



## **BUREAU OF FISHERIES AND AQUATIC RESOURCES RO IX**

### **CITIZEN'S CHARTER**

## **BUREAU OF FISHERIES AND AQUATIC RESOURCES RO IX**

### **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 **Human Resource Management Unit (HRMU), Bureau of Fisheries and Aquatic Resources 9**, 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://region9.bfar.da.gov.ph/>) and;

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

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## **REGIONAL FISHERIES OFFICE IX**

### **FRONT LINE SERVICES**

# **COMMERCIAL FISHING VESSEL AND GEAR LICENSING UNIT**

## **FRONT LINE SERVICES**

## 1. Issuance of Commercial Fishing Vessel/Gear Licenses (New)

No person shall operate a commercial fishing vessel without first securing a license from the department which shall be valid for 3 years from issuance. The application shall be filed at the BFAR Regional Office.

<b>Office or Division</b>	Commercial Fishing Vessel/Gear Licensing Unit (CFVGL Unit) BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City	
<b>Classification</b>	Simple	
<b>Type of Transaction</b>	G2C (Government to Client) G2B (Government to Business)	
<b>Who may avail:</b>	Fishing boat owners	
	Operators	
	Fisherfolk	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Duly accomplished Application Form		BFAR-IX, CFVGL Unit
Certification that the vessel is not involved in any administrative and judicial cases		BFAR-IX, CFVGL Unit
Affidavit specifying that the vessel has no pending criminal, civil or administrative case		BFAR-IX (Form) Notarization
2 Copies of 8x10 vessel picture showing port and starboard and required identification and marking as specified in annex 1 of this order.		Client/Applicant
Grid map indicating the proposed fishing grounds		BFAR-IX, CFVGL Unit
Original/Authenticated copy of the following: a. Certificate of Philippine Registry (CPR) b. Certificate of Ownership (CO) c. Valid/Unexpired fishing vessel safety certificate (FVSC)		
		MARINA
		MARINA
Approved articles of incorporation and by-laws for corporation, the primary or secondary purpose of which is to engage in fishing, or business name registration certificate for single proprietorship or partnership to accompany the first vessel of the applicant to be licensed.		SEC/DTI/LGU
Fishing logsheet for catcher vessel for registration and approval by BFAR upon payment of registration fee of fifty pesos (PHP 50.00)		BFAR-IX, CFVGL Unit
Importation or construction clearance		BFAR Central Office
Copy of Official Receipts covering payment of application and license fees.		BFAR IX, Cashier Unit
Tax identification number of the owner		BIR
Payment of fees		Applicant
Inspection Report		BFAR IX

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and Fill-out commercial fishing vessel and gear license application form.	1. Provide and explain CFVL/CFVGL App. Form	None	5 Minutes	Licensing Personnel
2. Present duly notarized and filled up forms together with requirements for review of licensing evaluator.	2. Evaluate/Review Requirements for approval of inspection	None	15 Minutes	CFVL Evaluators
3. If Requirements are complete and approved by CFVL Evaluator, Schedule for inspection (1 day before inspection)	3. Assign available inspector for vessel/Gear inspection.	None	2 Minutes	OIC-CFVL (Regional Office)
				PROVINCIAL FISHERY OFFICES – Licensing Officer
4. Inspect CFV and CFG	4. Inspect CFV/CFG	none	1 Hour and 30 Minutes (Inclusive of travel time)	Assigned Inspector
5. Secure payment order (For PFOs only payment order will suffice)	5. Issue payment order	See payment fees	2 Minutes	Any CFVL Staff
6. Secure payment slip				
7. Secure Official Receipt	7. Issue Official Receipt	See payment fees	2 Minutes	Cashier – Regional Office PFOs – Collecting Officer
8. Submit all requirements	8. Receive Requirements for approval	None	5 Minutes	Any CFVL Staff
	8.1 Fill out application form (INSPECTORS PORTION)	None	15 Minutes	Assigned Inspector
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	8.2 Submit CFV application for approval by Evaluator or OIC-CFVL	None	2 Minutes	CFVL Evaluator is the OIC-CFVGL or the PFO

	8.3 Submit CFV application for approval by Chief, FMRED	None	2 Minutes	Chief - FMRED only
	8.4 Prepares Endorsement for approval by the Regional Director	None	10 Minutes	Any CFVL staff
	8.5 Approval by the Regional Director	None	5 Minutes	Regional Director
	8.6 Indorsement to BFAR Central Office	None	5 Minutes	Any CFVL Staff/GSU
9. Secure copy of Indorsement	9. Submit copy of indorsement letter to fishing company	None	5 Minutes	Any CFVL Staff
	<b>TOTAL</b>		<b>2 Hours, 47 Minutes</b>	

**All Vessel type**

 Commercial Fishing Vessl License (CFVL) Fees **Php 400.00**
**For Catcher Only**

 Commercial Fishing GEAR License (CFGL) **Php 200.00**

 Fishing Gear Registration Fee **Php 200.00**

License Fees		
GROSS TONNAGE	(In PHP)	TONNAGE FEE
	(x3 years)	(x3 years) in Php
3.1 to 20.0	200.00	2.00/GT
20.1 to 50.0	250.00	2.00/GT
50.1 to 100.00	300.00	2.00/GT
100.1 to 125.0	500.00	3.00/GT
125.1 to 150.0	1000.00	3.00/GT
150.1 to 250.0	1500	3.00/GT
250.1 and above	2500	4.00/GT

CASH BOND DEPOSIT	
GROSS TONNAGE	(IN PHP)
3.1 to 20.0	250.00
20.1 to 50.0	350.00
50.1 to 100.0	450.00
100.1 to 125.0	550.00
125.1 to 150.0	350.00
150.1 to 250.0	750.00
250.1 to 500.00	850.00
500.1 and above	950.00

<b>GEAR LICENSE FEE (for Catcher Only)</b>	
<b>GROSS TONNAGE</b>	<b>(IN PHP)</b>
	x3 years
3.1 to 20.0	400.00
20.1 to 150.0	800.00
150.1 to 300.0	1200.00
300.1 to 500.00	2000.00
500.1 and above	5000.00

Record Book

Php 50.00

## 2. Issuance of Commercial Fishing Vessel/Gear Licenses (Renewal)

No person shall operate a commercial fishing vessel without first securing a license from the department which shall be valid for 3 years from issuance. The application shall be filed at the BFAR Regional Office.

<b>Office or Division</b>	Commercial Fishing Vessel/Gear Licensing Unit BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C/G2B (Government to Client) (Government to Business)
<b>Who may avail:</b>	Fishing boat owners
	Operators
	Fisherfolk

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished Application Form		BFAR-IX, CFVGL Unit		
Certification that the vessel is not involved in any administrative and judicial cases		BFAR-IX, CFVGL Unit		
2 Copies of 8x10 vessel picture showing port and starboard and required identification and Grid map indicating the proposed fishing		Client/Applicant		
Original/Authenticated copy of the following:		BFAR-IX, CFVGL Unit		
a. Certificate of Philippine Registry (CPR)		MARINA		
b. Certificate of Ownership (CO)		MARINA		
c. Valid/Unexpired fishing vessel safety certificate (FVSC)		MARINA		
Approved articles of incorporation and by-laws for corporation, the primary or secondary purpose of which is to engage in fishing, or business name registration certificate for single proprietorship or partnership to accompany the first vessel of the applicant to be licensed.		SEC/DTI/LGU		
Fishing logsheet for catcher vessel for registration and approval by BFAR upon payment of registration fee of fifty pesos (PHP 50.00)		BFAR-IX, CFVGL Unit		
Affidavit specifying that the vessel has no		BFAR-IX (Form) Notarization		
Importation or construction clearance		BFAR Central Office		
Copy of Official Receipts covering payment of		BFAR IX, Cashier		
Tax identification number of the owner		BIR		
Payment of fees		Applicant		
Inspection Report		BFAR IX		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure/Fill-out commercial fishing gear license application form.	1. Provide CFVL/CFG	None	5 Minutes	Licensing

2. Present duly notarized/filled-out forms together with requirements for review of licensing evaluator.	2. Evaluate/Review requirements for approval of inspection	None	30 Minutes	CFVL Evaluators
3. If requirements are complete schedule the CFV/CFG for inspection (1 day before inspections)	3. Assign available Inspector	None	5 Minutes	OIC-CFVL (Regional Office)
				PROVINCIAL FISHERY OFFICES – Licensing Officer
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Inspect CFV/CFG	4. Inspect CFV/CFG	None	4 hours/vessel (including going to and from return)	Assigned Inspector
5. Secure payment order	Issue payment order	See Payment Fees	5 Minutes	CFVL Personnel
6. Secure payment slip (for PFOs only payment slip will suffice).	Issue payment slip	See Payment Fees	5 Minutes	CFVL Personnel and Accounting
7. Secure official receipt	7. Issue OR	See Payment Fees	5 Minutes	Cashier
				PFOs – Collecting Officer
8. Submit all requirements to licensing section including photocopy of payment	8. Receive all requirements	See Payment Fees	5 Minutes	CFVL Personnel
	8.1 Fill out application forms ( <i>INSPECTORS</i> )	None	30 Minutes	Inspector
	8.2 Application form and Approval by evaluator	None	5 Minutes	CFVL Evaluator for Provincial Fishery Offices
	8.3 Approval by Chief, FMRED	None	5 Minutes	FMRED
	8.4 Prepares CFVL and CFVGL	None	5 Minutes	OIC-CFVL
	8.4 Approval and Issuance of CFVL by Regional Director	None	15 Minutes	Regional Director
9. Secure copy of CFVL/CFGL	9. Provide Original copy of CFVL to owner/operator or any Representative (w/SPA)	None	5 Minutes	Any CFVL Staff
	<b>TOTAL</b>		<b>5 Hours, 35 Minutes</b>	

**All Vessel type**

 Commercial Fishing Vessel License (CFVL) Fees **Php 400.00**
**For Catcher Only**

 Commercial Fishing GEAR License (CFGL) **Php 200.00**

 Fishing Gear Registration Fee **Php 200.00**

License Fees		
GROSS TONNAGE	(In PHP)	TONNAGE FEE
	(x3 years)	(x3 years) in Php
3.1 to 20.0	200.00	2.00/GT
20.1 to 50.0	250.00	2.00/GT
50.1 to 100.00	300.00	2.00/GT
100.1 to 125.0	500.00	3.00/GT
125.1 to 150.0	1000.00	3.00/GT
150.1 to 250.0	1500	3.00/GT
250.1 and above	2500	4.00/GT

CASH BOND DEPOSIT	
GROSS TONNAGE	(IN PHP)
3.1 to 20.0	250.00
20.1 to 50.0	350.00
50.1 to 100.0	450.00
100.1 to 125.0	550.00
125.1 to 150.0	350.00
150.1 to 250.0	750.00
250.1 to 500.00	850.00
500.1 and above	950.00

GEAR LICENSE FEE (for Catcher Only)	
GROSS TONNAGE	(IN PHP)
	x3 years
3.1 to 20.0	400.00
20.1 to 150.0	800.00
150.1 to 300.0	1200.00
300.1 to 500.00	2000.00
500.1 and above	5000.00

**Record Book**

Php 50.00

### 3. Issuance of Certificate of Clearance (COC)

No fishing boat shall depart from its homeport or any port of departure without first securing the prescribed Certificate of Clearance either from the regional office or provincial office. A certificate clearance shall only be issued upon verification of the documents of the fishing vessel. A certificate of clearance shall be valid for thirty days (30) from the date of issuance. Provided however fishing vessel operating more than 30 days shall be issued clearance valid until return to any port in the Philippines. It shall be noted that under Sec. 24 RESPONSIBILITIES OF THE LICENSE HOLDER (g) subject the vessel and gear for inspection prior to the issuance of certificate of clearance to depart to the fishing ground.

<b>Office or Division</b>	Commercial Fishing Vessel/Gear Licensing Unit Regional Office IX, R.T. Lim Blvd., Zamboanga City	BFAR
<b>Classification</b>	Simple	
<b>Type of Transaction</b>	G2C (Government to Client)	
<b>Who may avail:</b>	Fishing boat owners	
	Operators	
	Fisherfolk	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Application Form	BFAR IX, CFVGL Unit
Updated Marina Documents	MARINA
Inspection Form	Client/Applicant
Payment Fee of PHP 100.00	Client/Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for inspection thru walk in or phone-call or text (1 day of inspection)	1. Schedule for inspection and assign inspector.	None	2 Minutes	OIC-CFVL
2. Accompany inspector to conduct inspection	2. Inspection of CFV documents on-board	None	2 hours/ Vessel (going to and from)	Assigned Inspector
3. Prepares COC form for approval	3. Inspector	None	1 day from conduct of inspection	Inspector
4. Secure payment order	4. Issues payment order	None	5 Minutes	CFVL Staff
5. Secure payment slip	5. Issues payment slip	None	5 Minutes	Accounting Staff
6. Secure official receipt	6. Issues OR	PHP 100.00	5 Minutes	Cashier
7. Secure COC	7. Approval of COC	None	5 Minutes	Chief, FMRED/OIC-CFVL/PFOs
	<b>TOTAL</b>	<b>PHP 100.00</b>	<b>1 Day, 2 Hours, 22 Minutes</b>	

4. Issuance of Fishworker's License				
The validity of the Fisherman's License shall be three (3) years from the date of payment of license fee.				
<b>Office or Division</b>	Commercial Fishing Vessel/Gear Licensing Unit Regional Office IX, R.T. Lim Blvd., Zamboanga City			BFAR
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C (Government to Client)			
<b>Who may avail:</b>	Fishing boat owners			
	Operators			
	Fisherfolk			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Completed Application Form		BFAR IX, CFVGL Unit		
2 Copies of 1x1 recent ID picture or 1 pc 2x2		Client/Applicant		
Payment of PHP 100.00		Client/Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO REPAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill-out fishworker's license application form	1. Provide Fishworker's accomplished application and list of requirements and interview	None	10 Minutes	CFVL Personnel
2. Submit duly filled up application form together with the requirement.	2. Receive and transmit the application and requirements	None	1 Minute	CFVL Personnel
	2.1 Check, verify and evaluate the authenticity of the requirements.	None	3 Minutes	CFVL Personnel
4. Secure payment order	4. Issue payment order	None	5 Minutes	CFVL Personnel
5. Secure payment slip	5. Issue payment slip	None	5 Minutes	Accounting
6. Secure official	6. Issue Official Receipt	PHP 100.00	5 Minutes	Cashier
7. Submit official receipt to licensing	7. Receive official receipt for encoding in Fishworker's ID	None	5 Minutes	CFVL Personnel
8. Secure fishworker's ID	8. Approved of Fishworker's ID	None	5 Minutes	Chief-FMRED/OIC-CFVL/PFO (in case of PFO- The Provincial Fishery Officer only)
<b>TOTAL</b>		<b>PHP 100.00</b>	<b>39 Minutes</b>	

## **FISHPOND LEASE UNIT**

### **FRONT LINE SERVICES**

# **1. New Application for the Issuance of Fishpond Application for the Issuance of 25-Years Fishpond Lease Agreement (FLA); Aquasilviculture Stewardship Contract (ASC); and Gratuitous Permit (GP)**

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** Fisheries Management Regulatory and Enforcement Division (FMRED) - Fishpond Lease Unit  
 BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City

**Classification** Complex

**Type of Transaction** G2C (Government to Client)

**Who may avail:** Lessee/operators

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Initial requirements		FMRED - Fishpond Lease Unit; BFAR IX Regional Office, R.T. Lim Blvd., Zamboanga City
a. Letter of intent for Fishpond Lease Agreement (FLA), Aquasilviculture Stewardship Contract (ASC) and Gratuitous Permit GP)		Applicant
c. Four (4) copies of the sketch or survey plan of the area released for fishpond purposes with its technical description as extracted from the Land Classification Map of the Forest Management Bureau, DENR		Department of Environment and Natural Resources IX; President Corazon C. Aquino Regional Government Center Balintawak, Pagadian City/ Pasonanca, Zamboanga City
e. A Certificate of Bank Deposit issued by any Banking Institution showing that the applicant has a current or checking account and has capital in cash of P5,000.00 per hectare or fraction thereof and the bank statements of said account for the preceding six (6) months;		Issuing Bank
f. An affidavit declaring that the initial capital deposited in the Bank shall be used exclusively for the development of the area;		Applicant thru a Notary Public
g. Notarized affidavit of adherence to Good Aquaculture Practices in the form prescribed in Annex A of FAO No.197-1;		Applicant thru a Notary Public
For Applications for Gratuitous Permit (GP), the requirements are:		
1. Letter of intent of the applicant;		Applicant
2. Project profile which states:		Applicant
a. The general and specific objectives of the project		
b. A brief description of the project		
c. The methodology of project implementation, which includes names of personnel involved and percentage of time allocated to the project; schedule of implementation, funding requirement and sources, both local and foreign; target beneficiaries; and monitoring and evaluation scheme		

<b>2. Final Requirements</b>	
a. Twelve (12) copies of the survey plans of the area duly approved by the Director of Lands or Regional Director of Lands, or if under cadastral survey, the same shall be certified by the Lands Management Bureau	Lands Management Bureau
b. Duly accomplished FLA or ASC application duly acknowledged before a Notary Public	Fisheries Licensing Unit - Fishpond Lease Unit
c. Certifications issued by the Regional Director and the Regional Trial Court in the judicial district where the area applied for is located to the effect that the same is not involved in any pending administrative and judicial case, respectively;	BFAR Regional Office/ RTC
d. Payment of cash bond deposit and initial rental	
e. Certification issued by the Regional Director to the effect that the area applied for is not subleased to any other person/s	Office of the Regional Director
f. Proof of updated remittances to the Social Security System covering	SSS
<b>3. Requirements for Transfer of Rights involving FLA or ASC</b>	
a. Letter of intent to apply	Applicant
b. Prior written approval of the transfer by the Secretary of Agriculture	Department of Agriculture
c.. Duly accomplished application form	
d. Original copy of the Deed of Assignment or Transfer and Assumption of Obligations	
e. Certified true copies of original official receipts of updated payment of rentals	
f. Payment of assignment or transfer fee	Cashier
g. Posting of required cash bond deposit	
h. Latest report of improvements verified by the Regional Director or his authorized representative, showing that the fishpond area of the ASC or FLA subject of the proposed assignment or transfer has been developed	BFAR Regional Office
i. Twelve (12) copies of the survey plan of the area under his/her name duly approved by the Director of Lands or Regional Director of Lands	Lands Management Bureau
j. Contract or lease form duly accomplished and acknowledged before a Notary Public	
k. Certification issued by the BFAR Regional Director and Regional Trial Court in the judicial district where the area applied for is located to the effect that the same is not involved in any pending administrative and judicial case, respectively	BFAR Regional Office/RTC
l. Affidavit and certification executed and issued by the applicant and BFAR Regional Director respectively, to the effect that the area applied for is not subleased to any person/s	Applicant
m. Notarized affidavit of adherence to Good Aquaculture	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit initial requirements; a. Accomplished Fishpond Application Form b. Certification from the DENR that the Fishpond area is classified for fishpond development c. Bank Certification d. Accomplished Good Aquaculture Practices e. Proof of Citizenship	1.Receives, evaluates and determines completeness of initial requirements submitted	None	30 Minutes	Fishpond Lease Officers
2. Secure Payment Order	Issue Payment Order	None	5 Minutes	Accounting Staff
3. Pay Fishpond Application Fee	Issue Official Receipt	2,000.00	5 Minutes	Cashier
4. Inspection Report	4. Conducts investigation on	None	1 Hour	Fishpond Lease Officers
	9.2 Conducts ocular inspection of area	None	3 Days (Inclusive of travel time)	Fishpond Lease Officers
	4.1 Submits report of inspection and investigation together with the initial requirements with specific	None	1 Day	Fishpond Lease Officers
	4.2 Upon approved of Notice of Compliance, Fishpond Officer prepares memorandum order advising applicant to comply the final requirements	None	20 Minutes	Fishpond Lease Officers
	10.1 Prepares letter to applicant advising him/her to submit final requirements	None	30 Minutes	Fishpond Lease Officers
5. Submits final requirements	5. Facilitate and evaluate the compliance of final requirements	None	30 Minutes	Fishpond Lease Officers
	5.1 Issuance of Order of Payment for Fishpond Application	None	2 minutes	Accounting Staff
	5.2 payment of initial rental and cash bond		2 minutes	Cashier

	5.3 Prepares endorsement letter to BFAR CO FLRD FLS for final evaluation with attached documents	None	1 Hour	Fishpond Lease Officers
	5.4 initials endorsement letter to CO	None	3 Minutes	Chief, FMRED
	5.5 Sign endorsement letter to CO	None	1 Day	Regional Director
	5.6 Transmits final requirements to BFAR CO	None	30 Minutes	Chief, FLS
	5.7 BFAR CO receives the final requirements	None	5 Days	BFAR FLRD FLS
<b>TOTAL:</b>		<b>FAO 197</b>	<b>10 Days, 2 Hours, 157 Minutes</b>	

#### Required Fees:

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

Fishpond Application Fee	Php2,000.00
Cash Bond Deposit	Php 500.00 per hectare or fraction thereof
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 or fraction thereof
	For the year 2018 and every year thereafter: Php 1,500.00 per hectare or fraction thereof

#### Note:

1. The total number of days/hours listed above does not include the time it takes for the DA-Legal Service
2. Step Nos. 1-3 are undertaken by the BFAR Regional or Provincial Office concerned, hence, the amount
3. Step No. 5- the number of minutes listed does not take into account the time it takes for the applicant to

## 2. Issuance of the Renewal of Fishpond Application for the Issuance of 25-Years Fishpond Lease Agreement (FLA); Aquasilviculture Stewardship Contract (ASC); and Gratuitous Permit (GP)

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

<b>Office or Division</b>	Fisheries Management Regulatory and Enforcement Division (FMRED) - Fishpond Lease Unit Regional Office IX, R.T. Lim Blvd., Zamboanga City BFAR
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<b>Classification</b>	Complex
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<b>Type of Transaction</b>	G2C (Government to Client)
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<b>Who may avail:</b>	Lessee/operators
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Initial requirements	FMRED - Fishpond Lease Unit; BFAR IX Regional Office, R.T. Lim Blvd., Zamboanga City
a. Letter of intent for Fishpond Lease Agreement (FLA), Aquasilviculture Stewardship Contract (ASC) and Gratuitous Permit GP)	Applicant
c. Four (4) copies of the sketch or survey plan of the area released for fishpond purposes with its technical description as extracted from the Land Classification Map of the Forest Management Bureau, DENR	Department of Environment and Natural Resources IX; President Corazon C. Aquino Regional Government Center Balintawak, Pagadian City/ Pasonanca, Zamboanga City
e. A Certificate of Bank Deposit issued by any Banking Institution showing that the applicant has a current or checking account and has capital in cash of P5,000.00 per hectare or fraction thereof and the bank statements of said account for the preceding six (6) months;	Issuing Bank
f. An affidavit declaring that the initial capital deposited in the Bank shall be used exclusively for the development of the area;	Applicant thru a Notary Public
g. Notarized affidavit of adherence to Good Aquaculture Practices in the form prescribed in Annex A of FAO No. 197-1;	Applicant thru a Notary Public
For Applications for Gratuitous Permit (GP), the requirements are:	
1. Letter of intent of the applicant;	Applicant
2. Project profile which states:	Applicant
a. The general and specific objectives of the project	
b. A brief description of the project	
c. The methodology of project implementation, which includes names of personnel involved and percentage of time allocated to the project; schedule of implementation, funding requirement and sources, both local and foreign; target beneficiaries; and monitoring and evaluation scheme	

<b>2. Final Requirements</b>	
a. Twelve (12) copies of the survey plans of the area duly approved by the Director of Lands or Regional Director of Lands, or if under cadastral survey, the same shall be certified by the Lands Management Bureau	Lands Management Bureau
b. Duly accomplished FLA or ASC application duly acknowledged before a Notary Public	FLA Section
c. Certifications issued by the Regional Director and the Regional Trial Court in the judicial district where the area applied for is located to the effect that the same is not involved in any pending administrative and judicial case, respectively;	BFAR Regional Office/ RTC
d. Payment of cash bond deposit and initial rental	
e. Certification issued by the Regional Director to the effect that the area applied for is not subleased to any other person/s	Office of the Regional Director
f. Proof of updated remittances to the Social Security System covering	SSS
<b>3. Requirements for Transfer of Rights involving FLA or ASC</b>	
a. Letter of intent to apply	Applicant
b. Prior written approval of the transfer by the Secretary of Agriculture	Department of Agriculture
c.. Duly accomplished application form	
d. Original copy of the Deed of Assignment or Transfer and Assumption of Obligations	
e. Certified true copies of original official receipts of updated payment of rentals	
f. Payment of assignment or transfer fee	Cashier
g. Posting of required cash bond deposit	
h. Latest report of improvements verified by the Regional Director or his authorized representative, showing that the fishpond area of the ASC or FLA subject of the proposed assignment or transfer has been developed	BFAR Regional Office
i. Twelve (12) copies of the survey plan of the area under his/her name duly approved by the Director of Lands or Regional Director of Lands	Lands Management Bureau
j. Contract or lease form duly accomplished and acknowledged before a Notary Public	
k. Certification issued by the BFAR Regional Director and Regional Trial Court in the judicial district where the area applied for is located to the effect that the same is not involved in any pending administrative and judicial case, respectively	BFAR Regional Office/RTC
l. Affidavit and certification executed and issued by the applicant and BFAR Regional Director respectively, to the effect that the area applied for is not subleased to any person/s	Applicant
m. Notarized affidavit of adherence to Good Aquaculture Practices	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Intent addressed to the Regional Director	1. Receives letter of intent	None	5 Minutes	Office of the Regional Director
	1.1 Approve letter of intent	None	1 Day	Regional Director
	1.2 Receive approved letter of intent	None	2 Minutes	Fishpond Lease Officers
	1.3 Advise the applicant to submit requirements	None	5 Minutes	Fishpond Lease Officers
2. Submits requirements	2. Facilitate and evaluate the compliance of requirements submitted	None	30 Minutes	Fishpond Lease Officers
	2.1 Prepare order of payment for the application fee, initial rental and cash bond deposit	None	5 Minutes	Staff, FLS
	2.2 Issuance of payment for the application fee, initial rental and cash bond deposit	None	5 Minutes	Accounting Staff
	2.3 payment of the application fee, initial rental and cash bond deposit	FAO 197	5 Minutes	Cashier
3. Submits him/herself for investigation and allow site inspection	3. Conducts investigation on applicant	None	1 Hour	Fishpond Lease Officers
	3.1 Conducts ocular inspection of area	None	3 Days (Inclusive of travel time)	Fishpond Lease Officers
	3.2 Prepares endorsement letter to BFAR CO FLRD FLS for final evaluation with attached documents	None	1 Hour	Fishpond Lease Officers
	3.3 initials endorsement letter to CO	None	3 Minutes	Chief, FMRED
	3.4 Sign endorsement letter to CO	none	1 Day	Regional Director
	3.5 Transmits final requirements to BFAR CO	None	30 Minutes	Chief, FLS

