	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 Let	ter (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	Forward Letter to Regional Office (via			
Submit Request Letter	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 Assis	tance on Capture Fisheries-Rel	ated Services			
•		•	ercial fisherfolks / operators, fish vendors is to ensure sustainable fisheries produc		
Office:	Provincial Fisheries Office - Agusan de	el Norte			
Classification:	Simple – Basic Capture Fisheries, Diffe	erence between ac	ctive and passive fishing gears; BFAR Ca	apture Fisheries Interventions	
	Complex – Marketing Aspect; Fishing	seasons			
	Highly Technical – Boat Construction,	Fishing Gear Fabr	rication, Payao Management and Constr	uction	
Type of Transaction:	G2G – Government to Government; G	- Government to Government; G2C - Government to Citizen; G2B - Government to Business Entity			
Who may avail:	Farmers and Fisherfolks, Investors, Po	licy Makers			
CHECKLIST RE	EQUIREMENTS	WHERE TO SEC	URE		
Simple – no requirement; walk in		Provincial Fisheri	es Office		
Simple – Client Satisfaction Feedback F	Form	Provincial Fisheri	es Office		
Complex – Request Letter for those req	uiring field visits like pond evaluation	Provincial Fisheri	es Office		
Highly Technical - Request Letter (requ	ires field visit, site inspection)	Provincial Fisheri	es Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
,	Refer the client to concerned	NONE	5 minutes	Desk Officer	
Assistance Request Form	Technical Personnel 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, FTO Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO	
		TOTAL	1 hour and 30 minutes		
COMPLEX Walk – IN ; Fill-out Technical	Refer the client to concerned				
Assistance Request Form	Technical Personnel	NONE	5 minutes	Desk Officer Aquaculturist, Fishing	
Walk in	Answer to queries	NONE	1 hour to 2 hours	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	NONE	4 hours	Provincial Fishery Officer	
· · · · · · · · · · · · · · · · · · ·	email) 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	
		TOTAL	14 HOURS	Aquaculturist, PFO	

4. Provision of Technical Assis	tance on Fisheries Resource M	anagement Se	rvices	and the second sec
The provision of technical assistance of	on fisheries resources management is m	nostly provided to o ourpose of providir	our Local Government Units (LGUs), oth ng technical assistance is to properly ma	
Office:	Provincial Fisheries Office – Agusan de	el Norte		
Classification:	(Production, Regulatory); Fish Breedin	g Areas	, Legal Basis for Fish Sanctuaries; Artific unicipal Ordinances; Attendance to Publ	
		sh Sanctuaries; Te	echnical Monitoring of Sanctuaries; Cora	I Reef Areas and other aquatic
Type of Transaction:	G2G – Government to Government; G	2C – Government	t to Citizen; G2B – Government to Busin	ess Entity / Private Sector
Who may avail:	Farmers and Fisherfolks, Investors, Po	licy Makers		
CHECKLIST RI	EQUIREMENTS		WHERE TO SECURE	
Simple – no requirement; walk in		Provincial Fisheri	es Office	
Simple – Client Satisfaction Feedback I	Form	Provincial Fisheri	es Office	
Complex – Request Letter for those rec	uiring field visits like pond evaluation	Provincial Fisheri	es Office	
Highly Technical - Request Letter (requ	uires field visit, site inspection)	Provincial Fisheri	es Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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, Senio Aquaculturist, PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE TOTAL	30 minutes	Aquaculturist, Fishing Regulation Officer
COMPLEX		TOTAL	1 hour and 30 minutes	
Walk – IN ; Fill-out Technica Assistance Request Form	Refer the client to concerned Technical Personnel	NONE	5 minutes	Desk Officer Aquaculturist, Fishing
Walk in	Answer to queries	NONE	1 hour to 2 hours	Regulation Officer, Senio
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Fishing Regulation Officer, Senio Aquaculturist, PFO
Submit Request Letter for those requiring field visits	Conduct field visits	NONE	4 hours to 8 hours	Aquaculturist, Fishing Regulation Officer, Senio Aquaculturist, PFO
HIGHLY TECHNICAL		TOTAL	10 hours and 35 minutes	
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 sperheaded Aquaculturist 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
· · · · · · · · · · · · · · · · · · ·	Assessment	NONE	30 minutes	PFO
	Conduct Technical Assistance (Highly Technical – FS Establishment and the like		8 hours to 48 hours	Regional and Provincia 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 V waters or waters beyond 15 km from the shoreline and with gross tonnage of 3		cense (CFVGL) authorizing the fishing vessel to fish within commercia	
Office or Division		es Office of Agusan del Norte	
Classification	Highly Technical	M	
Type of Transaction	G2C – Governme	nt to Citizen; G2B – Government to Business Entity	
Who may avail	Commercial Fishir	ng Vessel Owners/Operators	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. BFAR Commercial Fishing Vessel License (CFVL) application form;		BFAR Provincial Fisheries Office of Agusan del Norte	
2. BFAR Commercial Fishing Gear License (CFGL) application form;		BFAR Provincial Fisheries Office of Agusan del Norte	
3. Two (2) copies of "8x10" vessel unaltered pictures showing the port, starbidentification and marking as specified in Annex 1 of FAO 198-1 series of 2018	oard and required ;	Applicant (Fishing vessel owner/operator)	
<ol><li>Grid map indicating the proposed fishing ground/s;</li></ol>		Applicant (Fishing vessel owner/operator)	
<ol><li>Fishing gear technical design and specifications duly certified by the master r owner;</li></ol>	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); b. Certificate of Ownership (CO); and c. Valid/Unexpired Fishing Vessel Safety Certificate (FVSC)		Maritime Industry Authority (MARINA)	
<ol><li>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;</li></ol>		Security and Exchange Commission (SEC), Department of Trade and Industry (DTI) or Local Government Unit (LGU)	
		a. Logsheet – Applicant (Fishing vessel owner/operator);	



6. Fishing logsheet for catcher vessel for registration and approval by BFAR upon payment of b. Payment -Collecting Officer ; registration fee of Fifty pesos (PhP 50.00);

	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)
<ol> <li>Importation or construction clearance (in case the fishing vessel is imported or newly constructed);</li> </ol>	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.	
13. Secure official receipt for Commercial Fishing Vessel License (CFVL) license fee based on the gross tonnage of the vessel	Collecting Officer
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
<ol> <li>Submit duly filled up application forms together with the complete regulatory requirements to the Licensing Officer of BFAR PFO Agusan del Norte</li> </ol>	with complete regulatory requirements	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
<ol> <li>Receive Notification on the Scheduled Inspection of the fishing vessel and allow inspection</li> </ol>	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

				ACARCILLA CONTRACT
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	BFAR 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	<ol> <li>Release approved CFVGL to the applicant either thru the following:</li> <li>a. pick-up by applicant; and</li> <li>b. send copy thru personal delivery</li> </ol>	None	5 minutes	CFV Licensing Officer/PFO Agusan del Norte

			ar went of Academic
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	15 days, 1 hour, and 43 minutes	BFAR
	*License Fee, & *Cash Bond Deposit based on gross tonnage (please see *notes below for computation)		

\*NOTES:

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.

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.

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.

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.

\*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 250.0 250.0 G + P1,500.00 + 3.00 / G + 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.

## 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)

amended by Republic Active. 5501 and Executive Order 20, 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, Cooperativ	ves, MSMEs, Corp	orations		
CHECKLIST OF F	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	1.00		Cashier/ Special Collecting O	fficer	
c. Four (4) copies of the sketch or su	rvey plan of the area released for	Departr	ment of Environtment and Natural Reso	urces - Regional Office	
	ed by any Banking Institution showing		Any bank preferred by the app	blicant	
e. Affidavit declaring that the initial ca			Applicant		
	arized affidavit of adherence to Good Aquaculture Practices in the		Provincial Fishery Office-Agusan	del Norte	
	of FAO No. 197-1: a. A Filipino citizen				
h. *Two (2) certified true copies of By		Applicant			
i. Inspection Report of the area (2 or	iginal copies)	Provincial Fishery Office-Agusan del Norte			
2. Final Requirements -					
a. Twelve (12) copies of the survey pl	ans of the area duly approved by the	Departn	nent of Environtment and Natural Resou		
b. Duly accomplished FLA or ASC for		Provincial Fishery Office			
	al Director to the effect that the same		BFAR-RFO		
d. Certifications issued by the Region		_	Regional Trial Court - RT		
e. Payment of cash bond deposit and initial rental		Provin	cial Fishery Office- Lanao del Norte- Spe		
f. Certification issued by the Regional			BFAR RFO 13 through the Provincial		
g. Proof of updated remittances to th		Social Security System - SSS			
h. Environmental Compliance Certific			ment of Environtment and Natural Reso	urces - Regional Office	
	Issuance of 25-year F		greement (FLA)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PROCESSING TIME PERSON RESPONSIBLE			
Phase 1:					
SUBMISSION OF INITIAL REQUIREM	<b>MENTS</b>		•	·	

				State NT OF A GROUP
1. File fishpond lease agreement (FLA) /ASC application together with the initial requirements	complete initial requirements submitted	None	30 Minutes	Designated Fishpond Learng Officer BFAR
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	3. Accept payment and Issue Official	Php2,000.00	5 minutes	Special Collecting Officer
official receipt None	Receipt 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	None	30 Minutes	Aquaculturist I/ Staff-Leasing
	submitted by PFOs 5.3 Prepares endorsement of initial requirements to BFAR-CO	None	20 Minutes	Section 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	Director
Phase 2:				
SUBMISSION OF FINAL REQUIREME None	NTS 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				OIC-PFO/Leasing Officer
1. Receive notification letter from BFAR PFO on the submission of final requirements	<ol> <li>Notify applicant on the submission of final requirements for processing of it's application</li> </ol>	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/hectar e)& Initial Fishpond Rental (P1,500.00/hect are) 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	
Phase 3: RELEASE OF THE APPROVED FLA/				
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
		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 appliacble)	as maybe determined by PFO/RFO

### 7. Fingerlings request and distribution

ce or Division:	aculture activity may request fingerlings Bureau of Fisheries and Aquatic Resou	urces 13-Provincial Fi	sheries Office of Agusan del Norte	e (BFAR13-PFO AD'N) BEAR
sification:	Complex		¥	
e of Transaction:	Government to Citizen			
may avail:	Registered Fisherfolks in Misamis Orier	ntal		
CHECKLIST OF F			WHERE TO SECUR	
dated Dispersal Request Form (1 co	ору)		Iture Office; Bureau of Fisheries a	nd/or Aquatic Resources 10-
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBI
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-AD'N-District Fisher 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		
		NONE		PFO-AD'N <i>-District Fisher</i> Technician and Provincial Fis Officer
			2 minutes	PFO-AD'N-Technical Sta
			5 minutes	
				BFAR13-Regional Directo
				PFO-AD'N Admin. Staff
				PFO-AD'N-District Fisher Technician
			2 days	
			1 day	
			5 minutes	
	<ol> <li>Preparation of TOS to produced fingerlings (tilapia)</li> </ol>		1 month	TOS
3. Pick-up of fingerlings and prepare packaging materials (standard plastic cellophane and	3. Coordinate M/CAO on the pick-up date at TOS	NONE	20 minutes	PFO-AD'N -District Fisher Technician

### 8. Request for Underwater Assessment

Underwater Assessment is requested to	o monitor existing fish sanctuary or for e	stablishment of add	ditional 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				
Type of Hallsaction.	Sovernment to Business Entity				
Who may avail:	Local Government Unit/Government A	gency			
who may avail.	Private Institution				
CHECKLIST OF F	REQUIREMENTS		WHERE TO SECUR	E	
Request Letter		Local Governmen	t Unit/Government Agency		
		Private Institution			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE	
	<ol> <li>Receive request letter and</li> </ol>			PFO-AD'N Administrative	
	schedule for underwater		15 minutes	Officer/ District Fishery	
	assessment			Technician	
<ol> <li>Prepare and Submit request</li> </ol>		None			
letter for underwater assessment	1.1 Request assistance from the	None		PFO-AD'N	
				District Fishery Technician	
			3 days		
	2. Underwater Assessment		2 days	BFAR13	
				Underwater Assessment	
				District Fishery Technician	
	2.1 Prepare for technical Report			Chief, FRMS and Regional Director	
		]	10 days		
2. Prepare for Logistics support	2.2 Endorsement of Technical Report to Regional Office for approval	None			

		and the second s
2.3 Provide copy of technical report to LGU		District Fishery Technician
	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)

