

Republic of the Philippines
Department of Agriculture and Natural Resources
PHILIPPINE FISHERIES COMMISSION
M a n i l a

30 September 1965

Fisheries Administrative Order No. 1
Series of 1965
Subject: Organization of the Philippine Fisheries Commission

I. AUTHORITY TO ORGANIZATION

Sec. 1 - Pursuant to the second paragraph of Sec. 3, Republic Act No. 3512 entitled, "An Act Creating the Fisheries Commission, Defining its Powers, Duties and Functions and Appropriating Funds Therefore," and other pertinent laws and administrative issuances, there is hereby established the organization of the Philippine Fisheries Commission hereafter to be known as "Commission".

II. OBJECTIVES

Sec. 2 - The objectives of the Commission as declared in Sec. 1 of Republic Act No. 3512 are as follows:

- 1) To encourage, promote and conserve our fishing resources in order to insure steady and sufficient supply of fish and other fishery products for our increasing populations and
- 2) To reduce to a minimum level possible the importation of such produce so as to help stabilize the national economy.

III. MAJOR ACTIVITIES

Sec. 3 - To realize its objectives, the Commission shall undertake the following major activities. These activities shall be performed in the central office or in the regional offices, or in both places to a certain extent, which ever may be practicable under the circumstances.

- 1) Fisheries Research and Technology - Study and related work on fish conservation, fisheries biology, oceanography, fishing area, fish culture, fish capture, fishery products utilization and preservation, and fish handling and fish marketing.
- 2) Fish Propagation - Study of fish nurseries, production and distribution of commercially important and appropriate fish species, and introduction of new fish for replenishment of fish-depleted areas.
- 3) Fisheries Protection - Prevention of violations of fishery laws, rules, and regulations and investigation, apprehension, and prosecution of violators of such laws, rules, and regulations, with emphasis on illegal fishing.

- 4) Fisheries Regulations - Determination in accordance with the fishery laws, of the proper season, place, equipment, methods and other related matters in the catching of a specific species of fish or group of fishes and the granting of the privilege to a person to fish. It includes control in the importation and exportation of fish and miscellaneous fishery products.
- 5) Fisheries Extension - Dissemination to fishermen, and other people engaged in the fishing industry, by the most effective media, of profitable methods and techniques of fish culture, fish capture, fishery products utilization and preservation, and fish marketing.

Sec. 4 - To carry out these major line activities, efficiently and economically, the following additional major activities have to be performed.

- 1) Management - Management comprises those activities of planning, organizing, staffing, directing, and controlling the major line activities and all other incidental activities such as staff and auxiliary services. For the purpose of this Order top management shall be composed of the Office of the Commissioner, the offices of the two Deputy Commissioners and the Advisory Committee on Fishery and Allied Matters. Middle Management shall be composed of the chiefs of divisions and regional directors. Middle management shall exercise the functions of management in their respective divisions and regions, consistent with general policies and practices set by top management and higher authorities.
- 2) Staff- Staff work embraces those activities necessary to enable management to perform its functions adequately, properly and expeditiously, such as personnel, legal, budget, accounting and internal auditing. Staff work may be performed in the central office or regional offices, or in both places to a certain extent, whichever may be practicable under the circumstances.
- 3) Auxiliary Services - Auxiliary services consist of those activities designed to facilitate the operations of line, management, and staff such as housekeeping, supply and records. They may be rendered in the central office or in the regional offices, or in both places to a certain extent, whichever may be practical under the circumstances.

IV. STRUCTURE

Sec. 5 - To execute all these major activities, an organizational structure composed of the following is framed:

A. Top Management Entities

1. Office of the Commissioner of Fisheries
2. Office of the Deputy Commissioner for
Research and Technology
3. Office of the Deputy Commissioner for
Fishery Services, Information
and Regulations

4) Advisory Committee on Fishery and Allied Matters

Chairman - Commissioner of Fisheries
Members - Deputy Commissioner for
Research and Technology

Deputy Commissioner for
Fishery Services, Information, and Regulations

One from private sector
engaged in deep-sea-fishing

One from private sector
engaged in fish culture

One from private sector
engaged in fish processing

One from private sector
engaged in allied industries

B. Administrative Staff and Auxilliary Services Entities

5) Internal Audit Service

6) Legal Staff

7) Budget and Fiscal Division

a) Office of the Chief

b) Budget Section

c) Fishcal Section

8) Accounting Division

a) Office of the Chief

b) Bookeeping Section

c) Disbursement Section

d) Reweneu and Records Section

9) Administrative Services Division

a) Office of the Chief

b) Personnel Section

c) General Services Section

d) Property Section

C. Technical Staff

Fisheries Research and Technology and Fish Propagation Entities

10) Estuarine Fisheries Division

a) Office of the Chief

b) Brackish-water Culture Section

1 - Dagat-dagatan Demonstration
Fish Farm, Navotas-Malabon
Rizal

c) Baños Propagation Section

1 - Naujan Baños Propagation Station
Naujan, Oriental Mindoro

2 - Sabalo Hatchery, Lake Naujan
Oriental Mindoro

11) Freshwater Fisheries Division

a) Office of the Chief

b) FreshWater Fish Culture Section

- 1 - Fresh-Water Experimental and Demonstration Fish Farm
Tanay, Rizal
- 2 - Magsaysay Memorial Fish Nursery
Castellejos, Zambales
- 3 - Central Freshwater Fisheries Station
Fish Farm and Training Center
Calamba, Laguna
- 4 - Freshwater Demonstration Fish Farm
Bay, Laguna

c) Limnological Section

1 - Laguna de Bay Limnological Unit

d) ~~Marine Fisheries Biology Section~~
Fish Survey and Stocking Section

e) Water Pollution Section

12) Marine Fisheries Biology Division

a) Office of the Chief

b) Biological Research Section

- 1 - Central Biological Laboratory
Dagat-dagatan, Malabon, Rizal
- 2 - Specialized Marine Biology and Shrimps Laboratories at Paracale, Camarines Norte; Carigara, Leyte; Pangil Bay, Ozamis City, and Dapa, Surigao del Norte
- 3 - Malampaya Sound Biological Station
Malampaya, Sound, Palawan
- 4 - Marine Demonstration Station
Lucap, Alaminos, Pangasinan

c) Oceanographical Section

1 - Central Oceanographical Laboratory
Dagat-dagatan, Malabon, Rizal

d) Exploration and Survey Section

e) Minor Sea Products Biology Section

- 1 - Shrimp Culture Project
Dagat-dagatan, Malabon, Rizal
- 2 - Turtle Islands Biology Laboratory
Turtle Islands

13) Fish and Sea Products Utilization Division

a) Office of the Chief

b) Fish Processing Section

- 1 - Fish Handling Unit
- 2 - Traditional Fish Product Unit
- 3 - New Products Unit

- c) Minor Sea Products Utilization Section
- d) Chemical and Micro-Biological Laboratory

D. Extension Entities

14) Technological Services Division

- a) Office of the Chief
- b) Fishing Boat and Gear Section
- c) Preservation and Refrigeration Section
- d) Ice Plants and Cold Storages Section

15) Deep-Sea Fishing Demonstration Division

- a) Office of the Chief
- b) M/V Malasugui
- c) M/V Mangingi

16) Fisheries Information Division

- a) Office of the Chief
- b) Economics and Statistics Section
- c) Market Assistance Section
- d) Media Production Section
- e) Public Information Section

E. Protection and Regulation Entities

17) Marine Licenses Division

- a) Office of the Chief
- b) Fishing Boat Registration Section
- c) Hull and Boiler Inspection Section