	3.6 BFAR CO receives the requirements for further evaluation	None	5 Days	BFAR FLRD FLS
<b>TOTAL:</b>		<b>FAO 197</b>	<b>10 Days, 3 Hours, 30 Minutes</b>	

**Required Fees:**

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

Fishpond Application Fee	Php2,000.00
Cash Bond Deposit	Php 500.00 per hectare or fraction thereof
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. The total number of days/hours listed above does not include the time it takes for the DA-Legal Service
2. Step Nos. 1-3 are undertaken by the BFAR Regional or Provincial Office concerned, hence, the amount
3. Step No. 5- the number of minutes listed does not take into account the time it takes for the applicant to

### 3. Issuance of Transfer for Fishpond Application for the Issuance of 25-Years Fishpond Lease Agreement (FLA); Aquasilviculture Stewardship Contract (ASC); and

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

<b>Office or Division</b>	Fisheries Management Regulatory and Enforcement Division (FMRED) - Fishpond Lease Unit Regional Office IX, R.T. Lim Blvd., Zamboanga City BFAR
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2C (Government to Client)
<b>Who may avail:</b>	Lessee/operators

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Initial requirements	FMRED - Fishpond Lease Unit BFAR IX Regional Office, R.T. Lim Blvd., Zamboanga City
a. Letter of intent for Fishpond Lease Agreement (FLA), Aquasilviculture Stewardship Contract (ASC) and Gratuitous Permit GP)	Applicant
c. Four (4) copies of the sketch or survey plan of the area released for fishpond purposes with its technical description as extracted from the Land Classification Map of the Forest Management Bureau, DENR	Department of Environment and Natural Resources IX; President Corazon C. Aquino Regional Government Center Balintawak, Pagadian City/ Pasonanca, Zamboanga City
e. A Certificate of Bank Deposit issued by any Banking Institution showing that the applicant has a current or checking account and has capital in cash of P5,000.00 per hectare or fraction thereof and the bank statements of said account for the preceding six (6) months;	Issuing Bank
f. An affidavit declaring that the initial capital deposited in the Bank shall be used exclusively for the development of the area;	Applicant thru a Notary Public
g. Notarized affidavit of adherence to Good Aquaculture Practices in the form prescribed in Annex A of FAO No. 197-1;	Applicant thru a Notary Public
For Applications for Gratuitous Permit (GP), the requirements are:	
1. Letter of intent of the applicant;	Applicant
2. Project profile which states:	Applicant
a. The general and specific objectives of the project	
b. A brief description of the project	
c. The methodology of project implementation, which includes names of personnel involved and percentage of time allocated to the project; schedule of implementation, funding requirement and sources, both local and foreign; target beneficiaries; and monitoring and evaluation scheme	
2. Final Requirements	
a. Twelve (12) copies of the survey plans of the area duly approved by the Director of Lands or Regional Director of Lands, or if under cadastral survey, the same shall be certified by the Lands Management Bureau	Lands Management Bureau

b. Duly accomplished FLA or ASC application duly acknowledged before a Notary Public	Fishpond Lease Unit			
c. Certifications issued by the Regional Director and the Regional Trial Court in the judicial district where the area applied for is located to the effect that the same is not involved in any pending administrative and judicial case, respectively;	BFAR Regional Office/ RTC			
d. Payment of cash bond deposit and initial rental				
e. Certification issued by the Regional Director to the effect that the area applied for is not subleased to any other person/s	Office of the Regional Director			
f. Proof of updated remittances to the Social Security System covering	SSS			
<b>3. Requirements for Transfer of Rights involving FLA or ASC</b>				
a. Letter of intent to apply	Applicant			
b. Prior written approval of the transfer by the Secretary of Agriculture	Department of Agriculture			
c.. Duly accomplished application form				
d. Original copy of the Deed of Assignment or Transfer and Assumption of Obligations				
e. Certified true copies of original official receipts of updated payment of rentals				
f. Payment of assignment or transfer fee	Cashier			
g. Posting of required cash bond deposit				
h. Latest report of improvements verified by the Regional Director or his authorized representative, showing that the fishpond area of the ASC or FLA subject of the proposed assignment or transfer has been developed	BFAR Regional Office			
i. Twelve (12) copies of the survey plan of the area under his/her name duly approved by the Director of Lands or Regional Director of Lands	Lands Management Bureau			
j. Contract or lease form duly accomplished and acknowledged before a Notary Public				
k. Certification issued by the BFAR Regional Director and Regional Trial Court in the judicial district where the area applied for is located to the effect that the same is not involved in any pending administrative and judicial case, respectively	BFAR Regional Office/RTC			
l. Affidavit and certification executed and issued by the applicant and BFAR Regional Director respectively, to the effect that the area applied for is not subleased to any person/s	Applicant			
m. Notarized affidavit of adherence to Good Aquaculture	Applicant			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Intent addressed to the National Director thru Regional Director	1. Receives letter of intent	None	5 Minutes	Office of the Regional Director
	1.1 Approves letter of intent	None	1 Day	Regional Director

	1.2 Receives approved letter of intent	none	2 Minutes	Fishpond Lease Officers
2. Submits him/herself for investigation and allow site inspection	2. Conduct inspection of the area	None	3 Days (Inclusive of travel time)	Fishpond Lease Officers
	2.1 Prepare Report of Preliminary Evaluation	None	1 Hour	Fishpond Lease Officers
	2.2 Prepares endorsement letter to BFAR CO FLRD FLS for final evaluation with attached documents	None	30 Minutes	Fishpond Lease Officers
	2.3 Initials endorsement letter to BFAR Central Office (BFAR CO)	None	3 Minutes	Chief, FMRED
	2.4 Sign endorsement letter to BFAR CO	none	1 Day	Regional Director
	2.5 Transmits final requirements to BFAR CO	None	30 Minutes	Chief, FLS
	2.6 BFAR CO receives the endorsement	none	5 Days	BFAR FLRD FLS
	2.7 forward the endorsement letter to the Office of the Secretary, DA for his approval	None	1 Day	National Director
3. Endorsement of Request for Transfer	3. Receive the endorsement letter		1 Day	Office of the Secretary, DA
	3.1 Evaluates the forwarded endorsement	none	30 Minutes	Department of Agriculture
	3.2 Approve the request for transfer	none	1 Day	DA Secretary
	3.3 Issuance of Written Approval will be forwarded to BFAR CO	none	2 Days	Department of Agriculture
	3.4 Forward the Written Approval to the Regional Office	none	5 Days	Department of Agriculture
	3.5 Receive the forwarded Written Approval	none	3 Minutes	Office of the Regional Director
	3.6 Advise the transferee to comply with the requirements	None	2 Minutes	Chief, Fishpond Lease Unit
	3.7 facilitate the complete compliance of the transferee to Section 19	none	30 Minutes	Chief, Fishpond Lease Unit

	3.8 Prepares endorsement letter to BFAR CO FLRD FLS for final evaluation with attached documents	none	30 Minutes	Fishpond Lease Officers
	3.9 Initials endorsement letter to CO	none	3 Minutes	Chief, FMRED
	3.10 Sign endorsement letter to CO	none	1 Day	Regional Director
	3.11 Transmits final requirements to BFAR CO	None	30 Minutes	Chief, FLS
	3.12 BFAR CO receives the endorsement	none	5 Days	BFAR FLRD FLS
	3.13 Evaluates the application for FLA/ASC/GP and requirements	None	BFAR CO OFFICIAL TIME	BFAR Central Legal office
	3.14 Approves/Signs		Cared of BFAR CO	Department of Agriculture (DA Secretary upon recommendation of the BFAR CO)
	3.15 Notarizes FLA/ASC			BFAR Central Legal office
	3.16 Transmits approved FLA/ASC/GP back to BFAR			Chief, Record Unit DA Office
	3.17 Prepares transmittal letter to			Legal Unit
	3.18 Signs transmittal letter	None		Legal Unit
4. Lessee receives his/her copy of the approved FLA	Mails approved FLA/ASC/GP thru registered mail	None		Chief Record Officer Record Unit
<b>TOTAL:</b>		<b>FAO 197</b>	<b>26 Days, 3 Hours, 48 Minutes</b>	

**Required Fees:**

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

Fishpond Application Fee	Php2,000.00
Cash Bond Deposit	Php 500.00 per hectare or fraction thereof
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. The total number of days/hours listed above does not include the time it takes for the DA-Legal Service
2. Step Nos. 1-3 are undertaken by the BFAR Regional or Provincial Office concerned, hence, the amount
3. Step No. 5- the number of minutes listed does not take into account the time it takes for the applicant to

# **FISHERIES INSPECTION AND QUARANTINE UNIT**

## **FRONT LINE SERVICES**

## 1. Issuance of Health Certificate (HC) for Export of Fish and Fishery/Aquatic Products

Refers to a written guarantee issued by BFAR attesting that the fish products were handled, packed in a hygienic manner and does not pose hazard that shall endanger the health of human, animal or plant life.

<b>Office or Division</b>	Regional Fisheries Inspection and Quarantine Services (RFIQS) BFAR IX Regional Office, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2B (Government to Business)			
<b>Who may avail:</b>	BFAR 9 Registered Exporters of Fish and Fishery/ Aquatic Products			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application form from HC		BFAR-IX, FIQS Application Form		
Packing List/Invoice		Company/ Business Entity		
Laboratory Analysis (optional)		BFAR-IX Regional Fisheries Laboratory / ISO Accredited Laboratories		
Request Letter (if for amendment)		Company/ Business Entity		
Original copy of Health Certificate (if HC is to be amend)		Company/ Business Entity		
CLIENT STEPS	OFFICE/DIVISION ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out application form with complete requirements	1. Received filled-out form with complete requirements and record/ log in (logbook)	None	3 Minutes	Document Controller
	1.1 Evaluate the completeness and accuracy of submitted documents.	None	10 Minutes	Document Controller/ Fisheries Quarantine Officers (FQO)
2. Secure Order of Payment	2. Issue Order of Payment	None	5 Minutes	Accounting Unit
3. Pay necessary fees	3. Issue Official Receipt	PHP 50.00	5 Minutes	Cashier Unit
	3.1 Prepare, process and encode Health	None	15 Minutes	Document Controller/FQO
	3.2 Review/Validate entries of Health Certificate	None	3 Minutes	Document Controller/FQO
	3.3 Place security features and control number	None	3 Minutes	Document Controller/FQO
	3.4 Validation and approval/ signing of Health Certificate	None	10 Minutes	Regional Director/OIC- Head of RFIQS

4. Claim Health Certificate	4. Record and release Health Certificate	None	5 Minutes	Document Controller/FQO
<b>TOTAL:</b>		<b>PHP 50.00</b>	<b>59 Minutes</b>	

<b>2. Issuance of Health Certificate (HC) for Domestic Movement Fishery/ Aquatic Products</b>				
Refers to a written guarantee issued by BFAR attesting that the fish products were handled, packed in a hygienic manner and does not pose hazard that shall endanger the health of human, animal or plant life.				
<b>Office or Division</b>	Regional Fisheries Inspection and Quarantine Services (RFIQS) BFAR IX Regional Office, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2B , G2C, G2G (Government to Business) (Government to Client) (Government to Government)			
<b>Who may avail:</b>	Traders of Fish and Fishery/Aquatic Products			
	Government Institutions			
	Public Entity			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application form from HC		BFAR-IX, FICS Application Form		
Packing List/Invoice (if for commercial)		Company/ Business Entity		
Laboratory Analysis		BFAR-IX/ ISO Accredited Laboratories		
Request Letter (if for amendment)		Company/ Business Entity		
Original copy of Health Certificate (if HC is to be amend)		Company/ Business Entity		
<b>CLIENT STEPS</b>	<b>OFFICE/DIVISION ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit filled out application form with complete requirements	1. Received filled-out form with complete requirements and record/ log in (logbook)	None	3 Minutes	Document Controller
	1.1 Evaluate the completeness and accuracy of submitted documents.	None	10 Minutes	Document Controller/ Fishries Quarantine Officers (FQO)
2. Secure order of Payment	2. Issue Order of Payment	None	5 Minutes	Accounting Unit
3. Pay necessary fees	3. Issue Oficial Receipt	PHP 50.00	5 Minutes	Cashier Unit
	3.1 Encode,process and prepare Health Certificate	None	15 Minutes	Document Controller/FQO
	3.2 Review/Validate entries of Helath Certificate	None	3 Minutes	Document Controller/FQO
	3.3 Place security features and control number	None	3 Minutes	Document Controller/FQO

	3.4 Forward to DHC to Regional Director's Office for approval	None	5 Minutes	Document Controller/FQO
	3.5 Validation and approval/ signing of Health Certificate	None	10 Minutes	Regional Director/OIC-Head of RFIQS
4. Claim Health Certificate	4. Record and release Health Certificate	None	5 Minutes	Document Controller/FQO
<b>TOTAL:</b>		<b>PHP 50.00</b>	<b>1 Hour, 4 Minutes</b>	

### 3. Issuance of Local Transport Permit for Domestic Movement of Fish and Fishery Products at Airport

A permit used for domestic movement or authorizing an individual to bring, carry or ship aquatic wildlife, by-products or derivatives acquired from legal resources from the point of origin to the final destination within the country, which is different from the auxiliary invoice issued by the LGUs

<b>Office or Division</b>	Regional Fisheries Inspection and Quarantine Services (RFIQS) BFAR IX Regional Office, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2B, G2C (Government to Business) (Government to Client)			
<b>Who may avail:</b>	Traders of Fish and Fishery/Aquatic Products Walk in Clientele			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Old Client</b>				
Auxiliary Invoice		LGU		
Laboratory Results/Analysis		Regional Fisheries Laboratory		
SPA and Valid ID for those w/ Representative (Every Year)		Client		
Application Form		RFQIS		
<b>For New Client</b>				
Mayors/ Business Permit		City Hall		
Certificate of Business Registration		Department of Trade in Industry (for Individual)		
		Security and Exchange Commission (for corporation)		
		Cooperative Development Authority (for Coop)		
BIR TIN Registration		Bureau of Internal Revenue (If commercial)		
Laboratory Results/ Analysis (For Live Reef Fishes, Prawn and Fresh Seaweeds)		BFAR-IX Regional Fisheries Laboratory or other ISO Laboratory		
Auxiliary Invoice		Local Government Units		
Mandatory Domestic Health Certificate (DHC) for Live Tilapia, Shrimp and Fresh Seaweeds		BFAR-IX, RFIQS		
Application Form		BFAR-IX, RFIQS		
<b>CLIENT STEPS</b>	<b>OFFICE/DIVISION ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up application form	1. Provide LTP Application form	None	2 Minutes	FQO/PFO
2. Submit accomplished application form relevant supporting documents	2. Receive application form and evaluate the submitted requirements and check for completeness	None	10 Minutes	FQO/PFO
	2.1 Process and record details in the log book and assign LTP number	None	5 Minutes	FQO/PFO
	2.2 Conduct random commodity inspection (if necessary)	None	3 Hours	FQO/PFO

3. Request order of payment	3. Issue order of payment	None	5 Minutes	Collecting Officer
4. Pay the required fees	4. Issue Official Receipt (OR)	FAO 233	5 Minutes	Collecting Officer
5. Present the Official Receipt to the Encoder	5. Process and encode the LTP	None	10 Minutes	Fisheries Quarantine Officer/Provincial Fisheries Officer
	5.1 Final review of entries data in the LTP	None	5 Minutes	Fisheries Quarantine Officer/Provincial Fisheries Officer
	5.2 Place seal/stamp	None	2 Minutes	Fisheries Quarantine Officer/Provincial Fisheries Officer
	5.3 Approval and signing of the LTP	None	5 Minutes	Fisheries Quarantine Officer/Provincial Fisheries Officer
6. Sign and claim the LTP(s)	6. Release the LTP	None	2 Minutes	Fisheries Quarantine Officer/Provincial Fisheries Officer
<b>TOTAL:</b>		<b>FAO 233</b>	<b>3 Hours, 51 Minutes</b>	

#### 4. Issuance of Local Transport Permit for Domestic Movement of Fish and Fishery Products

A permit used for domestic movement or authorizing an individual to bring, carry or ship aquatic wildlife, by-products or derivatives acquired from legal resources from the point of origin to the final destination within the country, which is different from the auxiliary invoice issued by the LGUs

<b>Office or Division</b>	Regional Fisheries Inspection and Quarantine Services (RFIQS) BFAR IX Regional Office, R.T. Lim Blvd., Zamboanga City
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2B, G2C (Government to Business) (Government to Client)
<b>Who may avail:</b>	Traders of Fish and Fishery/Aquatic Products Walk in Clientele

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Old Client</b>	
Auxiliary Invoice	LGU
Laboratory Results/Analysis	Regional Fisheries Laboratory
SPA and Valid ID for those w/ Representative	Client
Application Form	RFQIS
<b>For New Client</b>	
Mayors/ Business Permit	City Hall
Certificate of Business Registration	Department of Trade in Industry (for Individual) Security and Exchange Commission (for corporation) Cooperative Development Authority (for Coop)
BIR TIN Registration	Bureau of Internal Revenue (If commercial)
Laboratory Results/ Analysis (For Live Reef)	BFAR-IX Regional Fisheries Laboratory or other ISO
Auxiliary Invoice	Local Government Units
Mandatory Domestic Health Certificate (DHC)	BFAR-IX, RFIQS
Application Form	BFAR-IX, RFIQS

CLIENT STEPS	OFFICE/DIVISION ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up application form	1. Provide LTP Application form	None	2 Minutes	Documentary Controller/Fisheries Quarantine Officer/Provincial Fisheries Officer
2. Submit accomplished application form relevant supporting documents	2. Receive application form and evaluate the submitted requirements and check for completeness	None	10 Minutes	Documentary Controller/Fisheries Quarantine Officer/Provincial Fisheries Officer
	2.1 Process and record details in the log book and assign LTP number	None	5 Minutes	Documentary Controller/Fisheries Quarantine Officer/Provincial Fisheries Officer
	2.2 Conduct random commodity inspection (if necessary)	None	3 Hours	Fisheries Quarantine Officer/Provincial Fisheries Officer
3. Request order of payment	3. Issue order of payment	None	5 Minutes	Collecting Officer

4. Pay the required fees	4. Issue Official Receipt (OR)	FAO 233	5 Minutes	Collecting Officer
5. Present the Official Receipt to the Encoder	5. Process and encode the LTP	None	10 Minutes	Documentary Controller/Fisheries Quarantine Officer/Provincial Fisheries Officer
	5.1 Final review of entries data in the LTP	None	5 Minutes	Documentary Controller/Fisheries Quarantine Officer/Provincial Fisheries Officer
	5.2 Place seal/stamp	None	2 Minutes	Documentary Controller/Fisheries Quarantine Officer/Provincial Fisheries Officer
	5.3 Approval and signing of the LTP	None	5 Minutes	Head, RFIQS/PFO's/Quarantine Officer
6. Sign and claim the LTP(s)	6. Release the LTP	None	2 Minutes	Documentary Controller
<b>TOTAL:</b>		<b>FAO 233</b>	<b>3 Hours, 51 Minutes</b>	

## 5. Issuance of European Catch Certificate for Canned Fishery Products Exported to EU Countries

A catch certificate is required as a key part of Regulation (EU) 1005/2008 which aims to prevent, deter and eliminate Illegal, Unreported and Unregulated fishing activity, with the objective of guaranteeing the legal origin of fisheries products entering the entering the EU Sanitary and Phytosanitary (SPS) regulatory zone from third countries, including GB.

<b>Office or Division</b>	Regional Fisheries Inspection and Quarantine Services (RFIQS) BFAR IX Regional Office, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2B (Government to Business)			
<b>Who may avail:</b>	Exporters of Fish and Fishery/ Aquatic Products			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application Letter		Company/Business Entity		
Catch Origin Landing Declaration (COLD)		BFAR IX, RFQU		
a. Photocopy of fishing vessel licensed		Company/Business Entity		
b. Photocopy of certificate of ownership (CO)		Company/Business Entity		
c. Photocopy of Certificate of Vessel Registry (CVR)		Company/Business Entity		
d. Captain/mates log sheet (Catching Vessel)		Company/Business Entity		
f. Stowage Plan (Carrier Vessel)		Company/Business Entity		
		Company/Business Entity		
		Company/Business Entity		
3. Photocopy of weighing/sizing report sheet		Company/Business Entity		
<b>CLIENT STEPS</b>	<b>OFFICE/DIVISION ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Notice of carrier vessel arrival through letter/phone or text	1. Actual verification/inspection of unloading catch at landing site (PORT)	None	2 Hours	Authorized Fish Catch Validator/Fisheries Quarantine Officers
2. Submit COLD with complete pertinent documents	2. Evaluate the completeness, accuracy and validity of submitted documents	None	15 Minutes	Authorized Fish Catch Validator/Fisheries Quarantine Officers
	2.1 Estimated volume of catch stated in the COLD form should coincide with the volume unloaded at the landing site.	None		Authorized Fish Catch Validator/Fisheries Quarantine Officers
	2.2 Approval and signing of COLD	None	5 Minutes	Authorized Fish Catch Validator/Fisheries Quarantine Officers
3. Submit application together with Catch Certificate form with complete requirements	3. Check and verify the submitted documents and record/log-in (Logbook)	None	10 Minutes	Fisheries Quarantine Officer/ RFQU Staff

	3.1 Process the Catch Certificate	None	10 Minutes	Fisheries Quarantine Officer
4. Secure Order of payment	4. Issue Order of payment	None	5 Minutes	Accounting Unit
5. Pay necessary fee	5. Issue Official Receipt	None	5 Minutes	Cashier Unit
	5.1 Forward the catch certificate for signature	None	3 Minutes	Document Controller
	5.2 Approval and signing of the Catch Certificate	None	10 Minutes	Regional Director/Heads, RFIQS
6. Claim Certificate of Registration.	6. Record and release Certificate of Registration	None	5 Minutes	Documentary Controller/RFQU Staff
<b>TOTAL:</b>		<b>None</b>	<b>3 Hours, 8 Minutes</b>	

## 6. Issuance of Certificate of Registration (CoR) for Exporter Establishment of Fish and Fishery/Aquatic Products

Refers to the certificate issued to registered exporter, proof of compliance to International Union for Conservation of Nature (IUCN), Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) and other relevant regulations.

**Office or Division** Regional Fisheries Inspection and Quarantine Services (RFIQS)- Regional Fisheries Quarantine Unit (RFQU)  
BFAR IX Regional Office, R.T. Lim Blvd., Zamboanga City

**Classification** Simple

**Type of Transaction** G2B (Government to Business)

**Who may avail:** Exporters of Fish and Fishery/ Aquatic Products

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Letter		Company		
Request Letter for Inspection		Company		
SEC Registration/Certificate of Business		Security and Exchange Commission/DTI		
Business/Mayor's Permit		City Hall		
Location Map		Company		
Photos of Facility		Company		
Manpower Profile		Company		
Complete list of Product Source		Company		
Facility Lay-out		Company		
BIR Certificate of Registration		Company		
CLIENT STEPS	OFFICE/DIVISION ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application letter with complete requirements	1. Received application letter with complete requirements	None	5 Minutes	Document Controller
	1.1. Evaluate the completeness, accuracy and validity of submitted documents	None	15 Minutes	Document Controller/Regional Fisheries Quarantine Unit Staff
	1.2 Schedule for inspection of the facility.	None	1 Hour	Regional Fisheries Quarantine Staff
2. Allow inspection of facility/establishment	2. Conduct inspection of the facility/establishment	None	3 Hours	Regional Fisheries Quarantine Staff
	2.1 Conduct evaluation and final assessment of inspection report and other documentary requirements.	None	30 Minutes	Regional Fisheries Quarantine Staff
	2.2 Prepare/process Certificate of Registration	None	10 Minutes	Regional Fisheries Quarantine Staff
	2.3 Forward Certificate of Registration to Regional Director's Office for approval and signature	None	30 Minutes	Regional Fisheries Quarantine Staff

	2.4 Validation and approval/signing of CoR	None	10 Minutes	Regional Director
3. Claim Certificate of Registration.	3. Record and release Certificate of Registration	None	5 Minutes	Documentary Controller/RFQU Staff
<b>TOTAL:</b>		<b>None</b>	<b>5 Hours, 45 Minutes</b>	

## 7. Issuance of Export Commodity Clearance

Refers to a clearance used for the export of fish and fishery/aquatic products in lieu of export permit issued by BFAR to registered exporters. Commodities to be exported shall comply with the national regulations and regulations of importing countries.

