



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF FISHERIES AND AQUATIC RESOURCES**  
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Tel. Nos. 929 – 9597, 929-8047

August 03, 2020

**FISHERIES OFFICE ORDER**

NO. 127  
Series of 2020

**SUBJECT: VOLUNTARY GUIDELINES ON THE ESTABLISHMENT OF A MUNICIPAL CATCH DOCUMENTATION AND TRACEABILITY SYSTEM FOR LGUs TO MANAGE FISHERY RESOURCES**

In the exigency of the service, the Department of Agriculture-Bureau of Fisheries and Aquatic Resources (DA-BFAR) adopts the enclosed "*Voluntary Guidelines on the Establishment of a Municipal Catch Documentation and Traceability System for LGUs to Manage Fishery Resources*" pursuant to Rule 38.5 of the implementing rules and regulations of Republic Act No. 8550, as amended by Republic Act No. 10654. This voluntary document shall serve as a guide for Local Government Units in implementing a municipal catch document and traceability system in their area of jurisdiction.

All orders/memoranda inconsistent herewith are deemed revoked. This Fisheries Office Order shall take effect immediately and shall remain in force until revoked by the undersigned.

  
**EDUARDO B. GONGONA**  
BFAR National Director





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## Voluntary Guidelines

### on the Establishment of a Municipal Catch Documentation and Traceability System for Local Government Units to Manage Fishery Resources



Quezon City, Philippines  
August 03, 2020

**Section 1. Objectives.** The general objective of this guideline is to establish a data collection system that is appropriate and viable at the local government level in order to provide a management tool to prevent, deter and eliminate illegal, unreported and unregulated requirements and ensure continued market access of fish and fishery products. It is the aim of this guideline to enjoin local government units (LGUs) to establish and implement a municipal catch documentation and traceability system (MCDTS), effective and efficient fisheries management, implement food safety and traceability system with the help of relevant government agencies such as the Department of Agriculture-Bureau of Fisheries and Aquatic Resources (DA-BFAR), the Department of the Interior and Local Government (DILG), civil society organizations (CSOs), and academe.

**Section 2. Definition of Terms.**

- a. *Auxiliary Invoice* – an official document issued by LGUs as evidence of transport of fish and fishery products from the point of origin to the point of destination in the Philippines and/or export purposes;
- b. *Community Service* - means any service or activity that is performed for the benefit of the community or its institutions in lieu of payment of fine imposed as administrative or criminal penalty;
- c. *Fish Catch Report* – a simplified record of required details of fishing operation for fishing boat 3.0 gross tons and below;
- d. *Fishery Management Areas*- a bay, gulf, lake or any other fishery area which may be delineated for fishery resource management purposes;
- e. *Municipal fisherfolk*- persons who are directly or indirectly engaged in municipal fishing and other related fishing activities;
- f. *Municipal Landing Area* – areas within the jurisdiction of the LGU where fish and fishery products are landed/unloaded by municipal fishing boats such as buying stations, Community Fish Landing Centers (CFLC) and municipal fishports;
- g. *Municipal Fishing Boat* – fishing boats, with or without outrigger, with size measured 3.0 gross tons or below;
- h. *Municipal Landing Declaration* – an official document issued by the LGU documenting the landing/unloading of fish and fishery products in municipal landing areas under the jurisdiction of the LGU concerned;
- i. *Traceability* – the ability to trace and follow a food, feed, food-producing animal or substance intended to be, or expected to be incorporated into a food or feed, through all stages of production, processing and distribution.

**Section 3. Nature and Scope.** This guideline covers municipal fishing boats and fishery products that are produced by municipal fishers and landed and sold in municipal landing areas under the jurisdiction of LGUs. This likewise includes some of the major ports that are managed by the Philippine Fisheries Development Authority (PFDA) where municipal fishing boats land. These major ports shall be identified by DA-BFAR and PFDA.

Nothing in the Guidelines should be read as limiting or undermining any rights or obligations of any parties involved. These Guidelines may be used to guide amendments and inspire new or supplementary legislative and regulatory provisions.

