



1. ATTEND TO QUERRIES OF CLIENTS ON CROPS, LIVESTOCK AND POULTRY, FISHERY, HVCC AND HOME MANAGEMENT.

The office's duties focus on the development of farming, fishing, livestock raising and marketing of product. It oversees the implementation and strengthening of the agricultural services of the Municipal Government to sustain food security as well as the promotion of the well being of farmers and fishermen.

Office or Division:	OFFICE OF THE MUNICIPAL AGRICULTURE			
Classification:	SIMPLE			
Type of Transaction:	ATTEND TO QUERRIES OF CLIENTS ON CROPS, LIVESTOCK AND POULTRY, FISHERY, HVCC AND HOME MANAGEMENT.			
Who may avail:	ALL FARMERS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
CROPS SECTOR 1.Go directly to the municipal agriculture office and register to the logbook at the officer of the day's table stating your name, address and purpose.	1.Register the client to the logbook		3 mins.	<i>Officer of the Day</i>
	2.The officer of the day assigns the client to the agricultural technologist (AT) that cover his sector and his barangay		2 mins.	<i>Officer of the Day</i>
	3.The Agricultural Technologist receives the queries, interviews client and provide the necessary information to the client		15 mins	<i>Officer of the Day</i>



PROVISION OF TECHNICAL ASSISTANCE ON PEST AND DISEASES OF CROPS

Office or Division:	OFFICE OF THE MUNICIPAL AGRICULTURE			
Classification:	SIMPLE			
Type of Transaction:	PROVISION OF TECHNICAL ASSISTANCE ON PEST AND DISEASES OF CROPS.			
Who may avail:	All FARMERS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. CROP SECTOR</p> <p>ON CALL BASIS Go directly to the Municipal Agriculture Office and Register to the logbook at the officer of the day's table starting your name, address and purpose</p>	<p>1. Registers the client to the logbook</p> <p>2. OD assign the client to the concerned AT of his crop and barangay</p> <p>3. Conduct interview to the client as to the sign and symptoms of pest and disease of crop in this farm</p> <p>4. Recommend solution to the client including the proper ways of implementing the recommended solution</p>		<p>3 mins.</p> <p>1 min.</p> <p>10 mins</p> <p>5 mins.</p>	<p><i>Officer of the day</i></p> <p><i>Officer of the day</i></p> <p><i>Agricultural Technologist</i></p> <p><i>Agricultural Technologist</i></p>
2. <u>While the AT</u>				



<p><u>is on regular monitoring activity in his area coverage</u></p> <p>A. Listen to the instruction of the AT</p> <p>B. Follow the recommended solution</p>	<p>Upon observing the presence of pest and disease in his area of coverage the AT will call the attention of the concerned farmer</p> <p>Recommends solution to the client and also the proper ways of implementing the recommended solution</p>		<p>10 mins</p> <p>10 mins.</p>	<p><i>Agricultural Technologist</i></p> <p><i>Agricultural Technologist</i></p>
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Office or Division:	OFFICE OF THE MUNICIPAL AGRICULTURE			
Classification:	SIMPLE			
Type of Transaction:	COLLECTION OF SOIL SAMPLES AND CONDUCT OF SOIL ANALYSIS			
Who may avail:	All FARMERS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Go to the MAO's office and register to the logbook at the OD's table with your name, address and purpose of visit 2.Gather ideas on the proper procedure on collecting soil sample for analysis 3.Collect soil samples and bring it to the MAO's office for analysis	1.Registers the client to the logbook		3 mins.	<i>Officer of the day</i>
	2.Officer of the day assigns the clients to the concerned AT/crops of his barangay		2 mins.	<i>Officer of the day</i>
	3.Orient the client on the proper way of collecting soil sample		10 mins.	<i>Agricultural Technologist</i>
	4.Receives and analyze the soil sample and gives fertilizer recommendation based on the soil sample		30 mins.	<i>Agricultural Technologist</i>