<b>Office or Division</b>	Regional Fisheries Inspection and Quarantine Services (RFIQS)- Regional Fisheries Quarantine Unit (RFQU) BFAR IX Regional Office, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C, G2B (Government to Client) (Government to Business)			
<b>Who may avail:</b>	BFAR-IX Registered exporters of fresh/chilled/frozen and other fishery products			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Old Client</b>				
Application form		RFQIS		
Packing List		Client		
SPA and Valid ID for those with representative		Client		
Commercial Invoice		Client		
Pre-shipment Insp. Report		HACCP Section		
<b>New Client</b>				
Mayor/ Business Permit		Mayor's Office/City Hall		
Business Registration Certificate		Bureau of Trade and Industry (DTI)		
BIR TIN Registration (if commercial)		Bureau of Internal Revenue (BIR)		
Article and By Laws (if Corporation)		Security and Exchange Commission (SEC)		
Laboratory result if required by importing		BFAR-IX Regional Fisheries Laboratory		
Pre-shipment Inspection Report		BFAR IX Regional Fish Inspection Unit (RFIU)		
Health Certificate (if required by the importing countries)		RFIQS-Regional Fisheries Certification Unit		
<b>CLIENT STEPS</b>	<b>OFFICE/DIVISION ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up application Form	1. Provide ECC Application Form	None	2 Minutes	Document Controller
2. Submit accomplished application form relevant supporting documents	2. Receive the application with complete requirements and evaluate the submitted documents and record the application in the log book.	None	5 Minutes	Document Controller
	2.1 Assign ECC number	None	3 Minutes	Document Controller
	2.2 Endorsed to the inspecting Fisheries Quarantine Officer for inspection and verification of the commodity.	None	2 Minutes	Document Controller

	2.3 Confirmation of the commodity description (species, volume, value) for fresh, chilled/frozen fishery products	None	10 Minutes	Fisheries Quarantine Officer
	2.4 Conduct random inspection of the commodity for dried fishery inspection.	None	3 Hours	Fisheries Quarantine Officer
	2.5 Compute and inform the payment dues	None	5 Minutes	Fisheries Quarantine Officer
3. request Order of Payment	3. Issue Order of Payment	None	5 Minutes	Accounting Section
4. Pay the required fees	4. Issue Official Receipt (OR)	FAO 233-1	5 Minutes	Cashier Section
5. Present OR to the encoder	5. Encode, process Export Commodity Clearance (ECC)	None	10 Minutes	Documentary Controller/FQO
	5.1 Review/Validate entries of ECC	None	5 Minutes	Documentary Controller/FQO
	5.2 Endorse the ECC for final review and evaluation and affix the signature of the inspecting Quarantine Officer.	None	5 Minutes	Fisheries Quarantine Officer
	5.3 Approval and signing of Export Commodity Clearance	None	10 Minutes	Regional Director/Officer-in charge/Oic-Head, RFIQS
6. Sign and claim the ECC	6. Seal/Stamp and release the ECC	None	3 Minutes	Document Controller
<b>TOTAL:</b>		<b>None</b>	<b>4 Hours, 10 Minutes</b>	

# **REGIONAL FISHERIES LABORATORY**

## **FRONT LINE SERVICES**

## 1. Laboratory Services and Issuance of Laboratory Test Report/s

<b>Office or Division</b>	BFAR - Regional Fisheries Laboratory (RFL) BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Simple, Complex, Highly Technical			
<b>Type of Transaction</b>	G2C, G2B, G2G			
<b>Who may avail:</b>	BFAR Regional Office, BFAR-FIQD (Verification), Local Government Office, Exporter, Academe, Fish Farmers and other interested parties			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duely accomplished Request for Laboratory Analysis (RLA) Form		BFAR - Regional Fisheries Laboratory		
2. Samples a. Should weigh at least 500 grams to 1,000 grams b. Must be packed in suitable packaging material and maintained in appropriate state/condition (e.g., fresh-chilled and frozen products should be properly iced and kept in cleaned insulated containers)				
3. Other Requirements: a. For Exporters requiring certification and industry own-monitoring purposes: i. Official Receipt (OR) for payment of required laboratory fees b. For Processors requiring verification/ BFAR monitoring purposes i. The packaging material should be sealed and signed across by the BFAR inspector who collected the sample c. For clientele i. Request letter addressed to the				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fills-up Request for Laboratory Analysis (RLA) Form	1.Receives RLA from clients and secure record on Receiving and Releasing Logbook	None	15 mins	Customer Service Officer
2. Submits accomplished form and samples	2. Assess submitted documents and requirements for analysis	None		
3. Secure Bill of Payment	3. Issue Bill of Payment	None		
4. Secure Order of Payment	4.Prepare and issue Order of Payment and forward to Cashier	None	3 mins	Accounting Personnel

5. Pay appropriate fee and secure Official Receipt (OR)	5. Receives payment and issues duplicate copy of Official Receipt		5 mins	Cashier Personnel
	5.1 Coding of samples	None		
	5.2 Fills-in Sample Storage and Disposal Logbook	None		
	5.3 Prepares Job Routing Slip	None	5 mins	Customer Service Officer
	5.4 Conduct of Analyses: *Bacteriological/Microbial Analyses for Water Potability *Bacteriological/Microbial Analyses for Fish and Fishery Products * Physico-Chemical Analysis for Water Quality (Salt, Brackish or Freshwater Intended for Aquaculture)  * Disease Diagnostics * Bacterial Count (Luminous and Vibrio) *Toxin Analysis in Fish (Cyanide)  * Chemical Analysis for Fish and Fishery Products (pH, Moisture, TVB-N/TMA-N, Histamine)	see attached chart below		
			7-10 working days	Microbiology Laboratory
			7-10 working days	Microbiology Laboratory
			1 working day	Fish Health Laboratory
			3 working days	Fish Health Laboratory
			3 working days	Fish Health Laboratory
			3-10 working days	Chemistry Laboratory
			3-10 working days	Chemistry Laboratory
	5.5 Calculate and review results of analysis		1-2 working days	Laboratory Analyst of concerned laboratory
6. Present duplicate copy/hpotocopy of Official Receipt (OR) to claim test report(s)/result(s)	6. Encode results, prepare and review Test Report		5 mins	Customer Service Officer
<b>TOTAL:</b>			3-12 Working days after sample preparation	

LABORATORY SERVICES	METHOD	MINIMUM REQUIRED SAMPLE	TESTING FEE (PhP)
<b>1. Bacteriological Analysis for Water Quality</b>			
Heterotrophic Plate Count	Plate Count	250 ml	200
<i>E. coli</i> Count	MTFT	250 ml	350
Fecal Coliform Count	MTFT	250 ml	250
<i>Enterococci</i> Count	MTFT	250 ml	250
Total Bacteria Count	Plate Count	250 ml	200
Total Coliform Count	MTFT	250 ml	250
<i>* 1 liter for multiple tests of one (1) sample</i>			
<b>2. Bacteriological Analysis for Fish and Fishery Products</b>			
Aerobic Plate Count	Plate Count	250 grams	200
<i>E. coli</i> Count	MTFT	250 grams	350
<i>Salmonella</i>	Detection per 25 g sample	250 grams	400
<i>Shigella</i>	Detection per 25 g sample	250 grams	400
<i>Staphylococcus aureus</i>	Plate Count	250 grams	300
Fecal Coliform Count	MTFT	250 grams	250
Total Coliform Count	MTFT	250 grams	250
Yeast and Mold Count	Plate Count	250 grams	250
<i>Listeria monocytogenes</i>	Detection per 25 g sample	250 grams	1000
<i>* 300-500 grams for multiple tests of one (1) sample</i>			
<b>3. Chemical Analysis for Water Quality</b>			
Ammonia	Spectrophotometric	250 ml	180
Dissolved Oxygen	Multi-parameter Tester	250 ml	150
Nitrite	Spectrophotometric	250 ml	180
pH	Multi-parameter Tester	250 ml	50
Salinity	Refractometer	250 ml	30

LABORATORY SERVICES	METHOD	MINIMUM RE-REQUIRED SAMPLE	TESTING FEE (PhP)
<b>4. Antibiotic Residue Analysis</b>			
Chloramphenicol	ELISA		1000
Nitrofurant (AMOZ)	ELISA	250 g (processed) 1 kg (raw material)	1000
Nitrofurant (AOZ)	ELISA		1000
<b>5. Analysis for Heavy Metals</b>			
Cadmium (Cd)	GF/F-AAS		1200
Mercury (Hg)	CV-AAS	250 g (processed) 1 kg (raw material)	1200
Lead (Pb)	GF/F-AAS		1200
<b>6. Scombrotoxin</b>			
Histamine	Fluorometric	250 g (meat) 1 kg (whole)	450
<b>7. Physico-chemical analysis for fish and fishery products</b>			
Formaldehyde	Chromotropic Acid Method	200 g	250
Moisture	Loss of Moisture using Moisture Analyzer	200 g	85
Total Ash	Gravimetric	200 g	200
Total Volatile Base	Conway Dish Titration	200 g	120
Trimethylamine	Conway Dish Titration	250 g	120
<b>8. Molecular Disease Diagnosis</b>			
WSSV	PCR		600 per disease
AHPND	PCR	Adult/Juvenile Shrimp – 15-20 pcs	
IMNV	PCR		
IHHNV	PCR	Broodstock Eyestalk/ Pleopod – 100-200 mg	
TSV	PCR		
EHP	PCR	Postlarvae (PL 1-6) – 300 pcs (PL 7 up) – 250 pcs	
<b>9. Issuance of Health certificate for transport of shrimp fry</b>			50

## 2. Issuance of Farm Registration Certificate

Registration of Aquaculture Farms under National Residue Monitoring Program

<b>Office or Division</b>	BFAR - Regional Fisheries Laboratory (RFL) BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2C, G2B			
<b>Who may avail:</b>	Aquaculture farms			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Intent for Registration to National		Secured by the client		
Farm Lay-out		Secured by the client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits Letter of Intent (LOI) for Registration to NRMP	1. Receives endorsed LOI from RD and evaluate	None	5 min	Customer Service Officer
	1.1 Contacts farm owner to schedule the farm inspection	None	3 min	Laboratory Technical Staff
	1.2 Inspects farm facilities and collect samples	None	1 -3 working days	Laboratory Technical Staff (RFL)
	1.3 Send samples to BFAR Central Office National Fisheries Laboratory Division for analysis of regulated antibiotic residue	None	2 days	Laboratory Technical Staff
	1.4 Analyze samples for banned antibiotic residues (CAP, AMOZ, AOZ)	None	5 days	Laboratory Analyst (NFLD)
	1.5 Endorses results to the BFAR Central Office	None	2 days	Laboratory Technical Staff (NFLD)
2. Claim Certificate	2. Issues Farm Registration Certificate	None	7 days	Laboratory Technical Staff (NFLD)
<b>TOTAL:</b>			20 days	

### 3. Issuance of Laboratory Test Report for Pond-side Water Quality Monitoring

Monitoring of Water Quality

<b>Office or Division</b>	BFAR - Regional Fisheries Laboratory (RFL) BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2C, G2B, G2G			
<b>Who may avail:</b>	BFAR Regional Office, Local Government Office, Academe, Business			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Water Samples		Determined sampling sites (aquaculture farms and other		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. None	1. Collects water samples from determined sampling sites (aquaculture farms and other bodies of water intended for propagation of fish and other aquatic resources)	None	1 – 3 days	Laboratory Technical Staff
	1.1 Physico-Chemical analyses of water samples	None	3 days	Laboratory Analyst
	1.2 Prepares laboratory test report	None	10 mins	Laboratory Analyst
	1.3 Issues laboratory test report	None	5 mins	Customer Service Officer
<b>TOTAL:</b>		None	4-6 days and 15 mins.	

## **COASTAL RESOURCE MANAGEMENT UNIT**

### **FRONT LINE SERVICES**

# 1. Request for PCRA (Participatory Coastal Resource Assessment) for the establishment of Fish Sanctuary

<b>Office or Division</b>	FMRED - Coastal Resources Management Unit (CRMU) BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2G			
<b>Who may avail:</b>	LGUs			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Intent		LGUs end		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter of Intent to the Office of the Regional Director for appropriate action	1. Receives letter for Document Tracking System	None	15 minutes	<i>Regional Director's office and other offices concerned</i>
2	-Verify Availability of funds from the Office of the Budget Officer  Note: - Proposal Approved if funds available -If no funds available, immediately the LGUs concerned will be notified through letter -Additional Funds will be included for the next Calendar Year (CY)	None	15 minutes	<i>Office of the Budget Officer</i>
			10 minutes	<i>Office of the Regional Director</i>
			1 hour	<i>Office of the CRM</i>
				<i>Office of the Planning Officer</i>
3	- Approved activity with funds: - Verification and Preparation of Project -Comment/Approval of Proposal	None	10 minutes	<i>Office of the Regional Director</i>
			1 week	<i>Office of the FMRED/CRM</i>
			2 days	<i>Office of the Regional Director</i>
4	-Coordination with LGU for the said schedule of activity	None	3 days	<i>Office of the FMRED and LGUs</i>
	- Preparation of Materials for the conduct of PCRA			
<b>Total:</b>			<b>12 Days, 1 hour, 50 minutes</b>	
5	- Conduct of Actual PCRA		5 days	<i>BFAR-IX Team (Divers)</i>

6	- Preparation/Submission of Reports per Diver	None	
7	- Consolidation and Analysis of Raw Data		
8	- Submission of PCRA Results		

Note: Preparation, Consolidation and Analysis of Results may take a longer period of time because the members of the team are assigned from different provinces and they have other targets/functions to comply with

**FISHERIES PRODUCTION AND SUPPORT SERVICES  
DIVISION (FPSSD)  
FRONT LINE SERVICES**

## 1. Technical Assistance thru Walk-in Clients

The Fisheries Post-Harvest Section through the Provincial Fisheries Office (PFO) render advisory services and technical inputs to walk-in clients to provide support to the fisheries post harvest sector through promotion of appropriate and verified post harvest technologies; provide appropriate guidelines on the operation of post harvest facilities, equipment and machineries; provide technical assistance to comply with national and international food safety regulations and other fisheries post harvest related matters.

<b>Office or Division</b>	Fisheries Post-Harvest Section/ FPSSD BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B- Government to Business Entity; G2G Government to Government
<b>Who may avail:</b>	(Internal) Provincial Fishery Offices, BFAR Regional Fishery Officers, BFAR and Central Office Personnel
	(External) MSMEs, Exporters, Fish Processors, Potential Fish Processors, Academe (Students, Professors, On-the-Job Trainee, Research), Fisherfolk Organizationa, Cooperatives, Women's Associations, Housewives, Senior Citizens, Indigenous People, other government agencies (National Government Agencies (NGAs), Local Government Unit (LGU), House of Representatives), and Non-Government Organizations (NGOs)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Walk-in Inquiry Form		BFAR-Regional Offices		
2. Client Feedback Form		BFAR-Regional Offices		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out walk-in inquiry form	Provide walk-in inquiry form	None	5 Minutes	<i>BFAR Regional Office- Fisheries Post-Harvest Section</i>
2. Discuss inquiry/concerns	Endorse to appropriate staff or to the concerned CFO and render technical assistance/needed information	None	45 Minutes	<i>BFAR Regional Office- Fisheries Post-Harvest Section</i>
3. Accomplish inquiry/concerns	3. Receive the accomplished client feedback form	None	5 minutes	<i>BFAR Regional Office- Fisheries Post-Harvest Section</i>
<b>TOTAL:</b>		None	55 Minutes	

## 2. Technical Assistance thru Telephone Inquiry

FPSSD provides technical assistance to its clients via telephone inquiry

<b>Office or Division</b>	Inland Fisheries Section/Aquaculture Section/ FPSSD BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Make a phone call	1. Answer telephone inquiry	None	1 Minute	<i>FPSSD Staff/ Aquaculture Section Staff/In land Fisheries Section Staff</i>
2. Discuss needed information/concerns	2. Render appropriate response to inquiry/needed information/concerns immediately	None	10 Minutes	<i>FPSSD Staff/ Aquaculture Section Staff/In land Fisheries Section Staff</i>
<b>TOTAL:</b>		None	11 Minutes	

### 3. Technical Assistance Request for (Information Education and Communication (IEC) Materials, Available Data/References, Resource Person, TWG/ Task Force Membership)

FPSSD renders technical assistance through: a) dissemination of IEC materials and data/references; b) act as resource person and TWG member.

<b>Office or Division</b>	Inland Fisheries Section/ Aquaculture Section/ FPSSD BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request		Client's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request to the Regional Director's Office	1. Receive and record letter request	None	5 Minutes	<i>Admin Staff Regional Director's Office</i>
	1.1 Forward the letter request to FPSSD	None	5 Minutes	<i>Admin Staff Regional Director's Office</i>
	1.2 Receive and prepare response letter with appropriate action	None	4 Days	<i>FPSSD/ Aquaculture Section/Inland Fisheries Section</i>
	1.3 Approval of the forwarded reply letter with corresponding inputs/comments	None	2 Days	<i>Regional Director's Office</i>
2. Receive approved reply letter with required technical inputs.	2. Release the approved reply letter thru registered mail or email	None	10 Minutes	<i>Regional Director's Office/FPSSD/Aquaculture Section/Inland Fisheries Section</i>
<b>TOTAL:</b>			6 Days, 20 Minutes	

#### 4. Technical Assistance thru Letter Request Memorandum (technical Inputs/Comments)

FPSSD renders technical assistance to its clients through the provision of technical inputs/comments to pertinent documents pertaining to fisheries.

<b>Office or Division</b>	Inland Fisheries Section/ Aquaculture Section/ FPSSD BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2C			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request or Memorandum		Client/Requesting Party		
Hard copy of the document for technical inputs/comments		Clients Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request	1. Receive the letter request	None	5 Minutes	<i>Regional Director's Office</i>
	1.1 Forward the letter request to FPSSD for appropriate action	None	5 Minutes	<i>Regional Director's Office</i>
	1.2 Receive and record the letter request for review, comment/input consolidation and reply preparation	None	4 Days	FPSSD/Aquaculture Section/Inland Fisheries Section
	1.3 Approval of the forwarded reply letter with corresponding inputs/comments	None	2 Days	<i>Regional Director's Office</i>
2. Receive approved reply letter with required technical inputs	2. Release the approved reply letter thru registered mail or e-mail	None	10 Minutes	Regional Director's Office/FPSSD/Aquaculture Section/Inland Fisheries Section
<b>TOTAL:</b>		None	6 Days, 20 Minutes	

## 5. Technical Assistance and Advisory Services on Fisheries

<b>Office or Division</b>	Fisheries Production and Support Services Division BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C			
<b>Who may avail:</b>	Fish Farmers/ Fisherfolks			
	General Public (Walk-in)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request letter (for those requesting on-site technical assistance)		Client/Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Request letter to the RD's	1. Take action on the Request Lettter and	None	10 Minutes	<i>Regional Director</i>
2. Take note schedule of the Technical Assistance on-site	2. Arrange schedule for on-site visit	None	15 Minutes	Chief, FPSSD
3. Allow the conduct of the on-site technical assistance	3. Conduct on-site technical assistance.	None	1 Day (excl. travel time)	Chief, FPSSD
4. Receive copy of the report	4. Prepare Technical Assistance Report addressed to the Regional Director.	None	1 Hour	Chief, FPSSD
<b>TOTAL:</b>		None	1 Day, 1 Hour, 25 Minutes	

## 6. Field Monitoring and Evaluation of Maturation, Breeding, Spawning, and Larval

IFAD through its National Shrimp Production Program conducts monitoring and evaluation of hatchery facilities and grow-out farms in compliance to minimum biosecurity measures.

<b>Office or Division</b>	Fisheries Production and Support Services Division BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2B-Government to Business			
<b>Who may avail:</b>	Registered and Accredited Grow-out Farms and Hatcheries			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Copy of Certificate of Compliance/ Registration		Client's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1	1. Coordinate with the client and/or BFAR Regional Officer regarding the monitoring and evaluation	None	30 Minutes	<i>Technical Staff IFAD Office</i>
2. Prepare the Certificate of Compliance/Registration, Biosecurity Operating Procedures and other documents used for the operations of the facilities to be monitored and attend the exit meeting.	2. Actual monitoring and assessment of farm/hatchery facilities and exit meeting with client.	None	1 Day	<i>Aquaculturist I/Aquaculturist II/ Senior Aquaculturist/ Supervising Aquaculturist IFAD Office</i>
	2.1 Prepare assesment report	None	1 Hour	<i>Aquaculturist I IFAD Office</i>
	2.2 Provide Regional Office a copy furnish of assessment report thru email	None	30 Minutes	<i>Aquaculturist I IFAD Office</i>
<b>TOTAL:</b>			1 Day, 2 Hours	

## 7. Promotion of Develop and Operating Mariculture Parks/ Zones for Intensive

The bureau is in partnership with Land Bank of the Philippines to provide an expanded financial, technical, and marketing assistance to the fisheries sector to improve production efficiency and optimize utilization of mariculture parks.

<b>Office or Division</b>	Fisheries Production and Support Services Division BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B- Government to Business Entity; G2G			
<b>Who may avail:</b>	Financing Institution (Landbank- Program Mangement Department 1) as co-implementer			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Business Proposals and Documentary Evidence		Client for Loan Application shall comply		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Endorse loan application for technical review	1. Received endorsement of loan application for tehcnical review	None	10 Minutes	<i>Admin Staff IFAD Office</i>
	1.1 Route loan applicaton for technical review	None	2 Days	Assistant Director Office for Technical Services ADOTECH Office
	1.2 Receive loan application for technical review	None	2 Hours	Admin Assistant IV IFAD Office
	1.3 Prepare resolution for approval/disapproval	None	7 Days	Fisheries Trust Fund Oversight Committee member (FTFOC) with ADOTECH as FTFOC Chairman and Finance Division and Fisheries Planning and Economic Division as members ADOTECH Office.
	1.4 Recording Keeping	None	5 Minutes	<i>Admin Assistant IV IFAD Office</i>
2. Receive of approved Resolution	2. Relaese of approved Resolution.	None	1 Hour	Admin Staff Record Unit
<b>TOTAL:</b>			9 Days, 3 Hours, 15 Minutes	

## 8. Field Monitoring and Evaluation of National Seaweed Development Program

FPSSD conducts monitoring and evaluation of the program's implementation to assess the effectiveness of the program interventions to increase seaweed production and improve livelihood of seaweed farmers.

<b>Office or Division</b>	Fisheries Production and Support Services Division BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Registered and non-registered Seaweed Farmers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Production Record				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1	1.1 Coordinate with the client regarding the monitoring and assessment	None	30 Minutes	<i>FPSSD Staff</i>
2. Participate on the monitoring and assessment	2. On-site monitoring and assesment	None	45 Minutes	<i>FPSSD</i>
	2.1 Prepare assessment report upon return to the Regional Office.	None	2 Days	<i>FPSSD</i>
	2.3 Provide Central Office a copy furnish of assessment report thru e-mail for feedback purposes.	None	30 Minutes	<i>FPSSD Staff</i>
<b>TOTAL:</b>		None	2 Days, 1 Hour, 45 Minutes	

## 9. Technical Assistance thru Telephone Inquiry

The Fisheries pOst Harvest Section through Provincial Fisheries Offices (PFOs) renders advisory services

<b>Office or Division</b>	Fisheries Production and Support Services Division BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B- Government to Business Entity; G2G			
<b>Who may avail:</b>	(Internal) Provincial Fishery Offices, BFAR Regional Fishery Officers, BFAR and (External) MSMEs, Exporters/Fish Processors, Potential Fish Processors, Academe			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Telephone call to BFAR IX- FPSSD	1. Answer telephone call inquiry	None	5 Minutes	<i>BFAR Regional Office- Fisheries Post-Harvest Section</i>
2. Discuss needed informations/concerns	2. Render/Provide technical assistance/inquiry and/or endorsed to the	None	10 Minutes Maximum	<i>BFAR Regional Office- Fisheries Post-Harvest Section</i>
<b>TOTAL:</b>		None	15 Minutes	

## 10. Technical Assistance Request for (Information Education and Communication

The Fisheries Post Harvest Section Through the provincial Fisheries Offices (PFOs) provides IEC materials and available post harvest related data/references upon request from concerned stakeholders; sends resource person on specific post harvest topics upon request.

