



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY

CITIZEN'S CHARTER
2024 (2nd Edition)



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FOREWORD

It is with great pleasure that I introduce the second edition of the Philippine Fisheries Development Authority (PFDA) Citizen's Charter. As the General Manager of PFDA, the enhancement of the PFDA's Citizen's Charter serves as a testament to our unwavering commitment to transparency, accountability, and public service excellence.

The Citizen's Charter embodies our dedication to providing accessible, efficient, and responsive services to all stakeholders and partners in the fisheries sector. It outlines the rights and responsibilities of clients and the standards of service they can expect from the agency.

This revised edition reflects our continuous efforts to streamline procedures, enhance service delivery mechanisms, and incorporate valuable feedback from our stakeholders. It not only clarifies processes but also aims to empower our clients by ensuring they are well-informed about the proper steps involved in availing our services, both in the PFDA Central Office and Regional Fish Ports.

I extend my sincerest gratitude to everyone who contributed to the development of this revised Citizen's Charter. Your dedication and collaborative spirit have been instrumental in ensuring that PFDA remains at the forefront of promoting the welfare of our stakeholders and advancing the fisheries sector.

I trust that this document will serve as a valuable resource for all our stakeholders, guiding us as we work together towards a more vibrant, inclusive, and resilient fisheries industry for the Philippines.

Maraming salamat po!


ATTY. GLEN A. PANGAPALAN
Acting General Manager
Philippine Fisheries Development Authority



AGENCY PROFILE

I. Mandate

A government owned and controlled corporation attached to the Department of Agriculture, created to promote the development of the fishing industry through the provision of post-harvest infrastructure facilities and essential services that improve efficiency in the handling and distribution of fish and fishery products and enhance their quality.

II. Vision

The leader of fishery post-harvest services towards a food secure and resilient Philippines by 2025.

III. Mission

We, in the Philippine Fisheries Development Authority, shall strive to:

- Establish, operate and maintain strategic and globally competitive fishery post-harvest infrastructure and facilities, as well as provide market information and related services.
- Conduct operations prudently, providing viability and financial growth to assure continuous improvement of port facilities and delivery of service.
- Satisfy stakeholders' business needs with timely and quality service.
- Work as a team with skill and dedication, in an environment that ensures growth opportunities.



IV. Service Pledge

We, the officers and staff of the Philippine Fisheries Development Authority, commit to:

- Provide prompt and efficient service from Mondays to Fridays starting at 8:00 a.m. to 5:00 p.m. at the Central Office and 24 hours a day, 7 days a week at our Regional Offices.
- Field in qualified and authorized personnel to attend to your requests even during lunch and snack time.
- Deal with your complaints, comments, and suggestions expeditiously and make available corresponding remedies if necessary.
- Abide by the rules, regulations, and service standards, with proper explanations for any delinquency in frontline services.



REGIONAL FISH PORTS EXTERNAL SERVICES



A. Accreditation/Clearances

1. Application for Accreditation, Permit to Conduct Business and ID

This process provides the procedure in processing the registration of all entities or persons before doing business, including those with contracts or who shall be engaging in any type of official undertaking inside PFDA fish ports and in securing accreditation certification, permit to conduct business, and IDs from the authority.

(PFDA Office Order no. 06 series of 2017, "Amended Guidelines for the Issuance of Certificate of Accreditation, Permit To Conduct Business and Identification Cards to Port Clients")

Office or Division:	Office of the Port Manager
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business
Who may avail:	Port Clients

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements:	
1. Accomplished PTCB Application form	Office of the Port Manager
2. Old PTCB ID (for renewal)	PFDA Fish Port
3. Police Clearance	Philippine National Police
4. Barangay Clearance	Barangay Hall
5. Mayor's Permit (1 copy), if without DTI & SEC Registration Certification	Employer
6. Certificate of Orientation on Port Rules and Regulations	OPM-FSEMU
Additional Requirements for Commercial FV Operator (CFV), Cargo/Passenger Vessel (CV)	
1. Commercial Fishing Vessel License (CFVL)	Bureau of Fisheries and Aquatic Resources
2. Certificate of Ownership per Vessel (New)	MARINA
3. Certificate of Philippine Registry per Vessel (Owner, New)	MARINA
4. Certificate of Vehicle Registration/Official Receipt	Land Transportation Office



Additional Requirements for Fish Broker:	
1. DTI Certificate of Registration (if Sole Proprietorship)	Department of Trade and Industry
2. SEC/CDA Registration (if Partnership or Corporation or Cooperative)	Securities and Exchange Commission
3. Business Permit/Mayor's Permit	Local Government Unit
4. Certificate of Vehicle Registration/Official Receipt	Land Transportation Office
5. Sanitary Permit	Local Government Unit

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1. Secure and fill out PTCB Application Form	1.1. Provide Application Form and checklist of requirements	None	None	OPM Staff
Step 2. Submit accomplished PTCB Application Form and requirements *if renewal old PFDA-issued ID card is required	2.1. Accept and review PTCB Application Form and requirements; check for completeness and authenticity of supporting documents * if renewal, verify client's details in the database		10 minutes	OPM Staff
Step 3. Client stays at the office client's lounge for the processing of the application	3.1. Encode/update client's details in the database; assess corresponding fees		15 minutes	OPM Staff
	3.2. Recommend approval based on evaluation		5 minutes	Division Chief of concerned division (HOD/MOD/HMOD/PMR D/PMD/AFSD/FSD)
	3.3. Approve PTCB		10 minutes	Port Manager
	3.4. Payment	Refer to Annex 2 for appropriate rates of Port Fees and Charges. Pages 88-92	5 minutes	Cashier



Step 4. Claim and sign approved PTCB Application Form	4.1. Print and release Certificate of Accreditation or Permit to Conduct Business and ID	None	5 minutes	HMOD Staff
Accomplish the Customer Satisfaction Feedback Form.				
Total			50 minutes	



B. Pier/Quay/Harbor

1. Request for Berth Allocation

This process facilitates the processing of the requests of fishing vessels to enter and berth and enable them to unload, trade and transship fish produced and convey fishing provisions inside the Fish Port.