PROVISION OF TECHNICAL ASSISTANCE ON ANIMAL DISEASE PREVENTION AND CONTROL



Office or Division:	OFFICE OF THE MUNICIPAL AGRICULTURE			
Classification:	SIMPLE			
Type of Transaction:	PROVISION OF TECHNICAL ASSISTANCE ON ANIMAL DISEASE PREVENTION AND CONTROL			
Who may avail:	All FARMERS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Livestock Sector A. Vaccination	1. Receives the order from the Local Chief Executive as to the conduct of vaccination to the requesting barangay		5 mins.	<i>Municipal Agriculturist</i>
1. Provide information of the animals to be vaccinated	2. Interviews the client as to the animal population to be vaccinated, schedule of activity and the scheme of implementation		10 mins.	<i>Agricultural Technologist</i>
2. Provide guide	3. Conduct vaccination a. Anti-Rabies vaccination is being done on a house to house basis		30 mins. (if within the poblacion area) 1-2 hours (if outside poblacion area)	<i>Agricultural Technologist</i>
3. Provide chute	b. Large animal vaccination is being done by cluster			
B. Treatment				
1. Go directly to the	1. Register the		3 mins.	<i>Officer of the day</i>



<p>Municipal Agriculture Office and register to the logbook at the officer of the day's table stating your name, address and the services that you need. The client may bring the animal to the MAO's office for treatment or may request the services of AT/Livestock at a designated schedule</p>	<p>client to the logbook</p>			
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PROVISION OF ANIMAL DISEASES PREVENTION AND CONTROL

Office or Division: OFFICE OF THE MUNICIPAL AGRICULTURE



Classification:	SIMPLE			
Type of Transaction:	PROVISION OF ANIMAL DISEASES PREVENTION AND CONTROL			
Who may avail:	ALL FARMERS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide information about the animals to be treated	1. Interviews the client		15 mins.	<i>Agricultural Technologist</i>
	2. Procures prescribed medicines		5 mins.	<i>Agricultural Technologist</i>
	3. Treat the animal and provide relevant information on care and management of the treated animal		15 mins.	<i>Agricultural Technologist</i>
C. Deworming On Call Basis				
1. Go directly to the Municipal Agriculturist's Office and register to the log book at the Officer of the day's table your name, address, signature animals to be dewormed and the number of heads	1. Register the client to the logbook		3 mins.	<i>Officer of the day</i>
	2. Officer of the day assign the client to the Agricultural Technologist/ Livestock that covers his area		1 min.	<i>Officer of the day</i>



<p>2. provide information about the animal</p>	<p>3. Conduct interview to the client as to the presence of different signs of animals that need deworming services</p>		<p>10 mins.</p>	<p><i>Agricultural Technologist</i></p>
<p>3. Procure the prescribed medicine</p>	<p>4. Prescribed the needed medicine (dewormer) and teach the client on the proper way of deworming the animal</p>		<p>10 mins.</p>	<p><i>Agricultural Technologist</i></p>

PROVIDE TECHNICAL ASSISTANCE ON ANIMAL PREGNANCY CONFIRMATION



Office or Division:	OFFICE OF THE MUNICIPAL AGRICULTURE			
Classification:	SIMPLE			
Type of Transaction:	PROVIDE TECHNICAL ASSISTANCE ON ANIMAL PREGNANCY CONFIRMATION			
Who may avail:	All FARMERS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
On Call Basis 1. Go directly to the Municipal Agriculture Office and register to the logbook at the Officer of the day's table your name, address, signature and the service that you need	1. Register the client to the logbook 2. Officer of the day assign client to the Agricultural Technologist/Livestock that covers his barangay		3 mins.	<i>Officer of the day</i>
2. Provide information	3. Interview the client as to the present situation of the female animal 4. Conduct pregnancy diagnosis		2 mins. 5 mins. 1/2 hour (if within the poblacion area) 2-3 hours (if outside poblacion area)	<i>Officer of the day</i> <i>Agricultural Technologist</i> <i>Agricultural Technologist</i>

