



Environment and Natural Resources Office

External Services



1. Issuance of No Objection Certification for chainsaw registration

The DENR requires that all chainsaws shall be registered. One of the requirements is the certification of no objection from the concerned LGUs.

Office Or Division:	Environment and Natural Resources Office			
Classification:	Complex			
Type Of Transaction:	G2C-Government to Citizen			
Who May Avail:	Chainsaw Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request (1 Original Copy)		Client		
Barangay Certification (1 Original Copy)		Barangay Office of residence		
Photo of the chainsaw (1 Original Copy)		Client		
Receipt/Proof of ownership of the item (1 Photocopy)		Issued by the store where the item was purchased		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submission of application with complete documents	1.1 The receiving clerk receives, record and route the document to the office head.	None	20 Minutes	<i>Administrative Aide I</i> ENRO
	1.2 The head pins instructions to the routing slip addressed to the concerned section to provide appropriate action			<i>Environment Management Specialist II</i> ENRO
	1.3 The concerned section evaluates the submitted document and prepares the order of payment and the certification	None	10 minutes	<i>Environment Management Specialist I</i> ENRO



2. Payment for registration and/or renewal of chainsaw.	2. The City Treasurer's Office receives the payment from the client through the submitted order of payment and issue the corresponding official receipt	50 Php	30 minutes	<i>Cashier I</i> City Treasurers Office
3.Receives the Certification	3. Once the certification is being signed by the Office Head and the OR copy is presented by the client, the certification now be released to the requesting client.	None	5 minutes	<i>Administrative Aide I</i> ENRO
TOTAL		50.00 Php	1 hour and 5 minutes	



2. Issuance of no objection certification for tree cutting request or registration of tree plantation

The DENR requires that one basis for their issuance of tree cutting permit is the certification of No objection from the LGU through ENRO. Same is true for commercial tree plantation ventures through issuance of certificate of registration.

Office Or Division:	Environment and Natural Resources Office			
Classification:	Complex			
Type Of Transaction:	G2C-Government to Citizen			
Who May Avail:	Owners of lot where the tree is planted (tree cutting)/Owner of lot where trees will be planted (tree registration)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request (1 Copy)		Client		
Barangay Certification (1 Original Copy)		Barangay Office of residence		
Land Title and/or Tax Declaration (1 Photocopy)		Client		
Photo Documentation (1 Original Copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submission of application with complete documents	1.1 The receiving clerk receives, record and route the document to the office head.	None	20 Minutes	<i>Administrative Aide I</i> ENRO
	1.2 The head pins instructions to the routing slip addressed to the concerned section to provide appropriate action			<i>Environment Management Specialist II</i> ENRO



	1.3 Inspection and report writing: The concerned section evaluates the submitted document then conducts coordination for the inspection then writes report.	None	1 day	<i>Environment Management Specialist I ENRO</i>
2. Payment for registration and/or renewal of chainsaw.	2. The City Treasurer's Office receives the payment from the client through the submitted order of payment and issue the corresponding official receipt	50 Php	30 minutes	<i>Cashier I City Treasurers Office</i>
3. Receives the certification	3. Once the certification is being signed by the Office Head and the OR copy is presented by the client, the certification now be released to the requesting client.	None	5 minutes	<i>Administrative Aide I ENRO</i>
TOTAL		50.00 Php	1 day and 55 minutes	



3. Request for tree planting activity

Any person and/or group or organizations, agencies interested to participate, or in some cases, part of their compliance or requirements in applying for a permit. A request letter is to be submitted to ENRO indicating the purpose and No. of participants for scheduling.

Office Or Division:	Environment and Natural Resources Office			
Classification:	Complex			
Type Of Transaction:	G2C-Government to Citizen			
Who May Avail:	Anyone but the trees should not be planted at the private lot			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request to ENRO (Includes Purpose, Date, Number of Participants, and number and name of Contact person) (1 Original Copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of application with complete documents	1.1 The receiving clerk receives, record and route the document to the office head.	None	20 Minutes	<i>Administrative Aide I</i> ENRO
	1.2 The head pins instructions to the routing slip addressed to the concerned section to provide appropriate action	NONE	3 Minutes	<i>Environment Management Specialist II</i> ENRO
	1.3 Application assessment: Evaluate, conduct Coordination and area inspection and schedule the tree planting activity	None	2 days	<i>Environment Management Specialist I</i> ENRO
2. Conduct of tree planting	1.1 Facilitate and document the activity	None	4 hours	<i>Environment Management Specialist I</i> ENRO
TOTAL		None	2 days,4 hours and 23 minutes	



4. Request of tree seedlings

An individual or group's interest to plant and promote planting of indigenous trees in their allocated area for reforestation and not for plantation and harvest of private individuals.

