



City Agriculture Office

External



I. FishR (Fisherfolk Registration) and BoatR (Boat Registration)

This service of the department is a simplified system for registrations of both fisherfolks and fishing boats three (3) gross tons or less who are directly dependent and indirectly dependent on fishing.

Walk-in clients are required to wear facemask and sanitize with alcohol as a safety precaution against Covid-19.

Office or Division:	Fisheries Division			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Fish farmers, municipal fishermen, commercial fishworkers, fish processors, fish traders and fish vendors.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) photocopy of Boat ad measurement		City Agriculture Office		
One (1) photocopy of identification of Fishing Gear		City Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the office and file the documents	1. Accept and evaluate the documents.	None	1 minute	Assistant Department Head/ Supervising Aquaculturist/ FishR, BoatR and FishGear Coordinator
2. Fill up the registration forms (for new applicants)	2. Conduct interview.	None	5 minutes	Supervising Aquaculturist/ FishR, BoatR and FishGear Coordinator
3. None	3. Picture taking	None	1 minute	Supervising Aquaculturist/ FishR, BoatR and FishGear Coordinator
4. None	4. Conduct of inspection and documentation (for fishing boats and gears)	None	1 day	Supervising Aquaculturist/ FishR, BoatR and FishGear Coordinator
5. None	5. Processing of ID	none	7 days	Supervising Aquaculturist/ FishR, BoatR and FishGear Coordinator
TOTAL			8 days and 7 minutes	



II. Marine Mammals Conservation and Protection Services

The Department strictly implements Sec. 102 of Republic Act 8550 as amended by the Republic Act 10654 re: Fishing or Taking of Rare, Threatened or Endangered species as classified on Convention on the International Trade in Endangered Species of Wild Fauna and Flora (CITES) appendices. One of those are the sea turtles “pawikan”.

Office or Division:	Fisheries Division			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Coastal residents of the City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a phone call or visit the City Agriculture Office. 1.1 Identify yourself and report the beaching, stranding, and trapping of rescued marine mammals.	1. Accept the call.	None	10 minutes	<i>Assistant Department Head/ Supervising Aquaculturist/ BantayDagat and Fish Health Coordinators</i>
2. None	2. Field validation/ site visit	None	30 minutes	<i>Supervising Aquaculturist</i>
3. None	3. Conduct interview and documentation	None	5 minutes	<i>Supervising Aquaculturist</i>
4. None	4. Tagging and releasing of the species in-shore	None	1 hour	<i>Supervising Aquaculturist/ BantayDagat Coordinator/ Deputized Fish Warden</i>
	TOTAL	None	1 hour and 45 minutes	

III. Nursery Care Services

The Department provides seedlings to the qualified beneficiaries for potted plants (vegetables and fruit trees).

Office or Division:	Crops Division			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Received or approved Letter of intent/ request addressed to the City Mayor		City Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Visit the Office of the City Agriculturist and submit one (1) received copy/approved letter specifying the nature of request address to the City Mayor	1. Accept the request.	None	30 minutes	Assistant Department Head/ Supervising Aquaculturist/ Agriculturist II/ Agricultural Technologist
2. Wait for the schedule of validation and actual orientation	2. Schedule the farm visit/validation 2.1 Release of seedlings/potted plants	None	1 day	Assistant Department Head/ Supervising Aquaculturist/ Agriculturist II/ Agricultural Technologist
	TOTAL	None	1 day and 30 minutes	

IV. Organic Trading Post Services

The Department Organic Trading Post provides a marketing area for farmer's products.

Office or Division:	Crops Division			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All qualified farmers association/organization / producers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter specifying the intention to display / sell products		City Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the Office of the City Agriculturist and submit a letter specifying the intention to display/sell products	1. Accept the request.	None	30 minutes	Assistant Department Head/ Agriculturist II/ Agricultural Technologist
2. Arranging schedule of harvest.	2. Farmer / producer validation / scheduling of buying	None	30 minutes	Assistant Department Head/ Agriculturist II/ Agricultural Technologist
3. Bringing of products in the organic trading post.	3. Acceptance / buying of products	None	10 minutes	Organic Trading Post Management team
	TOTAL	None	1 hours and 10 minutes	



V. Processing of Fishing Permit

Application for fishing within the City Waters of Silay shall be secured first from the department, processed and forwarded to the License Division for issuance of Mayor's Permit.