(Board Resolution No. 79006 - "Prescribing the Rules and Regulations Governing Harbor Operations in Navotas Fishing Port and Fish Market and other Fishing Ports Owned, Established, Administered, Supervised or Maintained by the Philippine Fish Marketing Authority, Fixing Berthing and Other Fees and Charges, and for other purposes.")

1.1. Local Fishing Vessels

Office or Division:	Harbor and Market Operations Divisions
Classification:	Simple
Type of Transaction:	G2B – Government to Business (External)
Who may avail:	Fishing Vessel Operators, Shipper, Hauler

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Arrival and Berthing	
Basic Requirements:	
1. Permit to Conduct Business	PFDA Fish Port
2. Roll Book, Cargo Manifest (if Applicable)	Maritime Industry Authority (MARINA)
Additional Requirements for Commercial Fishing Vessels:	
1. Certificate of Ownership (1 copy)	Maritime Industry Authority (MARINA)
2. Certificate of Registry (1 copy)	Maritime Industry Authority (MARINA)
3. Commercial Fishing Vessel License (1 copy)	Bureau of Fisheries & Aquatic Resources
For Departure:	
1. Roll Book (Commercial Fishing Vessels)	MARINA / Vessel Agent/ Representative
2. Berthing Permit	One-Stop Center



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Vessel Arrival and Berthing:				
Step 1. Send a Notice of Arrival (NOA)/ Letter Request re: unloading of cargoes other than fish	1.1. Acknowledge receipt of NOA and encode in the database system	None	10 minutes	HOD Desk Officer
Step 2. Upon arrival proceed to the HOD Berthing Control Officer/Desk Officer	2.1. Direct the client to the designated berthing area		2 minutes	Harbor Master
	2.2. Check NOA and stamp notation ("ARRIVAL") in the client's roll book		2 minutes	HOD Desk Officer
	2.3. Encode vessel arrival information in the database system and issue Berthing Permit <i>Note: If the client is unable to comply a day before pre arrival notice, the Desk Officer stamps "PENALTY" on the TBF and specifies the violation of the vessel</i>		4 minutes	
Step 3. Proceed to designated berthing area				
Unloading of Fishery Products:				
Step 4. Notify the Harbor Master on duty of the conduct of fish	4.1. Notify the MOD of the upcoming unloading	None	2 minutes	Harbor Master on Duty/HMOD Staff



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
unloading	4.2. Assign a Market Checker to monitor the unloading activity			HMOD
Step 5. Proceed with unloading of fish catch	5.1. Monitor unloading activity Trading Time: BFPC - 8pm to 8am, DFPC - 6am to 11 am; 4pm to 9pm GSFPC - 5:30am to 9pm IFPC - 2pm to 9pm LFPC - 6pm to 12 noon NFPC - 4am to 12 noon; 6pm to 2am ZFPC - 6am to 2pm		1 day	Market Checker
	5.2. Prepare the Transaction Billing Form (TBF) or Fish Unloading and Market Transaction Report (FUMTR), and assess the amount due for payment		30 minutes	Market Officer on Duty
Step 6. Pay to the cashier	6.1. Accept Payment	Refer to Annex 2 for appropriate rates of Port Fees and Charges. Pages 88-92	5 minutes	Fish Port Cashier
For Transshipment (FV Operator /Shipper/Hauler):				
Step 7. Notify the Harbor Master or Market Checker/Officer on duty of the conduct of fish transshipment	7.1. Record transaction at the database and prepare assessment fees	None	15 minutes	Harbor Master or Market Checker/Officer
	7.2. Issue FUMTR and/or give TBF to client for payment			



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 8. Pay to cashier	8.1. Accept Payment	<i>Refer to Annex 2 for appropriate rates of Port Fees and Charges. Pages 88-92</i>	5 minutes	Fish Port Cashier
Step 9. Proceed to the HOD/MOD	9.1. Issue gate pass	None	5 minutes	Harbor/Market Desk Officer
Total			1 day, 1 hour and 20 minutes	

Note: Classification and turn-around time may vary regarding the monitoring of fish unloading activity (the activity is being conducted during daytime and nighttime fish trading and/or beyond until fish catch have totally been unloaded) which may last up to seven (7) days or complex.



1.2. Foreign Fishing Vessels

This process facilitates the processing of the requests of foreign fishing vessels to enter and berth and enable them to unload and transship fish produced and load provisions inside the Fish Port.

(FAO 199 s 2000- “Guidelines on Fish Transshipment”; FOA 267 s 2021 - “Rules and Regulations governing the landing and transshipment of fish and fishery products that have not been previously landed, and other port services in the Philippines by Foreign-Flagged fishing vessels”)

Office or Division:	Harbor and Market Operations Division of designated Ports
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who May Avail:	Transshipment Agents

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For FV Arrival and Berthing:	
1. Certificate of Accreditation	Bureau of Fisheries and Aquatic Resources
2. Cargo Inward Manifest	Bureau of Customs
3. Free Pratique	Bureau of Quarantine
4. Crew Declaration List	Shipping Agent
For Fishing Vessel Clearance:	
1. Crew Manifest	Bureau of Immigration
2. Oath of Master / Outward Manifest	Bureau of Customs

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1. Submit Notice of Arrival to HMOD 48 hours before fishing vessels' Expected Time of Arrival	1.1. Receive notification and logs vessel's ETA	None	2 Minutes	Harbor Master on Duty

