



# BUREAU OF FISHERIES AND AQUATIC RESOURCES

## CITIZEN'S CHARTER

**CY-2023 (3rd Edition)**

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

### **I. MANDATE**

"To increase fisheries and aquaculture resiliency and production within ecological limits by adopting appropriate and socially inclusive policies, programs, and projects."

### **II. VISION**

"A gender-equitable and socially-inclusive institution that excels in climate-adaptive and sustainable fisheries and aquatic resources management, providing quality service toward food fish sufficiency, food security, and improved lives of fisherfolk by 2024."

### **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**

Further 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**

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

**S**

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

**H**

Humbly respond to inquiries swiftly, efficiently and with utmost courtesy through our Public Assistance Counter Desk (PACD) 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**

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

**R**

Readily 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**

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

**E**

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

**S**

Simplify procedures to speed up frontline transactions within the BFAR premises.



BUREAU OF FISHERIES AND AQUATIC RESOURCES

**CENTRAL OFFICE**

**EXTERNAL SERVICE**

(FRONTLINE SERVICE)

**PART I**

**CY-2023 (3rd Edition)**

## PART I:

### LIST OF SERVICES

Page Number

#### I. Quarantine: Accreditation/Health Certificate/Permit/Clearance

#### BFAR- Fisheries Inspection and Quarantine Division (FIQD) FISHERIES CERTIFICATION SECTION (FCS)

##### LOCAL:

1. Issuance of Local Transport Permit (LTP) for Regularly Transported Species	9
2. Issuance of Local Transport Permit (LTP) for Alien/Exotic Species	12
3. Issuance of Domestic Health Certificate (DHC) for Transboundary Movement of Fish and Fishery/Aquatic Products	16

##### EXPORT:

4. Issuance of Sanitary Health Certificate (SHC) for Export of Fresh Chilled, Frozen Fish and Fishery/Aquatic Products	19
5. Issuance of Sanitary Health Certificate (SHC) for Export of Live Food Fish and Live Tropical/Ornamental Fish	22
6. Issuance of TRACES-NT Sanitary Health Certificate for Export of Fish and Fishery/Aquatic Products	26
7. Issuance of Export Commodity Clearance (ECC) for Fresh Chilled, Frozen Fish and Fishery/Aquatic Products	29
8. Issuance of Export Commodity Clearance (ECC) for Shells and shellcrafts, Live Food Fish, Live Tropical/Ornamental Fish and Dried Fish and Fishery/Aquatic Products	33

##### IMPORT:

9. Issuance of Certificate of Accreditation as Importer under FAO 195	36
10. Manual Issuance of Sanitary and Phytosanitary Import Clearance (SPSIC) for research/sample and one time shipment of regularly transported species	42
11. Manual Issuance of Sanitary and Phytosanitary Import Clearance (SPSIC) for research/sample and one time shipment of alien/exotic species	45
12. Online Issuance of Sanitary and Phytosanitary Import Clearance (SPSIC) for Wet Market under FAO 259	49
13. Online Issuance of Sanitary and Phytosanitary Import Clearance (SPSIC) under FAO 195	52
14. Online Application of Additional Importables under FAO 195	55

## II. Quarantine: Inspection/Certificate of Registration

<b>BFAR-Fisheries Inspection &amp; Quarantine Division (FIQD) FISHERIES QUARANTINE SECTION (FQS)</b>	
1. Issuance of Certificate of Registration of Fishery Establishment for Export of Live Aquatic Animals	58
2. Issuance of Inspection Report for Export/Import of Live Aquatic Animals (for NCR Areas)	64
3. Issuance of Inspection Report for Export/Import of Live Aquatic Animals (for Regional Areas)	65

## III. Quarantine: Inspection/Certificate of Accreditation/Registration

<b>BFAR- Fisheries Inspection &amp; Quarantine Division (FIQD) FISHERIES INSPECTION SECTION (FIS)</b>	
1. Inspection of Cold Storage Warehouse for the Issuance of License to Operate (LTO)	70
2. Inspection of Fishery/Aquatic Products/Establishments (New Applicant) for Registration and Issuance of HACCP/GMP/SSOP/Vessel Certificate	74
3. Inspection of Fishery Establishment for Export of Fishery/Aquatic Products for Issuance of Certificate of HACCP/GMP/SSOP/Vessel (Renewal)	79
4. Inspection of Traders/Exporters (without processing establishment) for Issuance of Certificate of Registration	84
5. Pre-shipment Inspection	88
6. Re-verification and Re-inventory of Stocks in Cold Storage and Importer's (Per Client) as for the Volume Requirements of Processing Plants (Canning and Processing) and Institutional Buyers	90

## IV. Regulatory: Licensing/Permit/Registration/Clearance

<b>BFAR- Fisheries Regulatory and Licensing Division (FRLD) CAPTURE FISHERIES LICENSING SECTION (CFLS)</b>	
1. Processing of Application for New Commercial Fishing Vessel License (CFVL)	95
2. Processing of Application for Fishing Gear Registration	103
3. Processing of Application for Distant Water Fishing Permit (DWFP)	110
4. Processing of Application for Special Fishing Permit (SFP)	118
5. Processing of Application for Pa-aling Fishermen's License	125
6. Processing of Application for Regular Catch Certificates (RCC)	129
7. Processing of Application for Simplified Catch Certificates (SCC)	134
8. Processing of Application for Importation, Construction or Conversion Clearance Pursuant to FAO No. 198-1, Series of 2018	138

## V. Regulatory: Special Permits

<b>BFAR- Fisheries Regulatory and Licensing Division (FRLD) AQUATIC WILDLIFE REGULATORY SECTION (AWRS)</b>	
1. Issuance of Special Permit for Other Use of Aquatic Wildlife	145
2. Issuance of Gratuitous Permit for the Collection of Aquatic Wildlife for Research/Scientific Purposes (Central Office)	151
3. Issuance of Gratuitous Permit for the Collection of Aquatic Wildlife for Research/Scientific Purposes (Central Office) (Species Listed Under CITES and PH Protected)	160
4. Issuance of CITES Export Permit for Scientific Research	170
5. Issuance of Endorsement Letter for Export Commodity Clearance for Aquatic Wildlife	174
6. Issuance of Aquatic Wildlife Farm Permit	176
7. Issuance of Aquatic Wildlife Special Use Permit	180
8. Issuance of Aquatic Wildlife Collectors Permit	185
9. Issuance of Certificate of Aquatic Wildlife Registration (CAWR)	189
10. Issuance of Clearance to Operate for Zoological, Aquaria and Other Similar Establishments	194

## VI. Regulatory: Fishpond Lease/Rentals/Endorsement

<b>BFAR- Fisheries Regulatory and Licensing Division (FRLD) FISHPOND LEASE SECTION (FLS)</b>	
1. Issuance of New 25-year Fishpond Lease Agreement (FLA) and 10-year Aquasilviculture Stewardship Contract (ASC)	199
2. Renewal of Fishpond Lease Agreement (FLA) and Aquasilviculture Stewardship Contract (ASC)	208
3. Transfer or Assignment of Rights covering Fishpond Lease Agreement (FLA) and Aquasilviculture Stewardship Contract (ASC)	213
4. Issuance of Gratuitous Permit (GP)	222

## VII. Endorsement Letter for DENR Requirements

<b>BFAR- Fisheries Resources Management Division (FRMD) COASTAL RESOURCES MANAGEMENT SECTION (CRMS)</b>	
1. Issuance of Cyanide Endorsement Letter to DENR for Importation Clearance	227
2. Request for Data on Fishing Boat Registration (BOAT-R) and Fisherfolk Registration (FISH-R) Data	231

## VIII. Inspection of Mobile Transciever Unit

Office of the Director VESSEL MONITORING SECTION (VMS)	
1. Technical Assistance On-Site Inspection of Mobile Transciever Unit/Automatic Locator Communicator (MTU/ALC)	234

## IX. Laboratory Report of Test

BFAR- National Fisheries Laboratory Division (NFLD)	
1. Issuance of Laboratory Report of Test for Physico-Chemical, Gross or Microscopic, Parasitological Exam and Bacterial Count	236
2. Issuance of Laboratory Report of Test for Molecular Diagnostic and Paralytic Shellfish Toxin (PST) Analysis	239
3. Issuance of Laboratory Report of Test for Formaldehyde, Cyanide, Amnesic Shellfish Toxin (AST), pH (chemical analysis for raw material) Analysis and DST	241
4. Issuance of Laboratory Report of Test Water Activity (AW), % Salt (NaCl), Moisture, Microbial Analysis and Bacterial Identification for Finfish	244
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	246

<b>Certificate of Compliance (COC) of CY 2023</b>	250
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## **BFAR- Fisheries Inspection and Quarantine Division FISHERIES CERTIFICATION SECTION (FCS)**

### **LOCAL:**

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

### **EXPORT:**

4. Issuance of Sanitary Health Certificate (SHC) for Export of Fresh Chilled, Frozen Fish and Fishery/Aquatic Products
5. Issuance of Sanitary Health Certificate (SHC) for Export of Live Food Fish and Live Tropical/Ornamental Fish
6. Issuance of TRACES-NT Sanitary Health Certificate for Export of Fish and Fishery/Aquatic Products
7. Issuance of Export Commodity Clearance (ECC) for Fresh Chilled, Frozen Fish and Fishery/Aquatic Products
8. 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:**

9. Issuance of Certificate of Accreditation as Importer under FAO 195
10. Manual Issuance of Sanitary and Phytosanitary Import Clearance (SPSIC) for research/sample and one time shipment of regularly transported species
11. Manual Issuance of Sanitary and Phytosanitary Import Clearance (SPSIC) for research/sample and one time shipment of alien/exotic species
12. Online Issuance of Sanitary and Phytosanitary Import Clearance (SPSIC) for Wet Market under FAO 259
13. Online Issuance of Sanitary and Phytosanitary Import Clearance (SPSIC) under FAO 195
14. Online Application of Additional Importables under FAO 195



## I. QUARANTINE:

### BFAR-Fisheries Inspection and Quarantine Division (FIQD) FISHERIES CERTIFICATION SECTION (FCS)

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

The Local Transport Permit (LTP) for domestic movement of regularly transported 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 serves as a traceability instrument for the movement of commodities from their origin which is 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>	Individual; BFAR Accredited Importers; 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> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City
2. Any valid government-issued ID (1 photocopy)		Applicant
3. Actual/pictures of commodity (1 original)		Applicant
4. Authorization Letter and government-issued ID of authorized representative (if applicable) (1 original)		Individual/Company/Business Entity
5. Endorsement from BFAR FIQD-FQS allowing the domestic transport of live fishery products (if applicable)		<b>BFAR FIQD-FQS</b> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City
6. Traceability document (any of the following which is applicable)		
<b>A. If for Personal Consumption</b>		
a.1. Proof of Purchase (e.g. Official Receipt, Invoice) (1 original)		Supplier
<b>B. If for Commercial Purposes</b>		
b.1. Sanitary and Phytosanitary Import Clearance (if the commodity is imported)* (1 photocopy)		Company/Business Entity/Supplier of the Shipper

b.2. Health Certificate (for live tilapia, shrimp, koi, and seaweeds)* (1 photocopy)	<b>BFAR FIQD-FCS</b> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City
b.3. Cold Storage Withdrawal Slip* (1 original)	Cold Storage Warehouse
b.4. Shipper's Business Permit* (1 photocopy)	Company/Business Entity/Shipper
7. Order of Payment (1 original)	<b>BFAR FIQD-FCS</b> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City
8. Official Receipt (1 original)	<b>BFAR Cashier</b> , Fisheries Bldg Complex, BPI Compound, 4th Floor, Brgy. Vasra, Visayas Avenue, Quezon City

\* - as applicable

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply and submit filled-out application form and requirements to <b>BFAR FIQD-FCS</b>	1. Receive the filled-out application form and evaluate the submitted requirements for completeness, correctness, and validity	None	30 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	1.1 Record the date and time received in the logbook	None	15 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	1.2 Compute fees based on FAO 233 S. 2010	None	15 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.

2. Secure Order of Payment for required fees at <b>BFAR FIQD-FCS</b>	2. Issue Order of Payment for the required fees	None	10 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
3. Pay the required fees at the <b>BFAR-Cashier</b> and secure Official Receipt	3. 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	5 Minutes	<b>BFAR- Cashier</b> 4/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
4. Present the issued Official Receipt to <b>BFAR FIQD-FCS</b> for the processing of Local Transport Permit (LTP)	4. Check/verify the presented Official Receipt for encoding then process/prepare the Local Transport Permit (LTP)	None	30 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	4.1 Review the printed Local Transport Permit (LTP) and place stamp/seal as security feature	None	25 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	4.2 Approve and sign Local Transport Permit (LTP)	None	1 Hour	Senior FRO <b>BFAR FIQD-FCS</b> or FRO II <b>BFAR FIQD-FCS</b> or Veterinarian III <b>BFAR FIQD-FQS</b> or Senior FRO <b>BFAR FIQD-FAS</b> or FRO II <b>BFAR FIQD-FIS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.

5. Receive notification on the approved Local Transport Permit (LTP)	5. Notify client to claim the approved Local Transport Permit (LTP)	None	10 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
6. Claim the approved Local Transport Permit (LTP) at <b>BFAR FIQD-FCS</b>	6. Release the approved Local Transport Permit (LTP) and record the date and time released	None	10 minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
<b>TOTAL:</b>		*10kg & below = P20 *10.1kg to 50kg = P30 *50.1kg to 100kg = P50 *100 kg & above = P100	3 hours and 30 minutes	

Notes:

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

## 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 serves as a traceability instrument for the movement of commodities from their origin which is 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>	Individual; BFAR Accredited Importers; BFAR Registered Exporters (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> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City		
2. Any valid government-issued ID (1 photocopy)		Applicant		
3. Actual/pictures of commodity (1 original)		Applicant		
4. Authorization Letter and government-issued ID of authorized representative (if applicable) (1 original)		Individual/Company/Business Entity		
5. Endorsement from BFAR FIQD-FQS allowing the domestic transport of live fishery products (if applicable)		<b>BFAR FIQD-FQS</b> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City		
6. Traceability document (any of the following which is applicable)				
<b>A. If for Personal Consumption</b>				
a.1. Proof of Purchase (e.g. Official Receipt, Invoice)* (1 original)		Supplier		
<b>B. If for Commercial Purposes</b>				
b.1. Sanitary and Phytosanitary Import Clearance ( <i>if the commodity is imported</i> )* (1 photocopy)		Company/Business Entity/Supplier of the Shipper		
7. Order of Payment (1 original)		<b>BFAR FIQD-FCS</b> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City		
8. Official Receipt (1 original)		<b>BFAR Cashier</b> , Fisheries Bldg Complex, BPI Compound, 4th Floor, Brgy. Vasra, Visayas Avenue, 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	1. Receive the filled-out application form and evaluate the submitted requirements for completeness, correctness, and validity	None	30 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.

None	1.1 Record the date and time received in the logbook	None	15 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	1.2 Compute fees based on FAO 233 S. 2010	None	15 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
2. Secure Order of Payment for required fees at <b>BFAR FIQD-FCS</b>	2. Issue Order of Payment for the required fees	None	10 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
3. Pay the required fees at the <b>BFAR-Cashier</b> and secure Official Receipt	3. Accept the payment based on the issued Order of Payment and issue Official Receipt	<b>10kg &amp; below            =P20.00</b> <b>*10.1kg to            50kg =P30.00</b> <b>*50.1kg to            100kg            =P50.00</b> <b>*100 kg &amp;            above            =P100.00</b>	5 Minutes	<b>BFAR- Cashier</b> 4/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
4. Present the issued Official Receipt to <b>BFAR FIQD-FCS</b> for the processing of Local Transport Permit (LTP)	4. Check/verify the presented Official Receipt for encoding then process/prepare the Local Transport Permit (LTP)	None	30 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.

None	4.1 Review the printed Local Transport Permit (LTP) and place stamp/seal as security feature	None	25 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	4.2 Approve and sign Local Transport Permit (LTP)	None	1 Hour	Senior FRO <b>BFAR FIQD-FCS</b> or FRO II <b>BFAR FIQD-FCS</b> or Veterinarian III <b>BFAR FIQD-FQS</b> or Senior FRO <b>BFAR FIQD-FAS</b> or FRO II <b>BFAR FIQD-FIS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
5. Receive notification on the approved Local Transport Permit (LTP)	5. Notify client to claim the approved Local Transport Permit (LTP)	None	10 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
6. Claim the approved Local Transport Permit (LTP) at <b>BFAR FIQD FCS</b>	6. Release the approved Local Transport Permit (LTP) and record the date and time released	None	10 minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.

TOTAL:	*10kg & below =P20.00 *10.1kg to 50kg =P30.00 *50.1kg to 100kg =P50.00 *100 kg & above =P100.00	3 hours and 30 minutes	
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Notes:

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

### 3. Issuance of Domestic Health Certificate (DHC) for Transboundary Movement 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>	Individual; 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> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City
2. Laboratory Analysis (1 photocopy)	<b>BFAR National Fisheries Laboratory Division (NFLD)</b> , 860 Arcadia Bldg., Quezon Ave., Quezon City or <b>any ISO Accredited Laboratories</b>



3. Authorization Letter (if representative) (1 original)		Company/Business Entity		
4. Order of Payment (1 original)		<b>BFAR FIQD-FCS</b> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City		
5. Official Receipt (1 original)		<b>BFAR Cashier</b> , Fisheries Bldg Complex, BPI Compound, 4th Floor, Brgy. Vasra, Visayas Avenue, Quezon City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply and submit filled-out application form and requirements at <b>BFAR FIQD-FCS</b>	1. Receive the filled-out application form and evaluate the submitted requirements for completeness, correctness, and validity	None	30 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	1.1 Record the date and time received in the logbook	None	10 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
2. Secure Order of Payment at <b>BFAR FIQD-FCS</b>	2. Issue Order of Payment for the required fees	None	5 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
3. Pay the required fees at the <b>BFAR Cashier</b>	3. Accept the payment based on the issued Order of Payment and issue Official Receipt	PHP 50.00 per Domestic Health Certificate per FAO 233	5 Minutes	<b>BFAR- Cashier</b> 4/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.

4. Present the issued Official Receipt to <b>BFAR FIQD-FCS</b> for processing of application	4. Check/verify the presented Official Receipt for encoding then process/prepare the Domestic Health Certificate	None	30 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	4.1 Review the entries on the Domestic Health Certificate (DHC) and place stamp/seal as security feature	None	20 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	4.2 Approve and sign the Domestic Health Certificate (DHC)	None	1 hour	Senior FRO <b>BFAR FIQD-FCS</b> or FRO II <b>BFAR FIQD-FCS</b> or Veterinarian III <b>BFAR FIQD-FQS</b> or Senior FRO <b>BFAR FIQD-FAS</b> or FRO II <b>BFAR FIQD-FIS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
5. Receive notification on the approved Domestic Health Certificate (DHC)	5. Notify client to claim the approved Domestic Health Certificate (DHC)	None	10 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.

6. Claim the approved Domestic Health Certificate (DHC)	6. Release the approved Domestic Health Certificate (DHC) and record the date and time released	None	10 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
TOTAL:		PHP 50.00 per Domestic Health Certificate per FAO 233	3 hours	

#### 4. 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.

Office or Division	BFAR Fisheries Inspection and Quarantine Division (FIQD) - Fisheries Certification Section (FCS)
Classification	Simple
Type of Transaction	G2B-Government to business entity; G2C - Government to Citizen
Who may avail:	Individual; 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> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City
2. Invoice and Packing List (1 original)	Company/Business Entity
3. Laboratory Analysis (1 photocopy)*	<b>BFAR National Fisheries Laboratory Division (NFLD)</b> , 860 Arcadia Bldg., Quezon Ave., Quezon City or <b>BFAR-recognized laboratories</b>
4. Preshipment Inspection Report (1 original)*	<b>BFAR FIQD-FIS</b> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City

5. Authorization Letter (1 original)*	Company/Business Entity
6. Order of Payment (1 original)	<b>BFAR FIQD-FCS</b> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City
7. Official Receipt (1 original)	<b>BFAR Cashier</b> , Fisheries Bldg Complex, BPI Compound, 4th Floor, Brgy. Vasra, Visayas Avenue, Quezon City

\*if necessary or as required by the importing country

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply and submit filled-out application form and requirements to <b>BFAR FIQD-FCS</b>	1. Receive filled-out application form and evaluate the submitted documents for completeness, correctness, and validity	None	10 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	1.1 Check if requirements are in compliance with the importing country	None	15 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	1.2 Record the date and time received in the logbook	None	15 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
2. Secure Order of Payment issued at <b>BFAR FIQD-FCS</b>	2. Issue Order of Payment for the required fees	None	10 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.

3. Pay the required fees at the <b>BFAR Cashier</b> and secure Official Receipt	3. Accept the payment based on the issued Order of Payment and issue Official Receipt	<b>PHP 50.00 per Sanitary Health Certificate per FAO 210</b>	5 Minutes	<b>BFAR- Cashier</b> 4/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
4. Present the issued Official Receipt to <b>BFAR FIQD-FCS</b> for the processing of the Sanitary Health Certificate (S/HC)	4. Check/verify the presented Official Receipt then process/prepare the Sanitary Health Certificate (S/HC)	None	30 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	4.1 Assign a Health Certificate reference number and record applicant information	None	10 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	4.2 Review/Validate entries of Sanitary Health Certificate (S/HC) and place BFAR seal/stamp as security features	None	35 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	4.3 Approve and sign the Sanitary Health Certificate (S/HC)	None	1 hour	Senior FRO <b>BFAR FIQD-FCS</b> or FRO II <b>BFAR FIQD-FCS</b> or Veterinarian III <b>BFAR FIQD-FQS</b> or Senior FRO <b>BFAR FIQD-FAS</b> or FRO II <b>BFAR FIQD-FIS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.

5. Receive notification on the approved Sanitary Health Certificate (S/HC) for Export	5. Notify client to claim the approved Sanitary Health Certificate (S/HC) for Export	None	10 Minutes	<b>Senior FRO or FRO II</b> <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
6. Claim the approved Sanitary Health Certificate at <b>BFAR FIQD-FCS</b>	6. Release the approved Sanitary Health Certificate (S/HC) and record the date and time released	None	10 Minutes	<b>Senior FRO or FRO II</b> <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
<b>TOTAL:</b>		PHP 50.00 per Sanitary Health Certificate per FAO 210	<b>3 hours and 30 minutes</b>	

## 5. 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; G2C - Government to Citizen
<b>Who may avail:</b>	Individual; 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> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City
2. Invoice and Packing List (1 original)	Company/Business Entity
3. Local Transport Permit (for commodities bound to China) (1 photocopy)*	BFAR Regional Office or Provincial Fisheries Office
4. Special Power of Attorney (SPA) (for authorized representative) (1 photocopy)	Company/Business Entity
5. Laboratory Test Result (1 photocopy)*	<b>BFAR National Fisheries Laboratory Division (NFLD)</b> , 860 Arcadia Bldg., Quezon Ave., Quezon City or <b>BFAR Recognized Laboratories</b>
6. Endorsement of the result of verification of species to be exported (for Live Ornamental Fish to be exported to China) (1 original)	<b>BFAR FIQD-FQS</b> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City
7. Order of Payment (1 original)	<b>BFAR FIQD-FCS</b> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City
8. Official Receipt (1 original)	<b>BFAR Cashier</b> , Fisheries Bldg Complex, BPI Compound, 4th Floor, Brgy. Vasra, Visayas Avenue, Quezon City

\*if necessary or as required by the importing country

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply and submit filled-out application form and requirements at <b>BFAR FIQD-FCS</b>	1. Receive filled-out application form and submitted requirements for completeness, correctness, and validity	None	15 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.

None	1.1 Check if requirements are complete in compliance with the importing country	None	15 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	1.2 Evaluate completeness, correctness, and authenticity validity of submitted requirements	None	15 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
2. Secure Order of Payment issued at <b>BFAR FIQD-FCS</b>	2. Issue Order of Payment for the required fees	None	10 Minutes	
3. Pay the required fees at the <b>BFAR Cashier</b> and secure Official Receipt	3. Accept the payment based on the issued Order of Payment and issue Official Receipt	PHP 50.00 per Sanitary Health Certificate per FAO 210	5 Minutes	<b>BFAR- Cashier</b> 4/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
4. Present the issued Official Receipt to BFAR FIQD-FCS for the processing of Sanitary Health Certificate (S/HC)	4. Check/verify the presented Official Receipt and process/prepare the Sanitary Health Certificate (S/HC)	None	30 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	4.1 Assign a Health Certificate reference number and record applicant information	None	10 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.




None	4.2 Review/Validate entries of Sanitary Health Certificate (S/HC) and place BFAR seal/security features	None	35 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	4.3 Approve and sign the Sanitary Health Certificate (S/HC)	None	1 hour	Senior FRO or FRO II or Veterinarian III or Senior FRO <b>BFAR FIQD-FAS</b> or FRO II <b>BFAR FIQD-FIS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
5. Receive notification on the approved Sanitary Health Certificate (S/HC) for export at <b>BFAR FIQD-FCS</b>	5. Notify client to claim the approved Sanitary Health Certificate (S/HC) for export	None	10 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
6. Claim the approved Sanitary Health Certificate at <b>BFAR FIQD-FCS</b>	6. Release the approved Sanitary Health Certificate (S/HC) and record the date and time released	None	10 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
<b>TOTAL:</b>		PHP 50.00 per Sanitary Health Certificate per FAO 210	3 hours and 35 minutes	

## 6. Issuance of TRACES-NT S/HC for Exportation of Fish and Fishery/Aquatic Products

The Trade Control and Expert System-New Technology (TRACES-NT) Sanitary Health Certificate (S/HC) for fish and fishery/aquatic products provides documented evidence that the products to be exported to European Union (EU) countries have been cultured, harvested/collected, handled, transported, manufactured, packed, stored and distributed under established SPS and/or food safety standards and in accordance with 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 EU-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> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City
2. Invoice and Packing List (1 original)		Company/Business Entity
3. Preshipment Inspection Report (1 original)*		<b>BFAR FIQD-FIS</b> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City
4. Order of Payment (1 original)		<b>BFAR FIQD-FCS</b> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City
5. Official Receipt (1 original)		<b>BFAR Cashier</b> , Fisheries Bldg Complex, BPI Compound, 4th Floor, Brgy. Vasra, Visayas Avenue, 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 to <b>BFAR FIQD-FCS</b> or through FIQD-FCS Certification email <b>bfar_certification@bfar.da.gov.ph</b>	1. Receive filled-out application form and evaluate the submitted documents for completeness, correctness, and validity	None	20 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	1.1 Check if requirements are complete in compliance with the importing country	None	20 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	1.2 Log into the TRACES-NT website and search for the appropriate S/HC in the site	None	20 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	1.3 Review/Validate entries of Sanitary Health Certificate (S/HC)	None	35 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	1.4 Approve the application and print the Sanitary Health Certificate (S/HC) and place BFAR stamp	None	15 minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.

None	1.5 Sign the Sanitary Health Certificate (S/HC)	None	1 hour	 <b>Senior FRO</b> <b>BFAR FIQD-FCS</b> or FRO II <b>BFAR FIQD-FCS</b> or Veterinarian III <b>BFAR FIQD-FQS</b> or Senior FRO <b>BFAR FIQD-FAS</b> or FRO II <b>BFAR FIQD-FIS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
2. Secure Order of Payment issued at <b>BFAR FIQD-FCS</b>	2. Issue Order of Payment for the required fees	None	10 Minutes	<b>Senior FRO</b> or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
3. Pay the required fees at the <b>BFAR Cashier</b> and secure Official Receipt	3. Accept the payment based on the issued Order of Payment and issue Official Receipt	<b>PHP 50.00 per Sanitary Health Certificate per FAO 210</b>	5 Minutes	<b>BFAR- Cashier</b> 4/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
4. Present the issued Official Receipt to <b>BFAR FIQD-FCS</b> for the processing of the Sanitary Health Certificate (S/HC)	4. Check/verify the presented Official Receipt and process/prepare the Sanitary Health Certificate (S/HC)	None	35 Minutes	<b>Senior FRO</b> or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
5. Receive notification on the approved Sanitary Health Certificate (S/HC) for Export	5. Notify client to claim the approved Sanitary Health Certificate (S/HC) for Export	None	10 Minutes	<b>Senior FRO</b> or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.

6. Claim the approved Sanitary Health Certificate at <b>BFAR FIQD-FCS</b>	6. Release the approved Sanitary Health Certificate (S/HC) and record the date and time released	None	10 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
<b>TOTAL:</b>		PHP 50.00 per Sanitary Health Certificate per FAO 210	4 hours	

## 7. 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; G2G - Government to Government		
<b>Who may avail:</b>	Individual; BFAR Registered Exporters of Fish and Fishery/Aquatic Products; BFAR Accredited Importer (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> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasca, Visayas Avenue, Quezon City	
2. Invoice and Packing List (1 original)		Company/ Business Entity	

3. Pre-shipment Inspection Report ( <i>for products not requiring Health Certificate</i> ) (1 original)	<b>BFAR FIQD-FIS/RFIQU</b> (depending on the location of the establishment)
4. Local Transport Permit or Auxiliary Invoice (1 original or 1 photocopy)*	BFAR Regional Office or Provincial Fisheries Office or Local Government Unit
5. Sanitary Health Certificate (1 original)*	<b>BFAR FIQD-FCS</b> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasca, Visayas Avenue, Quezon City
6. SPSIC, if imported (1 photocopy)	<b>BFAR FIQD-FCS</b> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasca, Visayas Avenue, Quezon City
7. Authorization Letter or Special Power of Attorney* (1 original)	Company/Business Entity
8. Order of Payment (1 original)	<b>BFAR FIQD-FCS</b> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasca, Visayas Avenue, Quezon City
9. Official Receipt (1 original)	<b>BFAR Cashier</b> , Fisheries Bldg Complex, BPI Compound, 4th Floor, Brgy. Vasca, Visayas Avenue, Quezon City

\*as applicable

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>	1. Receive the filled-out application form and evaluate the submitted requirements for completeness, correctness, and validity	None	30 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	1.1 Record and stamp with date and time received	None	10 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.

2. Secure Order of Payment at <b>BFAR FIQD-FCS</b>	2. Compute the required fees and issue Order of Payment	based on FAO 233-2	20 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
3. Pay the required fees and secure Official Receipt at <b>BFAR Cashier</b>	3. Accept the payment based on the issued Order of Payment and issue Official Receipt	based on FAO 233-2	5 Minutes	<b>BFAR- Cashier</b> 4th/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
4. Present the issued Official Receipt for the processing of the Export Commodity Clearance (ECC) to <b>BFAR FIQD-FCS</b>	4. Check/verify the presented Official Receipt and encode the information based on the application form	None	30 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	4.1 Assign Export Commodity Clearance (ECC) number	None	10 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	4.2 Review for correctness and accuracy of the entries to the Export Commodity Clearance (ECC)	None	30 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.

5. Review entries in the Export Commodity Clearance and sign the #18 on the form. After signing, return the form to the FCS Staff	5. Inform the client to validate entries in the ECC and let the client sign #18 on the form after the review	None	25 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	5.1 Approve and sign the Export Commodity Clearance (ECC)	None	1 hour	Senior FRO <b>BFAR FIQD-FCS</b> or FRO II <b>BFAR FIQD-FCS</b> or Veterinarian III <b>BFAR FIQD-FQS</b> or Senior FRO <b>BFAR FIQD-FAS</b> or FRO II <b>BFAR FIQD-FIS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
6. Receive notification on the approved Export Commodity Clearance (ECC)	6. Notify client to claim the approved Export Commodity Clearance (ECC)	None	10 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
7. Claim the approved Export Commodity Clearance (ECC) at <b>BFAR FIQD-FCS</b>	7. Release the approved Export Commodity Clearance (ECC) and record the date and time released	None	10 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
<b>TOTAL:</b>		based on FAO 233-2	4 hours	



## 8. 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>	<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>	Individual; BFAR Registered Exporters of Fish and Fishery/Aquatic Products; BFAR Accredited Importer (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> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasca, Visayas Avenue, Quezon City
2. Invoice and Packing List (1 original)	Company/ Business Entity
3. Local Transport Permit or Auxiliary Invoice (1 original or 1 photocopy)*	BFAR Regional Office or Provincial Fisheries Office or Local Government Unit
4. Sanitary Health Certificate (1 original)*	<b>BFAR FIQD-FCS</b> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasca, Visayas Avenue, Quezon City
5. Pre-Shipment Inspection Report (for dried products) (1 original)*	<b>BFAR FIQD-FIS/RFIQU</b> (depending on the location of the establishment)
6. Certificate of Taxonomic Identification (1 original or 1 photocopy)*	<b>BFAR OSEDC</b> , ITC Complex, Cor. Roxas Blvd., Sen. Gil Puyat., Pasay City
8. Actual/pictures of the commodity	Company/ Business Entity
9. Authorization Letter or Special Power of Attorney (1 original)*	Company/Business Entity
10. Order of Payment (1 original)	<b>BFAR FIQD-FCS</b> , One Stop Export Documentation Center (OSEDC), Pasay City
11. Official Receipt (1 original)	<b>BFAR Cashier</b> , Fisheries Bldg Complex, BPI Compound, 4th Floor, Brgy. Vasca, Visayas Avenue, Quezon City

\*if necessary

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>	1. Receive the filled-out application form and evaluate the submitted requirements for completeness, correctness, and validity	None	30 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	1.1 Record and stamp with date and time received	None	10 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
2. Secure Order of Payment at <b>BFAR FIQD-FCS</b>	2. Compute the required fees and issue Order of Payment	based on FAO 233-1 and FAO 233-2 *as per to the type of commodity and it's volume	20 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
3. Pay the required fees and secure Official Receipt at <b>BFAR Cashier</b>	3. 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	5 Minutes	<b>BFAR- Cashier</b> 4/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
4. Present the issued Official Receipt to <b>BFAR FIQD-FCS</b> for the processing of the Export Commodity Clearance (ECC)	4. Check/verify the presented official receipt and process/prepare the Export Commodity Clearance (ECC)	None	30 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.

None	4.1 Assign Export Commodity Clearance (ECC) number	None	10 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	4.2 Review for correctness and accuracy of the entries to the Export Commodity Clearance (ECC)	None	30 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
5. Review entries in the Export Commodity Clearance and sign the #18 on the form. After signing, return the form to the FCS Staff	5. Inform the client to validate entries in the ECC and let the client sign #18 on the form after the review	None	25 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	5.1 Approve and sign the Export Commodity Clearance (ECC)	None	1 hour	Senior FRO <b>BFAR FIQD-FCS</b> or FRO II <b>BFAR FIQD-FCS</b> or Veterinarian III <b>BFAR FIQD-FQS</b> or Senior FRO <b>BFAR FIQD-FAS</b> or FRO II <b>BFAR FIQD-FIS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.

6. Receive notification on the approved Export Commodity Clearance (ECC)	6. Place seal/stamp as security feature then notify client to claim the approved Export Commodity Clearance (ECC)	None	10 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
7. Claim the approved Export Commodity Clearance (ECC) at <b>BFAR FIQD-FCS</b>	7. Release the approved Export Commodity Clearance (ECC) and record the date and time released	None	10 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.

## 9. Issuance of Certificate of Accreditation as Importer under FAO 195

The issuance of Certificate of Accreditation of importer for fishery business establishments that secures the Fishery Aquaculture Business Operators (FABOs) comply with the Sanitary and 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)								
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td colspan="2"><b>I. General Requirements</b></td></tr> <tr> <td>1. Filled-out application form (1 original)</td><td>BFAR Website(<a href="http://www.bfar.da.gov.ph">www.bfar.da.gov.ph</a>) / <b>BFAR FIQD-FCS</b>, Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City</td></tr> <tr> <td>2. Letter of Intent (1 original)</td><td>Company/Business Entity/Applicant</td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	<b>I. General Requirements</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> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City	2. Letter of Intent (1 original)	Company/Business Entity/Applicant
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE								
<b>I. General Requirements</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> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City								
2. Letter of Intent (1 original)	Company/Business Entity/Applicant								

<p>3. SEC/DTI/CDA Registration (1 Certified True Copy)</p> <p><i>For corporations, SEC Registration with General Information Sheet (GIS) and Articles of Incorporation;</i></p> <p><i>For single proprietorship, DTI Registration with Latest Audited Financial Statement;</i></p> <p><i>For cooperatives, CDA Registration with Latest Audited Financial Statement.</i></p>	<p>SEC Registration - Securities and Exchange Commission (SEC); DTI Registration - Department of Trade and Industry (DTI); CDA Registration - Cooperative Development Authority (CDA)</p>
<p>4. Mayor's Business Permit (1 Certified True Copy)</p>	<p>Local Government Unit (LGU)</p>
<p>5. BIR Certificate of Registration (1 Certified True Copy)</p>	<p>Bureau of Internal Revenue (BIR)</p>
<p>6. BOC Certificate of Registration for Customs Client Number (CCN) Accreditation (1 Certified True Copy)</p>	<p>Bureau of Customs (BOC)</p>
<p>7. BOC Certificate of Accreditation/AMO Certification for Customs Accreditation Secretariat (CAS Accreditation) (1 Certified True Copy)</p>	<p>Bureau of Customs (BOC)</p>
<p>8. List of Names of Company's Officers with ID, Signature and Photo (1 original)</p>	<p>Company/Business Entity/Applicant</p>
<p>9. Special Power of Attorney (SPA) / Board Resolution with photocopy of valid government-issued ID and company ID of authorized Company Representative (1 original)</p>	<p>Company/Business Entity/Applicant</p>
<p>10. Verification Report endorsed by FIQD-FIS/FQS (1 original)</p>	<p><b>BFAR FIQD-FIS/FQS</b>, Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City</p>
<p><b>II. Specific Documentary Requirements according to purpose:</b></p>	
<p><b>A. For Processing</b></p>	
<p><b>A.1 Large and Medium Scale Processing Plant</b></p>	
<p>a. FDA License to Operate as Food Manufacturer/Importer (<i>for re-export or local distribution</i>) (1 Certified True Copy)</p>	<p>Philippine Food and Drug Administration</p>
<p>b. Notarized Contract of Processing Agreement (if applicable) (1 original)</p>	<p>Processing Plant/Canning Establishment</p>
<p>c. BFAR HACCP Accreditation (<i>for re-export</i>) (1 Certified True Copy)</p>	<p><b>BFAR FIQD</b>, Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City</p>
<p>d. Cold Storage Warehouse</p>	
<p>d.1 Certificate of Accreditation (1 Certified True Copy)</p>	<p><b>BFAR FIQD</b>, Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City</p>

d.2 Contract of Lease Agreement (1 original) with valid government-issued ID and signature of Cold Storage Warehouse Signatory	Company of Cold Storage Warehouse
d.3 Affidavit of Undertaking (for no diversion of importation purpose) (1 original)	Company/Business Entity/Applicant
d.4 Certificate of CSW Rented Capacity (1 original)	Company of Cold Storage Warehouse
<b>A.2 Small Scale Processing Plant</b>	
a. Nomination Letter (1 original)	Processing Plants
b. Memorandum of Agreement between and among the Importer and the small-scale processing plants and their respective contact details, Photocopy of valid government-issued IDs with signature (1 original)	Processing Plants
c. Special Power of Attorney (SPA) with photocopy of IDs of authorized company representative (1 original)	Processing Plants
d. Proof of Business of Client (e.g. Business Permit/Sanitary Permit/DTI) (1 Certified True Copy)	Processing Plants
e. Cold Storage Warehouse	
e.1 Copy of Certificate of Accreditation (1 Certified True Copy)	BFAR FIQD, Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City
e.2 Contract of Lease Agreement (1 original) with valid government-issued ID and signature of Cold Storage Warehouse Signatory	Company of Cold Storage Warehouse
e.3 Affidavit of Undertaking (for no diversion of importation purpose) (1 original)	Company/Business Entity/Applicant
e.4 Certificate of CSW Rented Capacity (1 original)	Company of Cold Storage Warehouse
<b>B. For Canning Establishment</b>	
a. FDA License to Operate as Food Manufacturer (1 Certified True Copy)	Philippine Food and Drug Administration
b. BFAR HACCP Accreditation ( <i>for re-export</i> ) (1 Certified True Copy)	<b>BFAR FIQD</b> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City
c. Notarized Contract of Lease Agreement (1 original)	Company of Cold Storage Warehouse
d. Cold Storage Warehouse	
d.1 Copy of Certificate of Accreditation (1 Certified True Copy)	<b>BFAR FIQD</b> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City
d.2 Contract of Lease Agreement (1 original) with valid government-issued ID and signature of Cold Storage Warehouse Signatory	Company of Cold Storage Warehouse

d.3 Affidavit of Undertaking (for no diversion of importation purpose) (1 original)	Company/Business Entity/Applicant
d.4 Certificate of CSW Rented Capacity (1 original)	Company of Cold Storage Warehouse
<b>C. For Institutional Buyers</b>	
a. List of Clients (Name, Address, Contact Person and number) (1 original)	Company/Business Entity/Applicant
b. Cold Storage Warehouse	
b.1 Copy of Certificate of Accreditation (1 Certified True Copy)	<b>BFAR FIQD</b> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City
b.2 Contract of Lease Agreement (1 original) with valid government-issued ID and signature of Cold Storage Warehouse Signatory	Company of Cold Storage Warehouse
b.3 Affidavit of Undertaking (for no diversion of importation purpose) (1 original)	Company/Business Entity/Applicant
b.4 Certificate of CSW Rented Capacity (1 original)	Company of Cold Storage Warehouse
<b>D. For Commercial (Shell and shellcrafts, live aquatic animals, Other Veterinary Drug and Products for Aquaculture Use)</b>	
<b>D.1 Shell and Shellcraft</b>	
a. BFAR Approved Processing Establishment (1 Certified True Copy)	BFAR Regional Office concerned
<b>D.2 Live Aquatic Animals</b>	
a. BFAR Hatchery Accreditation (for shrimp broodstock) (1 Certified True Copy)	BFAR Regional Office concerned
b. BFAR/LGU Farm Registration (for milkfish fry) (1 Certified True Copy)	BFAR Regional Office concerned / LGU
c. Inspection Report endorsed by FIQD-FQS (for tropical fish and food fish) (1 original)	<b>BFAR FIQD</b> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City
<b>D.3 Other Veterinary Drug and Products for Aquaculture Use</b>	
a. Endorsement from FIQD-FQS	<b>BFAR FIQD</b> , Fisheries Bldg Complex, BPI Compound, Ground Floor, 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 complete requirements to <b>BFAR FIQD-FCS</b>	1. Receive the filled-out application form and evaluate the submitted requirements for completeness, correctness, and validity	None	30 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	1.1 Encode summary of documentary requirements	None	1 hour	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	1.2. Prepare Certificate of Accreditation for the initial of FCS Chief and Division Chief	None	2 hours	FRO II, Section Chief, Division Chief <b>BFAR FIQD</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	1.3 Forward to the Office of the Assistant Director for Technical Services for his/her initial on the COA and then forward to the Office of the Director	None	3 days	BFAR Assistant Director for Technical Services, <b>BFAR</b> <b>ADOTECH</b> 3/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	1.4 Approve and sign the Certificate of Accreditation (COA)	None	3 days	Bureau Director <b>BFAR Director's</b> <b>Office,</b> 3/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.



2. Receive notification through email/phone call to claim the approved Certificate of Accreditation	2. Receive the approved Certificate of Accreditation and notify client through email / phone call to claim the approved Certificate of Accreditation	None	10 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
3. Attend the orientation for the online application of SPSIC and/or importables	3. Conduct orientation of client for the online process of application of SPSIC and/or importables	None	1 hour	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
4. Claim the approved Certificate of Accreditation at <b>BFAR FIQD-FCS</b>	4. Release the approved Certificate of Accreditation, record the date and time released	None	10 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	4.1 Endorse the accredited importer to DA Intercommerce through email	None	10 minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
<b>TOTAL:</b>		None	<b>6 Days and 5 Hours</b>	

## 10. Manual Issuance of Sanitary and Phytosanitary Import Clearance (SPSIC) for Research/Sample and for One Time Shipment of Regularly Transported Species

The Manual Issuance of Sanitary and 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> , Fisheries Bldg Complex, BPI Compound, Ground Floor, 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. Endorsement from FIQD-FQS allowing the importation of live fishery products (if applicable)		<b>BFAR FIQD-FQS</b> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City
5. Endorsement from BFAR FRLD allowing the importation		<b>BFAR FRLD-AWRS</b> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City
6. Order of Payment (1 original)		<b>BFAR FIQD-FCS</b> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City
7. Official Receipt (1 original)		<b>BFAR Cashier</b> , Fisheries Bldg Complex, BPI Compound, 4th Floor, 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 to <b>BFAR FIQD-FCS</b>	1. Receive the filled-out application form and evaluate the submitted requirements for completeness, correctness, and validity	None	40 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
2. Secure Order of Payment at <b>BFAR FIQD-FCS</b>	2. Issue Order of Payment for the required fees	None	15 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
3. Pay the required fees and secure Official Receipt at <b>BFAR Cashier</b>	3. Accept the payment based on the issued Order of Payment 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 (based on FAO 221)	5 Minutes	<b>BFAR- Cashier</b> 4/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
4. Submit the original Official Receipt to <b>BFAR FIQD-FCS</b>	4. Receive the submitted Official Receipt and prepare the Sanitary and Phytosanitary Import Clearance (SPSIC)	None	20 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	4.1 Assign manual SPS number and encode information in the SPSIC based on the submitted documents then review the entries	None	40 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.

None	4.2 Section Chief and Division Chief will initial on the Manual SPSIC	None	2 hours	Section Chief, Division Chief <b>BFAR FIQD</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	4.3 Forward to the Office of the Assistant Director for Technical Services for his/her initial on the SPSIC and then forward to the Office of the Director	None	3 days	BFAR Assistant Director for Technical Services, <b>BFAR</b> <b>ADOTECH</b> 3/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	4.4 Approve and sign the SPSIC	None	3 Days	Bureau Director <b>BFAR Director's</b> <b>Office,</b> 3/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	4.5 Place BFAR stamp/seal as security feature	None	10 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
5. Receive notification through email or phone call the approved Sanitary and Phytosanitary Import Clearance (SPSIC)	5. Notify client through email or phone call of the approved Sanitary and Phytosanitary Import Clearance (SPSIC)	None	10 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.

6. Claim the approved Sanitary and Phytosanitary Import Clearance (SPSIC) at <b>BFAR FIQD-FCS</b>	6. Release the approved SPSIC and record the date and time released	None	10 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
TOTAL:		*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)	6 days, 4 hours and 30 minutes	

## 11. Manual Issuance of Sanitary and Phyto-Sanitary Import Clearance (SPSIC) for Research/Sample and for One Time Shipment of Alien/Exotic Species

The Manual Issuance of Sanitary and 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>	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(www.bfar.da.gov.ph) / <b>BFAR FIQD-FCS</b> , Fisheries Bldg Complex, BPI Compound, Ground Floor, 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. Endorsement from FIQD-FQS allowing the importation (if live fishery products )		<b>BFAR FIQD-FQS</b> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City		
6. Inspection report with recommendation for approval from FIQD-FQS (if live fishery products)		<b>BFAR FIQD-FQS</b> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City		
7. Endorsement from BFAR FRLD allowing the importation		<b>BFAR FRLD-AWRS</b> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City		
8. Order of Payment (1original)		<b>BFAR FIQD-FCS</b> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City		
9. Official Receipts (1 original, 1photocopy)		<b>BFAR Cashier</b> , Fisheries Bldg Complex, BPI Compound, 4th Floor, 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 to <b>BFAR FIQD-FCS</b>	1. Receive the filled-out application form and evaluate the submitted requirements for completeness, correctness, and validity	None	40 Minutes	<i>Senior FRO or FRO II</i> <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.

2. Secure Order of Payment at <b>BFAR FIQD-FCS</b>	2. Issue Order of Payment for the required fees	None	15 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
3. Pay the required fees and secure Official Receipt at <b>BFAR Cashier</b>	3. Accept the payment based on the issued Order of Payment 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 (based on FAO 221)	5 Minutes	<b>BFAR- Cashier</b> 4/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
4. Submit the original Official Receipt to <b>BFAR FIQD-FCS</b>	4. Receive the submitted Official Receipt and prepare the Sanitary and Phytosanitary Import Clearance (SPSIC)	None	20 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	4.1 Assign manual SPS number and encode information in the SPSIC based on the submitted documents then review the entries	None	40 Minutes	Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	4.2 Section Chief and Division Chief will initial on the Manual SPSIC	None	2 hours	Section Chief, Division Chief <b>BFAR FIQD</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.

None	4.3 Forward to the Office of the Assistant Director for Technical Services for his/her initial on the SPSIC and then forward to the Office of the Director	None	3 days	<i>BFAR Assistant Director for Technical Services, <b>BFAR ADOTECH</b> 3/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i>
None	4.4 Approve and sign the SPSIC	None	3 Days	<i>Bureau Director <b>BFAR Director's Office,</b> 3/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i>
None	4.5 Place BFAR stamp/seal as security feature	None	10 Minutes	<i>Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i>
5. Receive notification through email or phone call the approved Sanitary and Phytosanitary Import Clearance (SPSIC)	5. Notify client through email or phone call of the approved Sanitary and Phytosanitary Import Clearance (SPSIC)	None	10 Minutes	<i>Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i>
6. Claim the approved Sanitary and Phytosanitary Import Clearance (SPSIC) at <b>BFAR FIQD-FCS</b>	6. Release the approved SPSIC and record the date and time released	None	10 Minutes	<i>Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i>



TOTAL:	*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)	6 days, 4 hours and 30 minutes	
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## 12. Online Issuance of Sanitary and Phytosanitary Import Clearance (SPSIC) for Wet Market under FAO 259

The online issuance of Sanitary and 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. Minimum balance in the Importer's account at the DA Intercommerce: PHP 1,650 for fresh chilled/frozen fishery products	<b>BFAR Cashier</b> , Fisheries Bldg Complex, BPI Compound, 4th Floor, Brgy. Vasra, Visayas Avenue, Quezon City
2. Filled-up online application form (1 electronic copy)	DA Intercommerce Online Account of Importer

3. Permit to Conduct Business (PTCB) (1 Certified True Copy)		Philippine Fisheries Development Authority (PFDA)		
4. Mayor's Business Permit (1 Certified true Copy)		Local Government Unit (LGU)		
5. BIR Certificate of Registration (1 Certified true Copy)		Bureau of Internal Revenue (BIR)		
6. BOC Certificate of Registration for Customs Client Number (CCN) Accreditation (1 Certified true Copy)		Bureau of Customs (BOC)		
7. BOC Certificate of Accreditation/AMO Certification for Customs Accreditation Secretariat (CAS Accreditation) (1 Certified true Copy)		Bureau of Customs (BOC)		
8. Cold Storage Warehouse				
8.a. BFAR Accreditation (1 Certified true Copy)		<b>BFAR FIQD</b> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply for SPSIC online through DA Intercommerce and upload the requirements	1. Review the SPSIC application and check the completeness, correctness, validity, and authenticity of the submitted documentary requirements	None	2 days	<i>Division Chief or Senior FRO or FRO II</i> <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
	a. If the application and attachments are complete, correct, and valid, the reviewer shall tag the application as "For Endorsement"  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.			


2. Verify the status of SPSIC application via online at DA Intercommerce System	<p>2. Review further the SPSIC application.</p> <p>a. The endorser shall validate the application. If the application has complete and correct requirements and entries, the application shall be tag as "For Approval" and it will be forwarded to the approver</p> <p>b. If with deficiencies, it shall be tag as "Rejected". The importer shall be informed of the lacking requirements and be advised 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.</p>	None	2 days	<p><b>Atty. Demosthenes R. Escoto</b> Bureau Director <b>BFAR Director's Office</b>, 3/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</p>
None	3. Conduct final review and approve the SPSIC	None	1 day	<p>DA Secretary <b>Office of the Secretary</b> Department of Agriculture, Elliptical Rd., Diliman, Quezon City</p>
3. Print the approved SPSIC via online at DA Intercommerce System	None	None	None	<b>Client</b>
<b>TOTAL:</b>		<b>PHP 1,650.00</b> <b>(Based on</b> <b>FAO 259)</b>	<b>5 days</b>	

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

The online issuance of Sanitary and 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>	Complex	
<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. Minimum balance in the Importer's account at the DA Intercommerce: PHP 1,650 for fresh chilled/frozen fishery products; PHP 150 for live aquatic animals/shells/shellcrafts/other veterinary products		<b>BFAR Cashier</b> , Fisheries Bldg Complex, BPI Compound, 4th Floor, Brgy. Vasra, Visayas Avenue, Quezon City
3. Proforma / Commercial Invoice (1 original)		Company/Business Entity
4. Latest Distribution Report ( <i>for Institutional Buyer</i> ) / Production Data ( <i>for Processing and Canning</i> ) including any of the following supporting documents (e.g. Delivery Receipt, Purchase Order, Local Transport Permit, Sales Invoice, Withdrawal Slip) prior to SPSIC application (1 original)		Company/Business Entity
5. Health Certificate/Laboratory Analysis ( <i>for shrimp and live commodity</i> ) (1 original)		Company/Business Entity
6. Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR) Certificate ( <i>for Dissostichus spp.</i> ) (1 electronic copy of original)		Company/Business Entity

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply for SPSIC online through DA Intercommerce and upload the requirements	1. Review the SPSIC application and check the completeness, correctness, validity, and authenticity of the submitted documentary requirements  a. If the application and attachments are complete, correct, and valid, the reviewer shall tag the application as "For Endorsement"	None	2 days	Senior FRO or FRO II or Vet III <b>BFAR FIQD</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
	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.			
2. Verify the status of SPSIC application via online at DA Intercommerce System	2. Review further the SPSIC application. a. The endorser shall validate the application. If the application has complete and correct requirements and entries, the application shall be tag as "For Approval" and it will be forwarded to the approver			

	b. If with deficiencies, it shall be tag as "Rejected". The importer shall be informed of the lacking requirements and be advised 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	2 days	 <b>Division Chief</b> <b>BFAR FIQD</b> , G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	3. Conduct final review and approve the SPSIC	None	1 day	<b>Atty.</b> <b>Demosthenes R. Escoto</b> Bureau Director <b>BFAR Director's Office</b> , 3/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
3. Print the approved SPSIC via online at DA Intercommerce System	None	None	None	<b>Client</b>
<b>TOTAL:</b>		<b>PHP</b> <b>P1,650.00 for fresh chilled/frozen products or PHP 150.00 for live, shell and shellcrafts, and other veterinary products (Based on FAO 195)</b>	<b>5 days</b>	

## 14. 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. The purpose of applying for additional importables is for the addition of supplier and commodity.

<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 Accredited Importers of Fish and Fishery/Aquatic Products (EXTERNAL)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. List of importables in Excel form following the given format - Product (Common Name and Scientific Name), AHTN Code, Country of Origin, Name/s and Address of Exporter/Supplier, and Purpose of Importation (electronic copy)		Company/Business Entity		
2. Actual picture of importables (1 electronic copy)		Company/Business Entity		
3. Endorsement of Risk Assessment conducted by BFAR FIQD-FIS/FQS		<b>BFAR FIQD</b> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City		
4. Endorsement of verification from BFAR FIQD-FIS/FQS		<b>BFAR FIQD</b> , Fisheries Bldg Complex, BPI Compound, Ground Floor, Brgy. Vasra, Visayas Avenue, Quezon City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements through email at <b><i>fiqd.certification.import@bfar.da.gov.ph</i></b>	1. Receive the application through email and review the requirements for completeness, correctness, and validity	None	1 day	<i>Senior FRO or FRO II</i> <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.

2. Receive notification through email on the status of application for additional importables	2. If approved, the application for additional importables will be endorsed online to the Intercommerce for approval. Otherwise, advise the client for non-endorsement.	None	1 day	<p>Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</p>
3. Confirm the approval of additional importable application on the importer's account at DA Online System via Intercommerce	3. Approve the additional importable through the DA Online System via Intercommerce.	None	1 day	<p>Senior FRO or FRO II <b>BFAR FIQD-FCS</b> G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</p>
<b>TOTAL:</b>		<b>None</b>	<b>3 days</b>	



**BFAR-Fisheries Inspection & Quarantine Division (FIQD)  
- FISHERIES QUARANTINE SECTION (FQS)**

1. Issuance of Certificate of Registration of Fishery Establishment for Export of Live Aquatic Animals
2. Issuance of Inspection Report for Export / Import of Live Aquatic Animals (for NCR Areas)
3. Issuance of Inspection Report for Export / Import of Live Aquatic Animals (for Regional Areas)

## II. QUARANTINE: Certificate of Registration/Inspection


### BFAR-Fisheries Inspection and Quarantine Division (FIQD) FISHERIES QUARANTINE SECTION (FQS)

#### 1. Issuance of Certificate of Registration of Fishery Establishment for Export of Live Aquatic Animals

The Certificate of Registration of Fishery Establishment for Export is issued to individual who intends to export live aquatic animals. The validity of this Certificate is two (2) years.

<b>Office or Division</b>	BFAR - Fisheries Inspection and Quarantine Division (FIQD) - Fisheries Quarantine Section (FQS)	
<b>Classification</b>	Highly Technical (Food Safety and Public Health Concern)	
<b>Type of Transaction</b>	G2B-Government to Business entity	
<b>Who may avail:</b>	Exporters of Live Aquatic Animals	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Filled-out Application Form (FN-FQS-012)		Company/Business Entity /
2. Letter of Intent		Company/Business Entity
3. SEC Registration/DTI Permit		DTI/SEC
4. Business Permit		City Hall/LGU
5. Sanitation Standard Operating Procedures (SSOP)		Company/Business Entity
6. Location Map		Company/Business Entity
7. Photos of Facility		Company/Business Entity
8. Manpower Profile		Company/Business Entity
9. Complete List of Product Source		Company/Business Entity
10. Facility Lay-out		Company/Business Entity
11. Certificate of Taxonomic Identification (for food fish)		Company/Business Entity
12. Antibiotic Residue Analysis (for food fish)		Company/Business Entity
13. Special Power of Attorney (SPA)		Company/Business Entity
14. Endorsement Letter from BFAR Regional Office		BFAR Regional Offices
15. 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 complete requirements	1. Receive filled-out application form and complete requirements	None	10 Minutes	BFAR- Chief, Fisheries Quarantine Section (FQS) Ground Flr., Fisheries Bldg. Complex (FBC), BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
None	1.1. Evaluate the completeness, accuracy, and validity of the submitted documents/ requirements	None	4 Hours	BFAR- Chief, Fisheries Quarantine Section (FQS) Ground Flr., Fisheries Bldg. Complex (FBC), BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
None	1.2. Prepare the Travel Order for the scheduling of fishery establishment/facility inspection	None	10 Minutes	BFAR- Chief, Fisheries Quarantine Section (FQS) Ground Flr., Fisheries Bldg. Complex (FBC), BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
None	1.3. Review and affix initial of the Division Chief of FPED and forward to office concerned in the approval of Travel Order	None		BFAR- Chief, Fisheries Planning and Economics Division (FPED)• 4th Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.

None	1.4. Review and affix initial of the Division Chief of FMD and forward to the HRMS office for the process of the Travel Order	None	3 Days	 <p><i>BFAR- Chief, Finance and Management Division (FMD)• 4th Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.</i></p>
None	1.5. Process the forwarded signed Travel Order by writing/placing the control number for it's validity	None		<i>Admin-HRMS, 3rd Floor, Fisheries Bldg. Complex (FBC), BPI Compound, Brgy. Vasra, Visayas Ave., Q.C</i>
None	1.6. Review and approved/sign of the ADAS on the Travel Order	None	3 Days	<i>BFAR- Assistant Director for Administrative Services (ADAS)• 4th Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.</i>
None	1.7. Receive approved Travel Order from the Admin-HRMS for the valid control number placed on the document	None	10 Minutes	<i>BFAR- Chief, Fisheries Quarantine Section (FQS) Ground Flr., Fisheries Bldg. Complex (FBC), BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.</i>

2. Receive notification thru e-mail or phone call on the scheduled inspection of fishery establishment/facility	2. Notify client on the scheduled inspection of fishery establishment thru e-mail or thru phone call	None	5 Minutes	BFAR- Chief, Fisheries Quarantine Section (FQS) Ground Flr., Fisheries Bldg. Complex (FBC), BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
3. Allow inspection of fishery establishment/facility	3. Conduct inspection of the fishery establishment/facility	None	5 Hours 15 Minutes (NCR Area)	BFAR- Chief, Fisheries Quarantine Section (FQS) Ground Flr., Fisheries Bldg. Complex (FBC), BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
			9 Days, 5 Hours 35 Minutes (Regional Area)	
4. Attend the discussion on the findings/deficiencies of the inspection conducted	4. Discuss/Present the findings during the closing meeting of the inspection conducted (If the fishery establishment is non-compliant, proceed to step 5)	None	1 Hour	BFAR- Chief, Fisheries Quarantine Section (FQS) Ground Flr., Fisheries Bldg. Complex (FBC), BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
5. Comply the deficiencies found based on the Inspection Report through submission of narrative report or photos of the complied deficiencies	5. Evaluate the compliance to the deficiencies and/or re-inspection of the fishery establishment if necessary/needed (Application will be rejected if the client fails to submit proof of compliance to the deficiencies within the allotted timeframe)			BFAR- Chief, Fisheries Quarantine

	<p><b>*Minor findings:</b> Findings that can be accomplished within <b>3 days</b> such as provision of garbage bin, signages, etc.,</p> <p><b>*Major findings:</b> Findings that have a major effect on the fishery establishment's operation, such as the provision of concrete tanks, drainage, etc. - the client is given <b>7 days</b> to accomplish these findings</p>	None	7 Days	<p>Section (FQS) Ground Flr., Fisheries Bldg. Complex (FBC), BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.</p>
None	5.2 Prepare/Process Certificate of Registration and Endorsement Letter to be forwarded to Director's Office for approval and signature	None	2 Hours	<p>BFAR- Chief, Fisheries Quarantine Section (FQS) Ground Flr., Fisheries Bldg. Complex (FBC), BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.</p>
None	5.3 Review and affix the initial of the Section Chief of FQS and Division Chief of FIQD on the Endorsement Letter and Certificate of Registration	None	4 Hours	<p>BFAR- Chief, Fisheries Quarantine Section (FQS) Ground Flr., Fisheries Bldg. Complex (FBC), BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.</p>
None	5.4. Review and affix initial of the ADOTECH on the Endorsement Letter and Certificate of Registration	None	3 Days	<p>Assistant Director for Technical Services (3rd Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave.</p>

None	5.5. Forward the initialed documents for the Director's signature			
None	5.6. Approve and sign the Endorsement Letter and Certificate of Registration	None	3 Days	<b>BFAR National Director</b> • Office of the Director • 3rd Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
None	5.7. Receive / Record and notify the client for the ready release of the approved Certificate of Registration	None	10 Minutes	BFAR- Chief, Fisheries Quarantine Section (FQS) Ground Flr., Fisheries Bldg. Complex (FBC), BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
6. Receive an e-copy and notified on the release of the approved Certificate of Registration thru email	6. Release e-copy of Certificate of Registration thru email	None	10 Minutes	BFAR- Chief, Fisheries Quarantine Section (FQS) Ground Flr., Fisheries Bldg. Complex (FBC), BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
<b>TOTAL:</b>		<b>None</b>	<b>24 Days, 1 Hour, 30 Minutes</b>	

## 2. Issuance of Inspection Report for Export/Import of Live Aquatic Animals (for NCR Areas)

The Inspection Report is issued to fishery establishment operators that has been inspected for facility registration/monitoring purposes.

<b>Office or Division</b>	BFAR-Fisheries Inspection and Quarantine Division (FIQD) - Fisheries Quarantine Section (FQS)
<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

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter and/or requirements for approval of inspection	1. Receive the request with the required documentary requirements and schedule for the conduct of inspection of fishery establishment/facility	None	10 minutes	BFAR- Chief, Fisheries Quarantine Section (FQS) Ground Flr., Fisheries Bldg. Complex (FBC), BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
2. Allow the inspection team and provide access to the fishery establishment/ facility	2. Conduct actual inspection of the fishery establishment/facility	None	4 Hours	BFAR- Chief, Fisheries Quarantine Section (FQS) Ground Flr., Fisheries Bldg. Complex (FBC), BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.



3. Attend the discussion on the findings of the inspection conducted	3. Discuss/Present findings from the conduct of fishery establishment/facility inspection	None	1 Hour	BFAR- Chief, Fisheries Quarantine Section (FQS) Ground Flr., Fisheries Bldg. Complex (FBC), BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
4. Sign conforme and receive inspection report	4. Provide copy of inspection report after signing on the conforme	None	5 Minutes	BFAR- Chief, Fisheries Quarantine Section (FQS) Ground Flr., Fisheries Bldg. Complex (FBC), BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
<b>TOTAL:</b>		<b>None</b>	<b>5 Hours, 15 Minutes</b>	

### 3. Issuance of Inspection Report for Export/Import of Live Aquatic Animals (for Regional Areas)

The Inspection Report is issued to fishery establishment operators that has been inspected for facility registration/monitoring purposes.							
<b>Office or Division</b>	BFAR-Fisheries Inspection and Quarantine Division (FIQD) - Fisheries Quarantine Section (FQS)						
<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						
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td>1. Client's Profile (Facility Lay-out, Standard Operating Procedures (SOP) and etc.)</td><td>Company/ Requesting Party</td></tr> <tr> <td>2. Request Letter for Inspection (for importers)</td><td>Company/ Requesting Party</td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	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
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE						
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						

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter and/or requirements for approval of inspection	1. Receive the request with the required documentary requirements and schedule for the conduct of actual inspection of fishery establishment/facility	None	10 minutes	BFAR- Chief, Fisheries Quarantine Section (FQS) Ground Flr., Fisheries Bldg. Complex (FBC), BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
None	1.2. Prepare the Travel Order for the scheduling of fishery establishment/facility inspection	None	10 Minutes	BFAR- Chief, Fisheries Quarantine Section (FQS) Ground Flr., Fisheries Bldg. Complex (FBC), BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
None	1.3. Review and affix initial of the Division Chief of FPED and forward to office concerned in the approval of Travel Order	None	3 Days	BFAR- Chief, Fisheries Planning and Economics Division (FPED) • 4th Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
None	1.4. Review and affix initial of the Division Chief of FMD and forward to the HRMS office for the process of the Travel Order	None		BFAR- Chief, Finance and Management Division (FMD) • 4th Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.

