

Republic of the Philippines
Department of Agriculture and Natural Resources
OFFICE OF THE SECRETARY
Manila

July 1, 1947

FISHERIES ADMINISTRATIVE)
ORDER NO. 1)

SUBJECT: Organization and Functions of the Bureau of Fisheries

1. For the purpose of promoting efficiency and effecting economy in the performance of the executive functions prescribed or authorized by law or regulations such as the promotion and development of the fishery industries and the economic utilization of fishery products, the protection and conservation of the nation's aquatic resources, and the operation and maintenance of the Philippine Institute of Fisheries Technology, this Administrative Order prescribing the organization and functions of the Bureau of Fisheries is hereby promulgated for the information and guidance of all concerned, pursuant to the provisions of Act No. 4003, as amended, of Section 79 (b) and 551 of the Revised Administrative Code, and of Republic Act No 177:

ORGANIZATION AND FUNCTIONS

2. The functions of the Bureau of Fisheries shall be executed by the Director of Fisheries as defined in Section 4 of Republic Act No. 177 through the following administrative units:

Administrative Division
Division of Fish Culture and Fisheries Biology
Division of Commercial Fisheries
Division of Fisheries Technology
Division of licenses Regulations
Philippine Institute of Fisheries Technology

ADMINISTRATIVE DIVISION

3. The Administrative Division shall take charge of the correspondence, records, property, as well as of the accounting, collection and disbursement functions. It shall take action on all correspondence relative to administrative matters, and shall pass upon all correspondence prepared by the other divisions and different organizations units of the Bureau for purposes of information, coordination and recommendation. It shall also prepare necessary orders, circulars, memoranda, etc., including the annual budget estimates. It shall execute office rules, regulations and instructions.

This division carries out its activities through the following sections or units:

General Services Section
Records Section
Property Section
Accounting Section
Cash and Collection Section

a. *General Services Section.* – This Section shall take charge of:

- (1) Preparation of correspondence pertaining to appointments and separation from the service.
- (2) Preparation of monthly and other reports to the Bureau of Civil Service.
- (3) Attending to time and service records of the personnel, and taking action on applications for leave of absence.
- (4) Safeguarding the security, sanitation and hygiene of the bureau's quarters.

(5) The Fishery Districts as follows:

NO.	FISHERY DISTRICT	HEADQUARTERS
1	Batanes Islands, Apayao, Cagayan, Ilocos Norte, Isabela and Nueva Vizcaya	Aparri, Cagayan
2	Ilocos Sur, Abra, Kalinga, Bontoc, Ifugao, Benguet, La Union, Pangasinan	Dagupan City
3	Zambales, Bataan, Pampanga, Bulacan, Rizal, Laguna, Manila, Cavite, Batangas and Mindoro	Manila
4	Quezon, Camarines Sur, Camarines Norte, Albay, Sorsogon, Masbate, Marinduque	Naga, Camarines Sur
5	Samar and Leyte (including the small islands belonging to these island provinces)	Catbalogan, Samar
6	Iloilo, Capiz and Antique of the Island of Panay (including the island of Guimaras), Occidental and the island of Romblon	Iloilo City
7	Palawan and the Calamian Group (including the islands of Busuanga, Culion and Cuyo and the Mangsee Islands)	Puerto Princesa City
8	Bohol, Cebu, Oriental Negros and Siquijor Island	Cebu City
9	Lanao, Bukidnon, Cotabato, Agusan, Surigao, Davao, Occ. Misamis and Oriental Misamis also the island of Dinagat, Siargao, Samal, Camiguin and Sarangani	Davao City
10	Zamboanga, Sulu Archipelago, and the Turtle Islands	Zamboanga City

(6) The fish and oyster farms, biological and technological stations, which shall, however, be under the immediate supervision of the Division Chief concerned.

b. *Records Section.* – This section shall take charge of:

- (1) The custody, recording, distribution and dispatch of all correspondence, documents and other papers.

c. *Property Section.* – This section shall take charge of:

- (1) The custody of all properties and records thereof.
- (2) The acquisition of supplies, materials, furniture and equipment.

d. *Accounting Section.* – This section shall take charge of:

- (1) Bookkeeping and accounting of disbursement and collections.
- (2) Preparation of records and financial statements as required of accounting Officers.
- (3) Attending to such other functions as may be assigned to it.

e. *Cash and Collection Section.* – This section shall take charge of:

- (1) Collection of all moneys and other income accruing to the bureau.
- (2) Disbursement of authorized expenses.
- (3) Attending to such other duties as may properly come under it, or whatever may be assigned to it by the Director or chief thereof.

DIVISION OF FISH CULTURE AND FISHERIES BIOLOGY

4. The Division of Fish Culture and Fisheries Biology shall take charge of the activities of the Bureau with regard to fish culture and propagation, fisheries biology and fisheries conservation. These functions shall be carried out through the following sections.

