



BUREAU OF FISHERIES AND AQUATIC RESOURCES-MIMAROPA

CITIZEN'S CHARTER



I. Mandate:

The Bureau is responsible for the development, improvement, management and conservation of the country's fisheries and aquatic resources.

II. Vision:

An institution of excellence in sustainable fisheries management and innovative services contributing to the nation's food security and improving fisher folk's quality of life.

III. Mission:

To ensure sustainable use of fisheries and aquatic resources by empowering fisherfolk towards productivity and resiliency.

IV. Service Pledae

We commit to:

F - urther provide quality administrative and technical assistance to clients and stakeholders specifically aimed at increasing resource productivity, improving resource use efficiency, and ensuring the long term sustainability of the country's fishery and aquatic resources;

I - mprove our frontline services to meet the clientele and stakeholders' increasing demand for fast and efficient service, transparency and accountability;

S - ubscribe to local and international best practices and conduct in all, frontline services, office processes and adopt high quality assurance standards;

H - umbly respond to inquiries swiftly, efficiently and with utmost courtesy through our Public Assistance Counter (PAC) at the BFAR-MIMAROPA Regional Office from Mondays to Fridays, 8:00 a.m. to 5:00 p.m. and even beyond as warranted by the circumstances and demands from the public;

E - nsure strict compliance with quality service standard in the delivery of frontline services towards creativity and innovative approaches to uplift public service;

R - eadily offer a wide range of quality frontline services which are easily accessible and affordable to the general public by giving value to every client's comments, suggestions and complaints;

I - ndividually strive to nurture an efficient, enthusiastic and competent workforce with appropriate technologies and competencies for better service to our clientele;

E - nlighten the public with 24/7 access to the BFAR-MIMAROPA website and;

S - implify procedures to speed up frontline transactions within the BFAR premises.



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BFAR-MIMAROPA Regional Office

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BFAR-MIMAROPA Regional Office Internal Services



1. Issuance of Pass Slip

The service involves the issuance of pass slip under Administrative and Finance Unit only.				
Office or Division	ADMINISTRATIVE & FINANCE UNIT/ Office of the Administrative & Finance			
Classification	Simple			
Type of Transaction	G2G			
Who may avail:	Administrative and Finance employee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Pass Slip with control number		Office of the Administrative & Finance		
Request Pass slip to the Office of the Administrative & Finance.	Release the pass slip with control number under Admin. & Finance.	None	5seconds	OIC-Chief, Administrative and Finance
Submit the pass slip with complete details and with initial of Section Heads.	Receive the accomplished pass slip for approval of Admin. & Finance OIC-Chief.	None	5 seconds	OIC-Chief, Administrative and Finance
Claim the approved pass slip.	Release the approved pass slip.	None	5 seconds	OIC-Chief, Administrative and Finance
TOTAL:			15 seconds	

2. Issuance of Document Request Slip

The service involves the issuance of document request slip.				
Office or Division	ADMINISTRATIVE & FINANCE UNIT/ Office of the Administrative & Finance			
Classification	Simple			
Type of Transaction	G2G			
Who may avail:	Administrative and Finance employee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Document Request Slip		Office of the Administrative & Finance		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING	PERSON
Request document request slip to the Office of the Administrative & Finance.	Release the document request slip with control number.	None	5 seconds	OIC-Chief, Administrative and Finance
Submit the document request slip with complete details and with signature of requesting person.	Receive the accomplished document request slip for approval.	None	5 seconds	OIC-Chief, Administrative and Finance
Claim the approved document request slip.	Release the approved document request slip.	None	5 seconds	OIC-Chief, Administrative and Finance
Submit the approved document request slip on Human Resource & Management Section.	Release the requested document together with the approved document request slip on the Office of Administrative & Finance for approval and sealing of requested paper.	None	1 minute	HRMO OIC-Chief, Administrative and Finance
Claim the approved document request with sealed.	Record the document before releasing and file the document request slip for record purposes.	None	1 minute and 30seconds	OIC-Chief, Administrative and Finance
TOTAL:			2 minutes and 45 seconds	

3. Approval of Travel Expensed Voucher

The service involves the approving of travel expensed voucher of personnel under Administrative & Finance Unit only.	
Office or Division	ADMINISTRATIVE & FINANCE UNIT/ Office of the Administrative & Finance
Classification	Simple
Type of Transaction	G2G
Who may avail:	Administrative and Finance employee
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Complete set of Travel Expensed Voucher:	End User
-OBR	
-DV	
-Travel Order (original or certified by HRMS)	
-Itinerary	



-Travel Report with pictures during travel	End User			
-Original and photocopy of Ticket (if applicable)				
-RER or Certificate of Expenses (if applicable)				
-Certification of Travel Completed				
-Summary of Expenses				
-Certificate of Appearance				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING	PERSON
Submit the prepared travel expensed voucher to the Office of the Administrative & Finance.	Check the end user if he/she is under the Administrative & Finance.	None	3minutes	OIC-Chief, Administrative and Finance
	Check the voucher if it has a complete attachment and signature of the end user.	None	5minutes	OIC-Chief, Administrative and Finance
	Approval (Box A).	None	30 seconds	OIC-Chief, Administrative and Finance
	Return the travel expensed voucher to the End-user for processing stamp on Planning Section and Office of the Regional Director.	None	5 seconds	OIC-Chief, Administrative and Finance
TOTAL:			8 minutes and 35 seconds	

4. Approval of Reimbursement

The service involves the approving of reimbursement.				
Office or Division	ADMINISTRATIVE & FINANCE UNIT/ Office of the Administrative & Finance			
Classification	Simple			
Type of Transaction	G2G			
Who may avail:	Administrative and Finance personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Complete set of Voucher:		End-user		
-OBR				
-DV				
-Approved PR				
-Reso/AOQ (if applicable) *must atleast two BAC members signed				
-RFQ (if applicable)				
-Billing Statement / Official Receipt / Statement of Account				
-Pictures				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING	PERSON
Submit the prepared voucher to the Office of the Administrative & Finance.	Check the end user if he/she is under the Administrative & Finance.	None	3 minutes	OIC-Chief, Administrative and Finance
	Check the voucher if it has a complete attachment. If the voucher has BAC Reso & AOQ, check it if it has atleast two signed of BAC members.	None	30 minutes	OIC-Chief, Administrative and Finance
	Approval for Box A and awarding if it has BAC Reso & AOQ.	None	30 seconds	OIC-Chief, Administrative and Finance
	Return the voucher to the End-user for processing inspection.	None	5 seconds	OIC-Chief, Administrative and Finance
TOTAL:			33 minutes and 35 seconds	

5. Approval of Bills

The service involves the approving of voucher of bills.



Office or Division	ADMINISTRATIVE & FINANCE UNIT/ Office of the Administrative & Finance			
Classification	Simple			
Type of Transaction	G2G/G2C			
Who may avail:	BFAR-MIMAROPA EMPLOYEE			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Complete set of Voucher:		End-user		
-OBR				
-DV				
-Billing Statement / Official Receipt / Statement of Account				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING	PERSON
Submit the prepared voucher to the Office of the Administrative & Finance.	Check the voucher if it has a complete attachment.	None	3 minutes	OIC-Chief, Administrative and Finance
	Approval (Box A).	None	30 seconds	OIC-Chief, Administrative and Finance
	Return the voucher to the End-user for processing inspection.	None	5 seconds	OIC-Chief, Administrative and Finance
TOTAL:			3 minutes and 35 seconds	

6. Approval of Vouchers

The service involves the approving of vouchers such as remittances, HDMF, SSS contributions and etc.				
Office or Division	ADMINISTRATIVE & FINANCE UNIT/ Office of the Administrative & Finance			
Classification	Simple			
Type of Transaction	G2G			
Who may avail:	BFAR-MIMAROPA EMPLOYEE			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Complete set of Voucher:		End-user		
-OBR				
-DV				
-other attachment				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING	PERSON
Submit the prepared voucher to the Office of the Administrative & Finance.	Check the voucher if it has a complete attachment.	None	3 minutes	OIC-Chief, Administrative and Finance
	Approval (Box A).	None	30 seconds	OIC-Chief, Administrative and Finance
	Released the voucher to the Accounting Section.	None	5 seconds	OIC-Chief, Administrative and Finance
TOTAL:			3 minutes and 35 seconds	

7. Approval of Draft Memorandum and Letters

The service involves the approving of draft memorandum and letters.				
Office or Division	ADMINISTRATIVE & FINANCE UNIT/ Office of the Administrative & Finance			
Classification	Simple			
Type of Transaction	G2G			
Who may avail:	All Government Agencies, LGUs, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Draft memorandum and letters		HRMS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING	PERSON
Proceed to the Office of the Administrative & Finance for approval of memo/letter.	for approval/initial/comments/recommendation of the OIC-Chief, Administrative & Finance	none	1 day	OIC-Chief, Administrative and Finance
	if approved and has initial on it, released it to the Office of the Regional Director for approval	none	30seconds	Designated Admin. Staff Regional Director



	if for approval only of the OIC-Chief released it to the Records Section for posting /dessimation or circulation for the concern person.	none	30seconds	Records
TOTAL:			1 day and 1minute	

8. Memorandum/Letters with instructional note of Regional Director

The service involves the appropriate action for Memorandum and Letters with instructional note of Regional Director.				
Office or Division	ADMINISTRATIVE & FINANCE UNIT/ Office of the Administrative & Finance			
Classification	Simple			
Type of Transaction	G2G, G2C, G2B			
Who may avail:	All Government Agencies, LGUs, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Memorandum/Letters with attached instructional notes from Regional Director		Office of the Regional Director		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING	PERSON
Proceed to the Office of the Administrative & Finance for appropriate action of memo/letter.	Implementing the instructional note from Regional Director.	none	1 day	OIC-Chief, Administrative and Finance
	If for information & reference, released the memo/letter to the Records Section for posting /dessimation or circulation for the concern person.	none	30seconds	Designated Admin. Staff Regional Director
	If for preparation of reply/endorsement letter, submit the prepared documents to the Office of the Regional Director for approval.	none	1 day	OIC-Chief, Administrative and Finance Regional Director
	If approve, released it to the Records section for dessimation/circulation.	none	30seconds	Records
TOTAL:			2days and 1minute	

9. Application Letter

The service involves the receiving of application letter.				
Office or Division	ADMINISTRATIVE & FINANCE UNIT/ Office of the Administrative & Finance			
Classification	Simple			
Type of Transaction	G2C			
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Letter		End-User		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING	PERSON
Proceed to the Office of the Administrative & Finance for submission of application papers.	Receive application papers.	none	30 seconds	Designated Admin. Staff
	For appropriate action.	none	30seconds	OIC-Chief, Administrative and Finance
TOTAL:			60 seconds	

10. Issuance of Certification/Service Record

The service involves the approval of certificates.	
Office or Division	ADMINISTRATIVE & FINANCE UNIT/ Office of the Administrative & Finance
Classification	Simple



