

BUREAU OF FISHERIES AND AQUATIC RESOURCES REGIONAL OFFICE – III

Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga

TRANSACTION:

ISSUANCE OF LOCAL TRANSPORT PERMIT (LTP) PROCEDURE

CLIENTS:

Fish and Fishery Products Carrier/Shipper (for DOMESTIC movement)

Requirements:

- 1. Duly accomplished application form**
- 2. Health / veterinary certificate issued by the Fish Health Section (for LIVE FISH)**
- 3. Documents supporting the legal possession or acquisition of the aquatic wildlife**

Responsible BFAR Office/Section:

Fish Inspection and Quarantine Services (FIQS)

Schedule:

Monday to Friday at 8:00 AM – 5:00 PM

Payment of Fees:

Php 100.00

Total Processing Time:

50 minutes

STEP NO.	CLIENT STEP	AGENCY ACTION	MAXIMUM DURATION	OFFICE/PERSON RESPONSIBLE	FORMS REQUIRED	LOCATION OF OFFICE
1	Fill – up application form	Provide application form (LTP Form)	5 minutes	Charmine D. Cerezo Cherry Grace Ancheta	Laboratory Analysis (for LIVE FISH)	FIQS BFAR3, Maimpis, City of San Fernando, Pampanga
2	Submit accomplished form	Assess, Receive, and Record	10 minutes	Charmine D. Cerezo Cherry Grace Ancheta		
3	Secure order of payment	Issue Order of Payment	5 minutes	Carla Marie Tapnio Regional Accountant	LTP Form Bill of Payment	Accounting Section, BFAR3, Maimpis, City of San Fernando, Pampanga
4	Pay appropriate fee	Accept payment and issue Official Receipt	10 minutes	Zenaida S. Simon Cashier	Order of Payment	Cashier Section, BFAR3, Maimpis, City of San Fernando, Pampanga
5	Submit duplicate copy of Official Receipt	Process Local Transport Permit	10 minutes	Charmine D. Cerezo Cherry Grace Ancheta	Official Receipt and Required Documents	FIQS, BFAR3, Maimpis, City of San Fernando, Pampanga
6		Approve LTP	5 minutes	Margarita M. Reyes OIC-Chief, FIQS		
7		Release of LTP	5 minutes	Charmine D. Cerezo Cherry Grace Ancheta		

Notes:

- LTP required for the domestic movement of aquatic wildlife (similar to an Auxiliary invoice which is issued by the LGU of product origin).
- Covers live and dead specimens, parts and derivatives.
- Valid only for single batch or shipment.
- Valid for 3 months; lapses automatically even if not utilized.

Transaction:

ISSUANCE OF EXPORT COMMODITY CLEARANCE

STEP NO.	CLIENT STEP	AGENCY ACTION	MAXIMUM DURATION	OFFICE / PERSON RESPONSIBLE	FORMS REQUIRED	LOCATION OF OFFICE
1	Submit application for ECC, relevant supporting documents and commodity sample	Receive and evaluate the submitted documents and partially completed application form for ECC and product/commodity sample to check whether form is properly filled-up & commodity is not banned for export. Assign application number on the document	5 minutes	Charmine Cerezo Cherry Grace Ancheta	Official Receipt / Auxiliary Invoice	FIQS, BFAR3, Maimpis, City of San Fernando, Pampanga
		Health / veterinary certificate issued by the fish health section (LIVE FISH)	5-10 minutes		Health / Veterinary Certificate	Fish Health Laboratory, BFAR3, Maimpis, City of San Fernando, Pampanga

2		Taxonomic identification & verification of the submitted commodity sample and validation of export documents	10-25 minutes (Note: shell craft commodity, may take longer time in identifying the taxonomic description of each shell used or contained in the item).	Charmine Cerezo Cherry Grace Ancheta	Product sample or picture	
3		Preparation of ECC	3 – 10 minutes	Charmine Cerezo Cherry Grace Ancheta		
4	Secure Order of Payment	Issue Order of Payment	5 minutes	Carla Marie Tapnio Regional Accountant	ECC Form Bill of Payment	Accounting Section, BFAR3, Maimpis, City of San Fernando, Pampanga
5	Pay appropriate fee	Accept payment and issue official receipt	10 minutes	Zenaida S. Simon Cashier	Order of Payment	Cashier Section, BFAR3, Maimpis, City of San Fernando, Pampanga
6		Inspector checks / reviews, an signs ECC before forwarding tot the Approving Officer	5 minutes	Margarita M. Reyes OIC – Chief, FIQS		FIQS, BFAR3, Maimpis, City of San Fernando, Pampanga

