



# **FMRED Regulatory & Licensing Section**

## 1. ISSUANCE OF FISHERMAN'S LICENSE ID

Fisherman's License is a license issued to fishworkers working/deployed onboard commercial fishing vessels.

<b>Office or Division</b>	BFAR 5 Fisheries Management, Regulatory and Enforcement Division (FMRED) - Regulatory and Licensing Section
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C- Government to Citizen
<b>Who may avail</b>	Fisherfolk/Fishermen

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Duly accomplished application form (1 original copy)	Fisheries Management, Regulatory and Enforcement Division (FMRED)-Licensing Unit, Ground Floor, Administration Building, Fabrica, Bula, Camarines Sur
2. 1" x 1" ID picture (2 copies)	Client
3. Valid government ID or Barangay Clearance (1 photocopy)	Client
4. Payment of license fee in the amount of Php. 100.00 (1 photocopy of OR)	Cash Section, Ground Floor, Administration Building, BFAR 5 Fabrica, Bula, Camarines Sur

<b>CLIENT STEP</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. File application for fisherman's license and submit together with other requirements	1. Receive and evaluate the completeness of submitted documents	None	15 minutes	Regulatory Officer, Fisheries Management, Regulatory and Enforcement Division (FMRED), Fabrica, Bula, Camarines Sur
	1.1 Prepare assessment of fees	None	10 minutes	Regulatory Officer, Fisheries Management, Regulatory and Enforcement Division (FMRED), Fabrica, Bula, Camarines Sur
	1.2. Prepare Order of Payment	None	10 minutes	Accounting Staff, Accounting Unit, Grnd. Floor, Admin. Building, BFAR 5, Fabrica, Bula, CS.
2. Secure order payment and pay the required fees	2. Accept payments and issue Official Receipt	License Fee - PHP. 100.00	30 minutes	Cashier, Cash Section, Ground Floor, Administration Bldng, BFAR 5 Fabrica, Bula, Camarines Sur
	2.1. Process and prepare the fishermen's ID	None	15 minutes	Regulatory Officer, Fisheries Management, Regulatory and Enforcement Division (FMRED), Fabrica, Bula, Camarines Sur
	2.2 Affix initials of OIC - Regulatory Section and Chief, FMRED prior to signature of Regional Director	None	15 minutes	Chief FMRED, Fisheries Management, Regulatory and Enforcement Division (FMRED), Fabrica, Bula, Camarines Sur
	2.3 Record fisherman's license at the FMRED Outgoing logbook and for approval of Regional Director	None	15 minutes	FMRED Staff, Fisheries Management, Regulatory and Enforcement Division (FMRED), Fabrica, Bula, Camarines Sur
	2.4 Receive the application for fisherman's license and encode the information to be provided to the Regional Director for approval	None	15 minutes	Secretary of the Office of the Regional Director, 2nd Floor, BFAR Administration Building, Fabrica, Bula, Camarines Sur
	2.5 Approval of the fisherman's license	None	1 hour	BFAR Regional Director, Fabrica, Bula, Camarines Sur
	2.6 Record approved fishermen's ID and return the same to the office of the FMRED	None	30 minutes	Secretary of the Office of the Regional Director, 2nd Floor, BFAR Administration Building, Fabrica, Bula, Camarines Sur
3. Receive the approved fishermen's ID	2.7 Receive the approved fisherman's license	None	5 minutes	Regulatory Officer, Fisheries Management, Regulatory and Enforcement Division (FMRED), Fabrica, Bula, Camarines Sur
	3. Release to the client the approved fishermen's ID	None	10 minutes	Regulatory Officer, Fisheries Management, Regulatory and Enforcement Division (FMRED), Fabrica, Bula, Camarines Sur
	<b>TOTAL</b>	<b>PHP. 100.00</b>	<b>3 hours, 58 minutes</b>	

\* Note: Fees and Requirements are pursuant to Section 15 of FAO 198-1, s. 2018

## 2. ISSUANCE OF FISHERMAN'S LICENSE - endorsed by the Provincial Fisheries Offices

Fisherman's License is a license issued to fishworkers working/deployed onboard commercial fishing vessels. This is endorsed by the Provincial Fisheries Offices

<b>Office or Division</b>	BFAR 5 Fisheries Management, Regulatory and Enforcement Division (FMRED) - Regulatory and Licensing Section
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C- Government to Citizen
<b>Who may avail</b>	Fisherfolk/Fishermen

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Requirements pursuant to Sec. 15 of FAO 198-1, s. 2018</b>	
1. Duly accomplished application form (1 original copy)	Provincial Fisheries Offices
2. 1" x 1" ID picture (2 copies)	Client
3. Valid government ID or Barangay Clearance (1 photocopy)	Client
4. Payment of license fee in the amount of Php. 100.00 (1 photocopy of OR)	Designated Collecting Officer, Provincial Fisheries Offices

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Receive application for fishermen's ID with attached requirements from the PFOs	None	10 minutes	Records Staff, Records Unit, Ground Floor, Administration Building, BFAR 5 Fabrica, Bula, Camarines Sur
	2. Receive from records the documents and route the same to the concerned/responsible Office/Division	None	10 minutes	Staff, Office of the Regional Director, 2nd Floor, BFAR 5, Fabrica, Bula, Camarines Sur
	3. Receive from ORD the documents and route the same to the Section/Units and/or responsible personnel	None	30 minutes	Chief of FMRED, Ground. Floor, Administration Building, BFAR 5- Fabrica, Bula, Camarines Sur
	4. Receive and evaluate the completeness of the submitted documents	None	30 minutes	Regulatory Officer, Fisheries Management, Regulatory and Enforcement Division (FMRED), Fabrica, Bula, Camarines Sur
	5. Affix initials of OIC - Regulatory Section and Chief, FMRED on the fisherman's license and endorsement letter prior to signature or approval of the Regional Director	None	30 minutes	Regulatory Officer and Division Chief, Fisheries Management, Regulatory and Enforcement Division (FMRED), Fabrica, Bula, Camarines Sur
	6. Record fishermen's ID and endorsement letter at the outgoing logbook and transmit to the Office of the Regional Director for approval	None	15 minutes	FMRED Staff, Fisheries Management, Regulatory and Enforcement Division (FMRED), Fabrica, Bula, Camarines Sur
	7. Receive fisherman's license and endorsement letter for approval of the Regional Director	None	15 minutes	Staff, Office of the Regional Director, 2nd Floor, BFAR Administration Building, Fabrica, Bula, Camarines Sur
	8. Sign/Approve the fisherman's license and endorsement letter	None	1 hour	BFAR Regional Director, Fabrica, Bula, Camarines Sur
	9. Record the endorsement with enclosed approved fisherman's license for approval of the Regional Director	None	15 minutes	Staff, Office of the Regional Director, 2nd Floor, BFAR Administration Building, Fabrica, Bula, Camarines Sur
	10. Release and send the communication to the respective PFOs	None	1 day	Records Staff, Records Unit, Ground Floor, Administration Building, BFAR 5 Fabrica, Bula, Camarines Sur
<b>TOTAL</b>			<b>1 day, 3 hours, 5 minutes</b>	

\* Note: Fees and Requirements are pursuant to Section 15 of FAO 198-1, s. 2018

### 3. ISSUANCE OF CERTIFICATE OF CLEARANCE (COC) for LICENSED COMMERCIAL FISHING VESSEL AND GEAR (CFVG)

Certificate of Clearance (COC) is a document issued by the Bureau to licensed fishing vessels before departure from any port to the fishing ground for the purpose of ensuring compliance with documentary/regulatory requirements.

