

**OFFICE OF THE CITY MAYOR
(CITY AGRICULTURE OFFICE)
External Services**

1. Banca Registration (Municipal Fishing Vessel)

Conduct Registration of Banca within the Jurisdiction of Cavite City as mandated by RA 8550 – EO 305 (amended by R.A. 10654)

Office or Division:	City Agriculture Office, Engineering Office, Treasury Office, PNP Maritime, PCG	
Classification:	Complex	
Type of Transaction:	G2C – Government to Public	
Who may avail:	Fisherfolk (Fisherman)	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<ul style="list-style-type: none"> • Duly accomplished application form • Notarized form (New Applicant only) • Official Receipt or Deed of sale of Motor/Banca and Valid ID (if newly acquired) • Barangay Clearance for Banca Registration • 1 Post card size of Fishing Vessel • 2x2 picture operator/owner • Picture of Engine motor • Picture of Fishing Gear • 1x1 picture fishing crew • Community Tax Certificate • Clearance from PNP- Maritime Group or Local Police Clearance • Official receipt of payments Note: payment will depend on the clients on how many years he/she wants to take. Registration fee-P 100.00 Mayor's Permit, Inspection Fee, Certificate of No. 1 yr. – P150.00 2 yrs.– P280.00 3 yrs.- P360.00 <p>Ordinance No. 06-3132</p>	<ul style="list-style-type: none"> • City Agriculture Office • Notary public Law Office • Seller or Store where unit was purchased • Barangay Hall • City Treasurers Office • PNP- Maritime Group • City Treasurers Office

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill Up Application Form and settle necessary requirements	1. Give application form to client and list of requirements	None	5 minutes	CAO/ Staff
2. Submit duly accomplished application form with attached necessary requirements	2.1 Receive duly accomplished application form 2.2 Assessment of application form and interview the applicant (completeness of data & requirements)	None	10 minutes	CAO/ Staff
3. Accept order of payment	3. Issuance of order of payment together with the accomplished application form and requirements		5 minutes	CAO/ Staff
4. Payment of necessary fees	4. Issuance of Official Receipt	<p>Payment will depend on the clients on how many years he/she wants to take.</p> <p>Registration fee-P 100.00 Mayor's Permit, Inspection Fee, Certificate of No. 1 yr. – P150.00 2 yrs.– P280.00 3 yrs.- P360.00</p> <p>Miscellaneous Fees: Certificate of Clearance P250 Change in Ownership P100 Change in Engine P100 Change in technical Description P50 Change in Name P50 Loss of Original Copy CN P50 Fisherfolk ID P50</p>	20 minutes	City Treasurers Office
5. Submit official receipt with Application form and	5.1 Received Documents	None	10 minutes	CAO/ Staff

Requirements to CAO	5.2 Photocopy OR and Application Form and give photocopy to the owner as temporary registration of their Banca 5.3 Submit copy to admeasuring officer for inspection	None	10 minutes	CAO/ Staff
6. Once called, Clients will bring their banca for gross tonnage and engine inspection on the scheduled date and time	6.1 Inspection of Gross Tonnage and engine inspection and approval of technical description	None	1 hour (on the scheduled date)	Engineering Office (Admeasuring Officer)
	6.2 Coordination and Inspection of PNP Maritime	None	7 days	PNP Maritime
	6.3 Approval of application form and Certificate of Registration (CN) and Permit to Operate Certificate	None	1 hour	CAO (Municipal Agricultural Officer) City Councilor (Chairman, Committee on Transportation and Communication)
7. Receive certification and permit to operate	7. Issuance of permit and certificate	None	5 minutes	CAO/ Staff
Total		Varies	7 days, 3 hours, 5 minutes	

2. Fisherfolk Registration (Municipal Fisherfolk)

Conduct Registration of Municipal Fisherfolk as mandated by RA 8550 (amended by R.A. 10654)

Office or Division:	City Agriculture Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Public	
Who may avail:	Municipal Fisherfolk (Fisherman)	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<ul style="list-style-type: none">• Duly accomplished application form• Barangay Certificate stating he/she is acknowledged by the Barangay as fisherfolk• 1x1 Picture	<ul style="list-style-type: none">• City Agriculture Office• Barangay Hall

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill Up Application Form and settle necessary requirements	1. Give application form to client and list of requirements	None	5 minutes	CAO/ Staff
2. Submit duly accomplished application form with attached necessary requirements	2.1 Receive duly accomplished application form	None	5 minutes	CAO/ Staff
	2.2 Assessment of application form and interview the applicant (completeness of data & requirements)	None	15 minutes	CAO/ Staff
3. Receive Fisherfolk Registration Number	3. Encoding of data thru FRS Data Base	None	10 minutes	CAO/ Staff
Total		None	35 minutes	

