



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





**MUNICIPAL
AGRICULTURE OFFICE
(MAO)
ADMINISTRATIVE SERVICES**





1. ISSUANCE OF INSPECTION CLEARANCE ON FISHING GEAR

All fishing vessel 3 tons below operating within municipal waters are required to secure inspection clearance pertaining to fishery license that is based on Municipal Ordinance No. 2015-01-408, Sec. 56. The clearance can be obtained from the Municipal Agriculture Office.

Office or Division:		MUNICIPAL AGRICULTURE		
Classification:		SIMPLE		
Type of Transaction:		G2C – Government to Transacting Public		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Barangay Clearance			Barangay	
2. Cedula				
3. Fish Net Sample				
4. Fishery License Registration Form			Municipal Agriculture Office	
5. Official Receipt (OR)			Municipal Treasurer Office	
6. BFAR Permit (if applicable)			BFAR – PFO Tagbilaran City	
7. Personal appearance (New Applicants)				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach PACD and inquire about the services needed	Interview his/her purpose then refer to the person in-charge	None	2 mins.	PACD
2. Approach the Fishery Technician and present the requirements for Fishery Licensing for validation	Validates submitted requirements	None	5 mins.	Fishery Technician (Victor R. Boligao)
3. Provide information required in the license registration form	Interview the fishing vessel operator/owner Fill-up the fishery license registration and advice to pay fees at the Municipal Treasurer’s Office (MTO)	None	10 mins.	Fishery Technician (Victor R. Boligao)



4. Approach collecting officer at MTO	Refer to Municipal Ordinance No. 2015-01-408, received payment and provide Official Receipt (OR)	Refer to Municipal Ordinance No. 2015-01-408	5 mins.	
5. Return to Municipal Agriculture Office and present OR to Fishery Technician	Indicate OR informations needed in the Fishery License Registration Sign Fishery License	None	3 mins.	
6. Wait for the processing	Refer to MA for approval and secure photocopy	None	3 mins.	
7. Receive signed Fishery License	Release Fishery License and advice client to proceed at BPLO for releasing of Mayor's Permit	None	2 min.	
TOTAL		None	30 minutes	