	,	<u> </u>		
	requirements on assignment or transfer			culture Stewardship Contract to
inuividuals or corporations, fisherfolk as	sociation/cooperatives, micro, small and	meaium enterpris	es	
Office or Division	BFAR- RFO13 -Provincial Fishery Offic	re-Agusan del Nor	te	
Classification	Highly Technical			
Type of Transaction	G2C- Gov't to Client ,G2B- Gov't to Bu	siness Entity		
Who may avail:	Filipino Citizen, Association, Cooperativ		porations	
CHECKLIST OF I			WHERE TO SECUR	E
1. Initial requirements			Brovingial Fishery Office (BEO) Ag	usan dal Norta
-			Provincial Fishery Office (PFO) Ag	
a. Letter of intent for Fishpond Lease	Agreement (FLA), Aquasilviculture		Submitted by the applic	ant
b. Payment of Application Fee			Cashier/ Special Collecting	Officer
c. Four (4) copies of the sketch or su	rvev plan of the area released for		RFO/DENR	
	ed by any Banking Institution showing		Any bank preferred by the a	pplicant
	I capital deposited in the Bank shall be		Submitted by the applic	
f. Notarized affidavit of adherence to			ovincial Fishery Office; BFAR 13 FMR	
	of FAO No. 197-1: A. A Filipino citizen	Pro	ovincial Fishery Office; BFAR 13 FMR	
h. *Two (2) certified true copies of B			Submitted bby the appli	
i. Inspection Report of the area (2 or			ovincial Fishery Office; BFAR 13 FMR	
For Applications for Gratuitous Pern		Pro	ovincial Fishery Office; BFAR 13 FMR	ED -Leasing Section
1. Letter of intent of the applicant; (3 ori	ginal copies)		Submitted by the applic	ant
2. Project profile which states: (2 origina	al copies)			
			Submitted by the applic	ant
a. The general and specific objective	es of the project			
b. A brief description of the project				
c. The methodology of project imple	mentation, which includes names of			
2. Final Requirements		Pro	ovincial Fishery Office; BFAR 13 FMR	ED -Leasing Section
a. Twelve (12) copies of the survey p	lans of the area duly approved by the		RFO/DENR	
b. Duly accomplished FLA or ASC fo		Pro	ovincial Fishery Office; BFAR 13 FMR BFAR-RFO/ RTC	ED -Leasing Section
c. Certifications issued by the Regional Director and the Regional Trial				
d. Payment of cash bond deposit and initial rental		Provincial Fishery Office; BFAR 13 FMRED -Leasing Section/Cashier/Special Collectin 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		FIC	SSS	ED -Leasing Section
g. Environmental Compliance Certificate (ECC) or Certificate of Non-			DENR	
gennenna eenpilanee eenili			22	
a. Letter of intent to Transfer by the Les	see (3 original copies)		Applicant	
b. Prior written approval of the transfer		BFAR-CO/ DA		
c. Latest report of improvements verified	d by the Regional Director or his		RFO/PFO	
d. Duly accomplished application form (	(15 original copies)		Provincial Fishery Office-Agusa	n del Norte
e. Original copy of the Deed of Assignment			Applicant	
f. Certified true copies of original official				
g. Payment of assignment or transfer fe		Provincial Fishery Office - Special Collecting Officer		
h. Posting of required cash bond depo		Provincial Fishery Office - Special Collecting Officer		
i. Twelve (12) copies of the survey plan		Departr	ment of Environment and Natural Reso	
j. Contract or lease form duly accompli			Provincial Fishery Office-Agusa	n del Norte
k. Certifications issued by the Regional			BFAR-RFO 13 Regional Trial Court	
<ol> <li>Certifications issued by the Regional m. Certification issued by the Regional</li> </ol>			BFAR RFO 13 through the Provinci	
n. Affidavit and certification executed an		Provincial	Fishery Office; BFAR 13 FMRED -Lea	
o. Notarized affidavit of adherence to G			Fishery Office; BFAR 13 FMRED -Lea	<u> </u>
4. Requirements for Renewal of FLA			ovincial Fishery Office; BFAR 13 FMR	
a. Letter of intent to renew lease of the			Submitted by the applic	
b. Payment of Application Fee, Cash bo		Provincial Fisher	y Office; BFAR 13 FMRED -Leasing S Officer	
c. Certification issued by the Regional T	rial Court in the judicial district where		RTC	
		Pro	ovincial Fishery Office; BFAR 13 FMR	ED -Leasing Section
d. Duly accomplished FLA or ASC appl			•	
approved by the Director of Lands or R	egional Director of Lands (Blueprint)		RFO/DENR	
<ol> <li>*A new survey plan, should there be of</li> </ol>	changes		DENR	
g. BFAR RFO/PFO Inspection Report (	2 original copies)	Pro	ovincial Fishery Office; BFAR 13 FMR	ED -Leasing Section
	Issuance for Assignme	ent/Transfer of FL	A or ASC Rights	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up visitors Logbook at the Public	1. Entertain Client and endorse to the			
Assistance Counter/Officer of the	responsible person			PFO Officer of the Day
Day's Desk		None	2 minutes	
Phase 1:				010 550 /5
1. Submit Letter of intent to Transfer by		None	10 minutes	OIC-PFO/Designated
the Lessee	Regional Office	-		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			BFAR
	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
<ol> <li>Pay the application fee, cashbond deposit and transfer fee, secure official receipt</li> </ol>	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 TRA				
RELEASE OF THE AFFROVED TRA	1. Receive the approved/signed			
None	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 l	nectare or fraction t	hereof		
	For the year 2016: Php 1,300.00 per l				
	For the year 2017: Php 1,400.00 per l				
	For the year 2018 and every year then	eafter: Php 1,500.0	0 per hectare		
	of fraction thereof	-			
			4		
			1 day		
			5 minutes		
	<ol><li>Preparation of TOS to produced fingerlings (tilapia)</li></ol>		1 month	TOS	
<ol> <li>Pick-up of fingerlings and prepare packaging materials (standard plastic cellophane and rubber bond)</li> </ol>	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)

Office or Division	RFO 13 - PFO-Agusan del Norte	RFO 13 - PFO-Agusan del Norte		
Classification	Highly Technical	Highly Technical		
Type of Transaction	G2C- Gov't to Client ,G2B- Gov't to Bus	G2C- Gov't to Client ,G2B- Gov't to Business Entity		
Who may avail:	Filipino Citizen, Association, Cooperativ	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, C	ash 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 Reg	ional 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	n of the area under his/her name duly	RFO/DENR		
e. One (1) copy of the survey plan of the area under his/her name duly f. *A new survey plan, should there be changes				

g. BFAR RFO/PFO Inspection Report (2 original copies)		Provincial Fishery Office; BFAR-RFO 13 FMRED -Leasing and Licensing Section BEAR		
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
<ol> <li>Receive notification on the conduct of inspection of fishpond on the latest improvements</li> </ol>	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
<ol> <li>Pay the required fees (application fee, initial fishpond rental and cashbond deposit) and secure official receipts</li> </ol>	3. Accept payment and Issue Official Receipt	Application fee(Php2,000.00 ) Cashbond deposit (500.00/hectare) Initial Fishpond rental (1,500.00/hectar e)	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:	EWAL OF APPLICATION FOR FLA 8			
None	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

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

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 I	REQUIREMENTS		WHERE TO SECURE	
Request Letter		Local Governmen Private Institution	t Unit/Government Agency	
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	İ	1.5 days	District Fishery Technician

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

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		
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 req		Provincial Fisheries Office	
Highly Technical - Request Letter (requ	uires 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 Assist	ance on Capture Fisheries-Rela	ated Services		
The provision of technical assistance re			rcial fisherfolks / operators, fish vendors	and workers of the fisheries
Office:	Provincial Fisheries Office - Agusan de			
Classification:	Simple – Basic Capture Fisheries, Diffe	erence between ac	tive and passive fishing gears; BFAR Ca	pture Fisheries Interventions
	Complex – Marketing Aspect; Fishing s		institute Davide Manager (* 100 (*	<b></b>
The state of the second st			ication, Payao Management and Constru-	
Type of Transaction:	Farmers and Fisherfolks, Investors, Po		to Citizen; G2B – Government to Busine	ess enuly
Who may avail: CHECKLIST RE	, , ,	WHERE TO SEC		
Simple – no requirement; walk in		Provincial Fisherie		
Simple – Client Satisfaction Feedback F	Form	Provincial Fisherie		
Complex – Request Letter for those req		Provincial Fisherie		
Highly Technical - Request Letter (requ	· · · · · · · · · · · · · · · · · · ·	Provincial Fisherie		
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