<b>Office or Division</b>	BFAR 5 Fisheries Management, Regulatory and Enforcement Division (FMRED) - Licensing Section
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2B- Government to business entity;
<b>Who may avail</b>	Registered Commercial Fishing Vessel and Gear Owners/Operators

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Approved Commercial Fishing Vessel/Gear License (CFVGL) (1 photocopy)	Client
2. Fishworker's ID of crew on-board the registered vessel (1 photocopy)	Client
3. Registered Record Book	Client
4. Previously issued Certificate of Clearance (COC) (1 photocopy)	Client
5. Payment of Php. 100.00 for Clearance Fee (1 photocopy of OR)	Cash Section, Ground Floor, Administration Building, BFAR 5 Fabrica, Bula, Camarines Sur

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply for Certificate of Clearance (COC) and submit the requirements	1. Receive and evaluate the completeness of submitted documents	None	15 minutes	Regulatory Officer, Fisheries Management, Regulatory and Enforcement Division (FMRED), Fabrica, Bula, Camarines Sur
2. Receive notification on the scheduled inspection	2. Schedule the conduct of vessel inspection, notify client on the scheduled inspection and prepare Official Travel Order	None	2 days	Regulatory Officer, Fisheries Management, Regulatory and Enforcement Division (FMRED), Fabrica, Bula, Camarines Sur
	2.1 Conduct of vessel and gear inspection	None	8 hours (travel time included)	Regulatory Officer, Fisheries Management, Regulatory and Enforcement Division (FMRED), Fabrica, Bula, Camarines Sur
	2.2 Prepare assessment form for the required fees	None	10 minutes	Regulatory Officer, Fisheries Management, Regulatory and Enforcement Division (FMRED), Fabrica, Bula, Camarines Sur
	2.3 Prepare Order of Payment	None	10 minutes	Accounting Unit, Grnd. Floor, Admin. Building, BFAR 5, Fabrica, Bula, CS.
3. Secure order payment, required fees and secure official receipt	3. Accept required payments and issue Official Receipt	Clearance Fee - PHP. 100.00	30 minutes	Cash Section, Ground Floor, Administration Bldng, BFAR 5 Fabrica, Bula, Camarines Sur
	3.1 Prepare and encode the Certificate of Clearance (COC)	None	15 minutes	Regulatory Officer, Fisheries Management, Regulatory and Enforcement Division (FMRED), Fabrica, Bula, Camarines Sur
	3.2 Certify by signing on the Certificate of Clearance (COC)	None	15 minutes	Inspecting Officer/Regulatory Officer - Fisheries Management, Regulatory and Enforcement Division (FMRED), Fabrica, Bula, Camarines Sur
4. Receive the approved COC	4. Release the approved COC	None	15 minutes	FMRED Staff, Fisheries Management, Regulatory and Enforcement Division (FMRED), Fabrica, Bula, Camarines Sur
<b>TOTAL</b>		<b>PHP. 100.00</b>	<b>2 days, 9 hours, 58 minutes</b>	

\* Note: Required fee is pursuant to Section 30 of FAO 198-1, s. 2018

#### 4. APPLICATION FOR RENEWAL OF COMMERCIAL FISHING VESSEL AND GEAR LICENSE (CFVGL)

Renewal of Commercial Fishing Vessel and Gear License is a license issued to all applicants with old license and complied logsheet every after three (3) years.

<b>Office or Division</b>	BFAR 5 Fisheries Management, Regulatory and Enforcement Division (FMRED) - Licensing Unit	
<b>Classification</b>	Simple	
<b>Type of Transaction</b>	G2B- Government to Business Entity	
<b>Who may avail</b>	Registered Commercial Fishing Vessel and Gear Owners/Operators	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Requirements pursuant to <i>Sec. 20 of FAO 198-1, s. 2018</i>		
1. <i>Certificate of Philippine Registry (CPR) (1 certified photocopy)</i>		MARINA, Rawis, Legaspi City
2. <i>Certificate of Ownership (CO) (1 certified photocopy)</i>		
3. <i>Valid/Unexpired Fishing Vessel Safety Certificate (FVSC) (1 certified photocopy)</i>		
4. <i>Valid/Unexpired Minimum Safety Manning Certificate (1 certified photocopy)</i>		
5. Duly accomplished and notarized BFAR Application for Commercial fishing vessel license (CFVL Form) (1 original copy)		FMRED - Licensing Unit, Ground Floor, Administration Bldng, , Fabrica, Bula, Camarines Sur
6. Duly accomplished BFAR application form for Fishing Gear License (1 original copy)		Client
7. 8"X10" vessel unaltered pictures showing the port, starboard and required identification and markings (2 original copies)		FMRED - Licensing Unit, Ground Floor, Administration Bldng, , Fabrica, Bula, Camarines Sur
8. Grid map indicating the proposed fishing ground/s (1 copy)		Any book store or office suppliers center
9. New fishing logbook for catcher vessel for registration (1 piece minimum 300 pages)		Cash Section, Ground Floor, Administration Bldng, BFAR 5 Fabrica, Bula, Camarines Sur
10. Payment of logbook registration fee of Fifty Pesos (P50.00) for logbook		FMRED - Licensing Unit, Ground Floor, Administration Bldng, , Fabrica, Bula, Camarines Sur
11. Affidavit specifying that the vessel has no pending criminal, civil or administrative case. (1 copy original)		Cash Section, Ground Floor, Administration Bldng, BFAR 5 Fabrica, Bula, Camarines Sur
12. Payment of application and license fees.		FMRED - Licensing Unit, Ground Floor, Administration Bldng, , Fabrica, Bula, Camarines Sur
13. Duly accomplished fishing logsheets or an affidavit attesting to the submission of fishing logsheets. (original copies)		Applicant
14. Original copy of the previous expired CFVGL.		IMEMS Office, 2nd Floor, BFAR Admin. Building, Fabrica, Bula, Camarines Sur
15. VMS Installation		

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished application for CFVGL renewal and other regulatory requirements	1. Receive and evaluate completeness of the submitted documents	None	15 minutes	Licensing Officer, (FMRED), Fabrica, Bula, Camarines Sur
2. Receive notification on the scheduled inspection	2. Schedule the conduct vessel and gear inspection, notify applicant on the scheduled inspection and prepare Official Travel Order	None	3 days	Licensing Officer, (FMRED), Fabrica, Bula, Camarines Sur
3. Accompany the inspector during the conduct of inspection	3. Conduct of vessel and gear inspection	None	8 hours (travel time included)	Licensing Officer, (FMRED), Fabrica, Bula, Camarines Sur
4. Secure order of payment and assessment of the required fees	4.1 Prepare assessment form for the required fees	None	15 minutes	Licensing Officer, (FMRED), Fabrica, Bula, Camarines Sur
	4.2 Prepare Order of Payment	None	15 minutes	Accounting Staff, Accounting Unit, Grnd. Floor, Admin. Building, BFAR 5, Fabrica, Bula, CS.
5. Pay the fees and secure official receipt	5. Accept required payments and issue Official Receipt	(See required fees below)	30 minutes	Cashier, Cash Section, Ground Floor, Administration Bldng, BFAR 5 Fabrica, Bula, Camarines Sur
	5.1. Process and encode the Commercial Fishing Vessel and Gear Licences, Gear Registration and facilitate logbook registration	None	1 hour	Licensing Officer (FMRED), Fabrica, Bula, Camarines Sur
	5.2 Affix initials of OIC - Regulatory Section and Chief, FMRED prior to signature of Regional Director of the CFVGL, logbook and gear registration	None	15 minutes	OIC - RLS and Chief FMRED, Fabrica, Bula, Camarines Sur
	5.3 Record CFVGL for renewal, gear and fish-caught logbook at outgoing logbook to the Office of the Regional Director for approval	None	15 minutes	FMRED Staff, (FMRED), Fabrica, Bula, Camarines Sur
	5.4 Receive the application for CFVGL renewal and the encoded CFVGL forms ready for approval of the Regional Director	None	15 minutes	Staff, Office of the Regional Director, 2nd Floor, BFAR Administration Building, Fabrica, Bula, Camarines Sur
	5.6 Approve the renewal of Commercial Fishing Vessel and Gear Licenses	None	1 hour	BFAR Regional Director, Fabrica, Bula, Camarines Sur
	5.7 Record the approved CFVGL renewal at the outgoing logbook and forward the same to the office of the FMRED	None	15 minutes	Staff, Office of the Regional Director, 2nd Floor, BFAR Administration Building, Fabrica, Bula, Camarines Sur
	5.8 Receive the approved CFVGL	None	5 minutes	Regulatory Officer, (FMRED), Fabrica, Bula, Camarines Sur
	5.9 Notify the applicant regarding the approval of the renewal of CFVGL	None	5 minutes	Regulatory Officer, (FMRED), Fabrica, Bula, Camarines Sur
6. Receive the approved renewal of CFVGL	6. Release the approved renewal of CFVGL	None	15 minutes	Regulatory Officer, (FMRED), Fabrica, Bula, Camarines Sur
<b>TOTAL</b>		CFVL Application Fee (Php. 400.00) + CFGL Application Fee (Php. 200.00) + Application for gear registration (Php. 200.00) + CFV License Fees (depends on the GT-Sec. 26, par. A) + CFG License Fees (depends on the GT-Sec. 26, par. B) + Cash Bond Deposit (depends on the GT-Sec. 27) + Logbook registration fee (Php. 50.00)	3 days, 12 hours and 40 minutes	

\*Note: Fees and requirements are in accordance with Section 20, 25-27 of FAO 198-1, S. 2018

**5. PROCESSING OF APPLICATION FOR THE ISSUANCE OF NEW COMMERCIAL FISHING VESSEL AND GEAR LICENSE (CFVGL)**

NEW Commercial Fishing Vessel and Gear License is a license issued to all CFV without previously issued CFVGL to be issued by BFAR National Director authorizing to conduct fishing operation in commercial waters