ANIMAL BREEDING THRU ARTIFICIAL INSEMINATION



Office or Division:	OFFICE OF THE MUNICIPAL AGRICULTURE			
Classification:	SIMPLE			
Type of Transaction:	ANIMAL BREEDING THRU ARTIFICIAL INSEMINATION			
Who may avail:	All FARMERS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receives the instruction from the provider 2. Bring the female breedable animals to the designated place of the activity	1. Received the order from the Local Chief Executive to conduct artificial insemination		2 mins.	<i>Municipal Agriculturist</i>
	2. Arrange with the client preparation and procedures to be done during the Artificial Insemination activity		5 mins.	<i>Agricultural Technologist</i>
	3. Conduct pregnancy diagnosis to select the animals to be synchronized		5 mins.	<i>Agricultural Technologist</i>
	4. Conduct estrus synchronization		10 mins.	<i>Agricultural Technologist</i>
	5. Conduct Artificial Insemination		30 mins.	<i>Agricultural Technologist</i>
	6. Returns to barangay and conduct pregnancy diagnosis (2-3 months after AI)		5 mins.	<i>Agricultural Technologist</i>



ISSUANCE OF ANIMAL INSPECTION CERTIFICATION

Office or Division:	OFFICE OF THE MUNICIPAL AGRICULTURE			
Classification:	SIMPLE			
Type of Transaction:	ISSUANCE OF ANIMAL INSPECTION CERTIFICATION			
Who may avail:	ALL FARMERS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Go directly to the municipal agriculture office and register to the logbook at the officer of the day's table stating your name, address and purpose.</p> <p>2. Go to the Municipal Treasury Office for Certification/ permit/ inspection Fee</p>	<p>1. Register the client to the logbook</p> <p>2. Conduct interview to the client</p> <p>3. Validates/ conducts inspection of the Animals</p>	<p>Large Cattle 100/head</p> <p>Hogs 50/head</p> <p>Fowl 7.0/doz.</p> <p>Other animals Per head 5.0</p>	<p>2 mins.</p> <p>5 mins.</p> <p>15 mins.</p>	<p><i>Agricultural Technologist</i></p> <p><i>Agricultural Technologist</i></p> <p><i>Agricultural Technologist</i></p> <p>MTO</p>

ISSUANCE OF CERTIFICATION ON LAND CONVERSION



Office or Division:	OFFICE OF THE MUNICIPAL AGRICULTURE			
Classification:	SIMPLE			
Type of Transaction:	ISSUANCE OF CERTIFICATION ON LAND CONVERSION			
Who may avail:	All FARMERS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None productivity agricultural land				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request	1. Receive and validate the submitted requirements for the issuance of certification. 2. Conduct validation at the area being applied.	103	3 working days	<i>Municipal Agriculturist</i>
2. Pay the Certification	1. Issue certification receipt regarding the land being applied		5 mins.	<i>Place being applied MTO</i>



I. MUNICIPAL FISHERIES REGISTRATION SYSTEM (FISHERFOLK AND FISHING VESSELS (BOAT))

Municipal fisheries registration system for fisherfolk and fishing boats have been embodied in Republic Act 8550 , otherwise known as the 1998 Philippine Fisheries Code, as amended by Republic Act (RA) 10654; and the Municipal Fisheries Ordinance 2003-04-A, of Calabanga, Camarines Sur. Municipal Fisheries Registration is one of the cornerstone of “Fisheries Management”. It is one of the tools to regulate entry into the fishery that have to be complemented by other measures to regulate fishing activities. LGUS with the assistance of Fisheries and Aquatic Resource Management Councils (FARMCs). are mandated to maintain a registry of municipal fishing vessels by type of gear and other vessel particulars primarily for conferment of identity of fishing vessels and for maritime safety considerations. Thus, *Registration System* provide the basis for prioritization in the granting of access rights, limiting entry to the municipal fishery, and monitoring of fishing activities. RA 8550, RA 10654 and Municipal Fisheries Ordinance explicitly states that registration is not equivalent to a permit to fish, which is provided by a license. Licenses are presented through the succeeding activities as enumerated here in the Fisheries Sector Charter.