				San and a state of the state of
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Regulation Office <b>BFAR</b>
		TOTAL	1 hour and 30 minutes	
	Defensition to the second			
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
Highly TECHNICAL		TOTAL	8 hours	
Submit Request Letter	Forward Letter to Regional Office (via	NONE	4 hours	Provincial Fishery Officer
	email) 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 Assis	tance on Fisheries Resource Ma	anagement Ser	r <b>vices</b> our Local Government Units (LGUs), oth	or government egeneice, privete
Type of Transaction: Who may avail: CHECKLIST RI Simple – no requirement; walk in	Highly Technical – Establishment of Fi G2G – Government to Government; G Farmers and Fisherfolks, Investors, Pc	sh Sanctuaries; Te 2C – Government licy Makers	unicipal Ordinances; Attendance to Publi echnical Monitoring of Sanctuaries; Cora to Citizen; G2B – Government to Busin WHERE TO SECURE	Reef Areas and other aquatic
		Provincial Fisherie	es Office	
Simple – Client Satisfaction Feedback I		Provincial Fisherie	es Office	
Complex – Request Letter for those rec	uiring field visits like pond evaluation		es Office es Office	
Complex – Request Letter for those rec Highly Technical - Request Letter (requ CLIENT STEPS	uiring field visits like pond evaluation	Provincial Fisherie Provincial Fisherie	es Office es Office	PERSON RESPONSIBLE
Complex – Request Letter for those rec Highly Technical - Request Letter (requ	uiring field visits like pond evaluation uires field visit, site inspection) AGENCY ACTION	Provincial Fisherie Provincial Fisherie Provincial Fisherie FEES TO BE	es Office es Office es Office I	PERSON RESPONSIBLE
Complex – Request Letter for those rec Highly Technical - Request Letter (requ CLIENT STEPS SIMPLE Walk – IN ; Fill-out Technical Assistance Request Form	Argence Action and the second evaluation stress field visits like pond evaluation stress field visit, site inspection)  AGENCY ACTION  Refer the client to concerned Technical Personnel  Answer to queries	Provincial Fisherie Provincial Fisherie Provincial Fisherie FEES TO BE PAID	es Office es Office es Office PROCESSING TIME	Desk Officer Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
Complex – Request Letter for those red Highly Technical - Request Letter (requ CLIENT STEPS SIMPLE Walk – IN ; Fill-out Technical	Argence Action and the second evaluation stress field visits like pond evaluation stress field visit, site inspection)  AGENCY ACTION  Refer the client to concerned Technical Personnel  Answer to queries	Provincial Fisherie Provincial Fisherie Provincial Fisherie FEES TO BE PAID NONE	es Office es Office es Office PROCESSING TIME 5 minutes	Desk Officer Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO Aquaculturist, Fishing
Complex – Request Letter for those rec Highly Technical - Request Letter (requ CLIENT STEPS SIMPLE Walk – IN ; Fill-out Technical Assistance Request Form Answer and Submit Client Satisfaction Feedback Form	AGENCY ACTION AGENCY ACTION Refer the client to concerned Technical Personnel Answer to queries	Provincial Fisherie Provincial Fisherie Provincial Fisherie FEES TO BE PAID NONE	es Office es Office es Office PROCESSING TIME 5 minutes 30 minutes to 1 hour	Desk Officer Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO
Complex – Request Letter for those red Highly Technical - Request Letter (request Letter (request SIMPLE Walk – IN ; Fill-out Technical Assistance Request Form Answer and Submit Client Satisfaction Feedback Form COMPLEX Walk – IN ; Fill-out Technical	uiring field visits like pond evaluation         uires field visit, site inspection)         AGENCY ACTION         Refer the client to concerned         Technical Personnel         Answer to queries         Received CSFF         Refer the client to concerned         Refer the client to concerned	Provincial Fisherie Provincial Fisherie Provincial Fisherie FEES TO BE PAID NONE NONE NONE NONE TOTAL	es Office es Office es Office PROCESSING TIME 5 minutes 30 minutes to 1 hour 30 minutes 1 hour and 30 minutes	Desk Officer Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO Aquaculturist, Fishing Regulation Officer
Complex – Request Letter for those red Highly Technical - Request Letter (request Letter (request SIMPLE Walk – IN ; Fill-out Technical Assistance Request Form Answer and Submit Client Satisfaction Feedback Form COMPLEX	uiring field visits like pond evaluation         uires field visit, site inspection)         AGENCY ACTION         Refer       the client to concerned         Technical Personnel         Answer to queries         Received CSFF	Provincial Fisherie Provincial Fisherie Provincial Fisherie FEES TO BE PAID NONE NONE NONE TOTAL	es Office es Office es Office PROCESSING TIME 5 minutes 30 minutes to 1 hour 30 minutes	Desk Officer Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO Aquaculturist, Fishing Regulation Officer Desk Officer Aquaculturist, Fishing Regulation Officer, Senior
Complex – Request Letter for those rec Highly Technical - Request Letter (request Letter (request SIMPLE Walk – IN ; Fill-out Technical Assistance Request Form Answer and Submit Client Satisfaction Feedback Form COMPLEX Walk – IN ; Fill-out Technical Assistance Request Form	uiring field visits like pond evaluation         uires field visit, site inspection)         AGENCY ACTION         Refer the client to concerned         Technical Personnel         Answer to queries         Refer the client to concerned         Received CSFF         Refer the client to concerned         Answer to queries         Refer the client to concerned         Answer to queries	Provincial Fisherie Provincial Fisherie Provincial Fisherie FEES TO BE PAID NONE NONE NONE TOTAL	es Office es Office es Office PROCESSING TIME 5 minutes 30 minutes to 1 hour 30 minutes 1 hour and 30 minutes 5 minutes	Desk Officer Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO Aquaculturist, Fishing Regulation Officer Desk Officer Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, Fishing Regulation Officer, Senior
Complex – Request Letter for those rec Highly Technical - Request Letter (request Letter (request Letter (request SIMPLE) Walk – IN ; Fill-out Technical Assistance Request Form Answer and Submit Client Satisfaction Feedback Form COMPLEX Walk – IN ; Fill-out Technical Assistance Request Form Walk in	uiring field visits like pond evaluation         uires field visit, site inspection)         AGENCY ACTION         Refer the client to concerned         Technical Personnel         Answer to queries         Refer the client to concerned         Technical Personnel         Answer to queries         Refer the client to concerned         Technical Personnel         Answer to queries         Refer the client to concerned         Technical Personnel         Answer to queries         Received CSFF         Received CSFF	Provincial Fisherie Provincial Fisherie Provincial Fisherie FEES TO BE PAID NONE NONE NONE TOTAL NONE	es Office es Office es Office PROCESSING TIME 5 minutes 30 minutes to 1 hour 30 minutes 1 hour and 30 minutes 5 minutes 1 hour to 2 hours	Desk Officer Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO Aquaculturist, Fishing Regulation Officer Desk Officer Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO Aquaculturist, PFO Aquaculturist, PFO Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, Fishing Regulation Officer, Senior
Complex – Request Letter for those red Highly Technical - Request Letter (request Letter (request SIMPLE Walk – IN ; Fill-out Technical Assistance Request Form Answer and Submit Client Satisfaction Feedback Form COMPLEX Walk – IN ; Fill-out Technical Assistance Request Form Walk in Answer and Submit Client Satisfaction Feedback Form Submit Request Letter for those requiring field visits	uiring field visits like pond evaluation         uires field visit, site inspection)         AGENCY ACTION         Refer       the client to concerned         Technical Personnel         Answer to queries         Refer       the client to concerned         Refer       the client to concerned         Answer to queries         Refer       the client to concerned         Answer to queries         Refer       the client to concerned         Answer to queries         Received CSFF         Refer       the client to concerned         Refer       the client to concerned         Refer       the client to concerned         Received CSFF       Image: client to concerned         Answer to queries       Image: client to client to concerned         Received CSFF       Image: client to client to concerned         Received CSFF       Image: client to	Provincial Fisherie Provincial Fisherie Provincial Fisherie FEES TO BE PAID NONE NONE NONE NONE NONE NONE	es Office es Office es Office PROCESSING TIME 5 minutes 30 minutes to 1 hour 30 minutes 1 hour and 30 minutes 5 minutes 1 hour to 2 hours 30 minutes	Desk Officer Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO Aquaculturist, Fishing Regulation Officer Desk Officer Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO Aquaculturist, PFO Aquaculturist, PFO Aquaculturist, PFO Aquaculturist, Fishing
Complex – Request Letter for those red Highly Technical - Request Letter (request Letter (request SIMPLE Walk – IN ; Fill-out Technical Assistance Request Form Answer and Submit Client Satisfaction Feedback Form COMPLEX Walk – IN ; Fill-out Technical Assistance Request Form Walk in Answer and Submit Client Satisfaction Feedback Form Submit Request Letter for those requiring field visits HIGHLY TECHNICAL	uiring field visits like pond evaluation         uires field visit, site inspection)         AGENCY ACTION         Refer the client to concerned         Technical Personnel         Answer to queries         Refer the client to concerned         Technical Personnel         Answer to queries         Refer the client to concerned         Technical Personnel         Answer to queries         Received CSFF         Conduct field visits         PFO to decide whether regional	Provincial Fisherie Provincial Fisherie Provincial Fisherie FEES TO BE PAID NONE NONE NONE NONE NONE NONE NONE NON	es Office es Office es Office <b>PROCESSING TIME</b> 5 minutes 30 minutes to 1 hour 30 minutes 1 hour and 30 minutes 5 minutes 5 minutes 1 hour to 2 hours 30 minutes 4 hours to 8 hours 10 hours and 35 minutes	Desk Officer Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO Aquaculturist, Fishing Regulation Officer Desk Officer Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO Aquaculturist, PFO Aquaculturist, PFO Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO Aquaculturist, PFO Aquaculturist, PFO Aquaculturist, PFO Aquaculturist, PFO Aquaculturist, PFO
Complex – Request Letter for those red Highly Technical - Request Letter (request Letter (request SIMPLE Walk – IN ; Fill-out Technical Assistance Request Form Answer and Submit Client Satisfaction Feedback Form COMPLEX Walk – IN ; Fill-out Technical Assistance Request Form Walk in Answer and Submit Client Satisfaction Feedback Form Submit Request Letter for those requiring field visits	uiring field visits like pond evaluation         uires field visit, site inspection)         AGENCY ACTION         Refer the client to concerned         Technical Personnel         Answer to queries         Refer the client to concerned         Technical Personnel         Answer to queries         Refer the client to concerned         Technical Personnel         Answer to queries         Received CSFF         Conduct field visits         PFO to decide whether regional involvement is required         Conduct technical assistance on the	Provincial Fisherie Provincial Fisherie Provincial Fisherie FEES TO BE PAID NONE NONE NONE NONE NONE NONE NONE NON	es Office es Office es Office <b>PROCESSING TIME</b> 5 minutes 30 minutes to 1 hour 30 minutes 1 hour and 30 minutes 5 minutes 1 hour to 2 hours 30 minutes 4 hours to 8 hours	Desk Officer Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO Aquaculturist, Fishing Regulation Officer Desk Officer Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, PFO Aquaculturist, PFO Aquaculturist, PFO Aquaculturist, Fishing Regulation Officer, Senior Aquaculturist, Fishing Regulation Officer, Senior
Complex – Request Letter for those red Highly Technical - Request Letter (request Letter (request Simple Walk – IN ; Fill-out Technical Assistance Request Form Answer and Submit Client Satisfaction Feedback Form COMPLEX Walk – IN ; Fill-out Technical Assistance Request Form Walk in Answer and Submit Client Satisfaction Feedback Form Submit Request Letter for those requiring field visits HIGHLY TECHNICAL	uiring field visits like pond evaluation         uires field visit, site inspection)         AGENCY ACTION         Refer the client to concerned         Technical Personnel         Answer to queries         Refer the client to concerned         Technical Personnel         Answer to queries         Refer the client to concerned         Technical Personnel         Answer to queries         Received CSFF         Conduct field visits         PFO to decide whether regional involvement is required	Provincial Fisherie Provincial Fisherie Provincial Fisherie FEES TO BE PAID NONE NONE NONE NONE NONE NONE NONE NON	es Office es Office es Office PROCESSING TIME 5 minutes 30 minutes 30 minutes to 1 hour 30 minutes 1 hour and 30 minutes 5 minutes 5 minutes 1 hour to 2 hours 30 minutes 4 hours to 8 hours 10 hours and 35 minutes 30 MINUTES	Desk Officer         Aquaculturist,       Fishing         Regulation       Officer,       Senior         Aquaculturist,       PFO         Aquaculturist,       Fishing         Regulation Officer       Desk Officer         Desk Officer       Desk Officer         Aquaculturist,       Fishing         Regulation       Officer,       Senior         Aquaculturist,       PFO       PFO         PFO       PFO sperheaded Aquaculturists       PFO
Complex – Request Letter for those red Highly Technical - Request Letter (request Letter (request Simple Walk – IN ; Fill-out Technical Assistance Request Form Answer and Submit Client Satisfaction Feedback Form COMPLEX Walk – IN ; Fill-out Technical Assistance Request Form Walk in Answer and Submit Client Satisfaction Feedback Form Submit Request Letter for those requiring field visits HIGHLY TECHNICAL	uiring field visits like pond evaluation         uires field visit, site inspection)         AGENCY ACTION         Refer the client to concerned         Technical Personnel         Answer to queries         Received CSFF         Refer the client to concerned         Technical Personnel         Answer to queries         Refer the client to concerned         Technical Personnel         Answer to queries         Received CSFF         Conduct field visits         PFO to decide whether regional involvement is required         Conduct technical assistance on the field         If Regional involvement is required submit request / recommendation to regional office         Approval of Technical Assistance with involvement from the Regiona Office	Provincial Fisherie Provincial Fisherie Provincial Fisherie FEES TO BE PAID NONE NONE NONE NONE NONE NONE NONE NON	es Office es Office es Office PROCESSING TIME 5 minutes 30 minutes to 1 hour 30 minutes 1 hour and 30 minutes 5 minutes 5 minutes 1 hour to 2 hours 30 minutes 4 hours to 8 hours 10 hours and 35 minutes 30 MINUTES 4 hours to 8 hours	Desk Officer         Aquaculturist,       Fishing         Regulation       Officer,       Senior         Aquaculturist,       FO         Aquaculturist,       Fishing         Regulation       Officer         Desk Officer       Image: Comparison of the senior         Desk Officer       Image: Comparison of the senior         Aquaculturist,       Fishing         Regulation       Officer,         Senior       Aquaculturist,         PFO       PFO         PFO       PFO         PFO       PFO         RO       inform the         RO       inform the
Complex – Request Letter for those red Highly Technical - Request Letter (request Letter (request Simple Walk – IN ; Fill-out Technical Assistance Request Form Answer and Submit Client Satisfaction Feedback Form COMPLEX Walk – IN ; Fill-out Technical Assistance Request Form Walk in Answer and Submit Client Satisfaction Feedback Form Submit Request Letter for those requiring field visits HIGHLY TECHNICAL	uiring field visits like pond evaluation           AGENCY ACTION           AGENCY ACTION           Refer the client to concerned           Technical Personnel           Answer to queries           Refer the client to concerned           Technical Personnel           Answer to queries           Refer the client to concerned           Technical Personnel           Answer to queries           Received CSFF           Conduct field visits           PFO to decide whether regional involvement is required           Conduct technical assistance on the field           If Regional involvement is required submit request / recommendation to regional office           Approval of Technical Assistance with involvement from the Regiona Office           Personnel           Inform the CLIENT on the scheduled Technical Assistance (FS	Provincial Fisherie Provincial Fisherie Provincial Fisherie FEES TO BE PAID NONE NONE NONE NONE NONE NONE NONE NON	es Office es Office es Office PROCESSING TIME 5 minutes 30 minutes to 1 hour 30 minutes to 1 hour 30 minutes 1 hour and 30 minutes 5 minutes 5 minutes 1 hour to 2 hours 30 minutes 4 hours to 8 hours 10 hours and 35 minutes 30 MINUTES 4 hours to 8 hours 1 hour	Desk Officer         Aquaculturist,       Fishing         Regulation       Officer,       Senior         Aquaculturist,       Fishing         Regulation       Officer         Aquaculturist,       Fishing         Regulation       Officer         Desk Officer       Aquaculturist,         Aquaculturist,       Fishing         Regulation       Officer,         Aquaculturist,       Fishing         Regulation       Officer,         Aquaculturist,       Fishing         Regulation       Officer,         Aquaculturist,       Fishing         Regulation       Officer,         Senior       Aquaculturist,         Regulation       Officer,         Senior       Aquaculturist,         Regulation       Officer,         Senior       Aquaculturist,         PFO       PFO         PFO       PFO sperheaded Aquaculturists         and       Fisheries         PFO       PFO
Complex – Request Letter for those rec Highly Technical - Request Letter (requent CLIENT STEPS SIMPLE Walk – IN ; Fill-out Technical Assistance Request Form COMPLEX Walk – IN ; Fill-out Technical Assistance Request Form Walk in Answer and Submit Client Satisfaction Feedback Form Submit Request Letter for those requiring field visits HIGHLY TECHNICAL Submit Letter Request Assist the Technical Team (RO and PFO) on the logistical requirements of	uiring field visits like pond evaluation lires field visit, site inspection)           AGENCY ACTION           Refer the client to concerned Technical Personnel           Answer to queries           Received CSFF           Refer the client to concerned Technical Personnel           Answer to queries           Refer the client to concerned Technical Personnel           Answer to queries           Received CSFF           Conduct field visits           PFO to decide whether regional involvement is required           Conduct technical assistance on the field           If Regional involvement is required submit request / recommendation to regional office           Approval of Technical Assistance with involvement from the Regiona Office Personnel           Inform the CLIENT on the scheduled Technical Assistance (FS Assessment           Conduct Technical Assistance (Highly Technical – FS Establishment and the	Provincial Fisherie Provincial Fisherie Provincial Fisherie FEES TO BE PAID NONE NONE NONE NONE NONE NONE NONE NON	es Office es Office es Office PROCESSING TIME 5 minutes 30 minutes to 1 hour 30 minutes to 1 hour 30 minutes 1 hour and 30 minutes 5 minutes 1 hour to 2 hours 30 minutes 4 hours to 8 hours 10 hours and 35 minutes 30 MINUTES 4 hours to 8 hours 1 hour 1 hour	Desk Officer         Aquaculturist,       Fishing         Regulation       Officer,       Senior         Aquaculturist,       Fishing         Regulation       Officer         Aquaculturist,       Fishing         Regulation       Officer         Desk Officer       Aquaculturist,         Aquaculturist,       Fishing         Regulation       Officer,         PFO       PFO         PFO       PFO         RO       inform the         PFO       officers         PFO       RO         RO       inform the         PFO       officer
Complex – Request Letter for those red Highly Technical - Request Letter (request CLIENT STEPS SIMPLE Walk – IN ; Fill-out Technical Assistance Request Form COMPLEX Walk – IN ; Fill-out Technical Assistance Request Form Walk in Answer and Submit Client Satisfaction Feedback Form Submit Request Letter for those requiring field visits HIGHLY TECHNICAL Submit Letter Request Assist the Technical Team (RO and	uiring field visits like pond evaluation lires field visit, site inspection)           AGENCY ACTION           Refer the client to concerned Technical Personnel           Answer to queries           Received CSFF           Refer the client to concerned Technical Personnel           Answer to queries           Refer the client to concerned Technical Personnel           Answer to queries           Received CSFF           Conduct field visits           PFO to decide whether regional involvement is required           Conduct technical assistance on the field           If Regional involvement is required submit request / recommendation to regional office           Approval of Technical Assistance with involvement from the Regiona Office Personnel           Inform the CLIENT on the scheduled Technical Assistance (FS Assessment Conduct Technical Assistance (Highly	Provincial Fisherie Provincial Fisherie Provincial Fisherie FEES TO BE PAID NONE NONE NONE NONE NONE NONE NONE NON	es Office es Office es Office PROCESSING TIME 5 minutes 30 minutes to 1 hour 30 minutes to 1 hour 30 minutes 1 hour and 30 minutes 5 minutes 5 minutes 1 hour to 2 hours 30 minutes 4 hours to 8 hours 10 hours and 35 minutes 30 MINUTES 4 hours to 8 hours 1 hour 1 hour 1 hour 30 minutes	Desk Officer         Aquaculturist,       Fishing         Regulation       Officer,       Senior         Aquaculturist,       Fishing         Regulation       Officer         Aquaculturist,       Fishing         Regulation       Officer         Desk Officer       Aquaculturist,         Aquaculturist,       Fishing         Regulation       Officer,         PFO       PFO         PFO       PFO         PFO       RO inform the PFO of the         Proposed schedule       PFO         PFO       Regional       and         Provincial       Regional

