

**SERVICE NAME: ISSUANCE OF TRANSPORT CERTIFICATION OF FISHERY PRODUCTION**

**Description of the Service:** Inspection of Yellow Eel (Kiwt) 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			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>PERMIT TO TRANSPORT</b>		<b>BFAR R02</b>		
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
<b>TOTAL:</b>			<b>10 minutes</b>	