<b>Office or Division</b>	BFAR 5 Fisheries Management, Regulatory and Enforcement Division (FMRED) - Licensing Section
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2B- Government to Business Entity; G2C- Government to Citizen
<b>Who may avail</b>	Commercial Fishing Vessel and Gear Owners/Operators

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Requirements pursuant to Sec. 11 and 13 of FAO 198-1, s. 2018</i>	
1. Certificate of Philippine Registry (CPR) (1 certified copy)	
2. Certificate of Ownership (CO) (1 certified copy)	MARINA, Rawis, Legaspi City
3. Valid/Unexpired Fishing Vessel Safety Certificate (FVSC) (1 certified copy)	
4. Duly accomplished BFAR CFVL Application form (1 copy original)	
5. Duly Accomplish BFAR fishing gear license application form. (1 copy original)	FMRED - Licensing Unit, Ground Floor, Administration Building, , Fabrica, Bula, Camarines Sur
6. 8"X10" vessel unaltered pictures showing the port, starboard and required identification and marking (2 copies original)	Client
7. Grid map indicating the proposed fishing ground/s (1 copy original)	FMRED - Licensing Unit, Ground Floor, Administration Building, , Fabrica, Bula, Camarines Sur
8. 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 for single proprietorship or partnership to accompany the first vessel of the applicant to be licensed. (1 certified copy)	Department of Trade and Industry (DTI) or Security and Exchange Commission (SEC)
9. New fishing logbook for catcher vessel for registration (1 piece minimum 300 pages)	Client
10. Payment of registration fee of Fifty Pesos (P50.00) for logbook	Cash Section, Ground Floor, Administration Bldng, BFAR 5 Fabrica, Bula, Camarines Sur
11. Affidavit specifying that the vessel has no pending criminal, civil or administrative case. (1 copy original)	(FMRED - Licensing Unit, Ground Floor, Administration Building, , Fabrica, Bula, Camarines Sur
12. Importation or construction clearance (in case the fishing vessel is imported or newly constructed) (1 photocopy)	BFAR Central Office, Quezon City
13. Official receipts covering payment of application and license fees. (1 photocopy)	BFAR RO5/PFO/Cashier
14. Tax identification number (TIN) of the owner. (1 photocopy)	Client
15. VMS Installation	IMEMS Office, 2nd Floor, BFAR 5 Admin. Building, Fabrica, Bula, Camarines Sur

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished application for CFVGL renewal and other regulatory requirements	1. Receive and evaluate completeness of the submitted documents	None-required	15 minutes	Regulatory Officer, FMRED, Fabrica, Bula, Camarines Sur
2. Receive notification on the scheduled inspection	2. Schedule the conduct vessel and gear inspection, notify applicant on the scheduled inspection and prepare Official Travel Order	None-required	3 days	Regulatory Officer, FMRED, Fabrica, Bula, Camarines Sur
3. Accompany the inspector during the conduct of inspection	3. Conduct of vessel and gear inspection	None-required	8 hours (travel time included)	Regulatory Officer, FMRED, Fabrica, Bula, Camarines Sur
4. Secure order of payment and assessment of the required fees	4.1 Prepare assessment form for the required fees	None-required	15 minutes	Regulatory Officer, FMRED, Fabrica, Bula, Camarines Sur
	4.2 Prepare Order of Payment	None-required	15 minutes	Accounting Unit, Ground. Floor, Admin. Building, BFAR 5, Fabrica, Bula, CS.
5. Pay the fees and secure official receipt	5. Accept required payments and issue Official Receipt	(See required fees below)	30 minutes	Cash Section, Ground Floor, Administration Building, BFAR 5 Fabrica, Bula, Camarines Sur
	5.1 Prepare official endorsement on the application for New CFVGL with attached regulatory requirements for transmittal to BFAR Central Office, Quezon City	None	15 minutes	Regulatory Officer, FMRED, Fabrica, Bula, Camarines Sur
	5.2 Affix initials of OIC - Regulatory Section and Chief, FMRED prior to signature of Regional Director	None	15 minutes	Fisheries Management, Regulatory and Enforcement Division (FMRED), Fabrica, Bula, Camarines Sur
	5.3 Record of the endorsement in the outgoing logbook	None	15 minutes	FMRED Staff, FMRED, Fabrica, Bula, Camarines Sur
	5.4 Receive the endorsement with enclosed approved CFVGL renewal for approval of the Regional Director	None	15 minutes	Staff, Office of the Regional Director, 2nd Floor, BFAR Administration Building, Fabrica, Bula, Camarines Sur
	5.5 Approve of the endorsement	None	1 hour	BFAR Regional Director, Fabrica, Bula, Camarines Sur
	5.6 Transmit the processed documents to BFAR Central Office, Quezon City	None	Two (2) hours	Records Unit, Ground Floor, Administration Bldng, BFAR 5 Fabrica, Bula, Camarines Sur
<b>TOTAL</b>		CFVL Application Fee (Php. 400.00) + CFGL Application Fee (Php. 200.00) + Application for gear registration (Php. 200.00) + CFV License Fees (depends on the GT-Sec. 26, par. A) + CFG License Fees (depends on the GT-Sec. 26, par. B) + Cash Bond Deposit (depends on the GT-Sec. 27) + Logbook registration fee (Php. 50.00)		<b>Three (3) days, 13 hours, and 25 minutes</b>

*\*Note: Fees and requirements are in accordance with Section 20, 25-27 of FAO 198-1, S. 2018*





# Fisheries Integrated Laboratory Section

**1. Issuance of Laboratory Report of Test for Physico-Chemical Analysis**

The samples of analysis must comply with the sample requirements like volume, quantity and condition of sample for analysis requested as indicated in the Masterlist of Analysis of the FILS.				
The samples to be submitted must have a complete information or documents about the samples for filling out the Request for Laboratory Analysis and for traceability purposes.				
<b>Office or Division</b>	<b>BFAR 5 - Fisheries Production Support Services Division - Fisheries Integrated Laboratory Section (FPSSD-FILS)</b>			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C (Government to Citizen) and G2G (Government to Government)			
<b>Who may avail:</b>	BFAR 5, Aquaculture Farm Operators, LGUs, NGOs, Academe, Researchers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. The samples of Analysis in accordance with the set requirements of samples per analysis on 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 be secured at the BFAR FILS Receiving Area.		
2. Information of the sample to be submitted		Client/Customer		
3. Request for Laboratory Analysis (RLA)		BFAR 5 Regional Office-FPSSD-Fisheries Ingterated Laboratory Section, 4430, Fabrica, Bula, Camarines Sur		
4. Order of Payment		BFAR 5 Regional Office-FPSSD-Fisheries Ingterated Laboratory Section, 4430, Fabrica, Bula, Camarines Sur		
5. Official Receipt (1 original and 1 duplicate copy)		Designated Cashier Personnel at BFAR 5 Regional Office, Administrative and Finance Section, Cash Unit, 4430, Fabrica, Bula, Camarines Sur		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-out Request for Laboratory (RLA) Form	1. Receive request from clients	None	10 minutes	<i>Client/Customer and Customer Service Officer</i> FILS Office, BFAR 5 Regional Office, Fabrica, Bula, Camarines Sur
2. Submit accomplished form and samples	2. Assess submitted documents and requirements for analysis and issue duplicate copy of RLA and Claim Stub	None	20 minutes	<i>Client/Customer and Customer Service Officer</i> FILS Office, BFAR 5 Regional Office, Fabrica, Bula, Camarines Sur
3. Secure Order of Payment	3. Issuance of Order of Payment	None	3 minutes	<i>Accounting Unit</i> Admin Building, BFAR 5 Regional Office, Fabrica, Bula, Camarines Sur
4. Secure duplicate copy of RLA and claim stub	4. Provide the duplicate copy of RLA and claim stub	None	10 minutes	<i>Client/Customer and Customer Service Officer</i> FILS Office, BFAR 5 Regional Office, Fabrica, Bula, Camarines Sur
5. Pay appropriate fee and secure Official Receipt	5. Accept payment and issue Official Receipt (original and duplicate copy)	per analysis a. pH - P 30.00 b. dissolved oxygen - P150.00 c. ammonia - P 180.00 d. nitrite/nitrate - P 180.00 e. salinity - P 30.00	5 minutes	<i>Cashier Personnel</i> Admin Building, BFAR 5 Regional Office, Fabrica, Bula, Camarines Sur
None	6. Receive sample and Conduct Laboratory Analysis	None	1 working day after sample receipt	<i>Laboratory Analyst/ Technical Manager</i>
None	7. Calculate and record results of analysis	None	1 Hour	<i>Laboratory Analyst/ Technical Manager</i>
None	8. Verify results, prepare and approval of Report of Test	None	1-2 working days	<i>Laboratory Analyst/ Technical Manager / Customer Service Officer / Section Chief / Laboratory Manager</i>
6. Present Claim Stub and duplicate copy of Official Receipt to claim test report(s)/result(s)	9. Release Report of Test	None	10 minutes	<i>Client/Customer and Customer Service Officer</i> FILS Office BFAR 5 Regional Office, Fabrica, Bula, Camarines Sur
<b>TOTAL</b>			<b>3 working days after sample receipt</b>	