Type of Transaction		G2G		
Who may avail:		All Government Agencies, LGUs, GOCCs, and other Government Instrumentalities		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Request Slip with control number from HRMS		HRMS		
Authorization Letter if applicable		Requesting person		
Certificate (COE, COEC, etc.)		HRMS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING	PERSON
Submit the document to the Office of the Administrative and Finance.	Check the documents if it has complete attachment: authorization letter (if applicable) & approved request slip with control number.	none	30 seconds	Designated Admin. Staff
	Approved certificate/service record.	none	5 seconds	OIC-Chief, Administrative and Finance
	Sealed the certificate/service record.	none	5seconds	Designated Admin. Staff
TOTAL:			40 seconds	

11. Application for Leave

The service involves the approving of application for leave.				
Office or Division		ADMINISTRATIVE & FINANCE UNIT/ Office of the Administrative & Finance		
Classification		Simple		
Type of Transaction		G2G		
Who may avail:		All Government Agencies, LGUs, GOCCs, and other Government Instrumentalities		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application for Leave		HRMS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING	PERSON
Submit the application for leave to the Office of the Administrative and Finance.	Check the document if it has complete details.	none	30 seconds	Designated Admin. Staff
	For approval.	none	5seconds	OIC-Chief, Administrative and Finance
	Release to the Office of the Regional Director for approval.	none	5seconds	Designated Admin. Staff Regional Director
TOTAL:			40 seconds	

12. Regional Fisheries Office Order (RFOO)

The service involves the approval of Regional Fisheries Office Order (RFOO).				
Office or Division		ADMINISTRATIVE & FINANCE UNIT/ Office of the Administrative & Finance		
Classification		Simple		
Type of Transaction		G2G		
Who may avail:		All Government Agencies, LGUs, GOCCs, and other Government Instrumentalities		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Regional Fisheries Office Order (RFOO)		End-User		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING	PERSON
Proceed to the Office of the Administrative & Finance for initial.	Received document.	none	5 seconds	Designated Admin. Staff
	For review.	none	1 day	OIC-Chief, Administrative and Finance
	For initial.	none	5 seconds	OIC-Chief, Administrative and Finance
	Released the document to the Office of the Regional Director.	none	6 seconds	Designated Admin. Staff



	TOTAL:		1 day and 11 seconds	
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13. Travelling Expense Voucher

Office or Division	Accounting Section			
Classification	Simple			
Type of Transaction	G2G			
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Obligation Request		Concerned employee		
Disbursement Voucher				
Travel Order				
Itinerary of Travel				
Tickets, RER,Boarding pass, Official Receipt				
Certificate of Acceptance				
Certification of Travel Completed				
Travel Report				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING	PERSON
Phase 1:				
Prepare and submit	stamp receive,then forward to	None	5 Minutes	<i>Employee</i>
	Reviews itinerary of travel and attachments.	None	10 Minutes	<i>Admin. Aide IV OIC, Regional Accountant as per RFOO No.027 Series of 2019</i>
	Forwards reviewed TEV to Budget Section for obligation	None	5 Minutes	<i>Admin. Aide IV OIC, Regional Accountant as per RFOO No.027 Series of 2019</i>
Prepare and submit documents for payment	stamp receive,then forward to Accounting Section	None	5 minutes	<i>OIC, Regional Budget Officer</i>
	Inputs accounting entry in Box B of the DV	None	15 minutes	<i>Admin. Aide IV OIC, Regional Accountant as per RFOO No.027 Series of 2019</i>
	Signs Box C of the DV	None	10 Minutes	<i>Admin. Aide IV OIC, Regional Accountant as per RFOO No.027 Series of 2019</i>
	Forwards complete papers to ORD for approval of DV	None	5 Minutes	<i>Admin. Aide IV OIC, Regional Accountant as per RFOO No.027 Series of 2019</i>
	TOTAL--		55 mins	

14. Payment of Bills

Office or Division	Accounting Section			
Classification	Simple			
Type of Transaction	G2B			
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Obligation Request		General Services Section		
Disbursement Voucher				
Billing Statement/Statement of Account				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING	PERSON
Phase 1:				



Prepare and submit documents for processing	stamp receive,then forward to Accounting Section for review	None	5 Minutes	OIC, General Services Section
	Reviews billing attachments.	None	10 Minutes	Admin. Aide IV OIC, Regional Accountant as per RFOO No.027 Series of 2019
	Forwards reviewed billings to Budget Section for obligation	None	5 Minutes	Admin. Aide IV OIC, Regional Accountant as per RFOO No.027 Series of 2019
Prepare and submit documents for payment	stamp receive,then forward to Accounting Section	None	5 minutes	OIC, Regional Budget Officer
	Inputs accounting entry in Box B of the DV	None	15 minutes	Admin. Aide IV OIC, Regional Accountant as per RFOO No.027 Series of 2019
	Signs Box C of the DV	None	10 Minutes	Admin. Aide IV OIC, Regional Accountant as per RFOO No.027 Series of 2019
	Forwards complete papers to ORD for approval of DV	None	5 Minutes	Admin. Aide IV OIC, Regional Accountant as per RFOO No.027 Series of 2019
TOTAL--			55 mins	

15. Payment of Rentals

15. Payment of Rentals

Office or Division	Accounting Section			
Classification	Simple			
Type of Transaction	G2B			
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Obligation Request		General Services Section		
Disbursement Voucher				
Billing Statement/Statement of Account				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING	PERSON
Phase 1:				
Prepare and submit documents for processing	stamp receive,then forward to Accounting Section for review	None	5 Minutes	OIC, General Services Section
	Reviews rental attachments.	None	10 Minutes	Admin. Aide IV OIC, Regional Accountant as per RFOO No.027 Series of 2019
	Forwards reviewed rental attachments to Budget Section for obligation	None	5 Minutes	Admin. Aide IV OIC, Regional Accountant as per RFOO No.027 Series of 2019
Prepare and submit documents for payment	stamp receive,then forward to Accounting Section	None	5 minutes	OIC, Regional Budget Officer



	Inputs accounting entry in Box B of the DV	None	15 minutes	Admin. Aide IV OIC, Regional Accountant as per RFOO No.027 Series of 2019
	Signs Box C of the DV	None	10 Minutes	Admin. Aide IV OIC, Regional Accountant as per RFOO No.027 Series of 2019
	Forwards complete papers to ORD for approval of DV	None	5 Minutes	Admin. Aide IV OIC, Regional Accountant as per RFOO No.027 Series of 2019
	TOTAL--		55 mins	

16. Payment of Salaries/Labor and Wages/Honoraria

Office or Division	Accounting Section			
Classification	Simple			
Type of Transaction	G2B			
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Obligation Request		Human Resource Section		
Disbursement Voucher				
Payroll/DTR				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING	PERSON
Phase 1:				
Prepare and submit documents for processing	stamp receive,then forward to Accounting Section for review	None	5 Minutes	OIC, General Services Section
	Reviews payroll	None	10 Minutes	Admin. Aide IV OIC, Regional Accountant as per RFOO No.027 Series of 2019
	Forwards reviewed payroll to Budget Section for obligation	None	5 Minutes	Admin. Aide IV OIC, Regional Accountant as per RFOO No.027 Series of 2019
Prepare and submit documents for payment	stamp receive,then forward to Accounting Section	None	5 minutes	OIC, Regional Budget Officer
	Inputs accounting entry in Box B of the DV	None	15 minutes	Admin. Aide IV OIC, Regional Accountant as per RFOO No.027 Series of 2019
	Signs Box C of the DV	None	10 Minutes	Admin. Aide IV OIC, Regional Accountant as per RFOO No.027 Series of 2019
	Forwards complete papers to ORD for approval of DV	None	5 Minutes	Admin. Aide IV OIC, Regional Accountant as per RFOO No.027 Series of 2019
	TOTAL--		55 mins	

17. Payment of Travelling Expenses Voucher

This service involves the processing of payment of cost incurred on official travel.	
Office or Division	Finance and Administrative Section/Budget Unit



Classification	Simple		
Type of Transaction	G2G- G2C		
Who may avail:	Government officials, employees, Consuming Public.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Obligation Request and Status (OBR)		from End-user	
Disbursement Voucher		from End-user	
Approved Travel Order		BFAR, ORD/OIC	
Itinerary of Travel		from End-user	
Appendix B (Certificate of Travel Completed)		from End-user	
Travel Report		from End-user	
Certificate of Appearance (original)		various agencies/offices	
Official Receipts and tickets		from End-user	
Trip ticket (for drivers)		from End-user	
RER (New Format) (Php 300.00 - Php 1,000.00)		from End-user	
Certificate of Expenses not Requiring Receipt (CENRR)		from End-user	

17. Approval of Purchase for Procurement of Goods and Infrastructure and Reimbursement

This service involves the processing of Purchase Request for procurement of Goods and Infrastructure and				
Office or Division	Finance and Administrative Section/Budget Unit			
Classification	Simple			
Type of Transaction	G2G- Government to Government			
Who may avail:	(Internal) BFAR - Divisions/Sections/Units/ and PFO's.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved PPMP and APP		Requesting Office		
Complete Engineering Design (for infra and other structure)		Engineering Unit		
Training/Activity Design (for Training only)		Requesting Office		
Project Proposal (for materials and supplies)		Requesting Office		
Pre and Post Inspection (for vehicle)		Motorpool/GSU		
Authority to Reimburse		Office of the Regional Director (ORD)		
Inspection and Acceptance Report (Courier Services, Office		General Services Unit (GSU)		
Official Receipts (OR)		Dealers/Suppliers		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING	PERSON
Submit Purchase Request	Receive the Purchase	none	1 min	Budget Staff
None	Check stamp and initials of	none	1 min	Budget Staff
None	Evaluate P.R and check the completeness of the	none	3 mins	Watchman II (Budget Officer)/Budget Staff
None	Stamp "Received".	none	1 min	Budget Staff
None	Check funds availability and deduct the total amount of	none	5 mins	Watchman II (Budget Officer)/Budget Staff
None	Earmark the Purchase Request (PR).	none	2 mins	Watchman II (Budget Officer)
None	Encode in database.	none	2 min	Budget Staff
None	Forward to Office of the	none	2 mins	Budget Staff
TOTAL			17 mins	

18. Payment of Utility Expenses

This service involves the processing of payment Utilities such as electric bill, water bill, internet and telephone bill courier,				
Office or Division	Finance and Administrative Section/Budget Unit			
Classification	Simple			
Type of Transaction	G2G- Government to Government			
Who may avail:	(Internal) BFAR - Divisions/Sections/Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Obligation Request and Status (OBR)		End User		
Disbursement Voucher		End User		
Original Copy of the Statement of Account/Billing Statement		Concern Offices		
Copy of Contract Agreement, Billing Statement (Building		Building Owner		
Receipts		End User		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit vouchers to	Receive voucher.	none	1 min	Budget Staff
None	Check and scrutinize voucher.	none	3 mins	Budget Staff
None	Check the correctness of Accounting entry (Debit and	none	5 mins	Watchman II (Budget Officer)/Budget Staff
None	Check funds availability and deduct the total amount of	none	5 mins	Watchman II (Budget Officer)/Budget Staff