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
(ETA)				
Step 2. Upon arrival, the Boat Captain berths the vessel at the designated area; and prepares for Boarding Formalities. After the conduct of Boarding Formalities, submits requirements	2.1. Stamp "ARRIVED" on Roll Book; input Berthing Particulars in the Berthing, Repair, Unloading and Loading (BRUL); Issue Berthing Permit	None	2 Minutes	Harbor Master on Duty
Step 3. Requests Permit to Unload	3.1. Grants Permit to Unload		2 Minutes	Harbor Master on Duty
Step 4. Proceeds with Unloading of Fish Catch; Secures Shipment Clearance for Abroad and Domestic Destination.	4.1. Monitors unloading and issues Shipment Clearance for Abroad and Domestic Destination		1 day	Market Enumerator/ Harbor Officer on Duty
Step 5. Secures required permits from OSAC for items to be loaded: 1) Bunkering Permit (BOC); 2) Live Baits (BFAR) <i>* Notifies HMOD of bunkering and loading of baits and presents delivery receipts for the items delivered</i>	5.1. Approves loading activities; Issues Customs Zone Entry ID; Inputs deliveries in the BRUL	None	3 minutes	Harbor Master on Duty
Step 6. Loads provisions at the berthing area	6.1. Monitors loading activities and inputs data in the BRUL	None	1 day	Harbor Master on Duty
Step 7. Notifies HMOD of intent to depart; submits Clearance Documents from concerned OSAC Agencies: Crew Manifest (BI), Oath of Master / Outward Manifest (BOC)	7.1. Computes all port fees due and issues BRUL	None	10 minutes	Harbor Master on Duty



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 8. Pay to the Cashier	8.1. Accepts payment and issues Official Receipt	<i>Refer to Annex 2 for appropriate rates of Port Fees and Charges. Pages 88-92</i>	5 minutes	Fish Port Cashier
Step 9. Presents Official Receipt	9.1. Stamps "CLEARED" on Vessel's Roll Book	None	1 minute	Harbor Master on Duty
Total			2 days and 25 minutes	

Note: Classification and turn-around time may vary regarding the monitoring of fish unloading activity (the activity is being conducted during daytime and nighttime fish trading and/or beyond until fish catch have totally been unloaded) and loading of fishing provisions which may last up to seven (7) days or complex.



2. Request for Port Clearance

Facilitate the grant of Departure Clearance to vessels calling at the Fish Port and have completed its unloading/loading activities.

Office or Division:	Harbor and Market Operations Divisions
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	Philippine Flag Reefer Vessel - Municipal and Commercial Fishing Vessels, Cargo and Manila-Based Vessel, and Foreign Vessel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Phil. Flag Reefer Vessel - Municipal and Commercial Fishing Vessels, Cargo and Manila-Based Vessel:	
1. Roll Book (Commercial Fishing Vessels)	MARINA / Vessel Agent/ Representative
2. Berthing Permit	Office of the Port Manager
Foreign Vessel:	
1. Outward Forward Manifest	Bureau of Customs
2. Roll Book (Commercial Fishing Vessels)	MARINA / Vessel Agent/ Representative

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Conveyance: (FV Operator/Supplier)				
Step 1. Client/Vessel operator notify HOD Desk Officer of cargoes for conveyance	1.1. Record transaction at the database and assess conveyance fee. <i>Cash Transaction: issue Transaction Billing Form (TBF) to client for payment</i> <i>Credit Transaction: issue Transaction Billing Form (TBF) and issue gate pass</i>	None	15 minutes	Harbor Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 2. Proceed to Cashier for the Payment	2.1. Accept Payment	<i>Refer to Annex 2 for appropriate rates of Port Fees and Charges. Pages 88-92</i>	5 minutes	Fish Port Cashier
Step 3. Loading Conveyances	3.1. Check/Verify the paid or declared conveyance	None	1 day	Harbor Officer
Step 4. Present gate pass or TBF at the exit gate	4.1. Verify/Check completeness of documents presented, if found in order allow supplier to exit		3 minutes	Toll Booth Staff
For Loading of Provision (FV Operator):				
Step 5. Notify Harbor Master on Duty for the loading of vessel provisions	5.1. Indicate in the Berthing Permit the loading activity	None	5 minutes	Harbor Master on Duty/HMOD Staff
Step 6. Load fishing provision at designated area	6.1. Monitor loading activities	None	1 day	Harbor Master on Duty/HMOD Staff
Step 7. Pay to cashier	7.1. Accept Payment	<i>Refer to Annex 2 for appropriate rates of Port Fees and Charges. Pages 88-92</i>	5 minutes	Cashier
Step 8. Secure Clearance	8.1. Stamp "Cleared" on Berthing Permit	None	1 minute	Harbor Master on Duty/HMOD Staff



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Departure (FV Operator):				
Step 9. Proceed to HOD Desk Officer and submit complete set of documents for vessel departure clearance	9.1. Prepare vessel assessment using the database, and issue Transaction Billing Form (TBF)	None	5minutes	HOD Desk Officer
	9.2. Check/verify the completeness of the submitted documents		5 minutes	HOD Desk Officer
Step 10. Proceed to the Cashier and present TBF and pay corresponding fee <i>*If credit transaction, proceed to the Harbor Officer and present TBF</i>	10.1. If cash transaction - receive payment and issue OR * If credit transaction - Harbor Master accept the TBF and forward to the Central Billing Unit (CBU)	<i>Refer to Annex 2 for appropriate rates of Port Fees and Charges. Pages 88-92</i>	5 minutes	Fish Port Cashier
Step 11. Return to Harbor Desk Officer and present OR as proof of payment	11.1 Once checked and verified, stamp notation ("CLEARED or DEPARTURE") in client's Roll Book, indicate OR Number and the amount paid	None	2 minutes	HOD Desk Officer/ Harbor Master
Step 12. Leave the port as scheduled				
Total			2 days and 51 minutes	

Note: Classification and turn-around time may vary regarding the monitoring of loading of fishing provisions (the activity is being conducted before fishing vessels sails for another fishing expedition) which may last up to seven (7) days or complex.



C. Market

1. Request for Overland Unloading

This is a process wherein fishery products transported by means of a delivery truck and other land vehicles are unloaded and displayed at the Market Hall of the Fish Port and a process prior to the entry of imported fishery products.

(Board Resolution No. 79005 - "Prescribing Rules and Regulations Governing Market Operations at Navotas Fish Port and Fish Market and other Ports Established, Administered or Supervised and Maintained by the Philippine Fish Marketing Authority, and for other purposes.")

