CITY AGRICULTURE OFFICE

External Services

1. Banca Registration (Municipal Fishing Vessel)

Conduct Registration of Banca within the Jurisdiction of Cavite City as mandated by RA 8550 – EO 305 (amended by R.A. 10654)

	[
Office or Division:	City Agriculture Office, Engineering Office, Treasury Office, PNP Maritime, PCG				
Classification:	Complex				
Type of Transaction:	G2C – Gove	ernment	to Public		
Who may avail:	Fisherfolk (F	isherm	an)		
CHECKLIST			WHERE TO SECURE		
REQUIREMEN	NTS				
 Duly accomplish application form Notarized form Applicant only) Official Receipt of sale of Motor/Bat Valid ID (if newly) Barangay Clearat Banca Registration 1 Post card size Vessel 2x2 picture operated Picture of Engine Picture of Engine Picture of Fishing 1x1 picture fishing Community Tax Clearance from Maritime Group Police Clearance Official receipt of Note: payment will the clients on how in he/she wants to tak Registration fee-Pit Mayor's Permit, Institute of No. 1 yr. – P150.00 2 yrs. – P280.00 3 yrs P360.00 	ed (New or Deed of Inca and Ivacquired) ance for It is is is incated for it is inc	•	City Agriculture Office Notary public Law Office Seller or Store where unit was purchased Barangay Hall City Treasurers Office PNP- Maritime Group City Treasurers Office		
Ordinance No. 06	-3132				

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill Up Application Form and settle necessary requirements	Give application form to client and list of requirements	None	5 minutes	CAO/ Staff
2. Submit duly accomplished application form with attached necessary requirements	2.1 Receive duly accomplished application form 2.2 Assessment of application form and interview the applicant (completeness of data & requirements)	None	10 minutes	CAO/ Staff
3. Accept order of payment	3. Issuance of order of payment together with the accomplished application form and requirements		5 minutes	CAO/ Staff
4. Payment of necessary fees	4. Issuance of Official Receipt	Payment will depend on the clients on how many years he/she wants to take. Registration fee-P 100.00 Mayor's Permit, Inspection Fee, Certificate of No. 1 yr. – P150.00 2 yrs.– P280.00 3 yrs P360.00 Miscellaneous Fees: Certificate of Clearance P250 Change in Ownership P100 Change in Engine P100 Change in technical Description P50 Change in Name P50 Loss of Original Copy CN P50 Fisherfolk ID P50	20 minutes	City Treasurers Office
5. Submit official receipt with Application	5.1 Received Documents	None	10 minutes	CAO/ Staff

