



BUREAU OF FISHERIES AND AQUATIC RESOURCES

CITIZEN'S CHARTER

CY-2022 (2nd Edition)

## **BUREAU OF FISHERIES AND AQUATIC RESOURCES**

### **I. MANDATE**

The bureau is responsible for the development, improvement, management and conservation of the country's fisheries and aquatic resources.

### **II. VISION**

"An institution of excellence in sustainable fisheries management and innovative services contributing to the nation's food security and improving fisher folk's quality of life.

### **III. MISSION**

"To ensure sustainable use of fisheries and aquatic resources by empowering fisherfolk towards productivity and resiliency."

### **IV. SERVICE PLEDGE:**

We commit to:

**F**- urther provide quality administrative and technical assistance to clients and stakeholders specifically aimed at increasing resource productivity, improving resource use efficiency, and ensuring the long term sustainability of the country's fishery and aquatic resources;

**I** - mprove our frontline services to meet the clientele and stakeholders' increasing demand for fast and efficient service, transparency and accountability;

**S** - ubscribe to local and international best practices and conduct in all, frontline services, office processes and adopt high quality assurance standards;

**H** - umbly respond to inquiries swiftly, efficiently and with utmost courtesy through our Public Assistance Counter (PAC) at the Anti-Red Tape Unit (ARTU) office at **Ground Floor Lobby, Fisheries Building Complex, BPI Compound, Barangay Vasra, Visayas Avenue, Quezon City** from Mondays to Fridays, 8:00 a.m. to 5:00 p.m. and even beyond as warranted by the circumstances and demands from the public;

**E** - nsure strict compliance with quality service standard in the delivery of frontline services towards creativity and innovative approaches to uplift public service;

**R** - eadily offer a wide range of quality frontline services which are easily accessible and affordable to the general public by giving value to every client's comments, suggestions and complaints;

**I** - ndividually strive to nurture an efficient, enthusiastic and competent workforce with appropriate technologies and competencies for better service to our clientele;

**E** - nlighten the public with 24/7 access to the BFAR website (<http://www.bfar.da.gov.ph>) and;

**S** - implify procedures to speed up frontline transactions within the BFAR premises.

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BUREAU OF FISHERIES AND AQUATIC RESOURCES

## CENTRAL OFFICE

**EXTERNAL SERVICE**  
(FRONTLINE SERVICE )

## PART I

## **I. QUARANTINE:**

### **BFAR-Fisheries Inspection and Quarantine Division (FIQD) - Fisheries Certification Section (FCS)**

#### **LOCAL/DOMESTIC:**

1. Issuance of Local Transport Permit (LTP) for Regularly Transported Species/Commodities
2. Issuance of Local Transport Permit (LTP) for Alien/Exotic Species
3. Issuance of Domestic Health Certificate (DHC) for Transboundary Movement of Fish and Fishery/Aquatic Products
4. Issuance of Food Pass for Vehicles

#### **EXPORT:**

5. Issuance of Certificate of Registration of Exporter of Shells and Shellcrafts
6. Issuance of Health Certificate (HC) for Export of Fresh Chilled, Frozen Fish and Fishery/Aquatic Products
7. Issuance of Health Certificate (HC) for Export of Live Food Fish and Live Tropical/Ornamental Fish
8. Issuance of Export Commodity Clearance (ECC) for Fresh Chilled, Frozen Fish and Fishery/Aquatic Products
9. Issuance of Export Commodity Clearance (ECC) for Shells and Shellcrafts, Live Food Fish,  
Live Tropical/Ornamental Fish and Dried Fish and Fishery/Aquatic Products

#### **IMPORT:**

10. Issuance of Certificate of Accreditation of Importer
11. Manual Issuance of Sanitary Phyto-Sanitary Import Clearance (SPSIC) for research/sample and  
one time shipment only of Regularly Transported Species
12. Manual Issuance of Sanitary Phyto-Sanitary Import Clearance (SPSIC) for research/sample and  
one time shipment only of Alien/Exotic Species
13. Manual Issuance of Sanitary Phyto-Sanitary Import Clearance (SPSIC) for Wet Market under FAO 259
14. Online Issuance of Sanitary Phyto-Sanitary Import Clearance (SPSIC) under FAO 195
15. Online Application of Additional Importables under FAO 195



## 1. Issuance of Local Transport Permit (LTP) for Regularly Transported Species/Commodities

The Local Transport Permit (LTP) for domestic movement of regularly transported species/commodities provides documented evidence that the product is compliant to Sanitary Phytosanitary (SPS), food safety standards and aquatic wildlife conservation regulations and other relevant fishery laws. It acts as traceability for the commodities from their origin which an essential risk management tool enabling individual members of supply chain to quickly identify problems and to promptly disseminate this information to affected parties.

<b>Office or Division</b>	<b>BFAR Fisheries Inspection and Quarantine Division (FIQD) - Fisheries Certification Section (FCS)</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B-Government to Business Entity			
<b>Who may avail:</b>	Traders of Fish and Fishery/Aquatic Products and BFAR Registered Exporters (EXTERNAL)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Filled-out application form (1 original)		BFAR Website( <a href="http://www.bfar.da.gov.ph">www.bfar.da.gov.ph</a> )/ <b>BFAR FIQD-FCS</b> , G/Flr., Fisheries Bldg., BPI Compound, Brgy. Vasra, Quezon		
2. Traceability document (e.g. Auxillary Invoice, Collector's Permits, Official Receipt and etc.) (1 original and/or 1 photocopy)		Local Government Unit/BFAR/Company/Supplier		
3. Order of Payment (1 original)		<b>BFAR FIQD-FCS</b> , G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City		
4. Official Receipts (1 original, 1 photocopy)		<b>BFAR Cashier</b> , G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply and Submit filled-out application form and requirements to BFAR FIQD-FCS, Ground Flr, Fisheries Bldg., BPI Compound	1. Receive filled-out application form and submitted requirements for initial assessment	None	15 Minutes	<i>Administrative Officer IV</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	1.1 Evaluate the completeness and authenticity of the submitted requirements, and forward to FRLD-Fisheries Quarantine Section (FQS) for the conduct of risk assessment	None	15 Minutes	<i>Administrative Officer IV or Fishing Regulations Officer II</i> <b>BFAR FIQD-FCS</b>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	2. Conduct risk assessment of regularly transported species/commodities and submit the results of risk assessment to FRLD-FIQD-FCS	None	20 Minutes	<i>Fishing Regulations Officer II</i> <b>BFAR FIQD-FQS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	3. Receive results of the risk assessment from the FRLD-Fisheries Quarantine Section (FQS) and process the permit	None	5 Minutes	<i>Administrative Officer IV or Fishing Regulations Officer II</i> <b>BFAR FIQD-FCS</b>
None	3.1 Assign Local Transport Permit (LTP) number on the application form and record details in the logbook	None	10 Minutes	<i>Administrative Officer IV</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	3.2 Compute fees based on FAO 233 S. 2010 and advise client to secure order of payment on the required fees	None	10 Minutes	
2. Secure Order of Payment for required fees at <b>BFAR FIQD-FCS</b> , G/Flr., Fisheries Bldg. Complex, BPI Compound,	3.3 Issue Order of Payment for the required fees	None	5 Minutes	
3. Pay the required fees at the <b>BFAR-Cashier</b> , G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City and secure Official Receipt	4. Accept the payment based on the issued Order of Payment and issue Official Receipt	*10kg & below=P20 *10.1kg to 50kg=P30 *50.1kg to 100kg=P50 *100 kg & above=P100	25 Minutes	<i>Cashier</i> <b>BFAR Cashier</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
4. Present the issued Official Receipt to <b>BFAR FIQD-FCS</b> , G/Flr., Fisheries Bldg. Complex, and secure Official Receipt for the processing of Local Transport Permit (LTP )	5. Check the presented Official Receipt for encoding and process/prepare the Local Transport Permit (LTP)	None	25 Minutes	<i>Aquaculturist II</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	5.1 Review the printed Local Transport Permit (LTP) and place stamp seal/security feature	None	35 Minutes	<i>Aquaculturist II</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	5.2 Approve and sign Local Transport Permit (LTP)	None	1 Hour	<i>Certifying Officer</i> <b>BFAR FIQD</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
5. Receive notification on the approved Local Transport Permit (LTP)	5.3. Notify client to claim the approved Local Transport Permit (LTP)	None	10 Minutes	<i>Administrative Officer V</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
6. Claim the approved Local Transport Permit (LTP) at BFAR FIQD-FCS G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City	5.4. Release the approved Local Transport Permit (LTP) and record the date and time released	None	10 minutes	
<b>TOTAL:</b>		*10kg & below=P20 *10.1kg to 50kg=P30 *50.1kg to 100kg=P50 *100 kg & above=P100	<b>4 hours and 5 minutes</b>	

Notes:

Computation of Fees is based on Fisheries Administrative Order 233 s. 2010 (FAO 233)

Conduct of Risk Assessment is based on Fisheries Administrative Order 221 s. 2003 (FAO 221)

## 2. Issuance of Local Transport Permit (LTP) for Alien/Exotic Species

The Local Transport Permit (LTP) for domestic movement of alien/exotic species provides documented evidence that the product is compliant to Sanitary Phytosanitary (SPS), food safety standards and aquatic wildlife conservation regulations and other relevant fishery laws. It acts as traceability for the commodities from their origin which an essential risk management tool enabling individual members of supply chain to quickly identify problems and to promptly disseminate this information to affected parties.

<b>Office or Division</b>	<b>BFAR Fisheries Inspection and Quarantine Division (FIQD) - Fisheries Certification Section (FCS)</b>
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B-Government to Business Entity
<b>Who may avail:</b>	Traders of Fish and Fishery/Aquatic Products and BFAR Registered Exporters (EXTERNAL)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Filled-out application form (1 original)	BFAR Website( <a href="http://www.bfar.da.gov.ph/">www.bfar.da.gov.ph/</a> )/ <b>BFAR FIQD-FCS</b> , G/Flr., Fisheries Bldg., BPI Compound, Brgy. Vasra, Quezon City
2. Traceability document (e.g. Auxillary Invoice, Collector's Permits, Official Receipt and etc.) (1 original and/or 1 photocopy)	Local Government Unit/BFAR/Company/Supplier
3. Order of Payment (1 original)	<b>BFAR FIQD-FCS</b> , G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
4. Official Receipts (1 original, 1 photocopy)	<b>BFAR Cashier</b> , G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply and submit filled-out application form and requirements through email address at <a href="mailto:fiqd.certification@gmail.com">fiqd.certification@gmail.com</a>	1. Receive filled-out application form and submitted requirements through email for initial assessment	None	15 Minutes	<i>Administrative Officer IV</i> <b>BFAR-FIQD FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	1.1 Evaluate the completeness and authenticity of the submitted requirements, and forward to Fisheries Quarantine Section (FQS) for the conduct of risk assessment	None	15 Minutes	<i>Administrative Officer IV or Fishing Regulations Officer II</i> <b>BFAR-FIQD FCS</b>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	2. Conduct risk assessment of alien/exotic species and submit the results of risk assessment to FIQD-FCS	None	7 days	<i>Fishing Regulations Officer II</i> <b>BFAR FIQD-Fisheries Quarantine Section (FQS)</b> G/Flr., Fisheries Bldg. Complex, BPI Compound,
None	3. Receive results of the risk assessment from the Fisheries Quarantine Section (FQS)	None	5 Minutes	<i>Fishing Regulations Officer II</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound,
None	3.1 Assign Local Transport Permit (LTP) number on the application form and record details in the logbook	None	10 Minutes	<i>Administrative Officer IV</i> <b>BFAR-FIQD FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	3.2 Compute fees based on FAO 233 S. 2010 and advise client to secure order of payment on the required fees	None	10 Minutes	<i>Administrative Officer IV</i> <b>BFAR-FIQD FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
2. Secure Order of Payment for required fees at <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound,	3.3 Issue Order of Payment for the required fees	None	5 Minutes	<i>Administrative Officer IV</i> <b>BFAR-FIQD FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound,
3. Pay the required fees at the <b>BFAR-Cashier</b> , G/Flr., Fisheries Bldg. Complex, BPI Compound, and secure Official Receipt	4. Accept the payment based on the issued Order of Payment and issue Official Receipt	10kg & below=P20.00 *10.1kg to 50kg=P30.00 *50.1kg to 100kg=P50.00 *100 kg & above=P100.00	25 Minutes	<i>Cashier</i> <b>BFAR Cashier</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Present the issued Official Receipt to <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, and secure Official Receipt for the processing of LTP	5. Check the presented Official Receipt for encoding and process the Local Transport Permit (LTP)	None	25 Minutes	<i>Aquaculturist II</i> <b>BFAR-FIQD FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	5.1 Review the printed Local Transport Permit (LTP) and place stamp seal/security feature	None	35 Minutes	<i>Aquaculturist II</i> <b>BFAR FIQD FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	5.2 Approve and sign Local Transport Permit (LTP)	None	1 hour	<i>Certifying Officer</i> <b>BFAR FIQD</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
5. Receive notification through email on the approved Local Transport Permit (LTP)	5.3 Notify client through email to claim the approved Local Transport Permit (LTP) at BFAR-FIQD FCS G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City	None	10 Minutes	<i>Administrative Officer V</i> <b>BFAR-FIQD FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
6. Claim the approved Local Transport Permit (LTP) at <b>BFAR-FIQD FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound	5.4 Release the approved LTP and record the date and time released	None	10 minutes	<i>Administrative Officer V</i> <b>BFAR-FIQD FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
<b>TOTAL:</b>		*10kg & below=P20.00 *10.1kg to 50kg=P30.00 *50.1kg to 100kg=P50.00 *100 kg & above=P100.00	<b>7 days, 3 hour, and 45 minutes</b>	

**NOTE:**

Computation of Fees is based on Fisheries Administrative Order 233 s. 2010 (FAO 233)

Conduct of Risk Assessment is based on Fisheries Administrative Order 221 s. 2003 (FAO 221)

### 3. Issuance of Domestic Health Certificate (DHC) for Export of Fish and Fishery / Aquatic Products

The Domestic Health Certificate of fish and fishery/aquatic products is used for the domestic movement/transport of fish and fishery/aquatic products. It provides documented evidence that the products have been cultured, collected/harvested, handled, transported, manufactured, packed, stored and distributed under established SPS and food safety standards and in accordance to relevant rules and regulations.

<b>Office or Division</b>	<b>BFAR Fisheries Inspection and Quarantine Division (FIQD) - Fisheries Certification Section (FCS)</b>
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B-Government to Business Entity
<b>Who may avail:</b>	Traders of Fish and Fishery/Aquatic Products/BFAR Registered Exporter (EXTERNAL)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Filled-out request form (1 original)	BFAR Website( <a href="http://www.bfar.da.gov.ph">www.bfar.da.gov.ph</a> )/ <b>BFAR FIQD-FCS</b> , G/Flr., Fisheries Bldg., BPI Compound, Brgy. Vasra, Quezon City
2. Laboratory Analysis (1 original or 1 photocopy)	BFAR National Fisheries Laboratory Division (NFLD)
3. Authorization Letter (1 original)	Company/Business Entity
5. Order of Payment (1 original)	<b>BFAR FIQD-FCS</b> , G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
6. Official Receipts (1 original, 1 photocopy)	<b>BFAR Cashier</b> , G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out application form and requirements at <b>BFAR FIQD-FCS</b> , G/Flr., Fisheries Bldg. Complex, BPI Compound	1. Receive filled-out application form and required documents, and evaluate for completeness.	None	10 Minutes	<i>Administrative Assistant VI</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	1.1 Record and stamp with date and time received.	None	5 Minutes	
None	1.2 Evaluate for validity and authenticity of submitted documents.	None	15 Minutes	
None	1.3 Assign a Domestic Health Certificate reference number	None	5 Minutes	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Secure Order of Payment at <b>BFAR FIQD-FCS</b> at the G/Flr., Fisheries Bldg. Complex, BPI Compound	1.4 Issue Order of Payment for the required fees	None	10 Minutes	<i>Administrative Assistant VI</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
3. Pay the required fees at the <b>BFAR Cashier</b> , G/Flr., Fisheries Bldg. Complex, BPI Compound	2. Accept the payment based on the issued Order of Payment and issue Official Receipt	<b>PHP 50.00 per Domestic Health Certificate</b>	25 Minutes	<i>Cashier</i> <b>BFAR-Cashier</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
4. Present the issued Official Receipt to <b>BFAR FIQD-FCS</b> , G/Flr., Fisheries Bldg. Complex, BPI Compound	3. Check the presented Official Receipt for encoding and process/prepare Domestic Health Certificate (DHC)	None	25 Minutes	<i>Administrative Assistant VI</i> or <i>Senior Administrative Assistant II</i> or <i>Senior Administrative Assistant III</i> <b>BFAR FIQD-FCS</b>
None	3.1 Review the printed Domestic Health Certificate (DHC) and place stamp seal/security feature	None	35 Minutes	
None	3.2 Approve and sign the Domestic Health Certificate (DHC)	None	1 hour	<i>Certifying Officer</i> <b>BFAR- Fisheries Inspection and Quarantine Division (FIQD)</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
5. Receive notification on the approved Domestic Health Certificate (DHC)	3.3 Notify client to claim the approved Domestic Health Certificate (DHC)	None	10 Minutes	<i>Administrative Assistant VI</i> or <i>Senior Administrative Assistant II</i> <b>BFAR FIQD-FCS</b>
6. Claim the approved Domestic Health Certificate (DHC)	3.4 Release the approved Domestic Health Certificate (DHC) and record the date and time released	None	10 Minutes	
<b>TOTAL:</b>		<b>PHP 50.00 per Domestic Health Certificate</b>	<b>3 hours and 30 minutes</b>	



#### 4. Issuance of Food Pass for Vehicles

The Food Pass is used as a rapid pass for vehicles containing fish and fishery/aquatic products for domestic movement.

Office or Division	BFAR - Fisheries Inspection and Quarantine Division (FIQD) - Fisheries Certification Section (FCS)			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen; G2B-Government to Business Entity			
Who may avail:	Traders of Fish and Fishery/Aquatic Products/BFAR Registered Exporter (EXTERNAL)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Registration of vehicle		Company/Business Entity		
2. Mayor's Permit		City Hall/LGU		
3. DTI/CDA/DOLE/SEC Registration		DTI/CDA/DOLE/SEC		
4. FORM A (downloadable form)		DA Website: <a href="http://agribusiness.da.gov.ph/food-pass">agribusiness.da.gov.ph/food-pass</a>		
5. FORM B (downloadable form)		DA Website: <a href="http://agribusiness.da.gov.ph/food-pass">agribusiness.da.gov.ph/food-pass</a>		
6. FORM C (downloadable form)		DA Website: <a href="http://agribusiness.da.gov.ph/food-pass">agribusiness.da.gov.ph/food-pass</a>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements and forms via e-mail at <a href="mailto:fiqd.ltpfoodpass@gmail.com">fiqd.ltpfoodpass@gmail.com</a> or <a href="mailto:fiqd@bfar.da.gov.ph">fiqd@bfar.da.gov.ph</a>	1. Receive application for Food Pass through email	None	10 Minutes	<b>Aquaculturist II or Fishing Regulations Officer II</b> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	1.1 Assess/Verify the submitted documents of the client	None	20 Minutes	
None	1.2 a. If approved, process/ prepare the Food Pass based on the client's application. Stamp with BFAR seal, date and time.  b. If not approved, inform client of the deficiencies of application through email.	None	30 Minutes	
2. Receive notification on the approved Food Pass through email	1.3 Notify client through email to receive/claim the approved Food Pass	None	10 Minutes	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Receive Food Pass via email or claim personally at <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City	1.4 Release the food pass to the client through electronic/hard copies and record the date and time released.	None	10 Minutes	<i>Aquaculturist II or Fishing Regulations Officer II</i> <b>BFAR FIQD-FCS</b>
<b>TOTAL:</b>		None	<b>1 hour and 20 minutes</b>	

## 5. Issuance of Certificate of Registration of Exporter of Shells and Shellcrafts

The registration for fishery business establishments secures that the Fishery Aquaculture Business Operators (FABOs) comply with the International Union for Conservation of Nature (IUCN), Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) and BFAR laws and regulations to export shells and shellcrafts (including its by-products and derivatives).

<b>Office or Division</b>	<b>BFAR Fisheries Inspection and Quarantine Division (FIQD) - Fisheries Certification Section (FCS)</b>
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2B-Government to Business entity
<b>Who may avail:</b>	Exporters of Shells and Shellcrafts (EXTERNAL)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Filled-out application form (1 original)	BFAR Website( <a href="http://www.bfar.da.gov.ph">www.bfar.da.gov.ph</a> )/ <b>BFAR FIQD-FCS</b> , G/Flr., Fisheries Bldg., BPI Compound, Brgy. Vasra, Quezon City
2. Letter of Intent (1 original)	Company/Business Entity
3. Request Letter for Inspection (for exporter with facility) (1 original)	Company/Business Entity
4. Certified True Copy of SEC Registration/DTI Permit (1 photocopy)	DTI/SEC
5. Certified True Copy of Business Permit (1 photocopy)	City Hall
7. Photos of Facility (1 original)	Company/Business Entity
8. Manpower Profile (1 photocopy)	Company/Business Entity
9. Complete List of Product Source (1 original)	Company/Business Entity
10. Facility Lay-out (1 original)	Company/Business Entity
12. BIR Certificate of Registration (1 photocopy)	Bureau of Internal Revenue (BIR)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out application form and requirements at BFAR FIQD-FCS G/Flr., Fisheries Bldg. Complex, BPI Compound	1. Receive filled-out application form and requirements for initial assessment	None	10 Minutes	<i>Aquaculturist II or Fishing Regulations Officer II</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	1.1 Evaluate the completeness, accuracy and validity of the submitted requirements	None	2 Hours	
None	1.2 Schedule for the inspection of facility	None	1 Hour	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.3 Prepare Travel Authority for approval of the Division Chief of FIQD	None	1 Hour	<i>Division Chief</i> <b>BFAR FIQD</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	2. Process Travel Authority for approval of the Bureau Director	None	3 days	<b>BFAR Fisheries Planning and Economic Division (FPED)</b> 4th Floor <b>BFAR Director's Office</b> 3rd Floor <b>BFAR Administrative Division</b> 2nd Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
2. Receive notification on the scheduled inspection through email or phone call	3. Notify client on the scheduled inspection of facility/ establishment through email or phone call	None	10 Minutes	<i>Aquaculturist II or Fishing Regulations Officer II</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
3. Allow inspection of facility/establishment	3.1 Conduct inspection of the facility/establishment	None	5 days	
None	3.2 Conduct evaluation and final assessment of Inspection Report and other documentary requirements	None	6 Hours	
None	3.2 Prepare/Process Certificate of Registration	None	30 Minutes	<i>Aquaculturist II or Fishing Regulations Officer II</i> <b>BFAR FIQD-FCS</b>
None	3.3 Initial by the Section Chief and Division Chief prior to signing/approval of Bureau Director	None	1 Hour	<i>Section Chief, FCS</i> <i>Division Chief, FIQD</i> <b>BFAR FIQD</b> G/Flr., Fisheries Bldg. Complex, BPI Compound,

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	4. Approve and sign Certificate of Registration	None	3 days	<i>Bureau Director</i> <b>BFAR Director's Office,</b> 3/Flr., Fisheries Bldg. Complex, BPI Compound,
None	5. Place BFAR seal for security features/measures	None	10 Minutes	<i>Aquaculturist II or Fishing Regulations Officer II</i> <b>BFAR FIQD-FCS,</b> Ground Flr., Fisheries Bldg.,
4. Receive notification on the approved Certificate of Registration through email or phone call	5.1 Notify client on the approved Certificate of Registration through email or phone call	None	10 Minutes	
5. Claim the approved Certificate of Registration at the FIQD-FCS, G/Flr., Fisheries Bldg.,	5.2 Release the approved Certificate of Registration and record the date and time released	None	20 Minutes	
<b>TOTAL:</b>		<b>None</b>	<b>12 days, 4 hours, and 30 minutes</b>	

## 6. Issuance of Sanitary Health Certificate (S/HC) for Export of Fresh Chilled, Frozen Fish and Fishery/Aquatic Products

The Sanitary Health Certificate (S/HC) for Export of Fresh chilled, Frozen Fish and Fishery/Aquatic Products provides documented evidence that the products have been cultured, harvested/collected, handled, transported, manufactured, packed, stored and distributed under established SPS and/or food safety standards and in accordance to relevant rules and regulations.

<b>Office or Division</b>	<b>BFAR Fisheries Inspection and Quarantine Division (FIQD) - Fisheries Certification Section (FCS)</b>	
<b>Classification</b>	Simple	
<b>Type of Transaction</b>	G2B-Government to Business Entity	
<b>Who may avail:</b>	BFAR Registered Exporters of Fish and Fishery/Aquatic Products (EXTERNAL)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Filled-out request form (1 original)		BFAR Website( <a href="http://www.bfar.da.gov.ph">www.bfar.da.gov.ph</a> ) / <b>BFAR FIQD-FCS, G/Flr., Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</b>
2. Invoice (1 original)		Company/Business Entity
3. Authorization Letter (1 original)*		Company/Business Entity
4. Laboratory Analysis (1 original, 1 photocopy)*		<b>BFAR National Fisheries Laboratory Division (NFLD)</b> , 860 Arcadia Bldg., Quezon Avenue, Q.C.
5. Request Letter for amendment ( 1 original)*		Company/Business Entity
6. Original Copy of Health Certificate (if HC is for amend)*		<b>BFAR FIQD-FCS</b> , G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave, Q.C.
7. Preshipment Inspection Report ( 1 original)*		<b>BFAR FIQD-FCS</b> , G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave, Q.C.
8. Order of Payment (1 original)		<b>BFAR FIQD-FCS</b> , G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave, Q.C.
9. Official Receipts (1 original, 1 photocopy)		<b>BFAR FIQD-FCS</b> , G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave, Q.C.
<i>*if necessary or as required by the importing country</i>		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out application form and requirements to <b>BFAR FIQD-FCS</b> , G/Flr., Fisheries Bldg., BPI Compound	1. Receive filled-out application form and submitted requirements for initial assessment	None	15 Minutes	<i>Administrative Assistant V or VI</i> <b>BFAR FIQD-FCS</b> Ground Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	1.1 Evaluate completeness and accuracy of submitted documents and requirements of importing country	None	15 Minutes	<i>Administrative Assistant V or VI</i> <b>BFAR FIQD-FCS</b> Ground Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	1.2 Assign a Health Certificate reference number and record applicant information	None	10 Minutes	<i>Administrative Assistant V or VI</i> <b>BFAR FIQD-FCS</b> Ground Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
2. Secure Order of Payment issued at <b>BFAR FIQD-FCS</b> located at G/Flr., Fisheries Bldg.,	1.3 Issue Order of Payment for the required fees	None	10 Minutes	<i>Administrative Assistant V or VI</i> <b>BFAR FIQD-FCS</b> Ground Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
3. Pay the required fees at the <b>BFAR Cashier</b> , G/Flr., Fisheries Bldg. Complex, BPI Compound and secure Official Receipt	2. Accept the payment based on the issued Order of Payment and issue Official Receipt	PHP 50.00 per Sanitary Health Certificate	25 Minutes	<b>BFAR Cashier</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
4. Present the issued Official Receipt to <b>BFAR FIQD-FCS</b> , at the G/Flr., Fisheries Bldg. Complex, BPI Compound, for the processing of the Sanitary Health Certificate (S/HC)	3. Check the presented Official Receipt and process/prepare the Sanitary Health Certificate (S/HC)	None	25 Minutes	<i>Administrative Assistant V or Senior Administrative Assistant III</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	3.1 Review/Validate entries of Sanitary Health Certificate (S/HC) and place BFAR seal as security features/measures	None	35 Minutes	<i>Administrative Assistant V</i> or <i>Senior Administrative Assistant III</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound
None	3.2 Approve and sign the Sanitary Health Certificate (S/HC)	None	1 hour	<i>Certifying Officer</i> <b>BFAR FIQD</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
5. Receive notification on the approved Sanitary Health Certificate (S/HC) for Export	3.3 Notify client to claim the approved Sanitary Health Certificate (S/HC) for Export	None	10 Minutes	<i>Administrative Assistant V or VI</i> <b>BFAR FIQD-FCS</b> Ground Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
6. Claim the approved Sanitary Health Certificate at <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Q.C.	4. Release the approved Sanitary Health Certificate (S/HC) and record the date and time released	None	10 Minutes	
<b>TOTAL:</b>		<b>PHP 50.00 per Sanitary Health Certificate</b>	<b>3 hours and 35 minutes</b>	



## 7. Issuance of Sanitary Health Certificate (S/HC) for Export of Live Food Fish and Live Tropical/Ornamental Fish

The Sanitary Health Certificate (S/HC) for Export of Live Food Fish and Live Tropical/Ornamental Fish provides documented evidence that the products have been cultured, harvested/collected, handled, transported, manufactured, packed, stored and distributed under established SPS and/or food safety standards and in accordance to relevant rules and regulations.

<b>Office or Division</b>	<b>BFAR Fisheries Inspection and Quarantine Division (FIQD) - Fisheries Certification Section (FCS)</b>
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2B-Government to business entity
<b>Who may avail:</b>	BFAR Registered Exporters of Fish and Fishery/Aquatic Products (EXTERNAL)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Filled-out request form (1 original)	BFAR Website( <a href="http://www.bfar.da.gov.ph">www.bfar.da.gov.ph</a> ) / <b>BFAR FIQD-FCS, G/Flr., Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</b>
2. Invoice (1 original)	Company/Business Entity
3. Authorization Letter (1 original)*	Company/Business Entity
4. Laboratory Analysis (1 original, 1 photocopy)*	BFAR National Fisheries Laboratory Division (NFLD)
5. Request Letter for amendment ( 1 original)*	Company/Business Entity
6. Original Copy of Health Certificate (if HC is for amend)*	<b>BFAR FIQD-FCS, G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</b>
7. Order of Payment (1 original)	<b>BFAR FIQD-FCS, G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</b>
8. Official Receipts (1 original, 1 photocopy)	<b>BFAR FIQD-FCS, G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</b>

\*if necessary or as required by the importing country

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out application form and requirements to <b>BFAR FIQD-FCS G/Flr., Fisheries Bldg. Complex, BPI Compound</b>	1. Receive filled-out application form and submitted requirements for initial assessment	None	15 Minutes	<i>Administrative Assistant V or VI</i> <b>BFAR FIQD-FCS</b> Ground Flr., Fisheries Building, BPI Compound, Visayas Ave., Q.C.
None	1.1 Evaluate completeness and accuracy of submitted requirements	None	15 Minutes	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.2 Assign a Health Certificate reference number and record applicant information	None	10 Minutes	<i>Administrative Assistant V or VI</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	1.3 Forward to Fisheries Quarantine Section (FQS) for the conduct of verification of species to be exported and quarantine measures	None	5 Minutes	<i>Administrative Assistant V or VI</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	2. Conduct of verification of species to be exported and quarantine measures and submit the results of verification to FIQD-FCS	None	2 days	<i>Fishing Regulation Officer II</i> <b>BFAR FIQD-Fisheries Quarantine Section (FQS)</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	3. Receive results of the verification from the Fisheries Quarantine Section (FQS)	None	5 Minutes	<i>Administrative Assistant V or VI</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
2. Secure Order of Payment issued at <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound	3.1 Issue Order of Payment for the required fees	None	10 Minutes	<i>Administrative Assistant V or VI</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Pay the required fees at the <b>BFAR Cashier</b> , G/Flr., Fisheries Bldg. Complex, BPI Compound and secure Official Receipt (OR)	4. Accept the payment based on the issued Order of Payment and issue Official Receipt	<b>PHP 50.00 per Sanitary Health Certificate</b>	25 Minutes	<b>BFAR Cashier</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
4. Present the issued Official Receipt to <b>BFAR FIQD-FCS</b> , at the G/Flr., Fisheries Bldg. Complex, BPI Compound, for the processing of Sanitary Health Certificate (S/HC)	5. Check the presented Official Receipt and process/prepare the Sanitary Health Certificate (S/HC)	None	25 Minutes	<i>Admin. Assistant V or Senior Admin. Assistant III</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
None	5.1 Review/Validate entries of Sanitary Health Certificate (S/HC) and place BFAR seal/security features	None	35 Minutes	<i>Admin. Assistant V or Senior Admin. Assistant III</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
None	5.2 Approve and sign the Sanitary Health Certificate (S/HC)	None	1 hour	<i>Certifying Officer</i> <b>BFAR FIQD</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
5. Receive notification on the approved Sanitary Health Certificate (S/HC) for export at <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound	5.3 Notify client to claim the approved Sanitary Health Certificate (S/HC) for export	None	10 Minutes	<i>Administrative Assistant V or VI</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
6. Claim the approved Sanitary Health Certificate at <b>BFAR FIQD-FCS</b> , at the G/Flr., Fisheries Bldg. Complex, BPI Compound	5.4 Release the approved Sanitary Health Certificate (S/HC) and record the date and time released	None	10 Minutes	<i>Administrative Assistant V or VI</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
<b>TOTAL:</b>		<b>PHP 50.00 per Sanitary Health Certificate</b>	<b>2 days, 3 hours, and 45 minutes</b>	

## 8. Issuance of Export Commodity Clearance (ECC) for fresh chilled, frozen fish and fishery/ aquatic products

The Export Commodity Clearance (ECC) for fresh chilled, frozen fish and fishery/ aquatic products provides documented evidence that the product is not derived from Illegal, Unreported and Unregulated (IUU) Fishing, and compliant to aquatic wildlife conservation regulations, and other relevant fishery laws.

<b>Office or Division</b>	<b>BFAR Fisheries Inspection and Quarantine Division (FIQD) - Fisheries Certification Section (FCS)</b>
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B- Government to Business Entity
<b>Who may avail:</b>	Traders of fresh chilled, frozen fish and fishery/ aquatic products; BFAR Registered Exporters of Fish and Fishery/Aquatic Products (EXTERNAL)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Filled-out application form (1 original)	BFAR Website( <a href="http://www.bfar.da.gov.ph">www.bfar.da.gov.ph</a> ) <b>/BFAR FIQD-FCS</b> , G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
2. Proforma Invoice (1 original)	Company/ Business Entity
3. Local Transport Permit or Auxiliary Invoice (1 original or 1 photocopy)	BFAR Regional Office (concerned) or Local Government Unit
4. Sanitary Health Certificate (1 original)	<b>BFAR FIQD-FCS</b> , G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
5. Pre-Shipment Inspection Report (1 original or 1 photocopy)*	BFAR FIQD-FIS/RFIQU (depending on the location of the establishment)
6. Export Declaration (1 original)*	Bureau of Customs
7. Authorization Letter (1 original)*	Company/Business Entity
8. Order of Payment (1 original)	<b>BFAR FIQD-FCS</b> , G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
9. Official Receipts (1 original, 1 photocopy)	<b>BFAR Cashier</b> , G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

\*if necessary or as required by the importing country

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out application form and requirements at <b>BFAR FIQD-FCS</b> , at the G/Flr., Fisheries Bldg. Complex, BPI Compound,	1. Receive filled-out application form and requirements, and evaluate for initial assessment	None	20 Minutes	<i>Administrative Assistant</i> V <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	1.1 Record and stamp with date and time received	None	15 Minutes	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.2 Evaluate the validity and authenticity of submitted documents and assign Export Commodity Clearance (ECC) number	None	40 Minutes	<i>Aquaculturist II</i> or <i>Fishing Regulations Officer II</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	1.4 Compute the required fees and advice client to secure Order of Payment on the required fees	based on FAO 233-1 & FAO 233-2 *as per to the type of commodity and it's volume	10 Minutes	<i>Aquaculturist II</i> <b>BFAR FIQD-FCS</b>
2. Secure Order of Payment at <b>BFAR FIQD-FCS</b> , at the G/Flr., Fisheries Bldg. Complex, BPI Compound	1.5 Issue Order of Payment for the required fees	None	10 Minutes	<i>Administrative Assistant V</i> <b>BFAR FIQD-FCS</b>
3. Pay the required fees and secure Official Receipt at <b>BFAR Cashier</b> , G/Flr., Fisheries Bldg. Complex, BPI Compound,	2. Accept the payment based on the issued Order of Payment and issue Official Receipt	<b>based on FAO 233-1 and FAO 233-2 *as per to the type of commodity and it's volume</b>	25 Minutes	<i>Cashier</i> <b>BFAR Cashier</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
4. Present the issued Official Receipt for the processing of the Export Commodity Clearance (ECC) to <b>BFAR FIQD-FCS</b> , at the G/Flr., Fisheries Bldg. Complex, BPI Compound,	3. Check the presented official receipt and process/prepare the Export Commodity Clearance (ECC)	None	30 Minutes	<i>Aquaculturist II</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg., BPI Compound
None	3.1 Review for correctness and accuracy of the entries to the Export Commodity Clearance (ECC) and place BFAR seal for security features/measures	None	35 Minutes	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	3.2 Approve and sign the Export Commodity Clearance (ECC)	None	1 hour	<i>Certifying Officer</i> <b>BFAR FIQD</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
5. Receive notification on the approved Export Commodity Clearance (ECC)	3.3. Notify client to claim the approved Export Commodity Clearance (ECC)	None	10 Minutes	<i>Administrative Assistant</i> V <b>BFAR FIQD-FCS</b>
6. Claim the approved Export Commodity Clearance (ECC) at <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound	3.4 Release the approved Export Commodity Clearance (ECC) and record the date and time released	None	10 Minutes	
<b>TOTAL:</b>		based on FAO 233-1 & FAO 233-2 *as per to the type of commodity and it's volume	4 Hours and 25 Minutes	

## 9. Issuance of Export Commodity Clearance (ECC) for Shells and shellcrafts, Live Food Fish, Live Tropical/Ornamental Fish and Dried Fish and Fishery/Aquatic Products

The Export Commodity Clearance (ECC) for Shells and shellcrafts, Live Food Fish, Live Tropical/Ornamental Fish and Dried Fish and Fishery/Aquatic Products provides documented evidence that the product is not derived from Illegal, Unreported and Unregulated (IUU) Fishing, and compliant to aquatic wildlife conservation regulations, and other relevant fishery laws.

<b>Office or Division</b>	BFAR Fisheries Inspection and Quarantine Division (FIQD) - Fisheries Certification Section (FCS)
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B- Government to Business Entity
<b>Who may avail:</b>	Traders of fresh chilled, frozen fish and fishery/ aquatic products; BFAR Registered Exporters of Fish and Fishery/Aquatic Products (EXTERNAL)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Filled-out application form (1 original)	BFAR Website (www.bfar.da.gov.ph)/ <b>BFAR FIQD-FCS</b> , Ground Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
2. Proforma Invoice (1 original)	Company/ Business Entity
3. Local Transport Permit or Auxiliary Invoice (1 original or 1 photocopy)	BFAR Regional Office or Local Government Unit
4. Sanitary Health Certificate (1 original)	<b>BFAR FIQD-FCS</b> , Ground Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
5. Pre-Shipment Inspection Report (1 original or 1 photocopy)*	<b>BFAR FIQD-FIS/RFIQU</b> (depending on the location of the establishment)
6. Export Declaration (1 original)*	Bureau of Customs
7. Authorization Letter (1 original)*	Company/Business Entity
8. Order of Payment (1 original)	<b>BFAR FIQD-FCS</b> , Ground Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
9. Official Receipts (1 original, 1 photocopy)	<b>BFAR Cashier</b> , Ground Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
10. Certificate of Taxonomic Identification (1 original or 1 photocopy)*	<b>National Fisheries Research and Development Institute (NFRDI)</b> , 101 Mother Ignacia Ave., Diliman, Quezon City or any Accredited Taxonomic Center

\*if necessary or as required by the importing country

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out application form and requirements at <b>BFAR FIQD-FCS</b> , One Stop Export Documentation Center (OSED), Pasay City	1. Receive filled-out application form and required documents, and evaluate for initial assessment	None	20 Minutes	<i>Fishing Regulations Officer I</i> <b>BFAR FIQD-FCS</b> One Stop Export Documentation Center (OSED), Pasay City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.1 Record and stamp with date and time received	None	15 Minutes	<i>Fishing Regulations Officer I</i> <b>BFAR FIQD-FCS</b> One Stop Export Documentation Center (OSED), Pasay City
None	1.2 Verify, Identify (inspect sample in case of shellcrafts) and validate submitted export documents	None	3 Hours	<i>Fishing Regulations Officer I</i> <b>BFAR FIQD-FCS</b> One Stop Export Documentation Center (OSED), Pasay City
None	1.3 Assign Export Commodity Clearance (ECC) number	None	10 Minutes	
None	1.4 Compute the required fees and advice client to secure Order of Payment on the required fees	based on FAO 233-1 & FAO 233-2 *as per to the type of commodity and it's volume	10 Minutes	
2. Secure Order of Payment at BFAR FIQD-FCS One Stop Export Documentation Center (OSED), Pasay City	1.5 Issue Order of Payment for the required fees	based on FAO 233-1 and FAO 233-2 *as per to the type of commodity and it's volume	10 Minutes	<i>Fishing Regulations Officer I</i> <b>BFAR FIQD-FCS</b> One Stop Export Documentation Center (OSED), Pasay City
3. Pay the required fees and secure Official Receipt at <b>BFAR Designated Collecting Officer/Landbank</b>	2. Accept the payment based on the issued Order of Payment and issue Official Receipt	based on FAO 233-1 and FAO 233-2 *as per to the type of commodity and it's volume	25 Minutes	<b>BFAR Designated Collecting Officer/Landbank</b>
4. Present the issued Official Receipt to <b>BFAR FIQD-FCS</b> , at the One Stop Export Documentation Center (OSED), Pasay City for the processing of the Export Commodity Clearance (ECC)	3. Check the presented official receipt and process/prepare the Export Commodity Clearance (ECC)	None	30 Minutes	<i>Fishing Regulations Officer I</i> <b>BFAR FIQD-FCS</b> One Stop Export Documentation Center (OSED), Pasay City
None	3.1 Review for correctness and accuracy of the entries to the Export Commodity Clearance (ECC) and place BFAR seal for security features/measures	None	40 Minutes	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	3.2 Approve and sign the Export Commodity Clearance (ECC)	None	1 hour	<i>Certifying Officer</i> <b>BFAR FIQD,</b> One Stop Export Documentation Center (OSED), Pasay City
5. Receive notification on the approved Export Commodity Clearance (ECC)	3.3 Notify client to claim the approved Export Commodity Clearance (ECC)	None	10 Minutes	Fishing Regulations Officer I <b>BFAR FIQD-FCS</b> One Stop Export Documentation Center (OSED), Pasay City
6. Claim the approved Export Commodity Clearance (ECC) at <b>BFAR FIQD- FCS</b> , One Stop Export Documentation Center (OSED), Pasay City	3.4 Release the approved Export Commodity Clearance (ECC) and record the date and time released	None	10 Minutes	Fishing Regulations Officer I <b>BFAR FIQD-FCS</b> One Stop Export Documentation Center (OSED), Pasay City
<b>TOTAL:</b>		<b>based on FAO 233-1 &amp; FAO 233-2 *as per to the type of commodity and it's volume</b>	<b>7 hours</b>	

## 10. Issuance of Certificate of Accreditation of Importer

The issuance of Certificate of Accreditation of importer for fishery business establishments that secures the Fishery Aquaculture Business Operators (FABOs) comply with the Sanitary Phytosanitary (SPS) measures, food safety standards and BFAR laws and regulations to import fish and fishery/aquatic products.

<b>Office or Division</b>	<b>BFAR Fisheries Inspection and Quarantine Division (FIQD) - Fisheries Certification Section (FCS)</b>
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2B-Government to Business Entity
<b>Who may avail:</b>	Importers of Fish and Fishery/Aquatic Products (EXTERNAL)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Filled-out application form (1 original)	BFAR Website( <a href="http://www.bfar.da.gov.ph">www.bfar.da.gov.ph</a> )/ <b>BFAR FIQD-FCS</b> , Ground Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
2. SEC/DTI/CDA Registration (1 photocopy)	SEC Registration- Securities and Exchange Commission (SEC); DTI Registration (single proprietorship)- Department of Trade and Industry (DTI); CDA Registration (for cooperatives)- Cooperative Development Authority (CDA)
3. Mayor's Business Permit (1 photocopy)	City Hall/LGU
4. BIR Certificate of Registration (1 photocopy)	Bureau of Internal Revenue (BIR)
5. BOC Certificate of Accreditation (1 photocopy)	Bureau of Customs (BOC)
6. BOC Certificate of Registration (1 photocopy)	Bureau of Customs (BOC)
7. FDA License to Operate (1 photocopy)*	Food and Drug Administration (FDA)
8. List of Names of Company's Officer with ID, Signature and Photo (1 original or 1 photocopy)	Company/Business Entity/Applicant
9. Authorization Letter (1 original)	Company/Business Entity/Applicant
10. Cold Storage Warehouse	Department of Agriculture (DA)
a. Copy of Certificate of Accreditation (1 photocopy)	Department of Agriculture (DA)
b. Lease Contract Agreement (1 photocopy)	Company of Cold Storage Warehouse
11. Farm Registration (1 photocopy)	BFAR Regional Office where the facility is located

\*For canning and processing only

*Note: bring original copies for validation*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out application form and requirements to <b>BFAR FIQD-FCS</b> , G/Flr., Fisheries Bldg. Complex, BPI Compound	1. Receive application form and requirements for initial assessment and forward to FIQD-Fisheries Inspection Section (FIS) for verification	None	30 Minutes	<i>Senior Administrative Assistant II</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
2. Receive notification through email or phone call on the conduct of verification of volume requirements and validation of disposition report	1.1 Notify client through email or phone call on the conduct of verification of volume requirements and validation of disposition report	None	10 Minutes	
3. Allow verification of facility/establishment	2. Conduct verification of volume requirements and validation of disposition report during on-site inspection	None	7days	<i>Fish Inspectors</i> <b>BFAR FIQD-Fisheries Inspection Section (FIS)</b> , G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	3. Receive the verification report from FIQD-FIS and evaluate/assess results and essential documents	None	1 hour	<i>Senior Administrative Assistant II</i> <b>BFAR FIQD-FCS</b>
None	3.1 Prepare/Process the Certificate of Accreditation	None	2 hours	
None	4. Approve and sign Certificate of Accreditation	None	3 days	<i>Bureau Director</i> <b>BFAR Director's Office</b> , 3/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
4. Receive notification through email to claim the approved Certificate of Accreditation of Importer	5. Notify client through email to claim the approved Certificate of Accreditation of Importer	None	10 Minutes	<i>Senior Administrative Assistant II</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
5. Claim the approved Certificate of Accreditation at <b>BFAR FIQD-FCS</b> , at the G/Flr., Fisheries Bldg. Complex, BPI Compound	5.1 Release the approved Certificate of Accreditation, record the date and time released; and endorse the accredited importer to Intercommerce through email	None	20 Minutes	
<b>TOTAL:</b>		<b>None</b>	<b>9 Days, 5 Hours, and 45 minutes</b>	

\*Note: The indicated time is the total processing time of the Inspection for Inventory of Stocks in Cold Storage and Verification of Importer's Facility and Volume Requirement of Processing Plants (canning and processing) and Institutional Buyers which is one of the frontline services of Fisheries Inspection Section.

## 11. Manual Issuance of Sanitary Phyto-Sanitary Import Clearance (SPSIC) for research/ sample and for one time shipment only of regularly transported species

The Manual Issuance of Sanitary Phytosanitary Import Clearance (SPSIC) for research/sample and one time shipment only of regularly transported species provides documented evidence and ensures that the product is imported based on its approved purpose under established SPS and food safety standards and in accordance to relevant rules and regulations.

<b>Office or Division</b>	<b>BFAR Fisheries Inspection and Quarantine Division (FIQD) - Fisheries Certification Section (FCS)</b>			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B - Government to Business Entity			
<b>Who may avail:</b>	Importers of Fish and Fishery/Aquatic Products; Researchers (EXTERNAL)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Filled-out application form (1 original)		BFAR Website( <a href="http://www.bfar.da.gov.ph">www.bfar.da.gov.ph</a> ) / <b>BFAR FIQD-FCS</b> , Ground Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City		
2. Invoice ( 1 original or 1 photocopy)		Supplier/Shipper/Client/Applicant/Business Entity		
3. Health Certificate (if applicable) (1 photocopy)		Supplier/Shipper/Client/Applicant/Business Entity		
4. Government issued ID of applicant (1 photocopy)		Client		
5. Order of Payment (1original)		<b>BFAR FIQD-FCS</b> , Ground Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City		
6. Official Receipts (1 original, 1photocopy)		<b>BFAR Cashier</b> , Ground Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out application form and requirements to <b>BFAR FIQD-FCS</b> , at the G/Flr., Fisheries Bldg. Complex, BPI Compound	1. Receive filled-out application form and requirements for initial assessment	None	20 Minutes	<i>Aquaculturist II or Fishing Regulations Officer II</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	1.1 Evaluate the accuracy of submitted documents and forward to Fisheries Quarantine Section (FQS) for the conduct of risk assessment	None	20 Minutes	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	2. Conduct Risk Assessment of regularly transported species and submit results of the risk assessment to FIQD-FCS	None	20 Minutes	<i>Aquaculturist II or Fishing Regulations Officer II</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	3. Receive results of the risk assessment from the Fisheries Quarantine Section (FQS)	None	5 Minutes	<i>Aquaculturist II or Fishing Regulations Officer II</i> <b>BFAR FIQD-FCS</b>
	3.1 Issue Order of Payment for the required fees	None	10 Minutes	
3. Pay the required fees and secure Official Receipt at <b>BFAR Cashier</b> , at the G/Flr., Fisheries Bldg. Complex, BPI Compound	4. Accept the payment based on the issued Order of Payment received and issue Official Receipt	<b>*PHP 1,650 for fresh chilled, frozen fish and fishery products (based on FAO 195)</b> <b>*PHP 150 for live aquatic animals (based on FAO 221)</b>	25 Minutes	<b>BFAR Cashier</b> Ground Flr, Fisheries Bldg., BPI Compound, Visayas Avenue, Q.C.
4. Present the Official Receipt to <b>BFAR FIQD-FCS</b> at the G/Floor, Fisheries Bldg., BPI Compound	5. Check the presented Official Receipt and encode/process the Sanitary Phytosanitary Import Clearance (SPSIC)	None	30 Minutes	<i>Aquaculturist II or Fishing Regulations Officer II</i> <b>BFAR FIQD-FCS</b>
None	5.1 Review for correctness and accuracy of the entries to the SPSIC and place BFAR seal/security features	None	35 Minutes	<i>Aquaculturist II or Fishing Regulations Officer II</i> <b>BFAR FIQD-FCS</b>
5. Receive notification on the status of SPSIC application	5.2 Notify client on the status of SPSIC application	None	10 Minutes	
None	6. Approve and sign the SPSIC	None	3 Days	<i>Bureau Director</i> <b>BFAR Director's Office</b> 3/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Receive notification through email or phone call to claim the approved Sanitary Phytosanitary Import Clearance (SPSIC)	7. Notify client through email or phone call to claim the approved Sanitary Phytosanitary Import Clearance (SPSIC) at BFAR FIQD-FCS G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City	None	10 Minutes	Aquaculturist II or Fishing Regulations Officer II <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
7. Claim the approved Sanitary Phytosanitary Import Clearance (SPSIC) at BFAR FIQD-FCS G/Flr., Fisheries Bldg. Complex, BPI Compound	7.1 Release the approved SPSIC and record the date and time released	None	10 Minutes	
<b>TOTAL:</b>			<b>3 days, 3 hours, 15 minutes</b>	
<b>REQUIRED FEES/PAYMENT:</b> *PHP 1,650 for fresh chilled, frozen fish and fishery products (based on FAO 195) *PHP 150 for live aquatic animals (based on FAO 221)				

## 12. Manual Issuance of Sanitary Phyto-Sanitary Import Clearance (SPSIC) for research/ sample and for one time shipment only of Alien/Exotic Species

The Manual Issuance of Sanitary Phytosanitary Import Clearance (SPSIC) is for research/sample and one time shipment of alien/exotic species. It provides documented evidence and ensures that the product is imported based on its approved purpose under established SPS and food safety standards and in accordance to relevant rules and regulations.

<b>Office or Division</b>	<b>BFAR Fisheries Inspection and Quarantine Division (FIQD) - Fisheries Certification Section (FCS)</b>			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B - Government to Business Entity			
<b>Who may avail:</b>	Importers of Fish and Fishery/Aquatic Products; Researchers (EXTERNAL)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Filled-out application form (1 original)		BFAR Website( <a href="http://www.bfar.da.gov.ph">www.bfar.da.gov.ph</a> ) / <b>BFAR FIQD-FCS</b> , Ground Floor, Fisheries Bldg Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City		
2. Invoice ( 1 original or 1 photocopy)		Supplier/Shipper/Client/Applicant/Business Entity		
3. Health Certificate (if applicable) (1 photocopy)		Supplier/Shipper/Client/Applicant/Business Entity		
4. Government issued ID of applicant (1 photocopy)		Client		
5. Order of Payment (1original)		<b>BFAR FIQD-FCS</b> , Ground Floor, Fisheries Bldg Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City		
6. Official Receipts (1 original, 1photocopy)		<b>BFAR Cashier</b> , Ground Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit filled-out application form and requirements through email at <a href="mailto:fiqd.certification@gmail.com">fiqd.certification@gmail.com</a>	1. Receive filled-out application form and requirements through email for initial assessment	None	20 Minutes	<b>Aquaculturist II or Fishing Regulations Officer II</b> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	1.1 Evaluate the accuracy of submitted documents and forward to Fisheries Quarantine Section (FQS) for the conduct of risk assessment	None	20 Minutes	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	2. Conduct Risk Assessment of alien/exotic species and submit results of risk assessment to FIQD-FCS	None	15 Days	<i>Fishing Regulations Officer II</i> <b>BFAR FIQD-Fisheries Quarantine Section (FQS)</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
None	3. Receive results of the risk assessment from the Fisheries Quarantine Section (FQS)	None	5 Minutes	
2. Receive notification through email or phone call on the status of SPSIC application and to secure an Order of Payment at <b>BFAR FIQD-FCS</b> , G/Flr., Fisheries Bldg. BPI Compound,	3.1 Notify client through email or phone call on the status of SPSIC application and advice client to secure an Order of Payment	None	10 Minutes	<i>Fishing Regulations Officer II</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
3. Secure Order of Payment at <b>BFAR FIQD-FCS</b> , G/Flr., Fisheries Bldg. Complex, BPI Compound	3.2 Issue Order of Payment for the required fees	None	10 Minutes	<i>Aquaculturist II or Fishing Regulations Officer II</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon
4. Pay the required fees and secure Official Receipt at <b>BFAR Cashier</b> , G/Flr., Fisheries Bldg. Complex, BPI Compound	4. Accept the payment based on the issued Order of Payment received and issue Official Receipt	*PHP 1,650 for fresh chilled, frozen fish and fishery products (based on FAO 195) *PHP 150 for live aquatic animals	25 Minutes	<b>BFAR Cashier</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
5. Present the issued Official Receipt to <b>BFAR FIQD-FCS</b> , G/Flr., Fisheries Bldg. Complex, BPI Compound	5. Check the presented Official Receipt and encode/process the Sanitary Phytosanitary Import Clearance (SPSIC)	None	30 Minutes	<i>Aquaculturist II or Fishing Regulations Officer II</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	5.1 Review for correctness and accuracy of the entries to the Sanitary Phytosanitary Import Clearance (SPSIC) and place BFAR seal/security features	None	35 Minutes	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	6. Approve and sign the Sanitary Phytosanitary Import Clearance (SPSIC)	None	3 Days	<i>Bureau Director</i> <b>BFAR Director's Office</b> 3/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
6. Receive notification through email or phone call to claim the approved Sanitary Phytosanitary Import Clearance (SPSIC) at <b>BFAR-FIQD-FCS</b> , G/Floor, Fisheries Bldg., BPI Compound	7. Notify client through email or phone call to claim the approved Sanitary Phytosanitary Import Clearance (SPSIC) at BFAR FIQD-FCS Office	None	10 Minutes	<i>Aquaculturist II or Fishing Regulations Officer II</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
7. Claim the approved Phytosanitary Import Clearance (SPSIC) at <b>BFAR FIQD-FCS</b> , G/Flr., Fisheries Bldg. Complex, BPI Compound	7.1 Release the approved SPSIC and record the date and time released	None	10 Minutes	<i>Aquaculturist II or Fishing Regulations Officer II</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
<b>TOTAL:</b>			<b>18 days, 2 hours, and 55 minutes</b>	

**REQUIRED FEES/PAYMENT:**

\*PHP 1,650 for fresh chilled, frozen fish and fishery products (based on FAO 195)

\*PHP 150 for live aquatic animals (based on FAO 221)

### 13. Manual Issuance of Sanitary Phyto-Sanitary Import Clearance (SPSIC) for Wet Market under FAO 259

The manual issuance of Sanitary Phytosanitary Import Clearance (SPSIC) is for fish and fishery/aquatic products intended for wet markets under FAO 259 where Certificate of Necessity to Import (CNI) during Closed Fishing Season/ lean months and fish shortage/ crisis is significantly needed. It also provides documented evidence and ensures that the product is imported based on its approved purpose under established SPS and food safety standards and in accordance to relevant rules and regulations.

<b>Office or Division</b>	<b>BFAR Fisheries Inspection and Quarantine Division (FIQD) - Fisheries Certification Section (FCS)</b>
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2B- Government to Business Entity
<b>Who may avail:</b>	PFDA Accredited Importers of Fish and Fishery/Aquatic Products (EXTERNAL)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. SPSIC Processing Fee (P1,650.00 / SPSIC)	Company/Business Entity
2. Filled-up online application form (1 electronic copy)	DA Intercommerce Online Account of Importer
3. Proforma Invoice (1 electronic copy)	Company/Business Entity
4. Distribution Report/Production Data (1 electronic copy)	Company/Business Entity
5. Order of Payment (1 original)	<b>BFAR FIQD-FCS</b> , Ground Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
6. Official Receipts (1 original, 1 photocopy)	<b>BFAR Cashier</b> , Ground Floor, Fisheries Bldg Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out application form and requirements through email address at <a href="mailto:fiqd.certification@gmail.com">fiqd.certification@gmail.com</a>	1. Receive application and requirements through email and conduct assessment and validation	None	1 Hour	<i>Aquaculturist II or Fishing Regulations Officer II</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	1.1 Record application details and stamp with date and time received	None	20 Minutes	
None	1.2 Prepare/process the Sanitary Phytosanitary Import Clearance (SPSIC), importation checklist and reports and place BFAR seal/security features	None	5 Hours	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	2. Endorse the Sanitary Phytosanitary Import Clearance (SPSIC), importation checklist and reports to the Division Chief of FIQD and Division Chief of Legal Division for initial, and forward to BFAR Director's Office for approval and signature	None	2 Hours	<i>Division Chief</i> <b>BFAR-FIQD</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Q.C. <i>Chief</i> <b>Legal Division</b> 2/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	3. Approve and sign the Sanitary Phytosanitary Import Clearance (SPSIC) as recommended by the Division Chief of FIQD and Division Chief of Legal Division, and forward to the Office of the DA Secretary for approval and signature	None	2 Days	<i>BFAR Director,</i> <i>BFAR Director Staff</i> <b>BFAR Director's Office,</b> 3/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
None	4. Approve and sign the Sanitary Phytosanitary Import Clearance (SPSIC) as recommended by the Bureau Director and place the DA seal/hologram	None	3 Days	<i>DA Secretary,</i> <b>Office of the Secretary</b> Department of Agriculture, Elliptical Rd., Diliman, Quezon City
None	4.1 Notify through e-mail or phone call the BFAR FIQD-FCS to claim approved Sanitary Phytosanitary Import Clearance (SPSIC)	None	15 minutes	<b>Office of the Secretary</b> Department of Agriculture, Elliptical Rd., Diliman, Quezon City
None	5. Receive notification and claim the approved Sanitary Phytosanitary Import Clearance (SPSIC) at Department of Agriculture, Elliptical Rd., Diliman, Quezon City	None	30 minutes	<i>Aquaculturist II or Fishing Regulations Officer II</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receive notification through email or phone call for the issuance of Order of Payment at the <b>BFAR FIQD-FCS</b> , G/Flr., Fisheries Bldg. Complex, BPI Compound	5.1 Notify client for the issuance of Order of Payment	None	10 minutes	<i>Aquaculturist II or Fishing Regulations Officer II</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
3. Secure Order of Payment at the <b>BFAR FIQD-FCS</b> , G/Flr., Fisheries Bldg. Complex, BPI Compound	5.2 Issue Order of Payment for the required fees	None	10 minutes	
4. Pay the required fees and secure Official Receipt at <b>BFAR Cashier</b> , G/Flr., Fisheries Bldg. Complex, B	6. Accept payment based on the issued Order of Payment and issue Official Receipt	<b>Php 1,650 per SPSIC</b>	25 Minutes	<b>BFAR Cashier</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
5. Present the Official Receipt and claim the approved Sanitary Phytosanitary Import Clearance (SPSIC) at BFAR FIQD-FCS G/Flr., Fisheries Bldg. Complex, BPI Compound,	7. Check the presented Official Receipt and release the approved Sanitary Phytosanitary Import Clearance (SPSIC), record the date and time released	None	10 Minutes	<i>Aquaculturist II or Fishing Regulations Officer II</i> <b>BFAR FIQD-FCS</b>
<b>TOTAL:</b>			<b>6 days and 2 hours</b>	

**REQUIRED FEES/PAYMENT:**

\*PHP 1,650 for fresh chilled, frozen fish and fishery products (based on FAO 195)

\*PHP 150 for live aquatic animals (based on FAO 221)

#### 14. Online Issuance of Sanitary Phytosanitary Import Clearance (SPSIC) under FAO 195

The online issuance of Sanitary Phytosanitary Import Clearance (SPSIC) is for fish and fishery/aquatic products intended for commercial purposes (institutional buyer, canning, processing). It also provides documented evidence and ensures that the product is imported based on its approved purpose under established SPS and food safety standards and in accordance to relevant rules and regulations.

<b>Office or Division</b>	<b>BFAR Fisheries Inspection and Quarantine Division (FIQD) - Fisheries Certification Section (FCS)</b>
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2B- Government to Business Entity
<b>Who may avail:</b>	BFAR Accredited Importers of Fish and Fishery/Aquatic Products

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. SPSIC Processing Fee (PHP 1,650.00 per SPSIC)	Company/Business Entity
2. Filled-up online application form (1 electronic copy)	Dept. Of Agriculture (DA), Intercommerce Online Account of Importer
3. Proforma Invoice (1 electronic copy)	Company/Business Entity
4. Distribution Report/Production Data (1 electronic copy)	Company/Business Entity
5. Health Certificate from exporting country (1 original, 1 photocopy)*	Company/Business Entity
6. Order of Payment (1 original)	<b>BFAR FIQD-FCS</b> , Ground Floor, Fisheries Bldg Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City
7. Official Receipts (1 original, 1 photocopy)	<b>BFAR Cashier</b> , Ground Floor, Fisheries Bldg Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City

\*if necessary

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request/secure for Order of Payment to deposit in their online Intercommerce account at <b>BFAR FIQD-FCS</b> , G/Flr., Fisheries Bldg. Complex, BPI Compound	1. Issue Order of Payment	None	10 Minutes	<i>Senior Administrative Assistant II or Aquaculturist I,</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
2. Pay the fees and secure Official Receipt at <b>BFAR Cashier</b> , G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City	2. Accept the payment based on the issued Order of Payment received and issue Official Receipt	<b>PHP 1,650.00</b> <b>(Based on FAO 195, FAO 221)</b>	25 Minutes	<b>BFAR Cashier</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Apply for SPSIC online through Intercommerce and upload the requirements	3. Review the SPSIC application and requirements online for completeness and authenticity	None	1 day	<p><i>Aquaculturist II or Fishing Regulations Officer II,</i>  <b>BFAR FIQD-FCS</b>  G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</p>
	a. If the application and attachments are correct and valid, the reviewer endorses the application to Fisheries Inspection Section (FIS) for verification when necessary.			
	b. If with deficiencies, the reviewer rejects the application, inform importer of the lacking requirements or changes, and advise to reapply the same application with complete and correct requirements. A notification will be visible to the importer's account regarding the status of his application.			
4. Allow the conduct of verification of cold storage and validation of disposition report.	4. Conduct verification of the availability of cold storage and volume requirements as well as validation of disposition report during on-site inspection.	None	7 days	<p><i>Fishing Regulations Officer II/ Fish Inspectors</i>  <b>BFAR FIQD-Fisheries Inspection Section (FIS)</b>  G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.</p>
5. Verify the status of SPSIC application via online at DA Intercommerce System	5. Review further the SPSIC application based on the verification report from FIS	None	1 day	<p><i>Vet Med or Fishing Regulations Officer II (Reviewer)</i>  <b>BFAR FIQD</b>  G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</p>
None	a. If the application passes, tag "For Endorsement" and it will be forwarded to the endorser.	None		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	b. If with deficiencies, tag as "Reject", inform importer of the lacking requirements and advise to reapply the same application with complete and correct requirements. A notification will be visible to the importer's account regarding the status of his application.	None	1 day	<i>Vet Med or Fishing Regulations Officer II (Reviewer)</i> <b>BFAR FIQD</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
6. Verify the status of SPSIC application via online at DA Intercommerce System	6. Review further the SPSIC application.  a. If the application has complete and correct requirements and entries, tag "For Approval" and it will be forwarded to the approver	None	4 hours	<i>Vet Med or Fishing Regulations Officer I/II (Endorser)</i> <b>BFAR FIQD</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
	b. If with deficiencies, tag as "Reject", inform importer of the lacking requirements and advise to reapply the same application with complete and correct requirements. A notification will be visible to the importer's account regarding the status of his application.			
7. Verify the status of SPSIC application via Intercommerce and print the approved SPSIC	7. Conduct final review of application and approve it	None	4 hours	<i>Bureau Director (Approver)</i> <b>BFAR Director's Office</b> 3/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
<b>TOTAL:</b>		<b>PHP 1,650.00 (Based on FAO 195)</b>	<b>9 days, 2 hours and 10 minutes</b>	
<p><i>*Note: The indicated time is the total processing time of the Inspection for Inventory of Stocks in Cold Storage and Verification of Importer's Facility and Volume Requirement of Processing Plants (canning and processing) and Institutional Buyers which is one of the frontline services of Fisheries Inspection Section.</i></p>				

## 15. Online Application of Additional Importables under FAO 195

The online application of importables for SPSIC application with Harmonized System (HS) Codes ensures that the product is imported based on its approved purpose under established Sanitary and Phytosanitary (SPS) and food safety standards and in accordance to relevant rules and regulations.

<b>Office or Division</b>	<b>BFAR Fisheries Inspection and Quarantine Division (FIQD) - Fisheries Certification Section (FCS)</b>
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2B- Government to Business Entity
<b>Who may avail:</b>	BFAR Accredited Importers of Fish and Fishery/Aquatic Products (EXTERNAL)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Intent	Company/Business Entity
2. List of Clients	Company/Business Entity
3. Contract Supply Agreement	Company/Business Entity

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Intent and requirements through email at <a href="mailto:fiqd.certification.import@gmail.com">fiqd.certification.import@gmail.com</a>	1. Receive the letter of intent through email and review the requirements for initial assessment online and forward to Fisheries Quarantine Section (FQS)/Fisheries Inspection Section (FIS) for the conduct of risk assessment	None	1 Hour	<i>Aquaculturist II or Fishing Regulations Officer II</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	2. Conduct risk assessment of the applied additional importables  <i>a. For live aquatic animals, forward to Fisheries Quarantine Section (FQS)</i>  <i>b. For fresh chilled, frozen fish and fishery products, forward to Fisheries Inspection Section (FIS)</i>	None	1 day	<i>a. Fishing Regulations Officer II</i> <b>BFAR FIQD-Fisheries Quarantine Section (FQS)</b>  <i>b. Fishing Regulations Officer II</i> <b>BFAR FIQD-Fisheries Inspection Section (FIS)</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	3. Receive results of the risk assessment from the Fisheries Quarantine Section (FQS)/Fisheries Inspection Section (FIS)	None	5 Minutes	<i>Fishing Regulations Officer II</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
2. Receive notification through email or phone call on the conduct of verification of volume requirements and validation of disposition report	3.1. Notify client through email or phone call on the conduct of verification of volume requirements and validation of disposition report	None	10 Minutes	<i>Fishing Regulations Officer II</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
3. Allow verification of the facility/establishment	4. Conduct verification of the volume requirement/capacity/ lease of contract with cold storage, supply agreement with clients for the additional importables and submit verification report to FIQD-FCS	None	7 days	<i>Fishing Regulations Officer II</i> <b>BFAR FIQD-FIS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	5. Receive verification report and conduct further assessment of the application based on the verification report	None	20 Minutes	<i>Fishing Regulations Officer II</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
4. Receive notification through email on the status of application for additional importables	5.1 Notify client through email on the status of application for additional importables. a. If approved, the application for additional importables will be endorsed online to the Intercommerce. b. Otherwise, advise the client for non-endorsement.	None	20 Minutes	<i>Fishing Regulations Officer II</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
5. Verify the status of SPSIC application via online at DA Intercommerce System	5.2 Approve the additional importable via intercommerce. A notification will be visible to the importer's account regarding the status of his application.	None	30 Minutes	<i>Section Chief</i> <b>BFAR FIQD-FCS</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
<b>TOTAL:</b>		<b>None</b>	<b>7 Days and 4 Hours</b>	

\*Note: The indicated time is the total processing time of the Inspection for Inventory of Stocks in Cold Storage and Verification of Importer's Facility and Volume Requirement of Processing Plants (canning and processing) and Institutional Buyers which is one of the frontline services of Fisheries Inspection Section.

## II. QUARANTINE: Certificate of Registration/Inspection

### BFAR-Fisheries Inspection and Quarantine Division (FIQD)

#### Fisheries Quarantine Section (FQS)

### 1. Issuance of Certificate of Registration of Exporter and Fishery Establishment for Export

The Certificate of Registration of Exporter and Fishery Establishment for Export is issued to individual who intends to export live aquatic animals.

Office or Division	Fisheries Inspection and Quarantine Division (FIQD) - Fisheries Quarantine Section (FQS)	
Classification	Highly Technical (Food Safety and Public Health Concern)	
Type of Transaction	G2B-Government to Business entity	
Who may avail:	Exporters of Live Aquatic Animals	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Filled-out application form (BFAR-FIQD-Form 1)		Company/Business Entity
2. Letter of Intent		Company/Business Entity
3. Request Letter for Inspection (for exporter with facility)		Company/Business Entity
4. SEC Registration/DTI Permit		Dept. Of Trade and Industry (DTI)/ Security & Exchange Commission (SEC)
5. Business Permit		City Hall
6. Approved SSOP		Company/Business Entity
7. Location Map		Company/Business Entity
8. Photos of Facility		Company/Business Entity
9. Manpower Profile		Company/Business Entity
10. Complete List of Product Source		Company/Business Entity
11. Facility Lay-out		Company/Business Entity
12. Taxonomic Identification Certificate		Company/Business Entity
12. BIR Certificate of Registration		Bureau of Internal Revenue (BIR)
13. Endorsement Letter from BFAR Regional Office		BFAR Regional Offices
14. Inspection Report Signed by Regional Inspectors		BFAR Regional Offices

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out application form and it's requirements to the <b>BFAR-FIQD-FQS</b> , G/Flr., Fisheries Bldg., BPI Compound	1. Receive filled-out application form and it's requirements	None	15 Minutes	<i>Fisheries Quarantine Officers</i> <b>BFAR - Fisheries Quarantine Section (FQS)</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
None	1.1 Evaluate the completeness, accuracy, and validity of the submitted documents/ requirements (If the requirements are incomplete, inaccurate and not valid the application will be rejected)	None	4 Hours	<i>Fisheries Quarantine Officers</i> <b>BFAR - Fisheries Quarantine Section (FQS)</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
None	1.2 Prepare the Travel Authority for the scheduling of fishery establishment/facility inspection	None	3 Days	
2. Receive notification on the scheduled inspection of fishery establishment/facility	2. Notify client on the scheduled inspection of fishery establishment thru e-mail or thru phone calls	None	5 Minutes	<i>Fisheries Quarantine Officers</i> <b>BFAR - Fisheries Quarantine Section (FQS)</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
3. Allow inspection of fishery establishment/facility	3. Conduct inspection of the fishery establishment/facility	None	<b>6 Hour (NCR Area)</b>	
			<b>3 Days (Regional Area)</b>	
4. Attend the discussion on the findings/ deficiencies of the inspection conducted	4. Discuss/Present the findings/deficiencies during the closing meeting of the inspection conducted (If the fishery establishment is non-compliant, a corrective action plan shall be submitted by the client)	None	1 Hour	<i>Fisheries Quarantine Officers</i> <b>BFAR - Fisheries Quarantine Section (FQS)</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Submit the Corrective Action Plan based on the Inspection Report or Non-Compliance (For Non-Compliant Fishery Establishment Only)	5. Evaluation of Corrective Action Plan and/or Re-inspection of the Fishery Establishment if needed (Application will be rejected if the client fails to submit Corrective Action Plan within the allotted timeline)	None	7 Days	<i>Fisheries Quarantine Officers</i> <b>BFAR - Fisheries Quarantine Section (FQS)</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
None	5.1 Prepare/Process Certificate of Registration and Endorsement Letter to be forwarded to Director's Office for approval /signature	None	2 Hours	<i>Fisheries Quarantine Officers</i> <b>BFAR - Fisheries Quarantine Section (FQS)</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
None	5.2 Approval and signature of Certificate of Registration by the BFAR Director	None	3 Days	<i>BFAR National Director</i> <b>Director's Office</b> 3rd/Flr., Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Q.C.
6. Receive notification on the approved and ready for release Certificate of Registration	6. Record and notify client on the approved and ready for release Certificate of Registration	None	10 Minutes	<i>Fisheries Quarantine Officers</i> <b>BFAR - Fisheries Quarantine Section (FQS)</b>
<b>TOTAL:</b>		<b>None</b>	<b>17 Days, 5 Hours, and 30 Minutes</b>	

## 2. Issuance of Inspection Report for Export/Import of Live Aquatic Animals

The Inspection Report is issued to fishery establishment operators that has been inspected for facility registration/monitoring purposes.				
<b>Office or Division</b>	<b>Fisheries Inspection and Quarantine Division (FIQD) - Fisheries Quarantine Section (FQS)</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2B-Government to Business Entity			
<b>Who may avail:</b>	Exporters and Importers of Live Aquatic Animals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Client's Profile (Facility Lay-out, Standard Operating Procedures (SOP) and etc.)		Company/ Requesting Party		
2. Request Letter for Inspection (for importers)		Company/ Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request letter and submission of requirements for approval of inspection and Allow the inspection team and provide access to the fishery establishment/ facility	1. Receive the request with the required documentary requirements and followed with the conduct of actual inspection of the fishery establishment/facility	None	4 Hours	<b>Fisheries Quarantine Officers</b> <b>BFAR - Fisheries Quarantine Section (FQS)</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
2. Attend the discussion on the findings of the inspection conducted	2. Discuss/Present findings from the conduct of fishery establishment/facility inspection	None	1 Hour	
3. Sign conforme and receive inspection report	3. Provide copy of inspection report after signing on the conforme	None	5 Minutes	
<b>TOTAL:</b>		None	<b>5 Hours and 5 Minutes (NCR Areas)</b> <b>* 3 Days (Regional Areas)</b>	

### III. QUARANTINE: Certificate of Accreditation/Inspection

**BFAR-Fisheries Inspection and Quarantine Division (FIQD)**  
**Fisheries Inspection Section (FIS)**

#### 1. Inspection of Cold Storage Warehouse for Issuance of License to Operate (LTO)

This inspection activity is conducted to verify compliance set in Administrative order AC 1 s. 2021 on the Accreditation of Cold Storage Warehouse Facility.

<b>Office or Division</b>	<b>BFAR-Fisheries Inspection Quarantine Division (FIQD) - Fisheries Inspection Section (FIS)</b>
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2C- Government to Citizen; G2B- Government to Business Entity
<b>Who may avail:</b>	Cold Storage Warehouse Operators (EXTERNAL)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished, notarized and verified Application Form (New Applicant & Renewal)	<b>BFAR- Website- <a href="http://www.bfar.gov.ph">www.bfar.gov.ph</a></b>
2. Floor Plan/Layout showing all storage rooms and other facilities for Specific products (New Applicant)	Cold Storage Warehouse Operators
3. Recent photographs of the inner and outer portions of the CSW (New Applicant) ; Photographs of additional facilities/improvements, if any (for renewal)	Cold Storage Warehouse Operators
4. Updated Business Permit (New Applicant & Renewal)	City/Municipal Government
5 Environment Compliance Certificate/Certificate of Non-Coverage (New Applicant & Renewal)	Department of Environment and Natural Resources (DENR)
6. Permit to Operate (Air Pollution Source/Control Installations, Exemption Certificate) - New Applicant & Renewal	Department of Environment and Natural Resources (DENR)/Laguna Lake Development Authority (LLDA)
7. Photocopy of Business Registration (New Applicant & Renewal)	Department of Trade and Industry (DTI)/ Security of Exchange Commission (SEC)
8. Sanitary Permit/Letter of Approval of Water Source and Potability (New Applicant & Renewal)	DOH + NWRB/LGU Health Office
9. Reliable recording system for readily available information (New Applicant)	Cold Storage Warehouse Operators
10. Rated Capacity (New Applicant)	Cold Storage Warehouse Operators
11. List of clientele for the last two (2) years (New Applicant & Renewal)	Cold Storage Warehouse Operators

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
12. List of products/commodity stored (Local & Imported) - New Applicant & Renewal		Cold Storage Warehouse Operators		
13. GOP/HACCP Certificate, when applicable (New Applicant & Renewal)		Cold Storage Warehouse Operators		
14. Previous License to Operate (LTO) of CSW		Cold Storage Warehouse Operators		
15. Order of payment		<b>BFAR Cashier</b> , G/Floor, Fisheries Building Complex, BPI Compound, Brgy.Vasra, Visayas Avenue, Quezon City		
16. Official Receipt		<b>BFAR Cashier</b> , G/Floor, Fisheries Building Complex, BPI Compound, Brgy.Vasra, Visayas Avenue, Quezon City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished application form together with the required documentary requirements to <b>BFAR FIQD-FIS</b>	1. Receive the application form together with the required documents including the review and evaluation of the documents and it's completeness	None	35 Minutes	<i>Senior Administrative Assistant II or Fish Inspector</i> <b>BFAR FIQD-FIS</b> , G/Floor, Fisheries Building Complex, BPI Compound, Brgy.Vasra, Visayas Avenue, Q.C.
2. Pay the required fees and secure Official Receipt at <b>BFAR Cashier</b>	2. Accepts the payment based on the Order of Payment and issue Official Receipt	<b>PHP 4,000</b>	30 Minutes	<i>Collecting Officer</i> <b>BFAR Cashier</b> , G/Floor, Fisheries Building Complex, BPI Compound, Brgy.Vasra, Visayas Avenue, Q.C.
3. Receive notification on the scheduled inspection and allow inspection team to inspect and facility	3. Notify the clients of the scheduled inspection and conduct onsite inspection of cold storage based on the agreed schedule that covers the following a. Opening meeting with the cold storage representative b. Walk through in the cold storage premises c. Documents review d. Desk review e. Close door meeting f. Exit meeting with the cold storage representative g. Final report preparation	None	3 Days	<i>Fish Inspector</i> <b>BFAR FIQD-FIS</b> and CSW representatives, Cold Storage Warehouse Facility address on site
None	3.1 Review/ Evaluate inspection report	None	1 Hour	<i>Chief, FIS</i> <b>BFAR FIQD-FIS</b> G/Floor, Fisheries Building Complex, BPI Compound, Brgy.Vasra, Visayas Avenue, Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	3.2 Prepare/Process Certificate for Cold Storage Accreditation (License to Operate) if compliant on the requirements	None	30 Minutes	Senior Administrative Assistant II <b>BFAR FIQD-FIS</b> G/Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Q.C.
None	3.3 Forward the License to Operate Certificate to Section & Division Chief for final review and initials	None	30 Minutes	Senior Administrative Assistant II FIS Chief & FIQD Chief <b>BFAR FIQD</b> G/Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Q.C.
None	3.4 Scan and forward the License to Operate Certificate (LOC) for initials of Assistant Director for Research, Regulations and International Engagements (ADRRIE) to review further and evaluate	None	10 Minutes	Senior Administrative Assistant II <b>BFAR FIQD-FIS</b> G/Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City
None	4. Review/evaluate the received scan copy of certificate and forward to Director's Office for approval / signature	None	4 hours	Assistant Director <b>ADRRIE Office</b> 3rd Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Q.C.
None	5. Approve and sign the License to Operate (LTO) certificate	None	3 Days	Bureau Director <b>BFAR-Director's Office</b> 3rd Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Q.C.
4. Receive the notification to claim at the BFAR FIQD-FIS the approved License to Operate (LTO)	6. Notify the client that the approved License To Operate Certificate is ready for release	None	10 Minutes	Senior Administrative Assistant II <b>BFAR FIQD-FIS</b> , G/Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Q.C.
<b>TOTAL:</b>		<b>PHP 4,000</b>	<b>6 Days. 7 Hours, and 15 Minutes</b>	



## 2. Inspection of Fishery/Aquatic Products/Establishments (New Applicant) for Registration and Issuance of HACCP/GMP/SSOP/Vessel Certificate

The food safety inspection is conducted to enable the Fishery and Aquaculture Business operators (FABO) to export their products to other countries.

<b>Office or Division</b>	<b>BFAR-Fisheries Inspection Quarantine Division (FIQD) - Fisheries Inspection Section (FIS)</b>	
<b>Classification</b>	Complex	
<b>Type of Transaction</b>	G2C- Government to Citizen; G2B- Government to Business Entity	
<b>Who may avail:</b>	Fishery Aquaculture Business Operators (FABO) of fish processing plants, pre- processing, ice plant, fishing vessel & boats, buying station, auction market, and fish port facility (EXTERNAL)	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Requirements for primary processing establishment:</b>		
1. Letter of Intent /Application letter	Fishery/Aquatic Products Business Operators (FABO)	
2. Updated Sanitary permit (issued by LGU) ,written Simplified HACCP based program, GMP & SSOP Program for pre- processing plants, buying station	Sanitary permit- Local Government Unit (LGU), GMP/SSOP/HACCP Program-FABO	
3. License to Operate (LTO issued by Philippine FDA) and written GMP & SSOP Program for ice plant	LTO-FDA, GMP/SSOP Program- FABO	
4. Updated Sanitary permit (issued by LGU) and GOP program for cold storage ware house , fish port facilities and auction market	Sanitary permit- Local Government Unit (LGU), GOP Program-FABO	
5. Updated Sanitary permit (issued by LGU), written GMP & SSOP Program Dry Warehouse (i.e for dried seaweeds and dried sea cucumber)	Sanitary permit- Local Government Unit (LGU), GMP/SSOP/HACCP Program-FABO	
<b>Requirements for secondary processing establishment:</b>		
1. Updated sanitary permit	Local Government Unit (LGU)	
2. License to Operate	Food and Drug Administration (FDA)	
3. GMP/ SSOP/ HACCP Program for fish processing plant	Fishery Aquaculture Business Operators (FABO)	
<b>Requirements for fishing vessel or boats &gt; 3 gross tons:</b>		
1. Certificate of Registration	MARINA	
2. GMP and SSOP/HACCP (as required) for fishing and freezer vessel (*refrigerated and non-refrigerated)	Fishery Aquaculture Business Operators (FABO)	
3. Commercial Fishing Vessel License (CFVGL) issued by BFAR	<b>BFAR- Fisheries Regulatory License Division (FRLD)</b> G/Flr., Fisheries Building Complex, BPI Compound, Brgy.Vasra, Visayas Avenue, Quezon City	
<b>Requirements for fishing vessel or boats less than 3 gross tons:</b>		

1. Certificate of Registration issued by the Local Government Unit (LGU)		Local Government Unit (LGU)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application letter together with the documentary requirements to <b>BFAR FIQD-FIS</b> , G/Flr., Fisheries Bldg., BPI Compound,	1. Receive application/request letter and check the completeness of the documentary requirements	None	30 minutes	<i>Senior Administrative Assistant II or Fish Inspector</i> <b>BFAR FIQD-FIS</b> G/Floor, Fisheries Building Complex, BPI Compound, Brgy. Vrasa, Visayas Avenue, Quezon City
None	1.1 Review and evaluate the required food safety programs submitted	None	2 Days	<i>Fish Inspector</i> <b>BFAR FIQD-FIS</b> G/Floor, Fisheries Building Complex, BPI Compound, Brgy. Vrasa, Visayas Avenue, Quezon City
2. Receive notification on the scheduled inspection	2. Notify the client on the schedule of pre-assessment/desk review/system audit Inspection	None	10 Minutes	<i>Senior Administrative Assistant II or Fish Inspector</i> <b>BFAR FIQD-FIS</b> G/Floor, Fisheries Building Complex, BPI Compound, Brgy. Vrasa, Visayas Avenue, Quezon City
3. Allow inspection/ assessment and access to the facility	3. Conduct on- site inspection with the following order of activities:  a. opening meeting with the plant representative b. walk through in plant premises c. Documents review/ Desk review d. Close door meeting e. Exit meeting with the plant management	None	3 Days (per Plant per Product)	<i>Fish Inspector</i> <b>BFAR FIQD-FIS</b> and plant representatives, Fishery Establishment Address on site
4. Submit pending documents/records ( <b>refer to checklist of requirements</b> )	4. Review/evaluate submitted documents/records	None	2 Days	<i>Fish Inspector</i> <b>BFAR FIQD-FIS</b> and plant representatives, Fishery Establishment Address on site
None	4.1 Prepare and sign the final inspection report by the inspectors and Philippine Accreditation Bureau (PAB) authorized signatory (if applicable)	None	3 Days	<i>Fish Inspector</i> <b>BFAR FIQD-FIS</b> G/Floor, Fisheries Building Complex, BPI Compound, Brgy. Vrasa, Visayas Avenue, Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	4.2 Review/ Evaluate and approval of inspection report • If passed- on the inspection: Issue the HACCP certificate • If failed- No Health Certificate/GMP/SSOP /HACCP Certificate shall be issued until deficiencies are rectified	None	3 days	<i>Chief, FIS</i> <b>BFAR FIQD-FIS,</b> G/Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City
None	4.3 Prepare/Process the HACCP/GMP/SSOP/Vessel Certificate if compliant on the requirements	None	30 Minutes	<i>Senior Administrative Assistant II</i> <b>BFAR FIQD-FIS</b> G/Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City
None	4.4 Forward the processed HACCP/GMP/SSOP/Vessel Certificate to FIS Section & Division Chief for final review and place initials	None	30 Minutes	<i>Senior Administrative Assistant II FIS Chief &amp; FIQD Chief</i> <b>BFAR FIQD</b> G/Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City
None	4.5 Scan and forward the <b>processed</b> HACCP/GMP/SSOP/Vessel Certificate with proper initials of Assistant Director for Research, Regulations and International Engagements (ADRRIE) for further review and evaluation	None	10 Minutes	<i>Senior Administrative Assistant II</i> <b>BFAR FIQD-FIS</b> G/Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City
None	5. Review/evaluate the received scan copy of certificate and forward to Director's Office for approval	None	4 hours	<i>Assistant Director</i> <b>ADRRIE Office</b> 3rd Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City
None	6. Approve and sign the HACCP/GMP/SSOP/Vessel Certificate	None	3 days	<i>Bureau Director</i> <b>BFAR-Director's Office</b> 3rd Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Receive the notification to claim at the BFAR FIQD-FIS the approved/ signed HACCP/GMP/SSOP/Vessel Certificate	7. Notify the client on the approved HACCP/GMP/SSOP/Vessel Certificate and ready for release to client	None	10 Minutes	Senior Administrative Assistant II <b>BFAR FIQD-FIS</b> G/Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City
<b>TOTAL:</b>		<b>None</b>	<b>16 Days, Hours, and 40 Minutes</b>	<b>2</b>

Note:  
 - For those applying for EU, FABO shall wait for the notification from European Commission approval prior to export of their products, - For non-EU, FABO shall coordinate with **BFAR FIQD-FIS**, G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Quezon City for other export requirements

### 3. Inspection of Fishery Establishment for Export of Fishery/Aquatic Products for Issuance of Certificate of HACCP/GMP/SSOP/Vessel (Renewal)

The inspection is conducted to enable the Fishery and Aquaculture Business operators (FABO) to sustain their compliance to food safety requirements and standard and continuous export of their products to other countries.

<b>Office or Division</b>	<b>BFAR-Fisheries Inspection Quarantine Division (FIQD) - Fisheries Inspection Section (FIS)</b>
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2C- Government to Citizen; G2B- Government to Business Entity
<b>Who may avail:</b>	Fishery Aquaculture Business Operators (FABO) of fish processing plants, pre-processing, ice plant, fishing vessel & boats, buying station, auction market, and fish port facility (EXTERNAL)

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>Requirements for primary processing establishment: (Original and Photocopy, 1 copy each)</b>	
1. Letter of Intent /Application letter	Fishery Aquaculture Business Operators (FABO)
2. Updated Sanitary permit (issued by LGU) ,written Simplified HACCP based program, GMP & SSOP Program for pre- processing plants, buying station	Sanitary permit- Local Government Unit (LGU) GMP/SSOP/HACCP Program-FABO
3. License to Operate (LTO issued by Philippine FDA) and written GMP & SSOP Program for ice plant	LTO-FDA, GMP/SSOP Program- FABO
4. Updated Sanitary permit (issued by LGU) and GOP program for cold storage ware house , fish port facilities and auction market	Sanitary permit- Local Government Unit (LGU), GMP/SSOP/HACCP Program-FABO
5. Updated Sanitary permit (issued by LGU), written GMP & SSOP Program Dry Warehouse (i.e for dried seaweeds and dried sea cucumber)	Sanitary permit- Local Government Unit (LGU), GMP/SSOP/HACCP Program-FABO
<b>Requirements for secondary processing establishment: (Original and Photocopy, 1 copy each)</b>	
1. Updated sanitary permit (issued by LGU)	Sanitary permit- Local Government Unit (LGU)
2. License to Operate (LTO issued by Philippine FDA)	License to Operate (LTO)-FDA
3. GMP/ SSOP/ HACCP Program for fish processing plant	Fishery Aquaculture Business Operators (FABO)
<b>Requirements for fishing vessel or boats &gt;3 gross tons:</b>	
1. Certificate of Registration	MARINA
2. GMP and SSOP/HACCP (as required) for fishing and freezer vessel (*refrigerated and non-refrigerated)	Fishery Aquaculture Business Operators (FABO)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
3. Commercial Fishing Vessel License (CFVGL) issued by BFAR		BFAR- Fisheries Regulatory License Division (FRLD), G/Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City		
<b>Requirements for fishing vessel or boats less than 3 gross tons:</b>				
1. Certificate of Registration issued by the Local Government Unit		Local Government Unit (LGU)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application letter together with the required documentary requirements to <b>BFAR FIQD-FIS</b> , G/Flr., Fisheries Bldg., BPI Compound	1. Receive application/request letter and check the completeness of the documentary requirements	None	30 minutes	<i>Senior Administrative Assistant II or Fish Inspector</i> <b>BFAR FIQD-FIS</b> G/Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City
2. Receive notification on the scheduled inspection/pre-aassessment	2. Notify the client on the schedule of pre-assessment/desk review/system audit Inspection	None	10 Minutes	
3. Allow inspection and access to facility	3. Conduct on- site inspection with the following order of activities:  a. opening meeting with the plant representative b. walk through in plant premises c. Documents review/ Desk review d. Close door meeting e. Exit meeting with the plant management	None	1 day (per Plant per Product)	<i>Fish Inspector</i> <b>BFAR FIQD-FIS</b> <i>and plant representatives,</i> <i>Fishery Establishment</i> <i>Address on site</i>
4. Submit pending documents/records ( <i>refer to checklist of requirements</i> )	4. Review/evaluate the submitted documents/requirements	None	2 days	<i>Fish Inspector</i> <b>BFAR FIQD-FIS</b> <i>and plant representatives,</i> <i>Fishery Establishment</i> <i>Address on site</i>
None	4.1 Prepare and sign the final inspection report by the inspectors and Philippine Accreditation Bureau (PAB) approved signatory inspector/s (if applicable)	None	3 Days	<i>Fish Inspector</i> G/Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	4.2 Review/ Evaluation and approval of inspection report • If passed- in the inspection: Issue the HACCP certificate • If failed- No Health Certificate/GMP/SSOP /HACCP Certificate shall be issued until deficiencies are rectified	None	3 Days	<i>Chief, FIS</i> <b>BFAR FIQD-FIS,</b> G/Floor, Fisheries Building Complex, BPI Compound, Brgy.Vasra, Visayas Avenue, Quezon City
None	4.3 Prepare/Process the HACCP/GMP/SSOP/Vessel Certificate if compliant on the requirements	None	30 Minutes	<i>Senior Administrative Assistant II</i> <b>BFAR FIQD-FIS</b> G/Floor, Fisheries Building Complex, BPI Compound, Brgy.Vasra, Visayas Avenue, Quezon City
None	4.4 Forward the processed HACCP/GMP/SSOP/Vessel Certificate to Section & Division Chief for final review and initials	None	30 Minutes	<i>Senior Administrative Assistant II FIS Chief &amp; FIQD Chief</i> <b>BFAR FIQD</b> G/Floor, Fisheries Building Complex, BPI Compound, Brgy.Vasra, Visayas Avenue, Quezon City
None	4.5 Scan and forward the HACCP/GMP/SSOP/Vessel Certificate with initials to Assistant Director for Research, Regulations and International Engagements (ADRRIE) for further review and evaluation	None	10 Minutes	<i>Senior Administrative Assistant II</i> <b>BFAR FIQD-FIS</b>
None	5. Review/evaluate the received scan copy of certificate and forward to Director's Office for approval	None	4 hours	<i>Assistant Director</i> <b>ADRRIE Office</b> 3rd Floor, Fisheries Building Complex, BPI Compound, Brgy.Vasra, Visayas Avenue, Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	6. Approve and sign the HACCP/GMP/SSOP/Vessel Certificate	None	3 Days	<i>Bureau Director</i> <b>BFAR-Director's Office</b> 3rd Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City
5. Receive the notification to claim at the BFAR FIQD-FIS the approved HACCP/GMP/SSOP/Vessel Certificate	7. Notify the client that the approved HACCP/GMP/SSOP/Vessel Certificate is ready for release	None	10 Minutes	<i>Senior Administrative Assistant II</i> <b>BFAR FIQD-FIS</b>
<b>TOTAL:</b>		<b>None</b>	<b>12 Days, 5 Hours, 50 Minutes</b>	

Note:

- For those applying for EU, FABO shall wait for the notification from European Commission approval prior to export of their products, - For non-EU, FABO shall coordinate with **BFAR FIQD-FIS**, G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Quezon City for other export requirements



#### 4. Inspection of Traders/Exporters (without processing establishment) for Issuance of Certificate of Registration

<b>Office or Division</b>	<b>BFAR-Fisheries Inspection Quarantine Division (FIQD) - Fisheries Inspection Section (FIS)</b>	
<b>Classification</b>	Complex	
<b>Type of Transaction</b>	G2C- Government to Citizen; G2B- Government to Business Entity	
<b>Who may avail:</b>	Traders/Exporters without processing establishment (EXTERNAL)	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Letter of Intent /Application letter		Traders/Exporters Company
2. Duly accomplished and verified Application Form		<b>BFAR- Website- <a href="http://www.bfar.gov.ph/BFAR-FIQD-FIS">www.bfar.gov.ph/BFAR-FIQD-FIS</a>, G/Flr., Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</b>
3. SEC Certificate of Incorporation and SEC General Information Sheet *Primary purpose of corporation must be exportation/ manufacturer of fish/ sea foods products * IDs of officer with signature		Security of Exchange Commission (SEC)
4.Department of Trade and Industry (DTI) Certificate for single proprietor		Department of Trade and Industry (DTI)
5. Certification from Department of Labor and Employment (DOLE) for associations		Department of Labor and Industry (DOLE)
6. Certification from Cooperative Development Authority (CDA) for Cooperatives		Cooperative Development Authority (CDA)
7.Bureau of Internal Revenue (BIR) Certificate of Registration *Line of Business Example: 1513 – Fish/ Fishery Products/ Seafoods 5190 – Marine Products/ Other Wholesaling		Bureau of Internal Revenue (BIR)
8.Updated ayor's Permit (with Sanitary Permit)		Local Government Unit (LGU)
9.Special Power of Attorney (SPA) For authorized representative with ID and signature of representative		Traders/Exporters Company
10.License to Operate as Exporter from FDA		Food and Drug Administration (FDA)
11.List of Officers of the Company and Valid IDs		Traders/Exporters Company

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished application form together with the required documentary requirements to <b>BFAR FIQD-FIS, G/Fir., Fisheries Bldg.,</b>	1.Receive the application formtogether with the required documents and output including the review and evaluation of documents completeness	None	35 Minutes	<i>Senior Administrative Assistant II or Fish Inspector</i> <b>BFAR FIQD-FIS</b> G/Floor, Fisheries Building Complex, BPI Compound, Brgy.Vasra, Visayas Avenue, Quezon City
2. Receive notification on the scheduled inspection	2. Notify the client on the schedule of Inspection	None	10 Minutes	
3. Allow inspection and access to facility	3. Conduct on- site inspection with the following order of activities:  a. opening meeting with the company representative b. walk through in company premises c. Review of documentary requirements	None	1 day	<i>Fish Inspector</i> <b>BFAR FIQD-FIS</b> and company representatives, Company Address on site
4. Submit pending documents/records ( <i>refer to checklist of requirements</i> )	4. Review/evaluate the submitted documents/requirements	None	2 Days	<i>Fish Inspector</i> <b>BFAR FIQD-FIS</b> and company representatives, Company Address on
None	4.1 Prepare/Process the Certificate of Registration (COR) if compliant on the requirements	None	30 Minutes	<i>Senior Administrative Assistant II</i> <b>BFAR FIQD-FIS</b> G/Floor, Fisheries Building Complex, BPI Compound, Brgy.Vasra, Visayas Avenue, Quezon City
None	4.2 Forward the Certificate of Registration (COR) to FIS Section & Division Chief for final review and initials	None	30 Minutes	<i>Senior Administrative Assistant II FIS Chief &amp; FIQD Chief</i> <b>BFAR FIQD</b> G/Floor, Fisheries Building Complex, BPI Compound, Brgy.Vasra, Visayas Avenue, Quezon City
None	4.3 Scan and forward the Certificate of Registration (COR) with initials to Assistant Director for Research, Regulations and International Engagements (ADRRIE) for further review and evaluation	None	10 Minutes	<i>Senior Administrative Assistant II</i> <b>BFAR FIQD-FIS</b>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	5. Review/evaluate the received scan copy of certificate and forward to Director's Office for approval	None	4 hours	<i>Assistant Director</i> <b>ADRRIE Office</b> 3rd Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City
None	6. Approve and sign the Certificate of Registration (COR)	None	3 Days	<i>Bureau Director</i> <b>BFAR-Director's Office</b> 3rd Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City
5. Receive the notification to claim at the BFAR FIQD-FIS the approved HACCP/GMP/SSOP/Vessel Certificate	7. Notify the client on the approved HACCP/GMP/SSOP/Vessel Certificate and ready for release	None	10 Minutes	<i>Senior Administrative Assistant II</i> <b>BFAR FIQD-FIS</b>
<b>TOTAL:</b>		<b>None</b>	<b>6 days, 2 Hours, and 45 Minutes</b>	

## 5. Inspection for Inventory of Stocks in Cold Storage and Verification of Importer's Facility and Volume Requirements of Processing Plants (canning and processing) and Institutional Buyers

This inspection is conducted to verify the production capacity of the processing plants and institutional buyers.				
<b>Office or Division</b>	<b>BFAR-Fisheries Inspection Quarantine Division (FIQD) - Fisheries Inspection Section (FIS)</b>			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G-Government to Government			
<b>Who may avail:</b>	BFAR-FIQD Fisheries Certification Section (INTERNAL)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsement letter		<b>BFAR FIQD-Fisheries Certification Section (FCS)</b> , G/Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City		
2. List of clients and Supply Agreement		<b>BFAR FIQD-Fisheries Certification Section (FCS)</b> , G/Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City		
3. Lease of Contract of Cold Storage Warehouse facility		<b>BFAR FIQD-Fisheries Certification Section (FCS)</b> , G/Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City		
4. Distribution List of Imported Fishery Products (If applicable)		Importer		
5. Production Records (for canning & processing)		Importer		
6. Company Profile		Importer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1. Receive the endorsement communication with relevant documents from BFAR-FIQD-Fisheries Certification Section (FCS) for the conduct of verification	None	5 Minutes	<i>Senior Administrative Assistant II or Fish Inspector</i> <b>BFAR FIQD-FIS</b> G/Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City
None	1.1 Check and review the completeness of documentary requirements	None	1 hour	<i>Fish Inspector</i> <b>BFAR FIQD-FIS</b> G/Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive notification on the scheduled inspection	2. Notify the client on the schedule of Inspection	None	10 Minutes	<i>Senior Administrative Assistant II or Fish Inspector</i> <b>BFAR FIQD-FIS</b>
2. Allow inspection and access to facility	3. Conduct on- site inspection with the following order of activities: a. opening meeting with the	None	1 day	<i>Fish Inspector</i> <b>BFAR FIQD-FIS</b> and importer's representatives Company address on site
4. Submit pending documents/records <b>(refer to checklist of requirements)</b>	4. Review/evaluate the submitted documents/requirements	None	2 days	
None	4.1 Prepare and sign the final verification reports	None	3 days	<i>Senior Administrative Assistant II FIS Chief &amp; FIQD Chief</i> <b>BFAR FIQD</b> G/Floor, Fisheries Building Complex, BPI Compound, Brgy. Vavra, Visayas Avenue, Quezon City
5. Received notification from BFAR-FCS on the signed verification report and advised to proceed to the BFAR-FCS for processing of Import Permit	5. Endorse the signed verification report to Fisheries Certification Section (FCS) for processing of Import Permit and the FCS will notify the client on the status of application	None	30 Minutes	<i>Senior Administrative Assistant II or Fish Inspector</i> <b>BFAR FIQD-FIS</b>
<b>TOTAL:</b>		<b>None</b>	<b>6 Days, 1 Hour, and 45 Minutes</b>	

## 6. Pre-shipment Inspection

The pre-shipment inspection is conducted prior to or during van loading of products bound for shipment as pre-requisite for the issuance of Health Certificate.

<b>Office or Division</b>	<b>BFAR-Fisheries Inspection Quarantine Division (FIQD) - Fisheries Inspection Section (FIS)</b>			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2C- Government to Citizen; G2B- Government to Business Entity			
<b>Who may avail:</b>	Traders, Exporters, Processors (EXTERNAL)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Packing List		Traders, Exporters, Processors, company		
2. Auxillary/Commercial invoice		Traders, Exporters, Processors, company		
3. Local Transport Permit (LTP)		<b>BFAR FIQD-Fisheries Certification Section</b> , G/Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request pre-shipment inspection thru phone call/letter/emails and other mode of communication	1. Receive the request of pre-shipment inspection	None	5 Minutes	<i>Senior Administrative Assistant II or Fish Inspector</i> <b>BFAR FIQD-FIS</b> , G/Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City
2. Allow inspection	2. Conduct actual pre-shipment inspection	None	4 hours	<i>Fish Inspector</i> <b>BFAR FIQD-FIS</b> and company representative, Company Address on site
3. Receive Pre- shipment inspection report	3. Release the pre-shipment inspection report	None	5 Minutes	
<b>TOTAL:</b>		<b>None</b>	<b>4 Hours and 10 Minutes</b>	

## 7. 2nd Border Inspection (Post Boarder)

This covers the inspection of imported fishery products stored in accredited cold storage warehouses to verify compliance to FAO 259 & FAO 195 for imported fish and fishery products.

<b>Office or Division</b>	BFAR-Fisheries Inspection Quarantine Division (FIQD) - Fisheries Inspection Section (FIS)
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2G-Government to Government
<b>Who may avail:</b>	Concerned Government Agencies (EXTERNAL)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Electronic Request for Inspection (eRFI)	BFAR Fisheries Quarantine Officer
2. Packing List	Importer/Company
3. Commercial Invoice	Importer/Company
4. Health Certificate	Exporting Country
5. Sanitary and Phytosanitary Import Clearance (SPSIC)	<b>BFAR Fisheries Certification Section (FCS)</b> , Ground Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City
6. Certificate of Origin	Exporting Country
7. BOC Single Administrative Document	Bureau of Customs

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1. Receive electronic Request for Inspection (e-RFI) issued by border inspectors Manila International Container Port (MICP)	None	5 Minutes	<b>BFAR 2nd Border Inspectors</b> Fisheries Building Complex, BPI Compound, Brgy.Vasra,Visayas Avenue, Quezon City
1. Allow inspection and provide relevant documents	1.1 Verify and check the completeness of documentary requirements	None	4 hours per container	
None	1.2 . Conduct of on-site 2nd border inspection for every Container arrived			
None	1.3 Prepare and submit the electronic inspection report for FIQD and FIS Chief for future reference, monitoring inspection and database of imported fishery products	None	1 DAY	
TOTAL:		None	1 Day, 4 Hours, and 5 Minutes	

#### IV. QUARANTINE: System/Investigative Audit

**BFAR-Fisheries Inspection and Quarantine Division (FIQD)**  
**Fisheries Audit Section (FAS)**

##### 1. Conduct System and Performance Audit

Conduct system and performance audit of FIQD and RFIQU in compliance to the requirement of ISO/IEC 17020:2012 and ISO 9001:2015 standards

Office or Division	<b>BFAR-Fisheries Inspection Quarantine Division (FIQD) - Fisheries Audit Section (FAS)- Central and Regional Offices</b>			
Classification	Highly Technical			
Type of Transaction	G2G- Government to Government			
Who may avail:	FIQD/RFIQU			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Audit Program		BFAR-Fisheries Inspection Quarantine Division (FIQD) - Fisheries Audit Section (FAS)- Central Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive notification and schedule of conduct of system and performance audit thru email/phone call	1. Communicate with the RFIQU/FIQD to confirm the audit schedule specified in the audit Program	None	30 minutes	<i>Fisheries Audit Section Auditor</i> <b>BFAR- FIQD-FAS,</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	1.1 Prepare memorandum/audit plan/travel order/pass slip regarding the set schedule of audit	None	1 hour	<i>Fisheries Audit Section Auditor</i> <b>BFAR- FIQD-FAS,</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	2. Process the memorandum/letter/travel order for approval of Bureau Director	None	3 days	BFAR Fisheries Planning and Economic Division, BFAR Director's Office, 3/Floor , Fisheries Bldg., BPI Compound, Visayas Ave., Q.C. BFAR Administrative Division 2/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
2. Receive approved memorandum/letter	3. Send the approved memorandum and audit plan to RFIQU/FIQD thru email	None	15 minutes	<i>Fisheries Audit Section Auditor</i> <b>BFAR- FIQD-FAS,</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3.Allow the conduct of on-site system and performance audit	3.1 Conduct on- site system and performance audit with the following order of activities:  a. Opening meeting with FIQD/ RFIQU head and staff b. Desk review c. Performance evaluation (observation of activities conducted) d. Close-door meeting e. Exit meeting	None	5 days	<i>Fisheries Audit Section Auditor</i> <b>BFAR- FIQD-FAS,</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	3.2 Prepare corrective action reports and memorandum regarding audit findings	None	6 days	<i>Fisheries Audit Section Auditor</i> <b>BFAR- FIQD-FAS,</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	3.3 Review and sign by the auditors and team leader	None	1 day	<i>Fisheries Audit Section Auditor</i> <b>BFAR- FIQD-FAS,</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	4. Endorse the corrective action report and memorandum for review and initial signature of the Section Chief and Division Chief	None	1 day	<i>Fisheries Audit Section Auditor</i> <b>BFAR- FIQD-FAS,</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	5. Forward the initially signed memorandum with attached corrective action reports for endorsement of Assistant Director for Research, Regulations and International Engagements	None	2 days	<b>ADDRIE</b> 3/Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Q.C.
None	6. Approved and signed the memorandum regarding audit findings by Bureau Director	None	3 days	<i>BFAR Director's Office</i> 3/Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Q.C.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Receive the approved memorandum and corrective action reports	7. Send the corrective action reports and approved memorandum to FIQD/RFIQU thru email/hard copy (courier)	None	1 hour	<i>Fisheries Audit Section Auditor</i> <b>BFAR- FIQD-FAS,</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
5. Submission of accomplished corrective action report to FIQD-FAS thru courier	7.1 Receive and review the accomplished corrective action report from the RFIQU/FIQD for verification by next system audit.	None	10 days	<i>Fisheries Audit Section Auditor</i> <b>BFAR- FIQD-FAS,</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
	TOTAL		<b>31 days, 2 hrs and 45 minutes</b>	

## 2. Conduct of Investigative Audit

Conduct investigation/verification of establishment with import refusal abroad.

<b>Office or Division</b>	<b>BFAR-Fisheries Inspection Quarantine Division (FIQD) - Fisheries Audit Section (FAS)</b>			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2B- Government to Business Entity; G2G - Government to Government			
<b>Who may avail:</b>	BFAR Registered Exporter with Import Refusal Abroad			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Import refusal notification ( 1 Electronic Copy)		Thru website (e.g US- Food and Drug Administration (US-FDA), etc.,)/ Department of Foreign Affairs - Organization for International Economic Relations (DFA-OIER)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1. Receive and print import refusal notification from OIER/website (e.g., US FDA) for action of division chief and section chief	None	30 minutes	<i>Fisheries Audit Section Auditor &amp; Division/Section Head</i> <b>BFAR- FIQD-FAS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	1.1 Instruct the FAS auditor to communicate with the Fishery Aquaculture Business Operator/Regional Fisheries Inspection and Quarantine Unit regarding the import refusal notification	None	1 hour	<i>Division/Section Head</i> <b>BFAR- FIQD-FAS,</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
1. Receive notification and schedule of conduct of investigative audit thru email/phone call on the import refusal notification	1.2 Communicate with Fishery Aquaculture Business Operator/Regional Fisheries Inspection and Quarantine Unit regarding the import refusal notification and schedule of conduct of investigative audit thru email/phone call	None	1 hour	<i>Fisheries Audit Section Auditor</i> <b>BFAR- FIQD-FAS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	1.3 Prepare memorandum/letter/ travel authority for RFIQU/FABO regarding the schedule and details of investigative audit	None	1 hour	<i>Fisheries Audit Section Auditor</i> <b>BFAR- Fisheries audit Section (FAS)</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	2. Process the memorandum/letter/travel order/pass slip for approval of Bureau Director	None	3 days	BFAR Fisheries Planning and Economic Division, 3/Floor, BFAR Director's Office, 3/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C. BFAR Administrative Division 2/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
2. Receive approved memorandum/letter	3. Send the approved memorandum/letter to the FABO/RFIQU thru email	None	15 minutes	Fisheries Audit Section Auditor BFAR- Fisheries audit Section (FAS) G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
3.Allow the conduct of on-site investigative audit	3.1 Conduct on- site investigative audit with the following order of activities:  a. opening meeting with the plant representative b. walk through in plant premises c. Desk review d. Close door meeting e. Exit meeting with the plant management	None	5 days	Fisheries Audit Section Auditors BFAR- Fisheries audit Section (FAS) G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	3.2 Prepare investigative audit report	None	7 days	Fisheries Audit Section Auditors BFAR- Fisheries audit Section (FAS) G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	3.3 Endorse the report for review and for the signature of the Section Chief and Division Chief	None	1 Day	<i>Fisheries Audit Section Auditor &amp; Division/Section Head</i> <b>BFAR- FIQD-FAS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	4. Endorse the signed report for initial of Assistant Director for Research, Regulations and International Engagements	None	3 days	<i>ADRRIE</i> 3/Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Q.C.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	5. Approved and signed the investigative audit report by Bureau Director	None	3 days	BFAR Director's Office 3/Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Q.C.
4. Receive the approved investigative audit report	6. Send the approved investigative audit report to RFIQU/FABO and OIER thru email/courier	None	1 day	Fisheries Audit Section Auditors BFAR- Fisheries audit Section (FAS) G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
	<b>TOTAL</b>		<b>23 days 3 hours and 45 minutes</b>	

## V. REGULATORY: LICENSING/PERMIT/REGISTRATION/CLEARANCE

### FISHERIES REGULATORY & LICENSING DIVISION (FRLD) - Capture Fisheries Licensing Section (CFLS)

#### 1. Processing of Application for Commercial Fishing Vessel License (CFVL)

This service involves the processing of application for Commercial Fishing Vessel License (CFVL) authorizing the fishing vessel to fish within commercial waters or waters beyond 15 km from the shoreline and with gross tonnage of 3.1 and above.