Office or Division:	Market Operations Division
Classification:	Simple
Type of Transaction:	G2B - Government to Business
Who May Avail:	Overland Vehicle Owners/Frozen/Fresh Chilled: Fish Importers/Traders

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Unloading of Domestic Overland Fishery Products	
1. PFDA Certificate of Accreditation	Office of the Port Manager
2. Permit to Conduct Business	
3. PFDA Issued ID	
Additional Requirements for Unloading of Imported Frozen Fish (under FAO 259) *	
1. Filled-Out Entry Permit for Frozen Marine Products	PFDA Port
2. BFAR Import Permit	Bureau of Fisheries and Aquatic Resources
3. Bill of Lading/Airway Bill	Shipper
4. International Health Certificate	Country of Origin
5. Certificate of Origin	Country of Origin
6. Packing List	Shipper



7. Bureau of Customs Entry Declaration	Bureau of Customs
8. BFAR 1st Border Inspection Report	Bureau of Fisheries and Aquatic Resources
9. BFAR 2nd Border Inspection Report	BFAR/Bureau of Customs/PFDA
10. Permit to Conduct Business (PTCB)	One-Stop Center

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1. Unload and display fish at the fish trader's designated market bay/s	1.1. Monitor Fish Unloading	None	1 day	Fishery Market Operation Officer/Checker
	1.2. Record volume of fish unloaded using the FUMTR Form and or encode fish unloading in the database and print TBF for confirmation by the concerned broker		5 minutes	Fishery Market Operation Officer/Checker
	1.3. Conformed TBF/FUMTR endorsed to finance division		3 minutes	Fishery Market Operation Officer/Checker
Step 2. Claim FUMTR/TBF and proceed to the cashier/collector for payment	2.1. Receive payment and issue corresponding Official Receipt	<i>Refer to Annex 2 for appropriate rates of Port Fees and Charges. Pages 88-92</i>	5 minutes	Cash Clerk/Collection Officer
Total			1 day and 13 minutes	

*FAO 259 series 2018 Rules and Regulations on the Importation of Frozen Fish and Fishery/Aquatic Products for Wet Markets during Closed and Off-Fishing Seasons or during the Occurrence of Calamities.



D. Information and Communication Services

1. Processing/Handling of External Communications

Facilitate the handling and processing of all external communication from the port clients, general public and other government agencies.

Office or Division:	Office of the Port Manager
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2B - Government to Government
Who May Avail:	Port clients and the General Public, Other Government agencies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter or electronic mail addressed to the Port Management	Customer/Client or General Public

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1. Submit request letter, inquiry/ information, application or other concerns: •Thru mail or referred directly to OPM •Thru electronic mail	1.1 Accept the letter and attachments/ supporting documents (if any) •Stamp date received and sign receiving copy •Acknowledge receipt of email	None	5 minutes	OPM Staff
	1.2 Review letter request or feedback and refer it to the unit/division or employee concerned for comments and recommendation	None	1 hour	Port Manager/ Assistant Port Manager
	1.3 Submit report and/or recommendation (with supporting documents) and letter-reply for the	None	1 day	Division Chief/ Unit Head or Employee



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Port Manager's consideration			Concerned
	1.4 Review report and documents submitted and finalize the letter-reply	None	4 hours	OPM Staff
	1.5 Go over the report and documents submitted and approve/sign the letter-reply or give further instructions as necessary	None	4 hours	Port Manager/ Assistant Port Manager
Step 2. Receive the response letter	2.1. Send out letter-reply to the party concerned thru electronic or registered mail (depending how the letter-request was submitted)	None	5 minutes	OPM Staff
TOTAL			2 days, 1 hour and 10 minutes	



2. Processing/Handling of Request for Data and Information

This facilitates the steps in processing all the data and information requested by the clients.

Office or Division:	Philippine Fisheries Development Authority
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen, G2B – Government to Business
Who May Avail:	Port Clients, Business Establishments, Citizens

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of request	Client
2. Any valid ID	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1. Proceed to the Public Assistance and Complaints Desk <i>* Face to Face transaction</i>	1.1. Receive clients letter request and provide FOI Form	none	5 minutes	Designated Staff
Send a letter request to the official modes of communication <i>* Online transaction</i>	1.2. Received client's email and send FOI Form to client	none	10 minutes	Designated Staff
Step 2. Submit filled up form and wait for resolution/feedback	2.1. Review/assess and collect requested information/data	none	2 days	Designated Staff
Step 3. Received the requested documents	3.1. Release of document	none	5 minutes	Designated Staff
Total			2 days and 20 minutes	



REGIONAL FISH PORTS INTERNAL SERVICES



A. Administrative Services

1. Processing of Request for Personnel Records Certification

Facilitate the request of personnel records certification of the organic, non-organic and separated employees of PFDA.

Office or Division:	Administrative Services Division - Human Resource Section
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who May Avail:	Organic Employees, Job Order Personnel, Separated Employees (i.e., retired, resigned etc.)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Job Request Slip	PFDA Corporate Information System Portal - Job Request System (JRS)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1. Employee files request for Personnel Records Certification through the Job Request System (PFDA Portal)	1.1. Review the employee request	None	5 minutes	ASD Staff
	1.2. Prepare the necessary documents	None	1 day	ASD Staff
	1.3. Review and approval of the requested document	None	1 day	Chief, ASD
	1.4. Refer the requested document to the employee concerned	None	5 minutes	ASD Staff
Step 2. Employee receives the approved requested document	2.1. Note receipt of the documents	None	2 minutes	ASD Staff
Total		None	2 days and 12 minutes	



2. Processing of Application for Leave Monetization

Facilitate the processing of applications for leave monetization of PFDA organic employees.