Office or Division:	OFFICE OF THE MUNICIPAL AGRICULTURE			
Classification:	SIMPLE			
Type of Transaction:	MUNICIPAL REGISTRATION OF FISHERFOLK AND FISHING VESSEL/BOAT			
Who may avail:	FISHERFOLK OF THE MUNICIPALITY			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Cedula 2. Barangay Clearance 3. Fisherfolk Registry (FishR) Form 4. Fishing Boat (FishB) Form		Barangay Treasurer/Municipal Treasurer Barangay Office of the Municipal Agriculturist-Fisheries Sector Office of the Municipal Agriculturist-Fisheries Sector		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESS - ING TIME	PERSON RESPONSIBLE
1. Submit requirements (Cedula and Barangay Clearance)	1. Interview client and secure information (personal circumstances and fishing vessel data)	None	3 minutes	Agricultural Technologist (AT) (FISHERIES)
2. Fill-out Fish Registration Form and sign the FishR form.	2. Provide FishR form and guide the client (Fishers) in filling the form.	None	5 minutes	Agricultural Technologist (AT) (FISHERIES)
3. Accompany agency to the location of fishing vessel/boat	3. Measures/admeasures fishing vessel/boat	None	2 Hours	Agricultural Technologist (AT) (FISHERIES)



	4. Takes picture of the boat owner and the fishing vessel.			
5.. Signs the Boat Registration Form	5.Fill-out necessary information gathered in the Boat Reg. form	None	3 minutes	Agricultural Technologist (AT) (FISHERIES)
	6.Print-out copy of the fishing boat with the owner and kept on file.	None	3minutes	Agricultural Technologist (AT) (FISHERIES)
	7. Feeds in the computer and sync in BFAR Regional/Central Office ,	None	10 minutes	Agricultural Technologist (AT) (FISHERIES)

II. MUNICIPAL FISHERIES LICENSING SYSTEM.

Municipal Fisheries Licensing System is a scheme to regulate access to the fisheries of the municipality and for generating revenues. RA 8550 provides the LGUs, in consultation with the FARMC, the responsibility to manage, conserve, develop, protect, utilize and dispose of all fish and fishery / aquatic resources within their jurisdiction. Also, to determine license fees for fishing activities within municipal waters in consultation with the FARMCs. RA 7160 grants municipalities the exclusive authority to award fishery privileges in the municipal waters, to impose rentals, fees or charges, and particularly to issue licenses for the operation of municipal fishing vessels. Permits and licenses are valid only for one year. Licensing starts January of each year and expires every December of each year.

A.Issuance of Auxiliary Invoice is one of the system of Licensing Regulations. Licensing is distinct from Registration, however they compliment each other to regulate fishing activities.

Office or Division:	OFFICE OF THE MUNICIPAL AGRICULTURE	
Classification:	SIMPLE	
Type of Transaction:	ISSUANCE OF AUXILIARY INVOICE/PERMIT TO TRANSPORT FISHERIES PRODCUTS OUTSIDE MUNICIPALITY	
Who may avail:	SHIPPER OF FISHERIES PRODUCTS	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Cedula 2. Barangay Clearance 3. Fisherfolk Registry 4. Official Receipts		Barangay Treasurer/Municipal Treasurer Barangay Office of the Municipal Agriculturist-Fisheries Sector Municipal Treasurer's Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1. Interview client/shipper and secure information on the fisheries products to be shipped/transported outside municipality.	None	3 minutes	Agricultural Technologist (AT) (FISHERIES)
2. Present fishery product/s for inspection.	2. Conducts Product Inspection	None	33 minutes	Agricultural Technologist (AT) (FISHERIES)
3. Secure order of payment	3. Computes fees required and issues order of payment	None	2 minutes	Agricultural Technologist (AT) (FISHERIES)
4. Pay the necessary fees and present the Official Receipt/s.	4. Information feeds on the computer	A. PhP 14.99 per 100 kilos of products (1) Preserved fish/ abattoir (2) Assorted kind of shellfishes (3) Assorted kind of empty shells (4) Dried sea cucumber, meat of clams, seaweeds, others (5) All others not classified. B. Inspection Fee- PhP 3.00.	10 minutes	Client/Municipal Treasurer's Office (MTO)
5. Signs application	5. Affix initial/ Sign documents	None	3 minutes	Municipal Agriculturist ; Agricultural Technologist (AT) (FISHERIES)
	6. Indorsement to LCE for approval	None	3 minutes	Local Chief Executive
6. Received invoice	8. Segregate files and releases product discharge permit	None	3 minutes	Agricultural Technologist (AT) (FISHERIES)