7		Approval of ECC	5-10 minutes	Dr. Lilian C. Garcia, CESE OIC – Regional Director		
8		Release of ECC	5 minutes	Charmine Cerezo Cherry Grace Ancheta		



BUREAU OF FISHERIES AND AQUATIC RESOURCES REGIONAL OFFICE – III

Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga

Transaction:

ISSUANCE OF REGISTRATION CERTIFICATE OF AQUACULTURE FARMS SUPPLYING RAW MATERIALS TO PROCESSING PLANTS

Clients:

AQUACULTURE FARMS SUPPLYING RAW MATERIALS TO PROCESSING PLANTS

Requirements:

- 1. Aquaculture Farm Registration Form**
- 2. Filled- up Farm Hygiene Inspection Report**
- 3. Disease Surveillance and Monitoring Form**
- 4. Request for laboratory analysis form (RLA)**
- 5. Fish/Shrimp/Aquatic Animal Samples**

Schedule:

Mondays to Fridays, 8:00AM - 5:00PM

Fees:

None as per Executive No. 554

Total Processing Time:

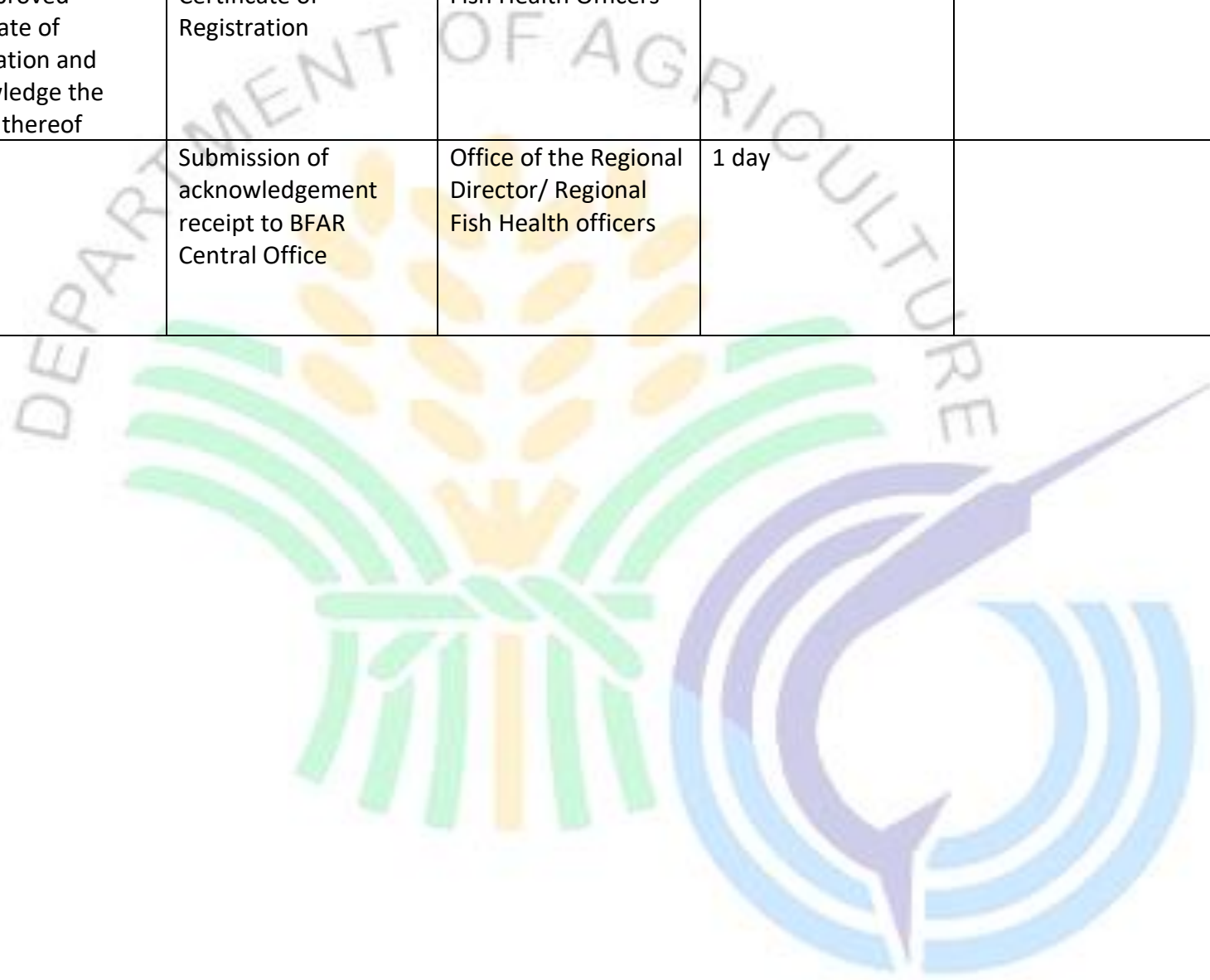
29 days, 7 hrs and 25 mins

Step No.	Client Step	Agency Action	Office/Person Responsible	Maximum Duration	Forms Required	Location of Office
1	Submit application of registration	Receive and Process Application	Regional Fisheries Laboratory 3 Gonzalo Coloma/Liezel Monido Rosalie Cuyugan/Jezzel Esconde Janine Samelo	10 mins	Letter of Intent Aquaculture Farm Registration Form	Regional Fisheries Laboratory (RFL) BFAR Regional Office 3, Diosdado Macapagal Dev't. Center, Maimpis, City of San Fernando,Pampanga
2	Schedule of Farm Assessment	Schedule the assessment of the farm by the Regional Fish Health Officer (RFHO)	Gonzalo Coloma/Liezel Monido Rosalie Cuyugan	1 day		Regional Fisheries Laboratory (RFL) BFAR Regional Office 3, Diosdado Macapagal Dev't. Center, Maimpis, City of San Fernando,Pampanga

3	Allow entry to the farm and its facilities	<p>Informs the farm owners of the schedule of the assessment of the RFHO</p> <p>Conduct Assessment of Farm through Hygiene Inspection and Disease Surveillance & Monitoring</p> <p>Collect Fish/Shrimp/Aquatic Animal Samples</p>	<p>Gonzalo Coloma/Liezel Monido Rosalie Cuyugan</p> <p>Gonzalo Coloma/Liezel Monido Rosalie Cuyugan</p>	<p>1 day</p> <p>1 day (inclusive of travel time)</p>	<p>Aquaculture Farm Registration Disease Surveillance and Monitoring Form, Farm Hygiene Inspection Report</p>	<p>Regional Fisheries Laboratory (RFL) BFAR Regional Office 3, Diosdado Macapagal Dev't. Center, Maimpis, City of San Fernando,Pampanga</p>