## 2. Issuance of Laboratory Report of Test for Molecular Diagnostic Analysis

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

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

<b>Office or Division</b>	<b>BFAR 5 - Fisheries Production Support Services Division - Fisheries Integrated Laboratory Section (FPSSD-FILS)</b>
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2C (Government to Citizen) and G2G (Government to Government)
<b>Who may avail:</b>	BFAR 5, Aquaculture Farm Operators (hatchery, nursery, grow-out), Local Government Offices, Exporters, Academe, Researchers

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. The samples of Analysis in accordance with the set requirements of samples per analysis on 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 be secured at the BFAR 5 - FILS Receiving Area.
2. Information of the sample to be submitted	Client/Customer
3. Local Transport Permit (LTP) or Auxiliary Invoice	Client/Customer, BFAR 5 - FIQU, BFAR 5 - Regional Office, BFAR 5 - Provincial Fisheries Offices, LGU or Municipal Hall
4. Request for Laboratory Analysis (RLA)	BFAR 5 Regional Office-FPSSD-Fisheries Integrated Laboratory Section, 4430, Fabrica, Bula, Camarines Sur
5. Order of Payment	BFAR 5 Regional Office-FPSSD-Fisheries Integrated Laboratory Section, 4430, Fabrica, Bula, Camarines Sur
6. Official Receipt (1 original and 1 duplicate copy)	Designated Cashier Personnel at BFAR 5 Regional Office, Admin and Finance Section, Cash Unit 4430, Fabrica, Bula, Camarines Sur

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up Request for Laboratory (RLA) Form	1. Receive request from clients	None	10 minutes	<i>Client/Customer and Customer Service Officer</i> FILS Office, BFAR 5 Regional Office, Fabrica, Bula, Camarines Sur
2. Submit accomplished form and samples	2. Assess submitted documents and requirements for analysis and issue duplicate copy of RLA and Claim Stub	None	20 minutes	
3. Secure Order of Payment	3. Issuance of Order of Payment	None	3 minutes	Accounting Unit Admin Building, BFAR 5 Regional Office, Fabrica, Bula, Camarines Sur
4. Secure duplicate copy of RLA and claim stub	4. Provide the duplicate copy of RLA and claim stub	None	10 minutes	<i>Client/Customer and Customer Service Officer</i> FILS Office BFAR 5 Regional Office, Fabrica, Bula, Camarines Sur
5. Pay appropriate fee and secure Official Receipt	5. Accept payment and issue Official Receipt (original and duplicate copy)	P 600.00 per analysis per sample	5 minutes	<i>Cashier Personnel</i> Admin Building, BFAR 5 Regional Office, Fabrica, Bula, Camarines Sur
None	6. Conduct Laboratory Analysis	None	3 working days after sample receipt	<i>Laboratory Analyst(s) / Technical Manager</i>
None	7. Calculate and record results of analysis	None	1 Hour	<i>Laboratory Analyst(s) / Technical Manager</i>
None	8. Verify results, prepare, review and approval of Test Report	None	1-2 working days	<i>Laboratory Analyst(s) / Technical Manager / Customer Service Officer / Section Chief / Laboratory Manager</i>
6. Present Claim Stub and duplicate copy of Official Receipt to claim test report(s)/result(s)	9. Release Report of Test	None	10 minutes	<i>Client/Customer and Customer Service Officer</i> FILS Office, BFAR 5 Regional Office, Fabrica, Bula, Camarines Sur (for Molecular Diagnostic Analysis)
<b>TOTAL</b>			<b>5 working days after sample receipt</b>	

### 3. Issuance of Laboratory Report of Test for Paralytic Shellfish Toxin (PST) Analysis

The samples of analysis must comply with the sample requirements like volume, quantity and condition of sample for analysis requested as indicated in the Masterlist of Analysis of the FILS. The samples to be submitted must have a complete information or documents about the samples for filling out the Request for Samples for PST analysis must also submit a Local Transport Permit (LTP) or Auxiliary Invoice to where the samples from for traceability purposes.

<b>Office or Division</b>	<b>BFAR 5 - Fisheries Production Support Services Division - Fisheries Integrated Laboratory Section (FPSSD-FILS)</b>
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2C (Government to Citizen) and G2G (Government to Government)
<b>Who may avail:</b>	BFAR 5, Aquaculture Farm Operators, Local Government Offices, Exporters, Academe

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. The samples of Analysis in accordance with the set requirements of samples per analysis on 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 be secured at BFAR 5 - HAB Laboratory, SBDFFN, Cabid-an, Sorsogon City.
2. Information of the sample to be submitted	Client/Customer
3. Local Transport Permit (LTP) or Auxiliary Invoice	Client/Customer, BFAR 5 - FIQU, BFAR 5 - Regional Office, BFAR 5 - Provincial Fisheries Offices, LGU or Municipal Hall
4. Request for Laboratory Analysis (RLA)	BFAR 5 - HAB Laboratory, SBDFFN, Cabid-an, Sorsogon City
5. Order of Payment	BFAR 5 - HAB Laboratory, SBDFFN, Cabid-an, Sorsogon City
6. Official Receipt (1 original and 1 duplicate copy)	BFAR 5 - HAB Laboratory, SBDFFN, Cabid-an, Sorsogon City

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up Request for Laboratory (RLA) Form	1. Receive request from clients	None	10 minutes	<i>Client/Customer and Customer Service Officer</i> BFAR 5 - HAB Laboratory, SBDFFN, Cabid-an, Sorsogon City
2. Submit accomplished form and samples	2. Assess submitted documents and requirements for analysis and issue duplicate copy of RLA and Claim Stub	None	20 minutes	
3. Secure Order of Payment	3. Issuance of Order of Payment	None	3 minutes	<i>Client/Customer and Customer Service Officer</i> BFAR 5 - HAB Laboratory, SBDFFN, Cabid-an, Sorsogon City
4. Secure duplicate copy of RLA and claim stub	4. Provide the duplicate copy of RLA and claim stub	None	10 minutes	
None	5. Conduct Laboratory Analysis	None	1 working day after sample receipt	
None	6. Calculate and record results of analysis	None	1 Hour	<i>Laboratory Analyst(s) / Technical Manager</i>
None	7. Verify results, prepare, review and approval of Test Report	None	1 working day	<i>Laboratory Analyst(s) / Technical Manager / Customer Service Officer / Section Chief / Laboratory Manager</i>
6. Present Claim Stub and duplicate copy of Official Receipt to claim test report(s)/result(s)	8. Release Report of Test	None	10 minutes	<i>Client/Customer and Customer Service Officer</i> BFAR 5 - PFO Sorsogon, Cabid-an, Sorsogon City (for Paralytic Shellfish Toxin)
<b>TOTAL</b>			<b>2 working days after sample receipt</b>	

#### 4. Issuance of Laboratory Report of Moisture and Microbial Analysis

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

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

<b>Office or Division</b>	<b>BFAR 5 - Fisheries Production Support Services Division - Fisheries Integrated Laboratory Section (FPSSD-FILS)</b>
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2C (Government to Citizen) and G2G (Government to Government)
<b>Who may avail:</b>	BFAR 5, Aquaculture Farm Operators, LGUs, NGOs, Academe, Researchers

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. The samples of Analysis in accordance with the set requirements of samples per analysis on 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 be secured at the BFAR FILS Receiving Area.
2. Information of the sample to be submitted	Client/Customer
3. Request for Laboratory Analysis (RLA)	BFAR 5 Regional Office-FPSSD-Fisheries Integrated Laboratory Section, 4430, Fabrica, Bula, Camarines Sur
4. Order of Payment	BFAR 5 Regional Office-FPSSD-Fisheries Integrated Laboratory Section, 4430, Fabrica, Bula, Camarines Sur
5. Official Receipt (1 original and 1 duplicate copy)	Designated Cashier Personnel at BFAR 5 Regional Office, Admin and Finance Section, Cash Unit, 4430, Fabrica, Bula, Camarines Sur

