

8. Issuance of Fishing Gear Permit

This service caters to fisherfolks in Tagoloan who wants to seek of Fishing Gear Permit for their fishing gears for legal fishing operations.

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. Municipal Fishing Boats and Gears Registration (BoatR)		Municipal Agriculture Office		
2. Municipal Fisherfolk Registration (FishR)		Municipal Agriculture Office		
Additional requirement if client is not the registered owner of the fishing vessel:				
1. One (1) photocopy of any proof of relationship with the owner (marriage contract or birth certificate)				
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 and fill out application form	1. Receive the required documents and check for correctness 2. Provide client with application form	none	30 minutes	<i>Administrative Aide I Municipal Agriculture Office</i>
3. Submit accomplished application form for processing	1. Receive accomplished application form and check for correctness	none	20 minutes	

<p><i>* make sure to secure Order of Payment that will be issued</i></p>	<p>2. Issue Order of Payment</p>			
<p>4. 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>Fishing gear permit fee (see table below)</p>	<p>1 hour</p>	<p><i>Revenue Collector</i> Municipal Treasurer's Office</p>
<p>5. 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 permit 3. Inform the client that they will be notified as soon as the certificate is ready for release 4. Facilitate recommending approval from the Municipal Agriculturist 5. Forward the license 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 the license from the Municipal Agriculture Office 7. Facilitate the approval of certificate by the Mayor 8. Return the license to the Municipal Agriculture Office</p>	<p>none</p>	<p>3 days</p>	<p>Mayor's Office</p>
	<p>9. Receive the license from the Mayor's Office</p>	<p>none</p>	<p>10 minutes</p>	<p><i>Administrative Aide I</i> Municipal Agriculture Office</p>

	10. Notify the client that the license is now ready for release			
6. Sign in service logbook	1. Record in service logbook 2. Have the client sign the service logbook 3. Release the certificate	none	20 minutes	
7. Accomplish Client Satisfaction Survey Form and drop in the Feedback Box	7. Request client to accomplish Client Satisfaction Survey Form	none	30 minutes	
TOTAL:		Type of fishing gear X No. of units/ sets	6 days & 3 hours	

Type of Fishing Gear:	Fees (per unit/ set):
1. Multiple handline/ Squid jigger	PHP 100.00
2. Drift gill net	PHP 200.00
3. Hook and line	PHP 150.00
4. Multiple long line	PHP 150.00
5. Bottom-set gill net	PHP 200.00
6. <i>Baling</i>	PHP 800.00
7. <i>Sarap</i>	PHP 100.00
8. <i>Kurantay</i>	PHP 2,500.00
9. <i>Subid or Bahan</i>	PHP 200.00
10. <i>Pamalo</i>	PHP 200.00