



**Internal/External**

**6. SERVICENAME:TILAPIA FINGERLINGS DISPERSAL PROGRAM**

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

<b>Office or Division:</b>	CITY AGRICULTURE OFFICE
<b>Classification:</b>	SIMPLE
<b>Type of Transaction:</b>	G2C (GOVERNMENT TO CLIENT)
<b>Who may avail:</b>	FISHERFOLKS

<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Fish-R FORM</b>		<b>Client</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client log book in the office	Give the Logbook to the Client	NONE	2 minutes	Administrative Staff
2. Submit the required documents	Received the required documents and check updated fisherfolk masterlist	NONE	3 minutes	Fishery Technician
3. Request Fingerlings Dispersal	Endorse and submit the request form of fingerlings	NONE	30 minutes	Fishery Technician



	Dispersal to BFAR Office			
		<b>TOTAL</b>		<b>35 minutes</b>