None	1.5. Process the forwarded signed Travel Order by writing/placing the control number for it's validity	None		<i>Admin Aide</i> <i>Staff, Admin-HRMS, 3rd Floor, Fisheries Bldg. Complex (FBC), BPI Compound, Brgy. Vasra, Visayas Ave., Q.C</i>
None	1.6. Review and approved/sign of the ADAS on the Travel Order	None	3 Days	<i>BFAR- Assistant Director for Administrative Services (ADAS)• 4th Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.</i>
None	1.7. Receive approved Travel Order from the Admin-HRMS for the valid control number placed on the document	None	10 Minutes	<i>BFAR- Chief, Fisheries Quarantine Section (FQS) Ground Flr., Fisheries Bldg. Complex (FBC), BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.</i>
2. Allow the inspection team and provide access to the fishery establishment/ facility	2. Conduct actual inspection of the fishery establishment/facility	None	4 Hours	<i>BFAR- Chief, Fisheries Quarantine Section (FQS) Ground Flr., Fisheries Bldg. Complex (FBC), BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.</i>

3. Attend the discussion on the findings of the inspection conducted	3. Discuss/Present findings from the conduct of fishery establishment/facility inspection	None	1 Hour	BFAR- Chief, Fisheries Quarantine Section (FQS) Ground Flr., Fisheries Bldg. Complex (FBC), BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
4. Sign conforme and receive inspection report	4. Provide copy of inspection report after signing on the conforme	None	5 Minutes	BFAR- Chief, Fisheries Quarantine Section (FQS) Ground Flr., Fisheries Bldg. Complex (FBC), BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
<b>TOTAL:</b>		<b>None</b>	<b>9 Days, 5 Hours, 35 Minutes</b>	

**BFAR- Fisheries Inspection & Quarantine Division (FIQD)  
-FISHERIES INSPECTION SECTION (FIS)**

1. Inspection of Cold Storage Warehouse for the Issuance of License to Operate (LTO)
2. Inspection of Fishery/Aquatic Products/Establishments (New Applicant) for Registration and Issuance of HACCP/GMP/SSOP/Vessel Certificate
3. Inspection of Fishery Establishment for Export of Fishery/Aquatic Products for Issuance of Certificate of HACCP/GMP/SSOP/Vessel (Renewal)
4. Inspection of Traders/Exporters (without processing establishment) for Issuance of Certificate of Registration
5. Pre-shipment Inspection
6. Re-verification and Re-inventory of Stocks in Cold Storage and Importer's (Per Client) as for the Volume Requirements of Processing Plants (Canning and Processing) and Institutional Buyers

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

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

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

The issuance of LTO is in accordance with Administrative Circular 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</b>
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	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) (1 Original Copy)	BFAR FIQD G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C/Regional Offices
2. Floor Plan/Layout showing all storage rooms and other facilities for Specific products (New Applicant) (1 Photocopy)	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) (1 Original)	Cold Storage Warehouse Operators
4. Updated Business Permit (New Applicant & Renewal) (1 Photocopy)	City/Municipal Government
5 Environment Compliance Certificate/Certificate of Non-Coverage (New Applicant & Renewal) (1 Photocopy)	Department of Environment and Natural Resources (DENR)
6. Permit to Operate (Air Pollution Source/Control Installations, Exemption Certificate) - New Applicant & Renewal * Provided that, in case the cold storage facility is also engaged in the processing of agricultural and fisheries products, a Waste Water Discharged Permit shall also be required. (1 Photocopy)	Department of Environment and Natural Resources (DENR)/ Laguna Lake Development Authority (LLDA)
7. Business Registration (New Applicant & Renewal) (1 Photocopy)	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) (1 Photocopy)	DOH + NWRB/LGU Health Office

9. Reliable recording system for readily available information (New Applicant) (1 Photocopy)	Cold Storage Warehouse Operators
10. Rated Capacity (New Applicant & Renewal) (1 Photocopy)	Cold Storage Warehouse Operators
11. List of clientele for the last two (2) years (New Applicant & Renewal) (1 Photocopy)	Cold Storage Warehouse Operators
12. List of products/commodity stored (Local & Imported) - New Applicant & Renewal (1 Photocopy)	Cold Storage Warehouse Operators
13. GOP/GHP/HACCP Certificate, when applicable (New Applicant & Renewal) (1 Photocopy)	Cold Storage Warehouse Operators
14. Previous License to Operate (LTO) of CSW (Renewal) (1 Photocopy)	Cold Storage Warehouse Operators
15. Order of payment (1 Photocopy)	BFAR-FIQD-FIS, Fisheries Bldg. Complex, BPI Compound, Ground Floor, Brgy. Vrasa, Visayas Avenue, Quezon City/Regional Offices
16. Official Receipt (1 Photocopy)	BFAR Cashier, Fisheries Bldg. Complex, BPI Compound, Ground Floor, Brgy. Vrasa, Visayas Avenue, Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished application form together with the documentary requirements to BFAR FIQD-FIS and was advise to pay the required fees	1. Receive, review and evaluate the application form and relevant documentary requirements for their completeness	None	20 minutes	FIS Admin Staff BFAR FIQD-FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C
	1.1 Advise client to pay the required fees	None		
2. Secure Order of Payment	2. Issue order of payment	None	10 minutes	FCS Staff BFAR FIQD-FCS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C/Regional Offices

3. Pay the required fees and secure Official Receipt at BFAR Cashier (The client may opt to pay at the Central or Regional Office)	3. Accepts the payment based on the Order of Payment and issue Official Receipt	Php 4,000	3 minutes	Collecting Officer BFAR Cashier 4th Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C/Regional Office
4. Allow inspection team to inspect facility based on the agreed date of inspection	4. 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. Close door meeting e. Exit meeting with the cold storage representative f. Final report preparation	None	1 day	FIS Inspector BFAR-FIQD FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C, plant representatives, Fishery Establishment Address on site
None	4.1 Prepare/Process Certificate for Cold Storage Accreditation (License to Operate) if compliant on the requirements	None	30 minutes	FIS Admin Staff BFAR FIQD-FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C
None	4.2 Review and affix initials on the License to Operate Certificate by the Section chief	None	30 minutes	FIS Chief BFAR FIQD-FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C
None	4.3 Final review and affix initial on the License to Operate Certificate by the Division Chief	None	30 minutes	FIQD Chief BFAR FIQD-FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C



None	4.4 Transmit the License to Operate (LTO) with proper initials to Assistant Director for Technical Services for review and evaluation	None	10 minutes	<i>FIS Admin. Staff BFAR FIQD-FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C</i>
None	4.5. Review and initial of the License to Operate (LTO)	None	3 days	<i>Asst. Director for Technical Services (ADOTECH) 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C</i>
None	4.6 Forward to the Director's Office for signature and approval	None		<i>Administrative Staff Office of the Asst. Director for Technical Services (ADOTECH) 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C</i>
None	4.7 Approve and sign the License to Operate (LTO) after the final review	None	3 days	<i>Bureau Director BFAR-Director's Office 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C</i>
None	4.8 Transmit to the FIS-FIQD for releasing to the client	None		<i>Administrative Staff Office of the Director 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C</i>

5. Receive the notification for release of the approved License to Operate (LTO) at the BFAR FIQD-FIS	5. Notify the client that the approved License to Operate (LTO) is ready for release to client	None	10 minutes	<i>FIS Admin. Staff BFAR FIQD-FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C</i>
<b>TOTAL:</b>		<b>PHP 4,000</b>	<b>7 working days, 2 hours, 23 minutes</b>	

\*Centralized coding of License To Operate is provided by DA to BFAR Central office

\*Inspection is conducted at the regional level

## 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>	Highly Technical		
<b>Type of Transaction</b>	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		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<b>A. Requirements for primary processing establishment:</b>			
1. Letter of Intent /Application letter, 1 Original		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, 1 Photocopy		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, 1 Photocopy		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), 1 Photocopy		Sanitary permit- Local Government Unit (LGU), GMP/SSOP/HACCP Program-FABO		
<b>B. Requirements for secondary processing establishment:</b>				
1. Updated sanitary permit, 1 Photocopy		Local Government Unit (LGU)		
2. License to Operate, 1 Photocopy		FDA		
3. GMP/ SSOP/ HACCP Program for fish processing plant,1 Photocopy		Fishery Aquaculture Business Operators (FABO)		
<b>C. Requirements for fishing vessel or boats &gt;3 gross tons:</b>				
1. Certificate of Registration, 1 Photocopy		MARINA		
2. GMP and SSOP/HACCP (as required) for fishing and freezer vessel (*refrigerated and non- refrigerated), 1 Photocopy		Fishery Aquaculture Business Operators (FABO)		
3. Commercial Fishing Vessel License (CFVGL) issued by BFAR, 1 Photocopy		BFAR- Fisheries Regulatory License Division (FRLD)		
<b>D. Requirements for fishing vessel or boats less than 3 gross tons:</b>				
1. Certificate of Registration issued by the Local Government Unit (LGU), 1 Photocopy		Local Government Unit (LGU)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of intent/application letter together with the required documentary requirements to BFAR FIQD-FIS	1. Receive letter of intent/application letter and check the completeness of the documentary requirements submitted	None	20 minutes	<i>FIS Admin Staff BFAR FIQD-FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C</i>
None	1.1 Review and evaluate the application in compliance to safety programs	None	1 day	<i>FIS Inspector BFAR-FIQD FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C</i>

2. Receive notification on the scheduled inspection onsite	2. Notify the client on the schedule of pre-assessment/desk review/system audit Inspection	None	10 minutes	<i>FIS Admin Staff BFAR FIQD-FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C, and plant representatives, Fishery Establishment Address on site</i>
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	3 days	<i>FIS Inspector BFAR-FIQD FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C, plant representatives, Fishery Establishment Address on site</i>
4. Submit pending documents/records  (refer to checklist of requirements)	4. Review/Evaluate submitted documents/records	None	1 day	<i>FIS Inspector BFAR-FIQD FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C, plant representatives, Fishery Establishment 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>FIS Inspector BFAR-FIQD FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C, plant representatives, Fishery Establishment Address on site</i>

None	<p>4.2 Review/Evaluate for the approval of inspection report</p> <ul style="list-style-type: none"> <li>• If passed- on the inspection: Issue the HACCP certificate</li> <li>• If failed- No Health Certificate/GMP/SSOP /HACCP Certificate shall be issued until deficiencies are rectified</li> </ul>	None	3 days	<p><i>FIS Inspector</i>  <i>BFAR-FIQD FIS</i>  <i>G/Floor,</i>  <i>Fisheries Bldg.,</i>  <i>BPI Compound,</i>  <i>Visayas Ave.,</i>  <i>Q.C,</i>  <i>plant</i>  <i>representatives,</i>  <i>Fishery</i>  <i>Establishment</i>  <i>Address on site</i></p>
None	4.3 Prepare/Process the HACCP/ GMP/ SSOP/ Vessel Certificate if the applicant is compliant on the requirements/ deficient	None	30 minutes	<p><i>FIS Admin Staff</i>  <i>BFAR FIQD-FIS</i>  <i>G/Floor,</i>  <i>Fisheries Bldg.,</i>  <i>BPI Compound,</i>  <i>Visayas Ave.,</i>  <i>Q.C</i></p>
None	4.4 Review and affix initials of the HACCP/GMP/SSOP/Vessel Certificate by the Section Chief	None	30 minutes	<p><i>FIS Chief</i>  <i>BFAR FIQD-FIS</i>  <i>G/Floor,</i>  <i>Fisheries Bldg.,</i>  <i>BPI Compound,</i>  <i>Visayas Ave.,</i>  <i>Q.C</i></p>
None	4.5 Final review and affix initials on the HACCP/GMP/SSOP/Vessel Certificate by the Division Chief	None	30 minutes	<p><i>FIQD Chief</i>  <i>BFAR FIQD-FIS</i>  <i>G/Floor,</i>  <i>Fisheries Bldg.,</i>  <i>BPI Compound,</i>  <i>Visayas Ave.,</i>  <i>Q.C</i></p>
None	4.6 Transmit the HACCP/GMP/SSOP/ Vessel Certificate with initials to Assistant Director for Technical Services for for review and evaluation	None	10 minutes	<p><i>FIS Admin Staff</i>  <i>BFAR FIQD-FIS</i>  <i>G/Floor,</i>  <i>Fisheries Bldg.,</i>  <i>BPI Compound,</i>  <i>Visayas Ave.,</i>  <i>Q.C</i></p>

None	4.7 Review and affix initial on the HACCP/GMP/SSOP/Vessel Certificate	None	3 days	Asst. Director for Technical Services (ADOTECH) 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C
None	4.8 Forward to the Office of the Director for the Bureau Director's approval and signature	None		Administrative Staff, Office of the Asst. Director for Technical Services (ADOTECH) 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C
None	4.9 Approve and sign the HACCP/ GMP/ SSOP/ Vessel Certificate after the final review	None		Bureau Director BFAR-Director's Office 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C
None	4.10 Transmit to the FIS-FIQD the approved documents for releasing to the client	None		Administrative Staff Office of the Director 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C
5. Receive the notification for the release of the approved License to Operate (LTO) at the BFAR FIQD-FIS	5. Notify the client that the approved HACCP/GMP/SSOP/Vessel Certificate is ready for release to client	None	10 minutes	FIS Admin Staff BFAR FIQD-FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C
<b>TOTAL:</b>		None	<b>17 working days, 2 hours, 20 minutes</b>	

**Note:**

- For those applying for EU Registration, 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>	Highly Technical	
<b>Type of Transaction</b>	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)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>Requirements for primary processing establishment:</b>		
1. Letter of Intent /Application letter, 1 Original		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, 1 Photocopy		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, 1 Photocopy		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, 1 Photocopy		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), 1 Photocopy		Sanitary permit- Local Government Unit (LGU), GMP/SSOP/HACCP Program-FABO
<b>Requirements for secondary processing establishment:</b>		
1. Updated sanitary permit (issued by LGU), 1 Photocopy		Sanitary permit- Local Government Unit (LGU)

2. License to Operate (LTO issued by Philippine FDA), 1 Photocopy		License to Operate (LTO)-FDA		
3. GMP/ SSOP/ HACCP Program for fish processing plant, 1 Photocopy		Fishery Aquaculture Business Operators (FABO)		
<b>Requirements for fishing vessel or boats &gt;3 gross tons:</b>				
1. Certificate of Registration, 1 Photocopy		MARINA		
2. GMP and SSOP/HACCP (as required) for fishing and freezer vessel (*refrigerated and non- refrigerated), 1 Photocopy		Fishery Aquaculture Business Operators (FABO)		
3. Commercial Fishing Vessel License (CFVGL) issued by BFAR, 1 Photocopy		BFAR- Fisheries Regulatory License Division (FRLD)		
<b>Requirements for fishing vessel or boats less than 3 gross tons:</b>				
1. Certificate of Registration issued by the Local Government Unit, 1 Photocopy		Local Government Unit (LGU)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of intent/application letter together with the required documentary requirements to BFAR FIQD-FIS	1. Receive letter of intent/application letter and check the completeness of the documentary requirements submitted	None	20 minutes	Crejay Lacena FIS Admin Staff BFAR FIQD-FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C
2. Receive notification on the scheduled audit inspection on site	2. Notify the client on the schedule of system audit Inspection of facility on site	None	10 minutes	Crejay Lacena FIS Admin Staff BFAR FIQD-FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C plant representatives, Fishery Establishment Address on site



3. Allow inspection and access to facility	<p>3. Conduct on- site inspection with the following order of activities:</p> <p>a. opening meeting with the plant representative</p> <p>b. walk through in plant premises</p> <p>c. Documents review/ Desk review</p> <p>d. Close door meeting</p> <p>e. Exit meeting with the plant management</p>	None	1 day	<p><i>Ma. Joannalyn E. Awatin,</i> <i>FIS Inspector</i> <i>BFAR-FIQD FIS</i> <i>G/Floor,</i> <i>Fisheries Bldg.,</i> <i>BPI Compound,</i> <i>Visayas Ave.,</i> <i>Q.C,</i> <i>plant</i> <i>representatives,</i> <i>Fishery</i> <i>Establishment</i> <i>Address on site</i></p>
<p>4. Submit pending documents/records, if necessary</p> <p><i>(refer to checklist of requirements)</i></p>	4. Review/evaluate the submitted documents/records	None	1 day	<p><i>Ma. Joannalyn E. Awatin,</i> <i>FIS Inspector</i> <i>BFAR-FIQD FIS</i> <i>G/Floor,</i> <i>Fisheries Bldg.,</i> <i>BPI Compound,</i> <i>Visayas Ave.,</i> <i>Q.C,</i> <i>plant</i> <i>representatives,</i> <i>Fishery</i> <i>Establishment</i> <i>Address on site</i></p>
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	<p><i>Ma. Joannalyn E. Awatin,</i> <i>FIS Inspector</i> <i>BFAR-FIQD FIS</i> <i>G/Floor,</i> <i>Fisheries Bldg.,</i> <i>BPI Compound,</i> <i>Visayas Ave.,</i> <i>Q.C</i></p>

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	Ma. Joannalyn E. Awatin, FIS Inspector BFAR-FIQD FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C
None	4.3 Prepare/Process the HACCP/GMP/SSOP/Vessel Certificate if compliant on the requirements	None	30 minutes	Crejay Lacena FIS Admin Staff BFAR FIQD-FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C
None	4.4 Review and affix initials of the HACCP/GMP/SSOP/Vessel Certificate by the Section Chief	None	30 minutes	Haide T. Rojas FIS Chief BFAR FIQD-FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C
None	4.5 Final review and affix initials of the HACCP/GMP/SSOP/ Vessel Certificate by the Division Chief	None	30 minutes	Joselito R. Somga, DVM FIQD Chief BFAR FIQD-FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C
None	4.6 Transmit the HACCP/GMP/SSOP/Vessel Certificate with initials to Assistant Director for Technical Services for review and evaluation	None	10 minutes	Crejay Lacena FIS Admin Staff BFAR FIQD-FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C

None	4.7 Review and affix initial on the HACCP/GMP/SSOP/Vessel Certificate	None	3 days	<i>Isidro M. Velayo, Jr., MDM, Asst. Director for Technical Services (ADOTECH) 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C</i>
None	4.8 Forward to the Office of the Director for the Bureau Director's signature and approval	None		<i>Administrative Staff, Office of the Asst. Director for Technical Services (ADOTECH) 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C</i>
None	4.9 Approve and sign the HACCP/GMP/SSOP/Vessel Certificate after final review	None	3 days	<i>Atty. Demosthenes R. Escoto, Bureau Director BFAR-Director's Office 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C</i>
None	4.10 Forward the approved and signed documents to the FIQD-FIS for releasing	None		<i>Administrative Staff BFAR-Director's Office 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C</i>

5. Receive the notification for the release of the approved HACCP/GMP/SSOP/Vessel Certificate at the BFAR FIQD-FIS	5. Notify the client that the approved HACCP/GMP/SSOP/Vessel Certificate is ready for release to client	None	10 minutes	Crejay Lacerda FIS Admin Staff BFAR FIQD-FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C
<b>TOTAL:</b>		None	<b>14 Working Days, 2 hours, 20 minutes</b>	

Note:

- For those applying for EU Registration, 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>	Highly Technical		
<b>Type of Transaction</b>	G2B- Government to Business Entity		
<b>Who may avail:</b>	Traders/Exporters without processing establishment (EXTERNAL)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter of Intent /Application letter (1 Original)		Traders/Exporters Company	
2. Duly accomplished and verified Application Form (1 Original)		BFAR- Website- <a href="http://www.bfar.gov.ph">www.bfar.gov.ph</a>	
3. SEC Certificate of Incorporation and SEC General Information Sheet (1 Photocopy) *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 (1 Photocopy)		Department of Trade and Industry (DTI)	

5. Certification from Department of Labor and Employment (DOLE) for associations (1 Photocopy)		Department of Labor and Industry (DOLE)		
6. Certification from Cooperative Development Authority (CDA) for Cooperatives (1 Photocopy)		Cooperative Development Authority (CDA)		
7. Bureau of Internal Revenue (BIR) Certificate of Registration (1 Photocopy) <u>*Line of Business</u> Example: 1513 – Fish/ Fishery Products/ Seafoods 5190 – Marine Products/ Other Wholesaling		Bureau of Internal Revenue (BIR)		
8. Updated Mayor's Permit (with Sanitary Permit) (1 Photocopy)		Local Government Unit (LGU)		
9. Special Power of Attorney (SPA) For authorized representative with ID and signature of representative (1 Photocopy)		Traders/Exporters Company		
10. License to Operate as Exporter, 1 Photocopy		Food and Drug Administration (FDA)		
11. List of Officers of the Company and Valid IDs, 1 Photocopy		Traders/Exporters Company		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of intent and accomplished application form together with the documentary requirements to BFAR FIQD-FIS	1. Receive, review and evaluate the application form and relevant documentary requirements for their completeness	None	20 minutes	Crejay Lacena FIS Admin Staff BFAR FIQD-FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C
2. Receive notification on the scheduled inspection on site	2. Notify the client on the schedule of Inspection of facility on site	None	10 minutes	Crejay Lacena FIS Admin Staff BFAR FIQD-FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C

3. Allow inspection and access to the facility	3. Conduct on- site inspection with the following order of activities:  a. opening meeting with the company representative  b. Review of documentary requirements	None	1 day	Ma. Joannalyn E. Awatin, FIS Inspector BFAR-FIQD FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C, plant representatives, Fishery Establishment Address on site
None	3.1 Prepare/Process the Certificate of Registration (COR) if compliant on the requirements	None	30 minutes	Crejay Lacena FIS Admin Staff BFAR FIQD-FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C
None	3.2 Review and affix initial of the Certificate of Registration by the Section chief	None	30 minutes	Haide T. Rojas FIS Chief BFAR FIQD-FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C
None	3.3 Final review and affix initial on the Certificate of Registration by the Division Chief	None	30 minutes	Joselito R. Somga, DVM FIQD Chief BFAR FIQD-FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C
None	3.4 Transmit the Certificate of Registration with proper initials to Assistant Director for Technical Services for review and evaluation	None	10 minutes	Crejay Lacena FIS Admin Staff BFAR FIQD-FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C

None	3.5 Review and affix initial on the Certificate of Registration	None	3 days	<i>Isidro M. Velayo, Jr., MDM,</i> <i>Asst. Director for Technical Services (ADOTECH)</i> <i>3rd Floor,</i> <i>Fisheries Bldg.,</i> <i>BPI Compound,</i> <i>Visayas Ave.,</i> <i>Q.C</i>
None	3.6 Forward to the Office of the Director for the Bureau Director's signature and approval after review	None		<i>Administrative Staff,</i> <i>Asst. Director for Technical Services (ADOTECH)</i> <i>3rd Floor,</i> <i>Fisheries Bldg.,</i> <i>BPI Compound,</i> <i>Visayas Ave.,</i> <i>Q.C</i>
None	3.7 Approve and sign the Certificate of Registration	None	3 days	<i>Atty.</i> <i>Demosthenes R. Escoto,</i> <i>Bureau Director</i> <i>BFAR-Director's Office</i> <i>3rd Floor,</i> <i>Fisheries Bldg.,</i> <i>BPI Compound,</i> <i>Visayas Ave.,</i> <i>Q.C</i>
None	3.8 Transmit the approved Certificate of Registration to the FIQD-FIS for appropriate action	None		<i>Administrative Staff,</i> <i>BFAR-Director's Office</i> <i>3rd Floor,</i> <i>Fisheries Bldg.,</i> <i>BPI Compound,</i> <i>Visayas Ave.,</i> <i>Q.C</i>

4. Receive the notification of release of approved Certificate of Registration at the BFAR FIQD-FIS	4. Notify the client that the approved Certificate of Registration is ready for release to client	None	10 minutes	
<b>TOTAL:</b>		None	<b>7 Working Days, 2 Hours and 20 Minutes</b>	

## 5. 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>	Simple		
<b>Type of Transaction</b>	G2C- Government to Citizen; G2B- Government to Business Entity		
<b>Who may avail:</b>	Traders, Exporters, Processors (EXTERNAL)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Packing List, 1 Photocopy		Traders, Exporters, Processors	
2. Auxillary/Commercial invoice, 1 Photocopy		Traders, Exporters, Processors	
3. Local Transport Permit (LTP), 1 Photocopy		BFAR FIQD-Fisheries Certification Section, G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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>Crejay Lacena FIS Admin Staff BFAR FIQD-FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C</i>
2. Allow inspection	2. Conduct actual pre-shipment inspection	None	4 hours	<i>Crejay Lacena FIS Admin Staff BFAR FIQD-FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C</i>
3. Receive Pre- shipment report	3. Release of pre-shipment report to client	None	5 minutes	<i>Ma. Joannalyn E. Awatin, FIS Inspector BFAR-FIQD FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C, plant representatives, Fishery Establishment Address on site</i>
<b>TOTAL:</b>		<b>None</b>	<b>4 hours, 10 minutes per exporter</b>	

## 6. Re-verification and Re-inventory of Stocks in Cold Storage and Importer's (Per Client) as for the 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, 1 Photocopy	BFAR FIQD-Fisheries Certification Section, G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C
2. List of clients and Supply Agreement, 1 Photocopy	
3. Lease of Contract of Cold Storage Warehouse facility, 1 Photocopy	
4. Distribution List of Imported Fishery Products (If applicable), 1 Photocopy	Importer
5. Production Records (for canning & processing), 1 Photocopy	
6. Company Profile, 1 Photocopy	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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Initial step:

None	a. Receive order of re-verification from FIS head and review of the standing verification report	None	20 minutes	Crejay Lacena FIS Admin Staff BFAR FIQD-FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C
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1. Receive notification on the scheduled inspection	1. Notify the client on the schedule of Inspection	None	10 minutes	Crejay Lacerda FIS Admin Staff BFAR FIQD-FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C
2. Allow inspection and access to importer's client facility	2. Conduct on- site inspection with the following order of activities:  a. opening meeting with the importer's representative b. walk through in company office, facilities & premises c. Review of documentary requirements	None	1 day/ importer's client	Ma. Joannalyn E. Awatin, FIS Inspector BFAR-FIQD FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C, plant representatives, Fishery Establishment Address on site
3. Submit pending necessary documents/records ( <b>refer to checklist of requirements</b> )	3. Review/Evaluate the submitted documents/records	None	1 day	Ma. Joannalyn E. Awatin, FIS Inspector BFAR-FIQD FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C, plant representatives, Fishery Establishment Address on site
None	3.1 Prepare and sign the final re-verification reports, executive summary, and cover letter	None	3 days	Ma. Joannalyn E. Awatin, FIS Inspector BFAR-FIQD FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C

None	3.2 Review and affix initial on the re-verification reports, executive summary, and cover letter by the Section chief	None	30 minutes	Haide T. Rojas FIS Chief BFAR FIQD-FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C
None	3.3 Review for finality and affix initial on the re-verification reports, executive summary, and cover letter by the Division Chief	None	30 minutes	Joselito R. Somga, DVM FIQD Chief BFAR FIQD-FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C
None	3.4 Transmit the re-verification reports, executive summary, and cover letter with affixed initials to Assistant Director for Technical Services for review and evaluation	None	30 minutes	Crejay Lacena FIS Admin Staff BFAR FIQD-FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C
None	3.5 Review and affix initial on the cover letter	None	3 days	Isidro M. Velayo, Jr., MDM, Asst. Director for Technical Services (ADOTECH) 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C
None	3.6 Forward to the Office of the Director for the Bureau Director's signature and approval	None		Administrative Staff, Asst. Director for Technical Services (ADOTECH) 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C

None	3.7 Review, approve and sign the cover letter	None	3 days	<p><i>Demosthenes R. Escoto,</i> Bureau Director BFAR-Director's Office 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C</p>
None	3.8 Forward the approved report and other documents to the FIQD-FIS for appropriate action	None		<p><i>Administrative Staff,</i> BFAR-Director's Office 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C</p>
4. Receive advice to proceed to FIQD-FCS for the processing of import permit	4. Endorse the signed re-verification report to Fisheries Certification Section (FCS) for processing of Import Permit.	None	10 minutes	<p><i>Crejay Lacena</i> FIS Admin Staff BFAR FIQD-FIS G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C</p>
<b>TOTAL:</b>		None	<b>11 Working Days, 2 hours, 10 minutes/ importer's client</b>	

## **BFAR- Fisheries Regulatory and Licensing Division (FRLD) -FISHERIES LICENSING SECTION (CFLS)**

1. Processing of Application for New Commercial Fishing Vessel License (CFVL)
2. Processing of Application for Fishing Gear Registration
3. Processing of Application for Distant Water Fishing Permit (DWFP)
4. Processing of Application for Special Fishing Permit (SFP)
5. Processing of Application for Paaling Fishermen's License
6. Processing of Application for Regular Catch Certificates (RCC)
7. Processing of Application for Simplified Catch Certificates (SCC)
8. Processing of Application for Importation, Construction or Conversion Clearance Pursuant to FAO No. 198-1, Series of 2018

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

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

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

This service involves the processing of applications for a new 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 and notarized BFAR CFVL application form; 1 original copy		Applicant (Fishing vessel owner/operator)/Application Form provided by BFAR
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:		Maritime Industry Authority (MARINA) (Central and Regional Office)
a. Certificate of Philippine Registry (CPR);		
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 <b>Fifty pesos (PhP 50.00)</b> ;		Applicant (Fishing vessel owner/operator)		
7. Affidavit specifying that the vessel has no pending criminal, civil or administrative case;		Applicant (Fishing vessel owner/operator)		
8. Importation/construction/conversion clearance (in case the fishing vessel is imported or newly constructed or converted);		BFAR-Regional/Provincial Fisheries Office/BFAR-Fisheries Regulatory Licensing Division-Capture Fisheries Licensing Section (FRLD-CFLS) - Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City		
9. Copy of Official Receipt/s covering payments for CFVL application and license fees; and		BFAR- Cashier (BFAR-Regional/Provincial Fisheries Office)		
10. Tax Identification Number of the vessel owner		Bureau of Internal Revenue (BIR)		
11. Compliance with Vessel Monitoring System (VMS) requirement.		BFAR Central Office - BFAR-Integrated Marine Environment Monitoring System (IMEMS) - 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City		
12. Fishing Vessel Inspection Report		BFAR-Regional/Provincial Fisheries Office		
13. Copy of Official Receipt for Cash Bond Deposit (CBD) based on the gross tonnage of the vessel		BFAR- Cashier (BFAR-Regional/Provincial Fisheries Office)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill out the Commercial Fishing Vessel License (CFVL) application form and secure list of regulatory requirements.	1. Provide Commercial Fishing Vessel License (CFVL) application form and list of requirement.	None	10 minutes	<i>Regulatory and Licensing Officer on Duty BFAR-FMRED Regional/Provincial Fisheries Office</i>
2. Submit duly accomplished and notarized CFVL application form together with complete regulatory requirements	2. Receive and evaluate the authenticity and completeness of the submitted regulatory requirements	None	30 minutes	<i>Regulatory and Licensing Officer on Duty BFAR-FMRED Regional/Provincial Fisheries Office</i>



3. Secure and submit the accomplished request form for the CFV inspection and receive the scheduled inspection	3. Provide the request form and receive the submitted accomplished request form then schedule for inspection	None	10 minutes	<i>Regulatory and Licensing Officer on Duty BFAR-FMRED Regional/Provincial Fisheries Office</i>
4. Allow the inspection on the fishing vessel	4. Conduct an inspection of the fishing vessel, prepare an inspection report, and advise the applicant/client to pay the required fees	None	3 days	<i>Regulatory and Licensing Officer on Duty BFAR-FMRED Regional/Provincial Fisheries Office</i>
5. Secure "Order of Payment"	5. Prepare and issue "Order of Payment"	None	10 minutes	<i>Regulatory and Licensing Officer on Duty BFAR-FMRED Regional/Provincial Fisheries Office</i>
6. Submit an "Order of Payment" and pay the required fees and secure Official Receipt (OR)	6. Accept the payment based on the Order of Payment submitted and issue an Official Receipt (OR)	<i>Php. 400.00 Application Fee, P 50.00 for logbook, License Fee, &amp; Cash Bond Deposit based on gross tonnage (please see *Notes below for computation)</i>	10 minutes	<i>Special Collecting Officer BFAR- Cashier Regional/Provincial Fisheries Office</i>
7. Submit the original copy of the Official Receipt (O.R.) for photocopy for processing of application	7. Receive and photocopy the submitted original Official Receipt (O.R.) and return to the applicant/client and process the application	None	10 minutes	<i>Licensing Officer Head-Regulatory &amp; Licensing Section BFAR Regional/ Provincial Fisheries Office</i>

None	7.1 Prepare the Endorsement and forward to FMRED Chief for review and initial	None	2 hours	<i>Licensing Officer Head-Regulatory &amp; Licensing Section BFAR Regional/ Provincial Fisheries Office</i>
None	7.2. Review and affix initial in the Endorsement and forward to ORD for signature	None	4 hours	<i>Licensing Officer Chief, FMRED BFAR Regional/ Provincial Fisheries Office</i>
None	7.3 Receive the Endorsement for signature of the Regional Director	None	10 minutes	<i>Administrative Staff BFAR- Office of the Regional Director, BFAR Regional Fisheries Office</i>
None	7.4 Affix signature of the Regional Director in the Endorsement Letter	None	3 days	<i>Regional Director BFAR- Office of the Regional Director, BFAR Regional Fisheries Office concerned</i>
None	7.5 Forward the signed Endorsement to the BFAR Regional Records Section for transmission to the BFAR Central Office	None	30 minutes	<i>Administrative Staff BFAR- Office of the Regional Director, BFAR Regional Fisheries Office</i>
None	7.6 Receive and record the Endorsement letter and transmit the CFVL application to the BFAR Central Office-Records Section or to the Director's Office (DO)	None	2 days	<i>Record Officer BFAR-Records Section or Admin Staff BFAR Regional Fisheries Office</i>

None	7.7 Receive and record the transmitted CFVL application by BFAR Regional Records Section//Regional Director's Office (DO) and forward to BFAR-FRLD-CFL Section	None	30 minutes	Record Officers/ Administrative Staff Central Office-Records Section/ Director's Office (DO) Ground/3rd Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City respectively
None	7.8 Receive and record the transmittal of the CFVL application by the FRLD staff and assigned to CFLS for appropriate action	None	30 minutes	Administrative Aide/Assistant Fishing Regulations Officers BFAR FRLD-CFLS Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	7.9 Evaluate, process and prepare the corresponding CFVL and affix initials of the authorized signatories and forward to BFAR-ADAS	None	2 days	Administrative Aide/Assistant Fishing Regulations Officers FRLD-CFLS Head, Division Chief BFAR FRLD-CFLS Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

None	7.10 Receive and record the CFVL application and forward to the Director's Office after review and place initial of ADAS Office	None	5 minutes	Administrative Staff BFAR-ADAS Central Office 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
	7.11 Review and affix initial for the Director's final action	None	3 days	ZALDY P. PEREZ Assistant Director for Administrative Services BFAR Central Office-ADAS 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
None	7.12 Receive and record the CFVL application with the initial of ADAS Office	None	5 minutes	Administrative staff BFAR Central Office- Director's Office 3rd Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	7.13 Review and approve and sign the CFV Licene	None	3 days	Atty. DEMOSTHENES R. ESCOTO National Director BFAR Central Office- Director's Office 3rd Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

None	7.14 Forward the approved CFVL to BFAR-Record Section for transmission to the concerned BFAR RFO-Records Section	None	10 minutes	<i>Administrative staff Director's Office 3rd Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
None	7.15 Receive and secure file copy to forward scanned copy of approved CFVL thru email (served as advance copy), then transmit the original copy to the concerned BFAR RFOs/PFOs for release to client/applicant	None	1 hour	<i>Record Officers BFAR Central Office Records Section Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
8. Receive notification thru call, text or e-mail of the approved CFVL transmitted to Regional Office and ready for pick-up	8. Receive the approved CFVL and Notify/Inform clients thru call, text, or e-mail on the approved CFVL in the Regional Office and ready for release	None	10 minutes	<i>Record Officers BFAR-Records Section BFAR-Regional Fisheries Office (RFOs)</i>
9. Receive/Claim the approved CFVL	9. Release the approved CFVL to the applicant/client	None	10 minutes	<i>Record Officers BFAR-Records Section BFAR-Regional Fisheries Office (RFOs)</i>
<b>TOTAL:</b>	<b>Php. 400.00 Application Fee, P 50.00 for logbook, *License Fee, &amp; *Cash Bond Deposit based on gross tonnage (please see *notes below for computation)</b>		<b>17 days, 2 hours, 40 minutes</b>	

**Notes:**

1. This procedure covers the CFVL applications filed in the BFAR-Regional/Provincial Office and forwarded to the BFAR-Central Office for approval by the National Director. Hence, the processing time from the BFAR Regional/Provincial Office to the BFAR-Central Office is combined to meet the objectives of the Citizen Charter which is the end-to-end procedures.

2. This procedure is intended only for new CFVL applications that meet the complete regulatory requirements (hard copy of all requirements) based on FAO 198-1 series of 2018 and other related implementing guidelines.

3. Consider bulk applications in this procedure which are submitted at the same time but cannot be processed at the same time due to manpower limitations. Processing time shall start only after finishing the processing of the previous transaction.

4. Inspection of commercial fishing vessels depends on the availability of the vessel/s as well as the inspectors three (3) working days upon the availability of the vessel). In case the vessel is not available at the time of inspection, an applicant should notify the BFAR Inspector regarding this matter and there should be an extension of time.

5. The application fee for CFVL is PhP400.00, while the license fee and Cash Bond Deposit are based on the gross tonnage of the vessel under Sections 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
7. For fishing vessel 250.1-500.0 GT - P850.00
8. For fishing vessels 500.1 and above - P950.00

6. The transmittal of the set of CFVL applications is beyond the Bureau's control; hence, we cannot predict the processing time as it depends on the type of courier they use.

7. The Order of Payment, issued to the applicants before payment, is submitted to the collecting officer to be used as a reference for the computation and total amount of fees to be collected. It is not included in the list of regulatory requirements for the application of CFVL

8. In the CFLS steps, procedures of the application involve intervening activities such as document verification within the regional/provincial office or in the applicant itself. Hence, the allocated time for these steps needs to take into consideration if the target is not met.

9. Approval for the CFVL depends on the availability of the BFAR National Director. Similarly, the availability of all signatories prior to the National Director, especially the FRLD-CFLS, the counterparts such as Regional and Provincial Office procedures which are involved in this frontline service.

## 2. 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.

<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>	G2C – Government to Citizen; G2B – Government to Business Entity			
<b>Who may avail:</b>	Commercial Fishing Vessel (CFV) Operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished and notarized BFAR Fishing Gear Registration Form;		Applicant (Fishing vessel owner/operator)/ Form provided by BFAR		
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/Provincial Fisheries Office concerned		
4. Copy of Official Receipt/s covering payments for Fishing Gear Registration application fee and Commercial Fishing Gear License (CFGL) Application Fee and License Fees.		BFAR- Cashier (BFAR-Regional/Provincial Fisheries Office)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill out the Fishing Gear Registration application form and secure the list of all regulatory requirements.	1. Provide Fishing Gear Registration application form and list of regulatory requirement.	None	10 minutes	<i>Regulatory and Licensing Officer on Duty BFAR-FMRED Regional/Provincial Fisheries Office</i>
2. Submit duly accomplished and notarized Fishing Gear Registration application form together with complete regulatory requirements	2. Receive and evaluate the authenticity and completeness of the submitted regulatory requirements	None	30 minutes	<i>Regulatory and Licensing Officer on Duty BFAR-FMRED Regional/Provincial Fisheries Office</i>

3. Secure and submit the accomplished request form for the Fishing Gear Registration inspection and receive the scheduled inspection	3. Provide the request form and receive the submitted accomplished request form then schedule for inspection	None	10 minutes	<i>Regulatory and Licensing Officer on Duty BFAR-FMRED Regional/Provincial Fisheries Office</i>
4. Allow the inspection on the Fishing Gear Registration	4. Conduct an inspection of the Fishing Gear Registration, prepare an inspection report, and advise the applicant/client to pay the required fees	None	3 days	<i>Regulatory and Licensing Officer on Duty BFAR-FMRED Regional/Provincial Fisheries Office</i>
5. Secure "Order of Payment"	5. Prepare and issue "Order of Payment"	None	10 minutes	<i>Regulatory and Licensing Officer on Duty BFAR-FMRED Regional/Provincial Fisheries Office</i>
6. Submit an "Order of Payment" and pay the required fees and secure Official Receipt (OR)	6. Accept the payment based on the Order of Payment submitted and issue an Official Receipt (OR)	<i>Php 200.00 for Gear Registration application fee, Php 200.00 CFGL application fee, and CFGL License fee based on gross tonnage (please see notes below for computation)</i>	10 minutes	<i>Special Collecting Officer BFAR- Cashier Regional/Provincial Fisheries Office</i>
7. Submit the original copy of the Official Receipt (O.R.) for photocopy	7. Receive and photocopy the submitted original Official Receipt (O.R.) and return to the applicant/client and process the application	None	10 minutes	<i>Licensing Officer Head-Regulatory &amp; Licensing Section BFAR Regional/ Provincial Fisheries Office</i>



None	7.1 Prepare the Endorsement and forward to FMRED Chief for review and initial	None	2 hours	<i>Licensing Officer Head-Regulatory &amp; Licensing Section BFAR Regional/ Provincial Fisheries Office</i>
None	7.2. Review and affix initial in the Endorsement and forward to ORD for signature	None	4 hours	<i>Licensing Officer Chief, FMRED BFAR Regional/ Provincial Fisheries Office</i>
None	7.3 Receive the Endorsement for signature of the Regional Director	None	10 minutes	<i>Administrative Staff BFAR- Office of the Regional Director, BFAR Regional Fisheries Office</i>
None	7.4 Affix signature in the Endorsement Letter	None	3 days	<i>Regional Director BFAR- Office of the Regional Director, BFAR Regional Fisheries Office</i>
None	7.5 Forward the signed Endorsement to the BFAR Regional Records Section for transmission to the BFAR Central Office	None	30 minutes	<i>Administrative Staff BFAR- Office of the Regional Director, BFAR Regional Fisheries Office</i>
None	7.6 Receive and record the Endorsement letter and transmit the Fishing Gear Registration application to BFAR Central Office-Records Section/Director's Office (DO)	None	2 days	<i>Record Officers BFAR-Records Section BFAR Regional Fisheries Office</i>

None	7.7 Receive and record the transmitted Fishing Gear Registration application by BFAR Regional Records Section//Director's Office (DO) and forward to BFAR-FRLD	None	30 minutes	<i>Record Officers/ Administrative Staff BFAR Central Office-Records Section//Director' s Office (DO) Ground/3rd Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
None	7.8 Receive and record the transmittal of the Fishing Gear Registration application by the FRLD staff and assigned to CFLS for appropriate action	None	30 minutes	<i>Administrative Aide/ Assistant Fishing Regulations Officers BFAR FRLD- CFLS Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
None	7.9 Evaluate, process, and prepare the corresponding Fishing Gear Registration and affix initials of the authorized signatories, and forward to BFAR-ADAS	None	2 days	<i>Administrative Aide/ Assistant Fishing Regulations Officers FRLD- CFLS Head, Division Chief BFAR FRLD- CFLS Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>

None	7.10 Receive and record the Fishing Gear Registration and forward to Director's Office after review and affixing the initial	None	3 days	Administrative staff & Assistant Director BFAR Central Office-ADAS 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	7.11 Review and affix initial	None		Assistant Director BFAR Central Office-ADAS 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	7.12 Receive and record the Fishing Gear Registration for review and signature/approval of the National Director	None	3 days	Administrative staff BFAR Central Office- Director's Office 3rd Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	7.13 Review and approve/sign the Registration for Fishing Gear	None		National Director Director's Office 3rd Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

None	7.14 Forward the approved Fishing Gear Registration to BFAR-Record Section for releasing to the BFAR RFO- Records Section	None	10 minutes	Administrative staff BFAR Central Office- Director's Office 3rd Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	7.15 Receive and secure file copy and forward scanned Fishing Gear Registration thru email (served as advance copy) and transmit the original Fishing Gear Registration to the concerned BFAR RFOs	None	1 hour	Record Officers BFAR Central Office-Records Section Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
8. Receive notification thru call, text or e-mail of the approved Fishing Gear Registration, and ready for release	8. Notify/Inform clients thru call, text, or e-mail on the approved Fishing Gear Registration and ready for release	None	10 minutes	Record Officers BFAR-Records Section BFAR-Regional Fisheries Office
9. Receive/Claim the approved Fishing Gear Registration	9. Release approved Fishing Gear Registration to the applicant	None	10 minutes	Record Officers BFAR-Records Section BFAR-Regional Fisheries Office

TOTAL:	<b>Php 200.00 for Fishing Gear Registration application fee, Php 200.00 CFGL application fee, and CFGL License fee based on gross tonnage (please see notes below for computation)</b>	<b>17 days, 2 hours, and 30 minutes</b>	
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**Notes:**

1. This procedure covers the Fishing Gear Registration applications filed in the BFAR-Regional/Provincial Office and forwarded to the BFAR-Central Office for approval by the National Director. Hence, the processing time from the BFAR Regional/Provincial Office to the BFAR-Central Office is combined to meet the objectives of the Citizen Charter which is the end-to-end procedures.

2. This procedure is intended only for new Fishing Gear Registration applications that meet the complete regulatory requirements (hard copy of all requirements) based on FAO 198-1 series of 2018 and other related implementing order/ guidelines.

3. Consider bulk applications in this procedure which are submitted at the same time but cannot be processed at the same time due to manpower limitations. Processing time shall start only after finishing the processing of the previous transaction.

4. Inspection of Fishing Gear depends on the availability of the vessel and gear as well as the inspectors three (3) working days upon the availability of the vessel). In case the vessel and gear is not available at the time of inspection, an applicant should notify the BFAR Inspector regarding this matter and there should be an extension of time.

5. Fishing Gear Registration application fee is Php. 400.00, while the license fee is based on the gross tonnage of the vessel under Section 26 (b) of FAO 198-1, series of 2018, to wit: a. For fishing vessel 3.1-20.0 GT- P400.00 per year  b. For fishing vessel 20.1-150.00 GT- Php. 800.00 per year  c. For fishing vessel 150.1 – 300.00 GT - Php. 1,200.00 per year  d. For fishing vessel 300.1-500.00 GT - Php. 2,000.00 per year
6. The transmittal of the set of Fishing Gear Registration applications is beyond the Bureau's control; hence, we cannot predict the processing time as it depends on the type of courier they use.
7. The Order of Payment, issued to the applicants before payment, is submitted to the collecting officer to be used as a reference for the computation and total amount of fees to be collected. It is not included in the list of regulatory requirements for the application of Gear Registration.
8. In the CFLS steps, procedures of the application involve intervening activities such as document verification within the regional/provincial office or in the applicant itself. Hence, the allocated time for these steps needs to take into consideration if the target is not met.
9. Approval for the Fishing Gear Registration depends on the availability of the BFAR National Director. Similarly, the availability of all signatories prior to the National Director, especially the FRLD-CFLS, the counterparts such as Regional and Provincial Office procedures which are involved in this frontline service.

### 3. 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>	G2C – Government to Citizen; G2B – Government to Business Entity
<b>Who may avail:</b>	Commercial Fishing Vessel (CFV) Operators

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Accreditation as Distant Water Fishing Vessel by the BFAR Director;	BFAR Central Office - <b>Director's Office/FRLD-CFLS</b> - 4th Flr./Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
2. A valid Commercial Fishing Vessels License (CFVL) and/or Fishing Gear Registration;	BFAR-Regional/Provincial Fisheries 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. Distant Water Fishing Permit Application Form (Duly accomplished and notarized);	BFAR Central Office -Director's Office/FRLD-CFLS - 4th Flr./Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
4. Copy of the Fishing Authorization from the Coastal States or Affidavit of Undertaking that the owner will be provided a copy of Fishing Authorization thirty (30) days from its issuance (For fishing vessels operating in waters of the other Coastal States);	Competent Authorities from the Coastal States or Applicant (Fishing Company/Operator)
5. Ship Station License issued by NTC;	National Telecommunication Commission (NTC)
6. Official Receipt (OR) payment application fee in the amount of P. 1,000.00 and permit fee of P. 1,500.00 for fishing in High Seas Pocket No. 1 (HSP1) or Mati-Matihan pursuant to Section 39 (f) (g) of FAO 198-1, series of 2018.	BFAR- Cashier (BFAR-Regional/Provincial Fisheries Office)/BFAR- Fisheries Regulatory Licensing Division-Capture Fisheries Licensing Section (FRLD-CFLS) - Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
7. Official Receipt (OR) payment application fee in the amount of P. 3,000.00 and permit fee of P. 5,000.00 for fishing in waters of other coastal States pursuant to Section 15 of BFAR FAO 270 series of 2023.	BFAR- Cashier (BFAR-Regional/Provincial Fisheries Office)/BFAR- Fisheries Regulatory Licensing Division-Capture Fisheries Licensing Section (FRLD-CFLS) - Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
8. Notarized 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)
9. Compliance with Vessel Monitoring System requirement (Copy of BFAR & WCPFC Vessel Tracking Agreement and Award Form (VTAAF)	BFAR Central Office - BFAR-Integrated Marine Environment Monitoring System (IMEMS) - 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

10. Compliance with Fisheries Observer requirement (for catcher vessels operating in high seas and Mati-matihan only).		BFAR Central Office - BFAR- Marine Fisheries Development and Vessel Operations Center (MFDVOC) - Navotas, Metro Manila		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill out the Distant Water Fishing Permit (DWFP) application form and secure all regulatory requirements.	1. Provide Distant Water Fishing Permit (DWFP) application form and list of requirements.	None	10 minutes	<i>Regulatory and Licensing Officer on Duty BFAR-FMRED Regional/Provincial Fisheries Office</i>
2. Submit duly accomplished and notarized DWFP application form together with complete regulatory requirements	2. Receive and evaluate the authenticity and completeness of the submitted regulatory requirements and advise the applicant/client to pay the required fees	None	30 minutes	<i>Regulatory and Licensing Officer on Duty BFAR-FMRED Regional/Provincial Fisheries Office</i>
3. Secure "Order of Payment"	3. Prepare and issue "Order of Payment"	None	10 minutes	<i>Regulatory and Licensing Officer on Duty BFAR-FMRED Regional/Provincial Fisheries Office</i>
4. Submit an "Order of Payment" and pay the required fees and secure Official Receipt (OR)	4. Accept the payment based on the Order of Payment submitted and issue an Official Receipt (OR)	<i>Php 2,500.00 application and permit fee for vessels operating in High Seas Pocket-1 or Mati-matihan; Php 8,000.00 application and permit fee for vessels operating in waters of other Coastal States</i>	10 minutes	<i>Collecting Officer BFAR- Cashier Regional/Provincial Fisheries Office</i>



5. Submit the original copy of the Official Receipt (O.R.)	5. Receive and photocopy the submitted original Official Receipt (O.R.) and return to the applicant/client and process the application	None	10 minutes	Licensing Officer Head-Regulatory & Licensing Section BFAR Regional/ Provincial Fisheries Office
None	5.1 Prepare the Endorsement and forward to FMRED Chief for review and initial	None	2 hours	Licensing Officer Head-Regulatory & Licensing Section BFAR Regional/ Provincial Fisheries Office
None	5.2. Review and affix initial in the Endorsement and forward to the Office of the Regional Director for signature	None	4 hours	Licensing Officer Chief, FMRED BFAR Regional/ Provincial Fisheries Office
None	5.3 Receive the Endorsement for signature of the Regional Director	None	10 minutes	Administrative Staff BFAR- Office of the Regional Director BFAR Regional Fisheries Office
None	5.4 Affix signature of the Regional Director in the Endorsement	None	3 days	Regional Director BFAR- Office of the Regional Director, BFAR Regional Fisheries Office
None	5.5 Forward the signed Endorsement to the BFAR Regional Records Section for transmission to the BFAR Central Office	None	30 minutes	Administrative Staff BFAR- Office of the Regional Director, BFAR Regional Fisheries Office

None	5.6 Receive and record the Endorsement and transmit the CFVL application to the BFAR Central Office-Records Section/Director's Office (DO)	None	2 days	<i>Record Officers BFAR-Records Section BFAR Regional Fisheries Office</i>
None	5.7 Receive and record the transmittal of the CFVL application and requirements by BFAR Central Records Section//Director's Office (DO) and forward to BFAR-FRLD	None	30 minutes	<i>Record Officers/ Administrative Staff BFAR Central Office-Records Section/ Director's Office (DO) Ground/3rd Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
None	5.8 Receive and record the transmittal of the CFVL application by the FRLD staff and assigned to CFLS for appropriate action	None	30 minutes	<i>Administrative Aide/ Assistant Fishing Regulations Officers BFAR FRLD- CFLS Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
None	5.9 Evaluate, process and prepare the corresponding CFVL	None	2 days	<i>Administrative Aide/Assistant Fishing Regulations Officers FRLD- CFLS Head, Division Chief BFAR FRLD- CFLS Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>

None	5.10 Affix initials of the authorized signatories (section chiefs, division heads) and forward to BFAR-ADAS	None		<p><i>FRLD-CFLS</i>  Head, Division  Chief  BFAR FRLD-CFLS  Ground Floor,  Fisheries Bldg.,  BPI Compound,  Brgy. Vasra,  Visayas Ave.,  Quezon City</p>
None	5.11 Receive and record the CFVL application and required documents. Review and affix the initial and forward to the Director's Office for approval	None	3 days	<p><i>Administrative staff &amp; Zaldy P. Perez</i>  Assistant Director  BFAR Central Office-ADAS  4th Floor,  Fisheries Bldg.,  BPI Compound,  Brgy. Vasra,  Visayas Ave.,  Quezon City</p>
None	5.12 Receive and record the CFVL application and required documents for review and signature/ approval of the Bureau Director	None	3 days	<p><i>Administrative staff and National Director</i>  BFAR Central Office- Director's Office  3rd Floor,  Fisheries Bldg.,  BPI Compound,  Brgy. Vasra,  Visayas Ave.,  Quezon City</p>
None	5.13 Forward the approved CFVL to BFAR-Record Section for releasing to the concerned BFAR RFO-Records Section/Office	None	10 minutes	<p><i>Administrative staff BFAR Central Office-Director's Office</i>  3rd Floor,  Fisheries Bldg.,  BPI Compound,  Brgy. Vasra,  Visayas Ave.,  Quezon City</p>

None	5.14 Receive and secure file copy and forward scanned documents of CFVL thru email (served as advance copy) and transmit the original copy of CFVL to the concerned BFAR RFOs	None	1 hour	Record Officers BFAR Central Office-Records Section Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
6. Receive notification thru call, text or e-mail of the approved CFVL, and ready for release	6. Notify/Inform clients/ applicant thru call, text, or e-mail on the approved CFVL and ready for release	None	10 minutes	Record Officers BFAR-Records Section BFAR-Regional Fisheries Office
7. Receive/Claim the approved CFVL	7. Release approved CFVL to the applicant/client	None	10 minutes	Record Officers BFAR-Records Section BFAR-Regional Fisheries Office
<b>TOTAL:</b>		Php 2,500.00 application and permit fee for vessels operating in High Seas Pocket-1 or Mati-matihan; Php 8,000.00 application and permit fee for vessels operating in waters of other Coastal States	14 days, 2 hours, and 20 minutes	

## Notes:

1. This procedure covers the DWFP applications filed in the BFAR-Regional/Provincial Office and forwarded to the BFAR-Central Office for approval by the National Director. Hence, the processing time from the BFAR Regional/Provincial Office to the BFAR-Central Office is combined to meet the objectives of the Citizen Charter which is the end-to-end procedures.
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 limitations. 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. This procedure is intended only for new/renewal applications that meet the complete regulatory requirements (hard copy of all requirements) based on FAO 198-1 s. of 2018, FAO 270 s. 2023, FAO 245-4 s. 2018, FAO 261 s. 2018, FAO 260 s. 2018, FAO 244 s.2012 and other related implementing order/guidelines.
5. 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 States 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.
6. Philippine-flagged vessels operating in the waters of other coastal states must be compliant with the minimum requirements pursuant to Section 14. of FAO No. 270, series of 2023. Likewise, Philippine-flagged vessels operating in HSP-1 or in Mati-matihan must comply with the criteria/requirements pursuant to Section 10 (No.1) of FAO 270, s. of 2023, and Section 3 of FAO 245-4 s. 2018. Hence, other requirements that were not included in the checklist must be complied with.
7. The transmittal of the set of DWFP applications is beyond the Bureau's control; hence, we cannot predict the processing time as it depends on the type of courier they use.
8. The Order of Payment, issued to the applicants before payment, is submitted to the collecting officer to be used as a reference for the computation and total amount of fees to be collected. It is not included in the list of regulatory requirements for the application of DWFP.
9. In the CFLS steps, procedures of the application involve intervening activities such as document verification within the regional/provincial office or in the applicant itself. Hence, the allocated time for these steps needs to take into consideration if the target is not met.
10. Approval for the DWFP depends on the availability of the BFAR National Director. Similarly, the availability of all signatories prior to the National Director, especially the FRLD-CFLS, the counterparts such as Regional and Provincial Office procedures which are involved in this frontline service.

#### 4. 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) or in Mati-matihan area.	
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 and notarized BFAR Special Fishing Permit (SFP) Application Form;	Applicant (Fishing vessel owner/operator)
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;	BFAR-Regional/Provincial Fisheries Office/BFAR-Fisheries Regulatory Licensing Division-Capture Fisheries Licensing Section (FRLD-CFLS) - 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. Fishing Vessel & Gear Inspection Report	BFAR Regional/Provincial Fisheries Office
7. Vessel Tracking Agreement Form (VTAF) and MTU Checklist;	BFAR Central Office - BFAR-Integrated Marine Environment Monitoring System (IMEMS) - 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City and Applicant (Fishing vessel owner/operator)

8. Copy of Official Receipt (OR) showing payment for Special Fishing Permit (SFP) fee pursuant to Section 3 (No.2) of FAO 270 s. 2023;		BFAR- Cashier (BFAR-Regional/Provincial Fisheries Office)/BFAR- Fisheries Regulatory Licensing Division-Capture Fisheries Licensing Section (FRLD-CFLS) - Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City		
9. 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		
10. Compliance with Fisheries Observer requirement (for catcher vessels operating in high seas and Mati-matihan only).		BFAR Central Office - BFAR- Marine Fisheries Development and Vessel Operations Center (MFDVOC) - Navotas, Metro Manila		
11. Payment of Special Fishing Permit (SFP) application fee and secure Official receipt		BFAR- Cashier (BFAR-Regional/Provincial Fisheries Office)/BFAR- Fisheries Regulatory Licensing Division-Capture Fisheries Licensing Section (FRLD-CFLS) - Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill out the Special Fishing Permit (SFP) application form and secure list of all regulatory requirements.	1. Provide Special Fishing Permit (SFP) application form and list of requirements.	None	10 minutes	<i>Regulatory and Licensing Officer on Duty BFAR-FMRED Regional/Provincial Fisheries Office</i>
2. Submit duly accomplished and notarized SFP application form together with complete regulatory requirements	2. Receive and evaluate the authenticity and completeness of the submitted regulatory requirements and advise the applicant/client to pay the required fees	None	30 minutes	<i>Regulatory and Licensing Officer on Duty BFAR-FMRED Regional/Provincial Fisheries Office</i>
3. Secure "Order of Payment"	3. Prepare and issue "Order of Payment"	None	10 minutes	<i>Regulatory and Licensing Officer on Duty BFAR-FMRED Regional/Provincial Fisheries Office</i>

4. Submit an "Order of Payment" and pay the required fees and secure Official Receipt (OR)	4. Accept the payment based on the Order of Payment submitted and issue an Official Receipt (OR)	USD 2,000.00 for 2018 and additional incremental fee of USD 100.00 annually thereafter until 2021	10 minutes	Collecting Officer BFAR- Cashier Regional/Provincial Fisheries Office
5. Submit the original copy of the Official Receipt (O.R.) for photocopy for processing of application	5. Receive and photocopy the submitted original Official Receipt (O.R.) and return to the applicant/client and process the application	None	10 minutes	Licensing Officer Head-Regulatory & Licensing Section BFAR Regional/ Provincial Fisheries Office
None	5.1 Prepare the Endorsement and forward to FMRED Chief for review and initial	None	2 hours	Licensing Officer Head-Regulatory & Licensing Section BFAR Regional/ Provincial Fisheries Office
None	5.2. Review and affix initial in the Endorsement and forward to the Office of the Regional Director for signature	None	4 hours	Licensing Officer Chief, FMRED BFAR Regional/ Provincial Fisheries Office
None	5.3 Receive the Endorsement for signature of the Regional Director	None	10 minutes	Administrative Staff BFAR- Office of the Regional Director, BFAR Regional Fisheries Office



None	5.4 Affix signature of the Regional Director in the Endorsement Letter	None	3 days	<i>Regional Director BFAR- Office of the Regional Director, BFAR Regional Fisheries Office</i>
None	5.5 Forward the signed Endorsement to the BFAR Regional Records Section for transmission to the BFAR Central Office	None	30 minutes	<i>Administrative Staff BFAR- Office of the Regional Director, BFAR Regional Fisheries Office</i>
None	5.6 Receive and record the Endorsement and transmit thru courier the SFP application to the BFAR Central Office-Records Section/Director's Office (DO)	None	2 day	<i>Record Officers BFAR-Records Section BFAR Regional Fisheries Office</i>
None	5.7 Receive and record the transmittal of the SFP application by BFAR Central Records Section//Director's Office (DO) and forward to BFAR-FRLD	None	30 minutes	<i>Record Officers/ Administrative Staff BFAR Central Office-Records Section/ Admin Staff Director's Office (DO) Ground/3rd Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>

None	5.8 Receive and record the transmittal of the SFP application by the FRLD staff and assigned to CFLS for appropriate action	None	30 minutes	Administrative Aide/ Assistant Fishing Regulations Officers BFAR FRLD-CFLS Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	5.9 Evaluate, process and prepare the corresponding SFP and affix initials of the authorized signatories and forward to BFAR-ADAS	None	2 days	Administrative Aide/ Assistant Fishing Regulations Officers FRLD-CFLS Head, Division Chief BFAR FRLD-CFLS Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	5.10 Receive and record the SFP formal application. Review and affix the initial and forward to the Director's Office for approval	None	3 days	Administrative staff & Assistant Director for Administrative Services BFAR Central Office-ADAS 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

None	5.11 Receive and record the SFP after review and signature/approval of the Bureau Director	None	3 days	<i>Administrative staff</i> <i>BFAR Central Office- Director's Office</i> <i>3rd Floor,</i> <i>Fisheries Bldg.,</i> <i>BPI Compound,</i> <i>Brgy. Vasra,</i> <i>Visayas Ave.,</i> <i>Quezon City</i>
None	5.12 Review, approve and sign the SFP application	None		<i>National Director</i> <i>3rd Floor,</i> <i>Fisheries Bldg.,</i> <i>BPI Compound,</i> <i>Brgy. Vasra,</i> <i>Visayas Ave.,</i> <i>Quezon City</i>
None	5.13 Forward the approved SFP to BFAR-Record Section for releasing to the BFAR RFO- Records Section	None	10 minutes	<i>Administrative staff</i> <i>BFAR Central Office- Director's Office</i> <i>3rd Floor,</i> <i>Fisheries Bldg.,</i> <i>BPI Compound,</i> <i>Brgy. Vasra,</i> <i>Visayas Ave.,</i> <i>Quezon City</i>
None	5.14 Receive and secure file copy and forward thru e-mail the scanned SFP application (served as advance copy) and transmit the original copy of SFP to the concerned BFAR RFOs for appropriate action	None	1 hour	<i>Record Officers</i> <i>BFAR Central Office-Records Section</i> <i>Ground Floor,</i> <i>Fisheries Bldg.,</i> <i>BPI Compound,</i> <i>Brgy. Vasra,</i> <i>Visayas Ave.,</i> <i>Quezon City</i>
6. Receive notification thru call, text or e-mail of the approved SFP, and ready for release	6. Notify/Inform clients thru call, text, or e-mail on the approved SFP and ready for release	None	10 minutes	<i>Record Officers</i> <i>BFAR-Records Section</i> <i>BFAR-Regional Fisheries Office</i>

7. Receive/Claim the approved SFP	7. Release approved SFP to the applicant	None	10 minutes	Record Officers BFAR-Records Section BFAR-Regional Fisheries Office
<b>TOTAL:</b>		<b>USD 2,000.00 for 2018 and additional incremental fee of USD 100.00 annually thereafter until 2021</b>	<b>14 days, 2 hours, and 20 minutes</b>	

**Notes:**

1. This procedure covers the SFP applications filed in the BFAR-Regional/Provincial Office and forwarded to the BFAR-Central Office for approval by the National Director. Hence, the processing time from the BFAR Regional/Provincial Office to the BFAR-Central Office is combined to meet the objectives of the Citizen Charter which is the end-to-end procedures.

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 limitations. 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. This procedure is intended only for new/renewal applications that meet the complete regulatory requirements (hard copy of all requirements) based on FAO 198-1 s. 2018, FAO 270 s. 2023, FAO 245-4 s. 2018, FAO 261 s. 2018, FAO 260 s. 2018, FAO 244 s.2012 and other related implementing order/guidelines.

5. Pursuant to Section 3.2 of FAO 245-4 series of 2018, payment for Special Fishing Permit fee in the amount of USD 2,000.00, or its equivalent in Philippine Peso for 2018, subject to annual renewal and additional incremental fee of USD100.00 annually thereafter until 2021.

6. Philippine-flagged vessels operating in HSP-1 or in Mati-matihan must comply with the criteria/requirements pursuant to Section 10 (No.1) of FAO 270, s. of 2023, and Section 3 of FAO 245-4 s. 2018. Hence, other requirements that were not included in the checklist must be complied with.
7. The transmittal of the set of SFP applications is beyond the Bureau's control; hence, we cannot predict the processing time as it depends on the type of courier they use.
8. The Order of Payment, issued to the applicants before payment, is submitted to the collecting officer to be used as a reference for the computation and total amount of fees to be collected. It is not included in the list of regulatory requirements for the application of SFP.
9. In the CFLS steps, procedures of the application involve intervening activities such as document verification within the regional/provincial office or in the applicant itself. Hence, the allocated time for these steps needs to take into consideration if the target is not met.
10. Approval for the SFP depends on the availability of the BFAR National Director. Similarly, the availability of all signatories prior to the National Director, especially the FRLD-CFLS, the counterparts such as Regional and Provincial Office procedures which are involved in this frontline service.

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

This service involves the processing of applications for Paaling Fishermen's License authorizing the fishermen/crews to on-board and to conduct fishing method called Paaling.	
<b>Office or Division</b>	<b>BFAR- Fisheries Regulatory and Licensing Division (FRLD) – Capture Fisheries Licensing Section (CFLS)</b>
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C- Government to Citizen; G2B- Government to Business Entity
<b>Who may avail:</b>	Fishermen/Crew
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Pa-aling Fishermen's License Application Form (duly accomplished) (1 original copy)	BFAR FRLD-CFLS, Ground Flr., Fisheries Bldg. Complex, BPI Compound, Visayas Ave., Vasra, 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 Pa-aling Fishermen's License license fee and secure Official receipt		<b>BFAR-Cashier</b> - 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill up Paaling Fishermen's License application form and secure the list of all regulatory requirements.	1. Provide Paaling Fishermen's License application form and list of requirements.	None	10 minutes	<i>Administrative Aide/ Assistant Fishing Regulations Officers BFAR FRLD-CFLS Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
2. Submit duly filled up application form together with the complete regulatory requirements	2. Accept application for Pa-aling Fishermen's License with complete regulatory requirements either thru the following Offices:	None	10 minutes	<i>Administrative Aide/Assistant Fishing Regulations Officers BFAR FRLD-CFLS/ BFAR-DO Ground Floor/3rd, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
	a. Office of the Director (forward to FRLD-CFLS); or			
	b. FRLD-CFLS			
None	2.1 Check, verify and evaluate the authenticity and completeness of the submitted requirements.	None	30 minutes	<i>Fishing Regulations Officers; BFAR FRLD-CFLS Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>

3. Secure "Order of Payment"	3. Issue "Order of Payment"	None	10 minutes	<i>Administrative Aide/Assistant Fishing Regulations Officers BFAR FRLD-CFLS Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
4. Submit "Order of Payment"	4. Receive and review the computation of the submitted "Order of Payment"	None	10 minutes	<i>Marylou Cabello Collecting Officer BFAR Cashier 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
5. Pay the necessary fees and secure an Official Receipt	5. Accept the payment based on the amount in the "Order of Payment" and issue an Official Receipt to client	Php 40.00 Application and License Fee	10 minutes	<i>Marylou Cabello Collecting Officer BFAR Cashier 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
6. Submit the original copy of the Official Receipt	6. Receive Official Receipt and reproduce a duplicate copy to be retained, then return the original copy to the client	None	10 minutes	<i>Administrative Aide/Assistant Fishing Regulations Officers BFAR FRLD-CFLS Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>

None	7. Prepare/Process the Paaling Fishermen's License and affix initial of authorized signatories	None	1 hour	Administrative Aide/Assistant Fishing Regulations Officers FRLD-CFLS Chief, Division Head BFAR FRLD-CFLS Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
	7.1 Approve and sign Paaling Fishermen's License.			
None	7.2 Forward to BFAR-Records Section the approved license for release to client	None	10 minutes	Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
8. Receive notification thru call, text or e-mail of the approved Paaling Fishermen's License, and is ready for release	8. Notify/Inform clients thru call, text or e-mail on the approved Paaling Fishermen's License and ready for release	None	10 minutes	Record Section Staff BFAR Records Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
9. Receive/Claim approved Paaling Fishermen's License	9. Release approved Paaling Fishermen's License to client (Pick-up)	None	10 minutes	Record Section Staff BFAR Records Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
<b>TOTAL:</b>		<b>Php 40.00 Application and License Fee</b>	<b>3 hours</b>	
<b>Notes:</b>				
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.

## 6. 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
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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	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. Copy of the Commercial Fishing Vessel License (CFVL)	Applicant (Fishing Vessel Owner/Operator) or 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., 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 catches were 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 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
9. Copy of fishing license/permit from the Coastal States	Competent authority of other Coastal State
10. Original or authenticated copy of Fish Origin Declaration Form	Competent authority of other Coastal State (Authority of the Port of Transshipment/Landing)
11. Transshipment declaration, in case there is transshipment of catch at foreign port;	Competent authority of other Port State (Authority of the Port of Transshipment)
12. Declaration of Landing, if catches were landed outside the Philippines	Competent authority of other Coastal State (Authority of the Port where the Catches were Landed)
13. Official Receipt payment for Regular Catch Certificate (RCC) P.50.00 application fee	BFAR-Cashier - 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

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	1. Receive duly accomplished Regular Catch Certificate (RCC) form, together with complete regulatory requirements.	None	10 minutes	<i>Administrative Aide/Assistant Fishing Regulations Officers BFAR FRLD CFLS Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.</i>
None	1.1. Verify or validate the data provided in the accomplished EU Regular Catch Certificate submitted/based on the submitted documentary requirements	None	3 days	<i>Fishing Regulations Officers BFAR FRLD-CFLS Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
None	1.2 Process EU Regular Catch Certificate and stamp the BFAR wet and dry seal (Box 9) as security feature/measure on the submitted RCC form	None	4 hours	<i>Fishing Regulations Officers BFAR FRLD-CFLS Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
None	1.3 Affix the initial and sign/approve the application for Regular Catch Certificate (RCC)	None		<i>Fishing Regulations Officers (evaluators)</i>

None	1.4 Advise applicant to pay the required fees by securing the order of payment	None	30 minutes	OIC, FRLD-CFLS; OIC BFAR FRLD Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
2. Secure "Order of Payment"	2. Issue "Order of Payment"	None	10 minutes	Fishing Regulations Officers, BFAR FRLD-CFLS Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
3. Submit the Order of Payment	3. Receive and review the computation of the submitted Order of Payment	None	10 minutes	Collecting Officer BFAR-Cashier Ground or 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.
4. Pay the necessary fees and secure an Official Receipt	4. Accept the payment based on the amount in the "Order of Payment" and issue an Official Receipt to client	Php. 50.00	10 minutes	Collecting Officer BFAR-Cashier 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.

5. Submit the original copy of the Official Receipt	5. Receive and photocopy the submitted O.R. and return the original copy to the client	None	10 minutes	Administrative Aide/Assistant Fishing Regulations Officers BFAR FRLD-CFLS 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 release	7. Notify/Inform client thru call, text or e-mail on the approved RCC and ready for release	None	10 minutes	Administrative Aide/Assistant Fishing Regulations Officers BFAR FRLD-CFLS Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
8. Receive/Claim approved RCC	8. Release approved/signed RCC to client	None	10 minutes	Administrative Aide/Assistant Fishing Regulations Officers BFAR FRLD-CFLS Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
<b>TOTAL:</b>		<b>Php 50.00</b>	<b>3 days, 5 hours, 40 minutes</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.

## 7. 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. Simplified Catch Certificate (SCC) form (Duly accomplished);	BFAR-FRLD
2. Original authenticated copy of valid municipal registration papers and/or fishing license or CFVGL;	Local Government Unit concerned
3. BFAR-prescribed fish catch report using the prescribed forms in Annex 11 of FAO 268, series of 2023 (Duly accomplished);	Fishing boat owner/captain
4. Any of the following documents:	
a. Original copy of Auxiliary Invoice issued by the Local Government Unit (LGU) where the catch was obtained; or	Local Government Unit concerned
b. Local Transport Permit issued by BFAR Regional Office concerned; or	BFAR Regional Field Office where the fishery product originated
5. Bill of Lading	Cargo Shipping/Logistics Company
6. Payment of Php 50.00 for Simplified Catch Certificate (SCC) application fee and secure Official receipt	<b>BFAR 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
1. Submit duly accomplished Simplified Catch Certificate (SCC) Form together with complete regulatory requirements	1. Receive duly accomplished Simplified Catch Certificate (SCC) form together with complete regulatory requirements	None	10 minutes	<i>Administrative Aide/Assistant Fishing Regulations Officers BFAR FRLD-CFLS Ground Floor Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Q.C.</i>
None	1.1 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 BFAR FRLD-CFLS Ground Floor, Fisheries Bldg., BPI Compound, Diliman, Quezon City</i>
None	1.2 Process 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	<i>Fishing Regulations Officers BFAR FRLD-CFLS Ground Floor, Fisheries Bldg., BPI Compound, Diliman, Quezon City</i>
None	1.3 Affix the initial and sign/approve the application for Simplified Catch Certificate (SCC)	None	30 minutes	<i>Fishing Regulations Officers (evaluators); OIC, FRLD-CFLS; OIC BFAR FRLD Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>

None	1.4 Sign and approve application for Simplified Catch Certificate (SCC)	None		<p>OIC, BFAR FRLD Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</p>
2. Secure Order of Payment	2. Issue "Order of Payment"	None	10 minutes	<p>Administrative Aide/Assistant Fishing Regulations Officers BFAR FRLD- CFLS Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</p>
3. Submit Order of Payment	3. Receive and review the computation of the submitted "Order of Payment"	none	10 minutes	<p>Designated Special Collecting Officer BFAR-Cashier Ground or 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</p>
4. Pay the necessary fees and secure an Official Receipt at BFAR-Cashier	4. Accept the payment based on the amount in the "Order of Payment" and issue an Official Receipt to client	Php 50.00	10 minutes	<p>Designated Special Collecting Officer BFAR-Cashier Ground or 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</p>



5. Submit the original copy of the Official Receipt	5. Receive and photocopy the submitted O.R. and return the original copy to the client	None	10 minutes	Administrative Aide/Assistant Fishing Regulations Officers BFAR FRLD-CFLS 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 release	6. Notify/Inform client thru call, text or e-mail on the approved SCC and ready for release	None	10 minutes	Administrative Aide/Assistant Fishing Regulations Officers BFAR FRLD-CFLS Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
7. Receive/Claim approved/signed SCC	7. Release approved/signed SCC client	None	10 minutes	Administrative Aide/Assistant Fishing Regulations Officers BFAR FRLD-CFLS Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
<b>TOTAL:</b>		<b>Php 50.00</b>	<b>3 days, 5 hour, 40 minutes</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.