<b>Office or Division</b>	Fisheries Post-Harvest Section/ FPSSD BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B- Government to Business Entity; G2G			
<b>Who may avail:</b>	(Internal) Provincial Fishery Offices, BFAR Regional Fishery Officers, BFAR and (External) MSMEs, Exporters/Fish Processors, Potential Fish Processors, Academe			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request		Client/Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request to the Regional Director's Office	1. Receive and record letter request	None	5 Minutes	<i>Regional Director's Office Staff Regional Director's Office</i>
	1.1 Forward documents to the Fisheries Post-Harvest Technology Division (FPHTD) for appropriate action	None	5 Minutes	<i>Director's Office Staff BFAR-Fisheries Post-Harvest Section</i>
	1.2 Receive and record letter request and forwarded to Division Chief	None	5 Minutes	<i>BFAR-Fisheries Post-Harvest Section</i>
	1.3 Review and refer to technical staff for appropriate action and/or endorsed to the Provincial Fisheries Offices (PFOs)	None	1 Hour	<i>Division Chief BFAR-Fisheries Post-Harvest Section</i>
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1.4 Review and conduct data gathering	None	4 Hours	<i>BFAR-Post Harvest Section/PFOs/CFOs</i>
	1.5 Prepare reply letter and refer to Division Chief/PFOs/CFOs for initial	None	1 Hour	<i>Division Chief/PFO/CFO BFAR-Fisheries Post-Harvest Section</i>
	1.6 Received letter reply and affix initial and forward to Regional Director's Office for approval/signature	None	2 Days	<i>Administrative Assistant V, Administrative Assistant III BFAR-Record Unit</i>

2. Receive signed letter reply with approved attached pertinent documents	2. Received approved signed reply letter and forward to Record Section for release	None	5 Days	<i>Administrative Assistant III, Administrative Assistant IV BFAR- Fisheries Post-Harvest Technology Division Office</i>
	2.1 Release signed document and send thru e-mail or snail mail	None	2 Days	<i>Records Staff BFAR- Record Unit</i>
<b>TOTAL:</b>		None	2 Days, 6 ours, 25 Minutes	

## 11. Technical Assistance thru Letter Request/ Memorandum (Technical Inputs/ Comments)

The Fisheries Post Harvest Section through PFOs/CFOs provides technical inputs/comments on post harvest related matters as per letter request from concerned stakeholders or memorandum from other concerned agencies and BFAR divisions.

<b>Office or Division</b>	Fisheries Post-Harvest Section Regional Office IX, R.T. Lim Blvd., Zamboanga City				BFAR
<b>Classification</b>	Complex				
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B- Government to Business Entity; G2G				
<b>Who may avail:</b>	(Internal) Provincial Fishery Offices, BFAR Regional Fishery Officers, BFAR and (External) MSMEs, Exporters/Fish Processors, Potential Fish Processors, Academe				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
Letter request with attached pertinent			Client/Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>	
1. Letter request/memorandum with attached pertinent documents	1. Received and record of letter request/memorandum	None	5 Minutes	Regional Director's Office Staff	
	1.1 Forward documents to the Post-Harvest Section/PFOs/CFOs for appropriate action	None	5 Minutes	Regional Director's Office Staff	
	1.2 Received and record letter request/memorandum	None	5 Minutes	BFAR-Fisheries Post-Harvest Section/PFOs/CFOs	
	1.3 Review and refer to technical staff for appropriate action	None	1 Hour	BFAR-Fisheries Post-Harvest Section/PFOs/CFOs	
	5. Review and conduct of data gathering and technical inputs	None	1 Week	BFAR-Fisheries Post-Harvest Section/PFOs/CFOs	
	6. Prepare reply letter and recommend technical inputs	None	1 Hour	BFAR-Fisheries Post-Harvest Section/PFOs/CFOs	
2. Receive signed letter reply with required/recommended technical inputs	2. Receive signed/ approved reply letter and forward to Records Section for release	None	3 Days	Administrative Assistant V, Administrative Assistant III BFAR-Fisheries Post-Harvest Technology Division Office	
	2.1 Release signed document and send thru e-mail			Records Staff BFAR-Record Unit	
<b>TOTAL:</b>		None	10 Days, 2 Hours, 15 Minutes		

## 12. Letter Request for Assistance/Conduct (Technology Demonstration, Lecture, Field Visit, and Site Validation)

The Fisheries Post Harvest Technology Division conducts technology demonstration and lectures on

<b>Office or Division</b>	Fisheries Post-Harvest Section (FPHS) BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B- Government to Business Entity; G2G			
<b>Who may avail:</b>	(Internal) Provincial Fishery Offices, BFAR Regional Fishery Officers, BFAR and (External) MSMEs, Exporters/Fish Processors, Potential Fish Processors, Academe			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request		Client/Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request to the Director's Office	1. Receive and record letter request for assistance	None	5 Minutes	<i>Director's Office Staff</i> Director's Office
	1.1 Forward documents to the Fisheries Post-Harvest Technology Division (FPHTD) for appropriate action	None	5 Minutes	<i>Director's Office Staff</i> Director's Office
	1.2 Receive and record letter request	None	5 Minutes	<i>Administrative Assistant III</i> BFAR-Fisheries Post-Harvest Technology Division Office
	1.3 Review and refer to technical staff for appropriate action	None	1 Hour	<i>Division Chief/OIC</i> BFAR-Fisheries Post-Harvest Technology Division Office
	1.4 Prepare reply letter with proposed activity details	None	3 Hours	<i>Senior Aquaculturist, Aquaculturist I</i> BFAR-Fisheries Post-Harvest Technology Division Office
	1.5 Received letter reply and affix initial and forward to Director's Office for approval/ signature	None	10 Minutes	<i>Director's Office Staff</i> Director's Office

2. Receive letter reply and activity details	2. Receive approval reply letter and forward to Record Section to release	None	2 Days	Administrative Assistant V, Administrative Assistant III BFAR-Record Section
3. Receive signed	3. Coordinate/notify and	None	3 Days	Aquaculturist I, Senior Aquaculturist
4. Actively participate/attend in the activities	4. Conduct of Technology demonstration, Lecture, Field Visit, Site Validation	None	5 Days	Senior Aquaculturist, Aquaculturist I, Laboratory Technician III, Aquaculturist II (JO), Senior Administrative Assistant III (JO), Administrative Assistant V (JO) Event Venue
<b>TOTAL:</b>		None	10 Days, 4 Hours, 25 Minutes	

### 13. Conduct of Marketing Services

Marketing Services in the form of trade fair participation, business matching, investment and credit facilitation and price monitoring are done depending on request received from private stakeholders, LGUs and other interested parties. Marketing services serve as an avenue for BFAR IX to extend market matching, linking stakeholders to appropriate credit facilities and providing information about existing market prices of fisher products/commodities.

<b>Office or Division</b>	FPSSD- Fisheries Post Harvest and Marketing Section BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B- Government to Business Entity; G2G			
<b>Who may avail:</b>	Private Stakeholders			
	Local Government Units (LGUs)			
	Other interested parties			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request		Requesting party		
Regional Director's approval		Office of the Regional Director		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request (LR)	1. Records Office receive LR and forward to ORD	None	30 Minutes	<i>Aquacultural Technician I/ FPSSD Staff</i>
	1.1 RD acts on the request; ORD staff route to FPSSD	None	2 Days	Regional Director/ Aquaculturist I
	1.2 FPSSD Chief forward request to FPHMS for coordination with the requesting party	None	30 Minutes	FPSSD Chief
	1.3 FPHMS Technical Staff coordinate with requesting party on the activity details and requirements	None	2 Hours	FPHMS Technical Staff
2. Attend marketing service activity	2. FPHMS technical staff conduct marketing services	None	1 Day	FPHMS Technical Staff
<b>TOTAL:</b>		None	3 Days, 3 Hours	

## 14. Technology Transfer for Fish/Fishery Products

Technology transfer for fish/fishery products is a means by which BFAR IX is able to update fisheries stakeholders on technologies that can help augment income. This can come in the form of fish processing demonstrations on how to make/cook various fish/ fishery food products.

<b>Office or Division</b>	FPSSD- Fisheries Post Harvest and Marketing Section (FPHMS) BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B- Government to Business Entity; G2G			
<b>Who may avail:</b>	Private Stakeholders			
	Local Government Units (LGUs)			
	Other interested parties			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request		Requesting Party		
Regional Director's approval		Office of the Regional Director		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request (LR)	1. Records Office receive LR and forward to ORD	None	30 Minutes	<i>Aquacultural Technician I</i>
	1.1 RD acts on the request; ORD staff route to FPSSD	None	2 Days	<i>Regional Director Aquaculturist</i>
	1.2 FPSSD Chief forward request to OIC-FPHMS for coordination with the requesting party	None	30 Minutes	<i>FPSSD Chief</i>
	1.3 OIC-FPHMS assigns staff to coordinate with the requesting party	None	2 Hours	<i>OIC-FPHMS</i>
	1.4 FPHMS technical staff coordinate with requesting party and schedule activity	None	1 Day	<i>FPHMS Technical Staff</i>
	1.5 FPHMS technical staff conduct technology transfer/service	None	1 Day	<i>FPHMS Technical Staff</i>
2. Attend technology transfer/service				
<b>TOTAL:</b>		None	4 Days, 4 3 Hours	

**REGIONAL FISHERIES TRAINING AND FISHERFOLK  
COORDINATON DIVIONS (RFTFCD)**

**FRONT LINE SERVICES**

## 1. Provision of Technical Trainings

BFAR undertakes direct training provisions and other capacity-building program in order to provide clients access to the various technical know-hows and to facilitate transfer of skills and modern fishery technology available in the industry. The training will be implemented through modular approach and counterparting scheme. It will be conducted through a collaborative effort among PFOs, LGUs, beneficiaries/fisherfolk and other concerned agencies.

<b>Office or Division</b>	Regional Fisheries Training and Fisherflok Coordination Division - TRAINING UNIT BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2C/G2G			
<b>Who may avail:</b>	Registered Fisherfolk, Fisherfolk Organizations/Cooperatives, LGUs, Stakeholders, BFAR			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request /Letter of Intent		Interested Client		
Counterpart (in kind as stated in the letter request)		Interested Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request/letter of intent	1. Receives and forwards letter request/letter of intent to the Office of the	NONE	3 Minutes	Records Unit
	1.1 Reviews, acts and forwards to RFTFCD for information of the client	NONE	4 Hours	Regional Director
	1.2 Prepares letter reply ( <i>indicating approval/non-approval of request and date of schedule</i> )	NONE	1 Hour	Chief, RFTFCD
	1.3 Forwards to the Office of the Regional Director for signature	NONE	5 Minutes	Chief, RFTFCD
	1.4 Coordinates with the concerned PFO's (for approved request)	NONE	5 Minutes	Chief, RFTFCD
2. Attend Training	2. Conducts Training	NONE	3 Days	Chief, RFTFCD
	2.1 Filling-out of prescribed forms	NONE	15 Minutes	Chief, RFTFCD
	2.3 Prepares necessary documents to support for payment	NONE	2 Hours	Chief, RFTFCD
<b>TOTAL:</b>			3 Days, 3 Hours, 28 Minutes	

## 2. Provision of Technical Assistance

In the pursuit of its objective for a modernized fishery sector, the BFAR contributes to its growth and advancement in the form of technical assistance and provision of expertise for various stakeholders to help with the implementation of fishery development programs at regional, local and community levels.

<b>Office or Division</b>	Regional Fisheries Training and Fisherfolk Coordination Division BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2C/G2B/G2G			
<b>Who may avail:</b>	Registered Fisherfolk, Fisherfolk Organizations/Cooperatives, LGUs, Stakeholders, PFOs			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request /Letter of Intent		Interested Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request/letter of intent	1. Receives and forwards letter request/letter of intent to the Office of the Regional Director	NONE	3 Minutes	Receiving Officer, Office of the Regional Director
	1.1 Reviews, acts and forwards to RFTFCD for information of the client	NONE	3 Days	Regional Director
	1.2 Prepares letter reply (indicating schedule of on-site inspection/validation)	NONE	1 Hour	Chief, RFTFCD
	1.3 Forwards to the Office of the Regional Director for signature	NONE	5 Minutes	Regional Director
2. Receive Reply Letter	2. Delivers letter reply	NONE	1 Day	Receiving Officer, Office of the Regional Director
3. Coordinate with Agency Personnel relative to requested Technical Assistance	3. Coordinates w/ the concerned clients	NONE	1 Day	Chief, RFTFCD
<b>TOTAL:</b>			5 Days, 1 Hour, 8 Minutes	

### 3. FARMC Strengthening

Concerned about the progress of the coastal and fisheries in every community, the BFAR promotes the strengthening of Fisheries Council in various municipalities and provinces in the region. This is accomplished through encouraging the fisherfolk representatives and directors to take initiatives, pursue more accomplishments, and to activate all Fisheries and Aquatic Resources Management Council (FARMC) units. The Fisherfolk/FARMC Coordination Unit will facilitate any activities/projects related to the organization, strengthening, and empowerment of fisherfolk/FARMC in the region.

<b>Office or Division</b>		RFTFCD - Regional Fisherfolk Coordination Center/ Unit		
<b>Classification</b>		Complex		
<b>Type of Transaction</b>		G2C/ G2G		
<b>Who may avail:</b>		PLGU, MLGU and BLGU; FARMC		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request /Letter of Intent		Interested Client		
Counterpart (in kind)		Interested Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request/letter of intent	1. Receives and forwards letter request/letter of intent to the Office of the Regional Director	NONE	3 Minutes	Receiving Officer, Office of the Regional Director
	1.1 Reviews, acts and forwards back to RFTFCD for information of the client	NONE	4 hours	Regional Director
	1.2 Prepares letter reply ( <i>indicating approval/non-approval of request and date of schedule</i> )	NONE	1 hour	Chief, RFTFCD
	1.3 Forwards to the Office of the Regional Director for signature	NONE	1 hour	Chief, RFTFCD
2. Coordinate with FARMC Coordinator	2. Coordinates with the concerned clients (for approved request)	NONE	5 minutes	Head, FARMC Coordinator
3. Attend FARMC Strengthening	3. Conducts FARMC Strengthening	NONE	4 days	FARMC Coordinator
4. Fill-out Client Feedback Form	4. Filling-out of prescribed forms	NONE	15 minutes	FARMC Coordinator
	4.1 Prepares necessary documents to support for payment	NONE	2 hours	Chief, RFTFCD/ FARMC Coordinator
<b>TOTAL:</b>			1 Day, 7 Hours, 23 Minutes	

**REGIONAL ADJUDICATION COMMITTEE SECRETARIAT  
(RACS)  
FRONT LINE SERVICES**

## 1. Resolution of Fisheries Administrative Cases

The Adjudication Committee renders judgement on cases involving the determination of violations of Fisheries Laws filed by Fisheries Resources Protection Group and/or any law enforcement group deputized by law.

<b>Office or Division</b>	BFAR- Adjudication Committee BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2G - Government to Government			
<b>Who may avail:</b>	BFAR and/or any law enforcement group deputized by law to enforce the Fisheries Laws			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Filing of Verified Complaint at the Regional Secretariat/National Secretariat	1. Receive and review the complaint	None	15 Minutes	<i>Admin Assistant</i> Adjudication Committee
	1.1 Summon the respondent to file a verified answer	None	Within 15 Days	<i>Hearing Officer</i> Adjudication Committee
2. Respondent files verified answer within 15 Days from receipt of the summon	2. Receive the verified answer from respondent	None	15 Minutes	<i>Admin Assistant</i> Adjudication Committee
	2.1 Conduct clarificatory conference	None	1 Day	<i>Hearing Officer</i> Adjudication Committee
	2.2. Forward the records of the case to the Secretariat with an attached recommendation/ draft decision	None	Within 15 Days	<i>Hearing Officer</i> Adjudication Committee
	2.3. Issue Decision	None	Within 60 Days from receipt of case records	Adjudication Committee
	2.4 Send the decision to the client	None		<i>Records Section</i> BFAR Central Office
<b>TOTAL:</b>			90 Days	

This service is covered under Rules of Procedure on Adjudication of Fisheries Laws Cases (RPAC).

## 2. Resolution of Fisheries Adjudicative Cases

The Adjudication Committee renders judgment on cases filed involving the determination of rights and privileges and/or the grant of reliefs under fisheries laws.

<b>Office or Division</b>	BFAR- Adjudication Committee BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Any citizen whose rights and privileges under the fisheries laws were violated.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Verified Complaint (1 Original copy)		Complainant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Filing of Verified Complaint	1. Receive and review the complaint	Filing fee - PHP300	15 Minutes	<i>Admin Assistant</i> Adjudication Committee
	1.1 Summon the respondent to file a verified answer	None	Within 15 Days	<i>Hearing Officer</i> Adjudication Committee
2. Respondent files verified answer within 15 days from receipt of the summon	2. Receive verified answer from respondent	None	15 Minutes	<i>Admin Assistant</i> Adjudication Committee
	2.1 Conduct clarificatory conference	None	1 Day	<i>Hearing Officer</i> Adjudication Committee
3. Filing of the Verified Position Papers by the Complainant and Respondent within 15 Days after the clarificatory conference	3.1 Receive the verified position papers	None	15 Days	<i>Admin Assistant</i> Adjudication Committee
	3.1. Forward the records of the case to the Secretariat with attached recommendation.	None	Within 15 Days from receipt of the position papers	<i>Admin Assistant</i> Adjudication Committee
	2.3. Draft decision for approval of the Adjudication Committee	None	Within 60 Days from receipt of case records	<i>Hearing Officer</i> Adjudication Committee
	2.4 Send the decision to the client	None		<i>Records Section</i> BFAR Central Office
<b>TOTAL:</b>			106 Days, 60 Minutes	

### 3. Approval of Settlement Offers

Persons accused of violating the fisheries laws may offer to settle by paying the settlement amount approved by the Committee.

<b>Office or Division</b>	BFAR- Adjudication Committee BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2G - Government to Government			
<b>Who may avail:</b>	Alleged Violators			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. File a letter of offer to settle	1. Accept and evaluate the validity of the offer.	None		<i>Hearing Officer</i> Adjudication Committee
	1.1 Inform the client of the approval or denial of the offer to settle	None	Within 15 days upon receipt	<i>Hearing Officer</i> Adjudication Committee
<b>TOTAL:</b>			15 Days	

## **REGIONAL FISHERIES OFFICE IX**

### **NON-FRONT LINE SERVICES**

## **FINANCE AND ADMINISTRATIVE UNIT**

### **NON-FRONT LINE SERVICES**

## 1. Approval of Purchase Request for Procurement of Goods and Infrastructure

<b>Office or Division</b>	Finance and Admin Unit BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G			
<b>Who may avail:</b>	Division/Section/Unit/Station Heads and PFOs			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved PPMP and APP		Requesting Office		
Complete Engineering Design (for infra and other)		Licensed Engineer		
Training/Activity Design (for Training only)		Requesting Office		
Project Proposal (for materials and supplies)		Requesting Office		
Pre and Post Inspection (for vehicle)		Motorpool/GSU		
<b>CLIENT STEPS</b>	<b>OFFICE/DIVISION ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Preparation and Submission of Purchase Request	1.Stamps receive and forward to GSU	None	3 Minutes	Planning Officer
	1.1 Checks attached documents and assign PR Number then forwarded to PMEUE	None	5 Minutes	Supply Officer
	1.2 Charging of accounts based on the Approved Work and Financial Plan then forwarded to Budget	None	3 Minutes	Budget Officer
	1.3 Earmarks the budget allocation then forwarded to Admin and Finance Chief	None	3 Minutes	Budget Officer
	1.5 Approval of Purchase Request	None	1 Day	Regional Director
	1.6 Forward to BAC for Procurement process based on RA 9184	None	5 minutes	BAC
<b>TOTAL:</b>		<b>None</b>	<b>1 Day, 19 Minutes</b>	

## 2. Approved Purchase Order/Contract/Job Order

<b>Office or Division</b>	Finance and Admin Unit BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G			
<b>Who may avail:</b>	Division/Section/Unit/Station Heads and PFOs			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Complete set of procurement documents up to Award		BAC		
<b>CLIENT STEPS</b>	<b>OFFICE/DIVISION ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Complete set of procurement documents up to award from BAC office (Small Value/Open Bid procurement process) with transmittal letter	1. Stamp receive the complete documents	None	2 Minutes	Supply Officer
	1.1 Prepares and facilitates Purchase Order/Contract/Job Order up to ORD for approval	None	15 Minutes	Concerned Unit
	1.2 Records in Journal and sign for the funds availability, then forward to Budget Office	None	5 Minutes	Accountant
	1.3 Prepare Purchase Order/Contract/Job Order to the winning suppliers, then forward to Budget Office for issuance of ORS	None	30 Minutes	Budget Officer
	1.4 Prepares and issues ORS, then forward to End- user for signing of Box A	None	5 Minutes	Budget Officer
	1.5 Receives approved Purchase Order/Contract/Job Order and call the winning supplier informing the PO/COS/JO approved with number of days to complete the delivery	None	3 Minutes	BAC Staff

CLIENT STEPS	OFFICE/DIVISION ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6 Approves Purchase Order/Contract/Job Order , forward to accounting office for availability of Funds	None	1 Day	Regional Director
	1.7 Submits approved Purchase Order/Job Order/Contract of Service to COA (within 5 days after conformity)	None	3 Minutes	Administrative Officer IV Concerned Unit
<b>TOTAL:</b>		<b>None</b>	<b>1 Day, 1 Hour, 3 Minutes</b>	

### 3. Facilitation of Deliveries of Goods, Infrastructure and Services

<b>Office or Division</b>	Finance and Admin Unit BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G			
<b>Who may avail:</b>	Division/Section/Unit/Station Heads and PFOs			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved Purchase Request		Office of the Director		
Schedule of Deliveries		End User (prescribe in PO/COS/JO)		
<b>CLIENT STEPS</b>	<b>OFFICE/DIVISION ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for inspection	1. Letter Request for inspection Stamp receive and forward to office of the Regional Director/ assigned OIC	None	3 Minutes	Receiving Officer
	1.1 Written instructions to supply for appropriate actions	None	3 Minutes	Regional Director
	1.2 Prepares Letter Request to the inspectorate team and COA office informing the schedule of deliveries /services	None	15 mins.	End-User
	1.3 Renders Inspection	None	2 Days	Inspector/Inspector Team
	1.4 Prepares Inspection and Acceptance Report , sign by inspector and GSU head attach with delivery receipt from the supplier. For Infra, checks the SWA prepared and submitted by the contractor	None	1 Day	Inspector/Inspector Team

	1.5. Prepares Receipt and Issuance Slip (RIS) with complete documentations attached (Billing statement/Account Statement, Acknowledgement Receipt and list of the beneficiaries, Deed of Donation for PPE) and forward to the End User for signature of RIS	None	1 Day	Supply Officer
<b>CLIENT STEPS</b>	<b>OFFICE/DIVISION ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

2. Receive and Sign RIS form	2. Receives and signs RIS from End User then forward to ORD/Chief of FAO for Approval	None	15 Minutes	Supply Officer
	2.1 Approves RIS, forward to Property office for recording to inventory of supplies ledger, stock card and issues property custodian slip with corresponding number	None	15 Minutes	Supply Officer
	2.2 Receives and checks the completeness of documents and wait for the request of payment from the supplier/contractor	None	15 Minutes	Supply Officer
<b>TOTAL:</b>		<b>None</b>	<b>4 Days, 1 Hour, 6 Minutes</b>	

#### 4. Payment of Goods and Infrastructure Procurement

<b>Office or Division</b>	Finance and Admin Unit BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G			
<b>Who may avail:</b>	Suppliers, Contractors			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Additional Requirements for Payment:</b>				
Complete set of documents from procurement		BAC		
Inspection Slip		Inspector and General Services Unit		
Statement of Work Accomplishment (for Infra		Licensed Engineer		
Receipt and Issuance Slip (RIS)		General Services Unit		
Delivery Receipt (for Goods)		Supplier		
Billing Statement		Supplier		
Attendance Sheet with full documentation (for training, meetings, etc.)		Requesting Office		
<b>CLIENT STEPS</b>	<b>OFFICE/DIVISION ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Letter Request/Billing Statement for Payment	1. Receives Letter Request/Billing Statement then forward to ORD for notation	None	3 Minutes	Concerned Unit FAD (Community Development Officer II Records)
	1.1 Receives Letter Request/Billing Statement for Payment from office of the Regional Director with notation	None	3 Minutes	OIC-FAD/Supply Officer
	1.2 Retrieves and re-check all the documents with complete requirements for payment processing (goods and Infra)	None	30 Minutes	Accountant
	1.3 Prepares Disbursement Vouchers, forward to End-user for signing of box A, forward to Accounting	None	1 Day	Supply Officer
	1.4 Receives and checks proper attachments of the document and assign DV number , forward to Accountant for certifying the completeness of documents for payment	None	5 Minutes	Supply Officer

CLIENT STEPS	OFFICE/DIVISION ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5 Receives DV with complete attachments for certifying and sign by the Accountant/OIC of the accounting Office ,then endorse to the office of the Director/ OIC for approval of payment	None	3 Minutes	Accountant
	1.6 Receive and Approve for payment the process DV, send back to Accounting Office for LDDAP-ADA preparation	None	5 minutes	Regional Director
	1.7 Preparation of LDDAP-ADA and sign (Box 1)	None	15 Minutes	Accountant
	1.8 Forwards approved DV to the Cashiering Section with LDDAP-ADA advance copy for preparation of finds, summary and RCI	None	5 Minutes	Accountant
	1.9 Receive approved DV for counter checking and prepares summary, finds and RCI , sign the box 2	None	5 Minutes	Cashier
	1.10 Endorse to ORD/OIC, to sign box 3, forward back to cashiering for submission to LBP	None	3 Hours	Cashier
	1.11 Endorse to Land Bank of the Philippines for Crediting to end-user Account	None	2 Days	Cashier
	1.12 Contacts the supplier/contractor for their payment request (either downloaded directly to their account/check issue) and asks for the official receipts	None	2 Minutes	Cashiering
<b>TOTAL:</b>		<b>None</b>	<b>3 Days, 4 Hours, 16 Minutes</b>	