Requirements to CAO OR and Application Form and give photocopy to the owner as temporary registration of their Banca 5.3 Submit copy to admeasuring officer for inspection 6. Once Called, Gross Tonnage and engine inspection on the scheduled description emprection on the scheduled date and time 6.2 Coordination and Inspection of PNP Maritime 6.3 Approval of application form and Certificate of Registration (CN) and Permit to Operate Certification and permit to operate 7. Receive certification and permit to operate Total Varies Total Varies 10 minutes CAO/ Staff CAO/ Staff CAO/ Staff CAO/ Staff CAO/ Staff Today and permit to operate CAO/ Staff Today and Permit to operate CAO/ Staff Today, 3 hrs, 5 mins	form and	5.2 Photocopy			
and give photocopy to the owner as temporary registration of their Banca 5.3 Submit copy to admeasuring officer for inspection 6. Once 6.1 Inspection of called, Gross Tonnage and engine inspection and approval of gross technical description enspection on the scheduled date and time 6.2 Coordination and Inspection of PNP Maritime 6.3 Approval of application form and Certificate of Registration (CN) and Permit to Operate Certification and permit to operate 7. Receive certification and permit to operate Total Total None 10 minutes CAO/ Staff None 1 hour (on the scheduled date) Office (Admeasuring Officer) Total None 1 hour CAO (Municipal Agricultural Officer) City Councilor (Chairman, Communication and Communication None 5 minutes CAO/ Staff Operate Catolicate None 5 minutes CAO/ Staff Operate CAO/ Staff Operate Catolicate None 5 minutes CAO/ Staff Operate CAO/ Staff	·				
photocopy to the owner as temporary registration of their Banca 5.3 Submit copy to admeasuring officer for inspection of called, Clients will bring their banca of approval of gross tonnage and engine inspection on the scheduled date and time 6.2 Coordination and permit to operate Certification and permit to operate 7. Receive certification and permit to operate Total None 10 minutes CAO/ Staff Annious CAO/ Staff CAO/ Staff None 1 hour (on the scheduled date) A hour (on the scheduled date) Office (Admeasuring Officer) A hour (on the scheduled date) A proval of approval of approval of application form and Certificate of Registration (CN) and Permit to operate CAO/ Staff None 1 hour CAO (Municipal Agricultural Officer) City Councilor (Chairman, Committee on Transportation and Communication 7. Receive certificate 7. Issuance of permit and certificate None 5 minutes CAO/ Staff	IO CAO				
owner as temporary registration of their Banca 5.3 Submit copy to admeasuring officer for inspection 6. Once called, Gross Tonnage and engine inspection and engine inspection on the scheduled date and time 6.2 Coordination and Inspection of technical description 6.3 Approval of application form and Certificate of Registration (CN) and Permit to Operate Certificate 7. Receive certification and permit to operate Total Varies None 1 hour (on the scheduled date) 1 hour (Admeasuring Officer) 1 hour (Admeasuring Officer) 1 hour (Admeasuring Officer) 2 hour (on the scheduled date) 1 hour (Admeasuring Officer) 2 hour (on the scheduled date) 4 hour (Admeasuring Officer) 5 hour (CAO (Municipal Agricultural Officer) CAO (Municipal Agricultural Officer) Chairman, Committee on Transportation and Communication		1			
registration of their Banca 5.3 Submit copy to admeasuring officer for inspection 6. Once		1 '			
their Banca 5.3 Submit copy to admeasuring officer for inspection 6. Once 6.1 Inspection of Gross Tonnage and engine inspection and language and engine inspection of the scheduled date and time 6.2 Coordination and language and engine inspection on the scheduled date and time 6.3 Approval of application form and Certificate of Registration (CN) and Permit to Operate Certification and permit to operate 7. Receive certificate 7. Issuance of permit and and permit to operate Total Varies 7 Mone 1 hour (on the scheduled date) 7 hour (Admeasuring Officer) 8 PNP Maritime 1 hour CAO (Municipal Agricultural Officer) 9 City Councilor (Chairman, Committee on Transportation and Communication 7 mitted None 5 minutes CAO/ Staff CAO/ Staff		temporary	None	10 minutes	CAO/ Staff
5.3 Submit copy to admeasuring officer for inspection 6. Once		registration of			
to admeasuring officer for inspection of called, Gross Tonnage and engine inspection on the scheduled date and time 6. Once 6.1 Inspection of Collents will and engine inspection and approval of technical description engine inspection on the scheduled date and time 6. Once 6.1 Inspection of Gross Tonnage and engine inspection and approval of technical description engine inspection on the scheduled date and time 6. Once 6.1 Inspection of Gross Tonnage (on the scheduled date) (Admeasuring Officer) Total None 7 days PNP Maritime 1 hour CAO (Municipal Agricultural Officer) CAO (Municipal Agricultural Officer) City Councilor (Chairman, Committee on Transportation and Communication 7. Receive certificate Total Varies 7 days, 3 hrs,		their Banca			