3. Municipal Fisherfolk ID

Issuance of fisherfolk ID as requested/required by city ordinance #06 3132

Office or Division:	City Agriculture Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Public	
Who may avail:	Municipal Fisherfolk (Fisherman)	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
<ul style="list-style-type: none">• Duly accomplished application form• 1x1 Picture• Specimen Signature	<ul style="list-style-type: none">• City Agriculture Office• Client• Client	

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill Up the Application Form and settle the necessary requirements	1. Give the application form to the client and list of requirements	None	5 minutes	CAO/ Staff
2. Submit duly accomplished application form with attached necessary requirements	2.1 Receive duly accomplished application form	None	5 minutes	CAO/ Staff
	2.2 Assessment of application form, verification if the applicant is listed thru FRS, interview the applicant (completeness of data & requirements)	None	15 minutes	CAO/ Staff
	2.3 Preparation and Approval of ID	None	30 minutes	CAO, Committee Chairman on Transportation and Communication, and City Mayor
3. Receive of Municipal Fisherfolk ID	3. Issuance of Municipal Fisherfolk ID	None	5 minutes	CAO/ Staff
Total		None	1 hour	

4. Provisions of Vegetable Seeds/Planting Materials Distribution

Provide vegetable seeds/planting materials and IEC Materials for Urban Farming

Office or Division:	City Agriculture Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Public	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
<ul style="list-style-type: none">Request Form/Letter of Needed Seeds	<ul style="list-style-type: none">City Agriculture Office	

CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill Up request form	1. Give request form/letter to client	None	5 minutes	CAO/ Staff
2. Submit duly accomplished request form	2. Receive duly accomplished request form	None	5 minutes	CAO/ Staff
3. Accept of request seeds, planting materials and IEC materials	3. Issuance of requested seed, planting materials and IEC materials	None	5 minutes	CAO/ Staff
4. Sign in Receiving Logbook	4. Record quantity, types of seeds for monitoring purposes	None	10 minutes	CAO/ Staff
Total		None	25 minutes	

5. Urban Agriculture and Livelihood Training/Seminar

Provide livelihood training and Urban Agriculture as source of additional income for their family

Office or Division:	City Agriculture Office	
Classification:	Complex	
Type of Transaction:	G2C – Government to Public	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<ul style="list-style-type: none"> Letter of Request indicating what type of seminar needed, target participants, proposed location where to conduct. 	<ul style="list-style-type: none"> Client

CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter to Office of the Mayor or Agriculture Office	1.1 Receive request letter 1.2 Assessment and interview of the applicant for possible additional details	None	15 minutes	CAO/ Staff
2. Client/ applicant will be called for coordination	2. Preparation of needed documents, training materials, coordination to another agency for possible speaker	None	8 days	CAO/ Staff
3. Client/ Participants will attend the training and seminar	3. Actual Seminar/ documentation	None	1 day	CAO/ Staff
Total		None	9 days, 15 minutes	

6. Registration of RSBSA (Registry System for Basic Sectors in Agriculture)

Office or Division:	City Agriculture Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Public	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<ul style="list-style-type: none"> • Ani at Kita RSBSA Enrollment Form • 2 x 2 picture • Barangay Certification • Photocopy of Valid ID 	<ul style="list-style-type: none"> • City Agriculture Office • Client • Barangay • Client

CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill Up Application Form and settle necessary requirements	1. Give application form to client and list of requirements	None	5 minutes	CAO/ Staff
2. Submit duly accomplished application form with attached necessary requirements	2.1 Receive duly accomplished application form	None	5 minutes	CAO/ Staff
	2.2 Assessment of application form and interview of the applicant (completeness of data & requirements)	None	5 minutes	CAO/ Staff
	2.3 Initial Encoding of data thru RSBSA Data Base	None	5 minutes	CAO/ Staff
3. Receive RSBSA Stub with Reference Number	3. Issuance of RSBSA Stub with Reference Number	None	5 minutes	CAO/ Staff
	4. Submission dully accomplished form to Agriculture Program Coordinating Office (APCO)	None	1 day	CAO/ Staff
Total		None	1 day, 25 minutes	

7. Registration for Banca Insurance through PCIC

Office or Division:	City Agriculture Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Public	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<ul style="list-style-type: none"> • PCIC Insurance Form • Ani at Kita RSBSA Stub • Picture of Banca • Banca Registration Certificate • Photocopy of valid ID 	<ul style="list-style-type: none"> • City Agriculture Office • Client • Barangay • Client

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill Up application form and settle necessary requirements	1. Give application form to client and list of requirements	None	5 minutes	CAO/ Staff
2. Submit duly accomplished application form with attached necessary requirements	2.1 Receive duly accomplished application form	None	5 minutes	CAO/ Staff
	2.2 Assessment of application form and interview of the applicant (completeness of data & requirements)	None	5 minutes	CAO/ Staff
	2.3 Encoding of data	None	5 minutes	CAO/ Staff
	3. Submission of duly accomplished form and requirements to PCIC Coordinator	None	1 day	CAO/ Staff
Total		None	1 day, 20 minutes	