18) Fishpond and Miscellaneous Fishery Products Licenses Division

- a) Office of the Chief
- b) Fishpond Permit Lease Section
- c) Miscellaneous Fishing Permit Section

19) Regional Offices

TERRITORIAL JURISDICTION AND HEADQUARTERS	STRUCTURE
Provinces of Ilocos Norte, Ilocos Sur Abra, Mt. Province, La Union, Pangasinan	Office of Regional Director Administrative Services Unit Licenses & Permits Section Fishery Law Enforcement Section
Headquarters: DAGUPAN CITY	Extension Services Unit Fishery Stations
	1) Freshwater Demonstration Fish Farm and Nursery Trinidad Valley, Benguet, Mt., Province
	2) Raos Demonstration Oyster Farm, Sto. Tomas, La Union

- 3) Pangasinan, Demonstration Oyster Farm, Binmaley, Pangasinan
- 4) Demonstration Oyster Farm Naldo, Sta. Maria, Ilocos Sur

• Provinces of Isabela, Nueva Vizcaya, Cagayan, and Batanes

- Office of the Regional Director
- Administrative Services Unit
- Licenses and Permits Section
- Extension Services Unit
- Three Fishery Stations

2 • Headquarters: APARRI, Cagayan

- 1) Northern Luzon Demonstration Fish Farm, Claveria, Cagayan.
- 2) Bgwey Demonstration Oyster Farm, Bgwey, Cagayan.
- 3) San Mateo Demonstration Fish Farm, San Mateo, Isabela.
- 4) Pilot Processing Plant Sta. Ana, Cagayan.
- 5) Demonstration Fish Farm and Nursery, Camalaniugan, Cagayan.
- 6) Demonstration Fish Farm, and Nursery, ~~Sana Pablo, Isabela, Cagayan.~~

• Provinces of Nueva Ecija, Pampanga, Bulacan, Bataan, Rizal, Laguna Quezon, Marinduque, Cavite, Batangas Oriental Mindoro and Palawan, and the cities of Manila, Caloocan, Quezon, ~~Sana Pablo~~, Pasay, Cabanatuan, Lipa, Trece Martires, Cavite, And Tagaytay.

- Office of the Regional Director
- Administrative Services Unit
- Licenses & Permits Section
- Fishery Law Enforcement Section
- Extension Services Unit
- Fishery Stations

3 • Headquarters: NAVOTAS, RIZAL

- 1) Experimental and Demonstration Fish Farm, Sta. Cruz, Laguna.
- 2) Experimental Nursery and Rearing Pond Lubao, Pampanga.

• Provinces of Camarines Norte, Camarines Sur Catanduanes, Albay, Sorsogon, and Masbate and the cities of Naga and Legaspi.

- Office of the Region. Director
- Administrative Services Unit
- Licenses and Permits Section
- Fishery Law Enforcement Section
- Extension Services Unit
- Fishery Stations

4 • Headquarters: NAGA CITY

- 1) Demonstration Fish Farm Sorsogon, Sorsogon.
- 2) Pilot Processing Plant Mercedes, Camarines Norte.

• Province of Negros Occidental, Iloilo, Romblon, Aklan, Antique and Capiz and the cities of Bacolod, San Carlos, Silay and Roxas.

- Office of the Regional Director
- Administrative Services Unit
- Licenses and Permits Section
- Fishery Law Enforcement Section
- Extension Services Unit
- Fishery Stations

5 • Headquarters: ILOILO CITY

- 1) Demonstration Farms, Molo, Iloilo.
- 2) Hinamaylan Fish Nursery Negros, Occidental.

Provinces of Negros Oriental, Cebu, Bohol, Leyte, Leyte del Sur, and Samar and the Cities of Toledo, Davao, Dumaguete, Calbayog, Tacloban, and Ormoc.

Office of the Regional Director
Administrative Services Unit
Licenses & Permits Section
Fishery Law Enforcement Section
Extension Services Unit
Fishery Stations

6 Headquarters: CEBU CITY

- 1) Bohol Experimental Fish Farm, Calape, Bohol
- 2) Fish Nursery, Leyte, Leyte
- 3) Pilot Processing Plant Carigara, Leyte.
- 4) Marine Fisheries Laboratory, Guian, Samar.

Provinces of Misamis Occidental, Zamboanga del Norte, Lanao del Norte Lanao del Sur, Zamboanga del Sur, and Sulu and the cities of Marawi, Iligan, Ozamis and Basilan

Office of the Regional Director
Administrative Services Unit
Licenses & Permits Section
Fishery Law Enforcement Section
Extension Services Unit
Fishery Stations

7 Headquarters: ZAMBOANGA CITY

- 1) Northern Mindanao Demonstration, Fish Farm, Lala, Lanao
- 2) Fish Nursery and Limnological Station, Lake Lanao, Lanao del Sur.
- 3) Pilot Processing Plant, Zamboanga City.

Provinces of Surigao del Norte, Surigao del Sur, Bukidnon, Misamis Oriental, Agusan, Cotabato, Davao and the cities of Butuan, Cagayan de Oro, Gingoog, Cotabato and Davao

Office of the Regional Director
Administrative Services Unit
Licenses & Permits Section
Fishery Law Enforcement Section
Extension Services Unit
Fishery Stations

8 Headquarters: DAVAO CITY

- 1) Fish Farm and Nursery, Tacorong, Cotabato.
- 2) Pilot Processing Plant, Davao City
- 3) Kitcharao, Agusan Freshwater Demonstration Fish Farm, Kitcharao, Agusan.
- 4) Placer, Surigao del Norte, Brackishwater Demonstration Fish Farm.

V. FUNCTIONS, DUTIES AND RESPONSIBILITIES

Sec. 6 - To spell out and delineate the functions, duties, and responsibilities of each structural component, pin-point responsibility for the performance of each function, and prevent unnecessary duplication of functions, the following functions, duties, and responsibilities are hereby assigned.

A. Top Management, Functions, Duties and Responsibilities

- 1) Commissioner (In addition to those mentioned in Sec. 7)

- a) Supervise and control the management, development, production, occupancy, demarcation, production and utilization of national and municipal fisheries, public fishery reserves and fishery reservations.
- b) Issue, in accordance with law, licenses or permits for removal or taking of aquatic products and to suspend or revoke the same for cause.
- c) Carry out the provisions of Rep. Act No. 3512 and Act numbered 4003, as amended, otherwise known as "The Fisheries Act" and all rules and regulations promulgated thereunder and all other laws pertaining to the supervision, administration, and disposition of aquatic resources.
- d) Increase and conserve the fishery resources of the Philippines by: studying the life cycle of fishes, establishing fish hatcheries, nurseries and demonstration fishponds; intensifying fish stocking in inland waters; and protecting the spawning or breeding grounds of fishes.
- e) Conduct studies of fishing practices and methods of fish capture in relation to protection of aquatic resources, economical operation and prevention of waste, and to disseminate the results and information obtained from such studies through bulletins or circulars and economic maps.
- f) Conduct demonstration services so as to acquaint the people with various methods and trends of modern fishery practices.
- g) Conduct oceanographical and limnological surveys and explore fishing areas, fishing banks, and fisheries of the Philippines as well as international waters for necessary expansion of fishing operations.
- h) Prepare and execute upon the approval of the Secretary of Agriculture and Natural Resources, Forms, instructions, rules and regulations consistent with the purpose of Rep. Act No. 3512 and for the development of fisheries.
- i) Make arrests personally or through his duly authorized representatives in accordance with Rule One Hundred Nine of the Rules of Court of the Philippines.
- j) Make searches and seizure personally or thru his duly authorized representative in accordance with the Rules of Court of the Philippines when the things to be seized are explosives such as blasting caps, dynamites and the like, fish equipment, tackle and other things that are subject to seizure under existing fishery law.
- k) Administer oaths, receive affidavits, issue subpoena and take testimonies in official investigations personally or through his duly authorized representatives.