Office Or Division:	Environment and Natural Resources Office			
Classification:	Complex			
Type Of Transaction:	G2C-Government to Citizen			
Who May Avail:	Anyone long as the trees should not be planted at a private lot			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request to ENRO (Includes Purpose, Date, Number of Participants, and number and name of Contact person) (1 Original Copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of application with complete documents	1.1 The receiving clerk receives, record and route the document to the office head.	None	20 Minutes	<i>Administrative Aide I</i> ENRO
	1.2 The head pins instructions to the routing slip addressed to the concerned section to provide appropriate action			<i>Environment Management Specialist II</i> ENRO
	1.3 Evaluate: If for public purpose, seedlings will be granted; if to be planted at private area, the subject request will be endorsed to DENR or to the City Agriculture Office.	None	20 minutes	<i>Environment Management Specialist I</i> ENRO
TOTAL		None	40 Minutes	



5. Submission of complaints on watershed and wildlife concerns

An individual's complaint or concern in relation to the section issues that are to be taken action and if necessary be solved.

Office Or Division:	Environment and Natural Resources Office			
Classification:	Complex			
Type Of Transaction:	G2C-Government to Citizen			
Who May Avail:	Anyone			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Complaint letter (1 Original Copy) Text/call if urgent			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submission of application with complete documents	1.1 The receiving clerk receives, record and route the document to the office head. 1.2 The head pins instructions to the routing slip addressed to the concerned section to provide appropriate action	None	20 Minutes	<i>Administrative Aide I</i> ENRO <i>Environment Management Specialist II</i> ENRO
	1.3 Conducts initial gathering of information (location, person to contact etc.) and coordination with PNP and other concerned Government/Private Offices	None	20 minutes	<i>Environment Management Specialist I</i> ENRO
	1.4 Conduct of inspection/verification and report writing	None	2 days	<i>Administrative Aide I</i> ENRO
	1.5 Execution of recommendations			<i>Administrative Aide I</i> ENRO
TOTAL		None	2 Days and 40 Minutes	



6. Submission of complaints on pollution (water/air) concerns

The office receives written complaints regarding water/air issues and conducts inspection for verification and produce inspection report indicating recommendations for compliance to the complaint. A follow-up monitoring will be conducted.

Office Or Division:	Environment and Natural Resources Office			
Classification:	Complex			
Type Of Transaction:	G2C-Government to Citizen			
Who May Avail:	Owners of lot where the tree is planted (tree cutting)/Owner of lot where trees will be planted (tree registration)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request (1 Copy)		Client		
Barangay Certification (1 Original Copy)		Barangay Office of residence		
Land Title and/or Tax Declaration (1 Photocopy)		Client		
Photo Documentation (1 Original Copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of application with complete documents and routing	1.1 The receiving clerk receives, record and route the document to the office head.	None	20 Minutes	<i>Administrative Aide I</i> ENRO
	1.2 The head pins instructions to the routing slip addressed to the concerned section to provide appropriate action			<i>Environment Management Specialist II</i> ENRO
	1.3 Conducts initial gathering of information (location, person to contact etc.) and coordination with PNP and other concerned Government/Private Offices	None	20 minutes	<i>Environment Management Specialist I</i> ENRO
	1.4 Conduct of inspection/verification and report writing	None	2 days	<i>Administrative Aide I</i> ENRO
	1.5 Execution of recommendations and Monitoring of result			<i>Administrative Aide I</i> ENRO
TOTAL		50.00 Php	2 days and 40 minutes	



7. Application of pre-loading certificate for poultry owners

The Pre-loading inspection before loading/operation of poultry is required as proactive move of the office to ensure that all of the poultry operators comply with their environmental management plans as required under their issued Environmental Compliance Certificate (ECC) in compliance to PD 1586.

Office Or Division:	Environment and Natural Resources Office			
Classification:	Complex			
Type Of Transaction:	G2C-Government to Citizen			
Who May Avail:	Owners of lot where the tree is planted (tree cutting)/Owner of lot where trees will be planted (tree registration)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request (1 Copy)		Client		
Barangay Certification (1 Original Copy)		Barangay Office of residence		
Land Title and/or Tax Declaration (1 Photocopy)		Client		
Photo Documentation (1 Original Copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Letter request from the poultry owner for the conduct of pre-loading inspection. Should be submitted to ENRO 3 days prior to the target loading date.	1.1 The receiving clerk receives, record and route the document to the office head.	None	20 Minutes	<i>Administrative Aide I</i> ENRO
	1.2 The head pins instructions to the routing slip addressed to the concerned section to provide appropriate action	None	3 Minutes	<i>Environment Management Specialist II</i> ENRO
	1.3 Conducts initial gathering of information (location, person to contact etc.)	None	20 minutes	<i>Environment Management Specialist I</i> ENRO
	1.4 Conduct of inspection/verification and report writing	None	2 days	<i>Administrative Aide I</i> ENRO
2. Receives the Pre-loading certificate and/or sign an affidavit	2.1 Issuance of Pre-loading inspection report and undertaking if applicable after approval of the Head	None	10 minutes	<i>Administrative Aide I</i> ENRO



of undertaking if applicable				
TOTAL		50.00 Php	2 days and 53 minutes	

8. Exportation of sand and gravel for government projects

The lifting of the prohibition on the export of sand and gravel materials outside Ormoc City is in relation to Executive Order No. 42 and letter to the Local Chief Executive of Ormoc City to the District Engineer of the Fourth District Engineering Office-DPWH in support to the thrust under the build, build, build Program of the national government.

