

3. Issuance of Admeasurement Certificate of Registry Boat

This service caters to residents in Tagoloan who wants to seek Admeasurement Certificate for their fishing vessels for legal fishing operations.

Office or Division:	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Residents in Tagoloan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) clear and colored picture showing both sides of the vessel together with the owner				
2. One (1) latest 2x2 size ID picture of owner (taken 2 months before application)				
3. Municipal Fishing Boats and Gears Registration (BoatR)		Municipal Agriculture Office		
4. Municipal Fisherfolk Registration (FishR)		Municipal Agriculture Office		
Client Steps	Agency Actions	Fees to be paid	Processing time	Person responsible
1. State purpose of visit	1. Refer client to person responsible	none	10 minutes	<i>Public Assistance Complaints Desk (PACD) Officer of the Day Municipal Agriculture Office</i>
2. Submit the required documents	2. Receive the required documents and check for correctness	none	30 minutes	<i>Administrative Aide I Municipal Agriculture Office</i>
3. Fill out application form	3. Provide client with application form	none	2 hours	

<p>4. Submit accomplished application form for processing * <i>make sure to secure Order of Payment that will be issued</i></p>	<p>1. Receive accomplished application form and check for correctness 2. Issue Order of Payment</p>	<p>none</p>	<p>20 minutes</p>	
<p>5. Pay the required fees at the Municipal Treasurer's Office by showing the Order of Payment * <i>make sure to secure Official Receipt that will be issued upon payment</i></p>	<p>1. Accept the payment based on the Order of Payment 2. Issue Official Receipt</p>	<p>Non-motorized fishing vessel – PHP 100 per vessel Motorized fishing vessel – PHP 200 per vessel</p>	<p>1 hour</p>	<p><i>Revenue Collector</i> Municipal Treasurer's Office</p>
<p>6. Present Official Receipt at the Municipal Agriculture Office * <i>Wait for 6 days or until the Municipal Agriculture Office notifies you that the certificate is ready for release</i></p>	<p>1. Check the Official Receipt 2. Process the certificate 3. Inform the client that they will be notified as soon as the certificate is ready for release 4. Verify correctness of data 5. Facilitate recommending approval of certificate from the Municipal Agriculturist 6. Forward documents to Mayor's Office for approval</p>	<p>none</p>	<p>3 days</p>	<p><i>Administrative Aide I</i> Municipal Agriculture Office</p>

	<p>7. Receive certificate from the Municipal Agriculture Office</p> <p>8. Facilitate approval of certificate from the Mayor</p> <p>9. Return certificate to the Municipal Agriculture Office</p>	none	3 days	Mayor's Office
	<p>10. Receive certificate from the Mayor's Office</p> <p>11. Notify the client that the certificate is now ready for release</p>	none	10 minutes	Administrative Aide I Municipal Agriculture Office
7. Receive the certificate and sign in service logbook	<p>1. Record documents to be received in the service logbook</p> <p>2. Have the client sign the service logbook</p> <p>3. Release the certificate</p>	none	20 minutes	
8. Accomplish Client Satisfaction Survey Form and drop in the Feedback Box	8. Request client to accomplish Client Satisfaction Survey Form	none	30 minutes	Administrative Aide I Municipal Agriculture Office
TOTAL:		No. of non-motorized fishing vessel x PHP 100 No. of motorized fishing vessel x PHP 200	6 days & 5 hours	