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 Norte

				A CANCELLA
Classification:	Complex			
Type of Transaction:	Government to Government			BFAR
Who may avail:	Fishery Extension Worker and Provinc	ial Fisheries Coord	linator	
CHECKLIST OF F			WHERE TO SECUR	E
Monthly Fishery Extension Worker Rep	ort following the agency's given format		es and Aquatic Resources 13	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Receive FEW Monthly Report		1 minute	PFO-SDN Administrative Officer/FEW Focal
1. Submit Consolidated and Monthly Fishery Extension Worker Report with attach payroll for validation	1.1 Validate Report	NONE	1 day	PFO-SDN District Fisheries Technician
	1.2 Endorse validated report and payroll to Regional Office 1.3 Process Payroll 1.4 Pay incentives on their respective ATMs	NONE	1 day	Administrative Officer
			1 month 1 day	BFAR13- Accounting Staff Cashier
	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				
	Government to Government				
Type of Transaction:	Government to Business Entity				
Who may avail:	Local Government Unit/Government Agency Private Institution				
CHECKLIST OF	REQUIREMENTS		WHERE TO SECURE		
Request Letter		Local Government Private Institution	Unit/Government Agency		
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. Site Validation		1.5 days	District Fishery Technician	
2. Prepare for Logistics support	2.1 Prepare for technical Report 2.2 Endorsement of Technical Report to PFO-SDN for approval	None	1 day	District Fishery Technician 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.		

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 of	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 req	uiring field visits like pond evaluation	Provincial Fisheries Office		
Highly Technical - Request Letter (requ	ires 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

			-	and the state of t
Walk in	Answer to queries	NONE	1 hour to 2 hours	Aquaculturist, Regulation Office <b>BFAR</b>
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
Highly TECHNICAL		TOTAL	8 hours	
Submit Request Letter	Forward Letter to Regional Office (via email)	NONE	4 hours	Provincial Fishery Officer
	Approval of Request Inform the CLIENT on the approved			Regional Director
	request and schedule site visit	NONE	30 minutes	PFO BFAR TWG, PFO, Senior
	Conduct Site Visit / Evaluation	NONE	4 hours to 8 hours	Aquaculturist
	Submit recommendations to CLIENT	NONE	1 hour	PFO Aquaculturist, Fishing
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Regulation Officer, Senio Aquaculturist, PFO
4. Provision of Technical Assist	tance on Capture Fisheries-Rela	TOTAL ated Services	14 HOURS	
The provision of technical assistance rel ancillary services. The assistance is give				
Office:	Provincial Fisheries Office - Surigao de	el Norte		
Classification:	Simple – Basic Capture Fisheries, Diffe	erence between ac	tive and passive fishing gears; BFAR Ca	apture Fisheries Interventions
	Complex – Marketing Aspect; Fishing		ication, Payao Management and Constr	
Type of Transaction:			to Citizen; G2B – Government to Busine	
Who may avail:	Farmers and Fisherfolks, Investors, Po	/		5
CHECKLIST RE Simple – no requirement; walk in		WHERE TO SEC Provincial Fisherie	-	
Simple – Client Satisfaction Feedback F	Form	Provincial Fisherie		
Complex – Request Letter for those req Highly Technical - Request Letter (requ		Provincial Fisherie Provincial Fisherie		
CLIENT STEPS SIMPLE	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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
COMPLEX		TOTAL	1 hour and 30 minutes	
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
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, PFO Aquaculturist, Fishing Regulation Officer, Senior
Submit Request Letter for those				Aquaculturist, PFO Aquaculturist, Fishing
requiring field visits	Conduct field visits	NONE TOTAL	4 hours to 8 hours	Regulation Officer, Senior Aquaculturist, PFO
Highly TECHNICAL		TOTAL	8 hours	
Submit Request Letter	Forward Letter to Regional Office (via email)	NONE	4 hours	Provincial Fishery Officer
	Approval of Request Inform the CLIENT on the approved	NONE	30 minutes	Regional Director PFO
	request and schedule site visit Conduct Site Visit / Evaluation	NONE	4 hours to 8 hours	BFAR TWG, PFO, Senior
	Submit recommendations to CLIENT	NONE	1 hour	Aquaculturist PFO
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Fishing Regulation Officer, Senior
		TOTAL	14 HOURS	Aquaculturist, PFO
	on fisheries resources management is n	nostly provided to courpose of providir	our Local Government Units (LGUs), oth ig technical assistance is to properly mai	
Office:	Provincial Fisheries Office – Surigao d			
Classification:	Simple – Knowledge on Fish Sanctuar	ies Establishment,	Legal Basis for Fish Sanctuaries; Artific	
			nicipal Ordinances; Attendance to Publi chnical Monitoring of Sanctuaries; Cora	
Type of Transaction:	, s	,	to Citizen; G2B – Government to Busine	
Who may avail:	Farmers and Fisherfolks, Investors, Po			
CHECKLIST RE	QUIREMENTS	Dest	WHERE TO SECURE	
Simple – no requirement; walk in Simple – Client Satisfaction Feedback F	Form	Provincial Fisherie Provincial Fisherie		
Survey Sustin Canona Canada I	•····	. Iotinolari isrielle		

Complex – Request Letter for those requiring field visits like pond evaluation Provincial Fisheries Office

Highly Technical - Request Letter (requ	ires 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	1	1		
Submit Letter Request	PFO to decide whether regional involvement is required	NONE	30 MINUTES	PFO
	Conduct technical assistance on the field		4 hours to 8 hours	PFO sperheaded 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	NONE	30 minutes	PFO
Assist the Technical Team (RO and PFO) on the logistical requirements of the evaluation			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	

ARTMEN CUL

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

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 G2C – Government to Citizen; G2B – Government to Business Entity Type of Transaction Commercial Fishing Vessel Owners/Operators Who may avail 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) Grid map indicating the proposed fishing ground/s; Applicant (Fishing vessel owner/operator) i. Fishing gear technical design and specifications duly certified by the master net mender and Applicant (Fishing vessel owner/operator) . Original or authenticated photocopy of Maritime Industry Authority (MARINA) Certifica a. Certificate of Philippine Registry (CPR); b. Certificate of Ownership (CO); and Maritime Industry Authority (MARINA) 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 a. Logsheet - Applicant (Fishing vessel owner/operator); 6. Fishing logsheet for catcher vessel for registration and approval by BFAR upon payment o b. Payment -Collecting Officer ; registration fee of Fifty pesos (PhP 50.00); 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) BFAR Central Office-Library/Cashier - Ground/4th Floor, Fisheries 8. Importation or construction clearance (in case the fishing vessel is imported or newly 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) BFAR Central Office - BFAR-Integrated Marine Environment Monitoring 11. Compliance with vessel monitoring system requirement. 12. Initial payment of Php. 400.00 for application of Commercial Fishing Vessel License (CFVL), 13. Secure official receipt for Commercial Fishing Vessel License (CFVL) license fee based on Collecting Officer 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 FEES TO BE **CLIENT STEPS** AGENCY ACTION PROCESSING TIME PERSON RESPONSIBLE PAID 1. Secure and fill out Commercial 1. Provide Commercial Fishing Vessel Fishing Vessel and Gear License and Gear License (CFVGL) CFV Licensing Officer/PFO (CFVGL) application forms and comply 10 minutes None application forms and list of Surigao del Norte with all regulatory requirements to the requirements. BFAR PFO Surigao del Norte 2. Submit duly filled up application forms together with the complete 2. Accept filled out CFVGL application CFV Licensing Officer/PFO regulatory requirements to the Licensing Officer of BFAR PFO with complete regulatory requirements None 2 minutes Surigao del Norte from the applicant 2.1. Check, verify and evaluate the CFV Licensing Officer/PFO None authenticity and completeness of the None 8 minutes Surigao del Norte submitted requirements Receive Notification on the 3. Schedule an inspection and notify CFV Licensing Officer/PFO Scheduled Inspection of the fishing the client on the schedule o None 2 minutes Surigao del Norte vessel and allow inspection inspection

This service involves the processing of application for Commercial Fishing Vessel and Gear License (CFVGL) authorizing the fishing vessel to fish within commercial

None	3.1 Conduct inspection on the fishing vessel of the client	None	30 minutes	CFV Licensing Officer
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	. ,	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 S Brgy. Taft, Surigao City
	<ol> <li>Notify/Inform clients thru call, text or e-mail on the approved CFVGL and ready for pick up</li> </ol>	None	5 minutes	CFV Licensing Officer/PFC Surigao del Norte
9. Receive/Claim the approved CFVGL license to operate	<ol> <li>Release approved CFVGL to the applicant either thru the following:</li> <li>a. pick-up by applicant; and</li> <li>b. send copy thru personal delivery</li> </ol>	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	

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



- \*Cash Bond Deposit:

- \*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 aqu		s (Tilapia or Bangus	) from the office.		
Office or Division:			Fisheries Office of Surigao del Norte (E	BEAR13-PEO SDN)	
Classification:	Complex				
Type of Transaction:	Government to Citizen				
Who may avail:	Registered Fisherfolks in Misamis Orie	ntal			
	REQUIREMENTS	WHERE TO SECURE			
Validated Dispersal Request Form (1 c		Municipal/City Agr	iculture Office; Bureau of Fisheries and	/or Aquatic Resources 10-	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE	
<ol> <li>Send request to the Municipal/ 1.1 Fill up the Dispersal Request</li> </ol>	<ol> <li>Received and logbook the</li> <li>1.1 District Fishery Technician</li> <li>1.2 Prepare Requisition and Issue</li> <li>1.3 Approve the RIS</li> <li>1.4 Return the documents to the</li> <li>1.5 Coordinate the Technology</li> </ol>		5 minutes	PFO-AD'N-District Fishery PFO-SDN-District Fishery Technician and Provincial Fishery	
		NONE	2 minutes	PFO-SDN-Technical Staff	
		NONE	5 minutes	BFAR13-Regional Director PFO-SDN Admin. Staff PFO-SDN-District Fishery Technician	
			2 days	rechnician	
			1 day		
			5 minutes		
	2. Preparation of TOS to		1 month	TOS	
<ol> <li>Pick-up of fingerlings and prepare packaging materials (standard plastic cellophane and rubber bond)</li> </ol>	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 Ass					
Underwater Assessment is requested to					
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				
Type of fransaction.	Government to Business Entity				
Who may avail:	Local Government Unit/Government A	lgency			
who hay avail.	Private Institution				
CHECKLIST OF	F REQUIREMENTS WHERE TO SECURE				
Request Letter		Local Government U	Init/Government Agency		
Request Letter		Private Institution			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE	
	<ol> <li>Receive request letter and</li> </ol>		15 minutes	PFO-SDN Administrative	
<ol> <li>Prepare and Submit request</li> </ol>	1.1 Request assistance from the	None		PFO-SDN	
letter for underwater assessment		NULLE		District Fishery Technician	
		-			
			3 days		
	<ol><li>Underwater Assessment</li></ol>	-	2 days	BFAR13	
				Underwater Assessment	
				District Fishery Technician	
	2.1 Prepare for technical Report			Chief, FRMS and Regional	
2. Prepare for Logistics support		None	10 days		
	2.2 Endorsement of Technical	NONE			
	2.3 Provide copy of technical			District Fishery Technician	
			5 days		
			1 day		
	Total:		21 days and 15 minutes		
9. Renewal of Fishpond Lease	Δareement (FLΔ) and Δauasilvi	culture Stewards	hin Contract (ASC)		
The service involves the processing of a	applications for renewal of Fishpond Le	ase Agreements (FLA	) and Aquasilviculture Stewardship	Contract (ASC)	
Office or Division	RFO 13 - PFO-Surigao del Norte				