- l) Make investigations concerning the nature, organization and resources of any or all fishery business.
- m) Render technical assistance and advisory services to fishing boat operators on the proper construction, operations, rigging, appropriate gear, equipment and other devices of fishing boats for deep-sea fishing.
- n) Establish regional, city, provincial, and municipal fisheries stations in the Philippines whenever necessary for extension work, in such a manner as to facilitate practical training of fisherman in the operation of modern fishing gear and devices; conduct experiments and test related to fishing activities and the suitability and modification of foreign fisheries methods in the Philippines for commercial adoption, etc. and effectively implement the enforcement of existing fishery law on illegal fishing.
- o) Admeasure and inspect safety devices, boilers, and fishing gear and certify to the same, whenever a loan is applied for such vessels and/or gear with other government banking and/or financing institutions. The certification in favor of the applicant which shall be a requirement for obtaining a loan, shall be issued only upon payment of a fee, the amount of which is to be determined by him which shall in no case exceed twenty pesos.
- p) Assist private persons or entities in the procurement of fishing equipment, supplies and fishing boats.
- q) Assist private parties in the proper distribution or marketing of their catch through the establishment of a central fish market, fish piers, ice plants and cold storage in strategic fishing centers of the Philippines to be determined by the Commissioner.
- r) Maintain an information service which shall disseminate practical information and pertinent data on finding or research, studies and observations and rules and regulations promulgated by the Secretary of Agriculture and Natural Resources for the benefit of the people in the industry.
- s) Perform such other related functions which will promote the development and exploration of deep-sea fisheries in the Philippines.
- t) Classify available swamp lands according to their suitability or fitness for fishpond purpose. His certification as to the suitability of fitness of swamps lands for fishpond purposes shall be a requirement for obtaining loan from the Development Bank of the Philippines or any other government banking and/or financing institutions. Such certification shall be issued upon payment of a fee in an amount to be determined by him but which shall in no case exceed twenty pesos.

- u) Exercise all powers, functions and duties heretofore exercised by the Bureau of Customs, Philippines Navy and Philippine Constabulary over fishing vessels and fishery matters and collect personally or through his authorized representatives all the fees and charges on fishing vessels which are now collected by the Bureau of Customs.
- 2) Deputy Commissioner for Research and Technology.
(In addition to those mentioned in Sec. 8 and such specific authority which may be delegated from time to time).
 - a) Assist and advise the Commissioner on matters pertaining to fisheries research and technology and fish propagation activities of the Commission.
 - b) Act as Commissioner or officer-in-Charge upon proper designation.
 - 3) Deputy Commissioner for Fishery Services, Information, and Regulations.
 - a) Assist and advise the Commissioner on matters pertaining to fisheries protection, fisheries regulations and fisheries extension activities of the Commission.
 - b) Act as Commissioner or officer-in-charge upon proper designation.
 - 4) Advisory Committee on Fisheries and Allied Matters
 - a) Advise the Commissioner on fishery and allied matters.
- B. Administrative Staff and Auxilliary Functions, Duties and Responsibilities**
- 5) Internal Audit Service
 - 1) Ascertain the degree of reliability of accounts and statistics.
 - 2) Determine the extent of which money and property are safeguarded from losses of all kind and are properly accounted for.
 - 3) Ascertain conformity of deliveries of supplies and equipment with the quality, quantity and other specifications prescribed in the requisitions.
 - 4) Ascertain the extent of compliance of the Commission's operation with policies, regulations, plans, and procedures as related to expenditures.
 - 5) Review and appraise policies, regulations, plans and procedures relating to expenditures in the light of related data, changing circumstances and other evidences having a bearing on their effectiveness.

6) Analyze records relating to expenditures of the competent organizational units in terms of their adequacy, efficiency and effectiveness.

7) Perform other functions as may be assigned by the Commissioner.

6) Legal Staff

1. Assist and advise the Commissioner and other officials of the Commission on legal matters.

2. Prepare legal papers and draft bills and amendments to laws on fisheries in consultation with officials concerned.

3. Review the legal aspects of proposed administrative orders, rules, and regulations before action by the Commissioner or Deputy Commissioners or initiate the preparation of the same in consultation with the officials concerned.

4) Make appearances in the fiscal's office and the courts in collaboration with the Department of Justice.

5. Assist upon request fisheries investigation in the performance of their duties and conduct special investigations as may be directed by the Commissioner.

7) Budget and Fiscal Division

1. Handle budget and fiscal activities of the Commission such as preparation of the annual budget, receipt and disbursement of funds and processing of expenses, accounts, requisitions, voucher and other papers involving financial matters.

2. Perform other functions as may be assigned by the Commissioner.

a) Budget Section

1. Prepare forms, orders, and circulars embodying instructions on budget preparation and control.

2. Consolidate budget requests for the Commission and develop a budget reflecting its needs and requirements.

3. Assemble, compile, and prepare supporting statements, facts, data and statistics to justify the budget request of the Commissioner.

4. Prepare requests for obligation of allowances financial statements and/or reports as may be required.

5. Study and analyze reports on appropriation and trend of expenditures.

- 6) Perform other functions as may be assigned by the Chief of the Division.

b) Fiscal Section

1. Process expense accounts, requisitions, vouchers, and other papers involving financial matters.
2. Make proper deposits and remittances to funds and perform such accounting work as may be required, not otherwise delegated by law to the Budget Commission.
3. Prepare the payroll for and pay the salaries of the officials and employees of the Commission.
4. Prepare financial statements and/or reports as may be required.
5. Perform other functions as may be assigned by the Chief of the Division.

8) Accounting Division

1. Take charge of all accounting work of the Commission, such as processing and recording of accounting transactions, preparation of monthly trial balances and other financial statements and submission of analysis and consolidation of accounts.
2. Perform other functions as may be assigned by the Commissioner.

a) Bookkeeping Section

1. Handle general ledgers and all special journals.
2. Prepare trial balances, financial reports, and statements other than those prepared by other sections.
3. Control allotments and appropriation of the Commission.
4. Prepare journal vouchers for transactions which cannot be recorded in any of the special journals.
5. Reconcile the Treasury Accounts Current and the PNB checking account.
6. Handle subsidiary ledgers for accounts not otherwise kept in the other sections and reconcile them with their controlling accounts.
7. Perform other functions as may be assigned by the Chief of the Account Division.

b) Disbursement Section

1. Process and/or review reports of disbursements, disbursements vouchers, requisition and issue vouchers, and other disbursement documents.
2. Draw and index treasury warrants or checks in case of counterpart projects.
3. Keep subsidiary ledgers for payable accounts, disbursing officer's accounts and other related accounts, and reconcile them with their respective control accounts.
4. Prepare correspondence relative to disbursements.
5. Prepare the statement of subsidiary ledger balances and the summary of unliquidated Obligations and Accounts Payable.
6. Perform other functions as may be assigned by the Chief of the Division.

c) Revenue and Records Sections

1. Process/and/or review the reports of collections and related documents.
2. Prepare bills, or process and review bills and/or summary of billings.
3. Keep subsidiary ledgers for accounts receivables, collecting officer accounts, trust liabilities and other related accounts and reconcile them with their respective control accounts.
4. Prepare correspondence relative to receivables collections and deposits.
5. Prepare the statements of subsidiary ledger balances.
6. Receive and/or dispatch reports and correspondences.
7. Keep custody of all accountable forms, such as pre-numbered bills, blank treasury warrants, etc., and prepare reports of accountability for those forms.
8. Maintain the warrants register and deliver warrants to authorized persons.
9. Take charge of the files and records of the Division.
10. Perform other functions as may be assigned by the Chief of the Division.