**Section 4. Municipal fisherfolk, municipal fishing boat owners, skipper, and operators.** These Guidelines recognize the role of the municipal fisherfolk, municipal boat owners, skipper, and operators. Taking due account of specific legislations imposed by the State, the municipal fisherfolk, municipal boat owners, skipper, and operators should strive to ensure that the following are complied with:

- a. To register as municipal fisherfolk and their fishing boats in accordance with Executive Order No. 305 or their respective municipal ordinance;
- b. To secure license to fish in the municipal waters from LGUs;
- c. To report their catch in accordance with the municipal fisheries ordinance and guided by Annex A (Minimum Data Requirements) and Annex B (Process of MCDTS) of this guideline;
- d. To unload in designated landing areas. The fisher, owner/ operator/skipper of municipal fishing boats shall unload their catch only in landing areas designated by the LGU concerned. Designated landing areas include buying stations, Community Fish Landing Centers (CFLC) or municipal fish ports. In cases where there are no designated landing areas, the LGUs should designate an authorized person or organization to collect data catch.

**Section 5. Traders.** These Guidelines recognize the role of traders in local economies and sustainable resource utilization. As such, they should ensure compliance of the following:

- a. To comply with the municipal fisheries ordinance and other fishery-related policies including securing permit to operate with concerned LGUs;
- b. To maintain an updated report of their operations and submit a monthly report to the LGU through the Municipal Agriculture Office;
- c. To secure or present auxiliary invoice; and
- d. To assist LGUs in collecting catch data as applicable.

**Section 6. Local Government Units.** There is a need for clear responsibilities and well-defined points of contact in government authorities to implement these Guidelines. For this purpose, it is recommended for the LGUs to ensure compliance with the following:

- a. To issue and implement fisheries ordinance. Each LGU shall adopt fisheries ordinance/s consistent with the provisions of this guideline and prior consultations with the Fisheries and Aquatic Resources Management Councils (FARMCs) and other stakeholders. It shall implement the same unilaterally or in cooperation with other LGUs, CSOs, and academe concerned. The fisheries ordinance should be in conformity to RA 8550, as amended by RA 10654;
- b. To issue fishing boat registration, municipal fishing license and auxiliary invoices for traceability purposes. For purposes of traceability of fish and fishery products, each LGU shall ensure that the following are implemented in their areas of jurisdiction:
  - i. Register and license fishing boats in their area of jurisdiction;
  - ii. Issue declaration of landing on all unloading of fish and fishery products;
  - iii. Issue auxiliary invoice for the transport of fish and fishery products from their area of jurisdiction to any point in the Philippines; and
  - iv. Maintain an updated registry of fishing boats, licenses and gears and

submit the monthly catch reports to the Provincial Fisheries Office.

- c. To monitor the unloading of fish in designated landing areas. Each LGU shall effectively monitor and document the unloading of all fish and fishery products in all landing areas under their jurisdictions. In cases where there are no designated landing sites, the LGU shall designate an authorized person to monitor and collect data on fish catch. Fish traders, individual fisherfolk and fisherfolk organizations can be tapped by LGUs as sources of catch data;
- d. To provide assistance to fisherfolk and traders on how to document their fish catch, in coordination with the DA-BFAR, the DILG, CSOs and academe;
- e. To designate appropriate fish catch landing sites in consultation with DA-BFAR, FARMCs, fisherfolk and other stakeholders;
- f. To issue business permits to fish traders/shippers and ensure that they comply with the reportorial requirements;
- g. To give feedback to the stakeholders and FARMCs the results of the catch documentation reports and establish appropriate management actions in consultation with scientific advisory group and the management body of the Fisheries Management Area (FMA), where the LGU is located; and
- h. To implement management actions, after due consultation with the FARMCs and other stakeholders, that are determined based on the results of assessment (by DA-BFAR) the catch documentation. The process of data collection and analysis shall be guided by Annex C.

