



## 46. ISSUANCE OF CERTIFICATE OF REGISTRATION FOR FISHING VESSELS 3 GROSS TONNAGE & BELOW

<b>Office or Division:</b>	OFFICE OF THE MUNICIPAL AGRICULTURIST			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Owners/Operators of Motorized Banca			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
BFARMC Certification		BFARMC		
Barangay Clearance		Barangay Local Government Unit concerned		
Official Receipt		Office of the Municipal Treasurer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Presents/submits BFARMC Certification & Barangay Clearance	Checks BFARMC and Barangay Clearance/ Assessment	none	3 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	Revenue Collector
	Checks the Official Receipt and encodes the data needed in the Certificate of Registration	none	5 minutes	Benjie P. Catajay/ Ruby M. Murchante
	Submit to Licensing Officer, for signature and approval of the Municipal Mayor	none	15 minutes	Benjie P. Catajay/ Ruby M. Murchante Municipal Agriculturist



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Releases the Certificate of Registration	none	2 minutes	Benjie P. Catajay/ Ruby M. Murchante Municipal Agriculturist
3. Receives/claims the Certificate of Registration	-end of transaction-			
<b>TOTAL</b>		<b>Fees based on the Municipal Fishery Code 2003 Ordinance No. 01-2003</b>	<b>30 minutes</b>	