## 8. Processing of Application for Importation, Construction or Conversion Clearance Pursuant to FAO No. 198-1, Series of 2018

This service involves the processing of application for Construction, Conversion and 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/Conversion and Importation Clearance for new fishing vessel specifying the vessel name (if any), country of origin and gross tonnage, type of fishing vessel/gear, target species and fishing grounds.	Applicant (Fishing vessel owner/operator)
2. Certificate of Deletion from Philippine Registry of the scrapped/sunken fishing vessel.	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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the signed letter of intent together with the complete regulatory requirements.	1. Accept the Letter of Intent including the complete regulatory requirements.	None	10 minutes	<i>Regulatory and Licensing Officer on Duty BFAR-FMRED Regional/Provincial Fisheries Office</i>
None	1.1 Receive and evaluate the completeness of the submitted regulatory requirements	None	30 minutes	<i>Regulatory and Licensing Officer on Duty BFAR-FMRED Regional/Provincial Fisheries Office</i>

2. Secure and submit the accomplished request form for the CFV inspection and receive the scheduled inspection	2. Provide the request form and receive the submitted accomplished request form then schedule for inspection and notify the applicant on the scheduled inspection	None	10 minutes	<i>Regulatory and Licensing Officer on Duty BFAR-FMRED Regional/Provincial Fisheries Office</i>
3. Allow the inspection on the fishing vessel	3. Conduct inspection of the fishing vessel/gear and prepare inspection report	None	3 days	<i>Regulatory and Licensing Officer on Duty BFAR-FMRED Regional/Provincial Fisheries Office</i>
None	3.1 Prepare the Endorsement and forward to FMRED Chief for review and initial	None	2 hours	<i>Licensing Officer Head-Regulatory &amp; Licensing Section BFAR Regional/Provincial Fisheries Office</i>
None	3.2. Review and affix initial in the Endorsement and forward to ORD for signature	None	4 hours	<i>Licensing Officer Chief, FMRED BFAR Regional/Provincial Fisheries Office</i>
None	3.3 Receive the Endorsement for signature of the Regional Director	None	10 minutes	<i>Administrative Staff BFAR- Office of the Regional Director BFAR Regional Fisheries Office</i>
None	3.4 Affix signature of the Regional Director in the Endorsement Letter for transmission to BFAR Central Office	None	3 days	<i>Regional Director BFAR- Office of the Regional Director BFAR Regional Fisheries Office</i>

None	3.5 Forward the signed Endorsement to the BFAR Regional Records Section for transmission to the BFAR Central Office	None	30 minutes	<i>Administrative Staff BFAR- Office of the Regional Director BFAR Regional Fisheries Office</i>
None	3.6 Receive and record the Endorsement and transmit thru courier the Construction /Conversion & Importation Clearance to the BFAR Central Office-Records Section/Director's Office (DO)	None	2 days	<i>Record Officers BFAR-Records Section BFAR Regional Fisheries Office</i>
None	3.7 Receive and record the transmittal of the Construction /Conversion & Importation Clearance by BFAR Central Records Section//Director's Office (DO) and forward to BFAR-FRLD	None	30 minutes	<i>Record Officers/ Administrative Staff BFAR Central Office-Records Section//Director's Office (DO) Ground/3rd Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
None	3.8. Receive and record the transmittal of the Construction /Conversion & Importation Clearance by the FRLD staff and assigned to CFLS for appropriate action	None	30 minutes	<i>Administrative Aide/Assistant Fishing Regulations Officers BFAR FRLD-CFLS Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>

None	3.9. Prepare/Process the Construction /Conversion & Importation Clearance, and affix initials of the authorized signatories and endorse/forward to BFAR ADAS for further review and evaluation	None	2 days	Administrative Aide/Assistant Fishing Regulations Officers; FRLD-CFLS Chief, Division Head BFAR FRLD-CFLS Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	3.10. Review the Construction, Conversion / Importation Clearance application and affix initial by Assistant Director	None	3 days	Assistant Director for Administrative Services Office of the Assistant Director for Administrative Services 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	3.11. Forward to the Director's Office for signature and approval of the Clearance	None	10 minutes	Administrative Staff Office of the Assistant Director for Administrative Services 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

None	3.12. Approve and sign Construction / Importation Clearance by National Director after review	None	3 days	BFAR National Director Director's Office 3rd Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	3.13 Forward the approved/signed Clearance to BFAR-Record Section for releasing to client	None	10 minutes	BFAR National Director Director's Office 3rd Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
4. Receive notification thru call, text or e-mail of the approved "Construction/Conversion Importation Clearance" and is ready for release	4. Notify/Inform client thru call, text or e-mail on the approved "Construction/Conversion/ Importation Clearance" and ready for release	None	10 minutes	Record Section Staff BFAR Records Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
5. Receive/Claim approved/signed "Construction/Conversion Importation Clearance"	5. Release approved/signed "Construction/Conversion Importation Clearance"	None	10 minutes	Record Section Staff BFAR Records Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
<b>TOTAL:</b>			<b>17 days, 1 hour, 10 minutes</b>	

#### NOTES:

1. This procedure covers the Construction/Conversion/ Importation Clearances filed in the BFAR-Regional/Provincial Office and forwarded to the BFAR-Central Office for approval by the National Director. Hence, the processing time from the BFAR Regional/Provincial Office to the BFAR-Central Office is combined to meet the objectives of the Citizen Charter which is the end-to-end procedures.

2. The requirement for Certificate of Deletion from the country of origin is applicable only to application for Importation Clearance.

3. Approval for the Construction/Conversion/ Importation Clearances depends on the availability of the BFAR National Director. Similarly, the availability of all signatories prior to the National Director, especially the FRLD-CFLS, the counterparts such as Regional and Provincial Office procedures which are involved in this frontline service.

4. In the Construction/Conversion/ Importation Clearance steps, procedures of the application involve intervening activities such as document verification within the regional/provincial office or in the applicant itself. Hence, the allocated time for these steps needs to take into consideration if the target is not met.

5. The transmittal of the set of Construction/Conversion/ Importation Clearance application is beyond the Bureau's control; hence, we cannot predict the processing time as it depends on the type of courier they use.

## **BFAR- Fisheries Regulatory and Licensing Division (FRLD) - AQUATIC WILDLIFE REGULATORY SECTION (AWRS)**

1. Issuance of Special Permit for Other Use of Aquatic Wildlife
2. Issuance of Gratuitous Permit for the Collection of Aquatic Wildlife for Research/Scientific Purposes (Central Office)
3. Issuance of Gratuitous Permit for the Collection of Aquatic Wildlife for Research/Scientific Purposes (Central Office) (Species listed under CITES and PH Protected)
4. Issuance of CITES Export Permit for Scientific Research
5. Issuance of Endorsement Letter for Export Commodity Clearance for Aquatic Wildlife
6. Issuance of Aquatic Wildlife Farm Permit
7. Issuance of Aquatic Wildlife Special Use Permit
8. Issuance of Aquatic Wildlife Collectors Permit
9. Issuance of Certificate of Aquatic Wildlife Registration (CAWR)
10. Issuance of Clearance to Operate for Zoological, Aquaria and Other Similar Establishments



## VI. REGULATORY: SPECIAL PERMITS

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

#### 1. Issuance of Special Permit for Other Use of Aquatic Wildlife

Aquatic Wildlife may be utilized for show exhibition, educational, or documentation for commercial purposes (FAO No. 233, Sec.26)

<b>Office or Division</b>	BFAR- Fisheries Regulatory and Licensing Division (FRLD) - Aquatic Wildlife Regulatory Section (AWRS)
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2B-Government to Business Entity; G2C-Government to Citizen
<b>Who may avail:</b>	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. Duly accomplished application form with recent 2x2 photo of the applicant	Client/Requesting Party
c. Copy of SEC/CDA/DTI registration	Security Exchange Commission (SEC)/ Department of Trade Industry (DTI) and Industry/Cooperative Development Authority (CDA)

d. BIR Registration and TIN		Bureau of Internal Revenue		
e. Mayor's Permit		Local Government Unit		
f. Clearance from or registration with the Animal Welfare Division of the BAI pursuant to Republic Act 8485 (Animal Welfare Act), in case of animal shows using aquatic wildlife fauna		Bureau of Animal Industry (BAI)		
g. In case of imported animals, submit a copy of Official Receipt of cash bond with BFAR in an amount equal to the transport cost of the animals back to the country of origin. Import/ Re-export Permit shall be secured prior to and after the show/exhibition.		BFAR-Cashier, 4th/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City		
h. Copy of Health Certificate from the BFAR-FIQD pursuant to FAO No. 221, s.2003		<b>BFAR-Fisheries Inspection and Quarantine Division (FIQD)</b> , G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City		
i. Facility Inspection Report from the BFAR-FIQD		<b>BFAR-Fisheries Inspection and Quarantine Division (FIQD)</b> , G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City		
3. Payment as per approved under FAO No. 233		<b>BFAR-Fisheries Regulatory and Licensing Division-Aquatic Wildlife Regulatory Section (AWRS)</b> , G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City		
4. Order of Payment		<b>BFAR-Fisheries Regulatory and Licensing Division-Aquatic Wildlife Regulatory Section (AWRS)</b> , G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City		
5. Photocopy of Official Receipts (1 Copy)		<b>BFAR Central Office-FRLD-AWRS</b> , 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 together with complete requirements	1. Receive Letter of intent together with complete requirements and Forward to BFAR FRLD-AWRS for appropriate action	None	5 minutes	Administrative Staff <b>BFAR Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City

None	1.1. Receive forwarded documents. Check and review the submitted documents if complete and/or for other concerns	None	1 hour	Jennifer G. Viron <i>Senior Fishing Regulations Officer</i>
None	1.2. Coordinate with FIQD - FQS for the scheduled facility inspection	None	1 hour	Janire C. Miravite <i>Fishing Regulations Officer II</i>  <b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
2. Receive the notification on the scheduled inspection with the FIQD	2. Notify the importer via letter/phone call for facility inspection schedule	None	15 minutes	Jennifer G. Viron <i>Senior Fishing Regulations Officer</i>  Janire C. Miravite <i>Fishing Regulations Officer II</i>  <b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
3. Allow and accompany the inspection team on inspection of facilities	3. Conduct facility inspection	None	1 day	Inspection Team <b>BFAR FIQD-FQS</b>
None	3.1 Prepare Inspection Report with its comments and recommendations.	None	1 day	<b>BFAR FRLD-AWRS</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City

None	3.2 Receive from BFAR-FIQD the inspection report for processing of permit	None	5 minutes	Jennifer G. Viron <i>Senior Fishing Regulations Officer</i>
None	3.3 Prepare the briefer for BFAR Director's signature then forward prepared documents with necessary attachments for initial of the Assistant Director of ADAS	None	1 hour	Janire C. Miravite <i>Fishing Regulations Officer II</i>  <b>BFAR FRLD - AWRs Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	3.4. Receive and review the forwarded documents and affix initials then forward to Director's Office for signature	None	3 days	Zaldy P. Perez <i>Assitant Director for Administrative Services</i> <b>ADAS Office</b> 4th Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	3.5. Receive the forwarded documents for approval and signature of the endorsement letter and permit.	None	3 days	Atty. Demosthenes R. Escoto, <i>Director</i> <b>BFAR Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	3.6. Forward to FRLD the approved endorsement and permit	None	5 minutes	Administrative Staff <b>BFAR Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City

None	3.7. Receive the approved Special Permit from the Director's Office and notify the applicant via email to pay the required fees to claim the Special Permit	None	15 minutes	<p>Jennifer G. Viron <i>Senior Fishing Regulations Officer</i></p> <p>Janire C. Miravite <i>Fishing Regulations Officer II</i></p> <p><b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City</p>
4. Secure Order of payment at BFAR FRLD-AWRS, G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City then proceed to Cashier Office for payment	4. Issue Order of Payment for Special Permit fee	None	5 minutes	<p>Jennifer G. Viron <i>Senior Fishing Regulations Officer</i></p> <p>Janire C. Miravite <i>Fishing Regulations Officer II</i></p> <p><b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City</p>
5. Submit Order of payment to the Cashier Officer and pay the required fees for Special Permit and secure official receipts	5. Accept the required payment and issue Official Receipt	(As per approved under FAO No. 233)	3 minutes	<p>Marylou Cabello <i>Collecting Officer</i></p> <p><b>BFAR Cashier</b> 4th/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City</p>

6. Present Official Receipt and claim/ receive Special Permit	6. Check presented Official Receipt and affix BFAR Seal then release Special Permit	None	15 minutes	<p>Jennifer G. Viron <i>Senior Fishing Regulations Officer</i></p> <p>Janire C. Miravite <i>Fishing Regulations Officer II</i></p> <p><b>BFAR FRLD - AWRs Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City</p>
<b>TOTAL</b>			<b>8 Days, 4 Hours, 8 Minutes</b>	
<b>Required fees:</b>				
<i>As per approved under Section 26 of 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.22)													
Office or Division	BFAR- Fisheries Regulatory and Licensing Division (FRLD) - Aquatic Wildlife Regulatory Section (AWRS)												
Classification	Highly Technical												
Type of Transaction	G2C - Government to Citizen; G2G - Government to Government												
Who may avail:	<p>Central Office: Section 22.1 Individual researchers from local research institution or conservation organization; Section 22.2 Foreign entity, individual or a Filipino citizen affiliated with foreign institution; Section 22.3 Scientific researches involving conservation breeding or propagation activities and other wildlife conservation projects initiated by non-government institutions, private organizations and other entities; Section 22.4 - 22.5 Government agencies implementing research or scientific projects and Local academic institutions and Non- Government Organizations (NGO’s) involved in scientific researches; and Sec. 22.6 Students affiliated with local academic institutions for thesis and dissertation <i>(*IF the target species to be studied are protected by the Philippine Law and/or listed in CITES)</i></p> <p>Regional Office: Sections 22.1, 22.3, 22.4, 22.5; and Section 22.6 (*Given that the target species to be studied are <b><u>NOT</u></b> fully protected by the Philippine Law and/or <b><u>NOT</u></b> listed in CITES)</p>												
<table><tr><th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr><tr><td>1. Letter of Intent addressed to BFAR Director</td><td>Client's End, (Foreign/Local)</td></tr><tr><td>2. Brief description of Research Proposal to include funding source, collection site/s, target species &amp; list of research affiliates, if there’s any</td><td>Client's End, (Foreign/Local)</td></tr><tr><td>3. Endorsement Letter from Head of Institution</td><td>Client's End</td></tr><tr><td>4. Institutional Profile or Resume of the Proponent</td><td>Client's End</td></tr><tr><td>5. Free and Prior Informed Consent, if collection is made from the wild</td><td>Local Government Unit (LGU)</td></tr></table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	1. Letter of Intent addressed to BFAR Director	Client's End, (Foreign/Local)	2. Brief description of Research Proposal to include funding source, collection site/s, target species & list of research affiliates, if there’s any	Client's End, (Foreign/Local)	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	Local Government Unit (LGU)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE												
1. Letter of Intent addressed to BFAR Director	Client's End, (Foreign/Local)												
2. Brief description of Research Proposal to include funding source, collection site/s, target species & list of research affiliates, if there’s any	Client's End, (Foreign/Local)												
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	Local Government Unit (LGU)												

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 (5 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		BFAR Central Office Cashier, 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 together with complete requirements	1. Receive letter together with complete requirements and forward to Fisheries Regulatory and Licensing Division (FRLD) - AWRS, Central Office via email	None	5 Minutes	Administrative Staff <b>BFAR National Director's Office</b>  and/or Administrative Staff <b>Regional Director's Office</b>
None	1.1. Receive via email and check/review the submitted/transmitted documents	None	1 Hour	Jennifer G. Viron <i>Senior Fishing Regulations Officer</i>  Janire C. Miravite <i>Fishing Regulations Officer II</i>



None	1.2. Prepare draft MOA between DA-Secretary and the applicant. Endorse draft MOA to BFAR Legal Office for review	None	30 Minutes	
None	1.3. Review and make the necessary corrections/ comments to the draft MOA and return to FRLD – AWRS Office	None	3 Days	Atty.Roberto M. Buazon <i>Chief</i> <b>BFAR Legal Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
2. Receive & review the drafted MOA for any comments	2. Receive draft MOA with comments, if there are any, from the Legal Division. Forward via email to the applicant for their review and further revisions, if there are any. Inform applicant to send back the reviewed/revised draft MOA within 3 days upon receipt	None	30 Minutes	Jennifer G. Viron <i>Senior Fishing Regulations Officer</i>  Janire C. Miravite <i>Fishing Regulations Officer II</i>  <b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
3. Submit and inform the BFAR FRLD-AWRS on the revisions made on the drafted MOA thru email	3. Review draft MOA by the proponent, include comments/ suggestions/ revisions/ clarifications, if there are any	None	3 Days	

None	3.1. Receive and acknowledge the revised MOA via email from the applicant. Forward to BFAR Legal Office for further review if there are disputable changes in the draft MOA .  **If there are no further comments or disputable changes, inform proponent to proceed with finalization and signature of MOA.	None	20 Minutes	
None	3.2. Receive the revised MOA and review the applicant's comments/revisions	None	1 Hour	Atty.Roberto M. Buazon <i>Chief</i> <b>BFAR Legal Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	3.3 Forward the reviewed MOA to BFAR FRLD-AWRS	None		
None	3.4. Receive the reviewed MOA from the BFAR Legal Office and incorporate the approved changes and finalize the MOA	None	30 Minutes	Jennifer G. Viron <i>Senior Fishing Regulations Officer</i>  Janire C. Miravite <i>Fishing Regulations Officer II</i>  <b>BFAR FRLD - AWRS Office</b>
4. Accept and Agree/conform to the final MOA revisions then, affix signatures	4. Forward final MOA to the applicant/ proponent. Inform to print at least five(5) copies of MOA and affix applicant/ proponent's wet signature	None	5 Minutes	
5. Submit in five (5) original copies of MOA duly signed by the signatories to BFAR FRLD-AWRS	5. Receive signed MOA from the proponents	None	7 Days	

None	5.1. Verify the submitted signed MOA and other documents. Prepare for the briefer/endorsement letters for BFAR Director's and Department of Agriculture (DA) signatures. Forward prepared documents with necessary attachments to ADAS Office for initials	None	1 Hour	G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	5.2. Receive and review the forwarded documents for initials. Forward to Director's Office for signature	None	3 Days	Zaldy P. Perez <i>Assitant Director for Administrative Services</i> <b>ADAS Office</b> 4th Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	5.3. Receive the forwarded documents from the ADAS Office. Sign the DA endorsement letter and briefer. Sign 5 copies of MOA as witness and affix initials on Gratuitous Permit	None	3 Days	Atty. Demosthenes R. Escoto <i>Director</i> <b>BFAR Director Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	5.4. Forward to FRLD the endorsement letter, DA briefer, signed MOA and Gratuitous Permit	None	5 Minutes	Administrative Staff <b>BFAR Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City

None	5.5. Receive and check signed MOA and GP from DO, and prepare documents for endorsement to the Usec. for Fisheries Office	None	10 Minutes	<p>Jennifer G. Viron <i>Senior Fishing Regulations Officer</i></p> <p>Janire C. Miravite <i>Fishing Regulations Officer II</i></p> <p><b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City</p>
	5.6. Review the forwarded MOA and GP with attached documents then forwarded to FRLD after initial of USEC on the the transmittal letter for approval of DA Secretary	None	5 Days	<p><i>Undersecretary for Fisheries DA-BFAR. 4th Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City</i></p>
	5.7. Sign the transmittal letter for DA OSEC's approval.	None		<p>Drusila E. Bayate <i>Undersecretary for Fisheries DA-BFAR. 4th Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City</i></p>

None	5.8. Receive and check MOA and GP for missing signature, if there is/are any	None	10 Minutes	<p>Jennifer G. Viron <i>Senior Fishing Regulations Officer</i></p> <p>Janire C. Miravite <i>Fishing Regulations Officer II</i></p>
None	5.9. Forward the documents (MOA and GP) to the BFAR- Record Section for proper transmittal to DA- OSEC	None	5 Minutes	<p><b>BFAR FRLD - AWRs Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City</p>
None	5.10. Receive the forwarded documents. Prepare and forward transmittal document to the office of DA-OSEC for approval and signature	None	15 Minutes	<p>Mary Joy A. Abalos <i>Officer-In-Charge</i> <b>BFAR Records Section</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City</p>
None	5.11. Receive, review and sign/approve MOA and GP then forward signed documents to DA Records	None	5 Days	<p><b>DA - Office of the Secretary</b> 2nd Floor, Elliptical Road, Diliman, Quezon City</p>
None	5.12. Forward the approved/signed MOA and GP to BFAR Records Section	None	1 Hour	<p><b>DA Records Section</b> G/Flr., Elliptical Road, Diliman, Quezon City</p>

None	5.13. Receive the approved/signed MOA and Gratuitous Permit then forwarded to FRLD-AWRS	None	15 Minutes	<p>Mary Joy A. Abalos <i>Officer-In-Charge</i> <b>BFAR Records Section</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City</p>
6. Receive notification via email on the approved copy of MOA and Gratuitous Permit (GP) for release	6. Receive and record the approved/signed documents. Notify applicant/ proponent to claim the approved copy of MOA and Gratuitous Permit	None	15 Minutes	<p>Jennifer G. Viron <i>Senior Fishing Regulations Officer</i></p> <p>Janire C. Miravite <i>Fishing Regulations Officer II</i></p> <p><b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City</p>
7. Secure the signed MOA for notarization	7. Release MOA to applicant and advice them to notarize the signed MOA	None	5 Minutes	
8. Notarize the MOA and provide two (2) file copy to BFAR	8. Receive the notarized copy of MOA and secure two (2) file copies for the BFAR and DA Offices, then advise to secure order of payment to pay required fees	None	10 Minutes	
9. Secure Order of Payment	9. Issue Order of Payment	None	5 Minutes	
10. Submit Order of Payment and pay the Gratuitous Permit fee and secure official receipts	10. Accept the payment based on the Order of Payment and issue Official Receipt	(As per approved under FAO No. 233)	3 Minutes	<p>Marylou V. Cabello <i>Collecting Officer</i> <b>BFAR Cashier</b> 4th/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City</p>

11. Present original copy of Official Receipt and secure the signed MOA and claim Gratuitous Permit	11. 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	<p>Jennifer G. Viron Senior Fishing Regulations Office</p> <p>Janire C. Miravite Fishing Regulations Officer II</p> <p><b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City"</p>
<b>TOTAL</b>		<b>see required fees below</b>	<b>29 Days, 7 Hours, 48 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				
<b>Legend: ** means that (1) an additional steps and processing time will be conducted if scientific research target species are listed under CITES and PH protected, and/or (2) there are disputable changes in the draft MOA</b>				

### 3. Issuance of Gratuitous Permit for the Collection of Aquatic Wildlife for Research/Scientific Purposes (Central Office) (Species listed under CITES and PH Protected)

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)															
Office or Division	BFAR- Fisheries Regulatory and Licensing Division (FRLD) - Aquatic Wildlife Regulatory Section (AWRS)														
Classification	Highly Technical														
Type of Transaction	G2C - Government to Citizen; G2G - Government to Government														
Who may avail:	<p><b>Central Office:</b> Section 22.1 Individual researchers from local research institution or conservation organization; Section 22.2 Foreign entity, individual or a Filipino citizen affiliated with foreign institution; Section 22.3 Scientific researches involving conservation breeding or propagation activities and other wildlife conservation projects initiated by non-government institutions, private organizations and other entities; Section 22.4 - 22.5 Government agencies implementing research or scientific projects and Local academic institutions and Non- Government Organizations (NGO’s) involved in scientific researches; and Sec. 22.6 Students affiliated with local academic institutions for thesis and dissertation <i>(*IF the target species to be studied are protected by the Philippine Law and/or listed in CITES)</i></p> <p><b>Regional Office:</b> Sections 22.1, 22.3, 22.4, 22.5; and Section 22.6 <i>(*Given that the target species to be studied are <b>NOT</b> fully protected by the Philippine Law and/or <b>NOT</b> listed in CITES)</i></p>														
<table><tr><th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr><tr><td>1. Letter of Intent addressed to BFAR Director</td><td>Client's End, (Foreign/Local)</td></tr><tr><td>2. Brief description of Research Proposal to include funding source, collection site/s, target species &amp; list of research affiliates, if there’s any</td><td>Client's End, (Foreign/Local)</td></tr><tr><td>3. Endorsement Letter from Head of Institution</td><td>Client's End</td></tr><tr><td>4. Institutional Profile or Resume of the Proponent</td><td>Client's End</td></tr><tr><td>5. Free and Prior Informed Consent, if collection is made from the wild</td><td>Local Government Unit</td></tr><tr><td>6. Collaborative Research Agreement, if there’s a foreign entity involved</td><td>Client's End</td></tr></table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	1. Letter of Intent addressed to BFAR Director	Client's End, (Foreign/Local)	2. Brief description of Research Proposal to include funding source, collection site/s, target species & list of research affiliates, if there’s any	Client's End, (Foreign/Local)	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	Local Government Unit	6. Collaborative Research Agreement, if there’s a foreign entity involved	Client's End
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE														
1. Letter of Intent addressed to BFAR Director	Client's End, (Foreign/Local)														
2. Brief description of Research Proposal to include funding source, collection site/s, target species & list of research affiliates, if there’s any	Client's End, (Foreign/Local)														
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	Local Government Unit														
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 (5 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		BFAR Central Office Cashier, 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 together with complete requirements	1. Receive letter together with complete requirements and forward to Fisheries Regulatory and Licensing Division (FRLD) - AWRS, Central Office via email (BFAR Regional office can accept application in their respective office concerned for endorsement to Central Office for the convenience of the applicant/Client	None	5 Minutes	Administrative Staff <b>BFAR National Director's Office</b>  and/or Administrative Staff <b>Regional Director's Office</b>
None	1.1.Receive via email and check/review the submitted/transmitted documents	None	1 Hour	Jennifer G. Viron, <i>Senior Fishing Regulations Officer</i>
None	1.2. Notify and transmit the received documents to Philippine Aquatic Red List Committee (PARLC) members thru email for comments/ recommendation	None	15 Minutes	Janire C. Miravite <i>Fishing Regulations Officer II</i>  <b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City

None	1.3. Receive and review the submitted documents/requirements and return/transmit the documents with recommendations to FRLD-AWRS	None	3 Days	Dr. Lilian C. Garcia, CESO V <i>Chairperson,</i> <b>PARLC National Fisheries Research and Development Institute (NFRDI)</b> 101 Mother Ignacia Ave., Brgy. Diliman, Quezon City
None	1.4. Receive and review the submitted documents/requirements and return/transmit the documents with recommendations to FRLD-AWRS	None	3 Days	Dr. Lilian C. Garcia, CESO V <i>Chairperson,</i> <b>PARLC National Fisheries Research and Development Institute (NFRDI)</b> 101 Mother Ignacia Ave., Brgy. Diliman, Quezon City
None	1.5. Schedule a panel discussion/presentation with the applicant and PARLC Members	None	10 Minutes	Jennifer G. Viron <i>Senior Fishing Regulations Officer</i>  Janire C. Miravite <i>Fishing Regulations Officer II</i>  <b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue,
2. Receive notification to attend the scheduled panel discussion	2. Notify client on the scheduled panel discussion with PARLC members	None	5 Minutes	
3. Attend Technical Meeting or panel discussion/presentation with the PARLC Members and FRLD-AWRS Personnel	3. Conduct and attend the Technical Meeting initiated between the applicant, PARLC Members and FRLD-AWRS Chief thru panel discussion	None	4 Hours	
None	3.1. Finalize recommendations agreed during the panel discussion	None	1 Day	

None	3.2. Prepare draft MOA between DA-Secretary and the applicant. Endorse draft MOA to BFAR Legal Office for review	None	30 Minutes	
None	3.3. Review and make the necessary corrections/ comments to the draft MOA and return to FRLD – AWRS Office	None	3 Days	Atty.Roberto M. Buazon <i>Chief</i> <b>BFAR Legal Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
4. Receive & review the drafted MOA for any comments/revisions	4. Receive drafted MOA with comments/revisions, if there are any, from the Legal Division. 4.1. Forward via email to the applicant for their review and further revisions, if there are any. 4.2. Inform applicant to send back the reviewed/revised draft MOA within 3 days upon receipt	None	30 Minutes	Jennifer G. Viron <i>Senior Fishing Regulations Officer</i>  Janire C. Miravite <i>Fishing Regulations Officer II</i>
5. Submit and inform the BFAR FRLD-AWRS on the revisions made on the drafted MOA thru email	5. Review draft MOA by the proponent, include comments/ suggestions/ revisions/ clarifications, if there are any	None	3 Days	<b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City

None	<p>5.1. Receive and acknowledge the revised MOA via email from the applicant. Forward to BFAR Legal Office for further review if there are disputable changes in the draft MOA .</p> <p>If there are no further comments or disputable changes, inform proponent to proceed with finalization and signature of MOA.</p>	None	20 Minutes	
None	5.2. Receive the revised MOA and review the applicant's comments/revisions	None	1 Hour	<p>Atty.Roberto M. Buazon <i>Chief BFAR Legal Office</i> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City</p>
None	5.3. Forward the reviewed MOA to BFAR FRLD-AWRS	None		
None	5.4.Receive the reviewed MOA from the BFAR Legal Office and incorporate the approved changes and finalize the MOA	None	30 Minutes	<p>Jennifer G. Viron <i>Senior Fishing Regulations Officer</i></p> <p>Janire C. Miravite <i>Fishing Regulations Officer II</i></p> <p><b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City</p>


6. Accept and Agree/conform to the final MOA revisions then, affix signatures	6. Forward final MOA to the applicant/ proponent and advise to print at least five(5) copies of MOA and affix applicant/ proponent's wet signature	None	5 Minutes	Jennifer G. Viron <i>Senior Fishing Regulations Officer</i>
7. Submit five (5) original copies of MOA duly signed by the signatories to BFAR FRLD-AWRS	7. Receive signed MOA from the proponents	None	7 Days	
None	7.1. Verify the submitted signed MOA and other documents. Prepare for the briefer/endorsement letters for initial of BFAR Director and the Department of Agriculture (DA) signatures. Forward prepared documents with necessary attachments to ADAS Office for initials prior to submission to BFAR-DO and DA	None	1 Hour	<b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	7.2. Receive and review the forwarded documents for initials, then forward prior to the initial of BFAR Director	None	3 Days	Zaldy P. Perez <i>Assitant Director for Administrative Services</i> <b>ADAS Office</b> 4th Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	7.3. Receive the forwarded documents from the ADAS Office. Sign the DA endorsement letter and briefer. Sign 5 copies of MOA as witness and affix initials on Gratuitous Permit	None	3 Days	Atty. Demosthenes R. Escoto <i>Director</i> <b>BFAR Director Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City

None	7.4. Forward to FRLD the endorsement letter, DA briefer, signed MOA and Gratuitous Permit	None	5 Minutes	<p>Administrative Staff <b>BFAR Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City</p>
None	7.5. Receive and check signed MOA and GP from DO, and prepare documents for endorsement to the Usec. for Fisheries Office	None	10 Minutes	<p>Jennifer G. Viron <i>Senior Fishing Regulations Officer</i></p> <p>Janire C. Miravite <i>Fishing Regulations Officer II</i></p> <p><b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City</p>
None	7.6. Review the forwarded MOA and GP with attached documents. Sign the transmittal letter for DA OSEC's approval. Forward signed documents to the FRLD	None	5 Days	<p>Drusila E. Bayate <i>Undersecretary for Fisheries DA-BFAR</i> 4th Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City</p>

None	7.7. Receive and check MOA and GP for missing signature, if there is/are any	None	10 Minutes	Jennifer G. Viron <i>Senior Fishing Regulations Officer</i>
None	7.8. Forward the documents (MOA and GP) to the BFAR- Record Section for proper transmittal to DA- OSEC	None	5 Minutes	Janire C. Miravite <i>Fishing Regulations Officer II</i>  <b>BFAR FRLD - AWRs Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	7.9. Receive the forwarded documents. Prepare transmittal document. Forward documents to the office of DA-OSEC for approval and signature	None	15 Minutes	Mary Joy A. Abalos <i>Officer-In-Charge</i> <b>BFAR Records Section</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	7.10. Receive, review and sign/approve MOA and GP. Forward signed documents to DA Records	None	5 Days	<b>DA - Office of the Secretary</b> 2nd Floor, Elliptical Road, Diliman, Quezon City
None	7.11. Forward the approved/signed MOA and GP to BFAR Records Section	None	1 Hour	<b>DA Records Section</b> G/Flr., Elliptical Road, Diliman, Quezon City

None	7.12. Receive the approved/signed MOA and Gratuitous Permit then forwarded to FRLD-AWRS	None	15 Minutes	<p>Mary Joy A. Abalos <i>Officer-In-Charge</i> <b>BFAR Records Section</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City</p>
8. Receive notification via email on the approved copy of MOA and Gratuitous Permit (GP) for release	8. Receive and record the approved/signed documents. Notify applicant/ proponent to claim the approved copy of MOA and Gratuitous Permit	None	15 Minutes	<p>Jennifer G. Viron <i>Senior Fishing Regulations Officer</i></p> <p>Janire C. Miravite <i>Fishing Regulations Officer II</i></p> <p><b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City</p>
9. Secure the signed MOA for notarization	9. Release MOA to applicant and advice them to notarize the signed MOA	None	5 Minutes	
10. Notarize the MOA and provide two (2) file copy to BFAR	10. Receive the notarized copy of MOA and secure two (2) file copies for the BFAR and DA Offices, then advise to secure order of payment for the required fees to pay	None	10 Minutes	
11. Secure Order of Payment	11. Issue Order of Payment	None	5 Minutes	
12. Submit Order of Payment and pay the Gratuitous Permit fee and secure official receipts	12. Accept the payment based on the Order of Payment and issue Official Receipt	(As per approved under FAO No. 233)	3 Minutes	<p>Marylou V. Cabello <i>Collecting Officer</i> <b>BFAR Cashier</b> 4th/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City</p>



13. Present original copy of Official Receipt for a photocopy of Official Receipt, secure the sign MOA and claim Gratuitous Permit	13. 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>Jennifer G. Viron</b> <i>Senior Fishing Regulations Officer</i>  <b>Janire C. Miravite</b> <i>Fishing Regulations Officer II</i>  <b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City"
<b>TOTAL:</b>		<b>see required fees below</b>	<b>34 Days, 4 Hours, 18 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				
<i>Legend: ** means that (1) an additional steps and processing time will be conducted if scientific research target species are listed under CITES and PH protected, and/or (2) there are disputable changes in the draft MOA</i>				


## 4. Issuance of CITES Export Permit for Scientific Research Purposes

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>	BFAR- Fisheries Regulatory and Licensing Division (FRLD) - Aquatic Wildlife Regulatory Section (AWRS)
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2C- Government to Citizen; G2G- Government to Government
<b>Who may avail:</b>	<b>Individual researchers</b> 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; <b>Government agencies</b> 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. Duly Accomplished Application Form	Client's End
3. Copy of approved GP and duly signed and notarized MOA approved by the DA Secretary;	Client's End
4. List of species with scientific and local names, number, weight;	Client's End
5. Copy of the CITES Permit from the original exporting country (for re-exportation only)	Client's End
6. Copy of the approved import permit issued by the BFAR-FIQD	Client's End
7. Order of Payment	BFAR FRLD-AWRS G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
8. Official Receipt	BFAR Central Office Cashier, 4th Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
9. 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., BPI Compound, Visayas Avenue, Quezon City	1. Receive letter of intent and attached documents for encoding to Document Tracking System (DTS) and forward to Fisheries Regulatory and Licensing Division (FRLD) - AWRS for appropriate action	None	5 Minutes	Administrative Staff <b>BFAR Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	1.1. Receive and review the submitted letter and check completion of necessary requirements	None	15 Minutes	Jennifer G. Viron <i>Senior Fishing Regulations Officer</i>  Janire C. Miravite <i>Fishing Regulations Officer II</i>
2. Receive the notification on the scheduled inspection	2. Notify the client/exporter via email/phone for aquatic wildlife inspection (within 3 days receipt of the complete requirements)	None	15 Minutes	
3. Allow and accompany the inspection team on inspection of aquatic wildlife	3. Conduct Inspection of the aquatic wildlife	None	1 Day	
None	3.1. Prepare/Process the CITES Export Permit and forward to CITES Management Authority for approval of permit. Forward prepared documents with necessary attachments to ADAS Office for initials	None	30 Minutes	<b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	3.2. Receive and review the forwarded documents for initials. Forward to Director's Office for signature	None	3 Days	Zaldy P. Perez <i>Assitant Director for Administrative Services</i> <b>ADAS Office</b> 4th Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City

None	3.3.Receive the forwarded documents from the ADAS Office for approval and signature of the endorsement letter and CITES permit	None	3 Days	 Atty. Demosthenes R. Escoto, <i>Director</i> <b>BFAR Director Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	3.4. Forward to FRLD the endorsement letter and the approved permit	None	5 Minutes	Administrative Staff <b>BFAR</b> <b>Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	3.5. Receive approved CITES Export Permit then transmit to FRLD - AWRS to facilitate payment	None	10 Minutes	Atty. Michael S. Andayog <i>Officer-in-Charge</i> <b>BFAR</b> <b>FRLD Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	3.6. Receive and record the approved/signed documents. Notify applicant/ proponent via email to pay the required fees and claim the approved CITES Export Permit.	None	20 Minutes	Jennifer G. Viron <i>Senior Fishing Regulations Office</i>  Janire C. Miravite

4. Receive notification to pay and secure Order of Payment and proceed to Cashier Office for payment	4. Issue Order of Payment	None	5 Minutes	<b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
5. Submit Order of Payment and pay the required fees and secure Official Receipt to the Cashier Office, 4th Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City	5. Receive/Accept the required payment and issue Official Receipt	(As per approved under FAO No. 233)	3 Minutes	Marylou V. Cabello <i>Collecting Officer</i> <b>BFAR Cashier</b> 4th/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
6. Present Official Receipt and claim CITES Permit	6. Check/Verify the presented Official Receipt and release CITES Permit to proponent	None	15 Minutes	Jennifer G. Viron <i>Senior Fishing Regulations Officer</i>  Janire C. Miravite <i>Fishing Regulations Officer II</i>  <b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
<b>TOTAL:</b>		<b>see below table of fees</b>	<b>7 Days, 2 Hours, 3 Minutes</b>	
<b>Required fees:</b>				

As per approved under FAO No. 233, Series of 2010

**Export/ Re-export Permit:**

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

## 5. Issuance of Endorsement Letter for Export Commodity Clearance (ECC) 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>	BFAR- Fisheries Regulatory and Licensing Division (FRLD) - Aquatic Wildlife Regulatory Section (AWRS)	
<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. Duly Accomplished Application Form		Client's End
3. Copy of approved GP and MOA issued by the DA Secretary;		Client's End

4. Material Transfer Agreement		Client's End		
5. Affidavit of Undertaking		Client's End		
6. Local Transport Permit		Nearest Fisheries Inspection and Quarantine Unit (FIQU/FIQS)		
7. 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 the BFAR Director's Office, 3rd Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City	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	5 Minutes	Administrative Staff <b>BFAR Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	1.1. Receive and review the submitted documents/ requirements	None	15 Minutes	Jennifer G. Viron <i>Senior Fishing Regulations Officer</i>
None	1.2. Prepare/Process the Endorsement Letter for Export Commodity Clearance (ECC) and forward to FRLD Chief for signature	None	15 Minutes	Janire C. Miravite <i>Fishing Regulations Officer II</i>  <b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	1.3. Receive Endorsement Letter for approval/ signature and forward to FRLD - AWRS Staff for release to client	None	10 Minutes	Atty. Michael S. Andayog <i>Officer-in-Charge</i> <b>BFAR FRLD Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City

2. Claim the approved Endorsement Letter then proceed to FIQD located at G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City	2. Receive the Endorsement letter from the Division Chief then release to the applicant and instruct to proceed to FIQD Office at G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City	None	5 Minutes	<p>Jennifer G. Viron <i>Senior Fishing Regulations Office</i></p> <p>Janire C. Miravite <i>Fishing Regulations Officer II</i></p> <p><b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City</p>
<b>TOTAL</b>		see required fees	<b>50 Minutes</b>	

## 6. Issuance of Aquatic Wildlife Farm Permit

AWFP is a permit to develop, operate and maintain an aquatic wildlife breeding farm for conservation, trade and/or scientific purposes

<b>Office or Division</b>	BFAR- Fisheries Regulatory and Licensing Division (FRLD) - Aquatic Wildlife Regulatory Section (AWRS)		
<b>Classification</b>	Highly Technical		
<b>Type of Transaction</b>	G2C- Government to Citizen; G2G- Government to Government		
<b>Who may avail:</b>	Filipino citizens and Filipino cooperatives		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter of Intent addressed to National Director;		Client's End	
2. Duly accomplished application form		Client's End	
3. Certified true copies of Certificate of Registration from Cooperative Development Authority (CDA), Dept. of Trade, or articles of cooperation and by laws		Cooperative Development Authority (CDA)	
4. Certified true copy of BIR registration and Tax Identification Number		Bureau of Internal Revenue (BIR)	



5. Mayor's permit	Local Government Unit			
6. Proof of expertise: List of qualification of human resources with valid IDs; Resume of sole proprietor/President or Manager of the coop/ business	Client's End			
7. Financial Plan	Client's End			
8. Proposed or actual facility design (w/photos)	Client's End			
9. Disclosure of breeding and captive management methods and Affidavit of Undertaking** as determined by PARLC for species listed under Appendices II and III of CITES and FAO 208	Client's End			
10. Submission of an environmental study and/or bioecology study of the proposed commercial breeding operations	Client's End			
11. Order of Payment	<b>BFAR FRLD-AWRS</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City			
12. Official Receipt	<b>BFAR Central Office Cashier</b> 4th Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City			
13. 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 relevant requirements to the 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	5 Minutes	Administrative Staff <b>BFAR Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	1.1. Receive and review the submitted documents/ requirements for it's validity and completeness	None	30 Minutes	

2. Receive the notification on the scheduled inspection of facility	2. Notify the client via email/phone for facility/site schedule of inspection	None	15 Minutes	<b>Jennifer G. Viron</b> <i>Senior Fishing Regulations Officer</i>
3. Allow and accompany the inspection team on inspection of facilities	3. Conduct Inspection of the applicant's site and holding facility (within 3 working days of receipt of application)	None	3 Days	
None	3.1. Submit recommendations on the application for the review of the committee (within 7 working days of receipt of results of step 3)	None	7 Days	<b>Janire C. Miravite</b> <i>Fishing Regulations Officer II</i>  <b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	3.2. Prepare the briefer/endorsement letter for BFAR Director's signature. Forward prepared documents with necessary attachments to ADAS Office for initials	None	30 Minutes	
None	3.3. Receive and review the forwarded documents to affix initials then forward to Director's Office for signature	None	3 Days	<b>Zaldy P. Perez</b> <i>Assitant Director for Administrative Services ADAS Office</i> 4th Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	3.4. Receive the forwarded documents from ADAS Office for review and approval/signature of the endorsement letter and permit (Letter of Rejection or approved AWFP)	None	3 Days	<b>Atty. Demosthenes R. Escoto</b> <i>Director BFAR Director Office</i> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City

None	3.5. Forward to FRLD the endorsement letter and the permit (Letter of Rejection or approval of AWFP) for appropriate action	None	5 Minutes	Admin Staff <b>BFAR Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	3.6. Receive and record the approved/signed documents. Notify applicant/ proponent to claim the said documents	None	20 Minutes	Jennifer G. Viron <i>Senior Fishing Regulations Officer</i>  Janire C. Miravite <i>Fishing Regulations Officer II</i>
4. Receive notification to pay by securing the Order of Payment and proceed to Cashier Office for payment	4. Issue Order of Payment for the required fees	None	5 Minutes	<b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
5. Submit Order of Payment and pay the required fees and secure Official Receipt to the Cashier Office, 4th Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City	5. Accept the payment and issue Official Receipt	(As per approved under FAO No. 233)	3 Minutes	Marylou V. Cabello <i>Collecting Officer</i> <b>BFAR Cashier</b> 4th/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City

6. Present Official Receipt and claim AWFP Permit	6. Check/Verify the presented Official Receipt and release AWFP to client/applicant	None	15 Minutes	<p>Jennifer G. Viron <i>Senior Fishing Regulations Officer</i></p> <p>Janire C. Miravite <i>Fishing Regulations Officer II</i></p> <p><b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City</p>
<b>TOTAL</b>		see required fees	<b>13 Days, 2 Hours, 8 Minutes</b>	
<b>Required fees:</b>				
<i>As per approved under FAO No. 233, Series of 2010</i>				
Aquatic Wildlife Farm permit				
1. Application Fee----- P500.00				
2. Permit Fee				

## 7. Issuance of Aquatic Wildlife Special Use Permit

Aquatic Wildlife Special Use Permit (AWSUP) is a permit authorizing qualified persons to collect economically important species for direct trade or other commercial purposes.	
<b>Office or Division</b>	BFAR- Fisheries Regulatory and Licensing Division (FRLD) - Aquatic Wildlife Regulatory Section (AWRS)
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2C- Government to Citizen; G2G- Government to Government
<b>Who may avail:</b>	Filipinos engaged in the collection of non-threatened aquatic wildlife and economically important species

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent addressed to National Director;		Client's End		
2. Duly accomplished application form		Client's End		
3. List of species to be collected indicating the quantity for each, and methods of collection to be used;		Client's End		
4. Prior clearance from the affected communities i.e. concerned LGUs through the Municipal Agriculture Office or the Municipal Fisheries Office, in consultation with FARMC or Prior clearance from PAMB (in case of research site to be done in protected area); and		Local Government Unit		
5. Names, addresses and photocopies of any valid ID with photo and signature of authorized collectors (FishR).		Client's End		
6. 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		
7. Order of Payment		BFAR-Fisheries Regulatory and Licensing Division-Aquatic Wildlife Regulatory Section (AWRS) G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City		
8. Official Receipts (Original Copy)		<i>BFAR Central Office Cashier</i> 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 relevant requirements to BFAR Director's Office, 3rd Flr., Fisheries Bldng., BPI Compound, Visayas Avenue, Quezon City	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	5 Minutes	Administrative Staff <b>BFAR Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City

None	1.1 Receive and review the submitted documents/ requirements for its validity and completeness	None	30 Minutes	Jennifer G. Viron <i>Senior Fishing Regulations Officer</i>
2. Receive the notification on the scheduled inspection of facility	2. Notify the client via email/phone for facility/site inspection	None	15 Minutes	
3. Allow and accompany the inspection team on inspection of facilities	3. Conduct Inspection of the applicant's site and holding facility (within 5 working days of receipt of application)	None	5 Days	
None	3.1. Submit recommendations on the application for the review of the committee (within 7 working days of receipt of results of step 3)	None	7 Days	Janire C. Miravite <i>Fishing Regulations Officer II</i>  <b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	3.2. Prepare the briefer/endorsement letter for BFAR Director's signature. Forward prepared documents with necessary attachments to ADAS Office for initials	None	30 Minutes	
None	3.3. Receive and review the forwarded documents to affix initials then forward to Director's Office for signature	None	3 Days	Zaldy P. Perez <i>Assitant Director for Administrative Services</i> <b>ADAS Office</b> 4th Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City

None	3.4. Receive the forwarded documents from the ADAS Office for review/approval and signature of the endorsement letter and permit (Letter of Rejection or approval of AWSUP)	None	3 Days	<p>Atty. Demosthenes R. Escoto <i>Director</i> <b>BFAR Director Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City</p>
None	3.5. Forward to FRLD the endorsement letter and the permit (Letter of Rejection or approved AWSUP)	None	5 Minutes	<p><b>BFAR Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City</p>
None	3.6. Receive and record the approved/signed documents. Notify applicant/ proponent to claim the Letter of Rejection or approved AWSUP.	None	20 Minutes	<p>Jennifer G. Viron <i>Senior Fishing Regulations Officer</i></p> <p>Janire C. Miravite <i>Fishing Regulations Officer II</i></p>
4. Receive notification to pay by securing Order of Payment and proceed to Cashier Office for Payment	4. Issue Order of Payment for the required fees	None	5 Minutes	<p><b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City</p>

5. Submit Order of Payment and pay the required fees and secure Official Receipt to the Cashier Office, 4th Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City	5. Accept the payment and issue Official Receipt	(As per approved under FAO No. 233)	3 Minutes	Marylou V. Cabello <i>Collecting Officer</i> <b>BFAR Cashier</b> 4th /Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
6. Present Official Receipt and claim AWSUP	6. Check/Verify the presented Official Receipt and release AWSUP	None	15 Minutes	Jennifer G. Viron <i>Senior Fishing Regulations Office</i>  Janire C. Miravite <i>Fishing Regulations Officer II</i>  <b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
<b>TOTAL</b>		see required fees below	<b>18 Days, 2 Hours, 8 Minutes</b>	

#### Required fees:

*As per approved under FAO No. 233, Series of 2010*

#### Aquatic Wildlife Special Use Permit

1. Application Fee----- P200.00

2. Permit Fee ----- P1,000.00

#### 2. Collection under AWSUP

a. Aquatic mammals-----P500.00/head

b. All Aquatic snakes-----P300.00/head

c. All Aquatic invertebrates----- P50.00/head


d. All Aquatic plants-----P20.00/piece



## 8. Issuance of Aquatic Wildlife Collectors Permit

Aquatic Wildlife Collectors Permit (AWCP) is a permit to take or collect from the wild species and quantities of aquatic willdife for the ornamental/aquarium trade, zoological/aquatic parks and commercial breeding/propagation	
<b>Office or Division</b>	BFAR- Fisheries Regulatory and Licensing Division (FRLD) - Aquatic Wildlife Regulatory Section (AWRS)
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2C- Government to Citizen; G2B- Government to Business Entity
<b>Who may avail:</b>	Individual, business, research, educational or scientific entities accredited by AWRS as per criteria set by PARLC and NAWMC
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Intent addressed to National Director;	Client's End
2. Duly accomplished application form;	Client's End
3. List of species to be collected indicating the quantity for each, and methods of collection to be used;	Client's End
4. Affidavit of Undertaking (to declare incidental catch inventories)	Client's End
5. Prior clearance from the affected communities i.e. concerned LGUs through the Municipal Agriculture Office or the Municipal Fisheries Office, in consultation with FARMC or Prior clearance from PAMB (in case of research site to be done in protected area); and	Local Government Unit
6. Names, addresses and photocopies of any valid ID with photo and signature of authorized collectors (FishR).	Client's End
7. Payment as per approved under FAO No. 233	<b>BFAR-Fisheries Regulatory and Licensing Division-Aquatic Wildlife Regulatory Section (AWRS)</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
8. Order of Payment	<b>BFAR-Fisheries Regulatory and Licensing Division-Aquatic Wildlife Regulatory Section (AWRS)</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City

9. 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 relevant requirements to BFAR Director's Office, 3rd Flr., Fisheries Bldng., BPI Compound, Visayas Avenue, Quezon City	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	5 Minutes	Administrative Staff <b>BFAR Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	1.1. Receive and review the submitted documents/ requirements	None	30 Minutes	Jennifer G. Viron <i>Senior Fishing Regulations Officer</i>  Janire C. Miravite <i>Fishing Regulations Officer II</i>  <b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
2. Receive the notification on the scheduled inspection of facility	2. Notify the client via email/phone for the schedule of facility/site inspection	None	15 Minutes	
3. Allow and accompany the inspection team on inspection of facilities	3. Conduct Inspection of the applicant's site and holding facility (within 5 working days of receipt of application)	None	5 Days	
None	3.1. Submit recommendations on the application for the review of the committee (within 7 working days of receipt of results of step 3)	None	7 Days	
None	3.2. Prepare the briefer/endorsement letter for BFAR Director's signature. Forward prepared documents with necessary attachments to ADAS Office for initials	None	30 Minutes	

None	3.3. Receive and review the forwarded documents to affix initials then forward to Director's Office for signature	None	3 Days	 Zaldy P. Perez <i>Assitant Director for Administrative Services</i> <b>ADAS Office</b> 4th Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	3.4. Receive the forwarded documents from ADAS Office for review and approval/signature of the endorsement letter and permit (Letter of Rejection or approval of AWCP)	None	3 Days	Atty. Demosthenes R. Escoto, <i>Director</i> <b>BFAR Director Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	3.5. Forward to FRLD the endorsement letter and the permit (Letter of Rejection or approval AWCP) for appropriate action	None	5 Minutes	Administrative Staff <b>BFAR Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	3.6. Receive and record the approved/signed documents. Notify applicant/ proponent to claim the said documents	None	20 Minutes	Jennifer G. Viron <i>Senior Fishing Regulations Officer</i>  Janire C. Miravite <i>Fishing Regulations Officer II</i>

4. Receive notification to pay by securing Order of Payment and proceed to Cashier Office for payment	4. Issue Order of Payment for the required fees	None	5 Minutes	<b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
5. Submit Order of Payment and pay the required fees and secure Official Receipt to the Cashier Office, 4th Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City	5. Accept the payment and issue Official Receipt	(As per approved under FAO No. 233)	3 Minutes	Marylou V. Cabello <i>Collecting Officer</i> <b>BFAR Cashier</b> 4th /Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
6. Present Official Receipt and claim AWCP	6. Check/Verify the presented Official Receipt and release AWCP	None	15 Minutes	Jennifer G. Viron <i>Senior Fishing Regulations Officer</i>  Janire C. Miravite <i>Fishing Regulations Officer II</i>  <b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
<b>TOTAL:</b>		<b>see required fees below</b>	<b>18 Days, 2 Hours, 8 Minutes</b>	

**Required fees:**

*As per approved under FAO No. 233, Series of 2010*

**Aquatic Wildlife Collectors Permit**

1. Application Fee----- P500.00

2. Permit Fee ----- P5,000.00

**2. Collection under AWSUP**

a. Aquatic mammals-----P500.00/head

b. All Aquatic snakes-----P300.00/head

c. All Aquatic invertebrates-----P50.00/head

d. All Aquatic plants-----P20.00/piece

## 9. Issuance of Certificate of Aquatic Wildlife Registration (CAWR)

Certificate of Aquatic Wildlife Registration is issued to individuals/hobbyists and pet-shops in possession of non-threatened, exotic, threatened aquatic wildlife.

<b>Office or Division</b>	BFAR- Fisheries Regulatory and Licensing Division (FRLD) - Aquatic Wildlife Regulatory Section (AWRS)
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2C- Government to Citizen; G2B- Government to Business Entity
<b>Who may avail:</b>	For individuals/hobbyists and pet-shops in possession of non-threatened, exotic and threatened aquatic wildlife

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Intent addressed to National Director;	Client's End
2. Duly accomplished application form;	Client's End
3. Affidavit of Undertaking (that the specimens are legally acquired)	Client's End
4. Inventory of specimens possessed	Client's End
5. Subjecting specimens for inspection or inventory assessment	Client's End
6. 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
7. Order of Payment	BFAR-Fisheries Regulatory and Licensing Division-Aquatic Wildlife Regulatory Section (AWRS), G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
8. Official Receipts (Original Copy)	<i>BFAR Central Office Cashier</i> 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 relevant requirements to BFAR Director's Office, 3rd Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City	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	5 Minutes	Administrative Staff <b>BFAR Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	1.1 Receive and review the submitted documents/ requirements	None	30 Minutes	Jennifer G. Viron <i>Senior Fishing Regulations Officer</i>  Janire C. Miravite <i>Fishing Regulations Officer II</i>  <b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
2. Receive the notification on the scheduled inspection of facility	2. Notify the client via email/phone for the scheduled facility/site inspection	None	15 Minutes	
3. Allow and accompany the inspection team on inspection of facilities	3. Conduct Inspection of the applicant's site and holding facility	None	1 Day	
None	3.1. Evaluate and prepare the endorsement of the application to BFAR National Director	None	2 Hours	
None	3.2. Prepare the briefer/endorsement letter for BFAR Director's signature. Forward prepared documents with necessary attachments to ADAS Office for the initials	None	30 Minutes	

None	3.3. Receive and review the forwarded documents to affix initials then forward to Director's Office for signature	None	3 Days	<p>Zaldy P. Perez <i>Assitant Director for Administrative Services</i> <b>ADAS Office</b> 4th Floor, Fisheries Bldg. BPI Compound, Visayas Avenue, Quezon City</p>
None	3.4. Receive the forwarded documents from ADAS Office for review and approval/signature of the endorsement letter and permit	None	3 Days	<p>Atty. Demosthenes R. Escoto <i>Director</i> <b>BFAR Director Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City</p>
None	3.5. Forward to FRLD the endorsement letter and the approve permit for appropriate action	None	5 Minutes	<p>Administrative Staff <b>BFAR Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City</p>
None	3.6. Receive and record the approved/signed documents. Notify applicant/proponent to claim the approved Permit	None	20 Minutes	<p>Jennifer G. Viron <i>Senior Fishing Regulations Officer</i></p> <p>Janire C. Miravite <i>Fishing Regulations Officer II</i></p>

4. Receive notification to pay by securing Order of Payment and proceed to Cashier for payment	4. Issue Order of Payment for the required fees	None	5 Minutes	<b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
5. Submit Order of Payment and pay the required fees and secure Official Receipt to the Cashier Office, 4th Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City	5. Accept the payment and issue Official Receipt	(As per approved under FAO No. 233)	3 Minutes	Marylou V. Cabello <i>Collecting Officer</i> <b>BFAR Cashier</b> 4th /Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
6. Present Official Receipt and claim CAWR	6. Check the presented Official Receipt and release of CAWR	None	15 Minutes	Jennifer G. Viron <i>Senior Fishing Regulations Officer</i>  Janire C. Miravite <i>Fishing Regulations Officer II</i>  <b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
<b>TOTAL:</b>		<b>see required fees below</b>	<b>7 days, 4 hours, 8 minutes</b>	
<b>Required fees:</b>				
<i>As per approved under FAO No. 233, Series of 2010</i>				
<b>Certificate of Aquatic Wildlife Registration</b>				
1. Certificate of Wildlife Registration for the following endemic and exotic aquatic wildlife:				



a. Aquatic fauna classified as non-threatened species	
i. 1-50 pieces-----	P500.00
ii. 51 and above -----	P1,000.00
b. Aquatic mammals, aquatic snakes, mollusks, etc. classified as Non-CITES species	
i. 1-5 piece/s -----	P3,000.00
ii. 6-10 pcs. -----	P4,000.00
iii. 11-20 pcs.-----	P5,000.00
iv. 21-30 pcs. -----	P6,000.00
v. 21 and above -----	P7,000.00 base fee
plus P1,000.00 for every 5 pcs in excess of 35	
c. Other marine fauna and flora classified as threatened species	
i. 1-20 pcs. -----	P1,000.00
ii. 21 and above -----	P2,000.00 base fee
plus P1,000.00 for every five pieces in excess of 25	
2. Certificate of Aquatic Wildlife Registration for Cultivated (Domesticated) exotic species and captive-bred marine and	
i. freshwater ornamental fish -----	P200.00

## 10. Issuance of Clearance to Operate for Zoological, Aquaria and Other Similar Establishments

Clearance to Operate is issued to individuals/hobbyists and and businesses in position of non-threatened, exotic and threatened aquatic wildlife.

<b>Office or Division</b>	BFAR- Fisheries Regulatory and Licensing Division (FRLD) - Aquatic Wildlife Regulatory Section (AWRS)
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2C- Government to Citizen; G2G- Government to Government
<b>Who may avail:</b>	For individuals/hobbyists and and businesses in position of non-threatened, exotic and threatened aquatic wildlife

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Intent addressed to National Director;	Client's End
2. Duly accomplished application form;	Client's End
3. Certified true copies of the following: a. Certificate of Registration from Coop. Devt. Authority (CDA) or b. Business Registration from DTI c. BIR Registration and Tax Identification Number	Cooperative Development Authority
4. Inventory of specimens possessed in the facility	Client's End
5. Affidavit of Undertaking (that the specimens are legally acquired)	Client's End
6. 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
7. Order of Payment	BFAR-Fisheries Regulatory and Licensing Division-Aquatic Wildlife Regulatory Section (AWRS), G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
8. 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 relevant requirements to the BFAR Director's Office, 3rd Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City	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	5 Minutes	Administrative Assistant <b>BFAR Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
None	1.1 Receive and review the submitted documents/ requirements	None	30 Minutes	Jennifer G. Viron <i>Senior Fishing Regulations Officer</i>  Janire C. Miravite <i>Fishing Regulations Officer II</i>  <b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
2. Receive the notification on the scheduled inspection of facility	2. Notify the client via email/phone for the scheduled facility/site inspection	None	15 Minutes	
3. Allow and accompany the inspection team on inspection of facilities	3. Conduct Inspection of the applicant's site and holding facility	None	1 Day	
None	3.1. Conduct evaluation and endorsement of the application to BFAR National Director	None	2 Hours	
None	3.2. Prepare the briefer/endorsement letter for BFAR Director's signature Forward prepared documents with necessary attachments to ADAS Office for the initials	None	30 Minutes	

None	3.3. Receive and review the forwarded documents for affixing initials then forward to Director's Office for signature	None	3 Days	<p>Zaldy P. Perez <i>Assistant Director for Administrative Services</i> <b>ADAS Office</b> 4th Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City</p>
None	3.4. Receive the forwarded documents from the ADAS Office for review and approval/signature of the endorsement letter and permit	None	3 Days	<p>Atty. Demosthenes R. Escoto <i>Director</i> <b>BFAR Director Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City</p>
None	3.5. Forward to FRLD the endorsement letter and the approve permit for appropriate action	None	5 Minutes	<p><b>BFAR Director's Office</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City</p>
None	3.6. Receive and record the approved/signed documents. Notify applicant/proponent to claim the approved Permit	None	20 Minutes	<p>Jennifer G. Viron <i>Senior Fishing Regulations Officer</i></p> <p>Janire C. Miravite <i>Fishing Regulations Officer II</i></p>

4. Receive notification to pay by securing the Order of Payment and proceed to Cashier for payment	4. Issue Order of Payment for the required fees	None	5 Minutes	<b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
5. Submit Order of Payment and pay the required fees and secure Official Receipt to the BFAR Library, G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City	5. Accept the payment and issue Official Receipt	(As per approved under FAO No. 233)	3 Minutes	Marylou V. Cabello <i>Collecting Officer</i> <b>BFAR Cashier</b> 4th /Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
6. Present Official Receipt and claim the permit	6. Check/Verify the presented Official Receipt and release of Permit	None	15 Minutes	Jennifer G. Viron <i>Senior Fishing Regulations Officer</i>  Janire C. Miravite <i>Fishing Regulations Officer II</i>  <b>BFAR FRLD - AWRS Office</b> G/Flr., Fisheries Bldg., BPI Compound, Visayas Avenue, Quezon City
<b>TOTAL:</b>		<b>see required fees below</b>	<b>7 Days, 4 Hours, 8 Minutes</b>	
<b>Required fees:</b> <p style="text-align: center;"><i>As per approved under FAO No. 233, Series of 2010</i></p> Clearance to Operate 1. Application Fee----- P500.00 2. Zoological/Ocean Parks and Aquaria a. Clearance to Operate -----P5,000.00 b. Every Expansion/Additional exhibit -----P200.00				

## **BFAR- Fisheries Regulatory and Licensing Division (FRLD) -Fish Pond Lease Section (FLS)**

1. Issuance of New 25-year Fishpond Lease Agreement (FLA) and 10-year Aquasilviculture Stewardship Contract (ASC)
2. Renewal of Fishpond Lease Agreement (FLA) and Aquasilviculture Stewardship Contract (ASC)
3. Transfer or Assignment of Rights covering Fishpond Lease Agreement (FLA) and Aquasilviculture Stewardship Contract (ASC)
4. Issuance of Gratuitous Permit (GP)

## VI. Regulatory: Fishpond Lease/Rentals/Endorsement

### BFAR- Fisheries Regulatory and Licensing Division (FRLD) -Fish Pond Lease Section (FLS)

#### 1. Issuance of New 25-year Fishpond Lease Agreement (FLA) and 10-year Aquasilviculture Stewardship Contract (ASC)

The service involves the processing of applications for issuance of 25-year Fishpond Lease Agreements and 10-year Aquasilviculture Stewardship Contract to individuals or corporations, fisherfolk association/cooperatives, micro, small and medium enterprise for the use of public lands released for fishpond development/purposes.

