

3. Request for Technical Assistance on DRRM

The MDRRMO provides Technical Assistance to Prevent or Mitigate Disasters and Capacity Buildings against Hazards which includes Risk Assessment Inspections and Provision of subject matter experts, Instructors, Facilitators, Trainers, Guest Speakers, etc.

Office or Division:	Municipal Disaster Risk Reduction and Management Office			
Classification:	Highly Technical			
Type of Transaction:	Government to Citizen, Government to Business, Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		Where to secure		
1. Letter Request, 2 copies original (1 office copy & 1 for the requesting party)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request at the Mayor's Office-Admin. Section	1.1 Receive letter and forward to the LCE for approval	None	3 days	MO-Admin. Section: ADA IV, AO 1, AO IV, PS II
2. Wait for notification.	2.1 Notify the requesting party if the request was granted or denied. 2.2 If granted, instruct the MDRRM Section/training team and include in the office's calendar of activities.	None		MO-Admin. Section: LCE/Exec. Asst. II
	2.3 Dispatch training team on the scheduled date with approved Travel Order.	None		MO-MDRRM Section: LDRRMO III LDRRMO II LDRRMA ADA III & IV (JOs)



Municipal Environment and Natural Resources Office (MENRO)

External Services



1. Garbage Collection for Business Establishments and Households

Collection of residual waste from business Establishments and Households

Office or Division:	Municipal Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government, G2B-Government to Business, G2C-Government to Citizens			
Who may avail:	Business Establishments and Households			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Receipt of payment for business establishments & residential buildings		Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents the Official Receipt (OR) of garbage fees.	Verify and photocopy or scan the Official Receipt for record keeping		5 Minutes	Administrative Aide VI
2. Place residual waste/garbage in the designated pick-up points on the scheduled garbage collection day.	Dispatch personnel and a vehicle to the designated collection area and collect the residual waste.	NONE	20 Minutes	MENRO SWM Personnel
TOTAL:			25 Minutes	

GARBAGE FEES	
Rates in Peso	
a) Residential Buildings	750.00
b) Manufacturers, Producers, Millers, Assemblers, Processors and Similar Business (based on floor area)	
i. 1,000 sq.m. or more	3,500.00
ii. 500 sq.m. but less than 1,000	3,000.00
iii. 200 sq.m. but less than 500	2,500.00
iv. 100 sq.m. but less than 200	2,000.00
v. More than 100 q. m.	1,500.00
vi. 100 sq.m. and below	1,000.00
c) Wholesalers, dealers, distributors, repackers, and retailers with an aggregate area of:	
i. 1,000 sq.m. or more	3,300.00
ii. 500 sq.m. but less than 1,000	2,200.m
iii. 200 q.m. but less than 500	1,650.00
iv. 100 sq.m. but less than 200	1,000.00
v. Less than 100 sq.m.	500.00
d) Hotels, Apartments, Motels and Lodging Houses	
i. More han 100 roms	10,000.00
ii. 50 to 100 rooms	8,000.00
iii. Less than 50 rooms	4,000.00
iv. Apartments and flats per unit	500.00
v. Boarding houses per room	100.00



e) Restaurant, Day and Night Clubs, Cafes, Fast Food, Carinderias, Eateries, and Oher similar establishments

i. Micro	750.00
ii. Cottage	1,000.00
iii. Small	1,250.00
iv. Medium	1,500.00
v. Large	2,000.00

f. Hospitals, Clinics, Laboratories and similar businesses

i. Not more than 10 q. m.	240.00
ii. More than 10 q. m.	360.00

g) Amusement Places:

i. Establishments with coin, Operated machines, Amusement rides and other Similar establishments	1,000.00
ii. Billiards and/or pool halls	1,100.00
iii. Cockpits	3,000.00
iv. Night/day clubs and other similar Establishments	2,000.00
v. Movie house with capacity of:	
More than 2000 persons	1,650.00
500 to 2000 persons	1,100.00
Less than 500 person	880.00