officer for inspection 6. Once 6.1 Inspection of Galled, Gross Tonnage and engine inspection on the scheduled date and time 6.2 Coordination and Inspection of the scheduled date and time 6.3 Approval of application form and Certificate 7. Receive certification and permit to operate Total 6.1 Inspection of None 1 hour (on the scheduled date) None 1 hour (on the scheduled date) 1 hour (on the scheduled date) 1 hour (on the scheduled date) 1 hour (Admeasuring Officer) 1 hour Adays 1 hour CAO (Municipal Agricultural Officer) 2 hour continue on Transportation and Communication 7. Receive certificate 7. Issuance of permit and certificate None 5 minutes 7 days, 3 hrs,		5.3 Submit copy			
inspection 6. Once called, Gross Tonnage and engine inspection on the scheduled date and time 6.3 Approval of application form and Certificate of Registration (CN) and Permit to operate Certification and permit to operate 7. Receive certificate inspection 6. Once 6.1 Inspection of Gross Tonnage and engine inspection and approval of technical description 6.1 Inspection of None 1 Inour (on the scheduled date) None 7 days PNP Maritime 7 days PNP Maritime 1 hour CAO (Municipal Agricultural Officer) City Councilor (Chairman, Committee on Transportation and Communication 7. Receive certificate Total Varies 7 days, 3 hrs,		_			
6. Once called, Gross Tonnage and engine inspection on the scheduled date and time 6. 3 Approval of application form and Certificate Certificate Certification and Permit to operate Corporate 7. Receive certification and permit to operate Total 6. 1 Inspection of Gross Tonnage (School of Gross Tonnage and engine inspection and approval of technical description (Admeasuring Office) (Admeasuring Office) (Admeasuring Officer) 8. None (School of Admeasuring Officer) 9. None (Schoo					
called, Clients will bring their banca for gross tonnage and engine inspection on the scheduled date and time 6.2 Coordination and Inspection of the scheduled date and time 6.3 Approval of application form and Certificate of Registration (CN) and Permit to Operate Certificate 7. Receive certification and permit to operate Total Gross Tonnage and engine inspection and approval of technical description None None 7 days 7 days PNP Maritime 7 days PNP Maritime Agricultural Officer (Admeasuring Officer) Total Officer (Admeasuring Officer) Thou CAO (Municipal Agricultural Officer) City Councilor (Chairman, Committee on Transportation and Communication 7 days 7 days 7 days 7 days FNP Maritime For idea of FNP Maritime For idea of Agricultural Officer Can (Municipal Agricultural Officer) City Councilor (Chairman, Committee on Transportation and Communication Transportation Transportation Total Total Varies 7 days, 3 hrs,	C. Onco	•	Mana	4 5 5	Facinossinos
Clients will bring their banca for gross tonnage and engine inspection and approval of technical description engine inspection on the scheduled date and time 6.2 Coordination and Inspection of PNP Maritime 6.3 Approval of application form and Certificate of Registration (CN) and Permit to Operate Certificate 7. Receive certification and permit to operate Total CAMeasuring Officer) None 7 days PNP Maritime 6.3 Approval of application of Agricultural Officer) City Councilor (Chairman, Committee on Transportation and Communication 7 Receive certificate 7 Issuance of permit and certificate 7 Issuance of permit and certificate 8 None 7 days, 3 hrs,			None		
bring their banca for gross tonnage and engine inspection on the scheduled date and time 6.2 Coordination and Inspection of PNP Maritime 6.3 Approval of application form and Certificate of Registration (CN) and Permit to Operate Certification and permit to operate 7. Receive certificate Total Officer) Officer	· ·	_		(on the scheduled date)	
banca for gross tonnage and engine inspection on the scheduled date and time 6.2 Coordination and Inspection of PNP Maritime 6.3 Approval of application form and Certificate of Registration (CN) and Permit to Operate Certificate 7. Receive certification and permit to operate Total approval of technical description None 7 days 1 hour CAO (Municipal Agricultural Officer) City Councilor (Chairman, Committee on Transportation and Communication 7. Receive certificate Total Varies 7 days 7 days PNP Maritime 7 days FNP Maritime 7 days Agricultural Officer) City Councilor (Chairman, Committee on Transportation and Communication 7 minutes CAO/ Staff		_			,
tonnage and engine inspection on the scheduled date and time 6.2 Coordination and Inspection of PNP Maritime 6.3 Approval of application form and Certificate of Registration (CN) and Permit to Operate Certificate 7. Receive certification and permit to operate Total description None 7 days 7 days PNP Maritime 7 days PNP Maritime 7 days PNP Maritime 7 days FNP Maritime 7 days PNP Maritime 7 days FNP Maritime Agricultural Officer) City Councilor (Chairman, Committee on Transportation and Communication 7. Receive certificate F minutes T days T days, 3 hrs,	_				,