<b>Office or Division</b>	<b>BFAR Provincial Fisheries Office (PFO), Regional Office (RO), Central Office (CO) -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 Agreement (FLA), and Aquasilviculture Stewardship Contract (ASC)		Provincial Office, Regional Office or Central Office of BFAR
b. Application Fee of Php 2,000.00;		Cashier or Designated Special Collecting Officer
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 Office, Regional Office or Central Office of BFAR
h. Proof of compliance with Section 5 A (a) or 5 A (b), of FAO No. 197-1, whenever applicable	Cooperative Development Authority (CDA), Department of Trade and Industry (DTI)
i. Inspection Report	Provincial Office or Regional Office of BFAR
<b>2. Final Requirements:</b>	
a. Twelve (12) copies of the survey plan 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 form acknowledged before a Notary Public	Provincial Office, Regional Office 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 upon payment of Php 10.00	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 (DENR)



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		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Phase 1 - Submission of Initial Requirements from the Regional Offices/PFOs</b>				
1. File application for Fishpond Lease Agreement (FLA)/Aquasilviculture Stewardship Contract (ASC), and submit initial requirements	1. Receive and Review application with complete initial requirements submitted	None	30 minutes	<i>Receiving Clerk/Designated Fishpond Lease Officer of Provincial Fisheries Office (PFOs) and/or Regional Office (RO)</i>
2. Receive notification and make himself/herself available during the scheduled conduct of background investigation/interview and ocular inspection of the area	2. Coordinate with the applicant for the conduct of investigation/interview and ocular inspection of the area/fishpond	None	15 minutes	<i>Processing Clerk in the Fishpond Lease Office of Provincial Fisheries Office (PFOs) and/or Regional Office (RO)</i>
3. Submit himself/herself for the conduct of background investigation/interview and allows site inspection upon receipt of scheduled notice	3. Conduct the scheduled background investigation/interview on the applicant and ocular inspection of the area to determine feasibility or suitability thereof for fishpond purposes	None	3 days	<i>Designated Fishpond Lease Officer of Provincial Fisheries Office (PFOs) and/or Regional Office (RO)- FMRED</i>
None	3.1 Prepare report of inspection and investigation with the specific recommendations and advise client to pay the application fees	None	1 day	<i>Designated Fishpond Lease Officer of Provincial Fisheries Office (PFOs) and/or Regional Office (RO)- FMRED</i>

4. Pay the application fee and secure official receipt	4. Accept payment of application fee and issue Official Receipts	<b>Application fee - Php 2,000.00</b>	5 minutes	<b>Special Collecting Officer of Provincial Fisheries Office (PFOs) and/or Regional Office (RO)</b>
None	4.1. Endorse FLA/ASC application with initial requirements and report of inspection/investigation with the specific recommendations to the Regional Office for proper endorsement to BFAR Central for further evaluation	None	1 day	<b>Designated Liason Officer/Representative of Provincial Fisheries Office (PFOs)</b>
None	4.2.. Receive and prepare the endorsement letter of the FLA/ASC application with complete initial requirements and report of inspection/investigation with the specific recommendations to the BFAR Central office for further evaluation on the application thru registered mail or courier, to be signed and approved by the Regional Director	None	1 day	<b>Designated Fishpond Leasing Officer/Staff Regional Office (RO)- FMRED</b>
None	4.3. Approve/Sign the endorsement of the FLA/ASC application with complete initial requirements and report of inspection/investigation with the specific recommendations to the BFAR Regional Records Section for transmittal to BFAR Central	None	1 day	<b>BFAR Regional Director, Regional Office</b>
<b>PHASE I: PFO/Regional Office</b>	<b>SUB-TOTAL</b>		<b>6 days, 50 minutes</b>	

**PHASE II: Submission of Final Requirements and Evaluation at Department of Agriculture**

None	4.5. Receive endorsed/submitted FLA/ASC new application with attached initial requirements and report of inspection forwarded by Provincial Office(Pos)/Regional Office (Ros) for evaluation of the application	None	1 hour	<b>FRLD Receiving Staff</b>  <b>Atty. Michael S. Andayog,</b> <i>OIC, FRLD Josephine A. San Pedro, Christopher C. Baculi,</i> FRLD Staff, G/Flr., Fisheries Main Bldg., BPI Compound, V. Avenue, Q.C.
None	4.6. Prepare letter/notice of compliance for initial of the OIC, FRLD and to advise applicant to submit final requirements through the Regional Office	None	30 minutes	
None	4.7. Forward to BFAR Records Section the signed endorsement letter/notice of compliance to advise applicant to submit final requirements to BFAR Central-FRLD office	None	5 minutes	<i>Sr FRO Atty. Angelica M. Villafuerte, Sr FRO Josephine A. San Pedro, FRO-II Christopher C. Baculi,</i> <b>BFAR-FRLD,</b> G/F Fisheries Main Bldg. Complex
None	4.8 Receive and send letter/notice of compliance to advise applicant to submit final requirements to BFAR Central through the Regional Office	None	1 hour	<b>Mary Joy A. Malvas,</b> <i>Chief, Records Section, BFAR, G/Flr Fisheries Main Bldg.BPI Compound,</i>
<b>TOTAL TIME- BFAR Central Office</b>		<b>2 hours, 35 minutes</b>		

5. Receive notification letter from BFAR PFO on the submission of final requirements for processing of application	5. Receive and notify the client by sending notification on the submission of Final Requirements for endorsement to BFAR Central for processing of application	None	5 minutes	Designated Fishpond Lease Officer, Provincial Fisheries Office (PFOs) and/or Regional Office (RO)- FMRED
6. Submit final regulatory/documentary requirements and pay required fees after receipt of notice to comply	6. Receive and Evaluate the final requirements submitted and advise client to pay the required fees	None	30 minutes	
7. Pay the required fees and secure official receipt	7. Accept payment of the required fees and issue official receipt	Cash Bond Deposit & Initial rental at Php 500.00 & Php 1,500.00, respectively, per hectare or fraction thereof	5 minutes	Special Collecting Officer of Provincial Fisheries Office (PFOs) and/or Regional Office (RO)
	7.1. Prepare and Endorse FLA/ASC application with complete final requirements to the BFAR Central Office for processing and approval of permit	None	1 day	Designated Fishpond Lease Officer of Provincial Fisheries Office (PFOs) and/or Regional Office (RO)- FMRED
TOTAL TIME- BFAR Regional Office		1 day, 40 minutes		
None	7.2. Receive and evaluate the final requirements submitted	None	1 hour	Sr FRO Atty. Angelica M. Villafuerte, Sr FRO Josephine A. San Pedro, FRO-II Christopher C. Baculi, <b>BFAR-FRLD</b> , G/F Fisheries Main Bldg. Complex

None	7.3. Process FLA/ASC application and prepare endorsement letter to Department of Agriculture (DA) for its approval	None	1 hour	<i>Sr FRO Atty. Angelica M. Villafuerte, Sr FRO Josephine A. San Pedro, FRO-II Christopher C. Baculi, <b>BFAR-FRLD</b>, G/F Fisheries Main Bldg. Complex</i>
None	7.4. Validate documents affix initial on the endorsement letter to Department of Agriculture (DA)	None	1 day	<b>Atty. Michael S. Andayog,</b> OIC-FRLD, G/Flr., Fisheries Main Bldg. Complex
None	7.5 Review documents then affix initial on the endorsement letter to Department of Agriculture (DA) for evaluation of BFAR Director	None	3 days	<b>Zaldy P. Perez,</b> Asst. Director for Administrative and Other Support Services, 4/Flr., Fisheries Main Bldg. Complex
None	7.6 Review documents then affix initial on the endorsement letter to Department of Agriculture (DA) for approval	None	3 days	<b>Atty. Demosthenes R. Escoto,</b> BFAR Director 3/F Fisheries Main Bldg. Complex
None	7.7. Transmit/Forward processed FLA/ASC to Department of Agriculture (DA) after initial on endorsement letter by the BFAR Director	None	3 hours	<b>Mary Joy A. Malvas,</b> Chief, Records Section, BFAR, G/Flr Fisheries Main Bldg. BPI Compound,
<b>TOTAL TIME- BFAR Central Office</b>		<b>7 days, 2 hours</b>		

None	7.8. Receive the processed new application FLA/ASC for transmittal to DA-Office of the Undersecretary for Fisheries for approval	None	Will be determined by the Department of Agriculture (DA)	Chief, Records Division, <b>Department of Agriculture (DA)</b> , G/F DA Office
None	7.9 Receive and Evaluate the application for FLA/ASC and its requirements	None	5 days	Office of the Undersecretary for Fisheries, <b>Department of Agriculture (DA)</b> 4/Flr. Fisheries Main Bldg. Complex, BPI Compound,
None	7.10 Approve/Sign the new FLA/ASC Contract	None	3 days	<b>Drusila Esther E. Bayate</b> , Undersecretary for Fisheries, Department of Agriculture; 4/Flr. Fisheries Main Bldg. BPI Compound,
None	7.11 Transmit approved FLA/ASC back to BFAR-Records		Will be determined by Department of Agriculture (DA)	Chief, Records Division, <b>Department of Agriculture (DA)</b> , G/F DA Office
<b>TOTAL TIME- Department of Agriculture</b>		<b>8 days</b>		
None	7.12. Receive the approved and signed FLA/ASC for transmittal to FRLD	<u>None</u>	12 minutes	<b>Mary Joy A. Malvas</b> , Chief, Records Section G/F Fisheries Main Bldg. Complex

**Note :** Notarization of the approved FLA & ASC Contract was Previously, the DA Records Officer sees to the notarization of the FLA after being signed by the DA Secretary; now, upon receipt at the FRLD, the notarization is contracted out to the available Notary Public near the BFAR Office)

None	7.13 Receive the approved/signed FLA/ASC from Records and prepare the transmittal letter to lessee, cc the RO	None	30 Minutes	<b>Sr FRO Atty.</b> <b>Angelica M. Villafuerte, Sr FRO Josephine A. San Pedro, FRO-II Christopher C. Baculi, BFAR-FRLD, G/F Fisheries Main Bldg. Complex</b>
None	7.14. Sign transmittal letter and forward signed letter to Records for appropriate action	None	1 Hour	<b>Atty. Michael S. Andayog, OIC-FRLD, G/Flr., Fisheries Main Bldg. Complex</b>
8. Receive his/her copy of the approved FLA/ASC	8. Send thru Registered Mail the approved FLA/ASC	None	1 Hour	<b>Mary Joy A. Malvas, Chief, Records Section G/F Fisheries Main Bldg. Complex</b>
<b>TOTAL TIME- BFAR Central Office</b>		<b>2 hours, 45 minutes</b>		
<b>TOTAL TIME FOR PHASE II:</b>		<b>15 days, 9 hours, 45 minutes</b>		
<b>OVERALL TOTAL FOR PHASES I &amp; II:</b>		<b>21 days, 10 hours and 35 minutes</b>		

#### Notes:

1. The total period listed above does not include the time it takes for the DA-Records Division to receive and transmit the fishpond application and requirements to the DA-Office of the Undersecretary for Fisheries and transmit the approved FLA to BFAR
2. Client Step No. 5 - per Section No. 20 (h) of FAO No. 197-1, applicants are given six (6) months within which to submit the final requirements in Section 16, some of which are secured from other government agencies like the Department of Environment and Natural Resources (ECC/CNC, approved survey plans), Regional Trial Courts, etc.

#### Required Fees:

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

<i>Fishpond Application Fee</i>	Php 2,000.00
<i>Cash Bond Deposit</i>	Php 500.00 per hectare or fraction thereof
<i>Annual Rental</i>	Php 1,500.00 per hectare or fraction thereof

## 2. Renewal of Fishpond Lease Agreement (FLA) and Aquasilviculture Stewardship Contract (ASC)

The service involves the processing of applications for renewal of Fishpond Lease Agreements (FLA) and Aquasilviculture Stewardship Contracts (ASC)		
Office or Division	BFAR Provincial Fisheries Offices (PFO); BFAR Regional Offices (RO); Fisheries Regulatory and Licensing Division (FRLD) - Fishpond Lease Section (FLS)	
Classification	Highly Technical	
Type of Transaction	G2C Government to Citizen; G2B - Government to Business Entity; G2G - Government to Government Agency, Employee or Official	
Who may avail:	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
a. Duly accomplished application for Fishpond Lease Agreement (FLA) or Aquasilviculture Stewardship Contract (ASC)		Provincial Office, Regional Office or Central Office of BFAR
b. Application Fee of Php 2,000.00;		Provincial Office or Regional Office of BFAR
c. Payment of cash bond and initial rental		Provincial Office or Regional Office of BFAR
d. 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
e. Duly accomplished FLA or ASC acknowledged before a Notary Public;		Provincial Office, Regional Office or Central Office of BFAR
f. Photocopy of approved survey plan on record if the area remains unchanged;		Applicant
g. Notarized affidavit of adherence to Good Aquaculture Practices in the form prescribed in Annex A of FAO No. 197-1;		Provincial Office, Regional Office or Central Office of BFAR



h. Inspection Report endorsed by the Regional Director validating that: 1) the area is developed and the applicant has adhered to Good Aquaculture Practices; 2) the area is not involved in any pending administrative case; 3) the lessee has no unpaid rentals and surcharges; and 4) the area remains unchanged as indicated in the approved survey plan on record		Provincial Office or Regional Office of BFAR		
i. A new survey plan, should there be changes in the area.		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File fishpond application and submit requirements for renewal	1. Receive the application and determine completeness of requirements submitted	None	30 minutes	<i>Receiving Admin Clerk</i> <b>BFAR Regional or Provincial Fisheries Office</b>
2. Receive notification of BFAR - RO or PFO, re: ocular inspection of area	2. Notify the applicant on the scheduled conduct of ocular inspection of the area	None	1 day	<i>Fisheries Management, Regulatory and Enforcement Division (FMRED)</i> <b>BFAR Regional or Provincial Fisheries Office</b>
3. Accompany fisheries inspecting officer/s in the inspection of the area by the lessee or authorized representative	3. Conduct ocular inspection of the area for verification of the present physical status/state, with present occupant and compliance with Sec. 17 of FAO 197-1	None	3 days	<i>Fisheries Management, Regulatory and Enforcement Division</i> <b>BFAR Regional or Provincial Fisheries Office</b>
None	3.1. Prepare report of inspection and verification of improvements and advise applicant to pay the required fees	None	1 day	<i>Fisheries Management, Regulatory and Enforcement Division</i> <b>BFAR Regional or Provincial Fisheries Office</b>

4. Pay the required fees (Application fee, Initial FLA or ASC Rental and Cash Bond Deposit	4. Accept payment and issues Official Receipt	Application fee - Php 2,000; Initial Fishpond Rental - Php 1,500/ha.; Initial ASC Rental - Php 500/ha.; Cash Bond Deposit - Php 500/ha.	15 minutes	<i>Cashier or Special Collecting Officer/Regional or <b>BFAR Provincial Fisheries Office</b> Cashier or Special Collecting Officer</i>
None	4.1. Prepare endorsement letter of the report of inspection and verification with specific recommendation on the renewal of application with the requirements to be endorse to BFAR Regional Director for transmission to BFAR Central office	None	2 days	<b>BFAR Provincial Fisheries Officer, Regional Director</b>
None	4.2. Approve/Sign the endorsement of the application for renewal with complete requirements to the BFAR Central Office and endorse to the Regional Records Section	None	1 day	<i>BFAR Regional Director, <b>BFAR Regional Office</b></i>
None	4.3 Forward the signed endorsement of the application for renewal with complete requirements to BFAR Central Office	None	Will be determined by the Regional Office	<i>BFAR Records Section, <b>BFAR Regional Office</b></i>
<b>TOTAL TIME - Regional Office</b>		<b>7 days, 45 minutes</b>		
None	4.4. Receive the renewal application with complete requirements submitted by lessee for endorsement to FRLD	None	15 minutes	<b>Mary Joy A. Malvas, Chief, BFAR Records Section</b> G/Flr. Fisheries Main Bldg. Complex

None	4.5. Evaluate renewal application and requirements; and Prepare FLA/ASC endorsement letter to the Department of Agriculture for its approval	None	2 hours	<b>Atty. Angelica M. Villafuerte,</b> Josephine San Pedro, Christopher C. Baculi, <b>BFAR-FRLD</b> , G/Flr. Fisheries Main Bldg., Complex
None	4.6. Sign and initial endorsement letter to Department of Agriculture (DA) after the validation of documents submitted	None	1 day	<b>Atty. Michael S. Andayog,</b> Office-in-Charge BFAR- FRLD, G/F Fisheries Main Bldg. Complex
None	4.7. Validate documents, Sign and initial endorsement letter to Department of Agriculture (DA)	None	3 days	<b>Zaldy P. Perez</b> Asst. Director for Admin Services (ADAS) Zaldy P. Perez, 4/Flr. Fisheries Main Bldg.
None	4.8. Validate documents, Sign and initial endorsement letter to Department of Agriculture (DA)	None	3 days	<b>Atty. Demosthenes R. Escoto, BFAR</b> Director, 3/Flr., Fisheries Main Bldg.
None	4.9. Transmit processed FLA/ASC to Department of Agriculture (DA)	None	3 hours	<b>Mary Joy A. Malvas,</b> Chief, Records Section, BFAR, G/F Main BFAR Bldg.
<b>TOTAL TIME - Central Office</b>		<b>7 days, 5 hours, 15 minutes</b>		
None	4.10. Receive the processed FLA/ASC application for review of DA-Office of Undersecretary for Fisheries (USEC)	None	Will be determined by the Department of Agriculture (DA)	Chief, Records Division, Department of Agriculture G/F DA Office

None	4.11. Evaluate the submitted application for renewal of FLA/ASC and its requirements	None	5 days	<b>Office of the Undersecretary for Fisheries</b> , Department of Agriculture (DA), 4/F Fisheries Main Bldg. Complex
None	4.12. Approve/Sign the FLA/ASC application for renewal	None	3 days	<b>Drusila Esther E. Bayate, Undersecretary for Fisheries</b> , Department of Agriculture, 4/F Fisheries Main Bldg. Complex
None	4.13. Transmit to BFAR the approved FLA/ASC for renewal	None	Will be determined by Department of Agriculture (DA)	Chief, Records Division, Department of Agriculture, G/F DA Office
<b>TOTAL TIME - Dept. of Agriculture</b>		<b>8 days</b>		
None	4.14. Receive the approved and signed FLA/ASC for renewal for endorsement to BFAR-FRLD	None	15 minutes	<b>Mary Joy A. Malvas, Chief, Records Section</b> , BFAR, G/F Fisheries Main Bldg. Complex
<b>Note:</b> Notarization of the approved FLA/ASC Previously, the DA Records Officer sees to the notarization of the FLA after being signed by the DA Secretary; now, upon receipt at the FRLD, the notarization is contracted out to available Notary Public near the BFAR Office)				
None	4.12. Prepare transmittal letter to lessee	None	30 minutes	<b>Atty. Angelica M. Villafuerte, Josephine San Pedro, Christopher C. Baculi, BFAR-FRLD</b> , G/Flr. Fisheries Main Bldg., Complex

None	4.13. Sign transmittal letter	None	1 hour	<b>Atty. Michael S. Andayog</b> , Office-in-Charge BFAR- FRLD, G/F Fisheries Main Bldg. Complex
5. Receive the copy of the approved FLA/ASC by the lessee	5. Mail the approved renewal of FLA/ASC thru registered mail	None	1 hour	<b>Mary Joy A. Malvas</b> , Chief, Records Section, BFAR, G/F Fisheries Main Bldg. Complex
<b>TOTAL TIME Central Office</b>		<b>2 hours, 45 minutes</b>		
<b>OVERAL TOTAL End to End Process</b>		<b>22 days, 8 hours and 45 minutes</b>		

#### Required Fees:

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

Fishpond Application Fee	Php 2,000.00
Cash Bond Deposit	Php 500.00 per hectare or fraction thereof
Annual Rental (FLA)	Php 1,500.00 per hectare or fraction thereof
Annual Rental (ASC)	Php 500.00 per hectare or fraction thereof

#### Note:

1. The total period listed above does not include the time it takes for the DA-Records Division to receive and transmit the fishpond application and requirements to the DA-Office of the Undersecretary for Fisheries and transmit the approved FLA to BFAR

### 3. Transfer or Assignment of Rights Covering Fishpond Lease Agreement (FLA) and Aquasilviculture Stewardship Contract (ASC)

The service involves the processing of requirements on assignment or transfer of rights under Fishpond Lease Agreements and Aquasilviculture Stewardship Contract to individuals or corporations, fisherfolk association/cooperatives, and micro, small and medium enterprise	
<b>Office or Division</b>	BFAR Provincial Fisheries Offices (PFOs), BFAR Regional Offices (Ros); BFAR Central Office - Fisheries Regulatory and Licensing Division (FRLD) - <b>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		
a. Letter of Intent to Transfer by the Lessee (3 original copies)		Lessee		
b. 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 (2 original copies)		Provincial, Regional or Central Office of BFAR		
l. Certification issued by 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 judicial case (1 original copy)		Regional Trial Court		
m. Certification issued by the BFAR Regional Director to the effect that the area applied for is not subleased to any other person/s upon payment of certification fee of Php 10.00 (1 original copy)		BFAR Regional Office		
n. Affidavit executed by the applicant to the effect that the area applied for is not subleased to any person/s (1 original copy)		Applicant		
o. Notarized affidavit of adherence to Good Aquaculture Practices (3 original copies)		Provincial, Regional or Central Office of BFAR		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE


#### PHASE I. Issuance of Prior Written Approval of Transfer of FLA/ASC Rights

1. File/Submit Letter of Intent to transfer FLA/ASC rights together with the requirements	1. Receive submitted letter of intent and complete requirements	None	10 minutes	Receiving Clerk/Staff <b>BFAR Regional or Provincial Fisheries Office</b>
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2. Receive notification on the conduct of background information/interview; make him/herself available for the scheduled visit; and allow ocular inspection of the fishpond	2. Conduct of ocular inspection of the area to determine compliance with Sec. 18 of FAO 197-1	None	3 days	<i>Fishes Management, Regulatory and Enforcement Division (FMRED)</i> <b>BFAR Regional or Provincial Fisheries Office</b>
3. Make him/herself available for the scheduled visit; and allow ocular inspection of the fishpond for transfer	3. Coordinate with the applicant for the schedules of interview/investigation and conduct of ocular inspection of the area to determine compliance with Sec. 18 of FAO 197-1	None		<i>Fishes Management, Regulatory and Enforcement Division (FMRED)</i> Regional or Provincial Fisheries Office
None	3.1 Prepare reports of investigation and inspection of the fishpond area after the conduct of inspection & investigation	None	1 day	<i>Fishes Management, Regulatory and Enforcement Division</i> Regional or Provincial Fisheries Office
None	3.2 Prepare and endorse the Letter of Intent to Transfer FLA/ASC Rights with the report of Inspection and Investigation with it's recommendations to be transmitted to BFAR Central, FRLD Office for evaluation	None	2 days	<i>Fishes Management, Regulatory and Enforcement Division</i> Regional or Provincial Fisheries Office
<b>Processing TIME - Regional Office/PFOs</b>		<b>6 days, 10 minutes</b>		

None	3. Receive, Review, and Evaluate the submitted endorsement Letter of Intent, Reports of Inspection & Investigation with it's Recommendation from the ROs/PFOs	None	1 day	Atty. Michael S. Andayog, Atty. Angelica M. Villafuerte, Josephine A. San Pedro, Christopher C. Baculi, Fisheries Regulatory & Licensing Division, G/F Main BFAR Bldg.
None	3.1 Prepare the endorsement to transfer FLA/ASC rights application to Department of Agriculture (DA) for its approval	None	1 hour	Atty. Michael S. Andayog, Atty. Angelica M. Villafuerte, Josephine A. San Pedro, Christopher C. Baculi, Fisheries Regulatory & Licensing Division, G/F Fisheries Main Bldg. Complex
None	3.2 Transmit the processed transfer FLA/ASC rights application to Department of Agriculture (DA) for its approval	None	3hours	<b>Mary Joy A. Malvas,</b> Chief, Records Section, G/F Fisheries Main Bldg. Complex
<b>Processing TIME - BFAR Central</b>		<b>1 day, 4 hours</b>		
None	3.3. Receive the processed application to transfer FLA/ASC rights for review of DA-Office of the Undersecretary for Fisheries		Will be determined by the Department of Agriculture (DA)	Chief, Records Division, Department of Agriculture G/F DA Office



None	3.4. Receive the evaluate the recommendation for the approval of the letter of intent to transfer FLA/ASC rights	None	5 days	 <i>Office of the Undersecretary for Fisheries, DA Office, 4/F Main BFAR Bldg.</i>
None	3.5 Approve the transfer of rights and Issue Prior Written Approval	None	3 days	<b>Drusila Esther E. Bayate,</b> <i>Undersecretary for Fisheries, DA USEC Office, 4/Flr., Fisheries Main Bldg. Complex</i>
None	3.6 Transmit the signed Prior Written Approval back to BFAR-Records Section	None	Will be determined by Department of Agriculture (DA)	<i>Chief, Records Division, Department of Agriculture (DA), G/F DA Office</i>
Processing TIME - BFAR Central		8 days		
None	3.7. Receive the Prior Written Approval then forward the endorsement to BFAR -FRLD	None	15 minutes	<b>Mary Joy A. Malvas,</b> <i>Chief, Records Section, G/F Fisheries Main Bldg. Complex</i>
None	3.8 Notify the transferee through the Regional or Provincial Fisheries Office to file FLA/ASC application and submit requirements for transfer	None	1 hour	<i>Atty. Angelica M. Villafuerte, Josephine A. San Pedro, Christopher C. Baculi, FRLD, G/Flr., Fisheries Main Bldg. Complex</i>
Processing Time of Central :		1 hour, 15 minutes		
TOTAL Processing Time PHASE I:		15 days, 2 hours, 25 minutes		
Phase II: Receiving Clerk BFAR Regional or Provincial Fisheries Office				
1. Receive notification letter from BFAR Regional/Provincil Office on the submission of requirements for transfer	1. Notify applicant thru e-mail or tex messges on the submission of the requirements	None	5 mins	<i>Receiving Clerk Regional or Provincial Fisheries Office</i>

2. File FLA/ASC application, submit requirements and advise to pay required fees	2. Receive application, determine completeness of requirements submitted, accept payment of application and transfer fees and cash bond deposit	Application Fee - Php 2,000.00; Transfer Fee- Php 100.00/ha., & Cash Bond Deposit - Php 500.00/ha.	45 minutes	Receiving Clerk <b>BFAR Regional or Provincial Fisheries Office</b>
3. Proceed to the Cashier or Special Collecting Officer to pay for the required fees and secure official receipts	3. Accept payment for required fees and issue official receipts	None	5 mins	Special Collecting Officer <b>BFAR Regional Offices/ Provincial Fisheries Office(PFO)</b>
None	3.1 Validate the submitted requirements and prepare endorsement letter of the application for transfer to BFAR Central Office and endorse to BFAR Regional Director for signature	None	2 days	Fisheries Management, Regulatory and Enforcement Division (FMRED) <b>BFAR Regional or Provincial Fisheries Office</b>
None	3.2 Approve/Sign the endorsement of the application for transfer with complete requirements for transmission to the BFAR Central Office thru the Regional Records Section	None	1 day	<b>BFAR Regional Director, BFAR Regional Office</b>
None	3.3 Forward the endorsement of the application for transfer with complete requirements to the BFAR Central Office thru courier or registered mail	None	1 day	<b>BFAR Records Section, Regional Office/s</b>

Processing Time - Regional/PFOs :		4 days, 55 minutes		
None	3.4. Receive the application for transfer of FLA/ASC for endorsement to FRLD	None	15 minutes	<b>Mary Joy A. Malvas,</b> Chief, Records Section, G/F Fisheries Main Bldg. Complex
None	3.5 Evaluate the application requirements submitted for transfer	None	2 hours	<b>Atty. Angelica M. Villafuerte,</b> <b>Josephine A. San Pedro</b> <b>Christopher C. Baculi,</b> <b>BFAR-FRLD,</b> G/Flr., Fisheries Main Bldg., Complex, BPI Compound
None	3.6 Prepare application for transfer FLA/ASC rights and endorsement letter to Department of Agriculture for its approval	None	2 hours	
None	3.7 Validate documents then affix Initial on the endorsement letter to Department of Agriculture (DA)	None	1 day	<b>Atty. Michael S. Andayog,</b> Officer-in-Charge, BFAR-FRLD, G/F Fisheries Main Bldg.,
None	3.8 Review documents attached then affix initial on the endorsement letter to Department of Agriculture (DA) prior to the approval of the transfer	None	3 days	<b>Zaldy P. Perez,</b> Assistant Director for Admin Services ADAS Office 4/F Fisheries Main Bldg.
None	3.9 Sign endorsement letter for transmission to Department of Agriculture (DA) for approval	None	3 days	<b>Director Demosthenes R. Escoto,</b> BFAR, Director, 3/Flr, Fisheries Main Bldg. Complex

None	3.10 Transmit processed FLA/ASC to Department of Agriculture	None	3 hours	<b>Mary Joy A. Malvas,</b> Chief, Records Section, G/F Fisheries Main Bldg., Complex
<b>Processing Time - Central Offices :</b>		<b>5 days, 7 hours, 15 minutes</b>		
None	3.11. Receive the processed FLA/ASC application for transfer review of DA-Office of the Undersecretary for Fisheries	None	To be determined by concerned DA Office	Chief, Records Division, Department of Agriculture (DA) G/F DA Office
None	3.12. Receive the submitted application for transfer of FLA/ASC and its requirements for further review	None	5 days	<b>Office of the Undersecretary for Fisheries ,</b> DA Office, 4/Flr., Fisheries Main Bldg. Complex,
None	3.13. Approve/Sign the FLA/ASC Contract for transfer of rights	None	3 days	<b>Drusila Esther E. Bayate,</b> Undersecretary for Fisheries, DA-USEC Office, 4/Flr., Fisheries Main Bldg. Complex
None	3.14 Transmit approved FLA/ASC back to BFAR-Records for appropriate action	None	To be determined by concerned DA Office	Chief, Records Division, Department of Agriculture (DA) G/F DA Office
<b>Processing Time at Dept. of Agriculture::</b>		<b>8 days</b>		
None	3.15 Receive the approved and signed FLA/ASC transfer of rights for endorsement to BFAR-FRLD	None	15 minutes	<b>Mary Joy A. Malvas,</b> Chief, Records Section, G/F Fisheries Main Bldg., Complex

*Notarization of the approved FLA/ASC: (Previously, the DA Records Officer sees to the notarization of the FLA after being signed by the DA Secretary; now, upon receipt at the FRLD, the notarization is contracted out to available Notary Public near the BFAR Office)*

None	3.16. Prepare transmittal letter to lessee for notification on the approved FLA/ ASC transfer of rights and ready for release	None	30 minutes	<b>Atty. Michael S. Andayog, OIC, BFAR-FRLD</b>  <b>Atty. Angelica M. Villafuerte, Josephine A. San Pedro, Christopher C. Baculi, FRLD-FLS, G/Flr., Fisheries Main Bldg. Complex</b>
4. Receive thru registered mail the copy of the approved transfer of rights of FLA/ASC by the lessee	4. Mail to the applicant/lessee the approved transfer of rights of FLA/ASC thru registered mail	None	1 hour	<b>Mary Joy A. Malvas, Chief, Records Section G/F, Fisheries Main Bldg. Complex</b>
<b>Processing Time at BFAR CENTRAL:</b>		<b>1 hour, 45 minutes</b>		
<b>PROCESSING TIME: PHASE I &amp; II</b>		<b>17 days, 6 hours and 45 minutes</b>		
<b>OVERALL TOTAL: End to End Transactions:</b>		<b>32 days, 9 hours and 10 minutes</b>		

#### Required Fees:

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

Fishpond Application Fee	Php 2,000.00
Cash Bond Deposit	Php 500.00 per hectare or fraction thereof
Transfer Fee	Php 100.00 per hectare or fraction thereof
Annual Rental for FLA	Php 1,500.00 per hectare or fraction thereof
Annual Rental (ASC)	Php 500.00 per hectare or fraction thereof

**NOTE:**

1. The total period listed above does not include the time it takes for the DA-Records Division to receive and transmit the fishpond application and requirements to the DA-Office of the Undersecretary for Fisheries and transmit the approved FLA to BFAR

#### 4. Issuance of Gratuitous Permit (GP)

The service involves the processing of applications for issuance of Gratuitous Permits to 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>	BFAR, Provincial Fisheries Offices (PO), BFAR Regional, BFAR Central Office, Fisheries Regulatory and Licensing Division (FRLD) - Fishpond Lease Section (FLS)
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2B - Government to Business Entity; G2G - Government to Government
<b>Who may avail:</b>	Any branch of government or academic, scientific or research institution

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a. Duly accomplished application for Gratuitous Permit GP)	Provincial, Regional Offices of BFAR; FRLD-FLS-G/F, Fisheries Building Complex, Visayas Avenue, Quezon City
b. Project Profile which states: 1) the general and specific objectives of the project; 2) brief description of the project; 3) methodology of project implementation which includes names of personnel involved and percentage of time allotted in the project, schedule of implementation, funding requirements and sources both local and foreign, target beneficiaries and monitoring and evaluation scheme <i>(For Renewal of GPs, instead of the Project Profile, a Report of Inspection and Verification of Improvements to be provided by the Regional or Provincial Fisheries Office should be submitted.)</i>	To be provided by the applicant
c. Sketch/Survey plan of the area	To be provided by the applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application for Gratuitous Permit (GP) and submit requirements	1. Receive application and determine the completeness of the requirements submitted	None	30 minutes	<i>Receiving Clerk</i> <b>BFAR Regional or Provincial Fisheries Office</b>
2. Receive notification of BFAR RO or PFO, and make herself/himself available during the conduct of investigation/interview and ocular inspection of area	2. Coordinate with the client for the conduct of investigation/interview and ocular inspection of the area and followed by the conduct of the actual inspection	None	3 days	<i>Fisheries Management, Regulatory and Enforcement Division (FMRED)</i> <b>BFAR Regional or Provincial Fisheries Office</b>
None	2.1 Prepare report of inspection and investigation with specific recommendation	None	1 day	<i>Fisheries Management, Regulatory and Enforcement Division (FMRED)</i> <b>BFAR Regional or Provincial Fisheries Office</b>
None	3. Endorse the GP Application with complete requirements to BFAR Regional Office for endorsement to Central Office for processing of application, to be signed and approved by the Regional Director	None	2 days	<i>Fisheries Management, Regulatory and Enforcement Division (FMRED)</i> <b>BFAR Regional or Provincial Fisheries Office</b>
None	3.1 Approve/Sign the endorsement of the GP application with complete requirements to the Central Office for processing of application and endorse to the Regional Records Section for transmission to BFAR Central	None	Will be determined by the Regional Office	<b>BFAR Regional Director, Regional Office</b>

None	3.2 Forward the endorsement of the GP application with complete requirements to the Central Office for processing of application	None	Will be determined by the Regional Office	<b>BFAR Records Section,</b> Regional Office
<b>Processing TIME - Regional Office/PFO</b>		<b>6 days, 30 minutes</b>		
	4. Receive the GP Application with complete requirements endorsed by the Regional Office and endorse to BFAR-FRLD	None	15 minutes	<i>Chief, Records Section, G/Flr., Fisheries Main Bldg. Complex</i>
None	4.1 Receive and evaluate the GP Application with the inspection report submitted by Regional Office / Provincial Office (ROs/POs)	None	30 Minutes	<b>Atty. Michael S. Andayog, OIC, BFAR-FRLD,</b> G/F Fisheries Main Bldg. Complex, BPI Compound, Visayas Avenue, Brgy. Vasra, Quezon City
None	4.2 Prepare GP and endorsement letter for Department of Agriculture (DA) for signature and approval	None	30 Minutes	<i>Atty. Angelica M. Villafuerte, Josephine A. San Pedro, Christopher C. Baculi, Fishpond Lease Section, BFAR- FRLD,</i> G/F Main BFAR Bldg. Fisheries Building Complex, BPI Compound, Visayas Avenue, Brgy. Vasra, Quezon City
None	4.3 Validate documents affix initial on the endorsement letter to Department of Agriculture (DA) prior to the initial of the Director and Assistant Director	None	1 day	<i>Atty. Michael S. Andayog, OIC, FRLD, G/F Main BFAR Bldg.</i>



None	4.4 Affix initial on the endorsement letter to Department of Agriculture (DA) after review and forward to the Director by the admin staff of ADAS	None	3 days	<b>Zaldy P. Perez</b> , Asst. Director for Administrative and Other Support Services, ADAS, 4/F Fisheries Main Bldg. Complex
None	4.5 Affix initial on the endorsement letter to Department of Agriculture (DA) prior to the approval and signature of the Department Secretary	None	3 days	<b>Atty. Demosthenes R. Escoto</b> , BFAR Director, BFAR, 3/Flr., Fisheries Main BFAR Bldg.
None	4.6 Transmit processed GP to Department of Agriculture (DA)	None	3 hours	<b>Mary Joy A. Malvas</b> , Chief, Records Section, BFAR, G/Flr., Fisheries Main Bldg. Complex
<b>Processing TIME - BFAR Central</b>		<b>7 days, 4 hours and 15 minutes</b>		
None	5. Receive and forward the processed GP application with the BFAR endorsement to DA-Office of the Undersecretary for Fisheries	None	Will be determined by the Department of Agriculture (DA)	Chief, Records Division, Department of Agriculture (DA) G/F DA Office
	5.1 Receive and evaluate the application for GP with it's complete requirements	None	5 days	Office of the Undersecretary for Fisheries Department of Agriculture (DA), 4/Flr., Fisheries Main Bldg. Complex

None	5.2 Approve/Sign the Gratuitous Permit (GP)	None	3 days	<b>Drusila Esther E. Bayate</b> , Undersecretary for Fisheries, Department of Agriculture, 4/F Main BFAR Bldg.
None	5.3 Transmit the approved GP back to BFAR Records for appropriate action	None	Will be determined by Department of Agriculture (DA)	<b>Records Division</b> , Department of Agriculture (DA), G/F DA Office
<b>Processing TIME - Dept. of Agriculture (DA)</b>		<b>8 days</b>		
None	5.4. Receive from DA the approved/signed G. permit for endorsement to BFAR-FRLD office	None	12 minutes	<b>Mary Joy A. Malvas</b> , Chief, BFAR Records Section, G/F Fisheries Main Bldg. Complex
None	5.5. Sign the prepared transmittal letter of approved and signed GP to concerned RFO/PFO for release to applicant/client	None	1 hour	<b>Atty. Michael S. Andayog</b> , OIC-FRLD, 3/F Main BFAR Bldg.
3. Receive the copy of the approved GP	3. Mail the approved GP and transmittal letter to RFO/PFO thru registered mail	None	1 hour	<b>Mary Joy A. Malvas</b> , Chief, BFAR Records Section, G/F Fisheries Main Bldg. Complex
<b>Processing TIME - BFAR Central</b>		<b>2 hours, 15 minutes</b>		
<b>OVERALL TOTAL</b>		<b>21 days, 7 hours</b>		

**Note:**

The total number of hours listed above does not include the time it takes for the DA-Records Division to receive and endorse the GP application to the Office of the Undersecretary for Fisheries and transmit the approved GP to BFAR

## VII. Issuance of Endorsement Letter for DENR Requirements

### BFAR- Fisheries Resources Management Division (FRMD) Coastal Resources Management Section (CRMS)

1. Issuance of Cyanide Endorsement Letter to DENR for Importation Clearance
2. Request for Fishing Boat Registration (BOAT-R) and Fisherfolk Registration (FISH-R) Data

### 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>	Fisheries Resources Management Division (FRMD) - Coastal Resources Management Section (CRMS)
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2B - Government to Business Entity; G2C - Government to Citizen
<b>Who may avail:</b>	Importers of Cyanide and Chemicals Containing Cyanide

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter Request for Cyanide Endorsement (One (1) original copy)	Client/Requesting party
2. Notarized Affidavit of Undertaking (One (1) original copy)	Client/Requesting party
3. List of Clients - original and/or photocopy	Client/Requesting party
4. Inventory of Cyanide - one (1) original copy	Client/Requesting party
5. Chemical Management Plan - one (1) certified true copy	Client/Requesting party

6. Business Registration - one (1) certified true copy		Securities and Exchange Commission (SEC)		
7. Business Permit - one (1) certified true copy		Philippine Economic Zone Authority (PEZA) or Municipal Government		
8. Environmental Compliance Certificate (ECC) - one (1) certified true copy		DENR		
9. Chemical Control Order (CCO) Registration - one (1) certified true copy		DENR-EMB		
10. Permit to Operate - one (1) certified true copy		DENR-EMB		
11. DENR issued CCO Importation Certificate (if applicable) - one (1) certified true copy		DENR-EMB		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request with the complete documents required Cyanide Endorsement request	1. Receive and assess the request and check the validity of the attached complete requirements	None	1 hour	<i>Administrative Assistant III/ Biologist II/ Aquaculturist I FRMD Office 3rd flr., Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Quezon City</i>
None	1.1. Prepare Cyanide Endorsement Letter and forward to the CRM Section Head for initial	None	10 minutes	<i>Biologists II/ Aquaculturist I, Section Head, FRMD Office 3rd flr., Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Quezon City</i>

None	1.2 Review and affix initial to Cyanide Endorsement Letter	None	5 hours	<i>Division Chief, FRMD Office 3rd flr., Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Quezon City</i>
None	1.3 Forward Cyanide Endorsement Letter to ADOTECH for review and initial	None	15 minutes	<i>Administrative Assistant III / Biologist II/ Aquaculturist I/ FRMD Office 3rd flr., Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Quezon City</i>
None	1.4 Evaluate/review and initial the Cyanide Endorsement Letter	None	3 days	<i>Assistant Director for Technical Services, Office of the Assistant Director for Technical Services, 3rd Floor, Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Diliman, Quezon City</i>

None	1.5 Endorse the Endorsement Letter to the Bureau Director to review and signature	None	15 minutes	<i>Administrative Assistant III / Biologist II/ Aquaculturist I, FRMD Office 3rd flr., Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Quezon City</i>
None	1.6 Review and Approval of the Cyanide Endorsement Letter	None	3 days	<i>BFAR Director, Director's Office, 3rd flr., Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Quezon City</i>
2. Receive email notification on the approved Cyanide Endorsement Letter and ready for release	2. Notify client on the approved Endorsement Letter thru email and ready for release of document	None	10 Minutes	<i>Administrative Assistant III/ Biologist II/ Aquaculturist I FRMD Office 3rd flr., Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Quezon City</i>

3. Claim the approved Cyanide Endorsement Letter	3. Release the approved Cyanide Endorsement Letter.	None	10 Minutes	Administrative Assistant III/ Biologist II/ Aquaculturist I/ FRMD Office 3rd flr., Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Quezon City
<b>TOTAL:</b>		<b>None</b>	<b>6 Days, 7 hours</b>	

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

A. Collection of data and inventory towards policy formulation (Internal - Regional Fisheries Offices) B. Collection of data for research purposes and identification of beneficiaries for subsidy (External - LGU/ stakeholders, Academe, NGOs, etc.)	
<b>Office or Division</b>	BFAR- Fisheries Resources Management Division (FRMD) - Coastal Resource Management Section (CRMS)
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2B - Government to Business Entity; G2G- Government to Government; G2C- Government to Citizen
<b>Who may avail:</b>	<b>EXTERNAL</b> : Local Government Unit (LGU), NGOs, Academe, Fisherfolks/Stakeholders <b>INTERNAL</b> : Regional Fishery Offices
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Letter Request thru E-mail or Walk-in	Client/Requesting Party/ies

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request thru email or walk-in	1. Receive letter request and forward to the Division Chief for instructions to CRMS	None	30 minutes	<i>Administrative Staff, FRMD Office 3rd flr., Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Quezon City</i>
None	1.1 Review and refer the letter request to CRMS to render the assistance needed	None	1 day	<i>Division Chief FRMD Office 3rd flr., Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Quezon City</i>
None	1.2 Receive and review letter request and forward to CRMS technical personnel for appropriate action	None	1 hour	<i>Section Chief, Coastal Resources Management (CRMS), FRMD Office 3rd flr., Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Quezon City</i>



None	1.3 Extract requested FishR and/or BoatR data from the Municipal Fisherfolk Registration System (FishR) or Municipal Fishing Boat and Gear Registration System (BoatR)	None	1 day	<i>Technical Staff FRMD Office 3rd flr., Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Quezon City</i>
2. Receive the data requested thru email	2. Review and approve requested FishR and/or BoatR data requested thru email	None	1 day	<i>Section Chief and Technical Staff Coastal Resources Management (CRMS), FRMD Office 3rd flr., Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Quezon City</i>
None	2.1 Release the requested FishR and/or BoatR data thru email	None	10 minutes	<i>Administrative Staff Coastal Resources Management Section (CRMS) FRMD Office 3rd flr., Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Quezon City</i>
<b>TOTAL:</b>		<b>None</b>	<b>3 days, 1 hour, 40 minutes</b>	

## VIII. Technical Assistance On-site Inspection of Vessel Monitoring

### Office of the Director Vessel Monitoring Section

#### 1. Technical Assistance On-site Inspection of Mobile Transciever Unit/Automatic Locator Communicator (MTU/ALC)

Based on Fisheries Administrative Order 266 -RULES AND REGULATIONS ON THE IMPLEMENTATION OF VESSEL MONITORING MEASURES (VMM) AND ELECTRONIC REPORTING SYSTEM (ERS) FOR COMMERCIAL PHILIPPINE FLAGGED FISHING VESSELS and Fisheries Administrative Order 245 - Regulation and Implementing Guidelines on Group Tina Purse Seine Operations in High Seas Pocket Number-1 as a Special Management Area. to enhance monitoring of fishing operation for fisheries management thru the implementation of vessel monitoring measures and to establish the system that will facilitate and aid in case building and prosecution of fisheries law violation.

<b>Office or Division</b>	Office of the Director - VESSEL MONITORING SECTION (VMS)			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2B - Government to Business Entity, G2G - Government to Government			
<b>Who may avail:</b>	Regional Monitoring Center, Fishing Companies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (1 Original copy)		Client/Requesting Party/ies		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request thru email.	1. Receive letter request thru email.	None	10 minutes	VMS Operators On-duty, 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave. Diliman, Quezon City
None	1.1 Forward documents to the Section Chief for appropriate action.	None	10 minutes	
None	1.2 Assign technical staff to render technical assistance.	None	30 minutes	Chief, VMS, 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave. Diliman, Quezon City

None	1.3 Prepare the necessary travel order.	None	2 days	Administrative Assistant, 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave. Diliman, Quezon City
2. Receive notification and confirm attendance for the schedule of visit.	2. Schedule site visit inspection and notify client on schedule.	None	1 day	VMS Inspector, 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave. Diliman, Quezon City
3. Allow conduct of on-site visit inspection.	3. Conduct actual site visit inspection.	None	2 days	VMS Operators On-duty, 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave. Diliman, Quezon City
None	3.1 Prepare report on Mobile Transciever Unit inspection.	None	1day	VMS Operators On-duty, 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave. Diliman, Quezon City
4. Receive report on Mobile Transceiver Unit inspection report thru email.	4. Release report on Mobile Transciever Unit inspection thru email or endorsement to FLRD.	None	10 minutes	VMS Operators On-duty, 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave. Diliman, Quezon City
TOTAL:		None	6 days, 1 hour	

## BFAR-National Fisheries Laboratory Division (NFLD)

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

These analysis are used for research, pond preparation on aquaculture farming, fish kill or fish mortality investigation. Report of Test is one of the requirements or attachments for issuance of local transport permit, health certificates for local and international transport and other permits as it may required. It is also part of BFAR's disease surveillance and monitoring program for animal health and for HAB monitoring and for issuance of Red Tide Bulletin. The said programs supports long term sustainability and food security, food safety for local, imported and exported fish and fishery products to be globally competitive.

<b>Office or Division</b>	National Fisheries Laboratory Division (NFLD)
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C (Government to Citizen), G2G (Government to Government) and G2B (Government to Businesses)
<b>Who may avail:</b>	BFAR Regional Office, BFAR-FIQD (Verification), 1st and 2nd Border Inspection, Local Government Office, Exporter, Academe, Law Enforcement and Fisherfolks

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Samples for Analysis in accordance with the set requirements of sample per analysis in terms of volume, weight, quantity and condition of sample. The Masterlist of Analysis (ML 7.2-01) which indicates the sample requirements, methods used and its limit of detection are posted in BFAR website at <a href="http://www.bfar.da.gov.ph">www.bfar.da.gov.ph</a> .	1. Client/Customer
2. Request for Laboratory Analysis (RLA), QF 7.1-01 (two copies back to back)	BFAR-National Fisheries Laboratory Division (NFLD) Receiving Area or from Customer Service Officer and in BFAR website at <a href="http://www.bfar.da.gov.ph">www.bfar.da.gov.ph</a> .

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the RLA (QF 7.1-01) Form and submit once it was accomplished with the sample	1. Receive accomplished RLA form from clients with the sample and assess its completeness and sample requirements	None	20 Minutes	<i>Client/Customer and Customer Service Officer NFLD Office-Ground Flr.</i>
2. Secure Order of Payment and pay the necessary fee and duplicate copy of the RLA and claim stub	2. Issue of Order of Payment and duplicate copy of the RLA and claim stub.	None	10 Minutes	<i>Client/Customer and Customer Service Officer NFLD Office-Ground Flr.</i>
3. Pay appropriate fee and secure Official Receipt	3. Accept payment and issue Official Receipt (original and duplicate copy)	None	10 Minutes	<i>Cashier Personnel FIQD-BFAR New Building, Brgy. Vasra, BPI Compd., Brgy. Vazra, Visayas Ave., Quezon City</i>
	3.2 Conduct of Analysis as per request  A. Physico-Chemical (Marine Water, Brackish Water or Freshwater Intended for Aquaculture) a. pH b. Acidity/Alkalinity c. Carbon Dioxide d. Dissolved Oxygen e. Ammonia f. Nitrate g. Nitrite h. Phosphate i. Total Phosphate j. Salinity	per sample  a. PHP 30.00 b. PHP 100.00 c. PHP 100.00 d. PHP 150.00		

None	<p>B. Gross/ Necropsy or Microscopic Examination</p> <p>C. Parasitological Examination</p> <p>D. Bacterial Count (Luminous and Vibrio)</p>	<p>e. PHP 180.00</p> <p>f. PHP 180.00</p> <p>g. PHP 300.00</p> <p>h. PHP 300.00</p> <p>i. PHP 30.00</p> <p>j. PHP 30.00</p> <p>PHP 75.00</p> <p>PHP 100.00</p> <p>PHP 100.00</p>	1 Day and 4 hours after sample receipt	<p>Laboratory Analyst/s / Technical Manager</p>
	3.3 Calculate and record result of analysis		3 Hours	Laboratory Analysis / Technical Manager
	3.4 Verify results, prepare, review and approval of Test Report		1 Day	Laboratory Analysis / Technical Manager / Customer Service Officer / Section Chief / Laboratory Manager
4. Present Claim Stub and duplicate copy of Official Receipt to claim test report(s)/result(s). Note that the availability of approved Laboratory Report is indicated in the RLA.	4. Release the original Report of Test, collect the claim stub and duplicate copy of OR then ask the client to signed the receiving copy of the report of test	None	20 Minutes	Client/Customer and Customer Service Officer NFLD Office or through email upon receipt of the copy official receipt and claim stub.

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

These analysis are used for research, for pond preparation on aquaculture farming, for fish mortality investigation and presence of paralytic shellfish toxin (PST) in shellfish and the like samples. Report of Test is one of the requirements or attachments for issuance of local transport permit, health certificates for local and international transport and other permits as it may required. It is also part of BFAR's disease surveillance and monitoring program for animal health and for HAB monitoring and for issuance of Red Tide Bulletin. The said programs supports long term sustainability and food security, food safety for local, imported and exported fish and fishery products to be globally competitive.

<b>Office or Division</b>	National Fisheries Laboratory Division (NFLD)			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C (Government to Citizen), G2G (Government to Government) and G2B (Government to Businesses)			
<b>Who may avail:</b>	BFAR Regional Office, BFAR-FIQD (Verification), 1st and 2nd Border Inspection, Local Government Office, Exporter, Academe, Law Enforcement and Fisherfolks			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Samples for Analysis in accordance with the set requirements of sample per analysis in terms of volume, weight, quantity and condition of sample. The Masterlist of Analysis (ML 7.2-01) which indicates the sample requirements, methods used and its limit of detection are posted in BFAR website at <a href="http://www.bfar.da.gov.ph">www.bfar.da.gov.ph</a> .		1. Client/Customer		
2. Request for Laboratory Analysis (RLA), QF 7.1-01 (two copies back to back)		BFAR-National Fisheries Laboratory Division (NFLD) Receiving Area or from Customer Service Officer and in BFAR website at <a href="http://www.bfar.da.gov.ph">www.bfar.da.gov.ph</a> .		
3. Local Transport Permit (LTP) or Auxiliary Invoice for traceability purposes for PST samples		Client/Customer, BFAR FIQD, BFAR Regional Offices, LGU or Municipal		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up the RLA (QF 7.1-01) Form and submit once it was accomplished with the sample	Receive accomplished RLA form from clients with the sample and assess its completeness and sample requirements	None	20 Minutes	<i>Client/Customer and Customer Service Officer</i> NFLD Office-Ground Flr.

2. Secure Order of Payment and pay the necessary fee and duplicate copy of the RLA and claim stub	Issue of Order of Payment and duplicate copy of the RLA and claim stub.	None	10 Minutes	<i>Client/Customer and Customer Service Officer NFLD Office-Ground Flr.</i>
3. Pay appropriate fee and secure Official Receipt	3.1 Accept payment and issue Official Receipt (original and duplicate copy)	None	10 Minutes	<i>Cashier Personnel FIQD-BFAR New Building, Brgy. Vasra, BPI Compd., Brgy. Vazra, Visayas Ave., Quezon City</i>
None	3.2 Conduct of Analysis as per request	None		
None	3.2.1 Molecular Diagnostic Analysis <u>for Crustaceans</u> a. WSSV b. TSV c. IMNV d. YHV/GAV e. PvNV f. MrNV g. IHHNV h. AHPND/EMS	PHP 600.00 per analysis per sample	3 Days and 4 hours after sample receipt	<i>Laboratory Analyst/s and Technical Manager</i>
None	<u>for Finfishes</u> a. KHV b. TiLV c. VNN d. IRIDO (M & RG) e. SVCV  3.2.2 Paralytic Shellfish Toxin (PST)			
None	3.3 Calculate and record result of analysis		3 Hours	<i>Laboratory Analysis / Technical Manager</i>



None	3.4 Verify results, prepare, review and approval of Test Report		1 Day	Laboratory Analysis / Technical Manager / Customer Service Officer / Section Chief / Laboratory Manager
4. Present Claim Stub and duplicate copy of Official Receipt to claim test report(s)/result(s). Note that the availability of approved Laboratory Report is indicated in the RLA.	4. Release the original Report of Test, collect the claim stub and duplicate copy of OR then ask the client to signed the receiving copy of the report of test	None	20 Minutes	Client/Customer and Customer Service Officer NFLD Office or through email upon receipt of the copy official receipt and claim stub.
<b>Total:</b>		<b>None</b>	<b>5 (five) days</b>	

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

These analysis are used for research, certification, monitoring, verification and enforcement. Report of Test is one of the requirements or attachments for issuance of local transport permit, health certificates for local and international transport, HACCP certification and other permits as it may required. It is also part of BFAR's HAB monitoring and Inspector's verification and in support to the Law Enforcement Activity of the bureau. The said programs supports long term sustainability and food security, food safety for local, imported and exported fish and fishery products to be globally competitive.

<b>Office or Division</b>	National Fisheries Laboratory Division (NFLD)
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2C (Government to Citizen), G2G (Government to Government) and G2B (Government to Businesses)
<b>Who may avail:</b>	BFAR Regional Office, BFAR-FIQD (Verification), 1st and 2nd Border Inspection, Local Government Office, Exporter, Academe, Law Enforcement and Fisherfolks

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Samples for Analysis in accordance with the set requirements of sample per analysis in terms of volume, weight, quantity and condition of sample. The Masterlist of Analysis (ML 7.2-01) which indicates the sample requirements, methods used and its limit of detection are posted in BFAR website at <a href="http://www.bfar.da.gov.ph">www.bfar.da.gov.ph</a> .		1. Client/Customer		
2. Request for Laboratory Analysis (RLA), QF 7.1-01 (two copies back to back)		BFAR-National Fisheries Laboratory Division (NFLD) Receiving Area or from Customer Service Officer and in BFAR website at <a href="http://www.bfar.da.gov.ph">www.bfar.da.gov.ph</a> .		
3. Local Transport Permit (LTP) or Auxiliary Invoice for traceability purposes for AST and DST samples		Client/Customer, BFAR FIQD, BFAR Regional Offices, LGU or Municipal		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up the RLA (QF 7.1-01) Form and submit once it was accomplished with the sample	Receive accomplished RLA form from clients with the sample and assess its completeness and sample requirements	None	20 Minutes	<i>Client/Customer and Customer Service Officer NFLD Office-Ground Flr.</i>
2. Secure Order of Payment and pay the necessary fee and duplicate copy of the RLA and claim stub	Issue of Order of Payment and duplicate copy of the RLA and claim stub.	None	10 Minutes	<i>Client/Customer and Customer Service Officer NFLD Office-Ground Flr.</i>
3. Pay appropriate fee and secure Official Receipt	3.1 Accept payment and issue Official Receipt (original and duplicate copy)	None	10 Minutes	<i>Cashier Personnel FIQD-BFAR New Building, Brgy. Vasra, BPI Compd., Brgy. Vazra, Visayas Ave., Quezon City</i>

None	3.2 Conduct of Analysis as per request	per sample		
	3.2.1. Formaldehyde	3.2.1. PHP 250.00		
	3.2.2. Cyanide	3.2.2. PHP 250.00		
	3.2.3. AST	3.2.3. PHP 2,500.00		
	3.2.4. pH (chemical analysis for raw materials)	3.2.4. PHP 50.00		
	3.2.5. DST	3.2.5. PHP 3,000.00 per analysis per sample	5 Days and 4 hours after sample receipt	Laboratory Analyst/s and Technical Manager
None	3.3 Calculate and record result of analysis		3 Hours	Laboratory Analysis / Technical Manager
None	3.4 Verify results, prepare, review and approval of Test Report		1 Day	Laboratory Analysis / Technical Manager / Customer Service Officer / Section Chief / Laboratory Manager
4. Present Claim Stub and duplicate copy of Official Receipt to claim test report(s)/result(s). Note that the availability of approved Laboratory Report is indicated in the RLA.	4. Release the original Report of Test, collect the claim stub and duplicate copy of OR then ask the client to signed the receiving copy of the report of test	None	20 Minutes	Client/Customer and Customer Service Officer NFLD Office or through email upon receipt of the copy official receipt and claim stub.
Total:		None	7 (seven) days	

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

These analysis are used for research, certification, monitoring, verification and enforcement. Report of Test is one of the requirements or attachments for issuance of local transport permit, health certificates for local and international transport, HACCP certification and other permits as it may required. It is also part of BFAR's HAB monitoring and Inspector's verification and in support to the Law Enforcement Activity of the bureau. The said programs supports long term sustainability and food security, food safety for local, imported and exported fish and fishery products to be globally competitive.

<b>Office or Division</b>	National Fisheries Laboratory Division (NFLD)
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2C (Government to Citizen), G2G (Government to Government) and G2B (Government to Businesses)
<b>Who may avail:</b>	BFAR Regional Office, BFAR-FIQD (Verification), 1st and 2nd Border Inspection, Local Government Office, Exporter, Academe, Law Enforcement and Fisherfolks

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Samples for Analysis in accordance with the set requirements of sample per analysis in terms of volume, weight, quantity and condition of sample. The Masterlist of Analysis (ML 7.2-01) which indicates the sample requirements, methods used and its limit of detection are posted in BFAR website at <a href="http://www.bfar.da.gov.ph">www.bfar.da.gov.ph</a> .	1. Client/Customer
2. Request for Laboratory Analysis (RLA), QF 7.1-01 (two copies back to back)	BFAR-National Fisheries Laboratory Division (NFLD) Receiving Area or from Customer Service Officer and in BFAR website at <a href="http://www.bfar.da.gov.ph">www.bfar.da.gov.ph</a> .

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up the RLA (QF 7.1-01) Form and submit once it was accomplished with the sample	Receive accomplished RLA form from clients with the sample and assess its completeness and sample requirements	None	20 Minutes	<i>Client/Customer and Customer Service Officer</i> NFLD Office-Ground Flr.

2. Secure Order of Payment and pay the necessary fee and duplicate copy of the RLA and claim stub	Issue of Order of Payment and duplicate copy of the RLA and claim stub.	None	10 Minutes	<i>Client/Customer and Customer Service Officer</i> NFLD Office-Ground Flr.
3. Pay appropriate fee and secure Official Receipt	3.1 Accept payment and issue Official Receipt (original and duplicate copy)	None	10 Minutes	<i>Cashier</i> <i>Personnel</i> FIQD-BFAR New Building, Brgy. Vasra, BPI Compd., Brgy. Vazra, Visayas Ave., Quezon City
None	3.2. Conduct of Analysis as per request  3.2.1. Water Activity (AW)  3.2.2 % Salt (NaCl)  3.2.3 Moisture  3.2.4. Microbial Analysis a. APC b. Staphylococcus aureus c. Coliform d. Faecal Coliform (for ice & water) e. Escherichia coli f. Salmonella g. Shigella h. Anaerobic Bacteria i. Enterococci (for ice % water)	per sample  3.2.1. PHP 75.00  3.2.2. PHP 160.00  3.2.3. PHP 85.00  a. PHP 200.00 b. PHP 300.00  c. PHP 250.00 d. PHP 250.00	8 Days and 4 hours after sample receipt	<i>Laboratory Analyst/s and Technical Manager</i>
None	3.2.5. Bacterial Identification a. Aeromonas spp. b. Vibrio spp. c. Streptococcus spp. d. Edwardsiella spp. e. Other fish & crustacean bacteria	e. PHP 350.00 f. PHP 400.00 g. PHP 400.00 h. PHP 400.00 i. PHP 350.00  for Bacte. ID PHP 200.00 per analysis per sample		

None	3.3 Calculate and record result of analysis		3 Hours	Laboratory Analysis / Technical Manager
None	3.4 Verify results, prepare, review and approval of Test Report		1 Day	Laboratory Analysis / Technical Manager / Customer Service Officer / Section Chief / Laboratory Manager
4. Present Claim Stub and duplicate copy of Official Receipt to claim test report(s)/result(s). Note that the availability of approved Laboratory Report is indicated in the RLA.	4. Release the original Report of Test, collect the claim stub and duplicate copy of OR then ask the client to signed the receiving copy of the report of test	None	20 Minutes	Client/Customer and Customer Service Officer NFLD Office or through email upon receipt of the copy official receipt and claim stub.
<b>Total:</b>		<b>None</b>	<b>10 Days</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

These analysis are used for research, certification, monitoring and surveillance, verification and enforcement. Report of Test is one of the requirements or attachments for issuance of local transport permit, health certificates for local and international transport, HACCP certification, Aquaculture Farm Registration under NRCP, and other permits as it may required. It is also part of BFAR's Disease Surveillance and Monitoring, National Residue Control Program (NRCP), Toxin and Noxious monitoring and Inspector's verification and in support to the Law Enforcement Activity of the bureau. The said programs supports long term sustainability and food security, food safety for local, imported and exported fish and fishery products to be globally competitive.

<b>Office or Division</b>	National Fisheries Laboratory Division (NFLD)
<b>Classification</b>	Complex

<b>Type of Transaction</b>	G2C (Government to Citizen), G2G (Government to Government) and G2B (Government to Businesses)			
<b>Who may avail:</b>	BFAR Regional Office, BFAR-FIQD (Verification), 1st and 2nd Border Inspection, Local Government Office, Exporter, Academe, Law Enforcement and Fisherfolks			
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 Auxilliary Invoice		Client/Customer, BFAR FIQD, BFAR RegionaI Offices, LGU or Municipal		
4. Request for Laboratory Analysis (RLA)		BFAR-National Fisheries Laboratory Division (NFLD) Receiving Area		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up the RLA (QF 7.1-01) Form and submit once it was accomplished with the sample	Receive accomplished RLA form from clients with the sample and assess its completeness and sample requirements	None	20 Minutes	<i>Client/Customer and Customer Service Officer NFLD Office-Ground Flr.</i>
2. Secure Order of Payment and pay the necessary fee and duplicate copy of the RLA and claim stub	Issue of Order of Payment and duplicate copy of the RLA and claim stub.	None	10 Minutes	<i>Client/Customer and Customer Service Officer NFLD Office-Ground Flr.</i>
3. Pay appropriate fee and secure Official Receipt	3.1 Accept payment and issue Official Receipt (original and duplicate copy)	None	10 Minutes	<i>Cashier Personnel FIQD-BFAR New Building, Brgy. Vasra, BPI Compd., Brgy. Vazra, Visayas Ave., Quezon City</i>

None	<p>3.2. Conduct of Analysis as per request</p> <p>3.2.1. Brevetoxin</p> <p>3.2.2. Ciguatera</p> <p>3.2.3. Antibiotic Residues</p> <p>a. CAP (except shells)</p> <p>b. AOZ (except feeds)</p> <p>c. AMOZ (except feeds)</p> <p>d. Aflatoxin (for feeds)</p>	<p>per sample</p> <p>3.2.1. PHP 4,500.00</p> <p>3.2.2. PHP 4,500.00</p> <p>3.2.3.</p> <p>a. PHP 1,000.00</p> <p>b. PHP 1,000.00</p> <p>c. PPHP 1,000.00</p> <p>d. PHP 1,000.00</p>		
None	<p>3.2.4. Histamine</p> <p>3.2.5. Heavy Metals</p> <p>a. Lead</p> <p>b. Cadmium</p> <p>c. Mercury</p> <p>3.2.6. HISTOPATHOLOGICAL EXAMINATION (Fixation-Trimming-Tissue Processing-Embedding-Sectioning-Staining-Mounting- Microscopic examination)</p>	<p>3.2.4. PHP 450.00</p> <p>3.2.5.</p> <p>a. PHP 1,200.00</p> <p>b. PHP 1,200.00</p> <p>c. PHP 1,200.00</p> <p>3.2.6. PHP 500.00</p>	<p>13 Days and 4 hours upon completion of the required number of samples per filter plate for Brevetoxin and Ciguatera;</p> <p>13 Days and 4 hours after sample receipt</p>	<p><i>Laboratory Analyst/s and Technical Manager</i></p>
None	3.3 Calculate and record result of analysis		3 Hours	<p><i>Laboratory Analysis / Technical Manager</i></p>
None	3.4 Verify results, prepare, review and approval of Test Report		1 Day	<p><i>Laboratory Analysis / Technical Manager / Customer Service Officer / Section Chief / Laboratory Manager</i></p>



4. Present Claim Stub and duplicate copy of Official Receipt to claim test report(s)/result(s). Note that the availability of approved Laboratory Report is indicated in the RLA.	4. Release the original Report of Test, collect the claim stub and duplicate copy of OR then ask the client to signed the receiving copy of the report of test	None	20 Minutes	<i>Client/Customer and Customer Service Officer NFLD Office or through email upon receipt of the copy official receipt and claim stub.</i>
<b>Total:</b>		None	<b>15 (fifteen) days after after completion of the required number of samples per filter plate for Brevetoxin and Ciguatera;</b>  <b>15 (fifteen) days after sample receipt for Antibiotic Residues, Histopathology, Histamine and Heavy Metals.</b>	

# CERTIFICATE OF COMPLIANCE



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF FISHERIES and AQUATIC RESOURCES**  
Fisheries Building Complex, Bureau of Plant Industry Compound,  
Visayas Avenue, Diliman, Quezon City

## CERTIFICATE OF COMPLIANCE

Year: 2023

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

I, **ZALDY P. PEREZ**, Filipino, of legal age, holding the position of **Assistant Director for Administrative Services** of the Bureau of Fisheries and Aquatic Resources (BFAR), the person responsible and accountable in ensuring compliance with Section 6 of the R.A. 11032 or 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 (BFAR), Central Office**, including its **seven (7) National Centers, and fifteen (15) Regional Offices** has established its most current and updated Citizen's Charter pursuant to Section 6 of R.A. 11032, its implementing Rules and Regulations, and the relevant ARTA Issuances.

**BFAR Citizen's Charter Manual Edition: cy-2023, 3<sup>rd</sup> Edition**

- 2) The BFAR Citizen's Charter latest edition are presented:

- € Citizen's Charter Manual: cy-2023, 3<sup>rd</sup> Edition  
(Aligned with Reference B of ARTA Memorandum Circular No. 2019-002).
- € Official website: [bfar.da.gov.ph](http://bfar.da.gov.ph) is uploaded on the agency's website and accessible to the general public

- 3) The BFAR Citizen's Charter Information Billboard through TV monitor enumerates the following information:

- a. External/ Priority Services;
- b. Checklist of requirements for each type of application or request;
- c. Name of the person responsible for each step;
- d. Fee/s to be paid, if necessary; and
- e. Procedure for filing complaints and feedback.

- 4) The BFAR Citizen's Charter Manual enumerates the following information:

- a. Mandate, vision, mission and service pledge of the agency
- b. Government Services offers (External and Internal Services);
  - i. Comprehensive and uniform checklist of requirements for each type of application or request;
  - ii. Classification of service;
  - iii. Type of transaction;
  - iv. Who may avail;
  - v. Client steps and agency action to obtain a particular service;
  - vi. Person responsible for each step;
  - vii. Processing time per step and total;
  - viii. Fee/s to be paid and total, if necessary
- c. Procedure for filing complaints and feedback;
- d. Contact Information of ARTA, Presidential Complaints Center (PCC), and CSC Contact Center ng Bayan in the Complaints mechanism; and
- e. List of Offices

5) The BFAR Citizen's Charter Information Billboard is posted in the most conspicuous place of the Bureau's frontline offices specifically at the main entrance lobby of the building located at Ground Floor, Fisheries Building, BPI Compound, Visayas Avenue, Q.C. with the following frontline offices:

- Fisheries Regulatory and Licensing Division (FRLD)
- Fisheries Inspection and Quarantine Division (FIQD)
- Anti-Red Tape Unit (ARTU) or Public Assistance and Complaint Desk (PACD)
- Fisheries Resource Management Division (FRMD)-Coastal Resource Management Section (CRMS) at the 3<sup>rd</sup> Floor, Fisheries Building Complex, BPI Compound
- National Fisheries Laboratory Division (NFLD) Ground Floor and 3<sup>rd</sup> Floor, 860 ARCADIA Bldg., Quezon Avenue, Quezon City

6) The BFAR Citizen's Charter Manual is posted at the bulletin board or window counter of each frontline service office to complement the information on the services indicated in the Electronic Billboard.

7) The BFAR Citizen's Charter Manual edition was uploaded on the BFAR official website and was posted in an Electronic Billboard using the TV monitor located at the main entrance lobby Ground Floor of the main building.

8) The BFAR Citizen's Charter is written in English, printed out in A4 bond paper, and ring-bound and published as an information material.

9) There is an established Client Satisfaction Measurements for the whole bureau using the required format and must be accomplished by the Client, to monitor the feedback on every concluded transaction provided by the frontline service offices by placing or dropping in the suggestion box provided through the encouragement of the assigned personnel at the Public Assistance and Complaint Desk (PACD) to give feedback on the services received and availed.

10) The BFAR Director, the head of the office or agency, shall be primarily responsible for the implementation of this act and shall be held accountable to the public in rendering fast, efficient, convenient and reliable service, pursuant to Sec. 8 of R.A. 11032.

This certification is being issued to attest to the compliance of the agency with the foregoing statement that can be validated by the Authority.

IN WITNESS WHEREOF, I have hereunto set my hands this 18<sup>th</sup> day of December 2023, in Quezon City, Philippines.



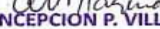
**ZALDY P. PEREZ**

BFAR Assistant Director for Admin Services  
Chairperson, BFAR CART

**29 DEC 2023**

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ of \_\_\_\_\_ 2023 in Quezon City Philippines, with affiant exhibiting to me his BFAR Government-issued Identification ID, issued on March 17, 2008 at BFAR, Fisheries Complex Bldg., BPI Compound, Barangay Vasra, Visayas Avenue, Quezon City.