None	Prepares and write MFO/PAP, UACS Object	none	5 mins	Watchman II (Budget Officer)/Budget Staff
None	Records in Ledger.	none	3 mins	Budget Staff
None	Encode in Budget Registry.	none	3 mins	Budget Staff
None	Certifies the availability of funds.	none	5 mins	Watchman II (Budget Officer)
None	Forward to Accounting,	none	5 mins	Budget Staff
	TOTAL		35 mins	

19. Approved Purchase Order/ Contract/ Job Order

This service involves the processing of Purchase Order/Contract/Job Order				
Office or Division	Finance and Administrative Section/Budget Unit			
Classification	Simple			
Type of Transaction	G2G/G2C			
Who may avail:	Government officials, employees, and other government agencies.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Obligation Request and Status (OBR)		End User		
Disbursement Voucher		End User		
Approved Purchase Request (PR)		End User		
BAC Resolution - AMP		BAC		
Request For Quotation (RFQ)		BAC		
Abstract of Quotation (AOQ)		BAC		
Purchase Order		BAC		
Mayor's Permit		Suppliers/Dealers		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING	PERSON
Submit vouchers to	Receive voucher.	none	1 min	Budget Staff
None	Check and scrutinize voucher.	none	5 mins	Budget Staff
None	Check the correctness of	none	5 mins	Budget Staff
None	Deduct the total amount of Purchase Order (PO) in the	none	5 mins	Watchman II (Budget Officer)/Budget Staff
None	Prepares and write	none	5 mins	Budget Staff
None	Write Serial number, ORS	none	5 mins	Budget Staff
None	Records in Ledger.	none	3 mins	Budget Staff
None	Encode in Budget Registry.	none	3 mins	Budget Staff
None	Certifies the availability of funds.	none	3 mins	Watchman II (Budget Officer)
None	Forward to Accounting,	none	5 mins	Budget Staff
	TOTAL		35 mins	

20. APPROVED PURCHASE ORDER/CONTRACT/JOB ORDER

This service involves the processing of Purchase Order/Contract/Job Order.				
Office or Division	Finance and Administrative Section/Budget Unit			
Classification	Simple			
Type of Transaction	G2G/G2C			
Who may avail:	Government Employees, Consuming Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Obligation Request and Status (OBR)		End User		
Disbursement Voucher		End User		
Approved Purchase Request (PR)		End User		
BAC Resolution - AMP original		BAC		
Philgeps Posting		BAC		
Request For Quotation (RFQ)		BAC		
Abstract of Quotation (AOQ)		BAC		
BAC Resolution - AWARD		BAC		
Purchase Order (PO)		BAC		
Mayor's Permit		Suppliers/Dealers		
Philgeps Registration Certificate		Suppliers/Dealers		
Omnibus Sworn Statement		Suppliers/Dealers		
Annual Income tax Return		Suppliers/Dealers		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING	PERSON
Submit vouchers to	Receive voucher.	none	1 min	Budget Staff
None	Check and scrutinize voucher.	none	5 mins	Watchman II (Budget Officer)/Budget Staff
None	Check the correctness of Accounting entry (Debit and	none	5 mins	Watchman II (Budget Officer)/Budget Staff



None	Deduct th total amount of Purchase Order (PO) in the submitted Project Procurement Management Plan (PPMP).	none	5 mins	Watchman II (Budget Officer)/Budget Staff
None	Prepares and write MFO/PAP, UACS Object Code and Responsibility Center in Obligation Request and Status or ORS.(2 copies).	none	5 mins	Watchman II (Budget Officer)/Budget Staff
None	Write Serial number, ORS number, Date and Amount in Purchase Order Form.	none	5 mins	Budget Staff
None	Records in Ledger.	none	3 mins	Budget Staff
None	Encode in Budget Registry.	none	3 mins	Budget Staff
None	Certifies the availability of funds.	none	3 mins	Watchman II (Budget Officer)
None	Forward to Accounting, Records in outgoing log-book. File original copy per document. Write the transactions in index card for recording purposes..	none	5 mins	Budget Staff
	TOTAL		35 mins	

21. Travel Order

This service involves the processing of Travel Order of BFAR EMPLOYEES AND BFAR CLIENTS (Fisherfolks, LGU's and Cooperatives).				
Office or Division	Finance and Administrative Section/Budget Unit			
Classification	Simple			
Type of Transaction	G2G- G2C			
Who may avail:	Government officials, employees, clients (Fisherfolks, Cooperatives and Indigenous People.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Communication/Invitation/Memorandum Order		ORD/OIC		
Trip Ticket (Driver)		End User		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit of Travel Order for evaluation.	Receive Travel Order.	none	1 min	Budget Staff
None	Check stamp and initials of Planning Unit.	none	1 min	Budget Staff
None	Check needed attachments of Travel Order.	none	2 mins	Budget Staff
None	Stamp 'Received'.	none	1 min	Budget Staff
None	Earmark the Travel Order.	none	2 mins	Watchman II (Budget Officer)
None	Encode in database.	none	3 mins	Budget Staff



None	Forward to Office of the Regional Director (ORD). Record in out-going logbook and photocopy each document.	none	5 mins	Budget Staff
TOTAL			15 mins	

22. Processing of Leave Application

Office or Division	Human Resource Management Unit
Classification	Simple
Type of Transaction	G2G-Government to Government
Who may avail:	All permanent and casual employees of BFAR MIMAROPA Region
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Leave Application Form-CSC Form 6 Revised 2020	BFAR-Administrative Division/HRMS
2. For 5 days sickleave, attach medical certificate.	
3. For Maternity Leave, attach clearance	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish Leave Application Form-CSC Form 6 Revised 2020	1.1 Receive the accomplished Leave Application Form (duly signed by immediate supervisor)	None	5 Minutes	Administrative Officer V (RFOO No. 63 s.2016)
	1.2 Process the filled up leave application form and update Leave Card Ledger	None	5 Minutes	Administrative Officer V (RFOO No. 63 s.2016)
	1.3 For Signature of the Human Resource Management Section	None	5 Minutes	Administrative Officer V (RFOO No. 63 s.2016)
	1.4 For approval of the BFAR Regional Director	None	1 Day	Regional Director's Office
3. Acknowledge receipt of notice	1.5 Filing of the approved leave application	None	5 Minutes	Administrative Officer V (RFOO No. 63 s.2016)
TOTAL			1 Day, 20 Minutes	

23. Processing of Terminal Leave Benefits for Retirees in BFAR MIMAROPA Regional Office

Office or Division	Human Resource Management Unit			
Classification	Highly Technical			
Type of Transaction	G2G-Government to Government			
Who may avail:	All permanent and casual employees of BFAR MIMAROPA Region			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Office Clearance		HRMS		
2. Leave Application Form-CSC Form 6 Revised 2020		HRMS		



3. GSIS Retirement Form	HRMS			
4. GSIS Cash Surrender Value Form 8291	HRMS			
5. Ombudsman Form	HRMS			
6. Pagibig Form	HRMS			
7. Philhealth Form	HRMS			
8. Letter Request	Client/Requesting Party			
9. NOSI/NOSA	HRMS			
10. Service Record	HRMS			
11. Certification of no pending administrative case	HRMS			
12. SALN	HRMS			
13. Appointment	HRMS			
14. LBP ATM Card (Photocopy with specimen signature)	Client			
15. Subsidiary Ledger	Accounting Section			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish Office Clearance Form	1.1 Receive the accomplished Office Clearance Form	None	1 Minute	Administrative Officer V (RFOO No. 63 s.2016)
	1.2 For signature of the OIC, Accounting Section	None	1 hour	Administrative Officer IV (RFOO No. 19 s.2019)
	1.3 For Signature of the OIC, Property Section	None	2 Days	Aquacultural Technologist (RFOO No. __ s. 2019)
	1.4 For Signature of the OIC, Cashier	None	5 Minutes	Aquaculturist I (RFOO No. __ s.)
	1.5 For approval of the Regional Director	None	1 day	Regional Director
	1.6 File/attach approved Office Clearance for Terminal Leave Benefits claim	None	1 Minute	Administrative Officer V (RFOO No. 63 s.2016)
2. Accomplish GSIS Retirement Form/CSV Form 8291	2.1 Receive the accomplished GSIS Retirement and CSV Form 8291 and check the completeness of the application. Type the name of the HRMO, name of agency and date	None	5 Minutes	Administrative Officer V (RFOO No. 63 s.2016)
	2.2 Attach updated service record of the retiree	None	5 Minutes	Administrative Officer V (RFOO No. 63 s.2016)
	2.3 For signature of the Chief, Administrative and Finance Div. / OIC, Human Resource Management Section	None	5 Minutes	Administrative Officer V (RFOO No. 63 s.2016)
	2.4 For signature of the Regional Director	None	5 Minutes	Regional Director



	2.5 Submit/file the accomplished form to GSIS and claim the Notice of Approval from GSIS for attachment of TLB claim	None	1 Month	Administrative Officer V
3. Accomplish Ombudsman Clearance Form	3.1 Receive the accomplished Ombudsman Clearance Form and check the completeness of the application.	None	5 Minutes	Administrative Officer V (RFOO No. 63 s.2016)
	3.2 Attach updated service record of the retiree	None	5 Minutes	Administrative Officer V (RFOO No. 63 s.2016)
	3.3 Submit/file the accomplished form to Ombudsman and claim the Clearance for TLB claim	None	7 Days	Administrative Officer V (RFOO No. 63 s.2016)
4. Accomplish Pagibig Retirement Form	4.1 Receive the accomplished Pagibig Form and check the completeness of the application.	None	5 Minutes	Administrative Officer V (RFOO No. 63 s.2016)
	4.2 Attach updated service record of the retiree and approved voucher from the GSIS	None	5 Minutes	Administrative Officer V (RFOO No. 63 s.2016)
	4.3 Submit/file the accomplish form to Pagibig Office	None	7 Days	Administrative Officer V (RFOO No. 63 s.2016)
5. Sign the Leave Application FormCSC Form 6 Revised 1998 for Terminal Leave	5.1 Prepare/Compute/check Leave Application Form-CSC Form 6 Revised 1998	None	5 Minutes	Administrative Officer V (RFOO No. 63 s.2016)
	5.2 Update/prepare/check/print the Statement of Absences and Undertime leave on Leave Card Ledger and Human Resource Management Information System (HRMIS) on Leave	None	7 Days	Administrative Officer V (RFOO No. 63 s.2016)
	5.3 For signature of the OIC, Human Resource Management Section	None	1 Day	Administrative Officer V (RFOO No. 63 s.2016)
	5.4 For approval of the Regional Director	None	1 Day	Regional Director
	5.5 Prepare Certification of no pending administrative case	None	5 minutes	Administrative Officer V (RFOO No. 63 s.2016)
	5.6 Prepare 5 photocopies of each document and have sign by OIC, HRMS duplicate copy certified photocopy	None	1 hour	Administrative Officer V (RFOO No. 63 s.2016)