engine inspection on the scheduled date and time 6.2 Coordination and Inspection of PNP Maritime 6.3 Approval of application form and Certificate of Registration (CN) and Permit to Operate Certificate 7. Receive certificate 7. Issuance of permit and certificate Total 8.2 Coordination None 7 days 7 days PNP Maritime 7 days 7 days PNP Maritime 7 days PNP Maritime 7 days PNP Maritime 7 days 7 days PNP Maritime 7 days 7 days PNP Maritime 7 days FNP Maritime 7 days PNP Maritime 7 days PNP Maritime 8 daysicultural Officer) City Councilor (Chairman, Committee on Transportation and Communication 7. Receive certificate 7 days 7 days 7 days, 3 hrs,	gross	technical			
inspection on the scheduled date and time 6.2 Coordination and Inspection of PNP Maritime 6.3 Approval of application form and Certificate of Registration (CN) and Permit to Operate Certification and permit to operate 7. Receive certificate Total 6.2 Coordination None None 7 days 7 days PNP Maritime 7 days FNP Maritime 7 days PNP Maritime 7 days FNP Maritime 7 days PNP Maritime 7 days PNP Maritime FNP Maritime FNP Maritime FNP Maritime FNONE FNP Maritime FNP Maritime FNONE FNP Maritime FNONE FNONE FNP Maritime FNONE FNO	_	description			
the scheduled date and time 6.3 Approval of application form and Certificate of Registration (CN) and Permit to Operate Certification and permit to operate 7. Receive certification and permit to operate Total 6.3 Approval of Application of None None 1 hour CAO (Municipal Agricultural Officer) City Councilor (Chairman, Committee on Transportation and Communication 5 minutes CAO/ Staff CAO/ Staff	_				
date and time PNP Maritime 6.3 Approval of application form and Certificate of Registration (CN) and Permit to Operate Certificate 7. Receive certification and permit to operate Total PNP Maritime None 1 hour CAO (Municipal Agricultural Officer) City Councilor (Chairman, Committee on Transportation and Communication 5 minutes CAO/ Staff CAO/ Staff	•		None	7 days	PNP Maritime
6.3 Approval of application form and Certificate of Registration (CN) and Permit to Operate Certificate 7. Receive certification and permit to operate Total 6.3 Approval of application None 1 hour CAO (Municipal Agricultural Officer) City Councilor (Chairman, Committee on Transportation and Communication 5 minutes CAO (Municipal Agricultural Officer) City Councilor (Chairman, Committee on Transportation and Communication 7. Receive certificate None 5 minutes CAO (Municipal Agricultural Officer) City Councilor (Chairman, Committee on Transportation and Communication		=			
application form and Certificate of Registration (CN) and Permit to Operate Certificate 7. Receive certification and permit to operate Total Agricultural Officer) City Councilor (Chairman, Committee on Transportation and Communication 5 minutes CAO/ Staff	date and time	FINE Manume			
and Certificate of Registration (CN) and Permit to Operate Certificate 7. Receive certification and permit to operate Total Officer) City Councilor (Chairman, Committee on Transportation and Communication Total Officer) City Councilor (Chairman, Committee on Transportation and Communication Total Officer) City Councilor (Chairman, Committee on Transportation and Communication Total Officer) City Councilor (Chairman, Committee on Transportation and Communication Total Officer) City Councilor (Chairman, Committee on Transportation and Communication Total Officer) Otal Chairman, Committee on Transportation Total Suance of permit and certificate None 5 minutes Officer) Officer		6.3 Approval of	None	1 hour	CAO (Municipal
Registration (CN) and Permit to Operate Certificate 7. Receive certification and permit to operate Total City Councilor (Chairman, Committee on Transportation and Communication 5 minutes CAO/ Staff Caty Councilor (Chairman, Committee on Transportation and Communication Total Total		• •			_
and Permit to Operate Certificate 7. Receive certification and permit to operate Varies (Chairman, Committee on Transportation and Communication S minutes (Chairman, Committee on Transportation and Communication Total Varies 7. Issuance of permit and certificate Varies 7 days, 3 hrs,					,
Operate Certificate 7. Receive certification and permit to operate Total Committee on Transportation and Communication S minutes CAO/ Staff Cammittee on Transportation and Communication Total CAO/ Staff CAO/ Staff		_ : :			•
Certificate Certificate Transportation and Communication 7. Receive certification permit and and permit to operate Total Transportation And Communication Total Total Total Total Total Transportation And Communication Total Total Total Transportation And Communication Total Total Total Total Total Transportation And Communication Total Total Total Total Total					,
7. Receive certification permit and and permit to operate Total					
7. Receive 7. Issuance of certification permit and and permit to operate None 5 minutes CAO/ Staff Varies 7. Issuance of permit and 5 minutes CAO/ Staff Varies 7 days, 3 hrs,					-
certification and permit to operate Total permit and certificate None 5 minutes CAO/ Staff Varies 7 days, 3 hrs,					Communication
and permit to operate None 5 minutes CAO/ Staff Total Varies 7 days, 3 hrs,					
operate Varies 7 days, 3 hrs,		•			
Total Varies 7 days, 3 hrs,	-	certificate	None	5 minutes	CAO/ Staff
			Varies	7 days, 3 hrs	
			741100	_	