DOC. No. 252  
PAGE No. 51  
BOOK No. XXVII  
SERIES OF 20 23

  
**ATTY. CONCEPCION P. VILLAREÑA**  
Notary Public for Quezon City  
Until December 31, 2023

PTR No. 3716371 / January 2, 2023 Q.C.  
PTR No. 167803 / November 15, 2021 Q.C.  
Roll No. 30457 / 05-03-1980  
MCLE VII-0006994 / 09-21-2021  
ADM. MATTER No. NP-005 (2022-2023)



**BUREAU OF FISHERIES AND AQUATIC RESOURCES**

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

**PART II**

**CY-2023 (3rd Edition)**

## TECHNICAL SERVICES

Page Number

<b>I. Capture Fisheries Division (CFD)</b>	
1. Request for Technical Assistance for Site Survey, Orientation and Construction, Installation of Lambaklad (Set Net) and Trial Fishing Operation	260
2. Request for Technical Assistance (Data Provision)	266
3. Request for Technical Assistance for Fisheries Management Areas (FMA)	269

<b>II. Fisheries Inspection &amp; Quarantine Division (FIQD) FISHERIES AUDIT SECTION (FAS)</b>	
1. Conduct System and Performance Audit	272
2. Conduct Investigative Audit	276

<b>III. Fisheries Resources Management Division (FRMD) COASTAL RESOURCE MANAGEMENT SECTION (CRMS)</b>	
1. Technical Assistance on the Conduct of Rapid Resource Assessment	281
2. Technical Assistance for Walk-in Clients	284

<b>CONSERVATION AND ENVIRONMENTAL PROTECTION SECTION (CEPS)</b>	
1. Technical Assistance for Fisheries Administrative Cases with Probable Cause (Settlement Case)	285
2. Technical Assistance for Fisheries Administrative Cases with Probable Cause (Full-blown Trial Case)	289
3. Technical Assistance for Fisheries Administrative Cases without Probable Cause	292

<b>IV. Inland Fisheries and Aquaculture Division (IFAD)</b>	
1a. Technical Assistance thru Letter Request/ Memorandum (Technical Inputs/Comments)	296
b. Technical Assistance thru Letter Request/ Memorandum (Technical Inputs/Comments)	299
c. Technical Assistance thru Letter Request/ Memorandum (Technical Inputs/Comments)	302
2. Technical Assistance thru Telephone Inquiry	305
3. Technical Assistance to Walk-in Clients	306

<b>V. Fisheries Post-Harvest Technology Division (FPHTD)</b>	
1. Letter Request for Technical Assistance related to Fisheries Post-Harvest Facilities (Fish Processing Plants, CFLCs, etc.)	309
2. Letter Request for Technical Assistance/Conduct of Technology Demonstration	313
3. Technical Assistance thru Provision of Inputs/Comments Related to FPH Memorandum/Documents	316
4. Technical Assistance thru Letter Request (Information Education and Communication (IEC) Materials, Available Data/ References)	319
5. Technical Assistance thru Letter Request as Resource Person	322
6. Technical Assistance thru Letter Request (On-the-Job Training)	325
7. Technical Assistance thru Telephone Inquiry	328
8. Technical Assistance to Walk-in Clients	330

<b>VI. Fisheries Industry Development Support and Services Division (FIDSSD)</b>	
1. Technical Assistance to Walk-in Clients	332
2. Technical Assistance thru Telephone, and SMS Inquiry	334
3. Technical Assistance thru Letter Request/ Email	336
4. Technical Assistance - Fisheries Market Matching (Reactionary)	339

## ADMINISTRATIVE SERVICES

Page Number

### I. Office of the Director and Offices of the Assistant Directors

1. Signing of Licenses, Permits, Clearances, Registration, Accreditations and Certificates	343
2.a. Signing of General Communications (Director's Office)	346
b. Signing the General Communications (Assistant Director for Technical Services)	349
c. Signing of General Communications (Assistant Director for Administrative Services)	352
3. Signing of Financial Documents	354
4. Signing of Legal Documents and International Agreements	357
5.a. Routing of Incoming General Communications (DO)	359
b. Routing of Incoming General Communications (ADOTECH)	361
c. Routing of Incoming General Communications (ADAS)	363

### VESSEL MONITORING SECTION

1. Data Access thru Telephone Inquiry on Data Pertaining to the Entry/Exit of all Philippine Flagged Fishing Vessels and Foreign Fishing Vessels within Philippine Waters	365
---	-----

### Fisheries Regulatory Information Management Center (FRIMC)

1. Technical Assistance for Clients (Internal)	366
2. Render System Development, Implementation, and Deployment	367
3. Submission of the Updated Content/Articles for Posting and Uploading to BFAR Website and Transparency Seal	370
4. Render Technical Assistance on Drone Survey of any BFAR Fisheries Resources	372

### II. Legal Division

1. Fact-finding Investigation	374
2. Review of Contracts and Policies and Rendering of Legal Opinion	380



<b>ADJUDICATION COMMITTEE</b>	
1. Resolution of Fisheries Administrative Cases	385
2. Resolution of Fisheries Adjudicative Cases	390
3. Approval of Settlement Offers	396

<b>III. Information and Fisherfolk Coordination Unit (IFCU) INFORMATION AND PUBLIC RELATIONS GROUP</b>	
1. Provision of Information, Education and Communication (IEC) Materials	399
2. Responding to Inquiries (Walk-in)	400
3. Responding to Inquiries through Internet	401
4. Facilitating Interview Request through Internet	402
5. Facilitating Interview Request (Walk-in)	404
6. Provision of Message/Speech/Presentation of BFAR Key Official(s)	406

<b>LIBRARY SECTION</b>	
1. Borrowing of Books and other Reference Materials	409
2. Inter-Library Loan Services	410
3. Inquiry Assistance through Telephone Calls, E-mails and Registered mail	412
4. Provide Request of BFAR Technology Publication for Information Dissemination for walk in client	413
5. Request for Photocopying / Reproduction of Reference Materials	414
6. Request for Signing of Clearance for Leave, Retirement, Transfer of Office / Work	416

<b>NATIONAL FISHERIES AND AQUATIC RESOURCES MANAGEMENT COUNCIL (NFARMC)</b>	
1. Deliberation of the Proposed Fisheries Administrative Orders (FAOs) and Other Fisheries Policies	417
2. Responding to Request / Inquiries	424



## IV. Administrative Services

### A. HUMAN RESOURCE MANAGEMENT SECTION (HRMS)

1. Processing of Scholarship Grants through BFAR Employees Scholarship Program	425
2. Processing of Local and International Scholarship / Training Grants from Partnered Agencies/Institutions (facilitated by BFAR)	432
3. Processing of Local and International Scholarship / Training Grants from Partnered Agencies/Institutions (Initiated by Employee)	440
4. Processing of Terminal Leave Benefits for Retirees in the Central Office	444
5. Processing of Terminal Leave Benefits for Retirees in the Regional Office	447
6. Processing of Leave Application	449
7. Processing of Request for Official Travel Authority	456
8. Processing of Request for Personal Travel Authority	462
9. Recruitment Selection and Placement Process	466
10. Processing of Request for Personnel Transactions	473
11. Request for Printing and Re-printing of Daily Time Record (DTR)	476
12. Request for Personnel Records from the HRMS Data Management Room	478
13. Processing of Remittances	481
14. Processing of Request for a Certified True Copy of Approved Travel Order/s	484
15. Issuance of Certificate of Appearance (CA) upon request	485
16. Issuance of BFAR Official ID for Newly Hired Employee and Updating of Information upon Employee's Request	487
17. Issuance on the Replacement of lost BFAR Official ID	488
18. Issuance of Endorsement Letter for the Opening of Lanbank Account	490

### HRMS Public Assistance Counter Desk (PACD) and Anti-Red Tape Unit (ARTU)

1. Technical Assistance for Walk-in Clients	493
2. Procedure in Handling Complaints or Negative Feedback	494

### BFAR Medical Clinic

1. Administering of First Aid Treatment to Internal and External Clients	497
--	-----

## B. RECORDS SECTION

1. Disposal of Valueless Records	500
2. Lending of Fishpond Lease Agreement (FLA) and Commercial Fishing Vessel & Gear Licenses (CFVGL) Records	505
3. Issuance of Certified Photocopy of Fishpond Lease Agreement (FLA) and Commercial Fishing	507
4. Mailing of Official Document	510
5. Releasing of documents through Messengerial Service	512
6. Issuance of Certified Photocopy of Fishpond Lease Agreement (FLA) and Commercial Fishing Vessel and Gear Licenses (CFVGL) Records and approved issuances (FAO, FGMO & FMO)	514
7. Receiving of Official Documents from External Client and Other Government Agencies (Walk-in)	515

## C. PROPERTY & INVENTORY SECTION

1. Issuance of Approved Purchase Order to Winning Bidders/Suppliers, Delivery of Supplies, Materials, Equipment and Services, and Acceptance and Inspection of Procured Products and/or Items	517
2. Issuance and Delivery of Requested Common-use Supplies and Materials	520
3. Issuance of Certificate of Non-Availability of Common-Use Supplies, Equipment, and Consumables	521
4. Issuance of Clearance Form from Property Accountability/ies	523
5. Issuance of Property Acknowledgment Receipt (PAR), Inventory Custodian Slip (ICS), Property Transfer Receipt (PTR) and Inventory Transfer Receipt (ITR) for Transferred PPE and Semi-Expendable Property	524
6. Issuance of Gate Pass for Bringing Out Property	526

## D. GENERAL SERVICES SECTION (GSS)

1. Rendering Repair and Maintenance of Vehicles	528
2. Rendering Equipment Maintenance and Utilities	529
3. Provision of Accommodation at BFAR Dormitory	531
4. Request for Service Vehicle	532

## E. CASHIER SECTION

1. Issuance of Official Receipt	534
2. Releasing of Checks	535

## V. Finance and Management Division (FMD)

1. Recognition of Obligation (for Purchase Order)	537
2. Disbursement through Checks/List of Due and Demandable Accounts Payable - Advice to Debit Accounts (LDDAP-ADA) - (Processing of Payment for Purchase Order)	540
3. Disbursement through Checks/List of Due and Demandable Accounts Payable - Advice to Debit Accounts (LDDAP-ADA) - (Travelling Expense)	546
4. Disbursement through Checks/List of Due and Demandable Accounts Payable - Advice to Debit Accounts (LDDAP-ADA) - (Cash Advance)	549
5. Disbursement through Checks/List of Due and Demandable Accounts Payable - Advice to Debit Accounts (LDDAP-ADA) - (Petty Cash Advance)	552
6. Collection and Deposit - (Issuance of Order of Payment)	556

## VI. Fisheries Planning and Economic Division (FPED)

1. Provision of Technical Assistance (Simple)	558
2. Provision of Technical Assistance (Complex)	559
3. Provision of Technical Assistance (Highly Technical)	562
4. Processing of Incoming Documents (Travel Orders and Purchase Requests)	565
5. Processing of Incoming Documents (Proposals)	567

## Feedbacks and Complaints Mechanism

569

## List of Offices

572

## TECHNICAL SERVICES

### Capture Fisheries Division (CFD)

#### 1. Request for Technical Assistance for Site Survey, Orientation and Construction, Installation of Lambaklad (Set Net) and Trial Fishing Operation

The BFAR-Capture Fisheries Division promotes the use of sustainable fishing technologies to enhance the fisheries production while minding resource sustainability. Set net or lambaklad is considered as an eco-friendly fishing gear that is being promoted as project of the government and private sector. It provides livelihood and regular source of extra income for the communities, and additional employment opportunities to the fisherfolks. With this fishing gear, 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)-Commercial and Distant Fishing and Technical Support and Advisory Service Section
<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>	Cooperatives or Fisherfolk Association registered with the Local Government Unit (LGU)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (1 original copy)		Registered Fisherfolk Association		
2. Endorsement Letter from LGU/Regional Fishery Offices (RFO) certifying that the applicant is a registered fisherfolk		Fisherfolk Registration (FishR) Concerned Local Government Unit (LGU) /Regional Fishery Office (RFO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit endorsement letter with attached request letter to Director's Office	1. Receive and forward the request to BFAR-Capture Fisheries Division for appropriate action	None	5 minutes	<i>Administrative Staff, Office of the Director, 3rd Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>

None	1.1 Receive the request and evaluate the following: -budget allocation -conduct table study of the site design -technical considerations	None	2 hours	Concerned Staff/Lambaklad Focal Person, BFAR-Capture Fisheries Division (CFD), 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	1.2 Prepare initial evaluation report and draft response to Regional Fishery Office (RFO) / Local Government Unit (LGU) on the actions to be taken	None	2 hours	Concerned Staff/Lambaklad Focal Person, BFAR-Capture Fisheries Division (CFD), 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	1.3 Review and recommend initial evaluation report and response letter to RFO / LGU	None	30 minutes	Division Chief, BFAR-Capture Fisheries Division (CFD), 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	1.4 Endorse the initialed evaluation report and response letter to the Assistant Director for Technical Services (ADoTech) for review and initial	None	15 minutes	Technical Staff, BFAR-Capture Fisheries Division (CFD), 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

None	1.5 Receive and review the endorsed evaluation report and sign/initial the response letter	None	3 days	<i>Assistant Director for Technical Services, 3rd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
None	1.6 Endorse the same to the Director's Office for approval	None	15 minutes	<i>Administrative Staff, ADoTech, 3rd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
None	1.7 Approve/sign the evaluation report and response letter from ADoTech	None	3 days	<i>National Director, Office of the Director, 3rd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
None	1.8 Return to CFD for appropriate action	None	15 minutes	<i>Administrative Staff, Office of the Director, 3rd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>

None	1.9 Forward the approved response letter to Records Section for transmittal to Regional Focals	None	15 minutes	<i>Administrative Staff, BFAR-Capture Fisheries Division (CFD), 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
2. Receive the letter response and confirm on the scheduled site validation survey	2. Coordinate with the concerned RFO / LGU and confirm with the client on the scheduled site validation survey	None	30 minutes	<i>Technical Staff, BFAR-Capture Fisheries Division (CFD), 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
None	2.1 Prepare and facilitate approval of Travel Order (TO) for the conduct of site validation survey	None	15 minutes	<i>Administrative Staff, BFAR-Capture Fisheries Division (CFD), 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
3. Accompany the CFD Technical Staff during the site validation survey	3. Actual conduct of site validation survey to determine the following: -determine/plot project deployment location -design using standard protocols and criterias	None	4 hours	<i>Technical Staff, BFAR-Capture Fisheries Division (CFD), 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>

None	3.1 Prepare site validation survey report and endorse to RFO / LGU	None	1 day	Technical Staff, BFAR-Capture Fisheries Division (CFD), 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	3.2 Coordinate with the RFO / LGU for the schedule of orientation and construction and installation of Lambaklad unit	None	30 minutes	Technical Staff, BFAR-Capture Fisheries Division (CFD), 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	3.3 Prepare and facilitate approval of TO for the conduct of orientation and construction, installation of Lambaklad unit and trial fishing operation	None	15 minutes	Administrative Staff, BFAR-Capture Fisheries Division (CFD), 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City



4. Attend the orientation and participate in the construction and installation the Lambaklad (Set Net) and conduct of trial fishing operation	4. Assist/supervise during the construction and orientation, installation of the Lambaklad (Set Net) and trial fishing operation	None	30 days*	Technical Staff, BFAR-Capture Fisheries Division (CFD), 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City & Provincial Fisheries Office/Regional Office (Production Division)
5. Receive the constructed Lambaklad (Set Net) unit	5. Turn-over/Launching of the Lambaklad (Set-net) project	None	1 day	Technical Staff, BFAR-Capture Fisheries Division (CFD), 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City & Provincial Fisheries Office/Regional Office (Production Division)
<b>TOTAL:</b>		<b>None</b>	<b>39 days, 3 hours, 5 minutes</b>	

\*30 days is inclusive for the construction and orientation, installation of the Lambaklad unit, and trial fishing operation (17 days for orientation and construction, 10 days for installation, and 3 days trial fishing operation)

## 2. Request for Technical Assistance (Data Provision)

One of the function of the Capture Fisheries Division is to provide technical assistance and capacity building to Regional Fishery Offices and other agencies/institutions in the implementation of capture fisheries/fishing technology projects and activities. As a technical division, CFD also provides data and information related to its programs and projects including media and student/academe, other NGAs request for inputs.

<b>Office or Division</b>	BFAR-Capture Fisheries Division (CFD)-Capture Fisheries Policies, Programs, and Operations Monitoring Section
<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 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 (Data provision)		Client/ Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request for Technical Assistance (data provision) to Director's Office	1. Receive Letter Request and forward to Capture Fisheries Division (CFD)	None	5 minutes	Administrative Staff, Office of the Director, 3rd Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	1.1 Forward to Division Chief for delegation of task to the concerned focal	None	15 minutes	Administrative Staff, BFAR-Capture Fisheries Division (CFD), 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

None	1.2 Receive and review letter request	None	30 minutes	<i>Division Chief, BFAR-Capture Fisheries Division (CFD), 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
None	1.3 Provide the technical assistance needed  -Data provision (data processing and consolidation)	None	1 day	<i>Technical Staff, BFAR-Capture Fisheries Division (CFD), 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
None	1.4 Submit draft response letter for review and initial of Division Chief	None	15 minutes	<i>Technical Staff, BFAR-Capture Fisheries Division (CFD), 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
None	1.5 Review and sign/initial the response letter	None	1 hour	<i>Division Chief, BFAR-Capture Fisheries Division (CFD), 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>

None	1.6 Endorse to Assistant Director for Technical Services (ADoTech) the draft response letter for review and initial	None	15 minutes	<i>Technical Staff, BFAR-Capture Fisheries Division (CFD), 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
None	1.7 Receive, review and sign/initial the response letter	None	3 days	<i>Assistant Director for Technical Services, ADoTech, 3rd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
None	1.8 Endorse response letter for approval of the Director	None	15 minutes	<i>Administrative Staff, ADoTech, 3rd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
2. Receive approved response letter with the requested data thru online	2. Send thru email approved response letter to client with the requested data	None	10 minutes	<i>Technical Staff, BFAR-Capture Fisheries Division (CFD), 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
<b>TOTAL:</b>		<b>None</b>	<b>4 days, 2 hours, 45 minutes</b>	

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

One of the function of the Capture Fisheries Division is to provide technical assistance and capacity building to Regional Fishery Offices and other agencies/institutions in the implementation of capture fisheries/fishing technology projects and activities. The Capture Fisheries Division serves as the National focal/coordinator for the implementation of the Fisheries Management Areas (FMA). In accordance with the Fisheries Administrative Order 263, series of 2019 or the Establishment of Fisheries Management Area (FMA) for the conservation and management of fisheries in the Philippine waters, the BFAR thru the CFD provides technical assistance, supervise, and capacitate the Regional Fishery Offices, Local Government Units (LGUs) and other NGAs on Fisheries Management Areas related activities.

<b>Office or Division</b>	BFAR-Capture Fisheries Division (CFD)-Capture Fisheries Policies, Programs, and Operations Monitoring Section
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2G-Government to Government; G2C-Government to Citizen
<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	1. Receive Letter Request and forward to concerned Regional Fishery Office (RFO)	None	5 minutes	BFAR-Provincial Fisheries Office (PFO)
None	1.1 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	BFAR-Regional Fishery Office/s

None	1.2 Receive letter request / endorsement letter from concerned Regional Fishery Office and forward to BFAR-CFD for appropriate action	None	15 minutes	<i>Administrative Staff, Office of the Director, 3rd Flr., Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
None	1.3 Receive letter request/endorsement letter from the Office of the Director	None	10 minutes	<i>Administrative Staff, BFAR-Capture Fisheries Division (CFD), 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
None	1.4 Forward to CFD Chief for appropriate action	None	15 minutes	<i>Division Chief, BFAR-Capture Fisheries Division (CFD), 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
None	1.5 Receive letter request and assign to concern Technical Staff/Focal Person for appropriate action	None	5 minutes	<i>Technical Staff, BFAR-Capture Fisheries Division (CFD), 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
None	1.6 Review/evaluate the letter request and prepare/facilitate the approval of letter response	None	2 hours	<i>Technical Staff, BFAR-Capture Fisheries Division (CFD), 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>

2. Receive notification on the approved letter response	2. Coordinate/notify client on the approved letter request thru phone call/e-mail on the scheduled date of activity/lecture/orientation	None	15 minutes	<i>Technical Staff, BFAR-Capture Fisheries Division (CFD), 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
None	2.1 Prepare and facilitated approval of Travel Order (TO) for the provision of technical assistance	None	15 minutes	<i>Administrative Staff, BFAR-Capture Fisheries Division (CFD), 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
3. Confirm attendance and attend appropriate orientation/lecture schedule	3. Render/provide the Technical Assistance requested/needed:  - Acts as Resource Person - Provide lectures, orientation, etc.	None	2 days	<i>Technical Staff, BFAR-Capture Fisheries Division (CFD), 2nd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
<b>TOTAL:</b>		<b>None</b>	<b>2 days, 4 hours, 20 minutes</b>	

## 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

<b>Office or Division</b>	BFAR-Fisheries Inspection Quarantine Division (FIQD) - Fisheries Audit Section (FAS)			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2G- Government to Government			
<b>Who may avail:</b>	FIQD- Fisheries Certification Section, Fisheries Inspection Section, Fisheries Quarantine Section/Regional Fisheries Inspection and Quarantine Unit (RFIQU) (Internal)			
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 the conduct of system and performance audit thru email/phone call	1. Communicate/ coordinate with the FIQD/RFIQU and Quarantine Units to confirm the audit schedule specified in the audit Program.	None	1 hour	<i>Section Chief BFAR FIQD-FAS</i>  <i>FAS Auditors</i>  <i>BFAR- FIQD-FAS, G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i>
None	1.1 Prepare and sign memorandum/audit plan/travel order/pass slip regarding the set schedule of audit	None	1 hour	<i>Section Chief BFAR FIQD-FAS</i>  <i>FAS Auditors</i>  <i>BFAR- FIQD-FAS, G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i>



None	1.2 Approve and sign memorandum/audit plan/travel order/pass slip regarding the set schedule of audit	None	2 hours	<p><i>Division Chief BFAR FIQD Fisheries Inspection and Quarantine Division BFAR- FIQD, G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i></p>
None	1.3 Process the memorandum/travel order for approval of the Bureau Director and concerned offices.	None	3 days	<p><i>BFAR Fisheries Planning and Economic Division, Finance Management Division 4/Floor , Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i></p> <p><i>Asst. Director for Technical Services Office, Bureau Director's Office, BFAR Administrative Division 3/Floor , Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i></p>
2. Receive the approved memorandum and audit plan thru email	2. Send the approved memorandum and audit plan to RFIQU/FIQD thru email	None	1 hour	<p><i>Section Chief BFAR FIQD-FAS</i></p> <p><i>FAS Auditors</i></p> <p><i>BFAR- FIQD- FAS, G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i></p>

3. Allow/assist in the conduct of on-site system and performance audit	<p>3. Conduct on- site system and performance audit with the following order of activities:</p> <p>a. Opening meeting with FIQD/ RFIQU head and staff</p> <p>b. Desk review</p> <p>c. Performance evaluation (observation of activities conducted)</p> <p>d. Close-door meeting</p> <p>e. Exit meeting</p>	None	5 days	<p><i>Section Chief BFAR FIQD-FAS</i></p> <p><i>FAS Auditors</i></p> <p><i>BFAR- FIQD-FAS, G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i></p>
None	3.1 Prepare audit report, corrective action reports, result of performance evaluation, and memorandum regarding audit findings	None	4 days	<p><i>Section Chief BFAR FIQD-FAS</i></p> <p><i>FAS Auditors</i></p> <p><i>BFAR- FIQD-FAS, G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i></p>
None	3.2 Endorse the corrective action report and memorandum for review and initial/signature of the Section Chief	None	2 hours	<p><i>Section Chief BFAR FIQD-FAS</i></p> <p><i>BFAR- FIQD, G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i></p>
None	3.3 Endorse the corrective action report and memorandum for review and initial/signature of the Division Chief	None	6 hours	<p><i>Division Chief BFAR FIQD Fisheries Inspection and Quarantine Division BFAR- FIQD, G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i></p>

None	3.4 Receive and review the initially signed memorandum with attached corrective action reports for endorsement of Assistant Director for Technical Services (ADOTECH) to Director's Office (DO)	None	3 days	Asst. Director for Technical Services Office (ADOTECH) 3/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	3.5 Approve and sign the received memorandum regarding audit findings	None	3 days	Bureau Director Director's Office 3/Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Q.C.
4. Receive the approved memorandum and corrective action reports thru e-mail and hard copy (courier)	4. Send the corrective action reports and approved memorandum to FIQD/RFIQU thru e-mail and hard copy (courier)	None	3 hours	Section Chief BFAR FIQD-FAS  FAS Auditors  BFAR- Fisheries audit Section (FAS) G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
<b>TOTAL:</b>		<b>None</b>	<b>20 days</b>	

## 2. Conduct of Investigative Audit

Conduct investigation/verification of establishment with import refusal abroad.				
<b>Office or Division</b>	BFAR-Fisheries Inspection Quarantine Division (FIQD) - Fisheries Audit Section (FAS)			
<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 (External)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Import refusal notification ( 1 Eletrconic 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>
Initial Steps/Process:				
None	a. Monitor and print import refusal notification from OIER/DA-IAD/importing country website (e.g., US FDA) for initial action of section chief	None	30 minutes	Section Chief BFAR FIQD-FAS  BFAR- Fisheries audit Section (FAS) G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	b. Review of received import refusal notification and endorsement to section chief for action.	None	1 hour	Division Chief BFAR FIQD Fisheries Inspection and Quarantine Division BFAR- FIQD, G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.

None	c. Instruct the FAS auditors to communicate with the Fishery Establishment/Regional Fisheries Inspection and Quarantine Unit regarding the import refusal notification	None	30 minutes	<p><i>Section Chief BFAR FIQD-FAS</i></p> <p><i>BFAR- Fisheries audit Section (FAS) G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i></p>
None	d. Review and prepare the necessary details and documents regarding the import refusal received	None	1 day	<p><i>Section Chief BFAR FIQD-FAS</i></p> <p><i>FAS Auditors</i></p> <p><i>BFAR- Fisheries audit Section (FAS) G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C</i></p>
1. Receive notification and schedule of conduct of investigative audit thru email/phone call on the import refusal notification	1. Communicate and coordinate with Fishery Establishment/Regional Fisheries Inspection and Quarantine Unit regarding the import refusal notification and schedule the conduct of investigative audit thru email/phone call	None	3 hours	<p><i>Section Chief BFAR FIQD-FAS</i></p> <p><i>FAS Auditors</i></p> <p><i>BFAR- Fisheries audit Section (FAS) G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C</i></p>
None	1.1 Prepare and sign memorandum/audit plan/travel order/pass slip regarding the set schedule of audit	None	4 hours	<p><i>Section Chief BFAR FIQD-FAS</i></p> <p><i>FAS Auditors</i></p> <p><i>BFAR- FIQD-FAS, G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i></p>

None	1.2 Approve and sign memorandum/audit plan/travel order/pass slip regarding the set schedule of audit	None	4 hours	<p><i>Division Chief BFAR FIQD</i></p> <p><i>Fisheries Inspection and Quarantine Division BFAR- FIQD, G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i></p>
None	1.3 Process and approval of the memorandum/letter/travel order/pass slip for approval of Bureau Director and other concerned offices.	None	3 days	<p><i>BFAR Fisheries Planning and Economic Division, Finance Management Division 4/Floor , Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i></p> <p><i>Asst. Director for Technical Services Office, Bureau Director's Office, BFAR Administrative Division 3/Floor , Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i></p>
2. Receive approved memorandum/letter thru e-mail	2. Send the approved memorandum/letter to the FABO/RFIQU thru email	None	1 hour	<p><i>Section Chief BFAR FIQD-FAS</i></p> <p><i>FAS Auditors</i></p> <p><i>BFAR- FIQD- FAS, G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i></p>

3. Allow and assist in the conduct of on-site investigative audit	3. 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. Closed door meeting e. Exit meeting with the plant management	None	3 days	<p><i>Section Chief BFAR FIQD-FAS</i></p> <p><i>FAS Auditors</i></p> <p><i>BFAR- FIQD-FAS, G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i></p>
None	3.1 Prepare, review, and endorse of investigative audit report to the Division Chief	None	4 days	<p><i>Section Chief BFAR FIQD-FAS</i></p> <p><i>FAS Auditors</i></p> <p><i>FIQD Section Chiefs</i></p> <p><i>BFAR- FIQD-FAS, G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i></p>
None	3.2 Approve, sign and endorse the investigative audit report and forward to ADOTECH	None	1 day	<p><i>Division Chief BFAR FIQD</i></p> <p><i>Fisheries Inspection and Quarantine Division</i></p> <p><i>BFAR- FIQD, G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i></p>
None	3.3 Review, initial and endorsement of the investigative audit report to the Bureau Director	None	3 days	<p><i>Asst. Director for Technical Services Office (ADOTECH)</i></p> <p><i>3/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i></p>

None	3.4 Review, approve, and sign the investigative audit report	None	3 days	<i>BFAR Director's Office</i> <i>3/Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Q.C.</i>
4. Receive the approved investigative audit report thru e-mail and courier (for hard copy)	4. Send the approved Investigative Audit Report to RFIQU/FABO and OIER thru e-mail and courier	None	2 hours	<i>Section Chief BFAR FIQD-FAS</i>  <i>FAS Auditors</i>  <i>BFAR- FIQD-FAS, G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</i>
<b>TOTAL:</b>		<b>None</b>	<b>18 days, 6 hours</b>	



## Fisheries Resource Management Division (FRMD) COASTAL RESOURCE MANAGEMENT SECTION (CRMS)

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

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

<b>Office or Division</b>	BFAR- Fisheries Resources Management Division (FRMD) - Coastal Resources Management Section (CRMS)
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2G- Government to Government
<b>Who may avail:</b>	(Internal) Regional Fisheries Offices

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (Email and/or Walk-in)		Client/Requesting Party/ies		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request or thru email	1. Receive request letter and forward letter request to the Division Chief for instructions to CRM Section Chief	None	30 minutes	<i>Administrative Staff, FRMD Office 3rd flr., Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Diliman, Quezon City</i>
None	1.1 Review and refer the letter request to CRMS to render the assistance needed	None	1 day	<i>Division Chief FRMD Office 3rd flr., Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Quezon City</i>

2. Receive needed requirement schedule of Technical Assistance	2. Coordinate with the client on the details of activity (i.e. schedule , requirements, etc.)	None	20 minutes	<p><i>Aquaculturist I Technical Staff</i></p> <p><i>Coastal Resources Management Section (CRMS)</i></p> <p><i>FRMD Office</i></p> <p><i>3rd flr., Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Quezon City</i></p>
None	2.1 Prepare/ Process the approval of travel order by the Division Chief	None	1 hour	<p><i>Administrative Staff, FRMD Office</i></p> <p><i>3rd flr., Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Quezon City</i></p>
None	2.2 Process the approval of the necessary travel documents	None	5 days	<p><i>HRMS, FPED, FMD, ADAS, 3rd and 4th flr., Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Diliman, Quezon City</i></p>
3. Accompany the technical staff on the conduct of on-site assessment	3. Conduct of On-site assessment	None	5 days	<p><i>Aquaculturist II Technical Staff</i></p> <p><i>Coastal Resources Management Section (CRMS)</i></p> <p><i>FRMD Office</i></p> <p><i>3rd flr., Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Quezon City</i></p>

None	3.1 Analyze the data gathered during the actual assessment for the drafting of the Technical Report	None	10 days	<i>Aquaculturist II Technical Staff FRMD Office 3rd flr., Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Quezon City</i>
4. Receive notification on the release of Technical Assistance	4. Notify the client on the scheduled release of Technical Report thru email.	None	10 minutes	<i>Aquaculturist II Technical Staff Coastal Resources Management Section (CRMS) FRMD Office 3rd flr., Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Quezon City</i>
5. Receive copy of approved Technical Report	5. Release of the approved Technical Report to the client,	None	10 minutes	<i>Administrative Staff Coastal Resources Management Section (CRMS) FRMD Office 3rd flr., Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Quezon City</i>
<b>TOTAL:</b>		<b>None</b>	<b>21 days, 2 hours 10 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>	BFAR- Fisheries Resources Management Division (FRMD) - Coastal Resource Management Section (CRMS)
<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 and Internal) Local Government Unit (LGU)/Other Stakeholders and Regional Fisheries Offices

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request /Inquiry		Client/Requesting Party/ies		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request/make an inquiry	1. Receive letter request or attend to the client/s inquiry and refer to concerned technical staff	None	20 Minutes	Administrative Staff, FRMD Office 3rd flr., Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Quezon City
2. Discuss the inquiry with the technical personnel/ staff	2. Render technical assistance to the client and/or reply /answer to the inquiry through letter	None	40 minutes	Aquaculturist II/ Biologist II/ Technical Staff/ Administrative Staff FRMD Office 3rd flr., Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Ave., Diliman, Quezon City
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour</b>	

**Fisheries Resources Management Division (FRMD)**  
**CONSERVATION AND ENVIRONMENTAL PROTECTION SECTION (CEPS)**

**1. Technical Assistance for Fisheries Administrative Cases with Probable Cause (Settlement case)**

Investigation proceeding and issuance of Notice of Violations received from other Law Enforcement Agencies in relation to Fisheries Code

<b>Office or Division</b>	Fisheries Resources Management Division - Conservation and Environmental Protection Section (FRMD-CEPS)
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2G - Government to Government
<b>Who may avail:</b>	Government Law Enforcement Agencies/Other Government agencies (including LGUs)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Transmittal/Letter Request - Original	Client/Requesting party
2. Notice of Violation (with proof of receipt) / Verified Complaint-Affidavit (1 photocopy)	
3. Spot/Apprehension Report/ Investigation Report (1 photocopy)	
4. Attachment (if applicable)	
a. Inventory of Items/Articles onboard the impounded fishing boat/ vessel (1 original)	
b. Inventory of Crew/Fishworkers (1 original)	
c. Photos and Documentation (1 original/authenticated copy by the photo documenter)	
d. Commercial Fishing Vessel License (CFVL) (1 certified photocopy)	
e. Gear License (1 certified photocopy)	
f. CTC- Certificate of Philippine Registry (MARINA-1 certified photocopy)	
g. CTC - Certificate of Ownership (1 certified photocopy)	
h. Fisherman's License (1 photocopy)	
i. Boat Admeasurement (1 photocopy)	

5. Additional Attachment if Apprehended by Third Party;
a. Endorsement Letter
b. Boarding Certificate (1 original)
c. Photo documentor Affidavit (1 original)
d. City/Municipal Ordinance (place of apprehension/1 photocopy)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request/Transmittal and other supporting documents	1. Receive the Letter Request/supporting documents and record in logbook then forward to FRMD for appropriate action.	None	15 minutes	<i>Administrative Staff Director's Office 3rd Flr., Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
None	1.1 Receive the Letter Request and supporting documents from the Director's Office and forward to the concerned section head for appropriate action.	None	15 minutes	<i>Administrative Staff, Division Chief, FRMD 3rd floor Anex, Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
None	1.2. Receive the Letter Request from the Division Head for appropriate action	None	5 minutes	<i>Section Head BFAR-FRMD-CEPS/ 2nd Flr. Annex, Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>

None	1.3. Screen the submitted documents (If complete /sufficient documents, proceed to investigation)	None	1 day	<i>Section Head, Investigation Team BFAR-FRMD- CEPS/ 2nd Flr. Annex, Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
None	1.4. Prepare evaluation report detailing the result of investigation findings and affix initials	None	1 day	<i>Investigation Team, Section Head BFAR-FRMD- CEPS- 2nd floor Anex, Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
None	1.5. Prepare Remand Letter and affix initial for endorsement to the Division Chief	None	15 minutes	<i>Investigation Team, Section Head BFAR-FRMD- CEPS 2nd/Flr. Annex, Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
2. Receive Notice of Violations	2. Serve Notice of Violation/s to respondent, copy furnished the complainant/s thru courier.	None	5 days	<i>Admin Staff BFAR-FRMD- CEPS- 2nd floor Anex, Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>

3. Accomplish the Offer of Settlement Letter. Note: Submit Special Power of Attorney of the authorized representative.	3. Prepare the Offer of Settlement letter if the respondent manifests the willingness to settle.	None	1 day	Admin Staff BFAR-FRMD-CEPS- 2nd floor Anex, Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	3.1.Proceed to settlement trial	None	5 days	Technical Staff BFAR-FRMD-CEPS- 2nd floor Anex, Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	3.2. Transmit the case folder to the Adjudication Committee Secretariat for availing of the remedy of settlement.	None	20 minutes	Admin Staff BFAR-FRMD-CEPS- 2nd floor Anex, Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
4. Receive the notification on the status of the case	4. Notify the respondent thru phone call the transmission of the case to Adjudication Committee.	None	5 minutes	Admin Staff BFAR-FRMD-CEPS- 2nd floor Anex, Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
<b>TOTAL:</b>		<b>None</b>	<b>13 days, 1 hour, 15 minutes</b>	



## 2. Technical Assistance for Fisheries Administrative Cases with Probable Cause (Full-blown trial case)

Investigation proceeding and issuance of Notice of Violations received from other Law Enforcement Agencies in relation to Fisheries Code	
<b>Office or Division</b>	Fisheries Resources Management Division - Conservation and Environmental Protection Section (FRMD-CEPS)
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2G - Government to Government
<b>Who may avail:</b>	Government Law Enforcement Agencies/Other Government agencies (including LGUs)
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Transmittal/Letter Request - Original	Client/Requesting party
2. Notice of Violation (with proof of receipt) / Verified Complaint-Affidavit (1 photocopy)	
3. Spot/Apprehension Report/ Investigation Report (1 photocopy)	
4. Attachment (if applicable)	
a. Inventory of Items/ Articles onboard the impounded fishing boat/ vessel (1 original)	
b. Inventory of Crew/Fishworkers (1 original)	
c. Photos and Documentation (1 original/ authenticated copy by the photo documenter)	
d. Commercial Fishing Vessel License (CFVL) (1 certified photocopy)	
e. Gear License (1 certified photocopy)	
f. CTC- Certificate of Philippine Registry (MARINA-1 certified photocopy)	
g. CTC - Certificate of Ownership (1 certified photocopy)	
h. Fisherman's License (1 photocopy)	
i. Boat Admeasurement (1 photocopy)	
5. Additional Attachment if Apprehended by Third Party;	
a. Endorsement Letter	
b. Boarding Certificate (1 original)	


c. Photo documentor Affidavit (1 original)				
d. City/Municipal Ordinance (place of apprehension/1 photocopy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request/Transmittal and other supporting documents	1. Receive the Letter Request/supporting documents and record in logbook then forward to FRMD for appropriate action.	None	15 minutes	<i>Administrative Staff Director's Office 3rd floor Anex, Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
None	1.1 Receive the Letter Request and supporting documents from the Director's Office and forward to the concerned Section Head for appropriate action.	None	15 minutes	<i>Administrative Staff Division Head BFAR-FRMD 3rd floor Anex, Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
None	1.2. Receive the Letter Request from the Division Head.	None	5 minutes	<i>Section Head BFAR-FRMD-CEPS/ 2nd Flr. Annex, Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
None	1.3. Screen the submitted documents (If complete /sufficient documents, proceed to investigation).	None	1 day	<i>Section Head, Investigation Team BFAR-FRMD-CEPS/ 2nd Flr. Annex, Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>

None	1.4. Prepare Notice of Violation/s and forward to Authorized Representative for signature.	None	1 day	Administrative Staff BFAR-FRMD-CEPS- 2nd floor Anex, Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	1.5. Review and sign the Notice of Violation/s.	None	15 minutes	Section Head BFAR-FRMD-CEPS 2nd/Flr. Annex, Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
2. Receive Notice of Violations	2. Serve Notice of Violation/s to respondent, copy furnished the complainant/s thru courier.	None	5 days	Administrative Staff BFAR-FRMD-CEPS- 2nd floor Anex, Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	2.1.Proceed to full-blown trial case and make a complaint affidavit if the respondent did not manifest to settle.	None	5 days	Technical Staff BFAR-FRMD-CEPS- 2nd floor Anex, Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	2.2. Transmit the case folder to the Adjudication Committee Secretariat for availing of the remedy of settlement.	None	20 minutes	Administrative Staff BFAR-FRMD-CEPS- 2nd floor Anex, Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

3. Receive the notification on the status of the case	3. Notify the respondent thru phone call the transmission of the case to Adjudication Committee.	None	5 minutes	Administrative Staff BFAR-FRMD-CEPS- 2nd floor Anex, Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
<b>TOTAL:</b>		None	12 days, 1 hour, 15 minutes	

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

Investigation proceeding and issuance of Notice of Violations received from other Law Enforcement Agencies in relation to Fisheries Code	
<b>Office or Division</b>	Fisheries Resources Management Division - Conservation and Environmental Protection Section (FRMD-CEPS)
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2G - Government to Government
<b>Who may avail:</b>	Government Law Enforcement Agencies/Other Government agencies (including LGUs)
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Transmittal/Letter Request - Original	Client/Requesting party
2. Notice of Violation (with proof of receipt) / Verified Complaint-Affidavit (1 photocopy)	
3. Spot/Apprehension Report/ Investigation Report (1 photocopy)	
4. Attachment (if applicable)	
a. Inventory of Items/ Articles onboard the impounded fishing boat/ vessel (1 original)	
b. Inventory of Crew/Fishworkers (1 original)	



c. Photos and Documentation (1 original/ authenticated copy by the photo documenter)		Client/Requesting party		
d Commercial Fishing Vessel License (CFVL) (1 certified photocopy)				
e. Gear License (1 certified photocopy)				
f. CTC- Certificate of Philippine Registry (MARINA-1 certified photocopy)				
g. CTC - Certificate of Ownership (1 certified photocopy)				
h. Fisherman's License (1 photocopy)				
i. Boat Admeasurement (1 photocopy)				
5. Additional Attachment if Apprehended by Third Party;				
a. Endorsement Letter				
b. Boarding Certificate (1 original)				
c. Photo documentor Affidavit (1 original)				
d. City/Municipal Ordinance (place of apprehension/1 photocopy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request/Transmittal and other supporting documents	1. Receive the Letter Request/supporting documents and record in logbook then forward to FRMD for appropriate action.	None	15 minutes	Administrative Staff Director's Office 3rd floor Anex, Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	1.1 Receive the Letter Request and supporting documents from the Director's Office and forward to the concerned section head for appropriate action.	None	15 minutes	Division Head BFAR-FRMD 3rd floor Anex, Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

None	1.2. Receive the Letter Request from the Division Head for appropriate action	None	5 minutes	Section Head BFAR-FRMD-CEPS/ 2nd Flr. Annex, Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	1.3. Screen the submitted documents (If complete /sufficient documents, proceed to investigation)	None	1 day	Section Head, Investigation Team BFAR-FRMD-CEPS/ 2nd Flr. Annex, Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	1.4. Prepare evaluation/ investigation report detailing the result of investigation/ findings for signature by the immediate supervisor (Head, CEPS)	None	3 days	Section Head, Investigation Team BFAR-FRMD-CEPS/ 2nd Flr. Annex, Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	1.5 Review and sign the evaluation report with detailed results of findings	None		Section Head BFAR-FRMD-CEPS/ 2nd Flr. Annex, Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City

None	1.6. Prepare Remand Letter for initial of Section Head and affix initial for endorsement to the Division Chief	None	1 day	Investigation Team, Section Head BFAR-FRMD 3rd floor Anex, Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	1.7 Review and sign the remand letter and return to the FRMD-CEPS for releasing	None		Division Head BFAR-FRMD 3rd floor Anex, Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
2. Receive Remand Letter	2. Release the Remand Letter	None	15 minutes	Administrative Staff BFAR-FRMD-CEPS- 3rd floor Anex, Fisheries Bldg., Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
<b>TOTAL:</b>		None	<b>5 days, 50 minutes</b>	

## Inland Fisheries and Aquaculture Division (IFAD)

### 1a. 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 (e.g. technical assistance request on freshwater, brackishwater and marine water species); request for Resource Person, Project Proposal with incomplete attachments/no attachments.

<b>Office or Division</b>	BFAR- Inland Fisheries and Aquaculture Division (IFAD)
<b>Classification</b>	Highly Technical (8 days, 1 hour, 45 minutes)
<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 (PFOs), BFAR-National Centers, Regional Offices, and Central Office Personnel</p> <p><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</p>

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request or Memorandum		Client's/Requesting Party		
2. Supporting documents		Client's/Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request or memorandum to Director's Office.	1. Receive the letter request and forward to IFAD for appropriate action.	None	5 minutes	Administrative Assistant, Director's Office 3rd Floor, Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C



None	1.1. Receive and record the letter requests	None	5 minutes	<i>Administrative Assistant, IFAD Office 2nd Floor, Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C</i>
None	1.2. Review the request and prepare reply.	None	2 days	<i>Aquaculturist I/ Aquaculturist II/ Senior Aquaculturist/ Supervising Aquaculturist/ Engineer III IFAD Office 2nd Floor, Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C</i>
None	1.3. Review and initial on the letter reply by Division Chief	None	20 minutes	<i>Division Chief, IFAD Office 2nd Floor, Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C</i>
None	1.4. Endorse the letter reply for final review and recommending approval of Asst. Director for Technical Services (ADOTECH)	None	10 minutes	<i>Administrative Assistant, IFAD Office 2nd Floor, Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C</i>

None	1.5. Receive, review, and forward to the Director's Office for the approval of the Bureau Director	None	3 days	Administrative Assistant, Asst. Director for Technical Services, Office of the Assistant Director for Technical Services 3rd Floor, Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C
None	1.6. Receive, review and approve letter reply and release to IFAD	None	3 days	Administrative Assistant, BFAR Director Director's Office 3rd Floor, Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C
None	1.7. Receive the approved reply letter and forward to Records Section for release to client	None	5 minutes	Administrative Assistant, IFAD Office 2nd Floor, Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C
2. Receive the approved reply letter and claim	2. Notify client on the approved request and release the approved reply letter to client	None	1 hour	Administrative Assistant, Records Section Ground Floor, Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C

## 1b. 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 (e.g. Request for technical evaluation of projects requesting for funding with complete attachment; Request for inputs/comments; Request for aquaculture data referred proposal for TER under guarantee fund, no field validation required.

<b>Office or Division</b>	BFAR- Inland Fisheries and Aquaculture Division (IFAD)			
<b>Classification</b>	Highly Technical (12 days, 1 hour, 45 minutes)			
<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 (PFOs), BFAR-National Centers, Regional Offices, and Central Office Personnel</p> <p><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</p>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request or Memorandum		Client's/Requesting Party		
2.Supporting documents		Client's/Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request or memorandum to Director's Office.	1. Receive the letter request and forward to IFAD for appropriate action.	None	5 minutes	<i>Administrative Assistant, Director's Office 3rd Floor, Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C</i>

None	1.1. Receive and record the letter requests	None	5 minutes	<i>Administrative Assistant, IFAD Office 2nd Floor, Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C</i>
None	1.2. Review the request and prepare reply.	None	6 days	<i>Aquaculturist I/ Aquaculturist II/ Senior Aquaculturist/ Supervising Aquaculturist/ Engineer III IFAD Office 2nd Floor, Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C</i>
None	1.3. Review and initial on the letter reply by Division Chief	None	20 minutes	<i>Division Chief, IFAD Office 2nd Floor, Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C</i>
None	1.4. Endorse the letter reply for final review and recommending approval of Asst. Director for Technical Services (ADOTECH)	None	10 minutes	<i>Administrative Assistant, IFAD Office 2nd Floor, Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C</i>

None	1.5. Receive, review, and forward to Director's Office for approval	None	3 days	Administrative Assistant, Asst. Director for Technical Services, Office of the Assistant Director for Technical Services 3rd Floor, Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C
None	1.6. Receive, review, approve letter reply and release to IFAD	None	3 days	Administrative Assistant, BFAR Director Director's Office 3rd Floor, Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C
None	1.7. Receive the approved reply letter and forward to Records Section for release to client	None	5 minutes	Administrative Assistant, IFAD Office 2nd Floor, Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C
2. Receive the approved reply letter and claim	2. Notify client on the approved request and release the approved reply letter to client	None	1 hour	Administrative Assistant, Records Section Ground Floor, Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C
<b>TOTAL:</b>		None	<b>12 days, 1 hour, 45 minutes</b>	

### 1c. 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 ( e.g. Evaluation of Feasibility Studies; Referred proposal for TER with field validation request)				
<b>Office or Division</b>	BFAR- Inland Fisheries and Aquaculture Division (IFAD)			
<b>Classification</b>	Highly Technical (25 days, 1 hour, 45 minutes)			
<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. Supporting documents		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 or memorandum to Director's Office.	1. Receive the letter request and forward to IFAD for appropriate action.	None	5 minutes	Administrative Assistant, Director's Office 3rd Floor, Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C

None	1.1. Receive and record the letter requests	None	5 minutes	<i>Administrative Assistant, IFAD Office 2nd Floor, Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C</i>
None	1.2. Review the request and prepare reply (with field validation)	None	19 days	<i>Aquaculturist I/ Aquaculturist II/ Senior Aquaculturist/ Supervising Aquaculturist/ Engineer III IFAD Office 2nd Floor, Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C</i>
None	1.3. Review and initial on the letter reply by Division Chief	None	20 minutes	<i>Division Chief, IFAD Office 2nd Floor, Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C</i>
None	1.4. Endorse the letter reply for final review and recommending approval of Asst. Director for Technical Services (ADOTECH)	None	10 minutes	<i>Administrative Assistant, IFAD Office 2nd Floor, Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C</i>

None	1.5. Receive, review, and forward to Director's Office for approval	None	3 days	Administrative Assistant, Asst. Director for Technical Services, Office of the Assistant Director for Technical Services 3rd Floor, Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C
None	1.6. Receive, review, approve letter reply and release to IFAD	None	3 days	Administrative Assistant, BFAR Director Director's Office 3rd Floor, Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C
None	1.7. Receive the approved reply letter and forward to Records Section for release to client	None	5 minutes	Administrative Assistant, IFAD Office 2nd Floor, Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C
2. Receive the approved reply letter and claim	2. Notify client on the approved request and release the approved reply letter to client	None	1 hour	Administrative Assistant, Records Section Ground Floor, Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C
<b>TOTAL:</b>		<b>None</b>	<b>25 days, 1 hour, 45 minutes</b>	



## 2. Technical Assistance thru Telephone Inquiry

Inland Fisheries and Aquaculture Division (IFAD) provides technical assistance on culture of freshwater, brackishwater and marine water to its clients via telephone inquiry.				
<b>Office or Division</b>	BFAR- Inland Fisheries and Aquaculture Division (IFAD)			
<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>	<b>Internal:</b> Provincial Fishery Offices, National Centers, Regional Offices, Central Office Personnel  <b>External:</b> Academe (students, professors, On-the-Job Trainees, researchers) Operators and potential operators (fishpond/fish cage) Fisherfolk organizations/associations people's organizations/cooperatives Other government agencies (National Government Agencies and Local Government Units) Senior Citizens Indigenous People OFWs			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Client's information thru telephone		Inland Fisheries and Aquaculture Division, 2nd Floor, Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C. Mobile number 0998 556 1836 Telephone number 8539 5665		
<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 phone call and provide the required information	1. Answer telephone inquiry and fill-out the service delivery tracking sheet	None	3 Minutes	Administrative Assistant, IFAD Office 2nd Floor, Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C

2. Discuss inquiry and needed information.	2. Respond to inquiry and provide the needed information including the official email address for other concerns.	None	10 Minutes	<i>Aquaculturist I/  Aquaculturist II/  Senior  Aquaculturist/  Supervising  Aquaculturist/  Engineer III  IFAD Office  2nd Floor,  Fisheries  Complex Bldg.,  BPI Compound,  Visayas Ave.,  Q.C</i>
<b>TOTAL:</b>		<b>None</b>	<b>13 Minutes</b>	

### 3. Technical Assistance to Walk-in Clients

One of the Inland Fisheries and Aquaculture Division (IFAD) functions is to provide technical assistance on culture of freshwater, brackishwater and marine water species to walk-in clients.	
<b>Office or Division</b>	BFAR- Inland Fisheries and Aquaculture Division (IFAD)
<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>	<b>Internal:</b> Provincial Fishery Offices, National Centers, Regional Offices, Central Office Personnel  <b>External:</b> Academe (students, professors, On-the-Job Trainees, researchers) Operators and potential operators (fishpond/fish cage) Fisherfolk organizations/associations people's organizations/cooperatives Other government agencies (National Government Agencies and Local Government Units) Senior Citizens Indigenous People OFWs

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Service Delivery Tracking Form ( for Walk-In)		IFAD's Office, 2nd Floor, Fisheries Building, BPI Compound, Visayas Avenue, Quezon City		
2. Citizen/Client Satisfaction Survey Form		IFAD's Office, 2nd Floor, Fisheries Building, BPI Compound, Visayas Avenue, Quezon City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and accomplish the Service Delivery Tracking Form and submit to IFAD's office	1. Provide the Service Delivery Tracking Form to the client and receive the accomplished/filled-out sheet 1.1. Endorse the client to the technical staff for assistance.	None	3 Minutes	<i>Administrative Assistant, IFAD Office 2nd Floor, Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C</i>
2. Discuss inquiries/needed requirements	2. Render technical assistance on the requested topic: a. <b>Brackishwater</b> (milkfish, mangrove crab, siganid, grouper, etc) and aquafarm in brackishwater areas (fish pond, fish cages, pen, etc).  b. <b>Freshwater</b> (tilapia, carp, catfish, gourami, mudfish, freshwater prawn, etc.) and aquafarm in freshwater areas (fishpond, cage in lakes, small farm reservoir, dams, etc)  c. <b>Marinewater</b> (milkfish, grouper, siganids, lobster, oyster, mussel, etc) and aquafarm in marine water areas (pen, cage, etc).	None	25 Minutes	<i>Aquaculturist I/ Aquaculturist II/ Senior Aquaculturist/ Supervising Aquaculturist/ Engineer III IFAD Office 2nd Floor, Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C</i>

3. Secure and filled-out Citizen/Client Satisfaction Survey Form and drop to the client's suggestion box located at Ground Floor Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C	3. Receive the filled-out citizen/client satisfaction survey form provided and accomplish the agency portion on the Client Feedback Form by affixing signature on the form	None	2 Minutes	<i>Aquaculturist I/ Aquaculturist II/ Senior Aquaculturist/ Supervising Aquaculturist/ Engineer III IFAD Office 2nd Floor, Fisheries Complex Bldg., BPI Compound, Visayas Ave., Q.C</i>
<b>TOTAL:</b>		<b>None</b>	<b>30 minutes</b>	

## Fisheries Post-Harvest Technology Division (FPHTD)

### 1. Letter Request for Technical Assistance Related to Fisheries Post-Harvest Facilities (Fish Processing Plants, CFLCs, etc.)

<p>The FPHTD shall be responsible for (i) providing support to the fisheries post harvest sector through promotion of appropriate and verified post-harvest technologies and provision of small post-harvest equipment; (ii) providing appropriate guidance on the operation of post-harvest facilities, equipment and machineries; (iii) providing technical assistance to stakeholders to comply with national and international food safety regulations; (iv) providing capability building assistance to the regional focal person on post harvest on matters pertaining to fish processing, food safety programs, and operations of CFLC and other post harvest facilities and equipment; and (v) formulating and promoting policies related to fisheries post harvest.</p>	
<b>Office or Division</b>	BFAR- Fisheries Post-Harvest Technology Division (FPHTD)
<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>
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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	1. Receive, record and endorse letter request to the Fisheries Post-Harvest Technology Division (FPHTD) for action	None	15 minutes	<i>Administrative Assistant BFAR-Director's Office  3rd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i>
None	1.1. Endorse letter request to the concerned section	None	5 Minutes	<i>Office of the Chief, BFAR-FPHTD Office  2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i>
None	1.2. Prepare reply letter with proposed activity details and necessary travel documents.	None	3 hours	<i>Section, Officer-In-Charge/Section Chief BFAR-FPHTD Office  2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i>
None	1.3. Endorse letter reply to Division Chief for review and initial.	None	5 minutes	<i>Administrative Staff/ BFAR-FPHTD Office  2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i>

None	1.4. Review and initial the reply letter	None	1 hour	<p>Chief/OIC, FPHTD BFAR-FPHTD Office</p> <p>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</p>
None	1.5. Endorse to Assistant Director for Technical Services (ADOTECH) for review and initial	None	5 minutes	<p>Administrative Staff, BFAR-FPHTD Office</p> <p>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</p>
None	1.6. Receive, review and initial the reply letter, then endorse to the Director's Office for final review and approval	None	3 days	<p>Administrative Assistant, Assistant Director for Technical Services (ADOTECH), Office of the Assistant Director for Technical Services</p> <p>3rd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</p>

None	1.7. Receive, review, sign, and approve the reply letter and return to FPHTD office	None	3 days	<i>BFAR Director, Director's Office</i>  <i>3rd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i>
2. Receive notification of approved request for site validation thru email/telephone/ social media platform	2. Receive the signed letter reply. Notify and confirm client on the schedule thru email/telephone/ social media platform of site validation.	None	30 minutes	<i>Administrative Staff, BFAR-FPHTD</i>  <i>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i>
3. Participate in the actual site validation as scheduled.	3. Conduct actual site validation of Post-Harvest Facilities	None	3 days	<i>BFAR-FPHTD Technical staff</i>  <i>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i>
<b>TOTAL:</b>		<b>None</b>	<b>9 days, 5 hours</b>	



## 2. Letter Request for Technical Assistance/Conduct of Technology Demonstration

<p>The FPHTD shall be responsible for (i) providing support to the fisheries post harvest sector through promotion of appropriate and verified post-harvest technologies and provision of small post-harvest equipment; (ii) providing appropriate guidance on the operation of post-harvest facilities, equipment and machineries; (iii) providing technical assistance to stakeholders to comply with national and international food safety regulations; (iv) providing capability building assistance to the regional focal person on post harvest on matters pertaining to fish processing, food safety programs, and operations of CFLC and other post harvest facilities and equipment; and (v) formulating and promoting policies related to fisheries post harvest.</p>				
<b>Office or Division</b>	BFAR- Fisheries Post-Harvest Technology Division (FPHTD)			
<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>	<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	1. Receive, record and endorse letter request to the Fisheries Post-Harvest Technology Division (FPHTD) for action	None	15 minutes	<i>Administrative Assistant BFAR-Director's Office</i>  <i>3rd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i>

None	1.1. Endorse letter to Fish Processing Section	None	5 Minutes	<p>Office of the Chief, BFAR-FPHTD Office</p> <p>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</p>
None	1.2. Prepare reply letter with proposed activity details and other necessary documents	None	3 Hours	<p>Officer-In-Charge/ Section Chief, Fish Processing Section BFAR-FPHTD Office</p> <p>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</p>
None	1.3. Endorse letter reply to Division Chief for review and initial.	None	5 minutes	<p>Administrative Staff/ BFAR-FPHTD Office</p> <p>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</p>
None	1.4. Review and initial the reply letter	None	1 hour	<p>Chief/OIC, FPHTD BFAR-FPHTD Office</p> <p>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</p>

None	1.5. Endorse to Assistant Director for Technical Services (ADOTECH) for review and initial	None	5 minutes	<p><i>Administrative Staff, BFAR-FPHTD Office</i></p> <p><i>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i></p>
None	1.6. Receive, review and initial the reply letter, then endorse to the Director's Office for final review and approval	None	3 days	<p><i>Administrative Assistant, Assistant Director for Technical Services (ADOTECH), Office of the Assistant Director for Technical Services</i></p> <p><i>3rd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i></p>
None	1.7. Receive, review, sign, and approve the reply letter and return to FPHTD office	None	3 days	<p><i>Staff, BFAR Director, Director's Office</i></p> <p><i>3rd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i></p>

2. Receive notification of approved request for technology demonstration thru email/telephone/ social media platform	2. Receive the signed letter reply and notify and confirm client on the schedule of the technology demonstration thru email/telephone/ social media platform	None	30 minutes	<i>Administrative Staff, BFAR-FPHTD</i>  <i>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i>
3. Attend the scheduled technology demonstration	3. Conduct Technology Demonstration	None	3 days	<i>BFAR-FPHTD Technical staff</i>  <i>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i>
<b>TOTAL:</b>		<b>None</b>	<b>9 days, 5 hours</b>	

### 3. Technical Assistance thru Provision of Inputs/Comments Related to FPH Memorandum/Documents

The FPHTD shall be responsible for (i) providing support to the fisheries post harvest sector through promotion of appropriate and verified post-harvest technologies and provision of small post-harvest equipment; (ii) providing appropriate guidance on the operation of post-harvest facilities, equipment and machineries; (iii) providing technical assistance to stakeholders to comply with national and international food safety regulations; (iv) providing capability building assistance to the regional focal person on post harvest on matters pertaining to fish processing, food safety programs, and operations of CFLC and other post harvest facilities and equipment; and (v) formulating and promoting policies related to fisheries post harvest.

<b>Office or Division</b>	BFAR- Fisheries Post-Harvest Technology Division (FPHTD)
<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>	<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 (1 electronic copy)		Client's/Requesting Party		
2. Document for technical inputs/ comments (1 Hard Copy/ Soft Copy)		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,	1. Receive, record and forward letter request ad /or merandum to the FPHTD for action	None	15 minutes	<i>Administrative Assistant BFAR-Director's Office</i>  <i>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i>
None	1.1. Endorse letter request to the concerned section	None	5 minutes	<i>Office of the Chief, BFAR-FPHTD Office</i>  <i>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i>

None	1.2. Prepare reply letter, review and conduct of data gathering and technical inputs	None	3 days	<p><i>Technical Staff, BFAR-FPHTD Office</i></p> <p><i>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i></p>
None	1.3. Endorse letter reply and technical inputs to Division Chief for review and approval	None	5 minutes	<p><i>Administrative Staff/ BFAR-FPHTD Office</i></p> <p><i>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i></p>
None	1.4. Review and approve the letter reply and technical inputs	None	1 hour	<p><i>Chief/OIC, FPHTD BFAR-FPHTD Office</i></p> <p><i>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i></p>
None	1.5. Receive the approved reply letter, comments and input to the documents	None	10 minutes	<p><i>Administrative Staff/ BFAR-FPHTD Office</i></p> <p><i>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i></p>

2. Receive document with technical input and comments	2. Release the documents with technical input and comment and notify the client thru e-mail/phone call	None	1 hour	<b>Administrative Assistant III</b> <b>BFAR-FPHTD Office</b>  2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City
<b>TOTAL:</b>		<b>None</b>	<b>3 days, 2 hours, 35 minutes</b>	

#### 4. Technical Assistance thru Letter Request (Information Education and Communication (IEC) Materials, Available Data/ References)

The FPHTD shall be responsible for (i) providing support to the fisheries post harvest sector through promotion of appropriate and verified post-harvest technologies and provision of small post-harvest equipment; (ii) providing appropriate guidance on the operation of post-harvest facilities, equipment and machineries; (iii) providing technical assistance to stakeholders to comply with national and international food safety regulations; (iv) providing capability building assistance to the regional focal person on post harvest on matters pertaining to fish processing, food safety programs, and operations of CFLC and other post harvest facilities and equipment; and (v) formulating and promoting policies related to fisheries post harvest.

<b>Office or Division</b>	BFAR- Fisheries Post-Harvest Technology Division (FPHTD)
<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)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (1 electronic copy)		Client's/Requesting Party		
2. Document for technical inputs/ comments (1 Hard Copy/Soft Copy)		Client's/Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request to the Director's Office	1. Receive, record and endorse letter request to the Fisheries Post-Harvest Technology Division (FPHTD) for action	None	15 minutes	<i>Administrative Assistant BFAR-Director's Office</i>  <i>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vrasa, Quezon City</i>
None	1.1. Endorse letter request to the concerned section	None	5 minutes	<i>Administrative Staff/ BFAR-FPHTD Office</i>  <i>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vrasa, Quezon City</i>
None	1.2. Review and refer to technical staff for appropriate action	None	1 hour	<i>Technical Staff, BFAR-FPHTD Office</i>  <i>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vrasa, Quezon City</i>



None	1.3. Review and conduct data gathering, if needed.	None	4 hours	<p><i>Technical Staff, BFAR-FPHTD Office</i></p> <p><i>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i></p>
None	1.4. Endorse to Division Chief for review and approval.	None	5 minutes	<p><i>Technical Staff, BFAR-FPHTD Office</i></p> <p><i>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i></p>
None	1.5. Review and approve the IEC materials before releasing to the requesting party/ies	None	1 hour	<p><i>Chief/OIC, FPHTD BFAR-FPHTD Office</i></p> <p><i>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i></p>
2.Receive IEC materials/data requested thru e-mail or registered mail	2. Release/sent the IEC materials / data requested to the client thru e-mail or registered mail	None	5 minutes	<p><i>Administrative Staff/ BFAR-FPHTD Office</i></p> <p><i>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i></p>
<b>TOTAL:</b>		<b>None</b>	<b>6 hours, 30 minutes</b>	

## 5. Technical Assistance thru Letter Request as Resource Person

The FPHTD shall be responsible for (i) providing support to the fisheries post harvest sector through promotion of appropriate and verified post-harvest technologies and provision of small post-harvest equipment; (ii) providing appropriate guidance on the operation of post-harvest facilities, equipment and machineries; (iii) providing technical assistance to stakeholders to comply with national and international food safety regulations; (iv) providing capability building assistance to the regional focal person on post harvest on matters pertaining to fish processing, food safety programs, and operations of CFLC and other post harvest facilities and equipment; and (v) formulating and promoting policies related to fisheries post harvest.				
<b>Office or Division</b>	BFAR- Fisheries Post-Harvest Technology Division (FPHTD)			
<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>	<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'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	1. Receive, record and endorse letter request to the Fisheries Post-Harvest Technology Division (FPHTD) for action	None	15 minutes	<i>Administrative Assistant, BFAR-Director's Office  3rd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i>

None	1.1 Endorse letter request to the concerned section	None	5 minutes	<p>Office of the Chief, BFAR-FPHTD Office</p> <p>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</p>
None	1.2 Prepare reply letter, review and refer to technical staff/requested resource person for appropriate action, then forward to the Chief for review and initial	None	1 hour	<p>Officer-In-Charge/ Section Chief, BFAR-FPHTD Office</p> <p>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</p>
None	1.3 Review and scheduled the available date of the concerned resource speaker and for initial	None	1 hour	<p>Chief/OIC, FPHTD BFAR-FPHTD Office</p> <p>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</p>
None	1.4 Endorse to Assistant Director for Technical Services (ADOTECH) for review and initial	None	5 minutes	<p>Administrative Staff, BFAR-FPHTD Office</p> <p>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</p>

None	1.5. Receive, review and initial the letter reply and endorse to the Director's Office for signature and approval	None	3 days	<p><i>Administrative Assistant, Assistant Director for Technical Services (ADOTECH), Office of the Assistant Director for Technical Services</i></p> <p><i>3rd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i></p>
None	1.6. Receive, review, approve and sign the letter reply and return to the FPHTD Office for action	None	3 days	<p><i>Staff, BFAR Director, Director's Office</i></p> <p><i>3rd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i></p>
2. Receive signed/ approved reply letter thru e-mail or registered mail	2. Receive, record and send notification on the approved reply letter and release signed and approved document to the client thru e-mail or via phone call/social media platform	None	1 hour	<p><i>Technical Staff, BFAR-FPHTD Office</i></p> <p><i>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i></p>
<b>TOTAL:</b>		None	<b>6 days, 3 hours, 25 minutes</b>	

## 6. Technical Assistance thru Letter Request (On-the-Job Training)

The FPHTD shall be responsible for (i) providing support to the fisheries post harvest sector through promotion of appropriate and verified post-harvest technologies and provision of small post-harvest equipment; (ii) providing appropriate guidance on the operation of post-harvest facilities, equipment and machineries; (iii) providing technical assistance to stakeholders to comply with national and international food safety regulations; (iv) providing capability building assistance to the regional focal person on post harvest on matters pertaining to fish processing, food safety programs, and operations of CFLC and other post harvest facilities and equipment; and (v) formulating and promoting policies related to fisheries post harvest.				
<b>Office or Division</b>	BFAR- Fisheries Post-Harvest Technology Division (FPHTD)			
<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'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	1. Receive, record and endorse letter request to the Fisheries Post-Harvest Technology Division (FPHTD) for action	None	15 minutes	<i>Administrative Assistant BFAR-Director's Office</i>  <i>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i>

None	1.1 Endorse letter request to the concerned section for scheduling	None	5 minutes	<p><i>Administrative Staff, BFAR-FPHTD Office</i></p> <p><i>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i></p>
None	1.2 Review and schedule the date of the OJT	None	2 hours	<p><i>Technical Staff, BFAR-FPHTD Office</i></p> <p><i>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i></p>
None	1.3 Prepare reply letter and refer to Division Chief for initial	None	1 hour	<p><i>Technical Staff, BFAR-FPHTD Office</i></p> <p><i>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i></p>
None	1.4. Review and initial the reply letter	None	1 hour	<p><i>Chief/OIC, FPHTD BFAR-FPHTD Office</i></p> <p><i>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i></p>

None	1.4 Endorse to Assistant Director for Technical Services (ADOTECH) for review and initial	None	5 minutes	<p><i>Administrative Staff, BFAR-FPHTD Office</i></p> <p><i>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i></p>
None	1.5 Receive, review and initial the letter reply and endorse to the Director's Office for signature and approval	None	3 days	<p><i>Administrative Assistant, Assistant Director for Technical Services (ADOTECH), Office of the Assistant Director for Technical Services</i></p> <p><i>3rd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i></p>
None	1.6. Receive, review, approve and sign the letter reply and return to the FPHTD Office for action	None	3 days	<p><i>Staff, BFAR Director, Director's Office</i></p> <p><i>3rd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i></p>

2. Receive signed/ approved document thru e-mail or registered mail	2. Receive, record, send notification on the approved reply letter and release signed/ approved document to the client thru email or via phone call/ social media platform	None	5 Minutes	<b>Administrative Staff,</b> <b>BFAR-FPHTD Office</b>  2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City
<b>TOTAL:</b>		<b>None</b>	<b>6 days, 4 hours, 30 minutes</b>	

## 7. 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>	BFAR- Fisheries Post-Harvest Technology Division (FPHTD)				
<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)				
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td>1.Client Information to be filled out in Telephone Inquiry Form (FPHTD-F-06)</td><td>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	1.Client Information to be filled out in Telephone Inquiry Form (FPHTD-F-06)	2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE				
1.Client Information to be filled out in Telephone Inquiry Form (FPHTD-F-06)	2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City				



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a phone call to BFAR- FPHTD	1. Answer the call on or before five (5) rings and discuss necessary information to be written in the phone inquiry form	None	5 minutes	<i>Administrative Staff, BFAR-FPHTD Office  2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i>
None	1.1 Refer the client's inquiry to the concerned section	None	2 minutes	<i>Administrative Staff, BFAR-FPHTD Office  2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i>
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	5 minutes	<i>Technical Staff, BFAR-FPHTD Office  2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i>
<b>TOTAL:</b>		<b>None</b>	<b>12 minutes</b>	

## 8. Technical Assistance to 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>	BFAR- Fisheries Post-Harvest Technology Division (FPHTD)
<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)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Client Information to be filled out in Walk-in Inquiry Form (FPHTD-F-07)/ Logbook		2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 Staff, BFAR-FPHTD Office</i>  <i>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i>

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	5 minutes	<i>Technical Staff, BFAR-FPHTD Office</i>  <i>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i>
3. Accomplish client feedback form	3. Advice client to submit the accomplished client satisfaction form to the guard lobby	None	5 minutes	<i>Technical Staff, BFAR-FPHTD Office</i>  <i>2nd Floor, Fisheries Bldg., BPI Compound Visayas Ave., Brgy. Vasra, Quezon City</i>
<b>TOTAL:</b>		<b>None</b>	<b>15 minutes</b>	

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

### 1. Technical Assistance to 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	BFAR-Fisheries Industry Development Support and Services Division (FIDSSD)			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen; G2B - Government to Business Entity; 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 and Feedback Form ( <i>FIDSSD-F-05 Rev. No. 01</i> )		FIDSSD Office, 3F Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City		
2. Client Information in the Visitor's Logbook				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and submit the accomplished Walk-in Client Inquiry and Feedback Form and provide the Client Information in Visitor's Logbook	1. Receive the accomplished Walk-in Client Inquiry and Feedback Form and the Client Information	None	5 minutes	<i>Administrative Assistant FIDSSD Office 3F Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>

None	1.1 Assign to the concerned section	None	10 minutes	Administrative Assistant FIDSSD Office 3F Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
2. Discuss inquiry/ concerns	2. Respond and render the appropriate technical assistance.  - Price Monitoring Data - Seafood Kadiwa Data - Credit Loan Assistance - Other data relevant to trade, credit, and marketing	None	2 hours*	Senior Admin Asst. I Marketing Assistance Section (MAS) Senior Admin Asst. I Enterprise Development Section (EDS) Senior Admin Asst. I Credit and Investment Facilitation Section (CIFs) FIDSSD Office 3F Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave, Quezon City
3. Fill-out the Citizen Client Satisfaction Survey and submit	3. Advise the client to accomplish the Client Satisfaction Survey and submit the same	None	5 minutes	Administrative Assistant FIDSSD Office 3F Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
<b>TOTAL:</b>		<b>None</b>	<b>2 hours, 20 minutes</b>	
<b>Note: TA request may vary depending on the nature of TA requested</b>				
<b>*Time duration (maximum of 2 hours) may vary depending on the nature of the inquiry</b>				

## 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>	BFAR-Fisheries Industry Development Support and Services Division (FIDSSD)			
<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> 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. Client Phone Inquiry Form ( <i>FIDSSD-F-06 Rev. No. 00</i> )		FIDSSD Office, 3F Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Call, send SMS/ FB Messenger to BFAR-FIDSSD telephone and mobile number.	1. Respond to telephone inquiry and ask for the necessary information to be written in the Client Phone Inquiry Form.	None	5 minutes	<i>FIDSSD Staff* FIDSSD Office 3F Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City</i>
None	1.1 Transfer Client's Inquiry through SMS into the Inquiry Form	None		
None	1.2 Assign to the concerned section	None		

2. Discuss inquiry/concerns	2. Respond and render the appropriate technical assistance.  - Price Monitoring Data - Seafood Kadiwa Data - Credit Loan Assistance - Other data relevant to trade, credit, and marketing	None	1 hour	Senior Admin Asst. I Marketing Assistance Section (MAS) Senior Admin Asst. I Enterprise Development Section (EDS) Senior Admin Asst. I Credit and Investment Facilitation Section (CIFs) FIDSSD Office 3F Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
TOTAL:		None	1 hour, 5 minutes	
<b>Note: Request may vary depending on the nature of TA requested</b>				
<b>*TA requests/ inquires via telephone and SMS maybe received by any FIDSSD staff</b>				

### 3. Technical Assistance thru Letter Request/ 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>	BFAR-Fisheries Industry Development Support and Services Division (FIDSSD)			
<b>Classification</b>	Highly Technical			
<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> 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 and/or thru email	1. Receive and record the request letter/email request	None	30 minutes	Administrative Assistant FIDSSD Office 3F Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
None	1.1 Review and forward to the concerned section/personnel for appropriate action	None		Division Chief Section Chief FIDSSD Office 3F Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave, Quezon City



None	1.2 Provide the appropriate technical assistance - Price Monitoring Data - Seafood Kadiwa Data - Credit Loan Assistance - Other data relevant to trade, credit, and marketing	None	3 days*	<div>Division Chief</div> <div>Section Chief</div> <div>Senior Admin</div> <div>Asst. I</div> <div>Marketing Assistance</div> <div>Section (MAS)</div> <div>Senior Admin</div> <div>Asst. I</div> <div>Enterprise Development</div> <div>Section (EDS)</div> <div>Senior Admin</div> <div>Asst. I</div> <div>Credit and Investment Facilitation</div> <div>Section (CIFs)</div> <div>FIDSSD Office</div> <div>3F FIDSSD Office, Fisheries Building Complex, BPI Compound, Visayas Ave, QC</div>
None	1.3 Review and secure the initial of the letter reply.	None	4 hours	<div>Division Chief</div> <div>3F FIDSSD Office, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave, Quezon City</div>
None	1.4 Endorse to the Office of the Assistant Director for Technical Services for review and initial	None	15 minutes	<div>Administrative Assistant</div> <div>FIDSSD Office</div> <div>3F FIDSSD Office, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave, Quezon City</div>

None	1.5 Review and affix initial of the Assistant Director for Technical Services	None	3 days	<i>Assistant Director for Technical Services 3F FIDSSD Office, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave, Quezon City</i>
None	1.6 Endorse to the Office of the Director for final review and approval	None		<i>Admin Assistant Assistant Director for Technical Services 3F FIDSSD Office, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave, Quezon City</i>
None	1.7 Review and sign the letter reply	None	3 days	<i>Director 3F FIDSSD Office, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave, Quezon City</i>
None	1.8 Endorse the signed reply letter to FIDSSD	None		<i>Administrative Assistant Director's Office 3F FIDSSD Office, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave, Quezon City</i>

2. Receive response letter with attached pertinent documents	2. Receive, record and release the approved letter reply to the client thru email or registered mail	None	15 minutes	Administrative Assistant FIDSSD Office 3F FIDSSD Office, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave, Quezon City
<b>TOTAL:</b>		<b>None</b>	<b>9 days, 5 hours</b>	
<b>Note: *Time may vary due to technical nature of inquiry and data/ inputs required</b>				
<b>**Division Chief may also directly respond to email inquiries if addressed to her</b>				

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

Provides and facilitates market linkage between fish suppliers & buyers.

