

Provision of Fingerlings

Residents can request tilapia fingerlings and other inland species for free to help them increase their source of income and to promote increase in production of fresh water fishers in the municipality.

Office or Division:	Office of Agriculture			
Classification:	Complex			
Type of Transaction:	G2C-Government to Client			
Who may avail:	Residents of Burgos, La Union			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach any of the staff and state purpose of visit 1.1 Undergo interview with the staff	1. Assist client and ask purpose of visit 1.1 Determine area of fishpond and the capability of client in rearing fresh water fish.	None	10 minutes	<i>Agricultural Technologist/MAO Agriculture's Office</i>
2. None	2. Advise client that he/she will be notified if request is granted by the Provincial Official and the schedule of release of fingerlings	None	15 minutes	<i>Agricultural Technologist/MAO Agriculture's Office</i>

	2.1 Prepare letter of request to the Provincial Agriculture Office signed by the Mun. Agricultural Officer and Mun. Mayor			
3. Wait for the notification	3. Submit letter of request to PAO	none	14 days	<i>Agricultural Technologist/MAO Agriculture's Office</i>
3. Return to Agriculture Office, register on logbook, and receive fingerlings	3. Release fingerlings to client	none	10 minutes	<i>Agricultural Technologist/MAO Agriculture's Office</i>
	TOTAL	none	14 days, 35 min	