Office Or Division:	Environment and Natural Resources Office
Classification:	Complex
Type Of Transaction:	G2C-Government to Citizen
Who May Avail:	Contractor/ Government Office
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Contract between agency and contractor (1 Original copy and 1 Photocopy)	Client
Program of work indicating the total volume required for the undertaking (1 Original copy and 1 Photocopy)	Client
Supply agreement between contractor and SAG Supplier (1 Original copy and 1 Photocopy)	Contractor/Supplier
Supply agreement between contractor's SAG supplier and supplier to the supplier who is a holder of City/MGB-Issued permit for extraction, if the contractor's supplier is not a permit holder for extraction (1 Original copy and 1 Photocopy)	Contractor/Supplier
ENRO Certification that the extraction made by supplier, or the supplier to the supplier, has not gone over the limit set by the permits issued (1 Original copy)	ENRO
Proof of payment of extraction fees by supplier-permit holder to the LGU-Ormoc City Treasurer's Office (1 Original copy and 1 Photocopy)	Official Receipt at City Treasurer's Office
Other documents relevant to the foregoing (1 Original copy and 1 Photocopy)	Client



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of mandatory requirements to the office and Filling-out of the provided Supply Contract Form with a legit SAG Supplier;	1.1 The receiving clerk receives, record and route the document to the office head	Additional 50% of the extraction fee amount for sand and gravel or 20 pesos per cubic meters	20 Minutes	<i>Administrative Aide I</i> ENRO
	1.2 The office head routes the document to the concerned section with instruction	None	20 minutes	<i>Environment Management Specialist II</i> ENRO
2. Receives the Control form with released date and approval from ENRO OIC	2.1 If the documents are complete and found in order, the control form will be released to the client. 2.2 If the documents are not complete, the application will be returned right away.	None	20 minutes	<i>Environment Management Specialist I</i> ENRO
3. Receives briefing on the use of the Supply for Government Project Control form and the process of exportation after approval thereon.	3.1 A copy will be given to the border checkers and another copy will be given to the client.	None	10 minutes	<i>Administrative Aide I</i> ENRO
TOTAL			1 hour and 10 minutes	



9. Application for gratuitous permit (for government use)

Government Gratuitous permit is given to any government entity/instrumentality in need of materials for infrastructure projects over an area of not more than two (2) hectares for a period coterminous with the duration of the project and subject to minimum conditions for the approval of the City Mayor.

Office Or Division:	Environment and Natural Resources Office			
Classification:	Complex			
Type Of Transaction:	G2C-Government to Citizen			
Who May Avail:	Government Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Intent from concerned government agency (1 Original copy and 4 Photocopy)		Requesting government office		
Program of Works indicating the total volume needed for the projects; (Source of materials and duration of the project) (1 Original copy and 4 Photocopy)		Requesting government office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of mandatory requirements	1.1 The receiving clerk receives, record and route the document to the office head	Permit application- 1,110 Processing fee – 200 Filing fee – 25 PD 1856 – 10 Verification fee – 950	20 Minutes	<i>Administrative Aide I</i> ENRO
	1.2 The office head routes the document to the concerned section with instruction	None	20 minutes	<i>Environment Management Specialist I</i> ENRO
2. Attend CMRB deliberation and present the Work Program	2.1 Review and Evaluation of submitted requirements; 2.2 Urgent LGU requests/projects may	None	20 minutes	<i>City Mining Regulatory Board</i>



	<p>proceed without deliberation of the City Mining Regulatory Board (CMRB)</p> <p>2.3 Other Government Office will undergo CMRB deliberation</p>			
	<p>2.4 If approved by the CMRB, a resolution recommending for the permit approval will be prepared together with the draft Gratuitous permit for Mayor's Signature</p>		10 minutes	<i>Administrative Aide I ENRO</i>
	<p>2.5 Approval of the Gratuitous Permit by the City Mayor;</p>		2 days	<i>City Mayor CMO</i>
3. Receives the permit and works on the Notarization of the Gratuitous Permit	<p>3.1 Issuance of the Gratuitous Permit to the client;</p>			<i>Administrative Aide I ENRO</i>
4. Receives the notarized permit	<p>4.1 Record and Release of the Gratuitous Permit</p>			<i>Administrative Aide I ENRO</i>
	TOTAL	2,295.00 Php	2 days, 1 hour and 10 minutes	



10. Application for gratuitous permit (for private use)

Any land owner may apply for a Private Gratuitous Permit to ENRO for the extraction, removal and utilization of quarry, sand and gravel and other unconsolidated or loose materials for his/her own land. Extracted materials thereof shall be for personal use only and that there is adequate proof of ownership over the area.