<b>Office or Division</b>	BFAR-Fisheries Industry Development Support and Services Division (FIDSSD)
<b>Classification</b>	Highly-Technical
<b>Type of Transaction</b>	G2C - Government to Citizen; G2B - Government to Business Entity; 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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Market Request Form (MRF) <i>FIDSSDMAS-F-01 (1 original copy or scanned copy thru email)</i>	FIDSSD Office, 3F Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City <a href="mailto:fidssd.mas@bfar.da.gov.ph">fidssd.mas@bfar.da.gov.ph</a>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished Market Request Form (MRF) to FIDSSD office or thru email	1. Receive and record accomplished Market Request Form (MRF)	None	5 minutes	<i>Administrative Assistant FIDSSD Office 3F FIDSSD Office, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave, Quezon City</i>
None	1.1 Verify the authenticity and background profile of the client thru interview, client's website, and/or phone call	None	1 day	<i>Senior Admin Asst. I Marketing Assistance Section 3F FIDSSD Office, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave, Quezon City</i>
None	1.2 Find potential matches with thorough analysis and assessment based on commodity/ area/ requirements.	None	10 days*	<i>Section Chief Technical Staff FIDSSD Office 3F FIDSSD Office, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave, Quezon City</i>

None	1.3 Prepare a response letter and schedule an exploratory meeting (physical/virtual)	None	1 day	<i>Section Chief Technical Staff FIDSSD Office 3F FIDSSD Office, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave, Quezon City</i>
None	1.4 Approval of the proposed schedule of the meeting and response letter	None		<i>Division Chief FIDSSD Office 3F FIDSSD Office, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave, Quezon City</i>
2. Receive the response letter and concur with the proposed meeting schedule	2. Forward response letter to client and get concurrence on the proposed meeting schedule	None	2 days	<i>Technical Staff FIDSSD Office 3F FIDSSD Office, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave, Quezon City</i>
3. Attend and discuss specific requirements	3. Conduct of exploratory meeting (physical/virtual)	None	4 hours	<i>Division Chief Section Chief Technical Staff FIDSSD Office 3F FIDSSD Office, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave, Quezon City</i>

None	3.1 Profiling of possible match with the client based on the provided requirements	None	7 days	Section Chief Technical Staff FIDSSD Office 3F FIDSSD Office, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave, Quezon City
4. Receive notification and concur with the market matching schedule meeting	4. Notify the requesting client via email on the schedule of the "market matching" meeting (physical/virtual)	None	2 days	Section Chief Technical Staff FIDSSD Office 3F FIDSSD Office, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave, Quezon City
5. Attend and discuss the specific requirements with the party being matched	5. Conduct and facilitate the "market matching" activity (physical/virtual)	None	4 hours	Division Chief Section Chief Technical Staff FIDSSD Office 3F FIDSSD Office, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave, Quezon City
6. Fill-out the Evaluation Form	6. Provide and advise the client to accomplish the Evaluation Form	None		
TOTAL:		None	1 month, 2 days, 5 minutes	

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

## ADMINISTRATIVE SERVICES

### OFFICE OF THE DIRECTOR AND OFFICES OF THE ASSISTANT DIRECTORS

#### 1. Signing of Licenses, Permits, Clearances, Registration, Accreditations and Certificates

The Bureau is mandated to manage, regulate and conserve the fisheries resources pursuant to the relevant provisions of Republic Act No. 8550 as amended by Republic Act No. 10654, through the issuances of appropriate licenses, certificates, permits, and clearances as measure in monitoring and controlling the fishery activity within and outside the country.

<b>Office or Division</b>	BFAR Director's Office BFAR Office of the Assistant Director for Administrative Services BFAR Office of the Assistant Director for Technical Services	
<b>Classification</b>	Complex	
<b>Type of Transaction</b>	G2B - Government to Business Entity; G2G - Government to Government	
<b>Who may avail:</b>	<b>EXTERNAL</b> : Relevant Frontline Services of Concerned Divisions	
	<b>INTERNAL</b> : Relevant Technical Divisions, Sections, Center of BFAR, NFRDI (Research arm of BFAR)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Office Briefer		Concerned Office
2. Endorsement Letter and/or memorandum		Concerned Office
3. Permit, License, Certificate, Clearance		Concerned Office/Applicant/Client
4. Supporting documents, application letter, letter of intent, MOA		BFAR Technical Divisions, Applicant/Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit permit, certificate, clearance, registration, accreditation and license for signature and approval	1. Receive the submitted documents	None	5 minutes	<i>Administrative Assistant (Receiving Personnel of ADAS/ ADOTECH) ; Located at 3rd or 4th Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Quezon City</i>
None	1.1 Review the submitted documents and affix initials on the submitted documents	None	3 days	<i>Assistant Director for Admin Services or Technical Services (ADAS/ ADOTECH), 3rd/4th Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Quezon City</i>
None	1.2 Endorse to the Office of the Director for signature and approval of the Bureau Director	None	5 minutes	<i>Administrative Assistant, (ADAS/ ADOTECH), 3rd/4th Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Quezon City</i>



None	1.3 Receive and forward the submitted documents and action taken to the Chief of Staff for review	None	5 minutes	<i>Administrative Assistant, Office of the Director, 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Quezon City</i>
None	1.4 Receive and review the submitted documents and action taken then forward to the Bureau Director for final review and approval	None	1 day	<i>Chief of Staff, Office of the Director 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Quezon City</i>
None	1.5 Conduct final review and approve and sign the Licenses, Permits, Clearances, Registration, Accreditations and Certificates	None	2 days * (provided that the signatory is available)	<i>Bureau Director (Office of the Director); Located at 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Quezon City</i>
	1.6 Forward to the Records Section or to the concerned technical division for appropriate action	None	5 minutes	<i>Administrative Assistant (Office of the Director) ; Located at 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Quezon City</i>

2. Receive the signed and approved documents	2. Receive from the Director's Office and Release to the applicant/client/office the approved and signed document/s	None	5 minutes	
<b>TOTAL:</b>		<b>None</b>	<b>6 days, 25 minutes</b>	

## 2.a. Signing of General Communications (Director's Office)

General communications are documents coming from the technical and administrative office concerns that needs review and evaluation as part of the day to day operation of the BFAR.	
<b>Office or Division</b>	BFAR Director's Office
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	Government to Government
<b>Who may avail:</b>	<b>INTERNAL:</b> Administrative and Technical Divisions, National Centers, and Regional Offices of the Bureau
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Office Briefer	Concerned Office
2. Endorsement and/or memorandum	Concerned Office
3. General Communications	Concerned Office
4. Supporting documents, if any	BFAR Technical and Administrative Divisions

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit official Communications request for comments/review/ response to concerned Technical and Administrative concerns/issues	1. Receive the submitted documents and transmit to the concerned technical and administrative office for review and/or comments	None	5 minutes	<i>Administrative Assistant (Receiving Personnel of the Office of the Director) 3rd Floor, Fisheries Main Bldg., BPI Compound, Visayas Ave., Brgy. Vasra, Quezon City</i>
None	1.1. Receive official communications or request for initial assessment, review, comments and response/reply on the submitted request and/or inquiry if necessary	None	1 day	<i>Technical/ Administrative Staff, Concerned Technical and/or Administrativeistrative Office</i>
None	1.2. Review the submitted documents from the concerned technical and administrative offices after the assessment/review on the request	None	3 days * time for each Office (ADAS/ADOTEC H) is 3 days each	<i>Assistant Director ADAS/ADOTEC H Office, 3rd/4th Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Quezon City</i>
None	1.3 Endorse to the Director's Office for signature and approval of the request	None	5 minutes	<i>Administrative Assistant, (ADAS/ADOTEC H), 3rd/4th Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Quezon City</i>

None	1.3 Endorse to the Director's Office for signature and approval of the request	None	5 minutes	Administrative Assistant, (ADAS/ADOTECH), 3rd/4th Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Quezon City
None	1.4. Receive and forward the submitted documents to the chief of staff for review	None	5 minutes	Administrative Assistant (Office of the Director), 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Quezon City
None	1.5 Receive and review the submitted documents and action taken	None	1 day	Chief of Staff (Office of the Director), 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Quezon City
None	1.6 Forward to the Bureau Director for his final review and approval	None	3 mins	Administrative Staff, Office of the Director, 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Quezon City

None	1.7 Conduct final review and approval on the communication received for action	None	2 days (provided that the signatory is available)	<i>Bureau Director (Office of the Director), 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Quezon City</i>
None	1.8 Release to the Records Section or to the concerned division/office/ center for appropriate action	None	5 minutes	<i>Admin Staff of the Office of the Director, 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Quezon City</i>
<b>TOTAL:</b>		<b>None</b>	<b>7 days, 23 minutes</b>	

## 2.b. Signing the General Communications (ADOTECH)

General communications are documents coming from technical concerns in nature as part of the day to day operation ensuring to attend different issues and concerns within the mandate of the BFAR.

<b>Office or Division</b>	BFAR Office of the Assistant Director for Technical Services (ADOTECH)	
<b>Classification</b>	Highly Technical	
<b>Type of Transaction</b>	Government to Government	
<b>Who may avail:</b>	<b>INTERNAL:</b> Technical Divisions of the Bureau	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Office Briefer		Concerned Office
2. Endorsement and/or memorandum		Concerned Office

3. General Communications		Concerned Office		
4. Supporting documents, if any		BFAR Technical Divisions		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1. Receive various official communications or request from the Director's Office for initial assessment/review, comments. Prepare response/reply on the submitted request and/or inquiry, if necessary. Then endorse to the Assistant Director for Technical Service or Administrative Service for necessary review and affix initial on the prepared communications prior to the approval of the Bureau Director	None	1 day	<i>Technical/ Administrative Staff of the concerned Technical and/or Administrative Office</i>
None	1.1 Review the submitted documents/ communications for further review and place initial, if approved, prior to the approval of the Bureau Director	None	3 days	<i>Assistant Director for Technical Service (ADOTECH), 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Quezon City</i>
None	1.2 Endorse to the Director's Office for signature and approval	None	5 minutes	<i>Administrative Assistant (ADOTECH), 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Quezon City</i>

None	1.3 Receive and forward the submitted documents to the chief of staff for review	None	5 minutes	<i>Administrative Assistant (Office of the Director), 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Quezon City</i>
None	1.4. Review the submitted documents then forward to the Bureau Director for his final review and approval	None	1 day	<i>Chief of Staff (Office of the Director), 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Quezon City</i>
None	1.5 Conduct final review and approval on the communication received for action	None	2 days (provided that the signatory is available)	<i>Bureau Director (Office of the Director), 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Quezon City</i>
None	1.6 Release to the Records Section or to the concerned technical division	None	5 minutes	<i>Administrative Assistant (Office of the Director), 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Quezon City</i>
<b>TOTAL:</b>		<b>None</b>	<b>7 days, 15 minutes</b>	

## 2.c. Signing of General Communications (ADAS)

General communications are documents coming from administrative issues/concerns in nature as part of the day to day operation ensuring to attend different issues and concerns within the mandate of the BFAR.

<b>Office or Division</b>	BFAR Office of the Assistant Director for Administrative Services (ADAS)			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	Government to Government			
<b>Who may avail:</b>	<b>INTERNAL:</b> Administrative Divisions of the Bureau			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Briefer		Concerned Office		
2. Endorsement and/or memorandum		Concerned Office		
3. General Communications		Concerned Office		
4. Supporting documents, if any		BFAR Administrative Divisions		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1. Receive from the Director's Office various official communications or request for initial assessment/review, comments and prepare response/reply on the submitted request and/or inquiry if necessary, endorse to the Assistant Director for Technical Service or Administrative Service for necessary review and affix initial on the prepared communications prior to the approval of the Bureau Director	None	1 day	<i>Technical/Admin Staff concerned Technical and/or Administrative Office</i>




None	1.1 Review the submitted documents/ communications for further review and place initial, if approved, prior to the approval of the Bureau Director	None	3 days	Assistant Director for Administrative Services (ADAS) 4th Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Quezon City
None	1.2 Endorse to the Director's Office for signature and approval	None	5 minutes	Administrative Assistant (ADAS), 4th Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Quezon City
None	1.3 Receive and forward the submitted documents and action taken to the chief of staff for review	None	5 minutes	Administrative Assistant (Office of the Director), 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Quezon City
None	1.4. Review the submitted documents then forward to the Bureau Director for his final review and approval	None	1 day	Chief of Staff (Office of the Director), 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Quezon City

None	1.5 Conduct final review and approval of the communication received for action	None	2 days (provided that the signatory is available)	<i>Bureau Director (Office of the Director), 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Quezon City</i>
None	1.6 Release to the Records Section or to the concerned administrative division	None	5 minutes	<i>Administrative Assistant (Office of the Director), 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Quezon City</i>
<b>TOTAL:</b>		<b>None</b>	<b>7 days, 15 minutes</b>	

### 3. Signing of Financial Documents

Signing of Financial Documents are part of the inherent functions of the Bureau being a government agency.	
<b>Office or Division</b>	BFAR Director's Office BFAR Office of the Assistant Director for Administrative Services (ADAS) BFAR Office of the Assistant Director for Technical Services (ADOTECH)
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2G- Government to Government
<b>Who may avail:</b>	<b>INTERNAL:</b> Administrative and Technical Divisions of the Bureau
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Official Briefer	Concerned Office
2. Financial Document	Concerned Office
3. Supporting documents, if any	Concerned Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Financial Documents	1. Receive the submitted financial documents	None	5 minutes	<i>Administrative Assistant; Receiving Personnel, ADAS/ADOTEC H Office, 3rd/4th Floor, Fisheries Bldg. Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Quezon City</i>
None	1.1 Review and conduct initial assessment on the submitted documents then affix initial prior to the Director's approval	None	3 days	<i>Assistant Director (ADAS/ADOTEC H); 3rd/4th Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Vasra, Quezon, City</i>
None	1.2 Endorse to the Director's Office for signature and approval	None	5 minutes	<i>Admin Assistant, (ADAS/ADOTEC H); 3rd/4th Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Vasra, Quezon City</i>
None	1.3 Receive and forward the submitted documents and action taken to the chief of staff for review	None	5 minutes	<i>Administrative Assistant (Office of the Director) 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Vasra, Quezon City</i>

None	1.4 Receive and review the submitted documents and forward to the Bureau Director for final review and approval/signature	None	1 day	 <p>Chief of Staff (Office of the Director), 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Vasra, Quezon City</p>
None	1.5 Conduct final review and approve the documents submitted	None	2 days* (provided that the signatory is available)	Bureau Director (Office of the Director) 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Vasra, Quezon City
None	1.6 Release to the Records Section or to the concerned technical or administrative division	None	5 minutes	Administrative Assistant, Office of the Director, 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Vasra, Quezon City
<b>TOTAL:</b>		None	<b>6 days, 20 minutes</b>	

## 4. Signing of Legal Documents and International Agreements

Pursuant to the Amended Fisheries Code and international agreements, the Bureau is mandated to issue certain legal documents and bilateral agreements.

<b>Office or Division</b>	BFAR Director's Office BFAR Office of the Assistant Director for Administrative Services (ADAS) BFAR Office of the Assistant Director for Technical Services (ADOTECH)			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G-Government to Government			
<b>Who may avail:</b>	<b>INTERNAL:</b> Administrative and Technical Divisions of the Bureau			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Briefer		Concerned Office		
2. Endorsement and/or memorandum		Concerned Office		
3. Legal Document and bilateral agreement		Concerned Office		
4. Supporting documents, if any		BFAR Technical Divisions		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Legal Documents and International Agreements	1. Receive the submitted legal documents	None	5 minutes	<i>Administrative Assistant; Receiving Personnel, ADAS/ADOTECH Office, 3rd/4th Floor, Annex, Fisheries Building Complex, BPI Compound, Visayas Ave., Vasra, Quezon City</i>

None	1.1 Review the submitted legal documents and affix initial	None	3 days	Assistant Director (ADAS/ ADOTECH), 3rd/4th Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Vrasa, Quezon City
None	1.2 Endorse to the Director's Office for signature and approval	None	5 minutes	Administrative Assistant, Office of the Assistant Director (ADAS/ ADOTECH), 3rd/4th Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Vrasa, Quezon City
None	1.3 Receive and forward the submitted documents and action taken to the chief of staff for review	None	5 minutes	Administrative Assistant (Office of the Director), 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Vrasa, Quezon City
None	1.4 Receive and review the submitted documents and action taken then forward to the Bureau Director for his final review and approval	None	1 day	Chief of Staff (Office of the Director); 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Vrasa, Quezon City

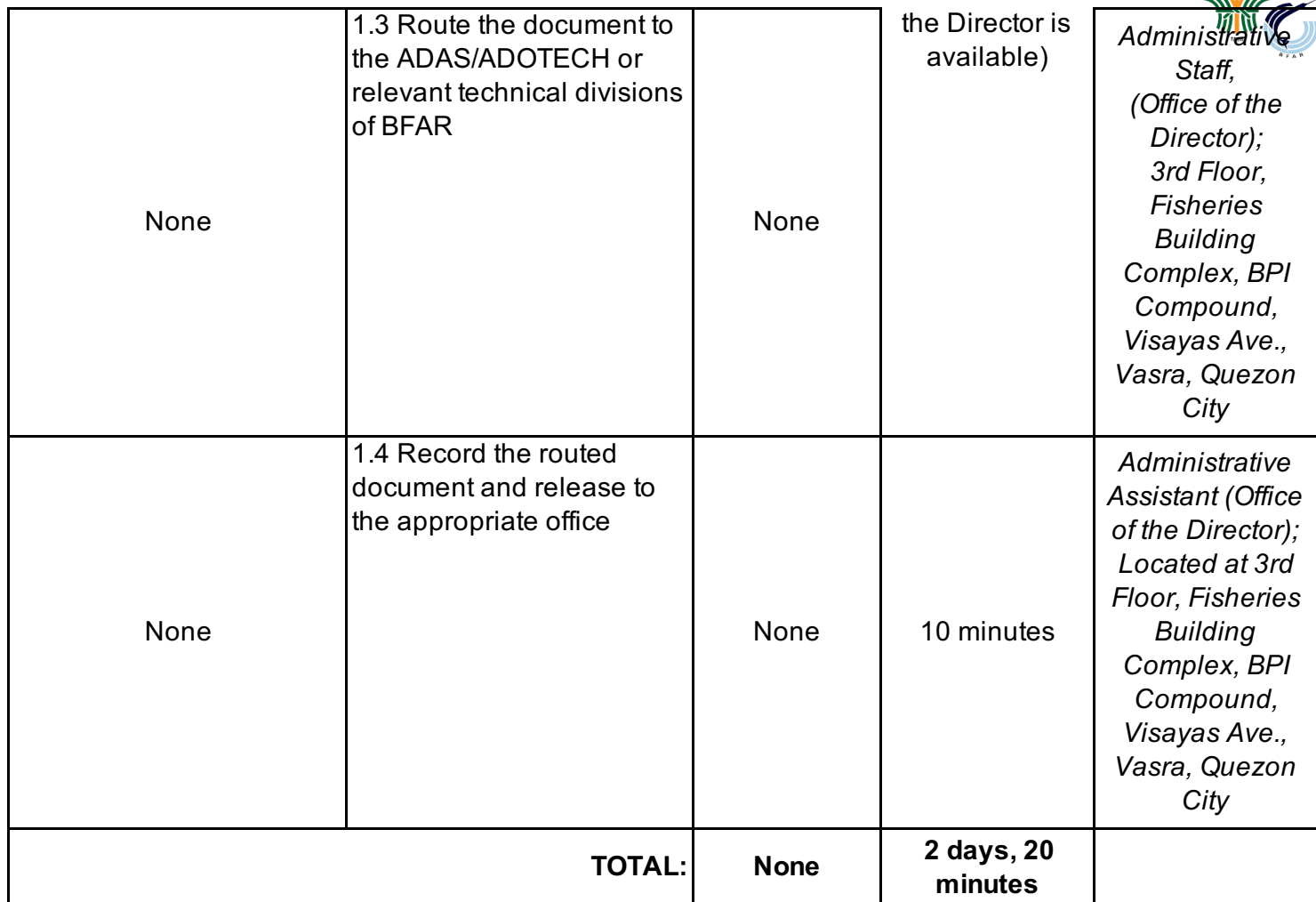
None	1.5 Conduct final review and approval and signing of legal documents and bilateral agreements	None	2 days* (provided that the signatory is available)	<i>Bureau Director (Office of the Director); 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Vasra, Quezon City</i>
None	1.6 Release to the Records Section or to the concerned division/office	None	5 minutes	<i>Administrative Assistant (Office of the Director), 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Vasra, Quezon City</i>
<b>TOTAL:</b>		<b>None</b>	<b>6 days, 20 minutes</b>	

### 5.a. Routing of Incoming General Communications

Letters and general communications are usual documents received by the Bureau in line with its mandate to conserve and manage the fisheries resources		
Office or Division	BFAR Director's Office	
Classification	Simple	
Type of Transaction	G2C-Government to Citizen; G2B-Government to Business Entity; G2G-Government to Government	
Who may avail:	EXTERNAL: Other government agencies/offices, Private Individuals or the General Public	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter or general communications		Other government offices, private individuals or the general public
2. Supporting documents, if any		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letters and/or incoming general communications	1. Receive the submitted documents	None	5 minutes	<i>Administrative Assistant; Receiving Personnel (Office of the Director) 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Vrasa, Quezon City</i>
None	1.1 Forward the submitted documents to the Chief of Staff or the Bureau Director for review/ approval for routing	None	5 minutes	<i>Administrative Assistant (Office of the Director); 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Vrasa, Quezon City</i>
None	1.2 Review and approve the General Communication for routing	None	2 days* (provided that	<i>Chief of Staff or the Bureau Director (Office of the Director); 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Vrasa, Quezon City</i>





Letters and general communications are usual documents received by the Bureau in line with its mandate to conserve and manage the fisheries resources.		
<b>Office or Division</b>	BFAR Office of the Assistant Director for Technical Services (ADOTECH)	
<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>	<b>EXTERNAL:</b> Other government agencies/offices, Private Individuals or the General Public	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Letter or general communications		Other government offices, private individuals or the general public
2. Supporting documents, if any		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letters and/or incoming general communications	1. Receive and record the submitted documents and forward to Technical Staff/ Action Officer/ Alternate Action Officer for review and action	None	5 minutes	<i>Administrative Assistant; Receiving Personnel (Assistant Director for Technical Services), 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City</i>
None	1.1 Review the submitted documents and/or communications and approve for routing	None	3 days	<i>Technical Staff/ Action Officer/ Alternate Action Officer (Assistant Director for Technical Services); 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City</i>
None	1.2 Route the document to the concerned offices with attached action slip from the Assistant Director for Technical Services	None	5 minutes	<i>Administrative Assistant (Assistant Director for Technical Services); Located at 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City</i>
<b>TOTAL:</b>		<b>None</b>	<b>3 days, 10 minutes</b>	

### 5.c. Routing of Incoming General Communications (ADAS)

Letters and general communications are usual documents received by the Bureau in line with its mandate to conserve and manage the fisheries resources				
Office or Division	BFAR Office of the Assistant Director for Administrative Services (ADAS)			
Classification	Simple			
Type of Transaction	G2C-Government to Citizen; G2B-Government to Business Entity; G2G-Government to Government			
Who may avail:	EXTERNAL: Other government agencies/offices, Private Individuals or the General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter or general communications		Other government offices, private individuals or the general public		
2. Supporting documents, if any				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letters and/or incoming general communications	1. Receive and record the submitted documents and forward to Administrative Staff/ Action Officer/ Alternate Action Officer for review and action	None	5 minutes	Administrative Assistant; Receiving Personnel (Assistant Director for Administrative Services), 4th Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Vasra, Quezon City

None	1.1 Review the submitted documents and/or communications and approve for routing	None	3 days	Administrative Staff/ Action Officer/ Alternate Action Officer (Assistant Director for Administrative Services), 4th Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Vrasa, Quezon City
None	1.2 Route the document to the concerned offices with attached action slip from the Assistant Director for Administrative Services	None	5 minutes	Administrative Assistant (Assistant Director for Administrative Services), 4th Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Vrasa, Quezon City
<b>TOTAL:</b>		<b>None</b>	<b>3 days, 10 minutes</b>	

**Office of the Director  
VESSEL MONITORING SECTION**

**1. Data Access thru Telephone Inquiry on Data Pertaining to the Entry/Exit of all Philippine Flagged Fishing Vessels and Foreign Fishing Vessels within Philippine Waters**

Base on Fisheries Administrative Order 266 -RULES AND REGULATIONS ON THE IMPLEMENTATION OF VESSEL MONITORING MEASURES (VMM) AND ELECTRONIC REPORTING SYSTEM (ERS) FOR COMMERCIAL PHILIPPINE FLAGGED FISHING VESSELS and Fisheries Administrative Order 245 - Regulation and Implementing Guidelines on Group Tuna Purse Seine Operations in High Seas Pocket Number-1 as a Special Management Area: the DA-BFAR shall grant access of the VMS data to the fishing vessel owners/operators in accordance with the provisions of section 127 of the Fisheries Code as amended by R.A 10654.

<b>Office or Division</b>	Office of the Director - VESSEL MONITORING SECTION (VMS)
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2B - Government to Business Entity, G2G - Government to Government
<b>Who may avail:</b>	Regional Monitoring Center, Fishing Companies

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Phone Call		VMS Operators		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a call to inquire on the data access on fishing vessel.	1. Answer to telephone call and ask for the inquiry and its purpose	None	5 minutes	VMS Operators On-duty, 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Diliman, Quezon City
2. Discuss the inquiry	2. Provide the needed information	None	30 minutes	
<b>TOTAL:</b>		<b>None</b>	<b>35 minutes</b>	

## BFAR Fisheries Regulatory Information Management Center

### 1. Technical Assistance for Clients (Internal)

To provide technical assistance such as troubleshooting internet connection, computer hardware, installation of software application, orientation on the operation of the systems.				
<b>Office or Division</b>	Director's Office - Fisheries Regulatory Information Management Center			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G - Government to Government			
<b>Who may avail:</b>	<b>INTERNAL</b> : BFAR Office (All Divisions, Sections, Centers, Regional Offices)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Online Ticketing System/Service Request Form		FRIMC, 2nd Floor, Fisheries Bldg. BPI Compound, Visayas Ave., QC		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit OTS/Service Request Form	1. Receive request for technical assistance and initial assessment on the said request	None	10 minutes	<i>Admin Assistant, FRIMC Office 2nd Floor, Fisheries Bldg. BPI Compound, Visayas Ave., QC</i>
None	1.1 Assign task to the concerned section	None	5 minutes	<i>FRIMC Head, FRIMC Office 2nd Floor, Fisheries Bldg. BPI Compound, Visayas Ave., QC</i>

2. Receive the technical assistance requested	2. Provide the technical assistance requested	None	1 hour	Technical Staff, System Administration, Admin Assistant, Web Development Unit, System Development FRIMC Office 2nd Floor, Fisheries Bldg. BPI Compound, Visayas Ave., QC
<b>TOTAL:</b>		<b>None</b>	<b>1 hour, 15 minutes</b>	


## 2. Render System Development, Implementation, and Deployment

It is the process of defining, designing, testing, and implementing a new software application or program.

<b>Office or Division</b>	Director's Office - Fisheries Regulatory Information Management Center			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2G - Government to Government			
<b>Who may avail:</b>	<b>INTERNAL :</b> (BFAR Central Office and Regional Offices) <b>EXTERNAL :</b> (Other Government Agencies)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request		Clients/Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request.	1. Receive and endorse the letter request to FRIMC	None	15 minutes	Admin Assistant Director's Office 3rd Floor, Fisheries Bldg. BPI Compound, Visayas Ave., QC

2. Confirm attendance on the schedule of the consultation meeting	2. Receive confirmation and schedule the consultation meeting with the requesting party	None	5 minutes	Computer Programmer/Unit Head FRIMC Office 2nd Floor, Fisheries Bldg. BPI Compound, Visayas Ave., QC
None	2.1 Conduct of the consultation meeting with the requesting party for data gathering	None	1 hour	Computer Programmer/Unit Head FRIMC Office 2nd Floor, Fisheries Bldg. BPI Compound, Visayas Ave., QC
None	2.2 Conduct System analysis and requirement determination	None	5 days	System Analyst, Computer Programmer FRIMC Office 2nd Floor, Fisheries Bldg. BPI Compound, Visayas Ave., QC
None	2.3 Conduct design and development of web application	None	4 months	Computer Programmers FRIMC Office 2nd Floor, Fisheries Bldg. BPI Compound, Visayas Ave., QC
None	2.4 Conduct system simulation	None	5 days	Computer Programmer, FRIMC Office 2nd Floor, Fisheries Bldg. BPI Compound, Visayas Ave., QC



None	2.5 Conduct initial software testing	None	7 days	 <b>Quality Assurance Team</b> <b>Leader and members</b> <b>FRIMC Office</b> <b>2nd Floor,</b> <b>Fisheries Bldg.</b> <b>BPI Compound,</b> <b>Visayas Ave., QC</b>
None	2.6 Conduct system modification if any	None	7 days	<b>Computer Programmer,</b> <b>FRIMC Office</b> <b>2nd Floor,</b> <b>Fisheries Bldg.</b> <b>BPI Compound,</b> <b>Visayas Ave., QC</b>
None	2.7 Conduct final software testing and debugging	None	7 days	<b>Computer Programmer,</b> <b>FRIMC Office</b> <b>2nd Floor,</b> <b>Fisheries Bldg.</b> <b>BPI Compound,</b> <b>Visayas Ave., QC</b>
None	2.8 Conduct system clearance to determine its deployment	None	1 day	<b>Computer Programmer and</b> <b>Quality Assurance Team</b> <b>Leader</b> <b>FRIMC Office</b> <b>2nd Floor,</b> <b>Fisheries Bldg.</b> <b>BPI Compound,</b> <b>Visayas Ave., QC</b>
3. Attend the user acceptance training	3. Implement the web or mobile application and conduct user acceptance training	None	7 days	<b>Computer Programmers</b> <b>and System Administrator</b> <b>FRIMC Office</b> <b>2nd Floor,</b> <b>Fisheries Bldg.</b> <b>BPI Compound,</b> <b>Visayas Ave., QC</b>

4. Accept the software application or program	4. Turnover of the software application/program to the requesting office	None	1 day	Computer Programmers and System Administrator FRIMC Office 2nd Floor, Fisheries Bldg. BPI Compound, Visayas Ave., QC
<b>TOTAL:</b>		None	5 months, 18 days, 1 hour, 20 minutes	

### 3. Submission of the Updated Content/Articles for Posting and Uploading to BFAR Website and Transparency Seal

Posting and uploading of documents and articles for website content in compliance to Interagency Task force Requirement on the Harmonization of National Government Performance Monitoring and Reporting System of AO 25, as well as the updating and maintenance of the Bureau's Transparency Seal.

<b>Office or Division</b>	Director's Office - Fisheries Regulatory Information Management Center			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G - Government to Government			
<b>Who may avail:</b>	<b>INTERNAL</b> : BFAR Central Office and Regional Offices <b>EXTERNAL</b> : Other Government Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request		Clients/Requesting Party		
2. Documents, Articles, Images proposed to be uploaded		Clients/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	1. Receive the letter request and endorse to the concerned office	None	5 minutes	Admin Assistant Director's Office 3rd Floor, Fisheries Bldg. BPI Compound, Visayas Ave., QC

None	1.1 Review and approve the documents/articles/images proposed for posting then assign to the concerned section for action	None	5 minutes	FRIMC Head, FRIMC Office 2nd Floor, Fisheries Bldg. BPI Compound, Visayas Ave., QC
None	1.2 Receive the approved documents/articles/ images	None	5 minutes	Web Development, Head FRIMC Office 2nd Floor, Fisheries Bldg. BPI Compound, Visayas Ave., QC
2. Fill out the BFAR Website Request Form	2. Provide and receive the filled out BFAR Website Request Form	None	5 minutes	Web Development Team, FRIMC Office 2nd Floor, Fisheries Bldg. BPI Compound, Visayas Ave., QC
None	2.1 Upload the approved documents/articles/images to the BFAR Website	None	3 hours	Web Development Team, FRIMC Office 2nd Floor, Fisheries Bldg. BPI Compound, Visayas Ave., QC
3. Acknowledge the notification	3. Notify the requesting party that the documents/articles/images are already posted in the BFAR website	None	5 minutes	Web Development Team, FRIMC Office 2nd Floor, Fisheries Bldg. BPI Compound, Visayas Ave., QC
<b>TOTAL:</b>		<b>None</b>	<b>3 hours, 25 minutes</b>	

#### 4. Render Technical Assistance on Drone Survey of any BFAR Fisheries Resources

This technology is employed to collect fisheries resources data of BFAR and Geographic Information System mapping.				
<b>Office or Division</b>	Director's Office - Fisheries Regulatory Information Management Center			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2G - Government to Government			
<b>Who may avail:</b>	<b>INTERNAL</b> : BFAR Central Office and Regional Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Mapping request form		Clients/Requesting Party		
2. Letter Request (ordinary area survey - division chief), (mapping request of conflict areas - BFAR director)		Clients/Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit mapping request form and letter request	1. Receive the letter request and forward to the Geographic Information System (GIS)/Remote Sensing Section Head	None	10 minutes	FRIMC Head, FRIMC Office 2nd Floor, Fisheries Bldg. BPI Compound, Visayas Ave., QC
None	1.1 Determine and assign the Mapping Request Form and Letter Request to the Geographic Information System/Remote Sensing Section staff	None	5 minutes	GIS Technical Officer, FRIMC Office 2nd Floor, Fisheries Bldg. BPI Compound, Visayas Ave., QC
None	1.2 Prepare the necessary Travel Order to conduct site visit of the area to be obtained	None	2 days	GIS Staff, FRIMC Office 2nd Floor, Fisheries Bldg. BPI Compound, Visayas Ave., QC

2. Attend the meeting	2. Conduct meeting with the requesting party to discuss the objective of the data to be gathered and itinerary of the travel	None	1 hour	GIS Technical Officer and Staff, FRIMC Office 2nd Floor, Fisheries Bldg. BPI Compound, Visayas Ave., QC
None	2.1 Coordinate and conduct actual site visit of the are to be surveyed.	None	3 days	GIS Technical Officer and Staff, FRIMC Office 2nd Floor, Fisheries Bldg. BPI Compound, Visayas Ave., QC
None	2.2 Conduct Map processing of the surveyed area and endorse to GIS Technical Officer for his initial review	None	5 days	GIS Staff, FRIMC Office 2nd Floor, Fisheries Bldg. BPI Compound, Visayas Ave., QC
None	2.3 Receive, review and sign the processed map and endorse to FRIMC Head for his conforme	None	10 minutes	GIS Technical Officer, FRIMC Office 2nd Floor, Fisheries Bldg. BPI Compound, Visayas Ave., QC
None	2.4 Sign the processed map and forward to the Geographic Information System staff for release	None	10 minutes	FRIMC Head, FRIMC Office 2nd Floor, Fisheries Bldg. BPI Compound, Visayas Ave., QC
3. Receive the processed map	3. Release the processed map to the requesting party	None	10 minutes	GIS Staff, FRIMC Office 2nd Floor, Fisheries Bldg. BPI Compound, Visayas Ave., QC
<b>TOTAL:</b>		None	<b>10 days, 1 hour, 45 minutes</b>	

## 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>	BFAR- Legal Division			
<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 Clients			
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, and endorse to the concerned section	None	5 minutes	<i>Administrative Assistant; Receiving Personnel BFAR-Legal Division 2nd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Quezon City</i>
None	1.1 Forward to the assigned lawyer for evaluation	None	5 minutes	<i>Head of Litigation Section BFAR-Legal Division 2nd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Quezon City</i>

None	1.2. Draft Notice to Answer addressed to the respondent	None	1 hour	Attorney BFAR-Legal Division 2nd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Quezon City
None	1.3 Forward Notice to Answer to Division Chief for review and signature	None	5 minutes	Attorney BFAR-Legal Division 2nd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Quezon City
None	1.4 Review and signature of the Notice to Answer	None	3 hours	Division Chief BFAR-Legal Division 2nd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Quezon City
None	1.5 Forward Notice to Answer to the records section for mailing to the respondent, copy furnish the complainant	None	5 minutes	Administrative Assistant; BFAR-Legal Division 2nd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Quezon City

None	1.6 Send/mail Notice to answer to respondent	None	10 minutes	BFAR-Records Section Ground Floor Fisheries Building Complex, BPI Compound, Visayas Ave., Quezon City
None	1.7 Wait for the answer of the respondent	None	5 days	Attorney BFAR-Legal Division 2nd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Quezon City
None	1.8 Receive the answer, if any, and forward it to assigned Lawyer	None	5 minutes	Administrative Assistant; Receiving Personnel BFAR-Legal Division 2nd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Quezon City
None	1.9 Draft Notice of Clarificatory Hearing, if necessary	None	1 hour	Attorney BFAR-Legal Division 2nd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Quezon City



None	1.10 Forward Notice of Hearing to Division Chief for review and signature	None	5 minutes	<i>Attorney BFAR-Legal Division 2nd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Quezon City</i>
None	1.11 Review and sign the Notice of Clarificatory Hearing	None	3 Hours	<i>Division Chief BFAR-Legal Division 2nd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Quezon City</i>
None	1.12 Forward Notice of Clarificatory Hearing to the records section for mailing to the complainant and respondent.	None	5 minutes	<i>Administrative Assistant BFAR-Legal Division 2nd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Quezon City</i>
2. Receive Notice of Clarificatory Hearing	2. Send/mail Notice of Clarificatory Hearing to the complainant and respondent	None	10 minutes	<i>BFAR-Records Section Ground Floor Fisheries Building Complex, BPI Compound, Visayas Ave., Quezon City</i>
3. Attend clarificatory hearing	3. Conduct Preliminary Investigation	None		<i>Investigation Team BFAR-Legal Division</i>

None	3.1 Conduct clarificatory hearing, if necessary	None	*20 days	2nd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Quezon City
None	3.2 Prepare Investigation Report and forward it to the Division Chief for review	None	4 days	Attorney BFAR-Legal Division 2nd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Quezon City
None	3.3 Review Investigation Report	None	1 day	Division Chief BFAR-Legal Division 2nd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Quezon City
None	3.4 Review Investigation Report and affix signature	None	1 day	Investigation Team BFAR-Legal Division 2nd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Quezon City

None	3.5 Forward Investigation Report to the Office of the Director	None	5 minutes	Administrative Assistant BFAR-Legal Division 2nd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Quezon City
None	3.6 Receive the Investigation Report	None	5 Minutes	Bureau Director BFAR-Director's Office 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Quezon City
4. Receive Investigation Report	4. Forward Investigation Report to Records Section for mailing to complainant and respondent	None	5 minutes	Administrative Assistant BFAR-Legal Division 2nd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Quezon City
<b>TOTAL:</b>		<b>None</b>	<b>32 days, 1 hour, 10 minutes</b>	

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


***\*In accordance with the 2017 Rules on Administrative Cases in the Civil Service***

## 2. Review of Contracts 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>	BFAR- Legal Division			
<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 Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsement letter of the document (1 original copy)		Client/Requesting Party		
2. Draft Contracts (ex. MOA/MOU), if applicable		Client/Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 BFAR-Legal Division 2nd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Quezon City</i>
None	1.1 Forward to Division Chief for routing	None	5 minutes	<i>Administrative Assistant; Receiving Personnel BFAR-Legal Division 2nd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Quezon City</i>

None	1.2 Forward to the Policy Section or personnel assigned	None	5 minutes	<i>Division Chief BFAR-Legal Division 2nd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Quezon City</i>
None	1.3 Research and coordinate with technical divisions	None	7 days	<i>Attorney/Law Reform Specialists - Legal BFAR- Legal Division 2nd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Quezon City</i>
None	1.4 Prepare draft legal review of contract/legal opinion	None	2 days	<i>Attorney/Law Reform Specialists - Legal BFAR- Legal Division 2nd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Quezon City</i>
None	1.5 Forward draft legal review of contract/legal opinion to Division Chief	None	5 minutes	<i>Attorney/Law Reform Specialists - Legal BFAR- Legal Division 2nd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Quezon City</i>

None	1.6 Approve and sign the legal review of contract/legal opinion	None	1 day	Division Chief BFAR-Legal Division 2nd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Quezon City
2. Receive legal review of contract/legal opinion	2. Forward the legal review of contract/legal opinion to Records Section/requesting Division (electronically, through email)	None	5 minutes	Administrative Assistant; BFAR-Legal Division 2nd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Quezon City
None	8.1. Review the case records and draft the Decision for the approval of the Adjudication Committee	None	60 days*	Hearing Officer Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
None	8.2. Conduct of Adjudication Committee meeting for the approval of the draft and issue final Decision	None	1 day	Adjudication Committee BFAR 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City

9. Receive copy of the Decision	9. Send copy of the Decision to the parties	None	1 day	 Shell Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
10. File Motion for Reconsideration (MR), if adverse Decision	10. Receive the Motion for Reconsideration	None	5 minutes	Administrative Assistant Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
11. Receive the Order to comment	11. Issue Order to Comment and copy furnish other party	None	10 minutes	Hearing Officer Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
12. File Comment/ Opposition, if ordered	12. Receive the Comment/ Opposition	None	5 minutes	Administrative Assistant Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City

None	12.1. Review the MR and Comment / Opposition	None	30 days**	Hearing Officer Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
None	12.2. Draft Resolution for approval of the Adjudication Committee	None		
None	12.3. Conduct of the Adjudication Committee meeting for approval of the draft Resolution and issue final Resolution	None	1 day	Adjudication Committee BFAR Fisheries Building Complex, BPI Compound, Vasra, Quezon City
13. Receive copy of Resolution	13. Send copies of Resolution to parties	None	1 day	Sheriff Adjudication Committee 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
<b>TOTAL:</b>		<b>PHP 300</b>	<b>4 months, 15 days, 3 hours, 25 minutes</b>	

\*This service is covered under Rule 21 of the RPAC

\*\*This service is covered under Rule 23 of the RPAC



## Legal Division ADJUDICATION COMMITTEE

### 1. 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 and impose administrative fines and penalties provided in the Philippine Fisheries Code, as amended.

<b>Office or Division</b>	BFAR - Adjudication Committee
<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

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Verified Complaint (1 Original copy and 1 Photocopy for each respondent)		BFAR and/or any law enforcement group		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File Verified Complaint	1. Receive and endorse to the Hearing Officer (HO) the complaint	None	10 minutes	<i>Administrative Assistant Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City</i>
None	1.1. Review the Complaint	None	5 days	<i>Hearing Officer Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City</i>

2. Receive a copy of the Summons or Order of dismissal	2. Issue Summons to the respondent to file a Verified Answer or Issue an Order of dismissal for insufficiency in form and/or substance of the complaint  Copy furnish the complainants of the Summons or Order of dismissal	None	1 day	Hearing Officer Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
3. Receive a copy of Verified Answer from respondents	3. Receive the Verified Answer from the respondent	None	5 minutes	Administrative Assistant Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
None	3.1. Review the Verified Answer and Order the filing of supplemental pleading, if needed	None	3 days	Hearing Officer Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
None	3.2. Receive the Supplemental Pleading from respondent	None	5 minutes	Administrative Assistant Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City

None	3.3. Schedule clarificatory conference	None	5 minutes	Hearing Officer Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
4. Receive notice of conference	4. Notify parties of the scheduled clarificatory conference	None	10 minutes	Administrative Assistant Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
5. Attend clarificatory conference (on-site or virtual)	5. Conduct clarificatory conference	None	2 hours	Hearing Officer Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
None	5.1. Review the case records and draft the decision for approval of the Adjudication Committee	None	60 days*	Hearing Officer Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City

None	5.2. Conduct of the Adjudication Committee meeting for the approval of the draft decision and issue final Decision	None	1 day	Adjudication Committee 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
6. Receive copy of the Decision	6. Send copy of the Decision to the parties	None	1 day	Sheriff Adjudication Committee 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
7. File Motion for Reconsideration (MR), if adverse Decision	7. Receive the MR	None	5 minutes	Administrative Assistant Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
8. Receive the Order to comment	8. Issue Order to Comment and copy furnish other party	None	10 minutes	Hearing Officer Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City

9. File Comment/ Opposition, if ordered	9. Receive the Comment/ Opposition	None	5 minutes	Administrative Assistant Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
None	9.1. Review the MR and Comment/ Opposition	None	30 Days**	Hearing Officer Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
None	9.2. Draft Resolution for approval of the Adjudication Committee	None		
None	9.3. Conduct of the Adjudication Committee meeting for approval of the draft Resolution and issue final Resolution	None	1 Day	Adjudication Committee 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
10. Receive copy of the Resolution	10. Send copy of the Resolution to the parties	None	1 Day	Sheriff Adjudication Committee 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
<b>TOTAL:</b>		None	<b>4 months, 15 days, 2 hours, 55 minutes</b>	

\*This service is covered under Rule 10 of the RPAC

\*\*This service is covered under Rule 23 of the 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.				
Office or Division	BFAR- Adjudication Committee			
Classification	Highly Technical			
Type of Transaction	G2C - Government to Citizen G2B - Government to Business entity			
Who may avail:	Any citizen whose rights and privileges under the fisheries laws were violated.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Verified Complaint / Petition / Protest (1 Original copy and 1 Photocopy for each respondent)		Complainant / Petitioner / Protestee		
2. Filing Fee of PHP 300				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay Filing Fee and Secure Official Receipt (O.R.)	1. Receive payment and issue Official Receipt	Filing Fee - PHP 300	5 minutes	BFAR-Cashier Fourth Floor Fisheries Building Complex, BPI Compound, Vasra, Quezon City
2. File Verified Complaint / Petition / Protest and Submit Official Receipt	2. Receive and endorse Complaint / Petition / Protest to the BFAR Head Office	None	10 minutes	Administrative Assistant Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City

None	2.1. Review the Complaint / Petition / Protest	None	5 days	Hearing Officer Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
3. Receive copy of Summons or Order of dismissal	3. Issue Summons to the respondent to file a Verified Answer or issue an Order of dismissal for lack of jurisdiction or insufficiency of evidence  Copy furnish the complainants of a copy of the Summons or Order of dismissal	None	1 day	Hearing Officer Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
4. Receive copy of the Verified Answer from the respondent	4. Receive the Verified Answer from the respondent	None	5 minutes	Administrative Assistant Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
None	4.1. Review the Verified Answer and Order the filing of supplemental pleading, if needed	None	3 days	Hearing Officer Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City

None	4.2. Receive and review the Supplemental Pleading from respondent	None	15 minutes	Administrative Assistant Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
None	4.3. Schedule preliminary conference	None	5 minutes	Hearing Officer Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
5. Receive Notice of preliminary conference	5. Notify parties to attend preliminary conference	None	10 minutes	Administrative Assistant Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
6. Attend preliminary conference (on-site or virtual)	6. Conduct preliminary conference	None	2 hours	Hearing Officer Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City



7. Receive the Order	7. Issue preliminary conference Order with order to file Position Papers	None	10 minutes	Hearing Officer Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
8. File Verified Position Papers	8. Receive the Verified Position Papers	None	5 minutes	Administrative Assistant Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
None	8.1. Review the case records and draft the Decision for the approval of the Adjudication Committee	None	60 days*	Hearing Officer Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
None	8.2. Conduct of Adjudication Committee meeting for the approval of the draft and issue final Decision	None	1 day	Adjudication Committee BFAR 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City

9. Receive copy of the Decision	9. Send copy of the Decision to the parties	None	1 day	 Shell Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
10. File Motion for Reconsideration (MR), if adverse Decision	10. Receive the Motion for Reconsideration	None	5 minutes	Administrative Assistant Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
11. Receive the Order to comment	11. Issue Order to Comment and copy furnish other party	None	10 minutes	Hearing Officer Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
12. File Comment/ Opposition, if ordered	12. Receive the Comment/ Opposition	None	5 minutes	Administrative Assistant Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City

None	12.1. Review the MR and Comment / Opposition	None	30 days**	Hearing Officer Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
None	12.2. Draft Resolution for approval of the Adjudication Committee	None		
None	12.3. Conduct of the Adjudication Committee meeting for approval of the draft Resolution and issue final Resolution	None	1 day	Adjudication Committee BFAR Fisheries Building Complex, BPI Compound, Vasra, Quezon City
13. Receive copy of Resolution	13. Send copies of Resolution to parties	None	1 day	Sheriff Adjudication Committee 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
<b>TOTAL:</b>		<b>PHP 300</b>	<b>4 months, 15 days, 3 hours, 25 minutes</b>	

\*This service is covered under Rule 21 of the RPAC

\*\*This service is covered under Rule 23 of the RPAC

### 3. Approval of Settlement Offers

Persons accused of violating the fisheries laws may avail of settlement penalty prescribed by law.				
<b>Office or Division</b>	BFAR- Adjudication Committee			
<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>		
1. Verified Complaint (1 Original copy and 1 Photocopy for each respondent)		FRMD-CEPS		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit a written manifestation to settle	1. Receive the manifestation to settle	None	5 minutes	<i>Administrative Assistant Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City</i>
None	1.1. Review the manifestation to settle	None	3 days	<i>Hearing Officer Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City</i>

None	1.2. Schedule clarificatory / settlement conference	None	5 minutes	Hearing Officer Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
2. Receive Notice of clarificatory / settlement conference	2. Notify parties to attend clarificatory / settlement conference	None	5 minutes	Administrative Assistant Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
3. Attend clarificatory / settlement conference (on-site or virtual)	3. Conduct clarificatory / settlement conference	None	2 hours	Hearing Officer Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
	3.1. Review the complaint and the manifestation to settle	None	10 days	Hearing Officer Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City

4. Receive notification on the approval or denial of the offer to settle	4. Notify client on the approval or denial of the offer to settle	None	10 minutes	Hearing Officer Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
5. Pay settlement penalty as ordered and secure Official Receipt	5. Issue Order of Payment form	Amount of settlement penalty	15 minutes	BFAR-Cashier Fourth Floor Fisheries Building Complex, BPI Compound, Vasra, Quezon City
6. Submit the Official Receipt	6. Issue Order of Settlement to the respondents	None	1 day	Hearing Officer Adjudication Committee Secretariat 3rd Floor, Fisheries Building Complex, BPI Compound, Vasra, Quezon City
<b>TOTAL:</b>		<b>None</b>	<b>14 days, 2 hours, 40 minutes</b>	

\*The manifestation to settle should be acted upon within 15 days from receipt under Rule 12 of the Rules of Procedure on Adjudication of Fisheries Law Cases (RPAC).

## Information and Fisherfolk Coordination Unit (IFCU) (Information and Public Relations Group)

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

The Information and Fisherfolk Coordination Unit (Information and Public Relations Office) 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.

<b>Office or Division</b>	Information and Fisherfolk Coordination Unit (Information and Public Relations Office)
<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)		Information and Fisherfolk Coordination Unit Office 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/IPRO Staff, IFCU Office, 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City

None	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/IPRO Staff IFCU Office, 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City  *Appropriate Division
2. Receive the Information, Education and Communication (IEC) materials.	2. Provide the IEC materials and request to accomplish the IEC Materials Distribution Form	None	5 minutes	IFCU/IPRO Staff, IFCU Office, 4th Flr., Fisheries Main Bldg., 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/IPRO Staff, IFCU Office, 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
<b>TOTAL:</b>		<b>None</b>	<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.

<b>Office or Division</b>	Information and Fisherfolk Coordination Unit (Information and Public Relations Office)
<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		
None		N/A		
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/IPRO Staff, IFCU Office, 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
2. Discuss the inquiry.	2. Respond to the client's inquiry.  (*Refer to the appropriate division(s), if necessary.)	None	25 minutes	IFCU/IPRO Staff IFCU Office, 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City  *Appropriate Division
<b>TOTAL:</b>		<b>None</b>	<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>	Information and Fisherfolk Coordination Unit (Information and Public Relations Office)
<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		
None		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the inquiry through email or social media inbox.	1. Acknowledge the inquiry.	None	5 minutes	IFCU/IPRO Staff, IFCU Office, 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
2. Acknowledge the response.	2. Assess the nature of the inquiry.  2.1 Respond to the inquiry via email or social media inbox.  (*Refer to the appropriate division(s), if applicable.)	None	15 minutes	IFCU/IPRO Staff, IFCU Office, 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
<b>TOTAL:</b>		<b>None</b>	<b>20 minutes</b>	

#### 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>	Information and Fisherfolk Coordination Unit - Information and Public Relations Office
<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		
E-mail Request		Client/Requesting Party/ies		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send the email request.	1. Receive and record the email request.	None	5 minutes	IFCU/IPRO Staff, IFCU Office, 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
None	1.1 Forward the email request to the Director's Office.	None	10 minutes	IFCU/IPRO Staff, IFCU Office, 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
None	1.2 Approve the request.  (Authorize and notify appropriate resource person if the Director is not available.)	None	3 hours	Director's Office 3rd Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
2. Acknowledge the notification.	2. Notify the client if the request is approved or disapproved.	None	5 minutes	IFCU/IPRO Staff, IFCU Office, 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
3. Confirm the details or coverage of the interview.	3. Coordinate with the client about the details or coverage of the interview.	None	2 hours	IFCU/IPRO Staff, IFCU Office, 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City

None	3.1 Gather relevant and accurate information. 3.2 Coordinate with the appropriate division(s) for technical inputs. 3.3 Prepare talkpoints and reference materials.	None	5 days	<b>IFCU/IPRO Staff</b> <b>IFCU Office,</b> <b>4th Flr., Fisheries</b> <b>Main Bldg., BPI</b> <b>Compound,</b> <b>Visayas Ave.,</b> <b>Quezon City</b>  <b>Technical</b> <b>Division(s)</b>
4. Conduct the interview	4. Attend the interview	None	1 hour	<b>BFAR Director</b> <b>Office of the</b> <b>Director</b> <b>3rd Flr., Fisheries</b> <b>Main Bldg., BPI</b> <b>Compound,</b> <b>Visayas Ave.,</b> <b>Quezon City</b>  <b>Authorized BFAR</b> <b>personnel</b>
<b>TOTAL:</b>		<b>None</b>	<b>5 Days, 6 Hours, 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>	Information and Fisherfolk Coordination Unit - Information and Public Relations Office
<b>Classification</b>	Simple
<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/IPRO Staff, IFCU Office, 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
None	1.1 Forward the request to the Director's Office.	None	10 minutes	IFCU/IPRO Staff, IFCU Office, 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
None	1.2 Approve or disapprove the request.  (Authorize and notify appropriate resource person if the Director is not available)	None	20 minutes	Office of the Director 3rd Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
2. Acknowledge the notification.	2. Notify the client if the request is approved or disapproved.	None	5 minutes	IFCU/IPRO Staff, IFCU Office, 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
3. Confirm the details or coverage of the interview	3. Coordinate with the client about the details or coverage of the interview.	None	30 minutes	IFCU/IPRO Staff, IFCU Office, 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City

None	3.1 Gather relevant and accurate information.  3.2 Coordinate with the appropriate division(s) for technical inputs.  3.3 Prepare talkpoints and reference materials.	None	1 hour	<b>IFCU/IPRO Staff</b> <b>IFCU Office,</b> <b>4th Flr., Fisheries</b> <b>Main Bldg., BPI</b> <b>Compound,</b> <b>Visayas Ave.,</b> <b>Quezon City</b>  <b>Technical</b> <b>Division(s)</b>
4. Conduct the interview	4. Attend the interview.	None	1 hour	<b>BFAR Director,</b> <b>Office of the</b> <b>Director</b> <b>3rd Flr., Fisheries</b> <b>Main Bldg., BPI</b> <b>Compound,</b> <b>Visayas Ave.,</b> <b>Quezon City</b>  <b>Authorized BFAR</b> <b>personnel</b>
<b>TOTAL:</b>		<b>None</b>	<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>	Information and Fisherfolk Coordination Unit (Information and Public Relations Office)
<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 format		Client/Requesting Party/ies		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the letter of request or memo	1. Receive and record the letter of request.	None	5 minutes	IFCU/IPRO Staff, IFCU Office, 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
None	1.1 Forward the request letter to the Director's Office.	None	10 minutes	IFCU/IPRO Staff, IFCU Office, 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
None	1.2 Approve or disapprove the letter of request or request in memo format.	None	3 hours	Director's Office 3rd Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
2. Confirm the details.	2. Coordinate the specific details with the requesting party.	None	4 hours	IFCU/IPRO Staff, IFCU Office, 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
None	2.1 Gather relevant and accurate information.  2.2 Coordinate with the appropriate division(s) for technical inputs.	None	2 days	IFCU/IPRO Staff, IFCU Office, 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City

None	2.3 Prepare the draft message/speech/presentation.	None	1 day	IFCU/IPRO Staff, IFCU Office, 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
None	2.4 Coordinate with Technical Office to assess the content and finalize the message/speech/presentation.	None	4 hours	IFCU/IPRO Staff IFCU Office, 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City  Technical Division(s)
None	2.5 Approve the message/speech/presentation.	None	2 hours	Director's Office 3rd Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
3. Receive the requested message/speech/presentation	3. Send the approved message/speech/presentation to the requesting party.	None	5 minutes	IFCU/IPRO Staff, IFCU Office, 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
<b>TOTAL:</b>		<b>None</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 the 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), Student and General Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Valid ID (not expired)		Client / Requesting Party/ies		
2. Clientele Register Form (IFCULIB-F-09)		<b>BFAR- Library Section</b> , Ground Floor, Fisheries Building Complex, 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	1 minute	<i>Librarian/Library Assistant/Aide</i> <b>BFAR-IFCU- Library Section</b> Ground Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra 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	3 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	2 minutes	Librarian/Library Assistant/Aide BFAR-IFCU- Library Section Ground Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra Avenue, Quezon City
4. Return the borrowed reference materials after use and claim the valid ID submitted	4. Secure the returned reference materials from the client and return the valid ID submitted	None	1 minute	Librarian/Library Assistant/Aide BFAR-IFCU- Library Section Ground Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra Avenue, Quezon City
<b>TOTAL:</b>		<b>None</b>	<b>10 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 research 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), Student and General Public

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Referral Letter Request / Endorsement Letter		Client / Requesting Parti/ies		
2. Valid ID (not expired)				
3. School ID (for student)				
4. Client 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 ipon entering ythe library premises	None	1 minute	Librarian/Library Assistant/Aide BFAR-IFCU- Library Section Ground Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra Avenue, Quezon City
2. Present Referral Letter Request / Endorsement Letter	2. Receive and record the Referral Letter Request / Endorsement Letter for record purposes	None	1 minute	
3. Access of library reference materials	3.1 Allow access on the books and other reference materials	None	3 minutes	
	3.2 Locate, prepare and lend books and other reference material relevant to the client's need in their research work			
4. Submit valid ID for borrowed reference materials and accomplished the needed information in the borrowers card provided	4. Ask th 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	1 minute	Librarian/Library Assistant/Aide BFAR-IFCU- Library Section Ground Floor, Fisheries Building Complex, BPI Compound.

5. Return library reference materials after use and claim submitted valid ID	5. Secure th returned Library references materials from the client	None	4 minutes	
	5.1 Return the valid ID submitted upon returning the books or other reference materials borrowed	None		
<b>TOTAL:</b>		<b>None</b>	<b>10 Minutes</b>	

### 3. Inquiry Assistance through Telephone Calls, E-mails & 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), Student and General Public

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Telephone calls / inquiry		Client / Requesting Parti/ies		
2. E-mail		Client / Requesting Parti/ies		
4. Client Register Form (IFCULIB-F-09)		Client / Requesting Parti/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 client to visit the library to avail the reference matrials needed	None	5 minutes	Librarian/Library Assistant/Aide BFAR-IFCU- Library Section Ground Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra Avenue, Quezon City
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	

3. Request to be included in the listing 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	Librarian/Library Assistant/Aide BFAR-IFCU- Library Section Ground Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra Avenue, Quezon City
	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 our publication	4. Remind / Advise 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	Librarian/Library Assistant/Aide BFAR-IFCU- Library Section Ground Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra Avenue, Quezon City
<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 <b>BFAR Library</b> 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; 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), Student and General Public

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Clientele Registry Form (IFCULIB-F-09)		<b>BFAR- Library Section</b> , 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 RegisterForm upon entering the library premises	None	1 minute	<i>Librarian/Library Assistant/Aide BFAR-IFCU- Library Section Ground Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra Avenue, Quezon City</i>
2. Ask to avail for a free copy of BFAR Technology publication such as pamphlets, brochures, posters, and etc.	2. Provide available BFAR Technology publication for free distribution	None	7 minutes	
3. Sign in the receiving log book	3. Ask the client to sign in to the receiving log book for record purposes	None	2 minutes	
<b>TOTAL:</b>		<b>None</b>	<b>10 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 th **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 that 10 pages the client is allowed to braing ouet 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 Extention Workers, Different organization, Local Government Units(LGUs), Student and General Public

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Valid ID's (not expired)		Client / Requesting Parti/ies		
2. Client Register Form (IFCULIB-F-09)		<b>BFAR- Library Section</b> , Ground Floor, Fisheries Building Complex, BPI Compound, Barangay Vasra, Visayas Avenue, Quezon City		
3.Request Form for Borrowers Charge Slip (IFCULIB-F-08)		<b>BFAR- Library Section</b> , 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 RegisterForm upon entering the library premises	None	1 minute	<i>Librarian/Library Assistant/Aide BFAR-IFCU- Library Section Ground Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra Avenue, Quezon City</i>
2. Submit valid ID a. Accomplished the borrower's Card. b. Book Card for Books (IFCULIB-F-03) or c. Book Card for Serial Collection such as magazines, journals,newspaper, periodicals, etc. (IFCULIB-F-04) d. Request Form for Slip (IFCULIB-F-08)	2. Secure valid ID and intruct the client to fill-out all the information of the borrower in the Slip	None	8 minutes	
None	2.1 Lend the books and other reference materials for reproduction and inform the client that forevery 10 pages is free to reproduce inside the library. If more than 10 pages they are allowed to bring out the books and returned within the day	None	3 minutes	<i>Librarian/Library Assistant/Aide BFAR-IFCU- Library Section Ground Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra Avenue, Quezon City</i>
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	1 minute	
<b>TOTAL:</b>		<b>None</b>	<b>13 minutes</b>	



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

The <b>BFAR Library</b> 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			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Client Register Form (IFCULIB-F-09)		BFAR- Admin -HRMS, 3rd Floor, Fisheries Building Complex, 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. Present the accomplished Clearance Form (CS Form No.7) to the Librarian-In-Charge	1. Accept the accomplished Clearance Form (CS Form No.7). Check the borrowers profile for the books borrowed before signing of Clearance Form (CS Form No.7)	None	2 minutes	Librarian/Library Assistant/Aide BFAR-IFCU- Library Section Ground Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra Avenue, Quezon
None	1.1. Sign the clearance form if the employee has no accountabilities. Otherwise, signing of clearance is pending until the borrower return the books	None	2 minutes (for no accountabilities)	Librarian/Library Assistant/Aide BFAR-IFCU- Library Section Ground Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra Avenue, Quezon
2. Receive the signed Clearance Form (CS Form No.7) if no accountabilities. Otherwise, settle accountabilities based on the agreement made with the Librarian-In-Charge	2. Return the signed Clearance Form (CS Form No.7)	None	8 minutes (for employees with accountabilities)	Librarian/Library Assistant/Aide BFAR-IFCU- Library Section Ground Floor, Fisheries Building Complex, BPI Compound, Brgy. Vasra Avenue, Quezon City



<b>TOTAL:</b>	<b>None</b>	4 minutes (for no accountabilities)	
		10 minutes (for employees with accountabilities)	

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

**Information and Fisherfolk Coordination Unit (IFCU)  
NATIONAL FISHERIES AND AQUATIC RESOURCES MANAGEMENT COUNCIL**

**1. 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>	IFCU-Fisherfolk-FARMC Coordination Office (FFCO)
<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>	<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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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, FFCO Located at 2nd Floor, Annex, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City</i>
None	1.1 Forward to the Chief, IFCU for information and appropriate action	None	5 minutes	<i>FFCO-NFARMC SECRETARIAT Located at 2nd Floor, Annex, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City</i>
None	1.2. Coordinate and confirm the schedule of NFARMC meeting with the Office of Undersecretary of Fisheries/Chairperson, NFARMC *(meeting will be conducted 13 days after confirmation of the Office of USec for Fisheries)	None	4 hours	
None	1.3 Prepare the memorandum, invitations, programs of the scheduled meetings and other preparatory documents (e.g. Activity Proposal, FOO and etc.)	None		<i>FFCO-NFARMC SECRETARIAT Located at 2nd Floor, Annex, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City</i>

None	1.4 Forward the memorandum, invitations, programs and other preparatory documents (e.g. Activity Proposal, FOO and etc.) to Chief, IFCU for review and initial	None
None	1.5 Review the memorandum, invitations, programs and other preparatory documents (e.g. Activity Proposal, FOO and etc.)	None
None	1.6 Forward the documents to the concerned offices	None
None	1.6.1 Memorandum, invitations and program to Undersecretary of Fisheries/Chairman, NFARMC for review and signature/approval	
None	1.6.2 Activity Proposal, FOO and etc. to Office of the Director for review and signature/approval	
None	1.7 Review and approve the memorandum, invitations and program	None

13 days


**FFCO-NFARMC SECRETARIAT**  
*Located at 2nd Floor, Annex, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City*

**FFCO-NFARMC SECRETARIAT**  
*Located at 2nd Floor, Annex, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City*

**FFCO-NFARMC SECRETARIAT**  
*Located at 2nd Floor, Annex, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City*

*Undersecretary for Fisheries/Chairman, NFARMC  
 Located at 4th Floor, Annex, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City*

None	1.8 Review and approve the Activity Proposal, FOO and etc.	None	 <b>Director, BFAR</b> Located at 3rd Floor, Annex, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City
None	1.9 Disseminate the approved memorandum, invitations and program to NFARMC Members and proponents (BFAR technical divisions)	None	<b>FFCO-NFARMC SECRETARIAT</b> Located at 2nd Floor, Annex, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City
2. Confirm attendance of the proponent/s	2. Coordinate the confirmation of attendance of the proponent(s) including other participants/attendees	None	<b>FFCO-NFARMC SECRETARIAT</b> Located at 2nd Floor, Annex, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City
3. Attend NFARMC Meeting	3. Conduct of NFARMC Meeting; Presentation and deliberation of the agenda (Proposed FAOs and other fisheries policies)	None	<b>Undersecretary for Fisheries/Chairman, NFARMC Members, Head NFARMC-PMC, FFCO-NFARMC SECRETARIAT and Proponent/s</b>

None	3.1 Prepare the draft NFARMC Resolution(s)	None	8 hours	 <b>Attorney, Legal Division</b> Located at 2nd Floor, Main, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City
None	3.2 Present the draft NFARMC Resolution(s) to the Council for comments	None		<b>Attorney, Legal Division</b> Located at 2nd Floor, Main, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City
None	3.3 Approval of the draft NFARMC Resolution(s)	None		<b>NFARMC Members</b>
4. Submit the final copy of FAO	4. Draft the endorsement letter of the FAO(s) with the attached final copy of FAO and signed NFARMC Resolution(s)	None	10 minutes	<b>FFCO-NFARMC SECRETARIAT</b> Located at 2nd Floor, Annex, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City
None	4.1 Forward the endorsement letter with the attached final copy of FAO and signed NFARMC Resolution(s) to Chief, IFCU for review	None	5 minutes	<b>FFCO-NFARMC SECRETARIAT</b> Located at 2nd Floor, Annex, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City

None	4.2 Review the endorsement letter with the attached final copy of FAO and signed NFARMC resolution(s)	None	10 minutes	Chief, IFCCU Located at 4th Floor, Main, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City
None	4.3 Forward the endorsement letter with the attached final copy of FAO and signed NFARMC Resolution(s) to Office of the Director for review and initial.	None	5 minutes	FFCO-NFARMC SECRETARIAT Located at 2nd Floor, Annex, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City
None	4.4 Review and initial the endorsement letter with the attached final copy of FAO and signed NFARMC Resolution(s)	None	3 days	Director, BFAR Located at 3rd Floor, Annex, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City
None	4.5 Forward the endorsement letter with the attached final copy of FAO and signed NFARMC Resolution(s) to Undersecretary of Fisheries/Chairman, for review and approval	None	5 minutes	FFCO-NFARMC SECRETARIAT Located at 2nd Floor, Annex, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City

None	4.6 Review and approve the endorsement letter with the attached final copy of FAO and signed NFARMC Resolution(s)	None	3 days	<i>Undersecretary for Fisheries/Chairman, Located at 4th Floor, Main, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City</i>
None	4.7 Forward the endorsement letter with the attached final copy of FAO and signed NFARMC Resolution(s) to the concerned office to facilitate the releasing of the endorsement letter and to monitor the Approval and Signing of DA Secretary	None	5 minutes	<i>FFCO-NFARMC SECRETARIAT Located at 2nd Floor, Annex, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City</i>
5. Receive the approved Endorsement Letter	5. Receive the endorsement letter with the attached final copy of FAO and signed NFARMC Resolution(s) to the concerned office to facilitate the releasing of the endorsement letter and to monitor the Approval and Signing of DA Secretary	None	5 minutes	<i>BFAR Divisions/Offices (Proponent)</i>
<b>TOTAL:</b>		<b>None</b>	<b>20 days, 4 hours, 55 minutes</b>	

## 2. Responding to Request / Inquiries

To ensure that that the walk-in clients are well attended. FFCO either directly responds to the online inquiries or immediately refers the client to the appropriate division or focal person.

