

1. Deliberation of the proposed Fisheries Administrative Orders (FAOs) and other fisheries policies

To recommend the Fisheries Administrative Orders (FAOs) and other fisheries policies to ensure the proper implementation of the provisions of the Republic Act No. 8550 as amended by RA 10654 through the National Fisheries and Aquatic Resources Management Council (NFARMC)

Office or Division	BFAR- National FARMC Program Management Center (NFARMC-PMC)
Classification	Complex
Type of Transaction	G2G- Government to Government; G2C- Government to Citizen; G2B- Government to Business Entity
Who may avail:	INTERNAL: BFAR Central Office (Technical Divisions/Units/Sections), BFAR National Centers, and BFAR Regional Offices EXTERNAL: Department of the Interior and Local Government (DILG) and NFARMC Members/Stakeholders (Municipal Fisherfolks, Commercial Fisheries, Fish Processing Sector, Aquaculture Sector and Academe)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request/endorsement letter	BFAR Technical Divisions
2. Draft/Proposed Fisheries Administrative Orders (FAOs) and other fisheries policies	BFAR Technical Divisions

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request or endorsement letter with attached documents	1. Receive the letter request or endorsement letter and the attachments thereto, if any	None	5 minutes	Administrative Assistant; Receiving Personnel NFARMC-PMC Located at 2nd Floor, Annex, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City
	1.1 Forward to the Head, NFARMC PMC for information and appropriate action	None	5 minutes	NFARMC Secretariat Located at 2nd Floor, Annex, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City
	1.2. Coordinate and confirm the schedule of NFARMC meeting with the Office of Undersecretary of Fisheries/Chairman, NFARMC *(meeting will be conducted 10 days after confirmation of the Office of USec for Fisheries)	None	4 hours	NFARMC Secretariat Located at 2nd Floor, Annex, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City
	1.3 Prepare the memorandum, invitations and program on the schedule meeting	None	10 days	NFARMC Secretariat Located at 2nd Floor, Annex, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City
	1.4 Forward the memorandum, invitations and program to Head, NFARMC-PMC for review and initial	None		NFARMC Secretariat Located at 2nd Floor, Annex, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City
	1.5 Review the memorandum, invitations and program	None		Head, NFARMC PMC Located at 4th Floor, Main, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City
	1.6 Forward the memorandum, invitations and program to Undersecretary of Fisheries/Chairman, NFARMC for review and signature/approval	None		NFARMC Secretariat Located at 2nd Floor, Annex, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City
	1.7 Review and approve the memorandum, invitations and program	None		Undersecretary for Fisheries/Chairman, NFARMC Located at 4th Floor, Annex, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City
	1.8 Dessiminate the approved memorandum, invitations and program to NFARMC Members and proponents (BFAR technical divisions)	None		NFARMC Secretariat Located at 2nd Floor, Annex, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City
2. Confirm attendance of the proponent/s	2. Coordinate the confirmation of attendance of the proponent/s including other participants/attendees	None		NFARMC Secretariat Located at 2nd Floor, Annex, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City
3. Attend NFARMC Meeting	3. Conduct of NFARMC Meeting; Presentation and deliberation of the agenda (Proposed FAOs and other fisheries policies)	None		Undersecretary for Fisheries/Chairman, NFARMC Members, Head NFARMC-PMC, NFARMC Secretariat and Proponent/s

	3.1 Prepare the draft NFARMC Resolution/s	None	8 hours	Attorney, Legal Division Located at 2nd Floor, Main, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City
	3.2 Present the draft NFARMC Resolution/s to the Council for comments	None		Attorney, Legal Division Located at 2nd Floor, Main, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City
	3.3 Approval of the draft NFARMC Resolution/s	None		NFARMC Members
	3.4 Prepare the endorsement letter of NFARMC Resolution/s	None	10 minutes	NFARMC Secretariat Located at 2nd Floor, Annex, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City
	3.5 Forward the endorsement letter with the attached approved NFARMC Resolution/s to Head, NFARMC-PMC for review	None	5 minutes	NFARMC Secretariat Located at 2nd Floor, Annex, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City
	3.6 Review the endorsement letter with the attached approved NFARMC resolution/s	None	10 minutes	Head, NFARMC PMC Located at 4th Floor, Main, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City
	3.7 Forward the endorsement letter with the attached approved NFARMC Resolution/s to Undersecretary of Fisheries/Chairman, NFARMC for review and approval	None	5 minutes	NFARMC Secretariat Located at 2nd Floor, Annex, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City
	3.8 Review and approve the endorsement letter with the attached approved NFARMC Resolution/s and forward to NFARMC Secretariat for dissemination	None	3 days	Undersecretary for Fisheries/Chairman, NFARMC Located at 4th Floor, Main, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City
4. Receive the approved Resolution/s	4. Disseminate the NFARMC Resolution/s to the concerned offices/individual such as BFAR and NFARMC Members/Stakeholders (DILG, Municipal Fisherfolks, Commercial Fisheries, Fish Processing Sector, Aquaculture Sector and Academe)	None	10 minutes	NFARMC Secretariat Located at 2nd Floor, Annex, Fisheries Building Complex, BPI Compound, Visayas Ave., Diliman Quezon City
	TOTAL:	None	14 days, 4 hours, 50 minutes	