Office or Division:	Administrative Services Division - Human Resource Section
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government
Who May Avail:	Organic Employees (Active)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ASD Requirements:	
1. Medical Cert. (ELM)	Authorized Physician
2. Application for Leave (ALM/ELM)	PFDA Corporate Information System Portal - Online Leave and Pass Slip Application (OLAPAS)
FSD Requirements:	
1. Approved leave application with leave credit balance certified by the Human Resources Officer	
2. Request for monetization of leave covering more than ten days duly approved by the Head of Agency	
For monetization of 50 percent or more:	
1. Clinical abstract/medical procedures to be undertaken in case of health, medical and hospital needs	
2. Barangay Certification in case of need for financial assistance brought by calamities, typhoons, fire, etc.	
3. Justification on financial needs for the education of employee or children	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1. a. For employees applying for Emergency Leave Monetization (ELM) - Secure medical certificate from				

authorized physician				
b. For employees applying for Annual Leave Monetization (ALM) - Proceed to Step 2				
Step 2. File application for leave through the OLAPAS (PFDA Portal) for ALM or ELM Monetization	2.1. Review and verify the leave credit balance available for monetization	None	8 minutes	ASD Staff
	2.2. Approve the Application for Leave form in the portal	None	2 minutes	ASD Staff
Step 3. Employee/applicant notes the approval of the application request and print the physical copy of the AFL				
Step 4. Submit the request letter and AFL (duly signed/approved by division/unit head concerned)	4.1. Receive and review application	None	3 days	ASD Staff
	4.2. Prepare transmittal memo to Top Management referring the application	None	1 day	ASD Staff
	4.3. Review documents for approval of the application	None	4 days	HRM Officer/Chief ASD
	4.4. Approval/Signature	None	5 days	Port Manager
	4.5. Submit documents to Central Office-ASD for review and endorsement to top management	None	1 day	Liaison Officer
	4.6. Review and approval of monetization	None	5 days	Top Management
	4.7. Receive the approved memo re.	None	2 minutes	ASD Staff



	ALM/ELM Monetization from the Central Office			
Step 5. Received the signed/approved documents.	5.1. Forward to the concerned employee	None	2 minutes	ASD Staff
Total			19 days and 14 minutes	

3. Processing of Application for Retirement Benefits



This facilitates the steps in processing applications for retirement benefits of all PFDA separated employees.

Office or Division:	Administrative Services Division - Human Resource Section
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government
Who May Avail:	Separated Employee

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter Request for the said claims:	Separated Employee
1. Collective Negotiation Agreement Incentive (CNAI)	
2. Last Salary	
3. Terminal Leave Benefits (TLB)	
4. Night Differential Pay (if applicable)	
5. Bonuses (Year-end, Service Recognition Incentive, Productivity Enhancement Incentive, and other emoluments)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1. Submit letter-request to claim emoluments	1.1. Receive the letter-request to claim emoluments	None	2 minutes	ASD Staff
	1.2. Refer to FSD re. entitlement of requestor to the requested claims	None	5 minutes	ASD Staff
	1.3. Review and verify the requested claims	None	5 days	FSD Staff
	1.4. Refer to concerned units (OPM)	None	5 minutes	ASD Staff
	1.5. Approval/ Signature	None	5 days	Port Manager/Assistant Port Manager
	1.6 Transmit letter of request to Central Office for review and approval of top management	None	7 days	General Manager, Assistant General Manager, CO-ASD,



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 2. Received the signed documents.				CO-FSD
	1.7 Receive the approved letter request from Central Office	None	1 day	ASD Staff
	2.1 Forward to the concerned employee	None	5 minutes	ASD Staff
Total		None	18 days and 17 minutes	

4. Processing of Request for Office Supplies

Facilitate the processing of request for office supplies of the PFDA employees.



Office or Division:	Administrative Services Department – Property and Procurement Management Division
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who May Avail:	PFDA Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Requisition and Issue Slip (RIS)	PFDA Corporate Information System Portal / Property Management System (PMS)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1. Secures and fills out RIS through the PMS indicating requested supplies.		None		Requesting unit Personnel
Step 2. Submits to the ASD-PPMS the accomplished RIS duly signed by the requesting Division Chief/Unit Head	2.1. Verifies/check the availability of requested supplies	None	30 minutes	PPMD Staff
	2.2. If supplies are available, PPMS will prepare the supplies, provide RIS number and notify the requesting unit for their availability	None	1 day	PPMD Staff
	2.3. If supplies are not available, stamp RIS with <i>"Not Available at Property Section"</i> signed by the Head/Division Chief and return the same to the requesting unit	None	1 day	PPMD Staff
Step 3. Receives and signs the RIS upon receipt of requested supplies.	3.1. Releases and issues the supplies to the requesting unit's authorized representative.	None	15 minutes	PPMD Staff
Total			2 days and 45 minutes	

5. Processing of Request for Authority to Attend Conventions (CPA, Engineers, Architects, Lawyers)



Facilitate the processing of request of PFDA organic personnel for authority to attend conventions.

Office or Division:	Human Resources Division
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government
Who May Avail:	PFDA Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter request re: attendance to a particular event.	Submitted by the requesting unit/personnel.
Attachments re: details of the desired event.	Training or Event Provider.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1. Submit letter request to the OPM	1.1. Received letter request. 1.2. Review the request for completeness of supporting documents. 1.3. Route the request to the approving officers	None	30 minutes	HRD Staff
Step 2. Wait for Approval	2.1. Recommending approval of the request	None	3.5 days	HRD, FSD and OPM
	2.2. Endorse the request to the Central Office – Top Management	None	5 minutes	OPM Staff
	2.3. Approval of the request	None	6 days	AGM & GM
	2.4. CO route the approved and signed request to the Operating Units			CO-GSD
	2.5. Once received, prepare the Special Order (SO) and coordinate with FSD for funding.	None	30 minutes	HRD and FSD Staff



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.6. Route the SO to the approving officers			
	2.7. Recommends approval of the SO	None	3.5 days	HRD, FSD and OPM
	2.8. Endorse the SO to the Central Office - Top Management.	None	5 minutes	HRD Staff
	2.9. Approval of the SO	None	6 days	AGM & GM
	2.10 Route the approved and signed SO to the Operating Units			CO-GSD
	2.11 Upon receipt of the approved SO, inform the personnel to submit the necessary convention certificate upon completion of the training proper	None	5 minutes	HRD Staff
Step 3. Receive approved SO and attend convention				
Total		None	19 days, 1 hour and 15 minutes	

6. Processing of Application for Personal Travel Authority

Facilitate the request for the personal travel authority of the organic personnel of PFDA.