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up Request for Laboratory (RLA) Form	1. Receive request from clients	None	10 minutes	<i>Client/Customer and Customer Service Officer, FILS Office, BFAR 5 Regional Office, Fabrica, Bula, Camarines Sur</i>
2. Submit accomplished form and samples	2. Assess submitted documents and requirements for analysis and issue duplicate copy of RLA and Claim Stub	None	20 minutes	<i>Client/Customer and Customer Service Officer, FILS Office, BFAR 5 Regional Office, Fabrica, Bula, Camarines Sur</i>
3. Secure Order of Payment	3. Issuance of Order of Payment	None	3 minutes	Accounting Unit, Admin Building, BFAR 5 Regional Office, Fabrica, Bula, Camarines Sur
4. Secure duplicate copy of RLA and claim stub	4. Provide the duplicate copy of RLA and claim stub	None	10 minutes	<i>Client/Customer and Customer Service Officer, FILS Office, BFAR 5 Regional Office, Fabrica, Bula, Camarines Sur</i>
5. Pay appropriate fee and secure Official Receipt at the G/Fir., BFAR 5 Admin Building	5. Accept payment and issue Official Receipt (original and duplicate copy)	per analysis a. moisture - P 85.00 b. standard plate count/aerobic plate count/total viable count - P200.00 c. coliform count - P 250.00 d. fecal coliform - P 250.00 e. E. coli - P 350.00	5 minutes	<i>Cashier Personnel Admin Building, BFAR 5 Regional Office, Fabrica, Bula, Camarines Sur</i>
None	6. Conduct Laboratory Analysis	None	8 working day after sample receipt	<i>Laboratory Analyst(s) / Technical Manager</i>
None	7. Calculate and record results of analysis	None	1 Hour	<i>Laboratory Analyst(s) / Technical Manager</i>
None	8. Verify results, prepare, review and approval of Test Report	None	1-2 working days	<i>Laboratory Analyst(s) / Technical Manager / Customer Service Officer / Section Chief / Laboratory Manager</i>
6. Present Claim Stub and duplicate copy of Official Receipt to claim test report(s)/result(s)	9. Release Report of Test	None	10 minutes	<i>Client/Customer and Customer Service Officer, FILS Office, BFAR 5 Regional Office, Fabrica, Bula, Camarines Sur</i>
<b>TOTAL</b>			<b>10 working days after sample receipt</b>	



# **FMRED Leasing Section**

**1. Processing of application for New Fishpond Lease Agreement (FLA)/Aquasilviculture Stewardship Contract (ASC) endorsed by the Provincial Fisheries Offices**

This service involves the processing of applications for issuance of New Fishpond Lease Agreements or Aquasilviculture Stewardship Contract for individuals or corporations, fisherfolk association/cooperatives, micro, small and medium enterprise covering public lands or developed fishponds for mangrove-friendly aquaculture.

<b>Office or Division</b>	BFAR 5 Fisheries Management Regulatory Enforcement Division-Leasing Section
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2C-Government to citizen
	G2B-Government to business entity
<b>Who may avail:</b>	Citizen/s of the Philippines at least 21 years of age; Individual; Micro-Small and Medium Enterprises (MSME); Fisherfolk Associations/Cooperative; Philippine registered Corporations; and other juridical entity

<b>CHECKLIST OF REQUIREMENTS (A. NEW APPLICATION)</b>	<b>WHERE TO SECURE</b>
<b>1. Initial requirements</b>	
a. Application Form duly accomplished and notarized (5 original copies)	BFAR Regional Office
b. Proof of Payment of Application Fee of Php 2,000.00	Cashier/ Special Collecting Officer
c. 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 (4 original copies)	DENR V
d. 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; (1 original copy)	Any bank preferred by the applicant
e. An affidavit declaring that the initial capital deposited in the Bank shall be used exclusively for the development of the area; (5 original copies)	BFAR 5 Regional Office
f. Notarized affidavit of adherence to Good Aquaculture Practices in the form prescribed in Annex A of FAO No. 197-1; (5 original copies)	BFAR 5 Regional Office
g. 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 (2 certified copy)	SEC or CDA
h. <b>For ASC:</b> Endorsement from MFARMC (1 original copy)	MFARMC
h.1 <b>For ASC:</b> Affidavit re: willingness to undergo training on and to engage in mangrove-friendly aquaculture (1 original copy)	BFAR 5 Regional Office

<b>2. Final Requirements</b>	<b>Regional Office</b>
a. Survey plans of the area duly approved by the Director of Lands or Regional Director of Lands, or if under cadastral survey, the same shall be certified by the Lands Management Bureau (12 copies blueprint)	DENR
b. Duly accomplished FLA or ASC forms duly acknowledged before a Notary Public (15 original copies)	BFAR 5 Regional Office
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; (1 original copy)	BFAR FMRED-Regulatory and Licensing Section/ RTC
d. Proof of Payment of Cash bond Deposit at P500.00/hectare or fraction thereof and initial rental at P1,500.00/hectare or fraction thereof	Provincial Fishery Office/Cashier/Special Collecting Officer
e. Certification issued by the Regional Director to the effect that the area applied for is not subleased to any other person/s (1 original copy)	BFAR FMRED-Regulatory and Licensing Section
f. Notarized affidavit to the effect that the area applied for is not subleased to any other person/s (5 copies)	Provincial Fishery Office (PFO)
g. Proof of updated remittances to the Social Security System for permanent workers/Affidavit of undertaking (1 original copy)	SSS
h. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC)-(1 original copy)	EMB-DENR
i. Certified copy of the proof of payment for the value of improvements (if applicable)	Provincial Fishery Office (PFO)

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>RFO-Phase 1: (Initial Requirements)</b>				
1. Submit application with initial requirements (includes payment of application fee)	1. Receive the application with the complete initial requirements from the PFO to be forwarded to ORD	None	1 day	Record Staff, Records Unit
	1.1. Endorse the application with the requirements to the OIC-FMRED			ORD Staff, Office of the Regional Director
	1.2. Receive application from ORD and evaluate completeness of initial requirements submitted	None	30 minutes	Regulatory Officer, Regulatory and Licensing Section, FMRED
	3. Prepare endorsement of application for signature of the Regional Director	None	30 minutes	Regulatory Officer, Regulatory and Licensing Section, FMRED
	4. Sign the endorsement of initial requirements	None	1 day	Regional Director
	5. Transmit the application via Courier/electronic mail to BFAR-Central Office copy furnished PFOs	None	1 day	Record Staff, Records Unit
<b>SUBTOTAL</b>			<b>3 days, 1 hour</b>	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>RFO-Phase 2: (Final requirements)</b>				
	1. Receive from the BFAR CO the notification letter for the applicant to submit the final requirements and endorse to FMRED	None	10 minutes	Record Staff, Records Unit BFAR 5
	2. Receive the notification letter and send it to the PFO	None	1 day	Regulatory Officer, Regulatory and Licensing Section, FMRED
1. Receive the notification letter for the submission of the final requirements	3. Send the notification letter to the applicant	None	10 minutes	Provincial Fisheries Office
2. Submit final requirements to PFO	4. Receive and evaluate completeness of the submitted final requirements and advise client to pay required fees	None	30 minutes	Provincial Fisheries Office
3. Pay the required fees and secure official receipt	5. Accept payment and issue official receipt	Application fee -PHP 2,000.00 Cash bond -PHP. 500.00/ha x no. of ha; Rental PHP. 1,500.00/ha x no of ha.	10 minutes	Collecting Officer, PFO
	6. Endorse to Regional Office for submission to BFAR CO	None	10 minutes	Provincial Fisheries Office
	7. Receive the application with the complete final requirements from the PFO to be forwarded to ORD	None	1 day	Record Staff, Records Unit
	8. Endorse the application with the requirements to the OIC-FMRED			Staff, Office of the Regional Director
	9. Receive application from ORD and evaluate completeness of final requirements submitted	None	30 minutes	Regulatory Officer, Regulatory and Licensing Section, FMRED
	10. Prepare endorsement of application for signature of the Regional Director	None	30 minutes	Regulatory Officer, Regulatory and Licensing Section, FMRED
	11. Sign the endorsement of final requirements	None	1 day	Regional Director
	12. Transmit the application with the final requirements via Courier/electronic mail to BFAR-Central Office copy furnished PFOs	None	1 day	Record Staff, Records Unit
<b>SUBTOTAL</b>			<b>4 days, 2 hours, 10 minutes</b>	
<b>TOTAL</b>			<b>7 days, 3 hours, 10 minutes</b>	
Note: This service is qualified for multi-stage process				
Required fees: as per Fisheries Administrative Order No. 197-1, s. 2012				

Cash Bond Deposit	Php. 500.00 per hectare or fraction thereof	
	CY 2013	Php. 1,000.00
	CY 2014	Php. 1,100.00
FLA Rentals (Rate x hectare/fraction thereof)	CY 2015	Php. 1,200.00
	CY 2016	Php. 1,300.00
	CY 2017	Php. 1,400.00
	CY 2018 onwards	Php. 1,500.00
ASC Rentals	Php. 500.00 per hectare or fraction thereof	
Value of improvements	as may be determined by the PFO/RFO	



**2. Processing of application for the Renewal of Fishpond Lease Agreement (FLA)/Aquasilviculture Stewardship Contract (ASC) endorsed by the Provincial Fisheries Offices**

The service involves the processing of applications for the Renewal Fishpond Lease Agreements, Aquasilviculture Stewardship Contract to individuals or corporations, fisherfolk association/cooperatives, micro, small and medium enterprise.