Office Or Division:	Environment and Natural Resources Office			
Classification:	Complex			
Type Of Transaction:	G2C-Government to Citizen			
Who May Avail:	Anyone			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter of Intent from the client (1 Original copy and 4 Photocopy)			Requesting government office	
2. Barangay Resolution indicating the Barangay interposes no objection (1 Original copy and 4 Photocopy)			Barangay Office of residence	
3. Proof of Ownership; (1 Original copy and 4 Photocopy)			Client	
4. Undertaking stating that the materials is for own use only (1 Original copy and 4 Photocopy)			Client	
5. Program of Works indicating the projected timeline, conveyances to be used and the estimated quantity of materials for extraction (1 Original copy and 4 Photocopy)			Program of Works Signed by Mining Engineer	
6. Environmental Compliance Certificate/Certificate of Non Coverage from DENR-EMB to determine impact of the project (1 Original copy and 4 Photocopy)			DENR EMB via online application	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of mandatory requirements	1.1 The receiving clerk receives, record and route the document to the office head	Permit application- 470 Processing fee – 200 Filing fee – 50 PD 1856 – 10 Verification fee - 850	20 Minutes	<i>Administrative Aide I</i> ENRO



	1.2 The office head routes the document to the concerned section with instruction		20 minutes	<i>Environment Management Specialist II ENRO</i>
2. Attend CMRB deliberation and present the Work Program	2.1 Review and Evaluation of submitted requirements via ENRO and CMRB deliberation	None	6 hours	<i>City Mining Regulatory Board</i>
	2.2 If approved by the CMRB, a resolution recommending for the permit approval will be prepared together with the draft Gratuitous permit for Mayor's Signature		10 minutes	<i>Administrative Aide I ENRO</i>
	2.3 Approval of the Gratuitous Permit by the City Mayor;		2 days	<i>City Mayor CMO</i>
3. Receives the permit and works on the Notarization of the Gratuitous Permit	3.1 Issuance of the Gratuitous Permit to the client;		20 minutes	<i>Administrative Aide I ENRO</i>
4. Receives the notarized permit	4.1 Record and Release of the Gratuitous Permit		20 minutes	<i>Administrative Aide I ENRO</i>
TOTAL		1,580.00 Php	2 days, 7 hours and 30 minutes	



11. Industrial sand and gravel application

The use of mechanical processor like a mineral processing plant or crusher and the extraction of sand and gravel materials from rivers is applied to ENRO for areas below five (5) hectares.

Office Or Division:	Environment and Natural Resources Office
Classification:	Complex
Type Of Transaction:	G2C-Government to Citizen
Who May Avail:	Anyone with crushing plant and heavy equipment
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Barangay Resolution indicating the Barangay approves the renewal/new application of the quarry in the area (Interposing no objection on the application with minutes of the meeting, attendance and photos of the public hearing); (1 Original copy and 4 Photocopy)	Barangay where the extraction area is located
2. Industrial Sand and Gravel Application (Secure Application template from ENRO-LGU Ormoc and Filing & Registration Fee); (1 Original copy and 4 Photocopy)	Secure Application template from ENRO-LGU Ormoc
3. Copy of Previous permit (if renewal); (1 Original copy and 4 Photocopy)	Client
4. ECC Amended & Certified True Copy (if renewal); (1 Original copy and 4 Photocopy)	DENR-EMB Tacloban
5. Environmental Compliance Certificate (ECC) (For New Application); (1 Original copy and 4 Photocopy)	DENR-EMB Tacloban
6. Survey Plan (1 Original copy and 4 Photocopy)	Prepared by Mineral Land Geodetic Engineer deputized by DENR-MGB Tacloban
7. Area Status Clearance	DENR MGB R08
8. Certification from City Agriculture Office (Indicating area is not within the Agriculture Zone);	City Agriculture Office (CAO)
9. Certification from CENRO (Indicating the Land Classification Status of the area applied for);	DENR Ormoc City
10. Certification from DENR – ENIPAS Certification;	DENR Ormoc City (PASu)
11. Certification from CPDO- Zoning Certification;	City Planning and Development Office (CPDO)
12. Certification from National Irrigation Administration (Applied area is not within the NIA structures);	National Irrigation Agency (NIA)