9) Administrative Services Division

1. Handle personnel administration, records management, property management, and provide transportation, messengerial, and mail services and other auxiliary services for the Commission, except those which may be expressly assigned to the Administrative services staffs in the regional offices or any other entity in the Commission.
2. Develop policies, programs and procedures on administrative services for both the Central Office and the Regional Offices.

a) Personnel Section

1. Initiate and maintain a personnel program, consistent with civil service and other personnel laws, rules and regulations which includes in-service training of personnel, analysis of positions and qualifications of prospective and incumbent personnel, setting standards for, and processing papers relating to recruitment, appointments, transfers, reassignments and others.
2. Keep and maintain current, plantilla and records of personnel of the Commission.
3. Study and recommend the proper utilization of personnel.
4. Promote employee welfare and morals and assist in developing and improving efficiency and morale of the personnel by giving necessary information and advise on personnel needs and problems.
5. Inform employees of Civil Service rules and Regulations and explain the meaning of the reasons for various personnel actions.
6. Investigate employee irregularity, study administrative cases, prepare and submit reports and recommend actions on such cases.
7. Perform liaison work with entities of the government concerned with personnel activities.
8. Initiate and maintain an extensive personnel training program embracing all supervisory and subordinate levels.
9. Perform other functions as may be assigned by the Chief of the Division.

b) General Services Section

1. Provide facilitating office services such as janitorial, reproduction, messengerial, and security service.
2. Maintain the motor pool of the Commission.
3. Maintain, secure and repair the grounds, buildings, furniture, equipment and other properties of the Commission.

4. Take charge of the deliveries of equipment and supplies from the Property Section to the requisitioning officials.
5. Perform other functions as may be assigned by the Chief of the Division.

c) Property Section

1. Take custody of property, equipment and supplies of the Commission.
2. Procure supplies and equipment, and distribute, store or keep the same.
3. Record and register procured, distributed or stored supplies and equipment.
4. Make periodic inventories of property, equipment and supplies of the Commission, unless otherwise assigned to another official or unit.
5. Conduct studies on, and formulate and recommend measures for the most effective utilization and maintenance of property, supplies and equipment, and other facilities of the Commission.
6. Advise the Commission on the reasonableness or propriety of requisitions.
7. Perform other functions as may be assigned by the Chief of the Division.

d) Records Section

1. Perform records management activities, except on personnel records.
2. Sort, dispatch, and receive correspondence and mails and maintain a record for such purposes.
3. Perform other functions as may be assigned by the Chief of the Division.

C. Technical Staff Functions, Duties and Responsibilities

a. Fisheries Research and Technology and Fish Propagation

10) Estuarine Fisheries Division

1. Develop policies, program, and procedures for undertaking studies for the promotion and improvement of fish culture practices in brackish-water such as those on baños, oysters, mullusks, clams, crabs, shrimps and other shellfish thriving in brackish water.
2. Develop policies, programs, and procedures for complete biological studies of the baños to improve the baños fisheries and to increase its productivity.
3. Develop policies, programs, and procedures for management, production, maintenance, and distribution of brackish-water fish stock, introduction of new brackish-water fish species, and replenishment of fish-depleted brackish-water areas.

4. Develop policies, programs and procedures for undertaking studies of estuarine fishing practices and methods of estuarine fish capture in relation to production of aquatic resources, economical operation, and prevention of waste.
5. Ensure that those policies, programs, and procedures on brackish-water fish research and propagation are properly implemented.
6. Maintain a central estuarine research laboratory and training center for brackish methodology.
7. Conduct its own studies and undertake fish propagation in estuarine waters whenever practicable by reason of economy, technical difficulties, urgency, limited resources, etc.
8. Furnish the extension entities with results of its findings which may be beneficial to those engaged in the estuarine fisheries industry and render technical assistance as may be necessary.
9. Perform other functions as may be assigned by the Deputy Commissioner for Research and Technology.

a) Brackish-water Culture Section

1. Initiate studies on advanced techniques in brackish-water fish culture through research, especially for baños, such as fishpond fertilization, artificial feeding, and stock management.
2. Formulate development plans for the establishment of estuarine fishpond projects.
3. Conduct technical surveys of estuarine areas and determine their suitability for fishpond purposes.
4. Determine commercial suitability of compatible species of fish for cultivation in brackish-water ponds.
5. Study the potentiality of fry grounds as sources for fish seedlings for stocking purposes.
6. Provide technical guidance for the fisheries development and management of coves and lagoons.
7. Conduct studies on other species of estuarine fishes suitable for fish culture in estuarine areas, whenever practicable by reason of economy, technical difficulties, urgency, limited facilities, etc.
8. Discharge all the other responsibilities of the Division relating to brackish-water culture.
9. Perform other functions as may be assigned by the Chief of the Division.

b) Baños Propagation Section

1. Perform experiments on the methods of producing baños fry under controlled conditions.
2. Recommend and take charge of the establishment of baños laboratories and their initial operations.
3. Conduct observations and studies on the ecological factors affecting the spawning habits of baños in the open seas.
4. Discharge all the responsibilities of the Division relating to baños propagation.
5. Perform other functions as may be assigned by the Chief of the Division.

c) Shellfish and Crustacean Propagation Section

1. Initiate the promotion of extensive culture of oysters, snails, clams, and other mullusks in estuarine waters and protected coves.
2. Recommend and take charge of the establishment of demonstration shellfish farms as sources of cultivable shellfish needs for distribution, including their initial operations.
3. Render technical assistance and advice in the introduction of species of mullusks and crustaceans in inland bodies of water.
4. Conduct technical survey of estuarine areas and determine their availability for shellfish production.
5. Determine the sources of crustacean and shellfish seedlings and the methods for their cultivation, whenever practicable by reason of economy, technical difficulties, urgency, limited resources, etc.
6. Discharge all other responsibilities of the Division relating to shellfish and crustacean propagation.
7. Perform other functions as may be assigned by the Chief of the Division.

11) Fresh-water Fisheries Division

1. Develop policies, programs, and procedures for conducting studies for the promotion of fish culture in fresh-water and for determining the best combination of compatible species for forage and carnivorous species of fish for inland water fish production.
2. Develop policies, programs, and procedures for undertaking biological studies of fresh-water fishes to improve their characteristics and to increase their production.

