



Republic of the Philippines  
Department of Agriculture and Natural Resources  
**PHILIPPINE FISHERIES COMMISSION**  
Intramuros, Manila

**FISHERIES ADMINISTRATIVE )  
ORDER NO. 72, Series of 1964)**

**SUBJECT: Reorganizing Fisheries Regional Offices and Defining Their Duties and Functions.**

In conformity with the Staffing Pattern under the Principal Special Budget for the Fisheries Commission approved on January 31, 1964, all Fisheries Regional Offices are hereby reorganized and the functions and duties of each office under them defined.

Each Regional Office shall be headed by a Regional Director with two assistants known as District Fishery Officers. The first DFO shall be known as DFO for Administrative Services and the second DFO shall be known as DFO for Technical Services.

Subject to the policies, instructions and standards, rules and regulations promulgated by the Commissioner, the Regional Director shall exercise control and supervision over all the activities within the Regional Office and shall be directly responsible to the Commissioner. Each Regional Office shall have the following Sections:

- 1) *Administrative Service Section* - Assists the Regional Director thru the DFO for Administrative Services in performing administrative functions pertaining to the region. Its head shall be called Chief of Section.
- 2) The licenses & Permits Section shall take charge of the following:
  - (a) Issuance of fishpond permits
  - (b) Issuance of permits covering miscellaneous fishery products
  - (c) Issuance of C.F.B. licenses, fishermen's licenses
  - (d) Issuance of miscellaneous licenses

The head of this Section shall be known as the Fishery license Chief, who shall be directly responsible to the Regional Director thru the DFO for Administrative Services.

- 3) *Technical Services Section*. - Assists the Regional Director thru the DFO for Technical Services in carrying out the technical activities pertaining to the region including the compilation of statistical data and fishery extension service.

All officers-in-charge of the fishery offices (Substations) within the Regional Office shall be directly responsible to the Regional Director thru the DFO for Administrative Services. All research laboratories, demonstration fish farms, oyster farms, pearl farms, fish hatcheries, production stations and pilot plants thru their respective heads (Officer-in-Charge) shall be directly responsible to the Regional Director thru the DFO

for Technical Services.

All fishery offices shall take charge of the regulatory functions within their respective jurisdictions. Such functions up to a certain limit include the processing of applications of commercial fishing boat licenses, fishermen's licenses pearling licenses and fishpond applications, permits, leases, which are neither administrative order nor technical in nature.

The research laboratories, demonstration fish farms, oyster farms, fish hatcheries, production stations and pilot plants shall serve as the region's research and demonstration centers on improved fish, shrimp and fishpond operations. The head on each farm shall be called Fish Farm Manager and Sr. Fishery Technologist for each research laboratory, fish hatchery, production station and pilot plant.

### **DETAILED FUNCTIONAL STATEMENTS**

#### **I. OFFICE OF THE REGIONAL DIRECTOR:**

1. Administration, direction and coordination of fisheries activities and personnel within the region.
2. Obtain facts and analyze condition relating to the fisheries activities within the region.
3. Investigation of the needs and requirements of the region and to recommend appropriate action to the Commissioner for solution of problems and the fulfillment of the needs of the region which are beyond its capabilities.
4. Provide technical assistance, guidance and services to the public, supervise and direct, the activities of demonstration fish and oyster farms, fish production stations, pilot plants, research laboratories and fishery offices.
5. Execution and implementation of fisheries programs and plans within the region in accordance with the policies, standards and criteria established by the Commission.
7. Perform such functions as may be essential to the conduct of activities within the region and those which may be assigned or delegated from time to time by the Commissioner.

#### **II. ADMINISTRATIVE SERVICES SECTION:**

1. Preparation of payroll and payment of the salaries of the officials and employees of the region.
2. Processing expense accounts, requisition vouchers and other papers involving financial matters pertaining to the region.
3. Preparation or processing of papers relating to leaves of absence, efficiency rating, attendance and other personal activities and various personnel actions.
4. To inform the employees of the region of the rules and regulations promulgated by the Central Office regarding personnel activities and various personnel actions.
5. Procurement of property, supplies and equipment and distributing, storing, or keeping the same.

6. Recording and registration of procured, distributed, or stored supplies and equipment.
7. Maintenance of a filing system for records.
8. Sorting, dispatching and receiving correspondence and maintain a register for such purposes.
9. To provide offices in the region with office services such as janitorial, reproduction, clerical, messengerial, security and other related services.

### III. LICENSES AND PERMITS SECTION:

1. Issuance of fishpond permits covering 25 hectares or less.
2. Issuance of permits for miscellaneous fishery products covering 5 sq. km. or less.
3. Issuance of licenses for commercial fishing boats weighing 30 tons gross or less.
4. Promulgation of decisions covering fishpond areas (25 has. or less), fishing boat cases (30 tons gross or less) and miscellaneous fishery products (5 sq. kms. or less) for the signature of the Regional Director.