2. Fisherfolk Registration (Municipal Fisherfolk)

Conduct Registration of Municipal Fisherfolk as mandated by RA 8550 (amended by R.A. 10654)

Office or Division:	City Agriculture Office		
Classification:	Simple		
Type of Transaction:	G2C – Government to Public		
Who may avail:	Municipal Fisherfolk (Fisherman)		
CHECKLIST OF REQUIR	REMENTS WHERE TO SECURE		
 Duly accomplished application form Barangay Certificate stating 		City Agriculture Office	

•	Darangay Continuate Stating	
	he/she is acknowledged by the	
	Barangay as fisherfolk	
•	1x1 Picture	

CLIENTS STEP	AGENCY	FEES TO BE	PROCESSING	PERSON
	ACTION	PAID	TIME	RESPONSIBLE
1. Fill Up	1. Give			
Application Form	application form			
and settle	to client and list	None	5 Minutes	CAO/ Staff
necessary	of requirements			
requirements				
2. Submit duly	2.1 Receive			
accomplished	duly	None	5 Minutes	CAO/ Staff
application form	accomplished			
with attached	application form			
necessary				
requirements	2.2 Assessment			
	of application	None	15 Minutes	CAO/ Staff
	form interview			
	the applicant			
	(completeness			
	of data &			
	requirements)			

3. Receive	3. Encoding			
Fisherfolk	of data thru	None	10 minutes	CAO/ Staff
Registration	FRS Data			
Number	Base			
Total		None	35 minutes	

3. Municipal Fisherfolk ID

Issuance of fisherfolk ID as requested/required by city ordinance #06 3132

Office or Division:	City Agricultu	City Agriculture Office		
Classification:	Simple			
Type of Transaction:	G2C – Government to Public			
Who may avail:	Municipal Fisherfolk (Fisherman)			
CHECKLIST	T OF WHERE TO SECURE			
REQUIREMEN	NTS			
Duly accomplish application form1x1 PictureSpecimen Signa		City Agriculture OfficeClientClient		

CLIENTS	AGENCY	FEES TO	PROCESSING	PERSON
STEP	ACTION	BE PAID	TIME	RESPONSIBLE
1. Fill up the	1. Give the			
Application	application form			
Form and	to the client list	None	5 minutes	CAO/ Staff
settle the	of requirements			
necessary				
requirements				
2. Submit duly	2.1 Receive duly			
accomplished	accomplished	None	5 minutes	CAO/ Staff
application	application form			
form with				
attached	2.2 Assessment			
necessary	of application	None	15 minutes	CAO/ Staff
requirements	form, verification			
	if the applicant			
	(completeness			
	of data &			
	requirements			

Total			1 hour	
Fisherfolk ID	Fisherfolk ID			
Municipal	Municipal	None	5 minutes	CAO/ Staff
3. Receive of	3. Issuance of			
				and City Mayor
				Communication
				and
	of ID			Transportation
	and Approval	None	30 minutes	Chairman on
	Preparation			Committee
	2.3			CAO,

4. Provisions of Vegetable Seeds/Planting Materials DistributionProvide vegetables seeds/planting material and IEC Materials for Urban Farming