## 5. Payment of Travelling Expenses Voucher

<b>Office or Division</b>	Finance and Admin Division BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G/G2C			
<b>Who may avail:</b>	Government Employees, Consuming Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Travel Order (original)		BFAR , ORD/OIC		
Certificate of Appearance (original)		various agencies/offices		
Itinerary of Travel (numbered and received by		from End-user		
Certificate of Travel Completed		from End-user		
Post Travel Report		from End-user		
Certificate of Completion (trainings,seminars)		from End-user		
Tickets, Boarding Pass, for motorhire: Fare		from End-user		
-Certificate of Expenses not Requiring Receipt		from End-user		
RER		from End-user		
Communication/Invitation/Memo		from End-user		
<b>CLIENT STEPS</b>	<b>OFFICE/DIVISION ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Reimbursement of Traveling Expenses	1. Stamp receive, then forward to Acctg office for review and check	None	2 Minutes	OIC-FAD
	1.1 Reviews the completeness of the attached documents	None	2 Minutes	Accountant
	1.2 Checks the correctness of the applied per diem on travel reimbursement (slashing)	None	3 Minutes	Accountant
	1.3 Endorse to the Approving Officer for signature	None	2 Minutes	Accountant
	1.4 Receives and approves the IT, CTC , PTR & Box A of DV, endorse to Budget for Obligation Request and Status (ORS)	None	2 Minutes	Concerned Unit
	1.5 Receives and prepares Obligation Request and Status, forward to office concern for signature in Box A of ORS	None	2 Minutes	Budget Officer
	1.6 Receives and sign Box A of ORS, return back to budget for signing of Box B	None	2 Minutes	Concerned Unit

CLIENT STEPS	OFFICE/DIVISION ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.7 Receives and sign Box B for approving budget allocation, forward to acctg for payment preparation	None	2 Minutes	Budget Officer
	1.8 Receives, assigns DV number, records in ledger , fill-up account entries in Box B and sign BOX C of DV, forward to FAO for initial of Box D	None	2 Minutes	Accountant
	1.9 Preparation of LDDAP-ADA and sign (Box 1)	None	10 Minutes	Accountant
	1.10 Forward approved DV to the Cashiering with LDDAP-ADA advance copy for preparation of findes, summary and RCI	None	5 Minutes	Accountant
	1.11 Receives approved DV for counter checking and prepare summary, findes and RCI , sign the box 2	None	5 Minutes	Cashier
	1.12 Endorse to ORD/OIC, to sign box 3, forward back to cashiering for submission to LBP	None	3 Hours	Cashier
	1.13 Endorse to Land Bank of the Philippines for Crediting to end-user Account	None	2 Days	Cashier
<b>TOTAL:</b>		<b>None</b>	<b>2 Days, 3 Hours, 39 Minutes</b>	

## 6. Processing of Voucher (Liquidation of Cash Advances/Pre-payment)

<b>Office or Division</b>	Finance and Admin Division BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G			
<b>Who may avail:</b>	BFAR Office Heads			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Liquidation of Cash Advance:				
Disbursement Voucher		Acctg Office, BFAR		
Copy of Approved Purchase Request		Acctg Office, BFAR		
Copy of Disbursement Voucher		Acctg Office, BFAR		
Actual Receipts incurred		End User		
Inspection and Acceptance Report		End User		
Photocopy of ORS		End User		
FQ (for expenses exceeding 1,000.00)		End User		
O.R. In case of refund		End User		
Abstract of Canvass		End User		
Liquidation of Travel Pre-payment:				
Disbursement Voucher		Acctg Office, BFAR		
Copy of previous approved Itinerary of Travel		Acctg Office, BFAR		
Copy of previous approved Disbursement Voucher		Acctg Office, BFAR		
Photocopy of ORS		Acctg Office, BFAR		
Tickets, Boarding Pass, Receipts etc (traveling expenses)		End User		
Approved T.O & Certificate of Appearance		End User		
Revised I.T. (indicating actual incurred		End User		
RER/CENRR (if applicable)		End User		
O.R. In case of refund		End User		
Certificate of Travel Completed		End User		
Post Travel Report		End User		
<b>CLIENT STEPS</b>	<b>OFFICE/DIVISION ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Prepare Liquidation of Cash Advance/Pre-Payment	1. Stamp receive, forward to Acctg office for review	None	2 Minutes	OIC-FAD/Concerned Unit

CLIENT STEPS	OFFICE/DIVISION ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Receives and reviews the completeness of the attached documents and assign DV number, forward to Accountant for signing the approval of completeness of the attachments, forward to Approving office	None	10 Minutes	Accountant
	1.3 Receives, checks and approves the liquidation, return back to accounting office, send copy of the process liquidation to the end user informing the status whether refundable or not	None	2 minutes	Regional Director
<b>TOTAL:</b>		<b>None</b>	<b>14 Minutes</b>	

## **ACCOUNTING UNIT**

### **NON-FRONT LINE SERVICES**

## 1. PROCESSING OF VOUCHERS

Processing of Vouchers for payroll, claims, supplies, infrastructure projects and others. The Accounting Section shall review and check the accuracy and completeness of the voucher and attached documents submitted.

<b>Office or Division</b>	Finance and Administrative Division BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G ( Government to Government) and G2C (Government to Client)			
<b>Who may avail:</b>	Government			
	Clients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receipt the voucher	1. Records voucher and stamps <b>RECEIVED</b> .	None	2 Minutes	Accounting Staff
2. Reviewing of the voucher	2. Evaluates the documents as to completeness	None	1 Day	OIC-Accountant
3. Forwarding the voucher to the Budget section for obligation	3. Forwards the voucher so it could be obligated by the budget officer	None	3 Minutes	Accounting Staff
4. Receiving obligated voucher from the budget section	4. Receives the obligated voucher ang assigns corresponding number	None	5 Minutes	Accounting Staff
5. Preparing the JEV for the Disbursement Vouchers	5. Prepares Journal Entries	None	3 Minutes	Accounting Staff
6. Forwarding the Disbursement Voucher (DV) to the OIC-Accountant	6. Reviews and signs the JEV and Disbursement Voucher	None	3 Minutes	OIC-Accountant
7. Forwarding the Disbursement Voucher to the Regional Director or OIC-Director.	7. Records the outgoing Voucher in the index card logbook	None	2 Minutes	Accounting Staff
8. Releasing the voucher for payment	8. Prepares ADA and PACS BAL:	None	3 Minutes	Accounting Staff
	8.1 Forwards the voucher to the cashier for check issuances	None		
<b>TOTAL:</b>		<b>None</b>	<b>1 Day, 21 Minutes</b>	

## **HUMAN RESOURCE MANAGEMENT UNIT**

### **NON-FRONT LINE SERVICES**

## 1. Competence, Training and Awareness (Learning and Development)

<b>Office or Division</b>	BFAR-Human Resource Management Unit BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2G- Government to Government			
<b>Who may avail:</b>	BFAR RFO I Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. L&D Nomination Form Learning and Development Needs Assessment (LDNA) Form 2. L&D Nomination Form 3. LDNA Feedback Form 4. L&D Report Form 5. L&D Review and Evaluation Form		Human Resource Management Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Learning and Development Needs Assessment	1. HRMS & Chief Operating Units identifies L&D needs of personnel.	None	2 Days	Operating Unit Heads/ HRMU
2.Processing	2. HRMS submits L&D Plan and Nomination Form to PDC for review and endorses plan to ORD for approval of the Regional Director.	None	1 Day	HRMU/Regional Director
	2.1 HRMS Prepares Memorandum Order to personnel base on the approved Nomination Form and endorse Memo to ORD for Approval of the Regional Director.	None	1 Day	Human Resource Management Unit
3. Preparation of L&D Program	3. Preparation of L&D modules, training kits, evaluation forms and training certificates.	None	1 Day	Human Resource Management Unit

4. Execution	4. a.HRMS facilitates conduct of approved L&D activities. b.HRMS conducts L&D evaluation using standard evaluation form. c.HRMS issues certificates of completion to participant personnel. c.HRMS submits L&D Activity Report using the standard	None	3 Days	HRMO L&D Service Provider
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Evaluation (after 6 months of conducted L&D Program)	5. HRMS provides L&D Effectiveness Evaluation Form	None	1 Day	HRMU/Regional Director
	5.1 HRMO consolidate and endorse L&D review & Evaluation report	None	1 Day	
	5.2 Submit to Regional Director for Approval	None	1 Day	
	5.3 Approved RC scans and stores reports in e-L&D database and files hardcopy by the HRMS	None	2 Hours	
<b>TOTAL:</b>		<b>None</b>	<b>11 Days, 2 Hours</b>	

## 2. Rewards and Recognition of qualified employees and Officials

<b>Office or Division</b>	BFAR-Human Resource Management Unit BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G-Gov't to government employee & official			
<b>Who may avail:</b>	BFAR Regional Office personnel and staff who obtained at least Very Satisfactory			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Memorandum order		Human Resource Management Section		
1. Nomination Form		Human Resource Management Section		
2. IPCR Ratings / Staff Assessment Rating		Human Resource Management Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Preparation	1. HR prepares Memorandum Order with attached Nomination Form and circulate to all BFAR Officials and Employees for nomination/invitation for Honor Awards	None	1 Hour	Human Resource Management Unit
2. Processing	2. HRMS consolidates Nomination Form for review and evaluation of PRAISE Committee	None	4 Hours	HRMU PRAISE Committee
	2.1. PRAISE committee prepares resolution of evaluated nominees and submit recommendation to the Regional Director for Approval	None	1 day	PRAISE Committee
	2.2. Schedule awarding program for the winning awardees and notify the concerned awardees	None	2 hours	HRMU
3. Preparation of Awarding Program	3. Preparation of Plaque/ Commendation Certificates	None	2 days	HRMU
4. Execution	4. HRMS facilitates conduct of Recognition and Awards Programs.	None	1 day	HRMU
<b>TOTAL:</b>		<b>None</b>	<b>4 Days, 7 Hours</b>	

### 3. Processing of Leave Application

Processing of leave application and individual leave of casual and permanent employees

<b>Office or Division</b>	BFAR-Human Resource Management Unit BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G-Government to Government			
<b>Who may avail:</b>	BFAR Regional Office Personnel, BFAR Provincial Fisheries Office and Technology			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Leave Application Form-CSC Form 6 Revised 1998		BFAR-Administrative Division/HRMS		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplish Leave Application Form-CSC Form 6 Revised 1998	1. Receive the accomplished Leave Application Form (duly signed by immediate supervisor)	None	1 Minute	Human Resource Management Unit
	1.1 Process the filled up leave application form and update Leave Card Ledger	None	5 Minutes	Human Resource Management Unit
	1.2 For Signature of the Human Resource Management Section	None	5 Minutes	Human Resource Management Unit
	1.3 For approval of the BFAR Regional Director	None	1 Day	Regional Director's Office
	1.4 File	None	5 Minutes	Administrative Aide IV Human Resource Management Unit
	<b>TOTAL:</b>	<b>None</b>	<b>1 Day, 16 Minutes</b>	

#### 4. Processing of Terminal Leave Benefits for Retirees in the Regional Offices

Preparation of Terminal Leave Application and Individual Leave of Retired personnel/employee for processing of Terminal Leave Benefits Claim for Retirees in the Regional Offices

Office or Division	BFAR-Human Resource Management Unit BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
Classification	Complex			
Type of Transaction	G2G-Government to Government			
Who may avail:	BFAR Regional Offices Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request/ Endorsement Letter		BFAR-Regional Office		
2. Terminal Leave Computation Certified by the		BFAR-Regional Office		
3. NOSI/NOSA		BFAR-Regional Office		
4. Approval Notice from GSIS		BFAR-Regional Office		
5. Terminal Leave Application		BFAR-Regional Office		
6. Statement of Absences and Undertime		BFAR-Regional Office		
7. Duly Accomplished Form (GSIS Retirement		BFAR-Regional Office		
8. Service Record		BFAR-Regional Office		
9. Approved Ombudsman Clearance		BFAR-Regional Office		
9. NOSI/NOSA		BFAR-Regional Office		
10. Service Record		BFAR-Regional Office		
11. DA-Clearance		BFAR-Central Office		
12. Certification of no pending administrative		BFAR-Regional Office		
13. SALN		BFAR-Regional Office		
14. Appointment		BFAR-Regional Office		
15. LBP ATM Card (Photocopy with specimen		BFAR-Regional Office		
16. Subsidiary Ledger		BFAR-Regional Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application for Retirement	1.Compute Leave Credits	None	2 Hours	Human Resource Management Unit
	1.1 Prepare required documents	None	2 Days	Human Resource Management Unit
	1.2 Verify/certify computed terminal leave benefits by HRO and Accountant	None	1 Day	Human Resource Management Unit
	1.3 Prepare letter transmittal for signature of the Regional Director	None	1 Hour	Human Resource Management Unit
	1.4 Submit documentswith complete requirements attached to BFAR CO	None	2 Days	Human Resource Management Unit

	1.5 Receive the folders and facilitate DA Clearance and DBM Funding	None	12 Days	Central Office Administrative Aide IV, Senior Administrative Assistant III Human Resource Management Section
	1.6 Receive Special Allotment Release Order from DBM	None	6 Months	DBM Central
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1.7 Process Voucher with complete documents for Payment of TLB	None	3 Hours	Regional Accountant
	1.8 Obligate and sign Obligation Request Slip	None	5 Minutes	Budget Officer
	1.9 Forward to the Division Chief to certify payment and to the Regional Director for Approval	None	1 Hour	Finance Unit
	1.10 Receive documents and prepare LDDAP-ADA	None	30 Minutes	Cashier Unit
	1.11 Forward to the Accountant and Regional Director for Certification and Approval of LDDAP-ADA	None	30 Minutes	Cashier Unit
2. Withdraw TLB to servicing bank	2.Upload /Submit Approved LDDAP-ADA to Servicing Bank	None	2 Hours	Cashier Unit
	<b>TOTAL:</b>	<b>None</b>	<b>6 Months, 18 Days, 2 Hours, 5 Minutes</b>	

## 5. Processing of Request for Official Travel Authority (Abroad)

<b>Office or Division</b>	BFAR-Human Resource Management Unit BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2G- Government to Government employee/official			
<b>Who may avail:</b>	Nominated and Qualified Employee			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Updated Personal Data Sheet (PDS)		Client/Requesting Party		
Service Record (Updated)		Human Resource Management Section		
Certificate of No Pending Admin Case		Human Resource Management Section		
Certificate of No Unliquidated		Finance Section		
List of Foreign Travel for the past 3 years /		Human Resource Management Section		
Latest Travel Report (if applicable)		Client/Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. The regional office receives a memo from CO to nominate qualified employee/s to attend the training abroad.	1. The ORD endorses the memo to HR to prepare nomination letter.	None	1 Day	OIC-HRMU
	1.1 The RD signs the nomination letter and e-mailed it to CO.	None	1 Day	Regional Director
2. ORD receives communication from CO that the nominee was confirmed / approved of his participation to said training abroad.	2. The ORD forwards the confirmation to Human Resource Management Section	None	10 Minutes	Receiving Officer, ORD
	2.1 Human Resource Management Section informs the nominee of the confirmation and prepares the necessary supporting documents like updated PDS, SR, Cert of No pending administrative case, cert. of trainings abroad, cert of no unliquidated cash advance.	None	1 Day	The Nominee for the PDS, Accountant for the cert of no unliquidated CA, and the HRMS for the other required docs.
	2.2 The HRMS or the nominee submits to CO all the docs needed.	None	1 Day	Nominee or HRMS

	2.3 CO prepares the Authority to travel abroad.	None	1 Hour	HRMU-CO
	2.4 For Approval/ Signature of the Secretary of Department of Agriculture	None	3 Weeks	Department of Agriculture Secretary Department of Agriculture
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Receive the signed/approved Travel Authority and required documents for accounting process of payments	3. Release the signed/approved Travel Authority and required documents to concerned official/employee from BFAR Central and Regional Office	None	1 Week	Administrative Assistant Human Resource Management Unit
<b>TOTAL:</b>		None	<b>1 Month, 4 days, 1 Hour, 10 Minutes</b>	

## 6.Strategic Performance Management System (SPMS) Process

<b>Office or Division</b>	BFAR-Human Resource Management Unit BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Simple - 3days / Complex - 7days			
<b>Type of Transaction</b>	G2G-Gov't to government employee & official			
<b>Who may avail:</b>	BFAR Regional Office management and employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Accomplished and rated IPCR for Individuals		Employee		
2. Accomplished and rated OPCR for		Division Chief, PFOs, TOS Managers		
3. Memorandum Letter on the submission of				
4. Monitoring and Coaching Form				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Receive Memorandum Letter to submit the 2 ratings of IPCR/OPCR	1. Circulate Memo Letter to all BFAR Officials and Employees on the submission 2 ratings of IPCR/OPCR	None	1 Hour	Administrative Assistant, Human Resource Management Unit
2. Submit in triplicate copy the accomplished and rated OPCR/IPCR for further evaluation	2. Receive accomplished and signed OPCR/IPCR for Performance Monitoring and Coaching	None	1 Hour	Administrative Assistant, Human Resource Management Unit
	2.1 Conduct performance Review and Evaluation for Division/Office performance and for Individual employees review performance assessment	None	2 Days	PMT
3.Receive the copy of IPCR/OPCR with its comments/corrections for proper revision/s	3. Return back to employee concerned on the comments /corrections written on the submitted IPCR/OPCR	None	1 hour	Administrative Assistant, Human Resource Management Unit
4. Return to HR/PMES the revised approved copy of IPCR/OPCR for proper documentation/file copy	Receive corrected and signed OPCR/IPCR for proper documentation and record keeping for HR file	None	1 Hour	Administrative Assistant, Human Resource Management Unit
<b>TOTAL:</b>		<b>None</b>	<b>2 Days, 4 Hours</b>	

## 7. Recruitment, Selection and Placement Process

<b>Office or Division</b>	BFAR-Human Resource Management Unit BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2C-Gov't to Client transacting public (external applicant) G2G-Gov't to other gov't agency, gov't employee/official (internal)			
<b>Who may avail:</b>				
Internal: BFAR Regional Employees and		External: Applicant outside		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Application Letter		Applicant (Internal/External)		
2. Personal Data Sheet with Attached Work		CSC Website / Office		
3. Education Credentials		Applicant (Internal/External)		
4. Individual Performance Commitment Review		Agency where the applicant is engaged		
5. Service Record or Certificate of Employment		Agency where the applicant is engaged		
6. Certified/Validated Photocopy of Appropriate		Applicant (Internal/External)		
7. Certified Photocopy of Trainings / Seminars		Applicant (Internal/External)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Access/View on CSC and Region's Bulletins/websites	1. Publish Vacant Positions at the CSC Bulletin / Internet / Website Post vacant positions in BFAR Website/ Bulletin/ Conspicuous places	None	4 Hours  (Minimum of 10 days of Publication / Posting)	OIC-HRMU
2. Submit application letter and requirements	2. Receive and check submitted application documents	None	*within the days of Publication / Posting	Administrative Assistant, HRMU
	2.1 Conduct initial assessment and pre-evaluation of applicants	None	3 Days	OIC-HRMU
	2.2 Prepare list of short-listed applicants for the vacant position	None	4 Hours	
3. Acknowledge Receipt of Notice	3. Notify applicants who are excluded in the short-list of applicants through mail / e-mail / mobile messages	None	2 Hours	Human Resource Management Unit
4. Acknowledge receipt of notice and confirm attendance to the scheduled interview and examination	4. Notify shortlisted applicants for the scheduled interview and examination	None	2 Hours	Human Resource Management Unit

	4.1 Conduct of examination and interview of shortlisted for the vacant position	None	1 Day	Human Resource Management Personnel Selection Board (HRMPSB) and secretariat
	4.2 Prepare Comparative Assessment	None	5 Days	Human Resource Management Personnel Selection Board (HRMPSB) Secretariat
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	4.3 Comparative Assessment to be signed by the Personnel Selection Board	None	1 Day	Human Resource Management Personnel Selection Board (HRMPSB)
	4.4 Submit Comparative Assessment to the Office of the Regional Director for Appointment	None	2 days	Human Resource Management Unit/Office of the Regional Director
	4.5 Prepare endorsement letter of appointee/s to BFAR Central Office for DA Clearance	None	1 Hour	HRMU Personnel
	4.6 Submit duly signed endorsement letter with complete documents to BFAR Central Office Human Management Personnel Section for the Facilitation of the Secretary's approval / clearance	None	2 days (travel time included)	Human Resource Management Unit BFAR CO HR
	4.7 Review and Evaluate Documents for Clearance	None	30 Days	DA Human Resource Management Division
	4.8 Receive from BFAR Central Office the Clearance and Post to in the Bulletin Board	None	1 Hour	Human Resource Management Unit
5. Acknowledge receipt of notice and submit requirements	5. Notify recommended appointees to submit requirements to be submitted to the CSC for validation	None	1 Day	Human Resource Management Unit

	5.1 Upon receipt of the approved / cleared recommended appointees, prepare appointment papers for the Regional Director's signature	None	3 Days	Human Resource Management Section
	5.2 Upon receipt of the signed appointments, prepare assumptions to Duty and Oath of Office of New employees	None	4 Hours	Human Resource Management Unit
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Acknowledge receipt of notice	6. Notify applicants who are not apointed short-through mail / e-mail / mobile messages	None	2 Hours	Human Resource Management Unit
7. Acknowledge receipt of notice on the Oath taking assumption to duty.	7. Notify new employees on the scheduled Oath taking and Assumption duty	None	2 Hours	Human Resource Management Unit
8. Acknowledge receipt of copy of appointment	8. Provide copy of appointment to the new employee	None	1 Hour	Human Resource Management Unit
	8.1 Prepare Report on Appointment issued (RAI) along with the signed Appointment	None	4 Hours	Human Resource Management Unit
	8.2 Submit signed appointment with the submitted requirements of the appointee to the CSC Field Office for Validation	None	1 Hour	Human Resource Management Unit
9. Submit required documents	9. Require appointee to submit SALN, NBI, and Medical Certificate	None	1 Day	Human Resource Management Unit
	9.1 Receive approved validated appointment from CSC Field Office	None	1 Hour	Human Resource Management Unit
	9.2 Include name in the Plantilla of the Region	None	1 Hour	Human Resource Management Unit
10. Attend the on-boarding and new employee orientation	10. Provide On boarding and New Employee Orientation to the new employee	None	3 Days	Human Resource Management Unit
<b>TOTAL</b>		<b>None</b>	<b>1 Month,20 Days, 6 Hours</b>	

## 8. Payment of Salaries

<b>Office or Division</b>	BFAR-Human Resource Management Unit BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G- Government to Government employee/official			
<b>Who may avail:</b>	BFAR Regional Office Personnel, BFAR Provincial Fisheries Office and Technology			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly signed Daily Time Record (DTR)		Client/Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit accomplished DTR for the month	1. Receive DTR and reconcile Electronic Billing from GSIS and compute net salary for the month	None	4 Hours	Human Resource Management Unit (HRMU)
	1.1 Prepare Vouchers and OBRs for Payrol, GSIS, PAG-IBIG, PHILHEALTH, BIR,, Bureau of Treasury, COOP	None	2 Hours	Human Resource Management Unit
	1.2 Forward vouchers/OBRs to Division Chief for certification under Box A of DV and OBR	None	30 Minutes	OIC-Administrative Section
	1.3 Process Vouchers	None	2 Hours	Accounting Unit
	1.4 Certify Obligation Request and Status (ORS) within the Work and Financial Plan (WFP)	None	30 Minutes	Budget Unit
	1.5 Certify Vouchers as to availability of funds and legality of transactions	None	5 Minutes	Accounting Unit
	1.6 For Approval/ Signature of the Regional Director	None	1 Hour	Office of the Regional Director
	1.7 Prepare LDDAP/ADA	None	2 Hours	Cashier Unit
	1.8 Certify Approval of LDDAP/ADA	None	1 Hour	Accounting Unit Office of the Regional Director
2. Withdraw Salary	2. Upload/Submit LDDAP-ADA TO Agency's Servicing Bank	None	2 Hours	Cashier Unit
<b>TOTAL:</b>		<b>None</b>	<b>15 Hours and 5 Minutes</b>	

**BIDS AND AWARDS COMMITTEE (BAC)**  
**NON-FRONT LINE SERVICES**

## 1. PROCUREMENT PROCEDURES

Pursuant to Republic Act No. 9184 or the Government Procurement Reform Act and its 2016 Implementing Rules and Regulations (IRR); Commission on Audit (COA) Circular No. 2012-001 dated June 14, 2012 with the subject, "Revised Documentary Requirements for Common Government Transactions"; COA Circular No. 2015-007 dated October 22, 2015, with the subject, "Prescribing the Government Accounting Manual for Use of All National Government Agencies"; Republic Act No. 9485 otherwise known as the "Anti-Red Tape Act and its Implementing Rules and Regulations"; and BFAR FISHERIES OFFICE ORDER NO. 296 Series of 2013 dated September 02, 2013 with the subject, "BFAR Procurement Guidelines" as amended, the following PROCEDURES FOR ALTERNATIVE METHODS OF PROCUREMENT (AMP) IN ALL PROCUREMENT PROJECTS shall be observed.

