

Fingerlings Dispersal

To help and empower the farming and fishing communities and the private sector to produce enough, accessible and affordable food for every Filipino and a decent income for all.

Office or Division:		Municipal Agriculture Office		
Classification:		Complex		
Type of Transaction:		G2C- Government to Citizen		
Who may avail:		All Fishpond Owners/Operators of Reina Mercedes		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		The Requestor		
Masterlist		Municipal Agriculture Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request fingerlings of Tilapia for Fishpond, SFR or SWIP	1. Verify masterlist of Fishpond Operators and its corresponding area	None	4 Minutes	<i>Municipal Agriculturist Agricultural Technologist Administrative Aide I Municipal Agriculture Office</i>
2. Processing of request	2. Check the availability of (fingerlings) being requested	None	30 minutes	<i>Municipal Agriculturist Agricultural Technologist Administrative Aide I Municipal Agriculture Office</i>
3. Return to the Office of the Municipal Agriculturist after 5 days for pick-up at BFAR San Mateo, Isabela	3. Distribute fingerlings 3.1 Let the client sign the documents for file	Voluntary Contribution	5 Days	<i>Municipal Agriculturist Agricultural Technologist Administrative Aide I Municipal Agriculture Office</i>
TOTAL:		None	5 Days 30 Minutes	