4		Conduct of Laboratory Analysis	Janine Samelo	10 working days		<p>Regional Fisheries Laboratory (RFL) BFAR Regional Office 3, Diosdado Macapagal Dev't. Center, Maimpis, City of San Fernando,Pampanga</p>

5		Regional Office submits pertinent documents to BFAR Central Office	Gonzalo Coloma/Liezel Monido / Janine Samelo	6 hrs (inclusive of Travel time)	Aquaculture Farm registration form, Filled-up farm hygiene inspection report, Result of laboratory analysis, Disease surveillance and monitoring report	BFAR National Fisheries Laboratories Division, 860 Arcadia Bldg., Quezon Ave.
6		Approval of the Certificate of Registration	BFAR National Director Eduardo B. Gongona	10 days		3rd Flr. PCA Main Bldg., Elliptical Road, Diliman, Quezon City
7		Transmission of the Approved Certificate of Registration (COR) from the BFAR Central Office to BFAR Region 3	Records Section, BFAR Central Office	5 days		3rd Flr. PCA Main Bldg., Elliptical Road, Diliman, Quezon City
8		Receive and inform the client of the result of laboratory and Approved Certificate of Registration from BFAR Central Office	Gonzalo Coloma/Liezel Monido /Janine Samelo / Jezzelle Esconde	15 mins	Transmittal sheet Laboratory Result Certificate of Registration Farm Registration Certificate Acknowledgement Receipt	RFL, BFAR Regional Office 3, Diosdado Macapagal Dev't. Center, Maimpis, City of San Fernando, Pampanga

9	Receive result of laboratory analysis and approved Certificate of Registration and acknowledge the receipt thereof	Release laboratory analysis and Approved Certificate of Registration	Office of the Regional Director/ Regional Fish Health Officers	1 hour	Acknowledgement Receipt	BFAR Regional Office 3, Diosdado Macapagal Dev't. Center, Maimpis, City of San Fernando,Pampanga
10		Submission of acknowledgement receipt to BFAR Central Office	Office of the Regional Director/ Regional Fish Health officers	1 day		BFAR Regional Office 3, Diosdado Macapagal Dev't. Center, Maimpis, City of San Fernando,Pampanga



BUREAU OF FISHERIES AND AQUATIC RESOURCES REGIONAL OFFICE – III

Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga

TRANSACTION:

Application for Private Tilapia Hatchery Registration

CLIENTS:

Private Tilapia Hatchery Owners

Requirements:

- 1. Letter of Intent for registration**
- 2. DTI Certificate**
- 3. Business Permit**
- 4. Farm Layout**

Responsible BFAR Office /
Section:

FISHERIES PRODUCTION AND SUPPORT SERVICES DIVISION (FPSSD)

Freshwater Aquaculture Unit

Schedule:

Mondays & Friday at 8:00AM to 5:00PM

Payment of Fees:

None

Total Processing Time:

35 working days for approved hatchery (developed/operational) evaluation

58 working days for approved hatchery (newly established) evaluation

60 working days for unapproved hatchery evaluation

STEP NO.	CLIENT STEP	AGENCY ACTION	MAXIMUM DURATION	OFFICE/PERSON RESPONSIBLE	FORMS REQUIRED	LOCATION OF OFFICE
1	Submission of Letter of Intent	Briefing on the Registration Process regarding and initial interview	<30 minutes	Freshwater Aquaculture Unit	-Letter of Intent for application -Registration Guidelines	BFAR3 - FPSSD
		<ul style="list-style-type: none"> a. Process of Registration b. Required documents c. Required facilities and skills 	<10 minutes	Freshwater Aquaculture Unit	-Letter of Intent for application	BFAR3 - FPSSD
		<p>Review and check the submitted Application</p> <p>Recommend on site evaluation to the Regional Director</p>				BFAR3 - FPSSD
2		Approval of on site evaluation schedule and forwarding of schedule to BFAR-NFFTC	< 24 hours (every Monday & Friday only)	Office of the Regional Director	-	BFAR III Regional Office
3		Coordination to Tilapia Hatchery Registration Committee (Respective PFC, BFAR-NFFTC and BFAR3 FPSSD Technical Group) and Applicant	<24 hours		Letter	BFAR3 - FPSSD

		<p>Set the evaluation schedule According to availability of most evaluators</p> <p>Inform the applicant for Schedule for a joint tilapia hatchery assessment & evaluation</p>	<p><7 days (dependent on availability of BFAR NFFTC)</p> <p><24 hours</p>			<p>BFAR3 - FPSSD</p> <p>BFAR3 - FPSSD</p>
4	Prepare farm facilities and other requirements	<p><i>Conduct assessment/evaluation on-site inspection with the following order of activities:</i></p> <p><i>a. meeting with the farm/hatchery owner</i></p> <p><i>b. walk through in farm premises</i></p> <p><i>c. documents review</i></p> <p><i>d. consolidation and review of findings</i></p> <p><i>e. interview and evaluation proper;</i></p> <p><i>-Personal and demographic information</i></p> <p><i>-Related training attended</i></p> <p><i>-Technical capability(based on farmers' capability and facilities required)</i></p>	1 day	Tilapia Hatchery Registration Committee Respective PFC BFAR-NFFTC and BFAR3 FPSSD Technical Group	Tilapia Hatchery Registration Evaluation Form	On field/In-situ

<p>5 (for APPROVED hatchery)</p>		<p>Preparation of; - recommendation for Training - Certificate of Registration (for signature)</p>	<p>1 day</p>		<p>None</p>	<p>BFAR3 - FPSSD</p>
<p>**5 (DISAPPROVED hatchery evaluation)</p>	<p>**Compliance and rehabilitation of hatchery/farm according the recommendations</p> <p>**Notify the BFAR Tilapia Hatchery Registration Coordinator for Re-Evaluation of Rehabilitated Hatchery</p>	<p>**Preparation of recommendation for rehabilitations based from the gather data (if lack facilities, not favorable evaluation result)</p> <p>**Submit recommendations to applicant</p> <p>Schedule & Coordinate Tilapia Hatchery Re-evaluation</p> <p>Repeat Step 4 & 5</p>	<p>1 day</p> <p><1 day</p> <p>>30 days (Dependent on Rehabilitation/repair/construction duration of farm)</p> <p>1 day</p>		<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>BFAR3 - FPSSD</p> <p>BFAR3 - FPSSD</p> <p>FPSSD</p>

6	Secure and submit Requirements	Advise the applicant to submit requirements	30 days <i>(for newly establish)</i> 7 days <i>(for existing/old)</i>		Checklist of Requirements	FPSSD
7	Attend tilapia hatchery training(OJT) at BFAR NFFTC and order Breeders to BFAR NFFTC	Coordinate to BFAR NFFTC and Applicant regarding the training	15 days		Letter	FPSSD BFAR NFFTC, Munoz, Nueva Ecija
8	Secure the certificate of registration	Release/Issuance of Certificate of Registration	1 day	Mr. Nicomedes B. Wamil	Certificate of Registration	FPSSD