<b>Office or Division</b>	Bids and Awards Committee BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2G - services whose client is another government agency, government employee or contractor			
<b>Who may avail:</b>	INTERNAL: END-USERS/ PROCURING UNITS			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Purchase Request (PR) with attachments:		END-USERS/ PROCURING UNITS		
Project Procurement Management Plan (PPMP)				
Memorandum Request Authority to Purchase				
Program/ Project/ Activity (PPA) Proposal				
Program of Activities				
Other Necessary Documents				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Prepares and completes the TWO (2) copies GAM Appendix 60: Purchase Request (PR); Prepares, completes and attaches to the PR the documentary requirements	1.1 Reviews, makes necessary corrections, and together with the End-user, finalizes the PR; Signs "Recommending Approval" of the PR	None	Minimum: 10 mins. Maximum: 30 mins.	<i>Recommending Authority</i>
	1.2 Checks if the PR is included in the APP; Reviews the PR vis-à-vis the Regional Work/ Physical Plan; Reviews the Item Descriptions and Purpose of the PR; In case of errors or non-compliance, the PR is returned with notes to the End-User ; Affixes initials on the PR	None	Minimum: 10 mins. Maximum: 30 mins.	<i>Planning, Monitoring and Evaluation Unit</i>

	1.3 Reviews the PR vis-à-vis the Regional Financial Plan; Re-computes the No. of Units and Estimated Costs of the PR; In case of errors or non-compliance, the PR is returned with notes to the End-User; Earmarks the PR and inputs UACS codes; Affixes initials on PR	None	Minimum: 10 mins. Maximum: 30 mins.	
	1.4 Approves or Disapproves the PR. In case of disapproval, the PR is returned, with notes to the End-User	None	Minimum: 10 mins. Maximum: 30 mins.	<i>Head of Procuring Entity (HOPE) - RD</i>
	1.5 Checks completeness of PR Issues PR Control number and date	None	Minimum: 10 mins. Maximum: 30 mins.	<i>Supply</i>
2. Coordinates with the BAC Secretariat (Procurement Unit) for the clarifications on the PR specifications/requirements prior to being posted in PhilGEPS	2. Conducts pre-procurement conference with the End-user and/or the Technical Working Group (TWG), if necessary; Identifies appropriate AMP through a BAC Resolution recommending AMP ; Prepares and issues the Request for Quotation (RFQ); Uploads Invitation to Bid (PB)/ RFQ (AMP) in PhilGEPS, if required; Facilitates the procedures of the specific AMP as provided herein (From issuance of the RFQ to the Opening of Bids ); Facilitates the procedures for public bidding (From publication to the Opening of Bids )	None	AMP: Minimum: 1 - 3 days Maximum: 7 Days PB: Minimum: 7 days Maximum: 7 Days	<i>BAC Secretariat/ Procurement Unit</i>
TOTAL:		N/A	Min: 1 - 3 days + 50 mins. Max: 7 days + 2 hours +	

## 2. PROCUREMENT PROCEDURES (PUBLIC BIDDING)

Pursuant to Republic Act No. 9184 or the Government Procurement Reform Act and its 2016 Implementing Rules and Regulations (IRR); Commission on Audit (COA) Circular No. 2012-001 dated June 14, 2012 with the subject, "Revised Documentary Requirements for Common Government Transactions"; COA Circular No. 2015-007 dated October 22, 2015, with the subject, "Prescribing the Government Accounting Manual for Use of All National Government Agencies"; Republic Act No. 9485 otherwise known as the "Anti-Red Tape Act and its Implementing Rules and Regulations"; and BFAR FISHERIES OFFICE ORDER NO. 296 Series of 2013 dated September 02, 2013 with the subject, "BFAR Procurement Guidelines" as amended, the following PROCEDURES FOR ALTERNATIVE METHODS OF PROCUREMENT (AMP) IN ALL PROCUREMENT PROJECTS shall be observed.

<b>Office or Division</b>	Bids and Awards Committee BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2C - services whose client is the transacting public G2B - services whose client is business entity			
<b>Who may avail:</b>	EXTERNAL: BIDDERS, SUPPLIERS, CONTRACTORS, CONSULTANTS			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
BIDDING DOCUMENTS (LEGAL, TECHNICAL, FINANCIAL)		PROCUREMENT UNIT (BAC SECRETARIAT)		
LEGAL, TECHNICAL, FINANCIAL DOCUMENTS PER RA 9184		EXTERNAL: BIDDERS, SUPPLIERS, CONTRACTORS, CONSULTANTS		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Purchases Bid Docs	1. Issues Order of Payment; Accepts Payment; Issues Official Receipt; Releases Bid Docs	Php500.00 to Php10,000.00	Minimum: 30 mins. Maximum: 60 mins.	ACCOUNTING SECTION, AFD; CASHIER; BAC SECRETARIAT MEMBERS AND STAFF - PROCUREMENT UNIT (BAC SECRETARIAT)
Attends Pre-Bid Conference	Conducts Pre-Bid Conference	N/A	Minimum: 1 DAY Maximum: 23 Days	BAC AND BAC SECRETARIAT
Submits Bid Docs; Attends Bid Opening	Conduct Bid Opening;	N/A	Minimum: 1 day Maximum: 45 days	BAC AND BAC SECRETARIAT
	Conduct Bid Evaluation	N/A	Minimum: 1 day Maximum: 7 days	BAC AND BAC SECRETARIAT
	Conduct Post-Qualification	N/A	Minimum: 2 days Maximum: 45 days	TWG
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

Accepts Notice of Award; Signs Contract	Contract Preparation and Signing	N/A	Minimum: 1 day Maximum: 10 days	<i>BAC SECRETARIAT (PROCUREMENT UNIT) ; WINNING BIDDER</i>
	Approval of contract by higher authority	N/A	Minimum: 1 day Maximum: 20 or 30 days	<i>HOPE (RD)</i>
	Issuance of Notice to Proceed	N/A	Minimum: 1 day Maximum: 7 days	<i>HOPE (RD)</i>
Accepts Notice to Proceed	Transmits NOA, Contract, NTP to COA	N/A	Minimum: 1 day Maximum: 5 days	<i>PROPERTY SECTION, AFD</i>
TOTAL:		Php500.00 to Php10,000.00	Minimum: 10 days +1 hour + 30 mins Maximum: 155 to 165 days + 1 hour	

### 3. PROCUREMENT PROCEDURES (ALTERNATIVE METHODS OF PROCUREMENT - SHOPPING B)

Pursuant to Republic Act No. 9184 or the Government Procurement Reform Act and its 2016 Implementing Rules and Regulations (IRR); Commission on Audit (COA) Circular No. 2012-001 dated June 14, 2012 with the subject, "Revised Documentary Requirements for Common Government Transactions"; COA Circular No. 2015-007 dated October 22, 2015, with the subject, "Prescribing the Government Accounting Manual for Use of All National Government Agencies"; Republic Act No. 9485 otherwise known as the "Anti-Red Tape Act and its Implementing Rules and Regulations"; and BFAR FISHERIES OFFICE ORDER NO. 296 Series of 2013 dated September 02, 2013 with the subject, "BFAR Procurement Guidelines" as amended, the following PROCEDURES FOR ALTERNATIVE METHODS OF PROCUREMENT (AMP) IN ALL PROCUREMENT PROJECTS shall be observed.

<b>Office or Division</b>	Bids and Awards Committee			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2C - services whose client is the transacting public			
	G2B - services whose client is business entity			
<b>Who may avail:</b>	EXTERNAL: BIDDERS, SUPPLIERS, CONTRACTORS, CONSULTANTS			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request for Quotation (RFQ)		PROCUREMENT UNIT (BAC SECRETARIAT)		
LEGAL, TECHNICAL, FINANCIAL DOCUMENTS		BIDDERS, SUPPLIERS, CONTRACTORS, CONSULTANTS		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receive PR	1. Prepare RFQ for canvass by the Bureau Canvasser			
2. Facilitates/ submits the RFQ together with the complete documentary /eligibility requirements	2. Bid Opening	None	Minimum: 30 mins. Maximum: 60 mins.	BAC MEMBERS/ BAC Staff
	2.2 Prepares and facilitates the BAC Resolution for Award and, if necessary, with attached Abstract of Quotation (AOQ) to the Lowest Calculated Bid (LCB)/ Winning Bidder	None	Minimum: 30 mins. Maximum: 60 mins.	BAC SECRETARIAT MEMBERS AND STAFF - PROCUREMENT UNIT (BAC SECRETARIAT); BAC MEMBERS
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	2.4 Identifies Fund Cluster; Certifies Funds Availability Signs Accounting Section Box in the PO/ Contract	None	Minimum: 10 mins. Maximum: 30 mins.	Accounting Unit, AFD

	2.5 Assigns ORS/ BURS No. in the PO/ Contract; Indicates amount of Obligation in the Budget Section Box	None	Minimum: 10 mins. Maximum: 30 mins.	<i>Budget Section, AFD</i>
	2.6 Approves the BAC Resolution; Approves the PO/ Contract and Signs the "Very truly yours" portion of the PO/ Contract	None	Minimum: 10 mins. Maximum: 30 mins.	<i>Head of Procuring Entity</i>
3. Upon notification from BAC SEC, the winning bidder receives the PO and signs the "conforme" portion thereof.	3. Transmit the PO/ CONTRACT to COA	None	within Minimum: 10 mins. to Maximum: 5 days	<i>PROPERTY OFFICER/ STAFF OF THE PROPERTY SECTION, AFD</i>
TOTAL:			Minimum: 1 hour + 50 mins. Maximum: 28 hours	

#### 4. DELIVERY PROCESS FOR PROCUREMENT THROUGH SHOPPING B (Section 52.B, RA 9184 and its IRR)

<b>Office or Division</b>	Administrative and Finance Unit BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2B - services whose client is business entity			
<b>Who may avail:</b>	EXTERNAL: BIDDERS, SUPPLIERS, CONTRACTORS, CONSULTANTS			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request for Quotation (RFQ)		PROCUREMENT UNIT (BAC SECRETARIAT)		
Mayor's/ Business Permit (DTI; SEC; CDA)		BIDDERS, SUPPLIERS, CONTRACTORS,		
PHILGEPS Registration Number		BIDDERS, SUPPLIERS, CONTRACTORS,		
Other Documents peculiar to the contract		BIDDERS, SUPPLIERS, CONTRACTORS,		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Delivers Goods or services according to PO/Contract provisos; Submits Performance Security, if necessary; Issues the Delivery Receipt/ Invoice. In case of catering services or lease of venue during workshops/ trainings/ seminars, submits the menu (meals and snacks) before the activity; and attendance sheet of participants, after the activity; In the presence of the assigned Delivery Inspector; the COA representative; and the End-User, facilitates the delivery of goods, infrastructure or consultancy items by	a.Together with the COA representative and the End-User, Inspects the goods, infrastructure, or consultancy items in accordance with the specifications indicated in the PO/ Contract b.Conducts testing of items in accordance with applicable standards. If the item/s fail to pass the test/ inspection, the item/s will be returned at the cost of the supplier/ contractor/ consultant. c.Ensures that the delivery is on time, as per agreed delivery period in the PO/ Contract d.In all instances, requires the supplier/ contractor/ consultant to submit the following documents with details as per PO/ Contract	None	Minimum: 1 – 7 Days  Maximum: Depends on the delivery period indicated in the PO/ Contract	Delivery Inspection Committee (Delivery Inspector); End-User

the supplier, contractor or consultant. Submits Warranty Security or Certificate, if necessary	<p>a.Pre pares, completes and signs any or all of the following documents:</p> <p><input type="checkbox"/> GAM Appendix 62: Inspection and Acceptance Report (IAR)</p> <p><input type="checkbox"/> GAM Appendix 61: Property Acknowledgment Receipt (PAR) or GAM Appendix 59: Inventory Custodian Slip (ICS)</p> <p><input type="checkbox"/> GAM Appendix 65: Waste Materials Report (WMR)</p> <p>b.Collates and compiles all documents</p> <p>Turns over the documents set to the End-User</p>	None	Minimum: 10 mins. Maximum: 30 mins.	Property Section
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Transmits Delivery Documents to COA	None	Minimum: 10 mins. Maximum: 24 hours	Property Section
	1.3 Uploads Award documents to PhilGEPS; Provides the Property Section with the print-out of PhilGEPS transaction	None	Minimum: 30 mins. Maximum: 1 Day	BAC SECRETARIAT MEMBERS AND STAFF - PROCUREMENT UNIT (BAC SECRETARIAT)
			Minimum: 1 - 7 days + 40 mins. Maximum: Depends on the delivery period indicated in the PO/ Contract + 1 day & 30 mins.	

## 5. DELIVERY PROCESS FOR PROCUREMENT THROUGH SHOPPING B (Section 52.B, RA 9184 and its IRR)

<b>Office or Division</b>	Administrative and Finance Unit BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2B - services whose client is business entity			
<b>Who may avail:</b>	EXTERNAL: BIDDERS, SUPPLIERS, CONTRACTORS, CONSULTANTS			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Obligation Request and Status (ORS)		End-user		
Disbursement Voucher (DV)		End-user		
Procurement and Delivery Documents of		EXTERNAL: BIDDERS, SUPPLIERS, CONTRACTORS,		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Waits for the processing of submitted delivery Documents	1. Prepares THREE (3) copies of GAM Appendix 11: Obligation Request and Status (ORS) ; Prepares FOUR (4) copies GAM Appendix 32: Disbursement Voucher (DV); Attaches the ORS and DV to the complete procurement documents	None	Minimum: 10 mins. Maximum: 30 mins.	<i>End-User</i>
	1.1 Receives documents/ Assigns ORS No. ; Checks and corrects computations; Obligates/ Signs "Box B" of the ORS; Inputs data entries in "Box C" of the ORS	None	Minimum: 5 mins. Maximum: 10 mins.	<i>Budget Unit, AFD</i>
	1.2 Receives documents/ assigns DV No.; Checks completeness of DV (and attachments); Re-computes and corrects the amounts i.e., contract price, taxes, fees, etc.; Inputs accounting entry in "Box B" of the DV; Signs "Box C" of the DV	None	Minimum: 10 mins. Maximum: 30 mins.	<i>Accounting Section, AFD</i>
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

	1.3 Reviews, approves and signs "Box D" of the DV	None	Minimum: 10 mins. Maximum: 30 mins.	<i>Head of Procuring Entity</i>
	1.4 Signs "Box II" of the LDDAP-ADA and Checks Issued form; Inputs Check/ADA and other entries in "Box E" of the DV; Inputs transaction details in the Daily Report – GAM Appendix 35: Report of Checks Issued (RCI)	None	Minimum: 10 mins. Maximum: 30 mins.	<i>Cashier Unit, AFD</i>
	1.5 Uploads/ Sends GAM Appendix 39: Advice of Checks Issued and Cancelled (ACIC) to LBP for release of payment through ATM or check * <i>Depends on the strength of internet signal or stability of the LBP website in accommodating BFAR transactions/ uploads.</i>	None	*Minimum: 24 hours *Maximum: 48 hours	
2. Issues Official Receipt (OR) and submits such other documents as may be required by law	2. Inputs/ Records balances in "Box C" of the ORS; a.Inputs RCI details in the books of accounts – GAM Appendix 36: Journal Entry Voucher (JEV); Inputs JEV No. and date in "Box E" of the DV; Sorts and Files documents for transmittal to the COA.	None	Minimum: 10 mins. Maximum: 30 mins.	<i>Budget &amp; Accounting Section, AFD</i>
<b>TOTAL</b>			Minimum: 1 DAY + 55 mins. Maximum: 2 DAYS + 2 hours + 40 MINS.	

## **PLANNING, MONITORING AND EVALUATION UNIT**

### **NON-FRONT LINE SERVICES**

<b>1. Releasing of Regional Fishery Profile</b>				
The Bureau of Fisheries and Aquatic Resources shall provide assistance to all clients requesting Regional Fishery Profile. The profile contains list of coastal cities and municipalities, list of coastal barangays, area of municipal waters and length of coastline, list of fish sanctuaries and marine protected areas, list of associations and cooperatives and consolidated aquafarms.				
<b>Office or Division</b>	Planning, Monitoring and Evaluation Unit BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter of Request from the Client			Client	
Approved request letter			BFAR - Office of the Regional Director	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of Letter of Request to the BFAR IX- Office of the Regional Director for approval.	1. Approve the request letter.	None	2 Hours	Regional Director BFAR IX
	1.1 Prepare the data requested by the client.	None	1 Day	Planning Officer Planning, Monitoring and Evaluation Unit
	1.2 Send the requested data to the client.	None	1 Hour	Planning Officer Planning, Monitoring and Evaluation Unit
	<b>TOTAL</b>	<b>NONE</b>	<b>1 Day and 3 Hours</b>	

## 2. Release Data on Fisheries Production

The Bureau of Fisheries and Aquatic Resources shall provide data on fisheries production. The fisheries production refers to the production from the commercial, municipal (inland and marine) and aquaculture sub-sectors.

<b>Office or Division</b>	Planning, Monitoring and Evaluation Unit BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter of Request from the Client			Client	
Approved request letter			BFAR - Office of the Regional Director	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Letter of Request to the BFAR IX - Office of the Regional	1. Approve the request letter.	None	2 Hours	Regional Director BFAR IX
	1.1 Prepare the request of the client.	None	1 Day	Planning Officer Planning, Monitoring and Evaluation Unit
	1.2 Send the requested data to the client.	None	1 Hour	Planning Officer Planning, Monitoring and Evaluation Unit
	<b>TOTAL</b>	None	<b>1 Day and 3 Hours</b>	

### 3. Release Copy of Fishery Project Proposals

The Bureau of Fisheries and Aquatic Resources shall provide fishery proposals of the projects implemented last three to five years to requesting clients. This will serve as reference especially of the college students in complying requirements in their respective courses.

<b>Office or Division</b>	Planning, Monitoring and Evaluation Unit BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter of Request from the Client			Client	
Approved request letter			BFAR - Office of the Regional Director	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of Letter of Request to the BFAR IX - Office of the Regional Director for approval.	1. Approve the request letter.	NONE	2 Hours	Regional Director BFAR IX
	1.1 Prepare the request of the client.		1 Day	Planning Officer Planning, Monitoring and Evaluation Unit
	1.2 Send the requested data to the client.		1 Hour	Planning Officer Planning, Monitoring and Evaluation Unit
	<b>TOTAL</b>	<b>NONE</b>	<b>1 Day and 3 Hours</b>	

#### 4. Plan and Budget Preparation for the Succeeding Year

The Bureau of Fisheries and Aquatic Resources annually conducts national planning and budgeting workshop. The output which is the respective regional plan and budget will be one of the basis of the Department of Agriculture, Department of Budget and Management and Congress in the approval of programs, projects and activities of BFAR in the succeeding year.

<b>Office or Division</b>	Planning, Monitoring and Evaluation Unit BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Highly technical			
<b>Type of Transaction</b>	G2G- Government to Government			
<b>Who may avail:</b>	DA, DBM, Congress			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Memorandum from Central Office for the conduct of National Workshop			BFAR Central Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Issuance of Memorandum	1. Receive the memorandum from Central Office	None	1 Minute	Records Officer Office of the Regional Director
	1.1 Preparation of the regional proposed plan and budget (Tier 1 and Tier 2) with breakdown per month during the national workshop	None	5 Days	Regional Director, Planning Officer, Budget Officer, Accountant Office of the Regional Director, Planning, Monitoring and Evaluation Section, Budget Unit, Accounting Unit
	1.2 Finalization of the proposal through deliberation with BFAR CO division heads during the workshop	None	1 Day	Regional Director, Planning Officer, Budget Officer, Accountant Office of the Regional Director, Planning, Monitoring and Evaluation Section, Budget Unit, Accounting Unit
	1.3 Preparation of other supporting documents such as Budget	None	2 days	Planning Officer Budget Officer Planning, Monitoring
	1.4 Submission of the final output to Central Office	None	1 day	Planning Officer Planning, Monitoring and Evaluation Unit
2. Issuance of recommended Tier 1 Ceiling by Central Office	2. Regional office to revise their respective forms	None	2 days	Planning Officer Planning, Monitoring and Evaluation Unit

3. Issuance of Memorandum for the finalization of Tier 2	3. Regional office to finalize Tier 2 proposals through ranking/prioritization of projects	None	2 days	Planning Officer Planning, Monitoring and Evaluation Unit
	<b>TOTAL</b>	<b>None</b>	<b>13 Days and 1 Minute</b>	

### 5. Release Copy of Plan and Budget by Congressional District and Province

Before the commencement of the coming year, BFAR IX provides the list of plans and programs with corresponding budget by congressional district and province. This is necessary for the congressional representatives and provincial governors to be aware of the projects to be implemented by BFAR IX and will serve as reference for counterparting and implementation of their own fishery projects.

<b>Office or Division</b>	Planning, Monitoring and Evaluation Unit BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G- Government to Government			
<b>Who may avail:</b>	Congressional Representative and Provincial Governors			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Representatives and governors conduct short meetings/discussions with the Regional Director on BFAR's plans and programs for the coming year	1. Prepare plan and budget by by municipality, congressional district and province	None	2 Days	Planning Officer Planning, Monitoring and Evaluation Unit
	1.1 Send the breakdown to the Budget Officer for verification	None	1 Hour	Planning Officer Planning, Monitoring and Evaluation Unit
	1.2 Prepare letters to congressmen and governors re: plan and budget	None	1 Day	PMES Staff Planning, Monitoring and Evaluation Unit
	1.3 Submit to congressmen and governors their	None	1 Day	PMES Staff Planning, Monitoring and Evaluation Unit
	<b>TOTAL</b>	<b>None</b>	<b>4 Days and 1 Hour</b>	

## 6. Submission of Monthly Accomplishment Report (Form B)

A monthly accomplishment report contains the regional physical and financial accomplishment in a month. It contains the list of interventions provided including the list of beneficiaries per intervention. The report is divided into programs, namely: Fisheries Development Program, Fisheries Regulatory and Law Enforcement Program, Fisheries Extension Program and Fisheries Policy Program.

<b>Office or Division</b>	Planning, Monitoring and Evaluation Unit BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G- Government to Government			
<b>Who may avail:</b>	BFAR FPED (Fisheries Planning and Economics Division)			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Memorandum on the submission of regional accomplishment reports only at the beginning of the year.			BFAR Central Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Issuance of Memorandum	1. Receive the memorandum from Central Office	None	1 Minute	Records Officer Office of the Regional Director
	1.1 Disseminate the memorandum to all project leaders	None	1 Hour	PMES Staff Planning, Monitoring and Evaluation Unit
	1.2 Consolidation of reports from project leaders	None	4 Days	PMES Staff Planning, Monitoring and Evaluation Unit
	1.3 Finalization of Monthly Accomplishment Report	None	5 Hours	Planning Officer Planning, Monitoring and Evaluation Unit
	1.4 Submission of accomplishment reports to Central Office	None	1 Hour	Planning Officer Planning, Monitoring and Evaluation Unit
	<b>TOTAL</b>	<b>None</b>	<b>4 Days, 7 Hours and 1 Minute</b>	

## 7. Submission of Quarterly Quantity, Quality and Timeliness (QQT) and Narrative Report

BFAR IX regularly submits the QQT report and narrative report. The QQT report contains the targets of the regional office in terms of quantity, quality and timeliness in the delivery of its programs and services to the stakeholders. Meanwhile, the narrative report contains the highlights and major accomplishments of the region for the quarter.

<b>Office or Division</b>	Planning, Monitoring and Evaluation Unit BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G- Government to Government			
<b>Who may avail:</b>	BFAR FPED (Fisheries Planning and Economics Division)			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Memorandum on the submission of regional accomplishment reports only at the beginning of the year.			BFAR Central Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Issuance of Memorandum	1. Receive the memorandum from Central Office	None	1 Minute	Records Officer Office of the Regional Director
	1.1 Disseminate the memorandum to all project leaders	None	1 Hour	PMES Staff Planning, Monitoring and Evaluation Unit
	1.2 Consolidation of reports from project leaders including the ratings of the beneficiaries in terms of quantity, quality and timeliness of the services provided	None	2 Days	PMES Staff Planning, Monitoring and Evaluation Unit
	1.3 Finalization of Quarterly QQT and Narrative Report	None	1 Day	Planning Officer Planning, Monitoring and Evaluation Unit
	1.4 Submission of accomplishment reports to Central Office	None	1 Hour	Planning Officer Planning, Monitoring and Evaluation Unit
	<b>TOTAL</b>	<b>None</b>	<b>3 Days, 2 Hours, 1 Minute</b>	

## 8. Submission of Zamboanga Peninsula Regional Development Plan (RDP) Result Matrices and Regional Project Monitoring and Evaluation System (RPMES) Quarterly

The Zamboanga Peninsula RDP Results Matrices contain the accomplishments vis-a-vis targets reflected in the Zamboanga Peninsula Regional Development Plan (DRDP), 2017-2022. The purpose is to provide crucial information on the status of the plan over time, and the overall performance of the public sector in the Region. It also promotes credibility and public confidence by reporting on the results of programs, projects and policies contributing to the outcomes envisioned under the Zamboanga Peninsula RDP. Meanwhile, RPMES Report contains the accomplishments on the capital investment programs and projects for the quarter.

<b>Office or Division</b>	Planning, Monitoring and Evaluation Unit BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G- Government to Government			
<b>Who may avail:</b>	National Economic Development Authority - Regional Development Council IX			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request letter from NEDA RDC IX every quarter			NEDA-RDC IX	
2. Required matrix/template				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>EES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send request letter to BFAR IX with attached templates	1. Receive the request letter from NEDA-RDC IX	None	1 Minute	Records Officer Office of the Regional Director
	1.1 Review requests including the templates	None	1 Hour	Planning Officer Planning, Monitoring and Evaluation Unit
	1.2 Send request letter to Philippine Statistics Authority for the regional quarterly fisheries production as input to ZamPen RDP matrix	None	1 Hour	Planning Officer Planning, Monitoring and Evaluation Unit
	1.3 Preparation of ZamPen RDP and RPMES Reports	None	3 Days	Planning Officer Planning, Monitoring and Evaluation Unit
	1.4 Finalization of ZamPen RDP and RPMES Reports	None	5 Hours	Planning Officer Planning, Monitoring and Evaluation Unit
	1.5 Submission of accomplishment reports to NEDA-RDC XI	None	1 Hour	Planning Officer Planning, Monitoring and Evaluation Unit
	<b>TOTAL</b>	<b>None</b>	<b>3 Days, 8 Hours and 1 Minute</b>	

### 9. Submission of Publicized Government Programs, Projects and Activities (PPA)

The Government Publicized PPA quarterly report contains the accomplishment report of BFAR IX in terms of its physical and financial quarterly accomplishments. It is a report required by the Commission on Audit. It reflects the location, costs, date started, completion date and status of the programs, projects and activities.