3. Develop policies, programs, and procedures for undertaking nation-wide appraisal of the kinds, extent, and amounts of inland fresh-water areas and resources.
4. Develop policies, programs, and procedures for production maintenance and distribution of fresh-water fish stock, introduction of new fresh-water fish species and replenishment of fish-depleted fresh-water areas.
5. Develop policies, programs, and procedures for studies of fresh-water fishing practices and methods of fresh-water fish capture in relation to protection of aquatic resources, economical operation, and prevention of waste.
6. Maintain a central fresh-water fisheries research laboratory and training center.
7. Determine policies, upon findings and research conducted in the Division, for the proper management and conservation of economically important and desirable fishery resources.
8. Furnish the extension entities with results of its findings which may be beneficial to those engaged in the fresh-water fisheries industry and render technical assistance to the field offices and the general public.
9. Develop programs and ensure implementation of research or developmental activities of the Commission needed to fulfill international obligation of fresh-water fisheries and resources.
10. Ensure that these policies, programs, and procedures on fresh-water fisheries research and development as promulgated are properly implemented.
11. Conduct its own studies and propagation whenever practicable by reason of economy, technical difficulties, urgency, limited resources, etc.
12. Perform other functions as may be assigned by the Deputy Commissioner for Research and Technology.

a) Fresh-Water Fish Culture Section

1. Initiate the promotion of the development of fresh-water fish culture.
2. Recommend and take charge of the establishment of freshwater demonstration fish farms, hatcheries, and nurseries, including freeing of exotic species, and their initial operations.
3. Promote the transplanting the indigenous and suitable exotic species in order to help bring about maximum fish production.
4. Conduct its own study on the techniques of cultivating and propagating the various species of fish suitable for fresh-water fish culture, whenever practicable by reason of economy, technical difficulties, urgency, limited resources, etc.

5. Discharge all the other responsibilities of the Division relating to fresh-water fish culture.
6. Perform other functions as may be assigned by the Chief of the Division.

b) Limnological Section

1. Take charge of the establishment of a central limnological laboratory.
2. Evaluate and technically supervise limnological surveys of lakes, rivers, streams and reservoirs in order to determine the productivity of those waters so that measures to replenish them may be recommended.
3. Undertake a continuing limnological study of Laguna Lake and other inland fresh-waters, whenever practicable by reason of economy, technical difficulties, urgency, limited resources, etc.
4. Collaborate with scientific institutions or scientists, both national and foreign in the conduct of limnological studies on fish and water areas.
5. Correlate, with the limnological data collected, the trends and fluctuations of the fisheries in the waters subject to limnological studies.
6. Formulate a rational program for the exploitation, development, and conservation of the fishing resources in fresh-water areas.
7. Discharge all the other responsibilities of the Division relating to limnology.
8. Perform other functions as may be assigned by the Chief of the Division.

c) Fish Survey and Stocking Section

1. Formulate a rational program for the stocking of inland waters.
2. Undertake procurement and distribution of appropriate fish stocks and seeds to suitable inland bodies of water.
3. Initiate and coordinate a nationwide stocking survey of inland waters.
4. Formulate and undertake an evaluation of the effects of fish planting as a basis for future program along this line.
5. Discharge all other responsibilities of the Division relating to fish survey and stocking.
6. Perform other functions as may be assigned by the Chief of the Division.

d) Water Pollution Section

1. Initiate and coordinate the survey of the extent or pollution of inland waters and effectuate appropriate control measure.
2. Discharge all the other responsibilities of the Division relating to water pollution control.
3. Perform other functions as may be assigned by the Chief of the Division.

12. Marine Fisheries Biology Division

1. Develop policies, procedures and programs for studying the bionomics, distribution, behavior, biotic environment, migration, population as well as the fisheries affecting the living resources of the sea with special emphasis on the commercially important marine fisheries.
2. Develop policies, programs and procedures on oceanographic investigations to obtain information on causes of variations in marine fisheries abundance, especially on the effects on environmental factors on the fish population.
3. Develop policies, program and procedures on biological and fishery exploratory surveys to determine the character, extent, and availability of marine resources and exploration of the national as well as international waters for necessary expansion of fishing operations and necessary conservation measures appropriate for particular fisheries.
4. Develop policies, programs and procedures for studying the biology, distribution, behavior, biotic environment, population as well as the fisheries affecting the mollusks and shell fishes and other minor sea products including reptiles and mammals.
5. Insure that these policies, programs, and procedures on marine fishery research as promulgated are properly implemented.
6. Determine the policies based upon findings in reseraches conducted in the Division or elsewhere for the proper management and conservation of the commercially important marine fisheries.
7. Program and insure implementation of research activities of the Office to fulfill international obligations in the study of the world oceans and its living resources.
8. Maintain a central marine research laboratory and training center for marine research methology.
9. Maintain an ocean-going research vessel to undertake the oceanographic, biological and exploratory surveys of marine waters for the proper understanding of fisheries resources.

10. Recommend the establishment and take charge of specialized marine research laboratories.
11. Conduct its own studies whenever practicable by reason of economy, technical difficulties, urgency, limited resources, etc.
12. Collate, analyze and coorelate fishery data from the field which has bearing on marine fisheries biology to maintain the resources at levels which would allow maximum catches year after year.
13. Furnish the extension divisions especially the Deep-Sea Fishing Demonstration Division, with results of its findings which may be beneficial to these engaged in the marine fishing industry and render technical assistance to the extension entities in the performance of their duties.
14. Perform other functions as may be assigned by the Deputy Commissioner for Research and Technology.

a) Biological Research Section

1. Initiate and coordinate studies on the causes of fluctuations in abundance of commercially important marine fishes.
2. Conduct studies on the bionomics, life habits, distribution, diseases and classification of marine fishes and other aquatic animals, whenever practicable by reason of economy, technical difficulties, urgency, limited resources, etc., to protect the resources against over exploitations.
3. Initiate and coordinate studies on migration and breeding places of commercial fishes.
4. Initiate and coordinate the biological survey of marine fishes especially tuna, mackerels, sardines and herrings, anchovies, and ground fishes.
5. Discharge all the other responsibilities of the Division relating to biological research.
6. Perform other functions as may be assigned by the Chief of the Division.

b) Oceanographic Section

1. Initiate and coordinate the investigation of the sea to determine how the environment influences the fisheries in the commercially important fishing grounds.
2. Initiate and coordinate studies of fish eggs and larvae of marine species.
3. Conduct studies on some major physics-chemical aspects of the sea on the distribution of nutrients, plakton, and benthos, and their relation to fisheries.

4. Describe and explain the oceanographic conditions of waters of the Philippines to contribute to the international requirements on fishery oceanography.
5. Conduct appropriate studies of international scope and other activities related to the study of the world oceans.
6. Discharge all the other responsibilities of the Division relating to oceanography.
7. Perform other functions as may be assigned by the Chief of the Division.

c) Exploration and Survey Section

1. Initiate and coordinate the exploration and survey of marine fisheries especially tuna, mackerel, sardine, and herrings, anchovies and ground fishes.
2. Conduct field studies on behavior of fish stocks to various gears.
3. Recommend studies for the location, exploration, and determination of new fishing grounds.
4. Initiate and coordinate periodic surveys of fishing grounds and recommend measures for the improvement and conservation thereof.
5. Render technical assistance and advisory services in the development and management of coastal fisheries.
6. Discharge all the other responsibilities of the Division relation to exploration and survey.
7. Perform other functions as may be assigned by the Chief of the Division.

d) Minor Sea Products Biology Section

1. Initiate and coordinate studies to be undertaken by regional and specialized laboratories and production stations on biology of principal shellfishes and other living resources of the sea.
2. Conduct, whenever practicable by reason of economy, technical difficulties, urgency, limited resources, etc., investigations on the bionomics, life habits, distribution, diseases, and classification of principal shellfishes, crustaceans and other living resources of the sea for purposes of development, expansion and conservation of their fisheries.
3. Initiate and conduct behavior studies on principal marine invertebrates to enhance larvae survival through controlled breeding.

4. Discharge all other responsibilities of the Division relating to minor sea products biology.
5. Perform other functions as may be assigned by the Chief of the Division.