Office or Division:	City Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Public			
Who may avail:	All			
CHECKLIST OF REQUIRE	REMENTS WHERE TO SECURE			
Request Form/ Letter of needed Seeds		City Agriculture Office		

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill Up	1. Give			
request form	request form/letter to client	None	5 minutes	CAO/ Staff
2. Submit duly accomplished request form	2. Receive duly accomplished request form	None	5 minutes	CAO/ Staff

3. Accept of	3. Issuance of			
request	requested			
seeds,	seed, planting	None	5 minutes	CAO/ Staff
planting	materials and			
materials and	IEC materials			
IEC materials				
4. Sign in	4. Record			
Receiving	quantity, types			
Logbook	of seeds for		10 minutes	CAO/ Staff
	monitoring			
	purposes			
Total			25 minutes	

5. Urban Agriculture and Livelihood Training/SeminarProvide livelihood training and Urban Agriculture as source of additional income for their family

Office or Division:	City Agricult	City Agriculture Office			
Classification:	Complex				
Type of Transaction:	G2C – Government to Public				
Who may avail:	All				
CHECKLIST (REQUIREMEN		WHERE TO SECURE			
Letter of Request indicating what type of seminar needed, target participants, proposed location where to conduct.		• Client			

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter to Office of the Mayor or Agriculture Office	1.1 Receive request letter 1.2 Assessment and interview of the applicant for possible additional	None	15 minutes	CAO/ Staff
2. Client/ applicant will be called for coordination	details 2. Preparation of needed documents, training materials, coordination to another agency for possible speaker	None	8 days	CAO/ Staff
3. Client/ Participants will attend the training and seminar	3. Actual Seminar/ documentation	None	1 day	CAO/ Staff
Total		None	9 days, 15 mins	

6. Registration of RSBSA (Registry System for Basic Sectors in Agriculture)

Office or Division:	City Agriculture Office		
Classification:	Simple		
Type of Transaction:	G2C – Government to Public		
Who may avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Ani at Kita RSBSA Enrollment		City Agriculture Office	

 Ani at Kita RSBSA Enrollment Form 	City Agriculture Office
2 x 2 picture	 Client
Barangay Certification	Barangay
 Photocopy of Valid ID 	Client

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up Application Form and settle necessary requirements	1. Give application form to client and list of requirements	None	5 minutes	CAO/ Staff
2. Submit	2.1 Receive duly accomplished application form	None	5 minutes	CAO/ Staff
duly accomplished application form with attached necessary requirements	2.2 Assessment of application form and interview of the applicant (completeness of data & requirements)	None	5 minutes	CAO/ Staff

Total		None	1 day, 25 mins	
	4. Submission duly accomplished form to Agriculture Program Coordinator Office (APCO)	None	1 day	CAO/ Staff
3. Receive RSBSA Stub with Reference Number	3. Issuance of RSBSA Stub with Reference Number	None	5 minutes	CAO/ Staff
	2.3 Initial Encoding of data thru RSBSA Data Base	None	5 minutes	CAO/ Staff

7. Registration for Banca Insurance through PCIC

Office or Division:	City Agriculture Office			
Classification:	Simple	Simple		
Type of Transaction:	G2C – Government to Public			
Who may avail:	All	All		
CHECKLIST		WHERE TO SECURE		
REQUIREMEN	ITS			
 PCIC Insurance Form Ani at Kita RSBSA Stub Picture of Banca Banca Registration Certificate Photocopy of valid ID 		City Agriculture OfficeClientBarangayClient		

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill Up application form and	Give application form to client	None	5 minutes	CAO/ Staff
settle necessary	and list of requirements	None	5 minutes	CAO/ Stail
requirements	·			
2. Submit duly accomplished	2.1 Receive duly			
application	accomplished			
form with	application	None	5 minutes	CAO/ Staff
attached necessary	form			
requirements	2.2			
	Assessment of application	None	5 minutes	CAO/ Staff
	form and			
	interview of the applicant			
	(completeness			
	of data &			
	requirements)			
	2.3 Encoding of data	None	5 minutes	CAO/ Staff
	3.			
	Submission of			
	duly accomplished	None	1 day	CAO/ Staff
	form and	-		
	requirements to PCIC			
	Coordinator			
Total		None	1 day,	
			20 mins	