

9. Issuance of Fishing Permit/Permit to Operate

This service caters to fisherfolks in Tagoloan who wants to seek Fishing Permit/Permit to Operate 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	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 <i>* make sure to secure Order of Payment that will be issued</i>	1. Receive accomplished application form and check for correctness 2. Issue Order of Payment	none	30 minutes	

<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</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 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</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 signatory of 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 10. Notify the client that the license is now ready for release</p>	<p>none</p>	<p>10 minutes</p>	<p><i>Administrative Aide I</i> Municipal Agriculture Office</p>

7. Submit the required documents	7. Receive the required documents and check for correctness	none	20 minutes	<i>Administrative Aide I</i> Municipal Agriculture Office
8. Fill out application form	8. Provide client with application form	none	30 minutes	
9. Accomplish Client Satisfaction Survey Form and drop in the Feedback Box	9. Request client to accomplish Client Satisfaction Survey Form	none	30 minutes	
TOTAL:		No. of fishing vessel x PHP 200	6 days & 4 hours	