



12. Settling of Penalties for the Violation of Municipal Fisheries Ordinances

The Bantay Dagat of the Tanza Local Government Unit conducts regular patrolling operations in the municipal waters of Tanza. All apprehension reports are turned over to the Municipal Agriculture Office for the settling of penalties for the violation of municipal fisheries ordinances.

Office/Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Violators of the municipal fisheries ordinances			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal appearance of the violator or its representative		Client		
Apprehension Ticket/s (1 Original)		Bantay Dagat		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the MAO and present the apprehension ticket/s	1.1. Verify the apprehension ticket	None	5 minutes	<i>Aquaculturist II, Agriculture Staff</i> Municipal Agriculture Office
	1.2. Issue an Order of Payment	None	2 minutes	
2. Proceed to the Municipal Treasurer's Office for payment of the penalty/ies	2.1. Collect payment	PHP 500.00 - PHP 2,500.00	2 minutes	<i>Collection Staff</i> Window 1, 2, 3, 4, or 5 of Municipal Treasurer's Office
	2.2. Issue an official receipt	None	3 minutes	
3. Return to MAO and present the official receipt	3. Record the official receipt number	None	2 minutes	<i>Aquaculturist II, Agriculture Staff</i> Municipal Agriculture Office
TOTAL:		*PHP 500.00 - PHP 2,500.00	14 minutes	

*penalty fees and charges can vary widely depending on the case filed by the apprehending officer