13., Fish and Sea Products Utilization Division

1. Develop policies, programs and procedures in conducting researches in fisheries technology to improve the fish and fisheries products utilization industry of the country, such as studies on fish handling, processing and other methods of preserving fish and fishery products, investigations on the determination of their nutritional qualities and ways of developing new fishery products for the benefit of the industry.
2. Explore ways for improving minor aquatic products; how they can be effectively utilized, and determined new products that could be developed from them.
3. Extend technical assistance and advisory services to the extension division and other agencies on the utilization of minor aquatic products.
4. Discharge all the other responsibilities of the Division relating to minor sea products utilization.
5. Perform other functions as may be assigned by the Chief of the Division.

c) c) Chemical and Microbiological Section

1. Conduct studies on the chemical, microbiological, and nutritional aspects of fishpond fishery products utilization
2. Undertake routine and special chemical and microbiological investigation of fish and fish products suspected to be poisonous, spoiled, etc.
3. Evaluate chemical values for growth of fish and fishery products, including minor fishery products.
4. Render technical assistance and/or advisory services to public and private entities on the chemical and microbiological aspects of fish utilization.
5. Conduct microbiological analysis of fish and fishery products for quality control work.
6. Discharge all the other responsibilities of the Division relating to chemical and microbiological fishery research.
7. Perform other functions as may be assigned by the Chief of the Division.

d) Pilot Processing Plant

1. Undertake pilot production of experimentally proven fish products.
2. Test commercial applicability of improved or newly-developed fish products.
3. Prepare industrial estimates and project studies on fish utilization projects.
4. Extend advisory services and technical assistance or related work on fish processing.

5. Discharge all the other responsibilities of the Division related to fish processing.
6. Perform other functions that may be assigned by the Chief of the Division.

Protection and Regulation Functions, Duties and Responsibilities

14. Marine Licenses Division

1. Develop policies, programs and procedures in the registration, documentation and inspection of fishing vessels of more than three tons gross and for the licensing of fishermen.
2. Develop policies and procedures in the approval of municipal ordinances, resolutions, rules and regulations for the licensing of fishing vessels of three tons or less and review the same for action in the central office.
3. Develop policies, programs and procedures for the admeasurement and inspection and certification of safety devices, boilers and fishing gears of all fishing vessels which are more than three tons gross.
4. Develop policies, programs, and procedures in the investigation of violations of fishing boat registration and licensing.
5. Conduct inspection of boilers and admeasurement, inspection, and certification of safety devices whenever there are no available inspectors in the regional offices and process plans for construction of fishing vessels.
6. Ensure that its policies, programs and procedures of licensing and for admeasurement and inspection of safety devices as promulgated are properly implemented.
7. Review applications for operation of fishing vessels of more than three tons and for fishermen licenses for action in the central office.
8. Perform other functions as may be assigned by the Deputy Commissioner for Fishery Services, Information and Regulations.

a) Fishing Boat Registration Section

1. Develop policies, programs and procedures in the registration, documentation and inspection of fishing vessels over three tons gross, including the licensing of fishermen.
2. Develop policies, programs and procedures for the approval of municipal ordinances, resolutions, rules and regulations regarding licensing of fishing vessels of three tons or less.
3. Review rules and regulations, submitted by Provincial boards, Municipal councils, relative to licensing of fishing vessels of three tons or less for action in the central office.

4. Review applications for operation of fishing vessels of more than three tons gross including licensing of fishermen for action in the central office.
5. Handle the development of policies, programs, and procedures in the investigation of violation of fishing boat registration and licensing laws, rules and regulations.
6. Discharge all the responsibilities of the Division relating to fishing boat registration and licensing of fishermen.
7. Perform other functions as may be assigned by the Chief of the Division.

b) Boiler Inspection Section

1. Develop policies, programs and procedures for the admeasurement, inspection and certification of safety devices, boilers and fishing gear of fishing vessels above three tons gross and inclining tests for fishing vessels.
2. Inspect boilers and admeasures, inspect and certify safety devices of fishing vessels above three tons gross whenever there are no sufficient or qualified personnel in the regional offices.
3. Handle the development of policies, programs, and procedures in the investigation of violation of fishing boat devices, boilers and gear laws, rules and regulations.
4. Discharge all the responsibilities of the Division relating to fisheries licenses and safety devices in fishing boats.
5. Performs other functions as may be assigned by the Chief of the Division.

15) Fishpond and Miscellaneous Fishery Products Licenses Division

1. Develop policies, programs and procedures relating to fishponds and miscellaneous fishery products permits, licenses, contracts, or lease agreements.
2. Develop policies, programs and procedures in the approval of municipal ordinances, resolutions, rules and regulations concerning miscellaneous fishery products and review the same for action in the central office.
3. Review the processing of applications for permits and licenses involving fishpond and miscellaneous fishery products, including ~~cases involving conflicts~~, protests and adverse claims.
4. Develop policies, programs and procedures in granting license for gathering miscellaneous fishery products and special permits for employment of miscellaneous fishery products technicians.
5. Develop policies, programs and procedures and standards in regulating the importation and exportation of fish

and miscellaneous fishery products.

6. Develop policies, programs, and procedures in the investigation of cases involving violating of fishery products licensing laws, rules, and regulations.
7. Ensure that its policies, programs and procedures on fishpond and miscellaneous fishery products permits and fishpond area lease agreements as promulgated, are properly implemented.
8. Perform other functions as may be assigned by the Deputy Commissioner for Fishery Services, Information and Regulations

a. Fishpond Permit-Lease Section

1. Develop policies, programs and procedures in the issuance of fishpond permits and lease of fishpond areas.
2. Handle the reviewing of the processing of application for permits and licenses involving fishpond and miscellaneous fishery products and cases involving conflicts, protests, and adverse claims originating from the regional offices.
3. Handle the development of policies, programs, and procedures in the investigation of violations of fishpond permit-lease laws, rules and regulations.
4. Discharge all the other responsibilities of the Division relating to fishpond permits and leases.
5. Perform other functions as may be assigned by the Chief of the Division.

b. Miscellaneous Fishery Products Permit Section

1. Handle the development of policies, programs, and procedures, in the issuance of permits for seaweeds, seasnakes, shells, turtles and other miscellaneous fishery products.
2. Handle the development of policies, programs, procedures, and standards in regulating the importation and exploitation of fish and miscellaneous fishery products.
3. Handle the review of processing by the regional offices of applications for miscellaneous fishery products.
4. Handle the development of policies, programs, and procedures in the investigation of violations of miscellaneous fishery products permits laws, rules and regulations.
5. Discharge all the other responsibilities of the Division relating to permits for miscellaneous fishery products.
6. Perform other functions as may be assigned by the Chief of the Division.

16) Fisheries Information Division

1. Maintain an information service which shall disseminate practical information and pertinent data on findings of research, studies and observations and rules and regulations promulgated by the Secretary of Agriculture and Natural Resources for the benefit of the people in the industry.
2. Develop policies, programs, procedures and schemes for the collection and analysis of statistical data in the field.
3. Collect, collate and analyze for fisheries data for policy determination and dissemination to the public.
4. Conduct studies on the nature, organization, operations and resources of fishery businesses and allied industries.
5. Prepare the Commission's press releases, publications, and other mass media communications and other reports as may be needed.
6. Handle the participation of the Commission in fairs, expositions, parades, etc., and other public relations activities.
7. Perform other functions as may be assigned by the Deputy Commissioner for Fishery Services, Information and Regulations.

a) Economics and Statistics Section

1. Conduct studies on the economics of the various phases of the fisheries industry.
2. Study cost of production, distribution, investments and earnings of the fisheries industries.
3. Study the socio-economic conditions of fisheries and fishing communities.
4. Render consultative services on fisheries labor relations and socio-economics.
5. Compile and analyze fisheries data and statistics and review reports resulting from the collecting of fishery statistics activities.
6. Discharge all the other responsibilities of the Division relating to fishery economics and statistics.
7. Perform other functions as may be assigned by the Chief of the Division.

b) Market Assistance Section

1. Survey trends of fish and sea products.
2. Study and recommend ways and means for improving the marketing of fish and fish products.