	5.7 Prepare indorsement of the accomplished required documents to BFAR Central Office.	None	5 Minutes	Administrative Officer V (RFOO No. 63 s.2016)
	5.8 Prepare Indorsement to DA for DA Clearance for initial of Chief, HRMS and Chief, Admin and sign by Dir. Escoto	None	2 Days	Supervising Administrative Officer; Chief Admin; Atty. IV/OIC ADAS Human Resource Management Section
	5.9 Submit to DA the approved Indorsement and claim the DA Clearance for TLB attachment	None	7 days	Admin Asst. III Human Resource Management Section
	5.10 Submit the original copy and 2 certified photocopies to Finance. Have it log the name of the retiree, position, date of retirement and shall be stamped received by the Finance Division and file the HRMS copy to 201 file of the retiree	None	30 Minutes	Senior Administrative Assistant III Human Resource Management Section
	5.11 Receive Special Allotment Release Order from DBM	None	3 to 6 months	DBM Central
	5.12 Process Voucher with complete documents for Payment of TLB	None	3 hours	Regional Accountant
	5.13 Obligate and sign Obligation Request Slip	None	5 minutes	Administrative Officer IV (RFOO No. 19 s.2019)
	5.14 Forward to the Division Chief to certify payment and to the Regional Director for Approval	None	1 hour	Administrative Officer IV (RFOO No. 19 s.2019)
	5.15 Receive documents and prepare LDDAP-ADA	None	30 Minutes	Aquaculturist I (RFOO No. 63 s.2016)
	5.16 Forward to the Accountant and Regional Director for Certification and Approval of LDDAPADA	None	30 Minutes	Aquaculturist I (RFOO No. 63 s.2016)
2. Withdraw TLB to servicing bank	Upload /Submit Approved LDDAP-ADA to Servicing Bank	None	2 hours	Aquaculturist I (RFOO No. 63 s.2016)
TOTAL			4 to 6 months & 35 days, 7 hours & 157 minutes	



24. Payment of Salaries

Office or Division	Human Resource Management Unit			
Classification	Simple			
Type of Transaction	G2G- Government to Government employee/official			
Who may avail:	All permanent and casual employees and Job Order (JO) personnel of Regional Fisheries Office MIMAROPA			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly signed Daily Time Record (DTR)		Client/Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit accomplished DTR for the month	Receive DTR and reconcile Electronic Billing from GSIS and compute net salary for the month	None	4 hours	Administrative Officer V (RFOO No. 63 s.2016
	Prepare Vouchers and OBRs for Payrol, GSIS, PAG-IBIG, PHILHEALTH, BIR,, Bureau of Treasury,COOP	None	2 hours	Administrative Officer V (RFOO No. 63 s.2016)
	Forward vouchers/OBRs to Division Chiefs/ Station Heads and PFOs for certification under Box A of DV and OBR	None	30 Minutes	Division Chiefs, TOS heads and PFOs
	Process Vouchers	None	1- 2 hours	Administrative Aide IV (RFOO No.18 s.2019) Accounting
	Certify Obligation Request and Status (ORS) within the Work and Financial Plan (WFP)	None	30 minutes	Administrative Officer IV (RFOO No.36 s. 2016) Budget Section
	Certify Vouchers as to availability of funds and legality of transactions	None	5 Minutes	Administrative Aide IV (RFOO No.18 s.2019) Accounting
	For Approval/ Signature of the Regional Director	None	1 hour	Regional Director
	Prepare LDDAP/ADA	None	1 -2 hours	Aquaculturist I (RFOO No.63 S.2016) Cashier Section
	CertifyApproval of LDDAP/ADA	None	1 hour	Accounting Section Office of the Regional Director
10. Withdraw Salary	Upload/Submit LDDAP- ADA TO Agency's Servicing Bank	None	2 hours	Aquaculturist I (RFOO No.63 S.2016) Cashier Section
TOTAL			15 Hours and 5 minutes	



25. Strategic Performance Management System (SPMS) Process

Office or Division	Human Resource Management Unit			
Classification	Simple - 3days / Complex - 7days			
Type of Transaction	G2G-Gov't to government employee & official			
Who may avail:	All BFAR MIMAROPA permanent and casual employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished and rated IPCR for Individuals		Employee		
2. Accomplished and rated OPCR for Divisions/PFOs/TOS		Division Chief, PFOs, TOS Managers		
3. Memorandum Letter on the submission of OPCR/IPCR				
4. Monitoring and Coaching Form				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Receive Memorandum Letter to submit the 2 ratings of IPCR/OPCR	Circulate Memo Letter to all BFAR Officials and Employees on the submission of the IPCR/OPCR ratings	None	1 hour	Administrative Officer V(RFOO No. 63 s.2016) and Planning Unit
2. Submit in triplicate copy the accomplished and rated OPCR/IPCR for further evaluation	2.1 Receive accomplished and signed OPCR/IPCR for Performance Monitoring and Coaching	None	1 hours	Administrative Officer V(RFOO No. 63 s.2016)
	2.2 Conduct performance Review and Evaluation for Division/Office performance and for Individual employees review performance assessment	None	2 days	PMT
3.Receive the copy of IPCR/OPCR with its comments/corrections for proper revision/s	Return back to employee concerned on the comments /corrections written on the submitted IPCR/OPCR	None	1 hour	Administrative Officer V(RFOO No. 63 s.2016) and Planning Unit
4. Return to HR/PMES the revised approved copy of IPCR/OPCR for proper documentation/file copy	Receive corrected and signed OPCR/IPCR for proper documentation and record keeping for HR file	None	1 hour	Administrative Officer V(RFOO No. 63 s.2016) and Planning Unit
5. Furnished a receiving copy to PMES/HR and Retained a copy for personal file for future references	6. Mark the receiving copy for proper document retrieval	None	1 hour	Administrative Officer V(RFOO No. 63 s.2016) and Planning Unit
TOTAL			2 days & 5 hours	

26. Processing of Request for Official Travel Authority (Abroad)

Office or Division	Human Resource Management Unit			
Classification	Highly Technical			
Type of Transaction	G2G- Government to Government employee/official			
Who may avail:	Nominated and Qualified Employee			
		WHERE TO SECURE		
Updated Personal Data Sheet (PDS)		Client/Requesting Party		
Service Record (Updated)		Human Resource Management Section		
Certificate of No Pending Admin Case		Human Resource Management Section		
Certificate of No Unliquidated		Accounting Section		
List of Foreign Travel for the past 3 years / Certificate of No Foreign Travel)		Human Resource Management Section		
Latest Travel Report (if applicable)		Client/Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The regional office receives a memo from CO to nominate qualified employee/s to attend the training abroad.	1.1 The ORD endorses the memo to HR to prepare nomination letter.	None	1 Day	OIC, HRMS (Administrative Officer V as per RFOO NO.63 s.2016)
	1.2 The RD signs the nomination letter and emailed it to CO.	None	1 Day	Regional Director
2. ORD receives communication from CO that the nominee was confirmed / approved of his participation to said training abroad.	2.1 The ORD forwards the confirmation to Human Resource Management Section	None	10 Minutes	Regional Director
	2.2 Human Resource Management Section informs the nominee of the confirmation and prepares the necessary supporting documents like updated PDS, SR, Cert of No pending administrative case, cert. of trainings abroad, cert of no unliquidated cash advance.	None	1 Day	The Nominee for the PDS, OIC, Accounting Section for the certificate of no unliquidated CA, and the OIC, HRMS (Administrative Officer V as per RFOO NO.) for the other required docs.
	2.3 The HRMS or the nominee submits to CO all the docs needed.	None	1 Day	Nominee or HRMS
	2.4 CO prepares the Authority to travel abroad.	None	1 Hour	HRMS-CO
	2.5 For Approval/ Signature of the Secretary of Department of Agriculture	None	3 Weeks	Department of Agriculture Secretary Department of Agriculture



3. Receive the signed/approved Travel Authority and required documents for accounting process of payments	Release the signed/approved Travel Authority and required documents to concerned official/employee from BFAR Central and Regional Office	None	1 Week	OIC, HRMS (Administrative Officer V as per RFOO NO.63 s.2016
TOTAL		None	1 Month, 4 days, 1 Hour, 10 Minutes	

27. Issuance of Gatepass

Office or Division		Property Section Admin & Finance Division		
Classification		Simple		
Type of Transaction		G2B/G2G		
Who may avail:		Government Employee's, Fisherfolks		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
REQUEST LETTER		Conern Agencies/offices		
MEMORANDUM OF AGREEMENT		Conern Agencies/offices		
REQUISITION AND ISSUE SLIP		Conern Agencies/offices		
GATEPASS		PROPERTY		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Prepare and submit Request Letter	Stamp receive from ORD Office,then forward to Property office with an action slip for review	none	1 day	OIC Property per RFOO #
	reviews the completeness of the attached documents	none	5 minutes	OIC Property per RFOO #
	endorse to the Approving Officer for signature	none	5 minutes	OIC Property per RFOO #
	endorse to the Approving Officer for signature	none	2 minutes	OIC Property per RFOO #
	For Release	none	30 mins to 2 HOURS	OIC Property per RFOO #
	endorse to the receiver for the receiver signature	none	2 mins	OIC Property per RFOO #
	endorse to the Security Guard on duty for inspection of item issued base on the gatepass and to be signed by the guard on duty	none	10 mins	OIC Property per RFOO #
	TOTAL	1 Day and 2hrs and 24mins		



28. FABRICATION OF FIBERGLASS BOAT

Office or Division	Property Section Admin & Finance Division			
Classification	Simple			
Type of Transaction	G2G			
Who may avail:	Government Employee's, Fisherfolks			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Purchase Order		ORD		
Authority to Hire/ Contract of laborers		ORD		
List of Materials and Tools		Administrative Office II (Property)		
Target of Due Date		ORD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
ACCEPTANCE OF MATERIALS AND TOOLS	Receive from Administrative Office II (Property)	none	15 minutes	OIC Property per RFOO #
	Check the date of delivery	none	1 minute	OIC Property per RFOO #
	Check the list of items	none	1 minute	OIC Property per RFOO #
	Checking for competition (if complete or partial delivery)	none	1 minute	OIC Property per RFOO #
	Notification (note or remarks)	none	1 minute	OIC Property per RFOO #
	Signing for received	none	1 minute	OIC Property per RFOO #
	Organizing of items	none	30 minutes	OIC Property per RFOO #
RECORDING OF STOCK	Recording on stock card/incoding on computer	none	30 minutes	OIC Property per RFOO #
	TOTAL		1 hour and 20 minutes	

29. Processing of Approved Purchase Order

Office or Division	Admin and Finance Division -Property Section			
Classification	Simple			
Type of Transaction	G2G/G2B			
Who may avail:	Division/Section/Unit/Station Heads and PFOs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Purchased Order Conforme signature & Date		End User/POCU/Supplier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Checking of signatures on OBRS,DV,PR,RESO,R FQ,AOQ,Philgeps posting	Stamps receive	None	10 minutes	Casual/ Property Staff per RFOO



Dettaching of PO for conforme signature & date	Send to End User/POCU, with letter of information regarding the term of delivery	None	5 minutes	Casual/ Property Staff per RFOO
	Supplier from MIMAROPA region	None	5 days	
	TOTAL	5 days and 15 minutes		