Office or Division	BFAR Fisheries Regulatory and Licensing Division (FRLD) –Capture Fisheries Licensing Section (CFLS)	
Classification	Highly Technical	
Type of Transaction	G2C – Government to Citizen; G2B – Government to Business Entity	
Who may avail	Commercial Fishing Vessel Owners/Operators	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished BFAR CFVL application form;		BFAR-Regional Field Offices/BFAR- Fisheries Regulatory Licensing Division- <b>Capture Fisheries Licensing Section (FRLD-CFLS)</b> - Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
2. Two (2) copies of "8x10" vessel unaltered pictures showing the port, starboard and required identification and marking as specified in Annex 1 of FAO 198-1 series of 2018;		Applicant (Fishing vessel owner/operator)
3. Grid map indicating the proposed fishing ground/s;		Applicant (Fishing vessel owner/operator)
4. Original or authenticated photocopy of Maritime Industry Authority (MARINA) Certificates:		
a. Certificate of Philippine Registry (CPR);		Maritime Industry Authority (MARINA)
b. Certificate of Ownership (CO); and		
c. Valid/Unexpired Fishing Vessel Safety Certificate.		
5. Approved articles of Incorporation and By-Laws for corporation, the primary or secondary purpose of which is to engage in fishing, or business name registration, certificate		Security and Exchange Commission (SEC), Department of Trade and Industry (DTI) or Local Government Unit (LGU)
6. Fishing logsheet for catcher vessel for registration and approval by BFAR upon payment of registration fee of Fifty pesos (Php 50.00) ;		BFAR-Regional Field Office/BFAR- Fisheries Regulatory Licensing Division- <b>Capture Fisheries Licensing Section (FRLD-CFLS)</b> - Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
7. Affidavit specifying that the vessel has no pending criminal, civil or administrative case;		Applicant (Fishing vessel owner/operator)
8. Importation or construction clearance (in case the fishing vessel is imported or newly constructed);		BFAR-Regional Field Office/BFAR- Fisheries Regulatory Licensing Division- <b>Capture Fisheries Licensing Section (FRLD-CFLS)</b> - Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
9. Copy of official receipts covering payment of application and license fees; and	<b>BFAR Central Office-Library/Cashier</b> - Ground/4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
10. Tax Identification Number of the vessel owner	Bureau of Internal Revenue (BIR)
11. Compliance with vessel monitoring system requirement.	BFAR Central Office - <b>BFAR-Integrated Marine Environment Monitoring System (IMEMS)</b> - 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
12. Payment of Php. 400.00 for Commercial Fishing Vessel License (CFVL) for application fee and secure Official receipt	<b>Designated Special Collecting Officer (Library)/Cashier</b> - Ground Flr. or 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
13. Secure official receipt for Commercial Fishing Vessel License (CFVL) license fee based on the gross tonnage of the vessel	
14. Secure official receipt for cashbond deposit based on the gross tonnage of the vessel	

**Note:** An **"Order of Payment"** is issued by FRLD-CFLS to the applicants before payment, which they then submit to the collecting Officer to be used as reference for the computation and total amount of fees to be collected. It is not included in the list of regulatory requirements for application of Commercial Fishing Vessel License.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill out Commercial Fishing Vessel License (CFVL) application form and comply with all regulatory requirements to the <b>BFAR-FRLD-CFLS</b> , G/Flr, Fisheries Bldg., BPI Compound	1. Provide Commercial Fishing Vessel License (CFVL) application form and list of requirement.	None	15 minutes	<b>Administrative Aide/Assistant Fishing Regulations Officers</b> <b>BFAR FRLD-CFLS</b> Ground Floor/3rd, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
2. Submit duly filled up application form together with the complete regulatory requirements to the Director's Office at 3rd Floor, Fisheries Bldg., or at BFAR-FRLD-CFLS at G/Floor, Fisheries Bldg.,	2. Accept filled out CFVL application with complete regulatory requirements either thru the following Offices:  <b>a.</b> Office of the Director (forward to FRLD-CFLS); or <b>b.</b> FRLD-CFLS (directly)	None	1 hour	
None	2.1. Check, verify and evaluate the authenticity and completeness of the submitted requirements	None	1 day	<b>Fishing Regulations Officers</b> <b>BFAR FRLD-CFLS</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Receive Notification on the Scheduled Inspection of the fishing vessel and allow inspection	3. Schedule an inspection and notify the client on the schedule of inspection	None	5 mins	<i>Fishing Regulations Officers</i> <b>BFAR FRLD-CFLS</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	3.1 Conduct inspection on the fishing vessel of the client and advise the applicant/client to pay the required fees at BFAR main Office.	None	5 days	<i>Fishing Regulations Officers</i> <b>BFAR FRLD-CFLS</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
4. Secure "Order of Payment" at the BFAR-FRLD-CFLS located at G/Floor, Fisheries Bld., BPI Compound	4. Issue "Order of Payment"	None	15 minutes	<i>Administrative Aide/Assistant Fishing Regulations Officers</i> <b>BFAR FRLD-CFLS</b>
5. Submit "Order of Payment" to the designated Special Collecting Officer at <b>BFAR-Library</b> located at G/Floor, Fisheries Bldg., or at the <b>BFAR-Cashier</b> located at 4th Floor, Fisheries Bldg.,	5. Receive and review the computation of the submitted "Order of Payment"	None	15 minutes	<i>Designated Special Collecting Officer</i> <b>BFAR (Library)/Cashier</b> Ground or 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
6. Pay the necessary fees and secure an Official Receipt at <b>BFAR-Cashier</b> located at 4th Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.	5.1. Accept the payment based on the amount in the "Order of Payment" and issue an Official Receipt to client	Php. 400.00 Application Fee, P 50.00 for logbook, *License Fee, & *Cash Bond Deposit based on gross tonnage (please see <b>*notes</b> below for computation)	15 minutes	<i>Designated Special Collecting Officer</i> <b>BFAR (Library)/Cashier</b> G/Flr. or 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
6. Submit the original copy of the <i>Official Receipt (O.R.)</i> to FRLD-CFLS located at Ground Floor, Fisheries Bldg.,	6. Receive and photocopy the submitted O.R. and return the original copy to the client	None	15 minutes	<i>Administrative Aide/Assistant Fishing Regulations Officers</i> <b>BFAR FRLD-CFLS</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	7. Prepare/Process the CFVL and affix initials of the authorized signatories and endorse/forward to BFAR Assistant Director.	None	3 hours	<i>Administrative Aide/Assistant Fishing Regulations Officers;</i> <b>FRLD-CFLS Chief, Division Head</b> <b>BFAR FRLD-CFLS</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	8. Review/Evaluate the CFVL application together with the requirements and affix initial.	None	3 hours	<i>Asst. Director for Research Regulations and International Engagements (ADRRIE)</i> 3rd Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	8.1 Forward to the Director's Office for signature and approval of the license to operate	None	15 minutes	
None	9. Approve and sign Commercial Fishing Vessel License (CFVL)	None	5 days	<i>BFAR National Director</i> <b>Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	9.1 Forward to BFAR-Record Section for releasing to client	None	15 minutes	
7. Receive notification thru call, text or e-mail of the approved CFVL, and is ready for pick-up	10. Notify/Inform clients thru call, text or e-mail on the approved CFVL and ready for pick up	None	15 minutes	<i>Records Section-Staffs</i> <b>BFAR-Record Section</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
8. Receive/Claim the approved CFVL license to operate	11. Release approved CFVL to the applicant either thru the following:  <b>a.</b> pick-up by applicant;	None	5 minutes	
None	<b>b.</b> send copy thru e-mail to BFAR-Regional Office; or,  <b>c.</b> send original copy thru a registered mail to BFAR-Regional Office	None	10 minutes	<i>Records Section-Staffs</i> <b>BFAR-Record Section</b>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<b>TOTAL:</b>	<b>Php. 400.00</b> <b>Application Fee,</b> <b>P 50.00 for</b> <b>logbook,</b> <b>*License Fee, &amp;</b> <b>*Cash Bond</b> <b>Deposit based</b> <b>on gross</b> <b>tonnage (please</b> <b>see *notes</b> <b>below for</b> <b>computation)</b>	<b>12 days, 6 hours, and 15 minutes</b>	

**\*NOTES:**

1. This procedure is applicable for applications filed in BFAR-Central Office. This does not cover the CFVL applications filed in BFAR-Regional Office and forwarded to BFAR-Central Office.
2. Consider bulk applications in this procedure which are submitted at the same time but cannot be processed at the same time due to manpower limitation. Processing time shall start only after finishing the processing of the previous transaction.
3. Inspection of commercial fishing vessel depends on the availability of the vessel/s as well as the inspectors (five (5) working days upon the availability of the vessel). In case that the vessel is not available at the time of inspection, there should be an extension of time.
4. Application fee for CFVL is PhP400.00, while the license fee and Cash Bond Deposit is based on the gross tonnage of the vessel under Section 26 (a) and 27 of FAO 198-1 s. 2018.

**\*License Fee:**

- |  |   |
|--|---|
| 1. For fishing vessel 3.1-20.0 GT      | - P200.00 + P2.00/GT or a fraction thereof    |
| 2. For fishing vessel 20.1-50.0 GT     | - P250.00 + 2.00/GT or a fraction thereof     |
| 3. For fishing vessel 50.1 – 100.0 GT  | - P300.00 + 2.00/GT or a fraction thereof     |
| 4. For fishing vessel 100.1-125.0 GT   | - P500.00 + 3.00/GT or a fraction thereof     |
| 5. For fishing vessel 125.0-150.0 GT   | - P1,000.00 + 3.00/GT or a fraction thereof   |
| 6. For fishing vessels 150.0 -250.0 GT | - P1,500.00 + 3.00 / GT or a fraction thereof |
| 7. For fishing vessels 250.1 and above | - P2,500.00 + 4.00/GT or a fraction thereof   |

**\*Cash Bond Deposit:**

- |  |           |
|--|-----------|
| 1. For fishing vessel 3.0 to 20 GT     | - P250.00 |
| 2. For fishing vessel 20.1 to 50 GT    | - P350.00 |
| 3. For fishing vessel 50.1 to 75 GT    | - P450.00 |
| 4. For fishing vessel 75.1 to 100 GT   | - P550.00 |
| 5. For fishing vessel 100.1-150.0 GT   | - P650.00 |
| 6. For fishing vessels 150.0 -250.0 GT | - P750.00 |
| 5. For fishing vessel 250.1-500.0 GT   | - P850.00 |
| 6. For fishing vessels 500.1 and above | - P950.00 |
5. Approval of CFVL depends on the availability of the BFAR National Director.

## 2. Processing of Application for Distant Water Fishing Permit (DWFP)

This service involves the processing of application for Distant Water Fishing Permit (DWFP) authorizing the Philippine-Flagged fishing vessel to fish in distant waters as defined under Section 3 (k) of FAO 198-1, series of 2018.

<b>Office or Division</b>	<b>BFAR- Fisheries Regulatory and Licensing Division (FRLD) – Capture Fisheries Licensing Section (CFLS)</b>
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2B - Government to Business Entity
<b>Who may avail:</b>	Commercial Fishing Vessel (CFV) Operators
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Accreditation as Distant Water Fishing Vessel by the BFAR Director;	BFAR Central Office - <b>Office of the Director/FRLD-CFLS</b> - 4th Flr./Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
2. A valid CFVL and/or CFGL;	BFAR-Regional Field Office/BFAR- Fisheries Regulatory Licensing Division-Capture Fisheries Licensing Section (FRLD-CFLS) - Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
3. Duly accomplished and notarized Distant Water Fishing Permit Application Form;	BFAR-Regional Field Office concerned /BFAR- Fisheries Regulatory Licensing Division-Capture Fisheries Licensing Section (FRLD-CFLS) - Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
4. Copy of the fishing permit/license from the coastal state <i>(for fishing vessels operating in waters of the other coastal states)</i> ;	Competent authority of the Coastal State
5. Ship Station License issued by NTC;	National Telecommunication Commission (NTC)
6. Payment of application fee in the amount of PhP 1,000.00 and permit fee of PhP 1,500.00 for fishing in High Seas Pocket No. 1 (HSP1) pursuant to <i>Section 39 (f) (g) of FAO 198-1, series of 2018.</i>	Designated Special Collecting Officer (Library)/Cashier - Ground or 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
7. Payment of application fee in the amount of PhP 3,000.00 and permit fee of PhP 5,00.00 for fishing in waters of other coastal States pursuant to <i>Section 4 (e) (f) of BFAR AC No. 252-1, series of 2020.</i>	
8. Payment of authorization fee for Special Fishing Permit to operate on the high seas <i>(for catcher vessels operating in WCPFC HSP-1 only)</i> ;	Designated Special Collecting Officer (Library)/Administrative Aide VICashier - Ground or 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
9. Affidavit of Undertaking that the vessel shall not, except when otherwise authorized by BFAR, operate in Philippine waters, including the Exclusive Economic Zone during the duration of DWFP.	Applicant (Fishing Company/Operator)
10. Compliance with vessel monitoring system requirement.	BFAR Central Office - BFAR-Integrated Marine Environment Monitoring System (IMEMS) - 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
11. Compliance with fisheries observer requirement <i>(for catcher vessels operating in high seas only)</i> .	BFAR Central Office - BFAR-National Marine Fisheries Development Center (NMFDC) - Navotas, Metro Manila

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
12. Payment of Php. 8,000.00 for Distant Water Fishing Permit (DWFP) application and license fee for vessels operating in other coastal waters and secure Official receipt	13. Payment of Php. 2,500.00 for Distant Water Fishing Permit (DWFP) application and license fee for vessels operating in High Seas Pocket-1 and secure Official receipt	Designated <b>Special Collecting Officer (Library)</b> /Cashier - Ground or 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City		
<b>Note:</b> An " <b>Order of Payment</b> " is issued by FRLD-CFLS to the applicants before payment, which they then submit to the collecting Officer to be used as reference for the computation and total amount of fees to be collected. It is not included in the list of regulatory requirements for application of Distant Water Fishing Permit.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill out <b>Distant Water Fishing Permit (DWFP)</b> application form and comply with all regulatory requirements.	1. Provide <b>Distant Water Fishing Permit (DWFP)</b> application form and list of regulatory requirements.	None	15 minutes	<i>Administrative Aide/Assistant Fishing Regulations Officers</i> <b>BFAR FRLD-CFLS</b> Ground Floor/3rd, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
2. Submit duly filled up application form together with the complete regulatory requirements to the <b>Director's Office</b> at 3rd Floor, Fisheries Bldg., or at <b>BFAR-FRLD-CFLS</b> at G/Floor, Fisheries Bldg.,	2. Accept filled out CFVL application with complete regulatory requirements either thru the following Offices:  <b>a.</b> Office of the Director (forward to FRLD-CFLS); or  <b>b.</b> FRLD-CFLS (directly)	None	1 hour	<i>Administrative Aide/Assistant Fishing Regulations Officers</i> <b>BFAR FRLD-CFLS</b> Ground Floor/3rd, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	2.1 Check, verify and evaluate the authenticity and completeness of the submitted requirements.	None	1 day	<i>Fishing Regulations Officers</i> <b>BFAR FRLD-CFLS</b> , Ground Flr., Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
4. Secure " <b>Order of Payment</b> " at the <b>BFAR-FRLD-CFLS</b> located at G/Floor, Fisheries Bld., BPI Compound	3. Issue " <b>Order of Payment</b> "	None	15 minutes	<i>Administrative Aide/Assistant Fishing Regulations Officers</i> <b>BFAR FRLD-CFLS</b>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Submit "Order of Payment" to the designated Special Collecting Officer at <b>BFAR-Library</b> located at G/Floor, Fisheries Bldg., at the <b>BFAR-Cashier</b> located at 4th Floor, Fisheries Bldg.,	4. Receive and review the computation of the submitted "Order of Payment"	None	15 minutes	<i>Designated Special Collecting Officer</i> <b>BFAR (Library)/Cashier</b> Ground or 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
6. Pay the necessary fees and secure an Official Receipt at <b>BFAR-Cashier</b> located at BFAR-Library, Ground Floor or 4th Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.	4.1. Accept the payment based on the amount in the "Order of Payment" and issue an Official Receipt to client	Php. 2,500.00 application and permit fee for vessels operating in high seas; Php. 8,000.00 application and permit fee for vessels operating in other coastal States	15 minutes	
5. Submit the original copy of the <i>Official Receipt (O.R.)</i> to BFAR-FRLD-CFLS located at G/Floor, Fisheries Bldg.,	5. Receive and photocopy the submitted O.R. and return the original copy to the client	None	15 minutes	<i>Administrative Aide/Assistant Fishing Regulations Officers</i> <b>BFAR FRLD-CFLS</b> - Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
None	6. Prepare/Process the DWFP and affix initials of the authorized signatories and endorse/forward to the BFAR Assistant Director for further review and evaluation	None	3 hours	<i>Administrative Aide/Assistant Fishing Regulations Officers;</i> <i>FRLD-CFLS Chief,</i> <i>Division Head</i> <b>BFAR FRLD-CFLS</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
None	7. Receive/Review and Evaluate then Endorse and affix initial on DWFP application to the Director for signature/approval	None	1 Day	<i>Asst. Director for Research Regulations and International Engagements</i> <b>BFAR (ADDRIE)/ADDRIE</b> 3rd Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	7.1 Forward to the Director's Office for approval and signature	None	15 minutes	Asst. Director for Research Regulations and International Engagements <b>BFAR (ADDRIE)/ADDRIE</b> 3rd Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	8. Approve and sign Distant Water Fishing Permit (DWFP)	None	5 days	BFAR National Director <b>Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	8.1 Forward to BFAR-Record Section for releasing to client	None	15 minutes	
9. Receive notification thru call, text or e-mail of the approved DWFP, and is ready for pick-up	9. Notify/Inform clients thru call, text or e-mail on the approved DWFP and ready for pick up	None	15 minutes	Record Section Staff <b>BFAR-Record Section</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
10. Receive/Claim approved DWFP	10. Release approved DWFP to client either thru the following:  a. pick-up by applicant;  b. send copy thru e-mail to BFAR-Regional Office; or,  c. send original copy thru a registered mail to BFAR-regional Office	None	15 minutes	
<b>TOTAL:</b>		*Php. 2,500.00 application and permit fee for vessels operating in high seas; *Php. 8,000.00 application and permit fee for vessels operating in other coastal States	7 days, hours, and minutes	6 15

**\*Notes:**

1. This procedure is applicable to DWFP applications filed in BFAR-CO. This does not cover the DWFP applications filed in BFAR-Regional Office that are forwarded to BFAR-CO. The steps for applying CFVL shall apply.
2. Consider bulk applications in this procedure which are submitted at the same time but cannot be processed at the same time due to manpower limitation. Processing time shall start only after finishing the processing of the previous transaction.
3. Accreditation refers to the registration of the fishing vessel with the Western and Central Pacific Fisheries Commission Record of Fishing Vessels (RFV). For more information, please visit <https://www.wcpfc.int/record-fishing-vessel-database>.
4. Payment for DWFP application and license fee for fishing in HSP1 are PhP 1,000.00 and PhP 1,500.00, respectively pursuant to Section 39 (f) (g) of FAO 198-1 s. 2018. Payment for DWFP application and permit fee for fishing in waters of other Coastal State are PhP 3,000.00 and PhP 5,000.00 pursuant to Section 4 (e) (f) of BFAR Administrative Circular No. 252-1 series of 2020.
5. Approval of DWFP depends on the availability of the BFAR National Director (five (5) working days upon the availability of the Director)

### 3. Processing of Application for Fishing Gear Registration

This service involves the processing of application for Fishing Gear Registration authorizing the fishing gear to be used for fishing within waters beyond 15 km. from the shoreline. The registration of gear is applicable to catcher vessels only.

Office or Division	BFAR- Fisheries Regulatory and Licensing Division (FRLD) – Capture Fisheries Licensing Section (CFLS)			
Classification	Highly Technical			
Type of Transaction	G2B- Government to Business Entity			
Who may avail:	Commercial Fishing Vessel Operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished and notarized BFAR Fishing Gear Registration Form;		BFAR-Regional Field Office/BFAR- Fisheries Regulatory Licensing Division-Capture Fisheries Licensing Section (FRLD-CFLS) - Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City		
2. Fishing Gear technical design and specifications duly certified by the master net mender and owner;		Applicant (Fishing Company/Operator)		
3. Fishing Gear inspection report.		BFAR-Regional Field Office/BFAR- Fisheries Regulatory Licensing Division-Capture Fisheries Licensing Section (FRLD-CFLS) - Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City		
4. Payment of Php. 200.00 for Fishing Gear application fee and secure Official receipt		Designated Special Collecting Officer (Library)/Cashier - Ground Floor or 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City		
5. Payment of Php. 200.00 forFishing Gear registration fee and secure Official receipt				
6. Secure Official receipt for gear license fee based on the gross tonnage of the vessel				
Note: An "Order of Payment" is issued by FRLD-CFLS to the applicants before payment, which they then submit to the collecting Officer to be used as reference for the computation and total amount of fees to be collected. It is not included in the list of regulatory requirements for application of Fishing Gear Registration.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill out Fishing Gear Registration application form and comply with all regulatory requirements.	1. Provide Fishing Gear Registration application form and list of requirements.	None	15 minutes	Administrative Aide/Assistant Fishing Regulations Officers BFAR FRLD-CFLS Ground Floor/3rd, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
2. Submit duly filled up application form together with the complete regulatory requirements to the Director's Office/FRLD-CFLS	2. Accept application for gear registration with complete regulatory requirements either thru the following Offices:	None	1 hour	Administrative Aide/Assistant Fishing Regulations Officers BFAR FRLD-CFLS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	<b>a.</b> Office of the Director (forward to FRLD-CFLS); or <b>b.</b> FRLD-CFLS (directly)	None		<i>Administrative Aide/Assistant Fishing Regulations Officers</i> <b>BFAR FRLD-CFLS</b>
None	2.1 Check, verify and evaluate the authenticity and completeness of the submitted requirement.	None	1 Day	<i>Fishing Regulations Officers</i> <b>BFAR FRLD-CFLS</b>
3. Receive Notification of Scheduled Inspection	3. Schedule an inspection and notify the client on the schedule of inspection 3.1 Conduct inspection on the fishing vessel	None	5 days	Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
4. Secure "Order of Payment" at the BFAR-FRLD-CFLS located at G/Floor, Fisheries Bld., BPI Compound	4. Issue "Order of Payment"	None	15 minutes	<i>Administrative Aide/Assistant Fishing Regulations Officers</i> <b>BFAR FRLD-CFLS</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
5. Submit "Order of Payment" to the designated Special Collecting Officer at Library located at G/Floor, Fisheries Bldg., Or at the BFAR-Cashier located at 4th Floor, Fisheries Bldg.,	5. Receive and review the computation of the submitted "Order of Payment"	None	15 minutes	
6. Pay the necessary fees and secure an Official Receipt at BFAR-Cashier located at 4th Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.	5.1. Accept the payment based on the amount in the "Order of Payment" and issue an Official Receipt to client	<b>PHP 200.00 for Application fee,</b> <b>Php. 200.00 registration fee</b> <b>*License fee based on gross tonnage (please see *notes below for computation)</b>	15 minutes	<i>Designated Special Collecting Officer</i> <b>BFAR (Library)/Cashier</b> Ground or 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Submit the original copy of the <i>Official Receipt (O.R.)</i> to BFAR-FRLD-CFLS located at G/Floor, Fisheries Bldg.,	6. Receive and photocopy the submitted O.R. and return the original copy to the client	None	15 minutes	<i>Administrative Aide/Assistant Fishing Regulations Officers</i> <b>BFAR FRLD-CFLS</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	7. Prepare/Process the Fishing Gear Registration and affix initials of the authorized signatories and endorse/forward to BFAR Assistant Director.	None	3 hours	<i>Administrative Aide/Assistant Fishing Regulations Officers</i> <i>FRLD-CFLS Chief, Division Head</i> <b>BFAR FRLD-CFLS</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	8. Receive and Review the application of Fishing Gear Registration and affix initial. Then, forward to the Director's Office	None	1 Day	<i>Asst. Director for Research Regulations and International Engagements (ADRRIE)</i> 3rd Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	8.1 Forward to the Director's Office signature and approval	None	15 minutes	
None	9. Approve and sign Fishing Gear Registration.	None	5 days	<i>BFAR National Director</i> <b>Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	9.1 Forward to BFAR-Record Section for releasing to client	None	15 minutes	
10. Receive notification thru call, text or e-mail of the approved Fishing Gear Registration, and is ready for pick-up	10. Notify/Inform clients thru call, text or e-mail on the approved Fishing Gear Registration and ready for pick-up	None	15 minutes	<i>Record Section Staff</i> <b>BFAR Records</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
11. Receive/Claim approved Fishing Gear Registration	11. Release approved Fishing Gear Registration to client either thru the following:	None	15 minutes	<i>Record Section Staff</i> <b>BFAR Records</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<b>a.</b> pick-up by applicant;  <b>b.</b> send copy thru e-mail to BFAR-Regional Office; or,  <b>c.</b> send original copy thru a registered mail to BFAR-regional Office			<i>Record Section Staff</i> <b>BFAR Records</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
	<b>TOTAL:</b>	<b>PHP 200.00 for Application fee,</b> <b>Php. 200.00 registration fee</b> <b>*License fee based on gross tonnage (please see *notes below for computation)</b>	<b>12 days, 6 hours, and 15 minutes</b>	
<p><b>*Notes:</b></p> <p>1. This procedure is applicable for applications filed in BFAR-Central. This does not cover the Fishing Gear Registration applications filed in BFAR-Regional Office and are forwarded to BFAR-Central.</p> <p>2. Inspection of fishing gear depends on the availability of the vessel/s as well as the inspectors (maximum of five (5) working days upon the availability of the vessel).</p> <p>3. Fishing Gear Registration and application fee is <u>Php. 400.00 in total</u>, while the license fee is based on the gross tonnage of the vessel under <i>Section 26 (b) of FAO 198-1, series of 2018</i>, to wit:</p> <p style="margin-left: 40px;">a. For fishing vessel 3.1-20.0 GT- P400.00 <i>per year</i></p> <p style="margin-left: 40px;">b. For fishing vessel 20.1-150.00 GT- Php. 800.00 <i>per year</i></p> <p style="margin-left: 40px;">c. For fishing vessel 150.1 – 300.00 GT - Php. 1,200.00 <i>per year</i></p> <p style="margin-left: 40px;">d. For fishing vessel 300.1-500.00 GT - Php. 2,000.00 <i>per year</i></p> <p>4. Approval of Fishing Gear Registration depends on the availability of the National Director (maximum of five (5) working days upon the availability of the Director).</p> <p>5. Eight (8) hours is equivalent to one (1) working day.</p>				

#### 4. Processing of Application for Paaling Fishermen's License

This service involves the processing of application for *Paaling* Fishermen's License authorizing the fishermen/crews on-board and to conduct fishing method called *Paaling*.

Office or Division	BFAR- Fisheries Regulatory and Licensing Division (FRLD) – Capture Fisheries Licensing Section (CFLS)
Classification	Simple
Type of Transaction	G2C- Government to Citizen; G2B- Government to Business Entity
Who may avail:	Fishermen/Crew

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly Accomplished <i>Pa-aling</i> Fishermen's License Application Form;	BFAR-Regional Field Office/BFAR- Fisheries Regulatory Licensing Division-Capture Fisheries Licensing Section (FRLD-CFLS) - Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
2. Two (2) copies of 1" X 1" ID picture;	Fisherman/Crew
3. Valid government-issued ID or Barangay Clearance	Fisherman/Crew
4. Payment of Php. 40.00 for <i>Pa-aling</i> Fishermen's License license fee and secure Official receipt	Designated Special Collecting Officer (Library)/Cashier - Ground or 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

**Note:** An "Order of Payment" is issued by FRLD-CFLS to the applicants before payment, which they then submit to the collecting Officer to be used as reference for the computation and total amount of fees to be collected. It is not included in the list of regulatory requirements for application of *Pa-aling* Fishworker's License.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill up <b><i>Paaling</i> Fishermen's License</b> application form and comply with all regulatory requirements.	1. Provide <b><i>Paaling</i> Fishermen's License</b> application form and list of requirements.	None	15 minutes	Administrative Aide/Assistant Fishing Regulations Officers <b>BFAR FRLD-CFLS</b> Ground Floor/3rd, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
2. Submit duly filled up application form together with the complete regulatory requirements to the Director's Office/FRLD-CFLS	2. Accept application for <i>Pa-aling</i> Fishermen's License with complete regulatory requirements either thru the following Offices:  a. Office of the Director (forward to FRLD-CFLS); or  b. FRLD-CFLS	None	1 hour	Administrative Aide/Assistant Fishing Regulations Officers <b>BFAR FRLD-CFLS</b> Ground Floor/3rd, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	2.1 Check, verify and evaluate the authenticity and completeness of the submitted requirements.	None	30 minutes	<i>Fishing Regulations Officers ;</i> <b>BFAR FRLD-CFLS</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
3. Secure "Order of Payment" at the BFAR-FRLD-CFLS located at G/Floor, Fisheries Bld., BPI Compound	3. Issue "Order of Payment"	None	15 minutes	<i>Administrative Aide/Assistant Fishing Regulations Officers</i> <b>BFAR FRLD-CFLS</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
4. Submit "Order of Payment" to the designated Special Collecting Officer at Library located at G/Floor, Fisheries Bldg., at the BFAR-Cashier located at 4th Floor, Fisheries Bldg.,	4. Receive and review the computation of the submitted "Order of Payment"	None	15 minutes	<i>Designated Special Collecting Officer</i> <b>BFAR (Library)/Cashier</b> Ground or 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
5. Pay the necessary fees and secure an Official Receipt at BFAR-Cashier located at 4th Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.	5. Accept the payment based on the amount in the "Order of Payment" and issue an Official Receipt to client	<b>Php. 40.00 Application and License Fee</b>	15 minutes	
6. Submit the original copy of the Official Receipt to BFAR-FRLD-CFLS located at G/Floor, Fisheries Bldg.,	6. Receive Official Receipt and reproduce a duplicate copy to be retained by FRLD-CFLS. Then return the original copy to the client	None	30 minutes	<i>Administrative Aide/Assistant Fishing Regulations Officers</i> <b>BFAR FRLD-CFLS</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	7. Prepare/Process the <b>Paaling Fishermen's License</b> and affix initial of authorized signatories	None	30 minutes	<i>Administrative Aide/Assistant Fishing Regulations Officers</i> <b>FRLD-CFLS Chief,</b> <i>Division Head</i> <b>BFAR</b> <b>FRLD-CFLS</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
	7.1 Approve and sign <i>Paaling</i> Fishermen's License.			
None	7.3 Forward to BFAR-Records Section the approved license for release to client	None	10 mins	
8. Receive notification thru call, text or e-mail of the approved <i>Paaling</i> Fishermen's License, and is ready for pick-up	8. Notify/Inform clients thru call, text or e-mail on the approved <i>Paaling</i> Fishermen's License and ready for pick-up	None	15 minutes	<i>Record Section Staff</i> <b>BFAR Records</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
9. Receive/Claim approved <i>Paaling</i> Fishermen's License	9. Release approved <i>Paaling</i> Fishermen's License to client either thru the following: <b>a.</b> pick-up by applicant; or, <b>b.</b> send original copy thru a registered mail to BFAR-Regional Office	None	15 minutes	<i>Record Section Staff</i> <b>BFAR Records</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
		<b>Php. 40.00</b> <b>Application and License Fee</b>	<b>4 hours and 10 Minutes</b>	

**Notes:**

1. This applies to fishermen working on board paaling fishing vessels only.
2. Consider bulk applications submitted at the same time. Paaling Fishermen's License applications are always submitted in bulk at the same time because fishermen on board paaling vessels operates in group. In this case, the processing time for each transaction multiplied by the total number of applications shall be the total processing time for bulk applications.

## 5. Processing of Application for Regular Catch Certificates (RCC)

This service involves the processing of application for Regular Catch Certificate covering catches of Philippine-flagged fishing vessels (with size 20 gross tonnage or more) exported to European Union Member Countries.

<b>Office or Division</b>	<b>BFAR- Fisheries Regulatory and Licensing Division (FRLD) -Capture Fisheries Licensing Section (CFLS)</b>
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2C- Government to Citizen; G2B- Government to Business Entity
<b>Who may avail:</b>	Fishing companies/Accredited Exporters/Processors/Canneries
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Duly accomplished fishing vessel log sheet, which must bear the signature or stamp of the vessel captain;	Applicant (Fishing Vessel Owner/Operator)
2. Regular Catch Certificate (RCC) Form;	<b>BFAR-Regional Field Office/BFAR- Fisheries Regulatory Licensing Division-Capture Fisheries Licensing Section (FRLD-CFLS) -</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
3. Copy of the Commercial Fishing Vessel License (CFVL);	Applicant (Fishing Vessel Owner/Operator) or <b>BFAR-Regional Field Office/BFAR- Fisheries Regulatory Licensing Division-Capture Fisheries Licensing Section (FRLD-CFLS) -</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
4. Copy of Certificate of Ownership (CO) and Certificate of Philippine Registry (CPR);	Maritime Industry Authority (MARINA)
5. Transshipment Certificate issued by the fishing vessel captain and printed in paper bearing fishing company logo, accompanied with the fish carrier's Stowage Plan (if transshipment at sea or at port occurred);	Applicant (Fishing Vessel Owner/Operator)
6. Catch Origin Landing Declaration (COLD) submitted by the captain or master of fishing vessel or his representative and verified by the concerned BFAR Regional Office (if the catch was landed in Philippines);	BFAR Regional Field Office concerned
7. Original copy of fish summary/sizing report which must be signed by the authorized representative of the fishing company and the cannery;	Applicant (Fishing Vessel Owner/Operator) or Canning Factory
8. Copy of Distant Water Fishing Permit;	Applicant (Fishing Vessel Owner/Operator) or <b>BFAR-Regional Field Office/BFAR- Fisheries Regulatory Licensing Division-Capture Fisheries Licensing Section (FRLD-CFLS) -</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
9. Copy of fishing license/permit from PNG/or other coastal states;	Competent authority of the Coastal State



10. Original or authenticated copy of Fish Origin Declaration Form issued by the National Fisheries Agency of PNG;	Applicant (Fishing Vessel Owner/Operator)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
11. Transshipment declaration, in case there is transshipment of catch at foreign port;	Competent authority of the port State (e.g. National Fisheries Authority of PNG)
12. Landing declaration, in case there is landing/unloading of catch in foreign port/unloading of catch in foreign port.	Competent authority of the Port State
13. Payment of Php. 50.00 for Regular Catch Certificate (RCC) application fee and secure Official receipt	<b>Designated Special Collecting Officer (Library)/Cashier</b> - Ground or 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

**Note:** An "Order of Payment" is issued by FRLD-CFLS to the applicants before payment, which they then submit to the collecting Officer to be used as reference for the computation and total amount of fees to be collected. It is not included in the list of regulatory requirements for application of European Union Regular Catch Certificate.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished Regular Catch Certificate (RCC), based from the BFAR prescribed form together with complete regulatory requirements to BFAR=FRLD-FLCS located at G/Floor, Fisheries Bldg.,	1 Receive duly accomplished Regular Catch Certificate (RCC) form, together with complete regulatory requirements.	None	15 minutes	<i>Administrative Aide/Assistant Fishing Regulations Officers</i> <b>BFAR FRLD CFLS</b> - Ground Floor/3rd, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
None	2. Verify or validate the data contained in the accomplished EU Regular Catch Certificate submitted, based on the submitted documentary requirements	None	3 days	<i>Fishing Regulations Officers</i> <b>BFAR FRLD-CFLS</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	2.1 Process and validate EU Regular Catch Certificate and stamp the BFAR wet and dry seal (Box 9) as security feature on the submitted RCC form as an additional safety measure	None	4 hours	
None	3. Affix the initial and sign/approve the application for Regular Catch Certificate (RCC) <b>Alternate Signatories:</b>	None	15 minutes	<i>Fishing Regulations Officers (evaluators)</i> <b>OIC, FRLD-CFLS; OIC BFAR FRLD</b> Ground/3rd Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	a. BFAR-National Director	None	15 minutes	
None	b. BFAR-Assistant Director	None	15 minutes	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Secure "Order of Payment" at the <b>BFAR-FRLD-CFLS</b> located at G/Floor, Fisheries Bld., BPI Compound	4. Issue "Order of Payment"	None	15 minutes	<b>Fishing Regulations Officers, BFAR FRLD-CFLS</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
3. Submit "Order of Payment" to the designated <b>Special Collecting Officer at Library</b> located at G/Floor, Fisheries Bldg., at the <b>BFAR-Cashier</b> located at 4th Floor, Fisheries Bldg.,	5. Receive and review the computation of the submitted "Order of Payment"	none	15 minutes	<b>Designated Special Collecting Officer BFAR (Library)/Cashier</b> Ground or 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
4. Pay the necessary fees and secure an Official Receipt at <b>BFAR-Cashier</b> located at 4th Floor, Fisheries Bldg., BPI Compound,	6. Accept the payment based on the amount in the "Order of Payment" and issue an Official Receipt to client	<b>Php. 50.00</b>	15 minutes	
5. Submit the original copy of the Official Receipt to <b>BFAR-FRLD-CFLS</b> located at G/Floor, Fisheries Bldg.,	7. Receive and photocopy the submitted O.R. and return the original copy to the client	None	15 minutes	<b>Administrative Aide/Assistant Fishing Regulations Officers BFAR FRLD-CFLS</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
7. Receive notification thru call, text or e-mail of the approved RCC and is ready for pick-up	8. Notify/Inform client thru call, text or e-mail on the approved RCC and ready for pick-up	None	15 minutes	
8. Receive/Claim approved RCC	9. Release approved/signed RCC to client	None	15 minutes	
<b>TOTAL:</b>		<b>Php. 50.00</b>	<b>3 days, 6 hours</b>	

**Notes:**

1. Consider bulk applications in this procedure which are submitted at the same time but cannot be processed at the same time due to manpower limitation. Processing time shall start only after finishing the processing of the previous transaction.
2. Eight (8) hours is equivalent to one (1) working day.

## 6. Processing of Application for Simplified Catch Certificates (SCC)

This service involves the processing of application for Simplified Catch Certificate covering catches of Philippine-flagged fishing vessels (with size less than 20 gross tonnage) exported to European Union Member Countries.

<b>Office or Division</b>	BFAR- Fisheries Regulatory and Licensing Division (FRLD) – <b>Capture Fisheries Licensing Section (CFLS)</b>
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2C- Government to Citizen; G2B- Government to Business Entity
<b>Who may avail:</b>	Accredited Exporters / Processing Plants / Canneries

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Simplified Catch Certificate (SCC) form;	Accredited Exporter/Processing Plant/Cannery
2. Copy of the municipal registration papers and/or fishing license or CFVGL;	Local Government Unit concerned
3. Duly accomplished BFAR-prescribed fish catch report using the prescribed forms in Annex 7 of FAO 238, series of 2012;	Fishing boat owner/captain
4. Any of the following documents:	
<b>a.</b> Original copy of Auxiliary Invoice issued by the Local Government Unit (LGU) where the catch was obtained;	Local Government Unit concerned
<b>b.</b> Local Transport Permit issued by BFAR Regional Office concerned; or	BFAR Regional Field Office where the fishery product originated
<b>c.</b> Official receipt issued by the supplier whose specimen signature had been previously submitted by the exporter to and validated.	Supplier of fishery products
5. Payment of Php. 50.00 for Simplified Catch Certificate (SCC) application fee and secure Official receipt	<b>Designated Special Collecting Officer (Library)/Cashier</b> - Ground or 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

**Note:** An "Order of Payment" is issued by FRLD-CFLS to the applicants before payment, which they then submit to the collecting Officer to be used as reference for the computation and total amount of fees to be collected. It is not included in the list of regulatory requirements for application of European Union Simplified Catch Certificate.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished <b>Simplified Catch Certificate (SCC) Form</b> together with complete regulatory requirements to the BFAR-FRLD-CFLS located at Ground Flr, Fisheries Bldg.,	1. Receive duly accomplished <b>Simplified Catch Certificate (SCC)</b> form together with complete regulatory requirements	None	15 minutes	<i>Administrative Aide/Assistant Fishing Regulations Officers</i> <b>BFAR FRLD-CFLS</b> Ground Floor/3rd, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	2. Verify or validate the data contained in the accomplished EU Simplified Catch Certificate (SCC) based on the submitted documentary requirements	None	3 days	<i>Fishing Regulations Officers</i> <b>BFAR FRLD-CFLS</b> Ground Floor, Fisheries Bldg., BPI Compound, Diliman, Quezon City
None	3. Process and validate EU Simplified Catch Certificate and stamp the BFAR wet and dry seal (Box 5) as security feature on the submitted SCC form as an additional safety measure	None	4 hours	
None	3. Affix the initial and sign/approve the application for Simplified Catch Certificate (SCC)	None	15 minutes	<i>Fishing Regulations Officers (evaluators); OIC, FRLD-CFLS; OIC</i> <b>BFAR FRLD</b> Ground/3rd Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
	<b>Alternate Signatories:</b>			
	a. BFAR-National Director			
	b. BFAR-Assistant Director			
2. Secure "Order of Payment" at the BFAR-FRLD-CFLS located at G/Floor, Fisheries Bldg., BPI Compound	5. Issue "Order of Payment"	None	15 minutes	<i>Administrative Aide/Assistant Fishing Regulations Officers</i> <b>BFAR FRLD-CFLS</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
3. Submit "Order of Payment" to the designated <b>Special Collecting Officer at Library</b> located at G/Floor, Fisheries Bldg., at the <b>BFAR-Cashier</b> located at 4th Floor, Fisheries Bldg.,	6. Receive and review the computation of the submitted "Order of Payment"	none	15 minutes	<i>Designated Special Collecting Officer</i> <b>BFAR (Library)/Cashier</b> Ground or 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
4. Pay the necessary fees and secure an Official Receipt at BFAR-Cashier located at 4th Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.	7. Accept the payment based on the amount in the "Order of Payment" and issue an Official Receipt to client	<b>Php. 50.00</b>	15 minutes	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Submit the original copy of the Official Receipt to BFAR-FRLD-CFLS located at G/Floor, Fisheries Bldg.,	8. Receive and photocopy the submitted O.R. and return the original copy to the client	None	15 minutes	<i>Administrative Aide/Assistant Fishing Regulations Officers</i> <b>BFAR FRLD-CFLS</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
6. Receive notification thru call, text or e-mail on the approved SCC and is ready for pick-up	9. Notify/Inform client thru call, text or e-mail on the approved SCC and ready for pick-up	None	15 minutes	<i>Administrative Aide/Assistant Fishing Regulations Officers</i> <b>BFAR FRLD-CFLS</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
7. Receive/Claim approved/signed SCC	10. Release approved/signed SCC client	None	15 minutes	
<b>TOTAL:</b>		<b>Php. 50.00</b>	<b>3 days and 6 hours</b>	
<b>Notes:</b> 1. Consider bulk applications in this procedure which are submitted at the same time but cannot be processed at the same time due to manpower limitation. Processing time shall start only after finishing the processing of the previous transaction.				

## 7. Processing of Application for Special Fishing Permit (SFP)

This service involves the processing of application for Special Fishing Permit (SFP) authorizing the Philippine-Flagged Fishing Vessel to fish in the High Seas Pocket-1 as a Special Management Area (HSP1-SMA).

<b>Office or Division</b>	BFAR Fisheries Regulatory and Licensing Division (FRLD) – <b>Capture Fisheries Licensing Section (CFLS)</b>
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2C – Government to Citizen; G2B – Government to Business Entity
<b>Who may avail</b>	Commercial Fishing Vessel Owners/Operators

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished and notarized BFAR Issuance of Special Fishing Permit (SFP) Application Form;	<b>BFAR-Regional Field Office/BFAR- Fisheries Regulatory Licensing Division-Capture Fisheries Licensing Section (FRLD-CFLS) -</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
2. Notarized Affidavit of Undertaking specifying that the vessel need to comply the Catch Documentation Scheme;	Applicant (Fishing vessel owner/operator)
3. Authenticated copy of valid Fishing Vessel Safety Certificate (FVSC);	Maritime Industry Authority (MARINA)
4. Copy of valid CFVL and DWFP;	<b>BFAR-Regional Field Office/BFAR- Fisheries Regulatory Licensing Division-Capture Fisheries Licensing Section (FRLD-CFLS) -</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
5. Copy of Ship Station License issued by National Telecommunication Commission;	National Telecommunication Commission (NTC)
6. Certificate of Inspection of Fishing Gear;	BFAR Regional Field Office concerned
7. Vessel Tracking Agreement Form (VTAF) and/or MTU Checklist;	Applicant (Fishing vessel owner/operator)
8. Proof that the vessel has assigned authorized fisheries observer;	BFAR-Marine Fisheries Development and Vessel Operation Center
9. Copy of Official Receipt showing payment for Special Fishing Permit (SFP) fee;	<b>Designated Special Collecting Officer-BFAR Library/Cashier -</b> Ground or 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
10. Compliance with vessel monitoring system requirement.	<b>BFAR Central Office - BFAR-Integrated Marine Environment Monitoring System (IMEMS) -</b> 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
11. Compliance with fisheries observer requirement (for catcher vessels operating in high seas only).	<b>BFAR Central Office - BFAR-National Marine Fisheries Development Center (NMFDC) -</b> Navotas, Metro Manila
12. Payment of Special Fishing Permit (SFP) application fee and secure Official receipt	<b>Designated Special Collecting Officer-BFAR Library/Cashier -</b> Ground or 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

**Note:** An "Order of Payment" is issued by FRLD-CFLS to the applicants before payment, which they then submit to the collecting Officer to be used as reference for the computation and total amount of fees to be collected. It is not included in the list of regulatory requirements for application of Special Fishing Permit.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished <b>Special Fishing Permit (SFP) Form</b> together with complete regulatory requirements to the BFAR-FRLD-CFLS located at Ground Flr, Fisheries Bldg.,	1. Provide Distant Special Fishing Permit (SFP) application form and list of regulatory requirements.	None	15 minutes	<i>Administrative Aide/Assistant Fishing Regulations Officers</i> <b>BFAR FRLD-CFLS</b> Ground Floor/3rd, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
2. Submit duly filled up and notarized SFP application form together with the complete regulatory requirements to the Director's Office located at 3rd Floor, Fisheries Bldg., OR at BFAR-FRLD-CFLS located at G/Floor, Fisheries Bldg.,	2. Accept/Review SFP application with complete regulatory requirements either thru the following Offices:  a. Office of the Director (forward to FRLD-CFLS); or  b. FRLD-CFLS	None	1 hour	<i>Administrative Aide/Assistant Fishing Regulations Officers</i> <b>BFAR FRLD-CFLS</b> Ground Floor/3rd, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
None	2.1 Check and evaluate the completeness and authenticity of the requirements	None	1 day	<i>Fishing Regulations Officers</i> <b>BFAR FRLD-CFLS</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
2. Secure "Order of Payment" at the BFAR-FRLD-CFLS located at G/Floor, Fisheries Bldg., BPI Compound	3. Issue "Order of Payment"	None	15 minutes	<i>Administrative Aide/Assistant Fishing Regulations Officers</i> <b>BFAR FRLD-CFLS</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
3. Submit "Order of Payment" to the designated Special Collecting Officer at Library located at G/Floor, Fisheries Bldg., at the BFAR-Cashier located at 4th Floor, Fisheries Bldg.,	4. Receive and review the computation of the submitted "Order of Payment"	None	15 minutes	<i>Designated Special Collecting Officer</i> <b>BFAR (Library)/Cashier</b> Ground or 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
4. Pay the necessary fees and secure an Official Receipt at BFAR-Cashier located at 4th Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.	5. Accept the payment based on the amount in the "Order of Payment" and issue an Official Receipt to client	<b>USD 2,000.00 for 2018 and additional incremental fee of USD 100.00 annually thereafter until 2021</b>	15 minutes	<i>Designated Special Collecting Officer</i> <b>BFAR (Library)/Cashier</b> Ground or 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Submit the original copy of the Official Receipt to BFAR-FRLD-CFLS located at G/Floor, Fisheries Bldg.,	5.1. Receive and photocopy the submitted O.R. and return the original copy to the client	None	15 minutes	Administrative Aide/Assistant Fishing Regulations Officers BFAR FRLD-CFLS - Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	6 Prepare/Process the SFP application, affix initials of the authorized signatories and endorse/forward to BFAR Assistant Director for further review and evaluation	None	3 Hours	Administrative Aide/Assistant Fishing Regulations Officers; FRLD-CFLS Chief, Division Head <b>BFAR FRLD-CFLS</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	7. Review/Evaluate the SFP application and affix initial by Assistant Director	None	1 day	Assistant Director <b>Asst. Director for Research Regulations and International Engagements (ADRRIE)</b> 3rdFloor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
None	7.1 Forward to the Director's Office for signature and approval of the Permit	None	15 minutes	
None	8. Approve and sign the Special Fishing Permit (SFP)	None	5 days	BFAR National Director <b>BFAR Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	8.1 Forward to BFAR-Record Section for releasing to client	None	15 minutes	
6. Receive notification thru call, text or e-mail of the approved/signed SFP and is ready for pick-up	9. Notify/Inform client thru call, text or e-mail on the approved/signed SFP and ready for pick-up	None	15 minutes	BFAR-Record Section Staff
7. Receive/Claim approved/signed Special Fishing Permit (SFP)	10. Release approved/signed SFP to client either thru the following:	None	15 minutes	<b>BFAR Records</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
	a. pick-up by applicant;			
	b. send copy thru e-mail thru BFAR-Regional Offices; and,			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	c. send original copy thru a registered mail thru BFAR-Regional Office			<i>BFAR-Record Section Staff</i> <b>BFAR Records</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
	<b>TOTAL:</b>	<b>USD 2,000.00 for 2018 and additional incremental fee of USD 100.00 annually thereafter until 2021</b>	<b>7 days, 6 hours and 15 Minutes</b>	

**NOTES:**

1. This procedure is applicable for applications filed in BFAR Regional Field Office and forwarded to BFAR Central Office for issuance of Special Fishing Permit. The steps for applying CFVL and DWFP shall apply.
2. Pursuant to Section 3.2 of FAO 245-4 series of 2018, the payment for Special Fishing Permit fee is in the amount of USD 2,000.00, or its equivalent in Philippine Peso starting 2018, subject to annual renewal and additional incremental fee of USD100.00 annually thereafter until 2021.
3. Approval of Special Fishing Permit depends on the availability of the BFAR National Director.
4. Consider bulk applications in this procedure. Processing time shall start only after finishing the processing of the previous transaction.



## 8. Processing of Application for Construction or Importation Clearance for support vessels during the Moratorium prescribed under BFAR A.C. No. 253-1, series of 2018

This service involves the processing of application for Construction/ Importation Clearance authorizing the construction or importation of support vessels in accordance with BFAR Administrative Circular No. 253-1 series of 2018.

<b>Office or Division</b>	BFAR Fisheries Regulatory and Licensing Division (FRLD) – <b>Capture Fisheries Licensing Section (CFLS)</b>
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2B – Government to Business Entity
<b>Who may avail</b>	Commercial Fishing Vessel Owners/Operators

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Intent to the Director requesting for Construction or Importation Clearance for support vessels specifying the vessel type and estimated size in gross tonnage;	Applicant (Fishing vessel owner/operator)
2. Affidavit of Undertaking stating that vessel shall be constructed within one (1) year from the issuance of Construction Clearance; and	Applicant (Fishing vessel owner/operator)
3. Secure Official receipt for payment of <b>Cashbond Deposit</b> based on the gross tonnage of the vessel	BFAR-Regional Field Office concerned / <b>BFAR- Fisheries Regulatory Licensing Division-Capture Fisheries Licensing Section (FRLD-CFLS)</b> - Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.

**Note:** An "Order of Payment" is issued by FRLD-CFLS to the applicants before payment, which they then submit to the collecting Officer to be used as reference for the computation and total amount of fees to be collected. It is not included in the list of regulatory requirements for application of Construction or Importation Clearance.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of intent together with the complete regulatory requirements to the <b>Director's Office</b> located at 3rd Floor, Fisheries Bldg., OR at <b>BFAR-FRLD-CFLS</b> located at G/Floor, Fisheries Bldg.,	1. Accept Letter of intent and requirements either thru the following Offices:  a. Office of the Director (forward to FRLD-CFLS); or b. FRLD-CFLS Office	None	15 minutes	Administrative Aide/Assistant Fishing Regulations Officers <b>BFAR FRLD-CFLS</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	2. Evaluate the Letter of Intent and regulatory requirements submitted	None	1 day	
2. Secure "Order of Payment" at the <b>BFAR-FRLD-CFLS</b> located at G/Floor, Fisheries Bldg., BPI Compound	3. Issue "Order of Payment"	None	15 minutes	Administrative Aide/Assistant Fishing Regulations Officers <b>BFAR FRLD-CFLS</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
	4. Receive and review the computation of the submitted "Order of Payment"	None	15 minutes	Designated Special Collecting Officer <b>BFAR (Library)/Cashier</b> Ground or 4th Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Pay the necessary fees and secure an Official Receipt at BFAR-Cashier located at 4th Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.	4.1. Accept the payment based on the amount in the "Order of Payment" and issue an Official Receipt to client	<b>Cash Bond Deposit based on the Gross Tonnage (please see *notes below for computation)</b>	15 minutes	<i>Designated Special Collecting Officer</i> <b>BFAR (Library)/Cashier</b> Ground or 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
None	5. Prepare/Process the "Construction / Importation Clearance" by affixing initials of the authorized signatories and endorse/forward to BFAR Assistant Director for further review and evaluation	None	3 Hours	<i>Administrative Aide/Assistant Fishing Regulations Officers; FRLD-CFLS Chief, Division Head</i> <b>BFAR FRLD-CFLS</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	6. Review the "Construction / Importation Clearance" application and affix initial by Assistant Director	None	1 day	<i>Assistant Director</i> <b>Asst. Director for Research Regulations and International Engagements (ADRRIE)</b> 3rd Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	6.1. Forward to the Director's Office for signature and approval of the Clearance	None	15 minutes	
None	7. Approve and sign Construction / Importation Clearance	None	5 days	<i>BFAR National Director</i> <b>Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
5. Receive notification thru call, text or e-mail of the approved/signed "Construction/ Importation Clearance" and is ready for pick-up	8. Notify/Inform client thru call, text or e-mail on the approved/signed "Construction/ Importation Clearance" and ready for pick-up	None	15 minutes	<i>Record Section Staff</i> <b>BFAR-Record</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
6. Receive/Claim approved/signed "Construction/ Importation Clearance"	9. Release approved/signed "Construction/ Importation Clearance" to client either thru the following:	None	15 minutes	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<b>a.</b> pick-up by applicant;  <b>b.</b> send copy thru e-mail to BFAR-Regional Office; or,  <b>c.</b> send original copy thru a registered mail to BFAR-regional Office	None	15 minutes	<i>Record Section Staff</i> <b>BFAR-Record</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
<b>TOTAL:</b>		<b>Cash Bond Deposit based on the Gross Tonnage (please see *notes below for computation)</b>	<b>7 days, 5 hours</b>	
<p><b>*NOTES:</b></p> <p>1. This transaction is applicable only to the construction or importation of support vessels during the moratorium prescribed under BFAR A.C. No. 253-1 series of 2018. This procedure applies to the application of Construction or Importation Clearance with complete regulatory requirements.</p> <p>2. Payment for Cash Bond Deposit (CBD) is based on the gross tonnage of the vessel under Section 3 d.ii. Of BFAR Administrative Circular No. 253 - 1, series of 2018, to wit:</p> <p>3. One (1) day is equivalent to eight (8) hours.</p> <p><b>*Cash Bond Deposit:</b></p> <ol style="list-style-type: none"> <li>1. For fishing vessel 3.1 to 10.0 GT - P2,500.00</li> <li>2. For fishing vessel 10.1 to 20 GT - P6,000.00</li> <li>3. For fishing vessel 20.1 to 50.0 GT - P14,000.00</li> <li>4. For fishing vessel 50.1 to 100 GT - P15,000.00</li> <li>5. For fishing vessel 100.1 and above - P40,000.00</li> </ol> <p>4. Approval of Construction or Importation Clearance depends on the availability of the BFAR National Director.</p>				

## 9. Processing of Application for Construction or Importation Clearance pursuant to FAO No. 198-1, series of 2018

This service involves the processing of application for Construction/ Importation Clearance authorizing the fishing company/single proprietorship to construct/import commercial fishing vessels pursuant to FAO No. 198-1, series of 2018.

<b>Office or Division</b>	BFAR Fisheries Regulatory and Licensing Division – <b>Capture Fisheries Licensing Section (FRLD-CFLS)</b>
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2C – Government to Citizen; G2B – Government to Business Entity
<b>Who may avail</b>	Commercial Fishing Vessel (CFV) Owners/Operators

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Intent to the Director requesting for Construction or Importation Clearance for new fishing vessel specifying the vessel name (if any), country of origin and gross tonnage;	Applicant (Fishing vessel owner/operator)
2. Certificate of Deletion from Philippine Registry of the scrapped/sunken fishing vessel; and	Maritime Industry Authority (MARINA)
3. Certificate of Deletion from Vessel Registry of the vessel to be imported from the country of origin (for second hand fishing vessels).	Competent authority of the exporting country

**Note:** An **"Order of Payment"** is issued by FRLD-CFLS to the applicants before payment, which they then submit to the collecting Officer to be used as reference for the computation and total amount of fees to be collected. It is not included in the list of regulatory requirements for application of Construction or Importation Clearance.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of intent together with the complete regulatory requirements to the Director's Office located at 3rd Floor, Fisheries Bldg., OR at BFAR-FRLD-CFLS located at G/Floor, Fisheries Bldg.,	1. Accept Letter of intent and requirements either thru the following Offices:  <b>a.</b> Office of the Director (forward to FRLD-CFLS); or  <b>b.</b> FRLD-CFLS	None	15 minutes	<i>Administrative Aide/Assistant Fishing Regulations Officers</i> <b>BFAR FRLD-CFLS</b> Ground Floor OR / <b>Director's Staff</b> , 3rd, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	2. Evaluate the Letter of Intent and regulatory requirements submitted	None	1 day	<i>Administrative Aide/Assistant Fishing Regulations Officers; FRLD-CFLS Chief, Division Head</i> <b>BFAR FRLD-CFLS</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	3. Prepare/Process the "Construction / Importation Clearance" by affixing initials of the authorized signatories and endorse/forward to BFAR Assistant Director for further review and evaluation	None	3 Hours	<i>Administrative Aide/Assistant Fishing Regulations Officers; FRLD-CFLS Chief, Division Head</i> <b>BFAR FRLD-CFLS</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	4. Review the "Construction / Importation Clearance" application and affix initial by Assistant Director	None	1 Day	<i>Assistant Director</i> <b>Asst. Director for Research Regulations and International Engagements (ADRRIE)</b> 3rd Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	4.1 Forward to the Director's Office for signature and approval of the Clearance	None	15 minutes	
None	5. Approve and sign Construction / Importation Clearance	None	5 days	<i>BFAR National Director</i> <b>Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	5.1 Forward the approved/signed Clearance to BFAR-Record Section for releasing to client	None	15 minutes	
5. Receive notification thru call, text or e-mail of the approved "Construction/ Importation Clearance" and is ready for pick-up	6. Notify/Inform client thru call, text or e-mail on the approved "Construction/ Importation Clearance" and ready for pick-up	None	15 minutes	<i>Record Section Staff</i> <b>BFAR Records</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Receive/Claim approved/signed "Construction/ Importation Clearance"	7. Release approved/signed "Construction/ Importation Clearance" to client either thru the following:  <b>a.</b> pick-up by applicant; <b>b.</b> send copy thru e-mail <b>c.</b> send original copy thru a registered mail to BFAR-Regional Office	None	15 minutes	<i>Record Section Staff</i> <b>BFAR Records</b> Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
<b>TOTAL:</b>			<b>7 days, 4 hours, and 15 Minutes</b>	
<b>NOTES:</b> 1. This transaction is applicable only to the construction or importation of commercial fishing vessels pursuant to FAO 198-1 series of 2018. This procedures applies to the application of Construction/Importation Clearance with complete regulatory requirements. 2. The requirement for Certificate of Deletion from the country of origin is applicable only to application for Importation Clearance. 3. Approval of Construction Clearance depends on the availability of the BFAR National Director.				

## VI. REGULATORY: SPECIAL PERMITS

### FISHERIES REGULATORY & LICENSING DIVISION (FRLD) -Aquatic Wildlife Regulatory Section (AWRS)

1. Issuance of Fisheries Special Permit for Aquatic Wildlife				
Aquatic Wildlife may be utilized for show exhibition, educational, or documentation for commercial purposes (FAO No. 233, Sec.26)				
Office or Division	BFAR- Fisheries Regulatory and Licensing Division (FRLD) - Aquatic Wildlife Regulatory Section (AWRS)			
Classification	Complex			
Type of Transaction	G2B - Government to Business Entity; G2C -Government to Citizen			
Who may avail:	Corporation, Association, Business Enterprises, Foreign Entity or Research Institution, Non-Government Organizations (NGOs) involved in scientific research			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. For temporary importation of live mammals for show purposes:				
a. Letter of Intent		Client/Requesting Party		
b. Invoice from supplier Photocopy of the CITES-Export Permit from the country of origin (If CITES-listed)		Client/Requesting Party		
c. Animal Show Permit issued by the Bureau of Animal Industry (BAI)		Bureau of Animal Inspection (BAI)		
2. For activities requiring fisheries special permits:				
a. Letter of Intent		Client/Requesting Party		
b. Other supporting documents		Client/Requesting Party		
3. Payment as per approved under FAO No. 233		BFAR-Fisheries Regulatory and Licensing Division-Aquatic Wildlife Regulatory Section (AWRS), G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City		
4. Order of Payment		BFAR-Fisheries Regulatory and Licensing Division-Aquatic Wildlife Regulatory Section (AWRS) G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City		
5. Official Receipts (Original Copy)		BFAR Central Office Cashier, 4th Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of intent and needed requirements to the <b>Director's office</b> , 3rd Flr., Fisheries Bldg., BPI Compound	1. Receive Letter of intent and needed requirements and Forward to BFAR FRLD-AWRS for appropriate action	None	15 Minutes	<b>BFAR Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2. Receive forwarded documents and Check and review the submitted documents	None	1 Hour	<b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
	2.1 Forward application and documents via email for comments to:  a. <b>NFRDI</b> (101 Corporate Bldg., Mother Ignacia, South Triangle, Timog Ave., Q. C.)  b. <b>BFAR-NFLD-</b> (G/Flr., Arcadia Bldg., Quezon Ave., Quezon City)	None	1 Day	<b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
	2.2 Receive comments from NFRDI and NFLD thru email then coordinate with FIQD - FQS for the scheduled facility inspection			
2. Receive the notification on the scheduled facility inspection	3. Notify the importer via letter/phone call for facility inspection schedule	None	15 Minutes	<b>FIQD-FQS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
3. Allow and accompany the inspection team on inspection of facilities	3.1 Conduct facility inspection  3.2 Prepare Inspection Report with its comments and recommendations then submit to FRLD - AWRS for processing of permit	None	2 Days	
None	4. Receive recommendation from FIQD - FQS then prepare/process Permit and endorsement letter	None	5 mins	<b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	4.1 Prepare and forward the endorsement letter and Permit to the Director's Office for approval/ signature	None	1 hour	<b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	5. Receive the forwarded documents and approved/signed the endorsement letter and permit then returned/forwarded to FRLD-AWRS for the continued process	None	3 Days	<b>BFAR Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	6. Receive the forwarded documents and prepare Document Tracking Slip (DTS) and forward to BFAR Record Section for release to DA	None	15 Minutes	<b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	7. Receive the documents from BFAR FRLD-AWRS and forward to Department of Agriculture (DA) for approval of the Special Permit	None	1 Hour	<b>BFAR Records Section</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	8. Receive forwarded documents and forward to DA Office of the Secretary (OSEC) for the approval of Special Permit	None	15 Minutes	<b>DA Records Section</b> G/Flr., Elliptical Road, Diliman, Quezon City
None	9. Receive the documents and signed/approved the Special Permit	None	5 Days	<b>DA OSEC</b> 2nd Floor, Elliptical Road, Diliman, Quezon City,
None	9.1 Forward the approved Special Permit to DA Record Section for transmitting to BFAR	None	15 Minutes	
None	10. Receive the approved Special Permit and forward to BFAR Record Section for appropriate action	None	1 Hour	<b>DA Records Section</b> G/Flr., Elliptical Road, Diliman, Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	11. Receive the approved Special Permit from the Department of Agriculture (DA) Records and forward to BFAR FRLD-AWRS for appropriate action	None	15 Minutes	<b>BFAR Records Section</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
12. Receive notification via email on the approved Special Permit and to pay the required fee	12. Receive the approved Special Permit from BFAR Records and notify the applicant via email to pay the required fees to claim the Special Permit	None	10 Minutes	<b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
13. Secure "Order of payment" at <b>BFAR FRLD-AWRS</b> then proceed to Cashier Office at G/Flr., <b>BFAR Library</b> , Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City for payment	13. Issue Order of Payment for Special Permit	None	10 Minutes	
14. Submit Order of payment to the <b>BFAR Cashier</b> and pay the required fees for Special Permit and secure official receipts	14. Accept the required payment and issue Official Receipt	(As per approved under FAO No. 233)	15 Minutes	<b>BFAR Central Office Cashier</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
15. Present Official Receipt and claim/ receive Special Permit	15. Check presented Official Receipt and affix BFAR Seal then release Special Permit	None	15 Minutes	<b>BFAR FRLD – AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
<b>TOTAL</b>			<b>11 Days, 6 Hours, 20 Minutes</b>	
<b>Required fees:</b>				
<i>As per approved under FAO No. 233, Series of 2010</i>				
Exhibition/Shows/Documentation for Commercial Purposes - - - - - P300.00				
Educational Purpose - - - - - P50.00				

## 2. Issuance of Gratuitous Permit for the Collection of Aquatic Wildlife for Research/Scientific Purposes (Central Office)

Gratuitous Permit (GP) - privilege given to an individual, academes, research institution or organization to capture/harvest and transport aquatic wildlife species from the natural habitat for scientific and other authorized purposes. (FAO No. 233, series of 2010 - Sec.1)

<b>Office or Division</b>	<b>BFAR- Fisheries Regulatory and Licensing Division (FRLD) - Aquatic Wildlife Regulatory Section (AWRS)</b>
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2C - Government to Citizen; G2G - Government to Government
<b>Who may avail:</b>	Individual researchers from research institution or conservation organization; Foreign entity, individual or a Filipino citizen affiliated with foreign institution; Students affiliated with local academic institutions for thesis and dissertation; Government agencies implementing research or scientific projects; Local academic institutions and Non- Government Organizations (NGO's) involved in scientific researches. (*Given that the target species to be studied are not fully protected by the Philippine Law and/or not listed in CITES)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Intent addressed to BFAR Director	Client's End, Foreign/Local Collaborator
2. Detailed Research Proposal to include funding source & list of research affiliates, if there's any	Client's End, Foreign/Local Collaborator
3. Endorsement Letter from Head of Institution	Client's End
4. Institutional Profile or Resume of the Proponent	Client's End
5. Free and Prior Informed Consent, if collection is made from the wild	Client's End
6. Collaborative Research Agreement, if there's a foreign entity involved	Client's End
8. MOA - original copy (5 copies)	Client's End
7. Notarized MOA (2 copies)	Client's End
9. Order of Payment	<b>BFAR FRLD-AWRS</b> , G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
10. Official Receipt	<b>BFAR Central Office Cashier</b> , 4th Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
11. Photocopy of Official Receipt (1 copy)	<b>BFAR FRLD-AWRS</b> , G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of intent and needed requirements to the BFAR-FRLD-AWRS, G/Flr., Fisheries Bldg., BPI Compound	1. Receive letter and needed requirements and forward to Fisheries Regulatory and Licensing Division (FRLD) - AWRS, Central Office via email	None	15 Minutes	Concerned Regional Director's Office
None	2. Receive via email and check/review the submitted/transmitted documents	None	1 Hour	<b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	2.2 Notify and transmit the received documents to Philippine Aquatic Red List Committee (PARLC) members thru email for comments/ recommendation if the involve species is listed in CITES	None	15 Minutes	
None	3. Received and review the submitted documents/requirements and return/transmit the documents with recommendations to FRLD-AWRS thru email	None	1 Day	<b>PARLC</b> 101 Mother Ignacia Ave., Brgy, Diliman, Quezon City
None	4 Schedule a panel discussion/presentation with the applicant and PARLC Members	None	10 Minutes	<b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
2. Receive notification to attend the scheduled panel discussion	5. Notify client on the scheduled panel discussion with PARLC members	None	5 Minutes	<b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
3. Attend Technical Meeting or panel discussion/presentation with the PARLC Members and FRLD-AWRS Personnel	6. Conduct and attend the Technical Meeting initiated between the applicant, PARLC Members and FRLD-AWRS Chief thru panel discussion	None	4 Hours	<b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	6.1 Finalize recommendations agreed during the panel discussion	None	1 Day	<b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	6.2 Prepare draft MOA between DA-Secretary and the applicant and submit it to BFAR Legal Office for review	None	30 Minutes	<b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	7. Review and make the necessary corrections/ comments to the draft MOA and return to FRLD – AWRS Office	None	3 Days	<b>BFAR Legal Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
4. Receive & review the drafted MOA for any comments	8. Receive from Legal Office the draft MOA and forward via email to the applicant for their review and revisions and advise to send back the MOA within 3 days from receipt	None	15 Minutes	<b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
4.1 Submit and inform the BFAR FRLD-AWRS on the revisions made on the drafted MOA thru email	8.1 Wait the draft MOA from the proponent with comments/ suggestions	None	3 Days	
None	8.2 Receive the revised MOA via email from the applicant then forward to BFAR Legal Office for further review	None	20 Minutes	
None	9. Receive the revised MOA and review the applicant's comments/revisions	None	1 Hour	<b>BFAR Legal Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	9.1 Forward the reviewed MOA to BFAR FRLD-AWRS	None		
None	10. Receive the reviewed MOA from the BFAR Legal Office and incorporate the approved changes and finalize the MOA	None	30 Minutes	<b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
5. Accept and Agree/conform to the final MOA revisions then, affix signatures	11. Forward the final MOA to the client for the signature of the MOA on the part of the applicant	None	5 Minutes	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5.1 Submit five (5) original copies of MOA duly signed by the signatories to BFAR FRLD-AWRS	11.1 Receive the duly signed MOA from the client	None	7 Days	<b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	11.2 Check the MOA and other documents and prepare for the Department of Agriculture (DA) briefer/endorsement letter for Director's signature and initial on Gratuitous Permit; then forward to ADRRIE Office for initial	None	4 Hours	<b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	12. Receive and review the forwarded documents then put an initial on the Endorsement Letter and forwarded to Director's Office for approval	None	3 Days	<b>Assitant Director ADRRIE Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	13. Receive the forwarded documents and approve/sign the endorsement letter, DA briefer, and signed as witness to the MOA and initials on Gratuitous Permit	None	5 Days	<b>Director Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	13.1 Forward to FRLD the endorsement letter, DA briefer, approved/signed MOA and signed Gratuitous Permit	None	15 Minutes	<b>Director's Office Staff</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	14. Receive and check all the documents (MOA and GP) if all needed documents are signed	None	10 Minutes	<b>BFAR FRLD – AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	14.1 Forward the documents (MOA and GP) to the Record Section for proper transmittal to DA - (USEC) Under secretary	None	5 Minutes	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	15. Receive the forwarded documents and prepare transmittal and forwarded the documents to the office of DA-USEC for Fisheries for further review and affix initial	None	15 Minutes	<b>BFAR Records Section</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	16. Review the forwarded documents and sign the transmittal letter and forwarded to DA OSEC for approval	None	1 Day	<b>DA USEC</b> Elliptical Road, Diliman, Q.C.
None	17. Receive and review and then sign/approve the MOA and GP and forwarded to DA Records for release to BFAR Records	None	3 Days	<b>DA Secretary</b> Elliptical Road, Diliman, Quezon City
None	18. Forward the approved/signed MOA and GP to BFAR Records Section	None	1 hour	<b>DA Records Section</b> Elliptical Road, Diliman, Quezon City
None	19. Receive the approved/signed MOA and Gratuitous Permit then forwarded to FRLD-AWRS	None	15 Minutes	<b>BFAR Record Section</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
6. Receive notification via email on the approved copy of MOA and Gratuitous Permit (GP) for release	20. Receive and record the approved/signed documents and Notify applicant to claim the approved copy of MOA and Gratuitous Permit	None	15 Minutes	<b>BFAR FRLD – AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
7. Secure the signed MOA for notarization.	20.1 Release MOA to applicant and advice them to notarize the said MOA.	None	5 Minutes	
8. Notarize the MOA and provide a two (2) file copy to BFAR thru FRLD-AWRS	20.2 Receive the notarized copy of MOA and secure two (2) file copies for the BFAR and DA Offices	None	10 Minutes	
9. Secure Order of Payment at the FRLD-AWRS, G/Flr., Fisheries Bldg.,	20.3 Issue Order of Payment	None	10 Minutes	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
10. Submit Order of Payment and pay the Gratuitous Permit fee and secure official receipts	21. Accept the payment based on the Order of Payment and issue Official Receipt	(As per approved under FAO No. 233)	10 Minutes	<b>BFAR Central Office Cashier</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
11. Present original copy of Official Receipt and submit photocopy of Official Receipt, secure the sign MOA and claim Gratuitous Permit	22. Receive copy of Official Receipt and attach photocopy to applicant's documents, then release original copy of the MOA and Gratuitous Permit, and one copy will remain as file	None	10 Minutes	<b>BFAR FRLD – AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
<b>TOTAL</b>			<b>28 Days, 7 Hours, 25 Minutes</b>	
<b>REQUIRED FEES:</b>				
<i>As per approved under FAO No. 233, Series of 2010</i>				
1. Scientific research	-----			
For Filipino students (primary to tertiary)	----- None			
Other researchers and graduate students	P100.00			
2. Gratuitous Permit				
For Filipino students	----- P20.00			
Other researchers	P100.00			



### 3. Issuance of CITES Export Permit for Aquatic Wildlife

CITES Export Permit authorizes an individual to bring, send or transport wildlife listed under the appendices of the Convention on the International Trade in Endangered Species of Wild Fauna and Flora (CITES), including its by-products or derivatives, from the Philippines to other countries, in cases where such export is allowed. (FAO No. 233, Series of 2010 - Sec. 1)

<b>Office or Division</b>	<b>BFAR- Fisheries Regulatory and Licensing Division (FRLD) - Aquatic Wildlife Regulatory Section (AWRS)</b>
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C- Government to Citizen; G2G- Government to Government
<b>Who may avail:</b>	Individual researchers from research institution or conservation organization; Foreign entity, individual or a Filipino citizen affiliated with foreign institution; Students affiliated with local academic institutions for thesis and dissertation; Government agencies implementing research or scientific projects; and Local academic institutions and NGO's involved in scientific researches. (Given that the target species to be exported are listed under CITES)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Intent addressed to Regional Director;	Client's End
2. Copy of approved GP and duly signed and notarized MOA approved by the DA Secretary;	Client's End
3. List of species with scientific and local names, number, weight;	Client's End
4. Copy of the CITES Permit from the original exporting country (for re-exportation only)	Client's End
5. Copy of the approved import permit issued by the BFAR-FIQD	Client's End
6. Order of Payment	<b>BFAR FRLD-AWRS</b> , G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
7. Official Receipt	<b>BFAR Central Office Cashier</b> , 4th Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
8. Photocopy of Official Receipt (1 Copy)	Requesting Party/Applicant (will provide)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of intent and needed requirements to the Director's Office 3rd Flr., Fisheries Bldg.	1. Receive letter of intent and needed requirements for encoding to Document Tracking System (DTS) and forward to Fisheries Regulatory and Licensing Division (FRLD) - AWRS for appropriate action	None	15 Minutes	<b>BFAR Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	2. Receive and review the submitted letter and its requirements	None	15 Minutes	<b>BFAR FRLD – AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	2.1 Prepare/Process the CITES Export Permit and forward to CITES Management Authority	None	15 Minutes	
None	2.2 Receive CITES Export Permit for signature and approval then return to FRLD -AWRS to facilitate payment	None	10 Minutes	
2. Receive notification to pay and secure Order of Payment and proceed to <b>BFAR-Cashier</b> located at 4th Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Q.C.	2. Issue Order of Payment	None	5 Minutes	<b>BFAR FRLD – AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
3. Submit Order of Payment and pay the required fees and secure Official Receipt to the <b>BFAR-Cashier</b> , 4th Flr., Fisheries Bldg.	3. Receive/Accept the payment and issue Official Receipt	(As per approved under FAO No. 233)	5 Minutes	<b>BFAR Central Office Cashier</b> 4th Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
4. Present Official Receipt and claim CITES Permit	4. Check the presented Official Receipt and release CITES Permit	None	5 Minutes	<b>BFAR FRLD – AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Q.C.
<b>TOTAL</b>			<b>1 Hour and 10 Minutes</b>	
<b>REQUIRED FEES:</b>				
<i>As per approved under FAO No. 233, Series of 2010</i>				
<b>Export/ Re export Permit</b>				
1. Commercial (CITES and Non CITES) -----				
a. Aquatic Fauna/Flora, by products or derivatives 3% of export value				
b. Aquatic Fauna/Flora (propagated) -----				
i. Economically Important Species ----- 3% of export value				
ii. Local species (propagated) 2% of export value				
2. Non Commercial (1 20 pieces or not more than 10 kilos, whichever comes first)				
a. CITES species ----- P 250.00/permit				
b. Non CITES species P 150.00/permit				

#### 4. Issuance of Endorsement Letter for Export Commodity Clearance for Aquatic Wildlife

Endorsement Letter for Export Commodity Clearance is issued prior to the Issuance of Export Commodity Clearance to transport/export samples of aquatic wildlife species.

<b>Office or Division</b>	<b>BFAR- Fisheries Regulatory and Licensing Division (FRLD) - Aquatic Wildlife Regulatory Section (AWRS)</b>
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C- Government to Citizen; G2G- Government to Government
<b>Who may avail:</b>	Individual researchers from research institution or conservation organization; Foreign entity, individual or a Filipino citizen affiliated with foreign institution; Students affiliated with local academic institutions for thesis and dissertation; Government agencies implementing research or scientific projects; and Local academic institutions and NGO's involved in scientific researches. (Given that the target species to be studied are not CITES listed)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent addressed to National Director;		Client's End		
2. Copy of approved GP and MOA issued by the DA Secretary;		Client's End		
3. List of species with scientific and local names, number, weight;		Client's End		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of intent and needed relevant requirements to BFAR Director's Office	1. Receive letter of intent and needed requirements for encoding to Document Tracking System (DTS) and Forward to Fisheries Regulatory and Licensing Division (FRLD) for appropriate action	None	15 Minutes	<b>BFAR Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	2. Receive and review the submitted documents/ requirements	None	15 Minutes	<b>BFAR FRLD – AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	2.1 Prepare/Process the Endorsement Letter for Export Commodity Clearance (ECC) and forward to FRLD Chief for signature	None	15 Minutes	
None	2.3 Receive Endorsement Letter for approval/ signature and forward to FRLD - AWRS staff for release to client	None	10 Minutes	<i>Division Chief</i> <b>BFAR FRLD Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
3. Claim approved Endorsement Letter then proceed to FIQD located at G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City	3. Receive and release the Endorsement Letter then instruct the applicant to proceed to FIQD Office at G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City	None	5 Minutes	<b>BFAR FRLD – AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
<b>TOTAL</b>			<b>1 Hour</b>	

## VII. REGULATORY: FISHPOND LEASE/RENTALS/ENDORSEMENT

### FISHERIES REGULATORY & LICENSING DIVISION (FRLD) - Fishpond Lease Section (FLS)

#### 1. Processing of Applications for Issuance of 25-Years Fishpond Lease Agreement (FLA); Aquasilviculture Stewardship Contract (ASC); and Gratuitous Permit (GP) (Sections 3, 6, 12, 13, 45, 46, 50, 55, 57, 65, 103 (b) and 107 of Republic Act No. 8550, s. 1998, Republic Act 8289 as amended by Republic Act 9501 and Executive Order No. 26, series of 2011 and Fisheries Administrative Order (FAO) No. 197-1, s. of 2012)

The service involves the processing of applications for issuance of Fishpond Lease Agreements, Aquasilviculture Stewardship Contract and Gratuitous Permits to individuals or corporations, fisherfolk association/cooperatives, micro, small and medium enterprise; or any branch of government or academic, scientific or research institutions for the use of public lands released for fishpond development/purposes

<b>Office or Division</b>	<b>Fisheries Regulatory and Licensing Division (FRLD) - Fishpond Lease Section (FLS)</b>	
<b>Classification</b>	Highly Technical	
<b>Type of Transaction</b>	G2C Government to Citizen; G2B - Government to Business Entity	
<b>Who may avail:</b>	Philippine Citizens at least 21 years of age; Philippine-registered corporations, fisherfolk associations/cooperatives; Micro, small and medium enterprises	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>1. Initial requirements</b>		
a. Duly notarized application for Fishpond Lease		Provincial, Regional or Central Office of BFAR
b. Application Fee of Php 2,000.00;		
c. Four (4) copies of the sketch or survey plan of the area released for fishpond purposes with its technical description as extracted from the Land Classification Map of the Forest Management Bureau, DENR		Sketch or survey plan to be provided by the applicant; Certificate of Land Classification Status from DENR
d. In case of a juridical person, two (2) certified true copies of By-laws and Articles of Incorporation, Cooperation, Association or Partnership duly approved by government agencies concerned, the primary purpose of which is to engage in fishery/aquaculture business ;		Securities and Exchange Commission; Cooperative Development Authority; Department of Trade and Industry
e. A Certificate of Bank Deposit issued by any Banking Institution showing that the applicant has a current or checking account and has capital in cash of P5,000.00 per hectare or fraction thereof and the bank statements of said account for the preceding six (6) months;		Any banking institution where the applicant has an account
f. An affidavit declaring that the initial capital deposited in the Bank shall be used exclusively for the development of the area;		Applicant
g. Notarized affidavit of adherence to Good Aquaculture Practices in the form prescribed in Annex A of FAO No. 197-1;		Provincial, Regional or Central Office of BFAR

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
h. Proof of compliance with Section 5 A (a) or 5 A (b), of FAO No. 197-1, whenever applicable	Cooperative Development Authority, Department of Trade and Industry
<b>For Applications for Gratuitous Permit (GP), the requirements are:</b>	
1. Duly notarized application for Gratuitous Permit (GP);	Provincial, Regional or Central Office of BFAR
2. Project profile which states:	Applicant
a. The general and specific objectives of the project	
b. A brief description of the project	
c. The methodology of project implementation, which includes names of personnel involved and percentage of time allocated to the project; schedule of implementation, funding requirement and sources, both local and foreign; target beneficiaries; and monitoring and evaluation scheme	
<b>2. Final Requirements</b>	
a. Twelve (12) copies of the survey plans of the area duly approved by the Director of Lands or Regional Director of Lands, or if under cadastral survey, the same shall be certified by the Lands Management Bureau	Applicant submits survey plan to DENR for approval and thereafter, submits required copies to BFAR
b. Duly accomplished FLA or ASC acknowledged before a Notary Public	Provincial, Regional or Central Office of BFAR
c. Certifications issued by the Regional Director and the Regional Trial Court in the judicial district where the area applied for is located to the effect that the same is not involved in any pending administrative and judicial case, respectively;	Regional Office of BFAR; Regional Trial Court in the judicial district where area applied for is located
d. Payment of cash bond deposit and initial rental	Applicant
e. Certification issued by the Regional Director to the effect that the area applied for is not subleased to any other person/s	BFAR Regional Office
f. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage from the DENR, whichever is applicable	Department of Environment and Natural Resources
g. Proof of updated remittances to the Social Security System covering contributions of permanent fishpond workers employed in the fishpond, whenever applicable	Applicant or SSS
<b>3. Requirements for Transfer of Rights involving FLA or ASC</b>	
a. Prior written approval of the transfer by the Secretary of Agriculture	Secretary, Department of Agriculture
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
b. Duly accomplished application form	Provincial, Regional or Central Office of BFAR

c. Original copy of the Deed of Assignment or Transfer and Assumption of Obligations	Applicant			
d. Certified true copies of original official receipts of updated payment of rentals	Applicant			
e. Payment of assignment or transfer fee	Applicant			
f. Posting of required cash bond deposit	Applicant			
g. Latest report of improvements verified by the Regional Director or his authorized representative, showing that the fishpond area of the ASC or FLA subject of the proposed assignment or transfer has been developed	Provincial or Regional Office of BFAR			
h. Twelve (12) copies of the survey plan of the area under his/her name duly approved by the Director of Lands or Regional Director of Lands	Applicant			
i. Contract or lease form duly accomplished and acknowledged before a Notary Public	Provincial, Regional or Central Office of BFAR			
j. Certification issued by the BFAR Regional Director and Regional Trial Court in the judicial district where the area applied for is located to the effect that the same is not involved in any pending administrative and judicial case, respectively	BFAR Regional Office;Regional Trial Court			
k. Affidavit and certification executed and issued by the applicant and BFAR Regional Director respectively, to the effect that the area applied for is not subleased to any person/s	Applicant;BFAR Regional Office			
l. Notarized affidavit of adherence to Good Aquaculture Practices	Provincial, Regional or Central Office of BFAR			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File fishpond application and submit initial requirements	1. Receives application and determines completeness of initial requirements submitted	Application Fee of Php 2,000.00	Will be determined by the Regional or Provincial Office	Receiving Clerk Regional or Provincial Fisheries Office
2. Receives thru mail a copy of the letter-notification of BFAR –RO, re: conduct of investigation and ocular inspection of area	2. Schedules conduct of ocular inspection of the area to determine feasibility or suitability thereof for fishpond purposes	None	Will be determined by the Regional or Provincial Office	Fisheries Management, Regulatory and Enforcement Division Regional or Provincial Fisheries Office
3. Submits him/herself for investigation and allow site inspection upon receipt of notification from BFAR-RO/PO	3. Conducts investigation on applicant	None	Will be determined by the Regional or Provincial Office	Fisheries Management, Regulatory and Enforcement Division Regional or Provincial Fisheries Office
None	4. Conducts ocular inspection of the area	None	Will be determined by Regional or Provincial Office	Fisheries Management, Regulatory and Enforcement Division Regional or Provincial Fisheries Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	5. Submits report of inspection and investigation with specific recommendation to FRLD, BFAR Central Office	None	Will be determined by Regional or Provincial Office	<i>Fisheries Management, Regulatory and Enforcement Division</i> Regional or Provincial Fisheries Office
None	6. Evaluates report submitted by ROs/POs	None	30 Minutes	<i>Fisheries Regulatory Officer</i> <b>FRLD</b> G/Flr., Main BFAR Bldg, Fisheries Bldg. Complex, BPI Cmpd, Visayas Ave, QC
	7. Prepares letter to applicant advising him/her to submit final requirements	None	30 Minutes	
4. Submits final requirements	8. Receives and evaluates the final requirements	Cash Bond Deposit & Initial rental	30 Minutes	<i>Fisheries Regulatory Officer</i> <b>FRLD</b> G/Flr., Main BFAR Bldg, Fisheries Bldg. Complex, BPI Cmpd, Viasyas Ave, QC
None	8.1 Prepares FLA/ASC/GP and endorsement letter to Department of Agriculture (DA) for its approval	*refer to table of fees below	30 Minutes	
None	9.0 Validates documents, Signs and initials endorsement letter to Department of Agriculture (DA)	None	1 Day	<i>Office-in-Charge of FRLD and Office-in-Charge of ADDRIE &amp; BFAR Director,</i> G/F & 3/F Main BFAR Bldg. Fisheries Building Complex, BPI Cmpd, Visayas Ave., QC
None	10. Receives, records, consolidates and transmits processed FLA/ASC/GP to Department of Agriculture (DA)	None	1 Day	<i>Liaison Officer, Records Section</i> G/F Main BFAR Bldg. Fisheries Bldg Complex, BPI Cmpd, Visayas Ave, QC
None	11. Receives the processed FLA/ASC/GP application for recording	None	Will be determined by the Department of Agriculture (DA)	<i>Records Division, Department of Agriculture</i> G/Flr., DA Office,
None	12. Evaluates the application for FLA/ASC/GP and requirements	None	Will be determined by the Department of Agriculture (DA)	<i>Legal Service Department of Agriculture</i> , 2nd/F DA Office, Elliptical Rd, QC
None	13. Approves/Signs the FLA/ASC/GP	None	Will be determined by Department of Agriculture (DA)	<i>Department of Agriculture Secretary</i> 2nd/F, DA Office, Elliptical Rd, QC
None	14. Transmits approved FLA/ASC/GP back to BFAR	None	Will be determined by Department of Agriculture (DA)	<i>Department of Agriculture Records Liaison Officer</i> , 1st/F DA Office, Elliptical Rd QC

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	15.Receives and forwards the approved and signed FLA/ASC/GP to FRLD	None	15 minutes	<i>BFAR Records Officer</i> 1st/F, Main BFAR Bldg. Fisheries Bldg Complex, BPI Cmpd, Visayas Ave QC
None	16. Records and prepares the approved and signed FLA/ASC for notarization	Notarial Fee of Notary Public	4 hours	<b><i>Fisheries Regulatory Officer, FRLD, G/Flr., Fisheries Bldg Complex, BPI Cmpd, Visayas Ave, QC (Previously, the DA Records Officer sees to the notarization of the FLA after being signed by the DA Secretary; now, the notarization is contracted out to available Notary Public near the BFAR Office)</i></b>
None	17. Prepares transmittal letter to lessee for signature of the Director	None	20 Minutes	<i>Fisheries Regulatory Officer</i> <b>FRLD</b> G/Flr., Main BFAR Bldg. Fisheries Bldg. Complex, BPI Cmpd Visayas Ave
None	18.0 Signs transmittal letter		1 Hour	<i>BFAR Director</i> 3/F Main BFAR Bldg. Fisheries Bldg Complex BPI Cmpd Visayas Ave, QC
5. Receives his/her copy of the approved FLA thru registered mail	19. Records, sorts, consolidates, mails approved FLA/ASC/GP	Mailing cost	1 Day	<i>Chief Records Officer</i> Record Section, G/Flr., Main BFAR Bldg. Fisheries Bldg Complex BPI Cmpd Visayas Ave
<b>TOTAL:</b>			<b>3 days, 7 hours, and 35 minutes</b>	

#### Required Fees:

As per Fisheries Administrative Order (FAO) No. 197-1, s. of 2012)

Fishpond Application Fee	Php2,000.00
Cash Bond Deposit	Php 500.00 per hectare or fraction thereof
Transfer Fee	Php 100.00 per hectare or fraction thereof
Annual Rental	Php 1,500.00 per hectare or fraction thereof

#### Notes:

1. The total number of hours listed above does not include the time it takes for the DA-Legal Service to evaluate the fishpond application; for the DA-USEC to sign and notarize the approved FLA.



2. Step Nos. 1-3 are undertaken by the BFAR Regional or Provincial Office concerned, hence, the amount of time to perform the activities will have to be determined by concerned offices

3. Step No. 4- the number of minutes listed does not take into account the time it takes for the applicant to secure the final requirements needed. This is the period when the applicant secures from BFAR and other government agencies (like EMB-DENR, Lands Management Service-DENR, Regional Trial Court, etc.) the final requirements needed.

4. Step 16 - Notarization of the approved FLA/ASC - traditionally this is the function/activity of the DA Legal Service or the Office of the Secretary; what is being notarized or recorded publicly is the approval of the Secretary of the FLA/ASC

## 2. Annual Payment of Fishpond Rental Fees at BFAR Central Office

Fishpond Lease Agreement (FLA) holders may opt to pay the fishpond rentals at the Central Office; the following procedures is observed.

<b>Office or Division</b>	<b>BFAR-Fisheries Regulatory and Licensing Division (FRLD) - Fishpond Lease Section (FLS)</b>
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C- Government to Client; G2B- Government to Business Entity
<b>Who may avail:</b>	Philippine Citizens at least 21 years of age; Philippine-registered corporations, fisherfolk associations/cooperatives; Micro, small and medium enterprises

<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Bill of Payment		<b>BFAR-FRLD-Fishery Licensing Section (FLS)</b> , G/Flr., Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.		
2. Order of Payment		<b>BFAR-FMD-Accounting Section</b> , 4th Flr, Fisheries Building, BPI Compound, Visayas Ave., Q.C		
3. Official Receipts		<b>BFAR- Library Section (Cashier)</b> , G/Flr, Annex Building, BPI Compound, Visayas Ave., Q.C		
3. Certified true copy of Official Receipt		Requesting Party/Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure bill of payment	1. Issue of Bill of payment	None	5 Minutes	<i>Fisheries Regulatory Officer,</i> <b>BFAR-FRLD-FLS Office</b> , Ground Flr., Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
2. Secure order of payment for required fees and proceed to the FMD-Acctg., 4/Flr., Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.	2. Issues Order of payment	None	5 Minutes	<i>Administrative Assistant V;</i> <i>Senior Administrative Assistance I</i> <b>BFAR-Accounting Section</b> , 4th Floor, Fisheries Bldg., BPI Compound, Visayas, Ave., Q.C.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Pay the fishpond rental fees at the <b>BFAR-Library (Cashier)</b> , Ground Flr., Fisheries Building, and secure Official Receipts	3. Accepts the payment based on the Order of Payment issued and issue Official Receipt	*Refer to table of fees below	5 Minutes	<i>Administrative Assistant VI/Special Collecting Officer 1</i> <b>BFAR-Library Section</b> , G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
4. Certify the photocopy of Official Receipt as certified true copy and submit to BFAR-FRLD-FLS, G/Floor, Fisheries Bldg., BPI Compound	4. Photocopies Official Receipt to be certified by the client and submit the said copy to BFAR-FRLD-FLS	None	2 Minutes	<i>Fisheries Regulatory Officer</i> , <b>BFAR-FRLD-FLS Office</b> , Ground Flr., Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
<b>TOTAL:</b>		<b>* Refer to table of fees below</b>	<b>17 Minutes</b>	

**\* Required Fees:**

As per Fisheries Administrative Order (FAO) No. 197-1, s. of 2012)

Fishpond Application Fee	Php2,000.00
Cash Bond Deposit	Php 500.00 per hectare or fraction thereof
Transfer Fee	Php 100.00 per hectare or fraction thereof
Annual Rental	For the year 2015: Php 1,200.00 per hectare or fraction thereof
	For the year 2016: Php 1,300.00 per hectare or fraction thereof
	For the year 2017: Php 1,400.00 per hectare of fraction thereof
	For the year 2018 and every year thereafter: Php 1,500.00 per hectare of fraction thereof

## FISHERIES RESOURCE MANAGEMENT DIVISION (FRMD)

### 1. Issuance of Cyanide Endorsement Letter to DENR for Importation Clearance

Informing that Bureau of Fisheries and Aquatic Resources (BFAR) interposes no objection to the approval of their importation clearance with the Department of Environment Natural Resources (DENR) provided that the company shall guarantee that the chemicals shall be used exclusively for the purposes they were intended, that safeguard/s shall be set to prevent the chemicals from being diverted to unscrupulous fishermen for illegal fishing purposes.

<b>Office or Division</b>	<b>BFAR- Fisheries Resources Management Division (FRMD) - Conservation and Environmental Protection Section (CEPS)</b>
<b>Classification</b>	Simple
<b>Type of Transaction</b>	<b>G2B</b> - services whose client is business entity / <b>G2C</b> - services whose client is the transacting public
<b>Who may avail:</b>	Importers of Cyanide and Chemicals Containing Cyanide

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Request for Cyanide Endorsement	Client/Requesting party
2. Affidavit of Undertaking	Client/Requesting party
3. List of Clients	Client/Requesting party
4. Inventory of Cyanide	Client/Requesting party
5. Chemical Management Plan	Client/Requesting party
6. Business Registration	Securities and Exchange Commission (SEC)
7. Business Permit	Philippine Economic Zone Authority (PEZA) or Municipal Government
8. Environmental Compliance Certificate (ECC)	DENR
9. Chemical Control Order (CCO) Registration	DENR-EMB
10. Permit to Operate	DENR-EMB
11. DENR issued CCO Importation Certificate (if applicable)	DENR-EMB

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits original, complete and compliant documents for Cyanide Endorsement request as per checklist requirements	1. Receives/records clients application for Cyanide Endorsement Letter Request for DENR Importation Clearance; Assess/evaluates client's submitted documents; and Issuance of initial screening results	None	1 hour	<i>Administrative IV/ Technical Personnel (Biologist II/COS)</i> <b>FRMD</b> 3rd Floor Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	2. Prepares/process Cyanide Endorsement Letter and submits to the Section Head for initial	None	10 minutes	<i>Technical Personnel (Biologist II/COS)/CEPS</i> <b>Section Head-Supervising Aquaculturist</b> <b>FRMD CEPS</b> 3rd Floor Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Quezon City
None	3. Reviews and affix initial to Cyanide Endorsement Letter	None	5 hours	<i>Chief</i> <b>FRMD Division</b> 3rd Floor Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Diliman, Quezon City
None	4. Forwards Cyanide Endorsement Letter to ADRRIE for further review and initial	None	15 minutes	<i>Administrative IV/ Technical Personnel (Biologist II/COS)</i> <b>BFAR FRMD</b> 3rd Floor Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Quezon City
None	5. Review the documents forwarded and place initial for approval/signature of the director	None	3 Days	<i>BFAR Assistant Director for Technical Services</i> <b>Office of the Assistant Director for Research, Regulations and International Engagements (ADRRIE)</b> 3rd Floor Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Quezon City
None	6. Approval and signature of Cyanide Endorsement Letter	None	4 hours	<i>BFAR Director</i> <b>BFAR Director's Office,</b> 3rd Floor Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Diliman, Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receives notification on the approved/signed Cyanide Endorsement Letter	7. Process approved Cyanide Endorsement Letter and notify client on the approved and ready for release document	None	10 Minutes	<i>BFAR FRMD Conservation and Environmental Protection Section (CEPS) Technical Personnel (Biologist II/COS)</i>
3. Claims/receives the approved/signed Cyanide Endorsement Letter; and Accomplishes the Citizen/Client Satisfaction Survey Form (BFAR-F-01) secured from Guard on duty at the lobby.	8. Release the approved/signed Cyanide Endorsement Letter to client for importation clearance; provide Client the Citizen/Client Satisfaction Survey Form (BFAR-F-01); and secures the accomplished Citizen/Client Satisfaction Survey Form (BFAR-F-01)	None	5 Minutes	<i>Administrative IV/ Aquaculturist II (COS) <b>BFAR FRMD</b> 3rd Floor Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Diliman, Quezon City</i>
<b>TOTAL:</b>		<b>None</b>	<b>4 Days, 2 Hour, and 40 Minutes</b>	

## VII. LABORATORY TEST REPORT

### BFAR-National Fisheries Laboratory Division (NFLD)

#### 1 . Issuance of Laboratory Report of Test for Physico-Chemical, Gross or Microscopic and Parasitological Exam

The samples for analysis must comply with the sample requirements like volume, quantity and condition of sample for the analysis requested as indicated in the Masterlist of Analysis of the NFLD.

The samples to be submitted must have a complete information or documents about the samples for filling out the Request for Laboratory Analysis and for traceability purposes.

<b>Office or Division</b>	<b>BFAR-National Fisheries Laboratory Division (NFLD)</b>
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C (Government to Citizen) and G2G (Government to Government)
<b>Who may avail:</b>	BFAR Regional Office, BFAR-FIQD (Verification), Local Government Office, Exporter, Academe, Law Enforcement and Fish Farmers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. The Samples for Analysis in accordance with the set requirements of sample per analysis in terms of volume, weight, quantity and condition of sample.	1. The samples are from Client/Customer 2. Sample requirements are posted in BFAR Website and can be secure at the NFLD Receiving Area.
2. Information of the sample to be submitted	Client/Customer
3. Request for Laboratory Analysis (RLA)	<b>BFAR-National Fisheries Laboratory Division (NFLD)</b> , 860 ARCADIA Bldg., Ground Flr., Quezon Avenue, Q.C. (Receiving counter)
4. Order of Payment	<b>BFAR-National Fisheries Laboratory Division (NFLD)</b> , 860 ARCADIA Bldg., Ground Flr., Quezon Avenue, Q.C. (Receiving counter)
5. Official Receipt (1 original & 1 duplicate copy)	<b>Designated Cashier Personnel at BFAR-FIQD</b> , Ground Flr. Lobby, Fisheries Building, BPI Compd., Brgy. Vasra, Visayas Ave., Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up Request for Laboratory Analysis (RLA) Form	1. Receive request form from clients	None	10 Minutes	Client/Customer and Customer Service Officer <b>NFLD Office</b> Ground Flr. ARCADIA Bldg., Q. Avenue, Q.C.
2. Submit accomplished form and samples	2. Assess submitted documents and requirements for analysis and issue duplicate copy of RLA and Claim Stub	None	20 Minutes	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Secure Order of Payment and pay for necessary fee	3. Issue of Order of Payment	None	3 Minutes	<i>Client/Customer and Customer Service Officer</i> NFLD Office-Ground Flr.ARCADIA Bldg., Q.Avenue, Q.C.
4. Secure duplicate copy of RLA and claim stub	4. Provide the duplicate copy of RLA and claim stub	None	10 Minutes	<i>Client/Customer and Customer Service Officer</i> NFLD Office-Ground Flr.ARCADIA Bldg., Q.Avenue, Q.C.
5. Pay appropriate fee and secure Official Receipt at the G/Flr., Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.	5. Accept payment and issue Official Receipt (original and duplicate copy)	see below	5 Minutes	<i>Cashier Personnel</i> BFAR-FIQD, G/Flr. Lobby, Fisheries Building, BPI Compd., Brgy. Vasra, Visayas Ave., Quezon City
None	6. Conduct Laboratory Analysis	<b>PER SAMPLE</b> a. P 30.00 b. P 100.00 c. P 100.00 d. P 150.00 e. P 180.00 f. P 180.00 g. P 300.00 h. P 300.00 i. P 30.00  P 75.00  P 100.00	1 working day after sample receipt	<i>Laboratory Analyst/s / Technical Manager</i>
None	7. Calculate and record result of analysis	None	1 Hour	<i>Laboratory Analysis / Technical Manager</i>
None	8. Verify results, prepare, review and approval of Test Report	None	1-2 Working Days	<i>Laboratory Analysis / Technical Manager / Customer Service Officer / Section Chief / Laboratory Manager</i>
6 . Present Claim Stub and duplicate copy of Official Receipt to claim test report(s)/result(s)	9. Release Report of Test	None	10 Minutes	<i>Client/Customer and Customer Service Officer</i> <b>NFLD Office</b> -Ground Flr.ARCADIA Bldg., Q.Avenue, Q.C.
<b>TOTAL:</b>			<b>3 Working Days after sample receipt</b>	

## 2. Issuance of Laboratory Report of Test for Molecular Diagnostic and Paralytic Shellfish Toxin (PST) Analysis

The samples for analysis must comply with the sample requirements like volume, quantity and condition of sample for the analysis requested as indicated in the Masterlist of Analysis of the NFLD.

The samples to be submitted must have a complete information or documents about the samples for filling out the Request for Samples for PST analysis must also submit a Local Transport Permit (LTP) or Auxiliary Invoice to where the samples from for traceability purposes.

<b>Office or Division</b>	<b>BFAR-National Fisheries Laboratory Division (NFLD)</b>
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2C (Government to Citizen) and G2G (Government to Government)
<b>Who may avail:</b>	BFAR Regional Office, BFAR-FIQD (Verification), Local Government Office, Exporter, Academe, Feeds Millers and Fish Farmers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. The Samples for Analysis in accordance with the set requirements of sample per analysis in terms of volume, weight, quantity and condition of sample.	1. The samples are from Client/Customer 2. Sample requirements are posted in BFAR Website and can be secure at the NFLD Receiving Area.
2. Information of the sample to be submitted	Client/Customer
3. Local Transport Permit (LTP) or Auxiliary Invoice	Client/Customer, BFAR FIQD, BFAR Regional Offices, LGU or Municipal
4. Request for Laboratory Analysis (RLA)	<b>BFAR-National Fisheries Laboratory Division (NFLD)</b> , 860 ARCADIA Bldg., Ground Flr., Quezon Avenue, Q.C. (Receiving counter)
5. Order of Payment	<b>BFAR-National Fisheries Laboratory Division (NFLD)</b> , 860 ARCADIA Bldg., Ground Flr., Quezon Avenue, Q.C. (Receiving counter)
6. Official Receipt (1 original & 1 duplicate copy)	<b>Designated Cashier Personnel at BFAR-FIQD</b> , Ground Flr. Lobby, Fisheries Building, BPI Compd., Brgy. Vasra, Visayas Ave., Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up Request for Laboratory Analysis (RLA) Form	1. Receive request form from clients	None	10 Minutes	<i>Client/Customer and Customer Service Officer</i> NFLD Office-Ground Flr.ARCADIA Bldg., Q.Avenue, Q.C.
2. Submit accomplished form and samples	2. Assess submitted documents and requirements for analysis and issue duplicate copy of RLA and Claim Stub	None	20 Minutes	<i>Client/Customer and Customer Service Officer</i> NFLD Office-Ground Flr.ARCADIA Bldg., Q.Avenue, Q.C.
3. Secure Order of Payment and pay for necessary fee	3. Issue of Order of Payment	None	3 Minutes	<i>Client/Customer and Customer Service Officer</i> NFLD Office-Ground Flr.ARCADIA Bldg., Q.Avenue, Q.C.



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Secure duplicate copy of RLA and claim stub	4. Provide the duplicate copy of RLA and claim stub	None	10 Minutes	<i>Client/Customer and Customer Service Officer</i> NFLD Office-Ground Flr.ARCADIA Bldg., Q.Avenue, Q.C.
5. Pay appropriate fee and secure Official Receipt at the G/Flr., Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.	5. Accept payment and issue Official Receipt (original and duplicate copy)	P 600.00 per analysis per sample	5 Minutes	<i>Cashier Personnel</i> FIQD-BFAR New Building, Brgy. Vasra, BPI Compd., Brgy. Vazra, Visayas Ave., Quezon City
	6. Conduct lab analysis	None	3 working days after sample receipt	<i>Laboratory Analyst/s and Technical Manager</i>
	7. Calculate and record result of analysis		1 Hour	<i>Laboratory Analysis / Technical Manager</i>
	8. Verify results, prepare, review and approval of Test Report	None	1-2 Working Days	<i>Laboratory Analysis / Technical Manager / Customer Service Officer / Section Chief / Laboratory Manager</i>
7. Present Claim Stub and duplicate copy of Official Receipt to claim test report(s)/result(s)	9. Release Report of Test to client	None	10 Minutes	<i>Client/Customer and Customer Service Officer</i> NFLD Office-Ground Flr.ARCADIA Bldg., Q.Avenue, Q.C.
<b>TOTAL:</b>			<b>5 Working Days after sample receipt</b>	

### 3. Issuance of Laboratory Report of Test for Formaldehyde, Cyanide, Amnesic Shellfish Toxin (AST), pH (chemical analysis for raw material) Analysis and DST

The samples for analysis must comply with the sample requirements like volume, quantity and condition of sample for the analysis requested as indicated in the Masterlist of Analysis of the NFLD.

The samples to be submitted must have a complete information or documents about the samples for filling out the Request for Laboratory Analysis and for traceability purposes specifically for CYANIDE samples.

Samples for AST and DST analysis must also submit a Local Transport Permit (LTP) or Auxiliary Invoice to where the samples from for traceability purposes.

<b>Office or Division</b>	<b>BFAR-National Fisheries Laboratory Division (NFLD)</b>
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2C (Government to Citizen) and G2G (Government to Government)
<b>Who may avail:</b>	BFAR Regional Office, BFAR-FIQD (Verification), Local Government Office, Exporter, Academe, Law Enforcement and Fish Farmers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. The Samples for Analysis in accordance with the set requirements of sample per analysis in terms of volume, weight, quantity and condition of sample.	1. The samples are from Client/Customer 2. Sample requirements are posted in BFAR Website and can be secure at the NFLD Receiving Area.
2. Information of the sample to be submitted	Client/Customer or Law Enforcement for CYANIDE
3. Local Transport Permit (LTP) or Auxiliary Invoice	Client/Customer, BFAR FIQD, BFAR Regional Offices, LGU or Municipal
4. Request for Laboratory Analysis (RLA)	<b>BFAR-National Fisheries Laboratory Division (NFLD)</b> , 860 ARCADIA Bldg., Ground Flr., Quezon Avenue, Q.C. (Receiving counter)
5. Order of Payment	<b>BFAR-National Fisheries Laboratory Division (NFLD)</b> , 860 ARCADIA Bldg., Ground Flr., Quezon Avenue, Q.C. (Receiving counter)
6. Official Receipt (1 original & 1 duplicate copy)	<b>Designated Cashier Personnel at BFAR-FIQD</b> , Ground Flr. Lobby, Fisheries Building, BPI Compd., Brgy. Vasra, Visayas Ave., Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up Request for Laboratory Analysis (RLA) Form	1. Receive request form from clients	None	10 Minutes	<i>Client/Customer and Customer Service Officer</i> NFLD Office-Ground Flr. ARCADIA Bldg., Q. Avenue, Q.C.
2. Submit accomplished form and samples	2. Assess submitted documents and requirements for analysis and issue duplicate copy of RLA and Claim Stub	None	20 Minutes	<i>Client/Customer and Customer Service Officer</i> NFLD Office-Ground Flr. ARCADIA Bldg., Q. Avenue, Q.C.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Secure Order of Payment and pay for necessary fee	3. Issue of Order of Payment	None	3 Minutes	<i>Client/Customer and Customer Service Officer NFLD Office-Ground Flr.ARCADIA Bldg., Q.Avenue, Q.C.</i>
4. Secure duplicate copy of RLA and claim stub	4. Provide the duplicate copy of RLA and claim stub	None	10 Minutes	<i>Client/Customer and Customer Service Officer NFLD Office-Ground Flr.ARCADIA Bldg., Q.Avenue, Q.C.</i>
5. Pay appropriate fee and secure Official Receipt at the G/Flr., Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.	5. Accept payment and issue Official Receipt (original and duplicate copy)	None	5 Minutes	<i>Cashier Personnel BFAR-FIQD, G/Flr. Lobby, Fisheries Building, BPI Compd., Brgy. Vasra, Visayas Ave., Quezon City</i>
	6. CONDUCT OF ANALYSIS  -Formaldehyde  -Cyanide  -AST  -pH (chemical analysis for raw materials)  -DST	<b>PER SAMPLE</b>  P 250.00  P 250.00  P 2,500.00  P 50.00  For DST P 3,000.00 per analysis per sample	6 working days after sample receipt	<i>Laboratory Analyst/s and Technical Manager</i>
None	7. Calculate and record result of analysis	None	1 Hour	<i>Laboratory Analysis / Technical Manager</i>
	8. Verify results, prepare, review and approval of Test Report	None	1-2 Working Days	<i>Laboratory Analysis / Technical Manager / Customer Service Officer / Section Chief / Laboratory Manager</i>
7. Present Claim Stub and duplicate copy of Official Receipt to claim test report(s)/result(s)	9. Release Report of Test	None	10 Minutes	<i>Client/Customer and Customer Service Officer NFLD Office-Ground Flr.ARCADIA Bldg., Q.Avenue, Q.C.</i>
<b>TOTAL:</b>			<b>7 Working Days after sample receipt</b>	

#### 4. Issuance of Laboratory Report of Test Water Activity (AW), % Salt (NaCl), Moisture, Microbial Analysis and Bacterial Identification for Finfish

The samples for analysis must comply with the sample requirements like volume, quantity and condition of sample for the analysis requested as indicated in the Masterlist of Analysis of the NFLD.