Office or Division:	Administrative Services Division - Human Resource Section
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government
Who May Avail:	Organic Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application for Leave (AFL)	PFDA Corporate Information System Portal - Online Leave and Pass Slip Application (OLAPAS)
Letter of Request	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1. Employee files leave application in the OLAPAS	1.1. On-line review/ evaluation of leave application/s based on the employees leave credit balance.	None	15 minutes	ASD Staff
Step 2. Once validated by the HRD Staff, concerned employee shall print the AFL and submit to the HRD together with the Memo/Request Letter	2.1. Receives, review, checks the completeness of the documents and certifies the leave credit balance of concerned personnel.	None	10 minutes	HRD Staff Chief,
	2.2. Prepares the travel authority letter to the DA Sec. and transmittal memo to Top Management for approval		15 minutes	HRD Staff, Division/Unit concerned, Port Manager
	2.3. Approval of transmittal memo	None	1 day	Port Manager
	2.4. Route documents to Central Office-ASD for review and endorsement to top management	None	30 minutes	Liaison Officer
	2.5. Review and prepares endorsement letter to the DA-Office of the Secretary	None	10 minutes	CO-AS/HRD
	2.6. Affix signature to the endorsement letter	None	3 days	AGM/GM



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.7. Review/ approved request and issue Travel Authority	None	15 days	DA-Office of the Secretary
	2.8. Receive the approved letter request and Travel Authority and forward the documents to the Operating Units concerned	None	2 minutes	CO-AS/HRD
	2.9. Received the documents and refer copy of the approved letter request and Travel Authority to the employee concerned	None	15 minutes	ASD Staff
	2.10. Note receipt of the documents and retain/file copy to employee's 201 file for future references	None	15 minutes	ASD Staff
Step 3. Employee receives the approved documents				
Total			19 days, 1 hour and 52 minutes	

B. Finance Services

1. Request for Certification of Remittances



Facilitate the request for Certification of Remittances of the PFDA Personnel.

Office or Division:	Finance Services Division
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who May Avail:	PFDA Employee

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter-Request	Concerned Personnel
Provide mailing address, contact information and name of patient and birthday (if the patient is not the member)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1. Forwards Letter Request	1.1. Receives, logs and forwards Letter-Request to Accountant III	None	3 minutes	Accounting Clerk
	1.2. Instructs Accounting Clerk III for preparation of Certificate of Remittance	None	3 minutes	Accountant III
	1.3. Prepares Certificate of Remittance	None	1.5 days	Accounting Clerk III
	1.4. Certifies Correct against Remittance Record	None	15 minutes	Accountant III
	1.5. Affixes initial to the Certificate	None	3 minutes	Division Chief (FSD)
	1.6. Forwards Certificate of Remittance to Office of the Port Manager for signature	None	3 minutes	Accounting Clerk
	1.7. Receives and forwards Certificate of Remittance for signature to the Port Manager	None	3 minutes	OPM Staff
	1.8. Affixes signature and forwards the same to the Secretary	None	1 day	Port Manager
	1.9. Forwards Certificate of Remittance to Finance Services Division	None	3 minutes	OPM Staff
	1.10. Receives and releases Certificate of	None	3 minutes	Accounting Clerk III



	Remittance to concerned Personnel			
Step 2. Receives Certificate of Remittance				
Total			2.5 days and 36 minutes	

FEEDBACK AND COMPLAINTS MECHANISM

How to send feedback?	● Accomplish the Feedback Survey Form in the lobby and submit to the Security Guard-on-Duty or PACD Officer of the Day or insert it in a drop box located in the lobby. ● Email us your feedback/issues/complaints through pid@pfda.gov.ph ● You may also reach us at 8-9256146 Public Information Division (PID) Contact No: 02-2956139
How feedbacks are processed?	The PID Staff verifies the nature of the queries and feedback within one (1) working day. The same will be referred to the concerned department/unit. Upon receiving the reply from the concerned department/unit, the client will be informed via email or phone call.
How to file a complaint?	To file a complaint against the Authority, provide the following details via email: - Full Name and contact information of the complainant - Narrative of the complaint - Evidence - Name of the person being complained Send all complaints against the Authority to pid@pfda.gov.ph For follow-ups or queries, contact 02-89256146
How complaints are processed?	All complaints received against the Authority will be processed by the Public Information Division of PFDA. The PID browses, evaluates, and determines the complaints received daily. The PID staff shall coordinate with the concerned department/unit to answer the complaint and shall investigate, if necessary. After the concern has been addressed or after the conduct of the investigation, the PID shall create an incident report to be submitted to top management (Assistant General Manager and General Manager), for appropriate action. The PID shall give feedback to the client via email.



	For follow-ups or queries, contact 02-89256149
Contact information	Philippine Fisheries Development Authority ogm@pfda.gov.ph / pid@pfda.gov.ph Presidential Complaints Center (PCC) Contact Nos: 8888 Contact Center ng Bayan email@contactcenterngbayan.gov.ph 0908-8816565