### IV. TECHNICAL SERVICES SECTION:

#### A. Technical: Render technical assistance on -

1. Marine Fishery Matters such as -
  - (a) Boats and fishing paraphernalia
  - (b) Technical information on fishing grounds, fishing seasons, gear to be used, and species, etc.,
  - (c) Information and/or advice on utilization of fish, preservation, etc.
2. Inland Fishery Matters such as -
  - (a) Stocking of fish seedlings in freshwater ponds and natural waters, as well as brackishwater areas and replenishment of the same;
  - (b) Management of freshwater fisheries production projects - fertilizers, fish seeds, etc., as well as brackishwater areas;
  - (c) Render information on limnological surveys,
  - (d) Fishpond and freshwater area management.
3. Fisheries Research Matters such as -
  - (a) Determination of problems on pollution, supply of fish at any time, fish deaths, kinds of fishery, etc.
  - (b) Sudden changes in fishing areas which result in the appearance of different kinds of fishes and determining causes thereof;
  - (c) Compile number of fishing vessels and their daily catch and kind of fishes for biological use as may be required by the Regional or Central Office.

#### B. Gathering and compilation of statistical data regarding -

1. Bangos fry production
2. Fertilization
3. Kind and quantity of fish caught in certain fishing grounds
4. Supply and price of fish
5. Ice plants and cold storage facilities
6. Number and description of fishing boats, gears in the area as well as number of fishermen

C. Provide Extension Services on -

1. Information on fishery laws, rules and regulations
2. Campaign against the use and traffic of explosive materials as well as the use of obnoxious and/or poisonous substances in fishing
3. Information on fisheries program
4. Information on fishery grounds
5. Information and advice on improved fishing methods, for marine as well as inland

V. FISHERY OFFICES:

1. Enforcement of fishery laws, rules and regulations
2. Inspection and investigation of:
  - (a) *Fishponds*. - all areas covered by applications, permits and leases 25 hectares or less, upon order of the Regional and/or Central Office.
  - (b) *Miscellaneous fishery products*. - all areas covered by applications or permits 5 sq. kms. or less upon orders of the Regional and/or Central Office.
  - (c) *Fishing Boats*. - Applications for all licenses of fishing boats 30 tons gross or less, and to issue clearance for all boats; upon orders of the Regional or Central Office.
3. Collect fisheries fees for:
  - (a) *Fishponds* - rental and all fees and charges regardless of the extent of the area, etc.
  - (b) *Miscellaneous fishery products* - rentals, fees and charges regardless of the extent of the areas, etc.
  - (c) *Fishing boats* - fees and charges of all kinds regardless of tonnage
  - (d) Fees and charges from fishery products.
  - (e) *Miscellaneous fee* - clearance fees, diver's license fees, fishermen's license fees, etc.

VI. DEMONSTRATION FARMS, PILOT PLANTS, AND PRODUCTION STATIONS:

1. Assist interested parties in the construction of improved fishponds for the propagation of milkfish (bangos) and other suitable fresh water species.
2. Demonstrate to interested parties the improved techniques of commercial fishpond operation and management in order to bolster the annual production to the

maximum.

3. Undertake research studies designed to further improve the culture of bangos and other species which would be found adoptable in the locality.
4. Distribute oyster seedlings and stocks to private parties and to public waters for propagation purposes.
5. Demonstrate modern techniques of fish culture, both for fresh and brackishwater fish production.
6. Conduct field tests, experiments and investigation on up-to-date techniques of fish production.
7. Demonstrate to interested parties different methods of preserving in cans various species, namely: round scad (galonggong), sardines (tamban, lapad), mackerels (hasa-hasa), and others.
8. Undertake researches on the nature and prevention of spoilage of canned fishery products in order to establish quality standards for canned products.

VII. *BIOLOGICAL RESEARCH LABORATORIES:*

1. Undertake the study of the environmental conditions (Oceanographic investigations) to determine why, where, and when fish could be taken in much more quantity from this center of exploitation.
2. Set up research programs which would lead to the understanding of the harvesting of more resources from localities within the region.
3. Conduct biological investigations of the more commercially important fishes comprising the fisheries.
4. Make studies of the shellfish and minor fishery products of the regions. A resource inventory shall be given priority to determine the extent of these latent resources awaiting exploitation.

This Order shall take effect upon approval by the Secretary of Agriculture and Natural Resources. All provisions of existing Fisheries Administrative Orders which are inconsistent herewith are hereby repealed.

(SGD.) **JOSE Y. FELICIANO**  
Acting Secretary of Agriculture  
and Natural Resources

RECOMMENDED BY:

(SGD.) **ARSENIO N. ROLDAN, JR.**  
Acting Commissioner of Fisheries

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