



44. ISSUANCE OF MUNICIPAL BUSINESS PERMIT FOR FISHING GEARS

Office or Division:	OFFICE OF THE MUNICIPAL AGRICULTURIST			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who May Avail:	Fishermen, Owners/Operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Fisheries and Aquatic Resources Management Council (BFARMC) Certification		BFARMC		
Barangay Clearance		Barangay Local Government Unit concerned		
Official Receipt		Office of the Municipal Treasurer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the accomplished forms and the requirements	Reviews the filled out prescribe forms and Verifies and assesses the submitted requirements	none	5 minutes	Benjie P. Catajay/ Ruby M. Murchante
2. Pays the necessary fees to the Office of the Municipal Treasurer	Issues Official Receipt	Fees based on the Municipal Fishery Code 2003 Ordinance No. 01-2003	10 minutes	Kenith Bayot/Marilyn Villanueva
	Submits to Licensing Officer for Mayor's signature and approval	none	5 minutes	BPLO Merlyn M. Manato
	Issues the Municipal Business Permit for Fishing Gears	none	5 minutes	Municipal Mayor
3. Receives/claims the document	-end of transaction-			
TOTAL		Fees based on the Municipal Fishery Code 2003 Ordinance No. 01-2003	35 minutes	