				and the second s
Classification	Highly Technical			
Type of Transaction	G2C- Gov't to Client ,G2B- Gov't to Bus			BFAR
Who may avail:	Filipino Citizen, Association, Cooperativ	/es, MSMEs, Corp		
CHECKLIST OF I			WHERE TO SECUR	E
Requirements for Renewal applicat				
a. Letter of intent to renew lease of the			Submitted by the appli	
b. Payment of Application Fee, Cash bo	ond deposit and initial rental	Provincial	I Fishery Office; BFAR-RFO 13 - FMF Section/Cashier/Special Collect	
c. Certification issued by the Regional T	rial Court in the judicial district where		RTC	
d. Duly accomplished FLA or ASC appl	ication duly acknowledged before a	Provincial Fis	shery Office; BFAR-RFO 13 FMRED	Leasing and Licensing Section
e. One (1) copy of the survey plan of the			RFO/DENR	
f. *A new survey plan, should there be c	changes	Departi	ment of Environtment and Natural Re	sources - 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
Phase 1:				
1. Submit complete requirements for	1. Receive and review application to	News		OIC-PFO/Designated Fishpond
Renewal of FLA or ASC	the completeness of requirements	None	30 minutes	Leasing Officer
2. Receive notification on the conduct	2. Send notification on the conduct of	None	2 dave	Designated Fishpond Leasing
of inspection of fishpond on the latest	ocular inspection of Latest	None	3 days	Officer
None	2.1.Prepare report of inspection to	None	1 day	Leasing Officer
3. Pay the required fees (application	<ol><li>Accept payment and Issue Official</li></ol>	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	
Phase 2:				
RELEASE OF THE APPROVED REN	EWAL OF APPLICATION FOR FLA &			
None	<ol> <li>Receive the approved/signed</li> </ol>	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		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 Nort	e				
Classification	Highly Technical					
Type of Transaction	G2C-Government to Client, G2B-Gove					
Who may avail:		ilipino Citizen, Association, Cooperatives, MSMEs, Corporations				
CHECKLIST OF			WHERE TO SECUR			
1. Initial requirements - New Applica			Provincial Fishery Office-Suriga	o del Norte		
<ul> <li>a. Letter of intent for Fishpond Lease</li> </ul>	Agreement (FLA) and Aquasilviculture		Applicant			
b. r ayment of Application ree r 2,000	5.00		Cashier/ Special Collecting	Officer		
c. Four (4) copies of the sketch or su		Departr	nent of Environtment and Natural Res			
	ed by any Banking Institution showing		Any bank preferred by the a	pplicant		
e. Affidavit declaring that the initial ca			Applicant			
f. Notarized affidavit of adherence to	Good Aquaculture Practices in the		Provincial Fishery Office-Suriga	o del Norte		
	of FAO No. 197-1: a. A Filipino citizen		Applicant			
h. *Two (2) certified true copies of B	y-laws and Articles of Incorporation,		Applicant			
i. Inspection Report of the area (2 or	iginal copies)		Provincial Fishery Office-Suriga	o del Norte		
2. Final Requirements -						
a. Twelve (12) copies of the survey plans of the area duly approved by the		Departm	ent of Environtment and Natural Reso			
<ul> <li>b. Duly accomplished FLA or ASC for</li> </ul>	, ,	Provincial Fishery Office				
	al Director to the effect that the same	BFAR-RFO				
d. Certifications issued by the Region		Regional Trial Court - RTC				
e. Payment of cash bond deposit and		Provine	cial Fishery Office- Lanao del Norte- S			
f. Certification issued by the Regiona			BFAR RFO 13 through the Provincia			
g. Proof of updated remittances to the			Social Security System -			
h. Environmental Compliance Certifi	h. Environmental Compliance Certificate (ECC) or Certificate of Non-		nent of Environtment and Natural Res	ources - Regional Office		
	Issuance of 25-year F					
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE		
Phase 1:						
SUBMISSION OF INITIAL REQUIRE						
	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	<ol><li>Accept payment and Issue Official</li></ol>	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	
				BEAR
Phase 2:				
SUBMISSION OF FINAL REQUIREME	INTS			
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
<ol><li>Proceed to the Cashier/Special</li></ol>	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	
Phase 3:				
RELEASE OF THE APPROVED FLA/	ASC APPLICATION			
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	

OPTIMENT OF AGRICLI

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 appliacble)	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	3overnment to Government				
Who may avail:	Fishery Extension Worker and Provinc	ial Fisheries Coordin	ator			
CHECKLIST OF F			WHERE TO SECUR	E		
Monthly Fishery Extension Worker Rep	ort 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. Receive FEW Monthly		1 minute	PFO-SDS Administrative		
1. Submit Consolidated and Monthly Fishery Extension Worker Report with attach payroll for validation	1.1 Validate Report		1 day	PFO-SDS District Fisheries Technician		
	<ul><li>1.2 Endorse validated report and</li><li>1.3 Process Payroll</li><li>1.4 Pay incentives on their respective</li></ul>	NONE	1 day	Administrative Officer BFAR13-		
			1 month 1 day	Accounting Staff Cashier		
	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		Private Institution	t Unit/Government Agency		
CLIENT STEPS	AGENCY ACTIONS	PEESTOBE	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. Site Validation		1.5 days	District Fishery Technician	
2. Prepare for Logistics support	<ul><li>2.1 Prepare for technical Report</li><li>2.2 Endorsement of Technical</li><li>2.3 Provide copy of technical</li></ul>	None	1 day 20 mins. 5 mins.	District Fishery Technician District Fishery Technician District Fishery Technician	
	Total:		2 days, 4 hrs and 25 mins.		
	tance on Aquaculture-Related S				
		is to ensure sustair			
Office:	Provincial Fisheries Office - Surigao de				
Classification:	Simple – Basic Aquaculture Techniqu				
	Complex – Pond Preparation, Grow –	out Culture to Harv	vest		