30. Transmittal to COA (Purchased Order)

Office or Division	Property Section - Admin and Finance Division			
Classification	Simple			
Type of Transaction	G2G			
Who may avail:	Commission on Audit			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Documents from P.R. To P.O.		Property Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Transmit original copies and two photocopies of PR up to PO (Small Value/Open Bid procurement process) with transmittal letter	Stamp recieved from COA on Transmittal letter and PO	none	30 mins	OIC, Property Officer as per RFOO No.:
2. Following up the End User for the delivery of goods and services	Inform the End User regarding the term of delivery.	none	5 mins	Casual/ Property Staff per RFOO
3. Issuance of Inspection and Acceptance Report (IAR)	Printing of IAR form must come from Property Section (MIMARO)	none	5 mins	Casual/ Property Staff per RFOO
	Send to End User for signing	none	5 mins	Casual/ Property Staff per RFOO
4.Preparation of PAR, ICS, RIS (if applicable)	Property Staff	none	3 mins	Casual/ Property Staff per RFOO
	TOTAL		48 mins	

31. Facilitation of Deliveries of Goods, Infra & services

Office or Division	Property Section - Admin & Finance Division			
Classification	Complex			
Type of Transaction	G2G/G2B			
Who may avail:	Division/Section/Unit/Station Heads and PFOs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Purchased Order		Property Section		
Delivery Receipt/Sales Invoice/Charge Invoice		Supplier/Dealer		
Billing Statement/Statement of Account		Supplier/Dealer		
Inspection & Acceptance Report		End User		
Term of Delivery		As indicated in PO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1.Request for inspection	Prepares Letter Request to the inspectorate team and COA office informing the schedule of deliveries /services	None	5 minutes	OIC, Property Officer as per RFOO No.:
End User (within the Region)	Conduct actual inspection in cooperation with Supplier, end user, inspector and Property Officer	None	10 minutes	OIC, Property Officer as per RFOO No.:
2. PFOs, ISRS,BFRS	Must send picture, and document attachment for IAR with in 24 hours	None	5 minutes	OIC, Property Officer as per RFOO No.:
COA	Validation of inspection by Property Officer in coordination with COA. Submission of attachment document for the said deliveries	None	15 minutes	OIC, Property Officer as per RFOO No.:
	TOTAL		35 mins	

32. Making IAR

Office or Division	Property Section, Admin & Finance Division			
Classification	Simple			
Type of Transaction	G2B/G2G			
Who may avail:	COA			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
APPROVED PURCHASED ORDER		Concern Agencies/offices		
DELIVERY RECEIPT AND SALES INVOICE				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit approved PO, delivery receipt and sales invoice	make IAR through PO, delivery receipt and sales invoice	none	10 minutes	
	return the IAR form to the End User for the signatures (End user, Inspector and Property or Supply officer)	none	1 day	
complete the IAR signature before IAR numbering.	enter IAR number	none	10 minutes	
TOTAL			1 day and 20 minutes	

33. Record Filing

The service involves the filing of Records and other documents	
Office or Division	Records and Archives Management
Classification	Internal and External Service
Type of Transaction	Simple
Who may avail:	Employees, Walk in clients, PFO and Center Chiefs
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Disbursement Voucher	End User



Copy Former Secretary Piñol's Memorandum for Communication allowance	End User			
Original Copy of the Statement of Account/Billing Statement (electric, water ,telephone, courier and rentals)	Concern Agencies/offices			
Copy Contract Agreement (Bldg rental)	GSU			
Issuance of 25-year Fishpond Lease Agreement (FLA)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Incoming Clients	Receive documents and then forward to ORD for corrective action	None	1 minute	Administrative Aide IV/ Recors Stadd
Outgoing Documents	Reviews the completeness of the attached documents and sent via email	None	2 minutes	Administrative Aide IV/ Recors Stadd
RFOO's, FOO's, SO and MEMO's	Send via email, transmit, posting and endorse to the Approving Officer for signature	None	5 minutes	Administrative Aide IV/ Recors Stadd
Post Office and LBC Incoming	Receives documents and then distribute it to the person concern	None	15 mins	Administrative Aide IV/ Recors Stadd
Post Office and LBC Outgoing	Receives then mailing documents to the person concern	None	2days	Administrative Aide IV/ Recors Stadd
CFVGL and FLA's filings	Receives and reviews the completeness of the attached document consolidate it and file.	none	2 mins	Administrative Aide IV/ Recors Stadd
TOTAL:			2 days & 25 mins	



BFAR-MIMAROPA Regional Office External Services



1. Processing of Application for Commercial Fishing Vessel License (CFVL)

This service involves the processing of application for Commercial Fishing Vessel License (CFVL) authorizing the fishing vessel to fish within commercial waters or waters beyond 15 km from the shoreline and with gross tonnage of 3.1 and above.

Office or Division	BFAR Fisheries Regulatory Management Regulatory and Enforcement Division
Classification	Highly Technical
Type of Transaction	G2C – Government to Citizen; G2B – Government to Business Entity
Who may avail	Commercial Fishing Vessel Owners/Operators

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished BFAR CFVL application form;	Provincial Fisheries Office or BFAR- Fisheries Management Regulatory Enforcement Division-Regulatory & Licensing Section (FMRED-RLS) Regional Office- 3rd Floor, Le Grace Bldg. Brgy. Guinobatan, Calapan City, Oriental Mindoro
2. Two (2) copies of "8x10" vessel unaltered pictures showing the port, starboard and required identification and marking as specified in Annex 1 of FAO 198-1 series of 2018;	Applicant (Fishing vessel owner/operator)
3. Grid map indicating the proposed fishing ground/s;	Applicant (Fishing vessel owner/operator)
4. Original or authenticated photocopy of Maritime Industry Authority (MARINA) Certificates:	
a. Certificate of Philippine Registry (CPR);	Maritime Industry Authority (MARINA)
b. Certificate of Ownership (CO); and	
c. Valid/Unexpired Fishing Vessel Safety Certificate.	
5. Approved articles of Incorporation and By-Laws for corporation, the primary or secondary purpose of which is to engage in fishing, or business name registration, certificate	Security and Exchange Commission (SEC), Department of Trade and Industry (DTI) or Local Government Unit (LGU)
6. Fishing logsheet for catcher vessel for registration and approval by BFAR upon payment of registration fee of Fifty pesos (Php 50.00) ;	BFAR- Fisheries Management Regulatory Enforcement Division-Regulatory & Licensing Section (FMRED-RLS) Regional Office- Le Grace Bldg. Brgy. Guinobatan, Calapan City, Oriental Mindoro
7. Affidavit specifying that the vessel has no pending criminal, civil or administrative case;	Applicant (Fishing vessel owner/operator)
8. Importation or construction clearance (in case the fishing vessel is imported or newly constructed);	BFAR-Regional Field Office/BFAR- Fisheries Regulatory Licensing Division-Capture Fisheries Licensing Section (FRLD-CFLS) - Ground Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
9. Copy of official receipts covering payment of application and license fees; and	Designated Collecting Officer/Cashier Ground Floor, Le Grace Bldg. Brgy. Guinobatan, Calapan City, Oriental Mindoro
10. Tax Identification Number of the vessel owner	Bureau of Internal Revenue (BIR)
11. Compliance with vessel monitoring system requirement.	BFAR Central Office - BFAR-Integrated Marine Environment Monitoring System (IMEMS) - 4th Floor, Fisheries Bldg., BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
12. Payment of Php. 400.00 for Commercial Fishing Vessel License (CFVL) for application fee and secure Official receipt	Designated Special Collecting Officer/Cashier Ground Floor, Le Grace Bldg. Brgy. Guinobatan, Calapan City, Oriental Mindoro
13. Secure official receipt for Commercial Fishing Vessel License (CFVL) license fee based on the gross tonnage of the vessel	
14. Secure official receipt for cashbond deposit based on the gross tonnage of the vessel	

Note: An "Order of Payment" is issued by FRLD-CFLS to the applicants before payment, which they then submit to the collecting Officer to be used as reference for the computation and total amount of fees to be collected. It is not included in the list of regulatory requirements for application of Commercial Fishing Vessel License.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill out Commercial Fishing Vessel License (CFVL) application form and comply with all regulatory requirements	1. Provide Commercial Fishing Vessel License (CFVL) application form and list of requirement.	None	15 minutes	OIC- Regulatory & Licensing Section; OIC-Licensing Unit
2. Submit duly filled up application form together with the complete regulatory requirements to the Director's Office/FRLD-CFLS	2. Accept filled out CFVL application with complete regulatory requirements either thru the following Offices: a. Director's Office (forward to FMRED-RLS); or b.FMRED-RLS (directly)	None		
	2.1. Check, verify and evaluate the authenticity and completeness of the submitted requirements	None	1 day	OIC- Regulatory & Licensing Section; OIC-Licensing Unit
3. Receive Notification on the Scheduled Inspection of the fishing vessel and allow inspection	3. Schedule an inspection and notify the client on the schedule of inspection 3.1 Conduct inspection on the fishing vessel of the client and advice the applicant/client to pay the required fees at Cashier-G/Flr. Le Grace Bldg. Guinobatan, Calapan City, Or. Mindoro	None	5 days	OIC- Regulatory & Licensing Section; OIC-Licensing Unit; Administrative Aide-V (COS)
4. Secure "Order of Payment" at the BFAR-FMRED-RLS located at 3rd/Floor, Le Grace Bldg. Brgy. Guinobatan, Calapan City, Oriental Mindoro	4. Issue "Order of Payment"	None	15 minutes	OIC- Regulatory & Licensing Section; OIC-Licensing Unit; Administrative Aide-V (COS)
5. Submit "Order of Payment" to the designated Collecting Officer/Cashier located at G/Floor, Le Grace Bldg.	5. Receive and review the computation of the submitted "Order of Payment"	None	15 minutes	Chief, Cashier; Alternate Cashier
5.1. Pay the necessary fees and secure an Official Receipt at BFAR-Cashier located at G/Floor, Le Grace Bldg.	5.1. Accept the payment based on the amount in the "Order of Payment" and issue an Official Receipt to client	Php. 400.00 Application Fee, P 50.00 for logbook, *License Fee, & *Cash Bond Deposit based on gross tonnage (please see *notes below for computation)	15 minutes	