<b>Office or Division</b>	BFAR 5 Fisheries Management Regulatory Enforcement Division-Leasing Section
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2C-Government to Citizen G2B-Government to business entity
<b>Who may avail:</b>	Existing holder of Fishpond Lease Agreement (FLA)

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>Requirements for Renewal of FLA or ASC</b>	Provincial Fishery Office (PFO)
a. Payment of Application Fee of Php. 2,000.00; Cash bond deposit (php. 500.00 per hectare or fraction thereof) and initial rentals (Php. 1,500.00 per hectares or fraction thereof)	Provincial Fishery Office/Cashier/Special Collecting Officer
b. 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)	RTC
c. Duly accomplished FLA or ASC forms duly acknowledged before a Notary Public (15 original copies)	Provincial Fishery Office (PFO)
d. Application Form duly accomplished and notarized (2 original copies)	Provincial Fishery Office (PFO)
e. Survey plan of the area under his/her name duly approved by the Director of Lands or Regional Director of Lands (1 Blueprint)	DENR V
f. A new survey plan, should there be changes	DENR
g. Inspection Report of the area (2 original copies)	Provincial Fisheries Office (PFO)

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements for renewal of FLA or ASC	1. Receive and review application for renewal	None	30 minutes	OIC PFO/ Designated Leasing Officer
2. Receive notification on the scheduled conduct of inspection of fishpond on the latest improvement	2. Send notification on the conduct of inspection of latest improvement	None	3 days	Designated Fishpond Leasing Officer, PFO
	2.1. Prepare report of inspection and advise client to pay required fees	None	1 day	Designated Fishpond Leasing Officer, PFO
3. Pay the required fees	3. Accept payment and issue OR	Application fee PHP 2,000.00; Cash bond PHP 500.00/ha x no. of ha Rental Fee PHP 1,500.00/ha x no. of ha	15 minutes	Collecting Officer, PFO
	3.1. Endorse the application for renewal to BFAR ORD	None	1 day	PFO
	3.2. Transmit the application via Courier/electronic mail to BFAR-Central Office copy furnished PFOs	None	1 day	Records Unit BFAR 5
<b>Phase 2:</b>				

<b>RELEASE OF THE APPROVED RENEWAL OF APPLICATION FOR FLA &amp; ASC</b>				
1. Receive notification letter from PFO on the approved/signed renewed FLA or ASC	1. Receive the approved/signed renewed FLA/ASC forwarded by BFAR CO for release to client	None	15 minutes	OIC PFO/ Designated Leasing Officer
	1.1. Notify applicant on the approved renewed FLA/ASC forwarded from BFAR Central	None	4 hours	OIC, PFO/Designated Leasing Officer
2. Proceed to PFO office and claim the approved renewed FLA or ASC	2. Release the approved renewed FLA or ASC	None	5 minutes	OIC, PFO/Designated Leasing Officer
<b>TOTAL</b>			<b>6 days, 1 hour, 5 mins</b>	
Note: This service is qualified for multi-stage processing				
Required fees: as per Fisheries Administrative Order No. 197-1, s. 2012				

Application Fee	Php. 2,000.00
Cash Bond Deposit	Php. 500.00 per hectare or fraction thereof
Rentals (Rate x hectare/fraction thereof)	CY 2018 onwards Php. 1,500.00

### 3. Processing of application for the Transfer of Rights involving unexpired Fishpond Lease Agreement (FLA) and Aquasilviculture Stewardship Contract (ASC)

The service involves the processing of applications for issuance of Transfer of Rights of Fishpond Lease Agreements, Aquasilviculture Stewardship Contract to individuals or corporations, fisherfolk association/cooperatives, micro, small and medium enterprise.

<b>Office or Division</b>	BFAR 5 Fisheries Management Regulatory Enforcement Division-Leasing Section
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2C- Government to citizen and G2B-Government to business entity
<b>Who may avail:</b>	Citizen/s of the Philippines at least 21 years of age; Individual; Micro-Small Medium Enterprises; Fisherfolk Associations; Corporations; other juridical entity

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Requirements for Transfer of Rights involving FLA or ASC</b>	
a. Letter of intent to Transfer by the Lessee together with the sworn declaration of the transferee (3 original copies)	Client/Lessee
b. Prior written approval of the Lessor	DA /BFAR-CO
c. Deed of Assignment or Transfer and Assumption of Obligations (1 original copy)	Client/Lessee
d. 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)	BFAR 5 /PFO
e. Application form duly accomplished and notarized (5 original copies)	Provincial Fishery Office (PFO)
f. Original official receipts of updated payment of rentals (1 certified copy)	Provincial Fishery Office (PFO)
g. Proof of payment of assignment or transfer fee at Php. 100.00 per hectares or fraction thereof and application fee of PHP. 2,000.00 (1 photocopy of OR)	Provincial Fishery Office/Cashier/Special Collecting Officer
h. Cash bond deposit slip of PHP. 500.00 per hectares or fraction thereof (1 photocopy)	Provincial Fishery Office/Cashier/Special Collecting Officer
i. Survey plan of the area under his/her name duly approved by the Director of Lands or Regional Director of Lands (12 Blueprint)	DENR
j. Duly accomplished FLA forms duly acknowledged before a Notary Public (15 original copies)	Provincial Fishery Office (PFO)
k. Certification issued by the BFAR Regional Director and Regional Trial Court in the judicial district where the area applied for is located to the effect that the same is not involved in any pending administrative and judicial case, respectively (1 original copy)	BFAR-RFO/ RTC
l. Affidavit and certification executed and issued by the applicant and BFAR Regional Director respectively, to the effect that the area applied for is not subleased to any person/s (5 photocopies)	Office of the Regional Director/PFO
m. Notarized affidavit of adherence to Good Aquaculture Practices (5 original copies)	Provincial Fishery Office (PFO)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Phase 1</b>				
1. Submit Letter of Intent together with other requirements	1. Receive Letter of Intent and evaluate completeness of the submitted requirements	None	10 minutes	Records staff BFAR 5 /PFO
2. Make herself/himself available during the conduct of investigation/interview	2. Coordinate for the conduct of investigation/interview on the applicant and ocular inspection of the fishpond area	None	30 minutes	Designated PFO Leasing Officer/ FMRED-Leasing Section
	2.1 Conduct of investigation/interview on the applicant and ocular inspection of the fishpond area	None	3 days	Designated PFO Leasing Officer/ FMRED-Leasing Section
	2.2 Prepare report of inspection /investigation	None	30 Minutes	Designated PFO Leasing Officer/ FMRED-Leasing Section
3. Pay the required fees	3.. Accept payment and issue Official Receipt	Application fee PHP 2,000.00; Cash bond PHP 500.00/hectare; Transfer fee PHP 100.00/hectare	15 minutes	Collecting Officer, PFO
	3.1. Endorse letter of intent and complete requirements to the BFAR CO	None	1 day	Record staff, Records Unit BFAR 5
		<b>SUBTOTAL</b>	<b>4 days, 1 hour, 25 minutes</b>	
<b>Phase 2</b>				
1. Receive notification letter from PFO on the approved transfer of rights of FLA or ASC	1. Receive the approved transfer of rights forwarded by BFAR CO and notify the client	None	30 minutes	OIC PFO/ Designated Leasing Officer
2. Proceed to PFO office and claim the approved transfer of rights of FLA or ASC application	2. Release the approved transfer of rights on the FLA or ASC application	None	10 minutes	OIC, PFO/Designated Leasing Officer
			<b>40 minutes</b>	
			<b>4 days, 2 hours, 5 minutes</b>	
<b>TOTAL</b>				
Note: This service is a multi-stage processing Required fees: as per Fisheries Administrative Order No. 197-1, s. 2012				

Application Fee	Php. 2,000.00
Cash Bond Deposit	Php. 500.00 per hectare or fraction thereof
Rentals (Rate x hectare/fraction thereof)	CY 2018 onwards   Php. 1,500.00
Transfer fee	Php. 100.00 per hectare or fraction thereof

**4. Processing of application for Five (5) year Gratuitous Permit**

The service involves the processing of applications for issuance of Gratuitous Permit to any branch of government, academic, scientific or research institutions for the use of public land release for fishpond development/purposes.