BUREAU OF FISHERIES AND AQUATIC RESOURCES REGIONAL OFFICE – III

Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga

TRANSACTION:

ISSUANCE OF 25 – YEAR FISHPOND LEASE AGREEMENT (FLA)

(Per Fisheries Administrative Order No. 197-1, series of 2012)

CLIENTS:

- 1. Citizens of the Philippines at least 21 years of age;**
- 2. Fisherfolk associations or cooperatives duly organized and registered with appropriate government agencies.**
- 3. Small and Medium Enterprises duly organized and registered with appropriate government agencies.**
- 4. Corporations registered and incorporated under Philippine laws, 60% of the capital stock or interest of which belongs to citizens of the Philippines.**

REQUIREMENTS:

A. INITIAL REQUIREMENTS

- 1. Duly accomplished and notarized application for Fishpond Lease Agreement.**
- 2. Application fee of Php 2,000.00.**
- 3. Four (4) copies of correct sketch or survey plan of the area clearly indicating the location and boundaries.**
- 4. Certificate of Bank deposit issued by any Banking Institution showing that the applicant has current of checking account and has capital in cash of Php 5,000.00 per hectare or fraction thereof and the bank statements of said account for the preceding six (6) months;**

5. Affidavit manifesting that the amount of bank deposit and/or value of assets and properties in the financial statement shall be exclusively used for the development of the fishpond area;
6. In case the applicant is a juridical person, two (2) certified true copies of approved Certificate of Registration, Article of Incorporation/Association/Cooperation and By-Laws stating that its primary purpose is to engage in fishpond development.
7. Certification issued by the Forest Management Bureau of the DENR that the area applied for is already released to and placed under the administrative jurisdiction, management, and disposition of DA – BFAR.
8. Notarized affidavit of Adherence to Good Aquaculture Practices in the form prescribed in Annex A hereof;
9. Proof of compliance with Section 5 A(a) or 5 A(b), whenever applicable.

B. FINAL REQUIREMENTS

1. Payment of cash bond deposit and initial rental;
2. Twelve (12) copies (white print) of the survey plans of the area duly approved by the Director of Lands or Regional Director of Lands, or if under cadastral survey, the same shall be certified by the Bureau of Lands;
3. Twelve (12) copies of the duly accomplished and notarized Fishpond Lease Agreement forms;
4. Certifications issued by the Regional Trial Court in the judicial district where the area applied for is located to the effect that the same is not involved in any pending administrative judicial case;
5. Certification issued by the Regional Director to the effect that the area applied for is not subleased to any other person/s;
6. Environmental compliance certificate (ECC) or Certificate of Non Coverage from the DENR as the case may be ; and
7. Proof of updated remittances to the Social Security System covering contribution of permanent workers employed in the fishpond, whenever applicable.

C. RENEWAL OF FLA

1. Payment of application fee of Php 2,000.00;
2. Payment of cash bond and initial rental;
3. Certifications issued by the Regional Trial Court in the judicial district where the area applied for is located to the effect that the same is not involved in any pending administrative judicial case;
4. Photocopy of the approved survey plan on record if the area remains unchanged as indicated therein;
5. Inspection report endorsed by the Regional Director validating that:

- a. The area is developed and the applicant has adhered to Good Aquaculture Practices;
 - b. The area is not involved in any pending administrative case;
 - c. The lessee has no unpaid rentals and surcharges;
 - d. The area remains unchanged as indicated in the approved survey plan on record.
6. A new survey plan, should there be changes in the area.

D. Transfer of FLA

1. Prior written approval of the LESSOR;
2. Duly accomplished and notarized application for Fishpond Lease Agreement;
3. Original copy of the Deed of Assignment or Transfer and Assumptive of Obligations;
4. Certified true copies of original official receipts of updated payment of rentals;
5. Payment of assignment or transfer fee in the amount of one hundred pesos (100.00) per hectare or fraction thereof;
6. Payment of application fee of Php 2,000.00;
7. Posting of required cash bond deposit;
8. Latest report of improvements verified by the Regional Director or his authorized representative, showing that the fishpond area of the FLA subject of the proposed assignment or transfer has been developed;
9. Twelve (12) copies of the survey plan of the area under his/her name duly approved by the Director of Lands or Regional Director of Lands
10. Contract or Lease form duly accomplished and acknowledge before a Notary Public;
11. Certifications issued by the BFAR Regional Director and Regional Trial Court in the judicial district where the area applied for is located to the effect that the same is not involved in any pending administrative judicial case, respectively;
12. Affidavit and certification executed and issued by the applicant and BFAR Regional Director respectively, to the effect that the area applied for is not subleased to any other person/s; and,
13. Notarized affidavit of adherence to Good Aquaculture Practices.

