

# OFFICE OF THE MUNICIPAL AGRICULTURIST

## FRONTLINE SERVICES

| Services Offered   | Client                   | Procedure  | Response Time  | Requirements   | Fees   | Person Responsible   | Location                     |
|--|--------------------------|--|--|--|--|--|------------------------------|
| <b>FISHERIES SECTOR</b><br>Fisherfolk Registration         | Fisherfolks              | <ol style="list-style-type: none"> <li>Distribute registration form to Applicants. Ask them to fill out the forms</li> <li>Take photos of the registrants / upload them in the assigned website.</li> <li>Form verification to respective BFARMCs and Municipal Agriculturist before uploading the same to the website.</li> </ol>   | <u>40</u> mins.  | <ol style="list-style-type: none"> <li>1 pc. picture (1 ½ X 1 ½)</li> <li>Residence Certificate</li> </ol>   | No Fee Required  | <p>Jun Jun N. ALeroza/<br/>BFARMC</p> <p>Ma. Emelyn C.<br/>Custodio -MA</p>  | Municipal Agriculture Office |
| Issuance of Fisherfolks/Farmers ID                         | Fisherfolks/Farmers      | <ol style="list-style-type: none"> <li>Register the name of the fisherfolk in a logbook.</li> <li>Download the fisherfolk ID in the Municipal Fisherfolk Registration System.</li> <li>Printing of LD</li> <li>Signing of Municipal Agriculturist</li> <li>Signing of Municipal Mayor or Authorized Signatory</li> </ol>   | <u>2</u> hrs.<br>It depends on the availability of Internet Signal | <ol style="list-style-type: none"> <li>Residence Certificate</li> </ol>  | No Fee Required  | <p>Jun Jun N. ALeroza</p> <p>Ma. Emelyn C.<br/>Custodio -MA</p> <p>Sophia G. Palacio,<br/>M.D Mun. Mayor or Authorized Signatory</p>   | Municipal Agriculture Office |
| Municipal Fishing Boat Registration<br>( 3 tons and below) | Boat Owner / Fisherfolks | <p><b>NEW REGISTRATION</b></p> <ol style="list-style-type: none"> <li>Inspect the boat to be registered to determine its measurement and specification.</li> <li>Complete all the requirements.</li> <li>Payment of required Fees.</li> <li>Preparation and printing of Boat registration</li> <li>Signing of Municipal Agriculturist</li> <li>Signing of Municipal Mayor or Authorized Signatory</li> <li>Releasing of Boat Registration.</li> </ol>          | 2-3 days<br>Depends on the Location of the Homeport                | <ol style="list-style-type: none"> <li>Fisherfolk ID.</li> <li>1 pc. Picture of the boat (name visible)</li> <li>Residence Certificate</li> <li>Brgy. Clearance</li> <li>Court Clearance</li> <li>Police Clearance (purpose – MFB Registration)</li> </ol> | <p>MFB<br/>Registration Receipts<br/>(PHP275.00 motorized)<br/>(PHP70.00 Non-motor)<br/>Treasurer Office</p> | <p>Jun Jun N. ALeroza,<br/>Dennis F. De Guzman,<br/>Christian M. Gomez</p> <p>Ma. Emelyn C.<br/>Custodio (MA)</p> <p>Sophia G. Palacio,<br/>M.D Mun. Mayor or Authorized Signatory</p> | Municipal Agriculture Office |
|  |                          | <p><b>RENEWAL</b></p> <ol style="list-style-type: none"> <li>Inspect the boat to determine if there are changes as to measurement, color and name. (MENRO Staff)</li> <li>Complete all the requirements.</li> <li>Payment of required Fees.</li> <li>Preparation and printing of Boat registration</li> <li>Signing of Municipal Agriculturist</li> <li>Signing of Municipal Mayor or Authorized Signatory</li> <li>Releasing of Boat Registration.</li> </ol> | <u>6</u> hrs.<br>Depends on the Location of the Homeport.          | <ol style="list-style-type: none"> <li>Residence Certificate</li> <li>1 pc. picture of boat if there are changes in measurement, color and name.</li> </ol>  |  |  |                              |

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|--|--|---|-----------------|--|---|---|--|
| <b>Issuance of Permit/Licenses (Permit to Culture Seaweeds, Auxiliary Invoice, Permit to Gather Aquarium Fishes)</b> | <b>Seaweeds Farmers, Fisherfolks</b>   | <b>NEW APPLICANT</b><br>1. Require fisherfolk ID<br>2. Preparation of Permit<br>3. Payment of Required Fees<br>4. Signing of Municipal Agriculturist<br>5. Signing of Municipal Mayor or Authorized Signatory<br>6. Releasing of Permit                 | <b>40 mins.</b> | 1. BFARMC Certification on the availability of Seaweed Farm<br>2. Inspection done to the aquatic products<br>3. Inspection of gear to be used in gathering aquarium fishes | 1. Seaweeds Permit Receipts<br>1,000 sq.m (Php200.00)<br>2,000 sq.m (Php300.00)<br>Treasurer Office<br>2. Amount of receipt depends on the quantity and kind of product (Refer to Tax Code)<br>3. | <b>Jun Jun N. ALeroza/Vito Mendoza/BFARMC</b><br><br><b>Ma. Emelyn C. Custodio -MA</b><br><br><b>Sophia G. Palacio, M.D -Mun. Mayor or Authorized Signatory</b> | <b>Municipal Agriculture Office</b>  |
|  |  | <b>RENEWAL</b><br>1. Preparation of Permit/Licenses<br>2. Payment of Required Fees,<br>3. Signing of Municipal Agriculturist<br>4. Signing of Municipal Mayor or Authorized Signatory<br>5. Releasing of Permit   | <b>40 mins.</b> |  |   | <b>Jun Jun N. ALeroza</b><br><br><b>Ma. Emelyn C. Custodio -MA</b><br><br><b>Sophia G. Palacio, M.D -Mun. Mayor or Authorized Signatory</b>                     |  |
| <b>Fisherfolks/Farmers organization</b>  | <b>Fisherfolks/Farmers</b>   | 1. Coomunity meting/consultation/orientation<br>2. Election of officers<br>3. Formulation of By-Laws & Articles of Cooperation<br>4. Submission of documents to DOLE for registration of the association<br>5. Accreditation to LGU- thru SB Resolution |                 |  |   |   |  |
| <b>Conduct of meeting of MFARMC/Bantay Dagat, MAFC Officers &amp; Fisherfolks/farmers associations</b>               | <b>Bantay Dagat, MFARMC &amp; MAFC Officers and members of the Fisherfolks association</b> | 1. Delivery of Notice of Meeting<br>2. Preparing for the Agenda<br>3. Conduct/facilitate of meeting   | <b>2-3 days</b> |  | <b>No Fee Required</b>  | <b>Dennis de Guzman/ Chritian Gomez/Sharon Caisip/Juan Bayaborda</b><br><br><b>Ma. Emelyn C. Custodio-MA</b>  | <b>Municipal Agriculture Office</b><br><br><b>Or</b><br><br><b>Barangays</b> |