



# **OFFICE OF THE MUNICIPAL AGRICULTURAL SERVICES (FISHERY SECTOR)**

Frontline Services



## Service 1. Registration of Fisherfolks

The municipality of Nueva Valencia has the widest fishing grounds in the Province of Guimaras. To determine the number of individuals engaged in fishing activities, registration of fisherfolks was implemented.

<b>Office or Division:</b>	Office of the Municipal Agricultural Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	Individuals who are bonafide residents of the municipality and engaged in fishing activities.trefui
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Duly accomplished Fisherfolk Registration Form (Duly signed by the BFARMC Chairperson and Punong Barangay)	Office of the Municipal Agricultural Services Fisheries Section

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCES SING TIME	PERSON RESPONSIBLE
1. Sign in to OMAS Clients/Visitor's logbook	Assist client during the registration	None	5 minutes	Aquacultural Technician / AEW Fisheries
2. Submit accomplished Fisherfolks Registration Form	2.1 Check documents if required information were filled-up properly. 2.2 Registers/enters the name of applicant to the Municipal Registry of Fisherfolks	None	15 minutes	
3. Receive printed personal information sheet and fisherfolks identification number	Print personal information of the applicant and Fisherfolks Identification Number		5 minutes	
4. Provide recent 1x1 ID picture for Fisherfolks ID	Receive 1X1 ID picture and attached to the Fisherfolks ID			
5. Received Fisherfolks ID with corresponding control number	Release Fisherfolks ID		20 minutes	
<b>END OF TRANSACTION</b>			<b>45 minutes</b>	



## Service 2. Registration of Municipal Fishing Vessel (3 Gross Tonnage and below)

Registration of Municipal Fishing vessels was implemented to determine the number of municipal fishing vessel engaged in fishing activities at the municipal waters of the municipality.

<b>Office or Division:</b>	Office of the Municipal Agricultural Services	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C - Government to Citizen	
<b>Who may avail:</b>	Registered Fisherfolks of the municipality	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
BFARMC Endorsement	Duly accomplished Annex A & B Duly accomplished Municipal Fishing Vessel Registration Form (New Applicant Only) Duly accomplished Fishing Boat Registration Form (New Applicant Only)	Barangay Fisheries and Aquatic Resources Management Council Chairperson (BFARMC)
Duly accomplished Annex A & B		
Duly accomplished Municipal Fishing Vessel Registration Form (New Applicant Only)		
Duly accomplished Fishing Boat Registration Form (New Applicant Only)		
Old license (Renewal)		
Barangay Clearance		Punong Barangay
Community Tax Certificate		Barangay Treasurer
Picture of Fishing Boat (New Applicant Only)		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in to OMAS client's/visitors logbook	Assist client during the registration	None	5 minutes	Aquacultural Technician / AEW Fisheries
2. Submits accomplished application forms and other required documents.	2.1 Check documents if required information were filled-up properly. 2.2 Compute for fees 2.3 Give instructions to the applicant to pay for the license fee and Mayor's Permit at Municipal Treasurer's Office.		10 minutes	



3. Pay for license fee at Municipal Treasurer's Office based on Gross tonnage of the fishing vessel	Collecting officer receives payment and issue an Official Receipt	Php100.00 (1 GT and Below) Php200.00 (1.1 GT-2.0 GT) Php300.00-2.1 GT-3.0 GT  Php 120.00- Mayor's Permit	10 minutes	Municipal Treasurer' Office/ Revenue Collection Clerk
4. Presents documents with Official Receipt for printing of municipal license and permit for fishing vessel at OMAS Fisheries and Aquatic Resources Management Section	Receive documents with Official Receipt as proof of payment.	None	20 minutes	Aquacultur al Technician / AEW Fisheries
5. Receive temporary license to operate valid for 1 month or until release of approved license.	Release temporary license to operate valid for 1 month or until release of approved license.	None	5 minutes	
6. Wait for the processing and printing of complete documents	Prepare and print license and mayor's permit for signature of Municipal Agriculturist and Municipal Mayor	None	4 hours	
7. Received and acknowledge municipal fishing boat license by signing in the logbook	Release approved municipal fishing license and permit.	None	5 minutes	
<b>END OF TRANSACTION</b>			<b>4 days, 55 minutes</b>	



### Service 3. Registration of Fishing Gear and Fishery Structures

Having the widest fishing grounds in the Province of Guimaras, a lot of individuals get engaged with fishing activities. Registration of Fishing Gear and Fishery Structure was instigated to obtain the number and type of fishing gear used as well as the Fishery Structures present in the municipality.

<b>Office or Division:</b>	Office of the Municipal Agricultural Services		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2C - Government to Citizen		
<b>Who may avail:</b>	Registered Fisherfolks of the municipality		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Endorsement		Barangay Fisheries and Aquatic Resources Management Council Chairperson (BFARMC)	
Old license (Renewal)			
Barangay Clearance		Punong Barangay	
Community Tax Certificate		Barangay Treasurer	

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in to OMAS client's/visitors logbook	Assist client during the registration	None	5 minutes	Aquacultural Technician / AEW Fisheries
2. Submits accomplished application forms and other required documents.	2.1 Check documents if required information were filled-up properly. 2.2 Compute for fees 2.3 Give instructions to the applicant to pay for the license fee and Mayor's Permit at Municipal Treasurer's Office.	None	10 minutes	
3. Pay for license fee at Municipal Treasurer's Office based on the corresponding license fee per fishing gear/fishery structure	Collecting officer receives payment and issue an Official Receipt	Fishing Gear/Structure Fees and Charges Based on Municipal Fisheries Code of LGU Nueva Valencia	10 minutes	Municipal Treasurer's Office/ Revenue Collection Clerk



4. Presents documents with Official Receipt for printing of license and permit for fishing gear and fishery structure at OMAS Fisheries and Aquatic Resources Management Section	Receive documents with Official Receipt as proof of payment.	None	20 minutes	Aquacultural Technician / AEW Fisheries
5. Receive temporary license to operate valid for 1 month or until release of approved license.	Release temporary license to operate valid for 1 month or until release of approved license.	None	5 minutes	
6. Wait for the processing and printing of complete documents	Prepare and print license permit for signature of the Municipal Agriculturist and LCE	None	4 hours	
7. Received and acknowledge municipal fishing boat license by signing in the logbook	Release approved municipal fishing license and permit.	None	5 minutes	Aquacultural Technician / AEW Fisheries
<b>END OF TRANSACTION</b>			<b>4 hours, 55 minutes</b>	



### Service 4. Technical Assistance to Fisherfolks

To enhance the fishery production and maintain sustainability in coastal areas, technical assistance are being provided thru the OMAS Fisheries and Aquatic Resources Management Section.

<b>Office or Division:</b>	Office of the Municipal Agricultural Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	Registered Fisherfolks of the municipality
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Written or verbal request of fisherfolks	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verbal – call for assistance to any personnel from OMAS Fisheries Section  Walk-in – Sign in to OMAS Clients/Visitor’s logbook	Verbal- Receive phone calls  Walk-in – Assist Fisherfolks on registration	None	5 minutes	Aquacultural Technician / AEW Fisheries
2. Inquire technical assistance needed	Assist fisherfolk and determine technical assistance he/she needed		10 minutes	
3. Received technical assistance from the personnel of OMAS Fisheries and Aquatic Resources Management Section	Provide technical assistance to the fisherfolk		5 hours	
<b>END OF TRANSACTION</b>	<b>TOTAL</b>		<b>5 hours, 15 minutes</b>	