<b>Office or Division</b>	Planning, Monitoring and Evaluation Unit BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G- Government to Government			
<b>Who may avail:</b>	Commission on Audit IX			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request from the Resident Auditor of BFAR IX			Resident Auditor's Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send request to PMES every quarter	1. Preparation of PPA quarterly report with Form B accomp reports as reference	None	1 Day	Planning Officer Planning, Monitoring and Evaluation Unit
	1.1 Submission of PPA report to the resident auditor	None	1 Hour	Planning Officer Planning, Monitoring and Evaluation Unit
	<b>TOTAL</b>	None	1 Day and 1 Hour	

### 10. Monitoring And Evaluation of Programs And Projects

The Planning, Monitoring and Evaluation Section (PMES) shall conduct monitoring and evaluation of the programs and projects of the office. This is regularly conducted to monitor the project implementation and evaluate the outcome of the projects being provided.

Office or Division	Planning, Monitoring and Evaluation Unit BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
Classification	Complex			
Type of Transaction	G2G			
Who may avail:	All Co-Employee			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Memorandum and Travel Order			Planning, Monitoring and Evaluation Section (PMES)	
2. Letter to LGU informing conduct of monitoring				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit memorandum and travel order for approval of the Regional Director	1. Approve Travel Order	None	1 Hour	Regional Director
2. Inform the concerned LGU and PFO for the monitoring through letter.			1 Day	Planning, Monitoring, Evaluation Section Team Leader and Staff
3. LGU will identify the beneficiaries based on the monitoring team's targeted projects to be monitored.			1 Day	
4. Conduct interview with beneficiaries.			3 Days	
5. The PMES will consolidate the output and present to the management committee			1 day	
	TOTAL	NONE	6 Days and 1 Hour	

### 11. Release Final Copy of Plan and Budget to Projects Leaders

Before the commencement of the coming year, BFAR IX provides the list of plans and programs based on the National Expenditure Program (NEP) with corresponding budget to project leaders. This will serve as their basis in project implementation in the succeeding year.

<b>Office or Division</b>	Planning, Monitoring and Evaluation Unit BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G- Government to Government			
<b>Who may avail:</b>	All project leaders			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
NONE				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Prepare the breakdown of regional budget based on NEP for release to project leaders	None	3 Days	OIC-Planning Officer Planning, Monitoring and Evaluation Unit
	1.1 Send the breakdown to the Budget Officer for verification	None	1 Hour	OIC-Planning Officer Planning, Monitoring and Evaluation Unit
	1.2 Finalize the breakdown of regional budget	None	2 Days	OIC-Planning Officer OIC Budget Officer Planning, Monitoring and Evaluation Unit Budget Unit
1. Receive the memorandum	1.3 Issuance of memorandum to all project leaders regarding their plans, targets and budget	None	1 Day	Planning Unit Staff Planning, Monitoring and Evaluation Unit
	<b>TOTAL</b>	<b>None</b>	<b>6 Days, 1 Hour</b>	

## 12. Release Data On Regional Fishery Profile

The Planning, Monitoring and Evaluation Section (PMES) shall provide copy of the consolidated regional fishery profile which shows the list of coastal cities and municipalities, list of coastal barangays, area of municipal waters and length of coastline, list of fish sanctuaries and marine protected areas, list of associations and cooperatives and consolidated aquafarms.

<b>Office or Division</b>	Planning, Monitoring and Evaluation Unit BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G/G2C			
<b>Who may avail:</b>	All Co-Employee/ Interested Client			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquire or ask data on regional fishery profile.	1. Attend to the request of co-employee.	NONE	1 Day	OIC-Planning Officer Planning, Monitoring and Evaluation Unit
	<b>TOTAL</b>	<b>NONE</b>	<b>1 Day</b>	

### 13. Earmark Purchase Requests and Travel Orders

The Planning, Monitoring and Evaluation Section (PMES) shall earmark the incoming travel orders and purchase requests. Earmarking is necessary to check if the travel order and purchase requests are included in the regional plan and budget.

<b>Office or Division</b>	Planning, Monitoring and Evaluation Unit BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G			
<b>Who may avail:</b>	All Co-Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit purchase request and travel order for earmarking	1. Earmark the submitted Purchase Request and Travel Order and forward to the next concerned office.	None	10 Minutes	OIC-Planning Officer Planning, Monitoring and Evaluation Unit
	<b>TOTAL</b>	<b>None</b>	<b>10 Minutes</b>	

## **REGIONAL PROVINCIAL OFFICE IX**

### **FRONT LINE SERVICES**

## 1. Issuance of Commercial Fishing Vessel/Gear Licenses (New)

No person shall operate a commercial fishing vessel without first securing a license from the department which shall be valid for 3 years from issuance. The application shall be filed at the BFAR Regional Office.

<b>Office or Division</b>	BFAR Provincial Fishery Offices (PFO) - 1. PFO Zamboanga del Norte Sta. Isabel, Dipolog City, Zamboanga del Norte 2. PFO - Zamboanga del Sur Pagadian City Wharf, Pagadian City, Zamboanga del Sur 3. PFO - Zamboanga Sibugay Poblacion, Ipil, Zamboanga Sibugay 4. City Fishery Office - Zamboanga City BFAR-IX Compound, R.T. Lim Boulevard, Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C- Government to Public			
<b>Who may avail:</b>	Fishing boat owners Operators Fisherfolk			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Affidavit specifying that the vessel has no pending criminal, civil or administrative case		BFAR-IX (Form) Notarization		
2 Copies of 8x10 vessel picture showing port and starboard and required identification and marking as specified in annex 1 of this order.		Client/Applicant		
Grid map indicating the proposed fishing		BFAR-IX, CFVGL Section		
Original/Authenticated copy of the following:				
a. Certificate of Philippine Registry (CPR)		MARINA		
b. Certificate of Ownership (CO)		MARINA		
c. Valid/Unexpired fishing vessel safety certificate (FVSC)		MARINA		
Approved articles of incorporation and by-laws for corporation, the primary or secondary purpose of which is to engage in fishing, or		SEC/DTI/LGU		
Fishing logsheet for catcher vessel for registration and approval by BFAR upon		CFVGL Section		
Duly accomplished Application Form		CFVGL Section		
Importation or construction clearance		BFAR Central Office		
Copy of Official Receipts covering payment of application and license fees.		Cashier		
Tax identification number of the owner		BIR		
Payment of fees		Applicant		
Inspection Report		BFAR IX		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure and fill-out commercial fishing vessel and gear license application form	1. Provide and explain CFVL/CFVGL Application Form	None	5 Minutes	Licensing Personnel

2. Present duly notarized and filled-up	2. Evaluate/Review requirements for	None	15 Minutes	CFVL Evaluators
3. If Requirements are complete and approved by CFVL Evaluator, Schedule for inspection (1 day before inspection)	3. Assign available inspector for vessel/gear inspection	None	2 Minutes	OIC-CFVL
4. Inspect CFV and CFG	4. Inspect CFV/CFG	None	4 Hours vessel ( Inclusive of travel time)	Assigned Inspector
5. Secure payment	5. Issue payment order	See payment	2 Minutes	Any CFVL Staff
6. Secure official receipt	6. Issue official receipt	See payment fees	5 Minutes	Collecting Officer
7. Submit all requirements	7. Receive requirements approval	None	5 Minutes	Any CFVL Staff
	7.1 Fill out application	None	15 Minutes	Assigned Inspector
	7.2 Submit CFV application for approval by Evaluator	None	5 Minutes	Provincial Fishery Officer
	7.3 Prepare endorsement for approval by Evaluator	None	10 Minutes	Any CFVL Staff
8. Secure copy of Indorsement	8. Submit copy of Indorsement letter to fishing company	None	5 Minutes	Any CFVL Staff
<b>TOTAL:</b>		<b>See payment fees</b>	<b>5 Hours, 7 Minutes</b>	

<b>2. Issuance Renewal of Commercial Fishing Vessel/Gear Licenses</b>	
No person shall operate a commercial fishing vessel without first securing a license from the department which shall be valid for 3 years from issuance. The application shall be filed at the BFAR Regional Office.	
<b>Office or Division</b>	BFAR Provincial Fishery Offices (PFO) - 1. PFO Zamboanga del Norte Sta. Isabel, Dipolog City, Zamboanga del Norte 2. PFO - Zamboanga del Sur Pagadian City Wharf, Pagadian City, Zamboanga del Sur 3. PFO - Zamboanga Sibugay Poblacion, Ipil, Zamboanga Sibugay 4. City Fishery Office - Zamboanga City BFAR-IX Compound, R.T. Lim Boulevard, Zamboanga City
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C- Government to Public
<b>Who may avail:</b>	Fishing boat owners
	Operators
	Fisherfolk
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Duly accomplished Application Form	BFAR-IX, CFVGL Section
2 Copies of 8x10 vessel picture showing port and starboard and required identification and marking as specified in annex 1 of this order.	Client/Applicant
Grid map indicating the proposed fishing grounds	BFAR-IX, CFVGL Section
Original/Authenticated copy of the following: a. Certificate of Philippine Registry (CPR) b. Certificate of Ownership (CO) c. Valid/Unexpired fishing vessel safety certificate (FVSC)	MARINA MARINA MARINA
Approved articles of incorporation and by-laws for corporation, the primary or secondary purpose of which is to engage in fishing, or business name registration certificate for single proprietorship or partnership to accompany the first vessel of the applicant to be licensed.	SEC/DTI/LGU
Fishing logsheet for catcher vessel for registration and approval by BFAR upon payment of registration fee of fifty pesos (PHP 50.00)	CFVGL Section
Affidavit specifying that the vessel has no pending criminal, civil or administrative case	BFAR (Form) Notarization
Importation or construction clearance	BFAR Central Office

Copy of Official Receipts covering payment of application and license fees.		Cashier		
Tax identification number of the owner		BIR		
Payment of fees		Applicant		
Inspection Report		BFAR IX		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill-out commercial fishing vessel and gear license application form	1. Provide CFVL/CFG	None	5 Minutes	Licensing
2. Present duly notarized and filled-up forms together with the requirements for review of licensing evaluator	2. Evaluate/Review requirements for approval of inspection	None	15-30 Minutes	CFVL Evaluators
3. If Requirements are complete and approved by CFVL Evaluato, Schedule for inspection (1 day before inspection)	3. Assign available inspector for vessel/gear inspection	None	2 Minutes	OIC-CFVL
4. Inspect CFV and CFG	4. Inspect CFV/CFG	None	4 Hours vessel ( Inclusive of travel time)	Assigned Inspector
5. Secure payment order	5. Issue payment order	See payment fees	2 Minutes	Any CFVL Staff
6. Secure official receipt	6. Issue official receipt	See payment fees	5 Minutes	Collecting Officer
7. Submit all requirements to licensing section includin photocopy of payment	7. Receive requirements approval	None	5 Minutes	Any CFVL Staff
	7.1 Fill out application form (Evaluator Portion)	None	35 Minutes	AInspector
	7.2 Application form and approval by evaluator	None	10 Minutes	CFVL Evaluator
	7.3 Prepare Endorsement for approval by Evaluator	None	10 Minutes	Any CFVL Staff
8. Secure copy of Indorsement	8. Submit copy of Indorsement letter to fishing company	None	5 Minutes	Any CFVL Staff
<b>TOTAL:</b>		<b>See payment fees</b>	<b>5 Hours, 45 Minutes</b>	

### 3. Issuance of Certificate of Clearance (COC)

No fishing boat shall depart from its homeport or any port of departure without first securing the prescribed Certificate of Clearance either from the regional office or provincial office. A certificate clearance shall only be issued upon verification of the documents of the fishing vessel. A certificate of clearance shall be valid for thirty days (30) from the date of issuance. Provided however fishing vessel operating more than 30 days shall be issued clearance valid until return to any port in the Philippines. It shall be noted that under Sec. 24 RESPONSIBILITIES OF THE LICENSE HOLDER (g) subject the vessel and gear for inspection prior to the issuance of certificate of clearance to depart to the fishing ground.

<b>Office or Division</b>	BFAR Provincial Fishery Offices (PFO) - 1. PFO Zamboanga del Norte Sta. Isabel, Dipolog City, Zamboanga del Norte 2. PFO - Zamboanga del Sur Pagadian City Wharf, Pagadian City, Zamboanga del Sur 3. PFO - Zamboanga Sibugay Poblacion, Ipil, Zamboanga Sibugay 4. City Fishery Office - Zamboanga City BFAR-IX Compound, R.T. Lim Boulevard, Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C- Government to Public			
<b>Who may avail:</b>	Commercial Fishing Vessel Operators			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Application Form		CFVGL Section		
Updated Marina Documents		MARINA		
Inspection Form		Client/Applicant		
Payment Fee of PHP 100.00		Client/Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for inspection thru walk-in or phone call or text (1 day before inspection)	1. Schedule for inspection and assign inspector.	None	2 Minutes	OIC-CFVL
2. Accompany inspector to conduct inspection	2. Inspection of CFV documents on board	None	4 Hours vessel (going to and from)	Assigned Inspector
3. Prepares COC Form for approval	3. Inspector	None	1 Day from conduct of inspection	Inspector
4. Secure payment order	4. Issue payment order	None	5 Minutes	CFVL Staff
5. Secure official receipt	5. Issue official receipt	See payment fees	5 Minutes	Collecting Officer
6. Secure COC	6. Approval of COC	None	5 Minutes	Provincial Fishery Officer/OIC-CFVL
<b>TOTAL:</b>		<b>See payment fees</b>	<b>1 Day, 4 Hours, 17 Minutes</b>	

#### 4. Issuance of Fishworker's License

The validity of the Fisherman's License shall be three (3) years from the date of payment of license fee.

<b>Office or Division</b>	BFAR Provincial Fishery Offices (PFO) - 1. PFO Zamboanga del Norte Sta. Isabel, Dipolog City, Zamboanga del Norte 2. PFO - Zamboanga del Sur Pagadian City Wharf, Pagadian City, Zamboanga del Sur 3. PFO - Zamboanga Sibugay Poblacion, Ipil, Zamboanga Sibugay 4. City Fishery Office - Zamboanga City BFAR-IX Compound, R.T. Lim Boulevard, Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C- Government to Public			
<b>Who may avail:</b>	Fishing boat owners Operators Fisherfolk			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Completed Application Form		CFVGL Section		
2 Copies of 1x1 recent ID picture or 1 pc 2x2		Client/Applicant		
Payment of PHP 100.00		Client/Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure and fill-out fishworker's license application form	1. Provide Fishworker's accomplished application and list of requirements and interview	None	10 Minutes	CFVL Personnel
2. Submit duly filled-up application form together with the requirement	2. Receive and transmit the application and requirements	None	1 Minutes	CFVL Personnel
	2.1 Check, verify and evaluate the authenticity of the requirements	None	3 Minutes	CFVL Personnel
3. Secure payment order	3. Issue payment order	None	5 Minutes	CFVL Personnel
4. Secure official receipt	4. Issue official receipt	See payment fees	5 Minutes	Collecting Officer
5. Submit OR to Licensing Officer	5. Receive OR for encoding of Fishworker's ID	None	5 Minutes	CFVL Personnel
6. Secure Fishworker's ID	6. Submit copy of Indorsement letter to fishing company	None	5 Minutes	Provincial Fishery Officer only
<b>TOTAL:</b>		<b>See payment fees</b>	<b>34 Minutes</b>	

5. Issuance of Local Transport Permit				
<b>Office or Division</b>	BFAR Provincial Fishery Offices (PFO) - 1. PFO Zamboanga del Norte Sta. Isabel, Dipolog City, Zamboanga del Norte 2. PFO - Zamboanga del Sur Pagadian City Wharf, Pagadian City, Zamboanga del Sur 3. PFO - Zamboanga Sibugay Poblacion, Ipil, Zamboanga Sibugay 4. City Fishery Office - Zamboanga City BFAR-IX Compound, R.T. Lim Boulevard, Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C- Government to Public			
<b>Who may avail:</b>	Private and Public Clients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure and fill-out Local Transport Permit Application Form	1. Provide LTP application form and list of requirements and interview	None	10 Minutes	Quarantine Officer/Any PFO Staff
2. Submit duly filled-up application form together with the requirements.	2. Receive and evaluate application and requirements	None	10 Minutes	Quarantine Officer/Any PFO Staff
3. Secure payment order	3. Issue payment order	None	2 Minutes	Quarantine Officer/Any PFO Staff
4. Secure official receipt	4. Issue official receipt	See Payment of fees	2 Minutes	Collecting Officer
5. Secure Local Transport Permit	5. Preparation and approval of Local Transport Permit	None	10 Minutes	Provincial Fishery Officer/Quarantine Officer
<b>TOTAL:</b>		<b>See Payment of fees</b>	<b>34 Minutes</b>	

## PROVISION OF EXTENSION SUPPORT, EDUCATION AND TRAINING SERVICES

<b>6. Technical Assistance for Walk-in Clients</b>				
The service involves transfer of technical information or ideas to develop or enhance the skills of Walk-in Clients on aquaculture, fisheries and similar subjects.				
<b>Office or Division</b>	BFAR Provincial Fishery Offices (PFO) - 1. PFO Zamboanga del Norte Sta. Isabel, Dipolog City, Zamboanga del Norte 2. PFO - Zamboanga del Sur Pagadian City Wharf, Pagadian City, Zamboanga del Sur 3. PFO - Zamboanga Sibugay Poblacion, Ipil, Zamboanga Sibugay 4. City Fishery Office - Zamboanga City BFAR-IX Compound, R.T. Lim Boulevard, Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2G - Government to Government; G2B -			
<b>Who may avail:</b>	General Public			
<b>LIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Client Feedback Form		BFAR PFO-ZDS		
2. Client Request Form		BFAR PFO-ZDS		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fills-out visitors Logbook at the Public Assistance Counter/Officer of the Day's Desk	1. Entertains client and endorses to appropriate staff	None	5 Minutes	PAC on duty/ Officer of the Day/PFO Staff
	1.1 Advises client to fill-out Client Request Form	None	5 Minutes	PFO/Technical Staff
2. Discusses queries/concerns	2. Renders appropriate technical assistance	None	2 Hours	PFO/Technical Staff
	2.1 Requests client to fill-out Client Feedback Form	None	3 Minutes	PFO/Technical Staff
3. Fills-out Client Feedback Form	3. Receives duly accomplished Client Feedback Form	None	15 Minutes	PFO/Technical Staff
<b>TOTAL:</b>		<b>None</b>	<b>2 Hours, 28 Minutes</b>	

## 7. Technical Assistance thru Telephone Inquiry

Clients with technical concerns done thru telephone call are catered immediately by the Office during and even on off office hours.

<b>Office or Division</b>	BFAR Provincial Fishery Offices (PFO) - 1. PFO Zamboanga del Norte Sta. Isabel, Dipolog City, Zamboanga del Norte 2. PFO - Zamboanga del Sur Pagadian City Wharf, Pagadian City, Zamboanga del Sur 3. PFO - Zamboanga Sibugay Poblacion, Ipil, Zamboanga Sibugay 4. City Fishery Office - Zamboanga City BFAR-IX Compound, R.T. Lim Boulevard, Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2G - Government to Government			
<b>Who may avail:</b>	General Public			
<b>KLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Phone Call		BFAR PFO-ZDS		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Phones in queries/concerns	1. Answers/attends telephone call and asks for necessary information to be written in the inquiry form/logbook	None	5 Minutes	PFO/Technical Staff
2. Discusses queries/concerns	2. Provides needed information or refers to concern technical staff	None	15 Minutes	PFO/Technical Staff
<b>TOTAL:</b>		<b>None</b>	<b>20 Minutes</b>	

### 8. Technical Assistance thru Social Media (E-mail, Facebook, Messenger and Text)

The BFAR PFO-Zamboanga del Sur extends its technical assistance thru social media platforms during and even on off office hours.

<b>Office or Division</b>	BFAR Provincial Fishery Offices (PFO) - 1. PFO Zamboanga del Norte Sta. Isabel, Dipolog City, Zamboanga del Norte 2. PFO - Zamboanga del Sur Pagadian City Wharf, Pagadian City, Zamboanga del Sur 3. PFO - Zamboanga Sibugay Poblacion, Ipil, Zamboanga Sibugay 4. City Fishery Office - Zamboanga City BFAR-IX Compound, R.T. Lim Boulevard, Zamboanga City
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<b>Classification</b>	Simple
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<b>Type of Transaction</b>	G2C - Government to Citizen; G2G - Government to Government
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<b>Who may avail:</b>	General Public
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KLIST OF REQUIREMENTS	WHERE TO SECURE
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1. Email, SMS		BFAR PFO-ZDS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends queries/concerns through e-mail, SMS	1. Receives and replies messages sent through e-mail, SMS and other	None	5 Minutes	PFO/Technical Staff
<b>TOTAL:</b>		<b>None</b>	<b>5 Minutes</b>	

### 9. Issuance for New Application of Fishpond Application for Issuance of 25 Years Fishpond Lease Agreement (FLS(; Aquasilviculture Stewardship Contract (ASC); and Gratuitous Permit (GP)

<b>Office or Division</b>	BFAR Provincial Fishery Offices (PFO) - 1. PFO Zamboanga del Norte Sta. Isabel, Dipolog City, Zamboanga del Norte 2. PFO - Zamboanga del Sur Pagadian City Wharf, Pagadian City, Zamboanga del Sur 3. PFO - Zamboanga Sibugay Poblacion, Ipil, Zamboanga Sibugay 4. City Fishery Office - Zamboanga City BFAR-IX Compound, R.T. Lim Boulevard, Zamboanga City	
<b>Classification</b>	Highly Technical	
<b>Type of Transaction</b>	G2C (Government to Client)	
<b>Who may avail:</b>	Lessee/Operators	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>1. Initial requirements</b>		Provincial Fishery Officer (PFO)/Fishpond Lease Officers
a. Letter of intent for Fishpond Lease Agreement (FLA), Aquasilviculture Stewardship Contract (ASC) and Gratuitous Permit GP)		Applicant
b. Four (4) copies of the sketch or survey plan of the area released for fishpond purposes with its technical description as extracted from the Land Classification Map of the Forest		DENR
c. A Certificate of Bank Deposit issued by any Banking Institution showing that the applicant has a current or checking account and has capital in cash of P5,000.00 per hectare or fraction thereof and the bank statements of said account for the preceding six		Issuing Bank
d. An affidavit declaring that the initial capital deposited in the Bank shall be used exclusively for the development of the area;		Applicant thru a Notary Public
e. Notarized affidavit of adherence to Good Aquaculture Practices in the form prescribed in Annex A of FAO No. 197-1;		Applicant thru a Notary Public
<b>For Applications for Gratuitous Permit (GP),</b>		
1. Letter of intent of the applicant;		Applicant
2. Project profile which states: a. The general and specific objectives of the b. A brief description of the project c. The methodology of project		Applicant
<b>2. Final Requirements</b>		
a. Twelve (12) copies of the survey plans of the area duly approved by the Director of Lands or Regional Director of Lands, or if under cadastral survey, the same shall be certified by the Lands Management Bureau		Lands Management Bureau
b. Duly accomplished FLA or ASC application duly acknowledged before a Notary Public		FLA Section

c. Certifications issued by the Regional Director and the Regional Trial Court in the judicial district where the area applied for is located to the effect that the same is not involved in any pending administrative and judicial case, respectively		BFAR Regional Office/RTC		
d. Payment of cash bond deposit and initial		Applicant		
e. Certification issued by the Regional Director to the effect that the area applied for is not subleased to any other person/s		Office of the Regional Director		
f. Proof of updated remittances to the Social Security System covering		SSS		
<b>3. Requirements for Transfer of Rights</b>				
a. Letter of intent to apply		Applicant		
b. Prior written approval of the transfer by the Secretary of Agriculture		Department of Agriculture		
c.. Duly accomplished application form				
d. Original copy of the Deed of Assignment or Transfer and Assumption of Obligations				
e. Certified true copies of original official receipts of updated payment of rentals				
f. Payment of assignment or transfer fee		Cashier		
g. Posting of required cash bond deposit				
h. Latest report of improvements verified by the Regional Director or his authorized representative, showing that the fishpond area of the ASC or FLA subject of the proposed assignment or transfer has been developed		BFAR Regional Office		
i. Twelve (12) copies of the survey plan of the area under his/her name duly approved by the Director of Lands or Regional Director of		Lands Management Bureau		
j. Contract or lease form duly accomplished and acknowledged before a Notary Public				
k. Certification issued by the BFAR Regional Director and Regional Trial Court in the judicial district where the area applied for is located to the effect that the same is not involved in any pending administrative and judicial case,		BFAR Regional Office/RTC		
l. Affidavit and certification executed and issued by the applicant and BFAR Regional Director respectively, to the effect that the area applied for is not subleased to any person/s		Applicant		
m. Notarized affidavit of adherence to Good Aquaculture Practices		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