<b>Office or Division</b>	IFCU-Fisherfolk FARMC Coordination Office (FFCO)			
<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> 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>		
None		N/A		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign on the Visitor's Log / Email.	1. Let the client log in to the Visitor's Log book / received clients request.	None	5 minutes	<i>FFCO Staff Located at 2nd Floor, Annex, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City</i>
2. Discuss the inquiry.	2. Respond to the client's inquiry.  <i>(*Refer to the appropriate division(s), if necessary.)</i>	None	25 minutes	<i>FFCO Staff  *Appropriate division(s)</i>
<b>TOTAL:</b>		<b>None</b>	<b>30 Minutes</b>	



**Administrative Services**  
**A. Human Resource Management Section (HRMS)**

**1. Processing of Scholarship Grants through BFAR Employees Scholarship Program**

This program provides scholarship grants to BFAR Permanent Employees for Bachelor, Masteral, and Doctorate degree 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>	BFAR- Administrative Division- Human Resource Management Section (HRMS)
<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)	Applicant
4. Transcript of Records (Photocopy)	Applicant
5. Diploma (Photocopy)	Applicant
6. Performance for the last 2 years (IPCR)	ADMIN - HRMS (Central / Regional Office)
7. Service record (minimum of two years in the service)	ADMIN - HRMS (Central / Regional Office)
8. Certificate of no administrative case	ADMIN - HRMS (Central / Regional Office)
9. Certificate of no nomination or pending application for other scholarship program or course	ADMIN - HRMS (Central / Regional Office)
10. Copy of the Individual Development Plan submitted to the Human Resource	ADMIN - HRMS (Central / Regional Office)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Scholarship Application with Complete Attachments	1. Receive and review the completeness of requirements  (per applicant)	None	5 minutes	<i>Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	1.1 Conduct Pre-evaluation Assessment  (per applicant)	None	20 minutes	<i>Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	1.2 Schedule meeting/deliberation on the Personal Development Committee (PDC)  *(per committee member)	None	*3 minutes	<i>Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>

2. Acknowledge and confirm notice of scheduled exam and interview	2. Notify applicants for the scheduled of exam and interview through e-mail and notify all applicants who are not shortlisted for the program	None	5 minutes	<i>Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
3. Attend examination	3. Conduct examination to all applicants	None	3 hours	<i>Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
4. Attend interview	4. Conduct interview by all applicants  *(maximum per applicant)	None	*30 minutes	<i>Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>

None	4.1 Conduct Comparative Assessment based on the results of Examination and interview	None	1 day	<i>Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	4.2 Prepare and Forward Recommendation Letter to the Personnel Development Committee (PDC)	None	15 minutes	<i>Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	4.3 Review and Sign the Recommendation Letter	None	3 days	<i>PDC Members Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	4.4 Forward Recommendation Letter of the PDC for approval of the Director	None	5 minutes	<i>Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>

None	4.5. Review and approval of the recommended grantee  *(minimum days)	None	*3 days	<i>BFAR Director, Office of the Director, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
5. Receive and acknowledge through email/text message the acceptance to the program	5. Notify applicant through letter/email/text message of his/her acceptance to the program	None	5 minutes	<i>Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	5.1 Prepare the scholarship contract	None	30 minutes	<i>Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
6. Receive Scholarship Contract and affix signature and guarantor	6. Furnish the scholarship contract to grantee for his/her signature	None	5 minutes	<i>Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>

7. Submit signed scholarship Contract to BFAR HRMS Office  (within three days upon receipt of the Contract)	7. Receive and check signed scholarship contract	None	5 minutes	 <p><i>Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i></p>
None	7.1. Forward submitted signed contract of the grantee to PDC - Chairperson for signature	None	3 days	<p><i>Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i></p>
None	7.2 Review and sign the contract	None		<p><i>Personnel Development Committee Chairperson Assistant Director for Administrative Services, 4th Floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i></p>

None	7.3. Forward the submitted signed contract to the Director's Office for Signature/Approval	None	3 days	 <b>Designated Personnel Development Committee (PDC)</b> <b>Secretariat BFAR-HRMS Office</b> 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	7.4 Review and sign the contract	None		<b>BFAR Director Office of the Director</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	7.5 Release the signed contract to the HRMS Office	None		<b>Admin Staff, Office of the Director</b> 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
8. Coordinate with the HRMS Office for the notarization of the Scholarship Contract  <i>*(grantee may opt to facilitate the notarization of the scholarship contract or may coordinate with the HRMS Office provided that the expenses for the notarization will be borne by the grantee)</i>	8. Inform the Grantee that signed scholarship contract is ready for notarization	None	3 minutes	<b>Administrative Assistant V, Designated Personnel Development Committee (PDC)</b> <b>Secretariat BFAR-HRMS Office</b> 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC

9. Submit Notarized Scholarship Contract to HRMS Office	9. Receive / file Notarized Contract for monitoring and evaluation of compliance to the Terms of Reference	None	5 minutes	<i>Administrative Assistant V, BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
9. Process enrollment to the desired State University	9. Receive copy of registration of enrollment for processing of transfer of funds to the concerned Regions	None	3 Days	<i>Administrative Assistant V, Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office</i>
<b>TOTAL:</b>		<b>None</b>	<b>13 days, 5 hours, 16 minutes</b>	

## 2. Processing of Local and International Scholarship / Training Grants from Partnered Agencies/Institutions (facilitated by BFAR)

The Bureau supports and provide local and international scholarship / training grants offered by its recognized partners / agencies / institutions to its permanent employees that are aligned with its mandates through the Learning and Development Program as part of their personal advancement and career growth as well as engaging themselves in pursuing national development goals

<b>Office or Division</b>	BFAR Administrative Division-Human Resource Management Section (HRMS)
<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)
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Application Letter	Applicant



2. Recommendation Letter from the Immediate Supervisor / Division Chiefs / Regional Director		Applicant		
3. Updated Personal Data Sheet (PDS)		Applicant		
4. Transcript of Records (Photocopy)		Applicant		
5. Diploma (Photocopy)		Applicant		
6. Performance for the last 2 years (IPCR)		HRMS (Central / Regional Office)		
7. Service record (minimum of two years in the service)		HRMS (Central / Regional Office)		
8. Certificate of no administrative case		HRMS (Central / Regional Office)		
9. Certificate of no nomination or pending application for other scholarship program or course		HRMS (Central / Regional Office)		
10. Copy of the Individual Development Plan submitted to the Human Resource		HRMS (Central / Regional Office)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application with Complete Attachments	1. Receive and review the completeness of requirements  (per applicant)	None	5 minutes	<i>Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	1.1 Conduct Pre-evaluation Assessment  (per applicant)	None	20 minutes	<i>Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>

None	1.2 Schedule meeting/deliberation on the Personal Development Committee (PDC)  <i>*(per committee member)</i>	None	*3 minutes	Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
2. Acknowledge and confirm notice of scheduled exam and interview	2. Notify applicants for the schedule of exam and interview through e-mail and notify all applicants who are not shortlisted for the program	None	5 minutes	Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
3. Attend examination	3. Conduct examination to all applicants	None	3 hours	Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
4. Attend interview	4. Conduct interview by all applicants  <i>*(maximum minutes per applicant)</i>	None	*30 minutes	PDC Members

None	4.1 Conduct Comparative Assessment based on the results of Examination and interview	None	1 day	<i>Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	4.2 Prepare and forward the Recommendation Letter of the Personnel Development Committee (PDC)	None	15 minutes	<i>Administrative Assistant V, Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	4.3 Review and Sign the Recommendation Letter	None	3 days	<i>PDC Members</i>
None	4.4 Forward to the Director's Office for Approval/Signature	None		<i>Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>

None	4.5 Review and approval of the recommended grantee  *(minimum days)	None	*3 days	<i>BFAR Director, Director's Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	4.6 Submit Recommendation Letter to partnered agencies/institutions sponsoring the scholarship/training	None	5 minutes	<i>Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
5. Receive/ Acknowledge through email/text message for the acceptance / non-selection to the program	5. Notify applicant through letter/email/text message of his/her nomination to the program and inform other shortlisted applicants of their non-selection to the program	None	10 minutes	<i>Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	5.1. Prepare the Service Obligation contract	None	30 minutes	<i>Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>

6. Receive Scholarship Contract and affix signature and guarantor	6. Furnish the Service Obligation contract to grantee for his/her signature	None	5 minutes	<i>Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
7. Submit signed scholarship Contract to BFAR HRMS Office  (within three days upon receipt of the Contract)	7. Receive and check signed service obligation contract	None	5 minutes	<i>Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	7.1 Forward to PDC - Chairperson for signature	None		<i>Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>

None	7.2. Review and sign the service obligation contract then forward to the Director's Office for the Bureau Director's signature and approval	None	3 days	<p><b>PDC</b>  Chairperson  Assistant  Director for  Administrative  Services,  Administrative  Assistant,  Office of the  Assistant  Director for  Administrative  Services  4th Floor,  Fisheries Bldg.,  Complex, BPI  Compound,  Visayas Ave., QC</p>
None	7.3 Review, sign and approve the service obligation contract		3 days	<p>BFAR Director  Director's Office  3rd floor,  Fisheries Bldg.,  BPI Compound,  Visayas Ave., QC</p>
8. Coordinate with the HRMS Office for the notarization of the Scholarship Contract  <i>*(grantee may opt to facilitate the notarization of the scholarship contract or may coordinate with the HRMS Office provided that the expenses for the notarization will be borne by the grantee)</i>	8. Inform the Grantee that signed scholarship contract is ready for notarization	None	3 minutes	<p>Designated  Personnel  Development  Committee  (PDC)  Secretariat  BFAR-HRMS  Office  3rd floor,  Fisheries Bldg.,  BPI Compound,  Visayas Ave., QC</p>

9. Submit Notarized Scholarship Contract to HRMS Office	9. Receive and file Notarize Contract for monitoring and evaluation of compliance to the Terms of Reference	None	5 minutes	Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
10. Process enrollment to the desired State University and Submit to BFAR CO a copy of the registration of enrollment	10. Receive copy of registration of enrollment for processing Tuition fees and other allowances (for Central Office) or transfer of funds to the concerned Regions	None	3 days	Administrative Assistant V, Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
<b>TOTAL:</b>		None	<b>16 days, 5 hours, 21 minutes</b>	

### 3. Processing of Local and International Scholarship / Training Grants from Partnered Agencies/Institutions (Initiated by Employee)

The Bureau supports and provide local and international scholarship / training grants offered by its recognized partners / agencies / institutions to its permanent employees that are aligned with its mandates through the Learning and Development Program as part of their personal advancement and career growth as well as engaging themselves in pursuing national development goals.

<b>Office or Division</b>	BFAR Administrative Division-Human Resource Management Section (HRMS)
<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. Letter Request (Permission to attend the program)	Applicant
2. Nomination/Acceptance Letter for the program	Applicant
3. Recommendation Letter from the Immediate Supervisor / Division Chiefs / Regional Director	Applicant
4. Updated Personal Data Sheet (PDS)	Applicant
5. Transcript of Records (Photocopy)	Applicant
6. Diploma (Photocopy)	Applicant
7. Performance for the last 2 years (IPCR)	HRMS (Central / Regional Office)
8. Service record (minimum of two years in the service)	HRMS (Central / Regional Office)
9. Certificate of no administrative case	HRMS (Central / Regional Office)
10. Certificate of no nomination or pending application for other scholarship program or course	HRMS (Central / Regional Office)
11. Copy of the Individual Development Plan submitted to the Human Resource	HRMS (Central / Regional Office)
12. Office Clearance (if applicable)	HRMS (Central / Regional Office)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request with complete attachments	1. Receive and review the completeness of requirements  (per applicant)	None	5 minutes	<i>Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	1.1. Prepare the Service Obligation contract	None	30 minutes	<i>Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
2. Receive Scholarship Contract and affix signature and guarantor	2. Furnish the Service Obligation contract to grantee for his/her signature	None	5 minutes	<i>Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>

3. Submit signed scholarship Contract to BFAR HRMS Office  (within three days upon receipt of the Contract)	3. Receive and check signed service obligation contract	None	5 minutes	<i>Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	3.1 Forward to PDC - Chairperson for signature	None	3 days	<i>PDC Chairperson Assistant Director for Administrative Services (ADAS) 4th floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	3.2 Forward to the Director's Office for Signature/Approval	None	3 days	<i>Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	3.3 Review and sign the contract	None		<i>BFAR Director, Director's Office 3rd Floor, Fisheries Bldg. Complex, BPI Compound, Visayas Ave., QC</i>

4. Coordinate with the HRMS Office for the notarization of the Scholarship Contract  <i>*(grantee may opt to facilitate the notarization of the scholarship contract or may coordinate with the HRMS Office provided that the expenses for the notarization will be borne by the grantee)</i>	4. Inform the Grantee that signed scholarship contract is ready for notarization	None	3 minutes	Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
5. Submit Notarized Scholarship Contract to HRMS Office	5. Receive and file Notarize Contract for monitoring and evaluation of compliance to the Terms of Reference	None	5 minutes	Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
6. Process enrollment to the desired State University and Submit to BFAR CO a copy of the registration of enrollment	6. Receive copy of registration of enrollment for processing of transfer of funds to the concerned Regions	None	3 days	Administrative Assistant V, Designated Personnel Development Committee (PDC) Secretariat BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
<b>TOTAL:</b>		None	<b>9 days, 53 minutes</b>	

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

Review of the Leave Card Ledger to determine the total number of leave credits earned by the retiring employee to support the processing of terminal leave benefits	
<b>Office or Division</b>	BFAR Administrative Division-Human Resource Management Section (HRMS)
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2G-Government to Government
<b>Who may avail:</b>	BFAR Central Office Personnel and BFAR National Centers
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<b>Note: One (1) Original and Two (2) Photocopies - required attachments</b>	
1. Office Clearance Form (CSC Form No. 7 Series of 2018) (duly approved)	BFAR- Administrative Division- Human Resource Management Section (HRMS), 3rd Floor, Fisheries Bldg. Complex, BPI Compound, Visayas Avenue, Quezon City
2. Leave Application Form (CSC Form 6 Revised 2020) (duly accomplished and approved)	
3. GSIS Clearance (to process TLB)	GSIS c/o BFAR- HRMS
4. Ombudsman Clearance	Ombudsman c/o BFAR- HRMS
5. Notice of Salary Increment/Notice of Salary Adjustment	BFAR- Administrative Division- Human Resource Management Section (HRMS), 3rd Floor, Fisheries Bldg. Complex, BPI Compound, Visayas Avenue, Quezon City
6. Service Record	
7. Certification of no pending administrative case (BFAR) and Certificate of Retirement Effectivity	
8. SALN	BFAR- Administrative Division- Human Resource Management Section (HRMS), 3rd Floor, Fisheries Bldg. Complex, BPI Compound, Visayas Avenue, Quezon City
9. Appointment	BFAR- Finance Management Division, 4th Flr., Fisheries Bldg. Complex, BPI Compound, Visayas Avenue, Quezon City
10. Landbank of the Philippines (LBP ATM Card) (Photocopy with specimen signature)	Clients
11. Subsidiary Ledger	BFAR- Finance Management Division, 4th Flr., Fisheries Bldg. Complex, BPI Compound, Visayas Avenue, Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly signed/approved leave application with the complete requirements attached herewith	1. Receive leave application with the complete attachments for Processing of Terminal Leave Benefits	None	5 minutes	<i>Administrative Officer II BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	1.1 Forward to the Chief, Human Resource Management Section to certify the leave credits of the employee	None	5 minutes	<i>Administrative Officer II BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	1.2 Affix signature on the certification of leave credits	None	5 minutes	<i>Chief, Human Resource Management Section BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	1.3. Forward to the Chief, Admin Division and Asst. Director for Admin Service for initial prior to the signature of the Director	None	5 minutes	<i>Administrative Officer II BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>

None	1.4 Affix initial on the certification of leave credits prior to the initial of ADAS and signature of the Bureau Director	None	15 minutes	<p>Chief, Administrative Division BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</p>
None	1.5. Forward to the Asst. Director for Administrative Service (ADAS) for initial prior to the signature of the Director	None	5 minutes	<p>Administrative Officer II BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</p>
None	1.6 Affix initial on the certification of leave credits prior to the signature of the Bureau Director	None	1 day	<p>Assistant Director for Administrative Services, ADAS Office 4th Floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</p>
None	1.7 Forward to the Bureau Director for signature	None	5 minutes	<p>Admin Staff ADAS Office, 4th Floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</p>
None	1.8. Affix signature on the Terminal Leave Benefits	None	3 days	<p>Bureau Director Office of the Bureau Director 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</p>

None	1.9. Forward the approved/signed Leave Benefits to the Admin-HR for appropriate action	None	5 minutes	Admin Staff Office of the Bureau Director 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	1.10. Receive and Release the Terminal Leave Benefits application with the complete attachment to the FMD, Budget Section for budget allocation	None	5 minutes	Administrative Officer II BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
<b>TOTAL:</b>		<b>None</b>	<b>4 days, 55 minutes</b>	

## 5. 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>	BFAR Administrative Division-Human Resource Management Section (HRMS)
<b>Classification</b>	Simple
<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. Endorsement Letter from the Regional Director to process Terminal Leave Benefits of retired employee in the Regional Office	BFAR- Regional Office
2. Terminal Leave Computation Certified by the Accountant	BFAR- Regional Office
3. Notice of Salary Increment/Notice of Salary Adjustment	BFAR- Regional Office
4. GSIS Clearance to process Terminal Leave Benefits	GSIS c/o BFAR- Regional Office

5. Approved Leave Application	BFAR- Regional Office
6. Statement of Absences and Undertime	BFAR- Regional Office
7. Photocopy of Duly Approved GSIS Retirement Application	BFAR- Regional Office
8. Service Record	BFAR- Regional Office
9. Approved Office Clearance (CS Form No. 7 Series of 2018)	BFAR- Regional Office
10. Certification of no pending administrative case	BFAR- Regional Office and Central Office
11. Statement of Assets, Liabilities and Net Worth (SALN)	BFAR- Regional Office
12. Photocopy of Last Appointment	BFAR- Regional Office
13. LBP ATM Card (Photocopy with specimen signature)	BFAR- Regional Office
14. Subsidiary Ledger	BFAR- Regional Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements in four (4) copies (folder)	1. Receive and review the completeness of the submitted requirements	None	4 hours	<i>Administrative Officer II BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	1.1 Forward to the FMD Budget Section if all the requirements are complete	None	40 minutes	<i>Administrative Officer II, Supervising Administrative Officer, BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	1.2 Prepare memorandum to the Regional Office to comply submission if the documents are not complete.	None		
<b>Total:</b>		<b>None</b>	<b>4 hours, 40 minutes</b>	



## 6. Processing of Leave Application

Processing of permanent and casual employees individual leave application	
<b>Office or Division</b>	BFAR Administrative Division-Human Resource Management Section (HRMS)
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2G- Government to Government
<b>Who may avail:</b>	BFAR Central Official Personnel and BFAR National Centers
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Leave Application Form (CSC Form 6 Revised 2020)	BFAR- Administrative Division- Human Resource Management Section (HRMS), 3rd Floor, Fisheries Bldg. Complex, BPI Compound, Visayas Avenue, Quezon City
<p>2a. Vacation leave It shall be filed five (5) days in advance, whenever possible, of the effective date of such leave. Vacation leave within in the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.</p> <p>2b. Mandatory/Forced leave Annual five-day vacation leave shall be forfeited if not taken during the year. In case the scheduled leave has been cancelled in the exigency of the service by the head of agency, it shall no longer be deducted from the accumulated vacation leave. Availment of one (1) day or more Vacation Leave (VL) shall be considered for complying the mandatory/forced leave subject to the conditions under Section 25, Rule XVI of the Omnibus Rules Implementing E.O. No. 292.</p>	BFAR- Administrative Division- Human Resource Management Section (HRMS), 3rd Floor, Fisheries Bldg. Complex, BPI Compound, Visayas Avenue, Quezon City

2c. Sick leave\*

- It shall be filed immediately upon employee's return from such leave.
- If filed in advance or exceeding five (5) days, application shall be accompanied by a medical certificate. In case medical consultation was not availed of, an affidavit should be executed by an applicant.

2d. Maternity leave\* – 105 days

- Proof of pregnancy e.g. ultrasound, doctor's certificate on the expected date of delivery
- Accomplished Notice of Allocation of Maternity Leave Credits (CS Form No. 6a), if needed
- Seconded female employees shall enjoy maternity leave with full pay in the recipient agency.

2e. Paternity leave – 7 days

Proof of child's delivery e.g. birth certificate, medical certificate and marriage contract

2f. Special Privilege leave – 3 days

It shall be filed/approved for at least one (1) week prior to avilment, except on emergency cases. Special privilege leave within the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.

2g. Solo Parent leave – 7 days

It shall be filed in advance or whenever possible five (5) days before going on such leave with updated Solo Parent Identification Card.

2h. Study leave\* – up to 6 months

- Shall meet the agency's internal requirements, if any;
- Contract between the agency head or authorized representative and the employee concerned.

2i. VAWC leave – 10 days

- It shall be filed in advance or immediately upon the woman employee's return from such leave.
- It shall be accompanied by any of the following supporting documents:
  - a. Barangay Protection Order (BPO) obtained from the barangay;
  - b. Temporary/Permanent Protection Order (TPO/PPO) obtained from the court;
  - c. If the protection order is not yet issued by the barangay or the court, a certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed with the said office shall be sufficient to support the application for the ten-day leave; or
  - d. In the absence of the BPO/TPO/PPO or the certification, a police report specifying the details of the occurrence of violence on the victim and a medical certificate may be considered, at the discretion of the immediate supervisor of the woman employee concerned.

2j. Rehabilitation leave\* – up to 6 months

- Application shall be made within one (1) week from the time of the accident except when a longer period is warranted.
- Letter request supported by relevant reports such as the police report, if any,
- Medical certificate on the nature of the injuries, the course of treatment involved, and the need to undergo rest, recuperation, and rehabilitation, as the case may be.
- Written concurrence of a government physician should be obtained relative to the recommendation for rehabilitation if the attending physician is a private practitioner, particularly on the duration of the period of rehabilitation.

2k. Special leave benefits for women\* – up to 2 months

- The application may be filed in advance, that is, at least five (5) days prior to the scheduled date of the gynecological surgery that will be undergone by the employee. In case of emergency, the application for special leave shall be filed immediately upon employee's return but during confinement the agency shall be notified of said surgery.
- The application shall be accompanied by a medical certificate filled out by the proper medical authorities, e.g. the attending surgeon accompanied by a clinical summary reflecting the gynecological disorder which shall be addressed or was addressed by the said surgery; the histopathological report; the operative technique used for the surgery; the duration of the surgery including the peri-operative period (period of confinement around surgery); as well as the employees estimated period of recuperation for the same.

2l. Special Emergency (Calamity) leave – up to 5 days

- The special emergency leave can be applied for a maximum of five (5) straight working days or staggered basis within thirty (30) days from the actual occurrence of the natural calamity/disaster. Said privilege shall be enjoyed once a year, not in every instance of calamity or disaster.
- The head of office shall take full responsibility for the grant of special emergency leave and verification of the employee's eligibility to be granted thereof. Said verification shall include: validation of place of residence based on latest available records of the affected employee; verification that the place of residence is covered in the declaration of calamity area by the proper government agency; and such other proofs as may be necessary.

2m. Monetization of leave credits

Application for monetization of fifty percent (50%) or more of the accumulated leave credits shall be accompanied by letter request to the head of the agency stating the valid and justifiable reasons.

<p>2n. Terminal leave*</p> <p>Proof of employee's resignation or retirement or separation from the service.</p> <p>2o. Adoption Leave</p> <ul style="list-style-type: none"> <li>Application for adoption leave shall be filed with an authenticated copy of the Pre-Adoptive Placement Authority issued by the Department of Social Welfare and Development (DSWD).</li> </ul>				
3. Written justification if beyond prescribed period		BFAR- Administrative Division- Human Resource Management Section (HRMS), 3rd Floor, Fisheries Bldg. Complex, BPI Compound, Visayas Avenue, Quezon City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Leave Application Form- CSC Form 6 Revised 2020 from the Admin-HRMS	1. Provide Leave Application Form with corresponding control number required	None	1 minute	Administrative Officer II BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
2. Accomplish Leave Application and submit to Admin-HRMS	2. Receive the accomplished Leave Application Form (duly signed by immediate supervisor)	None	5 minutes	Administrative Officer II BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	2.1 Encode leave application on the Time and Attendance, Monitoring System (TAMS)	None	15 minutes	Administrative Officer II BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC

3. Submit written justification if leave application is beyond the prescribed period	3. Review the submitted written justification.	None	5 minutes	Administrative Officer II BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	3.1 Process the leave application  a. Update Leave Card Ledger b. Update Human Resource Management Information System (HRMIS)	None	15 minutes	Administrative Officer II BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	3.2 Forward to the Chief, Human Resource Management Section to certify the leave credits of the employee	None	1 minute	Administrative Officer II BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	3.3 Affix signature on the certification of leave credits after checking	None	5 minutes	Chief, Human Resource Management Section BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	3.4 Forward to the Chief, Administrative Division for initial prior to the signature of the Assistant Director for Administrative Services, if less than one month.	None	1 minute	Administrative Officer II BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC

None	3.5 Affix initial on the certification of leave credits prior to the signarture of Assistant Director for Admin Service	None	5 minutes	<p>Chief, Administrative Division BFAR-Admin Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</p>
None	3.6 Forward to the Office of the Assistant Director for Administrative Services for approval	None	5 minutes	<p>Administrative Officer II BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</p>
None	3.7 Affix initial on the certification of leave credits	None	1 day	<p>Assistant Director for Administrative Services, 4th Floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</p>
None	3.8 Forward to the Office of the Director for the Director's signature and approval	None		<p>Admin Staff, Office of the Assistant Director for Administrative Services, 4th Floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</p>
None	3.9 Receive, approve and sign the application for leave	None	1 day	<p>BFAR Director, Office of the Director, 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</p>

None	3.10 Return the signed/approved application for leave to HRMS for record keeping	None	10 minutes	<i>Admin Staff, Director's Office 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
4. Receive notification on the approved leave	4. Receive and notify the client for the release of the approved leave form to concerned employee	None	5 minutes	<i>Administrative Officer II BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
<b>TOTAL:</b>		<b>None</b>	<b>2 days, 1 hour, 13 minutes</b>	

## 7. 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.	
Office or Division	BFAR Administrative Division-Human Resource Management Section (HRMS)
Classification	Highly Technical
Type of Transaction	G2G- Government to Government
Who may avail:	Nominated and Qualified Employee
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Notarized Updated Personal Data Sheet (PDS)	Client/Requesting Party
2. Service Record (Updated)	BFAR- Administrative Division- Human Resource Management Section (HRMS), 3rd Floor, Fisheries Bldg. Complex, BPI Compound, Visayas Avenue, Quezon City
3. Certificate of No Pending Admin Case	
4. Certificate of No Unliquidated as perquisite to support the travel per Section 22 of Executive Order No. 77	Finance Management Division, 4th Floor, Fisheries Bldg. Complex, BPI Compound, Visayas Avenue, Quezon City



5. List of Foreign Travel for the past 3 years	Client/Requesting Party			
6. Latest Travel Report				
7. Certificate of No Travel for the past 3 years	BFAR- Administrative Division- Human Resource Management Section (HRMS), 3rd Floor, Fisheries Bldg. Complex, BPI Compound, Visayas Avenue, Quezon City			
8. Contract (if travel is for scholarship/ training)				
9. Justification Letter (for urgent request to process documents in less than 2 weeks as per DA instructions)	Client/Requesting Party			
10. Exemption Letter (for individual with foreign travel for more than 2 times in a year as per DA Memorandum)	Client/Requesting Party			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and submit complete requirements in support to the approval of the travel authority	1. Receive and assess the submitted requirements for the preparation of request for Travel Authority (TA) for endorsement to the Office of Secretary	None	1 hour	Senior Administrative Assistant II BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	1.1. Prepare the Request for facilitating the Approval of Travel Authority and Travel Authority with the needed requirements.	None	1 hour	Senior Administrative Assistant II BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC

None	1.2. Forward the documents to the Human Resource Management Section Chief for review and initial	None	1 minute	Senior Administrative Assistant II BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	1.3. Review and affix initial on the Request for Approval of Travel Authority and return to the Admin HR for processing	None	5 minutes	Chief, HRMS BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	1.4. Forward the documents to the Office of the Assistant Director for Technical Services (ADOTECH) for initial	None	2 minutes	Senior Administrative Assistant II BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	1.5. Receive the documents for the initial in the Request for Approval of Travel Authority	None	2 minutes	Administrative Assistant Office of the Assistant Director for Technical Services (ADOTECH), 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC

None	1.6. Review and affix initial on the Request for Approval of Travel Authority prior to the approval of the Director	None	3 days	Assistant Director for Technical Services (ADOTECH), 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	1.7. Forward to the Office of the Director for the Director's signature and approval in the Request for Approval of Travel Authority	None	5 minutes	Administrative Assistant Office of the Assistant Director for Technical Services (ADOTECH), 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	1.8. Receive documents for the Director's approval and signature	None	5 minutes	Administrative Assistant Office of the Director, 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	1.9. Sign the Request for Approval of Travel Authority and initial the Travel Authority	None	3 days	BFAR Director, Office of the Director, 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC

None	1.10. Forward the documents to the HRMS Office for processing	None	5 minutes	<i>Administrative Assistant Office of the Director, 3rd Floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	1.11. Receive the documents and forward to the Office of the Undersecretary for Fisheries for review and initial in the Travel Authority	None	10 minutes	<i>Senior Administrative Assistant II BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	1.12. Receive the documents for initial on the Travel Authority forward after	None	2 minutes	<i>Administrative Assistant, Office of the Undersecretary for Fisheries, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	1.13. Review and affix initial on the Travel Authority	None	3 days	<i>Undersecretary for Fisheries, Office of the Undersecretary for Fisheries, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	1.14. Forward the Travel Authority to the Department of Agriculture, Office of the Secretary for the Secretary's approval and signature	None	1 hour	<i>Administrative Assistant, Office of the Undersecretary for Fisheries, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>

None	1.15. Receive the documents for signature and approval of the DA Secretary	None	2 minutes	Administrative Assistant, Office of the Secretary, Department of Agriculture, Elliptical Road, Diliman, Quezon City
None	1.16. Sign and approve the Travel Authority	None	14 Days	DA Secretary, Office of the Secretary, Department of Agriculture, Elliptical Road, Diliman, Quezon City
None	1.17. Forward the Travel Authority to the DA-Records Section	None		Administrative Assistant, Office of the Secretary, Department of Agriculture, Elliptical Road, Diliman, Quezon City
None	1.18. Receive and forward the documents to BFAR Records Section	None	to be determined by the DA (currently updating their Citizen's Charter)	Administrative Assistant, DA-Records Section Department of Agriculture, Elliptical Road, Diliman, Quezon City
None	1.19. Receive and forward the documents to the HRMS-Office	None	to be determined by the DA (currently updating their Citizen's Charter)	Administrative Assistant, BFAR Admin-Records Section, Ground Floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC

2. Receive the Certified True Copy of the Travel Authority	2. Receive the signed Request for Travel Authority and Travel Authority and release a certified true copy of the TA to the client	None	5 minutes	Senior Administrative Assistant II BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
<b>TOTAL:</b>		<b>None</b>	<b>1 month, 1 day, 3 hours and 44 minutes</b>	

## 8. Processing of Request for Personal Travel Authority Abroad

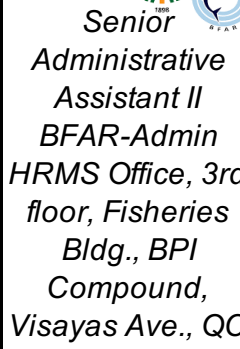
The approved Travel Authority will be presented to the Bureau of Immigration to validate that the employee is authorized to travel abroad with the approval of the Department Secretary.	
<b>Office or Division</b>	BFAR Administrative Division-Human Resource Management Section (HRMS)
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2G- Government to Government employee/ official
<b>Who may avail:</b>	BFAR Employee
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Letter of Request of Official/Employee noted by the Immediate Supervisor	Client/Requesting Party
2. Approved Leave of Absence	Client/Requesting Party
3. Office Clearance (in Case of one calendar month)	Client/Requesting Party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and submit complete requirements in support to the approval of travel authority	1. Receive the submitted requirements	None	5 minutes	Senior Administrative Assistant II BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	1.1 Review the completeness of the submitted requirements	None	30 minutes	Senior Administrative Assistant II BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	1.2 Prepare Request for Approval of Travel Authority	None	30 minutes	Senior Administrative Assistant II BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	1.3 Forward to the HRMS Chief for review and initial to the Request for Approval of Travel Authority	None	1 minute	Senior Administrative Assistant II BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC

None	1.4 Assess and affix initial in the Request for Approval of Travel Authority	None	5 minutes	<i>Chief, HRMS BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	1.5 Forward to the Administrative Division for initial of the Chief	None	2 minutes	<i>Senior Administrative Assistant II BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	1.6 Review and affix initial on the Request for Approval of Travel Authority	None	5 minutes	<i>Chief, Administrative Division BFAR-Admin Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	1.7. Forward to the Office of the Assistant Director for Administrative Services for review and initial	None	5 minutes	<i>Administrative Assistant, BFAR-Admin Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	1.8 Review and affix initial on the Request for Approval of Travel Authority	None	3 days	<i>Assistant Director for Administrative Services 4th Floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>



None	1.9 Forward to the Director's Office for signature and approval	None	5 minutes	Admin Assistant, Office of the Assistant Director for Administrative Services 4th Floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	1.10. Review, approve and sign the Request for Approval of Travel Authority	None	3 days	Bureau Director, BFAR-Director's Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	1.11 Return to the HRMS Office for transmission to DA personnel for approval of the DA Secretary	None		Administrative Staff BFAR-Director's Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	1.12 Review, sign, and approve the Request for Approval of Travel Authority and Travel Authority	None	to be determined by the DA (currently updating their Citizen's Charter)	DA Secretary, Office of the Secretary, Department of Agriculture, Elliptical Road, Diliman, Quezon City
None	1.13 Return to the BFAR Admin-HRMS Office for releasing to the requesting party/ies	None	to be determined by the DA (currently updating their Citizen's Charter)	Admin Staff, Office of the Secretary, Department of Agriculture, Elliptical Road, Diliman, Quezon City

2. Receive the approved Request for Travel Authority and Travel Authority	2. Release the approved Request for Travel Authority and Travel Authority	None	5 minutes	
<b>TOTAL:</b>		<b>None</b>	<b>6 days, 1 hour, 33 minutes</b>	

## 9. 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>	BFAR Administrative Division-Human Resource Management Section (HRMS)
<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: All BFAR Personnel (Permanent, Casual, COS, Pakyaw) External: All Interested applicants
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Letter stating the Position and Item Number applied for	CSC Website, BFAR Central Office Bulletin Board
2. Personal Data Sheet (PDS) with Attached Work Experience Sheet (CSC Form No. 212) Revised 2017	CSC Website (downloadable) / BFAR- HRMS Office
3. Education Credentials: - Transcript of Records (TOR) (Certified True Copy) - College Diploma (Certified True Copy) - Certificate of Units earned (Master's/Doctorate degree)	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 responsibilities (If applicable)	Agency where the applicant is engaged
6. Authenticated and Certified Copy of Appropriate Eligibility (BAR, Board of Rating and Professional Regulation Commission ID, Civil Service Commission Certificate of Eligibility)	Applicant (Internal/External) Civil Service Commission / Professional Regulation Commission
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 affinity with BFAR	Applicant (Internal/External)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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Initial Steps:

None	a. Identify vacant position	None	1 day	Administrative Staff BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	b. Prepare List of vacant position	None	1 day	
None	c. Publish Vacant Positions at the CSC Bulletin and posting in three conspicuous places of BFAR	None	Minimum of 10 days of Publication and Posting, as per RA 7014	
1. Access/ View/ Inquire on CSC Bulletin of Vacant position and BFAR Bulletin/ Conspicuous places	1. Answer queries on the posted vacant positions per inquiry	None	10 minutes	Administrative Staff BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC

2. Submit application letter with requirements	2. Receive, Review and check submitted application letter and requirements as to the completeness of the documents	None	1 Hour	Administrative Staff BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	2.1. Conduct individual assessment per applicant	None	1 hour per applicant	Administrative Staff BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	2.2 Prepare pre-evaluation assessment per vacant position	None	1 hour	Administrative Staff BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	2.3. Prepare the shortlist of applicants qualified for the position	None	1 day	Administrative Staff BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	2.4. Schedule the date for HRMPSB deliberation/ interview	None	1 day	Administrative Staff BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
3. Acknowledge receipt of notice of scheduled interview	3. Post name of applicant scheduled for interview and notify applicants who are excluded in the short-list of applicants through mail/ e-mail/ mobile messages per applicant	None	1 day	Administrative Staff BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC

None	3.1. Conduct Human Resource Merit Promotion and Selection Board (HRMPSB) Deliberation	None	* depends on the number of application applying for the position	HRMPSB Secretariat and Technical Support Staff BFAR-HRMS Office
None	3.2. Prepare Comparative Assessment Form (per position)	None	15 Days (upon completion of the signature and availability of the HRMPSB and the Director)	HRMPSB Secretariat and Technical Support Staff BFAR-HRMS Office
None	3.3. Sign the comparative assessment by the Human Resource Merit, Promotion and Selection Board (HRMPSB) per position	None		
None	3.4. Forward the Comparative Assessment to the office of the director for approval/ consideration	None		
None	3.5. Prepare the endorsement letter and clearance as per approved Comparative Assessment Form and forward it to the Director for signature/approval	None	1 Day	HRMPSB and Secretariat BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	3.6 Review and sign the Endorsement letter	None		BFAR Director, Director's Office, 3rd Floor, Fisheries Bldg. Complex, BPI Compound, Visayas Ave., QC

None	3.6. Forward to the Department of Agriculture personnel division for evaluations/approval of the Clearance of the secretary once signed by the director	None	1 day	Administrative Staff BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	3.7. Receive approved shortlist (clearance) duly signed by the DA Secretary ready for the preparation of appointments	None	2 Months (*minimum time depending on the assessment and approval of DA)	Department of Agriculture Secretary Department of Agriculture
None	3.8. Inform the appointed personnel to comply with the requirements upon receipt of the approved DA clearance	None	5 minutes (upon receipt of the approved DA Clearance)	Administrative Staff BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	3.9. Prepare appointment papers for signature upon receipt of the signed appointments	None	1 day	Administrative Staff BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	3.10. Forward appointment papers for the approval of the Director	None	2 Days (depending on the assessment and approval of Director)	Administrative Staff BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC

None	3.11. Prepare Report on Appointments Issued (RAI) along with the signed Appointment paper for signature of the Director	None	2 Days (depending on the availability of the director)	<i>Administrative Staff BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	3.12. Check/Evaluate the documents submitted by the appointee (attachments to the appointment)	None	1 hour upon receipt of the documents	Administrative Staff BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	3.13. Forward signed appointment with the required documents of the appointee to the CSC Field Office for Validation	None	2 Months (*minimum time depending on the assessment and approval of CSC)	Administrative Officer/ Assistant/ Aide BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	3.14. Release the validated Report and Appointments Issued (RAI) to BFAR	None	1 Day	Civil Service Commission, Field Officer
None	3.15. Receive approved and validated appointment from CSC Field Office	None	1 Hour	<i>Administrative Staff BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>

None	3.16. Prepare the transmittal of the validated appointment to the appointees	None	1 day	Administrative Staff BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	3.17. Inform the newly-appointed/promoted personnel on their validated appointment	None	1 Day	Administrative Staff BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	3.18 File to 201	None	1 Day	Administrative Staff BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	3.19. Endorse for onboarding	None	1 Day	Administrative Staff BFAR-Admin HRMS Office, 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
<b>TOTAL:</b>		None	<b>5 months, 8 days, 5 hours and 15 minutes</b>	



## 10. Processing of Request for Personnel Transactions

Personnel Transaction Request is a communicating tool available and provided to users/ requesting party to a variety of employee transactions such as: Service Record, Certificate of Employment (Permanent & COS), Certificate of No Pending Administrative Case (Local and Travel Abroad), Certificate of Employment & Compensation, Certificate of Good Moral, Certificate of No Foreign Travel for the past 3 years, Certificate of 20% Discount, Certificate of Endorsement for servicing bank for wages purposes (Landbank Endorsement)

<b>Office or Division</b>	BFAR Administrative Division-Human Resource Management Section (HRMS)
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2G - Government to Government G2C - Government to Citizen
<b>Who may avail:</b>	BFAR Central Office Personnel and BFAR National Centers (newly hired & COS) Former BFAR Central Office Personnel and BFAR National Centers

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Employee Request Form - Accomplished/ Filled out		BFAR Administrative Division-Human Resource Management Section (HRMS), 3rd Floor, Fisheries Bldg. Complex, BPI Compound, Visayas Avenue, Quezon City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished Employee Request Form provided at the HRMS window	1. Receive accomplished Employee Request Form submitted	None	2 minutes	<i>Administrative Aide IV BFAR - HRMS Office 3rd Floor, Fisheries Bldg. Complex, BPI Compound, Visayas Avenue, Quezon City</i>
2. Submit the needed requirements on the requested transaction	2. Asses the request to identify the needed requirements	None	3 minutes	<i>Administrative Aide IV BFAR - HRMS Office 3rd Floor, Fisheries Bldg. Complex, BPI Compound, Visayas Avenue, Quezon City</i>

None	2.1 Receive the requirements from the requesting party/ies, if there is any	None	2 minutes	Administrative Aide IV BFAR - HRMS Office 3rd Floor, Fisheries Bldg. Complex, BPI Compound, Visayas Avenue, Quezon City
None	2.2 Encode the request information on the database for tracking and monitoring purposes.	None	2 minutes	Administrative Aide IV BFAR - HRMS Office 3rd Floor, Fisheries Bldg. Complex, BPI Compound, Visayas Avenue, Quezon City
None	2.3 Forward the request and the requirements to the appropriate personnel for processing employee's request	None	2 minutes	Administrative Aide IV BFAR - HRMS Office 3rd Floor, Fisheries Bldg. Complex, BPI Compound, Visayas Avenue, Quezon City
None	2.4 Process the employee's requested documents with corresponding initial and forward the requested documents for signature of the Chief, HRMS	None	2 minutes	Administrative Aide IV, Administrative Officer II BFAR - HRMS Office 3rd Floor, Fisheries Bldg. Complex, BPI Compound, Visayas Avenue, Quezon City

None	2.5 Sign the requested documents for approval of release and return to the processor for appropriate action	None	5 minutes	Chief, HRMS BFAR - HRMS Office 3rd Floor, Fisheries Bldg. Complex, BPI Compound, Visayas Avenue, Quezon City
None	2.6 Receive the document from the Chief, HRMS and put dry seal for document validity, then forward to the releasing staff at the HRMS window	None	3 minutes	Administrative Aide IV, Administrative Officer II BFAR - HRMS Office 3rd Floor, Fisheries Bldg. Complex, BPI Compound, Visayas Avenue, Quezon City
None	2.7 Receive and encode the date and time of releasing of the requested document in the database.	None	2 minutes	Administrative Aide IV BFAR - HRMS Office 3rd Floor, Fisheries Bldg. Complex, BPI Compound, Visayas Avenue, Quezon City
3. Receive the requested documents	3. Release the document requested by the client to the concerned office	None	10 minutes	Administrative Aide IV BFAR - HRMS Office 3rd Floor, Fisheries Bldg. Complex, BPI Compound, Visayas Avenue, Quezon City

None	3.1 Encode in the database the date and time the client received the document.	None	2 minutes	Administrative Aide IV BFAR - HRMS Office 3rd Floor, Fisheries Bldg. Complex, BPI Compound, Visayas Avenue, Quezon City
<b>TOTAL:</b>		<b>None</b>	<b>35 minutes</b>	

## 11. Request for Printing and Re-printing of Daily Time Record (DTR)

Monitoring and updating of Daily Time Record (DTR)	
<b>Office or Division</b>	BFAR Administrative Division-Human Resource Management Section (HRMS)
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2G- Government to Government
<b>Who may avail:</b>	BFAR Employees (Permanent, Casual and Contract of Service Personnel)
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Duly accomplished and signed Daily Time Record (DTR)	Administrative Division-Human Resource Management Section, 3rd Floor, Fisheries Bldg. Complex, BPI Compound, Visayas Ave., Quezon City
2. Duly Signed Pass slip	
3. Certificate of Appearance	
4. Approved Travel Order	
5. Approved Travel Authority (for foreign travel)	
6. Approved Trip Tickets (for drivers)	
7. Approved application for leave (for permanent and casual employees)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit pass slips, certificates of appearance (CA), approved travel orders, approved travel authority (foreign travel), approved trip tickets and approved application for leave signed by the immediate supervisor or the Bureau Director	1. Receive and review required documents	None	5 minutes (per employee)	<i>Administrative Assistant VI BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	1.1 Encode submitted attached requirements in the Time and Attendance Monitoring System (TAMS)	None	5 minutes (per employee)	<i>Administrative Assistant VI BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	1.2 Print daily time record (DTR) per employee (permanent, casual, contract of service personel)	None	5 minutes	<i>Administrative Assistant VI BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
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 BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>

3. Submit Daily Time Record (DTR) for reconciliation of inconsistent entries	3. Reconcile and update entries	None	5 minutes	Administrative Assistant VI BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
4. Receive copy of reconciled DTR	4. Release copy of reconciled DTR  a. Permanent employee- file copy b. Casual employee - file copy c. COS- for payroll processing	None	5 minutes	Administrative Assistant VI BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
<b>TOTAL:</b>		<b>None</b>	<b>30 minutes</b>	

## 12. Request for Personnel Records from the HRMS Data Management Room

Pursuant to CSC mandate in the formulation of personnel data system and structure in keeping, filing and maintaining confidential information and physical records of all the permanent employees of the Bureau. This aims to provide process on the in-do-out document request from HRMS Data Management Room.	
<b>Office or Division</b>	BFAR Administrative Division-Human Resource Management Section (HRMS)
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C- Government to Citizen; G2G - Government to Government
<b>Who may avail:</b>	BFAR Former Employees, BFAR Central & Regional Office Personnel
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Accomplished Employee Request Form with the specified document requested	Administrative Division-Human Resource Management Section, 3rd Floor, Fisheries Bldg., Complex, BPI Compound, Visayas Avenue, Quezon City
2. Photocopy of the requested document, if available for reference	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill out Employee Request Form	1. Provide the Employee Request Form, then receive and assess the submitted accomplished request form and forward the request to the HRMS Data Room Personnel for action	None	5 minutes	<i>Administrative Aide IV, HRMS Window, HRMS Office 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Diliman, Quezon City</i>
None	1.1. Receive and assess the employee request form	None	1 minutes	<i>Designated Personnel Administrative Assistant, Data Room, BFAR-HRMS Office 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Diliman, Quezon City</i>
None	1.2. Retrieve and provide the requested documents of the employee  *processing time depends on the availability of document requested. Archival documents	None	1 hour	<i>Designated Personnel Administrative Assistant, Data Room, BFAR-HRMS Office 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Diliman, Quezon City</i>

None	1.3. Forward to the HRMS Chief for assessment	None	3 minutes	Designated Personnel Administrative Assistant, Data Room, BFAR-HRMS Office 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Diliman, Quezon City
None	1.4. Review and certify the requested documents	None	5 minutes	Chief, HRMS BFAR-HRMS Office 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Diliman, Quezon City
None	1.5. Receive and forward the certified documents to the HRMS window	None	1 minute	Designated Personnel Administrative Assistant, Data Room, BFAR-HRMS Office 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Diliman, Quezon City



2. Receive the requested documents	2. Release the requested documents to the client/requesting party/ies	None	1 minute	Administrative Aide IV, HRMS Window HRMS Office 3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Ave., Brgy. Vasra, Diliman, Quezon City
<b>TOTAL:</b>		<b>None</b>	<b>1 day, 16 minutes</b>	
<b>Note:</b> Approval of request by the HRMS Head/Chief or Admin Officer in the absence of the HR Chief (please note that this depends on the importance and confidentiality of requested document/s and purpose of request)				

### 13. Processing of Remittances

To process the contribution and payment of loans of all the permanent employee	
<b>Office or Division</b>	BFAR Administrative Division-Human Resource Management Section (HRMS)
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2G - Government to Government
<b>Who may avail:</b>	<b>INTERNAL</b> : BFAR Permanent Employees
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Filled-out request form (1 original)	Administrative Division-Human Resource Management Section, 3rd Floor, Fisheries Bldg., Complex, BPI Compound, Visayas Avenue, Quezon City

<p>2. Other requirements for the following can be found and accessed on the GSIS Website:</p> <p>a. GSIS Loan b. Retirement benefit c. Survivorship benefit d. Cash Surrender Value/Maturity e. Funeral Claim f. Death Claim</p>	<p><u>GSIS Website:</u></p> <p><a href="https://www.gsis.gov.ph/ginhawa-for-all/online-filing-of-claims/">https://www.gsis.gov.ph/ginhawa-for-all/online-filing-of-claims/</a></p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit the Employee Request Form (AHRMS-F-16)	1. Receive filled-out Request form (AHRMS-F-16) and forward the request to the assigned staff for processing	None	5 minutes	Admin Aide IV, Human Resource Management Section Window, 3rd Floor, Fisheries Bldg., Complex, BPI Compound, Visayas Avenue, Quezon City
None	1.1 Receive the request and assess the needed assistance	None	1 minute	Admin Aide VI, Human Resource Management Section, 3rd Floor, Fisheries Bldg., Complex, BPI Compound, Visayas Avenue, Quezon City
2. Secure and receive application forms for loan, claims, retirements benefits and such	2. Provide application forms for needed services for loan, claims, retirements benefits and such	None	1 minute	Admin Aide VI, Human Resource Management Section, 3rd Floor, Fisheries Bldg., Complex, BPI Compound, Visayas Avenue, Quezon City

3. Submit the duly filled out forms with the complete attached requirements	3. Receive the submitted filled out form with the complete attached requirements	None	5 minutes	<i>Admin Aide VI, Human Resource Management Section, 3rd Floor, Fisheries Bldg., Complex, BPI Compound, Visayas Avenue, Quezon City</i>
None	3.1 Transmit the application together with the complete requirements to the concerned office/s and/or agency/ies.	None	1 day	<i>Admin Aide VI, Human Resource Management Section, 3rd Floor, Fisheries Bldg., Complex, BPI Compound, Visayas Avenue, Quezon City</i>
None	3.2 Receive and check the completeness of the documents.	None	30 minutes	<i>Concerned Agency/Office Staff (GSIS/PAG-IBIG/)</i>
4. Acknowledge the notification of submission of application	4. Notify the client that the application has been submitted to the concerned office/agency thru text messages/phone call/ other social media platforms	None	5 minutes	<i>Admin Aide VI, Human Resource Management Section, 3rd Floor, Fisheries Bldg., Complex, BPI Compound, Visayas Avenue, Quezon City</i>
<b>TOTAL:</b>		<b>None</b>	<b>1 day, 47 minutes</b>	

## 14. Processing of Request for Certified True Copy of Approved Travel Order/s

This transaction involves the processing/facilitating the request for certified true copy of approved Travel Order upon request by BFAR employee whether a permanent or contract of service.				
<b>Office or Division</b>	BFAR Administrative Division-Human Resource Management Section (HRMS)			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G- Government to Government			
<b>Who may avail:</b>	BFAR Central and National Center Offices ( Permanent and Contract Of Service Employees)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Travel Order/s (photocopy of the documents to be certify)		Administrative Division-Human Resource Management Section, 3rd Floor, Fisheries Bldg., Complex, BPI Compound, Visayas Avenue, Quezon City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward to Human Resource Management Section the copy of the approved Travel Order/s requested to be certified	1. Receive the copy of the approved Travel Order/s requested to be certified	None	2 minutes	Administrative Aide IV BFAR - HRMS Office 3rd Floor, Fisheries Bldg. Complex, BPI Compound, Visayas Avenue, Quezon City
None	1.1. Retrieve the requested document from the record files to certify the requested copy of approved Travel Order to be signed by the certifying officer or the authorized representative	None	10 minutes	

None	1.2 Certify the Copy of the Approved Travel Order	None	5 minutes	Chief, HRMS HRMS Office 3rd Floor, Fisheries Bldg. Complex, BPI Compound, Visayas Avenue, Quezon City
None	1.3 Record the documents certified before releasing to the requesting party/ies	None	2 minutes	Administrative Aide IV BFAR - HRMS Office 3rd Floor, Fisheries Bldg. Complex, BPI Compound, Visayas Avenue, Quezon City
2. Receive the requested certified true copy of the Travel Order/s	2. Release the certified true copy of the Travel Order/s	None	5 minutes	
<b>TOTAL:</b>		<b>None</b>	<b>24 minutes</b>	

## 15. Issuance of Certificate of Appearance (CA) Upon Request

This process is about issuance of copy of certificate of appearance upon request of the employee in support to the his/her Travel Order in visiting the BFAR Central Office.	
<b>Office or Division</b>	BFAR Administrative Division-Human Resource Management Section (HRMS)
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2G - Government to Government
<b>Who may avail:</b>	BFAR Central Office, National Centers, and Regional Offices Personnel
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Approved Travel Order in support to the Issuance of CA (1 Photocopy)	Client/Employee

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register/log in the Request of Certificate of Appearance Logheets	1. Provide the Certificate of Appearance Logsheets to register the request	None	2 minutes	Administrative Aide IV BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	1.1. Prepare/print the Certificate of Appearance	None	1 minute	
2. Secure and Submit the duly accomplished CA with the complete information including the name and date of appearance and return to the HRMS Window Personnel for their initial	2. Receive the accomplished Certificate of Appearance form provided and affix initial, then forward to the HRMS Chief/ Authorized signatory for signature	None	2 minutes	Administrative Aide IV BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
None	2.1 Review and sign the Certificate of Appearance	None	5 minutes	Chief HRMS/ Authorized Signatory BFAR - HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
3. Receive Certificate of Appearance	3. Release the signed Certificate of Appearance to the requesting party/ies	None	1 minute	Administrative Aide IV BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
TOTAL:		None	11 minutes	

## 16. Issuance of BFAR Official ID for Newly Hired Employee and Updating of Information upon Employee's Request

The transaction is anchored in office compliance of providing BFAR Identification Cards for employees for proper identification as part of agency uniform as provided in RA 9485, Sec. 8. Accessing Frontline Services, (F) Identification card which states that "All employees transacting with the public shall be provided with an official identification card which should be visibly worn during office hours." It also entails updating the employee's ID information if their marital status, position titles, or other critical information changes.

Office or Division	BFAR Administrative Division-Human Resource Management Section (HRMS)			
Classification	Simple			
Type of Transaction	G2G - Government to Government			
Who may avail	BFAR Central Office Personnel (Permanent, Casual, COS, and Pakyaw)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Employees Request Form		Administrative Division-Human Resource Management Section, 3rd Floor, Fisheries Bldg., Complex, BPI Compound, Visayas Avenue, Quezon City		
2.BFAR ID Form				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1a. Secure the request form at the HRMS transaction window for walk-in clients  1b. Fill out request form for on-line clients	1a. Provide the ID Form for walk-in clients to be accomplished  1b. E-mail the ID Form to be filled out by the requesting client	None	5 minutes	Administrative Aide IV BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
2a. Submit the accomplished ID Form  2b. E-mail the accomplished ID Form	2a. Receive the accomplished ID form from walk-in clients  2b. Check from e-mail and review the accomplished BFAR ID Request Form for complete details and information			
		None	5 minutes	Senior Administrative Assistant II BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC

None	2.1. Process the employees request for ID issuance	None	6 minutes	Senior Administrative Assistant II BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
3. Receive BFAR Official ID	3. Release the BFAR Official ID	None	1 minute	Senior Administrative Assistant II BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
<b>TOTAL:</b>		<b>None</b>	<b>17 minutes</b>	

## 17. Issuance on the Replacement of Lost BFAR Official ID

This process involves where the employee can request to HR to provide a replacement for a lost BFAR Identification Card by paying the required amount of Fifty (50) pesos for the replacement to cover expenses on the consumables.

Office or Division	BFAR Administrative Division-Human Resource Management Section (HRMS)		
Classification	Simple		
Type of Transaction	G2G - Government to Government		
Who may avail:	BFAR Central Office Personnel and BFAR National Centers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Employees Request Form		Administrative Division-Human Resource Management Section, 3rd Floor, Fisheries Bldg., Complex, BPI Compound, Visayas Avenue, Quezon City	
2. BFAR Official Receipts		Cashier Section, 4th Floor, Fisheries Bldg., Complex, BPI Compound, Visayas Avenue, Quezon City	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and submit accomplished employees request form at the HRMS transaction window	1. Receive the submitted accomplished employees request form	None	2 minutes	<i>Administrative Aide IV BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
2. Pay the required fee	2. Accept payment and issue official receipt	Php 50.00	5 minutes	<i>BFAR - Cashier 4th floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
3. Secure and submit official receipt to HRMS for processing of request	3. Receive the official receipt for proof of payment and process the employees request	None	6 minutes	<i>Senior Administrative Assistant II BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
4. Receive issued ID replacement by signing in the log sheet	4. Release the requested ID replacement to concerned employee	None	2 minutes	<i>Senior Administrative Assistant II BFAR-HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
<b>TOTAL:</b>		<b>Php 50.00</b>	<b>15 minutes</b>	

## 18. Issuance of Endorsement Letter for the Opening of Landbank Account

This request for issuance of endorsement letter for the opening of LandBank ATM Savings Account of newly-hired Job Orders/Pakyaw (Contract of Services) and government/permanent employees for payroll purposes				
<b>Office or Division</b>	BFAR Administrative Division-Human Resource Management Section (HRMS)			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G - Government to Government			
<b>Who may avail:</b>	BFAR Central Office and BFAR National Centers Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Employee Request Form (ERF)		Administrative Division-Human Resource Management Section, 3rd Floor, Fisheries Bldg., Complex, BPI Compound, Visayas Avenue, Quezon City		
For <b>Landbank Endorsement</b> (COS/PAKYAW), attach the following: • Accomplished/Filled-out Landbank Online Application form (downloadable form) • Two (2) Valid Government issued IDs - One (1) Photocopy • Notarized Contract- Original copy		• Landbank Website  • Client • Client		
For <b>Landbank Endorsement</b> (Permanent personnel), attach the following: • Accomplished/Filled-out Landbank Online Application form (downloadable form) • Two (2) Valid Government issued IDs - One (1) Photocopy		• Landbank Website  • Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure Employee Request Form at the Admin-HRMS Office window and submit the accomplished/filled-out Employee Request Form with attached requirements	1. Receive accomplished/filled-out Employee Request Form and requirements	None	3 minutes	<i>Administrative Aide IV, HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>

None	1.1 Forward the Employee Request Form to the concerned personnel for processing	None	2 minutes	<i>Administrative Aide IV, HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	1.2 Receive the Employee Request Form and requirements and process the request by preparing the endorsement letter to Landbank for signature of the authorized signatory	None	15 minutes	<i>Administrative Officer II HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	1.3. Forward to authorized signatory for review and approval	None	2 minutes	<i>Administrative Officer II HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	1.4 Receive and review the endorsement letter for approval/signature	None	5 minutes	<i>Chief, HRMS HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	1.5. Receive the approved endorsement letter	None	1 minute	<i>Administrative Officer II HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	1.6 Notify the Client on the approved request through text message/call	None	2 minutes	<i>Administrative Officer II HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>

2. Receive the signed requested document	2. Release the signed requested document to the client	None	2 minutes	Administrative Officer II HRMS Office 3rd floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
<b>TOTAL:</b>		<b>None</b>	<b>32 minutes</b>	

## HRMS-Public Assistance Counter Desk (PACD) and Anti-Red Tape Unit (ARTU)

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

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

<b>Office or Division</b>	BFAR Administrative Division-Human Resource Management Section (HRMS) - Anti-Red Tape Unit (ARTU)		
<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		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter Request		Client/Requesting Party/ies	
2. Client Feedback Form		BFAR - Admin-HRMS-Public Assistance & Complaint Counter /ARTU	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Discuss the concern to Public Assistant Officer/Staff assigned at Anti-Red Tape Unit, Fisheries Bldg, Ground Floor	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 book for their basic information and purpose of the visit.	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.
3. Secure and filled-up client survey form and drop in the drop box	3. Provide Client Survey Form to be filled out by the client and conformed the officer who rendered service.	None	15 minutes	
4. Drop the accomplished Client Feedback Form to the assisting personnel/staff	4. 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>		<b>None</b>	<b>1 hour, 15 minutes</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>	BFAR Administrative Division-Human Resource Management Section (HRMS) - Anti-Red Tape Unit (ARTU)
<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)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Complaint Form		BFAR - Public Assistance & Complaint Desk (PACD)/ARTU		
2. Photo Copy of valid ID of Complainant for reference purposes		Complainant/Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished Complaint Form with the complete details of personal info and details of complaint	1. Receive and asses the accomplished Complaint form	None	5 minutes	<i>Administrative Assistant, BFAR-HR-ARTU, G/Flr., Fisheries Bldg. Complex, BPI Compound, Visayas Ave., Q.C.</i>
2. Discuss the details of complaint to the Public Assistance Officer in-charge of the Day	2. Talk/Discuss with Client/Complainant the details of complaints/negative feedback to check it's validity	None	20 minutes	<i>Administrative Assistant, BFAR-HR-ARTU, G/Flr., Fisheries Bldg. Complex, 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	None	15 minutes	<i>Administrative Assistant, BFAR-HR-ARTU, G/Flr., Fisheries Bldg. Complex, 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>
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 accomplished 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	None	3 hours	
None	4.1. Evaluate and prepare a written report or issue memorandum to the concerned office and give them 3 days to provide answer/s for the action taken on the matter/issues.	None	4 hours	<i>Administrative Assistant, BFAR-HR-ARTU, G/Flr., Fisheries Bldg. Complex, BPI Compound, Visayas Ave., Q.C.</i>

None	4.2 Provide written copy to the complainant of the action undertaken on the complaints for proper disposition	None		<i>Administrative Assistant, BFAR-HR-ARTU, G/Flr., Fisheries Bldg. Complex, 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 PACD/ARTU office and the management on the status or results of the investigation/ deliberation, also furnish the the aggrieved party the necessary documents to inform thru e-mail or text message	None	15 minutes	<i>Administrative Assistant, BFAR-HR-ARTU, G/Flr., Fisheries Bldg. Complex, BPI Compound, Visayas Ave., Q.C.</i>
<b>Total:</b>		<b>None</b>	<b>1 day, 10 minutes</b>	



## BFAR Medical Clinic

### 1. Administering of First Aid Treatment to Internal and External Clients

Administration of treatment to the Employees/personnel who are in need of first aid. To be conducted by a licensed medical professional who have medical background or trainings to perform such. Under the mental, spiritual, and physical Health program of the Administrative Division- Human Resource Management Section.

<b>Office or Division</b>	Administrative Division- Human Resource Management Section (Medical Clinic)
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2G- Government to Government (BFAR Employee); G2C - Government to Citizen
<b>Who may avail:</b>	Internal: All BFAR Employees
	External: BFAR Client/ Visitor

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Filled-out request form (1 original)		BFAR Medical Clinic, Ground Floor, Right Wing, Fisheries Bldg. Complex, BPI Compound, Visayas Ave., Quezon City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out Medical Clinic Request form (AHRMS-F-16)	1. Receive filled-out Medical Clinic Request form (AHRMS-F-16)	None	2 minutes	<i>Administrative Aide IV, Medical Clinic Staff, BFAR-Medical Clinic Ground Floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
2. Respond to the questions/interview of the nurse on duty	2. Conduct initial Interview on the status of patient by assessing the physically and total well-being, by taking medical background history of the patient.	None	5 minutes	<i>Administrative Aide IV, Medical Clinic Staff, BFAR-Medical Clinic Ground Floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>

None	2.1 Check the vital signs (Blood Pressure, Heart Rate, Respiratory Rate, temperature and blood oxygen level)	None	5 minutes	<i>Administrative Aide IV, Medical Clinic Staff, BFAR-Medical Clinic Ground Floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
None	2.2 Evaluate the patient's well-being based on responses and checking of vital signs.	None	5 minutes	<i>Administrative Aide IV, Medical Clinic Staff, BFAR-Medical Clinic Ground Floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
3. Receive proper treatment	3. Administer the necessary independent intervention for patient care by providing the immediate treatment for simple symptoms by providing: Over the counter medicines for the flu/cold, nebulizer for cough/asthma, wound care for minor cuts, monitoring of temperature and blood pressure etc.	None	30 minutes	<i>Administrative Aide IV, Medical Clinic Staff, BFAR-Medical Clinic Ground Floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>
4. Request assistance for hospital transfer	4. For critical conditions/cases endorse to the nearest hospital for emergency case for further treatment if necessary	None	20 minutes	<i>Administrative Aide IV, Medical Clinic Staff, BFAR-Medical Clinic Ground Floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC</i>

5. Provide copy of Doctor's diagnosis to clinic for monitoring and records purposes after the treatment	5. Follow-up the condition of the patient/employee and secure a copy of Doctor's diagnosis	None	5 minutes	Administrative Aide IV, Medical Clinic Staff, BFAR-Medical Clinic Ground Floor, Fisheries Bldg., BPI Compound, Visayas Ave., QC
<b>TOTAL:</b>		<b>None</b>	<b>1 hour, 12 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>	BFAR-Administrative Division-Records Section
<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. Letter Request for Disposal of Valueless Records ( 1 Original Copy)	Records Section, Ground Floor, Fisheries Building Complex, Visayas Ave., Quezon City Download from <a href="https://www.bfar.da.gov.ph">https://www.bfar.da.gov.ph</a>
2. Request for Authority to Dispose Form - NAP Form No. 3 (1 original copy, 2 photocopies)	Records Section, Ground Floor, Fisheries Building Complex, Visayas Ave., Quezon City Download from National Archives of the Philippines website or at BFAR website
3. Records Inventory and Appraisal - NAP Form No. 1 ( 1 original copy, 1 photocopies)	Download from National Archives of the Philippines website or at BFAR website

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 review the submitted NAP forms and verify if the identified records series for disposal comply with the retention period indicated in the General Records Disposition Schedule and Agency Records Disposition Schedule	None	2 hours	<i>Administrative Staff, BFAR-Records Section Ground Floor, Fisheries Building Complex, BPI Compound, Visayas Avenue, Vasra, Quezon City</i>

None	1.1. Prepare Letter request addressed to NAP Executive Director and endorse the Letter to the office of the Assistant Director for Administrative Services for approval	None	2 hours	<p>Administrative Officer II, Administrative Officer IV BFAR-Records Section G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.</p> <p>Office of the Asst. Director for Administrative Services</p>
None	<p>1.2 Deliver signed request letter to the National Archives of the Philippines office</p> <p><i>*inclusive of estimated time of travel from Visayas Avenue, Quezon City to San Marcelino St., Manila</i></p>	None	*2 hours	<p>Administrative staff/ Liaison officer BFAR Records Section Ground Floor, Fisheries Building Complex, BPI Compound, Visayas Avenue, VASRA, Quezon City</p>
None	1.3 Review and approve request and issue reply to the request with attached Records Management Analysis Report and Authority to Dispose	None	23 days	<p>Records Analyst-NAP-Records Management Services Division, 1st &amp; 6th Floor, PPL Building, 1000, U.N. Avenue, corner, San Marcelino St, Manila, Metro Manila</p>
None	1.4 Notify requesting agency that the request has been approved and is ready for release and pick-up			

None	1.5 Claim reply letter, Analysis report and authority to dispose at the NAP office  <i>* inclusive of estimated travel time from Visayas Avenue to San Marcelino St., Manila</i>	None	*2 hours	Administrative staff/ Liaison officer BFAR Records Section Ground Floor, Fisheries Building Complex, BPI Compound, Visayas Avenue, Vasra, Quezon City
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	None	30 minutes	Administrative Officer II, Administrative Officer IV BFAR-Records Section G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
None	2.1 Coordinate with the accredited buyer of NAP and schedule date for the actual disposal of records	None	15 days <i>*subject to the availability of the buyer</i>	Administrative Officer II, Administrative Officer IV BFAR-Records Section G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.
3. Prepare and ready the packed documents for disposal	3. Inform the concerned 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 G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.