13. Certification from DPWH (Indicating area applied for is not within Public Structures);	Department of Public Works and Highways (DPWH)			
14. Cash Bond (A cash bond for Three Hundred Thousand Philippines Pesos (Php300, 000) per hectare, or a fraction thereof, or 10% of the total project cost indicated in the work program, whichever is higher);	Client			
15. 1-Year Development Work Program;	Licensed Mining Engineer			
16. 1-Year Environmental Protection and Enhancement Program (EPEP) (MGB FORM 16-2);	Licensed Mining Engineer			
17. Proof of Application for CEMCRR at MGB;	DENR MGB Tacloban City			
18. Proof of Technical Competence;	Client			
19. BIR Certification on Excise Taxes;	BIR			
20. Audited Comparative Financial Statements incurred during the operations;	Client			
21. Comprehensive and Validated Technical Report on the outcome of the operations, including their environmental effects duly prepared, signed and sealed by a License Mining Engineer or Geologist;	Client			
22. Sand and Gravel Field Verification Report	ENRO			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of mandatory requirements	1.1 The receiving clerk receives, record and route the document to the office head	Permit application- 1,110 Processing fee – 200 Filing fee – 25 PD 1856 – 10 Verification fee - 950	20 Minutes	<i>Administrative Aide I</i> ENRO
	1.2 The office head routes the document to the concerned section with instruction		20 minutes	<i>Environment Management Specialist II</i> ENRO



2. Attend CMRB deliberation and present the Work Program	2. Review and Evaluation of submitted requirements via ENRO and CMRB deliberation	None	6 hours	<i>City Mining Regulatory Board</i>
	2.1 If approved by the CMRB, a resolution recommending for the permit approval will be prepared together with the draft permit for Mayor's Signature		10 minutes	Technical staff
	2.2 Approval of the Permit by the City Mayor;		2 days	<i>City Mayor CMO</i>
3. Receives the permit and works on the Notarization of the Gratuitous Permit	3. Issuance of the Permit to the client;	40 pesos per cubic meters for sand and gravel (LGU extraction fee equivalent to the allowable volume indicated in the permit)	20 minutes	<i>Administrative Aide I ENRO</i>
4. Receives the notarized permit	4. Record and Release of the Permit		20 minutes	<i>Administrative Aide I ENRO</i>
TOTAL		2,295.00 Php	2 days, 7 hours and 30 minutes	



12. Industrial mountain quarry application

Mountain Quarry Permit Application is processed from ENRO for an area below five (5) hectares which involves extraction and disposition of quarry/limestone materials.

Office Or Division:	Environment and Natural Resources Office
Classification:	Complex
Type Of Transaction:	G2C-Government to Citizen
Who May Avail:	Titled lot owners
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Intent from the Applicant (1 Original copy and 4 Photocopy)	Client
2. Barangay Resolution indicating the Barangay approves the renewal/new application of the quarry in the area (Interposing no objection on the application with minutes of the meeting, attendance and photos of the public hearing); (1 Original copy and 4 Photocopy)	Barangay where the extraction area is located
3. Industrial Mountain Quarry Application (Secure Application template from ENRO-LGU Ormoc and Filing & Registration Fee); (1 Original copy and 4 Photocopy)	Secure Application template from ENRO-LGU Ormoc
4. Land Title of the area applied (1 Original copy and 4 Photocopy)	Client
5. Copy of Previous permit (if renewal); (1 Original copy and 4 Photocopy)	Client
6. Geologic Assessment by the Mines and Geosciences Bureau R08 in connection to the Application of Environment Compliance Certificate (To determine the total or remaining Quarry resources as basis in determining for the allowable volume for the applied permit pursuant to EMB Memorandum Circular No. 2020-27); (1 Original copy and 4 Photocopy)	DENR MGB Tacloban
7. Environmental Compliance Certificate (ECC); (1 Original copy and 4 Photocopy)	DENR-EMB Tacloban
8. Approved Survey Plan (1 Original copy and 4 Photocopy)	Prepared by Mineral Land Geodetic Engineer deputized by DENR-MGB Tacloban