6. Submit the original copy of the <i>Official Receipt (O.R.)</i> to FMRED-RLS located at G/Floor, Fisheries Bldg.	6. Receive and photocopy the submitted O.R. and return the original copy to the client	None	15 minutes	<i>OIC- Regulatory & Licensing Section; OIC- Licensing Unit Administrative Aide-V (COS)</i>
None	7. Prepare/Process the CFVL and affix initials of the authorized signatories and endorse/forward to BFAR FRLD located at 3rd Flr., Fisheries Bldg.	None	3 hours	<i>Regional Director; OIC-FMRED; OIC- Regulatory & Licensing Section; OIC Licensing Unit Administrative Aide-V (COS) Records Section (COS)</i>
	7. Receive/Process the CFVL and affix initials of the authorized signatories and endorse/forward to BFAR FRLD located at 3rd Flr., Fisheries Bldg.	None	3 hours	<i>OIC, FRLD; Chief, CFLS; Senior Fishing Regulations Officer; Senior Aquaculturist; Fishing Regulations Officer-I; Fishing Regulations Officer-II (COS); and Administrative Aide/Assistant (COS)</i>
None	8. Review/Evaluate the CFVL application together with the requirements and affix initial.	None	1 day	<i>Asst. Director for Research Regulations and International Engagements</i>
None	8.1 Forward to the Director's Office for signature and approval, located at 3rd Flr., Fisheries Bldg.	None	15 minutes	
None	9. Approve and sign Commercial Fishing Vessel License (CFVL)	None	5 days	<i>BFAR National Director</i>
None	9.1 Forward to BFAR-Record Section for releasing to client at G/Floor, Fisheries Bldg.	None	15 minutes	
7. Receive notification thru call, text or e-mail of the approved CFVL, and is ready for pick-up	10. Notify/Inform clients thru call, text or e-mail on the approved CFVL and ready for pick up	None	15 minutes	<i>Administrative Assistant-V (COS); Records Management Analyst-I (COS); and Records Assistant (COS)</i>
8. Receive/Claim the approved CFVL license to operate	11. Release approved CFVL to the applicant either thru the following:	None	15 minutes	
	a. pick-up by applicant;			
	b. send copy thru e-mail to BFAR-Regional Office; or,			
	c. send original copy thru a registered mail to BFAR-regional Office			



	TOTAL:	Php. 400.00 Application Fee, P 50.00 for logbook, *License Fee, & *Cash Bond Deposit based on gross tonnage (please see <i>*notes below for computation</i>)	12 days,9 hours, 15 minutes	
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2. Issuance of Fishpond Application for Issuance of 25-Years Fishpond Lease Agreement (FLA); Aquasilviculture Stewardship Contract (ASC); and Gratuitous Permit (GP) (Sections 3, 6, 12, 13, 45, 46, 50, 55, 57, 65, 103 (b) and 107 of Republic Act No. 8550, s. 1998, Republic Act 8289 as amended by Republic Act 9501 and Executive Order No. 26, series of 2011 and Fisheries Administrative Order (FAO) No. 197-1, s. of 2012)

Office or Division	FMRED -Regulatory & Licensing Section
Classification	Complex
Type of Transaction	G2C/G2B
Who may avail:	Lessee/fishpond operators
CHECKLIST OF REQUIREMENTS NEW APPLICATION)	(A. WHERE TO SECURE
1. Initial requirements	FMRED-Regulatory & Licensing Section
a. Letter of intent for Fishpond Lease Agreement (FLA), Aquasilviculture Stewardship Contract (ASC) and Gratuitous Permit (GP) (3 original copies)	Submitted by the applicant
b. Payment of Application Fee	OIC-Cahier
c. Four (4) copies of the sketch or survey plan of the area released for fishpond purposes with its technical description as extracted from the Land Classification Map of the Forest Management Bureau, DENR (Blueprint)	RFO/DENR
d. A Certificate of Bank Deposit issued by any Banking Institution showing that the applicant has a current or checking account and has capital in cash of P5,000.00 per hectare or fraction thereof and the bank statements of said account for the preceding six (6) months; (3 original copies)	Any bank preferred by the applicant
e. An affidavit declaring that the initial capital deposited in the Bank shall be used exclusively for the development of the area; (3 original copies)	Submitted by the applicant
f. Notarized affidavit of adherence to Good Aquaculture Practices in the form prescribed in Annex A of FAO No. 197-1; (3 original copies)	FMRED-Regulatory & Licensing Section
g. Proof of compliance with Sec. 5,c of FAO No. 197-1: A. A Filipino citizen at least 21 y/o B. *Corporation;	FMRED-Regulatory & Licensing Section
h. *Two (2) certified true copies of By-laws and Articles of Incorporation, Cooperation, Association or Partnership	Submitted bby the applicant
i. Inspection Report of the area (2 original copies)	FMRED-Regulatory & Licensing Section
For Applications for Gratuitous Permit (GP), the requirements are:	FMRED-Regulatory & Licensing Section
1. Letter of intent of the applicant; (3 original copies)	Submitted bby the applicant
2. Project profile which states: (2 original copies)	Submitted bby the applicant
a. The general and specific objectives of the project	



b. A brief description of the project	
c. The methodology of project implementation, which includes names of personnel involved and percentage of time allocated to the project; schedule of implementation, funding requirement and sources, both local and foreign; target beneficiaries; and monitoring and evaluation scheme	
2. Final Requirements	FMRED-Regulatory & Licensing Section
a. Twelve (12) copies 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 Lands Management Bureau (Blueprint)	RFO/DENR
b. Duly accomplished FLA or ASC application duly acknowledged before a Notary Public (15 original copies)	FMRED-Regulatory & Licensing Section
c. Certifications issued by the Regional Director and 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 and judicial case, respectively; (1 original copy)	BFAR-RFO/ RTC
d. Payment of cash bond deposit and initial rental	Cashier
e. Certification issued by the Regional Director to the effect that the area applied for is not subleased to any other person/s (1 original copy)	FMRED-Regulatory & Licensing Section
f. Proof of updated remittances to the Social Security System for permanent workers (1 original copy)	SSS
g. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC)--(1 original copy)	DENR
3. Requirements for Transfer of Rights involving FLA or ASC	FMRED-Regulatory & Licensing Section
a. Letter of intent to Transfer by the Lessee (3 original copies)	Submitted bby the applicant
b. Prior written approval of the transfer by the Secretary of Agriculture	BFAR-CO/ DA
c. Latest report of improvements verified by the Regional Director or his authorized representative, showing that the fishpond area of the ASC or FLA subject of the proposed assignment or transfer has been developed (2 original copies)	RFO/PFO
d. Duly accomplished application form (15 original copies)	FMRED-Regulatory & Licensing Section
e. Original copy of the Deed of Assignment or Transfer and Assumption of Obligations (1 copy)	Submitted bby the applicant
f. Certified true copies of original official receipts of updated payment of rentals	FMRED-Regulatory & Licensing Section
g. Payment of assignment or transfer fee and application fee	Cashier
h. Posting of required cash bond deposit	Cashier
i. 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 (Blueprint)	RFO/DENR
j. Contract or lease form duly accomplished and acknowledged before a Notary Public (15 original copies)	FMRED-Regulatory & Licensing Section



k. Certification 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 and judicial case, respectively (1 original copy)		BFAR-RFO/ RTC		
l. 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 person/s (1 original copy)		FMRED-Regulatory & Licensing Section		
m. Notarized affidavit of adherence to Good Aquaculture Practices (2 original copies)		FMRED-Regulatory & Licensing Section		
4. Requirements for Renewal of FLA or ASC		FMRED-Regulatory & Licensing Section		
a. Letter of intent to renew lease of the applicant (3 original copies);		Submitted bby the applicant		
b. Payment of Application Fee, Cash bond deposit and initial rental		Cashier		
c. Certification 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 judicial case (1 original copy)		RTC		
d. Duly accomplished FLA or ASC application duly acknowledged before a Notary Public (15 original copies)		FMRED-Regulatory & Licensing Section		
e. One (1) copy of the survey plan of the area under his/her name duly approved by the Director of Lands or Regional Director of Lands (Blueprint)		RFO/DENR		
f. *A new survey plan, should there be changes		DENR		
g. BFAR RFO/PFO Inspection Report (2 original copies)		FMRED-Regulatory & Licensing Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File letter of intent by the applicant and submission of initial requirements	1.Receives application and determines completeness of initial requirements submitted	None	30 minutes	Provincial Fishery Officers
2. Receive computation of applicable processing fees	2. Prepare and compute billing statements for application, transfer, certifications and rental fees	based on FAO 197-1, S. 2012	20 minutes	Provincial Fishery Officers ; (*Direct Regional Office);OIC-Regulatory Licensing Section; OIC-Regulatory Unit
3. Receive letter-notification from RFO re: conduct of investigation and ocular inspection of area	3. Evaluate the completeness and accuracy of submitted documents and requirements	None	10 minutes	Provincial Fishery Officers
4. Submit him/herself for investigation and allow site inspection upon receipt of notification from RFO/PFO	4. Conducts investigation on applicant	None	40 minutes	Provincial Fishery Officers
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Wait for scheduled ocular inspection/ verification in the area	5. Conducts ocular inspection of area	None	1 day	Provincial Fishery Officers (*Direct Regional Office) OIC-Regulatory Licensing Section OIC-Regulatory Unit



	5.1 PFO/RFO makes report of inspection and investigation with specific recommendations	None	2 days	Provincial Fishery Officers (*Direct Regional Office) OIC-Regulatory Licensing Section OIC-Regulatory Unit
	5.2 Evaluates report submitted by PFOs	None	30 Minutes	OIC-Regulatory and Licensing Section OIC-Regulatory Unit
	5.3 Prepares endorsement of initial requirements to BFAR-CO	None	20 Minutes	OIC-Regulatory and Licensing Section; OIC-Regulatory Unit; OIC-FMRED
	5.4 Signs Endorsement letter to BFAR-CO	None	10 minutes	Regional Director
6. Submits final requirements upon receipt of memorandum from BFAR-CO to comply additional regulatory requirements	6.Evaluate completeness of final requirements	None	30 Minutes	OIC-Regulatory and Licensing Section; OIC-Regulatory Unit
	6.1 Prepares certifications for signature of the Regional Director	None	15 minutes	OIC-Regulatory and Licensing Section; OIC-Regulatory Unit
	6.2 Prepares endorsement of final requirements to BFAR-CO	None	10 Minutes	OIC-Regulatory and Licensing Section ; OIC-Regulatory Unit
	6.3 Evaluate certifications/ endorsement letter for initial signature	None	10 Minutes	OIC-Regulatory and Licensing Section; OIC-Regulatory Unit; OIC-FMRED
	6.4 Signs certifications and endorsement for submission to BFAR-CO	None	20 minutes	Regional Director
	6.5 Transmits FLA/ASC/GP to BFAR-CO	None	1 day	BFAR Regional Fishery Office Records Section
TOTAL:			4 Days, 3 Hours 40 minutes	

3. Fishpond Lease Agreement (FLA) Rental Collection

This services involves the payment of annual rental dues of the FLA Holders		
Office or Division	Fisheries Management, Regulatory and Enforcement Division-Regulatory & Licensing Section	
Classification	Simple	
Type of Transaction	G2C, G2B	
Who may avail:	FLA Holders	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Copy of Old Receipt		Client
2. Payments (base on FAO 197-1, s. 2012)		Client



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File fishpond rentals to the Regional Office	1. Verifies and assess rental dues, prints subsidiary ledger and payment records	None	15 minutes	OIC-Regulatory and Licensing Section; OIC-Regulatory Unit; OIC-FMRED
	1.1 Prepares Billing Statement	None	5 minutes	OIC-Regulatory and Licensing Section; OIC-Regulatory Unit Admin Aide V (COS)
2. Secure Order of Payment	2. Prepare Order of Payment and forward to Accounting Section for verification and initials	None	10 minutes	OIC-Regulatory and Licensing Section; OIC-Regulatory Unit; OIC-FMRED
3. Pay rental fee	3. Receives payment ad issues Official Receipt	determined by Hectarage of Fishpond Area (base on FAO 197-1, s. 2012)	5 minutes	OIC-Cashier
4. Submit copy of Official Receipt	4. Receive and file photocopy of OR	None	2 minutes	OIC-Regulatory and Licensing Section; OIC-Regulatory Unit; OIC-FMRED
	TOTAL	base on FAO 197-1, s. 2012	37 minutes	