LIST OF OFFICES



Office	Address	Contact Information
PFDA Central/Head Office	PCA Annex Bldg. Elliptical Road, Diliman Quezon City	www.pfda.gov.ph pid@pfda.gov.ph (02) 8925-6141 (02) 8925-6139
Navotas Fish Port Complex (NFPC)	North Bay Boulevard Navotas City, Metro Manila	opm_nfpc@pfda.gov.ph (02) 8281-2137
Lucena Fish Port Complex (LFPC)	Brgy. Dalahican Lucena City	opm_lfpc@pfda.gov.ph (042) 719-1314
Iloilo Fish Port Complex (IFPC)	Brgy. Tanza Baybay Iloilo City	opm_ifpc@pfda.gov.ph (033) 337-2752 (033) 335-0154
Davao Fish Port Complex (DFPC)	Brgy. Daliao, Toril District, Davao City	opm_dfpc@pfda.gov.ph (082) 291-0931 (082) 291-0752
General Santos Fish Port Complex (GSFPC)	Brgy. Tamber General Santos City South Cotabato	opm_gsfpc@pfda.gov.ph 0953-6859074 0951-4905786
Zamboanga Fish Port Complex (ZFPC)	Brgy. Sangali Zamboanga City	opm_zfpc@pfda.gov.ph (062) 955-0750
Sual Fish Port (SFP)	Brgy. Poblacion, Sual, Pangasinan	opm_sfp@pfda.gov.ph (075) 523-1112
Bulan Fish Port Complex (BFPC)	Pier 2, Zone 4 Bulan, Sorsogon	opm_bfpc@pfda.gov.ph (056) 555-2201
Camaligan Fish Port (CFP)	Zone 7, Brgy. Dugcal Camaligan, Camarines Sur	opm_cfp@pfda.gov.ph (0921) 6322493 (0992) 2854985

ANNEX 1



FEEDBACK AND REDRESS MECHANISM FORM

	Republic of the Philippines Department of Agriculture PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY			
TRACEABILITY CODE:	Page 1 of 1			
FEEDBACK AND REDRESS MECHANISM FORM				
Name: _____	Contact Number: _____			
Address: _____	Email address: _____			
Type of feedback (encircle): Compliment Complaint Suggestion				
Person(s) / Unit / Office Involved: _____				
Details of client's feedback: (Include date when the incident happened)				

Desired action from PFDA:				

Signature: _____	Date and Time: _____			
(This section is for the PFDA Public Assistance and Complaints Desk (PACD) Officer)				
Nature of Feedback				
Frontline Service	Policy	System	Procedure	Attitude
Mode of Feedback				
In-person	Letter	E-mail	Suggestion Box	Telephone
Immediate/Corrective Action Taken:				

Recommendation/s				

Name of Employee: _____		Signature: _____		
Unit/Department: _____		Date and Time Acted: _____		
Approved by:		Signature: _____		
Name of Unit Head/Manager: _____		Date and Time Approved: _____		
Unit/Department: _____				
 Management System ISO 9001:2015  PCA Annex Building Elliptical Road Diliman, Q.C. Telefax No. 8925-61-41 https://pfda.gov.ph				



ANNEX 2

RATE OF PORT FEES AND CHARGES

NAVOTAS FISH PORT COMPLEX			
Accreditation/Clearances			
Clients	Rates (PHP) <i>VAT Inclusive</i>	Clients	Rates (PHP) <i>VAT Inclusive</i>
Accreditation Fee (One Time Payment)		- Class B (less than 10 bañera)	168.00
1. Informal Business		- Class C (less than 3 bañera)	67.20
P 230,000.00 and below	560.00	17. Fishermen	67.20
2. Micro Enterprise		18. Bamboo/Scrap Materials/Coco Log/Anahaw	672.00
above P 230,000.00	1120.00	19. Banca Operator	896.00
3. Small Enterprise		20. Batillo/Fish Worker	168.00
above P 3.0 Million - Php 15.0 Million	2240.00	21. Barge/Tanker/Tugboat/Cargo/Roro Passenger Operator	11200.00
4. Medium Enterprise		22. Fishing Vessel Operator(per no. of vessels)	
above P 15.0 Million - Php 100.00 Million	3360.00	- 51 above	11200.00
5. Large Enterprise		- 21 - 50	5600.00
Exceeding Php 100.0 M	4480.00	- 1 - 20	3360.00
Permit Conduct Business (per year)		23. Fuel Supplier/Fuel Dealer Operator	5000.00
1. Vendor (Stationary Food Vendors and other Ambulant)	492.80	24. Fuel/ Water Hauler Operator	1500.00
2. Buyer and Seller (Fresh and Frozen)	3348.80	25. Ice Plant Operator	
3. Fish/Frozen Supplier	3348.80	Commercial	11200.00
4. Fish Trader/Dealer	3348.80	Non-Commercial	5600.00



LUCENA FISH PORT COMPLEX			
Accreditation/Clearances			
Clients	Rates (PHP) VAT Inclusive	Clients	Rates (PHP) VAT Inclusive
1. Fish Broker	2,400.00	- Transient	2,000.00
2. Fish Viajero(Dealer/Trader)		14. Water Supplier/Dealer	500.00
- Class A (4-wheeler and above)	375.00	15. STF Area User/Box Owner	500.00
- Class B (Tricycle)	250.00	16. Chest Box Fabricator	500.00
- Class C (Single Motorcycle)	150.00	17. Jeepney Operator	300.00
3. Fish Supplier(Producer)		18. Tricycle Operator	200.00
- Class A (4-wheeler and above)	300.00	19. Pedicab Operator	50.00

ILOILO FISH PORT COMPLEX			
Accreditation/Clearances			
Clients	Rates (PHP) VAT Exclusive	Clients	Rates (PHP) VAT Exclusive
Accreditation Fee			
1. Ice/Water/Fuel Supplier	1,500.00	Above 40 GRT up to 50 GRT	600.00
2. Locator/Processing Plant/Fuel Depot, etc.	1,500.00	Above 50 GRT	700.00
3. Fish Buyer/Seller and Fish Broker	500.00	8. I.D. Card	100.00 inclusive of VAT
4. Fish Supplier, Fish Viajero, Client's Customers	400.00		
5. Fish Retailer, Fish Hauler, and Food/Ice Vendor	300.00	Permit to Conduct Business	