9. Benching Plan (1 Original copy and 4 Photocopy)	Prepared by Mineral Land Geodetic Engineer
10. Topographic Plan (1 Original copy and 4 Photocopy)	Prepared by Mineral Land Geodetic Engineer
11. Area status clearance (1 Original copy and 4 Photocopy)	DENR MGB Region 8
12. Certification from City Agriculture Office (Indicating area is not within the Agriculture Zone); (1 Original copy and 4 Photocopy)	City Agriculture Office (CAO)
13. Certification from CENRO (Indicating the Land Classification Status of the area applied for); (1 Original copy and 4 Photocopy)	DENR Ormoc City
14. Certification from CPDO- Zoning Certification; (1 Original copy and 4 Photocopy)	City Planning and Development Office (CPDO)
15. Certification from National Irrigation Administration (Applied area is not within the NIA structures); (1 Original copy and 4 Photocopy)	National Irrigation Agency (NIA)
16. Certification from DPWH (Indicating area applied for is not within Public Structures); (1 Original copy and 4 Photocopy)	Department of Public Works and Highways (DPWH)
17. Cash Bond (A cash bond for Three Hundred Thousand Philippines Pesos (Php300, 000) per hectare, or a fraction thereof, or 10% of the total project cost indicated in the work program, whichever is higher); (1 Original copy and 4 Photocopy)	Client
18. 1-Year Development Work Program; (1 Original copy and 4 Photocopy)	Licensed Mining Engineer
19. 1-Year Environmental Protection and Enhancement Program (EPEP) (MGB FORM 16-2); (1 Original copy and 4 Photocopy)	Licensed Mining Engineer
20. Proof of Application for CEMCRR at MGB; (1 Original copy and 4 Photocopy)	DENR MGB Tacloban City
21. Proof of Technical Competence; (1 Original copy and 4 Photocopy)	Client
22. BIR Certification on Excise Taxes; (1 Original copy and 4 Photocopy)	BIR



23. Audited Comparative Financial Statements incurred during the operations; (1 Original copy and 4 Photocopy)		Client		
24. Proof of financial capability to undertake the activities in pursuant to the Work Program and EPEP; Statement of Assets and Liabilities duly sworn in accordance with existing laws, credit lines and income tax return for the preceding three (3) years; (1 Original copy and 4 Photocopy)		Client		
25. Comprehensive and Validated Technical Report on the outcome of the operations, including their environmental effects (1 Original copy and 4 Photocopy)		Prepared, signed and sealed by a Licensed Mining Engineer or Geologist;		
26. Mountain Quarry Field Verification Report (1 Original copy and 4 Photocopy)		ENRO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submission of mandatory requirements	1.1 The receiving clerk receives, record and route the document to the office head	None	20 Minutes	<i>Administrative Aide I</i> ENRO
	1.2 The office head routes the document to the concerned section with instruction	None	20 minutes	<i>Environment Management Specialist II</i> ENRO
2. Attend CMRB deliberation and present the Work Program	2.1 Review and Evaluation of submitted requirements via ENRO and CMRB deliberation	None	6 hours	<i>City Mining Regulatory Board</i>
	2.2 If approved by the CMRB, a resolution recommending for the permit approval will be prepared		10 minutes	<i>Administrative Aide I</i> ENRO



	together with the draft permit for Mayor's Signature			
	2.3 Approval of the Permit by the City Mayor;	None	2 days	City Mayor CMO
3. Receives the permit and works on the Notarization of the Gratuitous Permit	3.1 Issuance of the Permit to the client;	20 pesos per cubic meters for mountain quarry (LGU extraction fee equivalent to the allowable volume indicated in the permit)	20 minutes	Administrative Aide I ENRO
4. Receives the notarized permit	4.1 Record and Release of the Permit	None	20 minutes	Administrative Aide I ENRO
TOTAL			2 days, 7 hours and 30 minutes	



13. Mountain quarry/sand and gravel application for commercial use

For mining Permit Application below five (5) hectares, the ENRO processes and evaluates applications on the commercial disposition of mountain quarry and sand and gravel materials within Ormoc City.

Office Or Division:	Environment and Natural Resources Office	
Classification:	Complex	
Type Of Transaction:	G2C-Government to Citizen	
Who May Avail:	For mountain quarry: Titled lot owners For sand and gravel: Private without crushing plant	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.-Survey Plan (1 Original copy and 4 Photocopy) -Initial Environment Examination Report, (1 Original copy and 4 Photocopy) -Rehabilitation Plan, (1 Original copy and 4 Photocopy) -Environmental Compliance Certificate (ECC), (1 Original copy and 4 Photocopy)	-Mineral Land Geodetic Engineer deputized by DENR -Mining Engineer / Geologist -Client -EMB R08	
2.Barangay Resolution indicating the Barangay approves the renewal/new application of the quarry in the area (Interposing no objection on the application with minutes of the meeting, attendance and photos of the public hearing); (1 Original copy and 4 Photocopy)	Barangay where the extraction area is located	
3.Industrial Mountain Quarry Application (Secure Application template from ENRO-LGU Ormoc and Filing & Registration Fee); (1 Original copy and 4 Photocopy)	Secure Application template from ENRO-LGU Ormoc	
4.Land Title of the area applied for; (1 Original copy and 4 Photocopy)		
5.Copy of Previous permit (if renewal); (1 Original copy and 4 Photocopy)		
6.Geologic Assessment by the Mines and Geosciences Bureau R08 in connection to the Application of Environment Compliance Certificate (To determine the total or remaining Quarry resources as basis in determining for the allowable	DENR MGB Tacloban	