**Section 7. City/Municipal Fisheries and Aquatic Resources Management Council.** As recommendatory body to the LGUs, the C/MFARMC shall ensure that the following functions provided under Section 74 of RA 8550, as amended, are performed, to wit:

- a. To recommend to the LGU any relevant policies, ordinances and programs related to this guideline;
- b. To assist LGUs in coordinating with relevant government agencies and organizations that can help in the implementation of this guideline; and
- c. To recommend to the LGU actions that will help in the implementation and improving the enforcement of this guideline.

**Section 8. Bureau of Fisheries and Aquatic Resources.** As the the main government agency mandated to conserve, manage and protect the fisheries and aquatic resources of the country, DA-BFAR should ensure that fisheries policies are being implemented. DA-BFAR should ensure the implementation of the following:

- a. To issue guideline on municipal catch documentation and traceability system as mandated under R.A. No.8550, as amended by R.A. No. 10654;
- b. To provide technical assistance upon request from the LGU in the form of the following:
  - i. Capability building, specifically in the training of staff of LGUs who shall handle the MCDTS;
  - ii. Information technology, where DA-BFAR shall recommend appropriate electronic MCDTS; and
  - iii. Management of database of municipal fishing boat.
- c. To implement trade-related measures. DA-BFAR shall implement trade-related measures taking into consideration Fisheries Administrative Order No. 238, which provides guideline for fishery export products to the European Union

- and any other requirements imposed by international and local markets;
- d. To ensure the inter-operability of different data collection and information management system such as but not limited to Municipal Fisherfolk Registration (*FishR*) and Boat Registration (*BoatR*)

**Section 9. Department of Interior and Local Government.** Government authorities and agencies at all levels should work to develop knowledge and skills to support sustainable fishery policies. Towards this end, the DA-BFAR shall coordinate with the DILG to ensure that the aim of the Guidelines is implemented which includes the following:

- a. To provide technical support to the LGUs particularly in the formulation of a model ordinance on CDTS;
- b. To assess the performance of LGUs in terms of their mandates under R.A. No. 10654, which amended R.A. No. 8550, through its Fisheries Compliance Audit (FishCA); and
- c. To assist in the dissemination of this guideline to the LGUs and ensure compliance by LGUs.