RESPONSIBLE BFAR OFFICE / SECTION: **BFAR Regional Office 3 – Leasing / Licensing Section**

Fisheries Management Regulatory and Enforcement Division (FMRED)

SCHEDULE OF FILING OF APPLICATION: **Monday or Friday, 8:00 AM – 5:00 PM**

FEES:

Fishpond Application Fee	Php 2,000.00
Cash Bond Deposit	Php 500.00 per hectare or fraction thereof
Transfer Fee	Php 100.00 per hectare or fraction thereof
Annual Rental	Php 1,500.00 per hectare per year (increase per year will be as per C.O Memo)

Total Processing Time: **3 days, and 20 minutes**

STEP NO.	CLIENT STEP	AGENCY ACTION	MAXIMUM DURATION	OFFICE / PERSON RESPONSIBLE	FORMS REQUIRED	LOCATION OF OFFICE
1	Files fishpond application and initial requirements.	Receives application and refers it to FMRED, Leasing and Licensing Section	5 minutes	Neil Kenneth P. Catibog / Dwight De Leon / Lito Moises Buitizon	FLA Application Form	Regional Director's Office / BFAR RO3 – FMRED, Maimpis, City of San Fernando, Pampanga
2	Pay Application Fee	Prepare Bill of Payment	5 minutes	Zenaida S. Simon – Acting Cashier / Neil Encinares – Zambales		Cashier Section / Special Collecting Officer BFAR RO3, Maimpis, City of San Fernando, Pampanga
3		Prepare Order of Payment	5 minutes	Carla Marie Tapnio – Regional Accountant		Accounting Section

4		Issue Official Receipt	5 minutes	Zenaida S. Simon – Acting Cashier / Neil Encinares – Zambales		Cashier Section / Special Collecting Officer BFAR RO3, Maimpis, City of San Fernando, Pampanga
5	Submits him / herself for investigation upon receipt of notification from BFAR – Regional Office	Regional Office to conduct investigation and ocular inspection. Prepare and submit report of inspection and investigation with specific recommendations to Central Office.	1 day 1 day	Neil Kenneth P. Catibog / Neil Encinares / Tomas Mercado / Dwight De Leon / Lito Moises Buitizon / Jaime Echipare / Regional Office RD Lilian C. Garcia / Neil Kenneth P. Catibog Regional Office		BFAR Regional Office 3 Maimpis, City of San Fernando, Pampanga / Fishpond Site BFAR Regional Office 3 Maimpis, City of San Fernando, Pampanga
6	Forward / submit FLA application to BFAR Central Office for approval.	Submit FLA application to BFAR Central Office	1 day	Neil Kenneth P. Catibog / RD Lilian C. Garcia Regional Office		BFAR Regional Office 3 Maimpis, City of San Fernando, Pampanga

Source: FAO 197-1 Series of 2012

Note:

1. The total number of days/hours listed above does not include the time it takes for the BFAR CO and DA-Legal Service to evaluate the application as well as the availability of the approving officer who signs the FLA Contracts.
2. Step No. 4 – This activity requires the conduct of ocular inspection of the area applied for by the Regional Offices concerned to determine the suitability of the area for fishpond development, the present physical status thereof, an other pertinent technical information (topography and drainage; kind of soil and

suitability for growth of algae; source of water and approximate distance from area, etc.) The activity may even exceed the time allotted due to remoteness of the area, availability of transportation facilities and safety concerns of the inspecting officers due to peace and order situation therein.

3. Step Nos. 5 and 6 – the number of minutes listed does not take into account the time it takes for the applicant to secure the final requirements needed. The intervening period between step 5 and 6 has not be quantified, this is when the applicant secures from BFAR and other government agencies the final requirements needed. For instance, one of the requirements is the submission of the survey plans of the area; the applicant has to hire the services of a licensed Geodetic Engineer / Private Land Surveyor to have the area applied for surveyed; after the conduct of the actual survey, he/she has to submit the survey plans to the DENR Lands Management Service for the approval thereof. The actual survey may take several days, depending upon the size of the fishpond; the approval of the survey plans on the other hand may take days/months.



