

SERVICE NAME: ISSUANCE OF TRANSPORT CERTIFICATION OF FISHERY PRODUCTION

Description of the Service: Inspection of Yellow Eel (Kiwet) and complete documents of the Fisherfolk owner before the Issuance of Transport Certificate Fishery Production.

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		
PERMIT TO TRANSPORT		BFAR R02		
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 and verify the documents and check for the completeness	NONE	3 minutes	AINA JOY F. CABANGAN Admin. Aide I/Fishery Technician
	Release of certification signed by City Agriculturist	NONE	5 minutes	JASMIN L. SIBAL Fishery Technician
				MOISES C. ALAMO City Agriculturist
TOTAL:			10 minutes	