	(Invoice) 9. Record kept on file	None	3 minutes	Agricultural Technologist (AT)-Fisheries
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B. ISSUANCE OF MUNICIPAL FISHING VESSEL/GEAR LICENSE

The issuance of Executive Order (EO) 305 from MARINA devolved the registration of fishing vessels of 3 GT and below to the LGUs. It aims to prescribe a uniform system and procedures to guide all the LGUs in the conduct of the registration of municipal fishing vessels. The LGU's power to issue licenses, per Municipal Ordinance 2003-04-A, is for purposes of regulating fishing operations and revenue-generation. Permits : allows fishers to **fish** within municipal waters; and. **fishing gear license permit**: ascertains that gear used are not destructive and are consistent with those that are permitted by RA 8550 and by the Municipal Fisheries Ordinance 2003-04-A.

Office or Division:	OFFICE OF THE MUNICIPAL AGRICULTURE			
Classification:	SIMPLE			
Type of Transaction:	ISSUANCE OF MUNICIPAL FISHING VESSEL/GEAR LICENSE			
Who may avail:	SHIPPER OF FISHERIES PRODUCTS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Cedula 2. Barangay Clearance 3. Fisherfolk Registry 4. Fishing Boat Measurement/ Admeasurement and Picture of Boat Admeasure 5. Fishing Boat Compliance on Color Coding 6. Official Receipts		Barangay/Municipal Treasurer's Office Barangay Office of the Municipal Agriculturist-Fisheries Sector Office of the Municipal Agriculturist-Fisheries Sector Respective Client Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements (Cedula/Barangay Clearance)	1. Interview client and secure information on fisherman, boat, gears to be licensed. 2. Validates "Roster of Fisherfolk" 3. Validates/secure Boat Number	None	20 minutes	Agricultural Technologist (AT)-Fisheries



2. Accompany agency to boat/vessel location	Conducts fishing boat measurement/admeasurement for further validation; Takes picture	None	2 Hours	Agricultural Technologist (AT)-Fisheries
	5 Computes Boat Tonnage (for motorized and non-motorized)	None	15 minutes	Agricultural Technologist (AT)-Fisheries
3. Pays the required fees	6. Compute fees and Issues Order of Payment	A .Motorized Banca 0.1 to 1.0 Gross Tonnage -P200.00 1.1 to 2.0GT –300.00 2.1 to 3.0 GT-500.00 B. Non-Motorized - 100.00 Fisherfolk Registry -10.00 Mayors permit -50.00 Fish License -10.00 Fish Gear – 50.00 Miscellaneous Fee - 5.00	2minutes	Agricultural Technologist (AT)-Fisheries
4..Present/submit official receipt/s	7.Information feeds on the computer	None	15 minutes	Agricultural Technologist (AT)-Fisheries
	8. Information recorded in logbook	None	3minutes	Agricultural Technologist (AT)-Fisheries
5. Signs application	9. Affix initials /signs documents	None	3 minutes	Municipal Agriculturist ; Agricultural Technologist (AT) (FISHERIES)
	10.Indorsement to LCE for approval		2 minutes	Local Chief Executive
6. Receives Municipal Fishing License	11. Segregate files and release license. MFV License	None	5 minutes	Agricultural Technologist (AT)-Fisheries



C. ISSUANCE OF FISHPOND LICENSE FOR BOTH BRACKISHWATER AND FRESHWATER

Aquaculture supports the market access and generates revenue to the municipality by way of licenses.