BUREAU OF FISHERIES AND AQUATIC RESOURCES REGIONAL OFFICE – III
Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga

TRANSACTION: **Application for *P. vannamei* Hatchery/Grow out Farm Accreditation and *P. monodon* Hatchery/
Grow out Farm Registration**

CLIENTS: **Private *P. vannamei* and *P. monodon* Hatchery/Grow out Farm Owners**

Requirements:

1. Letter of Intent for Registration/Accreditation
2. Certified photo copy of Land Title or FLA
3. Certified photo copies of Mayor's Permit/Business Permit/DTI Certificate/SEC registration
4. Hatchery/Farm Lay out (to include water volume and animal capacities of tanks for hatchery)
5. Locator map with landmarks and nearest road
6. Organizational structure
7. List of equipment
8. Biosecurity Standard Operating Procedure (BSOP) Manual

Responsible Office/Section: **Regional Accreditation Committee**

Schedule: **Mondays to Fridays, 8:00AM-5:00PM**

Fees : **None**

Total Processing Time: **28 working days for approved evaluation**
47 working days for unapproved evaluation

Step No.	Client Step	Agency Action	Office/Person Responsible	Maximum Duration	Forms Required	Location of Office
1	Submission of Letter of Intent and other requirements.	<p>Briefing on the Registration Process regarding and initial interview</p> <p>a. Process of Registration/Accreditation</p> <p>b. Required documents</p> <p>c. Required facilities and skills</p> <p>Review and check the completeness of submitted application</p> <p>Recommend on site evaluation to the Regional Director</p>	<p>Regional Accreditation Committee (RAC)</p> <p>Lilian M. Rueca, Margarita Reyes, Gonzalo Coloma, Liezel Monido, Geraldine Sayco, Charito Coma, Cherry Grace Ancheta</p>	<p><30mins</p> <p><10 mins</p>	<p>Letter of intent for application</p> <p>Checklist of Requirements</p> <p>Registration guidelines</p>	<p>BFAR Regional Office 3, Diosdado Macapagal Dev't. Center, Maimpis, City of San Fernando, Pampanga</p>
2		Approval of on site evaluation schedule	Office of the Regional Director	< 24 hours (every Monday - Friday only)		<p>BFAR Regional Office 3, Diosdado Macapagal Dev't. Center, Maimpis, City of San Fernando, Pampanga</p>
3		Coordination to Regional Accreditation Committee (FPSSD/FIQS/RFL) , PFO		<24 hours	Letter of Intent	BFAR Regional Office 3, Diosdado

		<p>and LGU Fishery Representative, and applicant</p> <p>Set the evaluation schedule according to availability of most evaluators</p> <p>Inform the applicant for schedule for the joint assessment and evaluation</p>	<p>RAC</p> <p>RAC</p>	<p><7 days (dependent on availability of RAC)</p> <p><24hrs</p>		<p>Macapagal Dev't. Center, Maimpis, City of San Fernando, Pampanga</p>
4	Prepare farm facilities and other requirements.	<p>Conduct assessment/evaluation on-site inspection with the ff.</p> <p>order of activities:</p> <p>a. Meeting with the farm/hatchery owner</p> <p>b. Walk through farm premises</p> <p>c. Documents review</p> <p>d. Consolidation and review of findings</p> <p>e. Interview and evaluation proper;</p> <ul style="list-style-type: none"> -Personal and demographic info -Related training attended -Technical capability (Based on farmer's capability and facilities required) 	<p>Regional Accreditation Committee (RAC)</p> <p>Lilian M. Rueca, Margarita Reyes, Gonzalo Coloma, Liezel Monido, Geraldine Sayco, Charito Coma, Cherry Grace Ancheta</p> <p>PFO LGU Representative</p>	1 day	Accreditation/registration evaluation form	On field / in-situ

<p>5 (for approved evaluation)</p>		<p>Preparation of certificate of registration/accreditation (for signature)</p>	<p>Regional Accreditation Committee (RAC) Lilian M. Rueca, Margarita Reyes, Gonzalo Coloma, Liesel Monido, Geraldine Sayco, Charito Coma, Cherry Grace Ancheta</p>	<p>1 day</p>	<p>None</p>	<p>BFAR Regional Office 3, Diosdado Macapagal Dev't. Center, Maimpis, City of San Fernando, Pampanga</p>
<p>**5 (for unapproved evaluation)</p>	<p>**Compliance and rehabilitation of farm according to the recommendations</p>	<p>** Preparation of recommendation for rehabilitations based from gather data (if lack facilities, not favorable evaluation result).</p> <p>** Submit recommendations to applicant.</p>	<p>RAC</p> <p>RAC</p> <p>RAC</p>	<p>1 day</p> <p><1day</p> <p><30 days (dependent on rehabilitation/repair construction duration of farm)</p>		