The samples to be submitted must have a complete information or documents about the samples for filling out the Request for Laboratory Analysis and for traceability purposes.

<b>Office or Division</b>	<b>BFAR-National Fisheries Laboratory Division (NFLD)</b>
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2C (Government to Citizen) and G2G (Government to Government)
<b>Who may avail:</b>	BFAR Regional Office, BFAR-FIQD (Verification), Local Government Office, Exporter, Academe, Law Enforcement, and Fish Farmers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. The Samples for Analysis in accordance with the set requirements of sample per analysis in terms of volume, weight, quantity and condition of sample.	1. The samples are from Client/Customer 2. Sample requirements are posted in BFAR Website and can be secure at the NFLD Receiving Area.
2. Information of the sample to be submitted	Client/Customer or Law Enforcement for CYANIDE
3. Request for Laboratory Analysis (RLA)	<b>BFAR-National Fisheries Laboratory Division (NFLD)</b> , 860 ARCADIA Bldg., Ground Flr., Quezon Avenue, Q.C. (Receiving counter)
4. Order of Payment	<b>BFAR-National Fisheries Laboratory Division (NFLD)</b> , 860 ARCADIA Bldg., Ground Flr., Quezon Avenue, Q.C. (Receiving counter)
5. Official Receipt (1 original & 1 duplicate copy)	<b>Designated Cashier Personnel at BFAR-FIQD</b> , Ground Flr. Lobby, Fisheries Building, BPI Compd., Brgy. Vasra, Visayas Ave., Q.C.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up Request for Laboratory Analysis (RLA) Form	1. Receive request form from clients	None	10 Minutes	<i>Client/Customer and Customer Service Officer</i> NFLD Office-Ground Flr. ARCADIA Bldg., Q. Avenue, Q.C.
2. Submit accomplished form and samples	2. Assess submitted documents and requirements for analysis and issue duplicate copy of RLA and Claim Stub	None	20 Minutes	<i>Client/Customer and Customer Service Officer</i> NFLD Office-Ground Flr. ARCADIA Bldg., Q. Avenue, Q.C.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Secure Order of Payment and pay for necessary fee	3. Issue of Order of Payment	None	3 Minutes	<i>Client/Customer and Customer Service Officer NFLD Office-Ground Flr.ARCADIA Bldg., Q.Avenue, Q.C.</i>
4. Secure duplicate copy of RLA and claim stub	4. Provide the duplicate copy of RLA and claim stub	None	10 Minutes	<i>Client/Customer and Customer Service Officer NFLD Office-Ground Flr.ARCADIA Bldg., Q.Avenue, Q.C.</i>
5. Pay appropriate fee and secure Official Receipt at the G/Flr., Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.	5. Accept payment and issue Official Receipt (original and duplicate copy)	None	5 Minutes	<i>Cashier Personnel BFAR-FIQD, G/Flr. Lobby, Fisheries Building, BPI Compd., Brgy. Vasra, Visayas Ave., Quezon City</i>
	6. Conduct laboratory analysis	<b>PER SAMPLE</b>  P 75.00  P 160.00  P 85.00  a. P 200.00 b. P 300.00 c. P 250.00 d. P 250.00  e. P 350.00 f. P 400.00 g. P 400.00 h. P 400.00 i. P350.00	8 working days after sample receipt	<i>Laboratory Analyst/s and Technical Manager</i>
	7. Calculate and record result of analysis	None	1 Hour	<i>Laboratory Analysis / Technical Manager</i>
	8. Verify results, prepare, review and approval of Test Report	None	1-2 Working Days	<i>Laboratory Analysis / Technical Manager / Customer Service Officer / Section Chief / Laboratory Manager</i>
7. Present Claim Stub and duplicate copy of Official Receipt to claim test report(s)/result(s)	9. Release Report of Test	None	10 Minutes	<i>Client/Customer and Customer Service Officer NFLD Office-Ground Flr.ARCADIA Bldg., Q.Avenue, Q.C.</i>
<b>TOTAL:</b>			<b>10 Working Days after sample receipt</b>	

## 5. Issuance of Laboratory Report of Test for Brevetoxin, Ciguatera, Antibiotic Residue (CAP, AOZ, AMOZ and Aflatoxin), Histamine, Heavy Metals (Lead, Cadmium and Mercury) Analysis and Histopathology

The samples for analysis must comply with the sample requirements like volume, quantity and condition of sample for the analysis requested as indicated in the Masterlist of Analysis of the NFLD.

The samples to be submitted must have a complete information or documents about the samples for filling out the Request for Laboratory Analysis and for traceability purposes specifically for CYANIDE samples.

Samples for Brevetoxin, Ciguatera and Antibiotic Residue (CAP, AOZ and AMOZ) analysis for live exporters or samples from wild caught must also submit a Local Transport Permit (LTP) or Auxiliary Invoice to where the samples from for traceability purposes.

<b>Office or Division</b>	<b>BFAR-National Fisheries Laboratory Division (NFLD)</b>
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2C (Government to Citizen) and G2G (Government to Government)
<b>Who may avail:</b>	BFAR Regional Office, BFAR-FIQD (Verification), Local Government Office, Exporter, Academe, Feeds Millers and Fish Farmers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. The Samples for Analysis in accordance with the set requirements of sample per analysis in terms of volume, weight, quantity and condition of sample.	1. The samples are from Client/Customer 2. Sample requirements are posted in BFAR Website and can be secure at the NFLD Receiving Area.
2. Information of the sample to be submitted	Client/Customer or Law Enforcement for CYANIDE
3. Local Transport Permit (LTP) or Auxiliary Invoice	Client/Customer, BFAR FIQD, BFAR Regional Offices, LGU or Municipal
4. Request for Laboratory Analysis (RLA)	<b>BFAR-National Fisheries Laboratory Division (NFLD)</b> , 860 ARCADIA Bldg., Ground Flr., Quezon Avenue, Q.C. (Receiving counter)
5. Order of Payment	<b>BFAR-National Fisheries Laboratory Division (NFLD)</b> , 860 ARCADIA Bldg., Ground Flr., Quezon Avenue, Q.C. (Receiving counter)
6. Official Receipt (1 original & 1 duplicate copy)	<b>Designated Cashier Personnel at BFAR-FIQD</b> , Ground Flr. Lobby, Fisheries Building, BPI Compd., Brgy. Vasra, Visayas Ave., Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill-up Request for Laboratory Analysis (RLA) Form	1. Provide RLA Form and Receive filled-up RLA form from clients	None	10 Minutes	<i>Client/Customer and Customer Service Officer</i> NFLD Office-Ground Flr. ARCADIA Bldg., Q. Avenue, Q.C.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit accomplished form and samples	2. Assess submitted documents and requirements for analysis and issue duplicate copy of RLA and Claim Stub	None	20 Minutes	<i>Client/Customer and Customer Service Officer</i> NFLD Office-Ground Flr.ARCADIA Bldg., Q.Avenue, Q.C.
3. Secure Order of Payment and pay for necessary fee	3. Issue of Order of Payment	None	3 Minutes	<i>Client/Customer and Customer Service Officer</i> NFLD Office-Ground Flr.ARCADIA Bldg., Q.Avenue, Q.C.
4. Secure duplicate copy of RLA and claim stub	4. Provide the duplicate copy of RLA and claim stub	None	10 Minutes	<i>Client/Customer and Customer Service Officer</i> NFLD Office-Ground Flr.ARCADIA Bldg., Q.Avenue, Q.C.
5. Pay appropriate fee and secure Official Receipt at the G/Flr., Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.	5. Accept payment and issue Official Receipt (original and duplicate copy)	None	5 Minutes	<i>Cashier Personnel</i> BFAR-FIQD, G/Flr. Lobby, Fisheries Building, BPI Compd., Brgy. Vasra, Visayas Ave., Quezon City
None	6. Conduct Laboratory Analysis	<b>PER SAMPL</b>  P 4,500.00 a. P 1,000.00 b. P 1,000.00 c. P 1,000.00 d. P 1,000.00  P 450.00 a. P 1,200.00 b. P 1,200.00 c. P 1,200.00  P 500.00	13 working days after completion of the required number of samples per filter plate for Brevetoxin and Ciguatera;  13 working days after sample preparation for Antibiotic Residues;  13 working days after sample receipt for Histopathology, Histamine and Heavy Metals	<i>Laboratory Analyst/s and Technical Manager</i>
None	6. Calculate and record result of analysis	None	1 Hour	<i>Laboratory Analysis / Technical Manager</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	7. Verify results, prepare, review and approval of Test Report	None	1-2 Working Days	Laboratory Analysis / Technical Manager / Customer Service Officer / Section Chief / Laboratory Manager
7. Present Claim Stub and duplicate copy of Official Receipt to claim test report(s)/result(s)	8. Release Report of Test	None	10 Minutes	Client/Customer and Customer Service Officer NFLD Office-Ground Flr.ARCADIA Bldg., Quezon Avenue, Q.C.
TOTAL:			15 WORKING DAYS AFTER after completion of the required number of samples per filter plate for Brevetoxin and Ciguatera;  15 WORKING DAYS AFTER SAMPLE PREPARATION FOR ANTIBIOTIC RESIDUES, HISTOPATHOLOGY, HISTAMINE AND HEAVY METALS;	
15 WORKING DAYS AFTER after completion of the required number of samples per filter plate for Brevetoxin and Ciguatera;  15 WORKING DAYS AFTER SAMPLE PREPARATION FOR ANTIBIOTIC RESIDUES, HISTOPATHOLOGY, HISTAMINE AND HEAVY METALS;				



FEEDBACK AND COMPLAINTS MECHANISMS	
How to send a feedback	<p>A. For walk-in Clients: <b>(in 3 easy step)</b></p> <ol style="list-style-type: none"> <li>1. Where to get the <u>Citizen/Client Satisfaction Survey Form</u>: <b>Guard on post/podium or at ARTU Office</b> located at the <u>Ground Floor Lobby, Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C.</u></li> <li>2. When to accomplish the form: After rendition of goods and/or service by the appropriate office, the office will then be rated accordingly by the client using the form.</li> <li>3. Where to submit the accomplished form: The client may drop the same at the drop-box near the guard on post at the ground floor lobby.</li> </ol>
	<p>B. On goods and/or projects and programs rendered outside the office:</p> <p>Where to get the Client Satisfaction Survey Form: From the program/project/office implementer, usually given after the delivery of goods or the conduct of activity (livelihood assistance, technical assistance, workshops, trainings or other related field activity where stakeholders are involved).</p> <p>When to accomplish the form: The client/beneficiary/stakeholder is given time to observe the quality of goods delivered and/or the effectiveness of the activity undertaken. After the lapse of five (5) months from the date of delivery or activity, the client accomplishes the form given.</p> <p>Where and How to submit the accomplished form: Through ordinary mail, email or personal delivery to the program/project/office implementer. The latter in turn submits the same to the Fisheries Planning and Economics Division (FPED) for evaluation and assessment.</p>
	<p>C. Through official website and social media account</p>
	<p>Where and How to get the Client Feedback Form thru  <b>Website:</b> <a href="https://www.bfar.da.gov.ph/">https://www.bfar.da.gov.ph/</a> by clicking and answering the specially designed client feedback widget.</p> <p><b>Facebook:</b> <a href="https://www.facebook.com/BFAR.Central/">https://www.facebook.com/BFAR.Central/</a>  After the client's inquiry has been answered, the client will be provided a feedback form</p>
How feedback is processed	<p>Except for letter <b>b</b> hereunder, all feedbacks are collected every FRIDAY by the following offices:</p> <ol style="list-style-type: none"> <li>a. <b>For walk-in clients – Anti-Red Tape Unit (ARTU)</b>- Administrative Division;</li> <li>b. <b>For goods, projects or programs</b> of the Bureau - will be collected by the project/program implementer or the office who delivered the goods then submits the same to the Fisheries Planning and Economics Division (FPED) for assessment and evaluation;</li> <li>c. <b>BFAR website:</b> Fisheries Information Management Section (FIMS)</li> <li>d. <b>BFAR social media:</b> Information and Fisherfolk Coordination Unit (IFCU)</li> </ol> <p>Feedback requiring answers will be forwarded to the appropriate offices, by the above-mentioned offices and they are required to relay their answer to the client within three (3) days from receipt of the feedback, copy furnish the office.</p> <p>Negative feedbacks, which do not affect policies, processes or established rules, are immediately brought to the concerned office for their appropriate action.</p> <p>Meanwhile, feedbacks which affects policies, processes or established rules, are discussed during the Quality Management System (QMS) management review or during Management Committee Meeting (ManCom)</p>

FEEDBACK AND COMPLAINTS MECHANISMS	
<b>How feedback is processed</b>	<p>The above-mentioned offices are required to make an annual report containing the summary of the feedbacks collected. The same will be reported during the QMS Management Review</p> <p>All offices will be furnished the client assessment and evaluation report by the above-mentioned offices</p>
<b>How to file a complaint</b>	<p>a. For complaint involving disciplinary and non-disciplinary actions against civil service official or employee, the complaint must comply with the form required under the Revised Rules on Administrative Cases in the Civil Service (RRACCS) .</p> <p>b. For other complaints, the client will be requested to proceed with the Anti-Red Tape Unit (ARTU) located at the <u>Ground Floor Lobby, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</u> thru the designated Complaint Officer to fill up a <u>Client Complaint Form</u>. Upon completion, it will be dropped at the drop-box located at the Guard podium at the Fisheries building lobby.</p>
<b>How complaints are processed</b>	<p>a. For complaint involving disciplinary and non-disciplinary actions against civil service official or employee, the complaint will be processed in accordance with the Revised Rules on Administrative Cases in the Civil Service (RRACCS) .</p> <p>b. For other complaints, the complaints officer assigned in the Anti-Red Tape Unit-(ARTU) opens the complaints drop box on a weekly basis and evaluates each complaint.</p> <p>Upon evaluation, the Complaints Officer shall start the investigation and forward the complaint to the relevant office for their explanation. The Complaints Officer will make a report after the investigation and shall submit it to the Head of Agency for appropriate action.</p> <p>The client will be informed, in writing, of the action taken by the management and its results.</p> <p>c. A yearly report containing the summary of client complaints will be discussed during the QMS Management Review</p>
<b>Contact Information of CCB, PCC, ARTA</b>	<p>ARTA: complaints @arta.gov.ph 1-ARTA (2782)</p> <p>PCC : 8888</p> <p>CCB : 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Unit (ARTU) : 8-294-3620</p>

## LIST OF OFFICES

Main Office	Address	Contact Information
Head/Main Office:	3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Avenue, Quezon City	Fisheries Bldg., Tel No. +63(2)8929-9597; 8929-8074
DIRECTOR'S OFFICE		
FRONTLINE SERVICES: External Service		
FISHERIES INSPECTION & QUARANTINE DIVISION (FIQD)	Ground Floor, Fisheries Building Complex, BPI Compound, Visayas Avenue, Quezon City	Assigned contact number is still on process due to the recent transfer of location from the previous office location at PCA, Elliptical Road to Fisheries Bldg., BPI Compound, Visayas Avenue
FISHERIES REGULATORY & LICENSING DIVISION (FRLD)	Ground Floor, Fisheries Building Complex, BPI Compound, Visayas Avenue, Quezon City	Assigned contact number is still on process due to the recent transfer of location from the previous office location at PCA, Elliptical Road to Fisheries Bldg., BPI Compound, Visayas Avenue
FISHERIES RESOURCE MANAGEMENT DIVISION (FRMD)	3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Avenue, Quezon City	Assigned contact number is still on process due to the recent transfer of location from the previous office location at PCA, Elliptical Road to Fisheries Bldg., BPI Compound, Visayas Avenue
NATIONAL FISHERIES LABORATORY DIVISION (NFLD)	860 ARCADIA Building, Quezon Avenue, Quezon City	BFAR- ARCADIA - Tel. No. (2) 8-3732894
TECHNICAL SERVICES: External Service (Frontline)		
BFAR NATIONAL CENTERS		
National Freshwater Fisheries Technology Center (NFFTC)	CLSU Cmpd. Science City of Nueva Ecija	Tel No. (44) 456-06-70; 456-02-41
National Inland Fisheries Technology Center (NIFTC)	51 KM Manila East Road, Sauyoc Tanay Rizal	Contact No. 0917-133-9451 (Mobile Number)
National Marine Fisheries Development Center (NMFDC)	Naval Base, Ave. Sangley Point Cavite City	Tel No. (046) 524-20-61 loc. 4420
National Integrated Fisheries Technology Development Center (NIFTDC)	Binloc Dagupan City	Tel No. (075) 653-03-25; 653-03-85
National Brackishwater Fisheries Technology Center (NBFTC)	Sitio Iringan Palsabangon Pagbilao, Quezon	Tel No. (+63) 9174251027
National Seaweeds Technology and Development Center (NSTDC)	Cabid-an Sorsogon	Tel No. 9391258448

## CERTIFICATE OF COMPLIANCE



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF FISHERIES AND AQUATIC RESOURCES**  
PCA Compound, Elliptical Road, Diliman, Quezon City  
Tel.Nos.(02) 929-9597; TeleFax. (02) 929-8074

### CERTIFICATE OF COMPLIANCE

*Pursuant to Republic Act No. 11032: An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, amending for the purpose Republic Act No. 9485, otherwise known as the Anti-Red Tape Act of 2007, and for Other Purposes.*

I, **EDUARDO B. GONGONA**, Filipino, of legal age, holding the position of **Director IV** of the Bureau of Fisheries and Aquatic Resources (BFAR), the person responsible and accountable in ensuring compliance with Section 6 on the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, hereby declare and certify the following facts:

- 1) The *Bureau of Fisheries and Aquatic Resources Central Office* including it's seven **(7)** **National Centers**, fifteen **(15)** **Regional Offices** and seventy-eight **(78)** **Provincial Offices** has established its service standards known as the BFAR Citizen's Charter and will be continuously updating in order to provide efficient delivery of public service, that enumerates the following:
  - a. Mandate, Vision and Mission of the agency;
  - b. Service Pledge;
  - c. Government services offered:
    - i. Comprehensive and checklist of requirements for each type of application or request;
    - ii. Streamlined step-by-step procedures/process to obtain a particular service;
    - iii. Specified person responsible for each step/process;
    - iv. Maximum time needed to conclude the process;
    - v. Document/s to be presented by the applicant or requesting party;
    - vi. Specified amount of fees; and
  - d. Procedures for filing complaints and feedback mechanisms;
- 2) The **BFAR** Citizen's Charter is the service standard or a pledge, that communicates in simple terms the information of all the frontline (external) services and non-frontline (internal) services that BFAR delivers;
- 3) The **BFAR** Citizen's Charter is written in English, printed out in A4 type of bond paper, and ring binded;



4) The **BFAR** Citizen's Charter is posted as an information billboard in electronic format and tarpaulin in the most conspicuous places of the Bureau's offices specifically at the main entrance lobby located and at the following offices:

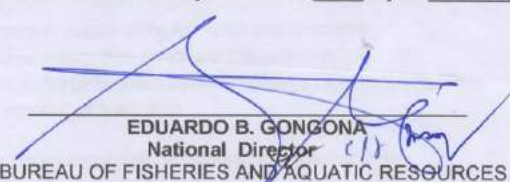
- **Public Assistance Counter (PAC)**, Anti-Red Tape Unit (ARTU) Office, Ground Floor Lobby, Fisheries Building Complex, BPI Compound, Visayas Avenue, Quezon City
- **Fisheries Regulatory and Licensing Division (FRLD)** at Ground Floor Lobby, Fisheries Building Complex, BPI Compound, Visayas Avenue, Quezon City
- **Fisheries Inspection and Quarantine Division (FIQD)** at Ground Floor Lobby, Fisheries Building Complex, BPI Compound, Visayas Avenue, Quezon City
- **Fisheries Resource Management Division (FRMD)- Coastal Resource Management Section (CRMS)**, 3<sup>rd</sup> Floor, Fisheries Building Complex, BPI Compound, Visayas Avenue, Quezon City
- **National Fisheries Laboratory Division (NFLD)**, Ground Floor, Lobby and BFAR-FIQD Office, 3<sup>rd</sup> Floor, 860 ARCADIA Building, Quezon Avenue, Quezon City;

5) The **BFAR** Citizen's Charter updated copy were uploaded on the agency's website through a link under the Transparency Seal and accessible to the general public; and

6) There is an established Client Satisfaction Measurement in all frontline service offices.

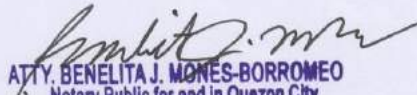
This certification is being issued to attest to the accuracy of all the foregoing based on available records and information that can be verified.

**IN WITNESS WHEREOF**, I have hereunto set my hands this 18th day of October 2021 in Quezon City, Philippines.

  
EDUARDO B. GONGONA  
National Director  
BUREAU OF FISHERIES AND AQUATIC RESOURCES

**SUBSCRIBED AND SWORN** to before me this OCT 18 2021 of 2021 in Quezon City, Philippines, with affiant exhibiting to me his BFAR Government-issued ID, issued on August 24, 2016 at BFAR Office, 3<sup>rd</sup> Floor, Director's Office, Elliptical Road, Diliman, Quezon City.

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Book No. XIV  
Series of 2021

  
**ATTY. BENELITA J. MONES-BORROME0**  
Notary Public for and in Quezon City  
Adm. Matter No. NP-112  
Commission until 31 December 2021  
IBP Lifetime No. 09779 / 01-04-2011 / Q.C.  
PTR No. 9342646 / 01-05-2021 / Q.C.  
Roll of Attorney No. 47287 / 05-08-2002  
MCLE Compliance VI-No. 0013403 until 4-14-22  
28-1 Malakas St. Corner Magalang St.,  
Barangay Pinyahan, Q.C./ Tel. No. 579-58-88



**BUREAU OF FISHERIES AND AQUATIC RESOURCES**

**INTERNAL SERVICES**  
**(TECHNICAL AND ADMINISTRATIVE)**

**PART II**

**CITIZEN'S CHARTER**

**CY-2022 (2nd Edition)**

## TECHNICAL SERVICES

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## TECHNICAL SERVICES

### BFAR-Capture Fisheries Division (CFD)

#### 1. Policy Formulation (Fisheries Administrative Order (FAO))

Based on Rule 65.2 of the RA 10654, the Rules and Regulation shall be based on scientific studies and the affected regions should attend the consultations for them to participate in the discussion and have a chance to provide their comments and/or suggestions. Proposed regulation/policy should be available in public prior to consultation.

<b>Office or Division</b>	<b>BFAR-Capture Fisheries Division (CFD)</b>
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2G (Government to Government) / G2C (Government to Citizen) / G2B (Government to Business)
<b>Who may avail:</b>	Various Stakeholders from Capture Fisheries Sector (Local Government Office, Fisherfolks, Fishing Industry, Academe, Non-Governmental Organizations (NGOs), National Government Agencies (NGAs), Indigenous People (IPs), Local Government Unit (LGU) and BFAR- Regional Offices)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Formulation/Amendment of Fisheries Administrative Order (FAO)		Client/Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for the formulation or amendment of Fisheries Administrative Order (FAO) to the Capture Fisheries Division (CFD), 2nd Flr., Fisheries Bldg.,	1. Receive and review the request	None	5 days	<p><i>Concerned Staff</i>  <b>BFAR-Capture Fisheries Division (CFD)</b>            2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</p>
None	1.1 Draft propose FAO (this includes research for technical studies, science-based data, etc.)	None		
None	1.2 Schedule the conduct of consultation with the concerned technical personnel and Regional Directors	None	5 days	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Attend the scheduled consultation (national/regional technical and Regional Directors)	1.3 Conduct of the consultation with concerned national/regional technical personnel and Regional Directors in accordance with Rule 65.2 of RA 10654*	None	5 days	Concerned Staff, BFAR-Capture Fisheries Division (CFD), 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	1.4 Finalize the drafted FAO	None		
None	1.5 Schedule the conduct of consultation with the institutions/sector involved	None	40 days	
3. Attend the scheduled consultation (institutions/sectoral) (3 Cluster)	1.6 Conduct of the consultation with the institutions/sectors involved (3 cluster consultations)	None		
None	1.7 Revise the first drafted FAO incorporating inputs from the 2 consultation conducted	None		
None	1.8 Submit the revised drafted FAO to Legal Division for initial review	None	5 minutes	Concerned Staff BFAR-Capture Fisheries Division (CFD)
None	2. Review/Evaluate the 1st drafted FAO (format, legal and technical concerns)	None	5 days	BFAR Legal Division 2nd Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	2.1 Return the drafted FAO to Capture Fisheries Division for further comments and additional inputs/revisions	None		
None	3. Finalize the drafted FAO and submit to Legal Division for further review/comments	None	1 day	Concerned Staff BFAR-Capture Fisheries Division (CFD)
None	4. Endorse the final drafted FAO to the BFAR Director for review/evaluation	None	10 minutes	BFAR Legal Division, 2nd Flr., Fisheries Bldg., BPI Compound

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	5. Review/Evaluate the drafted FAO	None	3 days	<b>BFAR Director</b> <b>Office of the Director</b> 3rd Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	5.1 Endorse the final drafted FAO to the USEC for Fisheries/Chairman of the NFARMC for review (copy furnished the NFARMC Secretariat for the scheduled deliberation/conference)	None		
None	6. Coordinate on the confirmation of attendance on the final scheduled meeting/conference with the NFARMC  *(Preparation of NFARMC meeting/conference will take 10 days based on the guidelines approved)	None	* 10 days	<b>Concerned Staff</b> <b>BFAR-Capture Fisheries Division (CFD)</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
3. Attend and participate on the deliberation	7. Attend and participate on the deliberation	None	1 day	<b>NFARMC</b> <b>NFARMC Office</b> 2nd Flr., BFAR Annex Bldg., BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City &  <b>Concerned Staff</b> <b>BFAR-Capture Fisheries Division (CFD)</b>
None	8. Review and revise the drafted FAO taking into consideration the outputs from the NFARMC deliberation	None	1 day	<b>Concerned Staff</b> <b>BFAR-Capture Fisheries Division (CFD),</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	8.1 Forward the drafted FAO to Legal Division for review	None	5 minutes	
None	9. Review the drafted FAO (format, legal, technical concerns)	None	5 days	<b>BFAR Legal Division</b> 2nd Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	9.1 Return to Capture Fisheries Division (CFD) for final revision	None		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	10. Receive and finalize the drafted FAO from Legal and return back to Legal Division for final review	None	1 day	<i>Concerned Staff</i> <b>BFAR-Capture Fisheries Division (CFD)</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
None	11. Review and endorse the drafted FAO to the Director for final evaluation	None	10 minutes	<b>BFAR Legal Division</b> 2nd Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	12. Review/Evaluate the final drafted FAO	None	3 days	<i>BFAR Director</i> <b>Office of the Director</b> 3rd Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	12.1 Endorse the reviewed and final drafted FAO to the USEC for Fisheries/Chairman of NFARMC for final review	None	10 minutes	<i>BFAR Director</i> <b>Office of the Director</b> 3rd Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	13. Evaluate FAO and recommend/endorse to the Office of the Secretary for signature/approval	None	3 days	<i>Undersecretary for Fisheries</i> <b>Office of the Undersecretary</b> 3rd Flr., Fisheries Bldg. Complex, Brgy. Vasra, Visayas Ave., Quezon City
None	14. Evaluate/ Review and approve/sign the FAO	None	15 days	<i>DA Secretary</i> <b>Office of the Secretary</b> Department of Agriculture, Elliptical Road, Diliman, Quezon City
None	15. Forward to BFAR Records the approved FAO for appropriate actions	None	5 minutes	<i>Concerned Staff</i> <b>BFAR-Capture Fisheries Division (CFD)</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	16. Facilitate the processing of the approved FAO by placing the appropriate number	None	15 minutes	<b>BFAR Records Section</b> Ground Flr., Fisheries Bldg. Complex, BPI Compound, Brgy., Vasra, Visayas Avenue, Quezon City
None	17. Publish the approved FAO to Official gazette, to atleast two (2) news paper/circulation and uploaded to DA-BFAR website	None	5 days	<i>Concerned Staff</i> <b>BFAR-Capture Fisheries Division (CFD)</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
<b>TOTAL:</b>			<b>103 days and 1 hour</b>	

\* RA 10654- AN ACT TO PREVENT, DETER AND ELIMINATE ILLEGAL, UNREPORTED AND UNREGULATED FISHING, AMENDING REPUBLIC ACT NO. 8550, OTHERWISE KNOWN AS "THE PHILIPPINE FISHERIES CODE OF 1998," AND FOR OTHER PURPOSES  
RULE 65.2- FORMULATION OF RULES AND REGULATIONS



## 2. Request for Technical Assistance for Site Survey, Construction and Installation of Lambaklad (Set Net)

Lambaklad project helps the community to their livelihood, provides a regular source of extra income, and additional employment opportunities to the fisherfolks. Better quality of fish supply will increase with lesser lives risk considering that it is a coastal type of fishing. Also, it increases trade with other communities and the other economic activities will generate more revenue to the community and the government.

<b>Office or Division</b>	BFAR-Capture Fisheries Division (CFD)
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2G (Government to Government) / G2C (Government to Citizen)
<b>Who may avail:</b>	Cooperatives or Fisherfolk Association registered with the Local Government Unit (LGU)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request Letter or Proposal from the Cooperatives or Fisherfolk Association	Registered Cooperatives or Fisherfolk Association
2. Endorsement Letter from the Local Gov't Unit (LGU)	Local Government Unit (LGU)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter/proposal with endorsement from the LGU/BFAR-RFOs to the Office of the BFAR Director, 3rd Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City	1. Receive and review request then forward to BFAR-Capture Fisheries Division for appropriate action	None	5 Minutes	Admin Staff <b>Office of the Director</b> 3rd Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	2. Receive request/proposal and evaluate the request by conducting table study of the site, design, and technical considerations	None	2 Hours	Concerned Staff/Lambaklad Focal Person/Division Chief <b>BFAR-Capture Fisheries Division (CFD)</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	2.1 Prepare initial findings and draft response to client on actions to be taken	None	2 Hours	<p><i>Concerned Staff/Lambaklad Focal Person/Division Chief</i>  <b>BFAR-Capture Fisheries Division (CFD)</b>            2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</p>
None	2.2 Facilitate approval of the CFD Chief and signature of the Director on the requested technical assistance	None	2 Hours	
2. Receive the letter response and agreed/confirmed on the schedule of on-site visit/validation survey	2.3 Coordinate with the concerned RFO, LGU and inform the client on the scheduled site survey visit and advise also on the necessary data needed for the on-site visit	None	2 Hours	
3. Accompany the CFD Technical Staff during the on-site visit/validation survey	2.4 Conduct Site Survey (determine/plot project deployment location and design using standard protocols and criterias)	None	4 Hours	<p><i>Concerned Staff/Lambaklad Focal Person/Division Chief</i>  <b>BFAR-Capture Fisheries Division (CFD)</b>            2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.</p>
None	2.5 Plan-out site installation, design, schedule and logistics (for construction and installation)	None	4 Hours	<p><i>Concerned Staff/Lambaklad Focal Person/Division Chief</i>  <b>BFAR-Capture Fisheries Division (CFD)</b>            2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.</p>
None	3. Construction and installation of the Lambaklad (Set Net)	None	14 days	<p><i>Technical Staff</i>  <b>BFAR-Capture Fisheries Division (CFD)</b>            2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City &amp;  <b>Provincial Fisheries Office/Regional Office (Production Division)</b></p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Receive the constructed/installed Lambaklad (Set Net) Project	3.1 Turn-over of the requested technical assistance on constructed/installed Lambaklad (Set-net) project	None	1 day	<i>Technical Staff</i> <b>BFAR-Capture Fisheries Division (CFD)</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City & <b>Provincial Fisheries Office/Regional Office (Production Division)</b>
TOTAL:			17 Days and 5 Minutes	

### 3. Technical Assistance for Fisheries Management Areas (FMA)

Based on the Establishment of Fisheries Management Area (FMA) for the conservation and management of fisheries in the Philippine waters (Fisheries Office Order (FOO) 263, Series of 2019), the Capture Fisheries Division is tasked to conduct consultation and capacitate BFAR employee in the Regional offices in order to aim the optimal sustainable utilization of the fisheries resource for the benefit of humankind whilst safeguarding the ecosystem. Modern Fisheries Management is based on scientific information that is used to develop the rules under which fisheries operate.

<b>Office or Division</b>	<b>BFAR-Capture Fisheries Division (CFD)</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G (Government to Government) / G2C (Government to Citizen) / G2B (Government to Business)			
<b>Who may avail:</b>	<b>Internal:</b> BFAR- Regional Offices <b>External:</b> Stakeholders within Fisheries Management Areas (including Local Government Office, Fisherfolks, Academe, Non-Governmental Organizations (NGOs), Indigenous People (IPs), Person With Disabilities (PWDs), National Government Agencies (NGAs), and Local Government Unit (LGU).			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Letter Request for Technical Assistance		Client/ Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request for Technical Assistance to the concerned Provincial Fishery Office (PFO)	1. Receive Letter Request and forward to concerned Regional Office	None	5 Minutes	<i>Provincial Fisheries Office (PFO)concerned</i>
None	2. Receive transmitted letter request from concerned PFOs and forward/endorse Letter Request thru email to the Office of the BFAR National Director (Central Office) for appropriate action	None	1 Hour	<i>Regional Office/s concerned based on the area of requesting party</i>
None	3.Receive letter request / endorsement letter from concerned Regional Office and forward to BFAR-CFD for appropriate action	None	10 Minutes	<i>Technical/Admin Staff Office of the Director 3rd Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	4. Receive letter request/endorsement letter from the Office of the Director	None	10 Minutes	<i>Admin Staff</i> <b>BFAR-Capture Fisheries Division (CFD)</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	4.1 Forward to CFD Chief for appropriate action	None	15 Minutes	<i>Chief</i> <b>BFAR-Capture Fisheries Division (CFD)</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	5. Receive letter request and assign to concerned Technical Staff/Focal Person for appropriate action	None	5 Minutes	<i>Focal Person/Technical Staff</i> <b>BFAR-Capture Fisheries Division (CFD)</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	6. Review/evaluate the letter request and prepare/facilitate the approval of letter response	None	30 Minutes	<i>Focal Person/Technical Staff</i> <b>BFAR-Capture Fisheries Division (CFD)</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
2. Receive notification on the approved letter response	6.1 Coordinate/Notify client on the approved letter request thru phone call/e-mail on the scheduled date of rendering technical assistance on the activity/training needed	None	30 Minutes	<i>Focal Person/Technical Staff</i> <b>BFAR-Capture Fisheries Division (CFD)</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
3. Confirm attendance and attend appropriate training schedule	7. Render/provide the Technical Assistance requested/needed:  - Acts as Resource Person  - Conduct training orientation	None	5 days	<i>Focal Person/Technical Staff</i> <b>BFAR-Capture Fisheries Division (CFD)</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
<b>TOTAL:</b>			<b>5 Days, 2 Hours, and 45 Minutes</b>	

## BFAR- Fisheries Resource Management Division (FRMD)

### 1. Technical Assistance on the Conduct of Rapid Resource Assessment

Render technical assistance to Client/s in the Rapid Resource Assessment of Marine Habitat

Office or Division		BFAR- Fisheries Resources Management Division (FRMD) - Coastal Resource Management Section (CRMS)		
Classification		Complex		
Type of Transaction		G2B - Government to Business Entity; G2G- Government to Government; G2C- Government to Citizen		
Who may avail:		(External) Local Government Unit (LGU)/Other Stakeholders		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request		Client/Requesting Party/ies		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter to the FRMD Office located at 3rd Flr., Fisheries Bldg.,	1. Receive request letter and forward request letter to the Division Chief for instructions to concerned section/ section chief	None	10 minutes	Administrative Staff 3rd flr., FRMD Office Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Diliman, Quezon City
None	2. Receive and review request letter from the Division Chief for appropriate action	None	1 day	Section Chief Coastal Resource Management Section (CRMS) 3rd flr., FRMD Office, Fisheries Bldg.,
2. Receive schedule of Technical Assistance	3. Coordinate with the client/requesting party and/or collaborators (Regional Fisheries Offices/ Provincial Fisheries Offices) on the details of activity (i.e. schedule , requirements, etc.)	None	20 Minutes	Technical Staff Coastal Resource Management Section (CRMS) 3rd flr., FRMD Office, Fisheries Bldg.,

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	4. Prepare/ Process the approval of travel order by the Division Chief	None	1 hour	<i>Administrative Staff 3rd flr., FRMD Office Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Diliman, Quezon City</i>
None	5. Processing and approval of necessary travel documents	None	5 days	<i>FPED, FMD, ADAS, HRMS 3rd &amp; 4th flr, Fisheries Bldg., BPI Compound</i>
3. Allow/Accompany the technical staff on the conduct of on-site assessment	6. Conduct of On-site Technical Assistance	None	5 days	<i>Technical Staff Coastal Resource Managemnet Section (CRMS) 3rd flr., FRMD Office, Fisheries Bldg.,</i>
4. Wait for the assessment/ evaluation report	7. Analysis of data/ information gathered during the actual assessment for preparation of technical report	None	4 days	<i>Technical Staff Coastal Resource Managemnet Section (CRMS) 3rd flr., FRMD Office, Fisheries Bldg.,</i>
None	8. Prepare Technical Report based on the site assessment and Endorsement Letter for review and approval	None	1 hour	<i>Technical Staff Coastal Resource Managemnet Section (CRMS) 3rd flr., FRMD Office, Fisheries Bldg.,</i>
None	9. Review and approval of Technical Report	None	1 day	<i><b>FRMD Chief</b> 3rd flr., FRMD Office, Fisheries Bldg., BPI Compound</i>
None	10. Approve the dissemination of the Technical Report	None	4 hours	<i><b>Bureau Director ,</b> BFAR-Director's Office, 3rd Flr.</i>
5. Receive copy of Technical Report from the FRMD	11. Release of the Technical Report to client	None	10mins	<i>Administrative Staff Coastal Resource Managemnet Section (CRMS) 3rd flr., FRMD Office</i>
<b>TOTAL:</b>		None	<b>16 days, 6 hours, and 40 minutes</b>	

## 2. Technical Assistance for Walk-in Clients

Renders advisory services and technical assistance to walk-in clients on the Fisheries Resource Management and Coastal Resource Management matters/concerns.				
<b>Office or Division</b>	<b>BFAR- Fisheries Resources Management Division (FRMD) - Coastal Resource Management Section (CRMS)</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2B - Government to Business Entity; G2G- Government to Government; G2C- Government to Citizen			
<b>Who may avail:</b>	(External) Local Government Unit (LGU)/Other Stakeholders			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request (if applicable)		Client/Requesting Party/ies		
2. Citizen/ Client Satisfaction Survey Form		BFAR-Fisheries Resource Management Division (FRMD), 3rd Floor or at the <u>Ground floor</u> , Lobby, Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Diliman, Quezon City		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request / Inquiry	1. Receive or attend to the client/s inquiry and refer to concerned technical staff	None	20 Minutes	<i>Administrative Staff</i> 3rd flr., FRMD Office Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Diliman, Quezon City
2. Discuss the inquiry with the technical personnel/staff	2. Render technical assistance to the client	None	30 minutes	<i>Technical Staff</i> 3rd flr., FRMD Office
3. Submit the accomplished Citizen/ Client Satisfaction Survey secured from the guard on duty at the ground lobby	3. Request the client to accomplished the Client Satisfaction Survey Form and instruct to place the Form at the drop box located at Ground floor lobby at the Guard podium.	None	10 Minutes	<i>Administrative Staff/ Guard on duty</i>
<b>TOTAL:</b>		None	<b>1 Hour</b>	



### 3. Request for Fishing Boat Registration (BOAT-R) and Fisherfolk Registration (FISH-R) Data

Collection of Data and Inventory towards policy formulation.				
<b>Office or Division</b>	<b>BFAR- Fisheries Resources Management Division (FRMD) - Coastal Resource Management Section (CRMS)</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2B - Government to Business Entity; G2G- Government to Government; G2C- Government to Citizen			
<b>Who may avail:</b>	(External) Local Government Unit (LGU)/Other Stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Written and/or e-mail Request Letter		Client/Requesting Party/ies		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request	1. Receive and forward letter request to the Division Chief for instructions to concerned section/ Section Chief	None	10 minutes	<i>Administrative Staff</i> 3rd flr., FRMD Office Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Q.C.
None	2. Review and refer the request letter to the concerned section to render the assistance needed	None	1 day	<b>Division Chief</b> 3rd flr., FRMD Office, 3rd Flr., Fisheries Bldg.,
None	3. Receive and review request letter from the Division Chief for appropriate action and forward to concerned technical personnel for action	None	1 hour	<i>Section Chief,</i> <i>Coastal Resource</i> <i>Management,</i> 3rd flr., FRMD Office
None	4. Render the technical assistance by extraction of data from the website Municipal Fisherfolk Registration System (Fish'R) or Municipal Fishing Boat and Gear Registration System (Boat'R)	None	1 day	<i>Technical Staff</i> 3rd flr., FRMD Office
None	5. Prepare letter reply for further review and endorsement for the approval of the Director	None	1 day	<i>Technical Staff , Section</i> <i>Chief, Division Chief,</i> <i>and Assistant Directors</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	6. Approval and signature of the letter reply	None	4 hours	<b>Bureau Director</b> <i>3rd flr., Fisheries Bldg. Complex, BPI Compound</i>
2. Receive thru e-mail notification on the approved letter reply and needed information	7. Notify the client on the approved letter response thru email	None	5 minutes	<i>Administrative Staff</i> 3rd flr., FRMD Office
3. Receive the approved letter of reply thru email	8. Release approved letter reply and needed information to the Client thru e-mail	None	5 minutes	<i>Administrative Staff</i> 3rd flr., FRMD Office
<b>TOTAL:</b>		<b>None</b>	<b>3 days, 5 hours, and 20 minutes</b>	

## BFAR- Inland Fisheries and Aquaculture Division (IFAD)

### 1. On-Site Water Quality Test and Pond Side Disease Detection of Cultured Species

IFAD through the National Shrimp Production Program conducts collection of soil and on-site water quality test and pond side disease detection of cultured species in registered and accredited grow-out farms and hatcheries.

<b>Office or Division</b>	<b>BFAR- Inland Fisheries and Aquaculture Division - National Shrimp Production Program (IFAD-NSPP)</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2B- Government to Business Entity			
<b>Who may avail:</b>	Registered and Accredited Grow-Out Farms and Hatcheries			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Shrimp samples (300 pieces post larvae/ 15 pieces juvenile) per tank/ pond; 2. water (1 liter) per pond/ tank		Requesting Party/Business Entity		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1. Coordinate with the BFAR Regional Officer/ client / Requesting party for the schedule of monitoring and evaluation	None	30 Minutes	<i>Aquaculturist I</i> <b>BFAR- IFAD Office</b> 2nd Floor, Fisheries Building Complex, BPI Compound Brgy. Vasra, Visayas Avenue Quezon City
2. Received the scheduled visit/ inspection and Allow to collect samples on the site and attend the exit meeting	2. Conduct on-site water quality test and disease detection of cultured species	None	1 Day	<i>Aquaculturist I/ Aquaculturist II/ Veterinarian II</i> <b>BFAR- IFAD Office</b>
None	3. Prepare test report for water quality test and disease detection	None	10 minutes	
3. Receive test report thru e-mail	4. Record and release the Test Report to clients thru e-mail	None	1 Hour	
<b>TOTAL:</b>		<b>None</b>	<b>1 Day, 1 Hours, &amp; 40 Minutes</b>	

## 2. Field Monitoring and Evaluation of Maturation, Breeding, Spawning, and Larval Rearing of Hatchery Facilities and Grow-out Farms of Aquaculture Species

IFAD through its National Shrimp Production Program conducts monitoring and evaluation of hatchery facilities and grow-out farms in compliance to minimum biosecurity measures.				
<b>Office or Division</b>	<b>BFAR- Inland Fisheries and Aquaculture Division (IFAD)</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2B- Government to Business; G2G- Government to Government			
<b>Who may avail:</b>	Registered and Accredited Grow-Out Farms and Hatcheries/Regional Offices Concern			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original copy of Certificate of Compliance/Registration		Client's/Requesting Party		
2. Biosecurity Operation Procedure		Client's/Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1. Coordinate with the client and/or BFAR Regional Officer regarding the conduct of schedule monitoring and evaluation in the area	None	30 Minutes	<i>Technical Staff</i> <b>BFAR- IFAD Office</b>
2. Present the Certificate of Compliance/ Registration and Biosecurity Operating Procedures prior to assesment of hatchery facilities/ farm and attend the exit meeting	2. Conduct actual monitoring and assessment of farm/ hatchery facilities and conduct exit meeting with client	None	1 Day	<i>Aquaculturist I/ Aquaculturist II/ Senior Aquaculturist/ Supervising Aquaculturist</i> <b>BFAR- IFAD Office</b>
	2.1 Prepare the assessment report	None	1 Hour	<i>Aquaculturist I</i> <b>BFAR- IFAD Office</b>
3. Receive the copy of the Assessment Report thru e-mail or thru Regional Office Concerns	3. Provide the Regional Office/client a copy of the assessment report thru e-mail	None	10 Minutes	<i>Aquaculturist I</i> <b>BFAR- IFAD Office</b>
<b>TOTAL:</b>		<b>None</b>	<b>1 Day, 1 Hour, and 40 minutes</b>	

### 3. Technical Assistance thru Letter Request (Information Education and Communication (IEC) Materials, Available Data/ References, Resource Person, TWG/Task Force Membership

IFAD render technical assistance through a) dissemination of IEC materials and data/ references; b) act as resource person and TWG member

<b>Office or Division</b>	<b>BFAR- Inland Fisheries and Aquaculture Division (IFAD)</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B- Government to Business Entity; G2G Government to Government			
<b>Who may avail:</b>	<p>Internal: Provincial Fishery Offices, National Centers, Regional Offices, Central Office Personnel</p> <p>External: Academe (students, professors, On-the-Job Trainees, researchers)</p> <p>Operators and potential operators (fishpond/fish cage)</p> <p>Fisherfolk organizations/associations people's organizations/cooperatives</p> <p>Other government agencies (National Government Agencies and Local Government Units)</p> <p>Senior Citizens</p> <p>Indigenous People</p>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request		Client's/Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request to the Director's Office located at 3rd Flr., Fisheries Bldg.,	1. Receive the letter request and forward to IFAD office for appropriate action	None	7 Minutes	<i>Administrative Assistant</i> <b>BFAR-Director's Office</b> 3rd Floor, Fisheries Building Complex, BPI Compound Brgy. Vasra, Visayas Avenue Quezon City
None	2. Receive and Prepare response letter with appropriate action and forward reply letter to the Director for approval	None	1 Day	<i>Aquaculturist I/ Aquaculturist II/ Senior Aquaculturist/ Supervising Aquaculturist</i> <b>BFAR- IFAD Office, 2nd Flr., Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</b>
None	3. Receive and approve letter reply and forward to IFAD for appropriate action	None	2 days	<i>Administrative Assistant Bureau Director</i> <b>BFAR-Director's Office</b>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	4. Receive the approve letter from Director's Office and forward to Records Section for notification and release to client	None	5 minutes	Administrative Assistant <b>BFAR- IFAD Office</b> 2nd Floor, Fisheries Building Complex, BPI Compound Brgy. Vasra, Visayas Avenue Quezon City
2. Receive notification on the approved letter reply	5. Notify client on the approved letter reply	None	3 Minutes	<i>Administrative Assistant</i> <b>BFAR-Record Section</b> Ground Floor, Fisheries Building Complex, BPI Compound Brgy. Vasra, Visayas Avenue Quezon City
3. Receive the approved reply letter thru registered mail or e-mail	6. Release the approved reply letter to client thru registered mail or e-mail	None	5 Minutes	
<b>TOTAL:</b>		<b>None</b>	<b>3 Days and 20 Minutes</b>	

#### 4. Technical Assistance thru Letter Request/ Memorandum (Technical Inputs/ Comments)

IFAD renders technical assistance to its clients through the provision of technical inputs/ comments to pertinent documents pertaining to fisheries				
<b>Office or Division</b>	<b>BFAR- Inland Fisheries and Aquaculture Division (IFAD)</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B- Government to Business Entity; G2G Government to Government			
<b>Who may avail:</b>	<b>Internal:</b> Provincial Fishery Offices (PFOs), BFAR-National Centers, Regional Offices, and Central Office Personnel <b>External:</b> Academe (students, professors, researchers) Operators and potential operators (fishpond/fish cage) Fisherfolk organizations/associations people's organizations/cooperatives Other government agencies (National Government Agencies (NGAs) and Local Government Units (LGU), Senior Citizens, Indigenous People, OFWs			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request or Memorandum		Client's/Requesting Party		
2. Copy (e.g. project proposals, technical documents) of the document for technical inputs/ comments		Client's/Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request with complete attachments	1. Receive the letter request and forward the letter request to IFAD for appropriate action	None	10 Minutes	<i>Administrative Assistant</i> <b>BFAR-Director's Office</b> 3rd Floor, Fisheries Building Complex, BPI Compound Brgy. Vasra, Visayas Avenue Q.C.
None	2. Receive and record the letter request for review, comment/ input consolidation and prepare letter reply for signature of the Director  2.1. Forward the letter reply for approval of the Director	None	3 days	<i>Aquaculturist I/ Aquaculturist II/ Senior Aquaculturist/Su</i> <b>BFAR- IFAD Office</b> 2nd Floor, Fisheries Building Complex, BPI Compound Brgy. Vasra, Visayas Avenue Q.C.
None	3. Receive and approve/ signed letter reply with corresponding inputs/ comments	None	2 days	<i>Bureau Director</i> <b>BFAR-Director's Office</b> 3rd Floor, Fisheries Building Complex, BPI Compound Brgy. Vasra, Visayas Avenue Q.C.
None	4. Receive the approve letter from Director's Office and forward to Records Section for release to client	None	5 minutes	<i>Administrative Assistant</i> <b>BFAR- IFAD Office</b> 2nd Floor Fisheries Building Complex, BPI Compound Brgy. Vasra, Visayas Avenue Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receive notification on the approved letter request and receive the approved letter reply with required technical inputs thru registered mail or e-mail	5. Notify client on the approved letter request and release the approved reply letter thru registered mail or e-mail	None	8 Minutes	<i>Administrative Assistant</i> <b>BFAR-Record Section</b> Ground Floor Fisheries Building Complex, BPI Compound Brgy. Vasra, Visayas Avenue, Q.C.
<b>TOTAL:</b>		<b>None</b>	<b>5 Days, 23 Minutes</b>	

## 5. Technical Assistance thru Telephone Inquiry

Inland Fisheries and Aquaculture Division (IFAD) provides technical assistance to its clients via telephone inquiry.

<b>Office or Division</b>	<b>BFAR- Inland Fisheries and Aquaculture Division (IFAD)</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Internal: Provincial Fishery Offices, National Centers, Regional Offices, Central Office Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a phone call	1. Answer telephone inquiry	None	2 Minutes	<i>Administrative Assistant</i> <b>BFAR- IFAD Office</b> 2nd Floor, Fisheries Building Complex, BPI Compound Brgy. Vasra, Visayas Avenue Quezon City
2. Discuss inquiry/ needed information/concerns	2. Render appropriate response to inquiry/ needed information/ concerns immediately	None	7 Minutes	<i>Aquaculturist I/ Aquaculturist II/ Senior Aquaculturist/</i> <b>BFAR- IFAD Office</b> 2nd Floor, Fisheries Building Complex, BPI Compound Brgy. Vasra, Visayas Avenue Quezon City
<b>TOTAL:</b>		<b>None</b>	<b>9 Minutes</b>	



## 6. Technical Assistance thru Walk-in Clients

One of the Inland Fisheries and Aquaculture Division (IFAD) functions is to provide technical assistance and advisory services on aquaculture and inland water management to its walk-in clients.

Office or Division	BFAR- Inland Fisheries and Aquaculture Division (IFAD)			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen; G2B- Government to Business Entity			
Who may avail:	<b>Internal:</b> Provincial Fishery Offices (PFOs), BFAR-National Centers, Regional Offices, and Central Office Personnel <b>External:</b> Academe (students, professors, researchers) Operators and potential operators (fishpond/fish cage) Fisherfolk organizations/associations people's organizations/cooperatives Other government agencies (National Government Agencies (NGAs) and Local Government Units (LGU), Senior Citizens, Indigenous People, OFWs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplish Service Delivery Tracking Form (IFAD-F-05 Rev. No. 00)		IFAD's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the Service Delivery Tracking Form (IFAD-F-05 Rev. No. 00) provided in the IFAD's office located at 2nd Flr., Fisheries Bldg., BPI Compound	1. Provide the Service Delivery Tracking Form (IFAD-F-05 Rev. No. 00) to the client and receive the accomplished/filled-out sheet	None	3 Minutes	<i>Administrative Assistant</i> <b>BFAR- IFAD Office</b> 2nd Floor, Fisheries Building Complex, BPI Compound Brgy. Vasra, Visayas Avenue Quezon City  <i>Aquaculturist I/ Aquaculturist II/ Senior Aquaculturist/</i> <b>BFAR- IFAD Office</b> 2nd Floor Fisheries Building Complex, BPI Compound Brgy. Vasra, Visayas Avenue Quezon City
2. Discuss inquiries/ concerns with the IFAD technical personnel	2. Render technical assistance requested by client	None	25 Minutes	
3. Filled-out Citizen/Client Satisfaction Survey Form provided by guard and drop in the client's suggestion box located at the guard lobby (Ground Floor Fisheries Building Complex, BPI Compound Brgy. Vasra, Visayas Avenue Quezon City )	3. Require the client to filled-out and answer the ratings of the Citizen/Client Satisfaction Survey form from BFAR Guard on Duty and advice the client to put in the suggestion box	None	2 Minutes	
<b>TOTAL:</b>		<b>None</b>	<b>30 minutes</b>	

## BFAR- Post-Harvest Technology Division (PHTD)

### 1. Letter Request for Assistance/Conduct (Technology Demonstration, Lecture, Field Visit, and Site Validation)

The Fisheries Post Harvest Technology Division conducts technology demonstration and lectures on available fisheries postharvest technologies; renders assistance thru field visits and site validation as per request from concerned stakeholders.

<b>Office or Division</b>	<b>BFAR- Fisheries Post-Harvest Technology Division (FPHTD)</b>
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B- Government to Business Entity; G2G Government to Government
<b>Who may avail:</b>	<p><b>Internal:)</b> Provincial Fishery Offices, BFAR Regional Fishery Officers, BFAR and Central Office Personnel</p> <p><b>External:)</b> MSMEs, Exporters/Fish Processors, Potential Fish Processors, Academe (Students, Professors, On-the-Job Trainee, Research), Fisherfolk Organizations, Associations, People's Organizations, Cooperatives, Women's associations, Housewives, Senior Citizens, Indigenous People, Other government agencies (National Government Agencies (NGAs), Local Government Unit (LGU), House of Representatives) and Non-Government Organizations (NGOs)</p>

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request		Client/Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request to the Director's Office 3rd Flr., Fisheries bldg.	1. Receive, record and forward documents/letter request to the Fisheries Post-Harvest Technology Division (FPHTD) for appropriate action	None	10 Minutes	Administrative Assistant <b>BFAR-Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City
None	2. Receive and record letter request from Director's office and submit to PHTD Division Chief for appropriate action	None	5 Minutes	Administrative Assistant <b>III BFAR-FPHTD</b> 2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	2.1 Review and refer to technical staff for appropriate action	None	1 Hour	<i>Division Chief/OIC</i> <b>BFAR-FPHTD Office</b> 3rd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City
None	2.2 Prepare reply letter with proposed activity details	None	3 Hours	<i>Aquaculturist I, Aquaculturist II, Senior Aquaculturist, Supervising Aquaculturist</i> <b>BFAR-FPHTD Office</b> 2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City
None	2.3 Forward letter reply to Assistant Director for Operations (ADO) for review and initial and forward to FPHTD for appropriate action	None	10 Minutes	<i>Administrative Assistant VI, Administrative Assistant III</i> <b>BFAR-FPHTD Office</b>  2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City
None	2.4 Receive letter reply from ADO with Corresponding initial and forward to Director's Office for approval/signature	None	2 days	<i>Administrative Assistant VI, Administrative Assistant III</i> BFAR-FPHTD Office  2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City
None	3. Receive letter reply for approval and Forward the approved/ signed reply letter to FPHTD	None	5 Minutes	<i>Director's Office Staff</i> <b>Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City
None	4. Receive, record and send Notification on the approved reply letter to the client thru email	None	10 Minutes	<i>Administrative Assistant III</i> <b>BFAR-FPHTD Office</b> 2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City
2. Receive letter reply and activity details	2. Receive approval reply letter and forward to Record Section to release	None	16 hours	<i>Administrative Assistant V, Administrative Assistant III</i> <b>BFAR-Record Section</b>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receive approved/ signed letter reply and notification/ coordination on the schedule of visit/site validation/demo presentation	5. Coordinate/notify and finalize schedule visit/demo/site validation with the client	None	1 Hour	<i>Aquaculturist I, Aquaculturist II, Senior Aquaculturist, Supervising Aquaculturist</i> <b>BFAR-FPHTD Office</b> 2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City
3. Actively participate/attend in the activities (site/Vist validation, Technology demonstration, presentation	6. Conduct of Technology demonstration/ Lecture, field visit/site validation	None	5 days	<i>Aquaculturist I, Aquaculturist II, Senior Aquaculturist, Supervising Aquaculturist (JO), Senior Admintrative Assistant III (JO), Administrative Assistant V (JO)</i>
<b>TOTAL:</b>		None	<b>7 Days, 5 Hours, 40 Minutes</b>	

## 2. Technical Assistance thru Letter Request (Information Education and Communication (IEC) Materials, Available Data/ References, Resource Person, TWG/Task Force Membership, On-the-Job Trainees Schedule)

The Fisheries Post Harvest Technology Division provides IEC materials and available post harvest related data/references upon request from concerned stakeholders; sends resource person on specific postharvest topics upon request; allows technical staff to serve as members of postharvest related TWG/Task force and schedules request for OJT.

<b>Office or Division</b>	<b>BFAR- Fisheries Post-Harvest Technology Division (FPHTD)</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B- Government to Business Entity; G2G Government to Government			
<b>Who may avail:</b>	<b>Internal:)</b> Provincial Fishery Offices, BFAR Regional Fishery Officers, BFAR and Central Office Personnel			
	<b>External:)</b> MSMEs, Exporters, Fish Processors, Potential Fish Processors, Academe (Students, Professors, On-the-Job Trainee, Research), Fisherfolk Organizations, Associations, People's Organizations, Cooperatives, Women's associations, Housewives, Senior Citizens, Indigenous People, Other government agencies (National Government Agencies (NGAs), Local Government Unit (LGU), House of Representatives) and Non-Government Organizations (NGOs)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request		Client/Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request to the Director's Office 3rd Flr., Fisheries Bldg.	1. Receive, record and forward documents/ letter request to the Fisheries Post-Harvest Technology Division (FPHTD) for appropriate action	None	10 Minutes	<i>Administrative Assistant</i> <b>BFAR-Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City
None	2. Receive and record letter request and forward to Division Chief for appropriate action	None	5 Minutes	<i>Administrative Assistant III</i> <b>BFAR-FPHTD Office</b> 2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City
None	2.1 Review and refer to technical staff for appropriate action	None	1 Hour	<i>Division Chief/ OIC</i> <b>BFAR-FPHTD Office</b> 2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	2.2 Review and conduct data gathering	None	4 Hours	<i>Aquaculturist I, Aquaculturist II, Senior Aquaculturist, Supervising Aquaculturist</i> <b>BFAR-FPHTD Office</b> 2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City
None	2.3 Prepare reply letter and refer to Division Chief for initial	None	1 Hour	<i>Aquaculturist I, Aquaculturist II, Senior Aquaculturist, Supervising Aquaculturist</i> <b>Division Chief/OIC</b> <b>BFAR-FPHTD Office</b> 2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City
None	2.4 Forward/ Received letter reply to Assistant Director for Operations (ADO) for review/ initial and Forward to Director's Office for approval	None	10 Minutes	<i>Administrative Assistant VI, Administrative Assistant III</i> <b>BFAR-FPHTD Office</b> 2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City
None	3. Receive letter reply with ADO initial and Director approval/ signature	None	2 days	<i>Bureau Director</i> <b>BFAR-Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City
2. Receive signed letter reply with approved attached pertinent documents	4. Receive approved/ signed reply letter and forward to Record Section for release	None	5 Minutes	<i>Administrative Assistant VI, Administrative Assistant III</i> <b>BFAR-FPHTD Office</b> 2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City
None	5. Receive, record and send Notification the approved reply letter to the client thru email	None	5 Minutes	<i>Administrative Assistant III</i> <b>BFAR-FPHTD Office</b> 2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Receive signed/ approved document thru e-mail or registered mail	6. Release signed/ approved document and/or send thru e-mail or registered mail	None	5 minutes	<i>Administrative Assistant III</i> <b>BFAR-FPHTD Office</b> 2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City
<b>TOTAL:</b>		<b>None</b>	<b>2 Days, 6 Hours, 35 Minutes</b>	

### 3. Technical Assistance thru Letter Request/ Memorandum (Technical Inputs/ Comments)

The Fisheries Post Harvest Division provides technical inputs/comments on post harvest related matters as per letter request from concerned stakeholders or memorandum from other concerned agencies and BFAR divisions.

Office or Division	BFAR- Fisheries Post-Harvest Technology Division (FPHTD)			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen; G2B- Government to Business Entity; G2G Government to Government			
Who may avail:	<b>Internal:)</b> Provincial Fishery Offices, BFAR Regional Fishery Officers, BFAR and Central Office Personnel			
	<b>External:)</b> MSMEs, Exporters/Fish Processors, Potential Fish Processors, Academe (Students, Professors, On-the-Job Trainee, Research), Fisherfolk Organizations, Associations, People's Organizations, Cooperatives, Women's associations, Housewives, Senior Citizens, Indigenous People, Other government agencies (National Government Agencies (NGAs), Local Government Unit (LGU), House of Representatives) and Non-Government Organizations (NGOs)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request		Client's/Requesting Party		
2. Memorandum		Office Requesting the Service		
3. Hard copy of the document for technical inputs/ comments		Client's/Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request Letter and/or Memorandum with attached pertinent documents to Director's Office, 3rd Flr., Fisheries Bldg.	1. Receive, record and forward letter request ad /or merandum to the FPHTD for appropriate action	None	10 Minutes	<i>Administrative Assistant</i> <b>BFAR-Director's Office</b> 2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City
None	2. Receive and record letter request and/or memorandum	None	5 Minutes	<i>Administrative Assistant III</i> <b>BFAR-FPHTD Office</b> 2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City
None	2.1 Review and refer to technical staff for appropriate action	None	1 Hour	<i>Division Chief/OIC</i> <b>BFAR-FPHTD Office</b> 2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	2.2 Review and conduct of data gathering and technical inputs	None	4 days	<i>Aquaculturist I, Aquaculturist II, Senior Aquaculturist, Supervising Aquaculturist</i> <b>BFAR-FPHTD Office</b> 2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City
None	2.3 Prepare reply letter and recommend technical inputs and forward to Director's Office	None	1 Hour	<i>Aquaculturist I, Aquaculturist II, Senior Aquaculturist, Supervising Aquaculturist, Division Chief/ OIC</i> <b>BFAR-FPHTD Office</b> 2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City
None	3. Receive letter reply and affix initial and forward to Director's Office for approval/signature	None	2 days	<i>Bureau Director</i> <b>BFAR-Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City
None	3.1 Approved/ signed letterreply and Forward the approved reply letter to FPHTD for facilitation	None	5 Minutes	<i>Director's Office Staff</i> <b>Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City
None	4. Receive and record the approved reply letter to the client thru email	None	10 Minutes	<i>Administrative Assistant III</i> <b>BFAR-FPHTD Office</b> 2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City
2. Receive signed/ approved document thru e-mail or registered mail	5. Release signed/ approved document and send thru e-mail or registered mail	None	10 minutes	
<b>TOTAL:</b>		None	<b>6 Days, 2 Hours, 40 Minutes</b>	

#### 4. Technical Assistance thru Telephone Inquiry

The Fisheries Post Harvest Technology Division renders advisory services and technical inputs thru telephone inquiry to provide support to the fisheries post harvest sector through promotion of appropriate and verified post harvest technologies; provide appropriate guidelines on the operation of post harvest facilities, equipment and machineries; provide technical assistance to comply with national and international food safety regulations and other fisheries post harvest related matters.

<b>Office or Division</b>	<b>BFAR- Fisheries Post-Harvest Technology Division (FPHTD)</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B- Government to Business Entity; G2G Government to Government			
<b>Who may avail:</b>	<b>Internal:)</b> Provincial Fishery Offices, BFAR Regional Fishery Officers, BFAR and Central Office Personnel			
	<b>External:)</b> MSMEs, Exporters, Fish Processors, Potential Fish Processors, Academe (Students, Professors, On-the-Job Trainee, Research), Fisherfolk Organizations, Associations, People's Organizations, Cooperatives, Women's associations, Housewives, Senior Citizens, Indigenous People, Other government agencies (National Government Agencies (NGAs), Local Government Unit (LGU), House of Representatives) and Non-Government Organizations (NGOs)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Telephone Inquiry Form (FPHTD-F-06)		2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Make a Telephone call to BFAR- FPHTD	1. Answer telephone call and discuss necessary information to be written in the Telephone inquiry form	None	5 Minutes	<i>Administrative Assistant III</i> <b>BFAR-FPHTD Office</b> 2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City
None	1.1 Refer the client's inquiry to the concerned section/technical personnel	None	5 Minutes	
2. Discuss needed information/concerns/ inquiry	2. Render the required technical assistance and/or provide the needed information by the appropriate Division staff or technical personnel	None	10 Minutes	<i>Aquaculturist I, Aquaculturist II, Senior Aquaculturist, Supervising Aquaculturist</i> <b>BFAR-FPHTD Office</b> 2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City
<b>TOTAL:</b>		None	<b>20 Minutes</b>	

## 5. Technical Assistance thru Walk-in Clients

The Fisheries Post Harvest Technology Division renders advisory services and technical inputs to walk-in clients to provide support to the fisheries post harvest sector through promotion of appropriate and verified post harvest technologies; provide appropriate guidelines on the operation of post harvest facilities, equipment and machineries; provide technical assistance to comply with national and international food safety regulations and other fisheries post harvest related matters.

<b>Office or Division</b>	<b>BFAR- Fisheries Post-Harvest Technology Division (FPHTD)</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B- Government to Business Entity; G2G Government to Government			
<b>Who may avail:</b>	<b>Internal:)</b> Provincial Fishery Offices, BFAR Regional Fishery Officers, BFAR and Central Office Personnel			
	<b>External:)</b> MSMEs, Exporters, Fish Processors, Potential Fish Processors, Academe (Students, Professors, On-the-Job Trainee, Research), Fisherfolk Organizations, Associations, People's Organizations, Cooperatives, Women's associations, Housewives, Senior Citizens, Indigenous People, Other government agencies (National Government Agencies (NGAs), Local Government Unit (LGU), House of Representatives) and Non-Government Organizations (NGOs)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Walk-in Inquiry Form (FPHTD-F-07)		2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City		
2. Client Satisfaction Form		Ground /Flr., Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-out walk-in inquiry form and submit to FPHTD for the needed info/ concerns	1. Receive and review accomplished walk-in inquiry form	None	5 Minutes	<i>Administrative Assistant III</i> <b>BFAR-FPHTD Office</b> 2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City
2. Discuss inquiry/concerns	2. Render the required technical assistance and/or provide the needed information by the appropriate Division staff or technical staff	None	2 Hours	<i>Aquaculturist I, Aquaculturist II, Senior Aquaculturist, Supervising Aquaculturist</i> <b>BFAR-FPHTD Office</b> 2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City
3. Accomplish client feedback form	3. Advise client to submit the accomplished client satisfaction form to the guard lobby	None	5 Minutes	<i>Ground Floor Lobby</i>
<b>TOTAL:</b>		None	<b>2 Hours, 10 Minutes</b>	

## BFAR- Fisheries Industry Development Support and Services Division (FIDSSD)

### 1. Technical Assistance thru Walk-in Clients

Render technical assistance to fisheries stakeholders relevant to regular inquiries on marketing, credit facilitation, enterprise development, and other support services on-site.

Office or Division	Fisheries Industry Development Support and Services Division (FIDSSD)			
Classification	Simple			
Type of Transaction	G2C - Government to Client			
	G2B - Government to Business			
	G2G - Government to Government			
Who may avail:	<b>Internal:</b> BFAR Central Office, Regional Offices, and Centers. <b>External:</b> Fishery-based MSMEs, Exporters, Fisherfolk, Organizations, Associations, Cooperatives, Academe, Other government agencies (National Government Agencies (NGAs), Local Government Unit (LGU), and Non-Government Organizations (NGOs), General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Walk-in Client Inquiry & Feedback Form ( <i>FIDSSD-F-05 Rev. No. 01</i> ) 2. Visitor's Logbook		<b>FIDSSD Office:</b> 3/Flr., FIDSSD Office, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave, Quezon City		
3. Citizen / Client Satisfaction Survey ( <i>BFAR-F-01 Rev.No.02</i> )		<b>BFAR Guard on duty:</b> G/Flr., Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave, Quezon City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get the Walk-in Client Inquiry & Feedback Form and sign in the visitor's logbook	1. Provide Walk-in Client Inquiry & Feedback Form and let client sign in the visitor's logbook) - for deletion	None	5 minutes	<i>Receiving Personnel</i> <b>BFAR-FIDSSD Office</b> 3rd Flr., Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
1. Submit Accomplished Walk-in Client Inquiry & Feedback Form	1. Receive the accomplished walk-in inquiry & feedback form	None	15 minutes	<i>Receiving Personnel</i> <b>BFAR-FIDSSD Office</b> 3rd Flr., Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	1.2. Review and forward the requested form to the concerned section/personnel	None		
2. Discuss inquiry/concerns	2. Respond to the inquiry/concern and render the appropriate technical assistance.	None	2 Hours*	<i>Division Chief**</i> <i>Section Chief**</i> <i>Technical Staff**</i> <b>FIDSSD Office</b>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Fill-out the Citizen /Client Satisfaction Survey ( <i>given upon arrival of the client</i> ) provided by the Guard on duty at the ground lobby	3. After rendering the Technical Assistance, advise client to accomplish the Client Satisfaction Survey and drop in the drop-box located at the ground lobby.	None	5 minutes	<i>Division Chief</i> <i>Section Chief</i> <i>Admin Staff</i> <b>FIDSSD Office</b>
<b>TOTAL:</b>		<b>None</b>	<b>2 Hours, 25 Minutes</b>	

**Note:** \*Time duration (maximum of 2 hours) may vary depending on the nature of the inquiry

**\*\* The responsible person who can address/ respond to client's**

**TA request may vary depending on the nature of TA requested**

## 2. Technical Assistance thru Telephone, and SMS Inquiry

Render technical assistance to fisheries stakeholders relevant to regular inquiries on marketing, credit facilitation, enterprise development, and other support services thru telephone calls, text or FB messenger.

<b>Office or Division</b>	<b>BFAR- Fisheries Industry Development Support and Services Division (FIDSSD)</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Client			
	G2B - Government to Business			
	G2G - Government to Government			
<b>Who may avail:</b>	<b>Internal:</b> BFAR Central Office, Regional Offices, and Centers. <b>External:</b> Fishery-based MSMEs, Exporters, Fisherfolk, Organizations, Associations, Cooperatives, Academe, Other government agencies (National Government Agencies (NGAs), Local Government Unit (LGU), and Non-Government Organizations (NGOs), General Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Telephone Inquiry Form ( <i>FIDSSD-F-06</i> ) (To be filled-out by FIDSSD staff upon taking the call / text)		<b>FIDSSD Office:</b> 3/FIrr., FIDSSD Office, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave, Quezon City		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Call, send SMS text to BFAR-FIDSSD telephone and mobile number.	1.. Respond to telephone inquiry and ask for the necessary information to be written in the telephone inquiry form.	None	5 Minutes	<i>FIDSSD Staff**</i> <b>FIDSSD Office</b>
	1.1. Transpose/ transfer Client's Inquiry through SMS into the Inquiry Form			
None	1.2. Forward the inquiry to the concerned section/personnel for appropriate action	None		
2. Discuss with the concerned technical staff the requested information/ data, and assistance needed.	2. Respond and render to the client the appropriate technical assistance and information required.	None	1 hour	<i>Division Chief**</i> <i>Section Chief**</i> <i>Technical Staff**</i> <b>FIDSSD Office</b>
<b>TOTAL:</b>		<b>None</b>	<b>1 hour, 5 minutes</b>	

**Note:** \* TA requests/ inquiries via telephone and SMS maybe received by any FIDSSD staff

**\*\* The responsible person who can address/ respond to client's TA**  
Request may vary depending on the nature of TA requested

### 3. Technical Assistance thru Letter / Email

Render technical assistance to fisheries stakeholders relevant to inquiries on marketing, credit facilitation, enterprise development and other support services thru letters / email.				
<b>Office or Division</b>	<b>BFAR- Fisheries Industry Development Support and Services Division (FIDSSD)</b>			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2C - Government to Client			
	G2B - Government to Business			
	G2G - Government to Government			
<b>Who may avail:</b>	<b>Internal:</b> BFAR Central Office, Regional Offices, and Centers. <b>External:</b> Fishery-based MSMEs, Exporters, Fisherfolk, Organizations, Associations, Cooperatives, Academe, Other government agencies (National Government Agencies (NGAs), Local Government Unit (LGU), and Non-Government Organizations (NGOs), General Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter / email		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send a request letter / email request	1. Receive and record the request letter / email request	None	5 Minutes	<i>Receiving Personnel</i> Section Chief FIDSSD Staff <b>FIDSSD Office</b>
None	2. Review, and forward to concerned section/personnel for appropriate action	None	30 minutes	<i>Division Chief</i> Section Chief <b>FIDSSD Office</b>
None	3. Prepare the response letter with supporting documents/ data, if required	None	3 days*	<i>Division Chief**</i> Section Chief Technical Staff <b>FIDSSD Office</b>
None	3.1 Final review and recommending approval (initial signature) of the response letter and supporting documents	None	4 hours	<i>Division Chief</i> <b>FIDSSD Office</b>
None	3.2 Forward response letter and supporting documents to the Office of the Bureau Director or his authorized alternate signatory for approval	None	15 minutes	<i>Administrative Staff</i> <b>FIDSSD Office</b>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	4. Approve the response letter and supporting documents by the Bureau Director or his authorized alternate signatory, and forward/ release of the same to FIDSSD	None	3 days	<b>BFAR National Director</b> 3F Director's Office Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave, Quezon City
None	4.1 Receive and record the approved response letter from the Director's Office and forward to the concerned FIDSSD personnel	None	15 minutes	<i>Receiving Personnel</i> FIDSSD Office
2. Receive response letter with attached pertinent documents	5. Release the requested document thru hand-carry, e-mail or registered mail	None	15 Minutes	<i>Section Chief</i> <i>Technical Staff</i> <i>Administrative Staff</i> FIDSSD Office
<b>TOTAL:</b>		<b>None</b>	<b>6 days, 5 hours, 20 minutes</b>	

**Note:** \* Time may vary due to technical nature of inquiry and data / inputs required

**\*\* Division Chief may also directly respond to email inquiries if addressed to her**



#### 4. Technical Assistance - Fisheries Market Matching (*Reactionary*)

Provides and facilitates market linkage between fish suppliers & buyers.

<b>Office or Division</b>	<b>BFAR- Fisheries Industry Development Support and Services Division (FIDSSD)</b>			
<b>Classification</b>	Highly-Technical			
<b>Type of Transaction</b>	G2C - Government to Client			
	G2B - Government to Business			
	G2G - Government to Government			
<b>Who may avail:</b>	<b>External:</b> Fishery-based MSMEs, Exporters, Potential Buyers and Suppliers, Fisherfolk Cooperatives, Organizations, and Associations			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Market Request Form (MRF) <i>FIDSSDMAS-F-01</i>		<b>FIDSSD Office:</b> 3F FIDSSD Office, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave, Quezon City		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the accomplished Market Request Form (MRF) to FIDSSD office / email	1.1 Receive and record accomplished Market Request Form (MRF) thru email/walk-in	None	5 mins	Section Chief Administrative Staff <b>FIDSSD Office</b>
None	1.2 Check the authenticity and background profile of the client	None	1 day	
None	1.3 Find potential matches with thorough analysis and assessment based on commodity/ area/ requirements.	None	10 days*	Section Chief Technical Staff <b>FIDSSD Office</b>
None	2. Prepare a response letter and schedule an exploratory meeting (physical/ virtual) with the requesting client to discuss his/ her specific requirements	None	1 day	Section Chief Technical Staff <b>FIDSSD Office</b>
None	2.1. Approval of the proposed schedule of the meeting and response letter	None		Division Chief <b>FIDSSD Office</b>
2. Receive the letter and concur with the proposed meeting schedule	3. Forward response letter and get client's concurrence on the proposed meeting schedule.	None	2 days	Technical Staff <b>FIDSSD Office</b>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Attend and discuss specific requirements	4. Conduct of exploratory meeting (physical/ virtual)	None	4 hrs	<i>Division Chief Section Chief Technical Staff FIDSSD Office</i>
None	5. Profiling of possible match with the client based on the provided requirements	None	7 days	<i>Section Chief Technical Staff FIDSSD Office</i>
4. Receive notification and concur with the market matching schedule	6. Notify the requesting client via email on the schedule of the "market matching" (physical/ virtual)	None	2 days	<i>Section Chief Technical Staff FIDSSD Office</i>
5. Attend and discuss the specific requirements with the party being matched	7.1. Conduct and facilitate the "market matching" activity (physical/ virtual)	None	4 hrs	<i>Division Chief Section Chief Technical Staff FIDSSD Office</i>
6. Accomplish and submit the Client Satisfaction Form	7.2. Provide Client Satisfaction Form immediately after the conduct of "Market Matching" activity	None		
<b>TOTAL:</b>		None	<b>24 days, 5 minutes</b>	

**Note: \*Time may vary due to highly technical and intricate verification process of buyer/supplier profile**

## ADMINISTRATIVE SERVICES

### DIRECTOR'S OFFICE (DO)

#### BFAR - OFFICE OF SPECIAL CONCERN (OSC)

#### 1. Inquiry and Application for the FSP-Nationwide Qualifying Examination (Face-to-face)

This responds to inquiries and applications for admission to the FSP- Nationwide Qualifying Examination (face to face)				
<b>Office or Division</b>	BFAR-Office for Special Concerns (OSC)			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2C - Government to Clients (beneficiaries)			
<b>Who may avail:</b>	Senor High School Graduates, Graduating students with honors, Graduating students with parents/guardians who are registered Fisherfolk, ALS graduates.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Form		BFAR Regional Office where the examinees come from		
2. Birth Certificate issued by PSA		Phil Statistics Authority (PSA)		
3. Form 138 or 137		School		
4. Certification from the School Head that the applicant belong to TOP TEN/with HONORS (for FILG only)		School		
5. Photocopy of fishR/Mangingisdang Juan or Certificate of Registration of parent/s or guardian/s (for FCEG only)		Municipal Agriculture Office or BFAR		
6. Certificate of Confirmation (COC) issued by NCIP-Regional/Provincial Office or certification form tribal chieftain (for FILG only)		NCIP		
7. Certification of good moral character		School		
8. Two (2) recent 2x2 pictures		Regional Office		
9. Barangay residence certificate		Regional Office /LGU		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/OFFICE RESPONSIBLE
1. Secure application forms and checklist of requirements from the BFAR-RFO or PFO	1. Provides the client application form with checklist of requirements	None	15 minutes	Regional Fisheries Scholarship Program Coordinator (RFSPC) /Alternates, Regional Focal Person for Indigenous Peoples (RFPIP) /Alternate, and PFOs

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/OFFICE RESPONSIBLE
2. Submit the filled-out application form with documentary requirement	2. Receipt of application form with supporting documents	None	5 minutes	RFSPC/Alternates, RFPIP/Alternates, and PFOs
None	3. Validate/Evaluate the submitted application form and supporting documents of the applicants	None	10 minutes (per application)	RFSPC/Alternates, RFPIP/Alternates, and PFOs
3.Receive Admission slip	4. Issue Admission Slip to qualified applicant	None	10 minutes (per application)	RFSPC/Alternates, RFPIP/Alternates, and PFOs
<b>TOTAL</b>		None	<b>40 minutes</b>	

## 2. Online Recruitment and Application for FSP-NQE

Another mode of applying for FSP - Nationwide Qualifying Examination (online)

<b>Office or Division</b>	<b>BFAR-Office for Special Concerns (OSC)</b>
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2C - Government to beneficiaries
<b>Who may avail:</b>	Senor High School Graduates, Graduating students with honors, Graduating students with parents/guardians who are registered Fisherfolk, ALS graduates.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Form	BFAR Regional Office website or FSP-IS
2. Birth Certificate issued by PSA	PSA
3. Form 138 or 137	School
4. Certification from the School Head that the applicant belong to TOP TEN/with HONORS (for FILG only)	School
5. Photocopy of fishR/Mangingisdang Juan or Certificate of Registration of parent/s or guardian/s (for FCEG only)	Municipal Agriculture Office or BFAR
6.Certificate of Confirmation (COC) issued by NCIP-Regional/Provincial Office or certification form tribal chieftain (for FILG only)	NCIP
7. Certification of good moral character	School
8. Two (2) pcs. recent 2x2 pictures	Regional Office
9. Barangay residence certificate	Regional Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/OFFICE RESPONSIBLE
1. Log-in to the FSP-Information System ( <a href="http://fsp.bfar.da.gov.ph/#/login">http://fsp.bfar.da.gov.ph/#/login</a> )	None	None		Applicant
2. Fill-out the application form online and upload the documentary requirements	1. Receive the filled out application form and uploaded documentary requirements in the FSP-IS Regional account	None	30 minutes*	Regional Fisheries Scholarship Program Coordinator (RFSPC) /Alternates, Regional Focal Person for Indigenous Peoples (RFPIP) /Alternates, and Provincial Fishery Officers (PFOs)
None	2. Validate/Evaluate the submitted filled-out application form and uploaded documentary requirements of the applicants	None	within the day, 30 minutes after opening the FSP-IS*	RFSPC/Alternates, RFPIP/Alternates, and PFO
None	3. Download, print and file the filled-out application forms and documentary requirements of the qualified applicants	None	1 Day (within the day*)	RFSPC/Alternates, RFPIP/Alternates, and PFO
3. Wait for the approval of the application	4. Approve the application and Issue Admission slip to qualified applicants	None	10 minutes*	RFSPC/Alternates, RFPIP/Alternates, and PFO
None	5. Notify the applicant on the approved application and issue admission slip	None	10 minutes*	RFSPC/Alternates, RFPIP/Alternates, and PFO
4. Receive notification of the approved application and claim the admission slip	6. Record the admission slip number and file accordingly	None	30 minutes*	RFSPC/Alternates, RFPIP/Alternates, and PFO
5. Receive Admission slip	7. Issue Admission Slip to qualified applicant	None	30 minutes*	RFSPC/Alternates, RFPIP/Alternates, and PFO
<b>TOTAL</b>		None	<b>10 hours and 50 minutes</b>	

### 3. Preliminary activities before FSP-NQE

These activities are done prior to the conduct of the FSP- Nationwide Qualifying Examination				
Office or Division	BFAR-Office for Special Concerns (OSC)			
Classification	Highly Technical			
Type of Transaction	G2C - Government to beneficiaries			
Who may avail:	All Qualified Examinees Issued with Admission Slips			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Admission Slip		BFAR Regional Office or PFO where the examinees come from		
2. Valid I.D		School / Barangay		
3. Test Booklets		Office for Special Concerns		
4. Answer Sheets		Office for Special Concerns		
5. Validated Masterlist of Examinees		Office for Special Concerns		
6. other test supplies & materials		Regional Office where the testing centers are located		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/OFFICE RESPONSIBLE
None	1. Prepare test materials and paraphernalia containing the following: <ul style="list-style-type: none"> <li>• Envelopes properly labelled</li> <li>• Test booklets</li> <li>• Answer Sheets</li> <li>• Mastercopy of test booklets</li> <li>• Attendance Sheet</li> <li>• Scratch paper</li> <li>• Masterlist of Examinees per component</li> <li>• Masterlist of testing center per component</li> </ul>	None	20 days	Office for Special Concerns 4th Flr. Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave. Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/OFFICE RESPONSIBLE
None	2. Pack the test materials in boxes (per region)	None	10 days	Office for Special Concerns 4th Flr. Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave. Quezon City
None	3. Send the boxes containing test materials via air and land cargo to the regions	None	5 days	Office for Special Concerns 4th Flr. Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave. Quezon City
	Sent all the boxes containing test materials	None		
<b>TOTAL:</b>			<b>35 days</b>	

#### 4. Pre-Administration of the FSP-Nationwide Qualifying Examination

These activities are done to guide the designated examiners and proctors before, and during the conduct of the FSP-NQE

<b>Office or Division</b>	<b>BFAR-Office for Special Concerns (OSC)</b>		
<b>Classification</b>	Highly Technical		
<b>Type of Transaction</b>	G2C - Government to beneficiaries		
<b>Who may avail:</b>	All Qualified Examinees/Issued Admission Slips		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Final FOO of Regional Directors designating the Examiners and Proctors		BFAR Regional Office where the examinees come from	
		School / Barangay	
2. Final Masterlist of Examinees per testing center submitted by the Regions		Office for Special Concerns	
		Office for Special Concerns	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/OFFICE RESPONSIBLE
None	1. Designate examiners, proctors and all those who will be involved in administering the FSP-NQE	None	1 Day	Regional Directors (RDs)
None	2. Conduct orientation to Examiners and Proctors.	None	4 hours	Office for Special Concerns 4th Flr. Fisheries Building Complex, Bureau of Plant Industry
None	3. Conduct orientation to regional counterparts.	None	4 hours	Regional Fisheries Scholarship Program Coordinator (RFSPC) /Alternates
None	4. Conduct ocular inspection of the testing center •Clean the room • Check the lighting and ventilation •Arrange and number the chairs	None	2 hours	RFSPC/Alternate, Regional Focal Person for Indigenous Peoples (RFPIP) /Alternates, and PFOs and Designated Examiners & Proctors
1. Before Examination Day (in cases when the examinees' residence is far from the designated testing center) proceed to the Regional Office, PFO or Technology Outreach Station (TOS) near the testing center for accommodation	5. Accommodate the examinees	None	1 Hour (30 minutes - 1 hour)	PFOs, Chief of TOS,
2. Fill-out Client Satisfaction Survey (CSS)	6. Collect and Analyze all Customer Satisfaction Survey (CSS)	None	1 Hour (30 minutes - 1 hour)	TOS staff
2. Complied with all Pre-administration Activities	7. Completed the Pre-administration Activities			
<b>TOTAL:</b>			<b>20 hours</b>	



## 5. Administration of the FSP-Nationwide Qualifying Examination

The FSP - NQE are administered simultaneously nationwide				
<b>Office or Division</b>	<b>BFAR-Office for Special Concerns (OSC)</b>			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2C - Government to beneficiaries			
<b>Who may avail:</b>	All Qualified Examinees/Issued Admission Slips			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Admission Slip		BFAR Regional Office where the examinees come from		
2. Valid I.D		School / Barangay		
3. Test Booklets		Office for Special Concerns		
4. Answer Sheets		Office for Special Concerns		
5. Final Masterlist of Examinees per testing center submitted by the Regions		Office for Special Concerns		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON/OFFICE RESPONSIBLE</b>
	Examination day			
	1. Bring all test materials to the designated testing center/s and room/s	None	1 day	<i>Examiners and Proctors</i>
	2. Under take board work; give instructions on: •How to write name •How to shade answers •Where to write test booklet number	None	10 minutes	<i>Examiners</i>
	3. Unpack the test materials in the presence of witnesses (proctors)	None	30 minutes	<i>Examiners and Proctors</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/OFFICE RESPONSIBLE
<p>1. The examinees arrive and register at the designated testing center,</p> <p>The examinees observe the IATF Health Protocols:</p> <ul style="list-style-type: none"> <li>•present the vaccination card</li> <li>•have their body temperature checked</li> <li>•Wear face masks</li> <li>•Fill-out Health Declaration Form*</li> </ul>	<p>4. Instruct the examinees to start lining up</p>	None	30 minutes	<i>Examiners and Proctors</i>
<p>2. Present the valid id's, &amp; admission slip and fill out the attendance sheet</p>	<p>5. Check the examinees valid id's and admission slips one by one and guide them to their respective seats</p>	None	30 minutes	<i>Examiners and Proctors</i>
None	<p>6. Distribute the test materials and caution the examinees that the test booklets are not to be opened until they are told to do so</p>	None	15 minutes	<i>Examiners and Proctors</i>
<p>3. Fill out the information at the top of the answer sheets</p>	<p>7. Go around and see if the examinees are following direction</p>	None	20 minutes	<i>Examiners and Proctors</i>
None	<p>8. Read aloud the "boxed in" directions exactly as presented.</p>	None	20 minutes	<i>Examiners and Proctors</i>
<p>4. Start answering the test questions</p>	<p>9. Monitor the time allotted to answer for each subject area</p>	None	4 hours	<i>Examinees</i>
<p>5. Finish the examination</p>	<p>10. Collect the test materials and arrange them in ascending order and place in the labelled envelope/s.</p>	None	30 minutes	<i>Examiners and Proctors</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/OFFICE RESPONSIBLE
6. Ask for the possible date of release of the result	11. Inform the examinees on the possible date of release of the result	None	5 minutes	<i>Examiners and Proctors</i>
None	12. Put all the test materials in one box, label and seal.	None	1 hour	<i>Examiners and Proctors</i>
None	13. Proceed to the designated distribution center upon arrival to ensure that the test materials are not taken anywhere.	None	1 day	<i>RFSPCs/ Alternates, RFPIPs</i>
None	14. Send back all boxes containing test materials to the Office for Special Concerns via Air Cargo	Freight	all Regions except Region 2, three (3) days. Region 2- seven (7) days	<i>RFSPCs/ Alternates, RFPIPs</i>
7. Return to their respective residences and wait for the result				
<b>TOTAL:</b>			<b>9 days, 3 hours and 10 minutes</b>	

## 6. Checking, Scoring, Encoding, Ranking and Releasing of FSP-NQE results

Last phase prior to the determination of passers and new batch of scholars				
<b>Office or Division</b>	<b>BFAR-Office for Special Concerns (OSC)</b>			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2C - Government to Client (beneficiaries)			
<b>Who may avail:</b>	FSP-NQE Passers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Admission Slip		BFAR Regional Office		
2. Attendance Sheets		BFAR Regional Office		
3. Test Booklets		Office for Special Concerns		
4. Answer Sheets		Office for Special Concerns		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON/OFFICE RESPONSIBLE</b>
None	1. Open the boxes and account the test materials returned from the regions.	None	15 days	Office for Special Concerns 4th Flr. Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave. Quezon City
	2. Analyze and evaluate of test materials • Envelopes and box (sealed and signed) • Mastercopy of test booklets • Test booklets • Answer sheets • Admission slips • Masterlist of examinees per component • Attendance sheets			
None	3. Check and score the answer sheets	None	10 days	Office for Special Concerns
None	4. Encode the scores	None	5 days	Office for Special Concerns
None	5. Rank the passers	None	10 days	Office for Special Concerns
None	6. Prepare memorandum addressed to the Regional Directors informing them of the results (to be signed by National Director)	None	3 days	Office for Special Concerns

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/OFFICE RESPONSIBLE
None	7. Prepare letter to IFCU and FIMS to post the examination results in the BFAR website and other socmed platform	None	1 day	Office for Special Concerns, FIMS and IFCU
1. Visit the BFAR Website or other social media platforms/website	8. Post the result and notify all passers	None	1 day	RFSPCs/Alternates, RFPIPs
None	9. Prepare roster of passers	None	1 day	RFSPCs/Alternates, RFPIPs
2. Coordinate with the RFSPCs/Alternates and RFPIPs	10. Inform the passers of the requirements of enrollment	None	4 hours	RFSPCs/Alternates, RFPIPs
Wait for the enrollment	Welcome the new set of FSP scholars	None		
<b>TOTAL</b>		None	<b>45 days</b>	

## BFAR- LEGAL DIVISION

### 1. Fact-finding Investigation

This service is rendered to comply with the 2017 Rules on Administrative Cases in the Civil Service to determine whether a prima facie case exists to warrant the issuance of a formal charge/notice of charge.

<b>Office or Division</b>	<b>BFAR- Legal Division</b>
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2G- Government to Government; G2C- Government to Citizen
<b>Who may avail:</b>	Internal and External

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Written Complaint (1 original)		Complainant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File written complaint against personnel of the Bureau with attached documents, if any, to the receiving personnel of the Legal Division	1. Receive the written complaint and the attachments thereto, if any	None	5 Minutes	<i>Administrative Assistant; Receiving Personnel</i> <b>BFAR-Legal Division</b> 2nd/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	1.1 Forward to the Litigation Section and to the assigned lawyer for evaluation	None	5 Minutes	<i>Head of Litigation Section</i> <b>BFAR-Legal Division</b> 2nd/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	1.2. Draft Notice to Answer	None	10 Minutes	<i>Attorney</i> <b>BFAR-Legal Division</b> 2nd/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.3 Forward Notice to Answer to Division Chief for review and signature	None	5 Minutes	Administrative Assistant <b>BFAR-Legal Division</b> 2nd/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
2. Receive Notice to Answer	2. Send Notice to Answer to respondent, copy furnish the complainant	None	5 Minutes	
3. Filing of answer by respondent within 5 days from receipt of Notice	3. Wait for the Answer and receive the same, if any, and forward it to assigned Lawyer**	None	5 days	Administrative Assistant; Receiving Personnel <b>BFAR-Legal Division</b>
None	3.1 Prepare Notice of Hearing if hearing is required	None	10 Minutes	Attorney <b>BFAR-Legal Division</b>
None	3.2 Forward Notice of Hearing to Division Chief for review and signature	None	5 Minutes	
4. Attend Clarificatory Conference, if required	*4. Conduct Clarificatory Conference	None	4 Hours	
None	5. Conduct Preliminary Investigation	None	20 days	
None	5.1 Prepare Investigation Report and forward it to the Division Chief for review	None	5 Days	Attorney <b>BFAR-Legal Division</b>
None	5.2 Review Investigation Report	None	2 Hours	Division Chief <b>BFAR-Legal Division</b>
None	6. Forward Investigation Report to the Office of the Director for evaluation	None	5 Minutes	Administrative Assistant <b>BFAR-Legal Division</b>
6. Receive notification regarding the result of the Fact-Finding Investigation	6.1 Notify the respondent and complainant regarding the result of the Fact-Finding Investigation	None	5 Minutes	
<b>TOTAL:</b>		None	<b>30 Days, 6 Hours, and 55 Minutes</b>	

**This service is rendered in accordance with the 2017 Rules on Administrative Cases in the Civil Service**

\*If necessary, the parties may be summoned to a conference where the investigator may propound clarificatory and other relevant questions. (Section 16, 2nd

\*\*Pursuant to Section 16 of the 2017 Rules on Administrative Cases in the Civil Service, the person complained of has 5 days to submit an answer/counter-affidavit

## 2. Review of Contracts and Policies and Rendering of Legal Opinion

This service is part of the Legal and Advisory Services of the Legal Division and is being rendered to ensure that all contracts entered into by the Bureau, all policies formulated and all actions are in accordance with existing laws and regulations.				
<b>Office or Division</b>	<b>BFAR- Legal Division</b>			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G- Government to Government; G2C- Government to Citizen			
<b>Who may avail:</b>	Internal and External			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Endorsement letter of the document (1 original copy)		Client/Requesting Party		
2. Contracts (ex. MOA/MOU)		Client/Requesting Party		
3. Policy (ex. FAO/JAO) or any document that need legal opinion		Client/Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request or endorsement letter with attached documents	1. Receive the request/endorsement letter and the attachments thereto, if any	None	5 Minutes	<i>Administrative Assistant/ Receiving Personnel</i> <b>BFAR-Legal Division</b>
None	1.1 Forward to the Policy Section or Lawyer assigned for appropriate action	None	5 Minutes	<i>Head of Litigation Section</i> <b>BFAR-Legal Division</b>
None	1.3 Research and coordinate with technical divisions	None	3 Days	<i>Attorney/Law Reform Specialists - Legal</i> <b>BFAR-Legal Division</b> 2nd/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	1.4 Review and prepare draft legal opinion/letter reply	None	7 Days	
None	1.5 Forward draft legal opinion/reply to Section Head for review	None	5 Minutes	<i>Attorney/Law Reform Specialists - Legal</i> <b>BFAR-Legal Division</b>
None	1.6 Review legal opinion/reply	None	1 Day	<i>Head of Policy Section</i> <b>BFAR-Legal Division</b>
2. Receive copy of Legal Opinion from the BFAR Records Section	2. Forward to Records Section for release of Legal Opinion (electronically, through email)	None	5 Minutes	<i>Administrative Assistant</i> <b>BFAR-Legal Division</b> (Second Floor)
<b>TOTAL:</b>		<b>None</b>	<b>11 days, and 20 minutes</b>	



### 3. Drafting of COA Replies, Appeals and Petitions

This service is rendered to comply with the 2009 Revised Rules of Procedure of the Commission on Audit and to render legal assistance to the Bureau in the filing of the necessary pleadings.

<b>Office or Division</b>	<b>BFAR- Legal Division</b>			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G- Government to Government			
<b>Who may avail:</b>	Internal- Employees and officials of the Bureau, COA			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Endorsement or Request for Legal Assistance (1 original)		Requesting employee/s or official/s		
2. Notice of Disallowance and its attachments, if any (1 original or certified true copy)		Requesting employee or official		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the endorsement or request for legal assistance together with the documents	1. Receive endorsement or request and the attachments thereto and submit the same to Division Chief for evaluation	None	5 Minutes	<i>Administrative Assistant/ Receiving Personnel</i> <b>BFAR-Legal Division</b>
None	1.1 Evaluate and forward to assigned lawyer for appropriate action	None	30 Minutes	<i>Division Chief</i> <b>BFAR-Legal Division</b>
None	1.2 Conduct research and preparation	None	5 Days	<i>Attorney</i> <b>BFAR-Legal Division</b>
None	1.3 Draft necessary pleading	None	2 Days	
None	1.4 Forward draft pleading to Division Chief for final review and initials	None	15 Minutes	
2. Receive, sign and file the necessary pleading to the concerned office (ex. COA Central Office, Supreme Court)	2. Forward pleading to the requesting party for signature	None	15 Minutes	<i>Administrative Assistant</i> <b>BFAR-Legal Division</b>
3. Receive updated copy of pleadings	3. Update and forward the receiving copy of pleadings to requesting party	None	5 Minutes	<i>Administrative Assistant</i> <b>BFAR-Legal Division</b>
<b>TOTAL:</b>		<b>None</b>	<b>7 days, 1 Hour, and 10 minutes</b>	

#### 4. Legal Assistance to the Prosecution of Criminal Cases

This service is rendered pursuant to Section 65 (z) of the RA10654.				
<b>Office or Division</b>	<b>BFAR- Legal Division</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G- Government to Government			
<b>Who may avail:</b>	Law Enforcement Agencies (Internal and External)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request for Assistance (1 original)		Client/Requesting party		
2. Complete Case File (1 photocopy)		Client/Requesting party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit to the Legal Division the request for legal assistance	1. Receive request and the attachments thereto, if any	None	5 Minutes	<i>Administrative Assistant/ Receiving Personnel</i> <b>BFAR-Legal Division</b>
None	1.1 Forward to the Litigation Section or to assigned lawyer for appropriate action	None	5 Minutes	<i>Administrative Assistant</i> <b>BFAR-Legal Division</b>
None	1.2 Review and evaluate case file	None	2 Days	<i>Attorney</i> <b>BFAR-Legal Division</b>
2. Receive Order/notification on the schedule of hearing	2. Notify client on the scheduled of hearing	None	5 Minutes	<i>Administrative Assistant</i> <b>BFAR-Legal Division</b>
3. Attend hearing	3. Attend hearing	None	1 Day	<i>Attorney</i> <b>BFAR-Legal Division</b>
<b>TOTAL:</b>		None	<b>3 Days and 15 Minutes</b>	

## 5. Adjudication of Administrative Cases

This service is rendered to comply with the 2017 Rules on Administrative Cases in the Civil Service by resolving administrative complaints against employees of the Bureau.

<b>Office or Division</b>	<b>BFAR- Legal Division</b>
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2G- Government to Government; G2C- Government to Citizen
<b>Who may avail:</b>	Internal and External

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter Complaint (1 original)	Complainant
2. 1 Certified True Copy of Documentary Evidence	Complainant
3. Sworn Statement of Witnesses, if any.	Complainant
4. Formal Charge/Notice of Charge (1 original)	<b>Bureau Director (BFAR)</b> , 3rd Flr., Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
5. Fact-finding Investigation Report (1 original)	<b>BFAR-Legal Division</b> , 2nd flr., Fisheries Bldg. complex, BPI Cmpd., Visayas Ave. Q.C.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File formal charge to the Legal Division with the complete attachments	1. Receive the formal charge and the attachments thereto, if any	None	5 Minutes	<i>Administrative Assistant/ Receiving Personnel</i> <b>BFAR-Legal Division</b>
None	1.1 Forward to the Adjudication Section and/or assigned lawyer for appropriate action	None	5 Minutes	<i>Administrative Assistant</i> <b>BFAR-Legal Division</b>
None	1.2 Draft Notice of Charge together with a copy of the Formal Charge and attachments and a directive to answer the charge(s) in writing, under oath in not less than seventy-two (72) hours from receipt thereof	None	1 Hour	<i>Attorney</i> <b>BFAR-Legal Division</b>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Receive Notice of Charge	1.3 Send Notice of Charge to respondent through registered mail	None	30 Minutes <i>(includes travel time)</i>	Administrative Assistant BFAR-Legal Division
2. Filing of answer by the respondent not less than 3 days but not more than 10 days from receipt of charge	2. Wait for the Answer of the respondent and receive the same	None	3 days	
None	2.1 Forward answer to the assigned lawyer	None	5 minutes	
None	3. Conduct formal investigation	None	*30 Days	Attorney BFAR-Legal Division
3. Attend hearing, if applicable	3.1 Conduct hearing, if necessary	None	4 Hours	
None	3.2 Draft Formal Investigation Report	None	15 Days	
None	4. Forward Formal Investigation Report to the Director for review Receive the formal	None	5 Minutes	Administrative Assistant BFAR-Legal Division
None	5. Investigation Report	None	5 Minutes	BFAR- Director's Office
None	5.1 Decide on the case within thirty (30) days from receipt of the Formal Investigation Report	None	30 days	
None	6. Forward the Order to Records Section for release	None	5 Minutes	Administrative Assistant BFAR-Director's Office
5. Receive Order	7. Release/Send Order to the Client through registered mail (Complainant and Respondent)	None	1 Hour <i>(includes travel time)</i>	BFAR- Records Section
TOTAL:		None	78 Days and 7 Hours	

***This service is rendered in accordance with the 2017 Rules on Administrative Cases in the Civil Service (RACCS)***

*\*Rule 8 Section 30 of RACCS - said period may be extended by the disciplining authority in meritorious cases*

## 6. Drafting a Recommendation to the Secretary of Agriculture for the Cancellation of a Fishpond Lease Agreement (FLA) due to the non-compliance of the terms and conditions of the FLA

This service is rendered as part of the legal and advisory function of the Legal Division to draft Recommendations involving cancellation of FLA in accordance with Fisheries Administrative Order No. 197-1, series of 2012.

<b>Office or Division</b>	<b>BFAR- Legal Division</b>
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2G - Government to Government; G2C - Government to Transacting Public
<b>Who may avail:</b>	BFAR, Concerned Citizen

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Inspection / Monitoring Report	Regional Fisheries Office
2. Notice of Violation	Regional Director / National Director
3. Certified Report	Hearing Officer
3. Case Carpeta (1 original)	BFAR-Records Section

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receive the Notice of Violation on FLA form BFAR and submit Inspection Report / Monitoring Report or Written Petition of the DENR, LGU, MFARMC, or resident of the area.	1. Issue a Notice of Violation to the FLA holder and appointment of a Hearing Office.	None	3 days	BFAR Regional Fisheries Office
None	1.1 Wait and receive the verified Answer accompanied by all supporting documents and affidavits of witnesses by the FLA holder in response to the Notice of Violation issued.	None	10 days	<i>FLA Focal Person/Hearing Officer - BFAR Regional Fisheries Office</i>
None	2. Conduct ocular inspection and submit a certified report to the Regional Director.	None	15 days	<i>FLA Focal Person/Hearing Officer - BFAR Regional Fisheries Office</i>

None	3. Issue an order dismissing the case <b>or</b> endorse the case before the Director recommending the cancellation thereof.	None	15 days	<i>Regional Director - BFAR Regional Fisheries Office</i>
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	4. Review the case and subsequent endorsement to the Secretary for Cancellation of the FLA if warranted.	None	30 days*	National Director through the Legal Division (Attorney - BFAR Legal Division)
None	4.1 Review and assign the case to a lawyer	None		Section Head - Adjudication Section of the BFAR Legal Division
None	4.2 Study the case and pertinent laws, rules, regulations and cases related thereto.	None		Attorney - BFAR Legal Division
None	4.3 Draft Order for the dismissal of the case or a Recommendation to the Secretary of Agriculture for Cancellation, Reversion or Termination of the FLA.	None		Attorney - BFAR Legal Division
None	4.4 Forward the draft Order or Recommendation to the Section Head for review and initials	None		Attorney - BFAR Legal Division
None	4.5 Review the Order or Recommendation and affix initials thereto.	None		Section Head, Adjudication Section - BFAR Legal Division
None	4.6 Forward the Order or Recommendation to the Division Chief for review and initials.	None		Administrative Assistant - BFAR Legal Division
None	4.7 Forward the Order or Recommendation to the Director for review and signature.	None		Administrative Assistant - BFAR Legal Division
None	4.8 Review and sign the Order or Recommendation.	None		Bureau Director - Director's Office Third Floor, BFAR

5. Receive the Sign Order or Recommendation for the Cancellation, Termination, or Reversion of the FLA.	5. Forward the signed Order or Recommendation to the Records Section for release.	None	15 minutes	Administrative Assistant - BFAR Legal Division
<b>TOTAL:</b>			<b>73 Days and 15 Minutes</b>	

*\*Based on Section 31 (A) (11) of Fisheries Administrative Order No. 197-1, series of 2012*

## 7. Drafting a Recommendation to the Secretary of Agriculture for the Cancellation of Abandoned or Underdeveloped FLA areas.

This service is rendered as part of the legal and advisory function of the Legal Division to draft Recommendations involving cancellation of FLA in accordance with Fisheries Administrative Order No. 197-1, series of 2012.

<b>Office or Division</b>	BFAR-Legal Division
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2G - Government to Government; G2C - Government to Transacting Public
<b>Who may avail:</b>	BFAR, Concerned Citizen

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Inspection / Monitoring Report		Regional Fisheries Office		
2. Notice of Violation		Regional Director / National Director		
3. Certified Report		Hearing Officer		
3. Case Carpeta (1 original)		BFAR-Records Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inspection Report / Monitoring Report or Written Petition of the DENR, LGU, MFARMC, or resident of the area.	1.1 Issue a Notice of Violation to the FLA holder and appointment of a Hearing Office.	None	3 days	BFAR - Regional Regional Fisheries Office
None	1.2 Wait and receive the verified Answer accompanied by all supporting documents and affidavits of witnesses by the FLA holder in response to the Notice of Violation issued.	None	10 days*	FLA Focal Person/Hearing Officer - BFAR Regional Fisheries Office
None	1.3 Convene a composite team for the conduct of joint ocular inspection.	None	10 days*	FLA Focal Person/Hearing Officer - BFAR Regional Fisheries Office
2. Receive Notice of Joint Ocular Inspection	2. Send Notice to FLA Holder within 10 days prior to the conduct of joint ocular inspection	None	10 days*	FLA Focal Person/Hearing Officer - BFAR Regional Fisheries Office
None	2.1 Conduct Joint Ocular Inspection within 10 days from receipt of Notice to Conduct Joint Ocular Inspection	None	10 days*	Composite Team composed of the BFAR Provincial Fisheries Officer, CENRO, MENRO, NFARMC Chairman, BFAR Hearing Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	2.2 Prepare report of the Joint Ocular Inspection	None	15 days**	Hearing Officer - BFAR Regional Office
None	2.3 Forward the draft report to the Composite Team for signature	None		Hearing Officer - BFAR Regional Office
None	2.4 Forward the signed inspection report to the Regional Director	None	5 minutes	Hearing Officer - BFAR Regional Office
None	2.5 Study inspection report and Prepare Order dismissing the case <b>or</b> endorsing the case to the National Director recommending the cancellation thereof.	None	10 days	Regional Director - BFAR Regional Office
None	3. Forward Order or endorsement with recommendation to the BFAR National Director with the corresponding attachments via email and registered mail ( <i>Note: Additional period of 10-15 days waiting time for the registered mail to be received from Regional Office to Central Office</i> )	None	15 minutes	Regional Director - BFAR Regional Office
None	4. Review and forward the case to the Legal Division for Legal review and recommendation	None	2 days	Administrative Assistant - Director's Office
None	4.1 Receive the endorsement with the attachments for proper legal action	None	5 minutes	Administrative Assistant - BFAR Legal Division
None	4.2 Review and forward the endorsement and its attachment to the Adjudication Section of the Legal Division	None	15 minutes	Division Chief - BFAR Legal Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	5. Review the case and subsequent endorsement to the Secretary for Cancellation of the FLA if warranted.	None	30 days	Attorney (BFAR-Legal Division)
None	5.1 Review and assign the case to a lawyer	None		Section Head - Adjudication Section of the BFAR Legal Division
None	5.2 Study the case and pertinent laws, rules, regulations and cases related thereto.	None		Attorney - BFAR Legal Division
None	5.3 Draft Order for the dismissal of the case or a Recommendation to the Secretary of Agriculture for Cancellation, Reversion or Termination of the FLA.	None		Attorney - BFAR Legal Division
None	5.4 Forward the draft Order or Recommendation to the Section Head for review and initials	None		Attorney - BFAR Legal Division
None	5.5 Review the Order or Recommendation and affix initials thereto.	None		Section Head, Adjudication Section - BFAR Legal Division
None	5.6 Forward the Order or Recommendation to the Division Chief for review	None		Administrative Assistant - BFAR Legal Division
None	5.7 Forward the Order or Recommendation to the Director for review and signature.	None		Administrative Assistant - BFAR Legal Division
None	5.8 Review and sign the Order or Recommendation.	None		Bureau Director - Director's Office Third Floor, BFAR
3. Receive the Sign Order or Recommendation for the Cancellation, Termination, or Reversion of the FLA.	6. Forward the signed Order or Recommendation to the Records Section for release.	None	15 minutes	Administrative Assistant - BFAR Legal Division
<b>TOTAL:</b>			<b>100 days and 55 minutes</b>	

\* timeline based on Section 31 of Fisheries Administrative Order No. 197-1, series of 2012

\*\* in accordance with Section 31 (B) (4) of Fisheries Administrative Order No. 197-1, series of 2012

## BFAR- ADJUDICATION COMMITTEE

### 1. Approval of Settlement Offers

Persons accused of violating the fisheries laws may offer to settle by paying the settlement amount prescribed by law and approved by the Committee.