DAVAO FISH PORT COMPLEX					
Accreditation/Clearances Fees					
Clients	Permit to Conduct Business Fee	Accreditation Fee	Clients	Permit to Conduct Business Fee	Accreditation Fee
1. Foreign Vessel Accreditation Fee	2,800.00	3,500.00	Packaging Material Supplier	500.00	500.00
2. Company			Ice Supplier	500.00	500.00
Davseatic Enterprise Co., Inc.	1,000.00	1,000.00	Fish Supplier	500.00	500.00
Far East Seafood Inc.	1,000.00	1,000.00	Service Provider Company	500.00	500.00
Hai-Ma Aquatic	1,000.00	1,000.00	Cargo Handler / Hauler	800.00	800.00
Huong Buan	1,000.00	1,000.00	Chandlers	500.00	500.00
Hwa-Kuo Marine	1,000.00	1,000.00	6. Employees		
Just World	1,000.00	1,000.00	Owner / President	500.00	800.00
Mang Inasal	1,000.00	1,000.00	Manager	500.00	600.00

GENERAL SANTOS FISH PORT COMPLEX			
Accreditation/Clearances Fees			
Clients	Rates (PHP) (NAT Exclusive)	Clients	Rates (PHP) (NAT Exclusive)
¹ Rates are inclusive of permit fee and id issuance fee			
Long Term IDs		18. MFIN- Financier Medium	568.00
1. Laborer	232.00	19. MJAM- Jamboler Medium	568.00
Sorter	232.00	20. MD- Dispatcher Medium	568.00
Icer	232.00	21. BSB- Buyer Big	792.00
Helper	232.00	22. BSUP- Supplier Big	792.00
Convoy	232.00	23. BFIN- Financier Big	792.00
2. Driver	232.00	24. BJAM- Jamboler Big	792.00
Checker	232.00	25. BD- Dispatcher Big	792.00



ZAMBOANGA FISH PORT COMPLEX			
Accreditation/Clearances Fees			
Clients	Rates (PHP) <i>VAT Exclusive</i>	Clients	Rates (PHP) <i>VAT Exclusive</i>
1. Pedicab Driver	57.00	f. Above 50 GRT	675.00
2. Fish Broker	1685.00	15. Municipal Fishing banca, (per banca)	
3. Broker's Personnel	57.00	- Below 3.00 GRT	114.00
4. Batillo/Labor/ Fish Handler	30.00	16. Common Carrier Commercial Cargo &	3.36
5. Fish Viajero/Dealer		17. Cargo Handler/Arrastre (Operator/Personnel) (per company)	3360.00
a. Trader Class A	337.00	18. Fuel Supplier	
Class B	225.00	- Within Existing Facility	2240.00
Class C	115.00	- Transient	2240.00
Helper / Driver	57.00	19. Water Supplier/Dealer	560.00
6. Fish Supplier/Producer		20. Regular Cargo Hauler/Truck	
Class A	338.00	a. 8 - 10 wheeler, (per unit)	395.00
Class B	226.00	b. 6 wheeler, (per unit)	285.00



BULAN FISH PORT COMPLEX			
Accreditation/Clearances			
Clients	Rates (PHP) VAT Exclusive	Clients	Rates (PHP) VAT Exclusive
1. Ambulant Vendor	50.00	15. Fishermen	25.00
2. Batillo/Laborer	50.00	16. Food Stall Holders	1000.00
3. Commercial Fishing Vessel - Boat Captain	200.00	17. Ice Dealers/Crushers	500.00
4. Commercial Fishing Vessel Operator	1500.00	18. Ice Plan Operators	1000.00
5. Commercial Vessel Operator	1500.00	19. Pedicab Driver	30.00
6. Municipal Fishing Vessel Operator	300.00	20. Personnel	100.00

SUAL FISH PORT			
Accreditation/Clearances Fees			
Clients	Rates (VAT Exclusive)	Clients	Rates (VAT Exclusive)
Accreditation		3. Ambulant Vendor	50.00
1. Proprietor	500.00	4. Fisherman / Vessel Crew	50.00
Permit to Conduct Business, (per year)		5. Fish Buyer/Seller	250.00
1. Proprietor	250.00	6. Fishing Vessel Operator	
2. Labor	50.00	- No. of Vessel 1-20	3000.00
Pier/Quay/Harbor			
Clients	Rates (VAT Exclusive)	Clients	Rates (VAT Exclusive)
Port Entry Fee (per GRT)		4. Anchorage Fee (Foreign Vessel)	0.02 x grt x \$ 1 (dollar) (vat)
1. Local Fishing Vessel	1.65/ GRT	Transshipment Fee	
2. Foreign Fishing Vessel	\$1.10	/tub (35kgs./tub)	4.00
Berthing Fees, (per day)		/box (25kgs./box)	2.50
1. Municipal Fishing Boat		Wharfage Fee /board foot	
Below 3 GRT	5.50	1. Feeds, (per sack)	1.25
2. Fishing Vessel		Conveyance Fees	
3 -10 grt	23.10	1. Ice, (per block)	16.00
10 - 30 grt	68.20	2. Fuel, (per liter)	0.20
30 - above grt	2.75	3. Water, (per cu.m)	25.00
3. Cargo Vessel			
Local Vessel	1.10		
Foreign Vessel, (per day)	\$0.55		
Market Fees			
Clients		Rates (PHP) VAT Exclusive	
1. Buyer/Seller Fee			
/box(30 kgs.)		30.00	
/kilo		1.00	



CAMALIGAN FISH PORT			
Accreditation/Clearances Fees			
Clients	Rates (PHP) <i>VAT Inclusive</i>	Clients	Rates (PHP) <i>VAT Inclusive</i>
1. Business	1,120.00	4. Laborer	56.00
2. Personnel	112.00	5. Ambivalent Vendor	56.00
3. Driver	112.00	ID Fee	100.00
Pier/Quay/Harbor			
Clients	Rates (PHP) <i>VAT Inclusive</i>	Clients	Rates (PHP) <i>VAT Inclusive</i>
Berthing Fees , (per day)		Conveyance Fees	
1. 1-50 Gross Tonnage,	10.00	1. Ice Conveyance Fee	
	10.00 <i>note: Plus 1.00/GT (in excess of 50GT) per day</i>		
2. Above 50 Gross Tonnage		- per dack	1.50
Transhipment Fee , (per tub)	2.00	- per block	5.00
Market Fees			
Clients	Rates (PHP)	Clients	Rates (PHP)
Unloading Fee (per tub)			2.00



END