1. Submits initial documentary requirements under Section 14, including proof/s of compliance to Section 5 C of FAO 197-1, s. 2012	1. Receives, evaluates, and determines the completeness and correctness of initial requirements submitted	None	20 minutes	PFO/FLOs
	1.1 Provides FLA Application Form upon client's compliance to the initial documentary requirements	None	3 minutes	PFO/FLOs
2. Accomplishes FLA Application Form	2. Receives and checks the consistency of the FLA Application Form submitted	None	5 Minutes	PFO
	2.1 Prepares order of payment for the initial Fishpond Application Fee	None	5 Minutes	PFO/FLOs
	2.3 Approves/issues order of payment for the initial Fishpond Application Fee	None	3 Minutes	PFO
3. Pays the initial Fishpond Application Fee	3. Accepts payment for the initial Fishpond Application Fee and issues official receipt (OR)	Php2,000	5 Minutes	Collecting Officer
4. Submits him/herself for investigation and allows site inspection	4. Conducts investigation on applicant	None	1 Hour	PFO/FLOs
	4.1 Conducts ocular inspection of the area	None	3 Days (Inclusive of travel time)	PFO/FLOs
	4.2 Prepares report of inspection and investigation provided with recommendations	None	1 Day	PFO/FLOs
	4.3 Indorses FLA application enclosed with the complete <i>initial</i> documentary requirements, a photocopy of the OR and the report of inspection & investigation to BFAR RO FMRED FLS	None	1 Day	PFO/FLOs

	4.4 Receives and reviews FLA application & attached documents and submits the same to BFAR CO	None	1 Day	FMRED FLS
	4.5 '- Upon receipt of approved Notice of Compliance -  Prepares memorandum order advising applicant to comply with the final requirements and forwards the same to PFO	None	30 minutes	FMRED FLS
	4.6 Receives memorandum and prepares letter to applicant advising him/her to submit final requirements	None	30 Minutes	PFO/FLOs
	4.7 Serves letter/notice to applicant and gives checklist of final requirements	None	1 Day	PFO/FLOs
5. Submits final requirements (under Section 16 of FAO 197-1, s. 2012)	5. Receives, evaluates, and determines the completeness and correctness of final requirements submitted	None	30 Minutes	PFO/FLOs
	5.1 Prepares order of payment for initial rental and cash bond deposit	None	5 Minutes	PFO/FLOs
	5.2 Approves/issues order of payment for initial rental and cash bond deposit	None	3 Minutes	PFO
6. Pays the initial rental and cash bond deposit	6. Accepts payment for the initial rental & cash bond deposit issues official receipt (OR)	To be computed based on required fees indicated below	5 Minutes	Collecting Officer

	6.1 Indorses FLA application enclosed with the complete <i>final</i> documentary requirements and a photocopy of the OR to BFAR RO FMRED FLS	None	1 Day	PFO/FLOs
	6.2 Receives and reviews FLA application & attached documents	None	20 Minutes	FMRED FLS
	6.3 Prepares indorsement letter to BFAR CO FLRD FLS for final evaluation of application and attached documents	None	1 Hour	FLOs (FMRED FLS)
	6.4 Initials endorsement	None	3 Minutes	Chief, FMRED
	6.5 Signs indorsement letter to CO	None	1 Day	Regional Director
	6.6 Transmits final requirements to BFAR CO	None	30 Minutes	Chief, FLS
	6.7 BFAR CO receives the final requirements	None	5 days	BFAR FLRD FLS
<b>TOTAL:</b>		<b>2,000.00</b>	<b>14 Days, 4 Hour, 17 Minutes</b>	

# **10. Issuance for the Renewal of Fishpond Application for Issuance of 25 Years Fishpond Lease Agreement (FLS(; Aquasilviculture Stewardship Contract (ASC); and Gratuitous Permit (GP)**

<b>Office or Division</b>	BFAR Provincial Fishery Offices (PFO) - 1. PFO Zamboanga del Norte Sta. Isabel, Dipolog City, Zamboanga del Norte 2. PFO - Zamboanga del Sur Pagadian City Wharf, Pagadian City, Zamboanga del Sur 3. PFO - Zamboanga Sibugay Poblacion, Ipil, Zamboanga Sibugay 4. City Fishery Office - Zamboanga City BFAR-IX Compound, R.T. Lim Boulevard, Zamboanga City
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2C (Government to Client)
<b>Who may avail:</b>	Lessee/Operators
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>1. Initial requirements</b>	Provincial Fishery Officer (PFO)/Fishpond Lease Officers
a. Letter of intent for Fishpond Lease Agreement (FLA), Aquasilviculture Stewardship Contract (ASC) and Gratuitous Permit GP)	Applicant
b. Four (4) copies of the sketch or survey plan of the area released for fishpond purposes with its technical description as extracted from the Land Classification Map of the Forest	DENR
c. A Certificate of Bank Deposit issued by any Banking Institution showing that the applicant has a current or checking account and has capital in cash of P5,000.00 per hectare or fraction thereof and the bank statements of said account for the preceding six	Issuing Bank
d. An affidavit declaring that the initial capital deposited in the Bank shall be used exclusively for the development of the area;	Applicant thru a Notary Public
e. Notarized affidavit of adherence to Good Aquaculture Practices in the form prescribed in Annex A of FAO No. 197-1;	Applicant thru a Notary Public
<b>For Applications for Gratuitous Permit (GP),</b>	
1. Letter of intent of the applicant;	Applicant
2. Project profile which states:	Applicant
a. The general and specific objectives of the project	
b. A brief description of the project	
c. The methodology of project	
<b>2. Final Requirements</b>	
a. Twelve (12) copies of the survey plans of the area duly approved by the Director of Lands or Regional Director of Lands, or if under cadastral survey, the same shall be certified by the Lands Management Bureau	Lands Management Bureau

b. Duly accomplished FLA or ASC application duly acknowledged before a Notary Public	FLA Section
c. Certifications issued by the Regional Director and the Regional Trial Court in the judicial district where the area applied for is located to the effect that the same is not involved in any pending administrative and judicial case, respectively;	BFAR Regional Office/RTC
d. Payment of cash bond deposit and initial	Applicant
e. Certification issued by the Regional Director to the effect that the area applied for is not subleased to any other person/s	Office of the Regional Director
f. Proof of updated remittances to the Social Security System covering	SSS
<b>3. Requirements for Transfer of Rights</b>	
a. Letter of intent to apply	Applicant
b. Prior written approval of the transfer by the Secretary of Agriculture	Department of Agriculture
c.. Duly accomplished application form	
d. Original copy of the Deed of Assignment or Transfer and Assumption of Obligations	
e. Certified true copies of original official receipts of updated payment of rentals	
f. Payment of assignment or transfer fee	Cashier
g. Posting of required cash bond deposit	
h. Latest report of improvements verified by the Regional Director or his authorized representative, showing that the fishpond area of the ASC or FLA subject of the proposed assignment or transfer has been developed	BFAR Regional Office
i. Twelve (12) copies of the survey plan of the area under his/her name duly approved by the Director of Lands or Regional Director of Lands	Lands Management Bureau
j. Contract or lease form duly accomplished and acknowledged before a Notary Public	
k. Certification issued by the BFAR Regional Director and Regional Trial Court in the judicial district where the area applied for is located to the effect that the same is not involved in any pending administrative and judicial case, respectively	BFAR Regional Office/RTC
l. Affidavit and certification executed and issued by the applicant and BFAR Regional Director respectively, to the effect that the area applied for is not subleased to any person/s	Applicant
m. Notarized affidavit of adherence to Good Aquaculture Practices	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Letter of Intent addressed to the Regional Director thru the Provincial Fishery Officer	1. Receives letter of intent and records date and time of receipt	None	5 Minutes	PFO/FLOs
	1.1 Forwards letter of intent to BFAR RO	None	5 Minutes	PFO/FLOs
	1.2 Receives letter of	None	5 Minutes	Office of the Regional
	1.3 Approves letter of intent	none	1 Day	Regional Director
	1.4 Forwards approved letter of intent to PFO	none	5 Minutes	Office of the Regional Director/FMRED FLS
	1.5 Receives approved letter of intent	none	2 minutes	PFO/FLOs
	1.6 Advises the applicant to submit requirements	none	5 minutes	PFO/FLOs
2. Submits requirements	2. Receives, evaluates, and determines the completeness and correctness of requirements submitted	none	20 minutes	PFO/FLOs
	2.1 Prepares order of payment for the application fee, initial rental and cash bond deposit	none	5 minutes	PFO/FLOs
	2.3 Approves/issues order of payment for the application fee, initial rental and cash bond deposit	None	5 Minutes	PFO
3. Pays the application fee, initial rental and cash bond deposit	3. Accepts payment of the application fee, initial rental and cash bond deposit and issues OR	To be computed based on required fees indicated below	5 Minutes	Collecting Officer
4. Submits him/herself for investigation and allows site inspection	4. Conducts investigation on applicant	None	1 Hour	PFO/FLOs
	4.1 Conducts ocular inspection of the area	None	3 days (inclusive of travel	Fishpond Lease Officers

	4.2 Prepares report of inspection and investigation provided with recommendations	None	1 Day	PFO/FLOs
	4.3 Indorses FLA application enclosed with complete	None	1 Day	PFO/FLOs
	4.4 Receives and reviews FLA application & attached documents	None	20 Minutes	FMRED, FLU
	4.5 Prepares indorsement letter to BFAR CO FLRD FLS for final evaluation of application and attached documents	None	1 Hour	Fishpond Lease Officers
	4.6 Initials endorsement letter to CO	None	3 Minutes	Chief, FMRED
	4.7 Signs endorsement letter to CO	None	1 Day	Regional Director
	4.8 Transmits final requirements to BFAR CO	None	30 Minutes	Chief, Fishpond Lesae Unit
	4.9 BFAR CO receives	None	5 days	BFAR FLRD FLU
<b>TOTAL:</b>		<b>None</b>	<b>12 Days, 3 Hours, 55 Minutes</b>	

# **11. Issuance for Transfer of Fishpond Application for Issuance of 25 Years Fishpond Lease Agreement (FLS); Aquasilviculture Stewardship Contract (ASC); and Gratuitous Permit (GP)**

<b>Office or Division</b>	BFAR Provincial Fishery Offices (PFO) - 1. PFO Zamboanga del Norte Sta. Isabel, Dipolog City, Zamboanga del Norte 2. PFO - Zamboanga del Sur Pagadian City Wharf, Pagadian City, Zamboanga del Sur 3. PFO - Zamboanga Sibugay Poblacion, Ipil, Zamboanga Sibugay 4. City Fishery Office - Zamboanga City BFAR-IX Compound, R.T. Lim Boulevard, Zamboanga City	
<b>Classification</b>	Highly Technical	
<b>Type of Transaction</b>	G2C (Government to Client)	
<b>Who may avail:</b>	Lessee/Operators	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>1. Initial requirements</b>		Provincial Fishery Officer (PFO)/Fishpond Lease Officers (FLOs)
a. Letter of intent for Fishpond Lease Agreement (FLA), Aquasilviculture Stewardship Contract (ASC) and Gratuitous Permit GP)		Applicant
b. Four (4) copies of the sketch or survey plan of the area released for fishpond purposes with its technical description as extracted from the Land Classification Map of the Forest Management Bureau, DENR		DENR
c. A Certificate of Bank Deposit issued by any Banking Institution showing that the applicant has a current or checking account and has capital in cash of P5,000.00 per hectare or fraction thereof and the bank statements of said account for the preceding six (6) months;		Issuing Bank
d. An affidavit declaring that the initial capital deposited in the Bank shall be used exclusively for the development of the area;		Applicant thru a Notary Public
e. Notarized affidavit of adherence to Good Aquaculture Practices in the form prescribed in Annex A of FAO No. 197-1;		Applicant thru a Notary Public
<b>For Applications for Gratuitous Permit (GP), the requirements are:</b>		
1. Letter of intent of the applicant;		Applicant
2. Project profile which states:		Applicant

a. The general and specific objectives of the project	
b. A brief description of the project	
c. The methodology of project implementation, which includes names of personnel involved and percentage of time allocated to the project; schedule of implementation, funding requirement and sources, both local and foreign; target	
<b>2. Final Requirements</b>	
a. Twelve (12) copies of the survey plans of the area duly approved by the Director of Lands or Regional Director of Lands, or if under cadastral survey, the same shall be certified by the <u>Lands Management Bureau</u>	Lands Management Bureau
b. Duly accomplished FLA or ASC application duly <u>acknowledged before a Notary Public</u>	FLA Section
c. Certifications issued by the Regional Director and the Regional Trial Court in the judicial district where the area applied for is located to the effect that the same is not involved in any pending administrative and	BFAR Regional Office/RTC
d. Payment of cash bond deposit and initial	Applicant
e. Certification issued by the Regional Director to the effect that the area applied for is not subleased to any other person/s	Office of the Regional Director
f. Proof of updated remittances to the Social Security System covering	SSS
<b>3. Requirements for Transfer of Rights</b>	
a. Letter of intent to apply	Applicant
b. Prior written approval of the transfer by the Secretary of Agriculture	Department of Agriculture
c.. Duly accomplished application form	
d. Original copy of the Deed of Assignment or Transfer and Assumption of Obligations	
e. Certified true copies of original official receipts of updated payment of rentals	
f. Payment of assignment or transfer fee	Cashier
g. Posting of required cash bond deposit	
h. Latest report of improvements verified by the Regional Director or his authorized representative, showing that the fishpond area of the ASC or FLA subject of the proposed <u>assignment or transfer has been developed</u>	BFAR Regional Office
i. Twelve (12) copies of the survey plan of the area under his/her name duly approved by the Director of Lands or Regional Director of <u>Lands</u>	Lands Management Bureau
j. Contract or lease form duly accomplished and acknowledged before a Notary Public	

k. Certification issued by the BFAR Regional Director and Regional Trial Court in the judicial district where the area applied for is located to the effect that the same is not involved in any pending administrative and judicial case, respectively		BFAR Regional Office/RTC		
l. Affidavit and certification executed and issued by the applicant and BFAR Regional		Applicant		
m. Notarized affidavit of adherence to Good Aquaculture Practices		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits letter of Intent addressed to the National Director thru Regional Director	1. Receives letter of intent and records date and time of receipt	None	5 Minutes	PFO/FLOs
	1.1 Receives letter of intent	None	5 Minutes	ORD
	1.2 Approves letter of intent	None	1 Day	Regional Director
	1.3 Forwards approved letter of intent to PFO	None	5 Minutes	ORD
	1.4 Receives approved letter of intent and notifies applicant	None	10 Minutes	PFO/FLOs
3. Submits him/herself for investigation and allows site inspection	3. Conducts inspection of the area	None	3 Days (inclusive of travel time)	PFO/FLOs
	3.1 Prepares Report of Preliminary Evaluation	None	1 Hour	PFO/FLOs
	3.2 Forwards report to BFAR RO FMRED FLS	None	1 Day	PFO/FLOs
	3.3 Prepares indorsement letter to BFAR CO FLRD FLS for final evaluation with attached documents	None	30 Minutes	FLOs (FMRED FLS)
	3.4 Initials indorsement letter to CO	None	3 Minutes	Chief, FMRED
	3.5 Signs indorsement letter to CO	None	1 Day	Regional Director
	3.6 Transmits final requirements to BFAR CO	None	30 Minutes	Chief, Fishpond Lease Unit
	3.7 BFAR CO receives the endorsement	None	5 Days	BFAR FLRD FLU

	3.8 Forwards the endorsement letter to the Office of the Secretary, DA for his approval	None	1 Day	National Director
	3.9 Receives the endorsement letter	None	1 Day	Office of the Secretary, DA
	3.10 Evaluates the forwarded endorsement	None	30 Minutes	DA Legal
	3.11 Approves the request for transfer	None	1 Day	DA Secretary
	3.12 Issuance of Written Approval will be forwarded to BFAR CO	None	2 Days	DA
	3.14 Forwards the Written Approval to the Regional Office	None	5 Days	DA
	3.15 Receives the forwarded Written Approval	None	3 Minutes	Office of the Regional Director
	3.16 Advises the transferee to comply with the requirements	None	2 Minutes	Chief, Fishpond Lease Unit
	3.17 Facilitate the complete compliance of the transferee to Section 19 of FAO 197-1, s. 2012	None	30 Minutes	Chief, Fishpond Lease Unit
	3.18 Prepares endorsement letter to BFAR CO FLRD FLS for final evaluation with attached documents	none	30 minutes	FLOs (FMRED FLU)
	3.19 initials endorsement letter to CO	none	3 minutes	Chief, FMRED
	3.20 Sign endorsement letter to CO	none	1 day	Regional Director
	3.21 Transmits final requirements to BFAR CO	None	30 Minutes	Chief, Fishpond Lease Unit
	3.22 BFAR CO receives the endorsement	None	5 Days	BFAR FLRD,FLU
	3.23 Evaluates the application for FLA/ASC/GP and	None		BFAR Central Legal Office
	Approves/Signs			(DA Secretary upon recommendation of the BFAR CO) DA Office

	Notarizes FLA/ASC			BFAR Central Legal Office
	Transmits approved FLA/ASC/GP back to BFAR		Care of BFAR CO	Chief, Record Section DA Office
	3.24 Prepares transmittal letter to	None		Legal Office
4. Lessee receives his/her copy of the approved FLA	4. Mails approved FLA/ASC/GP thru registered mail			Chief Record Officer Record Section
<b>TOTAL:</b>			<b>27 Days, 4 Hours, 36 Minutes</b>	

#### Required Fees:

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

Fishpond Application Fee	Php2,000.00
Cash Bond Deposit	Php 500.00 per hectare or fraction thereof
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. The total number of days/hours listed above does not include the time it takes for the DA-Legal Service
2. Step Nos. 1-3 are undertaken by the BFAR Regional or Provincial Office concerned, hence, the amount
3. Step No. 5- the number of minutes listed does not take into account the time it takes for the applicant to

#### All Vessel type

Commercial Fishing Vessel License (CFVL) Fees **Php 400.00**

#### For Catcher Only

Commercial Fishing GEAR License (CFGL) **Php 200.00**

Fishing Gear Registration Fee **Php 200.00**

License Fees		
GROSS TONNAGE	(In PHP)	TONNAGE FEE
	(x3 years)	(x3 years) in Php
3.1 to 20.0	200.00	2.00/GT
20.1 to 50.0	250.00	2.00/GT
50.1 to 100.00	300.00	2.00/GT
100.1 to 125.0	500.00	3.00/GT
125.1 to 150.0	1000.00	3.00/GT
150.1 to 250.0	1500	3.00/GT
250.1 and above	2500	4.00/GT

<b>CASH BOND DEPOSIT</b>	
<b>GROSS TONNAGE</b>	<b>(IN PHP)</b>
3.1 to 20.0	250.00
20.1 to 50.0	350.00
50.1 to 100.0	450.00
100.1 to 125.0	550.00
125.1 to 150.0	350.00
150.1 to 250.0	750.00
250.1 to 500.00	850.00
500.1 and above	950.00

<b>GEAR LICENSE FEE (for Catcher Only)</b>	
<b>GROSS TONNAGE</b>	<b>(IN PHP)</b>
	x3 years
3.1 to 20.0	400.00
20.1 to 150.0	800.00
150.1 to 300.0	1200.00
300.1 to 500.00	2000.00
500.1 and above	5000.00

Record Book

Php 50.00

## **CITY FISHERY OFFICE FRONT LINE SERVICES**

# **1. Distribution of Fishing Gear Paraphernalia and Seaweeds Farm Implements**

Fisherfolk need assistance in terms of fishing gear paraphernalia and seaweeds farm implements since majority of them live in the subsistence level and often times could not afford to buy these praphernalia. Based on request received from stakeholders, the agency targets figing gear paraphernalia and seaweeds farm implements distribution through the City Fishery Office, Zamboanga clty in collaboration with Local Government Unit.

<b>Office or Division</b>	Zamboanga City Fishery Office BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C- Government to Client and G2G- Government to Government			
<b>Who may avail:</b>	1. Local Government Units (LGUs)			
	2. Fisherfolk associations/ organizations/cooperatives			
	3. Other interested parties			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request		Requesting party		
Regional Director's approval		Office of the Regional Director		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request (LR) duly endorsed by LGU/CFAR MC	1. ORD receive LR	None	30 Minutes	Regional Director Secretary/ Technical Staff
	1.1 RD acts on the request; ORD staff route to CFO	None	45 Minutes	Regional Director Secretary/ Technical Staff
	1.2 CFO Xhief inform to Fisheries Livelihood Development Technician (FLDT) for assessment, validation and evaluation.	None	30 Minutes	CFO Chief
	1.3 FLDT and CFO technical staff coordinates with concerned LGU for profilling and validation of requesting party or fisherfolk beneficiaries.	None	2 Days	FLDT and Technical Staff
	1.4 CFO Chief/ Technical staff/FLDT notifies LGU and fisherfolk beneficiaries the date of distribution and awarding of fishing gear paraphernalia.	None	20 Minutes	CFO/Technical Staff/FLDT

	1.5 CFO Chief/ Technical Staff in coordination withn LGU distribute fishing gear paraphernalia, issue Acknowledgement Receipt and Requisition and Issuance Slip.	None	3 Days	CFO and LGU
2. Receive fishing gear paraphernalia and sign Acknowledgement Receipt and Requisition and Issuance Slip	2. CFO technical staff collect and verify list of beneficiaries	None		
<b>TOTAL:</b>		<b>None</b>	<b>5 Days, 2 Hours,5 Minutes</b>	

Note:

Agency Actyion  
refelected herein  
excludes the  
procurement process. It  
is prresumed that the  
fishing hera  
paraphrnlia as targeted  
habe been procured.

This particular time may  
vary especially if  
awarding will be  
scheduled in conjuction  
with an event.

## 2. Technical Assistance thru Walk-in Clients

The City Fishery Office (CFO) render advisory services and technical inputs to walk-in clients and to provide support to the fishery sector, particularly to the municipal fisherfolk, including youth and women sectors, through appropriate technology and reserach, adeuate financial, production, construction of post-harvest facilities, marketing assistance, and other services.

<b>Office or Division</b>	Zamboanga City Fishery Office BFAR Regional Office IX, R.T. Lim Blvd., Zamboanga City			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C- Government to Client, G2B-Government to Business and G2G- Government to Government			
<b>Who may avail:</b>	(Internal) BFAR Reguonal Fishery Officers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Walk-in Inquiry Form		BFAR-Regional Offices		
Client Info. Logbook		CFO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-out walk-in Inquiry Form	1. Provide walk-in inquiry form	None	5 Minutes	Help Desk Malasakit Center
2. Discuss inquiry/concerns	2. Endorse to appropriate staff or to the concerned CFO and render technical assistance/needed information	None	5 Minutes	Help Desk Malasakit Center
3. Fill-out visitor's logbook	3. Assist stakeholder accoplish/filling up of logbook's information	None	5 Minutes	CFO Technical Staff
4. Discuss inquiry/concerns	4. Provide relevant technical information. Receive the accomplished client feedback form	None	2 Hours	CFO Technical Staff
<b>TOTAL:</b>		<b>None</b>	<b>2 Hours, 15 Minutes</b>	

## Feedback and Complaints

FEEDBACK AND COMPLAINTS MECHANISMS	
How to send a feedback	Fill-out the Client Satisfaction Feedback Form (secured from the servicing unit and/or the Public Assistance Desk) and drop it in the designated drop box in front of the Public Assistance Desk near the Entrance Gate.
	For information, clients may contact telephone number (062) 991-8192 or at CP No. 0965-864-5500 or through e-mail address: bfar9hrms@gmail.com
How feedback is processed	Client Satisfaction Feedback Box will be open weekly, every Monday, 9:00 AM to evaluate each feedback and for filing.
	Feedback requiring an explanation will be forwarded to concerned staff to prepare appropriate action within 3 days.
	The reply letter/ response will be sent to the client via mail (if address is reflected in the Feedback Form), email, fax (when available) or sms.
	For inquiries and follow-ups, clients may contact telephone number (062) 991-8192 or at CP No. 0965-864-5500 or through e-mail address: bfar9hrms@gmail.com
How to file a complaint	Fill-out the Client Complaint Form available at the Public Assistance Desk and drop it at the designated drop box near the Entrance Gate.
	Complaints can also be filed via e-mail with the following information:
	- Name of person being complained
	- Incident
	- Evidence
	For inquiries and follow-ups, clients may contact telephone number (062) 991-8192 or at CP No. 0965-864-5500 or through e-mail address: bfar9hrms@gmail.com
How complaints are processed	Complaint Drop box will be open daily, 4:30 PM to evaluate each complaint
	The Complaint Officer shall start the investigation immediately the following day and forward the complaint to the concerned staff for their explanation
	The Complaint Officer will then prepare a report based on the investigation for submission to the Head of the Agency for appropriate action
	The Complaint Officer will give feedback to the client on the actions taken by the bureau.
	For inquiries and follow-ups, clients may contact telephone number (062) 991-8192 or at CP No. 0965-864-5500 or through e-mail address: bfar9hrms@gmail.com
Contact Information of CCB, PCC, ARTA	ARTA : complaint@arta.gov.ph
	PCC : 8888
	CSC : Call (062) 993-2942 or email to ro09.fo_zamboangacity@csc.gov.ph
	CCB : Call 1-6565 or text to 0908-881-6565 or email to email@contactcenterngbayan.gov.ph

List of Offices

Office	Address	Contact Information
Head Office	PCA Bldg., Elliptical Rd., Diliman, Quezon City	(02)8-929-9597
BFAR-IX Regional Office	RT Lim Blvd., Zamboanga City	(062)991-8192
Provincial Fishery Office-Zamboanga Sibugay Province	Brngy. Poblacion, Ipil, Zamboanga Sibugay Province	(062)957-2428
Provincial Fishery Office-Zamboanga del Sur	Wharf Area, Sta. Lucia, Pagadian City, Zamboanga del Sur	(062)952-2194
Provincial Fishery Office-Zamboanga del Norte	National Highway, Sta. Isabela, Dipolog City, Zamboanga del Norte	(065)212-1520
City Fishery Office	RT Lim Blvd., Zamboanga City	0953-285-7049