Office or Division:	OFFICE OF THE MUNICIPAL AGRICULTURE			
Classification:	SIMPLE			
Type of Transaction:	ISSUANCE OF FISHPOND LICENSE FOR BOTH BRACKISH WATER AND FRESHWATER			
Who may avail:	SHIPPER OF FISHERIES PRODUCTS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Cedula 2. Barangay Clearance 3. Fisherfolk Registry 4. Affidavit of ownership 5. Fishpond Site Inspection/Validation 6. Official Receipts		Barangay/Municipal Treasurer's Office Barangay Office of the Municipal Agriculturist-Fisheries Sector Client Respective Client Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements. (affidavit of ownership of fishpond)	1. Conducts interview. Receives requirement	None	5 minutes	Agricultural Technologist (AT)-Fisheries
2. Accompany agency to the site for inspection	2. Conducts pond site inspection	None	3 Hours	Agricultural Technologist (AT)-Fisheries
3. Pays required fees and present/submit official receipt/s	3. Compute fees/issue order of payment	PhP 300.00 per hectare (productive area) Fisherfolk Registry - (PhP 10.00) Mayors permit (PhP 50.00) Fish License (PhP 10.00) Miscellaneous Fee - PhP5.00	3 Minutes	Client Municipal Treasurer's Office



	4. Information feeds in the computer	None	5minutes	Agricultural Technologist (AT)-Fisheries
Signs application Received Fishpond License	5. Affix initial/Signs documents		2 minutes	Municipal Agriculturist ; Agricultural Technologist (AT)-FISHERIES
	6. Indorsement to LCE for approval	None	2 minutes	Local Chief Executive
	7. Segregate files, record in the logbook 8. Release Fishpond License	None	5 minutes	Agricultural Technologist (AT)-Fisheries

D. ISSUANCE OF PERMITS TO CONTRUCT FISH PENS/CORRALS/CAGE

Office or Division:	OFFICE OF THE MUNICIPAL AGRICULTURE			
Classification:	SIMPLE			
Type of Transaction:	ISSUANCE OF PERMITS TO CONTRUCT FISH PENS/CORRALS/CAGES			
Who may avail:	Fish Cage/Corrals, Pen , Cages Operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Cedula 2. Barangay Clearance 3. Fisherfolk Registry 4. FishPen/Corrals/Cages zoning and site inspection (areas designated) 5. Nets specifications inspection 6. Official Receipts		Barangay/Municipal Treasurer's Office Barangay Office of the Municipal Agriculturist-Fisheries Sector Respective Client Respective Client Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESS ING TIME	PERSON RESPONSIBLE



Submit requirements.	<p>1. Interview client and secure information.</p> <p>2. Validation-Roster of Fisherfolk Registry</p> <p>3. Conduct validation of zoning location (marine waters)</p> <p>4. Validation of nets used /structures distances from rows and columns.</p>	None	<p>5 minutes</p> <p>2 Hours</p>	<p>Agricultural Technologist (AT)-Fisheries</p> <p>Agricultural Technologist (AT)-Fisheries</p>
Secure payment and present official receipt	5. Compute fees required	<p>Fisherfolk Registry - 10.00</p> <p>Mayor's Permit - PhP 50.00)</p> <p>Fish License – PhP 10.00</p> <p>Miscellaneous – PhP 5.00</p> <p>3meters - PhP 100.00</p> <p>>3meters<5meters - PhP 150.00</p> <p>>5meters <8meters – PhP 250.00</p> <p>>8meters< 10 meters - PhP 350.00</p> <p>>10meters<15meters - PhP 500.00</p>	3 minutes	Agricultural Technologist (AT)-Fisheries
	6. Information feeds in the computer	None	5 minutes	Agricultural Technologist (AT)-Fisheries
Signs application	7. Affix initial/Signs documents	None	3 minutes	<p>Client Municipal Agriculturist ; Agricultural Technologist (AT)-FISHERIES</p>



