



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.