<b>Office or Division</b>	<b>BFAR- Adjudication Committee</b>			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2C - Government to Citizen			
	G2B - Government to Business Entity			
<b>Who may avail:</b>	Alleged Violators			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Offer to Settle		Alleged violator/offeror		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. File a letter of Offer to Settle	1. Accept and evaluate the validity of the offer.	None	15 Minutes	<i>Hearing Officer</i> <b>BFAR-Adjudication Committee</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
2. Receive notification on the approval or denial of the offer to settle	2. Notify client on the approval or denial of the offer to settle	None	15 Days* (upon receipt)	
<b>TOTAL:</b>		<b>None</b>	<b>15 Days and 15 Minutes</b>	

\*This service is covered under Rule 12 of the Rules of Procedure on Adjudication of Fisheries Law Cases (RPAC).

## 2. Resolution of Fisheries Adjudicative Cases

The Adjudication Committee renders judgment on cases filed involving the determination of rights and privileges and/ or the grant of reliefs under fisheries laws.

<b>Office or Division</b>	<b>BFAR- Adjudication Committee</b>
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2C - Government to Citizen
<b>Who may avail:</b>	Any citizen whose rights and privileges under the fisheries laws were violated.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Verified Complaint (1 Original copy, 3 Signed copies)	Complainant			
2. Filing Fee of PHP 300				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to BFAR-Cashier for the payment of filing fee at BFAR-Cashier, 4th Floor, Fisheries Bldg., BPI Compound	1. Receive payment	<b>Filing Fee Php 300.00</b>	15 Minutes	<b>BFAR-Cashier</b> , 4th Floor Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
2. Filing of Verified Complaint to the office of the BFAR- Adjudication Committee located at Ground Flr., Fisheries Bldg., BPI Compound,	2. Receive and Review the complaint	None	15 Minutes	<i>Administrative Assistant</i> <b>BFAR-Adjudication Committee</b>
None	3. Summon the respondent to file a Verified Answer	None	15 Days**	<i>Hearing Officer</i> <b>BFAR-Adjudication Committee</b>
None	3.1. Receive Verified Answer from respondent within the prescribed period of filing (15 days from receipt of summons)	None	15 Minutes	<i>Administrative Assistant</i> <b>BFAR-Adjudication Committee</b>
None	3. Schedule clarificatory Conference	None	5 Minutes	<i>Hearing Officer</i> <b>BFAR-Adjudication Committee</b>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Receive Notice of clarificatory conference	3.1 Notify both parties (complainant & respondent) to attend clarificatory conference	None	10 Minutes	<i>Administrative Assistant</i> <b>BFAR-Adjudication Committee</b>
4. Attend clarificatory conference	3.2 Conduct clarificatory conference	None	2 Hours	<i>Hearing Officer</i> <b>BFAR-Adjudication Committee</b>
5. Filing of Verified Position Papers by the complainant and respondent within 15 days after the last clarificatory conference	4. Receive the Verified Position Papers	None	15 Days**	<i>Administrative Assistant</i> <b>BFAR-Adjudication Committee</b>
None	5. Forward the records of the case to the head of the Adjudication Committee Secretariat	None	15 Days (from receipt of the position papers)	<i>Administrative Assistant</i> <b>BFAR-Adjudication Committee</b>
None	5.1 Assign the case to <i>Hearing Officer</i>	None	1 Hour	<i>Head</i> <b>BFAR-Adjudication Committee</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	6. Draft decision for approval of the BFAR-Adjudication Committee	None	60 Days** (from receipt of case records)	<i>Hearing Officer</i> <b>BFAR-Adjudication Committee</b>
None	7. Send the decision to the BFAR-Records Section	None	5 Minutes	<i>Administrative Assistant</i> <b>BFAR-Adjudication Committee</b>
6. Receive decision from the BFAR-Records Section	7.1 Send the decision to both parties	None	5 Minutes	<b>BFAR-Records Section</b> G/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
<b>TOTAL:</b>		<b>PHP 300</b>	<b>105 Days and 4 Hours</b>	

\*\*This service is covered under Rule 15 of the Rules of Procedure on Adjudication of Fisheries Law Cases (RPAC).

### 3. Resolution of Fisheries Administrative Cases

The Adjudication Committee renders judgement on cases involving the determination of violations of Fisheries Laws filed by Fisheries Resources Protection Group and/ or any law enforcement group deputized by law.

<b>Office or Division</b>	<b>BFAR- Adjudication Committee</b>
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2G - Government to Government
<b>Who may avail:</b>	BFAR and/or any law enforcement group deputized by law to enforce the Fisheries Laws

<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Verified Complaint ( 1 Original copy and 3 signed copies)		Complainant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Filing of Verified Complaint at the National Secretariat at the National Adjudication Committee Secretariat	1. Receive and review the complaint	None	15 Minutes	<i>Administrative Assistant</i> <b>BFAR-Adjudication Committee</b>
None	1.1 Summon the respondent to file a Verified Answer	None	15 Days***	<i>Hearing Officer</i> <b>BFAR-Adjudication Committee</b>
2. Filing of Verified Answer by the respondent within 15 days from receipt of summon	2. Receive the Verified Answer from respondent	None	15 Minutes	<i>Administrative Assistant</i> <b>BFAR-Adjudication Committee</b>
None	3. Schedule clarificatory conference	None	5 Minutes	<i>Hearing Officer</i> <b>BFAR-Adjudication Committee</b>
3. Receive notice of conference	3.1 Notify parties of the scheduled clarificatory conference	None	10 Minutes	<i>Administrative Assistant</i> <b>BFAR-Adjudication Committee</b>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Attend clarificatory conference	3.2 Conduct clarificatory conference	None	2 Hours	<i>Hearing Officer</i> <b>BFAR-Adjudication Committee</b>
None	4. Draft decision for approval of the Adjudication Committee	None	60 Days***	
None	5. Send the decision to BFAR-Records Section	None	5 Minutes	<i>Administrative Assistant</i> <b>BFAR-Adjudication Committee</b>
5. Receive decision from the BFAR-Records Section	6. Send the decision to the parties	None	5 Minutes	<b>BFAR-Records Section</b>
<b>TOTAL:</b>		<b>None</b>	<b>75 Days, Hours, and 55 Minutes</b>	<b>2</b>

\*\*\*This service is covered under Rule 10 of the Rules of Procedure on Adjudication of Fisheries Law Cases (RPAC).

## BFAR- Fisheries Protection and Law Enforcement Group (FLEG)

### 1. Technical Assistance for Fisheries Administrative Cases with Probable Cause

Investigation proceeding and issuance of Notice of Violation/s received from other Law Enforcement Agencies in relation to Fisheries Code.				
<b>Office or Division</b>	BFAR- Fisheries Protection and Law Enforcement Group (FPLEG)			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G - services whose client is another government agency, government employee or official			
<b>Who may avail:</b>	Government Law Enforcement Agencies/ LGU			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. letter of request		Requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Endorsement Letter	1. Receive and record the Endorsement Letter in logbook and forward to FPLEG for appropriate action	none	10 mins	<b>Director's Office</b> 3rd Floor, Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	2. Receive Endorsement Letter from Director's Office.	none	5 mins	<b>Head BFAR-FPLEG</b> 2nd/Flr., Annex, Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	3. Evaluate the case	none	16 days	<b>BFAR-FPLEG- Investigation Unit</b> 2nd/Flr., Annex, Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	4. Conduct Preliminary Investigation  4.1 <i>If with probable cause</i>	none	1 Day	
None	5. Prepare Notice of Violation/s	none	1 hour	
2. Received Notice of Violation/s	6. Serve Notice of Violation/s to violator, copy furnished to complainant/s.	none	3 Days	<b>FPLEG-Investigation Unit</b> 3rd Floor Anex, Fisheries Bldg., Complex, BPI Compd., Visayas Ave., Quezon City



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	7. Transmit Notice of Violation and documentary attachments to Adjudication Committee Secretariat for availment of the remedy of settlement.	none	4 hrs	<b>FPLEG-Investigation Unit</b> 3rd Floor Anex, Fisheries Bldg., Complex, BPI Compd., Visayas Ave., Quezon City
<b>TOTAL:</b>		<b>None</b>	<b>20 days, 3 hours, and 15 minutes</b>	

## 2. Technical Assistance for Fisheries Administrative Cases without Probable Cause

Investigation proceeding and issuance without probable cause received from other Law Enforcement Agencies in relation to Fisheries Code				
Office or Division	BFAR- Fisheries Protection and Law Enforcement Group (FPLEG)			
Classification	Complex			
Type of Transaction	G2G - services whose client is another government agency, government employee or official			
Who may avail:	Government Law Enforcement Agencies/ LGU			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Letter of Request		Requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Endorsement Letter	1. Receive and record the Endorsement Letter in logbook and forward to FPLEG for appropriate action	none	10 mins	<b>Director's Office</b> 3rd Floor, Fisheries Bldg BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
None	2. Receive Endorsement Letter from Director's Office.	none	5 mins	<b>Head-FPLEG</b> 2nd/Flr., Annex, Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	3. Evaluate the case.	none	16 days	<b>FPLEG-Investigation Unit</b> 2nd/Flr., Annex, Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	4. Conduct Preliminary Investigation	none	1 Day	
None	4.1. <i>If Without probable cause</i>			
None	5. Prepare investigation findings, for signature by immediate supervisor	none	4 hours	
2. Received investigation findings report (without probable cause during investigation)	6. Provide copy ot complainant re: the approved Investigation findings	none	3 days	
TOTAL:		None	20 days, 1 Hour, and 15 mins.	

## Deliberation of the proposed Fisheries Administrative Orders (FAOs) and other fisheries policies

To recommend the Fisheries Administrative Orders (FAOs) and other fisheries policies to ensure the proper implementation of the provisions of the Republic Act No. 8550 as amended by RA 10654 through the National Fisheries and Aquatic Resources Management Council (NFARMC)				
<b>Office or Division</b>	<b>BFAR- National FARMC Program Management Center (NFARMC-PMC)</b>			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G- Government to Government; G2C- Government to Citizen; G2B- Government to Business Entity			
<b>Who may avail:</b>	<b>INTERNAL:</b> BFAR Central Office (Technical Divisions/Units/Sections), BFAR National Centers, and BFAR Regional Offices			
	<b>EXTERNAL:</b> Department of the Interior and Local Government (DILG) and NFARMC Members/Stakeholders (Municipal Fisherfolks, Commercial Fisheries, Fish Processing Sector, Aquaculture Sector and Academe)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request/endorsement letter		BFAR Technical Divisions		
2. Draft/Proposed Fisheries Administrative Orders (FAOs) and other fisheries policies		BFAR Technical Divisions		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request or endorsement letter with attached documents	1. Receive the letter request or endorsement letter and the attachments thereto, if any	None	5 minutes	<i>Administrative Assistant; Receiving Personnel</i> <b>BFAR-NFARMC-PMC</b> 2nd/Flr. Annex, Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	1.1 Forward to the Head, NFARMC PMC for information and appropriate action	None	5 minutes	<i>NFARMC Secretariat</i> <b>BFAR-NFARMC</b>
None	1.2. Coordinate and confirm the schedule of NFARMC meeting with the Office of Undersecretary of Fisheries/Chairman, NFARMC *(meeting will be conducted 10 days after confirmation of the Office of USec for Fisheries)	None	4 hours	<i>NFARMC Secretariat</i> <b>BFAR-NFARMC</b>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.3 Prepare the memorandum, invitations and program on the schedule meeting	None	10 days	NFARMC Secretariat <b>BFAR-NFARMC</b>
None	1.4 Forward the memorandum, invitations and program to Head, NFARMC-PMC for review and initial	None		
None	1.5 Review the memorandum, invitations and program and placed initials	None		Head <b>BFAR-NFARMC PMC</b> 4th/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon
None	1.6 Forward the memorandum, invitations and program to Undersecretary of Fisheries/Chairman, NFARMC for review and signature/approval	None		NFARMC Secretariat <b>BFAR-NFARMC</b>
None	1.7 Review and approve the memorandum, invitations and program	None		
None	1.8 Dessiminate the approved memorandum, invitations and program to NFARMC Members and proponents (BFAR technical divisions)	None		
2. Confirm attendance to attend on the scheduled NFARMC meeting	2. Coordinate the confirmation of attendance of the proponent/s including other concerned participants/attendees	None		
3. Attend NFARMC Meeting	3. Conduct of NFARMC Meeting; Presentation and deliberation of the agenda (Proposed FAOs and other proposed fisheries policies)	None	1 day	Undersecretary for Fisheries/Chairman , <b>NFARMC Members, Head NFARMC-PMC, NFARMC Secretariat and Proponent/s</b>
None	3.1 Prepare the draft NFARMC Resolution/s during the meeting	None		Attorney <b>BFAR-Legal Division</b> 2nd/Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	3.2 Present the draft NFARMC Resolution/s to the Council for comments	None		
None	3.3 Approve the drafted NFARMC Resolution/s	None		<b>NFARMC Members</b>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	4. Prepare the endorsement letter of NFARMC Resolution/s	None	10 minutes	<i>NFARMC Secretariat</i> <b>BFAR-NFARMC</b> 2nd/Flr. Annex, Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	4.1 Forward the endorsement letter with the attached approved NFARMC Resolution/s to the Head of NFARMC-PMC for review	None	5 minutes	
None	4.2 Review the endorsement letter with the attached approved NFARMC resolution/s	None	10 minutes	<i>Undersecretary for Fisheries/Chairman</i> <b>BFAR-NFARMC</b> 4th/Flr., Annex, Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	4.3 Forward the endorsement letter with the attached approved NFARMC Resolution/s to Undersecretary of Fisheries/Chairman, NFARMC for review and approval	None	5 minutes	<i>NFARMC Secretariat</i> <b>BFAR-NFARMC</b>
None	4.4 Review and approve the endorsement letter with the attached approved NFARMC Resolution/s and forward to NFARMC Secretariat for dissemination	None	3 days	<i>Undersecretary for Fisheries/Chairman</i> <b>BFAR-NFARMC</b>
4. Receive the approved Resolution/s	5. Disseminate the NFARMC Resolution/s to the concerned offices/individual such as BFAR and NFARMC Members/Stakeholders (DILG, Municipal Fisherfolks, Commercial Fisheries, Fish Processing Sector, Aquaculture Sector and Academe)	None	10 minutes	<i>NFARMC Secretariat</i> <b>BFAR-NFARMC</b>
<b>TOTAL:</b>		<b>None</b>	<b>14 days, 4 hours, and 50 minutes</b>	

## BFAR- Information and Fisherfolk Coordination Unit (IFCU)

### 1. Provision of Information, Education and Communication (IEC) materials

The Information and Fisherfolk Coordination Unit (Information and Public Relations Group) produces various information, education and communication (IEC) materials such as brochures, magazines, flyers and posters which are available for distribution. These IEC materials feature the various programs and projects of the BFAR, as well as other fisheries-related information. (IFCU)

<b>Office or Division</b>	<b>BFAR- Information and Fisherfolk Coordination Unit (IFCU)- Information and Public Relations Group</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C – Government to Citizen; G2B – Government to Business Entity; G2G – Government to Government			
<b>Who may avail:</b>	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
IEC Materials Distribution Form (DOIFCU-F-07)		IFCU (4th Flr., BFAR Fisheries Building Complex, BPI Compound, Visayas Ave, Quezon City)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Information, Education and Communication (IEC) materials.	1. Discuss with the client the needed IEC materials.	None	5 Minutes	IFCU/IPRG Staff 4th Flr., BFAR Fisheries Building Complex, BPI Compound, Visayas Ave, Quezon City
	1. 1 Check the availability of the requested IEC materials. Prepare, if available.  (*Refer to appropriate division if the requested IEC materials are currently not available.)	None	15 Minutes	IFCU/IPRG Staff 4th Flr., BFAR Fisheries Building Complex, BPI Compound, Visayas Ave, Quezon City  *Appropriate Division
2. Receive the Information, Education and Communication (IEC) materials and accomplished the IEC Materials Distribution Form.	2. Provide the IEC materials Requested and request to accomplish the IEC Materials Distribution Form.	None	5 Minutes	IFCU/IPRG Staff 4th Flr., BFAR Fisheries Building Complex, BPI Compound, Visayas Ave, Quezon City
3. Submit the accomplished IEC Materials Distribution Form.	3. Receive the accomplished IEC Materials Distribution Form.	None	5 Minutes	IFCU/IPRG Staff 4th Flr., BFAR Fisheries Building Complex, BPI Compound, Visayas Ave, Quezon City
<b>TOTAL:</b>		None	<b>30 Minutes</b>	

## 2. Responding to Inquiries (Walk-in)

IFCU, as the Bureau's information hub, ensures that clients who walk in for information are well attended to. IFCU either directly responds to inquiries or immediately refers the client to the appropriate division or focal person.

Office or Division	BFAR- Information and Fisherfolk Coordination Unit (IFCU)- Information and Public Relations Group			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen; G2B – Government to Business Entity; G2G – Government to Government			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign on the Visitor's Log.	1. Let the client log in to the Visitor's Log book.	None	5 Minutes	IFCU/IPRG Staff 4th Flr., BFAR Fisheries Building Complex, BPI Compound, Visayas Ave, Quezon City
2. Discuss the inquiry.	2. Respond to the client's inquiry/ needed information  (*Refer to the appropriate division(s), if necessary.)	None	25 Minutes	IFCU/IPRG Staff 4th Flr., BFAR Fisheries Building Complex, BPI Compound, Visayas Ave, Quezon City  *Appropriate division(s)
<b>TOTAL:</b>		None	<b>30 Minutes</b>	

### 3. Responding to Inquiries through Internet

IFCU, as the Bureau's information hub, ensures that clients who inquire for information online are well attended to. IFCU either directly responds to the online inquiries or immediately refers the client to the appropriate division or focal person.

<b>Office or Division</b>	<b>BFAR- Information and Fisherfolk Coordination Unit (IFCU)- Information and Public Relations Group</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C – Government to Citizen; G2B – Government to Business Entity; G2G – Government to Government			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the inquiry through email or social media platform.	1. Acknowledge the submitted inquiry.	None	5 Minutes	IFCU/IPRG Staff 4th Flr., BFAR Fisheries Building Complex, BPI Compound, Visayas Ave, Quezon City
2. Acknowledge the response.	2. Respond to the inquiry via email or social media inbox. (platform)  (*Refer to the appropriate division(s), if applicable.)	None		IFCU/IPRG Staff 4th Flr., BFAR Fisheries Building Complex, BPI Compound, Visayas Ave, Quezon City  *Appropriate division(s)
<b>TOTAL:</b>		None		



#### 4. Facilitating Interview Request through Internet

The IFCU ensures and maintains good relations with the public and the press. Among the office's services is the facilitation of requests for interviews with the Head of the Agency or appropriate resource persons on specific topics relevant to the agency's mandates.

<b>Office or Division</b>	<b>BFAR- Information and Fisherfolk Coordination Unit (IFCU)- Information and Public Relations Group</b>
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2B – Government to Business Entity; G2C – Government to Citizen
<b>Who may avail:</b>	Media (TV, Radio, Print and Social media correspondents and reporters); Academe (Students, Researchers)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request		Client/Requesting Party/ies		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the letter of request.	1. Receive and record the letter of request.	None	5 Minutes	IFCU/IPRG Staff 4th Flr., BFAR Fisheries Building Complex, BPI Compound, Visayas Ave, Quezon City
None	2. Forward the request letter to the Director's Office.	None	10 Minutes	IFCU/IPRG Staff 4th Flr., BFAR Fisheries Building Complex, BPI Compound, Visayas Ave, Quezon City
None	3. Approve the request letter.  (Authorize and notify appropriate resource person if the Director is not available.)	None	3 Hours	Bureau Director Director's Office
2. Acknowledge the notification.	4. Notify the client if the request is approved or disapproved.	None	5 Minutes	IFCU/IPRG Staff 4th Flr., BFAR Fisheries Building Complex, BPI Compound, Visayas Ave, Quezon City
3. Coordinate the details or coverage of the interview.	5. Coordinate with the client about the details or coverage of the interview.	None	2 Hours	IFCU/IPRG Staff 4th Flr., BFAR Fisheries Building Complex, BPI Compound, Visayas Ave, Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	6. Gather relevant and accurate information.	None	5 Days	<i>IFCU/IPRG Staff 4th Flr., BFAR Fisheries Building Complex, BPI Compound, Visayas Ave, Quezon City  Technical Division(s)</i>
	6.1 Coordinate with the appropriate division(s) for technical inputs.			
	6.2 Prepare talkpoints and reference materials.			
4. Conduct the interview.	7. Attend the interview.	None	1 Hour	<i>BFAR Director  Authorized BFAR personnel</i>
<b>TOTAL:</b>		None	<b>5 Days, 6 Hours, and 20 Minutes</b>	

## 5. Facilitating Interview Request (Walk-in)

The IFCU ensures and maintains good relations with the public and the press. Among the office's services is the facilitation of requests for interviews with the Head of the Agency or appropriate resource persons on specific topics relevant to the agency's mandates.

<b>Office or Division</b>	<b>BFAR- Information and Fisherfolk Coordination Unit (IFCU)- Information and Public Relations Group</b>
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2B – Government to Business Entity; G2C – Government to Citizen
<b>Who may avail:</b>	Media (TV, Radio, Print and Social media correspondents and reporters); Academe (Students, Researchers)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form (to be coded)		IFCU (4th Flr., BFAR Fisheries Building Complex, BPI Compound, Visayas Ave, Quezon City)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the Request Form.	1. Receive and record the request.	None	5 Minutes	IFCU/IPRG Staff 4th Flr., BFAR Fisheries Building Complex, BPI Compound, Visayas Ave, Quezon City
None	2. Forward the request to the Director's Office.	None	10 Minutes	IFCU/IPRG Staff 4th Flr., BFAR Fisheries Building Complex, BPI Compound, Visayas Ave, Quezon City
None	3. Approve or disapprove the request.  (Authorize and notify appropriate resource person if the Director is not available)	None	20 Minutes	Director's Office
2. Acknowledge the notification.	4. Notify the client if the request is approved or disapproved.	None	5 Minutes	IFCU/IPRG Staff 4th Flr., BFAR Fisheries Building Complex, BPI Compound, Visayas Ave, Quezon City
3. Coordinate the details or coverage of the interview.	5. Coordinate with the client about the details or coverage of the interview.	None	30 Minutes	IFCU/IPRG Staff 4th Flr., BFAR Fisheries Building Complex, BPI Compound, Visayas Ave, Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	6. Gather relevant and accurate information.	None	1 Hour	<i>IFCU/IPRG Staff 4th Flr., BFAR Fisheries Building Complex, BPI Compound, Visayas Ave, Quezon City  Technical Division(s)</i>
None	6.1 Coordinate with the appropriate division(s) for technical inputs.			
None	6.2 Prepare talkpoints and reference materials.			
4. Conduct the interview.	7. Attend the interview.	None	1 Hour	<i>BFAR Director  Authorized BFAR personnel</i>
<b>TOTAL:</b>		None	<b>3 Hours, 10 Minutes</b>	

## 6. Provision of Message/Speech/Presentation of BFAR Key Official(s)

IFCU sees to it that BFAR key officials, especially the Bureau Director, are provided with well-researched messages, speeches, and presentations. Through these, BFAR's mandate and programs are communicated to the gathered audience.

<b>Office or Division</b>	<b>BFAR- Information and Fisherfolk Coordination Unit (IFCU)- Information and Public Relations Group</b>
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2G – Government to Government
<b>Who may avail:</b>	BFAR Key Officials; BFAR Divisions/Units/Sections

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request or Request in Memo form		Client/Requesting Party/ies		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the letter of request or request in the form of a memo.	1. Receive and record the letter of request or request in memo form.	None	5 Minutes	IFCU/IPRG Staff 4th Flr., BFAR Fisheries Building Complex, BPI Compound, Visayas Ave, Quezon City
None	2. Forward the request letter or request in memo form to the Director's Office for approval	None	10 Minutes	IFCU/IPRG Staff 4th Flr., BFAR Fisheries Building Complex, BPI Compound, Visayas Ave, Quezon City
None	3. Approve or disapprove the letter of request or request in memo form.	None	3 Hours	Director's Office
2. Coordinate the details of report	4. Coordinate the specific details with the requesting party.	None	4 Hours	IFCU/IPRG Staff 4th Flr., BFAR Fisheries Building Complex, BPI Compound, Visayas Ave, Quezon City
None	5. Gather relevant and accurate information.	None	2 days	IFCU/IPRG Staff 4th Flr., BFAR Fisheries Building Complex, BPI Compound, Visayas Ave, Quezon City
None	5.1 Coordinate with the appropriate division(s) for the technical inputs			
None	6. Prepare the draft materials.	None	1 Day	IFCU/IPRG Staff 4th Flr., BFAR Fisheries Building Complex, BPI Compound, Visayas Ave, Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	7. Coordinate with Technical Office to verify the content and finalize the materials.	None	5 Days	<i>IFCU/IPRG Staff Technical Division(s)</i>
None	8. Approve the materials request	None	2 Hours	<i>Director's Office</i>
3. Receive the requested materials.	9. Send the approved materials to the requesting party.	None	5 Minutes	<i>IFCU/IPRG Staff</i>
<b>TOTAL:</b>			<b>4 Days, 5 Hours, 20 Minutes</b>	

## BFAR- Information and Fisherfolk Coordination Unit (IFCU)-LIBRARY

### 1. Borrowing of Books and other Reference Materials

The BFAR Library provides the users the right information at the right time. The charging and discharging transaction involve routines which must be systematically followed. Discharging removes the charged status for reference materials that are charged to client's record when they return books and other reference materials.

<b>Office or Division</b>	<b>BFAR- Information and Fisherfolk Coordination Unit (IFCU) / Library</b>
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C- Government to Citizen; G2B- Government to Business Entity; G2G- Government to Government
<b>Who may avail:</b>	BFAR Employees, Fishery Extension Workers, Different organization, Local Government Units (LGUs), Students and General Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid ID (not expired) 2. School ID (for student)	Client/Requesting Party/ies
3. Clientele Register Form (IFCULIB-F-09)	BFAR- Library Section, Ground Floor, Fisheries Building Complex, BPI Compound, Barangay Vasra, Visayas Avenue, Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in the Clientele Register form (IFCULIB-F-09)	1. Ask the client to log in the clientele Register Form upon entering the library premises	None	2 Minutes	<b>Librarian;</b> <b>Library Assistant;</b> <b>Library Aide BFAR-IFCU-Library Section</b> Ground Floor, Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City
2. Request for reference materials	2. Assist the client in using the card catalogue for the desired books / materials needed.	None	3 Minutes	
	2.1 Locate and prepare the requested reference materials needed by the client	None	5 Minutes	
3. Submit valid ID upon signing the borrowers card.	3. Secure valid ID upon borrowing the reference materials. Ask the client to accomplish the needed information on the borrowers card. a. Book Card for book (IFCULIB-F-03) or b. Book Card for Serial Collection such as magazine, journals, periodicals, etc. (IFCULIB-F-04)	None	5 Minutes	<b>Librarian;</b> <b>Library Assistant;</b> <b>Library Aide BFAR-IFCU-Library Section</b> Ground Floor, Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Return the borrowed reference materials after use and claim the valid ID submitted	4. Secure the returned reference materials from the client and returned the valid ID submitted.	None	5 Minutes	<i>Librarian; Library Assistant; Library Aide</i> <b>BFAR-IFCU-Library Section</b> Ground Floor, Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City
<b>TOTAL:</b>		<b>None</b>	<b>20 Minutes</b>	



## 2. Inter-Library Loan Services

Inter-Library is the cooperative arrangement among libraries that allows books and other reference materials from one library to another. Documents delivery in the provision of published and unpublished documents, generally electronically and sometimes for free. The BFAR Library extend assistance to the requesting clients from different private and government agencies to access our library collection in conducting their reasearch work.

<b>Office or Division</b>	<b>BFAR- Information and Fisherfolk Coordination Unit (IFCU) / Library</b>
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C- Government to Citizen; G2B- Government to Business Entity; G2G- Government to Government
<b>Who may avail:</b>	BFAR Employees, Fishery Extension Workers, Different Organization, Local Government Units (LGUs), Students and General Public

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Referral Letter Request / Endorsemen Letter	Client/Requesting Party/ies
2. Valid ID (not expired) 3. School ID (for student)	Client/Requesting Party/ies
4. Clientele Register Form (IFCULIB-F-09)	<b>BFAR- Library Section</b> , Ground Floor, Fisheries Building, BPI Compound, Barangay Vasra, Visayas Avenue, Quezon City

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Log in the Clientele Register Form (IFCULIB-F-09)	1. Ask the client to log in the Clientele Register Form upon entering the library premises	None	2 Minutes	Librarian; Library Assistant; Library Aide BFAR-IFCU- Library Section
2. Present Referral Letter Request / Endorsement Letter	2. Receive and record the Referral Letter Request / Endorsement Letter for record purposes	None	3 Minutes	Librarian; Library Assistant; Library Aide BFAR-IFCU- Library Section
3. Access of library reference materials	3.1 Allow access on the books and other reference materials 3.2 Locate, prepare and lend books and other reference material relevant to the client's need in their research work	None	10 Minutes	
4. Submit valid ID for borrowed reference materials and accomplished the needed information in the borrowers card provided	4. Ask the client to accomplish needed information in the borrowers card, a. Book Card for Books (IFCULIB-F-03) or b. Book Card for Serial Collection such as magazines, journals, newspapers, periodicals etc. (IFCULIB -F-04). Secure valid ID upon borrowing of books and other reference materials	None	5 Minutes	Librarian; Library Assistant; Library Aide BFAR-IFCU- Library Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Return library reference materials after use and claim submitted valid ID	5. Return the valid ID submitted upon returning the books and other reference materials	None	5 Minutes	Librarian; Library Assistant; Library Aide <b>BFAR-IFCU-Library Section</b>
	<b>TOTAL:</b>	<b>None</b>	<b>25 Minutes</b>	

### 3. Inquiry Assistance through Telephone Calls, E-mails and Registered mail

The BFAR Library answered inquiries through telephone, e-mails and registered mails regarding reference materials on fisheries, aquaculture and related topics

<b>Office or Division</b>	<b>BFAR- Information and Fisherfolk Coordination Unit (IFCU) / Library</b>
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C – Government to Citizen; G2B – Government to Business Entity; G2G- Government to Government
<b>Who may avail:</b>	BFAR Employees, Fishery Extension Workers, Different Organization, Local Government Units (LGUs), Students and the General Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Telephone calls / inquiry	Client/Requesting Party/ies
2. Email	Client/Requesting Party/ies
3. Registered Mail	Client/Requesting Party/ies

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire on the availability of the reference materials thru e-mail / telephone calls / registered mails	1. Confirm on the availability of the reference materials. 1.2. Advise the clients to visit the library to avail the reference materials needed	None	5 Minutes	Librarian; Library Assistant; Library Aide <b>BFAR-IFCU-Library Section</b>
2. Ask technical question on fisheries, Aquaculture and related subject	2. Refer the clients to the technical personnel who are expert and more knowledgeable on Fisheries, Aquaculture and related subject	None	10 Minutes	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Request to be included in the listings of BFAR recipient of future publication	3. Notify the clients thru telephone call, e-mail, registered mail on the arrangement in the delivery of requested reading materials	None	10 Minutes	<i>Librarian; Library Assistant; Library Aide</i> <b>BFAR-IFCU-Library Section</b>
	3.1 Include client request as recipients of our publication for future reference	None	5 Minutes	
4. Accomplish the needed information on the Acknowledgement Receipt / Returned Card (IFCULIB-F-07) as part of recipient of our publication	4. Remind/Advice the client to accomplished the needed information in the acknowledgement receipt / Return Card (IFCULIB-F-07) and return to the library upon receiving the copy of BFAR Publication for library record purposes	None	5 Minutes	
<b>TOTAL:</b>		<b>None</b>	<b>35 Minutes</b>	

#### 4. Provide Request of BFAR Technology Publication for Information Dissemination for walk in client

The BFAR Library provides Technology Publication for Information Dissemination.				
<b>Office or Division</b>	<b>BFAR- Information and Fisherfolk Coordination Unit (IFCU) / Library</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C- Government to Citizen; G2G - Government to Government; G2B - Government to Business Entity			
<b>Who may avail:</b>	BFAR Employees, Fishery Extension Workers, Different Organization, Local Government Units (LGUs), Students and the General Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Clientele Registry Form (IFCULIB-f09)		BFAR- Library Section, Ground Floor, Main, Fisheries Bldg. Complex, BPI Compound, Brgy. Vasa, Visayas Avenue, Quezon City		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Log in the Clientele Register Form (IFCULIB-F-09)	1. Ask the client to log in the Clientele Register Form upon entering the library premises	None	2 Minutes	<i>Librarian; Library Assistant; Library Aide</i> <b>BFAR-IFCU-Library Section</b>
2. Ask to avail for free BFAR Technology publication such as pamphlets, brochures, posters, and etc.	2. Provide available BFAR Technology publication for free distribution	None	15 Minutes	
3. Sign in the receiving log book	3. Ask the client to sign in to the receiving log book for record purposes.	None	3 Minutes	
<b>TOTAL:</b>		<b>None</b>	<b>20 Minutes</b>	

## 5. Request for Photocopying / Reproduction of Reference Materials

The library client are allowed to photocopy the reference materials except Thesis and Dissertation. As stated in the BFAR Library policy, only 10 pages below of the needed information from the reference materials are allowed for photocopying for free inside the library with the assistance of the library staff. if photocopying of more than 10 pages the client is allowed to bring out the books and other reference materials and return within the day. Photo capturing from the reference materials is also allowed with the permission of the library staff.

<b>Office or Division</b>	<b>BFAR- Information and Fisherfolk Coordination Unit (IFCU) / Library</b>
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C- Government to Citizen; G2B- Government to Business Entity; G2G- Government to Government
<b>Who may avail:</b>	BFAR Employees, Fishery Extension Workers, Differtent Organization, Local Government Units (LGUs), Students and the General Public

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Valid ID's (not expired)	Client/Requesting Party/ies
2. Clientele Register Form (IFCULIB-F-09)	<b>BFAR- Library Section, Ground Floor, Fisheries Building, BPI Compound, Barangay Vasra, Visayas Avenue, Quezon City</b>
3. Request Form for Borrowers Charge Slip (IFCULIB-F-08)	<b>BFAR- Library Section, Ground Floor, Fisheries Building, BPI Compound, Barangay Vasra, Visayas Avenue, Quezon City</b>

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Log in the Clientele Register Form (IFCULIB-F-09)	1. Ask the Client to log in the Clientele Register Form upon entering the Library premises	None	2 Minutes	<i>Librarian; Library Assistant; Library Aide</i> <b>BFAR-IFCU-Library Section</b>
2. Submit valid ID. a. Accomplish the Borrower's Card. b. Book Card for Books (IFCULIB-F-03) or c. Book Card for Serial Collection such as magazines, jornals, newspaper, periodicals, etc.(IFCULIB-F-04) d. Request Form for Slip (IFCULIB-F-08)	2. Secure valid ID and instruct the client to fill-out all the information of the borrower in the Slip.	None	10 Minutes	<i>Librarian; Library Assistant; Library Aide</i> <b>BFAR-IFCU-Library Section</b>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.1 Lend the books and other reference materials for reproduction and inform the client that for every 10 pages is free to reproduce inside the library. If more than 10 pages they are allowed to bring out the books and returned with in the day	None	3 Minutes	<i>Librarian; Library Assistant; Library Aide</i> <b>BFAR-IFCU-Library Section</b>
3. Return the reference materials after photocopying and secure ID submitted	3. Receive the returned reference materials from the client and check the pages of the photocopied books and other reference materials and return the valid ID submitted	None	5 Minutes	<i>Librarian; Library Assistant; Library Aide</i> <b>BFAR-IFCU-Library Section</b>
<b>TOTAL:</b>		<b>None</b>	<b>20 Minutes</b>	

## 6. Request for Signing of Clearance for Leave, Retirement, Transfer of Office / Work

The BFAR Library issues Clearance for all BFAR Regular Employees only to clear their accountabilities borrowed in the library for the purpose of applying their leave of absences, transfer of office / work, retirement.

<b>Office or Division</b>	<b>BFAR - Information and Fisherfolk Coordination Unit (IFCU)/ Library</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G - Government to Government			
<b>Who may avail:</b>	All BFAR Regular Employees only			
CHECKLISTS OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Clearance Form (CS Form No. 7)		<b>BFAR - Admin - HRMS</b> , 3rd Floor, Fisheries Building Complex, BPI Compound, Barangay Vasra, Visayas Avenue, Quezon City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the accomplished Clearance Form (CS Form No.7) To the Librarian-In-Charge	1. Review the borrowers profile for the books borrowed before signing of Clearance Form (CS Form No.7)	none	5 minutes (for no accountabilities)	<i>Librarian-In-Charge only.</i> <b>BFAR-IFCU-Library Section</b> Ground Floor, Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
2. Agreement to settle accountabilities to the Librarian-In-Charge	2. Continue review of the borrowers profile. Signing of clearance pending until the books return by the borrowers	none	10 minutes (for employees with accountabilities)	
	<b>TOTAL:</b>	<b>NONE</b>	<b>15 MINUTES</b>	

**Note:** (Please see Memorandum Circular No.059 series of 2015 on the Guidelines for Clearing Library Book Accountability for Officials and Employees.

## 7. Issuance of Official Receipt for Payment of Fishpond Rentals, Application, License, Cash Bond Deposits for Fishing Vessels, Certificates, Permits from the clients of FRLD.

The BFAR Library provides assistance to the clients of FRLD by accepting payments for Fishpond rentals, application, license, cash bond deposits for fishing vessels, certificates and permits. As part of BFAR QMS, this service is provided for efficient and fast service to the public.

<b>Office or Division</b>	<b>BFAR - Information and Fisherfolk Coordination Unit / Library</b>
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B - Government to Business Entity
<b>Who may avail:</b>	Fishpond Owner; Fishing Vessels Owner; Businessman and the general public

CHECKLISTS OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment		<b>BFAR-FRLD</b> , Ground Floor, Right wing, Fisheries Building Complex, BPI Compound, Barangay Vasra, Visayas Avenue, Quezon City		
2. Official Receipt		<b>BFAR-Library</b> , Right wing, Ground Floor, Fisheries Building Complex, BPI Compound, Barangay Vasra, Visayas Avenue, Quezon City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Order of Payment issued by the FRLD Staff for a required fees	1. Receive the Order of Payment for review / validation	none	3 minutes	<b>Collecting Officer (c/o Librarian)</b> <b>BFAR- IFCU - Library Section</b> Ground Floor, Main, Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City
2. Pay the required amount in cash or in check based on Order of Payment issued and secure Official Receipt	2. Accept payment for the required fees in cash or in check and issue official receipt	As indicated in the Order of Payment	7 minutes	
	<b>TOTAL:</b>		<b>10 MINUTES</b>	



## ADMINISTRATIVE DIVISION:

### HUMAN RESOURCE MANAGEMENT SECTION (HRMS)

#### 1. BFAR Employees Scholarship Program and Civil Service Commission (CSC)

Pursuant to CSC MC No. 20, s. 2011, which aims to equip government employees with competencies in advancing their personal and career growth as well as engaging themselves in pursuing national development goals.

<b>Office or Division</b>	<b>BFAR- Human Resource Management Section (HRMS)</b>
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2G- Government to Government
<b>Who may avail:</b>	BFAR Central and Regional Offices (Permanent Employee)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Letter	Applicant
2. Recommendation Letter from the Immediate Supervisor / Division Chiefs / Regional Director	Applicant
3. Updated Personal Data Sheet (PDS)	CSC Website/Applicant Personal File
4. Transcript of Records (Photocopy)	Applicant/College School Graduated
5. Diploma (Photocopy)	Applicant/College School Graduated
6. Performance for the last 2 years (IPCR)	HRMS/Internal or other Government Agency

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1. Prepare Invitation memo, to invite employee to apply for Scholarship and forward to the office of Director for approval	None	1 Hour	Administrative Assistant V, Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office
None	1.1 Forward to Records Section for Circulation/ dissemination	None	5 Minutes	
1. Submit Letter of Application and Recommendation Letter	2. Receive and review the complete requirements	None	10 Minutes	Administrative Assistant V, Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office
None	3. Schedule meeting/ deliberation of the PDC	None	1 Hour	Administrative Assistant V, Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Acknowledge and confirm notice of scheduled exam and interview	5. Notify applicants for the scheduled of exam and interview	None	30 Minutes	<i>Administrative Assistant V, Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office</i>
3. Attend exam and interview	5. Conduct exam and interview by the Personal Development Committee (PDC)	None	3 Hours	<i>Administrative Assistant V, Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office</i>
None	6. Prepare comparative assessment of the result of the deliberation	None	4 Hours	<i>Administrative Assistant V, Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office</i>
None	7. Prepare Recommendation Letter of the Personal Development Committee (PDC) for approval	None	5 Minutes	<i>Administrative Assistant V, Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office</i>
None	8. Forward Recommendation Letter to the Office of the Director for approval	None	5 Minutes	<i>Administrative Assistant V, Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office</i>
4. Receive/ Acknowledge through email/text message	9. Notify applicant through letter/email/text message of their acceptance to the program	None	10 Minutes	<i>Administrative Assistant V, Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office</i>
None	10. Prepare scholarship contract for signature of the parties (applicant and the Personal Development Committee (PDC) Member)	None	1 Hour	<i>Administrative Assistant V, Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office</i>
5. Receive Scholarship Contract Signature	11. Provide copy of scholarship contract for signature of the applicant	None	5 Minutes	<i>Administrative Assistant V, Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office</i>

None	12. Receive and process Contract for the Signature of the PDC Chairman/ ADAS	None	1 Day	<i>Administrative Assistant V, Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office</i>
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Recied Scholarship Contract for notarial purposes and forward to tha HRMS	13. Receive Notarize Contaract for filling purposes	None	1 Days	<i>Administrative Assistant V, Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office</i>
7. Process enrollement to the desired state University	14. Receive copy of registration of enrollement for process of transfer of funds	None	3 Days	<i>Administrative Assistant V, Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office</i>
<b>TOTAL:</b>		None	<b>10 Days, 4 Hours, 35 Minutes</b>	

## 2. BFAR Learning and Development ( L & D) In-house Training (Phase 1- IDP Analysis)

This component aims to develop the skills, competence, knowledge and attitudes of the personnel through provision of trainings/workshops and other learning and development programs. The trainings that will be provided will be based from the Individual Development Plan form submitted by the employees. A training program/calendar for each calendar year will be provided. All these trainings will have proper documentation which include training outline, training evaluation, training certificate and training report, among others.

<b>Office or Division</b>	<b>BFAR-Human Resource Management Section (HRMS)</b>
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2G-Gov't to Gov't, Gov't to Official/Employee (internal)
<b>Who may avail:</b>	BFAR employee/official ( internal client) - Central Office, National Centers and Regional Offices

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Individual Development Plan Form (AHRMS-F-05)		BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive Memorandum	1. Prepare Memorandum to accomplish the Individual Development Plan (IDP) form and forward to ADAS for approval	None	2 Hours	L & D In-Charge/ Community Development Officer I/HRMS Staff BFAR-HRMS Office
2. Submit accomplished IDP	2. Receive, Evaluate and Encode IDP	None	16 Hours	
None	3. Analyze Consolidated IDP and Identify Learning and Development Interventions	None	8 Hours	
None	4. Prepare Training Calendar	None	4 Hours	
None	5. Prepare Authority to Conduct and forward to Director's office for Approval	None	1 Hour	
None	6. Forward the approved Authority to Conduct to Records Section for Dissemination.	None	5 Minutes	
<b>TOTAL:</b>		None	<b>3 Days, 7 hours and 5 minutes</b>	

### 3. BFAR Learning and Development ( L & D) In-house Training (Phase 2- Conduct of Training)

This component aims to develop the skills, competence, knowledge and attitudes of the personnel through provision of trainings/workshops and other learning and development programs. The trainings that will be provided will be based from the Individual Development Plan form submitted by the employees. A training program/calendar for each calendar year will be provided. All these trainings will have proper documentation which include training outline, training evaluation, training certificate and training report, among others.

<b>Office or Division</b>	<b>BFAR-Human Resource Management Section (HRMS)</b>
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2G-Gov't to Gov't, Gov't to Official/Employee (internal)
<b>Who may avail:</b>	BFAR employee/official ( internal client) - Central Office, National Centers and Regional Offices

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Pre-test and Post-Test	BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,
2. Attendance Sheet	BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,
3. Overall Training Evaluation Form	BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,
4. Resource Person Evaluation Form	BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,
5. Training Worksheet (optional)	BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,
6. Training Certificate	BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receive FOO/Memorandum re: Authority to Attend	1. Conduct final pre-training arrangements/ coordination with the participants, resource speakers & training venue	None	5 Days	<i>L &amp; D In-Charge/ Community Development Officer I/HRMS Staff BFAR-HRMS Office</i>
2. Attend Training	2. Conduct Training	None	5 Days	<i>HRMS Chief, L&amp;D In-Charge/ Community Development Officer I/HRMS Staff and Resource Person/ Speaker BFAR-HRMS Office</i>
2.1 Fill-out/ Accomplish the Training Evaluation Form and Resource Person Evaluation Form	2.1 Facilitate Training Evaluation and Resource Person Evaluation	None		<i>L &amp; D In-Charge/ Community Development Officer I/HRMS Staff BFAR-HRMS Office</i>
2.2 Receive Training Certificate	2.2 Award Training Evaluation and Resource Person Evaluation	None	5mins	<i>HRMS Chief, L&amp;D In-Charge/ Community Development Officer I/HRMS Staff and Resource Person/ Speaker</i>
<b>TOTAL:</b>		None	<b>10 Days &amp; 5mins</b>	

#### 4. Processing of Daily Time Record (DTR)

Monitoring and updating of Daily Time Record (DTR).

<b>Office or Division</b>	<b>BFAR- Human Resource Management Section (HRMS)</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G- Government to Government			
<b>Who may avail:</b>	BFAR Employee (permanent, casual and contract of service personnel )			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished and signed DTR		BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,		
2. Duly Signed Pass slip		BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,		
3. Certificate of Appearance		BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,		
4. Approved Travel Order		BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,		
5. Approved Travel Authority		BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,		
6. approved Trip Tickets		BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,		
7. Approved application for leave (if applicable)		BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit pass slips, certificates of appearance (CA), approved travel orders, approved travel authority, approved trip tickets and approved application for leave signed by the immediate supervisor or the director	1. Receive and review the submitted pass slips, certificates of appearance, travel orders, travel authority trip tickets and approved application for leave if it was approved or signed by the immediate supervisor.	None	35 Minutes (per employee)	<i>Administrative Assistant VI</i> BFAR-HRMS Office
None	1.1 Verify and encode pass slips, certificates of appearance, approved travel orders, approved trip tickets, approved travel authority, approved application for leave signed by the immediate supervisor or the Director in the Time and Attendance Monitoring System (TAMS)	None	1 Minute (per employee)	<i>Administrative Assistant VI</i> BFAR-HRMS Office
None	1.2 Print daily time record (DTR) per employee (permanent, casual, contract of service personnel)	None	1 minute	<i>Administrative Assistant VI</i> BFAR-HRMS Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receive copy of generated Daily Time Record (DTR) A. Permanent- monthly B. Casual- twice a month C. COS- twice a month	2. Release updated Daily Time Record (DTR) per division	None	5 Minutes	<i>Administrative Assistant VI</i> BFAR-HRMS Office
3. Submit Daily Time Record (DTR) for reconciliation of inconsistent entries	3. Reconcile/ update entries with submitted Documents per employee	None	5 Minutes	<i>Administrative Assistant VI</i> BFAR-HRMS Office
4. Submit copy of reconciled DTR for payroll processing for COS employees	4. Receive copy of reconciled DTR for payroll processing for COS employee		1 Minutes	<i>Administrative Assistant VI</i> BFAR-HRMS Office
<b>TOTAL:</b>		None	<b>18 Minutes</b>	

## 5. Local and International Scholarship/ Training

Foreign and scholarships/training are part of the career development program of the Bureau for the employees professional and personal growth.

<b>Office or Division</b>	<b>Human Resource Management Section (HRMS)</b>
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2G- Government to Government
<b>Who may avail:</b>	BFAR Central and Regional Offices (Permanent Employee)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Letter	Applicant
2. Recommendation Letter from the Immediate Supervisor / Division Chiefs / Regional Director	Applicant
3. Updated Personal Data Sheet (PDS)	CSC Website/Applicant Personal File
4. Duties and Responsibilities	<b>BFAR-Human Resource Management Section (HRMS)</b> , 3rd Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Q.C.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1. Prepare memorandum for the Regional Director/ National Center Chiefs/Division Chiefs/Section Chiefs/Unit Heads to nominate for the participant of the program	None	5 Minutes	<i>Administrative Assistant V, Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office</i>
1. Submit Letter of Application and Recommendation Letter from immediate Supervisor/ Division/ Regional Director	2. Receive and review for the complete requirements (per applicant)	None	10 Minutes	<i>Administrative Assistant V, Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office</i>
None	2.1 Prepare Comparative Assessment per applicants	None	1 Hour	<i>Administrative Assistant V, Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office</i>
None	3. Schedule meeting/ deliberation of the PDC	None	1 Hour	<i>Administrative Assistant V, Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office</i>
2. Acknowledge and confirm notice of scheduled deliberation	4. Notify applicants for the schedule of deliberation	None	1 Hours	<i>Administrative Assistant V, Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Attend deliberation	5. Conduct deliberation by the PDC	None	3 Hours	Administrative Assistant V, Designated Personnel Development Committee (PDC) Secretariat
None	6. Evaluate the result of the deliberation	None	24 Hours	Administrative Assistant V, Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office
None	7. Prepare Recommendation Letter of the PDC to the Office of the Director	None	5 Minutes	Administrative Assistant V, Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office
None	8. Forward Recommendation Letter to the Office of the Director for approval	None	5 Minutes	Administrative Assistant V, Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office
4. Receive/ Acknowledge through email/ text messege	9. Notify applicant through letter/ email/ text messege of their acceptance to the program	None	10 Minutes	Administrative Assistant V, Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office
None	10. Prepare Nomination Letter and forward to the Office of the Director for approval	None	4 Hours	Administrative Assistant V, Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office
5. Receive Copy of the approved Nomination Letter	11. Forward Approved Nomination Letter to the Host Agency and Furnished copy to the applicant	None	10 Minutes	Administrative Assistant V, Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office
<b>TOTAL:</b>		None	<b>4 Days, 2 hours and 45 minutes</b>	

## 6. Processing of Terminal Leave Benefits for Retirees in the Central Office (CO)

Preparation of terminal leave application and individual leave of Retired personnel/ employees in support to the processing of terminal leave benefits (TLB) Claim for Retirees in the Central Office				
Office or Division	BFAR- Human Resource Management Section (HRMS)			
Classification	Highly Technical			
Type of Transaction	G2G-Government to Government			
Who may avail:	BFAR Central Office Personnel and BFAR National Centers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Note: One (1) Original and Two (2) Photocopies - required attachments				
1. Office Clearance- CSC Form No. 7 Series of 2018		BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,		
2. Leave Application Form- CSC Form 6 Revised 2020		BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,		
3. GSIS Retirement Form		GSIS c/o BFAR- HRMS		
4. GSIS Cash Surrender Value (CSV) Form 8291		BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,		
5. Ombudsman Form		Ombudsman c/o BFAR- HRMS		
6. Pagibig Form		Pagibig c/o BFAR- HRMS		
7. Philhealth Form		Philhealth c/o BFAR- HRMS		
8. Letter Request		Client/ Requesting Party		
9. NOSI/ NOSA		BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,		
10. Service Record		BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,		
11. Certification of no pending administrative case (BFAR and DA)		BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,		
12. SALN		BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,		
13. Appointment		BFAR- Finance Division, 4th Flr., Fisheries Bldg., BPI Compound		
14. Landbank of the Philippines (LBP ATM Card) (Photocopy with specimen signature)		Clients		
15. Subsidiary Ledger		BFAR- Finance Division, 4th Flr., Fisheries Bldg., BPI Compound		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish Office Clearance Form and submit to BFAR=HRMS, 3rd Flr., Fisheries Bldg.,	1. Receive and review the duly accomplished office clearance Form	None	3 Minutes	Administrative Officer II BFAR-HRMS Office
None	1.1 Forward to the Chief, Human Resource Management Section for Signature	None	5 Minutes	Administrative Officer II BFAR-HRMS Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.2 Forward to the Chief, Administrative division for Initial	None	5 Minutes	Chief, Administrative Officer Administrative Division
None	1.3 Forward to the OIC, Office of the Assistant Director for Administrative Services for initial	None	1 Day	OIC ADAS BFAR
None	1.4 Forward to the Bureau Director for approval	None	1 Day	Director IV/ Bureau Director BFAR-Directors's Office
None	1.5 Attach/ File the approved Office Clearance for Terminal Leave Benefits claim	None	1 Minute	Administrative Officer II BFAR-HRMS Office
2. Accomplish GSIS Retirement Form/CSV Form 8291	2. Receive and review the accomplished GSIS Retirement and CSV Form 8291 and check the completeness of the application. (Type the name of the HRMO, name of agency and date)	None	5 Minutes	Administrative Officer II BFAR-HRMS Office
None	2.1 Forward to the Chief, Human Resource Management Section for signature	None	5 Minutes	Supervising Administrative Officer BFAR-HRMS Office
None	2.3 Submit/file the accomplished form to GSIS	None	4 Hours	Administrative Aide IV BFAR-HRMS Office
None	2.4 Claim the Notice of Approval from GSIS for attachment of TLB claim	None	25 Day	Administrative Aide IV BFAR-HRMS Office
3. Accomplish Ombudsman Clearance Form	3. Receive and review the accomplished Ombudsman Clearance Form and check the completeness of the application.	None	5 Minutes	Administrative Officer II BFAR-HRMS Office
None	3.1 Submit/file the accomplished form to Ombudsman and claim the Clearance for TLB claim	None	7 Days	Administrative Aide IV BFAR-HRMS Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Accomplish Pagibig Retirement Form	4. Receive and review the accomplished Pagibig Form and check the completeness of the application.	None	5 Minutes	Senior Administrative Assistant III BFAR-HRMS Office
None	4.1 Submit/file the accomplished form to Pagibig Office	None	7 Days	Administrative Aide IV BFAR-HRMS Office
5. Sign the Leave Application Form- CSC Form 6 Revised 2020 for Terminal Leave Benefits claim	5. Prepare, Compute and check the leave Application Form- CSC Form 6 Revised 2020	None	5 Minutes	Administrative Officer II BFAR-HRMS Office
None	5.1 Update, prepare, check and print the Statement of Absences and Undertime leave on Leave Card Ledger and Human Resource Management Information System (HRMIS) on Leave	None	5 Days	Administrative Officer II BFAR-HRMS Office
None	5.2 Forward to the Chief, Human Resource Management Section for signature	None	10 Minutes	Supervising Administrative Officer BFAR-HRMS Office
None	5.3 Forward to the Chief, Administrative Division for Initial	None	5 Minutes	Chief, Administrative Officer Administrative Division
None	5.4 Forward to the OIC, Office of the Assistant Director for Administrative Services for initial	None	1Day	OIC ADAS Office
None	5.5 Forward to the bureau Director for approval	None	2 Days	Director IV/ Bureau Director BFAR-Directors's Office
None	5.6 Prepare Indorsment for DA cleance on no pending administrative case	None	30 Minutes	Admin Officer II/ V Supervising Administrative Officer/ Chief Admin Officer
None	5.7 Forward to the Office of the Assistant Director for Admin Services Signature	None	10 Minutes	Admin Officer II

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	5.8 Submit to the DA Office of the Legal Service	None	30 Minutes	Admin assistant II (COS)
<b>Note: wait until the release of the approved DA Clearance</b>				
None	5.9 Received the approved DA Clearance	None	10 Minutes	Admin assistant II (COS)
None	5.10 Record the name of the retiree position, date of retirement and mode of retirement in the log book for retirees.	None	10 Minutes	Admin assistant II (COS)
None	5.11 Submit the Complete requirement for the terminal leave benefit claim to the Finance and Management Division for processing.	None	10 Minutes	Administrative Officer II BFAR-HRMS Office
	<b>TOTAL:</b>	None	<b>49 Days, 6 Hours and 40 Minutes</b>	

## 7. Processing of Terminal Leave Benefits for Retirees in the Regional Offices

Preparation of Terminal Leave Application and Individual Leave of Retired personnel/employee for processing of Terminal Leave Benefits (TLB) Claim in the Regional Office/s

<b>Office or Division</b>	<b>BFAR-Human Resource Management Section (HRMS)</b>
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2G-Government to Government
<b>Who may avail:</b>	BFAR Regional Office Personnel
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter Request/ Endorsement Letter	BFAR- Regional Office
2. Terminal Leave Computation Certified by the Accountant	BFAR- Regional Office
3. NOSI/ NOSA	BFAR- Regional Office
4. Approval Notice form GSIS	GSIS c/o BFAR- Regional Office
5. Terminal Leave Application	BFAR- Regional Office
6. Statement of Absences and Undertime	BFAR- Regional Office
7. Duly Accomplished Form (GSIS Retirement Application- Photocopy only)	BFAR- Regional Office
8. Service Record	BFAR- Regional Office

9. Approved Office Clearance- CS Form No. 7 Series of 2018	BFAR- Regional Office			
10. NOSI/ NOSA	BFAR- Regional Office			
11. Service of Record	BFAR- Regional Office			
12. DA- Clearance	BFAR- Regional Office			
13. Certification of no pending administrative case	BFAR- Regional Office and Centarl Office			
14. SALN	BFAR- Regional Office			
15. Appointment	BFAR- Regional Office			
16. LBP ATM Card (Photocopy with specimen signature)	BFAR- Regional Office			
17. Subsidiary Ledger	BFAR- Regional Office			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the 4 folders with complete requirements attached	1. Receive and review the folder and check completeness of the application. (Refer to the checklist)	None	4 Hours	<i>Administrative Officer II BFAR-HRMS Office</i>
None	1.1 Check and review if the leave credit are the audited/ verified by Chief, HRMS- Regional Office	None	5 Minutes	<i>Administrative Officer II BFAR-HRMS Office</i>
None	1.2 Check and Review if all documents submitted should be certified photocopies only 1 set for HRMS and 3 set for Finance Division	None	5 Minutes	<i>Administrative Officer II BFAR-HRMS Office</i>
None	1.3 Prepare memorandum for the Regional Office to comply lacking documents if any through email	None	40 Minutes	<i>Administrative Officer II, Supervising Admin Officer BFAR-HRMS Office</i>
None	1.4 Forward to the Chief, Human Resource Management Section for signature	None	10 Minutes	<i>Administrative Officer II, Supervising Admin Officer BFAR-HRMS Office</i>
None	1.5 Prepare Indorsment for DA Clearance on no pending administrative case	None	30 Minute	<i>Administrative Officer II/ v Supervising Administrative Officer/ Chief BFAR-HRMS Office</i>
None	1.6 Forward to the Office of the Assistant Director for Administrative Services for Signature	None	10 Minutes	<i>Admin Officer II</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.7 Submit to the DA Office of the Legal Services	None	30 Minutes	<i>Admin Assistant II (COS)</i>
<b>Note: Until release of the approval of DA Clearance</b>				
None	1.8 Received the approved DA Clearance	None	10 Minutes	<i>Admin Assistant II (COS)</i>
None	1.9 Record the name of the retiree, position, date of retirement and the mode of retirement in the logbook for retirees	None	10 Minutes	<i>Administrative Officer II BFAR-HRMS Office</i>
None	1.10 Submit the complete requirement for the terminal leave benefit claim to the Finance and Management Division for Processing	None	10 Minutes	<i>Administrative Officer II BFAR-HRMS Office</i>
<b>Total:</b>		None	<b>5 Hours and 30 minutes</b>	

## 8. Processing of Salary (Permanent and Casual)

Preparation of Payroll of the Permanent and Casual Employee by process of conducting the necessary adjustment of salary rate, various deduction adjustment based on the bill statements received.

<b>Office or Division</b>	<b>BFAR- Human Resource Management Section (HRMS)</b>
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2G - Government to Government
<b>Who may avail:</b>	BFAR-Central Office Personnel

<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. General Payroll Sheet		BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,		
2. Official Receipt from GSIS, Pagibig Fund & Philhealth		BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,		
3. Index of Salary		BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,		
4. Remittance List		BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,		
5. Print out of Payslip		BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,		

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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### Request on the following personnel requirements:

1. Adjustment of salary and loan deductions	1. Preparation of Adjustment Sheet every 25th of the Month based on the billing statement received from various agency (GSIS, HDMF, Philhealth, etc.	None	5 Minutes	<i>Administrative Aide III</i> Human Resource Management Section (HRMS)
None	2. Update the monthly deduction of every employee to the adjustment	None	10 Minutes	<i>Administrative Aide III</i> Human Resource Management Section (HRMS)
None	3. Adjust of Salary upon receipt of Notice of Salary Adjustment	None	10 Minutes	<i>Administrative Aide III</i> Human Resource Management Section (HRMS)
2. Leave without Pay (LWOP) and Notice of Step Increment	4. Compute LWOP /NOSI of employees from receipt of the list of employees with LWOP	None	10 Minutes	<i>Administrative Aide III</i> Human Resource Management Section (HRMS)
3. GSIS-Conso-loan plus, Emergency Loan & Policy loan	5. Make the necessary adjustments/deduction on the Adjustment sheet every month	None	15 Minutes	<i>Administrative Aide III</i> Human Resource Management Section (HRMS)
4. HDMF/MPL and Calamity Loan	6. Make the necessary adjustments/deduction on the Adjustment sheet every month	None	10 Minutes	<i>Administrative Aide III</i> Human Resource Management Section (HRMS)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. LBP Mobile/MPL Loan	7. Make the necessary adjustments/deduction on the Adjustment sheet every month	None	5 Minutes	<i>Administrative Aide III</i> Human Resource Management Section (HRMS)
6. ISDA Savings & Loan Association	8. Make the necessary adjustments/deduction on the Adjustment sheet every month	None	5 Minutes	<i>Administrative Aide III</i> Human Resource Management Section (HRMS)
None	9. Prepare general payroll every month (payroll salary of permanent employee per division/center and casual)	None	1 Hour	<i>Administrative Aide III</i> Human Resource Management Section (HRMS)
None	10. Check General Payroll against adjustment sheet	None	30 Minutes	<i>Administrative Aide III</i> Human Resource Management Section (HRMS)
8. LBP Employees Computation Matrix	11. Encode and review of employees matrix computation every (7th, 15th & 21st day of the month for the weekly salary)	None	30 Minutes	<i>Administrative Aide III</i> Human Resource Management Section (HRMS)
None	12. Encode and review of employees matrix computation every 30th day of the month for the last week salary	None	30 Minutes	<i>Administrative Aide III</i> Human Resource Management Section (HRMS)
None	13. Print/Submit of consolidated monthly salary employees computation matrix to Cashier Section for the final Submission to the LBP	None	1 Hour	<i>Administrative Aide III</i> Human Resource Management Section (HRMS)
9. Remittance List	14. Submit/Record of monthly remittance list of employees mandatory deduction to the Finance Division (philhealth, GSIS, HDMF and Withholding Tax) every 27th of the month	None	2 Hours	<i>Administrative Aide III</i> Human Resource Management Section (HRMS)
None	15. Submit of monthly remittance list of employees loans deduction (isda, LBP, GSIS loans, HDMF loans,)	None	1 hour	<i>Administrative Aide III</i> Human Resource Management Section (HRMS)
10. Index of Individual Employees Payment	16. Index of individual employees payments every 30th day of the month	None	1 Day	<i>Administrative Aide III</i> Human Resource Management Section (HRMS)

PREPARATION OF D.VOUCHERS				
11. New Entrant/Promotion	17. Prepare and compute the salary of the new entrant employee upon receipt of its validated appointment	None	20 Minutes	Administrative Aide III Human Resource Management Section (HRMS)
12. Step Increment	18. Prepare and Compute of Salary Differential upon receipt of the NOSI	None	30 Minutes	Administrative Aide III Human Resource Management Section (HRMS)
13. Retirees	19. Prepare and compute of salary for after of retirement	None	20 Minutes	Administrative Aide III Human Resource Management Section (HRMS)
14. Refund of Loans	20. Prepare and computed of voucher for refund of overpayment of loans upon receipt of the notice of overpayment from the PAG-IBIG and GSIS.	None	30 Minutes	Administrative Aide III Human Resource Management Section (HRMS)
SPECIAL PAYROLL				
15. Uniform and Clothing Allowance	21. Prepare of payroll for Uniform and clothing allowance on 28th of February	None	1 Day	Administrative Aide III Human Resource Management Section (HRMS)
16. Midyear or 13th Month Pay	22. Prepare of payroll for Mid Year or 13th Month Pay on 10 of May	None	1 Day	Administrative Aide III Human Resource Management Section (HRMS)
17. Year End or 13th Month Pay and Cash Gift Bonus	23. Prepare of payroll for Year end and Cash Gift Bonus on 10th of November	None	1 Day	Administrative Aide III Human Resource Management Section (HRMS)
18. CNA Incentive	24. Prepared of payroll for CNA INCENTIVE on 10th of December	None	1 Day	Administrative Aide III Human Resource Management Section (HRMS)
19. Productivity Enhancement Incentive	25. Prepared of payroll for CNA INCENTIVE on 10th of December	None	1 Day	Administrative Aide III Human Resource Management Section (HRMS)
20. Loyalty Cash Award	26. prepared of payroll for Loyalty Cash award on 25th of November	None	4 Hours	Administrative Aide III Human Resource Management Section (HRMS)
<b>TOTAL:</b>		None	<b>6 Days, 13 Hours, 20 Minutes</b>	

## 9. Processing of Request for Official Travel Authority (Abroad)

The approved Travel Authority will be presented to the Bureau of Immigration and to validate that the employee is authorized to travel abroad with the approval of the Department Secretary.

<b>Office or Division</b>	<b>BFAR- ADMIN- Human Resource Management Section (HRMS)</b>			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2G- Government to Government employee/ official			
<b>Who may avail:</b>	Nominated and Qualified Employee			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Updated Personal Data Sheet (PDS)		Client/Requesting Party		
2. Service Record (Updated)		BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,		
3. Certificate of No Pending Admin Case		BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,		
4. Certificate of No Unliquidated		Finance Division, 4th Flr., Fisheries Bldg.,		
5. List of Foreign Travel for the past 3 years / Certificate of No Foreign Travel)		Client/Requesting Party		
6. Latest Travel Report		Client/Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receive Invitation to Director's Office (DO) for Nomination of participant/s	1. Circulate memorandum to nominate/recommend Participant/s via action slip from Directors Office to Admin Division- Human Resource Management Section(HRMS)	None	2 Days	<i>Director's Officer, Chief, Supervising Administrative Officer BFAR-Director's Office and HRMS Office</i>
2. Submit requirements in support to travel authority	2. Prepare Request Travel Authority (TA), attached required documents and requirements and endorse to OSEC to secure OSEC document trading slip with limited of the Chief, HRMS	None	5 Days	<i>Chief, Supervising Administrative Officer BFAR-HRMS Office</i>
None	3. Initial of endorsement letter by the Chief, Administrative Division	None	10 Minutes	<i>Chief, Administrative Division Administrative Division</i>
None	4. Initial of the OIC- Chief Assistant Director for Administrative Services	None	10 Minutes	<i>OIC, Assistant Director for Administrative Services Legal Office</i>
None	5. Signature and approval of the BFAR Director	None	14 Days	<i>Bureau Director Director's Office</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	6. Forward/submit the signed Request Travel Authority to Department of Agriculture (DA) with the attached supporting requirements/ documents	None	1 Hour	Chief, Supervising Administrative Officer BFAR-HRMS Office
None	7. For Approval/ Signature of the Secretary of Department of Agriculture	None	21 Days	<i>Department of Agriculture Secretary</i> Department of Agriculture
3. Receive the signed/approved Travel Authority and required documents for accounting process of payments	8. Release the signed/approved Travel Authority and required documents to concerned official/employee from BFAR Central and Regional Office	None	7 Days	<i>Administrative Assistant</i> BFAR-HRMS Office
<b>TOTAL:</b>		None	<b>39 Days, 1 Hour, 20 Minutes</b>	

## 10. Recruitment, Selection and Placement Process

The selection of employees for appointment to position in the career and non-career service in all levels shall be based on the competency-based job description and relative qualification while adhering to the process of recruitment, selection and placement.

<b>Office or Division</b>	<b>BFAR- Human Resource Management Section (HRMS)</b>			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2C-Government to Client transacting public (external applicant); G2G-Government to other government agency, government employee/official (internal)			
<b>Who may avail:</b>	Internal: BFAR COS, BFAR Regional Employees and PFO/TOS Employees			
	External: Applicant outside			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Application Letter starting the Position and Item Number applied for		Applicant (Internal/External)		
2. Personal Data Sheet (PDS) with Attached Work Experience Sheet (CSC Form No. 212) Revised 2017		CSC Website / BFAR- HRMS Office		
3. Education Credentials: - Transcript of Records (TOR) (Certified True		Applicant (Internal/External)		
4. Individual Performance Commitment Review (If applicable)		Agency where the applicant is engaged		
5. Service Record or Certificate of Employment stating the position assumed and corresponding duties and		Agency where the applicant is engaged		
6. Authenticated and Certified Copy of Appropriate Eligibility (BAR, Board of Rating and PRC ID, CSC		Applicant (Internal/External) Civil Service Commission / PRC		
7. Certified Photocopy of Trainings / Seminar Certificates		Applicant (Internal/External)		
8. Potential Rating from their respective Division Chief		Applicant (for Government employees only)		
9. Statement duly signed by the applicant as to any relatives within the fourth degree of consanguinity of		Applicant (Internal/External)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1. Publish Vacant Positions at the CSC Bulletin / Internet / BFAR Website	None	(Minimum of 10 days of Publication and Posting, as per RA 7014)	Administrative Officer/ Assistant/ Aide BFAR-HRMS Office
	1.1 Post vacant positions in BFAR Website/ Bulletin and Conspicuous places/office premises			
1. Access/ View/ Inquire on CSC Bulletin of Vacant position and BFAR Bulletin/ Conspicuous places	2. Answer queries on the posted vacant positions per inquiry	None	2 Minutes	Administrative Officer/ Assistant/ Aide BFAR-HRMS Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit application letter and requirements	3. Receive and check submitted application letter and complete documents per application	None	5 Minutes	<i>Administrative Officer/ Assistant/ Aide BFAR-HRMS Office</i>
None	4. Conduct initial assessment per application	None	30 Minutes	<i>Administrative Officer/ Assistant/ Aide BFAR-HRMS Office</i>
None	5. Prepare pre-evaluation list of applicants per vacant position	None	1 Hour	<i>Administrative Officer/ Assistant/ Aide BFAR-HRMS Office</i>
3. Acknowledge receipt of notice	6. Notify applicants who are excluded in the short-list of applicants through mail/ e-mail/ mobile messages per applicant	None	1 Hours	<i>Administrative Officer/ Assistant/ Aide BFAR-HRMS Office</i>
None	7. Conduct Background investigation of shortlisted applicants (per application) initial interview of shortlisted vacant position	None	1 Hour	<i>Administrative Officer/ Assistant/ Aide BFAR-HRMS Office</i>
4. Acknowledge receipt of notice and confirm attendance to the scheduled interview and examination	8. Notify qualified applicants for the scheduled interview and examination per application	None	1 Hour	<i>Administrative Officer/ Assistant/ Aide BFAR-HRMS Office</i>
None	9. Conduct of interview of shortlisted applicants per vacant position	None	3 Hours	<i>HRMPSB and Secretariat BFAR-HRMS Office</i>
None	10. Prepare Comparative Assessment Form (per position)	None	2 Day	<i>HRMPSB Technical Support Staff BFAR-HRMS Office</i>
None	11. Comparative Assessment to be signed by the Human Resource Merit, Promotion and Selection Board (HRMPSB) per position	None	1 Day	<i>HRMPSB Secretariat and Technical Support Staff BFAR- HRMS Office</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	12. Submit/ Present Comparative Assessment to the Office of the Director for recommendation	None	1 Day	<i>HRMPSB Secretariat and Technical Support Staff</i> BFAR-HRMS Office
None	13. Prepare and forward endorsement letter and complete required documents of appointee/s to DA Personnel Division for DA Clearance	None	1 Day	<i>HRMS Designated Liaison Officer</i> BFAR-HRMS Office
None	14. Notify applicant who are not selected in the vacant position through mail/ e-mail/ mobile messages	None	1 Hour	<i>Administrative Officer/ Assistant/ Aide</i> BFAR-HRMS Office
5. Acknowledge receipt of notice	15. Notify new employee to submit the required documents for the processing of Appointment	None	1 Hour	<i>Administrative Officer/ Assistant/ Aide</i> BFAR-HRMS Office
None	16. Prepare Appointments, Oath of Office and position Description Form per appointee for signature of the Director	None	1 Day	<i>Administrative Officer/ Assistant/ Aide</i> BFAR-HRMS Office
6. Acknowledge receipt of notice on the oath taking and assumption to duty	17. Notify new employee on the scheduled Oath taking and assumption to duty	None	1 Hour	<i>Administrative Officer/ Assistant/ Aide</i> BFAR-HRMS Office
None	18. Prepare Report on Appointment issued (RAI) along with the signed Appointment paper for signature of the director	None	4 Hours	<i>Administrative Officer/ Assistant/ Aide</i> BFAR-HRMS Office
None	19. Forward signed appointment with the required documents of the appointee to the CSC Field Office for Validation	None	1 Hour (per applicant)	<i>Administrative Officer/ Assistant/ Aide</i> BFAR-HRMS Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	20. Notify application to submit additional documents/ requirements for appointment	None	1 Hour	HRMS Designated Liaison Officer BFAR-HRMS Office
7. Submit additional documents for appointment	20.1 Received additional documents submitted by the Newly appointed personnel (SALN, NBI, and Medical Certificate)			
None	21. Receive approved and validated appointment from CSC Field Office	None	1 Hour	HRMS Designated Liaison Officer BFAR-HRMS Office
None	22. Include the name of the new appointee in the PSIPOP and GMIS for DBM requirements	None	1 Hour (per applicant)	Administrative Officer/ Assistant/ Aide BFAR-HRMS Office
<b>TOTAL</b>		None	<b>22 Days, 1 Hour, 37 Minutes</b>	



## 11. Rewards and Recognition of Qualified Employees and Officials

1. Rewards and Recognition of qualified employees and Officials to ensure and continue to promote programs that will recognize employees, contributions to the overall objectives and efficient operations of the Bureau that will emphasized the organizational mission and produce a positive effect on the work unit or agency.				
<b>Office or Division</b>	<b>BFAR- Human Resource Management Section (HRMS)</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G-Gov't to Government Employee and Official			
<b>Who may avail:</b>	BFAR Central Office, Officials and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Nomination Form		BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,		
2. Invitation Letter		BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,		
3. Memorandum Letter on the submission of OPCR/IPCR		BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,		
4. Monitoring and Coaching Form		BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receive Memorandum Letter for nomination/ invitation for outstanding employees on Honor Awards	1. Circulate Memo Letter to all BFAR Officials and Employees for nomination/invitation for Honor Awards	None	Every first week of January	<i>Praise Secretariat</i> BFAR-HRMS Office
2. Submit accomplished Nomination form and supporting docs	2. Receive accomplished Nomination form and letter of recommendations its supporting docs for evaluation	None	On or before March 31	<i>Praise Secretariat</i> BFAR-HRMS Office
None	2.1 Conduct further Review and Evaluation for the submitted supporting documents for nomination	None	April 1 to 15 of the Month	<i>Praise Secretariat</i> BFAR-HRMS Office
	2.2 Schedule meeting with the PRAISE committee for further evaluation and recommendations			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	2.3 Conduct initial deliberation of the PRAISE Committee for the shortlist of nominees with the submitted documents	None	April 1 to 15 of the Month	<i>Praise Committee</i> BFAR-HRMS Office
None	2.4 Prepare list of qualified nominees and send letter to nominees who did not pass the deliberation			
None	2.5 Conduct field validation/inspections on the submitted documents	None	April 16 to May 31	
None	2.6 Conduct final deliberation of the PRAISE Committee on the validated/collated documents	None	First week of June	<i>Praise Committee</i> BFAR-HRMS Office
None	2.7 Committee prepare and submit recommendation letter to the Director to the winning individual or group			
None	2.8 Signature and approval of the Director on the recommendation letter of the awardees			<i>Bureau Director</i> BFAR-Director's Office
3. Receive notification of awarding program and confirmed attendance	3. Schedule awarding program for the winning awardees and notify the concerned awardees	None	15 Days before the Awarding	<i>Praise Committee and Praise Secretariat</i> BFAR-HRMS Office
	3.1 Prepare endorsement letter signed by the Director to the CSC Honor Awards Program			
4. Attend the awarding ceremonies	None	None	First week of July	<i>Bureau Directors and Head of Praise Committee</i> Event Venue
5. Furnish a receiving copy to HR and Retained a copy for personal file for future references	5. Mark the receiving copy for proper document retrieval			<i>Praise Secretariat</i> BFAR-HRMS Office
<b>TOTAL:</b>		None	Time may vary according to transactions	

## 12. Strategic Performance Management System (SPMS) Process

1.Strategic Performance Management System (SPMS) is a mechanism to ensure that each employee contribute to the attainment of or helps achieve the objectives et by the organizations and, on the other hand, the organization achieves that it has set itself to achieve in its strategic plan.

<b>Office or Division</b>	<b>BFAR- Human Resource Management Section (HRMS)</b>
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2G-Gov't to government employee & official
<b>Who may avail:</b>	BFAR Central Office Officials and Employees, BFAR Regional Office officials and employees

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Latest Accomplished and rated IPCR for Individuals (2 Original Copies for 2 Rating Periods)	BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,
2. Latest Accomplished and rated OPCR for Divisions (2 Original Copies for 2 Rating Periods)	BFAR- Section/Planning (FPED), 4th Flr., Fisheries Bldg.,
3. Memorandum Letter on the submission of OPCR/IPCR	BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1.1 Prepare Memorandum to submit IPCR and OPCR	None	30 Minutes	<i>Administrative Assistant V (COS)</i> BFAR-HRMS Office
None	1.2 Forward to the Office of the Assistant Director for Administrative Service for approval	None	5 Minutes	<i>Administrative Assistant V (COS)</i> BFAR-HRMS Office
None	2. Forward the approved Memorandum to Records Section for Dissemination to Central Office and National Centers	None	5 Minute	<i>Administrative Assistant V (COS)</i> BFAR-HRMS Office
1. Submit two copies of accomplished and reated OPCR/IPCR to the HRMS	3. Receive accomplished and signed OPCR/IPCR for Performance Monitoring	None	5 Minutes	<i>Administrative Assistant V (COS)</i> BFAR-HRMS Office
None	4. Conduct performance Review and Evaluation Rating of the OPCR and IPCR	None	2 Hourse (per IPCR) 6 hours (per OPCR)	<i>Administrative Assistant V (COS) Performance Management Team Secretariat</i> BFAR-HRMS Office

**Note: if with comments/corrections on the submission, return for proper revision/s (maximum of 3 Days)**

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Received the copy of IPCR/OPCR with attached comments/ corrections for proper revision/s	4.1 Return the reviewed IPCR and OPCR to concerned employee for revision based on the attached comments/ correction based on the deliberation of the PMT	None	5 Minutes	<i>Administrative Assistant</i> V (COS) BFAR- HRMS Office
<b>Note: Until receipt of the corrected IPCR/OPCR (maximum of 3 days)</b>				
3. Submit original copy of IPCR/OPCR to HR	5. Received original corrected/ signed OPCR/IPCR for filling	None	5 Minutes	<i>Administrative Assistant</i> V (COS) BFAR- HRMS Office
<b>TOTAL:</b>		None	<b>1 Day and 55 Minutes</b>	

13. Processing of Leave Application				
Processing of leave application and individual leave of casual and permanent employees.				
Office or Division	BFAR-ADMIN- Human Resource Management Section- (HRMS)			
Classification	Simple			
Type of Transaction	G2G- Government to Government			
Who may avail:	BFAR Central Official Personnel and BFAR National Centers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Leave Application Form-CSC Form 6 Revised 1998		BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,		
2. For 5 days sickleave, attach medical certificate		BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,		
3. For Maternity Leave, attach clearance		BFAR-Human Resource Management Section, 3rd Flr., Fisheries Bldg.,		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish Leave Application Form- CSC Form 6 Revised 1998	1. Receive the accomplished Leave Application Form (Duly signed by immediate supervisor)	None	15 Minutes	Administrative Aide IV, Senior Administrative Assistant III BFAR-HRMS Office
None	1.1 On time-Record on Attendance sheet and encode on Time and Attendance, Monitoring System (TAMS)	None	5 Minutes	Administrative Aide IV, Senior Administrative Assistant III BFAR-HRMS Office
None	1.2 If beyond the prescribed period submit written explanation-Record on Attendance Sheet and encode on Time and Attendance, Monitoring System (TAMS)	None	5 Minutes	Administrative Aide IV, Senior Administrative Assistant III BFAR-HRMS Office
None	1.3 Process the filled up leave application form and updated Leave Card Ledger and Human Resource Management Information System (HRMIS)	None	5 Minutes	Senior Administrative Assistant III BFAR-HRMS Office
None	1.4 Forward to the Chief, Human Resource Management Section for signature	None	5 Minutes	Supervising Administrative Assistant III BFAR-HRMS Office
None	1.5 Forward to the Chief, Administrative Division for initial	None	5 Minutes	Chief, Administrative Officer Administrative Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.6 Forward to the OIC, Office of the Assistant Director for Administrative Services for signature	None	1 Day	Attorney IV/OIC ADAS BFAR-ADOTECH Office
None	1.7 Forward to BFAR Director for Approval	None	1 Day	Director IV BFAR- Director's Office
2. Received notification on the approved leave	1.8 Received and notify the approved leave to concerned employee's Fileb 201	None	5 Minutes	Administrative Aide VI BFAR- HRMS Office
<b>TOTAL:</b>		None	<b>2 Days and 45 Minutes</b>	

## HRMS- PUBLIC ASSISTANCE COUNTER /ARTU

### 1. Technical Assistance for Walk-in Clients

To cater an efficient service to clients who conduct research, inquiries about fishing vessel, identification/specification of species, application for importation and exportation of fishery products, or planning a business for establishment of fishpond/hatchery, renew license and issuance of certification and other concerns. And forward the clients to appropriate Division/Section/Unit.

<b>Office or Division</b>	<b>BFAR - HR- Anti Red Tape Unit (ARTU)</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B - Government to Business; G2G- Government to Government			
<b>Who may avail:</b>	All (General Public and Gov't/Private organization)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request /Verbal Request		Client/Requesting Party/ies		
2. Client Feedback Form		BFAR - Admin-HRMS-Public Assistance & Complaint Counter /ARTU		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Discuss the concern to Public Assistance Officer/Staff assigned at Anti-Red Tape Unit, Fisheries Bldg, Ground Floor, Left wing	1. Accept/ Acknowledge/ Assist the concern/ inquiry of walk-in clients.	None	15 Minutes	Administrative Assistant II/ Administrative Assistant III BFAR-HR-ARTU, G/Flr., Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	1.1 Let the client sign up in the log sheet for their basic information and purpose.	None	5 Minutes	
2. Present the Letter Request of it's concern for proper assistance if necessary/ applicable	2. Render the appropriate assistance for endorsement to the concern Division/Section	None	15 Minutes	
None	2.1 Provide the necessary information needed/ requested by the client.	None	20 Minutes	Administrative Assistant II/ Administrative Assistant III BFAR-HR-ARTU, G/Flr., Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
	2.2 Provide Client Survey Form to be filled out by the client and the officer who rendered service.			
3. Return the accomplished Client Feedback Form to the assisting personnel/staff	3. Receive the accomplished Client Feedback Form. Double check if it's filled out completely.	None	5 Minutes	Administrative Assistant II/ Administrative Assistant III BFAR-HR-ARTU, G/Flr., Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
<b>TOTAL:</b>		None	<b>1 Hour</b>	

## 2. Procedure in Handling Complaints or Negative Feedback

The monitoring mechanisms established in handling/addressing the negative feedback or complaints in rendering service by the frontline office. Processing of complaint in accordance with the Revised Rules on Administrative Cases involving against civil service officials or employee. The public assistance and complaints officer shall conduct investigation whenever necessary in accordance with the Act.

<b>Office or Division</b>	<b>BFAR - HR- Anti Red Tape Unit (ARTU)</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B - Government to Business; G2G- Government to Government			
<b>Who may avail:</b>	All (General Public, Stakeholders, other Gov't agencies, BFAR Central office, National centers, Regional/Provincial offices)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Accomplished Complaint Form		BFAR - Public Assistance & Complaint Counter (PACC)/ARTU		
2. Photo Copy of valid ID of Complainant for reference purposes		BFAR - Anti-Red Tape Unit (ARTU)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit accomplished Complaint Form with the complete details of personal info and complaint	1. Receive and check the accomplished Complaint form	None	5 Minutes	<i>Administrative Assistant II/ Administrative Assistant III BFAR-HR-ARTU, G/Flr., Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i>
2. Discuss the details of complaint to the Public Assistant Officer in-charge	2. Talk/Discuss with Client/Complainant the details of complaints and check it's validity	None	20 Minutes	<i>Administrative Assistant II/ Administrative Assistant III BFAR-HR-ARTU, G/Flr., Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i>
None	2.1 Render the appropriate action/assistance to the issue/concerns raised/brought out by the complainant by conducting an investigation/inquiry to the concerned office being complaint to know if the complaint is valid and act	None	15 Minutes	<i>Administrative Assistant II/ Administrative Assistant III BFAR-HR-ARTU, G/Flr., Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i>
3. Request for a dialogue and/or investigation with the concerned complaints/issues	3. Coordinate by notifying the concerned Office/Employee for the schedule dialogue with the Complainant	None	15 Minutes	<i>Administrative Assistant II/ Administrative Assistant III BFAR-HR-ARTU, G/Flr., Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Receive notification on the scheduled dialogue and Attend the scheduled dialogue with the one being complained with the necessary documents like photocopy of valid identifications and letter of complaints or copy of complaints form	4. Conduct dialogue and investigation with the concerned parties (Complainant and concerned personnel or office). The public assistant Officer acts as the mediator to both parties and will referred to the Supervisor if the concerned/issues cannot be resolve. If the case/concern is resolved prepare a report for documentation purposes		3hrs	<i>Administrative Assistant II/ Administrative Assistant III BFAR-HR-ARTU, G/Flr., Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i>
None	4.1. Evaluate and prepare a written report for the action taken on the matter/issues for both parties, provide the complainant of the action undertaken on the complaints for proper disposition	None	4hours	<i>Administrative Assistant II/ Administrative Assistant III BFAR-HR-ARTU, G/Flr., Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i>
5. Receive in writing thru e-mail or hard copy, if requested, the action taken by the management and it's status or results of the investigation and/or deliberation	5. Inform/Notify the Client/Complainant in writing thru e-mail or hard copy the action taken by the PACC office and the management and it's status or results of the investigation/deliberation, also furnish the the aggrieved party the necessary documents to satisfy	None	15mins	<i>Administrative Assistant II/ Administrative Assistant III BFAR-HR-ARTU, G/Flr., Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i>
6. Accomplish and Return the provided Client Feedback Form to the assisting personnel/staff	6. Receive the accomplished Client Feedback Form. Double check if it's filled out completely.	None	5 Minutes	<i>Administrative Assistant II/ Administrative Assistant III BFAR-HR-ARTU, G/Flr., Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i>
<b>TOTAL:</b>		None	<b>3 hrs and 38 Minutes</b>	

## BFAR MEDICAL CLINIC

### 1. Evaluation of Health status and COVID-19 risk daily

Under the Health and wellness program of the Administrative Division- Human Resource Management Section, identification of employee and transacting external clients who are safe to proceed with their normal work duties and enter the premises of the office respectively shall be conducted by a licensed medical professional.

<b>Office or Division</b>	<b>BFAR-ADMIN- HRMS- Medical Clinic</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G- Service whose client is another government agency, government employee or official			
<b>Who may avail:</b>	Internal and External clients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
COVID-19 Health Assessment Form (AHRMS)		BFAR Medical Clinic, Ground Floor Lobby, Fisheries Bldg., BPI Compound, Visayas Avenue, Q.C.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Temperature Check	1. Take temperature of the employee/ transacting external clients.	None	2 Minutes	Administrative Aide IV Medical Clinic
2. Received and fill-out the COVID-19 Health Assessment form	2. Provide the COVID-19 Health Assessment Form	None	2 Minutes	Administrative Aide IV Medical Clinic
3. Submit the Filled-out COVID-19 Health Assessment Form.	3. Received and Assess the submitted COVID-19 Health Assessment form.	None	3 Minutes	Administrative Aide IV Medical Clinic
None	3.1 Advise the employee/ external transacting client to take covid-19 precautionary measures if experiencing	None	10 Minutes	Administrative Aide IV Medical Clinic
None	3.2 Advise to proceed to the concerned office or work station if no symptoms	None	1 Minute	Administrative Aide IV Medical Clinic
<b>TOTAL:</b>			<b>18 Minutes</b>	

## 2. Administrative of First Aid Treatment to Internal and External Clients

Under the Health and wellness program of the Administrative Division- Human Resource Management Section, first aid treatment to internal and external clients who are not in optimum health condition will be administered by a licensed medical professional with enough medical.				
<b>Office or Division</b>	<b>BFAR-ADMIN- HRMS - Medical Clinic</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G- Service whose client is another government agency, government employee of official , G2G- Service whose clients is the transactiong public.			
<b>Who may avail:</b>	Internal and External clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Answer series of assessment questions	1. Assess clients well-being (Check medical history, allergies, pain scale assessment ect.)	None	10 Minutes	Administrative Aide IV Medical Clinic
2. Cooperate in the process of vital signs taking	2. Checking Vital signs	None	5 Minutes	Administrative Aide IV Medical Clinic
None	3. Administer simple medical treatment to relieve/ reduce discomfort feeling of internal and external clients (e.g. Nebulize Wound Care, etc.)	None	30 Minutes	Administrative Aide IV Medical Clinic
3. Fill-out the Medical Clinic Request Form (AHRMS-F-16)	4. Received filled-out Medical Clinic Form Request form (AHRMS-F-16)	None	5 Minutes	Administrative Aide IV Medical Clinic
None	5. Tranfer and Endorse to the nearest hospital or any other medical facilities if necessary	None	1 Hour	Administrative Aide IV Medical Clinic
<b>TOTAL:</b>			<b>1 Hour and 50 Minutes</b>	

## BFAR - RECORDS SECTION

### 1. Disposal of Valueless Records

Disposal of valueless records of the Bureau shall be authorized by the Executive Director of the National Archives of the Philippines using the General Records Disposition Schedule and the approved Agency Records Disposition Schedule as basis for disposal. Inventory and appraisal of records shall be done regularly by the records custodian and disposal of valueless records shall be conducted at least once a year.

<b>Office or Division</b>	<b>BFAR- ADMIN- Records Section</b>
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2G- Government to Government
<b>Who may avail:</b>	BFAR Division, Units, National Centers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request for Disposal of Valueless Records	Records Section/BFAR Intranet
2. Request for Authority to Dispose Form - NAP Form No. 3 (3 copies)	Download from National Archives of the Philippines website or BFAR Records Section/intranet
3. Records Inventory and Appraisal - NAP Form No.1 ( 3 copies)	Download from National Archives of the Philippines website or BFAR Records Section/intranet

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out request for disposal of valueless records including the duly accomplished NAP forms no. 1& 3	1. Receive request form and check/review the submitted NAP forms and identified records series for disposal complies with the retention period indicated in the GRDS and ARDS	None	2 hours	<i>Administrative Staff , Administrative Officer II and Administrative Officer IV</i> <b>BFAR- Records Section</b> Ground Floor, Fisheries Building Complex, BPI Compound, Visayas Avenue, Vasra, Quezon City
None	2. Prepare Letter request addressed to NAP Executive Director and .	None	2 hours	<i>Administrative Officer II, Administrative Officer IV</i> BFAR-Records Section G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	2.1 Forward the Letter to the office of the Assistant Director for Administrative Services for approval	None		<i>Office of the Asst. Director for Administrative Services</i>
None	3. Deliver signed request letter to the National Archives of the Philippines office <i>*inclusive of estimated time of travel from Visayas Avenue, Quezon City to San Marcelino St., Manila</i>	None	*2 hours	<i>Administrative staff/Liaison officer</i> BFAR Records Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	4. Review and approve request and issue reply to the request with attached Records Management Analysis Report and Authority to Dispose	None	23 days	Records Analyst-NAP-Records Management Services Division 1st & 6th Floor, PPL Building, 1000, U.N. Avenue, corner, San Marcelino St, Manila, Metro Manila
None	4.1 Notify requesting agency that the request has been approved and is ready for pick-up			
None	5 Claim reply letter, Analysis report and authority to dispose at the NAP office * inclusive of estimated travel time from Visayas Avenue to San Marcelino St., Manila	None	*2 hours	Administrative staff/Liaison officer BFAR Records Section
2. Receive the file copy of approved letter reply, Analysis Report and Authority to Dispose from NAP	2. Provide copy of the approved letter reply, analysis report and Authority to dispose to concerned clients/offices	None	30 minutes	Administrative Officer II, Administrative Officer IV BFAR-Records Section
None	2.1 Coordinate with accredited buyer of NAP and set date for the actual disposal of records	None	15 days *subject to the availability of the buyer	Administrative Officer II, Administrative Officer IV BFAR-Records Section
3. Prepare and ready the packed documents for disposal	3. Inform the concerned client/office of the scheduled date of actual disposal and advice them to prepare their documents for disposal.	None		Administrative Officer II, Administrative Officer IV BFAR-Records Section
None	3.1 Prepare a letter request for COA inviting a representative from their office to witness the actual disposal of records and Certificate of Compliance for approval of the Assistant Director for Administrative Services	None		Administrative Officer II, Administrative Officer IV BFAR-Records Section, Chief Administrative Division and Assistant Director for Administrative Services
None	3.2 Release signed letter request and certification to COA and NAP respectively	None		Administrative Staff-BFAR Records Section and representative from COA and NAP

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Attend the actual disposal of records	4. Conduct actual disposal in the presence of the COA and NAP representatives	None	same as above the processing time	Administrative Officer V, Administrative Officer IV, Administrative Staff- BFAR Records Section, representatives from COA, NAP and NAP Accredited buyer
None	4.1 Assist the buyer in paying the total sale value of the disposed records to the Cashier Section	None		BFAR Records Section Staff
None	4.2. Receive payment from buyer and issue Official Receipt	None		BFAR-Cashier staff 4th floor Main Building, Fisheries Building Complex, BPI Compound, Visayas Avenue, Vasra, Quezon City representative of NAP accredited buyer
5. Sign Certificate of Disposal issued by the NAP	5. Issue Certificate of Disposal for signature of the requesting client/office, COA, NAP Representative, and NAP accredited buyer	None		Representative of NAP
None	6. Secure gate pass from the Property Section and present to the guard on duty the item for disposal	None		Administrative Staff- Records Section, Property Staff and Security Guard on duty
5. Receive and file copy of signed Certificate of Disposal and Official Receipt	7. Distribute the photocopy of the signed Certificate of Disposal and Official Receipt to concerned parties	None		Administrative Officer II, Administrative Office IV, representatives of requesting party, NAP, NAP buyer and COA
<b>TOTAL</b>		None	<b>39 days 35 minutes</b>	

## 2.Lending of Fishpond Lease Agreement (FLA) and Commercial Fishing Vessel and Gear Licenses (CFVGL) Records

Fishpond Lease Agreement (FLA) and Commercial Fishing Vessels and Gear Licenses CFVGL) records is made available to the different action officers of the above records. However, to ensure accountability, documentation is being observed in lending these records to the different offices.

<b>Office or Division</b>	<b>BFAR- ADMIN- Records Section</b>
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2G- Government to Government
<b>Who may avail:</b>	Legal Division, Fisheries Regulatory and Licensing Division, Adjudication Committee, Regional Directors/Offices

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request for Retrieval Form - ARS-F-02 ( 1 original copy)		Records Section/intranet - Ground Floor Main Building, Fisheries Building Complex, BPI Compound, Visayas Avenue, Vasra, Quezon City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out Retrieval form	1. Receive form and check if the records being requested is on file/available	None	3 Minutes	<i>Administrative Staff</i> BFAR-Records Section Ground Floor Main Building, Fisheries Building Complex, BPI Compound, Visayas Avenue, Vasra, Q.C.
None	1.1 Retrieve the records	None	2 Minutes	<i>Administrative staff</i> BFAR-Records Section
2.Sign the charge out card/ logsheet and receive the requested records	2. Ask client to sign the charge out card/logsheet and release the records	None	5 Minutes	Administrative staff BFAR-Records Section
None	2.1 File charge-out card	None	1 Minute	Administrative Staff BFAR-Records Section
<b>TOTAL</b>		None	<b>11 minutes</b>	

### 3. Issuance of Certified Photocopy of Fishpond Lease Agreement (FLA) and Commercial Fishing Vessel and Gear Licenses (CFVGL) Records

The issuance of certified photocopy is limited only to the FLA and CFVGL records deposited at the Records Section. Likewise, no records shall be certified without securing or retrieval of the original file copy of the same.

<b>Office or Division</b>	<b>BFAR- ADMIN- Records Section</b>
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C - Government to Business Entity
<b>Who may avail:</b>	FLA Lessee/applicants and Fishing Vessel Operators/owners/representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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<b>Principal:</b>	
1. Request letter	Client/requesting party
2. Government Issued Identification Card	BIR, Post Office, DFA, SSS, GSIS, Pag-IBIG, LTO, Comelec, LGU, PRC, PSA
3. Request for Certification Form - ARS-F-02 Form (1 original copy)	<b>Records Section/intranet</b> - Ground Floor Main Building, Fisheries Building Complex, BPI Compound, Visayas Avenue, Vasra, Quezon City

<b>Representative:</b>	
1. Request letter	Person being represented
2. Special Power of Attorney/Authorization Letter	Person being represented
3. Government issued Identification Card of the person being represented (1 original and 1 photocopy)	BIR, Post Office, DFA, SSS, GSIS, Pag-IBIG, LTO, Comelec, LGU, PRC, PSA
4. Government issued Identification Card of the Representative	BIR, Post Office, DFA, SSS, GSIS, Pag-IBIG, LTO, Comelec, LGU, PRC, PSA
5. Request for Certification Form - ARS-F-02 Form (1 original copy)	<b>Records Section/intranet</b> - Ground Floor Main Building, Fisheries Building Complex, BPI Compound, Visayas Avenue, Vasra, Quezon City
6. Certification fee per page - P10.00	<b>Records Section/intranet</b> - Ground Floor Main Building, Fisheries Building Complex, BPI Compound, Visayas Avenue, Vasra, Quezon City
7. Order of Payment	<b>Records Section/intranet</b> - Ground Floor Main Building, Fisheries Building Complex, BPI Compound, Visayas Avenue, Vasra, Quezon City
8. Official Receipt	<b>BFAR-Cashier Section</b> - 4th Floor Main Building, Fisheries Building Complex, BPI Compound, Visayas Avenue, Vasra, Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter to the Records Section and fill-out ARS-F-02 Form	1. Accept and review the request letter and issue ARS- F-02 Form	None	5 Minutes	<i>Administrative staff</i> BFAR-Records Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.1 Retrieve the records and refer for approval to the following divisions: *Legal Division – for FLA with case *FRLD- for FLA with no case	None	20 minutes	Action Officers of Legal Division 2nd Floor Main Building, Fisheries Building Complex, BPI Compound, Visayas Avenue, Vasra, Quezon City or
2. Secure Order of Payment at the BFAR-Records Section located at G/Flr., Fisheries Bldg., BPI Compound	2. Issue Order of Payment and prepare requested documents	None	10 Minutes (depending on the number of requested records to be certified)	Administrative Officer IV or Administrative Officer II, Administrative Staff-BFAR-Records Section
3. Submit Order of Payment and pay the required fees and secure Official Receipts at the BFAR-Cashier Section, 4th Flr., Fisheries Bldg., BPI Compound,	3.Accept payment and issue Official Receipt	Certification fee is P10.00 (per page)	5 minutes	BFAR-Cashier Section - 4th Floor Fisheries Main Building
4. Present Official Receipt (OR) and receive requested certified records	4.Photocopy the OR and release the certified records to the client	None	5 Minutes	Administrative Officer IV or Administrative Officer II, Administrative staff BFAR-Records Section
<b>TOTAL:</b>		<b>P10/page</b>	<b>45 Minutes</b>	

Note: The requesting party shall be directed to pay P10.00 per certified copy if the number of certified copies being requested is more than two (2).

#### 4. Mailing of Official Document

Centralized mailing of documents is observed in the Central office for efficient control and dispatch of documents.				
<b>Office or Division</b>	<b>BFAR- ADMIN- Records Section</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G- Government to Government			
<b>Who may avail:</b>	BFAR Division, Units, Sections			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request for Postal Service Form - ARS-F-01 Form - (1 original copy)		Records Section/intranet - Ground Floor Main Building, Fisheries Building Complex, BPI Compound, Visayas Avenue, Vasra, Quezon City		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit filled-out Request for Postal Service Form together with the document for mailing	1. Receive request and record in the logbook	None	5 Minutes	<i>Administrative staff BFAR-Records Section Ground Floor Main Building, Fisheries Building Complex, BPI Compound, Visayas Avenue, Vasra, Q. C.</i>
None	1.1 Read, release and photocopy received document/s	None	*10 Minutes <i>depending on the number of pages to be reproduced and number of recipients</i>	<i>Administrative staff BFAR-Records Section</i>
None	1.2. Classify according to destination and postal service requested and record in corresponding logbook	None	3 Minutes	<i>Administrative Assistant IV, Administrative Assistant II BFAR-Records Section</i>
None	1.3 Prepare mailing envelope, provide control number, attach tracking sticker and stamp envelope accordingly	None	10 Minutes	<i>Administrative Assistant IV, Administrative Assistant II BFAR-Records Section</i>
None	1.4 Weigh and seal envelope to determine the cost of mailing and have it metered stamped	None	2 Minutes	<i>Administrative Assistant IV, Administrative Assistant II BFAR-Records Section</i>
None	1.5 Prepare the Transmittal Form/Registry Return Receipt Cards and attach tracking stickers	None	5 Minutes	<i>Administrative Assistant IV, Administrative Assistant II BFAR-Records Section</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.6 Prepare mailing list, Daily Statement reading Reports of Mail Posted Through Postage Stamp Machine Form	None	5 Minutes	<i>Administrative Assistant IV, Administrative Assistant II</i> BFAR-Records Section
None	1.7 Mail the document at the Quezon City Post Office	None	20 minutes *inclusive of estimated travel time	<i>Administrative Assistant III, Administrative Assistant IV</i> BFAR-Records Section
2. Receive and file the copy of the ARS F-01 Form together with the basic documents/communications	2. Release a copy of the ARS F-01 form to the requesting party	None	5 Minutes	<i>Administrative Assistant III, Administrative Assistant IV</i> BFAR-Records Section
<b>TOTAL</b>		None	<b>1 hour and 5 minutes</b>	

## 5. Releasing of documents through Messengerial Service

Delivery of documents that are urgent in nature and requires immediate action shall be delivered by the designated messenger within one (1) day from receipt.

<b>Office or Division</b>	<b>BFAR- ADMIN- Records Section</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G- Government to Government			
<b>Who may avail:</b>	BFAR Division, Units, Sections			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
ARS-F-02 Form - Delivery Form (1 original copy)		<b>BFAR-Records Section/intranet</b> - Ground Floor Main Building, Fisheries Building Complex, BPI Compound, Visayas Avenue, Vasra, Quezon City		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit filled-out delivery form and document for delivery	1. Receive request and record in the logbook	None	5 Minutes	<i>Administrative staff</i> BFAR-Records Section Ground Floor Main Building, Fisheries Building Complex, BPI Compound, Visayas Avenue, Vasra, Quezon City
None	1.1 Read, release and photocopy received document/s	None	10 Minutes	<i>Administrative Officer II, Administrative Officer IV, Administrative staff</i> BFAR-Records Section
None	1.2 Deliver the document to concerned office/agency	None	2 hours 30 Minutes * inclusive of estimated travel time	<i>Administrative Officer II, Administrative Officer IV, Administrative Assistant III, Administrative Assistant II, Administrative Assistant IV, Administrative Assist. I</i> <b>BFAR-Records Section,</b> Receiving Clerk/staff of concern office
2. Receive and file the copy of the stamped "received" ARS-F-02 Form together with the basic communication/ documents	2. Release a copy of the stamped "received" ARS-F-02 Form to the requesting party and file duplicate for record/reference purposes	None	5 Minute	<i>Administrative Assistant III, Administrative Assistant II, Administrative Assistant IV, Administrative Assistant I</i> <b>BFAR-Records Section</b>

<b>TOTAL</b>	None	<b>2 hours 50 minutes</b>	
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## 6. Issuance of Certified Photocopy of Fishpond Lease Agreement (FLA), Commercial Fishing Vessel and Gear Licenses (CFVGL) Records and Approved issuances (FAO, FGMO and FMO)

The issuance of certified photocopy is limited only to the FLA, CFVGL and approved issuances such as Fisheries Administrative Order, Fisheries General Memorandum Order and Fisheries Memorandum Order deposited at the Records Section. Likewise, no records shall be certified without securing or retrieval of the original file copy of the same.

<b>Office or Division</b>	<b>BFAR- ADMIN- Records Section</b>
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2G - Government to Government
<b>Who may avail:</b>	BFAR Officials and action officers

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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### Principal

1. Request for Certification Form - ARS-F-02 Form (1 original copy)	<b>BFAR Records Section/intranet</b> - Ground Floor Main Building, Fisheries Building Complex, BPI Compound, Visayas Avenue, Vasra, Quezon City
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<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit filled-out ARS-F-02 Form	1. Receive ARS- F-02 Form	None	14 minutes	<i>Administrative staff BFAR-Records Section *Ground Floor Main Building, Fisheries Building Complex, BPI Compound, Visayas Avenue, Vasra, Q.C.</i>
none	1.1 Retrieve the record/s and reproduce according to the number of copies requested to be certified			<i>Administrative Staff- BFAR Records Section</i>
none	1.2 Stamp and sign (as certified copies) records			<i>Administrative Officer IV, Administrative Officer II, Administrative Staff- BFAR Records Section</i>
2. Check and receive requested certified copies of records	2. Issue/release copies of certified records	none	1 minute	<i>Administrative Staff BFAR-Records Section</i>
<b>TOTAL:</b>			<b>15 minutes</b>	

## BFAR - PROPERTY SECTION

**1. Issuance of Approved Purchase Order for Commercial Suppliers ensures that only those complying with BFAR's requirements/specifications are delivered and paid**

<b>Office or Division</b>	BFAR-ADMIN-Property Section			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2C- Gov't to Citizen, G2B-Gov't to Business Entity, G2G-Gov't to Gov't			
<b>Who may avail:</b>	Suppliers, BFAR Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Project Procurement Management Plan (PPMP)/Annual Procurement Plan (APP)		<b>Bids and Awards Committee (BAC)</b> , 2nd Flr, Fisheries Main Bldg., BPI Compound		
2. Purchase Request (PR) with Bids and Awards Committee (BAC) recommendation				
3. Request for Quotation (RFQ)				
4. Abstract/Summary of Quotation				
5. Properly filled-up Purchase Order (PO) <i>Note: Make sure that the winning bidder is included in BFAR's suppliers' registry and had submitted all</i>				
6. Warranty Certificate		Supplier End		
7. Document Tracking System (DTS)		<b>BFAR- Property Section</b> , 2nd Flr., Fisheries Annex Bldg., BPI Compound		
8. Sales Invoice (SI)				
9. Delivery Receipt (DR)				
10. Inventory Custodian Slip (ICS)				
11. Property Acknowledgment Receipt (PAR)				
12. Inspection and Acceptance Report (IAR)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit to BAC the proposed specifications for the delivery of supplies, materials, and equipment (Supplier)	1. Receive (PO) Purchase Order	None	10 minutes	Property Staff
2. Submit to BAC approved PO with the required complete attachments (BAC)	1.1 Stamp PO, log, and assign control number		5 minutes	Property Staff
	1.2 Enter in DTS		3 minutes	Property Staff
None	2. Check, scrutinize PO and encode in database	None	5 minutes	Property Staff
	<i>Note: If the PO has discrepancy, proceed to Step 3. Otherwise, proceed</i>			Property Staff

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	3. Attach note/checklist to BAC/end-user for compliance	None	3 minutes	Property Staff
None	4. Contact/ Coordinate supplier to accept PO/contract	None	10 minutes	Property Staff
3. Sign in the 'Conforme' portion of the PO if all terms are acceptable	5. Receive signed PO and give a copy to supplier	None	3 minutes	Property Staff
	5.1 Forward copy to COA		1 day	Property Staff
4. Deliver requested item/property	6. Sign 'Received' portion of Delivery Receipt	None	3 minutes	Property Staff
	6.1 Attach original DR to file and return 2nd copy to supplier			Property Staff
None	7. Prepare Inspection & Acceptance Report (IAR) in 3 copies	None	3 minutes	Property Staff
	7.1 Forward to Property Inspector for inspection of delivery			Property Staff
None	8. Review completeness and correctness of documents	None	15 minutes	Property Staff
	8.1 Sign in 'Acceptance' column; check if 'complete' or 'partial'; indicate date of receipt and remarks, if any			Property Staff
None	9. Store delivered items in Storeroom for safekeeping	None	2 Days	Property Staff
None	10. Assign stock number for ICS items	None	3 minutes	Property Staff
None	11. Prepare stock card	None	3 minutes	Property Staff
None	12. Log and assign ICS/PAR number; fill up details	None	3 minutes	Property Staff
None	13. Encode in inventory of PPE/inventory items	None	3 minutes	Property Staff

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	14. Release ICS/PAR copies	None	3 minutes	<i>Property Staff</i>
None	15. Prepare Disbursement Voucher (DV); attach IAR and PO	None	3 minutes	<i>Property Staff</i>
	15.1 Encode in Document Tracking System (DTS)			<i>Property Staff</i>
None	16. Check completeness of documents for processing/payment with complete attachments	None	3 minutes	<i>Property Staff</i>
None	17. Conduct post-delivery inspection of items at the filed together with the TWG/Inspection Team	None	2 Days	<i>Property Staff</i>
None	18. Release the DV and PO to Accounting for processing/payment with complete attachments	None	3 minutes	<i>Property Staff</i>
<b>Total:</b>			<b>6 days, 1 hr. &amp; 26 mins.</b>	



**2. Stability, orderliness, proper stacking of supplies, materials, and equipment ensures protection against theft, fire, deterioration, and are readily accessible to requesting offices**

Office or Division		BFAR-ADMIN-Property Section		
Classification		Simple		
Type of Transaction		G2G - Gov't to Gov't		
Who may avail:		BFAR Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PPMP/APP		} <b>Bids and Awards Committee (BAC)</b> , 2nd Flr, Fisheries Main Bldg., BPI Compound		
2. Purchase Request (PR)				
3. Agency Purchase Request (APR)		} DBM-Procurement Service		
4. Delivery Receipt (DR)				
5. Requisition and Issue Slip (RIS)		} <b>BFAR-Property Section</b> , 2nd Floor, Fisheries Annex Bldg., BPI Compound, Visayas Ave., Q.C.		
6. Property Acknowledgment Receipt (PAR)				
7. Inventory Custodian Slip (ICS)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare PR based on approved PPMP	1. Receive approved PR	None	3 minutes	Admin. Aide VI/Admin. Asst. IV
None	2. Check availability at PhilGEPS	None	10 minutes	
	<b>Note: If available, proceed to 2.2. Otherwise, proceed to Step 7</b>			
	2.1 Prepare RIS; request employee to sign 'Requested by' portion			
	2.2 Review and verify RIS; fill up details, place initial on 'Approved by' portion, and record			
None	3. Sign 'Approved by' portion	None	3 minutes	Property Officer
None	4. Prepare ICS/PAR; fill up details	None	3 minutes	Admin. Asst. IV/V
None	5. Sign 'Received from' portion	None	3 minutes	Property Officer
2. Receive supplies, sign 'Received by' portion in ICS/PAR and RIS	6. Sign 'Issuance' portion, issue supplies to employee	None	3 minutes	Admin. Aide VI/Admin. Asst. IV
None	7. Prepare 'Certificate of Non-Availability of Supplies', <b>If not available</b>	None	3 minutes	
	7.1 Sign certificate; return to Staff		3 minutes	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3 Receive certificate; purchase from other source	8. Issue signed certificate to employee and record	None	3 minutes	<i>Admin. Aide VI/Admin. Asst. IV</i>
<b>Total:</b>			<b>34 minutes</b>	

### 3. Purchase, storage, and issuance of common-use supplies and materials from DBM-Procurement Service ensures compliance to RA 9184, also known as the Government Procurement Reform Act.