<b>Office or Division</b>	BFAR 5 Fisheries Management Regulatory Enforcement Division-Leasing Section
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2G- Government to Government
<b>Who may avail:</b>	Any branch of government or any academic, scientific or research institution, government officer to employee

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Project profile which states: (2 original copies)	Client
a. The general and specific objectives of the project	Client
b. A brief description of the project	Client
c. The methodology of project implementation, which includes names of personnel involved and percentage of time allocated to the project; schedule of implementation, funding requirement and sources, both local and foreign; target beneficiaries; and monitoring and evaluation scheme	Client
2. Application Form duly accomplished and notarized (5 original copies)	Provincial Fishery Office (PFO)
3. Sketch plan of the area (1 original copy)	DENR
4. Inspection Report of the area (2 original copies)	Provincial Fishery Office (PFO)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Phase 1: RFO</b>				
1. Submit application with complete requirements	1. Receive the application with complete requirements and endorse to FMRED	None	10 minutes	Record staff Records Unit, BFAR RO5/ PFO
2. Make herself/himself available during the conduct of investigation/interview	2. Coordinate for the conduct of investigation/interview on the applicant and ocular inspection of the fishpond area	None	30 minutes	Designated Leasing Officer, FMRED
	2.1 Conduct investigation/inspection on the fishpond area		1 day	Designated Leasing Officer, FMRED/PFO
	2.2 Prepare report of inspection and endorse to ORD for his signature	None	1 day	Leasing Section/Regional Director
	2.3. Sign the endorsement letter together with the attached documents	None	30 minutes	Office of the Regional Director
	2.4. Transmit the documents via Courier/electronic mail to BFAR-Central Office copy furnished PFOs	None	1 day	Designated Leasing Officer, FMRED
<b>SUBTOTAL</b>			<b>3 days, 1 hour, 10 minutes</b>	
<b>Phase 2: RELEASE OF THE APPROVED GRATUITOUS PERMIT</b>				
1. Receive notification letter from PFO on the approved Gratuitous Permit	1. Receive the approved Gratuitous Permit (GP) forwarded by BFAR CO and notify the client	None	30 minutes	OIC PFO/ Designated Leasing Officer
2. Proceed to PFO office and claim the approved Gratuitous Permit	2. Release the approved Gratuitous Permit (GP)	None	15 minutes	OIC, PFO/Designated Leasing Officer
<b>SUBTOTAL</b>			<b>45 minutes</b>	
<b>TOTAL</b>			<b>3 days, 1 hour, 55 minutes</b>	
Note: This service is qualified for multi-stage processing				



# Fisheries Inspection Quarantine Unit

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

This inspection activity is conducted to verify compliance set in Administrative Order No. 1, series 2021 on the Accreditation of Cold Storage Warehouse Facility.

<b>Office or Division</b>	BFAR5-Fisheries Inspection Quarantine Unit (FIQU)
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2C- Government to Citizen; G2B- Government to Business Entity
<b>Who may avail:</b>	Cold Storage Warehouse Operators (EXTERNAL)

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Duly accomplished, notarized and verified Application Form (New Applicant & Renewal), 1 Original	Fisheries Inspection Quarantine Unit (FIQU), BFAR5 Fabrica, Bula, Camarines Sur
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 Wastewater 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), 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/HACCP Certificate, when applicable (New Applicant & Renewal),1 Photocopy	Cold Storage Warehouse Operators
14. Previous License to Operate (LTO) of CSW, 1 Photocopy	Cold Storage Warehouse Operators
15. Order of payment,1 Photocopy	Cashier, BFAR5, Fabrica Bula, Camarines Sur
16. Official Receipt, 1 Photocopy	Cashier, BFAR5, Fabrica Bula, Camarines Sur

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit accomplished application form together with the required documentary requirements to Fisheries Inspection and Quarantine Unit (FIQU)	1.Receive the application form together with the required documents, review and evaluate the completeness of documents	None	25 minutes	FIQU Staff, BFAR RO5, Fabrica Bula, Camarines Sur
2. Pay the required fees and secure Official Receipt at the Cashier	2. Accept the payment based on the Order of Payment and issue Official Receipt	PHP 4,000	5 minutes	Cashier, BFAR RO5, Fabrica Bula, Camarines Sur
3. Receive notification on the scheduled inspection and allow inspection team to inspect the facility	3. Notify the clients of the scheduled inspection and conduct onsite inspection of cold storage based on the agreed schedule that covers the following: a. Opening meeting with the cold storage representative b. Walk through in the cold storage premises c. Documents review d. Desk review e. Close door meeting f. Exit meeting with the cold storage representative g. Final report preparation	None	3 days	Fish Inspectors - BFAR RO5 FIQU and CSW representatives, Cold Storage Warehouse Facility address on site
None	3.1 Review/ Evaluate inspection report	None	2 hours	OIC, FIQU BFAR RO5, Fabrica Bula, Camarines Sur
None	3.2 Prepare endorsement letter of application/inspection report with necessary documents, forward to the Office of the Regional Director for signature and transmit to BFAR Central Office	None	3 days	BFAR5 FIQU, Office of the Regional Director and Records Section-BFAR RO5, Fabrica Bula, Camarines Sur
<b>TOTAL</b>	<b>PHP4,000</b>		<b>6 days, 2hrs, 30 mins</b>	

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

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

<b>Office or Division</b>	BFAR5-Fisheries Inspection Quarantine Unit (FIQU)	
<b>Classification</b>	Highly Technical	
<b>Type of Transaction</b>	G2C- Government to Citizen; G2B- Government to Business Entity	
<b>Who may avail:</b>	Fishery Aquaculture Business Operators (FABO) of fish processing plants, pre- processing, ice plant,fishing vessel & boats, buying station, auction market, and fish port facility (EXTERNAL)	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Requirements for primary processing establishment:</b>		
1. Letter of Intent /Application letter, 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 warehouse, 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>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>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 (LGU), 1 Photocopy	Local Government Unit (LGU)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application letter together with the required documentary requirements to BFAR RO5 FIQU	1. Receive application/request letter and check the completeness of the documentary requirements	None	15 minutes	BFAR5 Records staff - BFAR RO5, Fabrica Bula, Camarines Sur
	1.1. Forward to the Office of the Regional Director (ORD) for his appropriate action and transmit to the OIC, FIQU for evaluation	None	10 minutes	Records and ORD staff - BFAR RO5, Fabrica Bula, Camarines Sur
2. Receive notification on the scheduled inspection	2. Review and evaluate food safety programs submitted and notify the client on the schedule of pre-assessment/desks review/system audit inspection through written communication, phone call and email, if applicable	None	2 Days	Regional Fish Inspectors - BFAR RO5, Fabrica Bula, Camarines Sur
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	4 days (per plant, per product)	BFAR RO5 Regional Fish Inspectors and plant representatives, Fishery Establishment Address on site
4. Submit pending documents/records ( <i>refer to checklist of requirements</i> )	4. Review/evaluate submitted documents/records	None	3 Days	Regional Fish Inspectors - BFAR RO5, Fabrica Bula, Camarines Sur
None	4.1 Prepare and sign the final inspection report by the inspectors	None	5 Days	Regional Fish Inspectors - BFAR RO5, Fabrica Bula, Camarines Sur
None	4.2 Review/ Evaluate and approval of inspection report • If passed- on the inspection: Issue the HACCP certificate • If failed- No Health Certificate/GMP/SSOP /HACCP Certificate shall be issued until deficiencies are rectified	None	2 days	OIC, FIQU BFAR RO5, Fabrica Bula, Camarines Sur
None	4.3 Prepare/Process the HACCP/GMP/SSOP/Vessel Certificate if compliant on the requirements	None	30 Minutes	BFAR5 FIQU - BFAR RO5, Fabrica Bula, Camarines Sur
None	4.4 Forward the HACCP/GMP/SSOP/Vessel Certificate to unit head for final review and initial	None	30 minutes	BFAR5 FIQU - BFAR RO5, Fabrica Bula, Camarines Sur
None	4.5 Forward the HACCP/GMP/SSOP/Vessel Certificate with initial to office of the Regional Director for review and evaluation	None	20 Minutes	BFAR5 FIQU - BFAR RO5, Fabrica Bula, Camarines Sur
None	5. Review/evaluate the received certificate and forward to the Regional Director for approval	None	4 hours	ORD staff - BFAR RO5, Fabrica Bula, Camarines Sur
None	6. Approve and sign the HACCP/GMP/SSOP/Vessel Certificate	None	3 days	Regional Director BFAR RO5, Fabrica Bula, Camarines Sur
5. Receive the notification to claim at the BFAR5 FIQU the approved HACCP/GMP/SSOP/Vessel Certificate	7. Notify the client through phone call that the approved HACCP/GMP/SSOP/Vessel Certificate is ready for release	None	10 Minutes	BFAR5 FIQU - BFAR RO5, Fabrica Bula, Camarines Sur
<b>TOTAL</b>		<b>None</b>	<b>19 Days, 5 hours, 55 mins</b>	

