

SERVICE NAME: TILAPIA FINGERLINGS DISPERSAL PROGRAM

Description of the Service: Tilapia fingerlings dispersal program are being requested from Bureau of Fisheries and Aquatic Resources (BFAR) to be dispersed to Fisherfolks in the City of Ilagan

Office or Divisions:	CITY AGRICULTURE OFFICE			
Classification:	SIMPLE			
Type of Transactions:	G2C (GOVERNMENT TO CLIENT)			
Who may avail:	FISHERFOLK			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
FISH-R FORM		CITY AGRICULTURE OFFICE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Sign in the client log book in the office	Give the logbook to the client	NONE	2 minutes	MARILYN MARTIN Reproduction Machine Operator I
2.Submit the required documents	Received the required documents and check updated fisherfolk masterlist	NONE	3 minutes	AINA JOY F. CABANGAN Admin. Aide I/Fishery Technician JASMIN L. SIBAL Agricultural Extension Worker
3.Request Fingerlings Dispersal	Endorse and submit the request form of fingerlings Dispersal to BFAR Office	NONE	30 minutes	AINA JOY F. CABANGAN Admin. Aide I/Fishery Technician JASMIN L. SIBAL Fishery Technician
TOTAL:			35 minutes	

(please use additional sheet/s if necessary)