Office or Division:	Fisheries Division			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Fishery operators using fishing gears with fishing boats three (3) gross tons or less including sail boats "de layag" and paddle boats "de bugsay"			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Original copy of Barangay Clearance		Resident		
One (1) photocopy of Voter's ID		Commission on Election		
One (1) Community Tax Certificate		City Treasurer's office		
One (1) photocopy of Certificate of Ownership/ Deed of Sale		Notary Public		
One (1) photocopy of FishR/ BoatR Registry		City Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the office and file the documents	1. Accept and evaluate the documents.	None	5 minutes	Assistant Department Head/ Supervising Aquaculturist/ Fisheries Permit and License Coordinator
2. None	2. Conduct of inspection and documentation (for new applicant)	None	1 day	Supervising Aquaculturist/ Fisheries Permit and License Coordinator
3. None	3. Processing of permit	None	30 minutes (as the case may be)	Supervising Aquaculturist/ Fisheries Permit and License Coordinator
	TOTAL	None	1 day and 35 minutes	

VI. Provision of "Bantay Dagat" Services

The Bantay Dagat Task Force are combined/trained personnel of the Department and active officers and members of different fisherfolk's associations who are duly deputized by the City Mayor to protect and conserve the City's territorial waters against illegal fishing activities.



Office or Division:	Fisheries Division			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Coastal residents of the City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a phone call to the City Agriculture Office. Identify yourself and specify the nature of complaints/violations	1. Accept the call.	None	10 minutes	<i>Assistant Department Head/ Supervising Aquaculturist/ BantayDagat Coordinator</i>
2. None	2. Field validation by foot patrol and investigation	None	Half day	<i>Supervising Aquaculturist/ BantayDagat Coordinator</i>
3. None	3. Conduct of seaborne patrol 3.1 The BantayDagat Team will make an ocular inspection of the site and make necessary plans to facilitate seaborne patrol operation.	None	1 day (as the case may be)	<i>Fishery law Enforcement Officers and Deputized Fish Warden</i>
4. None	4. Orderly inspections /early warnings / Apprehensions and filing of appropriate administrative and criminal cases with the City Prosecutor's Office.	None	As the case may be.	<i>Supervising Aquaculturist/ BantayDagat Coordinator/ Fishery Law Enforcement Officers and Deputized Fish Warden</i>
	TOTAL	None	1 ½ days and 10 minutes	

VII. Provision of Production Support Services

The Department provides production support services to the organized farmer/fisher folk organizations that engage in the production of rice, corn, fish, mollusks and vegetables.

Office or Division:	Crops and Fisheries Divisions	
Classification:	Simple	
Type of Transaction:	G2C	
Who may avail:	Organized farmers/ fishermen association/organization/cooperatives	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Received or approved Letter of intent/ request address to the City Mayor	City Agriculture Office	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the Office of the City Agriculturist and submit one (1) received copy/approved letter specifying the nature of request address to the City Mayor.	1. Accept the request.	None	30 minutes	Assistant Department Head/ Supervising Aquaculturist/ Agriculturist II/ Agricultural Technologist
2. wait for the schedule of validation and releasing of available inputs	2. Schedule the farm and visit/validation 2.1 Release of available inputs 2.2. Prepare purchase request for not available production support	None	1 day	Assistant Department Head/ Supervisig Aquaculturist / Agriculturist II/ Agricultural Technologist
	TOTAL	None	1 day and 30 minutes	

VIII. Provision of Technical Assistance on Rice, Corn, Fish, Mollusks and Vegetable Production

The Department provides technical assistance to the farmer/fisher folk organizations that engage in the production of rice, corn, fish, mollusks and vegetables.

Office or Division:	Crops and Fisheries Divisions			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All organized Farmers' / Fishermen Cooperatives / Associations in Silay City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Received or approved Letter of intent/ request address to the City Mayor		City Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the Office of the City Agriculturist and submit one (1) received copy / approved letter specifying the nature of request address to the City Mayor	1. Accept the request.	None	30 minutes	Assistant Department Head/ Supervising Aquaculturist/ Agriculturist II/ Agricultural Technologist
2. Wait for the schedule of validation and actual orientation	2. Schedule the farm and home visit/validation 2.1 Actual orientation	None	1 day	Assistant Department Head/ Supervising Aquaculturist/ Agriculturist II/ Agricultural Technologist
	TOTAL	None	1 day and 30 minutes	



IX. Registry System for Basic Sectors in Agriculture (RSBSA)

This service of the department is a simplified system for registrations of farmers and fisherfolk in the City.

Office or Division:	Crops Division			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All qualified farmers and fisherfolk			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) photocopy of valid government ID		Resident		
Barangay Certificate or photocopy of land ownership		Department of Agrarian Reform Office, Barangay hall		
One (1) 2 x 2 ID Picture		Any photo printing offices		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the Office of the City Agriculturist and bring all the requirements.	1. Accept and evaluate the documents submitted.	None	5 minutes	<i>Assistant Department Head/ Agriculturist II/ Agricultural Technologist</i>
2. Wait for the interview.	2. Conduct interview	None	10 minutes	<i>Assistant Department Head/ Agriculturist II/ Agricultural Technologist</i>
TOTAL		None	15 minutes	