Fish Culture and Propagation Section
Fisheries Biology Section
Fisheries Conservation Section

A. Fish Culture and Propagation Section. – (1) This Section shall take charge of the promotion and development of the fishpond industry as follows:

Bangus and other marine fishponds
Freshwater fishponds
Oyster and other mollusks
Seaweeds, sponges, etc.

(2) It shall also take charge of the stocking, replenishment of depleted public waters and rescue work of stranded fish.

B. Fisheries Biology Section– This section shall undertake studies on life history, habits and distribution of the living aquatic resources for the purpose of formulating measures for their conservation.

DIVISION OF COMMERCIAL FISHERIES

5. The Division of Commercial Fisheries shall take charge of the activities of the bureau pertaining to the promotion and development of the living aquatic resources. These functions shall be carried out through the following sections:

Fisheries Survey Section
Marketing and Statistics Section
Fisheries Products Control Section

a. Fisheries Survey Section – This section shall take charge of the appraisal as to commercial productivity of fishing grounds or areas, and of the studies as to commercial possibilities of aquatic products. It extends technical guidance and aid to the public on fishing and fishery ventures.

b. Marketing and Statistic Section. – This section shall take charge of the gathering, compiling, analyzing and interpreting fisheries data and statistics for the benefit of the public.

c. Fisheries Products Control Section. – This section shall take charge of the inspection of fishery products for exportation and importation purposes in order to enforce regulation and conservation measures. It also takes charge of the appraisal of commercial values of fishery products.

DIVISION OF FISHERIES TECHNOLOGY

6. The Division of Fisheries Technology shall take charge of the activities of the bureau with regards to the technological aspects of fish capture, fish culture, including fishpond engineering and the preservation of fish and the processing of fish products. This division shall carry out its activities through the following sections:

Fishery Products Technology Section
Fishing Gear Technology and Fishpond Engineering Section
Chemical and Bacteriological Research Section

a. Fishery Products Technology Section. – This section shall take charge of the promotion and development of industries arising from the preservation of fish and processing of aquatic products.

b. Fishing Gear Technology and Fishpond Engineering Section – This section shall take charge of the development and standardization of techniques that will promote the usefulness of fishing gears. The activities of this section also include fishpond engineering.

c. Chemical and Bacteriological Research Section. – This section shall take charge of the studies on the nutritive value of the aquatic resources. The activities of the section shall likewise include the chemical, bacteriological and physical studies of aquatic products, also of water, soil and plants as affecting the productivity of fishponds, and natural bodies of water.

DIVISION OF LICENSES AND REGULATIONS

7. The Division of Licenses and Regulations shall take charge of the activities of the bureau with regards to the enforcement of the fishery laws, rules and regulations, investigation in connection with issuance of licenses, permits and leases and/or preparation of contracts, settlement of conflicts arising therefrom, drafting of rules and regulations pursuant to the provisions of fishery laws, rendition of legal opinions on the application and interpretation thereof, general administrative supervision of fishponds and municipal fishery ordinances. This division shall carry out its activities through the following sections:

Legal Section
Regulations Section

Licenses Section
Municipal Fisheries Section

a. *Legal Section.* – This section shall take charge of.

- 1) Drafting rules and regulations for the protection and conservation of the fishery resources.
- 2) Preparation of decisions, opinions and orders on permits, leases, contracts, etc.
- 3) Preparation of legal papers for the courts.

b. *Regulations Section.* – This section shall take charge of:

- 1) Supervision and regulation of the operation of fishing crafts.
- 2) The general inspection, patrol and police duties for the purpose of enforcing the Fisheries Act

(Act No. 4003, as amended) and the rules and regulations promulgated thereunder.

c. *Licenses Section.* – This section shall take charge of:

- 1) Licensing fishing crafts and issuance of fishpond and other permits.
- 2) Preparation of reports.

d. *Municipal Fisheries Section.* – This section shall take charge of:

- 1) The preparation of model ordinances on fishing and fisheries.
- 2) General supervision on municipal fisheries.

PHILIPPINE INSTITUTE OF FISHERIES TECHNOLOGYS

8.The Philippine Institute of Fisheries Technology shall take charge of the training of fishermen in the various phases of the fishery industries as well as of the personnel needed for instruction and research of the Bureau of Fisheries and other government entities as well as for educational institutions.

9.All administrative orders, circulars, memoranda, or rules and regulations of the former Division of Fisheries dealing with the functions and organization of the Bureau of Fisheries as created by Republic Act No. 177 which are in conflict with this Order are hereby repealed.

10. This Order shall take effect as of July 1, 1947.

(SGD.) **MARIANO GARCHITORENA**
Secretary of Agriculture and Natural Resources