Office or Division		BFAR-ADMIN-Property Section		
Classification		Simple		
Type of Transaction		G2G - Gov't to Gov't		
Who may avail:		BFAR Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PPMP/APP		} <b>Bids and Awards Committee (BAC)</b> , 2nd Flr, Fisheries Main Bldg., BPI Compound, Visayas Ave., Q.C.		
2. Purchase Request (PR)				
3. Agency Purchase Request (APR)		} DBM-Procurement Service		
4. Delivery Receipt (DR)				
5. Requisition and Issue Slip (RIS)		} <b>BFAR- Property Section</b> , 2nd Flr., Fisheries Annex Bldg., BPI Compound, Visayas Ave., Q.C.		
6. Property Acknowledgment Receipt (PAR)				
7. Inventory Custodian Slip (ICS)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare PR based on approved PPMP	1. Receive approved PR	None	3 minutes	Admin. Aide VI/Admin. Asst. IV
	<b>Note: If supplies are available at DBM-PS, proceed to Step 5. Otherwise, proceed to Step 2</b>			
None	2. Prepare Certificate of Non-Availability of Supplies (CNAS)	None	3 minutes	
2. Receive CNAS	3. Release original CNAS	None	3 minutes	
None	4. Forward PR and CNAS (copy 2) to BAC	None	3 minutes	
None	5. Prepare Agency Purchase Request	None	3 minutes	
None	6. Sign APR	None	3 minutes	Property Officer
None	7. Forward signed APR to Accounting Section for processing	None	3 minutes	Admin. Aide VI/Admin. Asst. IV
None	8. Get the check from the Cashier Section	None	3 minutes	
None	9. Bring check to DBM-PS; choose mode of delivery	None	2 Hours (1 - 2 hours)	


None	10. Receive supplies from PS	None	1 hour	<i>Admin. Aide VI/Admin. Asst. IV</i>
	10.1 Enter details of received item in Bin Card		3 minutes	
	10.2 Issue to requesting end-users		3 minutes	
<b>Total:</b>		None	<b>3 hours, 30 minutes</b>	

4. The issuance of the Waste Material Report ensures that all waste materials previously taken up in the books of accounts as assets or in the custody of the accountable officer are reported so that they may be properly disposed of and derecognized from the books.


and are recognized from the books.

Office or Division:	BFAR-ADMIN-Property Section			
Classification:	Simple			
Type of Transaction:	G2G - Gov't to Gov't			
Who may avail:	BFAR Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Filled-up and approved Waste Material Report (WMR)		} <b>BFAR- Property Section</b> , 2nd Flr., Fisheries Annex Bldg., BPI Compound, Visayas Ave., Q.C.		
2. Photocopy of PAR/ICS				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit WMR with attached PAR/ICS for the Turn-over unserviceable supplies and materials;	1. Receive items, check correctness of article and specifications	None	30 minutes	Admin. Aide VI/Admin. Asst. IV
	1.1 Secure copy of WMR		3 minutes	
	1.2 Issue return slip to accountable officer		3 minutes	
None	2. Cancel from ICS/PAR of accountable officer	None	3 minutes	Admin. Asst. IV/V
None	3. Temporarily store items at the Storeroom	None	6 Months	Admin. Aide VI/Admin. Asst. IV
None	4. Log WMR with note {Above waste materials temporarily stored at (designated area)}	None	5 Minutes (3-5 minutes)	Admin. Aide II/Sr. Admin. Asst
None	5. Indicate "For disposal" in the Property Card	None	3 minutes	Administrative Assistant IV
None	6. Sign WMR	None	3 minutes	Property Officer
2. Receive approved WMR	7. Release WMR together with attachments	None	3 minutes	Admin. Aide II/Sr. Admin. Asst
Total:			6 Months and 53 minutes	

**5. The issuance of Clearance from Property Accountability/ies ensures compliance to COA Circular No. 92-391 which requires the settlement of and clearance from accountabilities of accountable officer prior to transfer, retirement, or acceptance of resignation.**

Office or Division:		BFAR-ADMIN-Property Section		
Classification:		Simple		
Type of Transaction:		G2G - Gov't to Gov't		
Who may avail:		BFAR Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original copy of Clearance		 <b>BFAR- Property Section</b> , 2nd Flr., Fisheries Annex Bldg., BPI Compound, Visayas Ave., Q.C.		
2. Property Acknowledgment Receipt (PAR) - for transfer of property accountability of equipment				
3. Inventory Custodian Slip (ICS) - for transfer of inventories				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit four (4) copies of clearance For initial of Property Office	1. Receive clearance and check for property accountability/ies of employee	None	3 minutes (3-5 minutes)	Admin. Asst. IV/V
	<i>Note: If the employee has property accountability/ies, proceed to Step 2. Otherwise, proceed to Step 4.</i>			
2. Receive the list of property accountability/ies	2. Print and provide the list of property accountability/ies.	None	3 minutes	Admin. Asst. IV/V
None	3. Verify the property accountability/ies, if any	None	1 Day	Admin. Asst. IV/V
None	4. Countersign the clearance form	None	3 minutes	Admin. Asst. IV/V
None	5. Reconcile from the inventory records to update employee's accountability/ies	None	5 minutes	Admin. Assistant IV/Sr. Admin. Assistant
None	6. Sign the clearance form	None	3 minutes	Property Officer
3. Receive the approved application for clearance	7. Release the approved application for clearance	None	3 minutes	Admin. Asst. IV/V
	Total:		1 Day and 20 minutes	

**6. The issuance of Property Acknowledgment Receipt (PAR) for Newly-Acquired Property, Plant, and Equipment (PPE) ensures that accountability, responsibility, and liability of accountable or responsible officers shall be established which may arise from loss, misuse, damage, or deterioration of government property due to fault or negligence in safekeeping.**

Office or Division:		BFAR-ADMIN-Property Section		
Classification:		Simple		
Type of Transaction:		G2G - Gov't to Gov't		
Who may avail:		BFAR Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Purchase Order (PO)		 <b>BFAR- Property Section</b> , 2nd Flr., Fisheries Annex Bldg., BPI Compound, Visayas Ave., Q.C.		
2. Sales Invoice/Official Receipt				
3. Inspection and Acceptance Report				
4. Warranty Certificate				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents	1. Receive the documentary requirements	None	5 minutes	Admin. Asst. IV/V
None	2. Log and assign property number; encode in inventory of PPE	None		
None	3. Sign 'Received from' portion of PAR	None	3 minutes	Property Officer
2. Receive duplicate PAR for newly-acquired PPE	4. Release duplicate PAR for newly-acquired PPE	None	3 minutes	Admin. Asst. IV/V
None	5. File original copy per document	None	3 minutes	
	Total:		12 minutes	

**7. The issuance of Property Acknowledgment Receipt (PAR) for Transferred PPE ensures that the receiving employee shall be made accountable, responsible, and liable for the subsequent loss, misuse, damage, or deterioration of government property while the previous accountable employee shall be freed from such.**

<b>Office or Division:</b>		BFAR-ADMIN-Property Section		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G - Gov't to Gov't		
<b>Who may avail:</b>		BFAR Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Old Property Acknowledgment Receipt (PAR) signed by original end-user		BFAR- Property Section, 2nd Flr., Fisheries Annex Bldg., BPI Compound, Visayas Ave., Q.C.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit photocopy of PAR signed by original end-user	1. Receive the documentary requirements	None	5 minutes	Admin. Asst. IV/V
None	2. Log and assign property number	None		
None	3. Stamp duplicate copy	None		
None	4. Encode information in the database	None	5 minutes	Admin. Assistant IV/Sr. Admin. Assistant
None	5. Sign 'Received from' portion of PAR	None	3 minutes	Property Officer
2. Receive duplicate PAR for transferred PPE	6. Release duplicate PAR for transferred PPE	None	3 minutes	Admin. Asst. IV/V
None	7. File original copy	None	2 minutes	
<b>Total:</b>			<b>16 minutes</b>	

**8. The issuance of Inventory Custodian Slip (ICS) for Newly-Acquired and Transferred Inventories ensures accountability of end-users over the issued tangible items.**


<b>Office or Division:</b>		<b>BFAR-ADMIN-Property Section</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G - Gov't to Gov't		
<b>Who may avail:</b>		BFAR Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Official receipts (OR) or Sales Invoice (SI) - for newly-acquired inventories		BFAR- Property Section, 2nd Flr., Fisheries Annex Bldg., BPI Compound, Visayas Ave., Q.C.		
2. Old PAR/ICS signed by original end-user (for transferred inventories amounting to less than P15,000.00				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit documents	1. Receive the documentary requirements	None	5 minutes	Admin. Asst. IV/V
None	2. Log and assign ICS number	None		
None	3. Detach original copy	None		
None	4. Encode information in the database	None	5 minutes	Admin. Assistant IV/Sr. Admin. Assistant
None	5. Sign 'Received from' portion of ICS	None	3 minutes	Property Officer
2. Receive duplicate ICS	6. Release duplicate ICS	None	3 minutes	Admin. Asst. IV/V
None	7. File original copy	None	2 minutes	
<b>Total:</b>			<b>18 minutes</b>	



**9. The issuance of Request for Dropping from Books of Account Due to Loss of Property ensures that lost properties will no longer be recorded/dropped in the PPE account**

Office or Division:		BFAR-ADMIN-Property Section		
Classification:		Simple		
Type of Transaction:		G2G - Gov't to Gov't		
Who may avail:		BFAR Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PAR signed by accountable officer		BFAR- Property Section, 2nd Flr., Fisheries Annex Bldg., BPI Compound, Visayas Ave., Q.C.		
2. Inventory Report				
3. Approved request for relief from accountability				
4. Copy of investigation report				
5. Affidavit or sworn statement of accountable officer				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Submit approved request for relief from accountability together with supporting documents	1. Receive the documentary requirements	None	10 minutes	Admin. Asst. V
None	2. Prepare the request for dropping	None		
None	3. Log and update database	None		
None	4. Affix initials on document	None	3 minutes	Admin. Asst. V & Property Officer
None	5. Release original request for signature of the Administrative Officer	None	3 minutes	Admin. Assistant I
	5.1 Release signed request to Accounting Section	None	3 minutes	
2. Receive cancelled PAR	6. Release cancelled PAR	None	2 minutes	Admin. Asst. V
None	7. File triplicate copy	None	2 minutes	
Total:			23 minutes	

**10. The issuance of Request for Dropping from Books of Account Due to Transfer of Property ensures that the property is duly recognized in the books of the receiving entity while derecognized in that of the granting entity.**

Office or Division:		BFAR-ADMIN-Property Section		
Classification:		Simple		
Type of Transaction:		G2G - Gov't to Gov't		
Who may avail:		BFAR Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PAR signed by accountable officer		 <b>BFAR- Property Section</b> , 2nd Flr., Fisheries Annex Bldg., BPI Compound, Visayas Ave., Q.C.		
2. Inventory Report				
3. Property Transfer Receipt (PTR)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved Property Transfer Receipt (PTR)	1. Receive the documentary requirements	None	10 minutes	Admin. Asst. V
None	2. Prepare the request for dropping	None		
None	3. Log and update database	None		
None	4. Affix initials on document	None	3 minutes	Admin. Asst. V & Property Officer
None	5. Release original request for signature of the Administrative Officer	None	3 minutes	Admin. Assistant I
	5.1 Release signed request to Accounting Section	None	3 minutes	
2. Receive cancelled PAR	6. Release cancelled PAR	None	2 minutes	Admin. Asst. V
None	7. File original copy	None	2 minutes	
Total:			23 minutes	

**11. The issuance of the Request for Booking to Books of Account Due to Donation or Transfer by another entity (BFAR as the recipient) ensures that the property is duly received by BFAR and that an accountable officer has been identified.**

<b>Office or Division:</b>	<b>BFAR-ADMIN-Property Section</b>
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G - Gov't to Gov't
<b>Who may avail:</b>	BFAR Employees

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. PAR signed by accountable officer	} <b>BFAR- Property Section</b> , 2nd Flr., Fisheries Annex Bldg., BPI Compound, Visayas Ave., Q.C.
2. Deed of Donation, if donated property	

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit photocopy of PAR and Deed of Donation (If donated property)	1. Receive the documentary requirements	None	3 minutes	Admin. Asst. V
None	1.1 Log and assign control number	None		
None	2. Stamp duplicate copy	None	3 minutes	
None	3. Encode information in the database	None	5 minutes	Sr. Admin. Assistant
None	4. Affix initials on document	None	3 minutes	Admin. Asst. V & Property Officer
None	5. Release original request for signature of the Administrative Officer	None	3 minutes	Admin. Assistant I
None	5.1 Release signed request to Accounting Section	None	3 minutes	
2. Receive duplicate PAR	6. Release duplicate PAR	None	minutes	Admin. Asst. V
None	7. File original copy	None	2 minutes	
<b>Total:</b>			<b>24 minutes</b>	

**12. The issuance of Gate Pass for Bringing Out Property ensures that the property is properly tracked thus preventing difficulty in tracking its location, or even loss**

<b>Office or Division:</b>		<b>BFAR-ADMIN-Property Section</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G - Gov't to Gov't		
<b>Who may avail:</b>		BFAR Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Filled up and duly signed Gate Pass		} <b>BFAR- Property Section</b> , 2nd Flr., Fisheries Annex Bldg., BPI Compound, Visayas Ave., Q.C.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure gate pass form	1. Receive filled up form	None	3 minutes	Admin. Aide VI/Admin. Asst. IV
None	2. Check completeness and accuracy of details	None	3 minutes	
None	3. Sign form	None	3 minutes	Property Officer
2. Receive signed form	4. Release signed form	None	2 minutes	Admin. Aide VI/Admin. Asst. IV
3. Surrender to guard on duty	5. File duplicate copy	None	2 minutes	Admin. Aide II
<b>Total:</b>			<b>13 minutes</b>	

## BFAR - GENERAL SERVICE SECTION (GSS)

### 1. Maintenance and Repair of Vehicles

The General Services Section ensures that all vehicles are properly maintained and in good roadworthy condition not only for safety, but also to avoid unexpected breakdowns and repair during travel time. As such, periodic and preventive maintenance are implemented/observed.

<b>Office or Division</b>	<b>BFAR Admin. -General Services Section (GSS)</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G-Government to Government			
<b>Who may avail:</b>	BFAR Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished request form (1 Original Copy)		Respective Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished request form for vehicle repair/maintenance	1. Receive duly accomplished request form for repair/maintenance	None	1 Minute	<i>Procurement Officer</i> BFAR-General Services Section(1st Flr., FBC Annex Bldg.)
None	1.1 Approve the request based on scheduled maintenance and repairs for breakdown on emergency cases	None	5 Minutes	<i>OIC,GSS</i> BFAR-General Services Section(1st Flr., FBC Annex Bldg.)
None	1.2 Conduct initials/preliminary inspection and determine the scope of work/damage to be undertaken and parts to be replaced after the initial diagnosis/check-up vehicle/s	None	8 Hours	<i>Inspector and Maintenance Personnel</i> BFAR-General Services Section(1st Flr., FBC Annex Bldg.)
2. Prepare/Process of the sign Purchase Request and other pertinent documents in relation to the request of repair	2. Prepare Purchase Request with the attached inspection report and recommendation of the maintenance staff	None	10 Minutes	<i>Procurement Officer</i> BFAR-General Services Section(1st Flr., FBC Annex Bldg.)
	3. Conduct the repair on the reported/requested particular vehicle/s	None	8 Hours	<i>Inspector and Maintenance Personnel</i> BFAR-General Services Section(1st Flr., FBC Annex Bldg.)
3. Accept the endorse repaired vehicle/s	3.1 Endorse the repaired vehicle to the assigned office/requested office	None	5 Minutes	<i>OIC,GSS</i> BFAR-General Services Section(1st Flr., FBC Annex Bldg.)
<b>TOTAL:</b>		None	<b>2 Days, 21 Minutes</b>	

## 2. Maintenance of Utilities and Equipment

The General Services Section ensures that utilities and equipment are always in good order and functional hence regular monitoring and maintenance is being observed.

<b>Office or Division</b>	BFAR Admin.-General Services Section (GSS)
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2G-Government to Government
<b>Who may avail:</b>	BFAR Employees

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form (1 original copy)		Respective Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform/Report to the GSS through telephone call, verbal/letter request on the identified equipment to be repair like aircon, ligthnings, cabinets/chairs, etc.	1. Receive the report/information and record the same in the request form	None	1 Minute	<i>Administrative Assistant</i> BFAR-General Services Section (1st Flr., FBC Annex Bldg.)(1st Flr., FBC Annex Bldg.)
None	1.1 Check the requested/reported equipment or utilities for repair/s and render the appropriate action on the requested	None	30 Minutes	<i>Maintenance</i> BFAR-General Services Section(1st Flr., FBC Annex Bldg.)
2. Receive the requetesd repair equipment or utilities	2. Inform/Notify the requesting party on the finished job/repared equipment or utilities	None	20 Minutes	<i>Maintenance</i> BFAR-General Services Section(1st Flr., FBC Annex Bldg.)
<b>TOTAL:</b>		None	<b>51 Minutes</b>	

### 3. Processing of Payment for Utilities/Fuel Consumption

The General Services Section assists in the processing of payment of utilities such as electric bill, waterbill and telephone bills and fuel consumption.

<b>Office or Division</b>	BFAR Admin.-General Services Section (GSS)
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2B-Government to Business Entity
<b>Who may avail:</b>	Business/Commercial Entity

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly signed Billing Statement (1 original copy)		Respective Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Billing Statement, Invoice Receipt and other related documents due for payment	1. Receive original copy of billing statement due for payment	None	1 Minute	<i>Administrative Assistant</i> BFAR-General Services Section (1st Flr., FBC Annex Bldg.)
None	1.1 Check/Verify/ Review and prepare payment with the necessary document attached for payment, sign or affix initials on the corresponding documents/ attachments	None	15 Minutes	<i>Administrative Assistant</i> BFAR-General Services Section (1st Flr., FBC Annex Bldg.)
None	1.2 Facilitate the process for payment purposes and enroll/encode in DTS and forwarded to the concerned office, the accounting for processing purposes.	None	2 Days	<i>Dispatcher/ Administrative Aide</i> BFAR-General Services Section (1st Flr., FBC Annex Bldg.)
2. Coordinate payment and receive confirmation of ADA from concerned office.	2. Inform the client on the approved ADA for payment.	None	1 Minute	<i>Administrative Assistant VI</i> BFAR-Cashier Section (1st Flr., FBC Annex Bldg.)
<b>TOTAL:</b>		None	<b>2 Days, 17 Minutes</b>	

#### 4. Provision of Accommodation at BFAR Dormitory

BFAR Central Office has a dormitory for temporary accommodation of its personnel from field offices who have to attend to official business at the Central Office.

<b>Office or Division</b>	<b>BFAR Admin.-General Services Section (GSS)</b>
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2G-Government to Government
<b>Who may avail:</b>	BFAR Employees, Regional Field Offices and Natonal Centers

<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Accomplished Dorm Reservation Form (1 original copy)		Respective Office		
2. Letter request		Respective Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request and accomplished reservation form	1. Receive letter request and accomplished reservation form	None	1 Minute	<i>Dormitory Aide/Administrative Aide</i> BFAR-General Services Section(1st Flr., FBC Annex Bldg.)
None	1.1 Check the availability of beds for specific number of guest requesting and inform the requesting party for its availability	None	2 Minutes	<i>Dormitory Aide</i> BFAR-General Services Section (1st Flr., FBC Annex Bldg.)
2. Receive confirmation of the reservation	2. Notify for the confirmed reservation to the requesting personnel/party.	None	5 Minutes	<i>Dormitory Aide</i> BFAR-General Services Section (1st Flr., FBC Annex Bldg.)
<b>TOTAL:</b>		None	<b>8 Minutes</b>	



## 5. Vehicle Dispatching

Proper dispatching of vehicles in response to requests of operating units is done through effective scheduling of drivers and vehicles, use of trip tickets and regular monitoring of vehicle utilization.

<b>Office or Division</b>	<b>BFAR Admin.-General Services Section (GSS)</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G-Government to Government			
<b>Who may avail:</b>	BFAR Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Request Form (1 original copy)		Respective Office		
2. Approved Travel Order (1 photocopy) if necessary		Respective Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished request form and photocopy of approved travel authority to the GSS	1. Receive request form and/or approved Travel Order Authority	None	1 Minute	<i>Dispatching Officer</i> BFAR-General Services Section (1st Flr., FBC Annex Bldg.)
None	1.1 Approve the request, if the request is denied we will inform/notify the requested party in these matter. And their request form marks no service vehicle available then, give a certification in case they need it.	None	5 Minutes	<i>Officer-in-Charge</i> BFAR-General Services Section (1st Flr., FBC Annex Bldg.)
None	1.2 Assign vehicle and inform the driver on the schedule of travel.	None	5 Minutes	<i>Dispatcher/ Administrative Assistant</i> BFAR-General Services Section (1st Flr., FBC Annex Bldg.)
None	1.3 Prepare trip ticket and give it to the driver assigned for the travel. Notify the requesting party on the approved request	None	5 Minutes	<i>Administrative Assistant</i> BFAR-General Services Section (1st Flr., FBC Annex Bldg.)
2. Receive notification and confirmation of the schedule of travel	2. Confirm the travel with the requesting personnel/office	None	2 Minutes	<i>Administrative Assistant</i> BFAR-General Services Section (1st Flr., FBC Annex Bldg.)
<b>TOTAL:</b>		None	<b>18 Minutes</b>	

## BFAR - CASHIER SECTION

### 1. Issuance of Official Receipt

<b>Office or Division</b>	<b>BFAR- Administrative Division - Cashier Section</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G (Government to Government); G2B (Government to Business Entity)			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment		<b>BFAR FMD-Accounting Section</b> , 4th Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Q.C.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Order of Payment and Pay the required fees	Receive and accept payment based on the Order of payment	None	2 Minutes	Administrative Assistant – Cashier Section 4th floor, Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Diliman, Quezon City
2. Receive the Official Receipt	Issue Official Receipt	None	1 Minute	Administrative Assistant – Cashier Section 4th floor, Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Diliman, Quezon City
<b>TOTAL:</b>			<b>3 minutes</b>	

## 2. Issuance of Check Re: Payment for External Providers

All payment disbursement for External Providers that cannot be accommodate by LDDAP-ADA will be paid through checks.

<b>Office or Division</b>	<b>BFAR- Administrative Division - Cashier Section</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G (Government to Government); G2B (Government to Business Entity)			
<b>Who may avail:</b>	Internal and External Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher		<b>BFAR FMD-Accounting Section</b> , 4th Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Q.C.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1. Prepare Check and Advice of Checks Issued	None	30 Minutes	Administrative Assistant – Cashier Section 4th floor, Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Diliman, Quezon City
None	2. Forward to the office concerned and to the Authorized Signatory	None	30 minutes	Authorized Signatory 3rd floor, Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Diliman, Quezon City
None	3. Submit Advice of Checks Issued in Land Bank of the Philippines	None	30 minutes	Administrative Assistant – Cashier Section 4th floor, Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Diliman, Quezon City
None	4. Approve Advice of Checks Issued through LBP-EMDS	None	1 hour	
None	5. Control Cash Balance in Log Book	None	15 minutes	
None	5. Ready for Check Pick-up	None	15 minutes	
<b>TOTAL:</b>			<b>3 hours</b>	

### 3. Releasing of Checks

<b>Office or Division</b>	<b>BFAR- Administrative Division - Cashier Section</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G (Government to Government); G2B (Government to Business Entity)			
<b>Who may avail:</b>	Internal and External Clients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Disbursement Voucher 2. Valid Identification Card 3. Authorization Letter of representative		<b>BFAR FMD-Accounting Section</b> , 4th Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Q.C.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Provide copy of Identification Card or Authorization letter if applicable for its validity and hand-over the Disbursement Voucher for signature	1. Receive and Check Identification Card and Authorization Letter	None	2 minutes	Administrative Assistant – Cashier Section 4th floor, Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Diliman, Quezon City
2. Sign the Disbursement Voucher as a proof of receipt of payment of claims	2. Ask the person or representative to sign Disbursement Voucher as a proof of receipt.	None	3 minutes	
3. Issue Official Receipt	3. Record official receipt and attached to Disbursement Voucher	None	5 minutes	Administrative Assistant – Cashier Section 4th floor, Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Diliman, Quezon City
4. Receive Check(s) and Sign the Log Book	4. Log the date of release in Log Book for monitoring purposes	None	3 minutes	
<b>TOTAL:</b>			<b>13 minutes</b>	

<b>4. Payment of Salary for Permanent Employees and other remuneration.</b>				
<b>Office or Division</b>	BFAR-Administrative Division - Cashier Section			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G (Government to Government)			
<b>Who may avail:</b>	BFAR Permanent Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Payroll Register		BFAR - Human Resource Management Section (HRMS), 3rd Flr, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1. Prepare the List of Due and Demandable Accounts Payable - Advice to Debit Accounts (LDDAP-ADA)	None	30 Minutes	Administrative Assistant – Cashier Section 4th floor, Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Diliman, Quezon City
None	2. Forward to the office concerned and to the Authorized Signatory	None	30 Minutes	Authorized Signatory 3rd floor, Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Diliman, Quezon City
None	3. Submit Advice of Checks Issued in Land Bank of the Philippines	None	30 Minutes	Administrative Assistant – Cashier Section 4th floor, Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Diliman, Quezon City
None	4. Payment of Salary to respective personnel by crediting to their account	None	6 hours, 30 minutes	Land Bank of the Philippines – Quezon City Circle Branch
<b>TOTAL:</b>			<b>8 hours</b>	

## 5. Payment of Salary for Contract Of Service Personnel

<b>Office or Division</b>	<b>BFAR-Administrative Division - Cashier Section</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G (Government to Government)			
<b>Who may avail:</b>	BFAR Contract Of Service Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Payroll Register		<b>BFAR - Human Resource Management Section (HRMS)</b> , 3rd Flr, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1. Encode JO Salary thru LBP we-access	None	5 Minutes	Administrative Assistant – Cashier Section 4th floor, Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Diliman, Quezon City
None	2. Sign Payroll Register by Authorized Signatory	None	30 minutes	Authorized Signatory 3rd floor, Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Diliman, Quezon City
None	3. Approve JO Salary thru LBP we-access	None	5 Minutes	Administrative Officer V – Cashier Section 4th floor, Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Diliman, Quezon City
None	4. Payment of Salary to respective personnel by crediting to their account	None	10 Minutes	Land Bank of the Philippines – Quezon City Circle Branch
<b>TOTAL:</b>			<b>2 hours and 40 minutes</b>	

## BFAR - FINANCE AND MANAGEMENT DIVISION (FMD)

### 1. Transfer of Cash Allocation to Regional Offices (Notice of Transfer Allocation)

<b>Office or Division</b>	<b>BFAR-Finance and Management Division (FMD)</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G - Government to Government			
<b>Who may avail:</b>	Government officials, employees and other government agencies (Regional Offices)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter		Requesting Regional Office		
2. Other supporting documents				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the request letter	1. Receives request letter from Regional Offices	None	2 Minutes	<i>Receiving/ Releasing Officer</i> BFAR-FMD Office
None	2. Analyzes available cash with consideration to DVs for payment. Prepares and initials the Notice of Transfer Allocation.	None	4 Minutes	<i>Chief Accountant / Accountant II</i> BFAR-FMD Office
None	3. Signs the Notice of Transfer Allocation (NTA).	None	2 Minutes	<i>Chief Accountant / Accountant II</i> BFAR-FMD Office
None	4. Initials on the Head of Agency	None	2 Minutes	<i>Chief Accountant / Accountant II</i> BFAR-FMD Office
None	5. Approves the Notice of Transfer Allocation (NTA).	None	2 Minutes	<i>Chief Accountant / Accountant II</i> BFAR-FMD Office
2. Receive/Retrieve through their email	6. Send copies of the Notice of Transfer Allocation (NTA) to the Regional Offices	None	2 Minutes	<i>Accounting Staff</i> BFAR-FMD Office
	<b>TOTAL:</b>	None	<b>14 Minutes</b>	

## 2. Recognition of Obligations

<b>Office or Division</b>	<b>BFAR-Finance and Management Division (FMD)</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G - Government to Government;			
<b>Who may avail:</b>	Government officials, employees and other government agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. At least two (2) copies of ORS		<b>FMD- Budget Section</b> , 4th Flr., Fisheries Bldg., BPI Compound		
2. Disbursement Voucher (DV)		<b>FMD- Accounting</b> , 4th Flr., Fisheries Bldg., or <b>Property Section</b> , 1st Flr., Fisheries Annex Bldg., BPI Compound		
3. Signed PO/JO/Contract		Bids and Awards Committee (BAC), 2nd Flr., Fisheries Bldg., BPI Cmpnd		
4. Other Supporting documents attached to DV				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit to receiving/Releasing	1. Receives the ORS, duly signed by the Head of the Requesting Office, including copies of DV/Payroll, Contract/PO and other SDs from office/personnel concerned. Enters in the DTS the details. Forwards these to the Accounting Section.	None	2 Minutes	<i>Receiving/ Releasing Officer</i> BFAR-FMD Office
None	2. Reviews the completeness and propriety of the documents	None	6 Minutes	<i>Accounting Staff</i> BFAR-FMD Office
None	3. Certifies to the availability of funds.	None	3 Minutes	<i>Accounting Staff</i> BFAR-FMD Office
None	4. Receives the ORS and its SDs from the Staff concerned. Verifies availability of allotment based on the appropriated RAOD.	None	2 Minutes	<i>Accounting Staff</i> BFAR-FMD Office
2. Receive/Retrieve Vouchers/Payrolls with ORS to sign by the Designated Division/Section Chief	5. Reviews the ORS and SDs. If in order, signs the certification in Section B of the ORS. Forwards the ORS and SDs to the Budget Staff.	None	2 Minutes	<i>Receiving/ Releasing Officer</i> BFAR-FMD Office
<b>TOTAL:</b>		None	<b>15 Minutes</b>	



### 3. Issuance of Order of Payment for Collections and Deposits

Issuance of Order of Payment for various clients				
<b>Office or Division</b>	<b>BFAR-Finance and Management Division (FMD)</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C- Government to Citizen; G2B Government to Business Entity			
<b>Who may avail:</b>	Public and business owners			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Payment Bill		<b>BFAR-Cashier Section</b> , 4th Flr., Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.		
2. Other supporting documents				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the Bill to Receiving/Releasing Officer	1. Receives the payment bill from the payor. Forwards to the Designated Staff.	None	2 Minutes	<i>Receiving/ Releasing Officer</i> BFAR-FMD Office
None	2. Accomplishes the Order of Payment (O.P.) Initials below the name of the Authorized Signatory. Forwards to the head of the Accounting Section.	None	5 Minutes	<i>Accounting Staff</i> BFAR-FMD Office
None	3. Reviews the Order of Payment (O.P.) and signs it.	None	6 Minutes	<i>Chief Accountant / Accountant II</i> BFAR-FMD Office
2. Receive/Retrieve Order of Payment (O.P.) from Releasing Officer	4. Releases the Order of Payment (O.P.) to the payor.	None	2 Minutes	<i>Receiving/ Releasing Officer</i> BFAR-FMD Office
<b>TOTAL:</b>		None	<b>8 Minutes</b>	

#### 4. Transfer of Allotment to Regional Offices (Advice of Sub-Allotment)

<b>Office or Division</b>	<b>BFAR-Finance and Management Division (FMD)</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G - Government to Government			
<b>Who may avail:</b>	Public and Government officials, employees and other government agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter		Requesting Regional Office		
2. Other supporting documents				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the request letter to the receiving/releasing officer	1. Receives request letter from Regional Offices	None	2 Minutes	<i>Receiving/ Releasing Officer</i> BFAR-FMD Office
None	2. Preparation of Advice of Sub-Allotment (ASA) for Signature and Approval of the Head of Agency/Authorized Representative	None	10 Minutes	<i>Chief Accountant / Accountant II</i> BFAR-FMD Office
None	3. Initials on the Head of Agency	None	2 Minutes	<i>Chief Accountant / Accountant II</i> BFAR-FMD Office
None	4. Sign the Advice of Sub-Allotment (ASA)	None	2 Minutes	<i>Chief Accountant / Accountant II</i> BFAR-FMD Office
2. Receive/Retrieve from their E-Mails	5. Sends copies of the Advice of Sub-Allotment (ASA) to the Regional offices through E-mail	None	4 Minutes	<i>Accounting Staff</i> BFAR-FMD Office
<b>TOTAL:</b>		None	<b>19 Minutes</b>	

## 5. Issuance of Certificate of Payment for Remittances

<b>Office or Division</b>	<b>BFAR-Finance and Management Division (FMD)</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2B Government to Business Entity			
<b>Who may avail:</b>	Government officials and employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request letter	1. Receives request letter from the government officials/employees	None	2 Minutes	<i>Receiving/ Releasing Officer</i> BFAR-FMD Office
None	2. Prepares Certificate of Payment of Remittance	None	3 Minutes	<i>Chief Accountant / Accountant II</i> BFAR-FMD Office
None	3. Signs the Certificate of Payment of Remittance	None	2 Minutes	<i>Chief Accountant / Accountant II</i> BFAR-FMD Office
2. Receive/Retrieve certificate from releasing officer	4. Release of Issuance of Remittance Certificate of Payment	None	1 minute	<i>Receiving/ Releasing Officer</i> BFAR-FMD Office
<b>TOTAL:</b>		None	<b>8 Minutes</b>	

## BFAR - FISHERIES PLANNING & ECONOMIC DIVISION (FPED)

### 1. Consolidation, Analysis and Reporting of CFLC Project

As one of the major projects of BFAR, the established Community Fish Landing Centers are being monitored by the CFLC Focal Person. The status of CFLC in the Regions are consolidated and analyzed, finally reports are prepared on the operationalization of the infrastructure according to its purpose.

<b>Office or Division</b>	<b>BFAR- Fisheries Planning and Economic Division (FPED)</b>			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2G - Government to Government			
<b>Who may avail:</b>	(External) Government Agencies; Local Government Units (LGUs)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request		Client/ Requesting Party/ Proponent		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request the data through filing of letter of request stating the purpose	1. Issue memorandum to Regional Directors on the timeline and coordinate submission of Physical and Financial Accomplishments with List of Beneficiaries among others and FPED staff shall evaluate, analyze, consolidate and review submitted accomplishments together with FPED the Chief of FPED	None	3 days	FPED Staff FPED Staff FPED Staff, OIC
None	2.Refer back to concerned Regional Focal Person for additional data and/or clarification and submit to Assistant Director or BFAR Director for information and reference	None	1 day	FPED Staff, OIC BFAR Director/Asst. Director
2. Received the document and the other Government Agencies requested	3. Release of the approved document and shall also submit accomplishment report to oversight agencies – DA, DBM, NEDA, COA, Legislative Body and other partner agencies and stakeholders such as NAPC and PFDA		1 day	Officer In-Charge BFAR-FPED
<b>TOTAL:</b>		None	<b>5 days</b>	

## 2. Provision of Technical Assistance to Walk-in Clients and Telephone Inquiries

The BFAR provides technical information among various clients and stakeholders including agencies at national, regional and local levels, as well as for public needs in fisheries data and information. The information includes fisheries plans, programs and activities, profiles and other relevant issues and concerns.

<b>Office or Division:</b>	<b>BFAR- Fisheries Planning and Economic Division (FPED)</b>
<b>Classification:</b>	Simple, Complex or Highly Technical Transactions
<b>Type of Transaction:</b>	G2C - Gov't to Client, G2G-Gov't to Gov't
<b>Who may avail:</b>	All Researchers, Students, and other Government Agencies

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request for Technical Assistance		Requesting Party/		
2. Phone Call Request				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client Request information/technical assistance to the BFAR Director though letter or via phone calls	1. Receipt of requests/inquiries from walk in clients (stakeholders, students and other interested parties); Receive phone calls/ inquiries from stakeholders, students and other interested parties; Receive and record in the Document Tracking System (DTS) before forwarding to the Division Chief; and Refer to concerned FPED Staff/s for appropriate action	None	2 days	Directors Office Receiving Officer FPED Staff/Receiving Clerk FPED Staff Receiving Clerk FPED OIC  FPED Staff
2. Fill up list of beneficiaries form	2.Do the required task immediately and provide requested document/data (if there is any) or Respond to phone inquiries and/or prepare communication with the attached data/information (if there's any requested for initial of the Division chief, Ask client to fill up the list of beneficiaries form	None	2 days	FPED Staff FPED Staff FPED Admin Staff

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	3. Forward the document to the Office of ADAS for initial and If urgent, send and advance copy through email	None	2 days	FPED Staff FPED Staff FPED Admin Staff
3. Client shall receive a copy of their requested information through a letter	4. Secure signed copy of the document and send to client and file the document for future reference	None	1 day	FPED Staff FPED Staff FPED Admin Staff
<b>TOTAL:</b>		None	<b>7 days</b>	

### 3. Evaluation, Analysis and Consolidation of BFAR Accomplishments

Upon approval of the PAPs according the GAA, the BFAR evaluates and analyze the status of implementation of its plans, and programs. The PMES constantly monitors the status the BFAR accomplishment through its monitoring and evaluation mechanism. The BFAR Regional Offices, Central Office Divisions and Units and submitting the Form B and eventually consolidated, evaluated and analyzed for transmittal to Oversight Committees from the Department of Agriculture, Department of Budget and Management, NEDA and other concerned Agencies

<b>Office or Division</b>	<b>BFAR-Fisheries Planning and Economic Division (FPED)- Program Monitoring and Evaluation Section</b>
<b>Classification</b>	Highly Technical Transaction
<b>Type of Transaction</b>	G2G - Government to Government
<b>Who may avail:</b>	(External) Department of Agriculture, Department of Budget and Management (DBM), NEDA and other Oversight Committees

<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Memorandum Issuance on Submission of BFAR Accomplishment		DA, DBM		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for the submission of Accomplishment Report by DA and other concerned agencies	1. Receive request for the submission and Issue routing slip to assure compliance	None	1 day	Directors Office Receiving Officer
None	2. Issue memorandum to Regional Directors, Center Chiefs, and Division Chiefs on the timeline and coordinate submission of Physical and Financial Accomplishments with List of Beneficiaries	None	2 days	FPED Staff FPED Staff FPED Admin Staff
None	3. Evaluate, analyze, review and finalize submitted consolidated accomplishments by Section Heads and Division Chief of FPED	None	5 days	Division Chiefs FPED FPED Admin Staff
None	4. Refer back to action officers for additional data and/or clarification and prepare accomplishment report based on prescribed monitoring formats by oversight agencies (e.g. QPRO, URS)	None	2 days	FPED Staff FPED Staff FPED Admin Staff
None	5. Submit to Assistant Director or BFAR Director for comments and additional inputs and/ or signature	None	2 days	FPED Staff FPED Staff FPED Admin Staff

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	6.Refer Back to FPED for finalization	None	1 day	<i>Bureau Director Asst. Director</i>
2. Received the requested documents by Concerned agencies to Receive like the accomplishment report, etc. (DA/NEDA/COA/DBM)	7. Submit accomplishment report to the oversight Agencies (DA, NEDA, COA and DBM)		30mins	FPED Staff FPED Staff FPED Admin Staff
<b>TOTAL</b>		None	<b>13 days and 30 mins</b>	



#### 4. Gathering, Preparation and Processing of Fisheries Data/Statistics

Timely fisheries data and statistics are regularly collected through various sources such as the Philippine Statistics Authority. The data are being processed in order to be transformed in useful fisheries information, eventually packaged as the annual Fisheries Profile publication.

<b>Office or Division</b>	<b>BFAR- Fisheries Planning and Economic Division (FPED)</b>
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2G - Government to Government; G2C - Government to Citizen
<b>Who may avail:</b>	(Internal) All Researchers, Students and other Clients; BFAR Management, Divisions/Units

<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request for data / information on fisheries profile		Proponent/Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. DA and other agencies to request of information through letter	1.Download available fisheries data (e.g. production, price) from Philippine Statistics Authority and Food and Agriculture Organization websites	None	2 days	FPED Staff
None	2.Request other important data from PSA and Bangko Sentral ng Pilipinas through phone call and/ or email	None	3 days	FPED Staff
None	3.Process or compute gathered data then Provide appropriate charts/graphs of necessary and print and submit copies to the Division Chiefs for information and appropriate action	None	15 days	FPED Staff

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. DA and other concerned agencies to secure electronic and printed copies from the Fisheries and Economics Section	4. Provide the gathered data / information requested/needed from the concerned agencies, like printed out copies thru electronic	None	30mins	FPED Staff
<b>TOTAL</b>		None	<b>20 days &amp; 30mins</b>	

## 5. Receiving, Recording, Processing and Sending-Out of Travel Orders, Purchase Requests and other Documents

The travel orders, purchase requests and other documents are being received recorded, reviewed and processed to ensure that the activities and project are implemented in line with the submitted Project and Activity Proposals for initial by the OIC and Chief, FPED prior to transmittal to the Finance and Management Division and approval by the ADAS and Director.

<b>Office or Division</b>	<b>BFAR- Fisheries Planning and Economic Division (FPED)</b>			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2G - Government to Government			
<b>Who may avail:</b>	(Internal) BFAR- Divisions/ Sections/Units			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Travel Order, Purchase Request and Activity/Project Proposals for initial by FPED OIC/Chief		Division/Units Concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter/memorandum / endorsement/notice of Meeting from BFAR RFO and other government agencies, partner institutions and organizations	1.Receipt of Travel Order/Purchase Request/Authority to Conduct/Transfer of Funds/Authority to Hire Laborer from National Technology Centers and BFAR Divisions, Receive and record in the Document Tracking System (DTS) before forwarding to the Division Chief and Refer to Concerned FPED Staff/s for review and appropriate action	None	1 day	<i>Directors Office Receiving Officer FPED Receiving Staff FPED OIC</i>
	2.Prepare response to Letter/Memorandum/Endorsement/ Notice of Meeting for initial of the Division Chief and return to Concerned Office if there are inquiries / corrections on the document, OR		2 days	<i>FPED Staff FPED Staff</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3. Initial for Letter/Memorandum/Endorsement/Notice of Meeting upon initial of the Division Chief the said documents will be forwarded to the Office of the Director for signature and for the Travel Order and it will be forwarded to the Finance Division for earmark.	None	1 day	<i>FPED admin/Receiving Officer</i> <i>FPED admin/Receiving Officer</i>
2. Receive from the Office of the Director the pertinent documents upon initial of the Director and Finance Division to receive the Travel Order.	4. Release upon signing of the Office of the Director of the said Letter/Memorandum/Endorsement/Notice of Meeting the same shall be forwarded to the planning Division	None	1 day	<i>FPED Staff, OIC DO</i>
			5 days	<i>BFAR Divisions</i>
<b>TOTAL</b>		None	<b>8 days</b>	

## 6. Procurement Requests (PR) Evaluation

The purchase requests which are being evaluated prior to procurement and implementation of the activities of the Division and Units within the Central Office. The FPED Focal Persons are ensuring that the procurement requests are aligned in the submitted project proposals including the Project Procurement and Management Plan for the current year.

<b>Office or Division</b>	<b>BFAR- Fisheries Planning and Economic Division (FPED)</b>			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G - Government to Government			
<b>Who may avail:</b>	(Internal) BFAR Divisions/Sections/ Units			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Purchase Request for initial				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send procurement requests (PR) for evaluation	1. Evaluate PR then Refer it back to proponents if there are corrections and clarification.	None	1 day	Division/Units/Centers PMES Staff, PMES Head, OIC, FPED PMES Staff, PMES Head, OIC, FPED
2. Receive by the proponent Division for additional information and requirements	2. To review the additional inputs and comments and there no clarification and corrections of the PMES Head the said documents shall be submitted to the Division Chief for signature then endorse initialed PRs to Finance Division		1 day	PMES Staff, PMES Head, OIC, FPED PMES Staff, PMES Head, OIC, FPED PMES Staff, PMES Head, OIC, FPED
3. Accept initialed PR by Finance Division and eventually approved by ADAS or the National Director	3. Release the documents, like PR / TO after initials by the Chief or authorized signatory	None		Division/Units/Centers
<b>TOTAL</b>		None	<b>2 days</b>	

## FPED - FISHERIES INFORMATION MANAGEMENT SECTION (FIMS)

### Technical Assistance for Clients ( Internal )

To support and provide the needs of the clients.

<b>Office or Division</b>	<b>BFAR- FPED- Fisheries Information Management Section (FIMS)</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2B - Government to Business, G2G - Government to Government			
<b>Who may avail:</b>	Internal ( BFAR- Divisions, Sections and Units)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Phone Call Request/Letter or Memorandum Request		Client/ Requesting Party/ies		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all necessary documents to support the request for assistance.	1. Receive documents, record, and attached routing slip for action and updating on the DTS and incoming logbook	none	5 minutes	Secretariat
None	1.1 Forward documents to FIMS Head for review and appropriate action	none	5 minutes	FIMS Head
None	1.2 Route the request to the head of the assigned unit:	none	5 minutes	Secretariat
None	1.3 Receive the request and processed/prepared the approved request	none	1 hour	Web Dev't Unit Team,BFAR-FIMS Office, 2nd floor Fisheries Bldg.
None	1.4. Receive and provide technical concerns and assistance from BFAR Employees.	none	30 minutes	Technical Support and System Admin
None	1.5. Receive and process the request:	none	5 minutes	System developer, System administrator, Project Owner (BFAR divisions involve)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.6. Develop or Re-engineer the BFAR system, (will take a series of system testing and refining the system created/re-engineered)	none	6 months	System developer, System administrator, Project Owner (BFAR divisions involve)
None	1.7. Receive and provide technical concerns and assistance from BFAR Employees.	none	30 minutes	Network administrator Network Administration Unit
None	1.8. Daily Backup of Databases, check the connection of all API to the databases .	none	30 minutes	Database
None	1.9. Process request related to mapping	none	1 month	Geographic Information Unit
2. Submit an email at <i>info@bfar.da.gov.ph</i> for request and other communication. (Assistance thru EMAIL)	2. Review and evaluated email request and forward to appropriate division in charge	none	5 minutes	Secretariat
4. Fill out Service Request Form for technical service assistance	4. Receive filled out Service Request Form and assess for endorsement to the appropriate staff/official in charge.	none	10 minutes	Secretariat/Unit Head In-Charge
5. Receive the appropriate assistance requested	5. Render the appropriate Technical Assistance	none	5 minutes	Secretariat
<b>TOTAL</b>		None	<b>Varies: 3 Hours and 20 Minutes to 7 Mos.</b>	

## BIDS AND AWARDS COMMITTEE (BAC)

### I. PROCUREMENT UNDER PUBLIC BIDDING

#### A. EXTERNAL SERVICES:

##### 1. Procurement under Public Bidding for Goods

Purchase Requests (PR) with an Approved Budget of the Contract (ABC) amounting to Php 1 Million and above.

The End-user unit or the duly authorized official or personnel shall submit an approved PR together with the required attachments to the Bids and Awards Committee (BAC) relative to the goods and services to be procured.

Office or Division	BFAR- Bids and Awards Committee (BAC)
Classification	Highly Technical ( under Special Law of R.A. 9184)
Type of Transaction	G2B- Government to Business/G2C – Government-to-Citizen
Who may avail	(External) Bidder/s

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Invitation to Bid and Bidding Documents		BFAR- Bids and Awards Committee (BAC) Office		
2. Supplemental bid bulletin (if any)		BFAR- Bids and Awards Committee (BAC) Office		
3. Request Form for Payment, if applicable		BFAR- Bids and Awards Committee (BAC) Office		
4. Order of Payment, if applicable		BFAR- Accounting Section		
5. Official Receipt for Bidding Documents, if applicable		BFAR- Cashier Section		
6. Bidding Documents		BFAR - End-user and Bidder/s		
TECHNICAL AND FINANCIAL COMPONENT ENVELOPE		Bidder/s		
<b>a. <i>Technical Documents</i></b>				
<b>b. <i>Financial Documents</i></b>				
7. Post-qualification documents		Bidder/s		
8. Notice of Award		BFAR- Bids and Awards Committee (BAC) Office and Bidder/s		
9. Performance Bond		Bidder/s		
10. Contract Agreement		BFAR- Bids and Awards Committee (BAC) Office and Bidder/s		
11. Notice to Proceed		BFAR- Bids and Awards Committee (BAC) Office and Bidder/s		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1. Prepare and forward through email the Pre-negotiation Notice of Meeting to the BAC, End-user and Technical Working Group (TWG).	none	30 minutes	<i>BAC, End-user, TWG and BAC Secretariat (BFAR office)</i>



None	1.1. Schedule and invite the BAC, End-user and Technical Working Group (TWG) to the Pre-negotiation conference.	none	30 minutes	<i>BAC, End-user, TWG and BAC Secretariat</i> 2nd Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	1.2. Conduct scheduled Pre-negotiation conference.	none	1 hour	
None	1.3. Post the Invitation to Bid and Bidding Document to the PhilGEPS website, BFAR website and conspicuous place at the BFAR premises with the assistance from FIMS the IT unit	none	1 hour	<b>BAC Secretariat and FIMS</b> 2nd Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
1. Notice/View the advertisement	1. Advertise the Invitation to Bid (ITB) and Bidding Document to the PhilGEPS, BFAR website, and conspicuous place at the BFAR's premises for 7 calendar days (starting on date of advertisement). <i>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 21.2.1, (a)</i>	none	7 calendar days	<b>BAC Secretariat</b> 2nd Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
2. Attend the Pre-Bid conference.	5. Conduct Pre-Bid Conference with BAC members, BFAR End-user, BFAR TWG and Observers (BFAR COA, PCCI and NAPC). (Not earlier than seven (7) calendar days from advertisement/posting and at least twelve (12) calendar days before the deadline for the submission and receipt of the bids.) <i>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021, Section 22.2)</i>	none	1 hour	<b>BAC Secretariat</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

3. Send additional inquiry/clarificatory question/ request within three (3) calendar days after Pre-Bid Conference to the email address of the BFAR BAC (bac.eps@bfar.da.gov.ph )	3. Entertain/receive written request for clarifications on any part of the Bidding Documents within three (3) calendar days after Pre-Bid Conference and forward to the End-user. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021, Section 22.5.1	none	5 minutes	<b>BAC Secretariat</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City																
None	3.1. Prepare Supplemental/Bid Bulletin for approval of the BAC members and End-user, if any.	none	2 hours	<b>BAC Secretariat</b> <b>BFAR-BAC Office</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City																
5. Notice/Receive the Supplemental/Bid Bulletin	4. Post the Supplemental/Bid Bulletin in PhilGEPS and BFAR website, and conspicuous place at the BFAR premises at least seven (7) calendar days before the deadline for the submission and receipt of the bids. Email the same to the email address of the bidder/s who bought the Bidding Document. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 22.5.2	none	1 hour	<b>BAC Secretariat</b> <b>BFAR-BAC Office</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City																
5. Fill-out the Bid Docs Receipt Form and get the Payment slip.	5. Issue Bid Docs Receipt form and Payment slip form for the payment of Bidding Documenst fee.	None	5 minutes																	
5.1. Proceed to Finance Division, Acctg located at 4/F, BFAR Building, Quezon City to secure Order of payment.	5.1. Accounting Section to Issue Order of payment.	None	5 minutes	<b>BFAR Accounting Section</b> 3rd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.																
5.2. Proceed to Cashier Section located at 4/F, BFAR Building, Quezon City to pay bidding documents and secure Official Receipt (O.R.)	5.2. Cashier Section to receive payment and issue an Official Receipt (O.R.)	<table><tr><td>Approved Budget for the Contract</td><td>Min. cost of bidding documents (Php)</td></tr><tr><td>500,000.00 and below</td><td>500.00</td></tr><tr><td>More than 500,000.00 up to 1 Million</td><td>1,000.00</td></tr><tr><td>More than 1 Million up to 5 Million</td><td>5,000.00</td></tr><tr><td>More than 5 Million up to 10 Million</td><td>10,000.00</td></tr><tr><td>More than 10 Million up to 50 Million</td><td>25,000.00</td></tr><tr><td>More than 50 Million up to 500 Million</td><td>50,000.00</td></tr><tr><td>More than 500 Million</td><td>75,000.00</td></tr></table>	Approved Budget for the Contract	Min. cost of bidding documents (Php)	500,000.00 and below	500.00	More than 500,000.00 up to 1 Million	1,000.00	More than 1 Million up to 5 Million	5,000.00	More than 5 Million up to 10 Million	10,000.00	More than 10 Million up to 50 Million	25,000.00	More than 50 Million up to 500 Million	50,000.00	More than 500 Million	75,000.00	5 minutes	<b>BFAR Cashier Section</b> 4th Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
Approved Budget for the Contract	Min. cost of bidding documents (Php)																			
500,000.00 and below	500.00																			
More than 500,000.00 up to 1 Million	1,000.00																			
More than 1 Million up to 5 Million	5,000.00																			
More than 5 Million up to 10 Million	10,000.00																			
More than 10 Million up to 50 Million	25,000.00																			
More than 50 Million up to 500 Million	50,000.00																			
More than 500 Million	75,000.00																			

5.3. Present the O.R. to BAC Office or email the scan copy/picture to the email address of the BFAR BAC ( <a href="mailto:bac.eps@bfar.da.gov.ph">bac.eps@bfar.da.gov.ph</a> ).	5.3. Receive and photocopy the Original Receipt (O.R.)/ acknowledge receipt of the email containing the scan copy/picture of the the Original Receipt from the interested Bidder.	none	5 minutes	<p><i>BAC Secretariat</i>  <b>BFAR BAC office</b> 2nd          Flr., Fisheries Bldg.,          Complex, BPI          Compound, Brgy. Vasra,          Visayas Ave., Quezon          City</p>
6. Submit sealed Bid envelope containing <i>one</i> (1) original and <i>two</i> (2) printed copies of the first (Eligibility and Technical documents) and second (Financial documents) components of its bid, for manually-filed bid submission. For e-submission of bids, submit to BAC Google Form via BFAR BAC Online Bidding Procedure that can be seen in the latter part of the Bidding document. Receive the Bid Opening Zoom link.	6. Receive sealed Bid envelope from the Interested Bidder/s and email the Bid Opening Zoom link to the bidder.	none	5 minutes	
7. Attend the Bid Opening	7. Conduct of the Bid Opening with BAC members, BFAR End-user, BFAR TWG and Observers (BFAR COA, PCCI and NAPC) at least 12 calendar days from Pre-Bid Conference.	none	1 hour	
None	8. Forward the submitted Bids to the Technical Working Group (TWG) for review, evaluation and validation.	none	15 minutes	

None	8.1. Conduct Bid Evaluation and prepare Bid Evaluation report, Summary Result of Eligibility Check Screening, Abstract of Bids and Notice to Lowest/Single Calculated bidder to be signed by the BAC members, BAC TWG and End-user within seven (7) calendar days from the deadline for receipt of proposals. <i>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 32.4</i>	none	7 calendar days	<b>BAC members</b> <b>BAC Secretariat</b> BFAR BAC office BFAR TWG BFAR End-user
None	8.2 Receive the Bid Evaluation Report from the Technical Working Group.	none	2 minutes	<b>BAC Secretariat</b> BFAR BAC office BFAR TWG
10. Receive Notice to Conduct Post Qualification through email.	9. Email the Notice to Conduct Post Qualification to the Lowest/Single Calculated bidder.	none	2 minutes	<b>BAC Secretariat</b> <b>BFAR-BAC Office</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
11. Submit Post Qualification documents (3 copies) to the BAC. <i>*Bidder must submit the Post Qualification documents within five (5) calendar days from receipt of notice to Conduct Post Qualification from the BAC. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 34.2</i>	10. Receive the Post Qualification documents (3 copies) from the Bidder. <i>*Bidder must submit the Post Qualification documents within five (5) calendar days from receipt of the notice from the BAC.</i>	none	5 minutes	
None	10.1. Forward the submitted Post Qualification documents (copy 1) of the bidder to the Technical Working Group.	none	5 minutes	
None	10.2. Conduct Post Qualification <b>to the LCB/HRB</b> . <i>*If the Lowest Calculated Bidder failed the criteria for post-qualification, BAC shall immediately issue Notice of Post-disqualification to be signed</i>	none	7 calendar days	<i>BAC Chairperson or his duly authorized representative</i> <b>BAC Secretariat</b> <b>BFAR BAC office</b> BFAR TWG

None	<p>***it shall be completed in not more than twelve (12) calendar days from the determination of the Lowest Calculated Bid (LCB)/Highest Rated Bid (HRB). In exceptional cases, may be extended by BFAR, but in no case shall the aggregate period exceed forty-five (45) calendar days for Goods and Infrastructure projects or thirty (30) calendar days in Consulting Services.</p> <p>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021, Section 34.8</p>	none	7 calendar days	<p><i>BAC Chairperson or his duly authorized representative</i>  <i>BAC Secretariat</i>  <b>BFAR BAC office</b>  BFAR TWG</p>
None	10.3. Receive the Post Qualification report from the Technical Working Group.	none	5 minutes	<p><i>BFAR TWG</i>  <i>BAC Secretariat</i>  <b>BFAR BAC office</b></p>
None	<p>11. Prepare the BAC Resolution declaring the Lowest Calculated and Responsive Bidder (LCRB)/Single Calculated and Responsive Bidder (SCRB), Notice of Award (NOA) to be signed by the Director.</p> <p>*Within a period not exceeding fifteen (15) calendar days from the determination by the BAC of the bidder with the LCRB, HRRB, SCRB, or SRRB, and the recommendation to award the contract, the Director or his duly authorized representative shall approve/ disapprove the said recommendation.</p> <p>**In case of approval, immediately issue the NOA to the bidder.</p> <p>***In the event of disapproval, BAC will notify</p>	none	15 calendar days	<p><i>Director</i>  <i>(BFAR Director's Office)</i>  <i>BAC members</i>  <i>BAC Secretariat</i>  <b>BFAR BAC office</b>  BFAR End-user</p>

	<p>HoPE shall resolve with finality the said request w/in seven (7) calendar days from the filing thereof and furnish the bidder a copy of the resolution.</p> <p>*In no case shall the said request stay/delay the bidding process. However, said request must be first resolved before any award is made.</p> <p><b>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.1.2 and 37.1.3</b></p>			<p><i>Director</i> (BFAR Director's Office) <i>BAC members</i> <i>BAC Secretariat</i> <b>BFAR BAC office</b> BFAR End-user</p>							
12. Receive NOA (3 original copies)	11.1 Issue NOA (3 original copies) to the successful bidder.	none	5 minutes	<p><i>BAC Secretariat</i> <b>BFAR BAC office</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</p>							
13. Submit signed NOA(2 original copies) **If the LCRB failed to post Performance Security within the prescribed period, the bid security shall be forfeited and the BAC shall disqualify the bidder and complete the post-qualification process on the second LCB. *** If the SCRB failed to post Performance Security within the prescribed period, the bid security shall be forfeited and the BAC shall disqualify the said bidder, and declare failure of bidding and conduct a re-negotiation.	11.2 Receive signed NOA (2 original copies) from the successful bidder.	none	3 minutes								
None	11.3. Secure Obligation Request to Budget Officer and Prepare Certificate of Availability of Funds (CAF) to be signed by the Chief Accountant	none	1 calendar day								
None	11.4. Receive the signed CAF and OBR.	none	5 minutes								
14. Submit Performance Security <b>*Successful bidder must post Performance Security within 10 calendar days from receipt of the NOA.</b> <b>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.2.1</b>	11.5. Receive Performance Security from the successful bidder.	<table><tr><th>FORM OF PERFORMANCE SECURITY</th><th>AMOUNT OF PERFORMANCE SECURITY (NOT LESS THAN THE REQUIRED PERCENTAGE OF THE CONTRACT PRICE)</th></tr><tr><td>a) Cash or cashier's manager's check issued by a Universal or Commercial bank</td><td></td></tr><tr><td>b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank. Provided, however that it shall be countersigned or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</td><td>Goods and Consulting Services - Fifty percent (50%)</td></tr><tr><td>c) Surety bond callable upon demand issued by a surety or insurance Commission or authorized to issue such security.</td><td>Thirty percent (30%)</td></tr></table>	FORM OF PERFORMANCE SECURITY		AMOUNT OF PERFORMANCE SECURITY (NOT LESS THAN THE REQUIRED PERCENTAGE OF THE CONTRACT PRICE)	a) Cash or cashier's manager's check issued by a Universal or Commercial bank		b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank. Provided, however that it shall be countersigned or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	Goods and Consulting Services - Fifty percent (50%)	c) Surety bond callable upon demand issued by a surety or insurance Commission or authorized to issue such security.	Thirty percent (30%)
FORM OF PERFORMANCE SECURITY	AMOUNT OF PERFORMANCE SECURITY (NOT LESS THAN THE REQUIRED PERCENTAGE OF THE CONTRACT PRICE)										
a) Cash or cashier's manager's check issued by a Universal or Commercial bank											
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank. Provided, however that it shall be countersigned or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	Goods and Consulting Services - Fifty percent (50%)										
c) Surety bond callable upon demand issued by a surety or insurance Commission or authorized to issue such security.	Thirty percent (30%)										

None	11.6. Prepare Contract and Notice to Proceed (NTP) to be initialed by the BAC Chairperson, BAC Vice-Chairperson, Head BAC Secretariat and signed by the Director, End-user and one witness (End-user's authorized representative).	none	2 calendar days	<b>BAC Secretariat</b> BFAR BAC office 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
15. Receive Contract (3 original copies)	11.7. Issue Contract (3 original copies) to the successful bidder.	none	5 minutes	
16. Submit notarized Contract (2 original copies) *Successful bidder shall enter into contract within the same ten (10) day period provided that all the documentary requirements are complied with. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.2.2	11.8. Receive notarized Contract (2 original copies) from the successful bidder.	none	3 minutes	
17. Receive NTP (3 original copies)	11.9. Issue NTP (3 original copies) to the successful bidder within seven (7) calendar days from the approval of the contract. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.4.1	none	5 minutes	
18. Submit signed NTP (2 original copies)	11.10. Receive signed NTP (2 original copies) from the successful bidder.	none	3 minutes	
None	11.11. Scan, organize and file three (3) sets of Bidding Documents. (1) COA copy, (2) Finance copy and (3) BAC copy.	none	2 hours	
	<b>TOTAL</b>	none	<b>39 days, 11 hours, &amp; 38 mins.</b>	

Reference: Republic Act 9184 (Government Procurement Reform Act) and its 2016 Revised Implementing Rules and Regulations

\* pg. 54, Rule VII, Section 21 Advertising and Contents of the Invitation to Bid/Request for Expression of Interest, Sub-section 21.2.1 letter (a)

\*pg.55, Rule VII, Section 22 Pre-Bid Conference, Sub-section 22.2

\*pg. 56, Rule VII, Section 22.5 Supplemental/Bid Bulletins, Sub-section 22.5.1

\*pg.56, Rule VII, Section 22.5 Supplemental/Bid Bulletins, Sub-section 22.5.2

\*pg. 76, Rule IX, Section 32 Bid Evaluation for the Procurement of Goods and Infrastructure Projects, Sub-section 32.4

\*pg.79 Rule X, Section 34 Objective and Process of Post-Qualification,34.2

\*pg. 82, Rule X, Section 34 Objective and Process of Post-Qualification,34.8

\*pg.84, Rule XI, Section 37.2 Contract Signing, Sub-section 37.1.2 to 37.1.3

\*pg. 85, Rule XI, Section 37.2 Contract Signing, Sub-section 37.2.1

\*pg. 85, Rule XI, Section 37.2 Contract Signing, Sub-section 37.2.2

\*pg.86, Rule XI, Section 37.4 Notice to Proceed, Sub-section 37.4.1

## 2. Procurement under Public Bidding for Infrastructure

Purchase Requests (PR) with an Approved Budget of the Contract (ABC) amounting to Php 1 Million and above.

The End-user unit or the duly authorized official or personnel shall submit an approved PR together with the required attachments to the Bids and Awards Committee (BAC) relative to the goods and services to be procured.

<b>Office or Division</b>	<b>BFAR- Bids and Awards Committee (BAC)</b>	
<b>Classification</b>	Highly Technical ( under Special Law of R.A. 9184)	
<b>Type of Transaction</b>	G2B- Government to Business/ G2C – Government-to-Citizen	
<b>Who may avail</b>	(External) Bidder/s	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Invitation to Bid and Bidding Documents		BFAR- Bids and Awards Committee (BAC) Office
2. Supplemental bid bulletin (if any)		BFAR- Bids and Awards Committee (BAC) Office
3. Request Form for Payment, <b>if applicable</b>		BFAR- Bids and Awards Committee (BAC) Office
4. Order of Payment, <b>if applicable</b>		BFAR- Accounting Section
5. Official Receipt for Bidding Documents, <b>if applicable</b>		BFAR- Cashier Section
6. Bidding Documents		BFAR - End-user and Bidder/s



**FOR INFRASTRUCTURE**  
**I. TECHNICAL COMPONENT**

**Class "A" Documents**

**Legal Documents**

☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR; **Technical Documents**

☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and

☐ (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules; and

☐ (d) Special PCAB License in case of Joint Ventures; and registration for the type and cost of the contract to be bid; and

☐ (e) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the

☐ (f) Project Requirements, which shall include the following:

i. Organizational chart for the contract to be bid;  
ii. List of contractor's key personnel to be assigned to the contract to be bid, with their complete qualification and experience data;

iii. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be;

iv. Construction Schedule and S-curve

v. Manpower Schedule

vi. Construction Method g. Equipment Utilization Schedule

vii. Pert-CPM

viii. Construction Safety and health program approved by the DOLE

☐ (g) Original duly signed Omnibus Sworn Statement (OSS);

**or**

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

**II. FINANCIAL COMPONENT ENVELOPE**

☐ (j) Original of duly signed and accomplished Financial Bid Form; and

**Other documentary requirements under RA No. 9184**

☐ (k) Original of duly signed Bid Prices in the Bill of Quantities; and

☐ (l) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; and

☐ (m) Cash Flow by Quarter.

Bidder/s

7. Post-qualification documents	Bidder/s			
8. Notice of Award	BFAR- Bids and Awards Committee (BAC) Office and Bidder/s			
9. Performance Bond	Bidder/s			
10. Contract Agreement	BFAR- Bids and Awards Committee (BAC) Office and Bidder/s			
11. Notice to Proceed	BFAR- Bids and Awards Committee (BAC) Office and Bidder/s			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1. Prepare and forward through email the Pre-negotiation Notice of Meeting to the BAC, End-user and Technical Working Group (TWG).	none	30 minutes	<i>BAC, End-user, TWG and BAC Secretariat</i> <b>BFAR office</b>
None	1.1. Schedule and invite the BAC, End-user and Technical Working Group (TWG) to the Pre-negotiation conference.	none	30 minutes	<i>BAC, End-user, TWG and BAC Secretariat</i> <b>BFAR office</b>
None	1.2. Conduct scheduled Pre-negotiation conference.	none	1 hour	
None	1.3. Post the Invitation to Bid and Bidding Document to the PhilGEPS website, BFAR website and conspicuous place at the BFAR premises.	none	1 hour	<b>BAC Secretariat and FIMS</b> BFAR office
1. Notice the advertisement	1. Advertise the Invitation to Bid (ITB) and Bidding Document to the PhilGEPS, BFAR website, and conspicuous place at the BFAR's premises for 7 calendar days (starting on date of advertisement). <i>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 21.2.1, (a)</i>	none	7 calendar days	<i>BAC Secretariat</i> <b>BFAR BAC office</b>

2. Attend the Pre-Bid conference.	5. Conduct Pre-Bid Conference with BAC members, BFAR End-user, BFAR TWG and Observers (BFAR COA, PCCI and NAPC). (Not earlier than seven (7) calendar days from advertisement/posting and at least twelve (12) calendar days before the deadline for the submission and receipt of the bids.) <i>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021, Section 22.2)</i>	none	1 hour	2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
3. Send additional inquiry/clarificatory question/ request within three (3) calendar days after Pre-Bid Conference to the email address of the BFAR BAC ( <a href="mailto:bac.eps@bfar.da.gov.ph">bac.eps@bfar.da.gov.ph</a> )	3. Entertain/receive written request for clarifications on any part of the Bidding Documents within three (3) calendar days after Pre-Bid Conference and forward to the End-user. <i>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021, Section 22.5.1)</i>	none	5 minutes	<i>BAC members</i> <i>BAC Secretariat</i> <b>BFAR BAC office</b>
	3.1. Prepare Supplemental/Bid Bulletin for approval of the BAC members and End-user, if any.	none	2 hours	<i>BAC Secretariat</i> <b>BFAR BAC office</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
5. Notice/Receive the Supplemental/Bid Bulletin	4. Post the Supplemental/Bid Bulletin in PhilGEPS and BFAR website, and conspicuous place at the BFAR premises at least seven (7) calendar days before the deadline for the submission and receipt of the bids. Email the same to the email address of the bidder/s who bought the Bidding Document. <i>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 22.5.2</i>	none	1 hour	
5. Fill-out the Bid Docs Receipt Form and get the Payment slip.	5. Issue Bid Docs Receipt form and Payment slip form for the payment of Bidding Document fee.	None	5 minutes	

5.1. Proceed to Finance Division located at 4/F, BFAR Building, Quezon City to secure Order of	5.1. Accounting Section to Issue Order of payment.	None	5 minutes	BFAR Accounting Section																
5.2. Proceed to Cashier Section located at 4/F, BFAR Building, Quezon City to pay bidding documents and secure Official Receipt (O.R.)	5.2. Cashier Section to receive payment and issue an Official Receipt (O.R.)	None	5 minutes	<b>BFAR Cashier Section</b> 4th Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City																
5.3. Present the O.R. to BAC Office or email the scan copy/picture to the email address of the BFAR BAC ( <a href="mailto:bac.eps@bfar.da.gov.ph">bac.eps@bfar.da.gov.ph</a> ).	5.3. Receive and photocopy the Original Receipt (O.R.)/ acknowledge receipt of the email containing the scan copy/picture of the the Original Receipt from the interested Bidder.	<table><tr><th>Approved Budget for the Contract</th><th>Min. cost of bidding documents (Php)</th></tr><tr><td>500,000.00 and below</td><td>500.00</td></tr><tr><td>More than 500,000.00 up to 1 Million</td><td>1,000.00</td></tr><tr><td>More than 1 Million up to 5 Million</td><td>5,000.00</td></tr><tr><td>More than 5 Million up to 10 Million</td><td>10,000.00</td></tr><tr><td>More than 10 Million up to 50 Million</td><td>25,000.00</td></tr><tr><td>More than 50 Million up to 500 Million</td><td>50,000.00</td></tr><tr><td>More than 500 Million</td><td>75,000.00</td></tr></table>	Approved Budget for the Contract	Min. cost of bidding documents (Php)	500,000.00 and below	500.00	More than 500,000.00 up to 1 Million	1,000.00	More than 1 Million up to 5 Million	5,000.00	More than 5 Million up to 10 Million	10,000.00	More than 10 Million up to 50 Million	25,000.00	More than 50 Million up to 500 Million	50,000.00	More than 500 Million	75,000.00	5 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
Approved Budget for the Contract	Min. cost of bidding documents (Php)																			
500,000.00 and below	500.00																			
More than 500,000.00 up to 1 Million	1,000.00																			
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More than 50 Million up to 500 Million	50,000.00																			
More than 500 Million	75,000.00																			
6. Submit sealed Bid envelope containing <i>one</i> (1) original and <i>two</i> (2) printed copies of the first (Eligibility and Technical documents) and second (Financial documents) components of its bid, for manually-filed bid submission. For e-submission of bids, submit to BAC Google Form via BFAR BAC Online Bidding Procedure that can be seen in the latter part of the Bidding document. Receive the Bid Opening Zoom link.	6. Receive sealed Bid envelope from the Interested Bidder/s and email the Bid Opening Zoom link to the bidder.	none	5 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City																
7. Attend the Bid Opening	7. Conduct of the Bid Opening with BAC members, BFAR End-user, BFAR TWG and Observers (BFAR COA, PCCI and NAPC) at least 12 calendar days from Pre-Bid Conference.	none	1 hour	<i>BAC Secretariat</i> <b>BFAR BAC office</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City																
None	8. Forward the submitted Bids to the Technical Working Group (TWG) for review, evaluation and validation.	none	15 minutes																	

None	8.1. Conduct Bid Evaluation and prepare Bid Evaluation report, Summary Result of Eligibility Check Screening, Abstract of Bids and Notice to Lowest/Single Calculated bidder to be signed by the BAC members, BAC TWG and End-user within seven (7) calendar days from the deadline for receipt of proposals. <i>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 32.4</i>	none	7 calendar days	<i>BAC members</i> <i>BAC Secretariat</i> <b>BFAR BAC office</b> BFAR TWG BFAR End-user
None	8.2 Receive the Bid Evaluation Report from the Technical Working Group.	none	2 minutes	<i>BAC Secretariat</i> <b>(BFAR BAC office)</b> BFAR TWG
10. Receive Notice to Conduct Post Qualification through email.	9. Email the Notice to Conduct Post Qualification to the Lowest/Single Calculated bidder.	none	2 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
11. Submit Post Qualification documents (3 copies) to the BAC. <i>*Bidder must submit the Post Qualification documents within five (5) calendar days from receipt of notice to Conduct Post Qualification from the BAC.</i> <i>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 34.2</i>	10. Receive the Post Qualification documents (3 copies) from the Bidder. <i>*Bidder must submit the Post Qualification documents within five (5) calendar days from receipt of the notice from the BAC.</i>	none	5 minutes	
None	10.1. Forward the submitted Post Qualification documents (copy 1) of the bidder to the Technical Working Group.	none	5 minutes	

None	<p>10.2. Conduct Post Qualification <b>to the LCB/HRB</b>.</p> <p>*If the Lowest Calculated Bidder failed the criteria for post-qualification, BAC shall immediately issue Notice of Post-disqualification to be signed by the BAC Chairperson/his duly authorized representative. Immediately after, the BAC will notify the bidder in writing of its post-disqualification and grounds for it. Thereafter, the BAC shall conduct same post-qualification process on the second Lowest Calculated Bidder.</p> <p>** The BAC shall be given the same fresh period to conduct the post-qualification of the next lowest calculated bid/highest rated bid until a bidder is post-qualified.</p>	none	7 calendar days	<p><i>BAC Chairperson or his duly authorized representative</i>  <b>BAC Secretariat</b>  <b>BFAR BAC office</b>  <b>BFAR TWG</b></p>
None	<p>In exceptional cases, may be extended by BFAR, but in no case shall the aggregate period exceed forty-five (45) calendar days for Goods and Infrastructure projects or thirty (30) calendar days in Consulting Services.</p> <p>***it shall be completed in not more than twelve (12) calendar days from the determination of the Lowest Calculated Bid (LCB)/Highest Rated Bid (HRB). In exceptional cases, may be extended by BFAR, but in no case shall the aggregate period exceed forty-five (45) calendar days for Goods and Infrastructure projects or thirty (30) calendar days in Consulting Services.</p> <p>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021, Section</p>			
None	<p>10.3. Receive the Post Qualification report from the Technical Working Group.</p>	none	5 minutes	<p><i>BFAR TWG</i>  <i>BAC Secretariat</i>  <b>BFAR BAC office</b></p>

None	<p>11. Prepare the BAC Resolution declaring the Lowest Calculated and Responsive Bidder (LCRB)/Single Calculated and Responsive Bidder (SCRB), Notice of Award (NOA) to be signed by the Director.</p> <p>*Within a period not exceeding fifteen (15) calendar days from the determination by the BAC of the bidder with the LCRB, HRRB, SCRB, or SRRB, and the recommendation to award the contract, the Director or his duly authorized representative shall approve/ disapprove the said recommendation.</p> <p>**In case of approval, immediately issue the NOA to the bidder.</p> <p>***In the event of <u>disapproval</u>, BAC will notify HoPE shall resolve with finality the said request w/in seven (7) calendar days from the filing thereof and furnish the bidder a copy of the resolution.</p> <p>*In no case shall the said request stay/delay the bidding process. However, said request must be first resolved before any award is made.</p> <p><b>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.1.2 and 37.1.3</b></p>	none	15 calendar days	<p><i>Director</i>  <b>BFAR Director's Office</b>  <i>BAC members</i>  <i>BAC Secretariat</i>  <b>BFAR BAC office</b>          BFAR End-user</p>
12. Receive NOA (3 original copies)	11.1 Issue NOA (3 original copies) to the successful bidder.	none	5 minutes	

13. Submit signed NOA(2 original copies) **If the LCRB failed to post Performance Security within the prescribed period, the bid security shall be forfeited and the BAC shall disqualify the bidder and complete the post-qualification process on the second LCB. *** If the SCRB failed to post Performance Security within the prescribed period, the bid security shall be forfeited and the BAC shall disqualify the said bidder, and declare failure of bidding and conduct a re-negotiation.	11.2 Receive signed NOA (2 original copies) from the successful bidder.	none	3 minutes	<p><i>BAC Secretariat</i> <b>BFAR BAC office</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</p>
None	11.3. Secure Obligation Request to Budget Officer and Prepare Certificate of Availability of Funds (CAF) to be signed by the Chief Accountant	none	1 calendar day	
None	11.4. Receive the signed CAF and OBR.	none	5 minutes	
14. Submit Performance Security <i>*Successful bidder must post Performance Security within 10 calendar days from receipt of the NOA.</i> <i>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.2.1</i>	11.5. Receive Performance Security from the successful bidder.	none	5 minutes	
None	11.6. Prepare Contract and Notice to Proceed (NTP) to be initialed by the BAC Chairperson, BAC Vice-Chairperson, Head BAC Secretariat and signed by the Director, End-user and one witness (End-user's authorized representative).	none	2 calendar days	
15. Receive Contract (3 original copies)	11.7. Issue Contract (3 original copies) to the successful bidder.	none	5 minutes	<p><i>BAC Secretariat</i> <b>BFAR BAC office</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</p>



16. Submit notarized Contract (2 original copies) <i>*Successful bidder shall enter into contract within the same ten (10) day period provided that all the documentary requirements are complied with.</i> <i>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.2.2</i>	11.8. Receive notarized Contract (2 original copies) from the successful bidder.	none	3 minutes	BAC Secretariat <b>BFAR BAC office</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
17. Receive NTP (3 original copies)	11.9. Issue NTP (3 original copies) to the successful bidder within seven (7) calendar days from the approval of the contract. <i>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.4.1</i>	none	5 minutes	
18. Submit signed NTP (2 original copies)	11.10. Receive signed NTP (2 original copies) from the successful bidder.	none	3 minutes	
None	11.11. Scan, organize and file three (3) sets of Bidding Documents. (1) COA copy, (2) Finance copy and (3) BAC copy.	none	2 hours	
	<b>TOTAL</b>		<b>39 days, 11 hours &amp; 38 mins.</b>	

Reference: Republic Act 9184 (Government Procurement Reform Act) and its 2016 Revised Implementing Rules and Regulations

\* pg. 54, Rule VII, Section 21 Advertising and Contents of the Invitation to Bid/Request for Expression of Interest, Sub-section 21.2.1

\*pg.55, Rule VII, Section 22 Pre-Bid Conference, Sub-section 22.2

\*pg. 56, Rule VII, Section 22.5 Supplemental/Bid Bulletins, Sub-section 22.5.1

\*pg.56, Rule VII, Section 22.5 Supplemental/Bid Bulletins, Sub-section 22.5.2

\*pg. 76, Rule IX, Section 32 Bid Evaluation for the Procurement of Goods and Infrastructure Projects, Sub-section 32.4

\*pg.79 Rule X, Section 34 Objective and Process of Post-Qualification,34.2

\*pg. 82, Rule X, Section 34 Objective and Process of Post-Qualification,34.8

\*pg.84, Rule XI, Section 37.2 Contract Signing, Sub-section 37.1.2 to 37.1.3

\*pg. 85, Rule XI, Section 37.2 Contract Signing, Sub-section 37.2.1

\*pg. 85, Rule XI, Section 37.2 Contract Signing, Sub-section 37.2.2

\*pg.86, Rule XI, Section 37.4 Notice to Proceed, Sub-section 37.4.1

### 3. Consultancy Services under Public Bidding

#### Republic Act (RA) 9184 "Government Procurement Reform Act"(Section 53.7)

Purchase Requests (PR) with an Approved Budget of the Contract (ABC) amounting to Php 1 Million and above. The End-user unit or the duly authorized official or personnel shall submit an approved PR together with the required attachments to the Bids and Awards Committee (BAC) relative to the consultancy services to be procured.

<b>Office or Division</b>	<b>BFAR- Bids and Awards Committee (BAC)</b>
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2B- Government to Business/ G2C – Government-to-Citizen
<b>Who may avail</b>	(External) Bidder/s

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. BAC Request Form for Payment and Order of Payment	BFAR- Bids and Awards Committee (BAC) Office
2. Accounting Order of Payment,	BFAR- Accounting Section
3. Official Receipt for Bidding Documents,	BFAR- Cashier Section
4. Bidding Document: ELIGIBILITY, TECHNICAL AND FINANCIAL	Bidder/s
<b>2. Eligibility Requirements</b>	
2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:	
<i>Class "A" Documents</i>	
<b><u>Legal Documents</u></b>	
(i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;	
<b><u>Technical Documents</u></b>	
(ii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the EDS. The statement shall include, for each contract, the following: (ii.1) the name and location of the contract; (ii.2) date of award of the contract; (ii.3) type and brief description of consulting services; (ii.4) consultant's role (whether main consultant, subconsultant or partner in a JV)	

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Class “B” Documents		
If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.		
2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder’s country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder’s affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.		
2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by		
Financial Component		
Envelop		
The following summarizes the content of the Financial Proposal.		

### Financial Documents

☐ (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); **or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

### Class "B" Documents

☐ (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; **or**  
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

### Other documentary requirements under RA No. 9184 (as applicable)

☐ (i) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

☐ (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

5. Post-qualification Documents

Bidder/s

6. Performance Bond

Bidder/s

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Notice the advertisement from the PhilGEPS website, BFAR website (www.bfar.da.gov.ph) and BFAR BAC Bulletin board (2F, BAC office, Fisheries Bldg. Complex, Brgy Vasra, Quezon City).	1. Advertise the Request for Expression of Interest and Bidding Document to the PhilGEPS and BFAR website, and conspicuous place at the BFAR's premises for 7 calendar days (starting on date of advertisement). *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 21.2.1, (a)	none	7 calendar days	BAC Secretariat (BFAR BAC office) BFAR FIMS PhilGEPS
2. Receive the Notice of Meeting for the procurement activities (Eligibility Check and shortlisting, Pre-Bid & Bid Opening) through email.	2. Prepare and forward the Notice of Meeting for the procurement activities (Eligibility Check and shortlisting, Pre-Bid & Bid Opening) to the BAC members, BAC-Technical Working Group (TWG), End-user and Observers (COA, PCCI and NAPC).	None	15 minutes	

3. Attend the Eligibility Check and shortlisting	3. Conduct the Eligibility Check and shortlisting within seven (8) calendar days from posting of Advertisement with the BAC members, BFAR End-user, BFAR TWG, Observers (BFAR COA, PCCI and NAPC) and interested bidders	None	1 hour	BAC Secretariat BFAR BAC office 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
	3.1 Prepare the Minutes of Eligibility Check and shortlisting	None	3 calendar days	
	3.2. Prepared transmittal letter and transmit the Eligibility Documents to Office of the Technical Working Group (TWG) for bid evaluation within three (3) calendar days from Eligibility Check and shortlisting.	None		
	3.3. Conduct Shortlisting Evaluation Report for 3 days.	None		BFAR TWG BFAR-TWG office
	3.4. Receive Shortlisting Evaluation Report/Shortlisting Criteria of the Technical Working Group within three (3) calendar days from Bid Opening.	None	5 mins	BAC Secretariat BFAR BAC office BFAR TWG
4. Receive Notice of Shorlisting Criteria	4. Prepare Notice of Shortlisting Criteria and email to the passed bidder/s	none	30 mins.	

5. Attend the Pre-Bid Conference	<p>5. Conduct Pre-Bid Conference with the BAC members, BFAR End-user, BFAR TWG, Observers (BFAR COA, PCCI and NAPC) and interested bidders.</p> <p>*at least twelve (12) calendar days before the deadline for the submission and receipt of the bids but not earlier than seven (7) calendar days from the PhilGEPS and BFAR website posting of the Invitation to Bid and Bidding Documents.</p> <p>*For complicated contract or if international participation is needed, at least thirty (30) calendar days before the deadline for the submission and receipt of the bids. In case of Consulting services, from the determination of shortlisted Consultants.</p>	None	1 hour	<p><i>BAC Secretariat (BFAR BAC office)</i> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</p>
6. .Send additional inquiry/clarificatory question/ request to the email address of the BFAR BAC (bac.eps@bfar.da.gov.ph)	<p>6. Entertain written request for clarifications on any part of the Bidding Documents and forward the same to the End-user, if any, at least ten (10) calendar days before the deadline for the submission and receipt of the bids.</p> <p>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 22.5.1</p>	none	2 calendar days	
	6.1 Prepare Supplemental/Bid Bulletin for approval of the End-user and signature of the BAC Chairperson, if any.	none	2 hours	

7. Notice/Receive the Supplemental/Bid Bulletin	7. Post the Supplemental/Bid Bulletin in PhilGEPS and BFAR website, and conspicuous place at the BFAR premises at least seven (7) calendar days before the deadline for the submission and receipt of the bids. Email the same to the email address of the bidder/s who bought the Bidding Document. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 22.5.2	none	1 hour	BAC Secretariat (BFAR BAC office) BFAR FIMS																
8.Fill-out the Bid Docs Receipt Form and get the Order of payment at the BAC Office located at 2/F BFAR Building, Quezon City and present the O.R. or email the scan copy/picture of the O.R. to the email address of the BFAR BAC (bac.eps@bfar.da.gov.ph ).	8. Issue Bid Docs Receipt form and Order of Payment form for the payment of a non refundable Bidding Document fee.	none	5 minutes	BAC Secretariat (BFAR BAC office) 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City																
9. Proceed to Accounting Section, located at 4/F, BFAR Building, Quezon City and get the Accounting Order of Payment.	9. Issue Accounting Order of Payment form for the payment of a non-refundable Bidding Documents	none	3 minutes	BFAR- Accounting Section																
10. Proceed to Cashier Section located at 4/F, BFAR Building, Quezon City and pay the Bidding Document fee, Afterwards, return to BAC office located at 2/F BFAR Building, Quezon City and present the O.R. or email the scan copy/picture of the O.R. to the email address of the BFAR BAC (bac.eps@bfar.da.gov.ph ).	10. Cashier Section to receive payment and issue an Official Receipt (O.R.)	<table><tr><th>Approved Budget for the Contract</th><th>Min. cost of bidding documents (Php)</th></tr><tr><td>500,000.00 and below</td><td>500.00</td></tr><tr><td>More than 500,000.00 up to 1 Million</td><td>1,000.00</td></tr><tr><td>More than 1 Million up to 5 Million</td><td>5,000.00</td></tr><tr><td>More than 5 Million up to 10 Million</td><td>10,000.00</td></tr><tr><td>More than 10 Million up to 50 Million</td><td>25,000.00</td></tr><tr><td>More than 50 Million up to 500 Million</td><td>50,000.00</td></tr><tr><td>More than 500 Million</td><td>75,000.00</td></tr></table>	Approved Budget for the Contract	Min. cost of bidding documents (Php)	500,000.00 and below	500.00	More than 500,000.00 up to 1 Million	1,000.00	More than 1 Million up to 5 Million	5,000.00	More than 5 Million up to 10 Million	10,000.00	More than 10 Million up to 50 Million	25,000.00	More than 50 Million up to 500 Million	50,000.00	More than 500 Million	75,000.00	5 minutes	BFAR Cashier Section 4th Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
Approved Budget for the Contract	Min. cost of bidding documents (Php)																			
500,000.00 and below	500.00																			
More than 500,000.00 up to 1 Million	1,000.00																			
More than 1 Million up to 5 Million	5,000.00																			
More than 5 Million up to 10 Million	10,000.00																			
More than 10 Million up to 50 Million	25,000.00																			
More than 50 Million up to 500 Million	50,000.00																			
More than 500 Million	75,000.00																			

11. Return to BAC office receive bidding documents	11. Receive and photocopy the Original Receipt (O.R.)/ acknowledge receipt of the email containing the scan copy/picture of the the Original Receipt from the interested Bidder, and issue bidding documents.	none	15 minutes	<p><i>BAC Secretariat</i>  <b>BFAR BAC office</b>  2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</p>
12. Submit sealed Bid envelope containing <i>one</i> (1) original and <i>two</i> (2) printed copies of the first Technical documents) and second (Financial documents) components of its bid, for manually-filed bid submission. For e-submission of bids, please refer to BFAR BAC Online Bidding Procedure that can be seen in the latter part of the Bidding document. Receive the Bid Opening Zoom link.	12. Receive sealed Bid envelope from the Interested Bidder/s and email the Bid Opening Zoom link to the bidder.	none	5 minutes	
13 Attend the Bid Opening conducted by the BFAR BAC	13. Conduct of the Bid Opening with the BAC members, BFAR End-user, BFAR TWG, Observers (BFAR COA, PCCI and NAPC) and bidders. (1 hour or more depending on the number of bidders who participated in the project)	none	1 hour	<p><i>BAC Secretariat</i>  <b>BFAR BAC office</b>  2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</p>
None	13.1 Forward the submitted Bids (copy 1) of the bidders to the Technical Working Group (TWG) for review, evaluation and validation.	none	15 minutes	<p>BAC Secretariat  <b>(BFAR BAC office)</b>  BFAR TWG</p>



None	13.2 Conduct Bid Evaluation and prepare Bid Evaluation report, Summary Result of Eligibility Check Screening, Abstract of Bids and Notice to Lowest/Single Calculated bidder to be signed by the BAC members, BAC TWG and End-user within seven (7) calendar days from the deadline for receipt of proposals. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 32.4	none	7 calendar days	BFAR TWG
None	13.3 Receive the Bid Evaluation Report from the Technical Working Group.	none		BAC Secretariat (BFAR BAC office) BFAR TWG
None	13.4 Prepare Summary Result of Eligibility Check Screening, Abstract of Bids as Read and Calculated and Notice to Conduct Post Qualification to the Lowest/Single Calculated bidder. Print out and route the said documents to the End-user and BAC members for signature.	none		
14. Receive Notice to Conduct Post Qualification through email.	14 Email the Notice to Conduct Post Qualification to the Lowest/Single Calculated bidder.	none	2 minutes	BAC Secretariat (BFAR BAC office) 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
15. Submit Post Qualification documents (3 copies) to the BAC. *Bidder must submit the Post Qualification documents within five (5) calendar days from receipt of notice to Conduct Post Qualification from the BAC. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 34.2	15. Receive the Post Qualification documents (3 copies) from the Bidder. *Bidder must submit the Post Qualification documents within five (5) calendar days from receipt of the notice from the BAC.	none	5 minutes	

None	15.1.Prepare Contract and Notice to Proceed (NTP) to be initialed by the BAC Chairperson, BAC Vice-Chairperson, Head BAC Secretariat and signed/approval by the Director, and <b>one witness (End-user's authorized representative).</b>	none	5 minutes	<i>BAC Secretariat (BFAR BAC office)</i> BFAR TWG
None	15.2 Conduct Post Qualification to the LCB/HRB. *If the Lowest Calculated Bidder failed the criteria for post-qualification, BAC shall immediately issue Notice of Post-disqualification to be signed by the BAC Chairperson/his duly authorized representative. Immediately after, the BAC will notify the bidder in writing of its post-disqualification and grounds for it. Thereafter, the BAC shall conduct same post-qualification process on the second Lowest Calculated Bidder. ** The BAC shall be given the same fresh period to conduct the post-qualification of the next lowest calculated bid/highest rated bid until a bidder is post-qualified.	none	7 calendar days	BFAR TWG
None	15.3 Receive the Post Qualification report from the Technical Working Group.	none	5 minutes	<i>BFAR TWG BAC Secretariat BFAR BAC office</i>
16. Receive Notice to conduct Negotiation	16. Prepare and email Notice to conduct Negotiation	None	30 mins	<i>BAC Secretariat BFAR-BAC Office</i> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
17. Attend Contract Negotiation	17. Conduct Negotiation	None	30 mins	<i>BAC Members, End-user, Technical Working Group and BAC Secretariat BFAR-BAC Office</i>

None	<p>17.1. Prepare the BAC Resolution declaring the Lowest Calculated and Responsive Bidder (LCRB)/Single Calculated and Responsive Bidder (SCRB), Notice of Award (NOA) to be signed by the Director.</p> <p>*Within a period not exceeding fifteen (15) calendar days from the determination by the BAC of the bidder with the LCRB, HRRB, SCRB, or SRRB, and the recommendation to award the contract, the Director or his duly authorized representative shall approve/ disapprove the said recommendation.</p> <p>**In case of approval, immediately issue the NOA to the bidder.</p> <p>***In the event of disapproval, BAC will notify</p>	none	15calendar days	<p><i>Director</i>  <b>BFAR Director's Office</b>  <i>BAC members</i>  <i>BAC Secretariat</i>  <b>BFAR BAC office</b>  BFAR End-user  <i>BAC Secretariat</i>  <b>BFAR BAC office</b></p>
None	<p>HoPE shall resolve with finality the said request w/in seven (7) calendar days from the filing thereof and furnish the bidder a copy of the resolution.</p> <p>*In no case shall the said request stay/delay the bidding process. However, said request must be first resolved before any award is made.</p> <p>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.1.2 and 37.1.3</p>			
None	<p>17.2. Prepare Notice of Award (NOA) to be initialed by the BAC Chairperson, BAC Vice Chairperson, Head BAC Secretariat and to be signed by the BFAR Director.</p>	none		<p><i>BAC Secretariat</i>  <b>BFAR BAC office</b>  2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</p>
18. Receive NOA (3 original copies)	18. Issue NOA (3 original copies) to the successful bidder.	none	5 minutes	

190. Submit signed NOA(2 original copies) **If the LCRB failed to post Performance Security within the prescribed period, the bid security shall be forfeited and the BAC shall disqualify the bidder and complete the post-qualification process on the second LCB. *** If the SCRB failed to post Performance Security within the prescribed period, the bid security shall be forfeited and the BAC shall disqualify the said bidder, and declare failure of bidding and conduct a re-negotiation.	19. Receive signed NOA (2 original copies) from the successful bidder.	none	2 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City							
None	19.1 Secure Obligation Request to Budget Officer and Prepare Certificate of Availability of Funds (CAF) to be signed by the Chief Accountant	none	1 calendar	<i>BAC Secretariat</i> <b>BFAR BAC office</b> <i>Budget Officer</i> <b>BFAR Finance Section</b> <i>Chief Accountant</i> <b>BFAR Accounting Section</b> BFAR End-user							
None	19.2 Receive signed CAF and OBR	None	2 mins	<i>BAC Secretariat</i> <b>BFAR BAC office</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City							
20. Submit Performance Security *Successful bidder must post Performance Security within 10 calendar days from receipt of the NOA. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.2.1	20. Receive Performance Security from the successful bidder.	<table border="1"><thead><tr><th>FORM OF PERFORMANCE SECURITY</th><th>AMOUNT OF PERFORMANCE SECURITY (NOT LESS THAN THE REQUIRED PERCENTAGE OF THE CONTRACT PRICE)</th></tr></thead><tbody><tr><td>a) Cash or cashier's manager's check issued by a Universal or Commercial bank</td><td rowspan="2">Goods and Consulting Services- Five percent (5%)</td></tr><tr><td>b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</td></tr><tr><td>c) Surety bond callable upon demand issued by a surety or insurance Commission as authorized to issue such security.</td><td>Thirty percent (30%)</td></tr></tbody></table>	FORM OF PERFORMANCE SECURITY	AMOUNT OF PERFORMANCE SECURITY (NOT LESS THAN THE REQUIRED PERCENTAGE OF THE CONTRACT PRICE)	a) Cash or cashier's manager's check issued by a Universal or Commercial bank	Goods and Consulting Services- Five percent (5%)	b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	c) Surety bond callable upon demand issued by a surety or insurance Commission as authorized to issue such security.	Thirty percent (30%)	5 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b> Bidder
FORM OF PERFORMANCE SECURITY	AMOUNT OF PERFORMANCE SECURITY (NOT LESS THAN THE REQUIRED PERCENTAGE OF THE CONTRACT PRICE)										
a) Cash or cashier's manager's check issued by a Universal or Commercial bank	Goods and Consulting Services- Five percent (5%)										
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.											
c) Surety bond callable upon demand issued by a surety or insurance Commission as authorized to issue such security.	Thirty percent (30%)										

None	20.1 Prepare Contract and Notice to Proceed (NTP) to be initialed by the BAC Chairperson, BAC Vice-Chairperson, Head BAC Secretariat and signed by the Director, End-user and one witness (End-user's authorized representative).	none	2 calendar days	<b>Secretariat BAC Secretariat BFAR BAC office</b>
21. Receive Contract (3 original copies)	21. Issue Contract (3 original copies) to the successful bidder.	none	5 minutes	<b>BAC Secretariat BFAR BAC office</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
22. Submit notarized Contract (2 original copies) *Successful bidder shall enter into contract within the same ten (10) day period provided that all the documentary requirements are complied with. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.2.2	22. Receive notarized Contract (2 original copies) from the successful bidder.	none	5 minutes	
23. Receive NTP (3 original copies)	23. Issue NTP (3 original copies) to the successful bidder within seven (7) calendar days from the approval of the contract. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.4.1	none	5 minutes	
24. Submit signed NTP (2 original copies)	24. Receive signed NTP (2 original copies) from the successful bidder.	none	2 minutes	
None	24.1 . Scan, organize and file three (3) sets of Bidding Documents. (1) COA copy, (2) Finance copy and (3) BAC copy.	none	2 hours	
	<b>TOTAL</b>		<b>44 days, 3 hours and 34 minutes</b>	

Reference: Republic Act 9184 (Government Procurement Reform Act) and its 2016 Revised Implementing Rules and Regulations

\*Item 1 - pg. 54, Rule VII, Section 21 Advertising and Contents of the Invitation to Bid/Request for Expression of Interest, Sub-

\*Item 65pg.55, Rule VII, Section 22 Pre-Bid Conference, Sub-section 22.2

\*Item 7 - pg. 56, Rule VII, Section 22.5 Supplemental/Bid Bulletins, Sub-section 22.5.1

\*Item 13.2- pg. 76, Rule IX, Section 32 Bid Evaluation for the Procurement of Goods and Infrastructure Projects, Sub-section 32.4

\*Item 22 - pg. 85, Rule XI, Section 37.2 Contract Signing, Sub-section 37.2.1

\*Item 23 - pg.86, Rule XI, Section 37.4 Notice to Proceed, Sub-section 37.4.1

#### 4. Procurement under Repeat Order

Purchase Requests (PR) the ABC shall not exceed twenty five percent (25%) of the Original ABC.

The End-user unit or the duly authorized official or personnel shall submit an approved PR together with the required attachments to the Bids and Awards Committee (BAC) relative to the goods and services to be procured.

<b>Office or Division</b>	<b>BFAR- Bids and Awards Committee (BAC)</b>
<b>Classification</b>	Highly Technical ( under Special Law of R.A. 9184)
<b>Type of Transaction</b>	G2B- Government to Business/
<b>Who may avail</b>	(External) Bidder/s

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Request for Quotation	BFAR - End-user and Bidder/s
2. Notice of Award	BFAR- Bids and Awards Committee (BAC) Office and Bidder/s
3. Contract Agreement	BFAR- Bids and Awards Committee (BAC) Office and Bidder/s
4. Notice to Proceed	BFAR- Bids and Awards Committee (BAC) Office and Bidder/s

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1. Prepare and forward through email the Pre-negotiation Notice of Meeting to the BAC, End-user and Technical Working Group (TWG).	none	30 minutes	<i>BAC, End-user, TWG and BAC Secretariat</i> <b>BFAR BAC office</b>
None	1.1. Schedule and invite the BAC, End-user and Technical Working Group (TWG) to the Pre-negotiation conference.	none	30 minutes	
None	1.2. Conduct scheduled Pre-negotiation conference.	none	1 hour	
None	1.3. Post the Invitation to Bid and Bidding Document to the PhilGEPS website, BFAR website and conspicuous place at the BFAR premises.	none	1 hour	<i>BAC Secretariat and FIMS</i> <b>BFAR office</b>
1. Submit the Request for Quotation.	1. Send the Request for Quotation	none	2 calendar days	<i>BAC Secretariat</i> <b>BFAR BAC office</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

2. Receive NOA (3 original copies)	2 Issue NOA (3 original copies) to the successful bidder.	none	5 minutes	
2.1. Submit signed NOA(2 original copies) **If the LCRB failed to post Performance Security within the prescribed period, the bid security shall be forfeited and the BAC shall disqualify the bidder and complete the post-qualification process on the second LCB. *** If the SCRB failed to post Performance Security within the prescribed period, the bid security shall be forfeited and the BAC shall disqualify the said bidder, and declare failure of bidding and conduct a re-negotiation.	2.1. Receive signed NOA (2 original copies) from the successful bidder.	none	3 minutes	
None	2.2. Secure Obligation Request to Budget Officer and Prepare Certificate of Availability of Funds (CAF) to be signed by the Chief Accountant	none	1 calendar day	<i>BAC Secretariat</i> <b>BFAR BAC office</b> <i>Budget Officer</i> <b>BFAR Finance Section</b> <i>Chief Accountant</i> <b>BFAR Accounting Section</b> BFAR End-user
None	2.3. Receive the signed CAF and OBR.	none	5 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	2.4. Prepare Contract and Notice to Proceed (NTP) to be initialed by the BAC Chairperson, BAC Vice-Chairperson, Head BAC Secretariat and signed by the Director, End-user and one witness (End-user's authorized representative).	none	2 calendar days	
2.5. Receive Contract (3 original copies)	2.5. Issue Contract (3 original copies) to the successful bidder.	none	5 minutes	

2.6. Submit notarized Contract (2 original copies) <i>*Successful bidder shall enter into contract within the same ten (10) day period provided that all the documentary requirements are complied with.</i> <i>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.2.2</i>	2.6. Receive notarized Contract (2 original copies) from the successful bidder.	none	3 minutes	<p><i>BAC Secretariat</i>  <b>BFAR BAC office</b>  2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</p>
2.7. Receive NTP (3 original copies)	2.7. Issue NTP (3 original copies) to the successful bidder within seven (7) calendar days from the approval of the contract. <i>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.4.1</i>	none	5 minutes	
2.8. Submit signed NTP (2 original copies)	2.8. Receive signed NTP (2 original copies) from the successful bidder.	none	3 minutes	
None	2.9. Scan, organize and file three (3) sets of Bidding Documents. (1) COA copy, (2) Finance copy and (3) BAC copy.	none	2 hours	
	<b>TOTAL</b>		<b>5 days, 5 hours &amp; 29 mins.</b>	

*Reference: Republic Act 9184 (Government Procurement Reform Act) and its 2016 Revised Implementing Rules and Regulations*  
*Section 51. Repeat Order*



## 5. Procurement under Negotiated Procurement (Two-Failed Biddings)

Purchase Requests (PR) with an Approved Budget of the Contract (ABC) amounting to Php 1 Million and above.

The End-user unit or the duly authorized official or personnel shall submit an approved PR together with the required attachments to the Bids and Awards Committee (BAC) relative to the goods and services to be procured.