4. Issuance of FLA Certification (Survey Authority) for Approval of Survey Plan by DENR

Office or Division	Fisheries Management, Regulatory and Enforcement Division-Regulatory & Licensing Section			
Classification	Simple			
Type of Transaction	G2C, G2B			
Who may avail:	FLA Holders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (1 copy)		Client		
2. Sketch plan (1 copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits letter-request to the Regional Office	1. Receives letter and evaluates survey plan	None	30 mins	Provincial Fishery Officer
	1.1 Prepares Billing Statement	None	10 mins	Provincial Fishery Officer
2. Secure Order of Payment	2. Prepare Order of Payment and forward to Accounting Section for verification and initials	None	5 mins	OIC-Regulatory and Licensing Section; OIC-Regulatory Unit Admin Aide V (COS)
3. Pay certification fee	3. Receives payment ad issues Official Receipt	Php10	5 mins	OIC-Regulatory and Licensing Section; OIC-Regulatory Unit Admin Aide V (COS)



	3.1 Prepares Survey Authority	None	5 mins	OIC-Regulatory and Licensing Section; OIC-Regulatory Unit Admin Aide V (COS)
	3.2 Prepares Certification on the Survey Plan	None	10 mins	OIC-Regulatory and Licensing Section; OIC-Regulatory Unit Admin Aide V (COS)
	3.3. Forwards to the Office of the Regional Director for signature	None	30 mins	OIC-Regulatory and Licensing Section; OIC-Regulatory Unit Admin Aide V (COS)
4. Claim Certificate of Survey Authority	4. Issues Certificate of Survey Authority	None	5 mins	OIC-Regulatory and Licensing Section; OIC-Regulatory Unit Admin Aide V (COS)
	4.1 Files copy of Certification/Survey Authority	None	5 mins	OIC-Regulatory and Licensing Section; OIC-Regulatory Unit Admin Aide V (COS)
	Total		1 hour and 40 minutes	

5. PROCUREMENT PROCEDURES

Office or Division	PROCUREMENT UNIT (BAC SECRETARIAT); BIDS AND AWARDS COMMITTEE (BAC)			
Classification	Complex			
Type of Transaction	G2G - services whose client is another government agency, government employee or official			
Who may avail:	INTERNAL: END-USERS/ PROCURING UNITS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Purchase Request (PR) with attachments: (ANNEX "B" of RFOO No. 84 Series of 2017)		END-USER/ PROCURING UNIT		
Project Procurement Management Plan (PPMP)				
Memorandum Request Authority to Purchase				
Program/ Project/ Activity (PPA) Proposal				
Program of Activities				
Bill of Materials & Labor				
Drawings, Lay-out & Design				
Table of Rating Factors for Lease of Venue				
Monthly Feeds Consumption Report (FCR)				
Monthly Fuel Consumption Report				
Pre & Post-Repair Inspection Report (PRIR)				
Justification for Emergency Cases/ Shopping A				
Monthly Medicine/ Drug Consumption Report				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Prepares and completes the TWO (2) copies GAM Appendix 60: Purchase Request (PR)	Reviews, makes necessary corrections, and together with the End-user, finalizes and signs the PR	None	30 mins.	Procuring Unit, Recommending Authority

Prepares, completes and attaches to the PR the documentary requirements	Checks if the PR is included in the APP, reviews the PR vis-à-vis the Regional Work/ Physical Plan, reviews the Item Descriptions and Purpose of the PR; In case of errors or noncompliance, the PR is returned with notes to the End-User; Affixes initials on the PR	None	30 mins.	OIC- Planning Unit
	Reviews the PR vis-à-vis the Regional Financial Plan, re-computes the No. of Units and Estimated Costs of the PR, earmarks the PR and inputs UACS codes, affixes initials on the PR; In case of errors or noncompliance, the PR is returned with notes to the End-User	None	30 mins.	OIC- Budget Section
	Approves or Disapproves the PR. In case of disapproval, the PR is returned, with notes to the End-User	None	30 mins.	Head of Procuring Entity (HOPE) - RD
Coordinates with the BAC Secretariat/ Procurement Unit for any clarifications on the PR specifications/ requirements prior to being posted in PhilGEPS	Checks completeness of the PR and issues PR Control number	None	30 mins.	Head, BAC Secretariat
Attends Pre-procurement Conference	Conducts Pre-procurement Conference with the End-user and/or the Technical Working Group (TWG), if necessary; and/ or identifies appropriate AMP through a BAC Resolution	None	1 hour	Procuring Unit; BAC Members; Head, BAC Secretariat; TWG
None	Approves the BAC Resolution recommending AMP	None	30 minutes	Head of Procuring Entity (HOPE) - RD
Receives the RFQ and/ or coordinates with the BAC Secretariat/ Procurement Unit, BAC and TWG for the preparation of Bidding Documents	Prepares and issues the Request for Quotation (RFQ)/ Invitation to Bid/ Request for Expression of Interest (PB)	None	1 hour	BAC Members; Head, BAC Secretariat; TWG
Facilitates/ sends the RFQs to canvassers, and coordinates with the BAC Secretariat/ Procurement Unit for the queries and concerns from the bidders regarding the bid project	Uploads the Invitation to Bid/ Request for Expression of Interest (PB)/ RFQ (AMP) in PhilGEPS, PE's website, PE's bulletin board, if required; Facilitates the procedures of the specific AMP as provided herein (From issuance of the RFQ to the Opening of Bids); Facilitates the procedures for public bidding (From posting of Invitation to Bid to the Pre-Bid Conference)	None	AMP Minimum: 3 calendar days; Public Bidding Minimum: 7 calendar days	Head, BAC Secretariat



	TOTAL--	None	AMP Minimum: 3 day +5 hours PB Minimum: 7 day +5 hours	
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6. PROCUREMENT PROCEDURES (ALTERNATIVE METHODS OF PROCUREMENT)

Office or Division	PROCUREMENT UNIT (BAC SECRETARIAT); BIDS AND AWARDS COMMITTEE (BAC)			
Classification	Simple			
Type of Transaction	G2C - services whose client is the transacting public			
	G2B - services whose client is business entity			
Who may avail:	EXTERNAL: BIDDERS, SUPPLIERS, CONTRACTORS, CONSULTANTS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request for Quotation (RFQ)		EXTERNAL: BIDDERS, SUPPLIERS, CONTRACTORS, CONSULTANTS		
Other Necessary Requirements (ANNEX "C" of RFOO No. 84 Series of 2017)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Facilitates/ submits the RFQ together with the complete documentary/ eligibility requirements	Opening of RFQs	None	30 mins.	BAC Members
None	Prepares, facilitates and signs the BAC Resolution for Award and, if necessary, with attached Abstract of Quotation (AOQ) to the Lowest Calculated and Responsive (LCRB)/ Winning Bidder	None	1 hour	Head, BAC Secretariat; BAC Member
None	Approves the BAC Resolution for Award and issues Notice of Award, if necessary	None	30 mins.	Head of Procuring Entity (HOPE) - RD
Receives the Notice of Award and signs the "conforme" portion thereof	Uploads NOA and BAC Resolution for Award in PhilGEPS and PE's websites, if required	None	30 mins.	Head, BAC Secretariat
None	Prepares GAM Appendix 61: Purchase Order (PO) or Contract Agreement (Contract)	None	30 mins.	Head, BAC Secretariat
None	Identifies Fund Cluster; Certifies Funds Availability Signs Accounting Section Box in the PO/ Contract	None	30 mins.	OIC- Accountant
None	Assigns ORS/ BURS No. in the PO/ Contract; Indicates amount of Obligation in the Budget Section Box	None	30 mins.	OIC- Budget Section
None	Approves the PO/ Contract and Signs the "Very truly yours" portion of the PO/ Contract	None	30 mins.	Head of Procuring Entity (HOPE) - RD



Receives the PO and signs the "conforme" portion thereof	Issues Notice to Proceed, if necessary	None	30 mins.	Head of Procuring Entity (HOPE) - RD
Receives the Notice to Proceed and signs the "conforme" portion thereof	Uploads the Approved PO/Contract in PhilGEPS and PE's websites	None	30 mins.	Head, BAC Secretariat
None	Transmits the PO/ CONTRACT to COA	None	30 mins.	OIC- Property Section
	TOTAL--	None	6 hours	

7. Procurement Procedures (PUBLIC BIDDING - GOODS AND INFRA)

Office or Division	PROCUREMENT UNIT (BAC SECRETARIAT); BIDS AND AWARDS COMMITTEE (BAC)			
Classification	Highly Technical			
Type of Transaction	G2C - services whose client is the transacting public			
	G2B - services whose client is business entity			
Who may avail:	EXTERNAL: BIDDERS, SUPPLIERS, CONTRACTORS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
BIDDING DOCUMENTS (LEGAL, TECHNICAL, FINANCIAL)		PROCUREMENT UNIT (BAC SECRETARIAT)		
LEGAL, TECHNICAL, FINANCIAL DOCUMENTS PER RA 9184		EXTERNAL: BIDDERS, SUPPLIERS, CONTRACTORS, CONSULTANTS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Purchases Bid Docs	Issues Request for Order of Payment	None	5 mins.	Head, BAC Secretariat
	Issues Order of Payment	None	10 mins.	OIC- Accountant
	Accepts the required fee and issues Official Receipt	Php500.00 to Php10,000.00	10 mins.	OIC- Cashier Unit
	Releases Bid Docs	None	5 mins.	Head, BAC Secretariat
Attends Pre-Bid Conference NOTE: Pre-Bid Conference is open to all interested parties, whether those who purchased the bidding documents or not.	Conducts Pre-Bid Conference	None	Minimum: twelve (12) cal. days before the deadline for bid submission or maybe held at least thirty (30) cal. days before the deadline for bid submission Maximum: whenever necessary	Procuring Unit; BAC Members; Head, BAC Secretariat; TWG; Observer
Attends and submits bid proposal, sealed and marked, to the BAC Secretariat	Conducts Bid Opening	None	Minimum: 1 day Maximum: 45 days for Goods and Services Maximum: 50 to 65 days for Infra	Procuring Unit; BAC Members; Head, BAC Secretariat; TWG; Observer



In case of clarification of bids, the bidder must submit the letter request of clarification within the period of bid evaluation	Conducts Bid Evaluation	None	Minimum: 1 day Maximum: 7 days	Procuring Unit; BAC Members; Head, BAC Secretariat; TWG; Observer
Submits post-qualification documents	Conducts Post-Qualification	None	Minimum: 2 days Maximum: 45 days	Procuring Unit; BAC Members; Head, BAC Secretariat; TWG; Observer
None	Approves the Resolution /Issues Notice of Award	None	Minimum: 1 day Maximum: 15 days	Head of Procuring Entity (HOPE) - RD
Receives the Notice of Award and signs the "conforme" portion thereof	Uploads Notice of Award and Resolution in PhilGEPS	None	Minimum: 30 minutes Maximum: 3 days	Head, BAC Secretariat
Submits Performance Security and signs the Contract	Prepares and facilitates signing of Contract of Agreement (CAF)	None	Minimum: 1 day Maximum: 10 days	Head, BAC Secretariat
	Identifies Fund Cluster; Certifies Funds Availability Signs Accounting Section Box in the Contract	None		OIC- Accountant
	Assigns ORS/ BURS No. in the Contract; Indicates amount of Obligation in the Budget Section Box	None		OIC- Budget Section
	Approves the Contract	None		Head of Procuring Entity (HOPE) - RD
None	Issues Notice to Proceed	None	Minimum: 1 day Maximum: 7 days	Head of Procuring Entity (HOPE) - RD
Receives the Notice to Proceed and signs the "conforme" portion thereof	Uploads Notice to Proceed and Approved Contract in PhilGEPS and PE's websites	None	Minimum: 30 minutes Maximum: 15 days	Head, BAC Secretariat
None	Transmits NOA, Contract, NTP to COA	None	Minimum: 1 day Maximum: 5 days	OIC- Property Section
	TOTAL--	Php500.00 to Php10,000.00	Minimum: 20 days + 1 hour + 30 mins.	