	8. Indorsement to LCE for approval	None	3 minutes	Local Chief Executive
Receives Permit	9. Segregate, records in the logbook 10. Releases permit.	None	10 minutes	Agricultural Technologist (AT)-Fisheries

E.ISSUANCE OF PERMITS TO GATHER KAPIS SHELLS AND OTHER MARINE PRODUCTS

This permit limits the sizes of the shellfishes allowed to be taken, gathered or harvested from any **fishing** area in consideration of the need to prevent overfishing and harmful depletion of breeding stocks of aquatic organisms.

Office or Division:	OFFICE OF THE MUNICIPAL AGRICULTURE			
Classification:	SIMPLE			
Type of Transaction:	ISSUANCE OF PERMITS TO GATHER KAPIS SHELLS AND OTHER MARINE PRODUCTS			
Who may avail:	SHIPPER OF FISHERIES PRODUCTS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Cedula 2. Barangay Clearance 3. Fisherfolk Registry 4. Nets specifications and gear inspection 5. Official Receipts		Barangay/Municipal Treasurer's Office Barangay Office of the Municipal Agriculturist-Fisheries Sector Respective Client Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements.	1. Interview client and secure information. 2. Validation-Roster of Fisherfolk Registry	None	5 Minutes	Agricultural Technologist (AT)-Fisheries
2. Accompany agency to nets/gear locations	3. Validation/inspection of gear/s	None	2 Hours	Agricultural Technologist (AT)-Fisheries



3. Pay required fees and present/submit official receipt/s	4. Compute fees required and issue Order of Payment	Fisherfolk Registry - 10.00 Mayor's Permit - PhP 50.00 Fish License – PhP 10.00 Miscellaneous – PhP 5.00 3meters - PhP 100.00 >3meters<5meters - PhP 150.00 >5meters <8meters PhP 250.00 >8meters< 10 meters PhP 350.00 >10meters<15meters - PhP 500.00	5 minutes	Agricultural Technologist (AT)-Fisheries
	5. Information feeds in the computer	None	5 minutes	Agricultural Technologist (AT)-Fisheries
4. Sign application	6. Affix initial/Signs documents	None	3 minutes	Client Municipal Agriculturist ; Agricultural Technologist (AT)-FISHERIES
Receives permit	7. Indorsement to LCE for approval	None	2 minutes	Local Chief Executive
	8. Segregate, record in logbook/release 9. Release permit	None	3 minutes	Agricultural Technologist (AT)-Fisheries

F. CONSULTATION AND TECHNICAL ADVISORY TO WALK-IN CLIENTS

The Local Government Unit through the Office of the Municipal Agriculturist is the lead towards safeguarding and managing the marine waters and fisheries of the municipality. Achieving service standards is a shared responsibility between the clients, the recipients and the MA office. The office ensures that clients can reasonably expect under normal circumstances service standards through service commitment, timely acknowledgement and receipt of an queries, certifications application, consultations on livelihood proposal, other technical assistance that could very



well help the clients. Consulting, collaboration and assistance with the clients are necessary and vital to good service standards.

Office or Division:	OFFICE OF THE MUNICIPAL AGRICULTURE			
Classification:	SIMPLE			
Type of Transaction:	CONSULTATION AND TECHNICAL ADVISORY TO WALK-IN CLIENTS			
Who may avail:	SHIPPER OF FISHERIES PRODUCTS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill-up visitor's logbook	Entertain/interview client for his purpose/request for guidance	None	5 minutes	Client Municipal Agriculturist ; Agricultural Technologist (AT)-FISHERIES
Discuss details of his purpose	Give information, assistance; interacts with the client, provide info-materials about fisheries.		15 minutes dependent on concerns	