<b>Office or Division</b>	<b>BFAR- Bids and Awards Committee (BAC)</b>
<b>Classification</b>	Highly Technical ( under Special Law of R.A. 9184)
<b>Type of Transaction</b>	G2B- Government to Business/ G2C – Government-to-Citizen
<b>Who may avail</b>	(External) Bidder/s

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Approved BAC Resolution to conduct Negotiated Procurement	BFAR- Bids and Awards Committee (BAC) Office and BFAR End-user
1. Request Form for Payment, if applicable	BFAR- Bids and Awards Committee (BAC) Office
2. Order of Payment, if applicable	BFAR- Accounting Section
3. Official Receipt for Bidding Documents (photocopy),	BFAR- Cashier Section
4. Bidding Documents which includes a complete set	BFAR - Bids and Awards Committee (BAC) Office and Bidder/s
5. TECHNICAL AND FINANCIAL COMPONENT ENVELOPE <b>Technical Documents</b> <b>Financial Documents</b> <input type="checkbox"/> (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.	Bidder/s
<b>II. FINANCIAL COMPONENT FOR INFRASTRUCTURE</b>	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<input type="checkbox"/> (f) Project Requirements, which shall include the following: a. Organizational chart for the contract to be bid; b. List of contractor's key personnel (e.g., Project <u>or</u> duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.	
6. Supplemental Bid Bulletin, if any	BFAR- Bids and Awards Committee (BAC) Office and Bidder/s
7. Bid Evaluation Report	BFAR - TWG
8. Post Qualification Documents a) Latest Income Tax Returns (Previous 6 months)	Bidder/s
9. Post Qualification Report	BFAR - TWG
10. Abstract of Bid as Read and Calculated	BFAR- Bids and Awards Committee (BAC) Office and Bidder/s
11. OBR	BFAR - Budget Section

12. Performance Bond		Bidder/s		
13. Notice of Award (NOA) - 3 original copies		BFAR- Bids and Awards Committee (BAC) Office and Bidder/s		
14. Contract Agreement - 3 original copies		BFAR- Bids and Awards Committee (BAC) Office and Bidder/s		
15. Notice to Proceed (NTP) - 3 original copies		BFAR- Bids and Awards Committee (BAC) Office and Bidder/s		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Notice the advertisement from the PhilGEPS website, BFAR website (www.bfar.da.gov.ph) and BFAR BAC Bulletin board (2F, BAC office, Fisheries Bldg. Complex, Brgy Vasra, Quezon City).	1. Advertise the Invitation to Bid (ITB) and Bidding Document to the PhilGEPS and BFAR website, and conspicuous place at the BFAR's premises for 7 calendar days (starting on date of advertisement). *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 21.2.1, (a)	none	7 calendar days	<b>BAC Secretariat BFAR BAC office</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
2. Notice/Receive the invite through the email addresses of the prospective bidders.	2. Invite at least three (3) suppliers/contractors/ consultants of good standing to negotiate the contract. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Annex "H", D. Negotiated Procurement	none		

3. Attend the Pre-Bid Conference conducted by the BFAR BAC.	<p>3. Conduct Pre-Bid Conference with the BAC members, BFAR End-user, BFAR TWG, Observers (BFAR COA, PCCI and NAPC) and interested bidders.</p> <p>*at least twelve (12) calendar days before the deadline for the submission and receipt of the bids but not earlier than seven (7) calendar days from the PhilGEPS and BFAR website posting of the Invitation to Bid and Bidding Documents.</p> <p>*For complicated contract or if international participation is needed, at least thirty (30) calendar days before the deadline for the submission and receipt of the bids. In case of Consulting services, from the determination of shortlisted Consultants.</p>	none	1 hour	<p><i>BAC Secretariat</i>  <b>BFAR BAC office</b>            2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</p>
4. Send additional inquiry/clarificatory question/ request to the email address of the BFAR BAC (bac.eps@bfar.da.gov.ph)	<p>4. Entertain written request for clarifications on any part of the Bidding Documents and forward the same to the End-user, if any, at least ten (10) calendar days before the deadline for the submission and receipt of the bids.</p> <p>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 22.5.1</p>	none	2 calendar days	<p><i>BAC Secretariat</i>  <b>BFAR BAC office</b>            2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</p>
	4.1. Prepare Supplemental/Bid Bulletin for approval of the End-user and signature of the BAC Chairperson, if any.	none	2 hours	

5. Notice/Receive the Supplemental/Bid Bulletin	5. Post the Supplemental/Bid Bulletin in PhilGEPS and BFAR website, and conspicuous place at the BFAR premises at least seven (7) calendar days before the deadline for the submission and receipt of the bids. Email the same to the email address of the bidder/s who bought the Bidding Document. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 22.5.2	none	1 hour	BAC Secretariat BFAR BAC office 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City															
6. Fill-out the Bid Docs Receipt Form and the Order of payment given by the BFAR BAC office (2F, BAC Office, Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Quezon City). *Bidders who have already bought the bidding documents during the last failed biddings need not pay the amount of non refundable bidding document fee for the Negotiated Document.	6. Issue Bid Docs Receipt form and Order of Payment form for the payment of non refundable Bidding Document fee.	<table><tr><th>Approved Budget for the Contract</th><th>Min. cost of bidding documents (Php)</th></tr><tr><td>500,000.00 and below</td><td>500.00</td></tr><tr><td>More than 500,000.00 up to 1 Million</td><td>1,000.00</td></tr><tr><td>More than 1 Million up to 5 Million</td><td>5,000.00</td></tr><tr><td>More than 5 Million up to 10 Million</td><td>10,000.00</td></tr><tr><td>More than 10 Million up to 50 Million</td><td>25,000.00</td></tr><tr><td>More than 50 Million up to 500 Million</td><td>50,000.00</td></tr><tr><td>More than 500 Million</td><td>75,000.00</td></tr></table>	Approved Budget for the Contract		Min. cost of bidding documents (Php)	500,000.00 and below	500.00	More than 500,000.00 up to 1 Million	1,000.00	More than 1 Million up to 5 Million	5,000.00	More than 5 Million up to 10 Million	10,000.00	More than 10 Million up to 50 Million	25,000.00	More than 50 Million up to 500 Million	50,000.00	More than 500 Million	75,000.00
Approved Budget for the Contract	Min. cost of bidding documents (Php)																		
500,000.00 and below	500.00																		
More than 500,000.00 up to 1 Million	1,000.00																		
More than 1 Million up to 5 Million	5,000.00																		
More than 5 Million up to 10 Million	10,000.00																		
More than 10 Million up to 50 Million	25,000.00																		
More than 50 Million up to 500 Million	50,000.00																		
More than 500 Million	75,000.00																		

<p>7. (a) Proceed to Accounting Section located at 4/F, Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Quezon City to get an Accounting Order of payment; (b) Go to the Cashier Section located at the same floor to pay the Bidding Document fee, if applicable. Afterwards, return to BAC office located at 2/F Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Quezon City and present the O.R. or email the scan copy/picture of the O.R. to the email address of the BFAR BAC (bac.eps@bfar.da.gov.ph).</p>	<p>7. Receive and photocopy the Original Receipt (O.R.)/ acknowledge receipt of the email containing the scan copy/picture of the the Original Receipt from the interested Bidder.</p>	<p>none</p>	<p>5 minutes</p>	
<p>8. Submit sealed Bid envelope containing <i>one</i> (1) original and <i>two</i> (2) printed copies of the first component (Eligibility and Technical documents) and second component (Financial documents) of its bid, for manually-filed bid submission at the BFAR BAC Office. For e-submission of bids, please refer to BFAR BAC Online Bidding Procedure that can be seen in the latter part of the Bidding document. Receive the email of the BFAR BAC containing the Bid Opening Zoom link.</p>	<p>8. Receive sealed Bid envelope from the Interested Bidder/s and email the Bid Opening Zoom link to the bidder.</p>	<p>none</p>	<p>5 minutes</p>	<p><i>BAC Secretariat</i> <b>BFAR BAC office</b> Bidder</p>

9. Attend the Bid Opening conducted by the BFAR BAC.	9. Conduct of the Bid Opening with the BAC members, BFAR End-user, BFAR TWG, Observers (BFAR COA, PCCI and NAPC) and bidders. (1 hour or more depending on the number of bidders who participated in the project)	none	1 hour	BAC Secretariat <b>BFAR BAC office</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	9.1. Forward the submitted Bids (copy 1) of the bidders to the Technical Working Group (TWG) for review, evaluation and validation.	none	15 minutes	
None	9.2. Conduct Bid Evaluation and prepare Bid Evaluation report within seven (7) calendar days from the deadline for receipt of proposals. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 32.4	none	7 calendar days	BFAR TWG
None	9.3 Receive the Bid Evaluation Report from the Technical Working Group.	none		BAC Secretariat <b>BFAR BAC office</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	9.3 Prepare Summary Result of Eligibility Check Screening, Abstract of Bids as Read and Calculated and Notice to Conduct Post	none		
10. Receive Notice to Conduct Post Qualification through email.	10. Email the Notice to Conduct Post Qualification to the Lowest/Single Calculated bidder.	none	2 minutes	
11. Submit Post Qualification documents (3 copies) to the BFAR BAC. *Bidder must submit the Post Qualification documents within five (5) calendar days from receipt of notice to Conduct Post Qualification from the BAC. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021)	11. Receive the Post Qualification documents (3 copies) from the Bidder. *Bidder must submit the Post Qualification documents within five (5) calendar days from receipt of the notice from the BAC.	none	5 minutes	BAC Secretariat <b>BFAR BAC office</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

None	11.1. Forward the submitted Post Qualification documents (copy 1) of the bidder to the Technical Working Group.	none	5 minutes	
None	11.2. Conduct Post Qualification to the LCB/HRB. *If the Lowest Calculated Bidder failed the criteria for post-qualification, BAC shall immediately issue Notice of Post-disqualification to be signed by the BAC Chairperson/his duly authorized representative. Immediately after, the BAC will notify the bidder in writing of its post-disqualification and grounds for it. Thereafter, the BAC shall conduct same post-qualification process on the second Lowest Calculated Bidder. ** The BAC shall be given the same fresh period to conduct the post-qualification of the next lowest calculated bid/highest rated bid until a bidder is post-qualified.	none	7 calendar days	BFAR TWG
None	***it shall be completed in not more than twelve (12) calendar days from the determination of the Lowest Calculated Bid (LCB)/Highest Rated Bid (HRB). In exceptional cases, may be extended by BFAR, but in no case shall the aggregate period exceed forty-five (45) calendar days for Goods and Infrastructure projects or thirty (30) calendar days in Consulting Services. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021, Section 34.8	none	7 calendar days	BFAR TWG
None	11.3. Prepare and submit the Post Qualification report to BFAR BAC Secretariat	none		

None	11.3. Receive the Post Qualification report from the Technical Working Group.	none	5 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b> 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	11.4. Prepare the BAC Resolution declaring the Lowest Calculated and Responsive Bidder (LCRB)/Single Calculated and Responsive Bidder (SCRB) for the approval and signature of the BAC members, BFAR End-user and BFAR Director. *Within a period not exceeding fifteen (15) calendar days from the determination by the BAC of the bidder with the LCRB, HRRB, SCRB, or SRRB, and the recommendation to award the contract, the Director or his duly authorized representative shall approve/ disapprove the said recommendation. **In case of approval, immediately issue the NOA to the bidder. ***In the event of	none	7 calendar days	
None	****Disqualified bidder may file a request for reconsideration w/in three (3) calendar days from receipt of Notice of Disqualification.			
None	HoPE shall resolve with finality the said request w/in seven (7) calendar days from the filing thereof and furnish the bidder a copy of the resolution. *In no case shall the said request stay/delay the bidding process. However, said request must be first resolved before any award is made. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.1.2 and 37.1.3			



	11.5. Prepare Notice of Award (NOA) to be initialed by the BAC Chairperson, BAC Vice Chairperson, Head BAC Secretariat and to be signed by the BFAR Director.	none		
12. Receive NOA (3 copies) from BFAR BAC.	12. Issue NOA (3 copies) to the successful bidder.	none	5 minutes	
13. Submit signed NOA (2 copies) to BFAR BAC. **If the LCRB failed to post Performance Security within the prescribed period, the bid security shall be forfeited and the BAC shall disqualify the bidder and complete the post-qualification process on the second LCB. *** If the SCRB failed to post Performance Security within the prescribed period, the bid security shall be forfeited and the BAC shall disqualify the said bidder, and declare failure of bidding and conduct a re-negotiation.	13. Receive signed NOA (2 original copies) from the successful bidder.	none	2 minutes	<p><i>BAC Secretariat</i>  <b>BFAR BAC office</b>  2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</p>
None	14. Prepare Certificate of Availability of Funds (CAF) to be signed by the Chief Accountant.	none	1 calendar	
None	14.1. Receive signed CAF and OBR from the Accounting Section.	none	2 minutes	
None	14.2. Prepare Contract and Notice to Proceed (NTP) to be initialed by the BAC Chairperson, BAC Vice-	none	2 calendar days	
15. Receive Contract (3 copies) from BFAR BAC.	15. Issue Contract (3 copies) to the successful bidder.	none	5 minutes	
16. Submit notarized Contract (2 original copies) *Successful bidder shall	16. Receive notarized Contract (2 copies) from the successful bidder.	none	5 minutes	

17. Submit Performance Security to the BFAR BAC. *Successful bidder must post Performance Security within 10 calendar days from receipt of the NOA. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.2.1	17. Receive Performance Security from the successful bidder.	none	5 minutes	<p><i>BAC Secretariat</i>  <b>BFAR BAC office</b>  2nd Flr., Fisheries Bldg.,  Complex, BPI  Compound, Brgy. Vasra,  Visayas Ave., Quezon  City</p>
18. Receive NTP (3 copies) from BFAR BAC.	18. Issue NTP (3 copies) to the successful bidder within seven (7) calendar days from the approval of the contract. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.4.1	none	5 minutes	
19. Submit signed NTP (2 copies)	19. Receive signed NTP (2 copies) from the successful bidder.	none	2 minutes	
None	20. Scan, organize and file three (3) sets of Bidding Documents (1) COA copy, (2) Finance copy and (3) BAC copy. COA copy - submit to BFAR COA Finance copy - submit to BFAR Property Section	none	2 hours	
None	20.1. Scan NOA, Contract, NTP and BAC Resolution, post the same to the PhilGEPS website and email the files to the BFAR FIMS for posting of the said documents to the BFAR website.	none	20 minutes	
<b>TOTAL</b>			<b>34 days, 38 minutes</b>	

Reference: Republic Act 9184 (Government Procurement Reform Act) and its 2016 Revised Implementing Rules and Regulations

\* pg. 54, Rule VII, Section 21 Advertising and Contents of the Invitation to Bid/Request for Expression of

\*pg.55, Rule VII, Section 22 Pre-Bid Conference, Sub-section 22.2

\*pg. 56, Rule VII, Section 22.5 Supplemental/Bid Bulletins, Sub-section 22.5.1

\*pg.56, Rule VII, Section 22.5 Supplemental/Bid Bulletins, Sub-section 22.5.2

\*pg. 76, Rule IX, Section 32 Bid Evaluation for the Procurement of Goods and Infrastructure Projects, Sub-section 32.4

\*pg.79 Rule X, Section 34 Objective and Process of Post-Qualification,34.2

\*pg. 82, Rule X, Section 34 Objective and Process of Post-Qualification,34.8

\*pg.84, Rule XI, Section 37.2 Contract Signing, Sub-section 37.1.2 to 37.1.3

\*pg. 85, Rule XI, Section 37.2 Contract Signing, Sub-section 37.2.1

\*pg. 85, Rule XI, Section 37.2 Contract Signing, Sub-section 37.2.2

\*pg.86, Rule XI, Section 37.4 Notice to Proceed, Sub-section 37.4.1

## PROCUREMENT UNDER PUBLIC BIDDING

### A. INTERNAL SERVICES:

#### 1. Procurement under Public Bidding for Goods

Purchase Requests (PR) with an Approved Budget of the Contract (ABC) amounting to Php 1 Million and above.

The End-user unit or the duly authorized official or personnel shall submit an approved PR together with the required attachments to the Bids and Awards Committee (BAC) relative to the goods and services to be procured.

<b>Office or Division</b>	<b>BFAR- Bids and Awards Committee (BAC)</b>
<b>Classification</b>	Highly Technical ( under Special Law of R.A. 9184)
<b>Type of Transaction</b>	G2G – Government to Government
<b>Who may avail</b>	End-user/s (BFAR personnel)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Approved Purchased Request (PR) with complete requirements: Annual Procurement Plan (APP) or Supplemental Terms of Reference (TOR) Authority to Conduct Procurement Activity for P.R.	End-user
2. Invitation to Bid (ITB) & Bidding Documents	BFAR- Bids and Awards Committee (BAC) Office
3. Supplemental bid bulletin/s if any.	BFAR- Bids and Awards Committee (BAC) Office
4. Abstract as Read and Abstract as Calculated	BFAR- Bids and Awards Committee (BAC) Office
5. BAC Resolution for Award	BFAR- Bids and Awards Committee (BAC) Office
6. Notice of Award	BFAR- Bids and Awards Committee (BAC) Office
7. Obligation Request (OBR)	BFAR- Budget Section
7. Contract Agreement	BFAR- Bids and Awards Committee (BAC) Office
8. Notice to Proceed	BFAR- Bids and Awards Committee (BAC) Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Approved Purchase Request with complete requirements.	1. Received Approved Purchased Request (PR) with complete requirements: Annual Procurement Plan (APP) or Supplemental Project Procurement Management Plan Terms of Reference (TOR) Authority to Conduct Procurement Activity for P.R. with an ABC of 50 Million Above	none	5 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b>

2. Receive the Notice of Meeting for the Pre-Procurement through email and invite through the Google calendar.	2. Schedule, prepare and forward the Pre-Procurement conference Notice of Meeting to the BAC, End-user and Technical Working Group (TWG) through email.	none	30 minutes	<b>BAC Secretariat BFAR BAC office</b>
3. Attend the Pre-Procurement conference.	3. Conduct Pre-Procurement conference with the BFAR End-user, BFAR TWG and BAC members.	none	1 hour	
4. Review Bidding Documents and Invite Bidders/Suppliers.	4. Prepare the Invitation to Bid and Bidding Documents and advertise to the PhilGEPS, BFAR website, and conspicuous place at the BFAR's premises for 7 calendar days starting on date of advertisement. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021, Section 21.2.1, (a)	none	4 hours	
4.1. Receive the Notice of Meeting for the procurement activities (Pre-Bid & Bid Opening) through email and invite through Google calendar.	4.1. Prepare and forward the Notice of Meeting for the procurement activities (Pre-Bid & Bid Opening) to the BAC members, BAC-Technical Working Group (TWG), End-user and Observers (COA, PCCI and NAPC).	none	30 minutes	<b>BAC Secretariat BFAR BAC office</b>
5. Attend the Pre-Bid conference.	5. Conduct Pre-Bid Conference with BAC members, BFAR End-user, BFAR TWG, Observers (BFAR COA, PCCI and NAPC) and Bidder/s. (Not earlier than seven (7) calendar days from advertisement/posting and at least twelve (12) calendar days before the deadline for the submission and receipt of the bids.) *2016 Revised IRR of RA 9184 (updated as of 31 December 2021, Section 22.2	none	1 hour	<b>BAC Secretariat BFAR BAC office</b>

6. Respond to the submitted inquiries and clarifications of the prospective bidder/s, if any, within three (3) calendar days.	6. Entertain/receive written request for clarifications on any part of the Bidding Documents within three (3) calendar days after Pre-Bid Conference and forward to the End-user. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021, Section 22.5.1	none	5 minutes	BAC Secretariat BFAR BAC office
6.1 Approves the created Supplemental/Bid Bulletin	6.1 Prepare and Post the Supplemental/Bid Bulletin in PhilGEPS, BFAR website, and conspicuous place at the BFAR premises at least seven (7) calendar days before the deadline for the submission and receipt of the bids. Email the same to the email address of the bidder/s who bought the Bidding Document. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021, Section 22.5.2	none	30 minutes	BAC Secretariat BFAR BAC office
7. Attend the Bid Opening.	7. Conduct of the Bid Opening with BAC members, BFAR End-user, BFAR TWG, Observers (BFAR COA, PCCI and NAPC) and Bidder/s at least 12 calendar days from Pre-Bid Conference.	none	1 hour	BAC Secretariat BFAR BAC office
None	7.1. Forward the submitted Bids to the Technical Working Group (TWG) for review, evaluation and validation.	none	15 minutes	
None	7.2. Conduct Bid Evaluation and prepare Bid Evaluation report within seven (7) calendar days from the deadline for receipt of bid proposals. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021, Section 32.4	none	5 calendar days	BFAR TWG

None	7.3. Receive the Bid Evaluation Report from the Technical Working Group (TWG).	none	2 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
8. Signed the Abstract of Bids as Read and as Calculated	8. Prepare (1) Summary Result of Eligibility Check Screening, (2) Abstract of Bids as Read and as Calculated and (3) Notice to Conduct Post-Qualification to the Lowest/Single Calculated bidder to be signed by the BAC members and End-user.	none	1 calendar day	
None	8.1. Email the Notice to Conduct Post Qualification to the Lowest/Single Calculated bidder.	none	5 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
None	8.2. Receive the Post Qualification documents (3 copies) from the Bidder. *Bidder must submit the Post Qualification documents within five (5) calendar days from receipt of the notice from the BAC. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021, Section 34.2	none	5 calendar days	
None	8.3. Forward the submitted Post-qualification documents (copy 1) of the bidder to the Technical Working Group.	none	5 minutes	
None	8.4. Conduct Post Qualification to the LCB/HRB. *If the Lowest Calculated Bidder failed the criteria for post-qualification, BAC shall immediately issue Notice of Post-	none	7 calendar days	BFAR TWG

	<p>***it shall be completed in not more than twelve (12) calendar days from the determination of the Lowest Calculated Bid (LCB)/Highest Rated Bid (HRB). In exceptional cases, may be extended by BFAR, but in no case shall the aggregate period exceed forty-five (45) calendar days for Goods and Infrastructure projects or thirty (30) calendar days in Consulting Services.</p> <p>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021, Section 34.8</p>			BFAR TWG
None	8.5. Receive the Post Qualification report from the Technical Working Group.	none	5 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
9. Sign the BAC Resolution	<p>9. Prepare the BAC Resolution declaring the Lowest Calculated and Responsive Bidder (LCRB)/Single Calculated and Responsive Bidder (SCRB) for the approval and signature of the BAC members and Director.</p> <p>*Within a period not exceeding fifteen (15) calendar days from the determination by the BAC of the bidder with the LCRB, HRRB, SCRB, or SRRB, and the recommendation to award the contract, the Director or his duly authorized representative shall approve/ disapprove the said recommendation.</p> <p>****Disqualified bidder may file a request for reconsideration w/in three (3) calendar days from receipt of Notice of</p>	none	7 calendar days	

	<p>HoPE shall resolve with finality the said request w/in seven (7) calendar days from the filing thereof and furnish the bidder a copy of the resolution.</p> <p>*In no case shall the said request stay/delay the bidding process. However, said request must be first resolved before any award is made.</p> <p>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.1.2 and 37.1.3</p>			BAC Secretariat BFAR BAC office
9.1. Initial the Notice of Award (NOA)	9.1. Prepare Notice of Award (NOA) to be initialed by the BAC Chairperson, BAC Vice Chairperson, Head BAC Secretariat and signed by the BFAR Director.	none	30 minutes	
None	9.2. Issue NOA (3 original copies) to the successful bidder.	none	5 minutes	
None	<p>9.3. Receive signed NOA (2 copies) from the successful bidder.</p> <p>**If the LCRB failed to post Performance Security within the prescribed period, the bid security shall be forfeited and the BAC shall disqualify the bidder and complete the post-qualification process on the second LCB.</p> <p>*** If the SCRB failed to post Performance Security within the prescribed period, the bid security shall be forfeited and the BAC shall disqualify the said bidder, and declare failure of bidding and conduct a re-negotiation.</p>	none	3 minutes	
9.4 Sign the Obligation Request	9.4. Secure Obligation Request to Budget Officer and Prepare Certificate of Availability of Funds (CAF) to be signed by the Chief Accountant	none	1 calendar day	



None	9.5. Receive the signed CAF together with the signed OBR.	none	5 minutes
9.6. Sign the Contract Agreement and Initial the Notice to Proceed (NTP)	9.6. Prepare Contract and Notice to Proceed (NTP) to be initialed by the BAC Chairperson, BAC Vice-Chairperson, Head BAC Secretariat and signed by the Director, and one witness of the End-user.	none	2 calendar days
None	9.7. Issue Contract (3 copies) to the successful bidder.	none	5 minutes
None	9.8. Receive notarized Contract (2 copies) from the successful bidder. *Successful bidder shall enter into contract within the same ten (10) day period provided that all the documentary requirements are complied with. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.2.2	none	3 minutes
None	9.9. Receive Performance Security from the successful bidder. *Successful bidder must post Performance Security within 10 calendar days from receipt of the NOA. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.2.1	none	5 minutes
None	9.10. Issue NTP (3 copies) to the successful bidder within seven (7) calendar days from the approval of the contract. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.4.1	none	5 minutes
None	9.11. Receive signed NTP (2 copies) from the successful bidder.	none	3 minutes

*BAC Secretariat*  
**BFAR BAC office**

None	9.12. Scan, organize and file three (3) sets of Bidding Documents (1) COA copy, (2) Finance copy and (3) BAC copy. COA copy - submit to BFAR COA Finance copy - submit to BFAR Property Section	none	2 hours	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
None	9.13. Scan and post NOA, Contract, NTP and BAC Resolution at the PhilGEPS website and email the same to BFAR FIMS for posting of the said documents to the BFAR website.	none	20 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
9.14 Acknowledge the receipt of email.		none	5 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
	<b>TOTAL</b>		<b>28 days, hours &amp; minutes</b>	<b>12 41</b>

Reference: Republic Act 9184 (Government Procurement Reform Act) and its 2016 Revised Implementing Rules and Regulations

\* pg. 54, Rule VII , Section 21 Advertising and Contents of the Invitation to Bid/Request for Expression of Interest, Sub-section 21.2.1 letter (a)

\*pg.55, Rule VII, Section 22 Pre-Bid Conference, Sub-section 22.2

\*pg. 56, Rule VII, Section 22.5 Supplemental/Bid Bulletins, Sub-section 22.5.1

\*pg.56, Rule VII, Section 22.5 Supplemental/Bid Bulletins, Sub-section 22.5.2

\*pg. 76, Rule IX, Section 32 Bid Evaluation for the Procurement of Goods and Infrastructure Projects, Sub-section 32.4

\*lpg.79 Rule X, Section 34 Objective and Process of Post-Qualification,34.2

\*pg. 82, Rule X, Section 34 Objective and Process of Post-Qualification,34.8

\*pg.84, Rule XI , Section 37.2 Contract Signing, Sub-section 37.1.2 to 37.1.3

\*pg. 85, Rule XI, Section 37.2 Contract Signing, Sub-section 37.2.1

\*pg. 85, Rule XI, Section 37.2 Contract Signing, Sub-section 37.2.2

\*pg.86, Rule XI, Section 37.4 Notice to Proceed, Sub-section 37.4.1

## 2. Procurement under Public Bidding for Infrastructure

Purchase Requests (PR) with an Approved Budget of the Contract (ABC) amounting to Php 1 Million and above.				
The End-user unit or the duly authorized official or personnel shall submit an approved PR together with the required attachments to the Bids and Awards Committee (BAC) relative to the goods and services to be procured.				
<b>Office or Division</b>	<b>BFAR- Bids and Awards Committee (BAC)</b>			
<b>Classification</b>	Highly Technical ( under Special Law of R.A. 9184)			
<b>Type of Transaction</b>	G2G – Government to Government			
<b>Who may avail</b>	End-user/s (BFAR personnel)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Purchased Request (PR) with complete Annual Procurement Plan (APP) or Program of Work Bill of Quantity Drawings and Plans Authority to Conduct Procurement Activity for P.R. with an ABC of 50 Million Above		End-user		
2. Invitation to Bid (ITB) & Bidding Documents		BFAR- Bids and Awards Committee (BAC) Office		
3. Supplemental bid bulletin/s if any.		BFAR- Bids and Awards Committee (BAC) Office		
4. Abstract as Read and Abstract as Calculated		BFAR- Bids and Awards Committee (BAC) Office		
5. BAC Resolution for Award		BFAR- Bids and Awards Committee (BAC) Office		
6. Notice of Award		BFAR- Bids and Awards Committee (BAC) Office		
7. Obligation Request (OBR)		BFAR- Budget Section		
7. Contract Agreement		BFAR- Bids and Awards Committee (BAC) Office		
8. Notice to Proceed		BFAR- Bids and Awards Committee (BAC) Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Approved Purchase Request with complete requirements.	1. Received Approved Purchased Request (PR) with complete requirements:	none	5 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
	Annual Procurement Plan (APP) or Supplemental Project Procurement Management Plan			
	Program of Work			
	Bill of Quantity			
	Drawings and Plans			
	Authority to Conduct Procurement Activity for P.R. with an ABC of 50 Million Above			

2. Receive the Notice of Meeting for the Pre-Procurement through email and invite through the Google calendar.	2. Schedule, prepare and forward the Pre-Procurement conference Notice of Meeting to the BAC, End-user and Technical Working Group (TWG) through email.	none	30 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
3. Attend the Pre-Procurement conference.	3. Conduct Pre-Procurement conference with the BFAR End-user, BFAR TWG and BAC members.	none	1 hour	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
4. Review Bidding Documents and Invite Bidders/Suppliers.	4. Prepare the Invitation to Bid and Bidding Documents and advertise to the PhilGEPS, BFAR website, and conspicuous place at the BFAR's premises for 7 calendar days starting on date of advertisement. <i>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021, Section 21.2.1, (a))</i>	none	4 hours	BAC Secretariat BFAR BAC office
4.1. Receive the Notice of Meeting for the procurement activities (Pre-Bid & Bid Opening) through email and invite through Google calendar.	4.1. Prepare and forward the Notice of Meeting for the procurement activities (Pre-Bid & Bid Opening) to the BAC members, BAC-Technical Working Group (TWG), End-user and Observers (COA, PCCI and NAPC).	none	30 minutes	BAC Secretariat BFAR BAC office
5. Attend the Pre-Bid conference.	5. Conduct Pre-Bid Conference with BAC members, BFAR End-user, BFAR TWG, Observers (BFAR COA, PCCI and NAPC) and Bidder/s. (Not earlier than seven (7) calendar days from advertisement/posting and at least twelve (12) calendar days before the deadline for the submission and receipt of the bids.) <i>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021, Section 22.2)</i>	none	1 hour	BAC Secretariat BFAR BAC office

6. Respond to the submitted inquiries and clarifications of the prospective bidder/s, if any, within three (3) calendar days.	6. Entertain/receive written request for clarifications on any part of the Bidding Documents within three (3) calendar days after Pre-Bid Conference and forward to the End-user. <i>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021, Section 22.5.1</i>	none	5 minutes	BAC Secretariat BFAR BAC office
6.1 Approves the created Supplemental/Bid Bulletin	6.1 Prepare and Post the Supplemental/Bid Bulletin in PhilGEPS, BFAR website, and conspicuous place at the BFAR premises at least seven (7) calendar days before the deadline for the submission and receipt of the bids. Email the same to the email address of the bidder/s who bought the Bidding Document. <i>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021, Section 22.5.2</i>	none	30 minutes	BAC Secretariat BFAR BAC office
7. Attend the Bid Opening.	7. Conduct of the Bid Opening with BAC members, BFAR End-user, BFAR TWG, Observers (BFAR COA, PCCI and NAPC) and Bidder/s at least 12 calendar days from Pre-Bid Conference.	none	1 hour	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
None	7.1. Forward the submitted Bids to the Technical Working Group (TWG) for review, evaluation and validation.	none	15 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
None	7.2. Conduct Bid Evaluation and prepare Bid Evaluation report within seven (7) calendar days from the deadline for receipt of bid proposals. <i>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021, Section 32.4</i>	none	5 calendar days	BFAR TWG
None	7.3. Receive the Bid Evaluation Report from the Technical Working Group (TWG).	none	2 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b>

8. Signed the Abstract of Bids as Read and as Calculated	8. Prepare (1) Summary Result of Eligibility Check Screening, (2) Abstract of Bids as Read and as Calculated and (3) Notice to Conduct Post-Qualification to the Lowest/Single Calculated bidder to be signed by the BAC members and End-user.	none	1 calendar day	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
None	8.1. Email the Notice to Conduct Post Qualification to the Lowest/Single Calculated bidder.	none	5 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
None	8.2. Receive the Post Qualification documents (3 copies) from the Bidder. *Bidder must submit the Post Qualification documents within five (5) calendar days from receipt of the notice from the BAC. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021, Section 34.2	none	5 calendar days	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
None	8.3. Forward the submitted Post-qualification documents (copy 1) of the bidder to the Technical Working Group.	none	5 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b>

None	<p>8.4. Conduct Post Qualification to the LCB/HRB.</p> <p>*If the Lowest Calculated Bidder failed the criteria for post-qualification, BAC shall immediately issue Notice of Post-disqualification to be signed by the BAC Chairperson/his duly authorized representative. Immediately after, the BAC will notify the bidder in writing of its post-disqualification and grounds for it. Thereafter, the BAC shall conduct same post-qualification process on the second Lowest Calculated Bidder.</p> <p>** The BAC shall be given the same fresh period to conduct the post-qualification of the next lowest calculated bid/highest rated bid until a bidder is post-qualified.</p> <p>***it shall be completed in not more than twelve (12) calendar days from the determination of the Lowest Calculated Bid (LCB)/Highest Rated Bid (HRB). In exceptional cases, may be extended by BFAR, but in no case shall the aggregate period exceed forty-five (45) calendar days for Goods and Infrastructure projects or thirty (30) calendar days in Consulting Services.</p> <p>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021, Section 34.8</p>	none	7 calendar days	BFAR TWG
None	8.5. Receive the Post Qualification report from the Technical Working Group.	none	5 minutes	BAC Secretariat BFAR BAC office

9. Sign the BAC Resolution	<p>9. Prepare the BAC Resolution declaring the Lowest Calculated and Responsive Bidder (LCRB)/Single Calculated and Responsive Bidder (SCRB) for the approval and signature of the BAC members and Director.</p> <p>*Within a period not exceeding fifteen (15) calendar days from the determination by the BAC of the bidder with the LCRB, HRRB, SCRB, or SRRB, and the recommendation to award the contract, the Director or his duly authorized representative shall approve/ disapprove the said recommendation.</p> <p>****Disqualified bidder may file a request for reconsideration w/in three (3) calendar days from receipt of Notice of</p>	none	7 calendar days	BAC Secretariat BFAR BAC office
None	<p>HoPE shall resolve with finality the said request w/in seven (7) calendar days from the filing thereof and furnish the bidder a copy of the resolution.</p> <p>*In no case shall the said request stay/delay the bidding process. However, said request must be first resolved before any award is made.</p> <p>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.1.2 and 37.1.3</p>			BAC Secretariat BFAR BAC office
9.1. Initial the Notice of Award (NOA)	9.1.Prepare Notice of Award (NOA) to be initialed by the BAC Chairperson, BAC Vice Chairperson, Head BAC Secretariat and signed by the BFAR Director.	none	30 minutes	
None	9.2. Issue NOA (3 original copies) to the successful bidder.	none	5 minutes	



None	<p>9.3. Receive signed NOA (2 copies) from the successful bidder.</p> <p>**If the LCRB failed to post Performance Security within the prescribed period, the bid security shall be forfeited and the BAC shall disqualify the bidder and complete the post-qualification process on the second LCB.</p> <p>*** If the SCRB failed to post Performance Security within the prescribed period, the bid security shall be forfeited and the BAC shall disqualify the said bidder, and declare failure of bidding and conduct a re-negotiation.</p>	none	3 minutes	BAC Secretariat BFAR BAC office
9.4 Sign the Obligation Request	9.4. Secure Obligation Request to Budget Officer and Prepare Certificate of Availability of Funds (CAF) to be signed by the Chief Accountant	none	1 calendar day	
None	9.5. Receive the signed CAF together with the signed OBR.	none	5 minutes	
9.6. Sign the Contract Agreement and Initial the Notice to Proceed (NTP)	9.6. Prepare Contract and Notice to Proceed (NTP) to be initialed by the BAC Chairperson, BAC Vice-Chairperson, Head BAC Secretariat and signed by the Director, and one witness of the End-user.	none	2 calendar days	
None	9.7. Issue Contract (3 copies) to the successful bidder.	none	5 minutes	
None	<p>9.8. Receive notarized Contract (2 copies) from the successful bidder.</p> <p>*Successful bidder shall enter into contract within the same ten (10) day period provided that all the documentary requirements are complied with.</p> <p>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.2.2</p>	none	3 minutes	

None	9.9. Receive Performance Security from the successful bidder. *Successful bidder must post Performance Security within 10 calendar days from receipt of the NOA. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.2.1	none	5 minutes	
None	9.10. Issue NTP (3 copies) to the successful bidder within seven (7) calendar days from the approval of the contract. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.4.1	none	5 minutes	<b>BAC Secretariat BFAR BAC office</b>
None	9.11. Receive signed NTP (2 copies) from the successful bidder.	none	3 minutes	
None	9.12. Scan, organize and file three (3) sets of Bidding Documents (1) COA copy, (2) Finance copy and (3) BAC copy. COA copy - submit to BFAR COA Finance copy - submit to BFAR Property Section	none	2 hours	<b>BAC Secretariat BFAR BAC office</b>
None	9.13. Scan and post NOA, Contract, NTP and BAC Resolution at the PhilGEPS website and email the same to BFAR FIMS for posting of the said documents to the BFAR website.	none	20 minutes	
9.14 Acknowledge the receipt of email.	9.14. Email scan copy of Purchase request, BAC Resolution recommending the Award of Contract, NOA, Obligation request (OBR), Certificate of Availability of Funds (CAF), Contract, NTP to the End-user.	none	5 minutes	
	<b>TOTAL</b>		<b>28 days, 17 hours &amp; 36 minutes</b>	

Reference: Republic Act 9184 (Government Procurement Reform Act) and its 2016 Revised Implementing Rules and Regulations

\* pg. 54, Rule VII, Section 21 Advertising and Contents of the Invitation to Bid/Request for Expression of Interest, Sub-section 21.2.1 letter (a)

\*pg.55, Rule VII, Section 22 Pre-Bid Conference, Sub-section 22.2

\*pg. 56, Rule VII, Section 22.5 Supplemental/Bid Bulletins, Sub-section 22.5.1

\*pg.56, Rule VII, Section 22.5 Supplemental/Bid Bulletins, Sub-section 22.5.2

\*pg. 76, Rule IX, Section 32 Bid Evaluation for the Procurement of Goods and Infrastructure Projects, Sub-section 32.4

\*pg.79 Rule X, Section 34 Objective and Process of Post-Qualification,34.2

\*pg. 82, Rule X, Section 34 Objective and Process of Post-Qualification,34.8

\*pg.84, Rule XI, Section 37.2 Contract Signing, Sub-section 37.1.2 to 37.1.3

\*pg. 85, Rule XI, Section 37.2 Contract Signing, Sub-section 37.2.1

\*pg. 85, Rule XI, Section 37.2 Contract Signing, Sub-section 37.2.2

\*pg.86, Rule XI, Section 37.4 Notice to Proceed, Sub-section 37.4.1

### 3. Consultancy Services under Public Bidding

#### Republic Act (RA) 9184 "Government Procurement Reform Act"(Section 53.7)

Purchase Requests (PR) with an Approved Budget of the Contract (ABC) amounting to Php 1 Million and above. The End-user unit or the duly authorized official or personnel shall submit an approved PR together with the required attachments to the Bids and Awards Committee (BAC) relative to the consultancy services to be procured.

<b>Office or Division</b>	<b>BFAR- Bids and Awards Committee (BAC)</b>			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2G- Government to Government			
<b>Who may avail:</b>	End-user/s (BFAR personnel)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Approved Purchased Request (PR) , Approved Annual Procurement Plan (APP) or Supplemental Project Procurement Management Plan (PPMP), Terms of Reference (TOR), Authority to Conduct Procurement Activity for P.R. with an ABC of 50 Million Above.		Submitted by the End-user		
2. Invitation to Bid (ITB) & Bidding Documents		BFAR- Bids and Awards Committee (BAC) Office		
3. Supplemental bid bulletin/s if any.		BFAR- Bids and Awards Committee (BAC) Office		
4. Abstract as Read and Abstract as Calculated		BFAR- Bids and Awards Committee (BAC) Office		
5. BAC Resolution for Award		BFAR- Bids and Awards Committee (BAC) Office		
6. Notice of Award		BFAR- Bids and Awards Committee (BAC) Office		
7. Obligation Request (OBR)		BFAR- Budget Section		
7. Contract Agreement		BFAR- Bids and Awards Committee (BAC) Office		
8. Notice to Proceed		BFAR- Bids and Awards Committee (BAC) Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Approved Purchase Request with complete requirement to BAC Secretariat at 2nd Flr. Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Diliman, Quezon City	1. Received Approved Purchased Request (PR) with complete requirements: a. Annual Procurement Plan (APP) or Supplemental Project Procurement Management Plan b. Terms of Reference (TOR) c. Authority to Conduct Procurement Activity for P.R. with an ABC of 50 Million Above	None	5 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b>

2. Receive Notice of Meeting of Pre-Procurement and Schedule to google calendar of BAC, Secretariat, TWG, and End-user	2. Schedule, prepare and forward the Pre-Procurement conference Notice of Meeting to the BAC, End-user and Technical Working Group (TWG) through email.	None	30 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
3. Attend the Pre-Procurement Conference.	3. Conduct Pre-Procurement conference with the BFAR End-user, BFAR TWG and BAC members.	None	1 hour	<i>BAC Secretariat</i> <b>BFAR BAC office</b>  <i>BAC Secretariat</i> <b>BFAR BAC office</b> <b>BFAR FIMS</b>
None	3.1 Prepare Request for Expression of Interest & Bidding Documents.	None	2 hours	
None	3.2 Post the Expression of Interest & Bidding Documents. to the PhilGEPS and BFAR website, and conspicuous place at the BFAR premises.	None	20 minutes	
None	3.4 Advertise the Request for Expression of Interest and Bidding Document to the PhilGEPS and BFAR website, and conspicuous place at the BFAR's premises for 7 calendar days starting on date of advertisement. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021, Section 21.2.1, (a)	None	7 calendar days	
4. Receive the Notice of Meeting for the procurement activities (Opening of Eligibility Documents, Pre-Bid & Bid Opening) through email.	4. Coordinate schedule, prepare and forward the Notice of Meeting for the procurement ( Eligibility Check and shortlisting, Pre-Bid & Bid Opening) to BAC members and BFAR End-user	None		
5. Attend the Eligibility Check and shortlisting (via zoom)	5. Conduct the Eligibility Check and shortlisting within seven (8) calendar days from posting of Advertisement with the BAC members, BFAR End-user, BFAR TWG, Observers (BFAR COA, PCCI and NAPC) and interested bidders	None	1 hour	

None	5.1 Prepare transmittal letter and transmit the copy 2 of Eligibility Documents to Office of the Technical Working Group for the short listing evaluation report within three (3) calendar days from Opening. Of Eligibility Docs.	None	3 calendar days	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
	5.2 Prepare the Minutes of Opening of Eligibility Documents	None		
	5.3. Conduct Shortlisting Evaluation Report/Shortlisting Criteria for 3 days and submit the evaluation	None		<i>BFAR -TWG</i> BFAR End-user
	5.4. Receive Shortlisting Evaluation Report/Shortlisting Criteria of the Technical Working Group within three (3) calendar days from Bid Opening.	None	5 mins	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
	5.5. Prepare Notice of Shortlisting Criteria and email to the passed bidder/s	none	30 mins.	<i>BAC Secretariat</i> <b>BFAR BAC office</b> Bidder/s
6. Attend the Pre-Bid Conference	6. Conduct Pre-Bid Conference with the BAC members, BFAR End-user, BFAR TWG, Observers (BFAR COA, PCCI and NAPC) and prospective bidders	None	1 hour	<i>BAC members</i> <i>BAC Secretariat</i> <b>BFAR BAC office</b> BFAR End-user
7. Respond to the submitted inquiries and clarifications of the prospective bidder/s, if any within 3 calendar days	7. Receive from interested bidder/s written request for clarifications on any part of the Bidding Documents and forward the same to the End-user, if any, 2 days after the conduct of Pre-Bid Conference *2016 Revised IRR of RA 9184 (updated as of 31 December 2021, Section 22.5.1	none	12 calendar days	<i>BAC members</i> <i>BAC Secretariat</i> <b>BFAR BAC office</b> BFAR End-user
None	7.1 Prepare Supplemental/Bid Bulletin for approval of the BAC members, if any.	none		

None	7.2. Post the Supplemental/Bid Bulletin in PhilGEPS and BFAR website, and conspicuous place at the BFAR premises at least seven (7) calendar days before the deadline for the submission and receipt of the bids. Email the same to the email address of the bidder/s who bought the Bidding Document. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021, Section 22.5.2	none	Continuation above (12 days)	<i>BAC Secretariat</i> <b>BFAR BAC office</b> <b>BFAR FIMS</b>
None	7.3 Email to prospective bidders/suppliers who attended Prebid Conference.	None		<i>BAC Secretariat</i> <b>BFAR BAC office</b>
8. Attend the Bid Opening Conference (via zoom)	8. Conduct of the Bid Opening with BAC members, BFAR End-user, BFAR TWG, Observers (BFAR COA, PCCI and NAPC) and Bidder/s at least 12 calendar days from Pre-Bid Conference.	None	1 hour	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
none	8.1. Forward the submitted Bids to the Technical Working Group (TWG) for review, evaluation and validation.	None	15 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
none	8.2. Conduct Bid Evaluation and prepare Bid Evaluation report, Summary Result of Eligibility Check Screening, Abstract of Bids and Notice to Lowest/Single Calculated bidder to be signed by the BAC members, BAC TWG and End-user within seven (7) calendar days from the deadline for receipt of proposals. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021, Section 32.4	None	7 calendar days	<i>BFAR TWG</i> <b>BFAR End-user</b>
none	8.3. Receive the Bid Evaluation Report from the Technical Working Group (TWG).	None	2 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b> <b>BFAR TWG</b>

9. Receive Notice to Conduct Negotiation	9. Prepare and Email Notice to conduct Negotiation to, BAC members, BFAR End-user, BFAR TWG and and prospective Bidder/s	None	30 mins.	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
10. Attend Negotiation	10. Conduct Negotiation with the BAC members, BFAR End-user, BFAR TWG and and prospective Bidder/s	None	30 mins	
none	10.1. Email the Notice to Conduct Post Qualification to the Lowest/Single Calculated bidder.	None	2 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b> Bidder
none	10.2 . Receive the Post Qualification documents (3 copies) from the Bidder. *Bidder must submit the Post Qualification documents within five (5) calendar days from receipt of the notice from the BAC. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021, Section 34.2	None	5 calendar days	<i>BAC Secretariat</i> <b>BFAR BAC office</b> Bidder
none	10.3. Forward the submitted Post-qualification documents (copy 1) of the bidder to the Technical Working Group.	none	5 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b> Bidder

none	<p>10.4. Conduct Post Qualification to the LCB/HRB.</p> <p>*If the Lowest Calculated Bidder failed the criteria for post-qualification, BAC shall immediately issue Notice of Post-disqualification to be signed by the BAC Chairperson/his duly authorized representative. Immediately after, the BAC will notify the bidder in writing of its post-disqualification and grounds for it. Thereafter, the BAC shall conduct same post-qualification process on the second Lowest Calculated Bidder.</p> <p>** The BAC shall be given the same fresh period to conduct the post-qualification of the next lowest calculated bid/highest rated bid until a bidder is post-qualified.</p>	None	7 calendar days	<p><i>BAC Secretariat</i>  <b>BFAR BAC office</b>  Bidder</p>
none	<p>10.5. Receive the Post Qualification report from the Technical Working Group.</p>	None	5 minutes	<p><i>BAC Secretariat</i>  <b>BFAR BAC office</b>  Bidder</p>
11. Sign the BAC Resolution	<p>11. Prepare the BAC Resolution declaring the Lowest Calculated and Responsive Bidder (LCRB)/Single Calculated and Responsive Bidder (SCRB), Notice of Award (NOA) to be signed by the Director.</p> <p>*Within a period not exceeding fifteen (15) calendar days from the determination by the BAC of the bidder with the LCRB, HRRB, SCRB, or SRRB, and the recommendation to award the contract, the Director or his duly authorized representative shall approve/ disapprove the said recommendation.</p> <p>**In case of approval, immediately issue the NOA to the bidder.</p> <p>***In the event of disapproval, BAC will notify</p>	None	7 calendar days	<p><i>Director</i>  <b>BFAR Director's Office</b>  <i>BAC members</i>  <i>BAC Secretariat</i>  <b>BFAR BAC office</b>  BFAR End-user</p>



none	<p>HoPE shall resolve with finality the said request w/in seven (7) calendar days from the filing thereof and furnish the bidder a copy of the resolution.</p> <p>*In no case shall the said request stay/delay the bidding process. However, said request must be first resolved before any award is made.</p> <p>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.1.2 and 37.1.3</p>			
12. Initial the Notice of Award (NOA)	12. Prepare Notice of Award (NOA) to be initialed by the BAC Chairperson, BAC Vice Chairperson, Head BAC Secretariat and signed by the BFAR Director.	none	30 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
none	12.1. Issue NOA (3 original copies) to the successful bidder.	None	5 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b> Bidder
none	<p>12.2. Receive signed NOA (2 original copies) from the successful bidder.</p> <p>***If the LCRB failed to post Performance Security within the prescribed period, the bid security shall be forfeited and the BAC shall disqualify the bidder and complete the post-qualification process on the second LCB.</p> <p>*** If the SCRB failed to post Performance Security within the prescribed period, the bid security shall be forfeited and the BAC shall disqualify the said bidder, and declare failure of bidding and conduct a re-negotiation.</p>		2 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b> Bidder

13. Sign the Obligation Request	13. Secure Obligation Request to Budget Officer and Prepare Certificate of Availability of Funds (CAF) to be signed by the Chief Accountant	none	1 calendar day	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
None	13.1 . Receive the signed CAF together with the signed OBR.	none	5 minutes	
14. Sign Contract Agreement	14. Prepare Contract and Notice to Proceed (NTP) to be initialed by the BAC Chairperson, BAC Vice-Chairperson, Head BAC Secretariat and	none	2 calendar days	<i>Director</i> <b>BFAR Director's Office</b> <i>BAC Chairperson</i> <i>BAC Vice-Chairperson</i> <i>Head BAC Secretariat</i> <i>BAC Secretariat</i>
None	14.2. Issue Contract (3 copies) to the successful bidder.	none	5 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
None	14.3. Receive notarized Contract (2 copies) from the successful bidder. *Successful bidder shall enter into contract within the same ten (10) day	none	3 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
None	14.4 Receive Performance Security from the successful bidder. *Successful bidder must post Performance Security within 10 calendar days from receipt of the NOA. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.2.1	none	5 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b>

None	14.5. Issue NTP (3 copies) to the successful bidder within seven (7) calendar days from the approval of the contract. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.4.1	none	5 minutes	<b>BAC Secretariat BFAR BAC office</b>
None	14.6. Receive signed NTP (2 copies) from the successful bidder.	none	3 minutes	
None	14.7 Scan, organize and file three (3) sets of Bidding Documents (1) COA copy, (2) Finance copy and (3) BAC copy. COA copy - submit to BFAR COA Finance copy - submit to BFAR Property Section	none	2 hours	
None	14.8. Scan and post NOA, Contract, NTP and BAC Resolution at the PhilGEPS website and email the same to BFAR FIMS for posting of the said documents to the BFAR website.	none	20 minutes	
15.Acknowledge the receipt of email.	15. Email scan copy of Purchase request, BAC Resolution recommending the Award of Contract, NOA, Obligation request (OBR), Certificate of Availability of Funds (CAF), Contract, NTP to the End-user.	none	5 minutes	
<b>TOTAL:</b>			<b>57days, 4 hours and 27 mins</b>	

Reference: Republic Act 9184 (Government Procurement Reform Act) and its 2016 Revised Implementing Rules and Regulations

\*Item 3.4 - pg. 54, Rule VII, Section 21 Advertising and Contents of the Invitation to Bid/Request for Expression of Interest, Sub-section 21.2.1 letter

\*Item 6 - pg.55, Rule VII, Section 22 Pre-Bid Conference, Sub-section 22.2

\*Item 7.2 - pg. 56, Rule VII, Section 22.5 Supplemental/Bid Bulletins, Sub-section 22.5.1

\*Item 8.2 - pg. 76, Rule IX, Section 32 Bid Evaluation for the Procurement of Goods and Infrastructure Projects, Sub-section 32.4

\*Item 10.3 - pg.79 Rule X, Section 34 Objective and Process of Post-Qualification,34.2

\*Item 10.4 - pg. 82, Rule X, Section 34 Objective and Process of Post-Qualification,34.8

\*Item 14.2- pg.84, Rule XI, Section 37.2 Contract Signing, Sub-section 37.1.2 to 37.1.3

#### 4. Procurement under Repeat Order

Purchase Requests (PR) the ABC shall not exceed twenty five percent (25%) of the Original ABC.

The End-user unit or the duly authorized official or personnel shall submit an approved PR together with the required attachments to the Bids and Awards Committee (BAC) relative to the goods and services to be procured.

<b>Office or Division</b>	<b>BFAR- Bids and Awards Committee (BAC)</b>
<b>Classification</b>	Highly Technical ( under Special Law of R.A. 9184)
<b>Type of Transaction</b>	G2G – Government to Government
<b>Who may avail</b>	End-user/s (BFAR personnel)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Approved Purchased Request (PR).	End-user
2. Supplemental Project Procurement Management	BFAR- Bids and Awards Committee (BAC) Office
3. Justification why re-ordering is being pursued	BFAR- Bids and Awards Committee (BAC) Office
4. Documents Pertaining to the previously awarded	End-user / Bidder/s
5. BAC Resolution recommending the conduct of	BFAR- Bids and Awards Committee (BAC) Office
6. Notice of Award	BFAR- Bids and Awards Committee (BAC) Office and Bidder/s
7. Contract Agreement	BFAR- Bids and Awards Committee (BAC) Office and Bidder/s
8. Notice to Proceed	BFAR- Bids and Awards Committee (BAC) Office and Bidder/s

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Approved Purchase Request with complete requirements: Supplemental Project Procurement Management Plan Justification why re-ordering is being pursued  Documents Pertaining to the previously awarded contract	1. Receive Purchased Request (PR) with complete requirements *PR shall not exceed twenty five percent (25%) of the quantity of each item in the original contract, within six (6) months from the date of the Notice to Proceed. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section	none	5 minutes	BAC Secretariat BFAR BAC office
2. Sign the BAC Resolution	2. Prepare the BAC Resolution recommending the conduct of Alternative Method of Procurement - Repeat Order for approval and signature of the BAC members and Director.	none	2 calendar days	
3. Initial the Notice of Award (NOA)	3. Prepare Notice of Award (NOA) to be initialed by the BAC Chairperson, BAC Vice Chairperson, Head BAC Secretariat and signed by the BFAR Director.	none	30 minutes	

None	3.1. Issue NOA (3 original copies) to the successful bidder.	none	5 minutes	<b>BAC Secretariat BFAR BAC office</b>
None	3.2. Receive signed NOA (2 copies) from the successful bidder. **If the LCRB failed to post Performance Security within the prescribed period, the bid security shall be forfeited and the BAC shall disqualify the bidder and complete the post-qualification process on the second LCB. *** If the SCRB failed to post Performance Security within the prescribed period, the bid security shall be forfeited and the BAC shall disqualify the said bidder, and declare failure of bidding and conduct a re-negotiation.	none	3 minutes	
3.3. Sign the Obligation Request	3.3. Secure Obligation Request to Budget Officer and Prepare Certificate of Availability of Funds (CAF) to be signed by the Chief Accountant	none	1 calendar day	
None	3.4. Receive the signed CAF together with the signed OBR.	none	5 minutes	
3.5. Sign the Contract Agreement and Initial the Notice to Proceed (NTP)	3.5. Prepare Contract and Notice to Proceed (NTP) to be initialed by the BAC Chairperson, BAC Vice-Chairperson, Head BAC Secretariat and signed by the Director, and one witness of the End-user.	none	2 calendar days	
None	3.6. Issue Contract (3 copies) to the successful bidder.	none	5 minutes	

None	3.7. Receive notarized Contract (2 copies) from the successful bidder. *Successful bidder shall enter into contract within the same ten (10) day period provided that all the documentary requirements are complied with. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.2.2	none	3 minutes	
None	3.8. Receive Performance Security from the successful bidder. *Successful bidder must post Performance Security within 10 calendar days from receipt of the NOA. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.2.1	none	5 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
None	3.9. Issue NTP (3 copies) to the successful bidder within seven (7) calendar days from the approval of the contract. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.4.1	none	5 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
None	3.10. Receive signed NTP (2 copies) from the successful bidder.	none	3 minutes	
None	3.11. Scan, organize and file three (3) sets of Bidding Documents (1) COA copy, (2) Finance copy and (3) BAC copy. COA copy - submit to BFAR COA Finance copy - submit to BFAR Property Section	none	2 hours	
None	3.12. Scan and post NOA, Contract, NTP and BAC Resolution at the PhilGEPS website and email the same to BFAR FIMS for posting of the said documents to the BFAR website.	none	20 minutes	

3.13 Acknowledge the receipt of email.	3.13. Email scan copy of Purchase request, BAC Resolution recommending the Award of Contract, NOA, Obligation request (OBR), Certificate of Availability of Funds (CAF), Contract, NTP to the End-user.	none	5 minutes	
	<b>TOTAL</b>		<b>5 days, 3 hours &amp; 34 minutes</b>	

Reference: Republic Act 9184 (Government Procurement Reform Act) and its 2016 Revised Implementing Rules and Regulations  
Section 51. Repeat Order

## 5. Public Bidding under Negotiated Procurement (Two-Failed Biddings)

(Republic Act (RA) 9184 "Government Procurement Reform Act"(Section 53.1))

Purchase Requests (PR) with an Approved Budget of the Contract (ABC) amounting to Php 1 Million and above.

The End-user unit or the duly authorized official or personnel shall submit an approved PR together with the required attachments to the Bids and Awards Committee (BAC) relative to the goods and services to be procured.

<b>Office or Division</b>	<b>BFAR- Bids and Awards Committee (BAC)</b>
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2G – Government to Government
<b>Who may avail</b>	End-user/s (BFAR personnel)
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Approved BAC Resolution to conduct Negotiated Procurement	BFAR- Bids and Awards Committee (BAC) Office, 2nd Flr., Fisheries Bldg.,
2. Invitation to Bid (ITB) & Bidding Documents which includes a complete set of Technical Specifications	BFAR- Bids and Awards Committee (BAC) Office, 2nd Flr., Fisheries Bldg.,
3. Supplemental Bid Bulletin, if any.	BFAR- Bids and Awards Committee (BAC) Office, 2nd Flr., Fisheries Bldg.,
4. Abstract of Bid as Read & Calculated	BFAR- Bids and Awards Committee (BAC) Office, 2nd Flr., Fisheries Bldg.,
5. BAC Resolution recommending Award of the contract to the winning bidder	BFAR- Bids and Awards Committee (BAC) Office, 2nd Flr., Fisheries Bldg.,
6. Notice of Award (NOA) - 3 original copies	BFAR- Bids and Awards Committee (BAC) Office, 2nd Flr., Fisheries Bldg.,
7. OBR	BFAR - Finance Division-Budget Section, 4th Flr., Fisheries Bldg.,
8. Contract Agreement - 3 original copies	BFAR- Bids and Awards Committee (BAC) Office, 2nd Flr., Fisheries Bldg.,
9. Notice to Proceed (NTP) - 3 original copies	BFAR- Bids and Awards Committee (BAC) Office, 2nd Flr., Fisheries Bldg.,

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive the Notice of Meeting for the Pre-Negotiation through email and invite through the Google calendar.	1. Schedule, prepare and forward the Pre-negotiation Notice of Meeting to the BAC, End-user and Technical Working Group (TWG) through email.	none	25 minutes	BAC Secretariat BFAR BAC office
2. Attend the Pre-negotiation conference.	2. Conduct Pre-negotiation conference with the BFAR End-user, BFAR TWG and BAC members..	none	30 minutes	
3. Review, revise and approve the Invitation to Bid and Bidding Document.	3.Prepare the Invitation to Bid and Bidding Document and forward the same to the End-user for final review. Thereafter, route the printed copy of the latter to the End-user and BAC members to affix their initials to the said document..	none	1 calendar day	BAC Secretariat BFAR BAC office
none	3.1. Post the Invitation to Bid and Bidding Document to the PhilGEPS and BFAR website, and conspicuous place at the BFAR premises.	none	20 minutes	
none	3.2. Advertise the Invitation to Bid (ITB) and Bidding Document to the PhilGEPS and BFAR website, and conspicuous place at the BFAR's premises for 7 calendar days starting on date of advertisement. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021, Section 21.2.1, (a)	none	7 calendar days	
none	3.3. Invite at least three (3) suppliers/contractors/ consultants of good standing to negotiate the contract.	none		



4. Receive the Notice of Meeting for the procurement activities (Pre-Bid & Bid Opening) through email and invite through the Google calendar.	4. Schedule, prepare and forward the Notice of Meeting for the procurement activities (Pre-Bid & Bid Opening) to the BAC members, BAC-Technical Working Group (TWG), End-user and Observers (COA, PCCI and NAPC).	none	15 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
5. Attend the Pre-Bid conference.	5. Conduct Pre-Bid Conference with BAC members, BFAR End-user, BFAR TWG, Observers (BFAR COA, PCCI and NAPC) and Bidder/s. *at least twelve (12) calendar days before the deadline for the submission and receipt of the bids but not earlier than seven (7) calendar days from the PhilGEPS and BFAR website posting of the Invitation to Bid and Bidding Documents.  *For complicated contract or if international participation is needed, at least thirty (30) calendar days before the deadline for the submission and receipt of the bids. In case of Consulting services, from the determination of shortlisted Consultants.	none	1 hour	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
6. Respond to the submitted inquiries and clarifications of the prospective bidder/s, if any. (three (3) calendar days)	6. Entertain written request for clarifications on any part of the Bidding Documents and forward the same to the End-user, if any. at least ten (10) calendar days before the deadline for the submission and receipt of the bids. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021, Section 22.5.1	none	12 calendar days	<i>BAC members</i> <i>BAC Secretariat</i> <b>BFAR BAC office</b>
7. Approves the created Supplemental/Bid Bulletin	7. Prepare Supplemental/Bid Bulletin for approval of the End-user and signature of the BAC Chairperson, if any.	none		<i>BAC Secretariat</i> <b>BFAR BAC office</b>

none	<p>7.1. Post the Supplemental/Bid Bulletin in PhilGEPS and BFAR website, and conspicuous place at the BFAR premises at least seven (7) calendar days before the deadline for the submission and receipt of the bids. Email the same to the email address of the bidder/s who bought the Bidding Document.</p> <p>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021, Section 22.5.2</p>	none		
8. Receive Bid Docs to Secure the Order of payment at the Acctg., Office located at 4th Flr., Fisheries Bldg., Complex	<p>7.2. Issue Bid Docs Receipt form and Order of Payment form for the payment of a <i>non refundable</i> Bidding Document fee and instruct bidder to proceed to the Accounting Division (4/F Accounting Division, BFAR Building, BPI Compound, Brgy. Vasra, Quezon City) to pay the said fee.</p> <p><i>*Bidders who have already bought the bidding documents during the last failed biddings need not pay the amount of non refundable bidding document fee for the Negotiated Document.</i></p>			<p><i>BAC Secretariat</i>  <b>BFAR BAC office</b></p>
8. Secure the Order of payment for the required payment at the Acctg., Office located at 4th Flr., Fisheries Bldg., Complex	<p>7.3 Issue Order of payment form and instruct the bidder to proceed to the Cashier Section (4/F Accounting Division, BFAR Building, BPI Compound, Brgy. Vasra, Quezon City) for the payment.</p>			<p><b>BFAR Accounting Section, 4th Floor, Fisheries Bldg., BPI Compound,</b></p>
9. Pay the required fees and Secure the Official Receipt at the BFAR-Cashier Office located at 4th Flr., Fisheries Bldg., Complex	<p>7.4 Issue Original Receipt once payment is received.</p>			<p><b>BFAR Cashier Section, 4th Floor., Fisheries Bldg., BPI Compound</b></p>

none	7.5. Photocopy the Original Receipt/ acknowledge receipt of the email containing the scan copy/picture of the the Original Receipt from the interested Bidder.	none		<i>BAC Secretariat</i> <b>BFAR BAC office</b>
none	7.6. Receive sealed Bid envelope from the Interested Bidder/s and email the Bid Opening Zoom link to the bidder.	none		
none	8. Conduct of the Bid Opening with BAC members, BFAR End-user, BFAR TWG, Observers (BFAR COA, PCCI and NAPC) and Bidder/s. (1 hour or more depending on the number of bidders who participated in the project)	none	1 hour	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
none	8.1. Forward the submitted Bids to the Technical Working Group (TWG) for review, evaluation and validation.	none	15 minutes	
none	8.2. Conduct Bid Evaluation and prepare Bid Evaluation report within seven (7) calendar days from the deadline for receipt of bid proposals. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021, Section 32.4	none	5 calendar days	<b>BFAR TWG</b>

none	8.3. Receive the Bid Evaluation Report from the Technical Working Group (TWG).	none	2 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
9. Signed the Abstract of Bids as Read and as Calculated	9. Prepare (1) Summary Result of Eligibility Check Screening, (2) Abstract of Bids as Read and as Calculated and (3) Notice to Conduct Post-Qualification to the Lowest/Single Calculated bidder to be signed by the BAC members and End-user.	none	1 calendar day	
none	9.1. Email the Notice to Conduct Post Qualification to the Lowest/Single Calculated bidder.	none	2 minutes	
none	9.2. Receive the Post Qualification documents (3 copies) from the Bidder. *Bidder must submit the Post Qualification documents within five (5) calendar days from receipt of the notice from the BAC. *2016 Revised IRR of RA 9184 (updated as of 31 December 2021, Section 34.2	none	5 calendar days	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
none	9.3. Forward the submitted Post-qualification documents (copy 1) of the bidder to the Technical Working Group.	none	5 minutes	

none	<p>9.4. Conduct Post Qualification to the LCB/HRB.</p> <p>*If the Lowest Calculated Bidder failed the criteria for post-qualification, BAC shall immediately issue Notice of Post-disqualification to be signed by the BAC Chairperson/his duly authorized representative. Immediately after, the BAC will notify the bidder in writing of its post-disqualification and grounds for it. Thereafter, the BAC shall conduct same post-qualification process on the second Lowest Calculated Bidder.</p> <p>** The BAC shall be given the same fresh period to conduct the post-qualification of the next lowest calculated bid/highest rated bid until a bidder is post-qualified.</p>	none	7 calendar days	BFAR TWG
none	<p>***it shall be completed in not more than twelve (12) calendar days from the determination of the Lowest Calculated Bid (LCB)/Highest Rated Bid (HRB). In exceptional cases, may be extended by BFAR, but in no case shall the aggregate period exceed forty-five (45) calendar days for Goods and Infrastructure projects or thirty (30) calendar days in Consulting Services.</p> <p>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021, Section 34.8</p>			
none	<p>9.5. Receive the Post Qualification report from the Technical Working Group.</p>	none	5 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b>

	<p>10. Prepare the BAC Resolution declaring the Lowest Calculated and Responsive Bidder (LCRB)/Single Calculated and Responsive Bidder (SCRB) for the approval and signature of the BAC members, BFAR End-user and BFAR Director.</p> <p>*Within a period not exceeding fifteen (15) calendar days from the determination by the BAC of the bidder with the LCRB, HRRB, SCRB, or SRRB, and the recommendation to award the contract, the Director or his duly authorized representative shall approve/ disapprove the said recommendation.</p> <p>**In case of approval, immediately issue the NOA to the bidder.</p>	none	7 calendar days	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
none	<p>***In the event of disapproval, BAC will notify the bidder in writing of such decision and grounds for the disapproval.</p> <p>****Disqualified bidder may file a request for reconsideration w/in three (3) calendar days from receipt of Notice of Disqualification. HoPE shall resolve with finality the said request w/in seven (7) calendar days from the filing thereof and furnish the bidder a copy of the resolution.</p> <p>*In no case shall the said request stay/delay the bidding process. However, said request must be first resolved before any award is made.</p> <p>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.1.2 and 37.1.3</p>	none	7 calendar days	<i>BAC Secretariat</i> <b>BFAR BAC office</b>

none	10.1. Prepare Notice of Award (NOA) to be initialed by the BAC Chairperson, BAC Vice Chairperson, Head BAC Secretariat and signed by the BFAR Director.	none	30 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
none	10.2. Issue NOA (3 original copies) to the successful bidder.	none	5 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
none	10.3. Receive signed NOA (2 copies) from the successful bidder. **If the LCRB failed to post Performance Security within the prescribed period, the bid security shall be forfeited and the BAC shall disqualify the bidder and complete the post-qualification process on the second LCB. *** If the SCRB failed to post Performance Security within the prescribed period, the bid security shall be forfeited and the BAC shall disqualify the said bidder, and declare failure of bidding and conduct a re-negotiation.	none	2 minutes	
11. Sign the OBR.	11. Prepare Certificate of Availability of Funds (CAF) to be signed by the Chief Accountant.	none	1 calendar day	
none	12. Receive the signed CAF together with the signed OBR.	none	5 minutes	
none	12.1. Prepare Contract and Notice to Proceed (NTP) to be initialed by the BAC Chairperson, BAC Vice-Chairperson, Head BAC Secretariat and signed by the Director, End-user and one witness (End-user's authorized representative).	none	2 calendar days	

none	12.2. Issue Contract (3 copies) to the successful bidder.	none	5 minutes	BAC Secretariat BFAR BAC office
none	12.3. Receive notarized Contract (2 copies) from the successful bidder. <i>*Successful bidder shall enter into contract within the same ten (10) day period provided that all the documentary requirements are complied with.</i> <i>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.2.2</i>	none	5 minutes	
none	12.4. Receive Performance Security from the successful bidder. <i>*Successful bidder must post Performance Security within 10 calendar days from receipt of the NOA.</i> <i>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.2.1</i>		5 minutes	
none	12.5. Issue NTP (3 copies) to the successful bidder within seven (7) calendar days from the approval of the contract. <i>*2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 37.4.1</i>	none	5 minutes	BAC Secretariat BFAR BAC office
none	12.6. Receive signed NTP (2 copies) from the successful bidder.	none	2 minutes	
none	12.7. Scan, organize and file three (3) sets of Bidding Documents (1) COA copy, (2) Finance copy and (3) BAC copy. COA copy - submit to BFAR COA Finance copy - submit to BFAR Property Section	none	2 hours	BAC Secretariat BFAR BAC office



none	12.8. Scan NOA, Contract, NTP and BAC Resolution , post the same to the PhilGEPS website and email the files to the BFAR FIMS for posting of the said documents to the BFAR website.	none	20 minutes	<i>BAC Secretariat</i> <b>BFAR BAC office</b>
	<b>TOTAL</b>		<b>48 days, 6 hours &amp; 23 minutes</b>	

Reference: Republic Act 9184 (Government Procurement Reform Act) and its 2016 Revised Implementing Rules and Regulations

\* pg. 54, Rule VII , Section 21 Advertising and Contents of the Invitation to Bid/Request for Expression of Interest, Sub-section 21.2.1 letter (a)

\*pg.55, Rule VII, Section 22 Pre-Bid Conference, Sub-section 22.2

\*pg. 56, Rule VII, Section 22.5 Supplemental/Bid Bulletins, Sub-section 22.5.1

\*pg.56, Rule VII, Section 22.5 Supplemental/Bid Bulletins, Sub-section 22.5.2

\*pg. 76, Rule IX, Section 32 Bid Evaluation for the Procurement of Goods and Infrastructure Projects, Sub-section 32.4

\*lpg.79 Rule X, Section 34 Objective and Process of Post-Qualification,34.2

\*pg. 82, Rule X, Section 34 Objective and Process of Post-Qualification,34.8

\*pg.84, Rule XI , Section 37.2 Contract Signing, Sub-section 37.1.2 to 37.1.3

\*pg. 85, Rule XI, Section 37.2 Contract Signing, Sub-section 37.2.1

\*pg. 85, Rule XI, Section 37.2 Contract Signing, Sub-section 37.2.2

\*pg.86, Rule XI, Section 37.4 Notice to Proceed, Sub-section 37.4.1

## ALTERNATIVE MODE OF PROCUREMENT

### A. INTERNAL SERVICE:

#### 1. Alternative Mode of Procurement Under Small Value

- Procurement of (a) goods not covered by Shopping under Section 52 of the IRR of RA 9184, (b) infrastructure projects, and (c) consulting services.

(Section 53.9, IRR of R.A. No. 9184)

<b>Office or Division</b>	<b>BFAR- Bids and Awards Committee (BAC)</b>			
<b>Classification</b>	Highly Technical under Special Law of RA 9184			
<b>Type of Transaction</b>	G2G- Government to Government			
<b>Who may avail:</b>	End-user (Internal)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Purchase Request (PR) with complete attachments		Submitted by the End-user		
2. Approved Annual Procurement Plan (APP) or Supplemental Project Procurement Management Plan		Submitted by the End-user		
3. Justification for SPPMP		Submitted by the End-user		
4. Authority to Conduct (For Events/Training/Workshop)		Submitted by the End-user		
5. Pre-Inspection Report (For repair/maintenance of BFAR facility/building and BFAR service vehicle)		Submitted by the End-user		
6. Blueprint (For repair/maintenance of BFAR facility/building)		Submitted by the End-user		
7. Bill of Quantities (For repair/maintenance of BFAR facility/building)		Submitted by the End-user		
8. Terms of Reference (For repair/maintenance of BFAR facility/building)		Submitted by the End-user		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved Purchase Request (PR) with complete attachments	1.1 Receive and review the submitted approved Purchase Request (PR) with complete attachments	None	20 Minutes	<b>BAC Secretariat</b> <b>BFAR-BAC Office</b> 2nd Floor, Fisheries Building Complex, BPI Compound, Brgy Vasra, Visayas Ave., Quezon City
None	1.2 Assign PR number and Encode PR for monitoring purposes	None	10 Minutes	
None	1.3 Endorse PR to concerned BAC Secretariat (Alternative Mode of Procurement) for creation of Request for Quotation (RFQ)	None	5 Minutes	

None	1.4 Prepare RFQ and Post in PhilGEPS/ BFAR Website	None	1 Hour	<i>BAC Secretariat</i> <b>BFAR-BAC Office</b> 2nd Floor, Fisheries Building Complex, BPI Compound, Brgy Vasra, Visayas Ave., Quezon City
2. Receive RFQ	2. Send copy of RFQ to Procurement Officer/End-user	None	5 Minutes	
3. Receive Notice of Meeting for Bid	3.1 Schedule and send Notice of Meeting to BAC Members, Secretariat and Procurement officers for Bid opening	None	10 Minutes	
None	3.2 Canvass from prospective supplier/bidder  *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 21.2.1	None	10 Working Days	<i>BFAR Procurement Officer/End-user</i> Bidder/Supplier
4. Submit Sealed Canvass	4.1 Receive sealed canvass (10mins per transaction)			<i>BAC Secretariat</i> <b>BFAR-BAC Office</b>
5. Attend Bid Opening Conference (via Zoom)	5.1 Conduct Bid Opening for Alternative Mode of Procurement via Zoom and review submitted sealed canvass	None	1 Hour	<i>BAC Secretariat</i> <i>BAC Head-Secretariat</i> <i>BAC Member</i> <b>BFAR-BAC Office</b>
None	5.2 Consolidate result of Bid opening	None	1 Hour	<i>BAC Secretariat</i> <b>BFAR-BAC Office</b>
6. Receive AOQ for evaluation	6.1 Prepare Abstract of Quotation (AOQ) and forward to Procurement officer/End-user for evaluation.	None	1 hour	
None	6.2 Evaluate AOQ by the End-user	None	5 Working Days	<i>BFAR Procurement Officer/End-user</i>
7. Return evaluated AOQ to BAC Office	7.1 Receive evaluated Abstract from End-user			<i>BAC Secretariat</i> <b>BFAR-BAC Office</b>
None	7.2 Review and for signature of AOQ by BAC Members and BAC Head-Secretariat	None	3 Working Days	<i>BAC Secretariat</i> <i>BAC Head-Secretariat</i> <i>BAC Member</i> <b>BFAR-BAC Office</b>
None	7.3 Receive signed AOQ from BAC Members and BAC Head-Secretariat	None		<i>BAC Secretariat</i> <b>BFAR-BAC Office</b>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	7.4 Prepare Purchase Order (PO) and encode PO to the Documentary Tracking System (DTS)	None	30 Minutes	BAC Secretariat BFAR-BAC Office
None	7.5 Release PO to Finance Division for funding	None	15 Minutes	
<b>TOTAL:</b>		<b>None</b>	<b>18 Days, 5 Hours, and 35 Minutes</b>	

Reference: Republic Act 9184 (Government Procurement Reform Act) and its 2016 Revised Implementing Rules and Regulations

\* Rule VII , Section 21 Advertising and Contents of the Invitation to Bid/Request for Expression of Interest, Sub-section 21.2.1 letter (a)

## 2. Alternative Mode of Procurement Under Lease of Real Property/Venue

- Procurement covering lease of real property and venue for official use (Section 53.10, IRR of R.A. No. 9184)				
<b>Office or Division</b>	<b>BFAR- Bids and Awards Committee (BAC)</b>			
<b>Classification</b>	Highly Technical under Special Law of RA 9184			
<b>Type of Transaction</b>	G2G- Government to Government			
<b>Who may avail:</b>	End-user ( Internal)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Approved Purchased Request (PR) with complete attachments		Submitted by the End-user		
2. Approved Annual Procurement Plan (APP) or Supplemental Project Procurement Management Plan (PPMP)		Submitted by the End-user		
3. Justification for SPPMP (If Applicable)		Submitted by the End-user		
4. Cost Benefit Analysis		Submitted by the End-user		
5. Market Analysis		Submitted by the End-user		
6. Table Rating Factors		Submitted by the End-user		
7. Project Proposal		Submitted by the End-user		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit approved Purchase Request (PR) with complete attachments	1.1 Receive and review the submitted approved Purchase Request (PR) with complete attachments	None	20 Minutes	BAC Secretariat BFAR-BAC Office
None	1.2 Assign PR number and Encode PR for monitoring	None	10 Minutes	
None	1.3 Endorse PR to concerned BAC Secretariat (Alternative Mode of Procurement) for creation of Request for Quotation (RFQ)	None	5 Minutes	
None	1.4 Prepare RFQ and Post in PhilGEPS/ BFAR Website	None	1 Hour	
2. Receive copy of RFQ	2. Send copy of RFQ to Procurement Officer/End-user	None	5 Minutes	
3. Receive Notice of Meeting for Bid Opening	3.1 Schedule and send Notice of Meeting to BAC Members, Secretariat and Procurement officers for Bid opening	None	10 Minutes	

None	3.2 Canvass from prospective supplier/bidder/end-user  *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 21.2.1	None	10 Working Days	<i>BFAR Procurement Officer/ End-user Bidder/Supplier</i>
4. Submit Sealed Canvass	4.1 Receive sealed canvass  (10 mins per transaction )			<i>BAC Secretariat BFAR-BAC Office</i>
5. Attend Bid Opening Conference (via Zoom)	5.1 Conduct Bid Opening for Alternative Mode of Procurement via Zoom and review submitted sealed canvass	None	1 Hour	<i>BAC Secretariat BAC Head-Secretariat BAC Member BFAR-BAC Office</i>
None	5.2 Consolidate result of Bid opening	None	1 Hour	
6. Receive AOQ for evaluation	6.1 Prepare Abstract of Quotation (AOQ) and forward to Procurement officer/End-user for evaluation.	None	1 Hour	<i>BAC Secretariat BFAR-BAC Office</i>
None	6.2 Evaluate AOQ by the End-user			<i>BFAR Procurement Officer/ End-user</i>
7. Return evaluated AOQ to BAC Office	7.1 Receive evaluated Abstract from End-user	None	5 Working Days	<i>BAC Secretariat BFAR-BAC Office</i>
None	7.2 Review and for signature of AOQ by BAC Members and BAC Head-Secretariat	None	3 Working Days	<i>BAC Secretariat BAC Head-Secretariat BAC Member BFAR-BAC Office</i>
None	7.3 Receive signed AOQ from BAC Members and BAC Head-Secretariat	None		
None	7.4 Prepare Purchase Order (PO) and encode PO to the Documentary Tracking System (DTS)	None	30 Minutes	<i>BAC Secretariat BFAR-BAC Office</i>
None	7.5 Release PO to Finance Division for funding	None	15 Minutes	
<b>TOTAL:</b>		<b>None</b>	<b>18 Days, 5 Hours, and 35 Minutes</b>	

Reference: Republic Act 9184 (Government Procurement Reform Act) and its 2016 Revised Implementing Rules and Regulations

\* Rule VII , Section 21 Advertising and Contents of the Invitation to Bid/Request for Expression of Interest, Sub-section 21.2.1 letter (a)

### 3. Alternative Mode of Procurement Under Shopping

- A method of procurement of goods whereby the Procuring Entity simply requests for the submission of price quotations for readily available off-the-shelf goods or ordinary/regular equipment to be procured directly from suppliers of known qualifications.

<b>Office or Division</b>	<b>BFAR- Bids and Awards Committee (BAC)</b>			
<b>Classification</b>	Highly Technical under Special Law of RA 9184			
<b>Type of Transaction</b>	G2G- Government to Government			
<b>Who may avail:</b>	End-user ( Internal)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Approved Purchase Request (PR) with complete attachments		Submitted by the End-user		
2. Approved Annual Procurement Plan (APP) or Supplemental Project Procurement Management Plan		Submitted by the End-user		
3. Justification for SPPMP		Submitted by the End-user		
4. Certificate of Non-Available Supplies (CNAS)		Submitted by the End-user		
5. Stock Position Sheet (For Ink, Cartridge, Toner etc.)		Submitted by the End-user		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit approved Purchase Request (PR) with complete attachments	1.1 Receive and review the submitted approved Purchase Request (PR) with complete attachments	None	20 Minutes	<b>BAC Secretariat BFAR-BAC Office</b>
None	1.2 Assign PR number and Encode PR for monitoring	None	10 Minutes	
None	1.3 Endorse PR to concerned BAC Secretariat (Alternative Mode of Procurement) for creation of Request for Quotation (RFQ)	None	5 Minutes	
None	1.4 Prepare RFQ and Post in PhilGEPS/ BFAR Website	None	1 Hour	<b>BAC Secretariat BFAR-BAC Office</b>
2. Receive RFQ	2. Send copy of RFQ to Procurement Officer/End-user	None	5 Minutes	
3. Receive Notice of Meeting for Bid	3. Schedule and send Notice of Meeting to BAC Members, Secretariat and Procurement officers for Bid opening	None	10 Minutes	

None	3.1 Canvass from prospective supplier/bidder/end-user  *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 21.2.1	None	10 Working Days	BFAR Procurement Officer/End-user Bidder/Supplier
4. Submit Sealed Canvass	4.1 Receive sealed canvass  (10 mins per transaction )			<i>BAC Secretariat</i> <b>BFAR-BAC Office</b>
5. Attend Bid Opening Conference (via Zoom)	5.1 Conduct Bid Opening for Alternative Mode of Procurement via Zoom and review submitted sealed canvass	None	1 Hour	<i>BAC Secretariat</i> <i>BAC Head-Secretariat</i> <i>BAC Member</i> <b>BFAR-BAC Office</b>
None	5.2 Consolidate result of Bid opening	None	1 Hour	<i>BAC Secretariat</i> <b>BFAR-BAC Office</b>
6. Receive AOQ for evaluation	6.1 Prepare Abstract of Quotation (AOQ) and forward to Procurement officer/End-user for evaluation.	None	1 Hour	
None	6.2 Evaluate AOQ by the End-user	None	5 Working Days	BFAR Procurement Officer/End-user
7. Return evaluated AOQ to BAC Office	7.1 Receive evaluated Abstract from End-user			<i>BAC Secretariat</i> <b>BFAR-BAC Office</b>
None	7.2 Review and for signature of AOQ by BAC Members and BAC Head-Secretariat	None	3 Working Days	<i>BAC Secretariat</i> <i>BAC Head-Secretariat</i> <i>BAC Member</i> <b>BFAR-BAC Office</b>
None	7.3 Receive signed AOQ from BAC Members and BAC Head-Secretariat	None		<i>BAC Secretariat</i> <b>BFAR-BAC Office</b>
None	7.4 Prepare Purchase Order (PO) and encode PO to the Documentary Tracking System (DTS)	None	30 Minutes	
None	7.5 Release PO to Finance Division for funding	None	15 Minutes	
<b>TOTAL:</b>		<b>None</b>	<b>18 Days, 5 Hours, and 35 Minutes</b>	

Reference: Republic Act 9184 (Government Procurement Reform Act) and its 2016 Revised Implementing Rules and Regulations

\* Rule VII , Section 21 Advertising and Contents of the Invitation to Bid/Request for Expression of Interest, Sub-section 21.2.1 letter (a)

\* Annex H, 136 Section 54.2, IRR of R.A. No. 9184 Advertisement and Posting of Procurement Opportunity



#### 4. Alternative Mode of Procurement Under Direct Contracting

- Direct Contracting or single source procurement is a method of procurement of Goods that does not require elaborate Bidding Documents. The supplier is simply asked to submit a price quotation or a pro-forma invoice together with the conditions of sale. The offer may be accepted immediately or after some negotiations.

<b>Office or Division</b>	<b>BFAR- Bids and Awards Committee (BAC)</b>
<b>Classification</b>	Highly Technical under Special Law of RA 9184
<b>Type of Transaction</b>	G2G- Government to Government
<b>Who may avail:</b>	Procurement Officer/End-user ( Internal)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Approved Purchase Request (PR) with complete attachments	Submitted by the End-user
2. Approved Annual Procurement Plan (APP) or Supplemental Project Procurement Management Plan (PPMP)	Submitted by the End-user
3. Justification for SPPMP (If Applicable)	Submitted by the End-user
4. Justification to undergo Direct Contracting	Submitted by the End-user
5. Certification of Exclusive Distributorship issued by the exclusive dealer or manufacturer	Submitted by the End-user

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved Purchase Request (PR) with complete attachments	1.1 Receive and review the submitted approved Purchase Request (PR) with complete attachments	None	20 Minutes	<i>BAC Secretariat</i> <b>BFAR-BAC Office</b>
None	1.2 Assign PR number and Encode PR for monitoring	None	10 Minutes	
None	1.3 Endorse PR to concerned BAC Secretariat (Alternative Mode of Procurement) for creation of Request for Quotation (RFQ)	None	5 Minutes	
2. Receive RFQ	2. Prepare and send RFQ to Procurement Officer/End-user	None	1 Hour	<i>BAC Secretariat</i> <b>BFAR-BAC Office</b>
3. Receive Notice of Meeting for Bid	3. Schedule and send Notice of Meeting for Bid opening	None	20 Minutes	<i>BAC Secretariat</i> <b>BFAR-BAC Office</b>

None	4. Canvass from prospective supplier/bidder/end-user	None	3 Working Days	BFAR Procurement Officer/End-user Bidder/Supplier
4. Submit Sealed Canvass	5. Receive sealed canvass (10 mins per transaction )			<i>BAC Secretariat</i> <b>BFAR-BAC Office</b>
5. Attend Bid Opening Conference (via Zoom)	5. Conduct Bid Opening for Alternative Mode of Procurement via Zoom and review submitted canvass	None	1 Hour	<i>BAC Secretariat BAC Member</i> <b>BFAR-BAC Office</b>
None	5.1 Consolidate result of Bid opening	None	1 Hour	<i>BAC Secretariat</i> <b>BFAR-BAC Office</b>
None	5.2 Prepare BAC Resolution recommending for award	None	5 Working Days	
None	5.3 Transmit BAC Resolution recommending award of Procurement Project to BAC members and Director for review/ approval/ signature	None		
None	5.4 Review and sign the BAC Resolution recommending Award  *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 54.3	None		
None	5.5 Receive signed BAC Resolution	None	30 Minutes	<i>BAC Secretariat</i> <b>BFAR-BAC Office</b>
None	5.6 Prepare Purchase Order (PO) and encode PO to the Documentary Tracking System (DTS)	None		

None	5.7 Scan all documents for filing	None	1 Hour	<b>BAC Secretariat BFAR-BAC Office</b>
None	5.8 Release documents of awarded project to Finance Division	None	30 Minutes	
<b>TOTAL:</b>		<b>None</b>	<b>8 Days 5 Hours and 55 Minutes</b>	

Reference: Republic Act 9184 (Government Procurement Reform Act) and its 2016 Revised Implementing Rules and Regulations

\* Rule VII, Section 21 Advertising and Contents of the Invitation to Bid/Request for Expression of Interest, Sub-section 21.2.1

\* Annex H, 136 Section 54.2, IRR of R.A. No. 9184 Advertisement and Posting of Procurement Opportunity

\* Annex H, 143 Section 54.3, IRR of R.A. No. 9184 Notice of Award; Contact Approval; Notice to Proceed.

## 5. Alternative Mode of Procurement Under Agency to Agency

- Procurement from another agency of the government (i.e., Servicing Agency) that has the mandate to deliver goods or services or to undertake infrastructure projects or consultancy services as required by the Procuring Entity.

(Section 53.5, IRR of R.A. No. 9184)

<b>Office or Division</b>	<b>BFAR- Bids and Awards Committee (BAC)</b>			
<b>Classification</b>	Highly Technical under Special Law of RA 9184			
<b>Type of Transaction</b>	G2G- Government to Government			
<b>Who may avail:</b>	Procurement Officer/End-user ( Internal)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Purchase Request (PR) with complete attachments		Submitted by the End-user		
2. Approved Annual Procurement Plan (APP) or Supplemental Project Procurement Management Plan		Submitted by the End-user		
3. Justification for SPPMP (If Applicable)		Submitted by the End-user		
4. Justification to undergo Agency to Agency		Submitted by the End-user		
5. Certificate of Compliance issued by the Servicing Agency		Submitted by the End-user		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved Purchase Request (PR) with complete attachments	1.1 Receive and review the submitted approved Purchase Request (PR) with complete attachments	None	20 Minutes	<b>BAC Secretariat BFAR-BAC Office</b>
None	1.2 Assign PR number and Encode PR for monitoring	None	10 Minutes	

None	1.3 Endorse PR to concerned BAC Secretariat (Alternative Mode of Procurement) for creation of Request for Quotation (RFQ)	None	5 Minutes	BAC Secretariat BFAR-BAC Office
None	1.4 Prepare RFQ	None	30 minutes	
2. Receive RFQ	2. Prepare and send RFQ to Procurement Officer/End-user	None	1 Hour	
3. Receive Notice of Meeting for Bid	3. Schedule and send Notice of Meeting for Bid opening	None	20 Minutes	
None	4. Canvass from prospective supplier/bidder/end-user  *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 21.2.1	None	3 Working Days	BFAR Procurement Officer/End-user Bidder/Supplier
4. Submit Sealed Canvass	5. Receive sealed canvass (10 mins per transaction )			BAC Secretariat BFAR-BAC Office
5. Attend Bid Opening Conference (via Zoom)	5. Conduct Bid Opening for Alternative Mode of Procurement via Zoom and review submitted canvass	None	1 Hour	BAC Secretariat BAC Member (BFAR-BAC Office)
None	5.1 Consolidate result of Bid opening	None	1 Hour	BAC Secretariat BFAR-BAC Office
None	5.2 Prepare BAC Resolution recommending for award	None	5 Working Days	
None	5.3 Transmit BAC Resolution recommending award of Procurement Project to BAC members and Director for review/ approval/signature	None		BAC Secretariat BAC Member (BFAR-BAC Office)

None	5.4 Review and sign the BAC Resolution recommending Award  *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 54.3	None	same as above	BAC Member (BFAR-BAC Office) Director (BFAR-Director's Office)
None	5.5 Receive signed BAC Resolution	None		<i>BAC Secretariat</i> <b>BFAR-BAC Office</b>
None	5.6 Prepare Purchase Order (PO) and encode PO to the Documentary Tracking System (DTS)	None	30 Minutes	
None	5.7 Scan all documents for filing	None	1 Hour	
None	5.8 Release documents of awarded project to Finance Division	None	30 Minutes	
<b>TOTAL:</b>		None	<b>8 Days 5 Hours and 55 Minutes</b>	

*Reference: Republic Act 9184 (Government Procurement Reform Act) and its 2016 Revised Implementing Rules and Regulations*

\* Rule VII , Section 21 Advertising and Contents of the Invitation to Bid/Request for Expression of Interest, Sub-section 21.2.1

\* Annex H, 136 Section 54.2, IRR of R.A. No. 9184 Advertisement and Posting of Procurement Opportunity

\* Annex H, 143 Section 54.3, IRR of R.A. No. 9184 Notice of Award; Contact Approval; Notice to Proceed.

## 6. Alternative Mode of Procurement Under Emergency Cases

- Instances or situations where the foregoing conditions may be applied include the provision of immediate response and initial recovery steps to avoid loss of life, injury, disease and other negative effects on human, physical, mental and social well-being, together with damage to property, destruction of assets, loss of services, social and economic disruption and environmental degradation.

(Section 53.2, IRR of R.A. No. 9184)

<b>Office or Division</b>	<b>BFAR- Bids and Awards Committee (BAC)</b>			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G- Government to Government			
<b>Who may avail:</b>	Procurement Officer/End-user ( Internal)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Purchased Request (PR) with complete attachments		Submitted by the End-user		
2. Approved Annual Procurement Plan (APP) or Supplemental Project Procurement Management Plan		Submitted by the End-user		
3. Justification to undergo Emergency Cases		Submitted by the End-user		
4. Terms of Reference (TOR)		Submitted by the End-user		
5. Authority to Conduct		Submitted by the End-user		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved Purchase Request (PR) with complete attachments	1.1 Receive and review the submitted approved Purchase Request (PR) with complete attachments	None	20 Minutes	<i>BAC Secretariat</i> <b>BFAR-BAC Office</b>
None	1.2 Assign PR number and Encode PR for monitoring	None	10 Minutes	
None	1.3 Endorse PR to concerned BAC Secretariat (Alternative Mode of Procurement) for creation of Request for Quotation (RFQ)	None	5 Minutes	
2. Receive RFQ	2. Prepare and send RFQ to Procurement Officer/End-user	None	1 Hour	
3. Receive Notice of Meeting for Bid	3. Schedule and send Notice of Meeting for Bid opening	None	20 Minutes	

None	4. Canvass from prospective supplier/bidder/end-user  *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 21.2.1	None	3 Working Days	BFAR Procurement Officer/End-user Bidder/Supplier
4. Submit Sealed Canvass	5. Receive sealed canvass  (10 mins per transaction )			<i>BAC Secretariat</i> <b>BFAR-BAC Office</b>
5. Attend Bid Opening Conference (via Zoom)	5. Conduct Bid Opening for Alternative Mode of Procurement via Zoom and review submitted canvass	None	1 Hour	BAC Secretariat BAC Member (BFAR-BAC Office)
None	5.1 Consolidate result of Bid opening	None	1 Hour	BAC Secretariat (BFAR-BAC Office)
None	5.2 Prepare BAC Resolution recommending for award	None	3 Working Days	BAC Secretariat (BFAR-BAC Office)
None	5.3 Transmit BAC Resolution recommending award of Procurement Project to BAC members and Director for review and signature	None		BAC Secretariat (BFAR-BAC Office)
None	5.4 Review and sign the BAC Resolution recommending Award  *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 54.3	None		BAC Member (BFAR-BAC Office) Director (BFAR-Director's Office)
None	5.5 Receive signed BAC Resolution	None		BAC Secretariat (BFAR-BAC Office)
None	5.6 Prepare Purchase Order (PO) and encode PO to the Documentary Tracking System (DTS)	None	30 Minutes	BAC Secretariat (BFAR-BAC Office)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	5.7 Scan all documents for filing	None	1 Hour	BAC Secretariat (BFAR-BAC Office)
None	5.8 Release documents of awarded project to Finance Division	None	30 Minutes	BAC Secretariat (BFAR-BAC Office)
<b>TOTAL:</b>		None	<b>3 Days 5 Hours and 55 Minutes</b>	

*Reference: Republic Act 9184 (Government Procurement Reform Act) and its 2016 Revised Implementing Rules and Regulations*

\* Rule VII , Section 21 Advertising and Contents of the Invitation to Bid/Request for Expression of Interest, Sub-section 21.2.1 letter (a)

\* Annex H, 136 Section 54.2, IRR of R.A. No. 9184 Advertisement and Posting of Procurement Opportunity

\* Annex H, 143 Section 54.3, IRR of R.A. No. 9184 Notice of Award; Contact Approval; Notice to Proceed.



## 7. Alternative Mode of Procurement Under Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services

- Where Goods, Infrastructure Projects and Consulting Services can be contracted to a particular supplier, contractor or consultant and as determined by the HoPE, for any of the following:

- The requirement is for:
  - Work of art; commissioned work or services of an artist for a specific artist skills (e.g., Singer, poet, writer, painter, sculptor, etc.);
  - Scientific, academic, scholarly work or research, or legal services;
  - Highly-specialized life-saving medical equipment, as certified by the Department of Health (DOH);
  - Scientific, technical, economic, business, trade or legal journal, magazine, paper, subscription, or other exclusive statistical publications and references; or
  - Media documentation, advertisement, or announcement through television, radio, newspaper, internet, and other communication media.

(Section 53.6, IRR of R.A. No. 9184)

<b>Office or Division</b>	<b>BFAR- Bids and Awards Committee (BAC)</b>
<b>Classification</b>	Highly Technical under Special Law of RA 9184
<b>Type of Transaction</b>	G2G- Government to Government
<b>Who may avail:</b>	Procurement Officer/End-user ( Internal)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Purchase Request (PR) with complete attachments		Submitted by the End-user		
2. Approved Annual Procurement Plan (APP) or Supplemental Project Procurement Management Plan		Submitted by the End-user		
3. Justification to undergo NPSSAEM		Submitted by the End-user		
4. Terms of Reference (TOR)		Submitted by the End-user		
5. Scope of Reference		Submitted by the End-user		
6. Project Proposal		Submitted by the End-user		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved Purchase Request (PR) with complete attachments	1.1 Receive and review the submitted approved Purchase Request (PR) with complete attachments	None	20 Minutes	BAC Secretariat (BFAR-BAC Office)
None	1.2 Assign PR number and Encode PR for monitoring	None	10 Minutes	BAC Secretariat (BFAR-BAC Office)
None	1.3 Endorse PR to concerned BAC Secretariat (Alternative Mode of Procurement) for creation of Request for Quotation (RFQ)	None	5 Minutes	BAC Secretariat (BFAR-BAC Office)

2. Receive RFQ	2. Prepare and send RFQ to Procurement Officer/End-user	None	1 Hour	BAC Secretariat (BFAR-BAC Office)
3. Receive Notice of Meeting for Bid	3. Schedule and send Notice of Meeting for Bid opening	None	20 Minutes	BAC Secretariat (BFAR-BAC Office)
None	4. Canvass from prospective supplier/bidder/end-user	None	3 Working Days	BFAR Procurement Officer/End-user Bidder/Supplier
4. Submit Sealed Canvass	5. Receive sealed canvass (10 mins per transaction )			BAC Secretariat (BFAR-BAC Office)
5. Attend Bid Opening Conference (via Zoom)	5. Conduct Bid Opening for Alternative Mode of Procurement via Zoom and review submitted canvass	None	1 Hour	BAC Secretariat BAC Member (BFAR-BAC Office)
None	5.1 Consolidate result of Bid opening	None	1 Hour	BAC Secretariat (BFAR-BAC Office)
None	5.2 Prepare BAC Resolution recommending for award	None	5 Working Days	BAC Secretariat (BFAR-BAC Office)
None	5.3 Transmit BAC Resolution recommending award of Procurement Project to BAC members and Director for review/approval/signature	None		BAC Secretariat (BFAR-BAC Office)
None	5.4 Review and sign the BAC Resolution recommending Award  *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 54.3	None		BAC Member (BFAR-BAC Office) Director (BFAR-Director's Office)
None	5.5 Receive signed BAC Resolution	None		BAC Secretariat (BFAR-BAC Office)
None	5.6 Prepare Purchase Order (PO) and encode PO to the Documentary Tracking System (DTS)	None	30 Minutes	BAC Secretariat (BFAR-BAC Office)

None	5.7 Scan all documents for filing	None	1 Hour	BAC Secretariat (BFAR-BAC Office)
None	5.8 Release documents of awarded project to Finance Division	None	30 Minutes	BAC Secretariat (BFAR-BAC Office)
<b>TOTAL:</b>		None	<b>8 Days 6 Hours and 50 Minutes</b>	

Reference: Republic Act 9184 (Government Procurement Reform Act) and its 2016 Revised Implementing Rules and Regulations

\* Rule VII, Section 21 Advertising and Contents of the Invitation to Bid/Request for Expression of Interest, Sub-section 21.2.1

\* Annex H, 136 Section 54.2, IRR of R.A. No. 9184 Advertisement and Posting of Procurement Opportunity

\* Annex H, 143 Section 54.3, IRR of R.A. No. 9184 Notice of Award; Contact Approval; Notice to Proceed.

## 8. Alternative Mode of Procurement Under Consultancy Services

<p>- Procurement of consultancy contract involving an individual consultant, subject to the following conditions: The individual consultant will be hired to do work that is either:</p> <p>a) Highly technical or proprietary; or</p> <p>b) Primarily confidential or policy determining, where trust and confidence are the primary consideration.</p> <p>- The term of the individual consultant shall, at the most, be on a six (6) month basis, renewable at the option of the appointing HOPE, but in no case shall exceed the term of the latter.</p>	
(Section 53.7, IRR of R.A. No. 9184)	
<b>Office or Division</b>	<b>BFAR- Bids and Awards Committee (BAC)</b>
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2G- Government to Government
<b>Who may avail:</b>	End-user (Internal)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Approved Purchase Request (PR) with complete attachments	Submitted by the End-user
2. Approved Annual Procurement Plan (APP) or Supplemental Project Procurement Management Plan (SPPMP)	Submitted by the End-user
3. Justification of SPPMP (If Applicable)	Submitted by the End-user
4. Authority to Hire Consultancy	Submitted by the End-user
5. Terms of Reference	Submitted by the End-user
6. Project Proposal	Submitted by the End-user
7. Curriculum Vitae	Submitted by the End-user

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approve Purchase Request (PR) with complete requirements (request for expression of interest, letter of intent, curriculum vitae)	1.1 Receive and review the submitted approved Purchase Request (PR) with complete attachments	None	20 Minutes	BAC Secretariat (BFAR-BAC Office)
None	1.2 Assign PR number and Encode PR for monitoring	None	10 Minutes	BAC Secretariat (BFAR-BAC Office)
None	1.3 Endorse PR to concerned BAC Secretariat (Alternative Mode of Procurement) for creation of Request for Quotation (RFQ)	None	5 Minutes	BAC Secretariat (BFAR-BAC Office)
2. Receive Notice of Meeting for Bid	2. Prepare and send Notice of Meeting for bid opening	None	15 Minutes	BAC Secretariat (BFAR-BAC Office)
3. Attend the Evaluation Review conducted via Zoom	3. Conduct Evaluation Review for Consultancy Services via Zoom	None	1 Hour	BAC Secretariat (BFAR-BAC Office)
None	3.1 Prepare BAC Resolution, Contract, Notice of Award, and Notice to Proceed recommending for award	None	2 working days	BAC Secretariat (BFAR-BAC Office)
None	5.3 Transmit BAC Resolution, Contract, Notice of Award, and Notice to Proceed recommending award of Procurement Project to BAC members and Director for review/approval/signature	None		BAC Secretariat (BFAR-BAC Office)

None	5.4 Evaluate and for signature of BAC Resolution, Contract, Notice of Proceed, and Notice of Award by BAC Secretariat/BAC Member/Director  *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 54.3	None	3 working days	BAC Secretariat BAC Member (BFAR-BAC Office) Director (BFAR-Director's Office)
None	3.3 Receive signed BAC Resolution, Notice of Award, and Notice to Proceed	None		BAC Secretariat (BFAR-BAC Office)
None	3.4 File documents (COA, HR, BAC, & End-User Copy)	None	2 Working Days	BAC Secretariat (BFAR-BAC Office)
4. Receive filed documents for processing and forward to Finance Management Division	4. Forward Filed documents to Procurement Officer	None	30 Minutes	BAC Secretariat (BFAR-BAC Office)
<b>TOTAL:</b>		None	<b>7 Days 2 Hours and 20 Minutes</b>	

Reference: Republic Act 9184 (Government Procurement Reform Act) and its 2016 Revised Implementing Rules and Regulations

\* Annex H, 143 Section 54.3, IRR of R.A. No. 9184 Notice of Award; Contract Approval; Notice to Proceed.

## ALTERNATIVE MODE OF PROCUREMENT

### B. EXTERNAL

#### 1. Alternative Mode of Procurement under Small Value

- Procurement of (a) goods not covered by Shopping under Section 52 of the IRR of RA 9184, (b) infrastructure projects, and consulting services.

(Section 53.9, IRR of R.A. No. 9184)

<b>Office or Division</b>	<b>BFAR- Bids and Awards Committee (BAC)</b>			
<b>Classification</b>	Highly Technical under Special Law of RA 9184			
<b>Type of Transaction</b>	G2B- Government to Business			
<b>Who may avail:</b>	Bidder (External)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request for Quotation/Sealed Canvass		BFAR- Bids and Awards Committee (BAC) Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1. Post RFQ (Request for Quotation) in PhilGEPS website	None	20 Minutes	BAC Secretariat (BFAR-BAC Office)
1. Receive Request for Quotation or download it in PhilGEPS website	2. Send copy of RFQ	None	10 Minutes	BAC Secretariat (BFAR-BAC Office)
2. Submit Sealed Canvass	3. Canvass from prospective supplier/bidder/end-user (Receive sealed canvass 10 mins per transaction within 10 calendar days of canvass period)  *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 21.2.1	None	10 Working Days	Bidder/Supplier
3. Attend Bid opening (Optional)	4. Conduct Bid Opening for Alternative Mode of Procurement via Zoom and review submitted canvass	None	1 Hour	BAC Secretariat BAC Member (BFAR-BAC Office) BFAR-Procurement Officer/End-user Bidder
None	5. Forward result of Bidding to End-user, BAC Member, Finance, and Property Section for further review and signature.	None	5 Minutes	BAC Secretariat (BFAR-BAC Office)

**Note:**  
Result of Bidding can be viewed at the PhilGEPS/BFAR website. Winning Bidder will be notified by the BFAR's Property Section.

<b>TOTAL</b>	<b>NONE</b>	<b>10 Days 1 Hour and 35 Minutes</b>	
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Reference: Republic Act 9184 (Government Procurement Reform Act) and its 2016 Revised Implementing Rules and Regulations

\* Rule VII, Section 21 Advertising and Contents of the Invitation to Bid/Request for Expression of Interest, Sub-section 21.2.1 letter (a)

## 2. Alternative Mode of Procurement under Lease of Real Property/Venue

- Procurement covering lease of real property and venue for official use (Section 53.10, IRR of R.A. No. 9184)				
<b>Office or Division</b>	BFAR- Bids and Awards Committee (BAC)			
<b>Classification</b>	Highly Technical under Special Law of RA 9184			
<b>Type of Transaction</b>	G2B- Government to Business			
<b>Who may avail:</b>	Bidder (External)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request for Quotation/Sealed Canvass		BFAR- Bids and Awards Committee (BAC) Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1. Post RFQ (Request for Quotation) in PhilGEPS website	None	20 Minutes	BAC Secretariat (BFAR-BAC Office)
1. Receive Request for Quotation or download it in PhilGEPS website	2. Send copy of RFQ	None	10 Minutes	BAC Secretariat (BFAR-BAC Office)
2. Submit Sealed Canvass	3. Canvass from prospective supplier/bidder/end-user (Receive sealed canvass 10 mins per transaction within 10 calendar days of canvass period)	None	10 Working Days	Bidder/Supplier

3. Attend Bid opening (Optional)	4. Conduct Bid Opening for Alternative Mode of Procurement via Zoom and review submitted canvass	None	1 Hour	BAC Secretariat BAC Member (BFAR-BAC Office) BFAR-Procurement Officer/End-user Bidder
None	5. Forward result of Bidding to End-user, BAC Member, Finance, and Property Section for further review and signature.	None	5 Minutes	BAC Secretariat (BFAR-BAC Office)
<b>Note:</b> <b>Result of Bidding can be viewed at the PhilGEPS/BFAR website. Winning Bidder will be notified by the BFAR's Property Section.</b>				
<b>TOTAL</b>		<b>NONE</b>	10 Days 1 Hour and 35 Minutes	

Reference: Republic Act 9184 (Government Procurement Reform Act) and its 2016 Revised Implementing Rules and  
 \* Rule VII , Section 21 Advertising and Contents of the Invitation to Bid/Request for Expression of Interest, Sub-section 21.2.1



### 3. Alternative Mode of Procurement under Shopping

- A method of procurement of goods whereby the Procuring Entity simply requests for the submission of price quotations for readily available off-the-shelf goods or ordinary/regular equipment to be procured directly from suppliers of known qualifications.

- Ordinary or regular office supplies include those supplies, commodities, or materials which are necessary in the transaction of its official businesses, and consumed in the day-to-day office operations. However, office supplies shall not include services such as repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services.

<b>Office or Division</b>	<b>BFAR- Bids and Awards Committee (BAC)</b>
<b>Classification</b>	Highly Technical under Special Law of RA 9184
<b>Type of Transaction</b>	G2B- Government to Business
<b>Who may avail:</b>	Bidder (External)

<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request for Quotation/Sealed Canvass		BFAR- Bids and Awards Committee (BAC) Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1. Post RFQ (Request for Quotation) in PhilGEPS website	None	20 Minutes	BAC Secretariat (BFAR-BAC Office)
1. Receive Request for Quotation or download it in PhilGEPS website	2. Send copy of RFQ	None	10 Minutes	BAC Secretariat (BFAR-BAC Office)
2. Submit Sealed Canvass	3. Canvass from prospective supplier/bidder/end-user (Receive sealed canvass 10 mins per transaction within 10 calendar days of canvass period)  *2016 Revised IRR of RA 9184 (updated as of 31 December 2021), Section 21.2.1	None	10 Working Days	Bidder/Supplier
3. Attend Bid opening (Optional)	4. Conduct Bid Opening for Alternative Mode of Procurement via Zoom and review submitted canvass	None	1 Hour	BAC Secretariat BAC Member (BFAR-BAC Office) BFAR-Procurement Officer/End-user Bidder

None	5. Forward result of Bidding to End-user, BAC Member, Finance, and Property Section for further review and signature.	None	5 Minutes	BAC Secretariat (BFAR-BAC Office)
<b>Note:</b> <b>Result of Bidding can be viewed at the PhilGEPS/BFAR website. Winning Bidder will be notified by the BFAR's Property Section.</b>				
<b>TOTAL</b>		<b>NONE</b>	<b>10 Days 1 Hour and 35 Minutes</b>	

*Reference: Republic Act 9184 (Government Procurement Reform Act) and its 2016 Revised Implementing Rules and Regulations*

\* Rule VII , Section 21 Advertising and Contents of the Invitation to Bid/Request for Expression of Interest, Sub-section 21.2.1 letter (a)



**BUREAU OF FISHERIES AND AQUATIC RESOURCES**

## **BFAR NATIONAL CENTERS**

EXTERNAL SERVICES  
(FRONTLINE)

### **PART III**

**CITIZEN'S CHARTER**

**2022 (2nd Edition)**

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4. Technical Assistance On-site Visit / Inspection	472
5. Technical Assistance thru Social Media (E-mail, Facebook, Messenger and Text)	474
6. Technical Assistance thru Telephone Inquiry	476
7. Training Assistance As Requested by Clients	478
8. Training Assistance (On-the-Job Trainee Students)	479
<b>Feedback and Complaint Mechanism</b>	480
<b>List of Offices</b>	

### III. National Freshwater Fisheries Technology Center (NFFTC) - Muñoz, Nueva Ecija

A. <u>Extension Support, Education and Training Services</u>	
1. Technical Assistance for Distribution of Information, Education and Communication (IEC) Materials	481
2. Technical Assistance For Regular Training	482
3. Technical Assistance For Walk-in Clients	484
4. Technical Assistance On-site Visit / Inspection	485
5. Technical Assistance Thru Social Media (E-mail, Facebook, Messenger and Text)	487
6. Technical Assistance Thru Telephone Inquiry	488
7. Training Assistance (On-the-Job Trainee Students)	489
8. Training Assistance As Requested by Clients	490
B. <u>Fisheries Production and Distribution</u>	
1. Distribution of Fish Seed (Fry, Fingerlings, Post-larvae) For Free	492
2. Distribution of Fish Seed (Fry, Fingerlings, Post-larvae) For Purchase	493
3. Free Distribution of Organic Inputs (Duckweed, Azolla, Vermicast) as per Request	495
<b>Feedback and Complaint Mechanism</b>	496
<b>List of Offices</b>	497

### IV. National Inland Fisheries Technology Center (NIFTC) - Tanay, Rizal

A. <u>Fisheries Production and Distribution</u>	
1. Distribution of Fish Seed (Fry, Fingerlings, Spats, Post-Larvae) For Free	498
2. Distribution of Fish Seed (Fry, Fingerlings, Spats, Post-Larvae) with Payment	500
B. <u>Provision of Extension Support, Education and Training Services</u>	
1. Technical Assistance Distribution of Information, Education and Communication (IEC) Materials	502
2. Technical Assistance For Regular Training	503
3. Technical Assistance For Walk-in Clients	505
4. Technical Assistance Thru Social Media (E-mail, Facebook, Messenger and Text)	506
5. Technical Assistance Thru Telephone Inquiry	507
6. Technical Assistance Visit/Inspection On-site	508
7. Training Assistance As Requested by Clients	510
8. Training Assistance (On-the-Job Trainee Students)	512
<b>Feedback and Complaint Mechanism</b>	513
<b>List of Offices</b>	514

## V. National Integrated Fisheries Technology Development Center (NIFTDC) - Bonuan Binloc, Dagupan

A. Environmental Assessment Services	515
B. Environmental Laboratory Services	518
C. Fisheries Production And Distribution	
1. Free Distribution of Broodstock, Eggs, Fry and Fingerlings, Postlarvae, Spat (Milkfish, Saline Tilapia (Molobicus), Freshwater Shrimp, Oyster & Mussel	521
2. Payment of Broodstock, Eggs, Fry and Fingerlings, Postlarvae, Spat (Milkfish, Saline Tilapia (Molobicus), Freshwater Shrimp, Oyster & Mussel	523
D. Microbiology, Fish Health and Molecular Pathology Laboratory Services	525
E. Provision Of Extension Support, Education And Training Services	
1. Distribution of Information, Education and Communication (IEC) Materials	528
2. Technical Assistance Center On-the-Job Training and Immersion	529
3. Technical Assistance For Walk-in Clients	531
4. Technical Assistance Thru Social Media (E-mail, Facebook, Messenger and Text (SMS)	532
5. Technical Assistance On-site Visit/Inspection and Sampling Collections	533
6. Technical Assistance On the Regular Training	535
7. Technical Assistance Thru Telephone Inquiry	537
8. Training Assistance As Requested by Clients	538
F. Request Distribution of Fry, Fingerlings, PL and Spat Via Airport/ Seaport	
1. Free Distribution of Fry, Fingerlings, Postlarvae, Spat (Saline Tilapia Molobicus, Freshwater Shrimp, Oyster and Mussel)	540
2. Sold/Purchased Distribution of Fry, Fingerlings, Postlarvae, Spat (Saline Tilapia (Molobicus), Freshwater Shrimp, Oyster and Mussel)	545
G. Distribution of Natural Food	
1. Free Distribution of Primary, Secondary and Mass Culture of Natural Food Organisms (Microalgae, Daphnia and Rotifer)	549
2. Sold/Purchased Distribution of Primary, Secondary and Mass Culture of Natural Food Organisms (Microalgae, Daphnia and Rotifer)	551
H. Toll Processing of Frozen Milkfish	553
<b>Feedback and Complaint Mechanism</b>	557
<b>List of Offices</b>	558

## VI. National Seaweed Technology Development Center (NSTDC) - Cabid-an, Sorsogon

<b>A. <u>Provision Of Extension Support, Education and Training Services</u></b>	
1. Conduct of Assessment on Seaweed Production- National Certificate II (Regular)	559
2. Conduct of Assessment on Seaweed Production- National Certificate II (Scholarship)	561
3. Dispersal of Seaweed Propagules and Raw Dried Seaweeds	562
4. Issuance of Seaweed Quality Analysis Report (Moisture Content (MC)	563
5. Seaweed Quality Analysis (Gel Strength/Yield/Viscosity	564
<b>B. <u>Fisheries Production and Distribution</u></b>	
1. Technical Assistance For Distribution of Information, Education and Communication (IEC) Materials	565
2. Technical Assistance For Regular Training	566
3. Technical Assistance For Walk-in Clients	567
4. Technical Assistance On-site Visit/ Inspection	568
5. Technical Assistance thru Social Media (E-mail, Facebook, Messenger and Text (SMS))	570
6. Technical Assistance thru Telephone Inquiry	571
7. Training Assistance (On-the-Job Trainee Students)	572
8. Training Assistance As Requested by Clients	573
<b>Feedback and Complaint Mechanism</b>	575
<b>List of Offices</b>	576

## VII. National Mariculture Center (NMC) - Panabo, Davao Del Norte

<b><u>Provision Of Extension Support, Education and Training Services</u></b>	
1. Technical Assistance for Distribution of Information, Education and Communication (IEC) Materials	577
2. Technical Assistance For Regular Training	578
3. Technical Assistance For Walk-in Clients	580
4. Technical Assistance Thru Social Media (E-mail, Facebook, Messenger and Text)	581
5. Technical Assistance Thru Telephone Inquiry	582
6. Technical Assistance Visit/Inspection On- site	583
7. Training Assistance (On-the-Job Trainee Students)	585
8. Training Assistance Program as per Requested by Clients	587
<b>Feedback and Complaint Mechanism</b>	589
<b>List of Offices</b>	590
<b>BFAR CENTRAL OFFICE MAIN LIST OF OFFICES</b>	592

## I. National Marine Fisheries Development and Vessels Operation Center -(NMFD&VOC) - Sangley Point Cavite City

### 1. Application for Apprenticeship On-board M/V DA-BFAR

Maritime students taking BS Marine Transportation and BS Marine Engineering applied to undergo a 1-year apprenticeship onboard M/V DA-BFAR. Apprentice Mates will be taught and experience actual deck and engine works such as navigation, maneuvering of the vessel, deck and engine watchkeeping, utilization of navigational, communication and engineering machineries onboard, maintenance and trouble-shooting. They will also experience the actual life at sea for one year.