3. Determine the strategic places where ice plants and cold storages should be established.
4. Promote the organization of fishermen's cooperatives.
5. Discharge all the other responsibilities of the Division relating to fishery marketing.
6. Perform other functions as may be assigned by the Chief of the Division.

c) Media Production Section

1. Undertake photographic projects of the Commission and the production of motion pictures, slides and film strips.
2. Perform the art work phase of posters, leaflets, and films, charts, and other illustration services.
3. Prepare layout for display materials and exhibits including showcards, credits and titles for film strips and motion pictures production.
4. Render duplication and reproduction services for the Commission.
5. Undertake binding of the Commission's reports books, materials, magazines and other manuscripts.
6. Discharge all the other responsibilities of the Commission relating to media production.
7. Perform other functions as may be assigned by the Chief of the Division.

d) Public Information Section

1. Publish informative materials and write manuscripts, leaflets, pamphlets, bulletins, posters, wall-newspapers, flipcharts, and activities and handle their dissemination.
2. Write articles and messages for press releases as requested.
3. Perform editorial work on materials prepared by officials for the Commission for publication or press releases.
4. Serve as referral entity for fishery information and data requested by interested parties.
5. Maintain a library for the Commission and outsiders interested in fishery knowledge.
6. Consolidate reports of entities in the Commission and prepare the Commission's annual and other accomplishment reports in consultation with the Division concerned.

7. Discharge all the other responsibilities of the Commission relating to public information.
8. Perform other functions as may be assigned by the Chief of the Division.

17) Technological Services Division

1. Develop policies, programs and procedures in rendering technical assistance and advisory services on the proper procurement, construction, equipping and operation of fishing boats, gears, and appliances.
2. Develop policies, programs and procedures on the proper maintenance of fishing boats, marine engines fishing paraphernalia and fishing appliances.
3. Maintain the boats, marine engine, gears, and fishing appliances of the Commission.
4. Develop policies, programs and procedures in assisting and advising the private sector on the construction and maintenance of ice plants and cold storage and promote their establishment.
5. Develop policies, programs and procedures to familiarize the public with the operation of ice plants and cold storages.
6. Ensure that its policies, program and procedures on technological services as promulgated are properly implemented.
7. Render direct technological services whenever practicable by reason of economy, technical difficulties urgency, limited resources, etc.
8. Perform other functions as may be assigned by the Deputy Commissioner for Fishery Services, Information and Regulations.

a) Fishing Boat and Gear Section

1. Handle the development of policies, program, and procedures in extending assistance and advisory services on the proper procurement, designing, and equipping fishing boats, gears and fishing appliances.
2. Extend direct technological services on fishing boat designing, equipping and operation whenever practicable by reason of economy, technical difficulties, urgency, limited resources, etc.
3. Discharge all the other responsibilities of the Division relating to fishing boat construction, equipping, and operation.
4. Perform other functions as may be assigned by the Chief of the Division.

b) Preservation and Refrigeration Section

1. Develop policies, programs and plans for the construction and installation of ice plants and cold storage.
2. Develop policies, programs and procedures in rendering assistance and advice to the public on the construction and installation of ice plants and cold storage.
3. Conduct studies on the most effective method of preserving fish from the time of catching until delivery to ice plants and cold storages on land.
4. Discharge all the other responsibilities of the Division relating to fish preservations.
5. Perform other functions as may be assigned by the Chief of the Division.

c) Maintenance and Repair Section

1. Provide repair services for fishing boats, fishing paraphernalia, and other fishing devices of the Commission.
2. Render technical advice and assistance to the public in the maintenance, construction, and repair of fishing boats.
3. Design, construct and install control fish markets, fish piers, ice plants and cold storages and laboratories in strategic fish centers in the Philippines.
4. Discharge all the other responsibilities of the Division relating to the repair and maintenance of fishing boats and fishing paraphernalia.
5. Perform other functions as may be assigned by the Chief of the Division.

d) Ice Plants and Cold Storages

1. Provide the fishing industry with ice plants, and cold storages in strategic places for the preservation of fish and fish products.
2. Handle the development of policies, programs and procedures, in familiarizing the private sectors with the operation, maintenance and management of ice plants and cold storages and in promoting their establishment.
3. Render direct technological services on the proper handling and preservation of fish by refrigeration whenever practicable by reason of economy, technical difficulties, urgency, limited resources, etc.

4. Handle the development of policies, programs and procedures in educating the public on the importance of using refrigeration facilities for the preservation of fish.
5. Discharge all the other responsibilities of the Division relating to fish preservation.
6. Perform other functions as may be assigned by the Chief of the Division.

18) Deep Sea Fishing Demonstration Division

1. Develop policies, programs and procedures to acquaint the people with the various methods and trends of modern fishery practices and ensure that such policies, programs and procedures as promulgated are properly implemented.
2. Assist in the studies conducted by other divisions on the adaptability of modern fishing methods developed in foreign countries.
3. Render technological assistance and advisory services to those engaged in the fishing industry on rigging and operation of fishing boats.
4. Render demonstration services on modern fishing practices.
5. Perform other functions as may be assigned by the Deputy Commissioner for Fishery Services, Information, and Regulations.

19) Regional Offices

1. Implement the policies, programs and procedures promulgated by the Commissioner for the region.
2. Take charge of all activities of the Commission in the region, except those handled directly by the central office.
3. Perform other functions as may be assigned by the Commissioner.
 - a. Office of the Regional Director
 1. Plan, organize, direct and control the activities of the Commission in the region except those directly to be handled by the central office.
 - b. Administrative Services Staff
 1. Render staff and auxiliary services to the region such as budget, legal house-keeping, supply and records, excepting those to be handled directly by the central office.

c. Licenses and Permit Section

1. Receive, process and recommend action on all applications for licenses and permits for the removal or taking of aquatic products in the region; for issuances of commercial fishing boat and fisherman's licenses; and for registration of fishing boats of more than three tons owned by residents in the region.
2. Perform other functions as may be assigned by the Regional Director.

d. Fishery Law Enforcement Section

1. Investigate, apprehend and prosecute as may be proper, violators, of the fishery laws, rules, and regulations in the region especially those concerning illegal fishing.
2. Prevent violations in the region of fishery laws, rules, and regulations, especially those concerning illegal fishing, in coordination with the Extension Services Unit.
3. Ensure that fishery laws, rules and regulations, especially against illegal fishing, are strictly complied with in the region.
4. Perform other functions as may be assigned by the Regional Director.

e. Extension Services Unit

1. Maintain an information service in the region which shall disseminate practical information and pertinent data on findings of research studies and observations and rules and regulations promulgated by the Secretary of Agriculture and Natural Resources for the benefit of the people in the fishing industry.
2. Disseminate in the region, results of studies on fishing practices and methods of fish capture in relation protection of aquatic resources, economical operations, and preventions of waste.
3. Conduct demonstration services in the region so as to acquaint the people with the various methods and trends of modern fishing practices utilizing whenever practicable demonstration fish farms in the region.
4. Render technical assistance and advisory services to fishing boat operators in the region on the proper construction, operation, rigging, equipment, and other devices of fishing boats, for deep-sea fishing.

