

7. Issuance of Fishermen License

This service caters to fisherfolks in Tagoloan who wants to seek Fishermen License for legal fishing operations.

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| Office or Division: | Municipal Agriculture Office | | | |
| Classification: | Complex | | | |
| Type of Transaction: | G2C – Government to Client | | | |
| Who may avail: | Fisherfolks in Tagoloan | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. One (1) 2x2 size ID picture of owner (taken 2 months before application) | | | | |
| 2. Barangay certification attesting to client's status as legitimate fisherfolk, resident and owner of fishing vessel, detailing the name, color and dimension of fishing vessel | | Barangay Hall where the client resides | | |
| 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 | 20 minutes | |
| 4. Submit accomplished application form for processing | 1. Receive accomplished application form and check for correctness | none | 30 minutes | |

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| * make sure to secure Order of Payment that will be issued | 2. Issue Order of Payment | | | |
| 5. Pay the required fees at the Municipal Treasurer's Office by showing the Order of Payment * make sure to secure Official Receipt that will be issued upon payment | 1. Accept the payment based on the Order of Payment 2. Issue Official Receipt | PHP 200 | 1 hour | Revenue Collector Municipal Treasurer's Office |
| 6. Present Official Receipt at the Municipal Agriculture Office * Wait for 6 days or until the Municipal Agriculture Office notifies you that the certificate is ready for release | 1. Check the Official Receipt 2. Process the license 3. Inform the client that they will be notified as soon as the certificate is ready for release 4. Facilitate signatory of the Municipal Agriculturist 5. Forward license to the Mayor's Office | none | 3 days | Administrative Aide I Municipal Agriculture Office |
| | 6. Receive the license from the Municipal Agriculture Office 7. Facilitate signatory of the Mayor 8. Return the license to the Municipal Agriculture Office | none | 3 days | Mayor's Office |
| | 9. Receive the license from the Mayor's Office 10. Notify the client that the license is now ready for release | none | 10 minutes | Administrative Aide I Municipal Agriculture Office |

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| 7. Sign in the 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 | |
| TOTAL: | | PHP 200 | 6 days, 3 hours & 30 minutes | |