Note:

- For those applying for EU, FABO shall wait for the notification from European Commission approval prior to export of their products, - For non-EU, FABO shall coordinate with BFAR5 FIQU,G/Floor, Fisheries Bldg., BPI Compound, Visayas Ave., Quezon City for other export requirements

**3. Issuance of Certificate of Aquatic Wildlife Registration CAWR (Regional Office)**

All persons/entities in possession of non-threatened, exotic, threatened aquatic wildlife, including pet shops and hobbyists shall apply for CAWR in accordance to FAO 233

<b>Office or Division</b>	BFAR5-Fisheries Inspection Quarantine Unit (FIQU)
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2C Government to Citizen; G2B Government to Business Entity
<b>Who may avail</b>	Individuals/hobbyists and petshops in possession of non-threatened, exotic, threatened aquatic wildlife
<b>CHECKLISTS OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Duly accomplished Application Form with 2x2 photo	<b>FIQU Office, BFAR RO5, Bula, Camarines Sur</b>
2. Inventory of specimens possessed	<b>Applicant</b>
3. Affidavit of Undertaking	<b>Applicant</b>
4. Official Receipt	<b>BFAR RO5, Cashier Office</b>
5. Endorsement Letter	<b>BFAR-PFO</b>

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit accomplished application form BFAR RO5 Record Setion G/F Admin Bldg. None	1. Received filled-out application form 1.1 Check completeness of application dossier	None None	3 mins 10 minutes	BFAR5 Records staff BFAR5 FIQU staff
2. Payment of application fee at BFAR RO5 Cashier Office None	2. Collection of non-refundable fee 2.2 Preparation and approval of Travel Order	200.00 as per FAO 233 None	10 minutes 1 day	BFAR5 Cashier BFAR5 FIQU staff and Regional Director
3. Assists Fisheries Quarantine Officer during the conduct of on-site inspection None None None	3. Fisheries Quarantine Officer conduct on-site assessment 3.1 Preparation of inventory assessment report 3.2 Preparation of CAWR Report 3.3 Approval of CAWR permit	None None None None	1 day 4 hours 1 hour 1 day	BFAR5 FIQU staff Regional Director
4. Receive the approved permit	4 .Release the permit / Endorse to PFO	None	3 mins	BFAR5 FIQU staff
<b>TOTAL</b>			<b>4 days 5 hours and 26 minutes</b>	

Note: Fees is based on FAO 233



**4. Indorsement of CAWR Application to Regional Office**

All persons/entities in possession of non-threatened, exotic, threatened aquatic wildlife, including pet shops and hobbyists shall apply for CAWR in accordance to FAO 233

<b>Office or Division</b>	Provincial Fisheries Offices
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C Government to Citizen; G2B Government to Business Entity
<b>Who may avail:</b>	Individuals/hobbyists and petshops in possession of non-threatened, exotic, threatened aquatic wildlife

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Duly accomplished Application Form with 2x2 photo	<b>Provincial Fisheries Office</b>
2. Inventory of specimens possessed	<b>Applicant</b> <b>PFO - Collecting Officer</b>
3. Affidavit of Undertaking	
4. Official Receipt	

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit accomplished application form at PFO	1. Received filled-out application form	None	3 minutes	Fisheries Quarantine Officer
None	1.1 Check completeness of application dossier	None	10 minutes	
2. Payment of application fee at collecting officer	2. Collection of non-refundable fee	200.00 as FAO 233	10 minutes	PFO Collecting Officer
3. Payment of application Fee	3. Preparation and approval of Travel Order	None	1 day	Fisheries Quarantine Officer and Provincial Fisheries Officer
4. Assists Fisheries Quarantine Officer during the conduct of on-site inspection	4. Conduct on-site assessment	None	1 day	Fisheries Quarantine Officer
None	4.1 Preparation and assessment of product inventory	None	4 hours	Fisheries Quarantine Officer
None	4.2 Preparation and approval of Endorsement	None	4 hours	
None	4.3 Submission to Regional Office of Endorsement	None	1 day	Fisheries Quarantine Officer/Liasion Officer
<b>TOTAL</b>			<b>4 Days 23 Minutes</b>	

**5. Endorsement of Application for Issuance of Certificate of Registration of Fishery Establishment for Export of Live Food Fish**

The Certificate of Registration of Fishery Establishment for Export of Live Aquatic Animals is issued to individuals who intends to export live aquatic animals

<b>Office or Division</b>	Fisheries Inspection and Quarantine Unit
<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>	Exporter of Live Aquatic Animals

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Accomplished application form	
2. Letter of Intent	Applicant
3. SEC/DTI Permit	SEC/DTI
4. Business Permit	Local Government Unit
5. Standard Sanitation and Operating Procedures	Applicant
6. Location Map	
7. Pictures of Facility	
8. Facility Layout	
9. Authorization Letter (if applicable)	
10. Manpower Profile	
11. List of Product Sources ( with name,address, and contact number	
12. Taxonomic Identification Certificate (per species)	Institution conducted taxonomic identification
13. Laboratory Test Result * if necessary 13.1 Residue Laboratory Analysis 13.2 Parasitology	Any authorized laboratory (BFAR Laboratories, SGS, Intertek)

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit application form and the required documentary requirements	1. Receive submitted application form and documentary requirements	None	5 minutes	BFAR5 Records staff - BFAR RO5, Fabrica, Bula, Camarines Sur
None	1.1 Forward to Office of Regional Director	None	10 minutes	BFAR5 Records staff - BFAR RO5, Fabrica, Bula, Camarines Sur
None	1.2 Endorse application dossier to FIQU	None	1 hour	Regional Director - BFAR RO5, Fabrica Bula, Camarines Sur
None	1.3 Receive application dossier	None	3 minutes	BFAR5 FIQU staff - BFAR RO5, Fabrica Bula, Camarines Sur
None	1.4 Desk Review of documentary requirements	None	1 hour	
None	1.5 Preparation and approval of Travel Order	None	1 day	
2. Receive notification for schedule of travel	2. Notify client for the schedule of meeting	None	5 minutes	
3. Assists inspection team during on-site inspection	3. Conduct on-site inspection	None	1 day	
None	3.1 Prepare endorsement	None	2 hours	Regional Director - BFAR RO5, Fabrica Bula, Camarines Sur
None	3.2 Approval of Endorsement	None	4 hours	
None	3.3 Notify FQS-CO for the endorsement *send thru e-mail for advance copy and hard copy send thru courier	None	2 hours	BFAR5 FIQU staff - BFAR RO5, Fabrica Bula, Camarines Sur
<b>TOTAL</b>		<b>None</b>	<b>3 days 1 hour 23 Minutes</b>	

**6. Boarding Formalities**

Boarding Formalities activities carried out by Fisheries Quarantine Officers assigned at the border post in compliance to Section 204 of Republic Act No. 10863, otherwise known as the Customs Modernization and Tariff Act

<b>Office or Division</b>	BFAR 5 Fisheries Inspection and Quarantine Unit (FIQU)
<b>Classification</b>	Complex
<b>Type of Transactions</b>	G2B - Government to Business Entity
<b>Who may avail:</b>	Exporter of Live Aquatic Animals

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Notice of Arrival	<b>Applicant/Client</b>
2. Nil List	
3. Provision List	
4. Crew List	
5. Cargo Manifest	
6. Inward Manifest (seacraft manifest)	

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Notifies PPA and BFAR 5 (@09485448848) on its arrival through text or phone call	1.Receive notice of arrival from client and PPA	None	5 Minutes	JEAN B. LASOLA Chief, FIQU
	2. Prepare the clearance for incoming/outgoing seacraft	None	5 Minutes	
	3. Go aboard the seacraft together with team members from BOC, BPI, BAI and BOI	None	30 Minutes	
	4. Conduct boarding formalities and inspection	None	1 hour	
	5. If compliant, boarding clearance is issued to incoming/outgoing seacraft	None	15 minutes	
	6. In case of non-compliance or adverse findings upon inspection, the vessel agent is being coordinated with, immediately	None	30 minutes	
	7. Confiscations shall be done, if necessary	None	30 minutes	
	<b>TOTAL</b>		<b>2 Hours, 55 Minutes</b>	