

#### 4. Issuance of Certificate of Boat Ownership

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

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	Residents in Tagoloan			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. One (1) 2x2 size ID picture of owner (taken 2 months before application)				
2. Municipal Fishing Boats and Gears Registration (BoatR)			Municipal Agriculture Office	
3. Municipal Fisherfolk Registration (FishR)			Municipal Agriculture Office	
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be paid</b>	<b>Processing time</b>	<b>Person responsible</b>
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	
4. Submit accomplished application form for processing	1. Receive accomplished application form and check for correctness 2. Issue Order of Payment	none	20 minutes	

<p><i>* make sure to secure Order of Payment that will be issued</i></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>PHP 200 per fishing 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. Facilitate recommending approval of certificate from the Municipal Agriculturist 5. 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>6. Receive certificate from the Municipal Agriculture Office 7. Facilitate approval of certificate from the Mayor 8. Return the certificate to the Municipal Agriculture Office</p>	<p>none</p>	<p>3 days</p>	<p>Mayor's Office</p>
	<p>9. Receive certificate from the Mayor's Office 10. Notify the client that the certificate is now ready for release</p>	<p>none</p>	<p>10 minutes</p>	<p><i>Administrative Aide I</i> Municipal Agriculture Office</p>

7. Sign in service logbook	1. Record in the service logbook 2. Have the client sign the service logbook 3. Release the certificate	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	
<b>TOTAL:</b>		No. of fishing vessel x PHP 200	6 days & 5 hours	