volume for the applied permit pursuant to EMB Memorandum Circular No. 2020-27); (1 Original copy and 4 Photocopy)	
7.Environmental Compliance Certificate (ECC); (1 Original copy and 4 Photocopy)	DENR-EMB Tacloban
8.Approved Survey Plan (1 Original copy and 4 Photocopy)	Prepared by Mineral Land Geodetic Engineer deputized by DENR-MGB Tacloban
9.Benching Plan (1 Original copy and 4 Photocopy)	Prepared by Mineral Land Geodetic Engineer
10.Topographic Plan (1 Original copy and 4 Photocopy)	Prepared by Mineral Land Geodetic Engineer
11.Area status clearance (1 Original copy and 4 Photocopy)	DENR MGB Region 8
12.Certification from City Agriculture Office (Indicating area is not within the Agriculture Zone); (1 Original copy and 4 Photocopy)	City Agriculture Office (CAO)
13.Certification from CENRO (Indicating the Land Classification Status of the area applied for); (1 Original copy and 4 Photocopy)	DENR Ormoc City
14.Certification from CPDO- Zoning Certification; (1 Original copy and 4 Photocopy)	City Planning and Development Office (CPDO)
15.Certification from National Irrigation Administration (Applied area is not within the NIA structures); (1 Original copy and 4 Photocopy)	National Irrigation Agency (NIA)
16.Certification from DPWH (Indicating area applied for is not within Public Structures); (1 Original copy and 4 Photocopy)	Department of Public Works and Highways (DPWH)
17.Cash Bond (A cash bond for Three Hundred Thousand Philippines Pesos (Php300, 000) per hectare, or a fraction thereof, or 10% of the total project cost indicated in the work program, whichever is higher); (1 Original copy and 4 Photocopy)	Client
18.1-Year Development Work Program; (1 Original copy and 4 Photocopy)	Licensed Mining Engineer
19.1-Year Environmental Protection and Enhancement Program (EPEP) (MGB FORM 16-2); (1 Original copy and 4 Photocopy)	Licensed Mining Engineer



20. Proof of Application for CEMCRR at MGB; (1 Original copy and 4 Photocopy)		DENR MGB Tacloban City		
21. Proof of Technical Competence; (1 Original copy and 4 Photocopy)		Client		
22. BIR Certification on Excise Taxes; (1 Original copy and 4 Photocopy)		BIR		
23. Audited Comparative Financial Statements incurred during the operations; (1 Original copy and 4 Photocopy)		Client		
24. Proof of financial capability to undertake the activities in pursuant to the Work Program and EPEP; Statement of Assets and Liabilities duly sworn in accordance with existing laws, credit lines and income tax return for the preceding three (3) years; (1 Original copy and 4 Photocopy)		Client		
25. Comprehensive and Validated Technical Report on the outcome of the operations, including their environmental effects (1 Original copy and 4 Photocopy)		Prepared, signed and sealed by a Licensed Mining Engineer or Geologist;		
26. Mountain Quarry Field Verification Report (1 Original copy and 4 Photocopy)		ENRO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of mandatory requirements	1.1 The receiving clerk receives, record and route the document to the office head	Permit application- 470 Processing fee – 100 Filing fee – 25 PD 1856 – 10 Verification fee - 335	20 Minutes	<i>Administrative Aide I</i> ENRO
	1.2 The office head routes the document to the concerned section with instruction	None	20 minutes	<i>Environment Management Specialist II</i> ENRO
2. Attend CMRB deliberation and	2.1 Review and Evaluation of submitted requirements	None	6 hours	<i>City Mining Regulatory Board</i>



present the Work Program	via ENRO and CMRB deliberation			
	2.2 If approved by the CMRB, a resolution recommending for the permit approval will be prepared together with the draft permit for Mayor's Signature	None	10 minutes	<i>Administrative Aide I</i> ENRO
	2.3 Approval of the Permit by the City Mayor;	None	2 days	<i>City Mayor</i> CMO
3. Receives the permit and works on the Notarization of the Gratuitous Permit	3.1 Issuance of the Permit to the client;	20 pesos per cubic meters for mountain quarry (LGU extraction fee equivalent to the allowable volume indicated in the permit)	20 minutes	<i>Administrative Aide I</i> ENRO
4.Receives the notarized permit	4.1 Record and Release of the Permit	None	20 minutes	<i>Administrative Aide I</i> ENRO
TOTAL			2 days, 7 hours and 30 minutes	



14. Special garbage collection

Special requests such as collection of bottles, tires and other bulky wastes requires proper coordination for scheduling of collection.