Type of Transaction:	G2G - Government to Government; G	2C - Government	eeding Management; Cage Constructio to Citizen; G2B – Government to Busir	
Who may avail:	Farmers and Fisherfolks, Investors, Po			
CHECKLIST RE Simple – no requirement; walk in	EQUIREMENTS	Provincial Fisherie	WHERE TO SECURE	
Simple – Client Satisfaction Feedback I	Form	Provincial Fisherie		
Complex – Request Letter for those rec	uiring field visits like pond evaluation	Provincial Fisherie	es Office	
Highly Technical - Request Letter (requ	uires field visit, site inspection)	Provincial Fisherie	es Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
SIMPLE				
Walk – IN ; Fill-out Technical	Refer the client to concerned Answer to queries	NONE	5 minutes 30 minutes to 1 hour	Desk Officer Aquaculturist, Fish Regulation Officer, Ser
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, PFO Aquaculturist, Fish Regulation Officer, Ser Aquaculturist, PFO
		TOTAL	1 hour and 30 minutes	Aquaculturist, PPO
COMPLEX				
Valk – 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		4 hours to 8 hours	Aquaculturist, Fishing
Highly TECHNICAL		TOTAL	8 hours	
Submit Request Letter	Forward Letter to Regional Office (via	NONE	4 hours	Provincial Fishery Officer
	Approval of Request			Regional Director
	Inform the CLIENT on the approved	NONE	30 minutes	PFO
	Conduct Site Visit / Evaluation Submit recommendations to CLIENT	NONE NONE	4 hours to 8 hours 1 hour	BFAR TWG, PFO, Senior PFO
Answer and Submit Client Satisfaction		NONE	30 minutes	Aquaculturist, Fishing
		TOTAL	14 HOURS	
I. Provision of Technical Assis	tance on Capture Fisheries-Rela	ated Services		
	lated to capture fisheries is given to mule on for free. The purpose of providing tec Provincial Fisheries Office - Surigao de	hnical assistance i I Sur	is to ensure sustainable fisheries produc	ction
Classification:	Simple – Basic Capture Fisheries, Diffe	erence between ac	tive and passive fishing gears; BFAR C	Capture Fisheries Interventions
	Complex – Marketing Aspect; Fishing	seasons		
	Highly Technical – Boat Construction,	Fishing Gear Fabr	ication, Payao Management and Const	truction
Type of Transaction:	G2G – Government to Government; G Farmers and Fisherfolks, Investors, Po		to Citizen; G2B – Government to Busin	ness Entity
Vho may avail:	EQUIREMENTS	WHERE TO SEC	IIRE	
Simple – no requirement; walk in		Provincial Fisherie		
Simple – Client Satisfaction Feedback I	Form	Provincial Fisherie		
Complex – Request Letter for those rec		Provincial Fisherie		
Highly Technical - Request Letter (requ	uires field visit, site inspection)	Provincial Fisherie	es Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
SIMPLE	AGENCY ACTION			
SIMPLE	AGENCY ACTION Refer the client to concerned	NONE	5 minutes	Desk Officer
SIMPLE Valk – IN ; Fill-out Technical	AGENCY ACTION			
SIMPLE Walk – IN ; Fill-out Technical	AGENCY ACTION Refer the client to concerned Answer to queries	NONE NONE	5 minutes 30 minutes to 1 hour	Aquaculturist, Fishing
SIMPLE Valk – IN ; Fill-out Technical Answer and Submit Client Satisfaction	AGENCY ACTION Refer the client to concerned Answer to queries	NONE NONE NONE	5 minutes 30 minutes to 1 hour 30 minutes	Desk Officer Aquaculturist, Fishing
SIMPLE Valk – IN ; Fill-out Technical Inswer and Submit Client Satisfaction COMPLEX Valk – IN ; Fill-out Technical	AGENCY ACTION Refer the client to concerned Answer to queries Received CSFF Refer the client to concerned	NONE NONE NONE TOTAL	5 minutes 30 minutes to 1 hour 30 minutes 1 hour and 30 minutes 5 minutes	Desk Officer Aquaculturist, Fishing Aquaculturist, Fishing
SIMPLE Valk – IN ; Fill-out Technical Inswer and Submit Client Satisfaction COMPLEX Valk – IN ; Fill-out Technical Valk in	AGENCY ACTION Refer the client to concerned Answer to queries Received CSFF Refer the client to concerned Answer to queries	NONE NONE TOTAL	5 minutes 30 minutes to 1 hour 30 minutes 1 hour and 30 minutes 5 minutes 1 hour to 2 hours	Desk Officer Aquaculturist, Fishing Aquaculturist, Fishing Desk Officer Aquaculturist, Fishing
SIMPLE Valk – IN ; Fill-out Technical Answer and Submit Client Satisfaction COMPLEX Valk – IN ; Fill-out Technical Valk in Answer and Submit Client Satisfaction	AGENCY ACTION Refer the client to concerned Answer to queries Received CSFF Refer the client to concerned Answer to queries Received CSFF	NONE NONE TOTAL NONE NONE NONE NONE	5 minutes 30 minutes to 1 hour 30 minutes 1 hour and 30 minutes 5 minutes 1 hour to 2 hours 30 minutes	Desk Officer Aquaculturist, Fishing Aquaculturist, Fishing Desk Officer Aquaculturist, Fishing Aquaculturist, Fishing
SIMPLE Valk – IN ; Fill-out Technical Answer and Submit Client Satisfaction COMPLEX Valk – IN ; Fill-out Technical Valk in Answer and Submit Client Satisfaction	AGENCY ACTION Refer the client to concerned Answer to queries Received CSFF Refer the client to concerned Answer to queries	NONE NONE TOTAL	5 minutes 30 minutes to 1 hour 30 minutes 1 hour and 30 minutes 5 minutes 1 hour to 2 hours	Desk Officer Aquaculturist, Fishing Aquaculturist, Fishing Desk Officer Aquaculturist, Fishing
SIMPLE Valk – IN ; Fill-out Technical Inswer and Submit Client Satisfaction COMPLEX Valk – IN ; Fill-out Technical Valk in Inswer and Submit Client Satisfaction Submit Request Letter for those	AGENCY ACTION Refer the client to concerned Answer to queries Received CSFF Refer the client to concerned Answer to queries Received CSFF Conduct field visits	NONE NONE TOTAL NONE NONE NONE NONE NONE TOTAL	5 minutes 30 minutes to 1 hour 30 minutes 1 hour and 30 minutes 5 minutes 1 hour to 2 hours 30 minutes 4 hours to 8 hours	Desk Officer Aquaculturist, Fishing Aquaculturist, Fishing Desk Officer Aquaculturist, Fishing Aquaculturist, Fishing Aquaculturist, Fishing
SIMPLE Valk – IN ; Fill-out Technical Answer and Submit Client Satisfaction COMPLEX Valk – IN ; Fill-out Technical Valk in Answer and Submit Client Satisfaction Submit Request Letter for those	AGENCY ACTION Refer the client to concerned Answer to queries Received CSFF Refer the client to concerned Answer to queries Received CSFF Conduct field visits Forward Letter to Regional Office (via	NONE NONE TOTAL NONE NONE NONE NONE NONE TOTAL	5 minutes 30 minutes to 1 hour 30 minutes 1 hour and 30 minutes 5 minutes 1 hour to 2 hours 30 minutes 4 hours to 8 hours	Desk Officer Aquaculturist, Fishing Aquaculturist, Fishing Desk Officer Aquaculturist, Fishing Aquaculturist, Fishing Aquaculturist, Fishing Provincial Fishery Officer
SIMPLE Valk – IN ; Fill-out Technical Inswer and Submit Client Satisfaction COMPLEX Valk – IN ; Fill-out Technical Valk in Inswer and Submit Client Satisfaction Submit Request Letter for those	AGENCY ACTION Refer the client to concerned Answer to queries Received CSFF Refer the client to concerned Answer to queries Received CSFF Conduct field visits Forward Letter to Regional Office (via Approval of Request	NONE NONE TOTAL NONE NONE NONE NONE TOTAL NONE	5 minutes 30 minutes to 1 hour 30 minutes 1 hour and 30 minutes 5 minutes 1 hour to 2 hours 30 minutes 4 hours to 8 hours 8 hours 4 hours	Desk Officer Aquaculturist, Fishing Aquaculturist, Fishing Desk Officer Aquaculturist, Fishing Aquaculturist, Fishing Aquaculturist, Fishing Provincial Fishery Officer Regional Director
SIMPLE Valk – IN ; Fill-out Technical Inswer and Submit Client Satisfaction COMPLEX Valk – IN ; Fill-out Technical Valk in Inswer and Submit Client Satisfaction Submit Request Letter for those	AGENCY ACTION  Refer the client to concerned  Answer to queries  Received CSFF  Refer the client to concerned  Answer to queries  Received CSFF  Conduct field visits  Forward Letter to Regional Office (via Approval of Request Inform the CLIENT on the approved	NONE NONE TOTAL NONE NONE NONE NONE TOTAL NONE NONE	5 minutes 30 minutes to 1 hour 30 minutes 1 hour and 30 minutes 5 minutes 1 hour to 2 hours 30 minutes 4 hours to 8 hours 8 hours 4 hours 30 minutes 30 minutes	Desk Officer Aquaculturist, Fishing Aquaculturist, Fishing Desk Officer Aquaculturist, Fishing Aquaculturist, Fishing Aquaculturist, Fishing Provincial Fishery Officer Regional Director PFO
SIMPLE Valk – IN ; Fill-out Technical Answer and Submit Client Satisfaction COMPLEX Valk – IN ; Fill-out Technical Valk in Answer and Submit Client Satisfaction Submit Request Letter for those	AGENCY ACTION  Refer the client to concerned  Answer to queries  Received CSFF  Refer the client to concerned  Answer to queries  Received CSFF  Conduct field visits  Forward Letter to Regional Office (via Approval of Request Inform the CLIENT on the approved Conduct Site Visit / Evaluation	NONE NONE TOTAL NONE NONE NONE NONE TOTAL NONE NONE NONE	5 minutes 30 minutes to 1 hour 30 minutes 1 hour and 30 minutes 5 minutes 1 hour to 2 hours 30 minutes 4 hours to 8 hours 8 hours 30 minutes 4 hours 4 hours 30 minutes 4 hours 30 minutes 4 hours 30 minutes 4 hours 30 minutes 4 hours 30 minutes 4 hours 30 minutes 4 hours 30 minutes 30 minutes	Desk Officer Aquaculturist, Fishing Aquaculturist, Fishing Desk Officer Aquaculturist, Fishing Aquaculturist, Fishing Aquaculturist, Fishing Provincial Fishery Officer Regional Director PFO BFAR TWG, PFO, Senior
SIMPLE Valk – IN ; Fill-out Technical Answer and Submit Client Satisfaction COMPLEX Valk – IN ; Fill-out Technical Valk in Answer and Submit Client Satisfaction Submit Request Letter for those Highly TECHNICAL Submit Request Letter	AGENCY ACTION  Refer the client to concerned Answer to queries Received CSFF  Refer the client to concerned Answer to queries Received CSFF Conduct field visits  Forward Letter to Regional Office (via Approval of Request Inform the CLIENT on the approved Conduct Site Visit / Evaluation Submit recommendations to CLIENT	NONE NONE TOTAL TOTAL NONE NONE NONE NONE NONE NONE NONE NON	5 minutes 30 minutes to 1 hour 30 minutes 1 hour and 30 minutes 5 minutes 1 hour to 2 hours 30 minutes 4 hours to 8 hours 8 hours 4 hours 30 minutes 4 hours to 8 hours 1 hour 30 minutes 30 minutes 4 hours to 8 hours 30 minutes 30	Desk Officer Aquaculturist, Fishing Aquaculturist, Fishing Desk Officer Aquaculturist, Fishing Aquaculturist, Fishing Aquaculturist, Fishing Provincial Fishery Officer Regional Director PFO
SIMPLE Valk – IN ; Fill-out Technical Answer and Submit Client Satisfaction COMPLEX Valk – IN ; Fill-out Technical Valk in Answer and Submit Client Satisfaction Submit Request Letter for those Highly TECHNICAL Submit Request Letter Answer and Submit Client Satisfaction S. Provision of Technical Assis	AGENCY ACTION  Refer the client to concerned  Answer to queries  Received CSFF  Refer the client to concerned  Answer to queries  Received CSFF  Conduct field visits  Forward Letter to Regional Office (via Approval of Request Inform the CLIENT on the approved Conduct Site Visit / Evaluation Submit recommendations to CLIENT Received CSFF  tance on Fisheries Resource Mise	NONE NONE TOTAL NONE NONE NONE NONE TOTAL NONE NONE NONE NONE NONE NONE NONE NON	5 minutes 30 minutes to 1 hour 30 minutes 1 hour and 30 minutes 5 minutes 1 hour to 2 hours 30 minutes 4 hours to 8 hours 8 hours 4 hours 30 minutes 4 hours to 8 hours 30 minutes 1 hour 30 minutes 1 hour 5 minutes 1 hours 5 minutes 1 hours 1 hours	Desk Officer Aquaculturist, Fishing Aquaculturist, Fishing Desk Officer Aquaculturist, Fishing Aquaculturist, Fishing Aquaculturist, Fishing Aquaculturist, Fishing Provincial Fishery Officer Regional Director PFO BFAR TWG, PFO, Senior PFO Aquaculturist, Fishing
SIMPLE Valk – IN ; Fill-out Technical Answer and Submit Client Satisfaction COMPLEX Valk – IN ; Fill-out Technical Valk in Answer and Submit Client Satisfaction Submit Request Letter for those Highly TECHNICAL Submit Request Letter	AGENCY ACTION  Refer the client to concerned  Answer to queries  Received CSFF  Received CSFF  Received CSFF  Conduct field visits  Forward Letter to Regional Office (via Approval of Request Inform the CLIENT on the approved Conduct Site Visit / Evaluation Submit recommendations to CLIENT Received CSFF  tance on Fisheries Resource Mathematical Security	NONE NONE TOTAL TOTAL NONE NONE NONE NONE NONE NONE NONE NON	5 minutes 30 minutes to 1 hour 30 minutes 1 hour and 30 minutes 5 minutes 1 hour to 2 hours 30 minutes 4 hours to 8 hours 8 hours 4 hours 30 minutes 4 hours to 8 hours 30 minutes 1 hour 30 minutes 1 hour 5 minutes 1 hours 5 minutes 1 hours 1 hours	Desk Officer Aquaculturist, Fishing Aquaculturist, Fishing Desk Officer Aquaculturist, Fishing Aquaculturist, Fishing Aquaculturist, Fishing Aquaculturist, Fishing Provincial Fishery Officer Regional Director PFO BFAR TWG, PFO, Senior PFO Aquaculturist, Fishing
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SIMPLE Valk – IN ; Fill-out Technical Valk – IN ; Fill-out Technical COMPLEX Valk – IN ; Fill-out Technical Valk in Answer and Submit Client Satisfaction Submit Request Letter for those Highly TECHNICAL Submit Request Letter Answer and Submit Client Satisfaction <b>5. Provision of Technical Assis</b> The provision of technical assistance of Clies Classification: Cype of Transaction: Vho may avail: CHECKLIST RE Simple – no requirement; walk in Simple – Client Satisfaction Feedback I Complex – Request Letter for those rec Highly Technical - Request Letter (request Letter for those rece Highly Technical - Request Letter for f	AGENCY ACTION         Refer the client to concerned         Answer to queries       Received CSFF         Received CSFF         Conduct field visits         Forward Letter to concerned         Answer to queries       Received CSFF         Conduct field visits         Forward Letter to Regional Office (via         Approval of Request       Inform the CLIENT on the approved         Conduct Site Visit / Evaluation       Submit recommendations to CLIENT         Received CSFF         tance on Fisheries Resource Mison fisheries resources management is m         Provincial Fisheries Office – Surigao di         Simple – Knowledge on Fish Sanctuar         Complex – Review of Fisheries Manag         Government to Government; G         Form         QUIREMENTS         Form         uiring field visits like pond evaluation         Infective visit, site inspection)	NONE NONE NONE TOTAL NONE NONE NONE NONE NONE NONE NONE NON	5 minutes 30 minutes to 1 hour 30 minutes 1 hour and 30 minutes  5 minutes 5 minutes 1 hour to 2 hours 30 minutes 4 hours to 8 hours 8 hours 4 hours 30 minutes 4 hours 30 minutes 4 hours 30 minutes 1 hour 30 minutes 1 hour 30 minutes 1 hour 30 minutes 1 hour 30 minutes Uters	Desk Officer         Aquaculturist, Fishing         Aquaculturist, Fishing         Aquaculturist, Fishing         Desk Officer         Aquaculturist, Fishing         Provincial Fishery Officer         Regional Director         PFO         BFAR TWG, PFO, Senior         PFO         Aquaculturist, Fishing         her government agencies, privation         cial Reefs Establishment         lic Hearing / SB Session Relate         al Reef Areas and other aquation         bess Entity / Private Sector         PERSON RESPONSIBL         Desk Officer         Aquaculturist, Fish
SIMPLE Walk – IN ; Fill-out Technical Answer and Submit Client Satisfaction COMPLEX Walk – IN ; Fill-out Technical Walk in Answer and Submit Client Satisfaction Submit Request Letter for those Highly TECHNICAL Submit Request Letter Answer and Submit Client Satisfaction <b>5. Provision of Technical Assis</b> The provision of technical assistance of Office: Classification: Type of Transaction: Who may avail: CHECKLIST RE Simple – no requirement; walk in Simple – Client Satisfaction Feedback If Complex – Request Letter for those rec Highly Technical - Request Letter (requ	AGENCY ACTION         Refer the client to concerned         Answer to queries       Received CSFF         Received CSFF         Received CSFF         Conduct field visits         Forward Letter to Regional Office (via Approval of Request         Inform the CLIENT on the approved       Conduct Site Visit / Evaluation         Submit recommendations to CLIENT       Received CSFF         tance on Fisheries Resource Main         On fisheries resources management is m         Provincial Fisheries Office – Surigao di         Simple – Knowledge on Fish Sanctuar         Complex – Review of Fisheries Manag         Highly Technical – Establishment of Fi         Covernment to Government; G         Calurements         Form         uiring field visits like pond evaluation         ade Siberfolks, Investors, Pc         Complex – Review of Fisheries Manag         Highly Technical – Establishment of Fi         Complex – Review of Pisheries Manag         Highly Technical – Establishment of Fi         Complex – Review of Pisheries Manag         Highly Technical – Establishent o	NONE NONE NONE TOTAL NONE NONE NONE NONE NONE NONE NONE NON	5 minutes 30 minutes to 1 hour 30 minutes 1 hour and 30 minutes  5 minutes 1 hour to 2 hours 30 minutes 4 hours to 8 hours 8 hours 4 hours 30 minutes 4 hours to 8 hours 30 minutes 14 hours 14 hours 14 hours 14 HOURS Vices Dur Local Government Units (LGUs), otf Legal Basis for Fish Sanctuaries; Artific nicipal Ordinances; Attendance to Pub cchnical Monitoring of Sanctuaries; Cora to Citizen; G2B – Government to Busir WHERE TO SECURE SOffice SO	Desk Officer         Aquaculturist, Fishing         Aquaculturist, Fishing         Aquaculturist, Fishing         Desk Officer         Aquaculturist, Fishing         Provincial Fishery Officer         Regional Director         PFO         BFAR TWG, PFO, Senior         PFO         Aquaculturist, Fishing         her government agencies, privation         cial Reefs Establishment         lic Hearing / SB Session Related         al Reef Areas and other aquation         tess Entity / Private Sector         Desk Officer         Aquaculturist, Fish         Desk Officer         Aquaculturist, Fish         Regulation Officer, Se

1 hour and 30 minutes

TOTAL

				ALT THE NT OF AGRICOL
COMPLEX				
Walk – IN ; Fill-out Technical	Refer the client to concerned	NONE	5 minutes	Desk Officer BEAR
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 sperheaded Aquaculturists and Fisheries Regulation Officers
		NONE	1 hour	PFO
	Approval of Technical Assistance with involvement from the Regiona Office Personnel		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			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) Complex Classification: Type of Transaction: Government to Citizen Registered Fisherfolks in Misamis Oriental Who may avail: CHECKLIST OF REQUIREMENTS WHERE TO SECURE 
 Municipal/City Agriculture Office; Bureau of Fisheries and Aquatic Resources 13 

 FEES TO BE
 PROCESSING TIME
 PERSON RESPONDED
 Validated Dispersal Request Form (1 copy) CLIENT STEPS AGENCY ACTIONS PERSON RESPONSIBLE 1. Send request to the Municipal/ Received and logbook the PFO-SDS-District Fishery 5 minutes 1.1 Fill up the Dispersal Request 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 PFO-SDS-District Fishery Technician and Provincial Fisherv 2 minutes PFO-SDS-Technical Staff NONE 5 minutes BFAR13-Regional Director PFO-SDS Admin. Staff PFO-SDS-District Fishery Technician 2 days 1 dav 5 minutes 2. Preparation of TOS to 1 month TOS 3. Pick-up of fingerlings and prepare packaging materials 3. Coordinate M/CAO on the pick-up PFO-SDS-District Fishery NONE 20 minutes (standard plastic cellophane and date at TOS Technician rubber bond) 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 F	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	