<b>Office or Division</b>	<b>BFAR - Marine Fisheries Development and Vessels Operation Center (NMFD&amp;VOC) - Sangley Point, Cavite City</b>			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2C - Government to Citizen			
<b>Who may avail</b>	External - Graduating Marine Students (Deck & Engineering)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Letter		Applicants		
2. Seaman's Book		MARINA		
3. Medical Records		Hospitals or any medical institution		
4. Certificate of Training		University, training agencies accredited by MARINA		
5. Transcript of Records (TOR)		University (where the applicant enrolled)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application Letter and the requirements (Medical Records, Transcript of Records (TOR), Certificate of Training, Seaman's Book) and attend initial interview	1. Receive and review Application Letter; initial interview on the graduating maritime student	None	15 Minutes	<i>Administrative Aide VI</i> BFAR Director's Office
2. Receive notification of approval of application	2. Preparation/ Process and approval of authority to conduct apprenticeship; if approved, notification for the approval of application for apprenticeship of student	None	1 Day	<i>Administrative Officer</i> BFAR-VOC, Director's Office
3. Notify for scheduled embarkation and attend briefing	3. Notify approved student for the scheduled embarkation and conduct briefing then give room assignment	None	3 Hours	<i>Vessel Officer/M/V</i> DA-BFAR



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Onboard and performs apprentice duties	4. Provide/ Discuss guidelines for duties and responsibilities of the students while onboard	None	12 Months (1 Year)	Vessel Officer/M/V DA-BFAR
	4.1 Conduct/ Facilitate the apprentice training			
5. Request for disembarkation Certificate	5. Preparation and approval of disembarkation Certificate	None	1 Day	Vessel Officer, Vessel Administrative Aide M/V DA-BFAR
	5.1 Preparation/ Process the approval of Sea Service Certificate			Administrative Officer BFAR-VOC Director's Office
6. Receive signed Sea Service Certificate	6. Issue an approved and signed Sea Service Certificate	None	1 Day	Administrative Officer BFAR-VOC Director's Office
<b>TOTAL:</b>		None	<b>1 Year, 3 Days, 3 Hours, 15 Minutes</b>	

## 2. Fisheries Observer Deployment To High Seas Pocket 1

All catcher vessels operating in HSP1 are required to have 100% fisheries observer coverage as compliance with the requirement of FAOs 245 and 261. Also as compliance with the Conservation and Management Measure (CMM) of the Western and Central Pacific Fisheries Commission (WCPFC). Fisheries Observers are tasked to record and collect various fisheries information in relation to the fishing operation of the fishing vessels.

<b>Office or Division</b>	<b>BFAR - Marine Fisheries Development and Vessels Operation Center (NMFD&amp;VOC) - Sangley Point Cavite City</b>
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2B - Government to Business Entity
<b>Who may avail</b>	(External) Commercial Fishing Vessel, Fishing Companies

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Formal Letter Request		Fishing Company/Owner/Operator		
2. Observer Contracts		Fisheries Observer Management Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Formal Letter Request to the Office of the Director, 3rd Flr., Fisheries Bldg.,	1. Receive Letter Request	None	5 Minutes	<i>Administrative Aide VI</i> BFAR Director's Office
None	1.1 Review letter request; Coordinate the request to the Western and Central Pacific Fisheries Commission (WCPFC) for Fisheries Observers from other Fisheries Observer Programme	None	15 Minutes	<i>Fisheries Observer Program National Coordinator</i> BFAR MFD&VOC - Philippine Fisheries Observer Program Management Office
None	1.2 WCPFC will inform BFAR for availability of Observers from the Regional Observer Programme	None	7 Days	<i>Administrative Aide VI</i> BFAR- Director's Office
None	1.3 BFAR to notify fishing company if an observer will be from other Fisheries Observer Programmes or BFAR Fisheries Observer Program	None	15 Minutes	<i>Fisheries Observer Program National Coordinator</i> BFAR MFD&VOC - Philippine Fisheries Observer Program Management Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Signing of contract between BFAR, Fishing Company (Owner) and Fisheries Observer	2. Allocate/Assign fisheries observer to fishing vessel and required to sign the Observer Contracts stipulating their duties and responsibilities of the parties and conditions for the duration of the Observer Trip	None	2 Days	<i>Fisheries Observer Program National Coordinator</i> BFAR MFD&VOC - Philippine Fisheries Observer Program Management Office
3. Attend briefing session prior to embarkation	3. Conducts briefing procedure to fisheries observers before embarkation to fishing vessels	None	1 Day	<i>Fisheries Observer Program National Coordinator</i> BFAR MFD&VOC - Philippine Fisheries Observer Program Management Office
4. Accept / Receive copy of deployment of Fisheries Observers	4. Actual deployment of Fisheries Observers onboard fishing vessel in HSP1	None	1 Day	<i>Fisheries Observer Program National Coordinator</i> BFAR MFD&VOC - Philippine Fisheries Observer Program Management Office
<b>TOTAL:</b>			<b>11 Days, 35 Minutes</b>	

### 3. Fisheries Observer Deployment to Philippines EXCLUSIVE ECONOMIC ZONE (EEZ) and FISH AGREGATING DEVICE (FAD) Closure

All catcher vessels operating in HSP1 are required to have 100% fisheries observer coverage as compliance with the requirement of FAOs 245 and 261. Also as compliance with the Conservation and Management Measure (CMM) of the Western and Central Pacific Fisheries Commission (WCPFC). Fisheries Observers are tasked to record and collect various fisheries information in relation to the fishing operation of the fishing vessels.

<b>Office or Division</b>	<b>BFAR - Marine Fisheries Development and Vessels Operation Center (NMFD&amp;VOC) - Sangley Point Cavite City</b>
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2B - Government to Business Entity
<b>Who may avail</b>	(External) Commercial Fishing Vessel, Fishing Companies

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Formal Letter Request		Fishing Company/Owner/Operator		
2. Observer Contracts		Fisheries Observer Management Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Formal Letter Request to the Office of the Director	1. Receive Formal Letter Request	None	5 Minutes	<i>Administrative Aide VI</i> BFAR Director's Office
None	1.1 Review request; prepare a reply letter	None	1 Day	<i>Fisheries Observer Program National Coordinator</i> BFAR MFD&VOC - Philippine Fisheries Observer Program Management Office
2. Sign contract between BFAR and Fish observer	2. Allocate/Assign fisheries observer to fishing vessel and required to sign Observer Contracts	None	2 Days	<i>Fisheries Observer Program National Coordinator</i> BFAR MFD&VOC - Philippine Fisheries Observer Program Management Office
3. Attend briefing session prior to embarkation	3. Conducts briefing procedure to fisheries observers before embarkation to fishing vessels	None	1 Day	<i>Fisheries Observer Program National Coordinator</i> BFAR MFD&VOC - Philippine Fisheries Observer Program Management Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Accepts required fisheries observer deployment of every Fishing Company	4. Actual deployment of Fisheries Observers onboard fishing vessel within the Philippine waters	None	1 Day	<i>Fisheries Observer Program National Coordinator</i> BFAR MFD&VOC - Philippine Fisheries Observer Program Management Office
<b>TOTAL:</b>		None	<b>5 Days, 5 Minutes</b>	

#### 4. Provision of On-the-Job Training for Students

The On-the-Job Training on Responsible Fishing Technology is designed for the Bachelor of Science in Fisheries (BSFi) students to upgrade their knowledge on existing and recent technologies available as well as to equip them with the necessary skills through actual exposure on gear construction and shipboard training. Likewise, this training program is part of BFAR's commitment with the Department of Education and the Commission on Higher Education to extend technical assistance urgently needed by the graduating marine fisheries students from the different schools/colleges of the country.

<b>Office or Division</b>	<b>BFAR - Marine Fisheries Development and Vessels Operation Center (NMFD&amp;VOC) - Sangley Point Cavite City</b>	
<b>Classification</b>	Highly Technical	
<b>Type of Transaction</b>	G2C - Government to Citizen; G2G - Government to Government; G2B - Government to Business Entity	
<b>Who may avail</b>	1. Internal - BFAR Regional Offices and Centers, Provincial Fisheries Offices, Regional Fishery Officers	
	2. External - Academe (students, professors, researchers) Other government agencies (Non- Government Organization, Local Government Units), Private Institutions; Fisherfolk organization/association. Women's associations, Housewives, Senior Citizens, Indigenous People	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Letter Request		Requesting School/Colleges/Universities
2. Memorandum of Agreement		BFAR-NMFDC Training Section
3. Waiver		BFAR-NMFDC Training Section
4. Naval Base Entry Requirements		BFAR-NMFDC Training Section
5. Training Evaluation Form		BFAR-NMFDC Training Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request	1. Receive Letter Request	None	5 Minutes	<i>Center, Chief/ Head, Training Section MFD&amp;VOC</i>
2. Sign Memorandum of Agreement & Waiver of the Students	2. Accept OJT request of students and required to sign the MOA/ Waiver.	None	5 Minutes	<i>Center, Chief/ Head, Training Section MFD&amp;VOC</i>
3. Provide list of OJTs and comply with the entry Clearance of the Naval Base	3. Require to comply with the Naval Base Entry Clearance/ requirements	None	1 Day	<i>Head of Training Section MFD&amp;VOC</i>
None	3.1 Submit requirements for the clearance to Naval Base Intelligence Office	None	2 Hours	<i>Head of Training Section MFD&amp;VOC</i>
4. Attend Orientation & Take Note of the House Rules	4. Conduct orientation and discuss House Rules	None	1 Hour	<i>Head of Training Section MFD&amp;VOC</i>
5. Attend and participate actively on the On-the-Job training activities	5. Conduct actual training	None	30 Days	<i>Training Instructors MFD&amp;VOC</i>
6. Accomplish Training Evaluation Form	6. Receive accomplished Training Evaluation Form	None	5 Minutes	<i>Head of Training Section MFD&amp;VOC</i>
7. Receive signed Certificate of Training	7. Issue an approved and signed Certificate of Training	None	2 Minutes	<i>Center, Chief MFD&amp;VOC</i>
<b>TOTAL:</b>		None	<b>30 Days, 3 Hours, 17 Minutes</b>	

## 5. Request For the Conduct Of Collaborative Research On-board M/V DA-BFAR

M/V DA-BFAR to be used as platform for the conduct of collaborative researches within the Philippine waters by any government agencies and institutions. Included in the collaboration is the participation of onboard researchers and expertise of onboard crew to assist collaborators in the collection of scientific data and operation of machineries for the success of the research activities.

<b>Office or Division</b>	<b>BFAR - Marine Fisheries Development and Vessels Operation Center (NMFD&amp;VOC) - Sangley Point Cavite City</b>
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2G - Government to Government; G2C - Government to Citizen
<b>Who may avail</b>	1. Internal - BFAR Regional Offices 2. External - Academic Institutions, Non-Government Organizations (NGOs), Local Government Units (LGUs) and other Government Agencies

<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter		Agency/Intitution who intends to collaborate		
2. Research Proposal		Agency/Intitution who intends to collaborate		
3. Memorandum of Agreement/ Memorandum of Understanding		Drafted and agreed by the collaborators, NMFD&VOC		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Request Letter and research proposal	1. Receive Request Letter and research proposal	None	3 Minutes	<i>Administrative Aide VI BFAR Director's Office</i>
None	1.1 Evaluate request and review proposal	None	1 Day	<i>Center Chief; BFAR Director BFAR MFD&amp;VOC</i>
2. Receive letter reply and the scheduled meeting	2. Send reply letter and scheduled a meeting	None	10 Minutes	<i>Administrative Aide BFAR-VOC</i>
3. Attend the scheduled consultative meeting and receive draft of MOA / MOU for comments/ revision	3. Conducts consultative meeting with the client	None	4 Hours	<i>Center Chief; Administrative Aide; Researchers; Vessel Captain Representatives Collaborating Agency or Institution</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	3.1 Drafting of Memorandum of Agreement/ Understanding	None	3 Days	<i>Center Chief; Administrative Aide; Researchers; Legal Officer</i> BFAR-VOC Legal Section
4. Submission of final Memorandum of Agreement/ Understanding	4. Accept, review and finalize Memorandum of Agreement/ Understanding	None	1 Day	<i>Center Chief; BFAR Director</i> BFAR MFD&VOC
5. Accept/ Agree on the signed MOA/MOU	5. Signing of Memorandum of Agreement/ Understanding on the part of the government	None	2 Hours	<i>BFAR Director; Head of Collaborating Agency; Chief Scientist</i> BFAR MFD&VOC
None	5.1 Preparation of Sailing Orders, Vessel availability, logistical requirements, provisioning, rewatering.	None	3 Days	<i>Administrative Aide; Vessel Officers; Researchers</i> BFAR-VOC
6. Receive notification on the scheduled embarkation	6. Notify client on the scheduled embarkation	None	5 Minutes	<i>Administrative Aide; Vessel Officers; Researchers</i> BFAR-VOC
7. Loading of research equipment/materials and embarkation of researchers/scientist	7. Briefing/ Orientation for the accommodation, house rules, vessel departure at port and scientific briefing	None	1 Day	<i>Vessel Officers; Researchers</i> M/V DA-BFAR
8. Collection of scientific data/samples	8. Assists/ Accompany in the collection of scientific data/samples	None	15 Days	<i>Onboard Researchers; M/V Crew</i> DA-BFAR



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
9. Arrival at port area and preparation for disembarkation and unloading of research equipment/materials	9. Arrival at port area, disembarkation of researchers/scientist and unloading of research equipment/ materials and samples	None	1 Day	<i>Onboard Researchers; M/V Crew DA-BFAR</i>
None	9.1 Preparation and submission of travel report/cruise report	None	3 Days	<i>Vessel Administrative Assistant; Captain DA-BFAR and Collaborating Agency</i>
None	9.2 Processing and analysis of data/samples	None	3 Months	<i>BFAR Researchers M/V DA-BFAR</i>
10. Preparation of progress report and final technical payment as required by BFAR.	10. Preparation of progress report on the part of BFAR.	None	20 Days	<i>BFAR Researchers M/V DA-BFAR</i>
	10.1 Finalization of technical report	None	20 Days	<i>BFAR Researchers M/V DA-BFAR</i>
11. Submission of Progress Report	11. Receive Progress Report	None	15 Minutes	<i>BFAR Researchers, Collaborating Agency/ M/V DA-BFAR</i>
12. Submission of Final Technical Report	12. Receive Final Technical Report	None	15 Minutes	<i>BFAR Researchers, Collaborating Agency/ M/V DA-BFAR</i>
<b>TOTAL:</b>			<b>68 Days, 6 Hours 48 Minutes</b>	

## 6. Request for the use of BFAR Vessels

The Vessels Operations Center (VOC) manages and operates the 2-units Multi-Mission Offshore vessels; 14 units of combined 30-meter and 11-meter Monitoring Control and Surveillance (MCS) Patrol Vessel and other small crafts deployed nationwide. Due to limited numbers of vessels, other BFAR Regional Offices and other agencies requests for availability of vessels to be deployed in their areas for a period of time.

<b>Office or Division</b>	<b>BFAR - Marine Fisheries Development and Vessels Operation Center (NMFD&amp;VOC) - Sangley Point Cavite City</b>
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2C - Government to Citizen; G2G - Government to Government
<b>Who may avail:</b>	1. Internal - BFAR Regional Offices, Centers and Central Office 2. External - Other Government Agencies, Local Government Units (LGUs), Academe (Students, Professors, Researchers)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Formal Letter Request		Client/Requesting Party/ies		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Formal Letter Request to the Office of the Director	1. Receive Letter Request	None	5 Minutes	<i>Administrative Aide VI</i> BFAR Director's Office
None	1.2 Review request. Prepare a reply letter and schedule deployment if the request has been granted.	None	30 Minutes	<i>Aquaculturist II</i> Vessels Operations Center (VOC) Section
2. Receive notification for the grant of request	2. If request has been granted, notification to the identified BFAR vessel through the Commanding Officer, the activities to be undertaken. Notify the client and schedule sailing	None	15 Minutes	<i>VOC Center Chief;</i> <i>Aquaculturist II</i> Vessels Operations Center (VOC) Section
None	2.1 Preparation of Voyage Plan	None	1 Hour	<i>Commanding Officer;</i> <i>Crew of the Identified Vessel</i> Vessel Operations Center (VOC)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	2.2 Preparation of the sailing order approved by the Director	None	30 Minutes	<i>VOC Center Chief; Aquaculturist II Operation Section</i>
None	2.3 Preparation of logistical requirements (water and fuel)	None	2 Days	<i>Engineer IV; Administrative Aide III VOC - Logistics Section</i>
None	2.4 Coordination with BFAR Regional FPLEG personnel to board the vessel during Monitoring Control and Surveillance (MCS) activities.	None	15 Minutes	<i>Aquaculturist II VOC - Operation Section</i>
None	2.5 Provide a copy of approved Sailing Order to respective vessel	None	5 Minutes	<i>Aquaculturist II VOC - Operation Section</i>
3. Receive notification on the schedule of sailing and coordinate with the deployment procedures	3. Notify the client on the schedule of sailing	None	5 Minutes	<i>Aquaculturist II VOC - Operation Section</i>
4. Proceed to Areas of Deployment and Coordinate with Respective BFAR Regional Office	4. Deployment of the vessel to Areas of Responsibility (AOR).	None	20 Days	<i>Aquaculturist II VOC - Operation Section</i>
<b>TOTAL:</b>			<b>22 Days, 2 Hours, 45 Minutes</b>	

## 7. Specialized Training as Requested by Clients

The BFAR- Marine Fisheries Development & Vessels Operation Center also conducts other specialized training programs as requested by the interested clientele. These may either be a live-in training or on-site training as the case maybe. The duration of the training will depend on its nature and the expected output.

<b>Office or Division</b>	<b>BFAR - Marine Fisheries Development and Vessels Operation Center (NMFD&amp;VOC) - Sangley Point Cavite City</b>			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2G - Government to Government; G2B - Government to Business Entity			
<b>Who may avail</b>	1. Internal - BFAR Regional Offices and Centers, Provincial Fisheries Offices, Regional Fishery Officers 2. External - Academe (students, professors, researchers) Other government agencies (Non- Government Organization (NGOs), Local Government Units (LGUs), Private Institutions; Fisherfolk organization/association. Women's associations, Housewives, Senior Citizens, Indigenous People			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request		Client/Requesting Party/ies		
2. Accomplished Evaluation form		BFAR-NMFDC Training Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request	1. Receive Letter Request and evaluate request	None	5 Minutes	Head of Training Section MFD&VOC
None	1.1 Prepare Schedule of training	None	5 Minutes	Head of Training Section MFD&VOC
2. Accept notification and confirmed attendance on scheduled training	2. Notify client, stakeholders/ trainees on the scheduled training	None	30 Minutes	Center, Chief/ Head, Training Section MFD&VOC
3. Attend/ Participate actively on the training conducted	3. Conduct training and facilitate/ supervise activities	None	35 Days	Head of Training Section MFD&VOC
4. Fill-out training Evaluation Form	4. Receive accomplished training Evaluation Form	None	5 Minutes	Head of Training Section MFD&VOC
5. Receive signed Certificate of Training	5. Issue an approved and signed Certificate of Training	None	2 Minutes	Center, Chief MFD&VOC
<b>TOTAL:</b>		None	<b>35 Days, 47 Minutes</b>	

## 8. Technical Assistance for On-Site Visit / Inspection

The BFAR- Marine Fisheries Development & Vessels Operation Center, provides technical assistance to various on-site clients to cater the needs in the field of marine/capture fisheries and marine engineering such as; fishing technology, navigation and seamanship, marine engineering, fisheries management, fiberglass boat construction and maintenance etc.

<b>Office or Division</b>	<b>BFAR - Marine Fisheries Development and Vessels Operation Center (NMFD&amp;VOC) - Sangley Point Cavite City</b>			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B - Government to Business Entity; G2G - Government to Government			
<b>Who may avail</b>	1. Internal - BFAR Regional Offices and Centers 2. External - Academe (students, professors, researchers) Other government agencies (Non- Government Organizations (NGOs), Local Government Units (LGUs), Private Institutions; Fisherfolk organization/association			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request Form		Client/Requesting Party/ies		
2. Feedback Evaluation Form		BFAR-MFD&VOC		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request to the Director's Office or Center Chief	1. Receive and record the Letter Request	None	5 Minutes	<i>Liaison Officer</i> MFD&VOC Directors Office
None	1.1 Forward to the responsible section/person for appropriate action	None	5 Minutes	<i>Liaison Officer</i> MFDC&VOC
None	1.2 Review/ Evaluate for appropriate action	None	1 Hour	<i>Administrative Assistant</i> V MFDC&VOC
2. Receive letter reply for scheduled activity	2. Prepare reply letter with final schedule of activity	None	3 Hours	<i>Training Staff</i> MFDC&VOC
3. Actively participate in the activity	3. Conduct Lecture/ demonstration/ and supervise activities	None	5 Days	<i>Head; Instructor</i> MFDC&VOC Training Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Accomplish Feedback/ Evaluation form and Receive Certificate	4. Provide and receive accomplished Feedback/ Evaluation Form and Issue a Certificate	None	1 Hour	Training Staff MFDC&VOC
<b>TOTAL:</b>		None	<b>5 Days, 5 Hours, 15 Minutes</b>	

## 9. Technical Assistance for Walk-in Clients

The BFAR- Marine Fisheries Development & Vessels Operation Center, provides technical assistance to different walk-in clients on various technology transfer and on the field of marine/capture fisheries and marine engineering such as; fishing technology, navigation and seamanship, marine engineering, fisheries management, fiberglass boat construction and maintenance etc.

<b>Office or Division</b>	<b>BFAR - Marine Fisheries Development and Vessels Operation Center (NMFD&amp;VOC) - Sangley Point Cavite City</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B - Government to Business Entity			
<b>Who may avail</b>	External - Academe (students, professors, researchers) Other government agencies (Non- Government Organizations (NGOs), Local Government Units (LGUs), Private Institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Client Inquiry Form		BFAR-MFD&VOC		
2. Client Feedback Form		BFAR-MFD&VOC		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish Client Inquiry form	1. Receive the accomplished Client Inquiry Form	None	5 Minutes	Administrative Assistant V MFD&VOC
None	1.1 Endorse to appropriate staff and render needed assistance / information	None	5 Minutes	Center Chief MFD&VOC
2. Discuss inquiry/concerns	2. Render the appropriate technical assistance	None	2 Hours	Technical Staff MFD&VOC
3. Fill-out Client Feedback Form	3. Receive the accomplished Client Feedback Form	None	5 Minutes	Admin Asst. V MFD&VOC
<b>TOTAL:</b>			<b>2 Hours, 15 Minutes</b>	

## 10. Training Assistance for Regular Training

The BFAR- Marine Fisheries Development & Vessels Operation Center, is task to conduct various marine fisheries technology training, navigation and seamanship and livelihood and development programs to develop, hasten and upgrade technical skills and competencies of prospective clientele from BFAR Regional Offices, Local Government Units, Fishery Schools/Colleges Universities, Private Fishing Companies, Fishing Associations, FARMCs and other Fishery Organizations.

<b>Office or Division</b>	<b>BFAR - Marine Fisheries Development and Vessels Operation Center (NMFD&amp;VOC) - Sangley Point Cavite City</b>
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2C - Government to Citizen; G2G - Government to Government; G2B - Government to Business Entity
<b>Who may avail</b>	1. Internal - BFAR Regional Offices and Centers, Provincial Fisheries Offices, Regional Fishery Officers 2. External - Academe (students, professors, researchers) Women's associations, Housewives, Senior Citizens, Indigenous People Other government agencies (Non- Government Organizations (NGOs), Local Government Units (LGUs), Private Institutions; Fisherfolk Organization/Association

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Nomination Letter		BFAR-MFD&VOC		
2. Participant Profile Form		BFAR-MFD&VOC		
3. Training Evaluation Form		BFAR-MFD&VOC		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive Nomination Letter	1. Send invitation/ Nomination Letter	None	5 Minutes	Center Chief MFD&VOC
2. Receive approved confirmation letter. Confirmed trainees attendance via email or phone call	2. Confirmation of attendance of the trainees/client via email or phone call	None	5 Minutes	Center Chief MFD&VOC
3. Provide list of participants and comply with clearance on the Naval Base	3. Advice participants to comply Naval Base Entry Clearance/ requirements	None	1 Day	Requesting Office/Regions/ Training Section
4. Fill out Participants Profile/ information	4. Provide Participants Profile Form to be filled out by the client/ participants	None	2 Minutes	Head, Training Section MFD&VOC

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Attend/ Participate actively on the training conducted	5. Conduct training. Supervise/ Facilitate the activities	None	35 Days	<i>Head; Instructors BFAR- MFD&amp;VOC Training Section</i>
6. Fill-out training Evaluation Form	6. Receive accomplished training Evaluation Form	None	5 Minutes	<i>Training Staff MFD&amp;VOC</i>
7. Receive signed Certificate of Training	7. Issue an approved and signed Certificate of Training	None	2 Minutes	<i>Center, Chief MFD&amp;VOC</i>
<b>TOTAL:</b>		None	<b>35 Days, 19 Minutes</b>	



FEEDBACK AND COMPLAINTS MECHANISMS	
How to send a feedback	A feedback form is prepared and handed to the clientele. The form(s) can be sent to the concerned office either thru mails or submitted directly to the assigned staff
	Feedbacks are also obtained during the conduct of monitoring and evaluation of programs and trainings implemented;
	Feedbacks can also be sent via text messages at numbers provided by the office
How feedback is processed	The collected feedback forms from the clientele are evaluated by this office. If the feedback is deemed urgent or if it concerns the improvement on the effective and timely delivery of the services of this office, immediate action is take
	If the feedback concerns an individual or personnel of this office, commendation is given to that staff if the feedback is positive and admonishment if the feedback is negative or undesirable. A memorandum shall be issued against the concerned personnel or staff who warranted a negative feedback.
How to file a complaint	A formal complaint is filed using a complaint form issued upon request by the agrieved party
	The complaint form is placed in a locked "drop box". The said drop box is only opened on Mondays during the Offices General Assembly
How complaints are processed	Once the complaints has been reviewed, the officer in charge will summon those who are concerned and conduct an investigation. Depending on the gravity of the offense(s), a verbal warning will be dispensed on the first offense, a suspension on the second offense and recommendation for termination in the third offense. If the complaint concerns the operation or the delivery of services of the office, immediate action shall be taken to address and correct the said issue(s) or complaints.
	<a href="mailto:operations.mcsvessels2@gmail.com">operations.mcsvessels2@gmail.com</a> Pierre Easter L. Velasco National Focal Person, F/B Pagbabago LDP <a href="mailto:dabfar.fbpagbabago@gmail.com">dabfar.fbpagbabago@gmail.com</a> 09998847632

#### LIST OF OFFICE

OFFICE	ADDRESS	CONTACT PERSON
BFAR-NMFDC	BFAR-NMFDC, FRP Training Facility and MCS Station and Fishing Technology Laboratory, Navotas City	Pierre Easter L. Velasco 09998847632

## II. National Brackishwater Fisheries Technology Center (NBFTC) - Pagbilao, Quezon

### A. Fisheries Production And Distribution

#### 1. Distribution of Fish Seed (Milkfish fingerling) For Free

Distribution of milkfish fingerlings for aquaculture production intended for aquaculture livelihood project of fisherfolk and other organizations for free of charge.

<b>Office or Division</b>	<b>BFAR - National Brackishwater Fisheries Technology Center (NBFTC) - Pagbilao, Quezon</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C- Government to Citizen; G2G - Government to Government; G2B - Government to Business			
<b>Who may avail:</b>	1. <b>Internal</b> - Provincial Fishing Offices, Regional Fishery Officers, BFAR Central Office Personnel, and other BFAR Centers Personnel			
	2. <b>External</b> - Private Fish Farmers/Fishpond Operators, Fisherfolk Organizations/ Associations/ People's Organizations/ Cooperatives/ Women's Associations, Senior Citizens, Indigenous People, and Out of School Youth, Academe (Students, Professors, Research) Other Government Agencies: (National Government Agencies (NGAs), Local Government Units (LGUs), House of Representatives) Non-Government Organizations (NGOs)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request		Client/ Requesting Party		
2. Client Request Form (Individual)		Client/ Requesting Party		
3. Letter request and list of beneficiaries (Group)		Client/ Requesting Party		
4. Sketch Map or Farm Lay-out		Client/ Requesting Party		
5. Client Satisfaction Form		BFAR-NBFTC		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request with requirements or accomplish Client Request Form	1. Receive Letter Request with requirements or accomplished Client Request Form and process request	None	30 Minutes	Administrative Assistant IV Administrative Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1 Approval of Center Chief on the request	None	15 Minutes	<i>Center Chief</i> Office of the Chief
	1.2 Schedule the distribution and notify client on the scheduled of distribution	None	5 Minutes	<i>Aquaculturist II</i> Technical Section
2. Receive notification on the scheduled distribution	2. Notify client on the scheduled distribution of Fish Seed	None	5 Minutes	<i>Aquaculturist II</i> Technical Section
3. Receive fish seed (milkfish fingerlings)	3. Actual distribution (loading and packing)	None	1 Hour	<i>Farm Worker</i> Technical Section
4. Fill-out Client Satisfaction Form	4. Receive accomplished Client Satisfaction Form	None	5 Minutes	<i>Administrative Officer IV</i> Administrative Section
<b>TOTAL:</b>		None	<b>1 Hour, 55 Minutes</b>	

## B. Provision of Extension Support, Education and Training Services

### 1. Technical Assistance for Distribution of Information, Education and Communication Materials

Provision of advisory services thru the distribution of IEC reading materials on brackishwater technologies such as Aquasilviculture for crab culture and fattening, Marine Finfish cage culture, Soft shell crab production, Polyculture method (Milkfish, Siganid, Grouper and Mangrove crab), Milkfish fry nursery management and other related technologies.

<b>Office or Division</b>	<b>BFAR - National Brackishwater Fisheries Technology Center (NBFTC) - Pagbilao, Quezon</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C- Government to Citizen; G2G - Government to Government; G2B - Government to Business Entity			
<b>Who may avail:</b>	<b>INTERNAL</b> - Provincial Fishing Offices, Regional Fishery Officers, BFAR Central Office Personnel, and other BFAR Centers Personnel.			
	<b>EXTERNAL</b> - Private Fish Farmers/Fishpond Operators, Fisherfolk Organizations/ Associations/ People's Organizations/ Cooperatives/ Women's Associations, Senior Citizens, Indigenous People, and Out of School Youth, Academe (Students, Professors, Research) Other Government Agencies: (National Government Agencies (NGAs), Local Government Units (LGUs), House of Representatives) Non-Government Organizations (NGOs)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request		BFAR-NBFTC, Pagbilao, Quezon		
2. Client Request Form for Information, Education and Communication (IEC) materials		BFAR-NBFTC, Pagbilao, Quezon		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request or accomplish Client Request Form for IEC materials	1. Receive Letter Request or accomplished Client Request Form	None	5 Minutes	Administrative Officer IV Administrative Section
2. Receive IEC materials	2. Provide the IEC materials needed/requested	None	5 Minutes	Administrative Officer IV Administrative Section
<b>TOTAL:</b>		None	<b>10 Minutes</b>	

## 2. Technical Assistance for Regular Training

<b>Office or Division</b>	<b>BFAR - National Brackishwater Fisheries Technology Center (NBFTC) - Pagbilao, Quezon</b>			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2C- Government to Client; G2G - Government to Government; G2B - Government to Business Entity			
<b>Who may avail:</b>	<p>1. <b>Internal</b> - Provincial Fishing Offices, Regional Fishery Officers, BFAR Central Office Personnel, and other BFAR Centers Personnel</p> <p>2. <b>External</b> - Private Fish Farmers/Fishpond Operators, Fisherfolk Organizations/ Associations/ People's Organizations/ Cooperatives/ Women's Associations, Senior Citizens, Indigenous People, and Out of School Youth, Academe (Students, Professors, Research)</p> <p>Other Government Agencies: (National Government Agencies (NGAs), Local Government Units (LGUs), House of Representatives)</p> <p>Non-Government Organizations (NGOs)</p>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Invitation Letter		BFAR-NBFTC, Pagbilao, Quezon		
2. Personal Information Sheet		BFAR-NBFTC, Pagbilao, Quezon		
3. Fill-out Training Evaluation Form		BFAR-NBFTC, Pagbilao, Quezon		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receive invitation letter	1. Send invitation letter for the Regular trainings conducted	None	5 Minutes	<i>Administrative Assistant IV</i> Administrative Section
2. Receive training schedule and confirmed attendance	2. Schedule training and notify the client about the schedule of training and ask confirmation of attendance	None	5 Minutes	<i>Aquaculturist I/ Aquaculturist II/ Senior Aquaculturist</i> Training Section
3. Attend training	3. Conduct/ Facilitate training	None	6 Days	<i>Aquaculturist I/ Aquaculturist II/ Senior Aquaculturist</i> Training Section
4. Fill-out Training Evaluation Form	4. Receive accomplished Training Evaluation Form	None	5 Minutes	<i>Administrative Officer IV</i> Administrative Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Receive signed Certificate of Training	5. Issue an approved and signed Certificate of Training	None	2 Minutes	<i>Center Chief</i> Office of the Center Chief
<b>TOTAL:</b>		None	<b>6 Days, 17 Minutes</b>	

**Provision of training on Brackishwater Technologies are as follows:**

1. Soft shell crab production and management
2. Aquasilviculture emphasis on crab culture and fattening
3. Milkfish fry nursery management
4. Marine finfish cage culture and management
5. Brackishwater aquaculture emphasis on polyculture method
6. Brackishwater fishpond engineering and construction
7. Fisheries extension and leadership development

### 3. Technical Assistance for Walk-in Clients

Provision of advisory services on brackishwater technologies such as Aquasilviculture for crab culture and fattening, Marine Finfish cage culture, Soft shell crab production, Polyculture method (Milkfish, Siganid, Grouper and Mangrove crab), Milkfish fry nursery management and other related technologies.

<b>Office or Division</b>	<b>BFAR - National Brackishwater Fisheries Technology Center (NBFTC) - Pagbilao, Quezon</b>
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C- Government to Citizen; G2G- Government to Government
<b>Who may avail:</b>	<p>1. Internal - Provincial Fishing Offices, Regional Fishery Officers, BFAR Central Office Personnel, and other BFAR Centers Personnel.</p> <p>2. External - Private Fish Farmers/Fishpond Operators, Fisherfolk Organizations/ Associations/ People's Organizations/ Cooperatives/ Women's Associations, Senior Citizens, Indigenous People, and Out of School Youth, Academe (Students, Professors, Research)</p> <p>Other Government Agencies: (National Government Agency (NGA), Local Government Units (LGUs), House of Representatives)</p> <p>Non-Government Organizations (NGOs)</p>

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Client Request Form		BFAR-NBFTC - Pagbilao, Quezon		
2. Client Feedback Form		BFAR-NBFTC - Pagbilao, Quezon		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign Client logbook Accomplish Client Request Form	1. Give logbook to client receive the accomplished Client Request Form	None	5 Minutes	Administrative Assistant IV Administrative Section/Lobby
	1.1 Endorse to appropriate staff and provide needed assistance/ information	None	5 Minutes	Aquaculturist I Technical Section
2. Discuss inquiry/concerns	2. Render the appropriate technical assistance	None	2 Hours	Aquaculturist I; Aquaculturist II; Senior Aquaculturist Technical Section
3. Fill-out Client Feedback Form	3. Receive the accomplished Client Feedback Form	None	5 Minutes	Administrative Officer IV Administrative Section
<b>TOTAL:</b>		None	<b>2 Hours, 15 Minutes</b>	

#### 4. Technical Assistance On-site Visit / Inspection

Provision of advisory services on brackishwater technologies to clients who wish to invite technical staff to visit their project on-site re: Site selection/preliminary survey, pond development/ improvement, fishfarm lay-out and design, fishfarm rehabilitation management and others.

<b>Office or Division</b>	<b>BFAR - National Brackishwater Fisheries Technology Center (NBFTC) - Pagbilao, Quezon</b>		
<b>Classification</b>	Simple		
<b>Type of Transaction</b>	G2C- Government to Citizen; G2G - Government to Government; G2B - Government to Business Entity		
<b>Who may avail:</b>	<p>1. (Internal) Provincial Fishing Offices, Regional Fishery Officers, BFAR Central Office Personnel, and other BFAR Centers Personnel.</p> <p>2. (External) Private Fish Farmers/Fishpond Operators, Fisherfolk Organizations/ Associations/ People's Organizations/ Cooperatives/ Women's Associations, Senior Citizens, Indigenous People, and Out of School Youth, Academe (Students, Professors, Research)</p> <p>Other Government Agencies: (National Government Agencies (NGAs), Local Government Units (LGUs), House of Representatives)</p> <p>Non-Government Organizations (NGOs)</p>		

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request		BFAR-NBFTC - Pagbilao, Quezon		
2. Client Request Form		BFAR-NBFTC - Pagbilao, Quezon		
3. Client Satisfaction Form		BFAR-NBFTC - Pagbilao, Quezon		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request or accomplish Client Request Form	1. Receive Letter Request or accomplished Client Request Form	None	5 Minutes	<i>Administrative Assistant IV</i> Administrative Section
None	1.1 Forward to the Center Chief for appropriate action. To assign technical staff and render technical assistance	None	5 Minutes	<i>Administrative Assistant IV</i> Administrative Section
None	1.2 Assign technical staff to render technical assistance	None	5 Minutes	<i>Center Chief</i> BFAR-NBFTC Office of the Center Chief



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receive notification on the schedule of On-site visit/inspection.	2. Schedule site visit/inspection and notify clients on the visit/inspection	None	5 Minutes	<i>Aquaculturist I; Aquaculturist II; Senior Aquaculturist Technical Section</i>
3. Allow to conduct site visit/ inspections	3. Conduct actual site visit/ inspection/ sampling	None	1 Day	<i>Aquaculturist I; Aquaculturist II; Senior Aquaculturist Technical Section</i>
None	3.1 Prepare report of inspection and its recommendation	None	1 Hour	<i>Aquaculturist I; Aquaculturist II; Senior Aquaculturist Technical Section</i>
4. Receive inspection report and its recommendation	4. Release inspection report and its recommendation	None	5 Minutes	<i>Aquaculturist I; Aquaculturist II; Senior Aquaculturist Technical Section</i>
5. Accomplish Client Satisfaction Form	5. Receive accomplished Client Satisfaction Form	None	5 Minutes	<i>Administrative Officer IV Administrative Section</i>
<b>TOTAL:</b>		None	<b>1 Day, 1 Hour, 30 Minutes</b>	

## 5. Technical Assistance thru Social Media (E-mail, Facebook, Messenger and Text)

Provision of advisory services on brackishwater technologies such as Aquasilviculture for crab culture and fattening, Marine Finfish cage culture, Soft shell crab production, Polyculture method (Milkfish, Siganid, Grouper and Mangrove crab), Milkfish fry nursery management and other related technologies for thru clients who inquire e-mail, facebook, messenger and text).				
<b>Office or Division</b>	<b>BFAR - National Brackishwater Fisheries Technology Center (NBFTC) - Pagbilao, Quezon</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C- Government to Citizen; G2G - Government to Government; G2B - Government to Business Entity			
<b>Who may avail:</b>	1. Internal - Provincial Fishing Offices, Regional Fishery Officers, BFAR Central Office Personnel, and other BFAR Centers Personnel. 2. External - Private Fish Farmers/Fishpond Operators, Fisherfolk Organizations/ Associations/ People's Organizations/ Cooperatives/ Women's Associations, Senior Citizens, Indigenous People, and Out of School Youth, Academe (Students, Professors, Research) Other Government Agencies: (National Government Agency (NGA), Local Government Units (LGUs), House of Representatives) Non-Government Organizations (NGOs)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Email, SMS		BFAR-NBFTC - Pagbilao, Quezon		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send messages through E-mail, SMS, other types of message channel thru Social Media	1. Receive and reply to E-mail, SMS, other types of message channel thru Social Media	None	5 Minutes	<i>Aquaculturist I; Aquaculturist II; Senior Aquaculturist Technical Section</i>
<b>TOTAL:</b>		None	<b>5 Minutes</b>	

## 6. Technical Assistance thru Telephone Inquiry

Provision of advisory services on brackishwater technologies such as Aquasilviculture for crab culture and fattening, Marine Finfish cage culture, Soft shell crab production, Polyculture method (Milkfish, Siganiid, Grouper and Mangrove crab), Milkfish fry nursery management and other related technologies for clients who inquire thru phone call.

<b>Office or Division</b>	<b>BFAR - National Brackishwater Fisheries Technology Center (NBFTC) - Pagbilao, Quezon</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C- Government to Citizen; G2G - Government to Government; G2B - Government to Business Entity			
<b>Who may avail:</b>	1. Internal - Provincial Fishing Offices, Regional Fishery Officers, BFAR Central Office Personnel, and other BFAR Centers Personnel. 2. External - Private Fish Farmers/Fishpond Operators, Fisherfolk Organizations/ Associations/ People's Organizations/ Cooperatives/ Women's Associations, Senior Citizens, Indigenous People, and Out of School Youth, Academe (Students, Professors, Research) Other Government Agencies: (National Government Agency (NGA), Local Government Units (LGUs), House of Representatives) Non-Government Organizations (NGOs)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Phone Call		BFAR-NBFTC - Pagbilao, Quezon		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Telephone call for inquiry/concern	1. Answer/ Attend to telephone call and ask for necessary information to be written in the inquiry form	None	5 Minutes	<i>Aquaculturist I; Aquaculturist II; Senior Aquaculturist Technical Section</i>
2. Discuss inquiry concerns	2. Provide needed information or refer to concern technical staff	None	30 Minutes	<i>Aquaculturist I; Aquaculturist II; Senior Aquaculturist Technical Section</i>
<b>TOTAL:</b>		None	<b>35 Minutes</b>	

## 7. Training Assistance as Requested by Clients

Provision of advisory services on brackishwater technologies as requested by clients (NBFTC staff serve as lecturer/resource speakers)

<b>Office or Division</b>	<b>BFAR - National Brackishwater Fisheries Technology Center (NBFTC) - Pagbilao, Quezon</b>		
<b>Classification</b>	Complex		
<b>Type of Transaction</b>	G2C- Government to Citizen; G2G - Government to Government; G2B - Government to Business Entity		
<b>Who may avail:</b>	1. Internal - Provincial Fishing Offices, Regional Fishery Officers, BFAR Central Office Personnel, and other BFAR Centers Personnel.		
	2. External - Private Fish Farmers/Fishpond Operators, Fisherfolk Organizations/ Associations/ People's Organizations/ Cooperatives/ Women's Associations, Senior Citizens, Indigenous People, and Out of School Youth, Academe (Students, Professors, Research) Other Government Agencies (National Government Agencies (NGAs), Local Government Units (LGUs), House of Representatives) Non-Government Organizations (NGOs)		

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request		Client/ Requesting Party/ies		
2. Client Request Form		BFAR-NBFTC - Pagbilao, Quezon		
3. Training Evaluation Form		BFAR-NBFTC - Pagbilao, Quezon		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request or accomplish Client Request Form	1. Receive letter request or accomplished Client Request Form	None	5 Minutes	Administrative Assistant IV Administrative Section
None	1.1 Schedule requested training	None	5 Minutes	Aquaculturist I; Aquaculturist II; Senior Aquaculturist Training Section
2. Receive training schedule and confirmed attendance to the training	2. Notify client, trainees and stakeholders for the training schedule and ask confirmation of attendance	None	30 Minutes	Aquaculturist I; Aquaculturist II; Senior Aquaculturist Training Section
3. Attend appropriate training	3. Conduct/ Facilitate training	None	5 Days	Aquaculturist I; Aquaculturist II; Senior Aquaculturist Training Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Accomplish training Evaluation Form	4. Receive accomplished training Evaluation Form	None	5 Minutes	<i>Administrative Officer IV</i> Administrative Section
5. Receive signed Certificate of training	5. Issue an approved and signed Certificate of training	None	2 Minutes	<i>Center Chief</i> Office of the Center Chief
<b>TOTAL:</b>		None	<b>5 Days, 47 Minutes</b>	

## 8. Training Assistance (On-the-Job Trainee Students)

Provision of training on brackishwater technologies to OJT students. The student undergo fieldwork on actual on-site technology demonstration projects implemented at the center.

<b>Office or Division</b>	<b>BFAR - National Brackishwater Fisheries Technology Center (NBFTC) - Pagbilao, Quezon</b>
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2C- Government to Citizen
<b>Who may avail:</b>	External - On-the-Training Students, Fish farmers

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request		School/University/College (SUC)		
2. Memorandum of Agreement (MOA)		School/University/College (SUC)		
3. Waiver		BFAR-NBFTC - Pagbilao, Quezon		
4. Accomplished Evaluation Form		BFAR-NBFTC - Pagbilao, Quezon		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request with requirements	1. Receive letter request with its requirements	None	5 Minutes	<i>Administrative Assistant IV</i> Administrative Section
2. Report for On-the-Job training briefing/interview	2. Conduct client's initial interview/ briefing of trainees	None	5 Minutes	<i>Aquaculturist I</i> Training Section
3. Attend On-the-Job Orientation and sign Waiver	3. Conduct orientation and ask to sign Waiver	None	30 Minutes	<i>Aquaculturist I</i> Training Section
4. Attend On-the-Job training	4. Conduct/ Facilitate training	None	20 Days	<i>Aquaculturist I;</i> <i>Aquaculturist II;</i> <i>Senior Aquaculturist</i> Training Section
5. Fill-out evaluation form after completion of On-the- Job Training	5. Receive accomplished Evaluation Form upon completion of training	None	5 Minutes	<i>Administrative Officer IV</i> Administrative Section
6. Receive signed Certificate of Training	6. Issue an approved and signed Certificate of Training	None	5 Minutes	<i>Center Chief</i> Office of the Center Chief
<b>TOTAL:</b>		None	<b>20 Days, 50 Minutes</b>	

FEEDBACK AND COMPLAINTS MECHANISMS	
How to send a feedback	Answer the client feedback form and drop it at the designated drop box in front of the Administrative section
	bfarnbftc@gmail.com
How feedback is processed	Every Friday the Administrative Assistant IV opens the drop box, compiles and records all feedback submitted.
	Feedback requiring answers are forwarded to the relevant sections and they are required to answer within three (3) days upon the receipt of the feedback.
	The answer of the NBFTC center is then relayed to the client
	bfarnbftc@gmail.com
How to file a complaint	Answer the Client Complaint Form and drop it at the designated drop box in front of the Administrative section. Complaints can also be filed via email address. Make sure to provide the following information:
	Name of person being complained
	Incident
	Evidence
How complaints are processed	bfarnbftc@gmail.com
	The Administrative Assistant IV opens the complaints drop box every Friday and evaluates each complaint.
	Upon evaluation, the Administrative Officer IV shall start the investigation and forward the complaint to the relevant section for their explanation.
	The Administrative Officer IV will create a report after the investigation and shall submit it to the Center Chief for appropriate action.
	The Administrative Assistant IV will give the feedback to the client.
	bfarnbftc@gmail.com
Contact Information of NBFTC Pagbilao	bfarnbftc@gmail.com

### LIST OF OFFICE

Office	Address	Contact Information
BFAR- National Brackishwater Fisheries Technology Center	Sitio Iringan, Brgy. Palsabangon, Pagbilao, Quezon	bfarnbftc@gmail.com
Administrative Section	Sitio Iringan, Brgy. Palsabangon, Pagbilao, Quezon	0918 230 9425
Technical Section	Sitio Iringan, Brgy. Palsabangon, Pagbilao, Quezon	0909 332 9933
Training Section	Sitio Iringan, Brgy. Palsabangon, Pagbilao, Quezon	0917 480 6050
Office of OIC	Sitio Iringan, Brgy. Palsabangon, Pagbilao, Quezon	0908 892 8442



### III. National Freshwater Fisheries Technology Center (NFFTC) - Muñoz, Nueva Ecija

#### A. Extension Support, Education and Training Services

##### 1. Technical Assistance for Distribution of Information, Education and Communication (IEC) Materials

Technical assistance for distribution of IEC materials is a service to client who wants to avail copies of IEC materials. The client will simply fill out IEC inquiry form and submit it to Front desk Officer. The IEC materials requested will be given free of charge to the client.

<b>Office or Division</b>	<b>BFAR-National Freshwater Fisheries Technology Center (BFAR-NFFTC) - Muñoz, Nueva Ecija</b>
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C- Government to Client; G2B Government to Business; G2G- Government to Government
<b>Who may avail:</b>	1. Internal - BFAR Regional Offices, Provincial Fishery Offices (PFOs), BFAR Central Office Personnel and other BFAR National Centers 2. External - Academe (Students, Professors, On-the-Job Trainees, Researches); Operators and Potential Operators (Fishpond/Fish Cage); Fisherfolk Organizations/Associations/People's Organization/Cooperatives; Other Government Agencies; National Government Agencies (NGAs); Local Government Units(LGUs); Senior Citizens; Indigenous People

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. IEC Inquiry Form		Aquaculture Advisory Training and Information (AATIS) Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish Information, Education and Communication (IEC) Inquiry Form	1. Receive the accomplished Information, Education and Communication (IEC) Inquiry Form	None	5 Minutes	Senior Aquaculturist AATIS Office
2. Receive Information, Education and Communication (IEC) materials	2. Provide Information, Education and Communication (IEC) materials	None	2 Minutes	Senior Aquaculturist AATIS Office
<b>TOTAL:</b>		None	<b>7 Minutes</b>	

## 2. Technical Assistance for Regular Training

Training assistance (regular) is a service to client invited by the Center for attendance in a scheduled training program of the Center. Invitation is sent by the training staff/facilitator to Regional offices/Local government Unit/private individual or group. The client received and confirmed their attendance on a scheduled date. The Training methodologies are; lectures, demonstrations, practicum, field visit and discussions. Conduct of trainings are one of the targeted activities of the Center. After each training period, participants are asked to fill out training Evaluation form. Certificate of Training are issued to participants.

<b>Office or Division</b>	<b>BFAR-National Freshwater Fisheries Technology Center (BFAR-NFFTC) - Muñoz, Nueva Ecija</b>			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2C- Government to Client; G2B Government to Business; G2G- Government to Government			
<b>Who may avail:</b>	1. Internal - BFAR Regional Offices, Provincial Fishery Offices (PFOs), BFAR Central Office Personnel and other BFAR National Centers			
	2. External - Academe (Students, Professors, On-the-Job Trainees, Researches); Operators and Potential Operators (Fishpond/Fish Cage); Fisherfolk Organizations/Asssociations/People's Organization/Cooperatives; Other Government Agencies; National Government Agencies (NGAs); Local Government Units(LGUs); Senior Citizens; Indigenous People			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Form		Aquaculture Advisory Training & Information (AATIS) Office		
2. Invitation Letter		Aquaculture Advisory Training & Information (AATIS) Office		
3. Personal Information Sheet		Aquaculture Advisory Training & Information (AATIS) Office		
4. Training Evaluation Form		Aquaculture Advisory Training & Information (AATIS) Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receive Invitation Letter or accomplish Request Form and Personal Information Sheet	1. Send Invitation Letter or receive accomplished Request Form and Personal Information Sheet	None	5 Minutes	<i>Administrative Assistant</i> AATIS Office
2. Receive training schedule and confirmed attendance	2. Send training schedule and receive confirmation of attendance from client	None	5 Minutes	<i>Administrative Assistant</i> AATIS Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Attend proper training	3. Conduct/ Facilitate training	None	6 Days	<i>Head, Training Section Training assistant AATIS Office</i>
4. Accomplish Training Evaluation Form	4. Distribute and Receive accomplished Training Evaluation Form	None	15 Minutes	<i>Administrative Assistant AATIS Office</i>
5. Receive Certificate of Training	5. Issue an approved and signed Certificate of Training	None	2 Minutes	<i>Center Chief, Head, Training Section BFAR- NFFTC</i>
<b>TOTAL:</b>		None	<b>6 Days, 17 Minutes</b>	

### 3. Technical Assistance for Walk-in Clients

Technical assistance to walk-in client is a service to client who personally visited the Center to ask for a technical assistance regarding his/her aquaculture project. The NFFTC technical staff provide the technical assistance needed by the client. The service rendered depends on the subject matter requested by the client.

<b>Office or Division</b>	<b>BFAR-National Freshwater Fisheries Technology Center (BFAR-NFFTC) - Muñoz, Nueva Ecija</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C- Government to Client; G2G- Government to Government; G2B - Government to Business			
<b>Who may avail:</b>	1. Internal - BFAR Regional Offices, Provincial Fishery Offices (PFOs), BFAR Central Office Personnel and other BFAR National Centers			
	2. External - Academe (Students, Professors, On-the-Job Trainees, Researches); Operators and Potential Operators (Fishpond/Fish Cage); Fisherfolk Organizations/Associations/People's Organization/Cooperatives; Other Government Agencies; National Government Agencies (NGAs); Local Government Units(LGUs); Senior Citizens; Indigenous People			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Client Inquiry Form		Malasakit Help Desk- Administrative Office		
1. Accomplish Client Inquiry Form	1. Receive the accomplished Client Inquiry Form	None	5 Minutes	Senior Aquaculturist Administrative Office
None	1.1 Endorse to appropriate technical official/staff and render needed technical assistance/ information	None	5 Minutes	Senior Aquaculturist Administrative Office
2. Discuss inquiry/concerns	2. Render the appropriate technical assistance needed	None	2 Hours	Supervising Aquaculturist; Senior Aquaculturists Aquaculturist I, II Administrative Office
<b>TOTAL:</b>		None	<b>2 Hours, 10 Minutes</b>	

#### 4. Technical Assistance On-site Visit / Inspection

Technical assistance on-site is a service to client who requested to personally visit or inspect their project by the NFFTC technical Staff. The request may be done thru phone call, send a letter request via postage mail or social media. Based on the needs of the client, the Center Chief will assign technical staff who will provide the necessary technical assistance. The client and technical staff will discuss and schedule the visit. A client feedback form will be given to the client for him to fill up after the technical assistance.

Office or Division	BFAR-National Freshwater Fisheries Technology Center (BFAR-NFFTC) - Muñoz, Nueva Ecija			
Classification	Simple			
Type of Transaction	G2C- Government to Client; G2B Government to Business; G2G- Government to Government			
Who may avail:	1. <b>Internal</b> - BFAR Regional Offices, Provincial Fishery Offices (PFOs), BFAR Central Office Personnel and other BFAR National Centers			
	2. <b>External</b> - Academe (Students, Professors, On-the-Job Trainees, Researches); Operators and Potential Operators (Fishpond/Fish Cage); Fisherfolk Organizations/Asssociations/People's Organization/Cooperatives; Other Government Agencies; National Government Agencies (NGAs); Local Government Units(LGUs); Senior Citizens; Indigenous People			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Client Request Form		Malasakit Help Desk- Admin Office		
2. Letter Request		Client/ Requesting Party/ies		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request or accomplish Client Request Form	1. Receive Letter Request or accomplished Client Request Form	None	5 Minutes	Senior Aquaculturist BFAR- NFFTC
None	1.1. Forward request/ document to the Center Chief for appropriate action	None	5 Minutes	Senior Aquaculturist BFAR- NFFTC
None	1.2. Assign technical staff to assist the client	None	5 Minutes	Center Chief BFAR- NFFTC
2. Receive notification and confirmed attendance for scheduled visit	2. Schedule site visit/inspection and notify client on scheduled visit	None	5 Minutes	Supervising Aquaculturist, Senior Aquaculturists Aquaculturist II, Aquaculturist I BFAR- NFFTC
None	1.2. Assign technical staff to assist the client	None	5 Minutes	Center Chief BFAR- NFFTC

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	3.1. Prepare inspection report and its recommendation	None	1 Hour	<i>Supervising Aquaculturist, Senior Aquaculturists Aquaculturist II, Aquaculturist I BFAR- NFFTC</i>
4. Receive inspection report and its recommendation	4. Release inspection report and its recommendation	None	5 Minutes	<i>Supervising Aquaculturist, Senior Aquaculturists Aquaculturist II, Aquaculturist I BFAR- NFFTC</i>
<b>TOTAL:</b>			<b>1 Day, 1 Hour, 25 Minutes</b>	

## 5. Technical Assistance thru Social Media (E-mail, Facebook, Messenger and Text)

Technical assistance thru Social media is a service to client who asked technical assistance via email, facebook, messenger and text. The staff who directly received the inquiry by social media will immediately reply to the client regarding the assistance needed.

<b>Office or Division</b>	<b>BFAR-National Freshwater Fisheries Technology Center (BFAR-NFFTC) - Muñoz, Nueva Ecija</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C- Government to Client; G2B Government to Business; G2G- Government to Government			
<b>Who may avail:</b>	1. <b>Internal</b> - BFAR Regional Offices, Provincial Fishery Offices (PFOs), BFAR Central Office Personnel and other BFAR National Centers			
	2. <b>External</b> - Academe (Students, Professors, On-the-Job Trainees, Researches); Operators and Potential Operators (Fishpond/Fish Cage); Fisherfolk Organizations/Asssociations/People's Organization/Cooperatives; Other Government Agencies; National Government Agencies (NGAs); Local Government Units(LGUs); Senior Citizens; Indigenous People			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Email, SMS		BFAR- NFFTC Administrative Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send messages through E-mail, SMS, other types of message channel thru Social Media	1. Receive and reply to E-mail, SMS, other types of message channel thru Social Media	None	5 Minutes	<i>Supervising Aquaculturist, Senior Aquaculturists Aquaculturist II, Aquaculturist I BFAR- NFFTC Administrative Office</i>
<b>TOTAL:</b>		None	<b>5 Minutes</b>	

## 6. Technical Assistance thru Telephone Inquiry

Technical assistance thru telephone inquiry is a service for client who inquire and ask for technical assistance thru telephone call. The Front Desk Officer will answer the call and give technical assistance or information right away if he/she knows the information being asked by the client. If the inquiry needs the service of a subject matter specialist, the call will be referred to concerned technical staff to answer the inquiry of the client.

<b>Office or Division</b>	<b>BFAR-National Freshwater Fisheries Technology Center (BFAR-NFFTC) - Muñoz, Nueva Ecija</b>
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C- Government to Client; G2B Government to Business; G2G- Government to Government
<b>Who may avail:</b>	<p>1. Internal - BFAR Regional Offices, Provincial Fishery Offices (PFOs), BFAR Central Office Personnel and other BFAR National Centers</p> <p>2. External - Academe (Students, Professors, On-the-Job Trainees, Researches); Operators and Potential Operators (Fishpond/Fish Cage); Fisherfolk Organizations/Asssociations/People's Organization/Cooperatives; Other Government Agencies; National Government Agencies (NGAs); Local Government Units(LGUs); Senior Citizens; Indigenous People</p>

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Phone Call		BFAR- NFFTC, Administrative Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Telephone call	1. Answer telephone call and ask for necessary information to be written in the inquiry form	None	5 Minutes	Senior Aquaculturist BFAR- NFFTC Administrative Office
2. Discuss inquiry/concerns	2. Provide needed information or refer to concern technical staff	None	30 Minutes	Supervising Aquaculturist, Senior Aquaculturists Aquaculturist II, Aquaculturist I BFAR-NFFTC Administrative Office
<b>TOTAL:</b>		None	<b>35 Minutes</b>	



## 7. Training Assistance (On-the-Job Trainee Students)

Training assistance (OJT students) is a service to students who are interested to conduct their on-the-job training at the Center. A letter request should be submitted by the Adviser/facilitator to the Training Staff. A Memorandum of Agreement between the School and the Center is signed by the Center Chief and the respective School. The program of activities for the students is prepared by the Training facilitator wherein the students have the chance to have experience on all programmed activities of the Center.

<b>Office or Division</b>	<b>BFAR-National Freshwater Fisheries Technology Center (BFAR-NFFTC) - Muñoz, Nueva Ecija</b>			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2C- Government to Client			
<b>Who may Avail?</b>	<b>EXTERNAL</b> - On-the-Job Training Students			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request		Respective School (where student enrolled)		
2. Memorandum of Agreement		Respective School (where student enrolled)		
3. Waiver		Aquaculture Advisory Training and Information Section (AATIS) Office		
4. Evaluation Form		Aquaculture Advisory Training and Information Section (AATIS) Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request	1. Receive Letter Request	None	5 Minutes	<i>Administrative Assistant AATIS Office</i>
2. Report for On-the-Job Training initial interview and briefing	2. Accept trainees, conduct initial interview and briefing	None	5 Minutes	<i>Head, Training Section AATIS Office</i>
3. Attend On-the-Job orientation and sign Waiver	3. Conduct orientation and ask to sign the Waiver	None	30 Minutes	<i>Administrative Assistant AATIS Office</i>
4. Attend On-the-Job Training	4. Conduct/ Facilitate OJT training	None	20 Days	<i>Head, Training Section AATIS Office</i>
5. Accomplish Evaluation Form after completion of On-the-Job Training	5. Receive accomplished Evaluation Form of On-the-Job Training	None	5 Minutes	<i>Administrative Asssitant AATIS Office</i>
6. Receive signed Certificate of Training	6. Issue an approved and signed Certificate of Training	None	2 Minutes	<i>Center Chief Head, Training Section BFAR- NFFTC</i>
<b>TOTAL:</b>		None	<b>20 Days, 47 Minutes</b>	

## 8. Training Assistance as Requested by Clients

Training assistance as requested by client is a service to client requesting for a training. The client should send a letter request or fill our client request form. Based on the subject matter requested, the training staff will prepare a course design and notify the client of the schedule. Training duration is dependent on the needs of the client. Regular training duration is five days. After the training the participants should fill out Training Evaluation form. Certificate is issued by the office after the training.

<b>Office or Division</b>	<b>BFAR-National Freshwater Fisheries Technology Center (BFAR-NFFTC) - Muñoz, Nueva Ecija</b>
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2C- Government to Client; G2B Government to Business; G2G- Government to Government
<b>Who may avail:</b>	<p>1. Internal - BFAR Regional Offices, Provincial Fishery Offices (PFOs), BFAR Central Office Personnel and other BFAR National Centers</p> <p>2. External - Academe (Students, Professors, On-the-Job Trainees, Researches); Operators and Potential Operators (Fishpond/Fish Cage); Fisherfolk Organizations/Asssociations/People's Organization/Cooperatives; Other Government Agencies; National Government Agencies (NGAs); Local Government Units(LGUs); Senior Citizens; Indigenous People</p>

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request Form		Client/ Requeuing Party/ies		
2. Client Request Form		Aquaculture Advisory Training & Information (AATIS) Office		
3. Training Evaluation Form		Aquaculture Advisory Training & Information (AATIS) Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request or accomplish Client Feedback Form	1. Receive Letter Request or accomplished Client Request Form	None	5 Minutes	Administrative Assistant AATIS Office
None	1.1 Schedule training requested	None	5 Minutes	Head, Training Section AATIS Office
2. Receive notification of schedule of training and confirmed attendance	2. Notify client, stakeholders, trainees for training schedule	None	30 Minutes	Administrative Assistant AATIS Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Attend the training	3. Conduct/ Facilitate training	None	5 Days	<i>Head, Training Section AATIS Office</i>
4. Accomplish Training Evaluation Form	4. Receive accomplished Training Evaluation Form	None	5 Minutes	<i>Administrative Assistant BFAR- NFFTC</i>
5. Receive signed Certificate of Training	5. Issue an approved and signed Certificate of Training	None	2 Minutes	<i>Center Chief, Head, Training Section BFAR- NFFTC</i>
<b>TOTAL:</b>		None	<b>5 Days, 47 Minutes</b>	

## B. Fisheries Production and Distribution

### 1. Distribution of Fish Seed (Fry, Fingerlings, Post-larvae) For Free

Distribution of Fish Seed (Fry, fingerlings and post larvae) for free is a service to individual or group requesting for fish seedstock free of charge. The individual or group must submit letter request attached with pond layout/sketch map of the project to be stocked. For group request, a list of beneficiaries is a requirement. Once the letter request is approved by the Center Chief, schedule of distribution will be done. The client will be asked to fill out client request form and should also fill out client feedback form after receiving the fry/fingerlings/post larvae.

<b>Office or Division</b>	<b>BFAR-National Freshwater Fisheries Technology Center (BFAR-NFFTC) - Muñoz, Nueva Ecija</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C- Government to Client; G2B Government to Business; G2G- Government to Government			
<b>Who may avail:</b>	1. Internal - BFAR Regional Offices, Provincial Fishery Offices (PFOs), BFAR Central Office Personnel and other BFAR National Centers			
	2. External - Academe (Students, Professors, On-the-Job Trainees, Researches); Operators and Potential Operators (Fishpond/Fish Cage); Fisherfolk Organizations/Asssociations/People's Organization/Cooperatives; Other Government Agencies; National Government Agencies (NGAs); Local Government Units(LGUs); Senior Citizens; Indigenous People			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request and pond-layout (Individual)		Client/ Requesting Party		
2. Letter request, list of beneficiaries and pond-layout/sketch map (Group)		Client/ Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request with attachments or accomplish Client Request Form	1. Receive Letter Request with attachments or accomplished Client Request Form and process the request for approval	None	10 Minutes	<i>Senior Aquaculturist</i> BFAR- NFFTC
	1.1 Approval of Center Chief	None	15 Minutes	<i>Center Chief</i> BFAR- NFFTC
2. Receive schedule of distribution and confirmed pick-up date	2. Schedule the distribution and notify client on the schedule pick up date	None	5 Minutes	<i>Senior Aquaculturist</i> BFAR- NFFTC
3. Receive fry or fingerlings	3. Actual distribution (loading and packing)	None	1 Hour	<i>Dispersal Aide</i> BFAR- NFFTC
<b>TOTAL:</b>		None	<b>1 Hour, 30 Minutes</b>	

## 2. Distribution of Fish Seed (Fry, Fingerlings, Post-larvae) For Purchase

Distribution of Fish Seed (Fry, Fingerlings, post larvae) Purchase is a service to client individual and group client who are willing to purchase fish seed stock . The client must fill out client request form and submit it to the Dispersal Officer. He/she will be notified by the Dispersal Officer of the schedule of pick up once already approved by the Center Chief. However, in the case of request wherein the quantity is available on that day, the client may pick up right away the request. The payment will be collected by the cashier. A client feedback form shall be fill out by the clientele before lieaving the office.

<b>Office or Division</b>	<b>BFAR-National Freshwater Fisheries Technology Center (BFAR-NFFTC) - Muñoz, Nueva Ecija</b>
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C- Government to Client; G2B Government to Business; G2G- Government to Government
<b>Who may avail:</b>	<p>1. Internal - BFAR Regional Offices, Provincial Fishery Offices (PFOs), BFAR Central Office Personnel and other BFAR National Centers</p> <p>2. External - Academe (Students, Professors, On-the-Job Trainees, Researches); Operators and Potential Operators (Fishpond/Fish Cage); Fisherfolk Organizations/Asssociations/People's Organization/Cooperatives; Other Government Agencies; National Government Agencies (NGAs); Local Government Units(LGUs); Senior Citizens; Indigenous People</p>

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Client Request Form		BFAR- NFFTC- Administrative Office		
2. Order of Payment		BFAR- NFFTC- Administrative Office		
3. Official Receipts		BFAR- NFFTC- Administrative Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish Client Request Form	1. Receive accomplished Client Request Form and process request for approval	None	10 Minutes	Senior Aquaculturist BFAR- NFFTC
	1.1. Approval of Center Chief in the request	None	10 Minutes	Center Chief BFAR- NFFTC
2. Receive schedule of distribution and confirmed pick- up date	2. Schedule the distribution and notify client on the schedule pick up date	None	5 Minutes	Senior Aquaculturist BFAR- NFFTC

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Receive fish seed	3. Actual distribution (loading and packing)	None	1 Hour	<i>Dispersal Aide</i> BFAR- NFFTC
4. Secure Order of Payment	4. Issue Order of Payment	None	5 Minutes	<i>Senior Aquaculturist</i> BFAR- NFFTC
5. Pay the necessary fees for fry or fingerlings	5. Receive/ Accept payment and issue Official Receipt	refer to table below	5 Minutes	<i>Clerk Personnel</i> Cashier Section
<b>TOTAL:</b>		refer to table below	<b>1 Hour, 35 Minutes</b>	

#### Required Fees:

PRICE LIST OF TILAPIA FRY, FINGERLINGS AND BREEDERS FOR SALE BY THE BFAR BASED ON FOO NO. 133

MESH SIZE	WEIGHT RANGE (in g.)	PRICE (per piece)
a. Tilapia fry/ fingerlings (for grow out purposes)		
Fry/ Post fry		0.07
Size 32	0.02 - 0.06	0.1
Size 24	0.07 – 0.20	0.2
Size 22	0.21 – 0.40	0.3
Size 20	0.41 – 0.60	0.35
Size 17	0.61 – 1.0	0.4
Size 14	1.1 – 2.0	0.5
Size 12	2.1 – 3.0	0.75
Size 10	3.1 – 4.0	1
b. Tilapia Broodstock (for hatchery purposes)	0.02 – 3.2	2

### 3. Free Distribution of Organic Inputs (Duckweed, Azolla, Vermicast) as per Request

Distribution of Organic Inputs (Duckweed, Azolla, Vermicast) is a service for client who would like to avail organic inputs for free. The client must fill out client request form indicating the particular organic inputs requested. The request will be approved by the Center Chief. If the input is available, the client may pick up the request on the same day, However, if not ye available he/she will be notified by the Dispesal Officer in another day. The client will likewise be required to fill out client feedback form after the transaction.

<b>Office or Division</b>	<b>BFAR-National Freshwater Fisheries Technology Center (BFAR-NFFTC) - Muñoz, Nueva Ecija</b>
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C- Government to Client; G2B Government to Business; G2G- Government to Government
<b>Who may avail:</b>	<p>1. Internal - BFAR Regional Offices, Provincial Fishery Offices (PFOs), BFAR Central Office Personnel and other BFAR National Centers</p> <p>2. External - Academe (Students, Professors, On-the-Job Trainees, Researches); Operators and Potential Operators (Fishpond/Fish Cage); Fisherfolk Organizations/Asssociations/People's Organization/Cooperatives; Other Government Agencies; National Government Agencies (NGAs); Local Government Units(LGUs); Senior Citizens; Indigenous People</p>

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Client Request Form		FPDS Office Client Malasakit Desk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish Client Request Form	1. Receive accomplished Client Request Form and process request for approval	None	10 Minutes	Senior Aquaculturist; Aquaculturist I BFAR - NFFTC
None	1.1. Approval of request Center Chief	None	5 Minutes	Center Chief BFAR- NFFTC
2. Receive notification in the schedule of distribution and confirmed pick-up date.	2. Schedule the distribution and notify client on the schedule	None	5 Minutes	Aquaculturist BFAR- NFFTC
3. Receive organic inputs	3. Actual packing/ distribution	None	5 Minutes	Dispersal Aide BFAR- NFFTC
<b>TOTAL:</b>		None	<b>20 Minutes</b>	

FEEDBACK AND COMPLAINTS MECHANISMS	
How to send a feedback	Fill out the client feedback form and drop it at the drop box located at Malasakit desk in the lobby of Administrative Building
	<a href="mailto:nfftc@yahoo.com">Send on the e-mail address: nfftc@yahoo.com</a>
How feedback is processed	Every Friday the Officer of the Day opens the drop box, compiles and records all feedback submitted.
	Feedback requiring reply are forwarded to the concerned sections and they are required to answer within three (3) days upon the receipt of the feedback.
	The reply will be forwarded to the center Chief together with the feedback to check and approve if the reply of the concerned section/staff is valid and answers the feedback
	The reply of NFFTC center is then send to the client
	<a href="mailto:nfftc@yahoo.com">Send on the e-mail address: nfftc@yahoo.com</a>
How to file a complaint	Fill out the Client Complaint Form and drop it at the drop box located in the Malaskit Desk at the lobby of Administrative Building Complaints can also be filed via email address. Make sure to provide the following information:
	Name of person being complained
	Incident
	Evidence
	<a href="mailto:nfftc@yahoo.com">Send on the e-mail address: nfftc@yahoo.com</a>
How complaints are processed	The Officer of the the Day opens the complaints drop box every Friday and submit to the Action Officer for evaluation of each complaint.
	Upon evaluation, the Action Officer shall start the investigation and forward the complaint to the relevant section for their explanation.
	The Action Officer will prepare report after the investigation and shall submit it to the Center Chief for appropriate action.
	The Action Officer will send the reply to the client.
	<a href="mailto:nfftc@yahoo.com">Send on the e-mail address: nfftc@yahoo.com</a>
Contact Information of NFFTC Munoz	<a href="mailto:nfftc@yahoo.com">nfftc@yahoo.com</a>



## LIST OF OFFICE

Office	Address	Contact Information
BFAR- National Freshwater Fisheries Technology Center	BFAR-NFFTC, CLSU Cpd., Science City of Munoz	<u>(044) 4560 670</u>
Support Services Section	BFAR-NFFTC, CLSU Cpd., Science City of Munoz	0922 532 6317
Fingerlings Production and Dispersal Section	BFAR-NFFTC, CLSU Cpd., Science City of Munoz	0917 894 1866
Aquaculture Advisory Training & Information Section	BFAR-NFFTC, CLSU Cpd., Science City of Munoz	0916 708 9026
Fish Health Management Section	BFAR-NFFTC, CLSU Cpd., Science City of Munoz	0922 897 2080
Tilapia Broodstock Production Section	BFAR-NFFTC, CLSU Cpd., Science City of Munoz	0922 376 7246
Tilapia Broodstock Development Section	BFAR-NFFTC, CLSU Cpd., Science City of Munoz	0956 442 2766
Organic Unit	BFAR-NFFTC, CLSU Cpd., Science City of Munoz	0945 583 2987
Fisheries Biotechnology Center	BFAR-NFFTC, CLSU Cpd., Science City of Munoz	(044) 9407 157

## IV. National Inland Fisheries Technology Center (NIFTC) - Tanay, Rizal

### A. Fisheries Production and Distribution

#### 1. Free Distribution of Fish Seed (Fry, Fingerlings, Spats, Post-Larvae) for Free

Distribution of fish seed for free will be conducted to clients with letter request depending on the availability of fingerlings. If there are no available fingerling during the time of request, the dispersal will be scheduled on the first come, first serve basis.

<b>Office or Division</b>	<b>BFAR- National Inland Fisheries Technology Center (NIFTC) - Tanay, Rizal</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2G - Government to Government; G2B - Government to Business Entity			
<b>Who may avail:</b>	1. Internal - Provincial Fishery Offices (PFOs), Regional Fishery Officers, BFAR Central Office Personnel, BFAR National Centers			
	2. External - Academe (Students, Faculties, On-the-Training, Researchers); Fisherfolk Organizations, Associations, People's Organizations, Cooperatives, Women's Associations, Housewives, Senior Citizens, People with Disability, Indigenous People; Other Government Agencies (National Government Agencies (NGA), Local Government Units (LGUs), House of Representatives); Non-Government Organizations (NGOs).			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request		Client/ Requesting Party/ies		
2. Client Request Form (Individual)		BFAR-NIFTC Administrative Office		
3. Letter Request and List of Beneficiaries (Group)		Client/ Requesting Party/ies		
4. Sketch Map or Farm Lay-out		Client/ Requesting Party/ies		
5. Client Satisfaction/Feedback Form		BFAR-NIFTC Administrative Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request with requirements and/or accomplish Client Request Form	1. Receive Letter Request with requirements and/or accomplished Client Request Form and process the request for approval	None	30 Minutes	<i>Administrative Assistant II; Administrative Assistant IV; Information Officer</i> BFAR-NIFTC
None	1.1 Approval and signature to allow the distribution	None	15 Minutes	<i>Center Chief</i> BFAR-NIFTC

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receive notice of schedule of distribution	2. Schedule the distribution and notify client on the scheduled distribution	None	5 Minutes	<i>Administrative Assistant/ Production Head BFAR-NIFTC</i>
3. Receive the fish seed requested	3. Actual distribution (loading and packing)	None	1 Hour	<i>Farm Worker/ Dispersal Aide BFAR-NIFTC</i>
4. Fill-out Client Satisfaction/ Feedback Form	4. Receive accomplished Client Satisfaction/ Feedback Form	None	5 Minutes	<i>Administrative Assistant II; Administrative Assistant IV; Information Officer BFAR-NIFTC</i>
<b>TOTAL:</b>		None	<b>1 Hour, 55 Minutes</b>	

## 2. Distribution of Fish Seed (Fry, Fingerlings, Spats, Post-Larvae) with Payment

Distribution of fish seed thru purchase will be conducted on a first come-fist serve basis. Fry/fingerling purchased will be pick-up by the clients at the Center.

<b>Office or Division</b>	<b>BFAR- National Inland Fisheries Technology Center (NIFTC) - Tanay, Rizal</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2G - Government to Government; G2B - Government to Business Entity			
<b>Who may avail:</b>	1. Internal - Provincial Fishery Offices (PFOs), Regional Fishery Officers, BFAR Central Office Personnel, BFAR National Centers			
	2. External - Academe (Students, Faculties, On-the-Training, Researchers); Fisherfolk Organizations, Associations, People's Organizations, Cooperatives, Women's Associations, Housewives, Senior Citizens, People with Disability, Indigenous People; Other Government Agencies (National Government Agencies (NGA), Local Government Units (LGUs), House of Representatives); Non-Government Organizations (NGOs).			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Client Request Form		Client/Requesting Party/ies		
2. Client Satisfaction Feedback Form		BFAR-NIFTC Administrative Office		
3. Order of Payment		BFAR-NIFTC Administrative Office		
4. Official of Payment		BFAR-NIFTC Administrative Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-out Client Request Form	1. Receive Client Request Form and process request for approval	None	30 Minutes	<i>Administrative Assistant II; Administrative Assistant IV; Information Officer</i> BFAR-NIFTC
	1.1 Approve request by the Center Chief	None	15 Minutes	<i>Center Chief</i> BFAR-NIFTC
2. Receive the notice of schedule of distribution	2. Notify client on the schedule of distribution.	None	5 Minutes	<i>Administrative Assistant/ Production Head</i> BFAR-NIFTC

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Receive fish seed	3. Actual distribution (loading and packing)	None	1 Hour	<i>Farm Worker/ Dispersal Aide</i> BFAR-NIFTC
4. Secure Order of Payment	4. Issue Order of Payment	None	5 Minutes	<i>Aquaculturist II/ Collecting Officer</i> BFAR-NIFTC
5. Pay the necessary fees for fingerlings/fry and secure official receipt	5. Receive payment and issue official receipt	Refer to the fees below	5 Minutes	<i>Collecting Officer</i> BFAR-NIFTC
6. Fill-out Client Satisfaction/ Feedback Form	6. Receive accomplished Client Satisfaction/ Feedback Form	None	5 Minutes	<i>Administrative Assistant II; Administrative Assistant IV; Information Officer</i> BFAR-NIFTC
<b>TOTAL:</b>		Refer to the fees below	<b>2 Hours, 5 Minutes</b>	

**Fees:**

Tilapia-0.15-0.45/pc Common Carps-0.17-0.50/pc  
Major Carps-0.26-1.00/pc

## B. Provision of Extension Support, Education and Training Services

### 1. Technical Assistance Distribution of Information, Education and Communication (IEC) Materials

Technical assistance thru the distribution of IEC materials will be conducted to assist/guide participants on the proper operational procedure on aquaculture (hatchery and culture systems) management, inland resource management and information on invasive fishes in the Philippines.

<b>Office or Division</b>	<b>BFAR- National Inland Fisheries Technology Center (NIFTC) - Tanay, Rizal</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2G - Government to Government; G2B - Government to Business Entity			
<b>Who may avail:</b>	1. <b>Internal</b> - Provincial Fishery Offices (PFOs), Regional Fishery Officers, BFAR Central Office Personnel, BFAR National Centers			
	2. <b>External</b> - Academe (Students, Faculties, On-the-Training, Researchers); Fisherfolk Organizations, Associations, People's Organizations, Cooperatives, Women's Associations, Housewives, Senior Citizens, People with Disability, Indigenous People; Other Government Agencies (National Government Agencies (NGA), Local Government Units (LGUs), House of Representatives); Non-Government Organizations (NGOs).			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request		Client/Requesting Party		
2. Client Request Form for Information, Education and Communication materials		BFAR-NIFTC Administrative Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request and/or accomplished Client Request Form	1. Receive letter request and/or accomplished Client Request Form	None	5 Minutes	<i>Administrative Assistant II; Administrative Assistant IV; Information Officer</i> BFAR-NIFTC
2. Receive IEC materials requested/ needed	2. Provide the IEC materials requested	None	5 Minutes	<i>Administrative Assistant II; Administrative Assistant IV; Information Officer</i> BFAR-NIFTC
<b>TOTAL:</b>		None	<b>10 Minutes</b>	

## 2. Technical Assistance for Regular Training

Conducts of National Training Courses on Aquaculture (breeding and culture systems) Management and Inland Resource Management. The Regular Training conducted is based on the mandates of the Center.

<b>Office or Division</b>	<b>BFAR- National Inland Fisheries Technology Center (NIFTC) - Tanay, Rizal</b>
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2C - Government to Citizen; G2G - Government to Government
<b>Who may avail:</b>	<p>1. Internal - Provincial Fishery Offices (PFOs), Regional Fishery Officers, BFAR Central Office Personnel, BFAR National Centers</p> <p>2. External - Academe (Students, Faculties, On-the-Training, Researchers); Fisherfolk Organizations, Associations, People's Organizations, Cooperatives, Women's Associations, Housewives, Senior Citizens, People with Disability, Indigenous People; Other Government Agencies (National Government Agencies (NGA), Local Government Units (LGUs), (House of Representatives); Non-Government Organizations (NGOs).</p>

<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Form		BFAR-NIFTC Administrative Office		
2. Invitation Letter		BFAR-NIFTC Administrative Office		
3. Training Evaluation form/Invitation letter from BFAR-NIFTC		BFAR-NIFTC Administrative Office		
4. Personal Information Sheet		BFAR-NIFTC Administrative Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receive invitation letter or fill-out Request Form	1. Send invitation letter or received accomplished Request Form and process the request by endorsing to technical staff for appropriate action	None	5 Minutes	<i>Administrative Assistant II; Administrative Assistant IV; Information Officer</i> BFAR-NIFTC
2. Receive training schedule and confirmed attendance	2. Notify to the training schedule and receive a confirmation of attendance to the training	None	5 Minutes	<i>Administrative Assistant II; Administrative Assistant IV; Information Officer</i> BFAR-NIFTC

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Attend appropriate Central training	3. Conduct appropriate training	None	6 Days	Senior Aquaculture; Aquaculture II; Aquaculture I; Technical Staff BFAR-NIFTC
4. Fill-out Training Evaluation Form	4. Receive filled-out Training Evaluation Form	None	5 Minutes	Administrative Assistant II; Administrative Assistant IV; Information Officer BFAR-NIFTC
5. Receive signed Certificate of Training for the completion of the training	5. Issue an approved and signed Certificate of Training	None	2 Minutes	Administrative Assistant II; Administrative Assistant IV; Information Officer BFAR-NIFTC
<b>TOTAL:</b>		None	<b>6 Days, 17 Minutes</b>	



### 3. Technical Assistance for Walk-in Clients

Technical assistance from walk-in clients regarding issues & constraint on Aquaculture (Hatchery and Grow-Out Culture Systems) Management. These involves the operational procedures on breeding and culture of freshwater fishes, materials & supplies needed for the operation and the budget cost for the operation.

<b>Office or Division</b>	<b>BFAR- National Inland Fisheries Technology Center (NIFTC) - Tanay, Rizal</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2G - Government to Government; G2B - Government to Business Entity			
<b>Who may avail:</b>	1. Internal - Provincial Fishery Offices (PFOs), Regional Fishery Officers, BFAR Central Office Personnel, BFAR National Centers 2. External - Academe (Students, Faculties, On-the-Training, Researchers); Fisherfolk Organizations, Associations, People's Organizations, Cooperatives, Women's Associations, Housewives, Senior Citizens, People with Disability, Indigenous People; Other Government Agencies (National Government Agencies (NGA), Local Government Units (LGUs), (House of Representatives); Non-Government Organizations (NGOs).			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Client Inquiry Form		BFAR-NIFTC Administrative Office		
2. Client Feedback Form		BFAR-NIFTC Administrative Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplish Client Inquiry Form for inquiries	1. Receive the accomplished Client Inquiry Form	None	5 Minutes	<i>Administrative Assistant IV/ Information Officer</i> BFAR-NIFTC
	1.1 Endorse to appropriate technical staff/official and render needed assistance	None	5 Minutes	<i>Senior Aquaculturist; Aquaculturist II; Aquaculturist I; Administrative Assistant IV; Information Officer</i> BFAR-NIFTC
2. Discuss inquiry/concerns	2. Render the appropriate technical assistance	None	2 Hours	<i>Senior Aquaculture; Aquaculture II; Aquaculture I</i> BFAR-NIFTC
3. Fill-out Client Feedback Form	3. Receive the accomplished Client Feedback Form	None	5 Minutes	<i>Administrative Assistant II; Administrative Assistant IV Information Officer</i> BFAR-NIFTC
<b>TOTAL:</b>		None	<b>2 Hours, 15 Minutes</b>	

#### 4. Technical Assistance thru Social Media (E-mail, Facebook, Messenger and Text)

Technical assistance thru social media will be conducted to render advisory services to aquaculture (hatchery & culture systems) management. These involves inquiry on the breeding & culture of freshwater fishes, its cost & return analysis and other related experiment & studies conducted by the Center.

<b>Office or Division</b>	<b>BFAR- National Inland Fisheries Technology Center (NIFTC) - Tanay, Rizal</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2G - Government to Government; G2B - Government to Business Entity			
<b>Who may avail:</b>	1. Internal - Provincial Fishery Offices (PFOs), Regional Fishery Officers, BFAR Central Office Personnel, BFAR National Centers			
	2. External - Academe (Students, Faculties, On-the-Training, Researchers); Fisherfolk Organizations, Associations, People's Organizations, Cooperatives, Women's Associations, Housewives, Senior Citizens, People with Disability, Indigenous People; Other Government Agencies (National Government Agencies (NGA), Local Government Units (LGUs), (House of Representatives); Non-Government Organizations (NGOs).			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Email, SMS		BFA-NIFTC Administrative Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send messages through E-mail, SMS, other types of message channel thru Social Media	1. Receive and reply to E-mail, SMS, other types of message channel thru Social Media	None	5 Minutes	<i>Administrative Assistant II; Administrative Assistant IV; Information Officer</i> BFAR-NIFTC
<b>TOTAL:</b>		None	<b>5 Minutes</b>	

## 5. Technical Assistance thru Telephone Inquiry

Technical assistance thru telephone inquiry will be conducted to assist/guide clients by advisory assistance through phone re: Aquaculture (Hatchery and Culture Systems) Management. These involves telephone inquiries on the price of fingerlings, available technology, date & time of seminar/training and other operational procedures on pond management.

<b>Office or Division</b>	<b>BFAR- National Inland Fisheries Technology Center (NIFTC) - Tanay, Rizal</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2G - Government to Government; G2B - Government to Business Entity			
<b>Who may avail:</b>	1. Internal - Provincial Fishery Offices (PFOs), Regional Fishery Officers, BFAR Central Office Personnel, BFAR National Centers			
	2. External - Academe (Students, Faculties, On-the-Training, Researchers); Fisherfolk Organizations, Associations, People's Organizations, Cooperatives, Women's Associations, Housewives, Senior Citizens, People with Disability, Indigenous People; Other Government Agencies (National Government Agencies (NGA), Local Government Units (LGUs), (House of Representatives); Non-Government Organizations (NGOs).			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Phone Call		BFAR-NIFTC Administrative Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Telephone call for inquiry/concern	1. Answer /Attend to telephone call and ask for the necessary information to be written in the Inquiry Form	None	5 Minutes	<i>Administrative Assistant II; Administrative Assistant IV; Information Officer</i> BFAR-NIFTC
2. Discuss Inquiry/ concerns	2. Provide needed information or refer to concern technical staff to answer the inquiry or its concern	None	30 Minutes	<i>Administrative Assistant II; Administrative Assistant IV; Information Officer</i> BFAR-NIFTC
<b>TOTAL:</b>		None	<b>35 Minutes</b>	

## 6. Technical Assistance Visit/Inspection On-site

Technical Assistance on site will be conducted on the actual site where the particular aquaculture operators are situated. Among the activities to be conducted are: ocular inspection of the area (water source, types of soil, water quality & facilities/equipment present, etc.) and conduct lecture & hands-on practicum.

<b>Office or Division</b>	<b>BFAR- National Inland Fisheries Technology Center (NIFTC) - Tanay, Rizal</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2G - Government to Government; G2B - Government to Business Entity			
<b>Who may avail:</b>	1. Internal - Provincial Fishery Offices (PFOs), Regional Fishery Officers, BFAR Central Office Personnel, BFAR National Centers 2. External - Academe (Students, Faculties, On-the-Training, Researchers); Fisherfolk Organizations, Associations, People's Organizations, Cooperatives, Women's Associations, Housewives, Senior Citizens, People with Disability, Indigenous People; Other Government Agencies (National Government Agencies (NGA), Local Government Units (LGUs), (House of Representatives); Non-Government Organizations (NGOs).			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request		Client/Requesting Party		
2. Client Request Form		BFAR-NIFTC Administrative Office		
3. Client Feedback Form		BFAR-NIFTC Administrative Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request or accomplished Client Request Form	1. Receive letter request or accomplished Client Request Form	None	5 Minutes	Administrative Assistant II; Administrative Assistant IV; Information Officer BFAR-NIFTC
None	1.1 Forward document received to the Center Chief for appropriate action	None	5 Minutes	Senior Aquaculture; Aquaculture II; Aquaculture I BFAR-NIFTC
None	1.2 Assign technical staff to assist the client's request	None	5 Minutes	Center Chief BFAR-NIFTC
2. Receive notification and confirmed attendance for the scheduled visit	2. Schedule site visit/inspection and notify clients on schedule of visit	None	5 Minutes	Senior Aquaculturist; Aquaculturist II; Aquaculturist I BFAR-NIFTC

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Allow to conduct site visit/inspection/ sampling	3. Conduct actual site visit/inspection/ sampling	None	1 Day	<i>Center Chief; Senior Aquaculture; Aquaculture II; Aquaculture I</i> BFAR-NIFTC
None	3.1 Prepare report of inspection and its recommendation	None	1 Hour	<i>Center Chief; Senior Aquaculture; Aquaculture II; Aquaculture I</i> BFAR-NIFTC
4. Receive inspection report and its recommendation	4. Release inspection report and its recommendation	None	5 Minutes	<i>Senior Aquaculture; Aquaculture II; Aquaculture I</i> BFAR-NIFTC
5. Fill-out Client Feedback Form	5. Receive accomplished Client Feedback Form	None	5 Minutes	<i>Administrative Assistant II; Administrative Assistant IV; Information Officer</i> BFAR-NIFTC
<b>TOTAL:</b>		None	<b>1 Day, 1 Hour, 30 Minutes</b>	

## 7. Training Assistance as Requested by Clients

Training assistance as requested by clients can be availed inside/outside the training Center depending on the availability of the training staff and lecture room. These involves aquaculture (breeding and culture systems) management and inland resource management.

<b>Office or Division</b>	<b>BFAR- National Inland Fisheries Technology Center (NIFTC) - Tanay, Rizal</b>			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2G - Government to Government; G2B - Government to Business Entity			
<b>Who may avail:</b>	1. Internal - Provincial Fishery Offices (PFOs), Regional Fishery Officers, BFAR Central Office Personnel, BFAR National Centers			
	2. External - Academe (Students, Faculties, On-the-Training, Researchers); Fisherfolk Organizations, Associations, People's Organizations, Cooperatives, Women's Associations, Housewives, Senior Citizens, People with Disability, Indigenous People; Other Government Agencies (National Government Agencies (NGA), Local Government Units (LGUs), (House of Representatives); Non-Government Organizations (NGOs).			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request		Client/Requesting Party		
2. Accomplished Client Form		BFAR-NIFTC Administrative Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request or accomplished Client Request Form	1. Receive letter request or accomplished Client Request Form	None	15 Minutes	<i>Administrative Assistant II; Administrative Assistant IV; Information Officer</i> BFAR-NIFTC
	1.1 Review the request and schedule training	None	5 Minutes	<i>Senior Aquaculture; Aquaculture II; Aquaculture I</i> BFAR-NIFTC
2. Receive notification on the schedule of training and confirmed attendance of training	2. Notify client, trainees, stakeholders for the training schedule and receive confirmation of attendance	None	30 Minutes	<i>Administrative Assistant II; Administrative Assistant IV; Information Officer</i> BFAR-NIFTC

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Attend the appropriate training	3. Conduct appropriate training	None	5 Days	Senior Aquaculturist; Aquaculturist II; Aquaculturist I; Technical Staff JO BFAR-NIFTC
4. Fill-out Training Evaluation Form	4. Receive accomplished Training Evaluation Form	None	5 Minutes	Administrative Assistant II; Administrative Assistant IV; Information Officer BFAR- NIFTC
5. Receive signed Certificate of Training	5. Issue an approved and signed Certificate of Training	None	2 Minutes	Administrative Assistant II; Administrative Assistant IV; Information Officer BFAR- NIFTC
<b>TOTAL:</b>		None	<b>5 Days, 57 Minutes</b>	

## 8. Training Assistance (On-the-Job Trainee Students)

OJT Students will be trained on Freshwater Aquaculture Management. These includes theoretical courses and hands-on practices in connection to the breeding and culture of freshwater fishes.

<b>Office or Division</b>	<b>BFAR- National Inland Fisheries Technology Center (NIFTC) - Tanay, Rizal</b>
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2C - Government to Citizen
<b>Who may avail:</b>	External - On-the-Job Trainee (OJT) Students, Fish farmers

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request		Client/Requesting Party		
2. Waiver		BFAR-NIFTC Administrative Office		
3. Accomplished Training Evaluation Form		BFAR-NIFTC Administrative Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request with its requirements	1. Receive letter request with its requirements	None	5 Minutes	<i>Administrative Assistant II; Administrative Assistant IV; Information Officer</i> BFAR-NIFTC
2. Report On-the-Job training briefing/interview	2. Accept trainee, conduct initial interview and briefing	None	5 Minutes	<i>Administrative Assistant II; Administrative Assistant IV; Information Officer</i> BFAR-NIFTC
3. Attend On-the-Job orientation and signed Waiver	3. Conduct orientation and ask to sign the Waiver	None	30 Minutes	<i>Senior Aquaculture; Aquaculture II; Aquaculture I</i> BFAR-NIFTC
4. Attend On-the-Job training	4. Conduct/ Facilitate training	None	20 Days	
5. Accomplish Training Evaluation Form after completion of On-the-Job Training	5. Receive accomplished Training Evaluation Form upon completion of training	None	5 Minutes	<i>Administrative Assistant II; Administrative Assistant IV; Information Officer</i> BFAR-NIFTC
6. Receive signed Certificate of Training for the completion of the training	6. Issue an approved and signed Certificate of Training	None	5 Minutes	<i>Administrative Assistant II; Administrative Assistant IV; Information Officer</i> BFAR-NIFTC
<b>TOTAL:</b>		None	<b>20 Days, 50 Minutes</b>	



FEEDBACK AND COMPLAINTS MECHANISMS		
How to send a feedback	Send Email to: bfarniftccomplaint@gmail.com  Call directly to: 0917-133-9451	
How feedback is processed	Feedback are received and validated by Malasakit Help Desk officer/focal person.  Validated feedback are relayed during regular meeting and or depending in the level of urgency	
How to file a Complaint	Send email directly to bfarniftccomplaint@gmail.com with the following information:  <b>Type of Complaint:</b>  <b>Date and Time of Transaction:</b>  <b>Person Responsible:</b>	
How complaints are processed	Complaints will be received and validated by a designated Malasakit Help Desk officer/focal person and shall be forwarded/endorsed to the Center Chief for proper action	
Contact Information of CCB, PCC, ARTA, Malasakit Help Desk		
	Send Email to: bfarniftccomplaint@gmail.com	
	Contact us: 0917-133-9451	

## LIST OF OFFICE

Office	Address	Contact Information
BFAR- National Inland Fisheries Technology Center	#51 KM Manila East Road, Sauyoc, Tanay Rizal	<u>(02) 806-4323/ 666-9518 (fax)</u>

## V. National Integrated Fisheries Technology Development Center (NIFTDC) - Bonuan Binloc, Dagupan City

### A. Environmental Assessment Services

Environmental assessment services are provided through bathymetric, current and physico-chemical profiling of water

<b>Office or Division</b>	<b>BFAR- National Integrated Fisheries Technology Development Center (NIFTDC)-Bonuan Binloc, Dagupan City</b>			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2G - Government to Government; G2B - Government to Business Entity			
<b>Who may avail:</b>	1. Internal - BFAR Provincial Fishery Officers, BFAR Regional Fishery Officers			
	2. External - Local Government Units (LGUs), Private hatchery owners, Private fish pond owners			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request (1 original)		Client/ Requesting Party/ies		
2. Client Request Form (1 original)		BFAR NIFTDC, Environmental Laboratory		
3. Billing Form (1 original)		BFAR NIFTDC, Environmental Laboratory		
4. Order of Payment (1 original)		BFAR NIFTDC, Environmental Laboratory		
5. Official Receipt (1 original)		BFAR NIFTDC, Administrative Unit		
6. Laboratory Analysis Report (1 original)		BFAR NIFTDC, Environmental Laboratory		
7. Survey Report (1 original)		BFAR NIFTDC, Environmental Laboratory		
8. Client Satisfaction/Feedback Form (1 original)		BFAR NIFTDC, Environmental Laboratory		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request or fill-out Client Request Form	1.Receive and approve request for environmental assessment	None	5 Minutes	Laboratory Technical staff Environmental Laboratory BFAR NIFTDC Main Building
None	1.1 Coordinate and/or schedule environmental assessment	None	5 Minutes	
None	1.2 Preparation of survey equipment and other survey paraphernalia	None	8 Hours	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.3 Conduct assessment survey and collect samples if needed	None	15 Days	Laboratory Technical staff Environmental Laboratory BFAR NIFTDC Main Building
None	1.4. Prepare Billing Form and Order of Payment	Refer to Table 1.	5 Minutes	Laboratory Technical staff Environmental Laboratory BFAR NIFTDC Main Building
2. Pay laboratory fees depending on number of samples and type of analyses requested or done and receive Official Receipt	2. Collect payment and issue Official Receipt	Refer to Table 1.	5 minutes	Collection Officer Administrative Unit BFAR NIFTDC Main Building
None	2.1 Analysis of sample/s	None	10 Days	Laboratory Technical staff Environmental Laboratory BFAR NIFTDC Main Building
None	2.2 Processing of survey data and preparation of survey and laboratory analysis reports	None	8 Days	Laboratory Technical staff Environmental Laboratory BFAR NIFTDC Main Building
None	2.3 Approval of Survey and Laboratory Analysis Reports	None	3 Days	Laboratory Technical Staff Environmental Laboratory and Center Chief Office of the Center Chief BFAR NIFTDC Main Building
3. Present official receipt and receive Survey and Laboratory Analysis Reports	3. Give Survey and Laboratory Analysis Reports to Client upon presenting the official receipt	None	5 Minutes	Laboratory Technical staff Environmental Laboratory BFAR NIFTDC Main Building
4. Fill out Client Satisfaction/ Feedback Form	4. Receive accomplished Client Satisfaction/ Feedback Form	None	5 Minutes	Laboratory Technical staff Environmental Laboratory BFAR NIFTDC Main Building
	<b>TOTAL</b>	Refer to Table 1.	<b>37 Days, 30 Minutes</b>	

**TABLE 1. List of Laboratory Analysis and Corresponding Number of Days/Duration and Laboratory Fees**

**Required Fees:** Will depend on the type of analysis requested and number of samples.

PARAMETERS	DAYS/DURATIO	FEE PER SAMPLE
Determination of salinity	5 min	PHP 30.00
Determination of water pH	5 min	PHP 30.00
Determination of soil pH	2 hrs	PHP 30.00
Determination of total suspended solids	1 day, 2 hours	PHP 200.00
Determination of total ammonia	4 hrs	PHP 180.00
Determination of chlorophyll-a/phaeopigment	3 days	PHP 150.00
Determination of phosphate	4 hrs	PHP 300.00
Determination of nitrite	4 hrs	PHP 180.00
PARAMETERS	DAYS/ DURATION	FEE PER SAMPLE
Determination of nitrate	4 hrs	PHP 180.00
Determination of total hardness/alkalinity	2 hrs	PHP 200.00
Determination of hydrogen sulphide	1 day, 3 hours	PHP 300.00
Determination of organic matter	2 days, 1 hour	PHP 300.00
Determination of inorganic matter	2 days, 1 hour	PHP 300.00
Determination of Ignition Loss	3 days	PHP 200.00
Biochemical Oxygen Demand	6 days	PHP 900.00

("Environmental Assessment Services) qualified for multi-stage processing."

#### **Conduct of on-site assessment/monitoring**

Bathymetric profiling

Current profiling

Physico-chemical profiling

## B. Environmental Laboratory Services

Samples such as soil and water from coastal areas, river systems, seawater and other aquaculture areas are submitted to the laboratory for analyses of various physico-chemical and hydrological parameters, as requested by clients. Laboratory fees are paid by the client depending on the analyses done.

<b>Office or Division</b>	<b>BFAR- National Integrated Fisheries Technology Development Center (NIFTDC)-Bonuan Binloc, Dagupan City</b>			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2G - Government to Government; G2C - Government to Citizen; G2B - Government to Business Entity			
<b>Who may avail:</b>	1. Internal - BFAR Provincial Fishery Officers, BFAR Regional Fishery Officers			
	2. External - Local Government Units (LGUs), Private hatchery owners, Private fish pond owners			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request (1 original)		Client/Requesting Party/ies		
2. Client Request Form (1 original)		BFAR NIFTDC, Environmental Laboratory		
3. Technical Service Request Form (1 original)		BFAR NIFTDC, Environmental Laboratory		
4. Billing Form (1 original)		BFAR NIFTDC, Environmental Laboratory		
5. Order of Payment (1 original)		BFAR NIFTDC, Environmental Laboratory		
6. Official Receipt (1 original)		BFAR NIFTDC, Administrative Unit		
7. Laboratory Analysis Report (1 original)		BFAR NIFTDC, Environmental Laboratory		
8. Client Satisfaction/Feedback Form (1 original)		BFAR NIFTDC, Environmental Laboratory		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request or accomplish Client Request Form	1. Receive Letter Request or accomplished Client Request Form	None	5 Minutes	Laboratory Technical staff Environmental Laboratory BFAR NIFTDC Main Building
None	1.1 Approve request for Analysis	None	15 Minutes	Laboratory Technical staff Environmental Laboratory BFAR NIFTDC Main Building

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Fill out Technical Service Form and submit samples	2. Receive filled out Technical Service Form and receive samples	None	5 Minutes	<i>Laboratory Technical staff</i> Environmental Laboratory BFAR NIFTDC Main Building
None	2.1 Check samples condition, container and labelling; Log in samples	None	10 Minutes	<i>Laboratory Technical staff</i> Environmental Laboratory BFAR NIFTDC Main Building
None	2.2 Prepare Billing Form and Order of Payment	Refer to Table 2	5 Minutes	<i>Laboratory Technical staff</i> Environmental Laboratory BFAR NIFTDC Main Building
3. Pay for laboratory analysis fee and secure Official Receipt.	3. Collect payment and issue Official Receipt	None	5 minutes	<i>Collection Officer</i> Administrative Unit BFAR NIFTDC Main Building
None	3.1 Sample preparation	None	30 Minutes	<i>Laboratory Technical staff</i> Environmental Laboratory BFAR NIFTDC Main Building
None	3.2 Analysis of sample/s	None	5 Days	<i>Laboratory Technical staff</i> Environmental Laboratory BFAR NIFTDC Main Building
None	3.3 Preparation of Laboratory Analysis Report	None	30 Minutes	<i>Laboratory Technical staff</i> Environmental Laboratory BFAR NIFTDC Main Building
None	3.4 Approval of Result of Analysis	None	5 Minutes	<i>Laboratory Technical staff</i> Environmental Laboratory BFAR NIFTDC Main Building

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Present Official Receipt and receive Laboratory Analysis Report	4. Give a copy of Laboratory Analysis Report to client upon presenting the Official Receipt	None	5 Minutes	Laboratory Technical staff Environmental Laboratory BFAR NIFTDC Main Building
5. Fill out Client Satisfaction Feedback Form	5. Receive accomplished Client Satisfaction Feedback Form	None	5 Minutes	Laboratory Technical staff Environmental Laboratory BFAR NIFTDC Main Building
	<b>TOTAL</b>	Refer to Table 2.	<b>5 Days, 2 Hours</b>	

**Table 2. List of Laboratory Analysis and Corresponding Number of Days/Duration and Laboratory Fees**

Required Fees to be paid will depend on the analysis requested and number of samples.

PARAMETERS	DAYS/ DURATION	FEE PER SAMPLE
Determination of salinity	5 min	PHP 30.00
Determination of water pH	5 min	PHP 30.00
Determination of soil pH	20 min	PHP 30.00
Determination of total suspended solids	1 day, 2 hours	PHP 200.00
Determination of total ammonia	4 hrs	PHP 180.00
Determination of chlorophyll-a/phaeopigment	3 days	PHP 150.00
Determination of phosphate	4 hrs	PHP 300.00
Determination of nitrite	4 hrs	PHP 180.00
PARAMETERS	DAYS/ DURATION	FEE PER SAMPLE
Determination of nitrate	4 hrs	PHP 180.00
Determination of total hardness/alkalinity	2 hrs	PHP 200.00
Determination of hydrogen sulphide	1 day, 3 hours	PHP 300.00
Determination of organic matter	2 days, 1 hour	PHP 300.00
Determination of inorganic matter	2 days, 1 hour	PHP 300.00
Determination of Ignition Loss	3 days	PHP 200.00
Biochemical Oxygen Demand	6 days	PHP 900.00



## C. Fisheries Production And Distribution

### 1. Free Distribution of Broodstock, Eggs, Fry and Fingerlings, Postlarvae, Spat (Milkfish, Saline Tilapia (Molobicus), Freshwater Shrimp, Oyster and Mussel)

Broodstock, Eggs, Fry and Fingerlings, Postlarvae, Spats (Milkfish, Saline Tilapia Molobicus, Freshwater Shrimp, Oyster and Mussel), are distributed for free and are picked up at the Center by the clients.

<b>Office or Division</b>	<b>BFAR- National Integrated Fisheries Technology Development Center (NIFTDC) Bonuan Binloc, Dagupan City</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G - Government to Government; G2C - Government to Citizen; G2B - Government to Business Entity			
<b>Who may avail:</b>	1. <b>Internal</b> -Provincial Fisheries Offices (PFOs), Regional Fishery Officers, Central Office Personnel, other Centers			
	2. <b>External</b> - Academe (students, professors, OJTs, researchers); Fisherfolk organizations/ associations/ people's organizations/ cooperatives/ Women's associations. Other government agencies, National Government Agencies (NGAs); Local Government Units (LGUs); Non-Government Organizations (NGOs); Private hatchery owners; Private fish pond/fish pen owners			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request (1 original)		Client/ Requesting Party/ies		
2. Client Request Form (Individual and Group) (1 original)		BFAR NIFTDC Hatchery		
3. Payment for packing/transport materials		Client/ Requesting Party/ies		
4. Client Satisfaction/ Feedback Form (1 original)		BFAR NIFTDC Hatchery		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request	1. Receive Letter Request and process request for approval	None	30 Minutes	<i>Aquaculturist II</i> Malasakit Help Desk BFAR NIFTDC Main Building Lobby
None	1.1 Review and approval of request by the Center Chief	None	15 Minutes	<i>Center Chief</i> Office of the Center Chief BFAR NIFTDC Main Building
2. Receive schedule of distribution	2. Inform/Notify client of the schedule of distribution	None	5 Minutes	<i>Aquaculturist II</i> BFAR NIFTDC Hatchery

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Pay for the packing/transport materials	3. Receive payment for packing/ transport materials	Refer to Table 3.	5 Minutes	<i>Aquaculturist</i> BFAR NIFTDC Hatchery
4. Receive broodstock, eggs, fry, fingerlings, postlarvae, spat	4. Actual distribution (loading and packing)	None	1 Hour	<i>Aquaculturist</i> BFAR NIFTDC Hatchery
5. Fill out Client Satisfaction/ Feedback Form	5. Receive filled out Client Satisfaction/ Feedback Form	None	5 Minutes	<i>Aquaculturist</i> BFAR NIFTDC Hatchery
<b>TOTAL</b>		<b>Refer to Table 3</b>	<b>2 Hours</b>	

**Table 3.**

**Schedule Fees:**

Payment for transport materials (plastic bags) - PHP 10.00 per piece

## 2. Payment of Broodstock, Eggs, Fry and Fingerlings, Postlarvae, Spat (Milkfish, Saline Tilapia Molobicus, Freshwater Shrimp, Oyster and Mussel)

Broodstock, eggs, fry, fingerlings, postlarvae and spat (Milkfish, Saline Tilapia Molobicus, Freshwater Shrimp, Oyster and Mussel), are distributed and picked up at the Center by the clients for a certain fee.

<b>Office or Division</b>	BFAR- National Integrated Fisheries Technology Development Center (NIFTDC) Bonuan Binloc, Dagupan City
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2G - Government to Government; G2C - Government to Citizen; G2B - Government to Business Entity
<b>Who may avail:</b>	1. Internal - BFAR Regional Fishery Officers 2. External - MSMEs, Academe (students, professors, OJTs, researchers); Fisherfolk organizations/ associations/ people's organizations/ cooperatives/ Women's associations, Housewives, Senior Citizens, IPs Other government agencies: National Government Agencies (NGAs), Local Government Units (LGUs); Non-Government Organizations (NGOs); Private hatchery owners; Private fish pond/pen owners

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request (1 original)	Client/ Requesting Party/ies
2. Client Request Form (Individual and Group) (1 original)	BFAR NIFTDC hatchery
3. Billing Form (1 original)	BFAR NIFTDC Hatchery
4. Order of Payment (1 original)	BFAR NIFTDC Hatchery
5. Official Receipt (1 original)	BFAR NIFTDC Administrative Unit
6. Client Satisfaction/ Feedback Form (1 original)	BFAR NIFTDC Hatchery

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request	1. Receive Letter Request and process request	None	30 Minutes	<i>Aquaculturist II</i> Malasakit Help Desk Main Building Lobby BFAR NIFTDC
None	1.1 Approve request to buy fry or fingerlings	None	15 Minutes	<i>Center Chief</i> Office of the Center Chief, Main Building BFAR NIFTDC
2. Receive the notification on the scheduled distribution	2. Schedule the distribution and notify client on the scheduled distribution	None	5 Minutes	<i>Aquaculturist II</i> BFAR NIFTDC Hatchery
3. Receive fry or fingerlings	3. Actual distribution (loading and packing)	None	1 Hour	<i>Aquaculturist</i> BFAR NIFTDC Hatchery

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	4. Prepare billing form and order of payment	None	5 Minutes	<i>Aquaculturist</i> BFAR NIFTDC Hatchery
5. Pay for the fingerlings/fry requested	5. Receive payment and issue official receipt	<b>Refer to Table 4</b>	5 Minutes	<i>Collecting Officer</i> Administrative Unit BFAR NIFTDC Main Building
6. Fill out Client Satisfaction Feedback Form	6. Receive accomplished Client Satisfaction Feedback Form	None	5 Minutes	<i>Aquaculturist</i> BFAR NIFTDC Hatchery
<b>TOTAL</b>		<b>Refer to Table 4</b>	<b>2 Hours, 5 Minutes</b>	

**Table 4:**

Payment for transport materials (plastic bags), fry, fingerlings, spat, post larvae, eggs, or broodstock (Total fees will depend on purchased species or commodities).