8. Procurement Procedures (PUBLIC BIDDING - CONSULTING)

Office or Division	PROCUREMENT UNIT (BAC SECRETARIAT); BIDS AND AWARDS COMMITTEE (BAC)						
Classification	Highly Technical						
Type of Transaction	G2C - services whose client is the transacting public						
	G2B - services whose client is business entity						
Who may avail:	EXTERNAL: CONSULTANTS						
<table> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> <tr> <td>BIDDING DOCUMENTS (LEGAL, TECHNICAL, FINANCIAL)</td><td>PROCUREMENT UNIT (BAC SECRETARIAT)</td></tr> <tr> <td>LEGAL, TECHNICAL, FINANCIAL DOCUMENTS PER RA 9184</td><td>EXTERNAL: CONSULTANTS</td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	BIDDING DOCUMENTS (LEGAL, TECHNICAL, FINANCIAL)	PROCUREMENT UNIT (BAC SECRETARIAT)	LEGAL, TECHNICAL, FINANCIAL DOCUMENTS PER RA 9184	EXTERNAL: CONSULTANTS
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE						
BIDDING DOCUMENTS (LEGAL, TECHNICAL, FINANCIAL)	PROCUREMENT UNIT (BAC SECRETARIAT)						
LEGAL, TECHNICAL, FINANCIAL DOCUMENTS PER RA 9184	EXTERNAL: CONSULTANTS						

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Purchases Bid Docs (Part I)	Issues Request for Order of Payment	None	5 mins.	Head, BAC Secretariat
	Issues Order of Payment	None	10 mins.	OIC- Accountant
	Accepts the required fee and issues Official Receipt	Php500.00 to Php10,000.00	10 mins.	OIC- Cashier Unit
	Releases Bid Docs	None	5 mins.	Head, BAC Secretariat
Attends and submits Eligibility Documents, marked and sealed, to the BAC Secretariat	Conducts Eligibility Check and Shortlisting	None	Minimum: 1 day Minimum: 20 days	Procuring Unit; BAC Members; Head, BAC Secretariat; TWG; Observer
Receives the Notice of Shortlisting and purchases the Bidding Documents (Part II).	Prepares and issues Notice of Shortlisting and Bidding Documents to short listed Consultants only	None	Minimum: 1 day	Head, BAC Secretariat
Purchases Bid Docs (Part II)	Issues Request for Order of Payment	None	5 mins.	Head, BAC Secretariat
	Issues Order of Payment	None	10 mins.	OIC- Accountant
	Accepts the required fee and issues Official Receipt	Php500.00 to Php10,000.00	10 mins.	OIC - Cashier Unit
	Releases Bid Docs	None	5 mins.	Head, BAC Secretariat
Attends Pre-Bid Conference	Conducts Pre-Bid Conference	None	Minimum: twelve (12) cal. days before the deadline for bid submission or maybe held at least thirty (30) cal. days before the deadline for bid submission Maximum: whenever necessary	Procuring Unit; BAC Members; Head, BAC Secretariat; TWG; Observer
Attends and submits technical and financial documents, sealed and marked, to the BAC Secretariat	Conducts Bid Opening	None	Minimum: 1 day Maximum: 75 days	Procuring Unit; BAC Members; Head, BAC Secretariat; TWG; Observer
In case of clarification of bids, the bidder must submit the letter request of clarification within the period of bid evaluation	Conducts Bid Evaluation	None	Minimum: 1 day Maximum: 21 days	Procuring Unit; BAC Members; Head, BAC Secretariat; TWG; Observer
None	Approves BAC Recommendation	None	Minimum: 1 day Maximum: 2 days	Head of Procuring Entity (HOPE) - RD
None	Prepares and issues the Notification for Negotiation	None	Minimum: 1 day Maximum: 3 days	Head, BAC Secretariat



Receives the Notification for Negotiation; Attends the Negotiation	Conducts Negotiation	None	Minimum: 1 day Maximum: 10 days	Procuring Unit; BAC Members; Head, BAC Secretariat; TWG; Observer
Submits post-qualification documents	Conducts Post-Qualification	None	Minimum: 2 days Maximum: 30 days	Procuring Unit; BAC Members; Head, BAC Secretariat; TWG; Observer
None	Approves the Resolution /Issues Notice of Award	None	Minimum: 1 day Maximum: 15 days	Head of Procuring Entity (HOPE) - RD
Receives the Notice of Award and signs the "conforme" portion thereof	Uploads Notice of Award and Resolution in PhilGEPS	None	Minimum: 30 minutes Maximum: 3 days	Head, BAC Secretariat
Submits Performance Security and signs the Contract	Prepares and facilitates signing of Contract of Agreement (CAF)	None	Minimum: 1 day Maximum: 10 days	Head, BAC Secretariat
	Identifies Fund Cluster; Certifies Funds Availability Signs Accounting Section Box in the Contract	None		OIC- Accountant
	Assigns ORS/ BURS No. in the Contract; Indicates amount of Obligation in the Budget Section Box	None		OIC- Budget Section
	Approves the Contract	None		Head of Procuring Entity (HOPE) - RD
None	Issues Notice to Proceed	None	Minimum: 1 day Maximum: 7 days	Head of Procuring Entity (HOPE) - RD
Receives the Notice to Proceed and signs the "conforme" portion thereof	Uploads Notice to Proceed and Approved Contract in PhilGEPS and PE's websites	None	Minimum: 30 minutes Maximum: 15 days	Head, BAC Secretariat
None	Transmits NOA, Contract, NTP to COA	None	Minimum: 1 day Maximum: 5 days	OIC- Property Section
	TOTAL--	Php500.00 to Php10,000.00	Minimum: 25 days + 2 Hours	

9. Protest Mechanism on the Decision of the BAC

Office or Division	PROCUREMENT UNIT (BAC SECRETARIAT); BIDS AND AWARDS COMMITTEE (BAC)			
Classification	Complex			
Type of Transaction	G2C - services whose client is the transacting public			
	G2B - services whose client is business entity			
Who may avail:	INTERNAL: END-USERS/ PROCURING UNITS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Notice of Request for Reconsideration		EXTERNAL: BIDDERS, SUPPLIERS, CONTRACTORS, CONSULTANTS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Signifies its intent to file a request for reconsideration after opening of Eligibility, Technical, and/or Financial Requirements	Decides on the filed request for reconsideration, either denial or grant.	None	Minimum: 1 day Maximum: 7 days upon receipt of request for reconsideration	BAC Members



Receives the decision on the filed request	Issues the decision	None	Minimum: 1 day	Head, BAC Secretariat
In case of denial of request for reconsideration, a protest may be made by filing a verified position paper with the HoPE concerned accompanied by the payment of nonrefundable protest fee, in accordance with the prescribed schedule by the GPPB.	Decides on the protest and prepares the Resolution	0.75% of the ABC of bid project for ABC Range Php 50 million and below	Minimum: 1 day Maximum: 7 days from receipt	Head of Procuring Entity (HOPE) - RD
Receives the Resolution of Protest	Issues the resolution	None	Minimum: 1 day	Head, BAC Secretariat
	TOTAL--	0.75% of the ABC of bid project for ABC Range Php 50 million and below	4 days	



VII. LISTS OF OFFICES

Office	Address	Contact Information
BFAR-MIMAROPA Regional Office	Le Grace Bldg. Roxas Drive, Brgy. Guinobatan, Calapan City, Oriental Mindoro	288-6305
Office of the Regional Director (ORD)	Le Grace Bldg. Roxas Drive, Brgy. Guinobatan, Calapan City, Oriental Mindoro	288-6305
Finance and Administrative Section (FAS)	Le Grace Bldg. Roxas Drive, Brgy. Guinobatan, Calapan City, Oriental Mindoro	288-6305
Fisheries Inspection and Quarantine Unit (FIQU)	Le Grace Bldg. Roxas Drive, Brgy. Guinobatan, Calapan City, Oriental Mindoro	288-6305
Planning Unit (PU)	Le Grace Bldg. Roxas Drive, Brgy. Guinobatan, Calapan City, Oriental Mindoro	(043) 288-2068
Legal Unit (LU)	Le Grace Bldg. Roxas Drive, Brgy. Guinobatan, Calapan City, Oriental Mindoro	288-6305
Regional Fisheries Information Management Unit (RFIMU)	Le Grace Bldg. Roxas Drive, Brgy. Guinobatan, Calapan City, Oriental Mindoro	(043) 288-2068
Bids And Awards Committee (BAC)	Le Grace Bldg. Roxas Drive, Brgy. Guinobatan, Calapan City, Oriental Mindoro	288-6305
Fisheries Production and Support Services Division (FPSSD)	Le Grace Bldg. Roxas Drive, Brgy. Guinobatan, Calapan City, Oriental Mindoro	(043) 288-2217
Fisheries Management, Regulatory and Enforcement Division (FMRED)	Le Grace Bldg. Roxas Drive, Brgy. Guinobatan, Calapan City, Oriental Mindoro	288-6305
Regional Fisheries Training and Fisherfolk Coordination Division (RFTFCD)	Le Grace Bldg. Roxas Drive, Brgy. Guinobatan, Calapan City, Oriental Mindoro	288-6305
PFO - Oriental Mindoro	Brgy. Wawa, Pinamalayan, Oriental Mindoro	9218510103
PFO - Occidental Mindoro	San Jose, Occidental Mindoro	9199948797
PFO - Marinduque	Capitol Complex, Boac Marinduque	(042) 332-0311
PFO - Romblon	Brgy. Tabing Dagat, Odiongan, Romblon	(042) 567-6011
PFO - Palawan	Sta. Monica, Puerto Princesa City, Palawan	(048) 288-8528