**Annex A. Minimum Key Data Elements for the Municipal Fish Catch Report with Existing MC DTS**

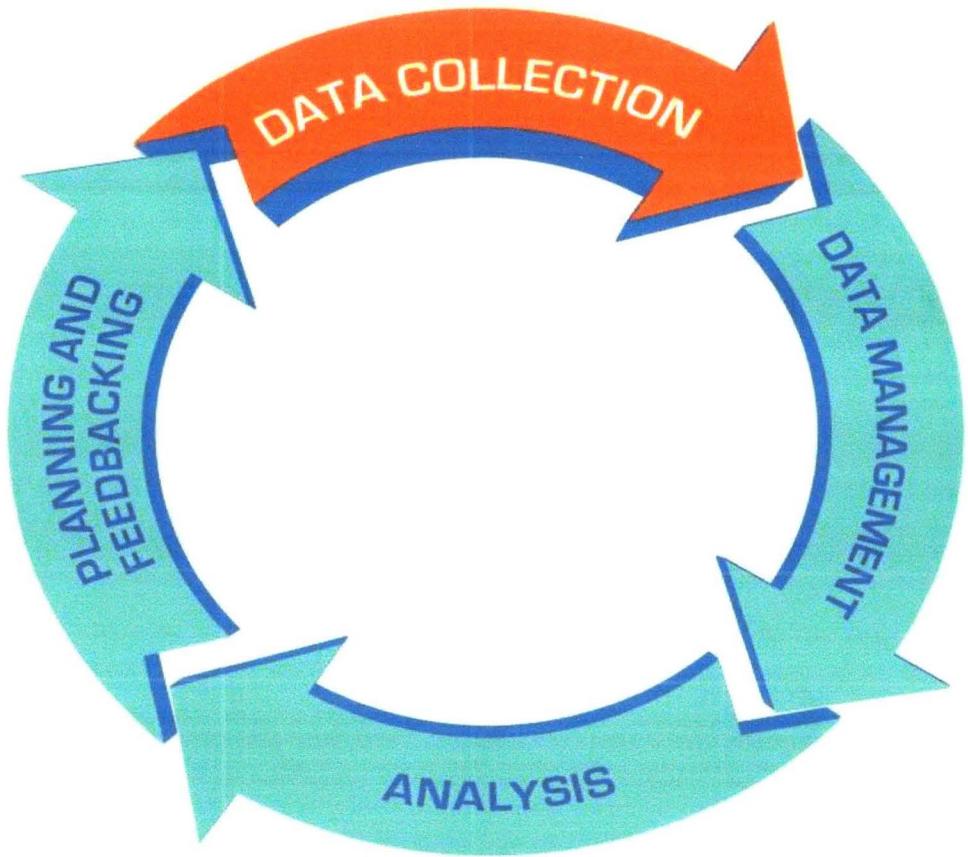
<b>Key Data Elements</b>	<b>Definition</b>
Control Number	Assigned unique identification number for each fish catch form.
Name of Fisher	Name of fisher directly or personally and physically engaged in taking fishery and aquatic resources.
Gender	Determination of sex (male or female)
Vessel Name	Registered name of fishing vessel/boat
Home Port	Refers to the LGU where the fishing vessels is registered.
Fisherfolk Registration Number	Refers to the number appears in the Certificate of Fisherfolk Registration (CFR). Number assigned and issued by the Municipal Agriculture Office – Fisheries Section to a registered Municipal Fisherfolk.
Vessel Registration Number	Refers to the number appears on Vessel Identification Number (VIN), assigned by the Municipal Agriculture Office – Fisheries Section, written in the Certificate of Number to a registered municipal fishing vessel that shall consist of three parts: The code of the province-code of municipality-running number as prescribe in EO 305 series of 2004; the official number in the Certificate of Number.
Fishing Vessel License	Refers to a permit to operate a specific types of fishing vessel for a specific duration within municipal waters for demersal or pelagic fishery resources.
Fishing Gear License	Refers to a permit to operate a specific types of fishing gear for a specific duration within municipal waters for demersal or pelagic fishery resources.
Fishing Ground/s	Location(s) where capture of seafood occurred.
Date of Departure (If applicable for traders)	Calendar start of fishing operation.
Time of Departure (If applicable for traders)	Schedule of a fishing vessel to depart from a given point of origin.
Date of Return (If applicable for traders)	Calendar end of fishing operation.
Time of Return (If applicable for traders)	Fishing vessel arrival time to a given destination.
Catch Landing Site/Casa/Consignacion/Ports	Where seafood was first discharged to land.
Name of Buyer	Casa/Consignacion/Owner of buying station name.
Fishing Gear	Refers to any instrument or device and its accessories utilized in taking fish and other fishery species.
Species caught	Scientific name/English Name/Local Name of fishery product.
Weight/Quantity	Numerical quantifiable amount of seafood with a standard unit of measure.
Length of Fish (if applicable)	Measurement of a fish from snout to the standard length (SL) or fork length (FL) or Total Length (TL). (Note: depending on the species)
Total weight per species	Sum of weight for each kind of fish caught.



### Annex C. Process Cycle of MCDTS

Sources of information: (1) Fishers; (2) Traders; (3) Fisherfolk Associations, among others

Results of the analysis shall be popularized by LGUs with the help of the academe, NGOs and DA-BFAR. Results shall be used to inform policies and plans for coastal and fisheries resources management.



If paper-based: data collected shall be encoded by the technical staff from the LGUs in the Municipal Agriculture Office/Municipal Environment and Natural Resources Office/Coastal Resources Management Office.  
If electronic-based: data collected shall be downloaded to the database

Data collected shall be analyzed by the technical staff of the LGU with assistance from the academe, NGOs and DA-BFAR