

# CITY AGRICULTURE OFFICE

CDLO Bldg., IBJT Compd, Tambo Hinaplanon, Iligan City

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**Frontline Service** : **ISSUANCE OF REGISTRATION FOR FISHERMEN & FISHING VESSELS**  
(Per City Ordinance No. 00-3884: Requiring Registration of all Fishermen and Fishing Vessels at the City Agriculture's Office)

**Schedule of Availability of Service** : 8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.  
On Mondays provision of services starts after flag raising

**Who may avail of the service** : All Fishermen/Fishing vessels that hunt for fish within Iligan City

**What are the requirements** : FOR NEW REGISTRANTS  
1. Registration Form  
2. Barangay Clearance  
3. Community Tax Certificate (Cedula)  
4. Official Receipt of applicable fees

APPLICABLE FEES:

Fisherman	- Php20.00
Banca (non-motorized)	- 20.00
Banca (motorized)	- 50.00

If indulge in illegal fishing

1. Investigation Data Form
2. Joint Affidavit of Complaint
3. Receipt for Impounding Boat/Banca
4. Receipt of Confiscated Items
5. Incident Arrest and Booking Sheet
6. Mug Shot

**Duration** : 38 mins. for New Registrants  
42 mins. for those who indulge in illegal fishing activity



## How to avail of the service:

## ISSUANCE OF REGISTRATION FOR FISHERMEN & FISHING VESSELS

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form/s
1	<p><b>FOR NEW REGISTRANTS</b></p> <p>Register in the Client Registry Form.</p> <p>Present duly filled-up Registration Form together with the Barangay Clearance &amp; Community Tax Certificate (Cedula).</p>	<p>Require client to register in the Registry of Client Form.</p> <p>Receive Registration Form &amp; other requirements. Forward request to the concerned division/staff for evaluation.</p>	3 mins.	Officer of the Day	None	<p>Client Registry Form</p> <p>Registration Form</p>
2	Wait while the application is on process.	Assess the Registration Form and check requirements.	15mins.	Salvador Gumahad	None	
3	Pay at the Cashier.	Require applicant pay for the applicable fee.	15 mins.	Salvador Gumahad/ Deputized Collector	Applicable fee	Official Receipt
4	Submit Official Receipt. Receive duly approved Registration Form.	Receive Official Receipt and release the duly approved Registration Form.	5mins.	Salvador Gumahad	None	
	<p><b>FOR FISHERMEN INDULGE IN ILLEGAL ACTIVITIES/OFFENSE OTHER THAN VIOLATION ON CITY ORDINANCE 00-3884</b></p>					
1	<p>Client present Registration Form and all original copies in relation to the illegal activities committed from PNP Maritime Group:</p> <ul style="list-style-type: none"> <li>Investigation Data Form</li> <li>Joint Affidavit of Complain</li> <li>Receipt of Confiscated Boat/Banca</li> <li>Incident Arrest and Booking sheet</li> <li>Mug Shot</li> </ul>	<p>Receive and examine documents.</p> <p>Photo copy all documents &amp; return original copies to client.</p> <p>Refer to the Dept. Head for appropriate action.</p>	10 mins.	<p>Salvador Gumahad</p> <p>Octavius J. Molo</p>		Registration Form

cont'n : How to avail the service -

**ISSUANCE OF REGISTRATION FOR FISHERMEN & FISHING VESSELS**

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form/s
2	Wait while the documents are being verified.	Fishery Coordinator check/verify the submitted documents.	15 mins.	Salvador Gumahad		
3	Pay to the Cashier the penalties/violations committed and present proof of payment .	Instruct applicant to pay the penalties or violations to the Deputized Collector & receive proof of payment.	15mins.	Salvador Gumahad/ Deputized Collector		Official Receipt
4	Claim approved Registration Form. Affix signature in the logbook as proof of receipt.	Release approved Registration Form. Require applicant to affix signature in the logbook as proof of receipt.	2 mins.	Officer of the Day		Registration Form
<b>END OF TRANSACTION</b>						