	** Notify the <i>P. vannamei</i> / <i>P. monodon</i> accreditation coordinator for re-evaluation of hatchery/farm	Schedule and coordinate <i>P. vannamei</i> Re-evaluation Repeat step 4 and 5		1 day		
6	Secure the certificate of registration	Release/Issuance of Certificate of Accrediation/Registration	RAC	1 day	Certificate of Accrediation/Registration	

**** Evaluation and assessment is repeatedly being conducted until such time that the farm passed the minimum requirements. However, if the farm passed the initial evaluation and assessment, certification of registration/accreditation issuance will follow.**

BUREAU OF FISHERIES AND AQUATIC RESOURCES REGIONAL OFFICE – III

Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga

Transaction:

ISSUANCE OF HEALTH CERTIFICATE FOR TRANSBOUNDARY MOVEMENT AND EXPORT OF LIVE AQUATIC ANIMALS

Clients:

Live Aquatic Animal Exporters and Local Aqua-farmers

Requirements:

- 1. invoice and export declaration for export**
- 2. registration/accreditation number of hatchery/grow out farm for shrimp**
- 3. live aquatic animal samples**

Schedule:

Mondays to Fridays, 8:00AM-5:00PM

Fees:

Total Processing Time:

10 days 2 hours 25 minutes



Step No.	Client Step	Agency Action	Office/Person Responsible	Maximum Duration	Forms Required	Location of Office
1	Fill-up request for laboratory analysis	Issue RLA form	Jezzel Esconde, Janine Samelo, Rosalie Cuyugan, Liezel Monido	10 minutes	Invoice, export declaration, RLA form, requirements of importing country, (laboratory analysis* as per requirement of the importing country)	BFAR Regional Office 3, Diosdado Macapagal Dev't. Center, Maimpis, City of San Fernando, Pampanga
2	Submit accomplished form and sample (s)	Assess, receive and record	Jezzel Esconde, Janine Samelo, Rosalie Cuyugan, Liezel Monido	20 minutes	Fish/aquatic animal samples Filled-up RLA	BFAR Regional Office 3, Diosdado Macapagal Dev't. Center, Maimpis, City of San Fernando, Pampanga
3	Receive bill of payment	Issue bill of payment	Jezzel Esconde, Janine Samelo, Rosalie Cuyugan, Liezel Monido	5 minutes	Filled-up RLA	BFAR Regional Office 3, Diosdado Macapagal Dev't. Center, Maimpis, City of San Fernando, Pampanga
4	Secure Order of Payment	Issue order of payment	Carla Marrie Tapnio Regional Accountant	5 minutes	Bill of payment	Accounting Section BFAR Regional Office 3, Diosdado Macapagal Dev't. Center, Maimpis, City of San Fernando, Pampanga
5	Pay appropriate fee	Accept payment and issue official receipt	Zenaida Simon Cashier	10 minutes	Order of payment	Cashier Section BFAR Regional Office 3, Diosdado Macapagal Dev't. Center, Maimpis, City

						of San Fernando,Pampanga
6		Analysis of sample	Jezzel Esconde Janine Samelo Rosalie Cuyugan Liezal Monido	*Molecular Diagnostics & Water Analysis (3 working days) * Residue Analysis (10 working days)	Routing Slip	Regional Fisheries Laboratory, BFAR Regional Office 3, Diosdado Macapagal Dev't. Center, Maimpis, City of San Fernando,Pampanga
7		Processing of Health Certificate	Jezzel Esconde Janine Samelo Rosalie Cuyugan Liezal Monido	1 hour	Report of Test (negative result of analysis)	Regional Fisheries Laboratory, BFAR Regional Office 3, Diosdado Macapagal Dev't. Center, Maimpis, City of San Fernando,Pampanga
8		Approval of Health Certificate	Dr. Lilian C. Garcia, CESE OIC- Regional Director	30 minutes	Report of Test (negative result of analysis)	BFAR Regional Office 3, Diosdado Macapagal Dev't. Center, Maimpis, City of San Fernando,Pampanga
9	Claim Health Certificate	Record and release of Health Certificate	Jezzel Esconde Janine Samelo Rosalie Cuyugan Liezal Monido	15 minutes	Official Receipt	Regional Fisheries Laboratory, BFAR Regional Office 3, Diosdado Macapagal Dev't. Center, Maimpis, City of San Fernando,Pampanga

* For countries not requiring laboratory analysis and maximum 10 days for those requiring lab analysis

DEPARTMENT OF AGRICULTURE