None	3.1 Prepare a letter request for COA inviting a representative from their office to witness the actual disposal of records	None
None	3.2. Prepare and forward the Certificate of Compliance for approval of the Assistant Director for Administrative Services	None
None	3.3. Release signed letter request and certification to COA and NAP, respectively, as scheduled conduct of disposal of records	None

*Administrative Officer II,  
Administrative Officer IV BFAR-Records Section,  
Chief Administrative Division and Assistant Director for Administrative Services  
Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.*

*Administrative Officer II,  
Administrative Officer IV BFAR-Records Section,  
Chief Administrative Division and Assistant Director for Administrative Services  
Fisheries Bldg., BPI Compound, Visayas Ave., Q.C.*

*Administrative Staff- BFAR Records Section and representative from COA and NAP*



4. Witness the actual disposal of records	4. Conduct actual disposal in the presence of the COA and NAP representatives	None
None	4.1 Assist the accredited buyer in paying the total sale value of the disposed records to the BFAR-Cashier Section	None
None	4.2. Receive payment from the accredited buyer and issue Official Receipt	None
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


*Administrative Officer V,  
Administrative Officer IV,  
Administrative Staff- BFAR Records Section, representatives from COA, NAP and NAP Accredited buyer*

*BFAR Records Section Staff  
G/Floor,  
Fisheries Bldg.,  
BPI Compound,  
Visayas Ave.,  
Q.C.*

*BFAR-Cashier Staff,  
4th floor,  
Fisheries Building Complex, BPI Compound,  
Visayas Avenue, Vrasa, Quezon City  
  
representative of NAP accredited buyer*

*Representative of NAP*



None	5.1. Assist the accredited buyer in securing gate pass from the Property Section and in presenting the gate pass and items for disposal to the guard on duty	None	 Administrative Staff- Records Section, Property Staff and Security Guard on duty Fisheries Building Complex, BPI Compound, Visayas Avenue, Vasra, Quezon City	
6. Receive photocopy of signed Certificate of Disposal and Official Receipt for records purposes	6. 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
TOTAL:		None	1 month, 17 days, 30 minutes	

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

Fishpond Lease Agreement (FLA) and Commercial Fishing Vessels and Gear Licenses CFVGL) records are made available to the process owners of the abovementioned records. Lending of permanent documents follows a process to ensure protection of the records.

<b>Office or Division</b>	BFAR-Administrative Division-Records Section				
<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				
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td>Request for Retrieval Form - ARS-F-02 ( 1 original copy)</td><td>Records Section, Ground Floor, Fisheries Building Complex, Visayas Ave., Quezon City Download from <a href="https://www.bfar.da.gov.ph">https://www.bfar.da.gov.ph</a></td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	Request for Retrieval Form - ARS-F-02 ( 1 original copy)	Records Section, Ground Floor, Fisheries Building Complex, Visayas Ave., Quezon City Download from <a href="https://www.bfar.da.gov.ph">https://www.bfar.da.gov.ph</a>
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE				
Request for Retrieval Form - ARS-F-02 ( 1 original copy)	Records Section, Ground Floor, Fisheries Building Complex, Visayas Ave., Quezon City Download from <a href="https://www.bfar.da.gov.ph">https://www.bfar.da.gov.ph</a>				

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out Retrieval form	1. Receive accomplished form and check if the records being requested are on file	None	3 minutes	Administrative Staff BFAR-Records Section Ground Floor Main Building, Fisheries Building Complex, BPI Compound, Visayas Avenue, Vasra, Quezon City
None	1.1 Retrieve the records	None	5 minutes	Administrative Staff BFAR-Records Section Ground Floor Main Building, Fisheries Building Complex, BPI Compound, Visayas Avenue, Vasra, Quezon City
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	2 minutes	Administrative Staff BFAR-Records Section Ground Floor Main Building, Fisheries Building Complex, BPI Compound, Visayas Avenue, Vasra, Quezon City
<b>TOTAL:</b>		<b>None</b>	<b>10 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 of FLA and CFVGL records is limited only to those records deposited at the Records Section. Likewise, no records shall be certified without the retrieved original copy as basis.

<b>Office or Division</b>	BFAR-Administrative Division-Records Section
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2B - 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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#### Principal

1. Request letter (1 Original Copy)	Client/requesting party
2. Valid 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)	Records Section/intranet - Ground Floor Main Building, Fisheries Building Complex, BPI Compound, Visayas Avenue, Vasra, Quezon City

#### Representative

1. Request letter (1 Original Copy)	Person being represented
2. Authorization Letter (1 Original Copy)	Person being represented
3. Valid 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. Valid Government issued Identification Card of the Representative (1 Photocopy)	BIR, Post Office, DFA, SSS, GSIS, Pag-IBIG, LTO, Comelec, LGU, PRC, PSA
5. Request for Certification Form - ARS-F-08 Form (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 letter request and the accomplished ARS -F-08 Form to the Records Section	1. Accept and review the submitted request letter and accomplished ARS- F-08 Form	None	5 minutes	<i>Administrative Staff, BFAR-Records Section Ground Floor Main Building, Fisheries Building Complex, BPI Compound, Visayas Avenue, Quezon City</i>
None	1.1. Retrieve the requested records and refer to concerned divisions for approval:  * <i>Legal Division</i> – for FLA with case * <i>FRLD</i> - for FLA with no case	None	20 minutes	<i>Action Officers of Legal Division, 2nd Floor, Fisheries Building Complex, BPI Compound, Visayas Avenue, Vasra, Quezon City or Fisheries Regulatory and Licensing Division Ground Floor Main Building, Fisheries Building Complex, BPI Compound, Visayas Avenue, Vasra, Quezon City</i>
2. Secure Order of Payment from the BFAR-Accounting Office	2. Issue Order of Payment	None	10 minutes	<i>Administrative Officer IV or Administrative Officer II, Administrative Staff- BFAR-Records Section Ground Floor</i>

None	2.1. Prepare the requested documents and stamp with "CERTIFIED TRUE COPY" then sign.	None		Main Building, Fisheries Building Complex, BPI Compound, Visayas Avenue, Vasra, Quezon City
3. Submit Order of Payment and pay the required fees at the Cashier Section	3. Accept the required payment and issue Official Receipt	Certification fee is P10.00 per page	5 minutes	BFAR-Cashier Section - 4th Floor Fisheries Main Building Complex, BPI Compound, Visayas Avenue, Quezon City
4. Present Official Receipt (OR) to claim the requested certified records/documents	4. Make a photocopy of the OR presented and release the certified records/documents to the client	None	5 minutes	Administrative Officer IV or Administrative Officer II, Administrative staff BFAR- Records Section Ground Floor, Fisheries Main Building Complex, BPI Compound, Visayas Avenue, Quezon City
<b>TOTAL:</b>		<b>P10/page</b>	<b>45 minutes</b>	

**FAO**

Note: The requesting party shall be directed to pay Php 10.00 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>	BFAR-Administrative Division-Records Section			
<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>		
Copy of request for Postal Service Form - ARS-F-07 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 Postal Service Form together with the document for mailing	1. Receive accomplished request and record in the logbook	None	5 minutes	Administrative staff BFAR-Records Section Ground Floor, Fisheries Main Building Complex, BPI Compound, Visayas Avenue, Vasra, Quezon City
None	1.1 Read, transmit and photocopy received document/s	None	10 minutes	
None	1.2. Classify according to destination and postal service requested and record in corresponding logbook	None	3 minutes	Administrative Assistant IV, Administrative Assistant II BFAR-Records
None	1.3 Prepare mailing envelope, provide control number, attach tracking sticker and stamp envelope accordingly	None	10 minutes	

None	1.4 Seal and weigh envelope to determine the corresponding cost of each mail then put meter stamp on the envelope	None	2 minutes	
None	1.5 Prepare the Transmittal Form/Registry Return Receipt Cards and attach tracking stickers	None	5 minutes	
None	1.6 Prepare mailing list, Daily Statement reading Reports of Mail Posted Through Postage Stamp Machine Form	None	5 minutes	
None	1.7 Mail the document at the Quezon City Post Office	None	20 minutes	Administrative Assistant III, Administrative Assistant IV BFAR-Records Section Ground Floor Main Building, Fisheries Building Complex, BPI Compound, Visayas Avenue, Vasra, Quezon City
2. Receive the copy of the ARS F-07 Form together with the basic attached documents/communications	2. Release a copy of the ARS F-01 form to the requesting party	None	5 minutes	
<b>TOTAL:</b>		<b>None</b>	<b>1 hour, 5 minutes</b>	

## 5. Releasing of Documents through Messengerial Service

Delivery of official documents to other government agencies that are urgent in nature and require immediate action shall be delivered by the designated messenger within one (1) day from receipt.				
<b>Office or Division</b>	BFAR-Administrative Division-Records Section			
<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>		
1. ARS-F-02 Form - Delivery 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 delivery form together with the document/s for delivery	1. Receive accomplished request and record in the logbook	None	5 minutes	<i>Administrative staff BFAR-Records Section Ground Floor, Fisheries Main Building Complex, BPI Compound, Visayas Avenue, Quezon City</i>
None	1.1 Photocopy received document/s for delivery	None	10 minutes	<i>Administrative Officer II, Administrative Officer IV, Administrative staff BFAR-Records Section Ground Floor, Fisheries Main Building Complex, BPI Compound, Visayas Avenue, Quezon City</i>



None	1.2 Deliver the document to the concerned office/agency	None	3 hours	Administrative Officer II, Administrative Officer IV, Administrative Assistant III, Administrative Assistant II, Administrative Assistant IV, Administrative Assistant I BFAR-Records Section Ground Floor, Fisheries Main Building Complex, BPI Compound, Visayas Avenue, Quezon City
2. Receive the copy of the stamped "received" ARS-F-02 Form together with the photocopy of the 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 minutes	Administrative Assistant III, Administrative Assistant II, Administrative Assistant IV, Administrative Assistant I BFAR-Records Section Ground Floor Main Building, Fisheries Building Complex, BPI Compound, Visayas Avenue, Vasra, Quezon City
<b>TOTAL:</b>		<b>None</b>	<b>3 hours, 20 minutes</b>	

## 6. Issuance of Certified Photocopy of Records on Fishpond Lease Agreement (FLA), Commercial Fishing Vessel and Gear Licenses (CFVGL) & Approved Issuances to Internal Clients

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

Office or Division	BFAR-Administrative Division-Records Section			
Classification	Simple			
Type of Transaction	G2C - Government to Government			
Who may avail:	BFAR Officials and action officers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Principal				
1. Copy of Request for Certification Form - ARS-F-02 Form (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 ARS-F-02 Form	1. Receive submitted accomplished ARS- F-02 Form	None	14 minutes	Administrative staff, BFAR-Records Section Ground Floor Main Building, Fisheries Building Complex, BPI Compound, Visayas Avenue, Vasra, Quezon City
None	1.1 Retrieve the record/s and reproduce according to the number of copies requested to be certified			Administrative Officer IV, Administrative Officer II, Administrative Staff-BFAR Records Section
None	1.2 Stamp the records with "CERTIFIED TRUE COPY" and sign			

2. Receive requested certified copies of records/documents	2. Release the certified copy of the records/documents	None	1 minute	<i>Administrative Staff BFAR-Records Section</i>
<b>TOTAL:</b>		<b>None</b>	<b>15 minutes</b>	

## 7. Receiving of Official Documents from External Client and Other Government Agencies (Walk-in)

The Records Section shall be the central receiving office of all general documents intended for the Bureau. All received documents shall be profiled using the Document Tracking System (DTS).

<b>Office or Division</b>	BFAR-Administrative Division-Records Section
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C - Government to Citizen; G2G-Government to Government
<b>Who may avail:</b>	BFAR Clients (Government and Private entities)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit/Transmit documents such as letters, endorsements, memos, MOA, MOU, and others to the Records Section for appropriate action	1. Check the transmitted/submitted documents and attachment/s stated if complete. Receive the document. Stamp the original document and the receiving copy with "received". The name of the receiving clerk, date and time the document was received shall be indicated	None	10 minutes	<i>Administrative Staff BFAR-Records Section Ground Floor Main Building, Fisheries Building Complex, BPI Compound, Visayas Avenue, Vasra, Quezon City</i>

2. Receive the receiving copy/ies.	2. Furnish the client with the receiving copy/ies	None	2 minutes	
<b>TOTAL:</b>		<b>None</b>	<b>12 minutes</b>	
RIS - Request and Issuance Slip				
CNAS - Certificate of Non-Availability of Common-Use Supplies, Equipment, and Consumables				

## BFAR Property and Inventory Section

### 1. Issuance of Approved Purchase Order to Winning Bidders/Suppliers, Delivery (Supplies/Materials/Equipment/Services), Acceptance and Inspection of Procured Products/Items


An important stage in the procurement process is the issuance of an approved purchase order to the winning bidders or suppliers, which indicates the official permission for the selected bidders or suppliers to complete the approved Purchase Orders. The next steps involve delivering the materials, supplies, equipment, or services that have been purchased.

<b>Office or Division</b>	BFAR Administrative Division-Property Section
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2B-Government to Business Entity
<b>Who may avail:</b>	Suppliers/Bidders, BFAR employees (End-User)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Conforme/Signature of Supplier on the Purchase Order (PO)	}	Supplier		
2. Sales Invoice (SI)				
3. Delivery Receipt (DR)				
4. Warranty Certificate				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

Initial Steps:

None	a.Receive approved PO (Purchase Orders) from BAC, process and evaluate the Purchase Orders *Note: If the POs has discrepancy, proceed to Step b. Otherwise, proceed to step c.	None	5 minutes	<i>Storekeeper III Property Section, Ground Floor, Annex Building, Fisheries Building Complex, BPI Compound Visayas Ave., Q.C.</i>
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None	b. Attach note/checklist to BAC/end-user for compliance	None	3 minutes	 Senior Admin Assistant I Property Section, Ground Floor, Annex Building, Fisheries Building Complex, BPI Compound Visayas Ave., Q.C.
None	c. Contact/ Coordinate supplier to accept Purchase Orders/contract thru phone calls, email, viber messages and text messages.	None	3 days	Senior Admin Assistant I Property Section, Ground Floor, Annex Building, Fisheries Building Complex, BPI Compound Visayas Ave., Q.C.
1. Fill in by signing the 'Conforme' portion of the PO if all terms are acceptable and received the photocopy of PO	1. Receive the signed PO and give a photocopy to supplier	None	3 minutes	Logistic Management I Property Section, Ground Floor, Annex Building, Fisheries Building Complex, BPI Compound Visayas Ave., Q.C.
None	1.1 Furnish copy to COA	None	10 minutes	
*Note: After the issuance of Purchase Orders to supplier, the waiting time for delivery will depend on the date quoted delivery term indicated in the approved and conformed Purchase Orders				
2. Deliver the requested/procured product/service	2. Receive, Inspect and fill out the Delivery Receipt/Sales Invoice	None	15 minutes	
	2.1. Attach original DR/SI to PO and return second copy to supplier			

None	2.2. Prepare Inspection & Acceptance Report (IAR) in 3 copies	None	10 minutes	<i>Senior Admin Assistant I/ Logistic Management I Property Section Ground Floor, Annex Building, Fisheries Building Complex, BPI Compound Visayas Ave., Q.C.</i>
	2.3. Forward to Property Inspector for inspection of delivery		20 minutes	
None	2.4. Fill in 'Acceptance' column; mark check if delivery is 'Complete' or 'Partial'; and indicate date of receipt and remarks, if any	None	5 minutes	
None	2.5. Forward Inspection and Acceptance Report to COA for evaluation	None	10 minutes	
None	2.6. Issue procured product to end-user	None	1 hour	
<b>Total:</b>		<b>None</b>	<b>2 hours, 13 minutes</b>	
Acronyms: PO - Purchase Order SI - Sales Invoice DR - Delivery Receipt IAR - Inspection and Acceptance Report COA - Commission on Audit BAC - Bids and Award Committee				

## 2. Issuance and Delivery of Requested Common-use Supplies and Materials

By adhering to RA 9184, the DBM-Procurement Service ensures that the procurement of common-use supplies and materials is conducted in a manner that promotes accountability, competition, and integrity in the management of public resources.				
<b>Office or Division</b>	BFAR Administrative Division-Property Section			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G-Government to Government			
<b>Who may avail:</b>	BFAR Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Filled-up and duly signed RIS Form		Property Section Ground Floor, Annex Building, Fisheries Building Complex, BPI Compound 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 duly signed RIS Form	1. Receive and review RIS base on the approved PPMP	None	10 minutes	Admin. Asst. IV Property Section Ground Floor, Annex Building, Fisheries Building Complex, BPI Compound Visayas Ave., Q.C.
None	1.1. Prepare the requested supplies and materials	None	1 day	Admin. Asst. IV Property Section Ground Floor, Annex Building, Fisheries Building Complex, BPI Compound Visayas Ave., Q.C.
2. Receive the requested supplies and materials.	2. Deliver the requested supplies and materials to the requisitioner	None		
<b>Total:</b>		<b>None</b>	<b>1 day, 10 minutes</b>	
<b>Acronyms</b> RIS - Request and Issuance Slip PPMP - Project Procurement Management Plan				



### 3. Issuance of Certificate of Non-Availability of Common-Use Supplies, Equipment, and Consumables

The issuance of a Certificate of Non-Availability of Common-Use Supplies, Equipment, and Consumables (APROP-D-01) is a formal declaration stating that the requested items are currently not accessible within the common stock inventory.

<b>Office or Division</b>	BFAR Administrative Division-Property Section
<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. Filled-up and duly signed RIS Form		Property Section Ground Floor, Annex Building, Fisheries Building Complex, BPI Compound Visayas Ave., Q.C.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out duly signed RIS Form	1. Receive and review RIS	None	3 minutes	Store Keeper III Property Section Ground Floor, Annex Building, Fisheries Building Complex, BPI Compound Visayas Ave., Q.C.
None	1.1 Check stock card and bin card for availability of supplies.	None	10 minutes	Store Keeper III Property Section Ground Floor, Annex Building, Fisheries Building Complex, BPI Compound Visayas Ave., Q.C.

None	1.2 Prepare APROP-D-01 CNAS for out of stock supplies	None	10 minutes	Store Keeper III Property Section Ground Floor, Annex Building, Fisheries Building Complex, BPI Compound Visayas Ave., Q.C.
None	1.3. Check and place initial to the CNAS Form	None	5 minutes	Store Keeper III Property Section Ground Floor, Annex Building, Fisheries Building Complex, BPI Compound Visayas Ave., Q.C.
None	1.4. Sign the CNAS form	None	10 minutes	Property Officer Property Section Ground Floor, Annex Building, Fisheries Building Complex, BPI Compound Visayas Ave., Q.C.
2. Receive signed CNAS form	2. Release the CNAS to the requisitioner	None	5 minutes	Store Keeper III Property Section Ground Floor, Annex Building, Fisheries Building Complex, BPI Compound Visayas Ave., Q.C.
<b>Total:</b>		<b>None</b>	<b>43 minutes</b>	
Acronyms: RIS - Request and Issuance Slip CNAS - Certificate of Non-Availability of Common-Use Supplies, Equipment, and Consumables				

#### 4. Issuance of Clearance Form from Property Accountability/ies

In 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.

<b>Office or Division:</b>	BFAR Administrative Division-Property Section
<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. Original copy of Clearance Form (4 copies)		Human Resources Managemnt Section		
2. Property Acknowledgment Receipt (PAR) - for transfer of property accountability of equipment		Property Section Ground Floor, Annex Building, Fisheries Building Complex, BPI Compound Visayas Ave., Q.C.		
3. Inventory Custodian Slip (ICS) - for transfer of Semi-Expendable Property				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit four (4) original copies of Clearance Form for initial of Property Office	1. Receive clearance and check for property accountability/ies of employee	None	10 minutes	Admin. Asst. IV/V Property Section Ground Floor, Annex Building, Fisheries Building Complex, BPI Compound Visayas Ave., Q.C.
None	1.1 Place initial to the clearance fom	None	5 minutes	
None	1.2 Sign the clearance form	None	15 minutes	Property Officer Section Ground Floor, Annex Building, Fisheries Building Complex, BPI Compound Visayas Ave., Q.C.

2. Receive the approved/signed application for clearance	2. Release the approved application for clearance	None	15 minutes	Admin. Ass't. IV/V Property Section Ground Floor, Annex Building, Fisheries Building Complex, BPI Compound Visayas Ave., Q.C.
<b>Total:</b>		<b>None</b>	<b>45 minutes</b>	

Acronyms:

PAR - Property Acknowledgment Receipt

ICS - Inventory Custodian Slip

## 5. The Issuance of Property Acknowledgment Receipt (PAR), Inventory Custodian Slip (ICS), Property Transfer Receipt (PTR) and Inventory Transfer Receipt (ITR) for Transferred PPE and Semi-Expendable Property

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.

Office or Division:	BFAR Administrative Division-Property Section		
Classification:	Simple		
Type of Transaction:	G2G-Government to Government		
Who may avail:	Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Property Acknowledgment Receipt (PAR) signed by original end-user		Property Section Ground Floor, Annex Building, Fisheries Building Complex, BPI Compound Visayas Ave., Q.C.	
2. Inventory Custodian Slip (ICS) signed by original end-user			
3. Request Form			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit photocopy of PAR/ICS signed by original end-user	1. Receive the Request form and photocopy of PAR/ICS from end-user	None	30 minutes	<i>Admin. Asst. IV/V Property Section Ground Floor, Annex Building, Fisheries Building Complex, BPI Compound Visayas Ave., Q.C.</i>
None	1.1 Verify the details in the PAR/ICS from the Inventory Report	None		
None	1.2. Prepare the requested transfer based on the listed equipment.	None		
2. Receive the PAR/ICS/PTR/ITR for the signature of new accountable officer	2. Release the PAR/ICS/PTR/ITR (3 original copies) for signature of the new accountable officer in the "Received by:" Purchase Orders	None	3 minutes	<i>Admin. Asst. IV/V Property Section Ground Floor, Annex Building, Fisheries Building Complex, BPI Compound Visayas Ave., Q.C.</i>
3. Submit the signed PAR/ICS/PTR/ITR (3 original copies)	3. Receive the PAR/ICS/PTR/ITR and check the completeness of signatures.	None	3 minutes	
None	3.1. Place initial on the form	None	3 minutes	
None	3.2. Sign the "Released by" portion	None	10 minutes	<i>Property Officer Property Section Ground Floor, Annex Building, Fisheries Building Complex, BPI Compound Visayas Ave., Q.C.</i>

4. Receive PAR/ICS/PTR/ITR (2 original copies) for end-user	4. Release the PAR/ICS/PTR/ITR (2 original copies) and file the copy (1 original copy)	None	5 minutes	Admin. Assn. V Property Section Ground Floor, Annex Building, Fisheries Building Complex, BPI Compound Visayas Ave., Q.C.
<b>Total:</b>		<b>None</b>	<b>54 minutes</b>	

**Acronyms:**

PPE - Property Plant and Equipment

PAR - Property Acknowledgment Receipt

ICS - Inventory Custodian Slip

PTR - Property Transfer Report

ITR - Inventory Transfer Report

## 6. 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>	BFAR Administrative Division-Property Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G-Government to Government
<b>Who may avail:</b>	Employees
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Filled-out APROP-F-02 Gate Pass Form (3 original copies) *Original – Guard on Duty *Duplicate – Property Section *Triplicate – Requisitioner	Property Section Ground Floor, Annex Building, Fisheries Building Complex, BPI Compound Visayas Ave., Q.C.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure, filled up and submit gate pass form	1. Receive filled up Gate Pass form	None	3 minutes	Admin. Asst. IV/V Property Section Ground Floor, Annex Building, Fisheries Building Complex, BPI Compound Visayas Ave., Q.C.
None	1.1. Check completeness and accuracy of details	None	3 minutes	
None	1.2. Sign the gate pass form	None	3 minutes	
2. Receive the approve gate pass	2. Release approved gate pass	None	3 minutes	Admin. Asst. IV/V Property Section Ground Floor, Annex Building, Fisheries Building Complex, BPI Compound Visayas Ave., Q.C.
3. Surrender gate pass to guard on duty	3. File duplicate copy of the gate pass	None	3 minutes	Admin. Aide II Property Section Ground Floor, Annex Building, Fisheries Building Complex, BPI Compound Visayas Ave., Q.C.
Total:		None	15 minutes	

## GENERAL SERVICES SECTION (GSS)

### 1. Rendering Repair and Maintenance 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.

<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. Duly accomplished request form (1 Original Copy) Coded form: AGSU-F-15		General Services Section, Ground Floor, BFAR Annex Building		
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	8 minutes	<i>Procurement Officer BFAR-General Services Section(Ground Flr., Fisheries Building Complex, Annex Bldg.)</i>
None	1.1 Approve the request based on scheduled maintenance and repairs for breakdown on emergency cases	None	5 minutes	<i>OIC,GSS BFAR-General Services Section(Ground Flr., Fisheries Building Complex, Annex Bldg.)</i>
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	1 day	<i>Inspector and Maintenance Personnel BFAR-General Services Section(Ground Flr., Fisheries Building Complex, Annex Bldg.)</i>



None	1.3. Prepare Purchase Request (PR) with the attached inspection report and recommendation of the maintenance staff	None	10 minutes	Procurement Officer BFAR-General Services Section((Ground Flr., Fisheries Building Complex, Annex Bldg.))
None	1.4. Conduct the repair on the reported/requested particular vehicle/s	None	1 day	Inspector and Maintenance Personnel (Ground Flr., Fisheries Building Complex, Annex Bldg.))
2. Accept the endorsed repaired vehicle/s	2. Endorse the repaired vehicle to the assigned office/requested office	None	10 minutes	OIC,GSS BFAR-General Services Section(Ground Flr., Fisheries Building Complex, Annex Bldg.)
<b>TOTAL:</b>		<b>None</b>	<b>2 days, 33 minutes</b>	

## 2. Rendering Equipment Maintenance and Utilities

The General Services Section ensures that utilities and equipment are always in good condition 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
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Request Form (1 original copy): coded form AGSU-F-14	General Services Section, Ground Floor, BFAR Annex Building

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform/Report to the GSS through telephone call, verbal, fill-up request form/letter request on the identified equipment to be repair like aircon, lighthings, cabinets/chairs and etc.	1. Receive the report/information and record the same in the request form	None	5 minutes	<i>Administrative Assistant BFAR-General Services Section (Ground Flr., Fisheries Building Complex, Annex Bldg.)</i>
None	1.1 Check the requested/reported equipment or utilities for repair/s and render the necessary action on the request	None	35 minutes	<i>Maintenance BFAR-General Services Section(Ground Flr., Fisheries Building Complex, Annex Bldg.)</i>
2. Acknowledge repair equipment or utilities	2. Inform/Notify the requesting party on the finished job/repared equipment or utilities	None	20 minutes	<i>Maintenance BFAR-General Services Section(Ground Flr., Fisheries Building Complex, Annex Bldg.)</i>
<b>TOTAL:</b>		<b>None</b>	<b>1 hour</b>	

### 3. 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>	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, Regional Field Offices and Natonal Centers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Accomplished Dorm Reservation Form (1 original copy) code form: AGSU-F-7		BFAR-General Services Section, Ground Floor, BFAR Annex Building / Text / Chat / Call/ Online		
2. Letter request		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE</b>	<b>PROCESSING</b>	<b>PERSON</b>
1. Submit letter request and/or accomplished reservation form	1. Receive letter request and/or accomplished reservation form	None	5 minutes	<i>Dormitory Mgr. 1/ Administrative Ai de BFAR-General Services Section(Ground Flr., Fisheries Building Complex, Annex Bldg.)</i>
None	1.1 Check the availability of beds for specific number of guest requesting and inform the requesting party for its availability	None	5 minutes	<i>Dormitory Mgr. 1 BFAR-General Services Section (Ground Flr., Fisheries Building Complex, Annex Bldg.)</i>
2. Receive confirmation of the reservation	2. Notify for the confirmed reservation to the requesting personnel/party. Thru text message/phone call	None	5 minutes	<i>Dormitory Mgr. 1 BFAR-General Services Section(Ground Flr., Fisheries Building Complex, Annex Bldg.)</i>
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	

#### 4. Request for Service Vehicle

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>	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			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished Request Form (1 original copy) coded forM: AGSU-F-02		General Services Section, Ground Floor, BFAR Annex Building / Text / Chat / Call/ Online		
2. Approved Travel Order (1 photocopy) if necessary		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 the accomplished request form and photocopy of approved travel authority to the GSS	1.Receive request form and/or approved Travel Order	None	5 minutes	<i>Dispatching Officer BFAR-General Services Section (Ground Flr., Fisheries Building Complex, Annex Bldg.)</i>
None	1.1. Approve the request. If the request is denied, inform/notify the requesting party in this matter. Mark the request form " <i>no service vehicle available</i> " and provide certification for non-availability of vehicle for reimbursement of transportation fee	None	5 minutes	<i>Officer-in-Charge BFAR-General Services Section (Ground Flr., Fisheries Building Complex, Annex Bldg.)</i>

None	1.2 Assign vehicle and inform the driver on the schedule of travel.	None	10 minutes	<i>Dispatched Administrative Assistant BFAR-General Services Section (Ground Flr., Fisheries Building Complex, Annex Bldg.)</i>
None	1.3 Prepare trip ticket and give it to the driver assigned for the travel.	None	10 minutes	<i>Administrative Assistant BFAR-General Services Section (Ground Flr., Fisheries Building Complex, Annex Bldg.)</i>
None	1.4 Notify the requesting party on the approved request and provide information on the assigned vehicle and driver		10 minutes	<i>Administrative Assistant BFAR-General Services Section (Ground Flr., Fisheries Building Complex, Annex Bldg.)</i>
2. Receive notification and confirmation of the schedule of travel	2. Confirm the travel with the requesting personnel/office	None	5 minutes	<i>Administrative Assistant BFAR-General Services Section (Ground Flr., Fisheries Building Complex, Annex Bldg.)</i>
<b>TOTAL:</b>		<b>None</b>	<b>35 minutes</b>	

## BFAR Cashier Section

### 1. Issuance of Official Receipt

The Official Receipt is issued to individuals as written evidence and acknowledgement on collection of cash payment on transaction which include but not limited to payment for frontline services; permit, license, health certificate, LTP, FLA rentals, Bid doc, etc.

<b>Office or Division</b>	BFAR - Administrative Division – Cashier Section
<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>	All

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment (original copy)		BFAR - Accounting Section, and/or Cashier 4th Flr, BFAR New Bldg, BPI Compound, Visayas Ave., Diliman, Quezon City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Order of Payment and Pay the required fees based on the stated therein	1. Receive and accept payment based on the Order of payment issued	Based on the stated amount in the Order of Payment	2 minutes	<i>Administrative Assistant, Cashier Section 4th Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Diliman, Quezon City</i>
2. Receive the Official Receipt	2. Issue Official Receipt	None	1 minute	<i>Administrative Assistant, Cashier Section 4th Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Diliman, Quezon City</i>
<b>TOTAL:</b>		<b>Total of stated amount in the Order of Payment</b>	<b>3 minutes</b>	

## 2. Releasing of Checks

Inform the supplier/external providers that the check is ready for collection. Release the check to the person or authorized representative and ask for the receipt voucher.

<b>Office or Division</b>	BFAR - Administrative Division – Cashier Section			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2B – Government 2 Business Entity; G2G – Government to Government			
<b>Who may Avail</b>	External Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher		BFAR - Finance Management Division - Accounting Section, and/or Cashier, 4th Flr., Fisheries Bldg., BPI Compound, Visayas Ave., Diliman, Quezon City		
2. Valid ID		Client		
3. Authorization Letter of Representative		Client		
4. Photocopy, if payee's ID if claimant is the authorized representative		Client		
5. Issuance of Official Receipt/s		BFAR - Finance Management Division - Accounting Section, and/or Cashier, 4th Flr., Fisheries Bldg., BPI Compound, Visayas Ave., Diliman, Quezon City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide a copy of Identification Card or Authorization letter if applicable for its validity	1. Receive the Identification Card and/or Authorization Letter	None	2 minutes	<i>Administrative Assistant, Admin-Cashier Section 4th Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Diliman, Quezon City</i>

2. Sign on the Disbursement Voucher as a proof of receipt	2. Request the payee or representative to sign Disbursement Voucher as a proof of receipt.	None	3 minutes	<i>Administrative Assistant, Admin-Cashier Section 4th Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Diliman, Quezon City</i>
3. Issue Official Receipt	3. Receive Official Receipt and attach to Disbursement Voucher for recording purposes	None	5 minutes	<i>Administrative Assistant, Admin-Cashier Section 4th Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Diliman, Quezon City</i>
4. Receive the checks and sign the Log Book	4. Release the check and log the date of release for monitoring purposes	None	3 minutes	<i>Administrative Assistant, Admin-Cashier Section 4th Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Diliman, Quezon City</i>
<b>TOTAL:</b>		<b>None</b>	<b>13 minutes</b>	




## Finance Management Division (FMD)

### 1. Recognition of Obligation (Purchase Order)

Processing of Obligation Request and Status (ORS) for Purchase Order	
<b>Office or Division</b>	BFAR-Finance and Management Division
<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>	Public, Business Owners, Government Official and Employees
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>1a. Purchase Order and its Supporting Documents</b>	Bids and Award Committee (BAC) 2nd Floor, Fisheries Building, BPI Compound, Visayas Avenue, Quezon City
<b>Public Bidding</b>	
Annual Procurement Plan (APP)	
Supplemental Project Procurement Management Plan (SPPMP), if applicable	
Justification for SPPMP, if applicable	
signed Terms of Reference (TOR) which includes:	
• Delivery period	
• Detailed technical specifications of the items	
• Other requirements (certification/s), if applicable	
• Place of delivery	
• Program of works, activities, and materials, if applicable	
• Qualification requirements	
• Scope of work, if applicable	
• Terms of payment	
• Timeline of activities, if applicable	
• Warranty	
<b>1b. Alternative Mode of Procurement (ABC: below 1 million)</b>	
Annual Procurement Plan (APP)	
Supplemental Project Procurement Management Plan (SPPMP), if applicable	
Justification for SPPMP, if applicable	
Delivery period	
Detailed Technical Specifications of the items	
DTS number	
Place of delivery	
Warranty, if applicable	
<b>1c. Agency-to-Agency</b>	
Certification from Government-owned facility	
Justification for Agency to Agency	

<b>1d. Consultancy Services (Highly Technical Consultant)</b>				
Activity Proposal				
Authority to Hire Consultant				
Certificate of Registration, Mayor's Permit, and PhilGEPS Registration number				
Curriculum Vitae				
Justification to undergo Consultancy services				
Letter of Intent				
Terms of Reference which includes:				
Approved Program of Work and Manning Schedule				
Breakdown of ABC and Contract Cost				
Date or covered period of consultancy				
Deliverables				
Qualifications and Scope of Responsibilities				
<b>1e. Direct Contracting</b>				
Certification of Exclusive distributorship				
Justification for Direct Contracting				
<b>1f. Emergency Cases</b>				
Justification or Request to conduct Emergency Procurement				
<b>1g. Repeat Order</b>				
Documents about the previously awarded contract				
Justification on re-ordering				
<b>1h. International Event/Exhibit Procurement</b>				
Billing Statement				
Purchase Request				
Activity Proposal				
Annual Procurement Plan (APP)				
Authority to Participate				
Invitation				
Floor Plan, if space rental				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Obligation Request and Status (ORS) with supporting documents	1. Receive Purchase Order (PO) or Contracts with complete documents	None	2 minutes	Elsa Columnas Admin Assistant II FMD Office 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City

None	1.1 Review the completeness and propriety of the documents	None	10 minutes	<i>John Mel Sullia</i> Admin Assistant V FMD Office 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
None	1.2 Receive the Obligation Request and Status (ORS) and its Supporting Documents (SDs) from the staff concerned. Verify availability of allotment based on the appropriate Registry of Allotment Obligation Disbursement (RAOD).	None	2 minutes	<i>Christian Dela Cruz/</i> <i>Trixie Mae Paraiso</i> Admin Assistant V FMD Office 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
None	1.3 Release the Obligation Request and Status (ORS) and Supporting Documents (SDs) to the payee/creditor for signature of Box A (certifies charges to appropriation/allotment necessary and lawful, supporting documents valid, proper, and legal)	None	2 minutes	<i>Harvey Gumangan</i> Admin Assistant IV FMD Office 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
None	1.4 Certify availability of allotment by the Budget Officer	None	5 minutes	<i>Princess Luciano</i> OIC, Budget Section FMD Office 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City


None	1.5 Certify to the availability of Funds	None	5 minutes	 <b>Jupiter C. De Vera</b> OIC, Accounting Section FMD Office 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
<b>TOTAL:</b>		<b>None</b>	<b>26 minutes</b>	


## 2. Disbursement through Checks/List of Due and Demandable Accounts Payable - Advice to Debit Accounts (LDDAP-ADA) (Processing of Payment for Purchase Order)

Processing of payment for Purchase Order	
<b>Office or Division</b>	BFAR-Finance and Management Division
<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>	Public, Business Owners, Government Officials and Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Inspection and Acceptance Report	Property Section 3rd Floor Annex Building, BPI Compound, Visayas Avenue, Quezon City
2. Issue Inventory Custodian Slip (ICS)/ Property Acknowledgment Receipt (PAR)	
3. Delivery Receipt, Sales Invoice or Statement of Account (SOA)	Supplier
4. External Provider Performance Evaluation Form (EPPE), properly filled-up	End user
<b>COA Circular 2023-04 Documentary Requirements</b>	
<b>Infrastructure Projects</b>	
<b>2a. Advance Payment for Mobilization Cost</b>	
Irrevocable Standby Letter of Credit/Security Bond/Bank Guarantee	Contractor/Supplier


Notice of Award	Bids and Award Committee (BAC)
Notice to Proceed	2nd Floor, Fisheries Building, BPI Compound, Visayas Avenue, Quezon City
<b>2b. Progress Payments</b>	
Statement of Work Accomplished (SWA)	Contractor/Supplier
Progress Billing Statement	
Inspection Report by the Agency's Authorized Engineer	
Results of Test Analysis, if applicable	
Contractor's Affidavit on payment of laborers and materials	
Pictures/Geotagged Photos, before, during and after construction of items of work especially the embedded items	
Certificate of Percentage of completion	
<b>2c. Final Payment</b>	
As-Built Plans	Contractor/Supplier
Final SWA	
Warranty Security	
Certificate of Completion	End User
Copy of turn-over documents/transfer of project and facilities such as motor vehicles, laptops, and other equipment and furniture included in the contract to concerned government agency	Property Section 3rd Floor Annex Building, BPI Compound, Visayas Avenue, Quezon City
Certificate of Acceptance by the Agency	End User
Final Inspection Report of the Agency's authorized Engineers and/or	Property Section 3rd Floor Annex Building, BPI Compound, Visayas Avenue, Quezon City
Inspectorate Team	
Statement of Time Elapsed	
Pictures/Geotagged Photos before, during and after construction of items of work especially the embedded items	
<b>2d. Release of Retention Money</b>	
Warranty security in form of cash, bank guarantee, irrevocable standby letter of credit from a commercial bank, GSIS or surety bond callable on demand	Contractor/Supplier
Certification from the end-user that the project is completed, inspected and accepted.	End User
<b>2e. Consulting Services</b>	
Copy of curriculum vitae of the consultant	Payee

Copy of the Terms of Reference or Contract (for the first payment)	Property Section 3rd Floor Annex Building, BPI Compound, Visayas Avenue, Quezon City
Approved consultancy Progress/Final Reports and/or output required under the contract	End User
<b>2f. Progress/Final Billing</b>	
Contract of Infrastructure Projects subject of Project Management	Property Section 3rd Floor Annex Building, BPI Compound, Visayas Avenue, Quezon City
Consulting Services	Contractor/Supplier
<b>2g. Goods</b>	
<b>Supplies, Materials, Equipment and Motor Vehicles</b>	
Purchase Requisition (PR)	
Original copy of Dealers/Suppliers' Invoices showing the quantity, description of the articles, unit and total value, duly signed by the dealer or his authorized representative	End User
Results of Test Analysis, if applicable	
Tax receipts from the Bureau of Customs or the BIR indicating the exact specifications and/or serial number of the equipment procured by the government as proof of payment of all taxes and duties due on the same equipment, supplied or sold to the government	Contractor/Supplier
Delivery receipt duly received	
Inspection and Acceptance Report prepared by the Department/Agency property inspector and signed by the Head of Agency or his authorized representative	Property Section 3rd Floor Annex Building, BPI Compound, Visayas Avenue, Quezon City
Property Acknowledgement Receipt (PAR), for equipment.	
Warranty Security for a minimum period of three months, in the case of expendable supplies, or a minimum period of one year in the case of semi-/non-expendable supplies, after acceptance by the procuring entity of the delivered supplies	
Authority to purchase, in case of motor vehicles	General Services Section 3rd Floor Annex Building, BPI Compound, Visayas Avenue, Quezon City

	
<b>2h. For Procurement of drugs and medicines</b>	
Certificate of product registration from Food and Drug Administration (FDA)	Contractor/Supplier
Certificate of good manufacturing practices from FDA	
Batch release certificate from FDA	
If the supplier is not the manufacturer, certification from the manufacturer that the supplier is an authorized distributor/dealer of the product/items	
License to Operate from FDA with List of Sources (whether it is a manufacturer, importer, seller or distributor)	
Certification by the Medical Officer that medicines and drugs requisitioned is included in the PNDF Current Edition	
Delivery Receipt/Invoice bearing Lot Nos. and Expiry Dates of the drugs and medicines	
<b>2i. General Support Services (janitorial, security maintenance, garbage collection and disposal and similar services</b>	
Performance Appraisal Report	General Services Section 3rd Floor Annex Building, BPI Compound, Visayas Avenue, Quezon City
Statement of account or Contractor's Bill	
Record of Attendance/ Service	
Proof of remittance to concerned government agencies [BIR/Social Security System (SSS)/ECC/Pag-ibig/PhilHealth]	
<b>2j. Rental Contracts for Property</b>	
List of prevailing comparable property within the vicinity (for first claim)	Property Section 3rd Floor Annex Building, BPI Compound, Visayas Avenue, Quezon City
Vicinity map (for first claim)	
Bills/Invoices	
Certificate of Occupancy (space/building) (for first claim)	
<b>2k. Repair and Maintenance of Aircrafts, Watercrafts, Equipment and Motor Vehicles</b>	
Bills/Invoices	Contractor/Supplier
Pre-Repair Inspection Report Post-Repair Inspection Report Repair History of Property	Property Section 3rd Floor Annex Building, BPI Compound, Visayas Avenue, Quezon City
Waste Materials Report	
Warranty Certificate	
Certificate of Acceptance	End User

				
<b>2l. Advertising Expenses</b>				
Job Order or Contract		Contractor/Supplier		
Bill/Statement of Account				
Copy of newspaper clippings evidencing publication and/or CD/DVD in case of TV/Radio commercial				
Copy of Approved Agency Media Plan, if any				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Disbursement Voucher with complete supporting documents	1. Receive and assign Disbursement Voucher (DV) number and record in the Document Tracking System (DTS), the Voucher (DV) number and date, creditor or payee, particular and amount	None	5 minutes	<i>Elsa Columnas Admin Assistant II FMD Office 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City</i>
None	1.1 Check the completeness and propriety of Supporting Documents and process the computation of taxes and penalties	None	10 minutes	<i>Vanessa Concepcion/ Edith Cabello Administrative Aide IV/Sr. Administrative Assistant II FMD Office 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City</i>
None	1.2 Review the Voucher (DV) and Supporting Documents (SDs) and certify the completeness of documents by the Chief/Head Accountant	None	5 minutes	<i>Jupiter C. De Vera OIC, Accounting Section FMD Office 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City</i>



None	1.3 Release to authorize signatory for payment approval	None	3 minutes	 <b>Harvey Gumangan</b> Admin Assistant IV FMD Office 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
None	1.4 Receive completely signed Voucher (DV) and Supporting Documents (SDs) for List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA) payment	None	4 minutes	<b>Elsa Columnas</b> Admin Assistant II FMD Office 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
None	1.5 Prepare the ACIC/LDDAP-ADA. Initials the documents, forward to the ACIC to the Head of the Cashier Section, the LDDAP-ADA to the Head of the Accounting Section	None	5 minutes	<b>Johanna Tuazon/ Juan Fidel Cordova</b> Bookkeeper / Sr. Administrative Assitant II FMD Office 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
None	1.6 Forward List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA) to the Cashier Section.	None	5 minutes	<b>Harvey Gumangan</b> Admin Assistant IV FMD Office 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
<b>TOTAL:</b>		<b>None</b>	<b>37 minutes</b>	

### 3. Disbursement through Checks/List of Due and Demandable Accounts Payable - Advice to Debit Accounts (LDDAP-ADA) (Travel Expenses)

Processing of payment for local and foreign Travelling Expense	
<b>Office or Division</b>	BFAR-Finance and Management Division
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2G-Government to Government
<b>Who may avail:</b>	Public, Business Owners, Government Official and Employees
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>4.A Local Travel</b>	
Approved Certificate of Travel Completed	Payee/Claimant
Approved Revised Itinerary of Travel, if the previously approved itinerary was not followed	
Copy of previously approved Itinerary of travel	
Certificate of Appearance or Highlights of the training/activity;	
o Pictures preferably dated;	
o Plan of action for knowledge sharing; and	
o Recommendations	
OR/eOR3/AR or equivalent in case of refund	
<b>4.B Foreign Travel</b>	
Duly approved Office Order/Travel Order	Department of Agriculture
Duly approved Itinerary of Travel	
Certification from the Chief Accountant that previous cash advances have been fully liquidated and accounted for in the books	Finance Management Division, 4th Floor, Fisheries Building Complex, BPI Compound, Visayas Avenue, Quezon City
Letter of invitation of the host/sponsoring country/agency/organization	Host Country/Agency
Flight itinerary issued by the airline ticketing office/travel agency Quotation of plane fare for similar dates, from at least three airline companies/travel agencies or its equivalent. In case of less than three quotations, a certification by the claimant attesting to such circumstance, signed by his/her supervisor	Finance Management Division, 4th Floor, Fisheries Building Complex, BPI Compound, Visayas Avenue, Quezon City
Where applicable, authority to claim representation expenses	
In case of seminar/training:	
Acceptance of nominee/s as participant/s (issued by the host country)	Host Country/Agency
Programme Agenda and Logistics Information refer to COA Circular 2023-04	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit of Disbursement Voucher with complete supporting documents	1. Receive and assign Disbursement Voucher (DV) number and record in the Document Tracking System (DTS), the Disbursement Voucher (DV) number and date, creditor or payee, particular and amount	None	5 minutes	<i>Elsa Columnas Admin Assistant II FMD Office 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City</i>
None	1.1 Check the completeness and propriety of Supporting Documents process computation of per diem and transportation expense	None	10 minutes	<i>John Mel Sulla Admin Assistant V FMD Office 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City</i>
None	1.2 Prepares Obligation, Request and Status (ORS)	None	5 minutes	<i>Christian Dela Cruz / Trixie Mae Paraiso - Administrative Assistant V (FMD 4th Floor Office)</i>
None	1.3 Release of the Disbursement Voucher (DV) and Supporting Documents (SDs) to the payee/creditor for signature of Box A (certifies charges to appropriation/allotment necessary and lawful, supporting documents valid, proper, and legal)	None	2 minutes	<i>Harvey Gumangan Admin Assistant IV FMD Office 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City</i>

None	1.4 Certify availability of allotment by the Budget Officer	None	5 minutes	<i>Princess Luciano</i> <i>OIC, Budget Section</i> <i>FMD Office</i> <i>4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City</i>
None	1.5 Reviews the Disbursement Voucher (DV) and and Supporting Documents (SDs) and certifies completeness of documents by the Chief/Head Accountant	None	5 minutes	<i>Jupiter C. De Vera</i> <i>OIC, Accounting Section</i> <i>FMD Office</i> <i>4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City</i>
None	1.6 Release to authorize signatory for payment approval	None	3 minutes	<i>Harvey Gumangan</i> <i>Admin Assistant IV</i> <i>FMD Office</i> <i>4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City</i>
None	1.7 Receive completely signed Disbursement Voucher (DV) and Supporting Documents (SDs) for List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA) payment	None	4 minutes	<i>Elsa Columnas</i> <i>Admin Assistant II</i> <i>FMD Office</i> <i>4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City</i>

None	1.8 Prepares the ACIC/LDDAP-ADA. Initials the documents, forward to the ACIC to the Head of the Cashier Section, the LDDAP-ADA to the Head of the Accounting Section	None	5 minutes	Johanna Tuazon / Juan Fidel Cordova - Bookkeeper / Sr. Administrative Assitant II (FMD 4th Floor Office)
None	1.9 Forward List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA) to the Cashier Section.	None	5 minutes	Harvey Gumangan Admin Assistant IV FMD Office 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
<b>TOTAL:</b>		<b>None</b>	<b>49 minutes</b>	

#### 4. Disbursement through Checks/List of Due and Demandable Accounts Payable - Advice to Debit Accounts (LDDAP-ADA) (Cash Advance)

Processing of cash advance to officers and employees, cash advance for operating expenses, cash advance for special project, cash advance for payroll and petty cash fund.	
<b>Office or Division</b>	BFAR-Finance and Management Division
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2G - Government to Government
<b>Who may avail:</b>	Government Official and Employees
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>As per COA Circular 2023-04 and 2012-01</b>	
<b>5.A Granting of Cash Advances</b>	
For all types of cash advances except for travel cash advances	End User
Authority of the accountable officer issued by the Head of the Agency or his duly authorized representative indicating the maximum accountability and purpose of cash advance (for initial cash advance)	

0 Certification from the Chief Accountant that previous cash advances have been fully liquidated and accounted for in the books		Finance Management Division, 4th Floor, Fisheries Building Complex, BPI Compound, Visayas Avenue, Quezon City		
0 Approved application for bond and/or Fidelity Bond for the year for cash accountability of P5,001 above or other minimum amount that may be prescribed by the Bureau of the Treasury (upon set-up of new/renewed accountability)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit of Disbursement Voucher with complete supporting documents	1. Receive and assign Disbursement Voucher (DV) number and record in the Document Tracking System (DTS), the Voucher (DV) number and date, creditor or payee, particular and amount	None	5 minutes	Elsa Columnas Admin Assistant II FMD Office 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
None	1.1 Check the completeness and propriety of Supporting Documents if incomplete and not proper, returns to the party concern for compliance, computation of budgetary breakdown	None	30 minutes	Edith Cabello - Sr. Administrative Assistant II FMD Office 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
None	1.2 Prepare Certificate of No Unliquidated Cash Advance	None	5 minutes	John Mel Sulla Admin Assistant V FMD Office 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City

None	1.3 Sign the certificate of No Unliquidated Cash Advance	None	5 minutes	<i>Jupiter C. De Vera</i> OIC, Accounting Section FMD Office 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
None	1.4 Prepare Obligation, Request and Status (ORS)	None	5 minutes	<i>Christian Dela Cruz / Trixie Mae Paraiso -</i> Administrative Assistant V FMD Office 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
None	1.5 Release of the Disbursement Voucher (DV) and Supporting Documents (SDs) to the payee/creditor for signature of ORS Box A (certifies charges to appropriation/allotment necessary and lawful, supporting documents valid, proper, and legal)	None	2 minutes	<i>Harvey Gumangan</i> Admin Assistant IV FMD Office 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
None	1.6 Certify availability of allotment by the Budget Officer	None	5 minutes	<i>Princess Luciano</i> OIC, Budget Section FMD Office 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City

None	1.7 Review the Disbursement Voucher (DV) and Supporting Documents (SDs) and certifies completeness of documents by the Chief/Head Accountant	None	5 minutes	<i>Jupiter C. De Vera</i> OIC, Accounting Section FMD Office 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
None	1.8 Release to authorize signatory for payment approval	None	3 minutes	<i>Harvey Gumangan</i> Admin Assistant IV FMD Office 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City
<b>TOTAL:</b>		<b>None</b>	<b>1 hour, 5 minutes</b>	

## 5. Disbursement through Checks/List of Due and Demandable Accounts Payable - Advice to Debit Accounts (LDDAP-ADA) (Petty Cash Advance)

Processing of Replenishment of Petty Cash Advance	
<b>Office or Division</b>	BFAR-Finance and Management Division
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2G - Government to Government
<b>Who may avail:</b>	Government official and employees
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>6.A As per COA Circular 2023-04 and 2012-01</b>	
Report on Paid Petty Cash Vouchers (RPPCV)	Petty Cash Custodian
Petty Cash Vouchers (PCVs) duly accomplished, signed and approved	
Approved purchase request with certificate of Emergency Purchase, if necessary	



Bills, receipts, sales invoices	
Certification of Expense not Requiring Receipt (CERR) (for expenses amounting to P300 or less) or Reimbursement Expense Receipts (RER) (for expenses amounting to more than P300 but not exceeding as amended by COA Circular No. 2021-001 dated June 24, 2021, or PI,000), pursuant to COA Circular No. 2017-001 dated June 19, 2017, other amount that may be prescribed in the future	
Inspection and Acceptance Report (IAR) or Certificate of Inspection and Acceptance	Property Section 3rd Floor Annex Building, BPI Compound, Visayas Avenue, Quezon City
Pre-/Post-Repair Inspection Report Waste Materials Report (WMR) in case of replacement/repair	
Approved trip ticket, for gasoline/fuel expenses, together with parking and toll fee receipts, if any (applicable for government vehicles only)	General Service Section 3rd Floor Annex Building, BPI Compound, Visayas Avenue, Quezon City
Canvass from at least three suppliers for purchases as prescribed (involving P2,000 and above or other amount that may be prescribed in the future), except for purchases made while on official travel	Petty Cash Custodian
Summary/Abstract of Canvass	
OR/eOR/AR or equivalent in case of refund of PCF	
Inventory Custodian Slip (ICS) for semi-expendable items	Property Section 3rd Floor Annex Building, BPI Compound, Visayas Avenue, Quezon City
<b>6.B For meals and snacks charged to PCF:</b>	
Notice of meeting with agenda/meeting's purpose	Payee/Claimant
Minutes of Meeting	
Attendance Sheet	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit of Disbursement Voucher with complete supporting documents	1. Receive and assign Disbursement Voucher (DV) number and record in the Document Tracking System (DTS), the DV number and date, creditor or payee, particular and amount	None	5 minutes	<i>Elsa Columnas Admin Assistant II FMD Office 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City</i>
None	1.2 Check the completeness and propriety of Supporting Documents if incomplete and not proper, returns to the party concern for compliance, computation of budgetary breakdown	None	1 day	<i>Edith Cabello - Sr. Administrative Assistant II FMD Office 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City</i>
None	1.3 Prepares Obligation, Request and Status (ORS)	None	5 minutes	<i>Christian Dela Cruz / Trixie Mae Paraiso - Administrative Assistant V FMD Office 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City</i>
None	1.4 Release of the Disbursement Voucher (DV) and Supporting Documents (SDs) to the payee/creditor for signature of ORS Box A (certifies charges to appropriation/allotment necessary and lawful, supporting documents valid, proper, and legal)	None	2 minutes	<i>Harvey Gumangan Admin Assistant IV FMD Office 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City</i>

None	1.5 Certify availability of allotment by the Budget Officer	None	5 minutes	<i>Princess Luciano</i> <i>OIC, Budget Section</i> <i>FMD Office</i> <i>4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City</i>
None	1.6 Review the Disbursement Voucher (DV) and Supporting Documents (SDs) and certifies completeness of documents by the Chief/Head Accountant	None	5 minutes	<i>Jupiter C. De Vera</i> <i>OIC, Accounting Section</i> <i>FMD Office</i> <i>4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City</i>
None	1.7 Release to authorize signatory for payment approval	None	3 minutes	<i>Harvey Gumangan</i> <i>Admin Assistant IV</i> <i>FMD Office</i> <i>4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City</i>
<b>TOTAL:</b>		<b>None</b>	<b>1 day, 25 minutes</b>	

## 6. Collection and Deposit (Issuance of Order of Payment)

Issuance of Order of Payment				
<b>Office or Division</b>	BFAR-Finance and Management Division			
<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>	Public, Business Owners, Government Official and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Bill		Concerned Unit/Section/Division		
2. Order of Payment		Accounting Section, Finance Mangement Division, 4th Floor, Fisheries Bldg. Complex, BPI Compound, 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 Bill of payment	1. Receive the Bill of payment	None	2 minutes	<i>Elsa Columnas Admin Assistant II FMD Office 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City</i>
None	1.1 Prepare the Order of Payment (OP)	None	5 minutes	<i>Jonathan Pichay - Sr. Administrative Assistant II FMD Office 4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City</i>
None	1.1.1 Record the Bill payment			
None	1.1.2 Indicate control number of the OP			
None	1.1.3 Affix initial on the OP			


None	1.2 Prepare/Sign the Order of Payment	None	2 minutes	<i>Jupiter C. De Vera</i> <i>OIC, Accounting Section</i> <i>FMD Office</i> <i>4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City</i>
2. Receive the Order of Payment and proceed to the Cashier for payment	2 Release the Order of Payment	None	2 minutes	<i>Harvey Gumangan</i> <i>Admin Assistant IV</i> <i>FMD Office</i> <i>4th Flr., Fisheries Main Bldg., BPI Compound, Visayas Ave., Quezon City</i>
<b>TOTAL:</b>		<b>None</b>	<b>11 Minutes</b>	

## Fisheries Planning and Economic Division (FPED)

### 1. Provision of Technical Assistance (Simple)

Answering queries of clients either via walk-in/in-person, telephone calls, emails, messages, and other channels (e.g. directory assistance, provision of information that is already made available on the official website, previous press releases, official social media accounts, and other simple queries or request for information that the public is allowed to have access to)

<b>Office or Division:</b>	BFAR- Fisheries Planning and Economic Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government-to-Citizen; G2G-Government-to-Government			
<b>Who may avail:</b>	<b>EXTERNAL CLIENTS</b> (NGAs, LGUs, Development partners, CSOs, Fisherfolk, Researchers, the Academe, Research institutions, students, and other stakeholders in fisheries)  <b>INTERNAL CLIENTS</b> (other BFAR operating units)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Initiate fisheries-related query	1. Provide the client with the necessary information for queries that fall within the scope of FPED.	None	20 minutes	<i>FPED Staff, BFAR-FPED 4th Floor, Fisheries Bldg., BPI Compound Visayas Ave., QC</i>

None	1.1 Refer the client to the appropriate office by providing them with the contact information of the appropriate office/person, for queries beyond the scope of FPED. (This may require prior coordination with said office for confirmation before providing the client with the contact information.)	None	30 minutes	  <b>FPED Staff, BFAR-FPED 4th Floor, Fisheries Bldg., BPI Compound Visayas Ave., QC</b>
<b>TOTAL:</b>		<b>None</b>	<b>50 minutes</b>	

## 2. Provision of Technical Assistance (Complex)

Provision of technical information that is within the scope of FPED to the requester. This information may include, but is not limited to, fisheries plans, programs and activities, production statistics, fisherfolk demographics, and other fisheries-related information					
<b>Office or Division</b>	<b>BFAR-Fisheries Planning and Economic Division (FPED)</b>				
<b>Classification</b>	Highly Technical				
<b>Type of Transaction</b>	G2C-Government-to-Citizen; G2G-Government-to-Government				
<b>Who may avail:</b>	<b>EXTERNAL CLIENTS</b> (NGAs, LGUs, Development partners, CSOs, Fisherfolk, Researchers, the Academe, Research institutions, students, and other stakeholders in fisheries)  <b>INTERNAL CLIENTS</b> (other BFAR operating units)				
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td>1. Letter/Email request</td><td>Client/Requesting Party</td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	1. Letter/Email request	Client/Requesting Party
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE				
1. Letter/Email request	Client/Requesting Party				

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send a formal request either via letter or email	1. Log the request in the Document Tracking System (DTS) and forward to the Office of the Chief, FPED	None	5 minutes	<i>Administrative Staff, BFAR-FPED 4th Floor, Fisheries Bldg., BPI Compound Visayas Ave., QC</i>
None	1.1. Receive the request and route to the concerned FPED Section for appropriate action	None	1 hour	<i>Office of the Chief, BFAR-FPED 4th Floor, Fisheries Bldg., BPI Compound Visayas Ave., QC</i>
None	1.2. Prepare the requested data or information and drafts a response letter with an executive briefer for the signature of the Planning Chief or Officer-in-Charge.	None	1 day	<i>Concerned FPED Section, BFAR-FPED 4th Floor, Fisheries Bldg., BPI Compound Visayas Ave., QC</i>
None	1.3. Log the response letter into the Document Tracking System (DTS) for release and forward to either the Office of the Assistant Director for Technical Services (ADOTech) or the Office of the Assistant Director for Administrative Services (ADAS) for further review and affix initials for its clearance.			<i>Administrative Staff, BFAR-FPED 4th Floor, Fisheries Bldg., BPI Compound Visayas Ave., QC</i>



None	1.4. Receive and review the document. Their initial is affixed to signify that it has undergone clearance for dissemination of requested data.	None	3 days	<p><i>Assistant Director for Administrative Services 4th Floor,</i></p> <p><i>Assistant Director for Technical Services 3rd Floor,</i></p> <p><i>Administrative Staff, ADAS/ ADOTECH, 3rd/4th Floor, Fisheries Bldg., BPI Compound Visayas Ave., QC</i></p>
None	1.5. Forward to the Office of the Director (DO) for signature of the needed document received from the ADAS/ADOTECH Office	None	5 minutes	<p><i>Administrative Staff, ADAS/ ADOTECH, 3rd/4th Floor, Fisheries Bldg., BPI Compound Visayas Ave., QC</i></p>
None	1.6. Receive and review the document. The signature of the Director is affixed if all requirements (substance and form, required initials, alignment with directives, and others) are met.	None	3 days	<p><i>Director, Administrative Staff, Office of the Director, 3rd Floor, Fisheries Bldg., BPI Compound Visayas Ave., QC</i></p>
None	1.7. Receive and encode/log the signed document into the DTS and route back the document to FPED for appropriate action	None		<p><i>Administrative Staff, Office of the Director, 3rd Floor, Fisheries Bldg., BPI Compound Visayas Ave., QC</i></p>

2. Receive the requested data/information from the e-mail upon receiving notification	2. Send thru e-mail the requested data/information to the requester along with the signed cover letter.	None	10 minutes	<i>Administrative Staff, BFAR-FPED 4th Floor, Fisheries Bldg., BPI Compound Visayas Ave., QC</i>
<b>TOTAL:</b>		<b>None</b>	<b>7 days, 1 hour, 20 minutes</b>	

### 3. Provision of Technical Assistance (Highly Technical)

Review, evaluation of, and/or provision of technical inputs to proposals (from external requesters), resolutions, implementing guidelines, implementing rules and regulations, policies, memorandum of agreement or understanding, and other similar instruments.				
<b>Office or Division</b>	BFAR- Fisheries Planning and Economic Division (FPED)			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2C-Government-to-Citizen; G2G-Government-to-Government Cross-border (international and regional fisheries cooperations)			
<b>Who may avail:</b>	<b>EXTERNAL CLIENTS</b> (NGAs, LGUs, Development partners, CSOs, Fisherfolk, Researchers, the Academe, Research institutions, students, and other stakeholders in fisheries)  <b>INTERNAL CLIENTS</b> (other BFAR operating units)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter/Email request and the corresponding attachment(s)		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. Send a formal request along with the necessary attachments either via letter or email	1. Receive and log the document into the DTS	None	1 hour	<i>Administrative Staff, BFAR-FPED 4th Floor, Fisheries Bldg., BPI Compound Visayas Ave., QC</i>

None	1.1. Route it to the concerned FPED Section for review, action, and/or recommendation to the FPED Chief	None		Office of the Chief, BFAR-FPED 4th Floor, Fisheries Bldg., BPI Compound Visayas Ave., QC
None	1.2. Review the document and conduct the necessary data gathering in aid of formulation of recommendations.	None	5 days	Staff from the concerned FPED Section BFAR-FPED 4th Floor, Fisheries Bldg., BPI Compound Visayas Ave., QC
None	1.3. Prepare the cover letter for initials of the FPED Chief and the appropriate Assistant Director, and signature of the Director. The annotated copy of the attachment or a matrix is attached containing the technical inputs of FPED. The cover letter along with the attachment are forwarded to the Office of the Chief for review and approval.	None	1 day	
None	1.4. Review recommendations/ inputs. Initial is affixed once approved.	None	1 day	Office of the Chief, BFAR-FPED 4th Floor, Fisheries Bldg., BPI Compound Visayas Ave., QC
None	1.5. Log into the DTS for release to the Assistant Director (ADAS/ADOTECH)	None	5 minutes	Administrative Staff, BFAR-FPED 4th Floor, Fisheries Bldg., BPI Compound Visayas Ave., QC

None	1.6. Receive and review the document. Initial is affixed to signify that it has undergone clearance	None	3 days	<p><i>Administrative Staff, ADAS/ ADOTECH, 3rd/4th Floor,</i></p> <p><i>Assistant Director for Administrative Services 4th Floor,</i></p> <p><i>Assistant Director for Technical Services 3rd Floor, Fisheries Bldg., BPI Compound Visayas Ave., QC</i></p>
None	1.7. Forward to the Office of the Director (DO) for signature/approval for dissemination.	None	5 minutes	<p><i>Administrative Staff, ADAS/ADOTECH, 3rd/4th Floor, Fisheries Bldg., BPI Compound Visayas Ave., QC</i></p>
None	1.8. Receive and review the document. The signature of the Director is affixed if all requirements (substance and form, required initials, consistency with directives, and others) are met.	None	3 days	<p><i>BFAR Director, Administrative Staff, Office of the Director, 3rd Floor, Fisheries Bldg., BPI Compound Visayas Ave., QC</i></p>

None	1.9. Log the document into the DTS and route back the signed document to FPED for appropriate action.	None	5 minutes	<i>Administrative Staff, Office of the Director, 3rd Floor, Fisheries Bldg., BPI Compound Visayas Ave., QC</i>
2. Receive requested data/information upon receiving the notification	2. Send the annotated document/matrix of inputs to the requester along with the signed cover letter.	None	10 minutes	<i>Administrative Staff, BFAR-FPED 4th Floor, Fisheries Bldg., BPI Compound Visayas Ave., QC</i>
<b>TOTAL:</b>		<b>None</b>	<b>13 days, 1 hour, 25 minutes</b>	

#### 4. Processing of Incoming Documents (Travel Orders and Purchase Requests)

Processing (receiving, recording, checking, and releasing) of purchase requests, travel orders, and other similar documents that require approval/endorsement of the Planning Chief.	
<b>Office or Division</b>	<b>BFAR- Fisheries Planning and Economic Division (FPED)</b>
<b>Classification</b>	Simple
<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>
Copy of Travel Order, Purchase Request	Division/Units Concerned

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request to review, evaluate, and affix initial upon proper receipt via DTS.	1. Receive and log the document into the DTS for routing of the Office of the Chief to concerned Section/Staff	None	1 hour	<i>Administrative Staff, BFAR-FPED 4th Floor, Fisheries Bldg., BPI Compound Visayas Ave., QC</i>
None	1.1. Review and evaluate received documents on PR or TO and affix signature if approved for endorsement to the Office of the Chief	None	1 day	<i>Concerned Section Staff, BFAR-FPED 4th Floor, Fisheries Bldg., BPI Compound Visayas Ave., QC</i>
None	1.2. Affix initial on the documents	None	1 hour	<i>Chief, FPED BFAR-FPED 4th Floor, Fisheries Bldg., BPI Compound Visayas Ave., QC</i>
2. Receive the documents that required the approved/ endorsement of FPED Office prior to the approval of the documents	2. Update the file on the DTS with the action taken prior to release of the document to the next Office	None	1 hour	<i>Administrative Staff, BFAR-FPED 4th Floor, Fisheries Bldg., BPI Compound Visayas Ave., QC</i>
<b>TOTAL:</b>		<b>None</b>	<b>1 day, 3 hours</b>	

## 5. Processing of Incoming Documents (Proposals)

Review and evaluation of proposals (internal), and work plans.				
<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			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Project proposals and attachments, work plans and other attachments		Division/Units Concerned		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit/send procurement requests or work plans for evaluation and approval	1.Receive and log the document into the DTS for routing of the Office of the Chief to concerned Section	None	1 hour	<i>Administrative Staff, BFAR-FPED 4th Floor, Fisheries Bldg., BPI Compound Visayas Ave., QC</i>
None	1.1. Review and evaluate proposals/ work plans and affix signature and/or recommendations for the final evaluation of the FPED Chief	None	5 days	<i>Concerned Section Staff, BFAR-FPED 4th Floor, Fisheries Bldg., BPI Compound Visayas Ave., QC</i>
None	1.2. Affix initial of the FPED Chief on the submitted documents	None	1 day	<i>Chief, FPED BFAR-FPED 4th Floor, Fisheries Bldg., BPI Compound Visayas Ave., QC</i>

None	1.3. Update the file status on the DTS prior to release. The document will no longer be forwarded to the requesting party/ies but to the next office. Coordinate with the requester on the action taken	None	2 hours	<i>Administrative Staff, BFAR-FPED 4th Floor, Fisheries Bldg., BPI Compound Visayas Ave., QC</i>
<b>TOTAL:</b>		<b>None</b>	<b>6 days, 3 hours</b>	



## FEEDBACK AND COMPLAINTS MECHANISMS

<b>How to send a feedback</b>	A. For walk-in Clients: <b>(in 3 easy step)</b>
	<p>1. Where to get the <u>Citizen/Client Satisfaction Measurements (CSM) Form</u>: Concerned office that rendered the service/s.</p> <p>2. When to accomplish the form: After availing the goods and/or service from the appropriate office. The office will then be rated accordingly by the client.</p> <p>3. Where to submit the accomplished form: The client may place the accomplished form at the drop-box near the guard on post at the ground floor lobby or at the concerned office if there are any drop-boxes available.</p>
	B. On goods and/or projects and programs rendered outside the office:
	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).
	C. Through official website and social media account
	<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>

<p><b>How feedback is processed</b></p>	<p>Except for letter <b>b</b> hereunder, all feedbacks are collected every FRIDAY by the following offices:</p> <p>a. <b>For walk-in clients – Anti-Red Tape Unit (ARTU)</b>- Administrative Division;  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;  c. <b>BFAR website</b>: Fisheries Information Management Section (FIMS)  d. <b>BFAR social media</b>: Information and Fisherfolk Coordination Unit (IFCU)</p> <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. 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>
<p><b>How feedback is processed</b></p>	<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>
<p><b>How to file a complaint</b></p>	<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>

<p><b>How complaints are processed</b></p>	<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>
<p><b>Contact Information of CCB, PCC, ARTA</b></p>	<p>ARTA: complaints @arta.gov.ph 1-ARTA (2782) PCC : 8888 CCB : 0908-881-6565 (SMS) 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; 0539 5685
DIRECTOR'S OFFICE		
FRONTLINE SERVICES: External Service		
FISHERIES INSPECTION & QUARANTINE DIVISION (FIQD)	Ground Floor, Fisheries Building Complex, BPI Compound, Visayas Avenue, Quezon City	Contact No. 0919 001 4318
FISHERIES REGULATORY & LICENSING DIVISION (FRLD)	Ground Floor, Fisheries Building Complex, BPI Compound, Visayas Avenue, Quezon City	Contact No. (9) 8539 5655
FISHERIES RESOURCE MANAGEMENT DIVISION (FRMD)	3rd Floor, Fisheries Building Complex, BPI Compound, Visayas Avenue, Quezon City	Contact No. 3539 567 1335
NATIONAL FISHERIES LABORATORY DIVISION (NFLD)	860 ARCADIA Building, Quezon Avenue, Quezon City	BFAR- ARCADIA - Tel. No. (2) 8-3732894; 0919 004 1280























































































































































































































































































































































































































































































































































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