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

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#### 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 o	Provincial Fisheries Office - Province of Dinagat Islands		
Classification:	Simple – Basic Aquaculture Technique	es		
	Complex – Pond Preparation, Grow –	out Culture to Harvest		
	Highly Technical – Hatchery related, In	tensive Culture, Feeding Management; Cage Construction		
Type of Transaction:	G2G – Government to Government; G	62C – Government to Citizen; G2B – Government to Business Entity		
Who may avail:	Farmers and Fisherfolks, Investors, Po	plicy 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 Lette		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 - 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,	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 WH		WHERE TO SECURE		
Simple – no requirement; walk in Provincial Fisheries Office		Provincial Fisheries Office		

				and the second s	
Simple – Client Satisfaction Feedback F	Form	Provincial Fisherie	es Office	BFAR	
Complex – Request Letter for those req	uiring field visits like pond evaluation	Provincial Fisheries Office			
Highly Technical - Request Letter (requ	ires field visit, site inspection)	Provincial Fisherie	es 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	
Highly TECHNICAL		TOTAL	8 hours		
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		
	on fisheries resources management is m	ostly provided to o purpose of providin	our Local Government Units (LGUs), oth g technical assistance is to properly man		
Office:	Provincial Fisheries Office – Province c				
Classification:	(Production, Regulatory); Fish Breedin	g Areas	Legal Basis for Fish Sanctuaries; Artifici nicipal Ordinances; Attendance to Public		
		sh Sanctuaries; Te	chnical Monitoring of Sanctuaries; Cora	Reef Areas and other aquatic	
Type of Transaction:	G2G – Government to Government; G	2C – Government	to Citizen; G2B – Government to Busine	ess Entity / Private Sector	
Who may avail:	Farmers and Fisherfolks, Investors, Po	licy Makers			
CHECKLIST RE	QUIREMENTS		WHERE TO SECURE		
Simple – no requirement; walk in		Provincial Fisherie	es Office		
Simple – Client Satisfaction Feedback F Complex – Request Letter for those req		Provincial Fisherie Provincial Fisherie			
Highly Technical - Request Letter (requ	<b>.</b>	Provincial Fisherie			
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE	
SIMPLE Walk – IN ; Fill-out Technical	Refer the client to concerned	PAID			
Assistance Request Form	Technical Personnel Answer to queries	NONE	5 minutes 30 minutes to 1 hour	Desk Officer Aquaculturist, Fishing Regulation Officer, Senior	
Answer and Submit Client Satisfaction	Received CSFF	NONE	30 minutes	Aquaculturist, PFO Aquaculturist, Fishing	
Feedback Form		TOTAL	1 hour and 30 minutes	Regulation Officer	
COMPLEX Walk – IN ; Fill-out Technical		NONE	5 minutes	Desk Officer	
Assistance Request Form	Technical Personnel			Aquaculturist, Fishing	
Walk in	Answer to queries	NONE	1 hour to 2 hours	Regulation Officer, Senior Aquaculturist, PFO	

				and the state of t
Answer and Submit Client Satisfaction Feedback Form	Received CSFF	NONE	30 minutes	Aquaculturist, Regulation Office <b>BFAR</b>
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 sperheaded Aquaculturists and Fisheries Regulation Officers
	If Regional involvement is required submit request / recommendation to regional office		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			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 Ve	essel and Gear Li	cense (CFVGL) authorizing the fishing vessel to fish within commercial	
waters or waters beyond 15 km from the shoreline and with gross tonnage of 3.			
	Provincial Fisheries Office of Province of Dinagat Islands		
	Highly Technical	nt to Citizen; G2B – Government to Business Entity	
		ng Vessel Owners/Operators	
CHECKLIST OF REQUIREMENTS	Commercial Fishi	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	
<ol> <li>Two (2) copies of "8x10" vessel unaltered pictures showing the port, starbo identification and marking as specified in Annex 1 of FAO 198-1 series of 2018;</li> </ol>		Applicant (Fishing vessel owner/operator)	
<ol><li>Grid map indicating the proposed fishing ground/s;</li></ol>		Applicant (Fishing vessel owner/operator)	
<ol><li>Fishing gear technical design and specifications duly certified by the master n owner;</li></ol>	et mender and	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)	
<ol><li>Approved articles of Incorporation and By-Laws for corporation, the primary o purpose of which is to engage in fishing, or business name registration, certification</li></ol>		Security and Exchange Commission (SEC), Department of Trade and Industry (DTI) or Local Government Unit (LGU)	
		a. Logsheet – Applicant (Fishing vessel owner/operator);	
<ol> <li>Fishing logsheet for catcher vessel for registration and approval by BFAR registration fee of Fifty pesos (PhP 50.00);</li> </ol>	upon payment of	c. Registration of Logsheet - BFAR Regional Office, Peñaranda S	
<ol> <li>Affidavit specifying that the vessel has no pending criminal, civil or administrat</li> </ol>	ive case:	Brgy. Taft, Surigao City Applicant (Fishing vessel owner/operator)	
<ol> <li>Importation or construction clearance (in case the fishing vessel is im constructed);</li> </ol>	-	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; a	ind	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.			
13. Secure official receipt for Commercial Fishing Vessel License (CFVL) license fee based on the gross tonnage of the vessel		Collecting Officer	
14. Secure official receipt for cashbond deposit based on the gross tonnage of t	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		1	1	
forms together with the complete	<ol><li>Accept filled out CFVGL application with complete regulatory requirements</li></ol>		2 minutes	BFAR
None	2.1. Check, verify and evaluate the authenticity and completeness of the submitted requirements	None	8 minutes	CFV Licensing Officer/PFO Province of Dinagat Islands
<ol> <li>Receive Notification on the Scheduled Inspection of the fishing vessel and allow inspection</li> </ol>	<ol> <li>Schedule an inspection and notify the client on the schedule of inspection</li> </ol>		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	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 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
<ol> <li>Receive notification thru call, text or e-mail of the approved CFVGL, and is ready for pick-up</li> </ol>	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	<ol> <li>Release approved CFVGL to the applicant either thru the following:</li> <li>a. pick-up by applicant; and</li> <li>b. send copy thru personal delivery</li> </ol>	None	5 minutes	CFV Licensing Officer/PFO Province of Dinagat Islands
	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	15 days, 1 hour, and 43 minutes	

		*License Fee, & *Cash Bond Deposit based on gross tonnage (please see *notes below for computation)		BFAR
*NOTES: 1. This procedure is applicable for appli and forwarded to BFAR-Central Office.	ications filed in BFAR PFO Province of I	Dinagat Islands. Th	is does not cover the CFVGL application	ons filed in BFAR-Regional Office
<ol><li>Consider bulk applications in this pro time shall start only after finishing the pro</li></ol>	ocedure which are submitted at the same rocessing of the previous transaction.	time but cannot b	e processed at the same time due to n	nanpower limitation. Processing
	sel depends on the availability of the vest he time of inspection, there should be an			the availability of the vessel). In
4. Application fee for CFVL is PhP400. tonnage of the vessel under Section 26	00, CFGL is PhP200.00, and Gear Regi § (a) and 27 of FAO 198-1 s. 2018.	stration is PhP200	.00. While the license fee and Cash Bo	and Deposit is based on the gross
4. For fishing vessel 100.1-125.0 GT - I 5. For fishing vessel 125.0-150.0 GT - I 6. For fishing vessels 150.0 -250.0 GT 7. For fishing vessels 250.1 and above		of ereof		
*Cash Bond Deposit: 1. For fishing vessel 3.0 to 20 GT - P25 2. For fishing vessel 20.1 to 50 GT - P3 3. For fishing vessel 50.1 to 75 GT - P4 4. For fishing vessel 75.1 to 100 GT - F 5. For fishing vessel 100.1-150.0 GT - I 6. For fishing vessels 150.0 -250.0 GT 7. For fishing vessels 250.1-500.0 GT - I 8. For fishing vessels 500.1 and above	350.00 450.00 2550.00 P650.00 - P750.00 P850.00			
	availability of the BFAR National Dire		AR AQUASILVICULTURE STE	WARDSHIP CONTRACT
6. ISSUANCE OF 25-YEAR FIS (ASC) The service involves the processing of a or corporations, fisherfolk association/	HPOND LEASE AGREEMENT (F applications for issuance of 25-year Fish (cooperatives, micro, small and medium) 987 Constitution, Sections 3, 6, 12, 13, 4	LA) and 10 YEA pond Lease Agree enterprise for the u 45, 46, 50, 55, 57,	ments and 10-year Aquasilviculture Stores and 10-year Aquasilviculture Stores and the statement of the state	ewardship Contract to individuals I development/purposes
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6. ISSUANCE OF 25-YEAR FISI     (ASC)     The service involves the processing of a     or corporations, fisherfolk association/     Pursuant Section 16, Article II of the 11     amended by Republic Act No. 9501 an     Office or Division     Classification     Type of Transaction     Who may avail:         CHECKLIST OF     1. Initial requirements - New Applica     a. Letter of intent for Fishpond Lease     b. Payment of Application Fee P2,000     c. Four (4) copies of the sketch or su     d. A Certificate of Bank Deposit issu     e. Affidavit declaring that the initial ca     f. Notarized affidavit of adherence to     g. Proof of compliance with Sec. 5,c     h. *Two (2) certified true copies of B     i. Inspection Report of the area (2 or     2. Final Requirements -     a. Twelve (12) copies of the survey p     b. Duly accomplished FLA or ASC for     c. Certifications issued by the Region     g. Proof of updated remittances to tf     h. Environmental Compliance Certifi     CLIENT STEPS     Phase 1:     SUBMISSION OF INITIAL REQUIREI     f. File fishpond lease agreement (FLA)     ASC application together with the     nitial requirements     2. Receive notification and make     herself/himself available during the	HPOND LEASE AGREEMENT (F applications for issuance of 25-year Fish (cooperatives, micro, small and medium of 987 Constitution, Sections 3, 6, 12, 13, 4 d Executive Order 26, series of 2011) BFAR- RFO 13, PFO Province of Dina Highly Technical G2C-Government to Client, G2B-Gove Filipino Citizen, Association, Cooperatin <b>REQUIREMENTS</b> tion a Agreement (FLA) and Aquasilviculture 0.00 urvey plan of the area released for ed by any Banking Institution showing apital deposited in the Bank shall be Good Aquaculture Practices in the of FAO No. 197-1: a. A Filipino citizen y-laws and Articles of Incorporation, riginal copies) Hans of the area duly approved by the orms duly acknowledged before a nal Director to the effect that the same hal Trial Court in the judicial district d initial rental I Director to the effect that the area he Social Security System for icate (ECC) or Certificate of Non- Issuance of 25-year F AGENCY ACTION 1. Receive and review application with complete initial requirements submitted 2.1 Coordinate with the client for the Conduct of investigation/interview and	LA) and 10 YE/ pond Lease Agree enterprise for the u 45, 46, 50, 55, 57, gat Islands rnment to Busine ////////////////////////////////////	ments and 10-year Aquasilviculture Sta se of public lands released for fishpone 65, 103 (b) and 107 of Republic Act N ss Entity orations WHERE TO SECURE Provincial Fishery Office-Province of I Applicant Cashier/ Special Collecting of ment of Environtment and Natural Reso Any bank preferred by the ap Applicant Provincial Fishery Office-Agusar Applicant Provincial Fishery Office-Agusar Provincial Fishery Office-Agusar Provincial Fishery Office-Agusar BFAR-RFO Regional Trial Court - R <sup>-</sup> cial Fishery Office- Lanao del Norte- Sp BFAR RFO 13 through the Provincia Social Security System - S ment of Environtment and Natural Reso <b>ProvIncial Structure System - S</b> ment of Environtment and Natural Reso	ewardship Contract to individuals d development/purposes o. 8550, Republic Act 8289 as Dinagat Islands Difficer Dinces - Regional Office plicant del Norte del Norte del Norte Cecial Collecting Officer I Fishery Office SSS Durces - Regional Office PERSON RESPONSIBLE Designated Fishpond Leasing Officer
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				as the NT OF A GROUP
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	
Phase 2:				
SUBMISSION OF FINAL REQUIREME	ENTS			
None	<ol> <li>Receive Memorandum from Regional Office informing on the submission/compliance of final requirements of client</li> </ol>	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	<ol> <li>Notify applicant on the submission of final requirements for processing of it's application</li> </ol>	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
<ol> <li>Proceed to the Cashier/Special Collecting Officer and Pay the required fees and secure official receipt</li> </ol>	3. Accept payment and Issue Official Receipt	Cashbond deposit (P500.00/hectar e)& Initial Fishpond Rental (P1,500.00/hect are) 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	
Phase 3: RELEASE OF THE APPROVED FLA/		I		
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		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 appliacble)	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 Reso	Bureau of Fisheries and Aquatic Resources 13-Provincial Fisheries Office of Province of Dinagat Islands (BFAR13-PFO PDI)			
Classification:	Complex	Complex			
Type of Transaction:	Government to Citizen				
Who may avail:	Registered Fisherfolks in Misamis Oriental				
CHECKLIST OF F	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		or Aquatic Resources 13-	
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)	<ol> <li>1.1 District Fishery Technician and Provincial Fishery Officer (PFO) sign the form</li> <li>1.2 Prepare Requisition and Issue Slip (RIS) and endorse to</li> </ol>			
	Regional Office for Regional Directors' Approval 1.3 Approve the RIS			
	<ul><li>1.4 Return the documents to the PFO</li><li>1.5 Coordinate the Technology Outreach Station (TOS) for the availability of fingerlings</li></ul>			
		NONE		PFO-PDI-District Fishery
			2 minutes	Technician and Provincial Fishery Officer
			2 minutes	PFO-PDI-Technical Staff
			5 minutes	BFAR13-Regional Director
				PFO-PDI Admin. Staff
			2 days	PFO-PDI-District Fishery Technician
			1 day	
			5 minutes	
	<ol><li>Preparation of TOS to produced fingerlings (tilapia)</li></ol>		1 month	TOS
<ol> <li>Pick-up of fingerlings and prepare packaging materials (standard plastic cellophane and rubber bond)</li> </ol>	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) Complex/ Highly Technical **Classification:** Government to Government Type of Transaction: Government to Business Entity Local Government Unit/Government Agency Who may avail: Private Institution CHECKLIST OF REQUIREMENTS WHERE TO SECURE Local Government Unit/Government Agency Request Letter Private Institution **CLIENT STEPS** AGENCY ACTIONS FEES TO BE PROCESSING TIME PERSON RESPONSIBLE 1. Receive request letter and PFO-PDI Administrative schedule for underwater 15 minutes Officer/ District Fishery assessment Technician 1. Prepare and Submit request None letter for underwater assessment PFO-PDI 1.1 Request assistance from the District Fishery Technician 3 days 2. Underwater Assessment BFAR13 2 days Underwater Assessment District Fishery Technician Chief, FRMS and Regional 2.1 Prepare for technical Report Director 10 days 2.2 Endorsement of Technical 2. Prepare for Logistics support None Report to Regional Office for approval 2.3 Provide copy of technical District Fishery Technician report to LGU 5 days 1 day 21 days and 15 minutes Total:

# 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 Offic	ce-Province of Dina	agat Islands	
Classification	Highly Technical			
Type of Transaction	G2C- Gov't to Client ,G2B- Gov't to Bus			
Who may avail:	Filipino Citizen, Association, Cooperative REQUIREMENTS	ves, MSNES, Corp	WHERE TO SECURE	
1. Initial requirements		_		
		Pi	rovincial Fishery Office (PFO) Province	of Dinagat Islands
a. Letter of intent for Fishpond Lease	e Agreement (FLA), Aquasilviculture		Submitted by the applica	nt
b. Payment of Application Fee			Cashier/ Special Collecting (	Officer
c. Four (4) copies of the sketch or su	irvey plan of the area released for		RFO/DENR	
	ed by any Banking Institution showing		Any bank preferred by the ap	plicant
	I capital deposited in the Bank shall be		Submitted by the applica	
f. Notarized affidavit of adherence to		Pro	ovincial Fishery Office; BFAR 13 FMRE	D -Leasing Section
	of FAO No. 197-1: A. A Filipino citizen	Pro	ovincial Fishery Office; BFAR 13 FMRE	
h. *Two (2) certified true copies of B			Submitted bby the applic	
i. Inspection Report of the area (2 or			ovincial Fishery Office; BFAR 13 FMRE	
For Applications for Gratuitous Peri 1. Letter of intent of the applicant; (3 or		Pro	ovincial Fishery Office; BFAR 13 FMRE	D -Leasing Section
1. Letter of intent of the applicant, (5 of	iginal copies)		Submitted by the applica	Int
2. Project profile which states: (2 origin	al copies)		Submitted by the applica	unt .
			Submitted by the applica	
a. The general and specific objective	es of the project			
b. A brief description of the project	montation which includes names of			
2. Final Requirements	mentation, which includes names of	Dro	ovincial Fishery Office; BFAR 13 FMRE	D -L oasing Section
	lans of the area duly approved by the	FIC	RFO/DENR	D -Leasing Section
b. Duly accomplished FLA or ASC for		Pro	ovincial Fishery Office; BFAR 13 FMRE	D -Leasing Section
c. Certifications issued by the Region			BFAR-RFO/ RTC	
		Provincial Fisher	y Office; BFAR 13 FMRED -Leasing S	ection/Cashier/Special Collecting
d. Payment of cash bond deposit and	a initial rental		Officer	
e. Certification issued by the Regiona		Pro	ovincial Fishery Office; BFAR 13 FMRE	D -Leasing Section
f. Proof of updated remittances to th	e Social Security System for		SSS	
g. Environmental Compliance Certifi	cate (ECC) or Certificate of Non-		DENR	
a. Letter of intent to Transfer by the Les			Applicant	
<ul> <li>b. Prior written approval of the transfer</li> <li>c. Latest report of improvements verifier</li> </ul>			BFAR-CO/ DA RFO/PFO	
d. Duly accomplished application form			Provincial Fishery Office-Agusan	del Norte
e. Original copy of the Deed of Assignn		Applicant		
	receipts of updated payment of rentals	Provincial Fishery Office - Special Collecting Officer		
g. Payment of assignment or transfer f		Provincial Fishery Office - Special Collecting Officer		
h. Posting of required cash bond depo		Provincial Fishery Office - Special Collecting Officer		
i. Twelve (12) copies of the survey plan		Department of Environment and Natural Resources - Bureau of Lands		
j. Contract or lease form duly accompli		Provincial Fishery Office-Agusan del Norte		
k. Certifications issued by the Regiona			BFAR-RFO 13	
I. Certifications issued by the Regional			Regional Trial Court	Fisher Office
m. Certification issued by the Regional		Brovincial	BFAR RFO 13 through the Provincia	
<ul> <li>n. Affidavit and certification executed ar</li> <li>o. Notarized affidavit of adherence to G</li> </ul>		Provincial Fishery Office; BFAR 13 FMRED -Leasing and Licensing Section Provincial Fishery Office; BFAR 13 FMRED -Leasing and Licensing Section		
4. Requirements for Renewal of FLA			ovincial Fishery Office; BFAR 13 FMRE	
a. Letter of intent to renew lease of the			Submitted by the applica	°
b. Payment of Application Fee, Cash be		Provincial Fisher	y Office; BFAR 13 FMRED -Leasing S	ection/Cashier/Special Collecting
			Officer	3
c. Certification issued by the Regional 1	Frial Court in the judicial district where		RTC	
d. Duly accomplished FLA or ASC app		Provincial Fishery Office; BFAR 13 FMRED -Leasing Section		
approved by the Director of Lands or R	e area under his/her hame dury	RFO/DENR		
	<b>o</b>	RFO/DENR		
f. *A new survey plan, should there be o	changes		DENR	
g. BFAR RFO/PFO Inspection Report	(2 original copies)	-		
			ovincial Fishery Office; BFAR 13 FMRE	D -Leasing Section
	Issuance for Assignme		A or ASC Rights	
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up visitors Logbook at the Public		PAID		
Assistance Counter/Officer of the	1. Entertain Client and endorse to the			PFO Officer of the Day
Day's Desk	responsible person	None	2 minutes	
Phase 1:				
1. Submit Letter of intent to Transfer by	1.Receive Letter of Intent to the	None	10 minutes	OIC-PFO/Designated
the Lessee	Regional Office	NULLE		Fishpond Leasing Officer
2. Make herself/himself available during	2.1 Coordinate for the Conduct of			
the conduct of investigation/interview	investigation/interview on the			Designated Fishpond Leasing
	applicant and ocular inspection of the	None	3 days	Officer
	fishpond area to ensure compliance			
	to Sec. 18 of FAO 197-1			ļ
None	2.2.Prepare report of inspection	None	1 day	Leasing Officer
			-	
	2.3. Endorse Letter of Intent with			OIC-PFO/Designated
None	Report of Inspection and	None	1 day	Fishpond Leasing Officer
	Recommendation to the BFAR - RFO			
2. Submit complete requirements (	2. Descrive and review as realistent			OIC-PFO/Designated
3. Submit complete requirements for transfer of rights	<ol> <li>Receive and review completeness of requirements</li> </ol>	None	30 minutes	Fishpond Leasing Officer
Transfer of hopes		1	1	i ionpond Louding United

4. Pay the application fee, cashbond deposit and transfer fee, secure official receipt		Application fee(Php2,000.00 ) Transfer fee (100.00/Hectare) Cashbond deposit (500.00/hectare)	15 minutes	BFAR
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 TRA		1		
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	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 the	ereof				
	Php 1, 500.00 / per hectare					
Transfer Fee	Php 100.00 per hectare or fraction the	ereof				
Annual Rental	For the year 2015: Php 1,200.00 per l	nectare or fraction t	hereof			
	For the year 2016: Php 1,300.00 per l	nectare or fraction t	hereof			
	For the year 2017: Php 1,400.00 per l	nectare of fraction	thereof			
	For the year 2018 and every year ther	eafter: Php 1,500.0	0 per hectare			
	of fraction thereof					
			1 day			
			5 minutes			
	<ol><li>Preparation of TOS to produced fingerlings (tilapia)</li></ol>		1 month	TOS		
<ol> <li>Pick-up of fingerlings and prepare packaging materials (standard plastic cellophane and rubber bond)</li> </ol>	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 Bu	siness Entity		
Who may avail:	Filipino Citizen, Association, Cooperativ	ves, MSMEs, Corporations		
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
<b>Requirements for Renewal applicat</b>	ion:			
a. Letter of intent to renew lease of the	applicant (3 original copies);	Submitted by the applicant		
b. Payment of Application Fee, Cash be	ond 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 1	rial Court in the judicial district where	RTC		
d. Duly accomplished FLA or ASC app	lication duly acknowledged before a	Provincial Fishery Office; BFAR-RFO 13 FMRED -Leasing and Licensing Section		
e. One (1) copy of the survey plan of th	e area under his/her name duly	RFO/DENR		
f. *A new survey plan, should there be a	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

approved renewal of FLA of ASC	application	NUTE	5 minutes	OIG-FFO/Leasing Onicer
2. Proceed to PFO office and claim the approved renewal of FLA or ASC	2. Release the approved / signed renewal on the FLA or ASC	None	5 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
None	1. Receive the approved/signed application for renewal forwarded by BFAR Central for release to client	None	15 Minutes	OIC-PFO/Leasing Officer
	EWAL OF APPLICATION FOR FLA 8	ASC		- 1
Phase 2:	TOTAL		5 days 45 mins	
	5.4 Forward/ endorse initial requirements to BFAR-CO TOTAL	None	2 days 5 days 45 mins	Chief-FMRED/ Regional Director
	5.3 Prepares endorsement of initial requirements to BFAR-CO	None	20 Minutes	Aquaculturist I/ Staff-Leasing Section
	5.2 Receive and evaluate report submitted by PFOs	None	30 Minutes	Aquaculturist I/ Staff-Leasing Section
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
<ol> <li>Pay the required fees (application fee, initial fishpond rental and cashbond deposit) and secure official receipts</li> </ol>	3. Accept payment and Issue Official Receipt	Application fee(Php2,000.00 ) Cashbond deposit (500.00/hectare) Initial Fishpond rental (1,500.00/hectar e)	15 minutes	Special Collecting Officer
None	2.1.Prepare report of inspection to ensure compliance to Sec.17 of FAO 197-1	None	1 day	Leasing Officer
of inspection of fishpond on the latest improvements	<ol> <li>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</li> </ol>	None	3 days	Designated Fishpor

#### **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

PART III: TECHNOLOGICAL OUTREACH STATIONS



# LIST OF SERVICES

- Fingerlings/Seedstocks Distribution (without cost)
   Fingerlings/Seedstocks Distribution (witht cost)
   Broodstock Distribution to Special Projects and Other Government Agencies
   Broodstock Distribution to Small-scale Satellite Hatcheries
   Bangus Fingerlings Distribution

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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			
	Fisherfolk, Private Fish Farmers, SUCs	, LGUs, NGAs, and		
CHECKLIST OF R Accomplished Dispersal Request Form (DRI		Provincial Fishery Off	WHERE TO SECURE	
Notes:	F)	Municipal/City Agricult	ture Office (CAO/MAO)	
1. DRF to be validated by CAO/MAO-Fisheries Agriculture Office.		in an oper only righted		
2. For communal stocking purposes, the reques No Objection" from DENR (MENRO/CENRO/PE				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish DRF and submit to the Provincial Fishery Office (PFO) through	1. Verification and evaluation of the submitted request	None	1-3 days	District Fishery Technician PFO
2. Wait for the schedule of distribution from the LGU- CAO/MAO	2. Approval of DRF			
	<ol> <li>Forward the DRF to the BFAR 13- Regional Office, through the Office of Special Concerns, with attached signed Requisition and Issuance Slip (RIS)</li> </ol>			Provincial Fisheries Officer
	4. Review and encode DRF data	None	1 day	PFO
	5. Recommend approval of RIS	Nana	4 day	Secretary 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			Depart Officer
				Report Officer OSC
		None	5 minutes	000
				Officer-In-Charge
		None	1 day	OSC Regional Director
				BFAR 13
		None	1 day	Records Personnel Records Unit
		None	1 day	Records Offic
		None	1 hour	Provincial Fisheries Officer/ District Fishery Technician PFO Releasing Officer TOS
		None	1 day	

### 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 FAR 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 larave, milkfish fry and milkfish fingerlings.

Office or Division:	Office of Special Concerns (OSC)					
	Simple					
Type of Transaction:	G2B – Government to Business Entity G2C – Government to Citizen					
	Fisherfolk, Private Fish Farmers and o	others				
	CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Fish Seed Request Form (FSF)		Technology Outreac	h 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		5 minutes	Officer-in Charge		
		Milkfish fingerlings:		TOS		
4. Secure Order of Payment slip	4. Issuance of Official Receipt	P 4.00				
			5 minutes	Document Processor		
<ol> <li>Submit Order of Payment slip and pay required fees to the collecting officer</li> </ol>	<ol><li>Release of fish fingerlings/seedstocks</li></ol>	Tilapia fingerlings:		TOS		
		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 F	REQUIREMENTS	WHERE TO SECURE			
Letter Request		From the requisitioner			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit request letter to the Provincial Fishery Office	<ol> <li>Verification and evaluation of the submitted request</li> <li>Forward the request and</li> </ol>	None	1-3 days	District Fishery Technician PFO	
2. Wait for the notification from PFO	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			Secretary	
	4. Recommend approval of RIS	None	1 day	PFO	
	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	
				Releasing Officer TOS	
		None	1 day		

### 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				
	Fisherfolk, Private Fish Farmers and ot	others			
CHECKLIST OF R	EQUIREMENTS		WHERE TO SECURE		
Letter Request		From the requisitioner			
Accomplished Dispersal Request Form (DRF	F)	Provincial Fishery Office	ce (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	1. Verification and evaluation of the submitted request	None	1-3 days	District Fishery Technician	
2. Wait for the schedule of distribution from the LGU- CAO/MAO or the notification from PFO	2. Approval of DRF			PFO	
	3. Forward the DRF to the BFAR 13- Regional Office, through the Office of Special Concerns, with attached	None	1 day	Provincial Fisheries Officer PFO	
	signed Requisition and Issuance Slip (RIS) 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	News	E minutes	Report Officer OSC	
		None	5 minutes	Officer-In-Charge	
				OSC	
		None	1 day	Regional Director	
		None	1 day	BFAR 13 Records Personnel	
		None	1 day	Records Unit	
				Provincial Fisheries Officer/ District Fishery Technician PFO	
		None	1 hour	Releasing Officer TOS	
		None	1 day		

### 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: Type of Transaction:	Complex 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.oo/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	-PFO technical Staff
			1 day	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