Transport Materials - (plastic bags) - PHP 10.00 per piece  
Milkfish Fry - PHP 0.23 per piece  
Milkfish Breeder - PHP1,000.00 per kilogram  
Milkfish Eggs - PHP 8,000.00 per 1M eggs  
Freshwater Shrimp Post Larvae- PHP 1.00 per piece  
Spats: seeded collectors (plastic strings) - PHP40.00 per string

**Oyster/Mussel Seedlings:**

PHP 0.30 per piece  
4-5 inches - PHP 5.00 per piece

**Saline Tilapia Fingerlings:**

size 22 -PHP 0.35 per piece  
size 17 - PHP 0.45 per piece  
size 14 -PHP 0.55 per piece  
size 12- PHP 0.65 per piece

## D. Microbiology, Fish Health and Molecular Pathology Laboratory Services

Samples of water, fish, shrimps and fishery products are examined for various microbiological food pathogens. Aquatic animal health examination and disease diagnosis are also done during fish mortalities. Specific viral analyses can also be done on shrimps and crustaceans for disease diagnosis. Laboratory fees are paid by clients depending on the analyses done or requested.

<b>Office or Division</b>	<b>BFAR- National Integrated Fisheries Technology Development Center (NIFTDC)-Bonuan Binloc, Dagupan City</b>			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2G - Government to Government; G2C - Government to Citizen; G2B - Government to Business Entity			
<b>Who may avail:</b>	1. Internal - Regional Fishery Officers			
	2. External - Exporters/fish processors; Potential fish processors, exporters; Academe (students, professors, OJTs, researchers); Fisherfolk organizations/ associations/ people's organizations/ cooperatives/ Women's associations, Housewives, Senior Citizens, IPs; Other government agencies: National Government Agencies (NGAs), Local Government Units (LGUs); Non-Government Organizations (NGOs); Private hatchery owners; Private fish pond/fish pen owners; Water Refilling Station Owners; Private Individuals; Private Institutions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request (1 original)		Client or Requesting Party/ies		
2. Client Information Form (1 original)		BFAR NIFTDC Malasakit Help Desk, Main Building Lobby		
3. Technical Service Request Form (1 original)		BFAR NIFTDC Main Building Microbiology Laboratory		
4. Billing Form (1 original)		BFAR NIFTDC Main Building Microbiology Laboratory		
5. Order of Payment (1 original)		BFAR NIFTDC Main Building Microbiology Laboratory		
6. Official Receipt (1 original)		BFAR NIFTDC Administrative Unit		
7. Laboratory Analysis Report (1 original)		BFAR NIFTDC Main Building Microbiology Laboratory		
8. Client Satisfaction/Feedback Form (1 original)		BFAR NIFTDC Main Building Microbiology Laboratory		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request and accomplish Client Information Form	1. Receive accomplished Letter Request and Client Information Form and endorse letter request to the Office of the Center Chief for approval	None	5 Minutes	<i>Aquaculturist II</i> Malasakit Help Desk BFAR NIFTDC Main Building Lobby
2. Receive approved letter request and proceed to Microbiology laboratory	1.1 Process approved request and endorse to the Microbiology Laboratory	None	5 Minutes	<i>Center Chief and Aquaculturist II</i> Office of the Center Chief BFAR NIFTDC Main Building
3. Submit samples to the Microbiology Laboratory	1.2 Receive and check submitted samples for numbering and logging	None	5 Minutes	<i>Laboratory Technical Staff</i> Microbiology Laboratory BFAR NIFTDC Main Building

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.3 Provide technical assistance and recommendation	None	20 Minutes	Laboratory Technical Staff Microbiology Laboratory BFAR NIFTDC Main Building
2. Fill out Technical Service Request Form	2. Receive Technical Service Request Form	None	10 Minutes	Laboratory Technical Staff Microbiology Laboratory BFAR NIFTDC Main Building
None	2.1 Approve Technical Service Request Form	None	5 Minutes	Head, Microbiology Laboratory BFAR NIFTDC Main Building
None	3. Prepare Billing and Order of Payment Form	Refer to Table 5	5 Minutes	Laboratory Technical Staff Microbiology Laboratory BFAR NIFTDC Main Building
4. Pay the required laboratory fees and receive Official Receipt	4. Receive payment for laboratory fees and issue Official Receipt	Refer to Table 5	5 minutes	Collection Officer Administrative Unit BFAR NIFTDC Main Building
None	5. Prepare culture media, reagents, chemicals and laboratory paraphernalia for laboratory analysis	None	4 Hours	Laboratory Technical Staff Microbiology Laboratory BFAR NIFTDC Main Building
None	6. Conduct analysis, read and interpret results of analyses	None	10 Days	Laboratory Technical Staff Microbiology Laboratory BFAR NIFTDC Main Building
None	7. Prepare Laboratory Analysis Report and have it checked by the Head of the Microbiology Laboratory and approved by the	None	30 Minutes	Laboratory Technical Staff and Head, Microbiology Laboratory Center Chief BFAR NIFTDC Main
8. Present Official Receipt as Proof of Payment and Receive Laboratory Analysis Report	8. Give Laboratory Analysis Report to client	None	10 Minutes	Laboratory Technical Staff Microbiology Laboratory BFAR NIFTDC Main Building
9. Accomplish Client Satisfaction/ Feedback Form	9. Receive accomplished Client Satisfaction/ Feedback Form	None	5 Minutes	Laboratory Technical Staff Microbiology Laboratory BFAR NIFTDC Main Building
	<b>TOTAL</b>	Refer to Table 5	<b>10 Days, 5 Hours, 45 Minutes</b>	

**Table 5. List of Microbiology Laboratory Analysis and Corresponding Fees**

Required fees for Laboratory Analysis will depend on number of samples and type of analysis requested

TYPE OF ANALYSIS	FEES PER SAMPLE
Standard Plate Count /Aerobic Plate Count/Total Bacterial Count	PHP 200.00
Yeast/Mold Count	PHP 250.00
Total Vibrio Count -	PHP 105.00
Total Coliform (MPN)	PHP 250.00
Fecal Coliform (MPN)	PHP 250.00
Test for <i>Escherichia coli</i>	PHP 350.00
Test for <i>Salmonella spp.</i>	PHP 400.00
Test for <i>Vibrio sp</i>	PHP 450.00
Test for <i>Staphylococcus aureus</i>	PHP 300.00
Gross External and Internal Examination of Aquatic Animals	PHP 100.00
Parasite Examination	PHP 75.00
White Spot Syndrome Virus Detection	PHP 700.00
Infectious Hypodermal and Hematopietic Necrosis Virus Detection	PHP 400.00

## E. Provision Of Extension Support, Education And Training Services

### 1. Distribution of Information, Education and Communication (IEC) Materials

Information, Education and Communication (IEC) materials on various aquaculture and post harvest technologies, such as technical brochures, manuals, posters and others are provided for free to interested clients and beneficiaries.				
<b>Office or Division</b>	<b>BFAR- National Integrated Fisheries Technology Development Center (NIFTDC) Bonuan Binloc, Dagupan City</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G - Government to Government; G2C - Government to Citizen; G2B - Government to Business Entity			
<b>Who may avail:</b>	1. <b>Internal</b> - BFAR Provincial Fishery Officers, BFAR Regional Fishery Officers, Central Office Personnel, other BFAR National Centers 2. <b>External</b> - MSMEs, Exporters/fish processors, Potential fish processors and exporters, Academe (students, professors, OJTs, researchers), Fisherfolk organizations/ associations/ people's organizations/ cooperatives/ Women's associations, Housewives, Senior Citizens, IPs, Other government agencies, National Government Agencies (NGAs), Local Government Units (LGUs), House of Representatives, Non-Government Organizations (NGOs), Private hatchery owners, Private fish pond/fish pen owners, Private Individuals, Private Institutions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request (1original)		Client or Requesting Party/ies		
2. Client Request Form (1 original)		BFAR NIFTDC Asian Fisheries Academy		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request and accomplish Client Request Form	1. Receive Letter Request or accomplished Client Request Form for Information, Education and Communication (IEC) materials	None	5 Minutes	<i>Aquaculturist II</i> Asian Fisheries Academy BFAR NIFTDC Compound
2. Receive Information, Education and Communication (IEC) materials	2. Provide the Information, Education and Communication (IEC) materials	None	5 Minutes	<i>Aquaculturist II</i> Office of the Center Chief BFAR NIFTDC Main Building or <i>Aquaculturist II</i> Asian Fisheries Academy, BFAR NIFTDC Compound
<b>TOTAL</b>		None	<b>10 Minutes</b>	



## 2. Technical Assistance Center On-the-Job Training and Immersion

On-the-Job trainings for College and University students and immersion for high school students, using lectures and hands-on activities on various Aquaculture and Post Harvest Technologies and laboratory techniques and instrumentation of the Center are provided.

<b>Office or Division</b>	<b>BFAR- National Integrated Fisheries Technology Development Center (NIFTDC)-Bonuan Binloc, Dagupan City</b>
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2C - Government to Citizen
<b>Who may avail</b>	External - College Students, High School Students

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request (1 original)	School/College /University
2. Memorandum of Agreement (1 original)	School/College /University
3. Waiver (1 original)	School/College /University
4. Medical Certificate (for College and University students only) (1 original)	Clinic/Hospital
5. Log Book for students' daily attendance	BFAR- NIFTDC Unit/Project
6. Daily Time Record (DTR) (1 original)	BFAR- NIFTDC Unit/Project
7. Student's Evaluation Form (1 original)	BFAR- NIFTDC Asian Fisheries Academy
8. Client Satisfaction/Feedback Form (1 original)	BFAR- NIFTDC Unit/Project
9. Certificate of Training (1 original)	BFAR- NIFTDC Asian Fisheries Academy

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request and other requirements (Waiver, Memorandum of Agreement, Medical Certificate)	1. Receive Letter Request with requirements (Waiver, Memorandum of Agreement, Medical Certificate)	None	5 Minutes	Aquaculturist II/Training Staff of Training Coordinator BFAR NIFTDC
2. Report for On-the-Job Training/ Immersion Orientation	2. Conduct On-the Job Training/ Immersion Orientation	None	30 Minutes	Aquaculturist II/Training Staff of Training Coordinator Conference Room BFAR NIFTDC Main Building

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Attend On-the-Job training in the specific Unit or Project assigned and record daily attendance on a Log Book	3. Conduct actual training, lectures and hands-on activities	None	<b>High School: 5 - 40 days</b> <b>College: 25 - 40 days</b>	<i>Aquaculturists/Technical Saff</i> BFAR NIFTDC Unit/Projects
4. Take an exam and/or prepare powerpoint presentations on new technical skills acquired from lectures and hands-on activities	4. Give an exam for students and/or evaluate students' powerpoint presentations	None	1 Hour	<i>Aquaculturists/Technical Saff</i> BFAR NIFTDC Unit/Projects
4.1 Receive evaluation and grades	4.1 Prepare the students' evaluation and provide grades for overall performance of student	None	30 Minutes	<i>Aquaculturists/Technical Saff</i> BFAR NIFTDC Unit/Projects
4.2 Prepare Daily Time Record based on entries in the log book, as proof of attendance for the entire period of training	4.2 Receive, check and sign Daily Time Record	None	15 minutes	<i>Aquaculturists/Technical Saff and Head</i> BFAR NIFTDC Unit/Projects
None	4.3 Submit Student's Evaluation Form and Daily Time Record with attached results of exam to training staff for signature of Training Coordinator	None	5 minutes	<i>Aquaculturists/Technical Saff</i> BFAR NIFTDC Unit/Projects
5. Fill out Client Satisfaction/Feedback Form	5. Receive accomplished Client Satisfaction/Feedback Form	None	5 Minutes	<i>Aquaculturists/Technical Saff</i> BFAR NIFTDC Unit/Projects
6. Receive signed Certificate of Training	6. Issue an approved and signed Certificate of Training	None	5 Minutes	<i>Aquaculturist II (Training Staff of Training Coordinator)</i> BFAR NIFTDC
<b>TOTAL</b>		None	<b>High School: 5 - 40 Days, 2 hours, 35 minutes</b> <b>College: 25 - 40 days, 2 hours, 35 minutes</b>	

**High School: 5 - 40 Days, 2 hours, 35 minutes**  
**25 - 40 days, 2 hours, 35 minutes**

**College:**

### 3. Technical Assistance for Walk-in Clients

Walk-in clients are provided with technical assistance and advisory services needed.				
<b>Office or Division</b>	<b>BFAR- National Integrated Fisheries Technology Development Center (NIFTDC)- Bonuan Binloc, Dagupan City</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G - Government to Government; G2C - Government to Citizen; G2B - Government to Business Entity			
<b>Who may avail:</b>	1. Internal - BFAR Provincial Fishery Officers (PFOs), BFAR Regional Fishery Officers, BFAR Central Office Personnel, other BFAR National Centers 2. External - MSMEs, Exporters/Fish Processors; Potential Fish Processors and Exporters; Academe (Students, Professors, OJTs, Researchers); Fisherfolk organizations/ associations/ people's organizations/ cooperatives/ Women's associations, Housewives, Senior Citizens, IPs; Other government agencies; National Government Agencies (NGAs); Local Government Units (LGUs) and Non- Government Organizations (NGOs); Private hatchery owners; Private fish pond/ fish pen owners; Private Individuals; Private Institutions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request (1 original)		Client/Requesting Party/ies		
2. Client Information Form (1 original)		BFAR- NIFTDC Main Building Lobby		
3. Client Satisfaction/Feedback Form (1 original)		BFAR- NIFTDC Unit/Project		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplish Client Information Form	1. Receive the accomplished Client Information Form	None	5 Minutes	<i>Aquaculturist II</i> Malasakit Help Desk BFAR NIFTDC Main Building Lobby
None	1.1 Endorse to appropriate technical staff	None	5 Minutes	<i>Aquaculturist II</i> Malasakit Help Desk BFAR NIFTDC Main Building Lobby
2. Discuss inquiry/concerns	2. Render the appropriate technical assistance	None	2 Hours	<i>Aquaculturists/Technical Staff of Concerned Unit/ Project</i> BFAR NIFTDC
3. Fill out Client Feedback Form	3. Receive the accomplished Client Feedback Form	None	5 Minutes	<i>Aquaculturists/Technical Staff of Concerned Unit/ Project</i> BFAR NIFTDC
<b>TOTAL:</b>		None	<b>2 Hours, 15 Minutes</b>	

#### 4. Technical Assistance thru Social Media (E-mail, Facebook, Messenger and Text (SMS))

Technical advisory services on Fisheries and Aquaculture are provided and inquiries are answered through social media.				
Office or Division	BFAR- National Integrated Fisheries Technology Development Center (NIFTDC) Bonuan Binloc, Dagupan City			
Classification	Simple			
Type of Transaction	G2G - Government to Government; G2C - Government to Citizen; G2B - Government to Business Entity			
Who may avail:	<p>1. <b>Internal</b> - BFAR Provincial Fishery Officers, BFAR Regional Fishery Officers, Central Office Personnel, other BFAR National Centers</p> <p>2. <b>External</b> - MSMEs, Exporters/fish processors, Potential fish processors, exporter, Academe (students, professors, OJTs, researchers), Fisherfolk organizations/ associations/ people's organizations/ cooperatives/ Women's associations, Housewives, Senior Citizens, IPs, Other government agencies, National Government Agencies (NGAs), Local Government Units (LGUs), House of Representatives, Non-Government Organizations (NGOs), Private hatchery owners, Private fish pond/fish pen owners, Private Individuals, Private Institutions</p>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Email, SMS, MMS		Client/or Requesting Party/ies		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send E-mail, SMS, MMS through internet, cell phone and social media accounts	1. Reply via E-mail, SMS, MMS through internet, cell phone and social media	None	5 Minutes	Technical staff Asian Fisheries Academy BFAR NIFTDC
TOTAL		None	5 Minutes	

## 5. Technical Assistance On-site Visit/Inspection and Sampling Collections

Technical advisory services on fisheries and aquaculture are provided during on-site visits and inspection. Sampling or collection of samples is done, if needed or necessary.				
<b>Office or Division</b>	<b>BFAR- National Integrated Fisheries Technology Development Center (NIFTDC)- Bonuan Binloc, Dagupan City</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G - Government to Government; G2C - Government to Citizen; G2B - Government to Business Entity			
<b>Who may avail:</b>	1. Internal - BFAR Provincial Fishery Officers, BFAR Regional Fishery Officers, Central Office Personnel, other BFAR National Centers			
	2. External - MSMEs, Exporters/fish processors, Potential fish processors, exporter, Academe (students, professors, OJT, researchers), Fisherfolk organizations/ associations/ people's organizations/ cooperatives/ Women's associations, Housewives, Senior Citizens, IPs, Other government agencies, National Government Agencies (NGAs), Local Government Units (LGUs), House of Representatives, Non-Government Organizations (NGOs), Private Hatchery owners, Private fish pond/fish pen owners, Private Individuals, Private Institutions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request (1 original)		Requesting Party Individual/Group or Office/Agency or Private Entity		
2. Client Request Form (1 original)		BFAR-NIFTDC Unit/ Project		
3. Inspection On-Site Report (1 original)		BFAR-NIFTDC Unit/ Project		
3. Client Satisfaction/Feedback Form		BFAR-NIFTDC Unit/ Project		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request	1. Receive Letter Request	None	5 Minutes	<i>Aquaculturist II</i> Malasakit Help Desk Main Building Lobby BFAR NIFTDC
None	1.1 Forward/ Endorse to the Center Chief for appropriate action	None	5 Minutes	<i>Aquaculturist II</i> Malasakit Help Desk Main Building Lobby BFAR NIFTDC
None	1.2 Assign technical staff for appropriate action	None	5 Minutes	<i>Center Chief</i> Office of the Center Chief BFAR NIFTDC Main Building

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receive notification of scheduled visit/inspection/ sampling	2. Schedule site visit/inspection/ sampling and notify client on scheduled visit	None	5 Minutes	<i>Aquaculturist/Laboratory Technical Staff</i> BFAR NIFTDC Unit/Project
3. Allow visit/inspection of facilities and sampling	3. Conduct actual site visit/inspection/ sampling	None	1 Day	<i>Aquaculturist/Laboratory Analyst</i> BFAR NIFTDC Unit/Project
4. Receive inspection on-site report and recommendation	4. Prepare inspection on-site report and recommendation after the site visit/inspection/ sampling	None	1 Hour	<i>Aquaculturist/Laboratory Analyst</i> BFAR NIFTDC Unit/Project
5. Fill out Client Satisfaction Form	5. Receive accomplished Client Satisfaction Form	None	5 Minutes	<i>Aquaculturist/Laboratory Analyst</i> BFAR NIFTDC Unit/Project
<b>TOTAL:</b>		None	<b>1 Day, 1 Hour, 25 Minutes</b>	

## 6. Technical Assistance on the Regular Training

Regular trainings on various Aquaculture and Post Harvest Technologies of the Center, BFAR National Programs and other relevant topics pertaining to the fisheries and aquaculture industry, are provided for invited participants, such as BFAR staff from the provincial and regional offices, central office and other Centers, and other individual and group stakeholders.

<b>Office or Division</b>	<b>BFAR- National Integrated Fisheries Technology Development Center (NIFTDC) Bonuan Binloc, Dagupan City</b>
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2G - Government to Government; G2C - Government to Citizen; G2B - Government to Business Entity
<b>Who may avail:</b>	<p>1. Internal - Provincial Fisheries Offices (PFOs), BFAR Regional Fishery Officers, BFAR Central Office Personnel, other BFAR National Centers</p> <p>2. External - MSMEs, Exporters/Fish Processors; Potential Fish Processors, Exporters; Academe (Students, Professors, OJTs, Researchers); Fisherfolk organizations/ associations/ people's organizations/ cooperatives/ Women's associations, Housewives, Senior Citizens, IPs; Other government agencies, National Government Agencies (NGAs), Local Government Units (LGUs), Non-Government Organizations (NGOs); Private hatchery owners; Private fish pond owners</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Invitation Letter (1 original)	BFAR- NIFTDC Asian Fisheries Academy
2. Attendance Sheet	BFAR- NIFTDC Asian Fisheries Academy
3. Participant's Profile (1 original)	BFAR- NIFTDC Asian Fisheries Academy
4. Training Evaluation Form (1 original)	BFAR- NIFTDC Asian Fisheries Academy
5. Certificate of Training (1 original)	BFAR- NIFTDC Asian Fisheries Academy

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive Invitation Letter	1. Send Invitation Letter	None	5 Minutes	<i>Aquaculturist II</i> BFAR-NIFTDC
2. Receive notification of schedule and confirm attendance to scheduled training	2. Notify client on the schedule of training and receive confirmation of attendance	None	5 Minutes	<i>Aquaculturist II</i> BFAR-NIFTDC
3. Fill out attendance sheet to register	3. Receive attendance sheet	None	5 minutes	<i>Aquaculturists II/</i> <i>Aquaculturists</i> Asian Fisheries Academy
3.1 Fill out Participant's Profile	3.1 Receive Participant's Profile	None	15 minutes	<i>Aquaculturists II/</i> <i>Aquaculturists</i> Asian Fisheries Academy
4. Attend Training proper	4. Conduct training on various Aquaculture and Post Harvest Technologies.	None	3 Days	<i>Aquaculturists II/</i> <i>Aquaculturists</i> Asian Fisheries Academy BFAR NIFTDC Unit/s or Project/s

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Accomplish Training Evaluation Form	5. Receive accomplished Training Evaluation Form	None	5 Minutes	<i>Aquaculturist II</i> Asian Fisheries Academy
6. Receive signed Certificate of Training	6. Issue an approved and signed Certificate of Training	None	2 Minutes	<i>Aquaculturist II</i> Asian Fisheries Academy
<b>TOTAL</b>		None	<b>3 Days, 37 Minutes</b>	



## 7. Technical Assistance thru Telephone Inquiry

Technical advisory services on Fisheries and Aquaculture are provided and inquiries are answered through telephone.				
<b>Office or Division</b>	<b>BFAR- National Integrated Fisheries Technology Development Center (NIFTDC)- Bonuan Binloc, Dagupan City</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G - Government to Government; G2C - Government to Citizen; G2B - Government to Business Entity			
<b>Who may avail:</b>	1. Internal - Provincial Fisheries Offices (PFOs), BFAR Regional Fishery Officers, BFAR Central Office Personnel, other BFAR National Centers 2. External - MSMEs, Exporters/fish processors, Potential fish processors, exporter, Academe (students, professors, OJTs, researchers), Fisherfolk organizations/ associations/ people's organizations/ cooperatives/ Women's associations, Housewives, Senior Citizens, IPs, Other government agencies, National Government Agencies (NGAs), Local Government Units (LGUs), House of Representatives, Non-Government Organizations (NGOs), Private hatchery owners, Private fish pond/fish pen owners, Private Individuals, Private Institutions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Telephone call	1. Answer telephone call and give necessary information for the queries	None	5 Minutes	<i>Aquaculturists</i> BFAR- NIFTDC Unit/Project
2. Discuss inquiry/ concerns	2. Provide needed information or refer client to concerned technical staff	None	30 Minutes	<i>Aquaculturists</i> BFAR- NIFTDC Unit/Project
<b>TOTAL</b>		None	<b>35 Minutes</b>	

## 8. Training Assistance as Requested by Clients

Trainings on various aquaculture and post harvest technologies of the Center as requested by students, researchers, fisherfolk, and other interested individuals or groups are provided by NIFTDC technical staff.

<b>Office or Division</b>	<b>BFAR- National Integrated Fisheries Technology Development Center (NIFTDC) Bonuan Binloc, Dagupan City</b>			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G - Government to Government; G2C - Government to Citizen; G2B - Government to Business Entity			
<b>Who may avail:</b>	1. Internal - Provincial Fisheries Offices (PFOs), BFAR Regional Fishery Officers, BFAR Central Office Personnel, other BFAR National Centers 2. External - MSMEs, Exporters/Fish Processors; Potential Fish Processors, Exporters; Academe (Students, Professors, On-the-Job Training, Research); Fisherfolk organizations/ associations/ people's organizations/ cooperatives/ Women's associations, Housewives, Senior Citizens, IPs; Other government agencies, National Government Agencies (NGAs), Local Government Units (LGUs), Non-Government Organizations (NGOs); Private hatchery owners; Private fish pond owners; Private Individuals; Private Institutions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request (1 original)		Client/Requesting Party/ies		
2. Training Evaluation Form (1 original)		BFAR- NIFTDC Asian Fisheries Academy		
3. Certificate of Training (1 original)		BFAR- NIFTDC Asian Fisheries Academy		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request	1. Receive Letter Request	None	5 Minutes	<i>Aquaculturist II</i> Malasakit Help Desk BFAR NIFTDC Main Building Lobby
None	1.1 Schedule the appropriate training request	None	5 Minutes	<i>Aquaculturist II</i> Asian Fisheries Academy BFAR NIFTDC Compound
2. Accept/ Receive notification of scheduled training and confirm attendance on the training	2. Notify client, stakeholders on the schedule of trainings	None	30 Minutes	<i>Aquaculturist II</i> Asian Fisheries Academy BFAR NIFTDC Compound
3. Attend the training requested	3. Conduct/ Facilitate training	None	5 Days	<i>Aquaculturist II</i> Asian Fisheries Academy and BFAR NIFTDC Unit/s or Project/s

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Accomplish Training Evaluation Form	4. Receive accomplished Training Evaluation Form	None	5 Minutes	<i>Aquaculturist II</i> Asian Fisheries Academy BFAR NIFTDC Compound
5. Receive signed Certificate of Training	5. Issue an approved and signed Certificate of Training	None	2 Minutes	<i>Aquaculturist II</i> Asian Fisheries Academy BFAR NIFTDC Compound
<b>TOTAL</b>		None	<b>5 Days, 47 Minutes</b>	

## F. Request Distribution of Fry, Fingerlings, Post Larvae and Spat Via Airport/ Seaport

### 1. Free Distribution of Fry, Fingerlings, Postlarvae, Spat (Saline Tilapia Molobicus, Freshwater Shrimp, Oyster and Mussel)

Fry, Fingerlings, Postlarvae, Spat (Saline Tilapia Molobicus, Freshwater Shrimp, Oyster and Mussel respectively, are distributed for free and transported by NIFTDC staff to the airport/seaport and sent via cargo, as requested by clients.

<b>Office or Division</b>	<b>BFAR- National Integrated Fisheries Technology Development Center (NIFTDC)- BonuanBinloc, Dagupan City</b>
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2G - Government to Government; G2B - Government to Business Entity; G2C-Gov't to Client
<b>Who may avail:</b>	1. Internal - BFAR Regional Offices 2. External - Private Individuals/Pond Owners

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter Request (1 original)	Client/ Requesting Party/ies
2. Payment for transport materials and other fees	Airport or Philippine Ports Authority (PPA)
3. Gate Pass (1 original)	BFAR- NIFTDC
4. Shipment Form (1 original, 1 duplicate copy)	Cargo/Airline or Cargo/PPA
5. Local Transport Permit (2 original, 2 duplicate copies)	BFAR Region 1 (Point of origin) and BFAR Region 4 A Quarantine Office (Last Point of Entry)
6. Health Certificate (2 original, 2 duplicate copies)	BFAR Region 1 (Point of origin) and BFAR Region 4 A Quarantine Office (Last Point of Entry)
7. Clearance (1 original, 1 duplicate copy)	Cargo/Airline
8. Checklist (1 original, 1 duplicate copy)	Cargo/Airline
9. Waiver (1 original, 1 duplicate copy)	Cargo/Airline
10. Official receipt (1 original, 1 duplicate copy)	Cargo/Airline
11. Sticker (6 pieces) and 4-6 pieces	BFAR NIFTDC and Cargo
12. Client Satisfaction/ Feedback form (1 original)	BFAR NIFTDC Hatchery
13. NAIA gate pass for Quarantine	Airport

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send Letter Request thru email	1. Receive Letter Request thru email and process the request for approval	None	15 Minutes	<i>Aquaculturist II</i> Office of the Center Chief BFAR NIFTDC Main Building

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	2. Approve letter request	None	15 Minutes	<i>Center Chief</i> Office of the Center Chief BFAR NIFTDC Main Building
3. Receive notification for approved request and schedule of distribution	3. Notify client of the approved request and schedule of distribution	None	5 minutes	<i>Aquaculturist II</i> BFAR NIFTDC Hatchery
4. Send payment through banks/ courier for the needed transport materials, expressway toll fees, van hire, permits, courier and other fees required at the airport or seaport	4. Receive payment for transport materials, expressway toll fees, van hire, permits, courier and other fees at the airport or seaport	<b>Refer to Table: 6, 7, 8.</b>	10 Minutes	<i>Aquaculturist II</i> BFAR NIFTDC Hatchery
None	5. Actual distribution (loading and packing)	None	1 Hour	<i>Aquaculturist II</i> BFAR NIFTDC Hatchery
None	5.1 Prepare Gate Pass for fry/fingerlings, post larvae or spats	None	5 Minutes	<i>Aquaculturist II</i> BFAR NIFTDC Hatchery
None	5.2 Transport fry, fingerlings, post larvae, spat, from NIFTDC (Dagupan City) to airport or Philippine Ports Authority (PPA) if via air or sea respectively	None	4 Hours	<i>BFAR NIFTDC Technical Staff</i> Airport or Philippine Ports Authority (PPA)
None	5.3 Proceed to cargo and fill out Shipment Form	None	3 Minutes	<i>BFAR NIFTDC Technical Staff</i> Airport or Philippine Ports Authority (PPA)
None	5.4 Repack and re-oxygen transport bags	None	3 Hours	<i>BFAR NIFTDC Technical Staff</i> Airport or Philippine Ports Authority (PPA)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	5.5 Weighing and checking of cargo	None	15 Minutes	Cargo Personnel Airport or Philippine Ports Authority (PPA)
None	5.6 Present secured permits, certificates, clearance, checklist and waiver	None	1 Hour	BFAR NIFTDC Technical Staff Airport or Philippine Ports Authority (PPA)
5.7 Receive items/goods at airport or port of destination	5.7 Payment of required fees and secure official receipts, issuance of sticker and proceed to cargo for receiving	Refer to Table: 6, 7, 8.	1 Hour	BFAR NIFTDC Technical Staff Cashier Airport or PPA
5.8 Receive Client Satisfaction Feedback Form, official receipts and other important documents	5.8 Send Client Satisfaction Feedback blank Form, official receipts and other important documents to client	None	5 Minutes	Aquaculturist II BFAR NIFTDC Hatchery
6. Send back accomplished Client Satisfaction Feedback Form to NIFTDC	6. Receive accomplished Client Satisfaction Feedback Form	None	5 Minutes	Aquaculturist II BFAR NIFTDC Hatchery
	<b>TOTAL</b>	<b>Refer to Table: 6, 7, 8.</b>	<b>1 Day, 3 Hours, 18 Minutes</b>	

**Table 6.**

Payment for transport materials, expressway toll fees, van hire, permits, certificates and other fees at the airport.

**Saline Tilapia Molobicus**

QUANTITY	UNIT	ITEM DESCRIPTION	UNIT COST	AMOUNT
10,000	pieces	Saline tilapia Molobicus fingerlings		
15	pieces	styrophor box (20' x 24' x 32')	PHP 400.00	PHP 6,000.00
15	pieces	carton box (22' x 26' x 34')	PHP 85.00	PHP 1,275.00
90	pieces	polyethylene bag (20' x 30' x 003)	PHP 10.00	PHP 900.00
30	pieces	polyethylene bag (40" x 40" x 003)	PHP 45.00	PHP 275.00
1	piece	rubber band (big)	PHP 195.00	PHP 195.00
1	piece	rubber band (small)	PHP 185.00	PHP 185.00

5	pieces	book sticker paper	PHP 45.00	PHP 225.00
5	rolls	packaging tape, brown 2"	PHP45.00	PHP 225.00
2	way	toll fee (NLEX, TPLEX, SCTEX)	PHP 1,300.00	PHP 1,300.00
15	boxes	airfreight, 15 kg per box (NAIA terminal 1 and 3)	PHP 1,200.00	PHP 18,000.00
1	copy	NAIA gate pass for Quarantine	PHP 100.00	PHP 100.00
2	copies	Local Transport Permit	PHP 100.00	PHP 200.00

**PHP 28,880.00**

**Table 7.**

**Freshwater Shrimp**

QUANTITY	UNIT	ITEM DESCRIPTION	UNIT COST	AMOUNT
10,000	pieces	freshwater shrimp post larvae	refer to Table 8	
5	pieces	styrophor box (20'x24' x 32')	PHP 400.00	PHP 2,000.00
15	pieces	carton box (22' x 26' x 34')	PHP 85.00	PHP 1,275.00
90	pieces	polyethylene bag (20' x 30' x 003)	PHP 10.00	PHP 900.00
30	pieces	polyethylene bag (40" x 40" x 003)	PHP 45.00	PHP 275.00
1	piece	rubber band (big)	PHP 195.00	PHP 195.00
1	piece	rubber band (small)	PHP 185.00	PHP 185.00
5	pieces	book sticker paper	PHP 45.00	PHP 225.00
5	rolls	packaging tape, brown 2"	PHP45.00	PHP 225.00
2	way	toll fee (NLEX, TPLEX, SCTEX)	PHP 1,300.00	PHP 1,300.00
15	boxes	airfreight, 15 kg per box (NAIA terminal 1 and 3)	PHP 1,200.00	PHP 18,000.00
1	copy	NAIA gate pass for Quarantine	PHP 100.00	PHP 100.00
2	copies	Local Transport Permit	PHP 100.00	PHP 200.00

**PHP 24,880.00**

**Table 8.**

**Estimated Cost of Oyster Seedlings Transport to e.g BFAR Region XII**

QUANTITY	UNIT	ITEM DESCRIPTION	UNIT COST	AMOUNT
2	rolls	plastic strips	PHP 160.00	PHP 320.00
1	roll	P.E. Rope # 8	PHP 320.00	PHP 320.00
1	spool	Nylone twine, 210/18	PHP 330.00	PHP 330.00
1	pack	Plastic transport bag (40 x 40 x 0.003, 10 pieces per pack)	PHP 180.00	PHP 180.00
1	box	rubber band, small	PHP 50.00	PHP 50.00
2	boxes	styrofoam box, (56 cm x 40 cm x 40 cm)	PHP 220.00	PHP 440.00
2	boxes	carton box	PHP 60.00	PHP 120.00
1	pack	sticker paper, 10 sheets per pack	PHP 39.75	PHP 39.75
1	roll	packaing tape, 2"	PHP 40.00	PHP 40.00
2	boxes	airfreight, (7 kg per box)	PHP 2,000.00	PHP 4,000.00
1	unit	Van hire (Dagupan-Cargo-Manila)	PHP 8,000.00	PHP 8,000.00
2	copies	Local Transport Permit	PHP 30.00	PHP 60.00

**PHP 13,899.75**



## 2. Sold/Purchase Distribution of Fry, Fingerlings, Postlarvae, Spat (Saline Tilapia (Molobicus), Freshwater Shrimp, Oyster and Mussel)

Fry, Fingerlings, Postlarvae, Spat (Milkfish, Saline Tilapia Molobicus, Freshwater Shrimp, Oyster and Mussel respectively, are distributed for a certain fee and transported by NIFTDC staff to the airport or seaport, and sent via cargo as requested by the clients.

<b>Office or Division</b>	<b>BFAR- National Integrated Fisheries Technology Development Center (NIFTDC)-Binloc, Dagupan City</b>
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2G - Government to Government; G2B - Government to Business Entity; G2C - Government to Citizen
<b>Who may avail:</b>	1. Internal - BFAR Regional Fishery Offices 2. External - Fisherfolk organizations/ associations/ people's organizations/ cooperatives/ Women's associations, Other government agencies; Local Government Units (LGUs); Private hatchery owners

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Letter Request through email	Emails: bfarniftdc@yahoo.com or westlyrosario@ymail.com
2. Payment for transport materials and for fingerlings	Client/Requesting Party/ies
3. Official Receipt (1 original)	BFAR NIFTDC Administrative Unit
4. Gate Pass (1 original)	BFAR NIFTDC
5. Shipment Form (1 original, 1 duplicate copy)	Cargo/Airline
6. Local Transport Permit (2 original, 2 duplicate copies)	BFAR Region 1 (Point of origin) and BFAR Region 4 A Quarantine Office (Last Point of Entry)
7. Health Certificate (2 original, 2 duplicate copies)	BFAR Region 1 (Point of origin) and BFAR Region 4 A Quarantine Office (Last Point of Entry)
8. Clearance (1 original, 1 duplicate copy)	Cargo/Airline
9. Checklist (1 original, 1 duplicate copy)	Cargo/Airline
10. Waiver (1 original, 1 duplicate copy)	Cargo/Airline
11. Official receipt (1 original, 1 duplicate copy)	Cargo/Airline
12. Sticker (6 pieces) and 4-6 pieces	BFAR NIFTDC and Cargo
13. Client Satisfaction/ Feedback form (1 original)	BFAR NIFTDC Hatchery
14. NAIA gate pass for Quarantine	Airport

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send Letter Request through email	1. Receive Letter Request and process request for approval	None	15 Minutes	<i>Aquaculturist II</i> Office of the Center Chief BFAR NIFTDC Main Building
None	1.1 Approve request	None	15 Minutes	<i>Center Chief</i> Office of the Center Chief BFAR NIFTDC Main Building
2. Receive notification of approved request and schedule of distribution	2. Inform client of approved request and schedule of distribution	None	5 Minutes	<i>Technical staff</i> BFAR NIFTDC Hatchery
3. Send payment for fry or fingerlings or post larvae, or spats, transport materials, toll fees, van hire, permits and other fees required by the airport or seaport cargo to NIFTDC	3. Receive payment for fry or fingerlings or post larvae, or spats, transport materials, toll fees, van hire, permits and other fees required by the airport/seaport cargo	Refer to Table 6, 7, 8	10 Minutes	<i>Technical staff</i> BFAR NIFTDC Hatchery
None	3.1 Loading and packing	None	1 Hour	<i>Technical staff</i> BFAR NIFTDC Hatchery
None	3.2 Prepare Gate Pass and Official Receipt for payment of fry, fingerlings, post larvae or spat	None	10 Minutes	<i>Technical staff</i> BFAR NIFTDC Hatchery <i>Collection Officer</i> Administrative Unit BFAR NIFTDC Main Building
None	3.3 Transport eggs or fry or fingerlings or post larvae, or spat from NIFTDC to airport or Philippine Ports Authority (PPA) if via air or sea	None	3 Hours	<i>Technical Staff</i> BFAR NIFTDC Hatchery
None	3.4 Proceed to cargo and fill up Shipment Form	None	3 Minutes	<i>Technical Staff</i> BFAR NIFTDC Airport or Philippine Ports Authority (PPA)
None	3.5 Repack and re-oxygen transport bags	None	3 Hours	<i>Technical Staff</i> BFAR NIFTDC Airport or Philippine Ports Authority (PPA)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	3.6 Weighing and checking of cargo	None	15 Minutes	<i>Cargo Personnel</i> Airport or Philippine Ports Authority (PPA)
None	3.7 Present secured permits, certificates , clearance, checklist and waiver	None	1 Hour	<i>Technical Staff</i> BFAR NIFTDC Airport or Philippine Ports Authority (PPA)
None	3.8 Payment of required fees and issuance of sticker and proceed to cargo for receiving	Refer to Table 6, 7, 8	1 Hour	<i>Cashier</i> Airport or PPA
4. Receive official receipts of fees and other documents and fill-out Client Satisfaction/Feedback form	3.9 Send Client Satisfaction/ Feedback Form, Official Receipts of fees and other documents to client	None	5 Minutes	<i>Technical Staff</i> BFAR NIFTDC Hatchery
5. Send accomplished Client Satisfaction/ Feedback Form to BFAR NIFTDC	4. Receive accomplished Client Satisfaction/ Feedback Form	None	5 Minutes	<i>Technical Staff</i> BFAR NIFTDC Hatchery
	<b>TOTAL</b>	Refer to Table 6, 7, 8	<b>1 Day, 2 Hours, 23 Minutes</b>	

**Table 9**

Transport Materials - (plastic bags) - PHP 10.00 per piece  
 Freshwater Shrimp Post Larvae- PHP 1.00 per piece  
 Spats: seeded collectors (plastic strings) - PHP40.00 per string

**Oyster/Mussel Seedlings:**

PHP 0.30 per piece  
 4-5 inches - PHP 5.00 per piece

**Saline Tilapia Fingerlings:**

size 22 -PHP 0.35 per piece  
 size 17 - PHP 0.45 per piece  
 size 14 -PHP 0.55 per piece  
 size 12- PHP 0.65 per piece

**Table 11**

List of Algae with Corresponding Prices	
Phytoplankton (Microalgae)	
Nannochloropsis oculata	PHP 60.00
Nannochloropsis sp	PHP 60.00
Nannochlorum sp.*	PHP 60.00
Teraselmis tetrahele	PHP 60.00
Teraselmis batan	PHP 60.00
Chlorella vulgaris (marine species)	PHP 60.00
Chlorella sp. (freshwater species)	PHP 60.00
Dunalleila sp.	PHP 60.00
Spirulina sp.	PHP 60.00
Chaetoceros calcitrans *	PHP 60.00
Chaetoceros gracilis *	PHP 60.00
Nitzschia sp.	PHP 60.00
Isochrysis galbana *	PHP 60.00
Pavlova sp.	PHP 60.00
Navicula sp.	PHP 60.00
Amphora sp.	PHP 60.00
Thalasiosira pseudonana	PHP 60.00
Zooplankton	PHP 250.00

\* Always available, while the rest of the microalgae are cultured in test tubes and need to be mass produced. Reservations should be made three weeks to one month in advance.

## G. Distribution of Natural Food

### 1. Free Distribution of Primary, Secondary and Mass Culture of Natural Food Organisms (Microalgae, Daphnia and Rotifer)

Natural food organisms such as microalgae, Daphnia and rotifer are distributed for free to clients, and are picked up by the client at the Center

<b>Office or Division</b>	<b>BFAR- National Integrated Fisheries Technology Development Center (NIFTDC), Bonuan Binloc, Dagupan City</b>
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2G - Government to Government; G2B - Government to Business Entity
<b>Who may avail:</b>	(Internal) BFAR Regional Fishery Officers, other Centers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter Request (1 original)	Client/ Requesting Party/ies
2. Client Request Form (Individual and Group) (1 original)	BFAR NIFTDC - Biology/Phycology Laboratory, Main Building
3. Payment for transport materials	Client/Requesting Party/ies
3. Gate Pass (1 original)	BFAR NIFTDC - Biology/Phycology Laboratory, Main Building
4. Client Satisfaction/Feedback Form (1 original)	BFAR NIFTDC - Biology/Phycology Laboratory, Main Building

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request or accomplish Client Request Form	1. Receive Letter Request or accomplished Client Request Form and process request for approval	None	30 Minutes	<i>Aquaculturist II</i> Malasakit Help Desk or Laboratory Technical Staff Biology/Phycology Laboratory BFAR NIFTDC Main Building
None	1.1 Approve request by the Center Chief	None	15 Minutes	<i>Center Chief</i> Office of the Center Chief BFAR NIFTDC Main Building
None	1.2 Provide technical assistance and recommendation	None	15 Minutes	<i>Laboratory Technical Staff</i> Biology/Phycology Laboratory BFAR NIFTDC Main Building

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.3 Receive notification for schedule of distribution of request	1.3 Notify the client of the schedule of distribution of request	None	5 Minutes	<i>Laboratory Technical Staff</i> Biology/Phycology Laboratory BFAR NIFTDC Main Building
2. Receive natural food organisms and pay for transport materials	2. Examine quality of starters under microscope/Actual distribution (loading and packing) and receive payment	Refer to Table 9	30 Minutes	<i>Laboratory Technical Staff</i> Biology/Phycology Laboratory BFAR NIFTDC Main Building
3. Receive gate pass	3. Prepare and issue gate pass	None	5 Minutes	<i>Laboratory Technical Staff</i> Biology/Phycology Laboratory BFAR NIFTDC Main Building
4. Fill out Client Satisfaction/ Feedback Form	4. Receive accomplished Client Satisfaction/ Feedback Form	None	5 Minutes	<i>Laboratory Technical Staff</i> Biology/Phycology Laboratory BFAR NIFTDC Main Building
	<b>TOTAL</b>	<b>Refer to Table 9</b>	<b>1 Hour, 45 Minutes</b>	

**Table 9.**

Total fees will depend on the amount in liters and the microalge requested

Transport materials (plastic bags) - PHP 10.00 per piece

## 2. Sold/Purchased Distribution of Primary, Secondary and Mass Culture of Natural Food Organisms (Microalgae, Daphnia and Rotifer)

Natural food organisms such as Microalgae, Daphnia and Rotifer are distributed and sold and picked up at the Center by the clients.

<b>Office or Division</b>	<b>BFAR- National Integrated Fisheries Technology Development Center (NIFTDC)-Bonuan Binloc, Dagupan City</b>
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B - Government to Business Entity
<b>Who may avail</b>	External - Academe ( researchers) Private hatchery owners, Fisherfolk

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request (1 original)	Client/ Requesting Party/ies
2. Client Request Form (Individual and Group) (1 original)	Biology/Phycology Laboratory, Main Building BFAR NIFTDC
3. Payment for transport materials and natural food	Client/ Requesting Party/ies
4. Billing Form (1 original)	Biology/Phycology Laboratory, Main Building BFAR NIFTDC
5. Order of Payment (1 original)	Biology/Phycology Laboratory, Main Building BFAR NIFTDC
6. Official Receipt (1 original)	Collection Officer Administrative Unit, BFAR NIFTDC Main Building
7. Gate pass (1 original)	Biology/Phycology Laboratory, Main Building BFAR NIFTDC
8. Client Satisfaction/ Feedback Form (1 original)	Biology/Phycology Laboratory, Main Building BFAR NIFTDC

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request with requirements or fill-out Client Request Form	1. Receive Letter Request with requirements or Client Request Form and process request for approval	None	30 Minutes	<i>Aquaculturist II</i> Malasakit Help Desk BFAR NIFTDC Main Building Lobby
None	1.1 Approval of request	None	15 Minutes	<i>Center Chief</i> Office of the Center Chief BFAR NIFTDC Main Building
None	1.2 Provide technical recommendation	None	15 Minutes	<i>Laboratory Technical staff</i> Biology/Phycology Laboratory BFAR NIFTDC Main Building
2. Receive notification of the scheduled distribution	2. Schedule distribution	None	5 Minutes	<i>Laboratory Technical staff</i> Biology/Phycology Laboratory BFAR NIFTDC Main Building

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Receive natural food organisms	3. Examine quality of starters under microscope/Actual distribution (loading and packing)	None	30 Minutes	Laboratory Technical staff Biology/Phycology Laboratory BFAR NIFTDC Main Building
4. Pay fees for natural food organisms and transport materials	4. Prepare billing and order of payment forms, gate pass and official receipt	Refer to Table 10, 11	15 Minutes	Laboratory Technical Staff Biology/Phycology Laboratory and Collecting Officer Administrative Unit BFAR NIFTDC Main Building
5. Accomplish Client Satisfaction/ Feedback Form	5. Receive accomplished Client Satisfaction/ Feedback Form	None	5 Minutes	Laboratory Technical Staff Biology/Phycology Laboratory BFAR NIFTDC Main Building
	<b>TOTAL</b>	<b>Refer to Table 10, 11</b>	<b>1 Hour, 55 Minutes</b>	

**Table 10.**

Transport materials (plastic bags) - PHP 10.00 per piece

**Table 11**

List of Algae with Corresponding Prices	
Phytoplankton (Microalgae)	
Nannochloropsis oculata	PHP 60.00
Nannochloropsis sp	PHP 60.00
Nannochlorum sp.*	PHP 60.00
Teraselmis tetrahele	PHP 60.00
Teraselmis batan	PHP 60.00
Chlorella vulgaris (marine species)	PHP 60.00
Chlorella sp. (freshwater species)	PHP 60.00
Dunalleila sp.	PHP 60.00
Spirulina sp.	PHP 60.00
Chaetoceros calcitrans *	PHP 60.00
Chaetoceros gracilis *	PHP 60.00
Nitzschia sp.	PHP 60.00
Isochrysis galbana *	PHP 60.00
Pavlova sp.	PHP 60.00
Navicula sp.	PHP 60.00
Amphora sp.	PHP 60.00
Thalasiosira pseudonana	PHP 60.00
Zooplankton	PHP 250.00

\* Always available, while the rest of the microalgae are cultured in test tubes and need to be mass produced. Reservations should be made three weeks to one month in advance.



## H. Toll Processing of Frozen Milkfish

Clients which include fish processors and exporters bring their raw materials such as fresh milkfish to the Korea-Philippines Seafood Processing Complex for toll processing into fresh frozen whole milkfish, or fresh frozen marinated milkfish or fresh frozen deboned milkfish for a toll processing fee.

<b>Office or Division</b>	BFAR- National Integrated Fisheries Technology Development Center (NIFTDC)-Bonuan Binloc, Dagupan City
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2G - Government to Government; G2B - Government to Business Entity
<b>Who may avail</b>	Internal: BFAR Regional Offices

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request (email)	BFAR NIFTDC, Korea-Philippines Seafood Processing Complex, Post Harvest Unit or email to: bfarniftdc@yahoo.com/westlyrosario@gmail.com
2. Client Request Form (Individual or Group) (1 original)	BFAR NIFTDC, Korea-Philippines Seafood Processing Complex, Post Harvest Unit or email to: bfarniftdc@yahoo.com/westlyrosario@gmail.com
3. Billing Form (1 original)	BFAR NIFTDC Korea Philippines Seafood Processing Complex, Post Harvest Unit
4. Order of Payment (1 original)	BFAR NIFTDC Korea Philippines Seafood Processing Complex, Post Harvest Unit
5. Official Receipt (1 original )	BFAR NIFTDC Administrative Unit
6. Transport Certificate (1 original)	BFAR NIFTDC Korea Philippines Seafood Processing Complex, Post Harvest Unit
7. Client Satisfaction/Feedback Form	BFAR NIFTDC Korea Philippines Seafood Processing Complex, Post Harvest Unit

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request for toll processing	1. Approve request for toll processing	None	5 Minutes	Center Chief Office of the Center Chief BFAR- NIFTDC Main Building
None	1.1 Process the request after approval.	None	10 Minutes	Technical Staff; Plant Workers Korea Philippines - Seafood Processing Complex (KP-SPC) Post Harvest Unit BFAR NIFTDC
None	1.2 Receiving of raw materials	None	1 Hour	Technical Staff; Plant Workers Korea Philippines - Seafood Processing Complex (KP-SPC) Post Harvest Unit BFAR NIFTDC

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.3 Initial washing	None	2 Hours	<i>Technical Staff; Plant Workers</i> KP-SPC Post Harvest Unit BFAR NIFTDC
None	1.4 Splitting	None	3 Hours	<i>Technical Staff; Plant Workers</i> KP-SPC Post Harvest Unit BFAR NIFTDC
None	1.5 Evisceration and washing	None	3 Hours	<i>Technical Staff; Plant Workers</i> KP-SPC Post Harvest Unit BFAR NIFTDC
None	1.6 Deboning of Milkfish	None	6 Hours	<i>Technical Staff; Plant Workers</i> KP-SPC Post Harvest Unit BFAR NIFTDC
None	1.7 Final washing	None	2 Hours	<i>Technical Staff; Plant Workers</i> KP-SPC Post Harvest Unit BFAR NIFTDC
None	1.8 Draining	None	30 Minutes	<i>Technical Staff; Plant Workers</i> KP-SPC Post Harvest Unit BFAR NIFTDC
None	1.9 Labelling/ Packaging/ Vacuum Packing	None	1 Hour	<i>Technical Staff; Plant Workers</i> KP-SPC Post Harvest Unit BFAR NIFTDC
None	1.10 Packing	None	1 Hour	<i>Technical Staff; Plant Workers</i> KP-SPC Post Harvest Unit BFAR NIFTDC

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.11 Layering/ Weighing	None	1 Hour	<i>Technical Staff; Plant Workers</i> KP-SPC Post Harvest Unit BFAR NIFTDC
None	1.12 Chilling	None	2 Hours	<i>Technical Staff; Plant Workers</i> KP-SPC Post Harvest Unit BFAR NIFTDC
None	1.13 Blast Freezing	None	5 Hours	<i>Technical Staff; Plant Workers</i> KP-SPC Post Harvest Unit BFAR NIFTDC
None	1.14 Packing in cartons	None	2 Hours	<i>Technical Staff; Plant Workers</i> KP-SPC Post Harvest Unit BFAR NIFTDC
None	1.15 Cold storage	None	2 Days	<i>Technical Staff; Plant Workers</i> KP-SPC Post Harvest Unit BFAR NIFTDC
None	2. Prepare Billing Form and Order of Payment	None	5 minutes	<i>Technical Staff</i> KP-SPC Post Harvest Unit BFAR NIFTDC
3.. Pay the necessary fees and receive Official Receipt	3. Receive payment and issue an Official Receipt	<b>Refer to Table 13</b>	5 Minutes	<i>Technical Staff</i> KP-SPC Post Harvest Unit BFAR NIFTDC
4. Receive Certificate of Transport	4. Issue Certificate of Transport	None	5 minutes	<i>Production Head or Plant Manager</i> KP-SPC Post Harvest Unit BFAR NIFTDC
5. Fill-out Client Satisfaction/Feedback Form	5. Receive filled-out Client Satisfaction/Feedback Form	None	5 minutes	<i>Technical Staff</i> KP-SPC Post Harvest Unit BFAR NIFTDC

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Receive finished products (fresh frozen whole milkfish, fresh frozen marinated milkfish, fresh frozen deboned milkfish)	6. Van loading of products	None	2 Hours	<i>Technical staff; Plant Workers</i> BFAR NIFTDC- KP-SPC Post Harvest Unit
	<b>TOTAL</b>	<b>Refer to Table 13</b>	<b>3 Days, 8 Hours, 5 Minutes</b>	

**Table 13.**

**Toll Processing Fee** (Plant and Labor fee) will depend on the total weight in kilograms of the finished product and type of fish and weight of raw materials

**Plant fee** - PHP 7.00 per kilogram of finished product

**Labor Fees:**

- a. Support Services - Team Leader - PHP 400.00 per day (8 hours)  
Members- PHP 350.00 per day (8 hours)
- b. Spitters - Regular size (300 grams and above) - PHP 1.00 per piece
- c. Washer - Regular size (300 grams and above) - PHP 0.75 per piece  
Baby (250 grams and below) - PHP 2.50 per kilogram
- d. Deboner - Regular size (300-500 grams) - PHP 2.75 per piece  
Large (500 grams and above) - PHP 3.00 per piece  
Baby (250 grams and below) - PHP 1.50 per kilogram  
Rib bone only - PHP 5.00 per kilogram

FEEDBACK AND COMPLAINTS MECHANISMS	
<b>How to send a feedback</b>	Answer the Client feedback form and send or submit it to the Office of the Center Chief
	Contact Info: (075) 649-6086 or bfarniftdc@yahoo.com or westlyrosario@ymail.com
<b>How feedback is processed</b>	Every Friday, the Complaints Officer/Administrative Officer reads all letters of complaints and feedback, and compiles and records all feedback submitted.
	Feedback requiring answers are forwarded to the relevant units/projects and they are required to answer within three (3) days of the receipt of the feedback.
	The answer of the unit/project is then relayed to the citizen. For inquiries and follow-ups, clients may contact the following telephone number: (075) 649-6068
<b>How to file a complaint</b>	Answer the Client Complaint Form and send or submit it to the Administrative Officer/Complaints Officer at the Administrative Unit Office. BFAR NIFTDC Bonuan Binloc, Dagupan City.
	Complaints can also be filed via telephone. Make sure to provide the following - information: Name of person being complained: Incident: Evidence: For inquiries and follow-ups, clients may contact the following telephone number: (075) 649-6068
<b>How complaints are processed</b>	The Complaints Officer/Administrative Officer opens the complaints email on a daily basis and evaluates each complaint. Upon evaluation, the Complaints Officer/Administrative Officer shall start the investigation and forward the complaint to the relevant office for their explanation. The Complaints Officer/Administrative Officer will create a report after the investigation, and shall submit it to the Center Chief for appropriate action. The Complaints Officer /Administrative Officer will give the feedback to the client. For inquiries and follow-ups, clients may contact the following contact number: (075) 649-6068
<b>Contact Information of CCB, PCC, ARTA</b>	A R T A : 1c-oAmRpTlaAi n(2ts7@82a)r ta.gov.ph PCCCCB:: 80898088 -881-6565 (SMS)

## LIST OF OFFICES

OFFICE	ADDRESS	CONTACT INFORMATION
Office of the Center Chief	Russia St., Barangay Bonuan Binloc, Dagupan City	bfarniftdc@yahoo.com or westlyrosario@ymail.com  (075) 648-6086
Administrative Unit	Russia St., Barangay Bonuan Binloc, Dagupan City	<a href="mailto:admdagupan0325@yahoo.com">admdagupan0325@yahoo.com</a>  (075) 649-6068
Korea-Philippines Seafood Processing Complex	Russia St., Barangay Bonuan Binloc, Dagupan City	(075) 649-6084
Asian Fisheries Academy	Russia St., Barangay Bonuan Binloc, Dagupan City	(075) 649-6083

## VI. National Seaweed Technology Development Center (NSTDC) - Cabid-an, Sorsogon

### A. Fisheries Production and Distribution

#### 1. Conduct of Assessment on Seaweed Production- National Certificate II (Regular)

Assessment on Seaweed Production-National Certificate II (SP-NC II)				
Office or Division	BFAR-National Seaweed Technology Development Center (NSTDC), Cabid-an, Sorsogon			
Classification	Complex			
Type of Transaction	G2C - Government to Citizen; G2B - Government to Business; G2G - Government to Government			
Who may avail:	1. Internal - BFAR-Regional Offices Personnel, Central Office Personnel and other BFAR National Centers			
	2. External - Seaweed Farmers, Fisherfolk association, Seaweed Traders, Women's group, Academe (Students, Professors, OJTs, Researchers), Local Government Units (LGUs); Non-Government Organizations (NGOs)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Form		BFAR-NSTDC Administrative Office/Assessment Center Office		
2. Self-Assessment Guide (SAG) Form		BFAR-NSTDC Administrative Office/Assessment Center Office		
3. Admission Slip		BFAR-NSTDC Administrative Office/Assessment Center Office		
4. Official Receipt		BFAR-NSTDC Cashier Center Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application Form	1. Receive Application Form, assess and approve request	None	5 Minutes	Head of the Center BFAR- NSTDC Center Office
2. Pay the required assessment fee	2. Receive payment and issue official receipt and provide Admission Slip	refer to schedule of fees below	1 Minute	Cashier Center Office
3. Secure official receipt and Admission Slip	3. Provide official receipt and Admission Slip	None	1 Minute	Administrative Assistant Center Office
4. Attend the actual assessment	4. Conduct actual assessment	None	3 Days	Administrative Assistant Center Office
TOTAL		refer to schedule of fees below	3 Days, 12 Minutes	

**Schedule of Fees:**

Full Competency - Php 600.00

COC 1 - Php 560.00

COC 2 - Php 560.00

COC 3 - Php 570.00

COC 4 - Php 540.00



## 2. Conduct of Assessment on Seaweed Production- National Certificate II (Scholarship)

Assessment on Seaweed Production-National Certificate II (SP-NC II) (Scholarship)				
<b>Office or Division</b>	<b>BFAR-National Seaweed Technology Development Center (NSTDC), Cabid-an, Sorsogon</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B - Government to Business; G2G - Government to Government			
<b>Who may avail:</b>	1. Internal - BFAR-Regional Offices Personnel, Central Office Personnel and other BFAR National Centers			
	2. External - Seaweed Farmers, Fisherfolk association, Seaweed Traders, Women's group, Academe (Students, Professors, OJTs, Researchers), Local Government Units, National Government Organizations, Seaweed Farmers, Fisherfolk association, Seaweed Traders, Women's group, Academe (Students, Professors, OJTs, Researchers), Local Government Units (LGUs); Non-Government Organizations (NGOs).			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Application Form		BFAR-NSTDC Administrative Office/Assessment Center Office		
2. Self-Assessment Guide (SAG) Form		BFAR-NSTDC Administrative Office/Assessment Center Office		
3. Admission Slip		BFAR-NSTDC Administrative Office/Assessment Center Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Application Form	1. Receive Application Form, assess and approve request	None	5 Minutes	<i>Head of the Center</i> BFAR- NSTDC Center Office
2. Attend the actual assessment	2. Conduct actual assessment	None	3 Days	<i>Administrative Assistant</i> Center Office
<b>TOTAL</b>		None	<b>3 Days, 5 Minutes</b>	

### 3. Dispersal of Seaweed Propagules and Raw Dried Seaweeds

Dispersal of Seaweeds and Raw Dried Seaweeds for distribution to support and provide the needs of the clients.				
<b>Office or Division</b>	<b>BFAR-National Seaweed Technology Development Center (NSTDC), Cabid-an, Sorsogon</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2G - Government to Government			
<b>Who may avail:</b>	1. <b>Internal</b> - BFAR Regional Offices Personnel 2. <b>External</b> - Individual Seaweed Farmer, Fisherfolk Association, Academe (Students, Professors, OJTs, Researchers), Local Government Units (LGUs)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request		Client/Requesting Party/ies		
2. Request Form		BFAR-NSTDC Administrative Office		
3. Client Feedback Form		BFAR-NSTDC Administrative Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request or accomplished Request Form	1. Receive and record the Letter Request or accomplished Request Form	None	2 Minutes	<i>Aquaculturist I</i> BFAR-NSTDC
2. Coordinate and discuss on the schedule of collection	2. Set the schedule of collection and discuss/notify the client	None	5 Minutes	<i>Aquacultural Technician I; Aquaculturist I</i> BFAR- NSTDC
None	2.1 Forward the request to Center Chief for the approval	None	5 Minutes	<i>Aquacultural Technician I; Aquaculturist I</i> BFAR- NSTDC
None	2.2 Approval of the request	None	5 Minutes	<b>Center Chief</b> Office of the Center Chief
3. Receive/ Collect the seaweed propagules or raw dried seaweed.	3. Distribution of quality seaweed propagules or raw dried seaweeds.	None	5 Minutes	<i>Aquacultural Technician I; Aquaculturist I</i> BFAR-NSTDC
4. Fill out of Client Feedback Form	4. Receive accomplished Client Feedback Form	None	1 Day	<i>Aquaculturist I</i> BFAR-NSTDC
<b>TOTAL</b>		None	<b>1 Day, 22 Minutes</b>	

#### 4. Issuance of Seaweed Quality Analysis Report (Moisture Content (MC))

To determine the quality of seaweeds moisture content submitted in the laboratory by the requesting parties.				
<b>Office or Division</b>	<b>BFAR-National Seaweed Technology Development Center (NSTDC), Cabid-an, Sorsogon</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B - Government to Business; G2G - Government to Government			
<b>Who may avail:</b>	1. Internal - BFAR- Regional Offices Personnel			
	2. External - Seaweed Farmers, Fisherfolk association, Seaweed Traders, Exporters, Academe (Students, Professors, OJTs, Researchers), Local Government Units (LGUs); Non-Government Organizations (NGOs).			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request		Client/Requesting Party/ies		
2. Request Form		BFAR-NSTDC Administrative Office		
3. Client Feedback Form		BFAR-NSTDC Administrative Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request or accomplish Request Form and submit Seaweed sample	1. Receive and record Letter Request or accomplished Request Form and receive Seaweed samples	None	10 Minutes	<i>Aquaculturist I</i> BFAR-NSTDC
2. Secure the result of analysis	2. Release the result of analysis	None	1 Day	<i>Laboratory Assistant</i> BFAR- NSTDC Laboratory Section
3. Fill out of Client Feedback form	3. Receive filled-out Client Feedback Form	None	4 Minutes	<i>Aquaculturist I</i> BFAR-NSTDC
<b>TOTAL</b>		None	<b>1 Day, 14 Minutes</b>	

## 5. Seaweed Quality Analysis (Gel Strength/Yield/Viscosity)

To determine the quality of seaweeds submitted in the laboratory by the requesting parties.				
<b>Office or Division</b>	<b>BFAR-National Seaweed Technology Development Center (NSTDC), Cabid-an, Sorsogon</b>			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B - Government to Business; G2G - Government to Government			
<b>Who may avail:</b>	1. Internal - BFAR- Regional Offices Personnel			
	2. External - Seaweed Farmers, Fisherfolk association, Seaweed Traders, Exporters, Academe (Students, Professors, OJTs, Researchers), Local Government Units (LGUs); Non-Government Organizations (NGOs).			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request		Client/Requesting Party/ies		
2. Request Form		BFAR-NSTDC Administrative Office		
3. Required Sample of Seaweeds		BFAR-NSTDC Administrative Office		
3. Client Feedback Form		BFAR-NSTDC Administrative Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request or accomplish Request Form and submit Seaweed sample	1. Receive Letter Request or accomplished Request Form and record the request and receive Seaweed samples	None	1 Minute	<i>Aquaculturist I</i> BFAR-NSTDC
2. Secure the result of analysis	2. Seaweed analysis of samples submitted	None	7 Days	<i>Aquaculturist I</i> BFAR-NSTDC
	2.1 Release the result of analysis			
3. Fill out of Client Feedback form	3. Receive filled-out Client Feedback Form	None	4 Minutes	<i>Aquaculturist I</i> BFAR-NSTDC
<b>TOTAL</b>		None	<b>7 Days, 5 Minutes</b>	

## B. Provision for Extension Support, Education and Training Services

### 1. Technical Assistance for Distribution of Information, Education and Communication (IEC) Materials

To provide awareness and information to the clientele thru distribution of IEC materials.				
<b>Office or Division</b>	<b>BFAR-National Seaweed Technology Development Center (NSTDC), Cabid-an, Sorsogon</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B - Government to Business; G2G - Government to Government			
<b>Who may avail:</b>	1. Internal - Provincial Fishery Offices (PFOs), BFAR Regional Fishery Officers, BFAR Central Office Personnel and BFAR National Centers 2. External - MSMEs; Exporters/Fish Processors; Potential Fish Processors, Exporter; Academe (Students, Professors, On-the-Job Training, Research); Fisherfolk Organizations, Associations, People's Organizations, Cooperatives, Women's Associations, Housewives, Senior Citizens, Indigenous People; Other Government Agencies; National Government Agencies (NGAs); Local Government Units (LGUs) and House of Representatives; Non-Government Organizations (NGOs).			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request		Client/Requesting Party/ies		
2. Client Request Form for Information, Education and Communication (IEC) materials		BFAR-NSTDC Administrative Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request and/or accomplished Client Request Form	1. Receive Letter Request and/or accomplished Client Request Form	None	5 Minutes	Administrative Assistant I & II; Aquaculturist I BFAR- NSTDC
2. Receive IEC materials requested/ needed	2. Provide the IEC materials requested	None	3 Minutes	Administrative Assistant I & II; Aquaculturist I BFAR- NSTDC
<b>TOTAL</b>		None	<b>8 Minutes</b>	

## 2. Technical Assistance for Regular Training

To provide updated information and transfer the new technology to the participants.				
<b>Office or Division</b>	<b>BFAR-National Seaweed Technology Development Center (NSTDC), Cabid-an, Sorsogon</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B - Government to Business; G2G - Government to Government			
<b>Who may avail:</b>	<p>1. <b>Internal</b> - Provincial Fishery Offices (PFOs), BFAR Regional Fishery Officers, BFAR Central Office Personnel and BFAR National Centers</p> <p>2. <b>External</b> - MSMEs; Exporters/Fish Processors; Potential Fish Processors, Exporter; Academe (Students, Professors, On-the-Job Training, Research); Fisherfolk Organizations, Associations, People's Organizations, Cooperatives, Women's Associations, Housewives, Senior Citizens, Indigenous People; Other Government Agencies National Government Agencies (NGAs); Local Government Units (LGUs) and House of Representatives; Non-Government Organizations (NGOs).</p>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Invitation Letter		BFAR-NSTDC Administrative Office		
2. Client Request Form		BFAR-NSTDC Administrative Office		
3. Evaluation Form		BFAR-NSTDC Administrative Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receive Invitation Letter or accomplished Client Request Form	1. Send Invitation Letter or receive accomplished Client Request Form	None	5 Minutes	<i>Aquaculturist I</i> BFAR-NSTDC
2. Receive schedule of training and confirmed attendance	2. Send training schedule and seek confirmation of attendance from client	None	5 Minutes	<i>Aquacultural Technician I; Aquaculturist I</i> BFAR-NSTDC
3. Attend proper training	3. Conduct training	None	6 Days	<i>Aquacultural Technician I; Aquaculturist I</i> BFAR-NSTDC
4. Fill out Training Evaluation Form	4. Receive accomplished Training Evaluation Form	None	5 Minutes	<i>Aquacultural Technician I, Aquaculturist I</i> BFAR-NSTDC
5. Receive an approved and signed Certificate of Training after the completion of Training	5. Issue an approved and signed Certificate of Training	None	2 Minutes	<i>Aquacultural Technician I; Aquaculturist I</i> BFAR-NSTDC
<b>TOTAL</b>		None	<b>6 Days, 17 Minutes</b>	

### 3. Technical Assistance for Walk-in Clients

The service involves transfer of technical information or ideas to develop or enhance the skills of Walk-in Clients on various mariculture technologies.

<b>Office or Division</b>	<b>BFAR-National Seaweed Technology Development Center (NSTDC), Cabid-an, Sorsogon</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B - Government to Business; G2G - Government to Government			
<b>Who may avail:</b>	<p>1. <b>Internal</b> - Provincial Fishery Offices (PFOs), BFAR Regional Fishery Officers, BFAR Central Office Personnel and BFAR National Centers</p> <p>2. <b>External</b> - MSMEs; Exporters/Fish Processors; Potential Fish Processors, Exporter; Academe (Students, Professors, On-the-Job Training, Research); Fisherfolk Organizations, Associations, People's Organizations, Cooperatives, Women's Associations, Housewives, Senior Citizens, Indigenous People; Other Government Agencies National Government Agencies (NGAs); Local Government Units (LGUs) and House of Representatives; Non-Government Organizations (NGOs).</p>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Client Inquiry Form		BFAR-NSTDC		
2. Client Feedback Form		BFAR-NSTDC		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplish and Submit the Client Inquiry Form	1. Receive the accomplished Client Inquiry Form	None	5 Minutes	<i>Aquaculturist I</i> BFAR-NSTDC
None	1.1 Endorse to appropriate technical official/staff and render needed assistance.	None	5 Minutes	<i>Center Chief; Technical Staff; Aquacultural Technician I; Aquaculturist I</i> BFAR-NSTDC
2. Discuss inquiry/concerns	2. Render the appropriate action and addressed the concern	None	2 Hours	<i>Technical Staff; Aquacultural Technician I; Aquaculturist I</i> BFAR-NSTDC
3. Accomplish Client Feedback Form	3. Receive the accomplished Client Feedback Form	None	5 Minutes	<i>Aquaculturist I</i> BFAR-NSTDC
<b>TOTAL</b>		None	<b>2 Hours, 15 Minutes</b>	

#### 4. Technical Assistance On-site Visit/ Inspection

Render technical assistance to the client who may request service on-site.

<b>Office or Division</b>	<b>BFAR-National Seaweed Technology Development Center (NSTDC), Cabid-an, Sorsogon</b>			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B - Government to Business; G2G - Government to Government			
<b>Who may avail:</b>	<p>1. <b>Internal</b> - Provincial Fishery Offices (PFOs), BFAR Regional Fishery Officers, BFAR Central Office Personnel and BFAR National Centers</p> <p>2. <b>External</b> - MSMEs; Exporters/Fish Processors; Potential Fish Processors, Exporter; Academe (Students, Professors, On-the-Job Training, Research); Fisherfolk Organizations, Associations, People's Organizations, Cooperatives, Women's Associations, Housewives, Senior Citizens, Indigenous People; Other Government Agencies National Government Agencies (NGAs); Local Government Units (LGUs) and House of Representatives; Non-Government Organizations (NGOs).</p>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request		Client/Requesting Party/ies		
2. Client Request Form		BFAR-NSTDC		
3. Client Feedback Form		BFAR-NSTDC		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request or accomplish Client Request Form	1. Receive Letter Request or accomplished Client Request Form	None	5 Minutes	<i>Aquaculturist I</i> BFAR-NSTDC
None	1.1 Forward submitted document to the Center Chief for appropriate action	None	5 Minutes	<i>Aquaculturist I</i> BFAR-NSTDC
None	1.2 Assign technical staff to render technical assistance to the client	None	5 Minutes	<b>Center Chief</b> Office of the Center Chief
2. Receive notification and confirmed attendance for the scheduled visit	2. Schedule site visit/inspection and notify client of the scheduled visit and confirm attendance	None	5 Minutes	<i>Aquacultural Technician I; Aquaculturist I</i> BFAR-NSTDC
3. Allow to conduct on-site visit/inspection/ sampling	3. Conduct on-site visit/inspection/ sampling	None	3 Days	<i>Aquacultural Technician I; Aquaculturist I</i> BFAR-NSTDC



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	3.1 Prepare inspection and its recommendations	None	1 Hour	<i>Aquacultural Technician I; Aquaculturist I</i> BFAR-NSTDC
4. Receive inspection report and its recommendation	4. Release inspection report and its recommendation	None	5 Minutes	<i>Aquaculturist I</i> BFAR-NSTDC
5. Accomplish Client Satisfaction Form	5. Receive accomplished Client Satisfaction Form	None	5 Minutes	<i>Aquaculturist I</i> BFAR-NSTDC
<b>TOTAL</b>		None	<b>3 Days, 1 Hour, 30 Minutes</b>	

## 5. Technical Assistance thru Social Media (E-mail, Facebook, Messenger and Text (SMS))

Render technical assistance by giving appropriate information thru Social Media (E-mail, Facebook, Messenger and Text)				
<b>Office or Division</b>	<b>BFAR-National Seaweed Technology Development Center (NSTDC), Cabid-an, Sorsogon</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B - Government to Business; G2G - Government to Government			
<b>Who may avail:</b>	1. <b>Internal</b> - Provincial Fishery Offices (PFOs), BFAR Regional Fishery Officers, BFAR Central Office Personnel and BFAR National Centers 2. <b>External</b> - MSMEs; Exporters/Fish Processors; Potential Fish Processors, Exporter; Academe (Students, Professors, On-the-Job Training, Research); Fisherfolk Organizations, Associations, People's Organizations, Cooperatives, Women's Associations, Housewives, Senior Citizens, Indigenous People; Other Government Agencies National Government Agencies (NGAs); Local Government Units (LGUs) and House of Representatives; Non-Government Organizations (NGOs).			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. E-mail, SMS		BFAR-NSTDC Administrative Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send messages through E-mail, SMS, other types of message channel thru Social Media	1. Receive and reply to E-mail, SMS, other types of message channel thru Social Media	None	5 Minutes	<i>Aquacultural Technician I; Aquaculturist I</i> BFAR-NSTDC
<b>TOTAL</b>		None	<b>5 Minutes</b>	

## 6. Technical Assistance thru Telephone Inquiry

Render technical assistance to the clients thru telephone inquiry				
<b>Office or Division</b>	<b>BFAR-National Seaweed Technology Development Center (NSTDC), Cabid-an, Sorsogon</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B - Government to Business; G2G - Government to Government			
<b>Who may avail:</b>	1. <b>Internal</b> - Provincial Fishery Offices (PFOs), BFAR Regional Fishery Officers, BFAR Central Office Personnel and BFAR National Centers 2. <b>External</b> - MSMEs; Exporters/Fish Processors; Potential Fish Processors, Exporter; Academe (Students, Professors, On-the-Job Training, Research); Fisherfolk Organizations, Associations, People's Organizations, Cooperatives, Women's Associations, Housewives, Senior Citizens, Indigenous People; Other Government Agencies National Government Agencies (NGAs); Local Government Units (LGUs) and House of Representatives; Non-Government Organizations (NGOs).			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Phone Call		BFAR-NSTDC Administrative Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Telephone call for inquiry/concern	1. Answer/ attend to telephone call and ask for necessary information to be written in the inquiry form	None	5 Minutes	<i>Aquaculturist I</i> BFAR-NSTDC
2. Discuss inquiry/concerns	2. Provide needed information or refer to concerned technical staff	None	30 Minutes	<i>Aquaculturist I</i> BFAR-NSTDC
<b>TOTAL</b>		None	<b>35 Minutes</b>	

## 7. Training Assistance (On-the-Job Trainee Students)

To become more efficient and effective to their work				
<b>Office or Division</b>	<b>BFAR-National Seaweed Technology Development Center (NSTDC), Cabid-an, Sorsogon</b>			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	(External) On-the-Job Training Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request		Client/Requesting Party/ies		
2. Waiver notarized by Attorney		Client/Requesting Party/ies		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter request	1. Receive Letter request	None	3 Minutes	<i>Aquaculturist I</i> BFAR- NSTDC
2. Attend the initial briefing and interview	2. Accept client and conduct initial interview/briefing of trainees	None	15 Minutes	<i>Aquacultural Technician I; Aquaculturist I</i> BFAR- NSTDC
3. Attend On-the-Job Orientation and sign a Waiver	3. Receive signed Waiver and conduct OJT orientation	None	30 Minutes	<i>Aquacultural Technician I; Aquaculturist I</i> BFAR- NSTDC
4. Attend On-the-Job Training	4. Conduct the actual training	None	30 Days	<i>Aquacultural Technician I; Aquaculturist I</i> BFAR- NSTDC
5. Submit accomplished Evaluation Form after completion of On-the-Job Training	5. Receive accomplished Evaluation Form	None	5 Minutes	<i>Aquacultural Technician I; Aquaculturist I</i> BFAR- NSTDC
6. Receive approved and signed Certificate of Training after completion of On-the-Job Training.	6. Issue an approved and signed Certificate of Training	None	5 Minutes	<i>Project Assistant I &amp; II; Aquacultural Technician I; Aquaculturist I</i> BFAR- NSTDC
<b>TOTAL</b>		None	<b>30 Days, 58 Minutes</b>	

## 8. Training Assistance as Requested by Clients

To enhance and strengthen their knowledge on the requested training

<b>Office or Division</b>	<b>BFAR-National Seaweed Technology Development Center (NSTDC), Cabid-an, Sorsogon</b>			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B - Government to Business; G2G - Government to Government			
<b>Who may avail:</b>	1. <b>Internal</b> - Provincial Fishery Offices (PFOs), BFAR Regional Fishery Officers, BFAR Central Office Personnel and BFAR National Centers			
	2. <b>External</b> - MSMEs; Exporters/Fish Processors; Potential Fish Processors, Exporter; Academe (Students, Professors, On-the-Job Training, Research); Fisherfolk Organizations, Associations, People's Organizations, Cooperatives, Women's Associations, Housewives, Senior Citizens, Indigenous People; Other Government Agencies National Government Agencies (NGAs); Local Government Units (LGUs) and House of Representatives; Non-Government Organizations (NGOs).			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request (2 original copies)		Client/Requesting Party/ies		
2. Client Request Form (1 original copy)		BFAR-NSTDC Administrative Office		
2. Evaluation Form (1 original copy)		BFAR-NSTDC Administrative Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request or accomplished Client Request Form	1. Receive letter request or accomplished Client Request Form	None	5 Minutes	<i>Aquaculturist I</i> BFAR-NSTDC
	1.1 Schedule the appropriate training requested	None	5 Minutes	<i>Aquacultural Technician I; Aquaculturist I</i> BFAR-NSTDC
2. Receive notification on the schedule of training and confirmed attendance on the scheduled training	2. Notify client, trainees, stakeholders for the training schedule and confirmed attendance	None	15 Minutes	<i>Aquacultural Technician I; Aquaculturist I</i> BFAR-NSTDC
3. Attend the appropriate training	3. Conduct/ Facilitate appropriate training	None	5 Days	<i>Aquacultural Technician I; Aquaculturist I</i> BFAR-NSTDC

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Accomplish Training Evaluation Form	4. Receive accomplished Training Evaluation Form	None	5 Minutes	<i>Aquacultural Technician I; Aquaculturist I BFAR-NSTDC</i>
5. Receive signed Certificate of Training	5. Issue an approved and signed Certificate of Training	None	2 Minutes	<i>Aquacultural Technician I; Aquaculturist I BFAR-NSTDC</i>
<b>TOTAL</b>		None	<b>5 Days, 32 Minutes</b>	

FEEDBACK AND COMPLAINTS MECHANISMS	
<b>How to send a feedback?</b>	Fill-up client feedback form available at the Public Assistance and Complaint Desk (PACD) and drop it at the designated drop box at PACD within the Administrative Building.
	Contact Information: NSTDC Hotline Number: 0939-125-8448 or nstdcbfar@gmail.com/nstdcbfar@yahoo.com
<b>How feedback is processed?</b>	Everyday at 9:00 am, the assigned staff at the Public Assistance and Complaint Desk (PACD) opens the drop box. Submit the feedback forms to the Office of the Center Chief for review then forward to the HR Staff to compile all the submitted feedback.
	Feedback that requires an answer is forwarded to the concerned staff and a reply letter is prepared within two (2) days upon receipt of the feedback.
	The reply from feedback is relayed to client.
	For other queries, clients may contact thru NSTDC Hotline Number: 0939-125-8448 or nstdcbfar@gmail.com/ nstdcbfar@yahoo.com
<b>How to file a complaint?</b>	Fill up the complaint form available at the Public Assistance and Complaint Desk (PACD) and drop it at the designated drop box located at PACD.
	Complaints can also be expressed/filed via the hotline number of NSTDC with the hereunder required information:
	Name of person being complained:
	Incident
	Evidence
	For other queries, clients may contact thru NSTDC Hotline Number: 0939-125-8448 or nstdcbfar@gmail.com/ nstdcbfar@yahoo.com
<b>How complaints are processed?</b>	Everyday at 9:00 am, the assigned staff at Public Assistance and Complaint Desk (PACD) opens the drop box. Submit to the Office of the Center Chief for review then forward to the concerned staff for action.
	The Center Chief shall assess and forward the complaint to the concerned staff for clarification/ further explanation.
	The assigned staff will then prepare a report based on the investigation for submission to the Center Chief for appropriate action.
	The assigned staff will give feedback to the client on the action taken by the Center.
	For other queries, clients may contact thru NSTDC Hotline Number: 0939-125-8448 or nstdcbfar@gmail.com/ nstdcbfar@yahoo.com
<b>Contact Information of CCB, PCC, ARTA</b>	ARTA: complaints@arta.gov.ph/ 1-ARTA (2782)
	PCC: 8888
	CCB: 0908-8816565 (SMS)
	BFAR-NSTDC: nstdcbfar@gmail.com/nstdcbfar@yahoo.com 0939-125-8448

## LIST OF OFFICES

Office	Address	Contact Information
NSTDC Office	Maharlika Highway Cabid-an, Sorsogon City	nstdcbfar@gmail.com/ nstdcbfar@yahoo.com
		0939-125-8448
Technology Demonstration and Verification Farm	Dancalan, Bulusan, Sorsogon City	nstdcbfar@gmail.com/nstdcbfar@yahoo.com



## VII. National Mariculture Center (NMC) - Panabo, Davao Del Norte

### A. Provision for Extension Support, Education and Training Services

#### 1. Technical Assistance for Distribution of Information, Education and Communication (IEC) Materials

Information, Education and Communication (IEC) materials such as leaflets, flyers, hand-outs and videos on mariculture technologies are available for distribution per request of clients.

<b>Office or Division</b>	<b>BFAR - National Mariculture Center (NMC) - Panabo, Davao del Norte</b>
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B - Government to Business Entity; G2G - Government to Government
<b>Who may avail:</b>	<p>1. <b>Internal</b> - Provincial Fishery Offices (PFOs), BFAR Regional Fishery Officers, BFAR Central Office Personnel and BFAR National Centers</p> <p>2. <b>External</b> - MSMEs; Exporters/Fish Processors; Potential Fish Processors, Exporter; Academe (Students, Professors, On-the-Job Training, Research); Fisherfolk Organizations, Associations, People's Organizations, Cooperatives, Women's Associations, Housewives, Senior Citizens, Indigenous People; Other Government Agencies (National Government Agencies (NGAs); Local Government Units (LGUs) and House of Representatives); Non-Government Organizations (NGOs).</p>

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (1 copy; E-mail or original copy)		Client/Requesting Party/ies		
2. Client Request Form for Information, Education and Communication (IEC) materials (2 copies; original copy)		BFAR-NMC Administrative Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request/Accomplish Client Request Form to BFAR-NMC Administrative Office (bfarmcpnanabocity@gmail.com; bfarrftcpnanabocity@yahoo.com)	1. Receive Letter Request/ accomplished Client Request Form	None	5 Minutes	Administrative Aide IV BFAR-NMC Administrative Office
2. Receive Information, Education and Communication (IEC) materials needed/ requested from the office of Technical Advisory Services (bfarmctrainings@gmail.com )	2. Provide the IEC materials needed/ requested	None	5 Minutes	Aquaculturist I BFAR-NMC Operation Technical Advisory Services
<b>TOTAL</b>		None	<b>10 Minutes</b>	

## 2. Technical Assistance for Regular Training

The Center also has regular trainings to identified areas and participants. The training duration would last for maximum of 6 days thru illustrated lecture, guided workshop, site visitation and practicum/hands-on activities to enhance or development the knowledge of the participants on mariculture technologies. Training materials or kits and meals and snacks for the participants will be provided by the Center while supplies for the operation of the mariculture project are shouldered by the participants and concerned agencies involved. Certificate of Completion will be issued by the Center to successful participants at the end of the training.

<b>Office or Division</b>	<b>BFAR - National Mariculture Center (NMC) - Panabo, Davao del Norte</b>
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B - Government to Business Entity; G2G - Government to Government
<b>Who may avail:</b>	<p>1. <b>Internal</b> - Provincial Fishery Offices (PFOs), BFAR Regional Fishery Officers, BFAR Central Office Personnel and BFAR National Centers</p> <p>2. <b>External</b> - MSMEs; Exporters/Fish Processors; Potential Fish Processors, Exporter; Academe (Students, Professors, On-the-Job Training, Research); Fisherfolk Organizations, Associations, People's Organizations, Cooperatives, Women's Associations, Housewives, Senior Citizens, Indigenous People; Other Government Agencies (National Government Agencies (NGAs); Local Government Units (LGUs) and House of Representatives); Non-Government Organizations (NGOs).</p>

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Training Evaluation Form (1 original copy per participant)		BFAR-NMC Operation (Technical Advisory Services)		
2. Letter of Invitation (1 copy for submission to LGUs and other concerned agencies thru email)		BFAR-NMC Operation (Technical Advisory Services)		
3. Client Request Form (1 copy; E-mail of original copy)		BFAR-NMC Operation (Technical Advisory Services)		
4. Personal Information Sheet (1 original copy per participant)		BFAR-NMC Operation (Technical Advisory Services)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive Invitation Letter (if thru E-mail: bfarmctrainings@gmail.com) or submit accomplish Client Request Form (Technical Advisory Services Office)	1. Send Invitation letter or receive accomplished Client Request Form	None	5 Minutes	Senior Administrative Assistant I BFAR-NMC Operation Technical Advisory Services
2. Receive training schedule and confirmed attendance from the Technical Advisory Services Office (if thru E-mail: bfarmctrainings@gmail.com)	2. Receive confirmation of attendance from client	None	5 Minutes	Senior Administrative Assistant I BFAR-NMC Operation Technical Advisory Services

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Attend training (live-in; BFAR-NMC Training Hall)	3. Conduct training	None	6 Days	<i>Aquaculturist I</i> BFAR-NMC Operation Technical Advisory Services
4. Accomplish Training Evaluation Form to be distributed by the Technical Advisory Services Office at the end of the training	4. Receive accomplished Training Evaluation Form	None	5 Minutes	<i>Aquaculturist I</i> BFAR-NMC Operation Technical Advisory Services
5. Receive Certificate of Training signed by BFAR-NMC Center Chief to be given by Technical Advisory Services at the end of the training	5. Issue an approved and signed Certificate of Training	None	2 Minutes	<i>Aquaculturist I</i> BFAR-NMC Operation (Technical Advisory Services)
<b>TOTAL</b>		None	<b>6 Days, 17 Minutes</b>	

### 3. Technical Assistance for Walk-in Clients

The service involves transfer of technical information or ideas to develop or enhance the skills of Walk-in Clients on various mariculture technologies. Methodologies include lecture and site visitation to demonstration farms by the Center's technical staffs. Information materials are distributed to further provide information to clients.

<b>Office or Division</b>	<b>BFAR - National Mariculture Center (NMC) - Panabo, Davao del Norte</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B - Government to Business Entity; G2G - Government to Government			
<b>Who may avail:</b>	<p>1. <b>Internal</b> - Provincial Fishery Offices (PFOs), BFAR Regional Fishery Officers, BFAR Central Office Personnel and BFAR National Centers</p> <p>2. <b>External</b> - MSMEs; Exporters/Fish Processors; Potential Fish Processors, Exporter; Academe (Students, Professors, On-the-Job Training, Research); Fisherfolk Organizations, Associations, People's Organizations, Cooperatives, Women's Associations, Housewives, Senior Citizens, Indigenous People; Other Government Agencies (National Government Agencies (NGAs); Local Government Units (LGUs) and House of Representatives); Non-Government Organizations (NGOs).</p>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Client Inquiry Form (1 copy; original)		BFAR-NMC Operation (Technical Advisory Services)		
2. Client Feedback Form (1 copy; original)		BFAR-NMC Operation (Technical Advisory Services)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplish Client Inquiry Form at the Technical Advisory Services Office	1. Receive the accomplished Client Inquiry Form	None	5 Minutes	Senior Administrative Assistant I BFAR-NMC Operation Technical Advisory Services
None	1.1 Endorse to appropriate Technical Official/Staff and render needed assistance/information	None	5 Minutes	Senior Administrative Assistant I BFAR-NMC Operation Technical Advisory Services
2. Discuss inquiry/concerns at the Technical Advisory Services Office	2. Render the appropriate technical assistance	None	2 Hours	Aquaculturist I BFAR-NMC Operation Technical Advisory Services
3. Fill-out Client Feedback Form available at the Technical Advisory Services Office	3. Receive the filled- out Client Feedback Form	None	5 Minutes	Aquaculturist I BFAR-NMC Operation Technical Advisory Services
<b>TOTAL</b>		None	<b>2 Hours, 15 Minutes</b>	

#### 4. Technical Assistance thru Social Media (E-mail, Facebook, Messenger and Text)

The Center extends its technical assistance thru social media platform during office hours. Scan copies of Information, Education and Communication (IEC) materials are given per request of clients and exchange ideas are shared thru text and e-mail messages.

<b>Office or Division</b>	<b>BFAR - National Mariculture Center (NMC) - Panabo, Davao del Norte</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B - Government to Business Entity; G2G - Government to Government			
<b>Who may avail:</b>	1. <b>Internal</b> - Provincial Fishery Offices (PFOs), BFAR Regional Fishery Officers, BFAR Central Office Personnel and BFAR National Centers			
	2. <b>External</b> - MSMEs; Exporters/Fish Processors; Potential Fish Processors, Exporter; Academe (Students, Professors, On-the-Job Training, Research); Fisherfolk Organizations, Associations, People's Organizations, Cooperatives, Women's Associations, Housewives, Senior Citizens, Indigenous People; Other Government Agencies (National Government Agencies (NGAs); Local Government Units (LGUs) and House of Representatives); Non-Government Organizations (NGOs).			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. E-mail, SMS Message		BFAR-NMC Operation (Technical Advisory Services) or Administrative Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send messages through E-mail (bfarmcpanabocity@gmail.com; bfarrftcpanabocity@yahoo.com; bfarmctrainings@gmail.com), SMS (09178718241), other types of message channel thru Social Media	1. Receive and reply to E-mail, SMS, other types of message channel thru Social Media	None	5 Minutes	Senior Administrative Assistant I BFAR-NMC Operation Technical Advisory Services or Administrative Aide IV BFAR-NMC Administrative Office
<b>TOTAL</b>		None	<b>5 Minutes</b>	

## 5. Technical Assistance thru Telephone Inquiry

Clients with concerns on mariculture technologies thru telephone call are catered immediately by the Center during office hours.

<b>Office or Division</b>	<b>BFAR - National Mariculture Center (NMC) - Panabo, Davao del Norte</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B - Government to Business Entity; G2G - Government to Government			
<b>Who may avail:</b>	1. <b>Internal</b> - Provincial Fishery Offices (PFOs), BFAR Regional Fishery Officers, BFAR Central Office Personnel and BFAR National Centers			
	2. <b>External</b> - MSMEs; Exporters/Fish Processors; Potential Fish Processors, Exporter; Academe (Students, Professors, On-the-Job Training, Research); Fisherfolk Organizations, Associations, People's Organizations, Cooperatives, Women's Associations, Housewives, Senior Citizens, Indigenous People; Other Government Agencies (National Government Agencies (NGAs); Local Government Units (LGUs) and House of Representatives); Non-Government Organizations (NGOs).			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Phone Call		BFAR-NMC Center Chief Office or Administrative Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Telephone call for inquiry/concern (Office of the Center Chief - 084-823-5175; Admin Office - 0917-871-8241)	1. Answer/attend to telephone call and ask for necessary information to be written in the Inquiry Form	None	5 Minutes	<i>Project Assistant III;</i> <i>Center Chief;</i> <i>Administrative</i> <i>Aide IV</i> BFAR-NMC Administrative Office
2. Discuss inquiry/concerns	2. Render the appropriate technical assistance	None	30 Minutes	<i>Aquaculturist I</i> BFAR-NMC Operation Technical Advisory Services
<b>TOTAL</b>		None	<b>35 Minutes</b>	

## 6. Technical Assistance Visit/Inspection On- Site

Technical assistance can be rendered on-site per request of client to properly demonstrate and transfer various mariculture technologies. The Center will communicate properly to the client on the schedule and the assigned focal person to conduct the assistance.

<b>Office or Division</b>	<b>BFAR - National Mariculture Center (NMC) - Panabo, Davao del Norte</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B - Government to Business Entity; G2G - Government to Government			
<b>Who may avail:</b>	<p>1. <b>Internal</b> - Provincial Fishery Offices (PFOs), BFAR Regional Fishery Officers, BFAR Central Office Personnel and BFAR National Centers</p> <p>2. <b>External</b> - MSMEs; Exporters/Fish Processors; Potential Fish Processors, Exporter; Academe (Students, Professors, On-the-Job Training, Research); Fisherfolk Organizations, Associations, People's Organizations, Cooperatives, Women's Associations, Housewives, Senior Citizens, Indigenous People; Other Government Agencies (National Government Agencies (NGAs); Local Government Units (LGUs) and House of Representatives); Non-Government Organizations (NGOs).</p>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request (1 copy; E-mail or original copy)		Client/ Requesting Party/ies		
2. Client Request Form (1 copy; E-mail or original copy)		BFAR-NMC Administrative Office		
3. Client Satisfaction Feedback Form (1 copy; original)		BFAR-NMC Operation (Technical Advisory Services)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request (bfarnmcpnanabocity@gmail.com; bfarrftcpnanabocity@yahoo.com) or accomplish Client Request Form (BFAR-NMC Administrative Office)	1. Receive Letter Request or accomplished Client Request Form	None	5 Minutes	Administrative Aide IV BFAR-NMC Administrative Office
None	1.1 Forward/ Refer to the Center Chief for appropriate action	None	5 Minutes	Administrative Aide IV BFAR-NMC Administrative Office
None	1.2 Assign technical staff to render assistance to client	None	5 Minutes	Center Chief BFAR-NMC Center Chief Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receive notification and confirmed attendance for the scheduled visit from the Technical Advisory Services Office (If thru E-mail: bfarmctrainings@gmail.com)	2. Schedule site visit/inspection and notify client on the scheduled visit	None	5 Minutes	Senior Aquaculturist BFAR-NMC Head of Operation Technical Advisory Services
3. Allow to conduct site visit/inspection	3. Conduct actual site visit/inspection/ sampling	None	1 Day	Aquaculturist I BFAR-NMC Operation Technical Advisory Services
None	3.1 Prepare inspection report and its recommendation	None	1 Hour	Aquaculturist I BFAR-NMC Operation Technical Advisory Services
4. Receive inspection report and recommendation from the Technical Advisory Services Office (If thru E-mail: bfarmctrainings@gmail.com)	4. Release report of inspection and its recommendation	None	5 Minutes	Aquaculturist I BFAR-NMC Operation Technical Advisory Services
5. Accomplish Client Satisfaction Form at the Technical Advisory Services Office	5. Receive accomplished Client Satisfaction Form	None	5 Minutes	Aquaculturist I/ BFAR-NMC Operation Technical Advisory Services
<b>TOTAL</b>		None	<b>1 Day, 1 Hour, 30 Minutes</b>	



## 7. Training Assistance (On-the-Job Trainee Students)

The Center offers On-the-Job Training to students from State Colleges and Universities (SUCs) to develop or upgrade their skills and capabilities on mariculture technologies. The training involves illustrative lectures and hands-on/practicum activities. Each student will be graded by the staffs according to thier performance and Certificate of Completion will be issued by the Center to successful students at the end of the training.

<b>Office or Division</b>	<b>BFAR - National Mariculture Center (NMC) - Panabo, Davao del Norte</b>
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B - Government to Business
<b>Who may avail</b>	(External) On-the-Job Trainee Students, Fishfarmers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter Request Form (1 copy; E-mail or original)	Client/Requesting Party/ies
2. Memorandum of Agreement / MOU (1 copy; original & notarized)	Client/Requesting Party/ies
3. Waiver / PDS (1 copy per student; original)	Client/Requesting Party/ies
4. Accomplished Evaluation Form (1 copy per student; original)	BFAR-NMC Operation (Technical Advisory Services)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request with requirements to BFAR-NMC Administrative Office (bfarmcpanabocity@gmail.com; bfarrftcpanabocity@yahoo.com))	1. Receive Letter Request with its requirements	None	5 Minutes	Administrative Aide IV BFAR-NMC Administrative Office
2. Report for On-the-Job training briefing/interview to be conducted by the Technical Advisory Services at BFAR-NMC Training Hall	2. Accept client, initial interview/briefing of trainees	None	5 Minutes	Senior Aquaculturist BFAR-NMC Head of Operation Technical Advisory Services
3. Attend On-the-Job orientation and sign the Waiver at BFAR-NMC Training Hall	3. Conduct orientation	None	30 Minutes	Aquaculturist I BFAR-NMC Operation Technical Advisory Services

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Attend On-the-Job training (supervised by Technical Advisory Services)	4. Actual training	None	20 Days	<i>Aquaculturist I</i> BFAR-NMC Operation Technical Advisory Services
5. Fill-out Evaluation Form after completion of On-the-Job Training at BFAR-NMC Training Hall facilitated by the Technical Advisory Services	5. Receive accomplished Evaluation Form	None	5 Minutes	<i>Aquaculturist I</i> BFAR-NMC Operation Technical Advisory Services
6. Receive Certificate of Training at BFAR-NMC Training Hall facilitated by the Technical Advisory Services	6. Issue an approved and signed Certificate of Training	None	5 Minutes	<i>Aquaculturist I</i> BFAR-NMC Operation Technical Advisory Services
<b>TOTAL</b>		None	<b>20 Days, 50 Minutes</b>	

## 8. Training Assistance Program as per Requested by Clients

Provision of training to clients is one of the priority activities of the Center. The training duration would last for maximum of 5 days thru illustrated lecture, guided workshop, site visitation and practicum/hands-on activities to enhance or development the knowledge of the participants on mariculture technologies. Training materials or kits will be provided by the Center while supplies for the operation of the mariculture project are shouldered by the participants and concerned agencies involved. Certificate of Completion will be issued by the Center to successful participants at the end of the training.

<b>Office or Division</b>	<b>BFAR - National Mariculture Center (NMC) - Panabo, Davao del Norte</b>
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B - Government to Business Entity; G2G - Government to Government
<b>Who may avail:</b>	<p>1. <b>Internal</b> - Provincial Fishery Offices (PFOs), BFAR Regional Fishery Officers, BFAR Central Office Personnel and BFAR National Centers</p> <p>2. <b>External</b> - MSMEs; Exporters/Fish Processors; Potential Fish Processors, Exporter; Academe (Students, Professors, On-the-Job Training, Research); Fisherfolk Organizations, Associations, People's Organizations, Cooperatives, Women's Associations, Housewives, Senior Citizens, Indigenous People; Other Government Agencies (National Government Agencies (NGAs); Local Government Units (LGUs) and House of Representatives); Non-Government Organizations (NGOs).</p>

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (1 copy; Email or original)		Client/Requesting Party/ies		
2. Client Request Form (1 copy; Email or original)		BFAR-NMC Administrative Office		
3. Training Evaluation Form (1 copy per participant)		BFAR-NMC Operation (Technical Advisory Services)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request or fill out Client Request Form to BFAR-NMC Administrative Office (bfarrftcpanabocity@yahoo.com & bfarmcpnanabocity@gmail.com)	1. Receive Letter Request for specific training or accomplished Client Request Form	None	5 Minutes	Administrative Aide IV BFAR-NMC Administrative Office
None	1.1 Schedule training of specific request and notify clients with the available time	None	5 Minutes	Senior Aquaculturist/ BFAR-NMC Head of Operation Technical Advisory Services
2. Receive notification of schedule and confirmed attendance from the Technical Advisory Services Office (if thru E-mail: bfarmctrainings@)	2. Notify client, trainees/stakeholders for the schedule of training and confirm its attendance	None	30 Minutes	Senior Aquaculturist BFAR-NMC Head of Operation Technical Advisory Services

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Attend proper training (live-in at BFAR-NMC Training Hall or on-site training)	3. Conduct training	None	5 Days	<i>Aquaculturist I</i> BFAR-NMC Operation Technical Advisory Services
4. Accomplish Training Evaluation Form to be distributed by the Technical Advisory Services Office at the end of the training	4. Receive accomplished Training Evaluation Form	None	5 Minutes	<i>Aquaculturist I</i> BFAR-NMC Operation Technical Advisory Services
5. Receive Certificate of Training signed by BFAR-NMC Center Chief to be given by Technical Advisory Services at the end of the training	5. Issue an approved and signed Certificate of Training	None	2 Minutes	<i>Aquaculturist I</i> BFAR-NMC Operation Technical Advisory Services
<b>TOTAL</b>		None	<b>5 Days, 47 Minutes</b>	

FEEDBACK AND COMPLAINTS MECHANISMS	
<b>How to send a feedback?</b>	Request client feedback form from any staffs and drop it at the designated drop box located at the main entrance of the Administrative building.
	Contact Information: Human Resources Section- Administrative Services 0917-871-8241 or bfarmcpanabocity@gmail.com / bfarrftcpanabocity@yahoo.com
<b>How feedback is processed?</b>	Everyday at 9:00 am, the Human Resource Section opens the drop box. Compiles and records all feedback submitted.
	Feedback that requires an answer, forwards to concerned staff and they prepare a reply letter within two (2) days upon receipt of the feedback.
	The reply from feedback is relayed to client.
	For further queries, clients may reach Human Resource Section at 0917-871-8241 or bfarmcpanabocity@gmail.com / bfarrftcpanabocity@yahoo.com
<b>How to file a complaint?</b>	Fill out the Client Complaint Form available at the Human Resource Section and drop it at the designated drop box located at the main entrance of the administrative building.
	Complaints can also be filed via telephone with the required information:  Name of person being complained:  Incident  Evidence  For further queries, clients may reach Human Resource Section at 0917-871-8241 or e-mail at bfarmcpanabocity@gmail.com / bfarrftcpanabocity@yahoo.com
<b>How complaints are processed?</b>	Everyday at 9:00 am, the Human Resource Section opens the drop box. Compiles and records all feedback submitted.
	The Complaint Officer shall start the investigation and forward the complaint to the concerned staff for their explanation.  The Complaint Officer will then prepare a report based on the investigation for submission to the Head of Agency for appropriate action.  The Complaint Officer will give feedback to the client on the action taken by the Center.  For further queries, clients may reach Human Resource Section at 0917-871-8241 or bfarmcpanabocity@gmail.com / bfarrftcpanabocity@yahoo.com
<b>Contact Information of CCB, PCC, ARTA</b>	ARTA: complaints@arta.gov.ph/ 1-ARTA (2782)  PCC: 8888  CCB: 0908-8816565 (SMS)  BFAR-NMC: bfarmcpanabocity@gmail.com / 0917-871-8241

## LIST OF OFFICES

Office	Address	Contact Information
Center Chief Office	Coastal Road, Brgy. Cagangohan, Panabo City, Davao del Norte	<a href="mailto:bfarmmcpnanabocity@gmail.com">bfarmmcpnanabocity@gmail.com</a> ; <a href="mailto:bfarrftcpnanabocity@yahoo.com">bfarrftcpnanabocity@yahoo.com</a>  (084)823-8175
Head of Operation (Technical Advisory Services)	Coastal Road, Brgy. Cagangohan, Panabo City, Davao del Norte	<a href="mailto:bfarmmctrainings@gmail.com">bfarmmctrainings@gmail.com</a>  (084)823-8175
Operation (Technical Advisory Services)	Coastal Road, Brgy. Cagangohan, Panabo City, Davao del Norte	<a href="mailto:bfarmmctrainings@gmail.com">bfarmmctrainings@gmail.com</a>  (084)823-8175
Policy, Planning and Program Development Office	Coastal Road, Brgy. Cagangohan, Panabo City, Davao del Norte	<a href="mailto:bfarmmcpnanabocity@gmail.com">bfarmmcpnanabocity@gmail.com</a> ; <a href="mailto:bfarrftcpnanabocity@yahoo.com">bfarrftcpnanabocity@yahoo.com</a>  (084)823-8175
Supply and Property Unit	Coastal Road, Brgy. Cagangohan, Panabo City, Davao del Norte	<a href="mailto:bfarmmcpnanabocity@gmail.com">bfarmmcpnanabocity@gmail.com</a> ; <a href="mailto:bfarrftcpnanabocity@yahoo.com">bfarrftcpnanabocity@yahoo.com</a>  0917-128-4915
Administrative Office	Coastal Road, Brgy. Cagangohan, Panabo City, Davao del Norte	<a href="mailto:bfarmmcpnanabocity@gmail.com">bfarmmcpnanabocity@gmail.com</a> ; <a href="mailto:bfarrftcpnanabocity@yahoo.com">bfarrftcpnanabocity@yahoo.com</a>  0917-871-8241
Satellite Office	Southern Davao, Brgy. Nanyo, Panabo City, Davao del Norte	<a href="mailto:bfarmmcpnanabocity@gmail.com">bfarmmcpnanabocity@gmail.com</a> ; <a href="mailto:bfarrftcpnanabocity@yahoo.com">bfarrftcpnanabocity@yahoo.com</a>

## LIST OF OFFICES

DIVISION	SECTION / UNIT	LOCATION	CONTACT INFO
<b>Office of the Director</b>			
	Bureau Director's Office	3rd Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Q.C.	8-9299597 / 8-9298072(fax)
	Office of Special Concern (OSC)	4th Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Q.C.	7-4548457 / 8-9298390
	Information & Fisherfolk Coordination Unit (IFCU)	4th Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Q.C.	7-4545863
	IFCU - Library Section	Ground Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Q.C.	8-929-6293 / 7-4538812
<b>Finance and Management Division</b>	Budget Section	4th Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Q.C.	7-4565793 / 7-456-6302(fax)
	Accounting Section	4th Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Q.C.	3911370
<b>LEGAL Division</b>	Admin Section/Litigation Section/Policy Section	2nd Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Q.C.	8-9296184
	Adjudication Committee Office	Ground Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Q.C.	
<b>Administrative Division</b>	Human Resource Management Section(HRMS)	3rd Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Q.C.	8-9296484 / 7-4548651
	Anti-Red Tape Unit	Ground Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Q.C.	8-2943620
	Cashier Section	4th Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Q.C.	7-4264668
	Records Section	Ground Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Q.C.	8-9294672 / 4539397
	Property & Inventory Section	2nd Flr., Fisheries Annex Bldg., BPI Compound, Visayas Avenue, Q.C.	7-4560326 / 379-7377
	General Services Section (GSS)	2nd Flr., Fisheries Annex Bldg., BPI Compound, Visayas Avenue, Q.C.	8-9296126
	Bids & Awards Committee (BAC)	2nd Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Q.C.	3324661

DIVISION	SECTION / UNIT	LOCATION	CONTACT INFO
<b>Fisheries Planning &amp; Economic Division (FPED)</b>	Fisheries Planning & Economic Division (FPED)	4th Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Q.C.	8-9297673
	Fisheries Information Management Center (FIMC)	2nd Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Q.C.	
<b>Inland Fisheries &amp; Aquaculture Division (IFAD)</b>		2nd Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Q.C.	8-9293439
<b>Fisheries Industry Dev't Support &amp; Services Division (FIDSSD)</b>		3rd Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Q.C.	7-4744188/ 7-453-8530
<b>Fisheries Post-Harvest Technology Division (FPHTD)</b>		2nd Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Q.C.	7-4544362 / 7-4541083
<b>Fisheries Resource Management Division (FRMD)</b>	Coastal Resource Management Section (CRMS)	3rd Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Q.C.	8-9294894
	Conservation & Environmental Protection Section (CEPS)	3rd Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Q.C.	3320210
<b>Capture Fisheries Division (CFD)</b>		2nd Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Q.C.	8-9294296
<b>Fisheries Regulatory &amp; Licensing Division (FRLD)</b>	Aquatic Wildlife Regulatory Section (AWRS)	Ground Flr., Fisheries Complex Bldg., BPI Compound, Visayas Avenue, Q.C.	7-4266532
	Capture Fisheries Licensing Section (CFLS)		8-9295630
	Fishpond Lease Section (FLS)		7-455-2887 / 7-455-1049
<b>Fisheries Inspection &amp; Quarantine Division (FIQD)</b>	Fisheries Certification Section (FCS) / One Stop Center	Ground Flr., Fisheries Complex Bldg., BPI Compound, Visayas Avenue, Q.C.	7-426-6532 / 8-834-2429->30
	Fisheries Inspection Section (FIS)		8-929-5630
	Fisheries Audit Section (FAS)		7-455-2887 / 7-455-1049
	Fisheries Quarantine Section (FQS)		



DIVISION	SECTION / UNIT	LOCATION	CONTACT INFO
National Fisheries Laboratory Division (NFLD)	NFLD Laboratory	860 Arcadia Bldg., 2nd Flr., Quezon Avenue, Q.C.	373-0076
	Product Testing Lab	860 Arcadia Bldg., Ground Flr., Quezon Avenue, Q.C.	370-1679