Office Or Division:	Environment and Natural Resources Office			
Classification:	Complex			
Type Of Transaction:	G2C-Government to Citizen			
Who May Avail:	Anyone			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request (1 Original Copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Proceed to ENRO and present the Request letter for assessment	1.1 The receiving clerk receives, record and route the document to the office head.	None	20 Minutes	<i>Administrative Aide I</i> ENRO
	1.1 The head pins instructions to the routing slip addressed to the concerned section to provide appropriate action	None	10 Minutes	<i>Environment Management Specialist II</i> ENRO
2.If inquired, provide further information to the ENRO Staff	2.1 Conducts initial gathering of information (location, person to contact etc.)	None	20 minutes	<i>Administrative Aide I</i> ENRO
3.If approved, follow the procedure and agreements provided by ENRO	3.1 Approve/Deny. If approve, provides schedule.	None	10 minutes	<i>Administrative Aide I</i> ENRO
TOTAL		50.00 Php	1 hour and 5 minutes	



15. Payment of the committed violation through an issued citation ticket

Violators of SWM Ordinances issued with citation ticket shall settle their fines within Seventy Two (72) hours upon issuance of the ticket.

Office Or Division:	Environment and Natural Resources Office			
Classification:	Complex			
Type Of Transaction:	G2C-Government to Citizen			
Who May Avail:	Anyone			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
The citation ticket issued (1 Duplicate copy)		Solid Waste Management Enforcer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Proceed to ENRO and present the Citation ticket	1.1 The staff fill's up the online MA form and issue order of payment	None	20 Minutes	<i>Administrative Aide / ENRO</i>
2. Pay the penalty amount to the City Treasurer's Office using the issued order of payment	2.1 Instructed the Client to go to City Treasurers Office cashier	Depending on the violation committed indicated on the ticket	20 minutes	<i>Cashier / CTO</i>
3.Proceed to ENRO and present the OR	3.1 Records the payment made	None	5 minutes	<i>Administrative Aide / ENRO</i>
TOTAL			45 minutes	



16. Waste disposal request for third party hauler

Third party haulers who are disposing their residual or compostable wastes at the Sanitary Landfill shall secure a waste disposal permit and comply necessary requirements for approval of their disposal permit prior to their disposal at the Sanitary Landfill.

Office Or Division:	Environment and Natural Resources Office			
Classification:	Complex			
Type Of Transaction:	G2C-Government to Citizen			
Who May Avail:	Anyone			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Original Photo of the wastes to be disposed loaded on the truck (1 Original copy)		Client		
Waste weight receipt/stub (1 Original copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to ENRO and submit the requirements the fill up the disposal form	1.1 Reviews and decide approval/denial	None	20 Minutes	<i>Administrative Aide I</i> ENRO
	1.2 If approved. The permit to dispose form will be signed by the approval authority			<i>Administrative Aide I</i> ENRO
2. Transport the waste to landfill then show the disposal permit. Once allowed to dispose, should dump the wastes to the designated area as instructed.	2.1 Landfill guard receives and checks the permit then allow entry of the truck then file the document for record purposes		3 hours including travel time to landfill from City hall	<i>Administrative Aide I</i> Eco-Waste Center ENRO
TOTAL			3 Hours and 20 minutes	



17. Grievance

Complaints concerning solid waste management shall be properly recorded and coordinated to address concerns and will serve basis as for future actions.

Office Or Division:	Environment and Natural Resources Office			
Classification:	Complex			
Type Of Transaction:	G2C-Government to Citizen			
Who May Avail:	Anyone			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Complaint Letter (1 Original copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to ENRO and submit the complaint letter	1.1 Received and routed to the Office head.	None	20 Minutes	<i>Administrative Aide I</i> ENRO
	1.2 The Head routes the complaint to the concerned section with instruction	None		<i>Environmental Management Specialist II</i> ENRO
2. Provides contact details or any information if inquired	2.1 Reviews the complaint and investigate. Then schedule ocular inspection of the site if applicable. Informs the complainant if identified	None	10 Minutes	<i>Administrative Aide I</i> ENRO
TOTAL			30 minutes	



18. Request for garden soil/compost

Farmers or individuals who requests provision of free garden/soil compost shall submit request and provide sacks as container of the garden/soil.

Office Or Division:	Environment and Natural Resources Office			
Classification:	Complex			
Type Of Transaction:	G2C-Government to Citizen			
Who May Avail:	Anyone			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Empty Sack (minimum of 3)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to ENRO and fill up request form	1. Evaluates and approve request	None	10 Minutes	<i>Administrative Aide I</i> ENRO
2. If given the approval, may proceed to Eco-waste center located at Barangay Green Valley, Ormoc City then present the request form to the in-charge	2. Exchange the empty sack with sack of compost/garden soil.	None	3 hours	<i>Administrative Aide I</i> ENRO
TOTAL			3 hours and 10 minutes	