

**CITY GOVERNMENT OF CALAPAN  
CITIZEN'S CHARTER**



## 1. Fisherfolk Registration

All individuals applying for a fishing license within the City Waters must be registered in the City Fisherfolk Registry. Only bona fide residents who have lived in the city for the past six (6) months are eligible for inclusion in this registry. The list of registered individuals will be updated annually and displayed at barangay halls and other strategic locations for public verification.

<b>Office or Division:</b>	<b>FISHERIES MANAGEMENT OFFICE</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	Fisherfolks that are residents of Calapan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Photocopy PSA Certificate or valid ID (<i>Name, Birthday, Address</i>) certification from BFARMC and Barangay Chairman</li> <li>• Duly Filled out Fisherfolk Registration Form</li> </ul>		<ul style="list-style-type: none"> <li>• Barangay Hall Office of the Barangay Captain</li> <li>• FMO</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Personal appearance ( <i>Only bonafide residents of the City for the previous six (6) months</i> )	1.1 Frontline Officer accommodate the applicant	None	10 – 15 processing of application	FMO Frontline Officer

TOTAL	None	10-15 mins.	
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## 2. Registration/Renewal of Fishing Vessel and Fishing Gear

All City Fishing Vessels operating within the City Waters must be registered in the Registry of City Fishing Vessels. Only vessels owned by bonafide residents of City shall be permitted to be registered and fish within its City waters. The listing of registered vessels shall be updated and made available by the FMO at its office premises for public inspection.

<b>Office or Division:</b>	FISHERIES MANAGEMENT OFFICE			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	Fishing Boat owners that are residents of Calapan City.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Photocopy of Fisherfolk I.D (Recent and Updated)</li> <li>• Certification from BFARMC and Barangay Chairman (With Boat Measurement from the BFARMC) <ul style="list-style-type: none"> <li>• Whole Colored Picture of the Fishing Boat and Engine with Boat Name Visible</li> <li>• Certification of Boat and Engine Ownership from the Barangay</li> <li>• Latest CTC (Cedula)</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>• Barangay Hall (Office of the Barangay Captain)</li> <li>• Fisheries Management Office (FMO)</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING</b>	<b>PERSON RESPONSIBLE</b>

	<b>ACTIONS</b>		<b>TIME</b>	
1. Client will present requirements and fill-up Boat Registration Forms	1. 1.1 Frontline Officer assists the applicant	<p><b>Initial Registration for Motorized Banca</b>  <b>Php 300.00</b>  (1 GT and below)</p> <p><b>P400.00</b>  (1.1 to 2.0 GT)</p> <p><b>Php 500.00</b>  (2.01 to 3.0 GT)</p> <p><b>Non-Motorized Banca</b>  <b>Php 100.00</b></p>	10 minutes processing of application	FMO Frontline Officer/ Jocelyn F. Suarez
2. All City Fishing Vessels operating within the City Waters must be registered in the Registry of City Fishing Vessels. Only vessels owned by bona fide residents of the city are permitted to register and fish within its waters. The list of registered vessels will be updated and available for public inspection at the FMO office.	2.1 Frontline Officer accommodate the applicant		5 minutes	FMO Frontline Officer/ Jocelyn F. Suarez
	<b>TOTAL</b>	Depend on the gross tonnage of banca and fishing gear applied for	20 mins.	

		registration		
3. Renewal of Registration	2.1 Frontline Officer accommodate the applicant	<b>Renewal for Motorized /Non-Motorized Banca</b> <b>Php 100.00</b>  <b>Penalty per year</b> <b>Php 75.00</b> (1 GT and below) <b>Php 100.00</b> (1.1 to 2.0 GT) <b>Php 125.00</b> (2.01 to 3.0 GT)  <b>Non-Motorized Banca</b> <b>Php 25.00</b>	5 minutes processing of application	FMO Frontline Officer/ Jocelyn F. Suarez
4. Issuance of fishing vessel registration certificate	3.1 Frontline Officer accommodate the applicant		5 minutes	FMO Frontline Officer/ Jocelyn F. Suarez
	TOTAL	Base on renewal/penalty prescribe	10 mins.	
5. Fishing Gear Registration/ Renewal	4.1 Frontline Officer accommodate the applicant	<b>Php 100 / fishing gear category</b>	5 minutes processing of application	FMO Frontline Officer/ Jocelyn F. Suarez
	TOTAL	Base on the total number of fishing gears Php 100 / gear	5 mins.	

### 3. Application for Boat Insurance

Fishing boat owners have the option to apply for the boat insurance from the Philippine Crop Insurance Corporation that will insure their fishing boat (up to 3 fishing boat per owner) in case of damage/loss due to natural disasters.

<b>Office or Division:</b>	<b>FISHERIES MANAGEMENT OFFICE</b>
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<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	Fishing Boat owners that are residents of Calapan City.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Photocopy any Government Issued Valid I.D (Driver's License, UMID, GSIS, Postal ID, Voter's Certification/I.D, PRC I.D, etc.) with three signatures.</li> <li>• Whole colored picture of Fishing Boat</li> <li>• Copy of Updated Boat Registration</li> <li>• Duly filled-out Boat Insurance form</li> <li>• RSBSA number (if not available, applicant will undergo RSBSA Registration)</li> </ul>		<ul style="list-style-type: none"> <li>• FMO</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. After Registration/Renewal of Fishing Boat, the owner may choose to apply his/her fishing boat for insurance.	1.1 Frontline Officer will direct applicant to the Focal person for the boat insurance	None	2 minutes	Jeserine Joy A. Afable
	2.1 PCIC Boat Insurance focal person will gather all requirements and assist the applicant in filing the Boat Insurance Form and RSBSA registration form if needed.		8 minutes processing of application	
<b>TOTAL</b>		None	10 mins.	

## 4. Availing of Fishery Technical Services

Registered fisherfolks can benefit from various Fishery Development Programs offered by the City Government of Calapan. These programs aim to improve fishing technologies among stakeholders, enhancing fish production for food security and sufficiency.

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<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	All Government Agencies (NGAs, LGUs, GOCCs, WDs, SUCs, LCUs), fisherfolk and their dependents			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Must be a registered fisherfolk of Calapan City</li> <li>• Must have a registered fishing vessel/gears</li> <li>• Should be a registered fishpond operator</li> </ul>		<ul style="list-style-type: none"> <li>• FMO</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Evaluate the need and issues being sought for assistance	1.1 Frontline Officer accommodate the applicant and referred to concerned technical staff	None	10 minutes	FMO Frontline Officer
2. Technical consultation on fish-farm commodities	2.1 Technical Officer of FMO	None	15 minutes	Marius L. Panahon Stephen E. Calayan
TOTAL		None	25 ins.	

## 5. Research and Development Program

This process involves information gathering, analysis, planning, consultation, decision-making, resource allocation, and formulation/implementation of regulations to ensure fisheries' sustainability and achieve fisheries objectives.

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<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1.Fish stocks dataset with corresponding prevailing prices.		<ul style="list-style-type: none"> <li>FMO</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Research studies to be conducted by partner agencies need for a Memorandum of Agreement for the Terms and references	1.1 Frontline Officer accommodate and refer to the in-charge of the R & D	None	10 minutes	FMO Frontline Officer Technical Officer
2. Marine Protected Area/s (MPAs) monitoring by partner agencies	2.1 MPA Coordinator of FMO	None	10 minutes	Clark Ross T. Bautista
3.Fishery Law Enforcement 3.1 Bantay Dagat Coordinator	None	10 minutes	Clark Ross T. Bautista	
TOTAL		None	30 mins.	