5. Assist private persons or entities in the region in the procurement of fishing equipment supplies, and fishing boats.
6. Perform other functions as may be assigned by the Regional Director.

f. Fishery Station

1. Receive application for licenses and permits and registrations of fishing boats for transmissions to the Licenses and Permits Sections.
2. Assist the Licenses and Permits Section in the processing of application for licenses and permits and registration of fishing boats.
3. Collect revenues payable to the Commission.
4. Assist the Extension Services Unit and the Law Enforcement Section in the performance of their functions.
5. Perform related functions as may be assigned by the Regional Director.

g. Fish Farm

1. Maintain a farm for fish or any other aquatic product for demonstration, research, stocking or pilot project as may be required in the region.

VI. AUTHORITY RELATIONSHIPS

Sec. 7 - Commissioner - He shall under the immediate executive control, direction and supervision of the Secretary of Agriculture and Natural Resources, exercise general authority in all matters embraced within the jurisdiction of the Commission or relating to the operations thereof insofar as may be desirable for the efficiency of the service. He shall exercise direct supervision over the following:

1. Deputy Commissioner of Research and Technology
2. Deputy Commissioner for Fishery Services, Information and Regulations.
3. Internal Audit Service
4. Legal Service
5. Budget and Fiscal Section
6. Accounting Division
7. Administrative Services Division
8. Regional Offices
9. Immediate Office Staff

Sec. 8 - Deputy Commissioner for Research and Technology - He shall exercise direct supervision over the following:

1. Estuarine Fisheries Division
2. Freshwater Fisheries Division
3. Marine Fisheries Biology Division
4. Fish and Sea Products Utilization Division

S Sec. 9 - Deputy Commissioner for Fishery Services, Information and Regulations - He shall exercise supervision over the following:

1. Marine Licenses Division
2. Fishpond and Miscellaneous Fishery Products Licenses Div.
3. Fisheries Information Division
4. Technological Services Division
5. Deep-Sea Fishing Demonstration Division

Sec. 10 - Regional Directors - They shall exercise direct supervision over the following entities within their respective regions:

1. Office of the Director
2. Administrative Services Staff
3. Licenses and Permits Section
4. Fishery Law Enforcement Section
5. Extension Services Unit
6. Fishery Stations
7. Fish Farms

VII - DELEGATIONS OF AUTHORITY FROM THE SECRETARY

Sec. 11 - In addition to the authorities granted elsewhere in this Order and pursuant to Sec. 2 Art. II of Reorganization Plan No. 30-A, the following authorities granted by the Secretary by virtue of Act. No. 4003 as amended, are hereby delegated to the Commission of Fisheries; provided that the Commissioner is hereby authorized to sub-delegate any authority herein delegated to subordinate officials in the Commission in the interest of the service, furnishing the Secretary with copies of such sub-delegations to made:

1. Approve all ordinances, rules or regulations, pertaining to fishing, or fisheries promulgated by provincial boards, municipal district councils, and barrio councils.
2. Issue permits for the use of poisonous or obnoxious substances in taking of fish or other aquatic animals in limited number for scientific purposes only.
3. Issue permit for the use of mechanical bombs for killing whales, crocodiles, sharks or other large dangerous fishes in taking fish, or other aquatic animals in limited numbers for scientific purposes only.
4. Issue permit in the taking of the young of certain species of fish known as ipon and other species for the protection of fry or fish eggs.
5. Issue special permits for the importation into and exportation from the Philippine of any fish, mollusks, crustaceans or amphibian or other aquatic animal adult, young, or fry or fish eggs for propagation or other purposes.

6. Issue to proper parties licenses for fishing operation of powered vessels of more than three tons gross and sailing or rowed vessels of more than three tons gross towed or operated in connection with power-propelled vessels in the territorial waters of the Philippines.

7. Grant permit free of charge to any person, association or corporation of good repute, to operate for a period of one year, fishing vessels for scientific, educational or personal purposes or for propagation.

8. Issue fisherman's license in connection with the operation of a vessel of more than three tons gross.

9. Fix by regulation the fee to be collected for fish caught and other aquatic products and assess their market value as a basis for their charges or fees thereon.

10. Issue licenses for taking marine mollusks or their shells.

11. Issue shell divers license authorizing the holder to use submarine armor in taking marine mollusca or shell thereof in Philippine water.

12. Grant special permit to any person of good repute, authorizing the holder thereof to take marine mollusca of any kind of size for scientific, educational or personal purposes or for propagation.

13. Impose restrictions upon the number of licenses which may be issued for the taking of marine mollusca in Philippine water, or upon the number of licenses who may be allowed to operate therein.

14. Prescribe from time to time the fee to be paid for pearling boat license or scale of fee graduated according to the character or capacity of the vessels to be licensed.

15. Fix minimum sizes for the shells of any specie which may be taken in Philippine waters.

16. Grant concessions for the fishing, for collecting or gathering of sponges in any of the territorial waters of the Philippines.

17. Approve the erection by the holders of sponge concessions of the necessary plant for the development and exploitation of the sponge industry.

18. Consent to the transfer to qualified persons, associations and corporations of any sponge concession or permit granted or issued.

19. Issue licenses for taking hawksbill turtle.

20. Issue special permit to any person of good repute, authorizing the holder thereof to take hawksbill turtle for scientific, educational or personal purposes, or for propagation.

21. Impose restriction upon the number of licenses which may be issued for the taking of hawksbill turtles in Philippine waters, or upon the number of licenses who may be allowed to operate therein.

22. Fix the minimum size for hawksbill turtles which may be taken in the Philippine waters.

23. Inaugurate, if in his opinion, public interest requires, measures for the protection and conservation of all or any other species of turtles specified by him.

24. Issue or execute permits or leases entitling the holders thereof, for a certain stated period of time not to exceed 10 years (subject to renewal nor exceeding fifty years in all) to enter upon definite tracts of public forest land to be devoted exclusively for fishpond purposes, or to take certain fishery products or to construct fishponds within tidal mangrove or other swamps, ponds and streams within public forest lands or proclaimed timber lands or established forest reserved, subject to the restrictions and limitations imposed by forest laws and regulations, provided that the area thereof shall not exceed 100 hectares.

25. Order or direct the removal of any construction made by fishpond leasee or permittee which would obstruct the free navigation of any stream adjoining or flowing through the area leased, or which would prohibit or interfere with the passage of people along such streams or the banks thereof or impeded the flow and ebb of the tide to and from the interior of the swamps.

26. Approve the construction of fish corral or baclad less than 60 meters apart of another.

27. Approve rules and regulations promulgated by a municipal council regarding the issuance to qualified applicants of licenses for the operation of fishing vessels of three tons or less.

28. Approve the operation of a municipal license less than 60 meters of any constructed fish corral licensed by a municipality.

29. Prescribe the form and manner by which the report of the kind and quality of fish caught should be submitted by the holder of commercial fishing boat license for the purpose of gathering statistical data of fisheries and fish caught.

30. Administer commercial fisheries in such a way as to insure to the people having rights therein a continued supply of fishery products necessary for their home use.

31. Establish, equip, operate and maintain fishery farms, experiment stations and other fishery products in such places in the Philippines may be deemed appropriate therefor and beneficial to the fishing industry.

VIII. REPEALING AND EFFECTIVITY CLAUSES

Sec. 12 - All orders and other issuances or parts thereof inconsistent herewith are hereby repealed or amended, as the case may be.

Sec. 13 - This order shall take effect immediately.



JOSE Y. FELICIANO
Acting Secretary of Agriculture
and Natural Resources

RECOMMENDED BY:



ARSENIO N. ROLDAN, Jr.
Acting Commissioner of Fisheries