- h) Financial institutions** 1,000.00
i) Gasoline Stations 2,000.00
j) Learning institutions 2,000.00

k) Terminal garage for public conveyances:

i. With an area of 1,001 sq.m.or more	3,000.00
ii. With an area of 701 sq.m. to 1,000	2,250.00
iii. With an area of 500 to 700 sq.m.	1,500.00
iv. With an area of less than 500 sq.m.	750.00

l) Peddlers, Ambulant Vendors

i, Yakult, taho and the like	150.00
ii. Buko, ballot, barbeque and the like	300.00

- m) Administration offices, display office and/or office of professionals** 750.00

- n) Private warehouse or bodegas** 2,500.00

o) Auto repair shops:

Less than 100 sq.m.	2,000.00
100 sq.m. and above	4,000.00

- p) Other Business not mentioned above** 500.00

2. Issuance of Inspection Report for SB Resolution Interposing No Objection

Inspection Report related to the issuance of Resolution Interposing no Objection to the following businesses:

- a. Industrial Sand and Gravel
- b. Large- and Small-Scale Mining Operations
- c. Hydro Power Plant
- d. Waste to Energy Project
- e. Sanitary Landfill
- f. Mining Exploration
- g. Crushing/Commercial Sand and Gravel
- h. Water Permit Application
- i. Cell sites and other Telecommunication facilities



j. Other projects and businesses requiring SB resolution interposing no objection.

Office or Division:	Municipal Environment and Natural Resources Office			
Classification:	Complex			
Type of Transaction:	G2G-Government to Government, G2B- Government to Business			
Who may avail:	Individuals or business entities applying for a new or renewal of a Business Permit or seeking a SB Resolution Interposing No Objection			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of endorsement		Sangguniang Bayan		
2. Barangay Business Clearance		Barangay		
3. Original copy Sangguniang Barangay Resolution of Indorsement and/or interposing no objection by the Barangay where the project and/or business will be conducted.		Barangay		
4. Copy Minutes of the Public Consultation conducted by the applicant with the residents of the barangay concerned.		Barangay		
5. Copy Attendance during the consultation.		Barangay		
6. Duplicate copy Topographic Plan/Vicinity Plan of the project duly signed and sealed by a licensed Geodetic Engineer.		Geodetic Engineer		
7. Certified True Copy of the proof of ownership		Assessor's Office		
8. Copy of the joint venture agreement or any other agreements of similar nature, if applicable.		Applicant		
9. Area Status Clearance (Required only for projects involving quarrying or extraction of sand and gravel		MGB-DENR-CAR		
10. Environmental Clearance Certificate (ECC) or Certificate of Non-Coverage (CNC) (If applicable)		EMB-DENR-CAR		
11. Receipt of payment of Inspection Fee		Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete set of 11 requirements, including the SB Letter of Endorsement	1.1 Receive the required documents and check for completeness, photocopy Official Receipt	NONE	15 minutes	Administrative Aide VI, EMS I
	1.2 Set and confirm the schedule of the inspection. 1.3 Coordinate and confirm the date and time for the site inspection.	NONE	15 Minutes	MENR Officer, SEMS, EMS I



2. Join the Inspection Team to the project site on the scheduled date.	2.1 Conduct onsite inspection and documentation.	NONE	1 day for inspection	MENR Officer, SEMS, EMS I
	2.2 Prepare inspection report with findings & recommendations.		5 days for inspection report preparation.	
	2.3 Transmit inspection report to SBO	NONE	10 minutes	MENR Officer, SEMS, EMS I, Admin Aide VI
	2.4 Inform client that inspection report transmitted to SBO			
	2.5 Administer CSS			
TOTAL:			6 days 40 minutes	

a. Inspection Fee for first one (1) hectare or fraction thereof	500.00
Additional hectare or fraction thereof	100.00

3. Issuance of Certificate Interposing No Objection (Pre-requisite for Business Permit for Piggeries and Poultry Farms)

Office or Division:	Municipal Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government, G2B- Government to Business			
Who may avail:	Individuals or business entities applying for a Business Permit for the operation of Piggeries or Poultry Farms.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Form		BPLO		
2. 1 original copy of Barangay Resolution Interposing No Objection		Barangay		
3. Receipt of payment of inspection fee and certification fee (Inspection Fee) + Php1,090.00		MTO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements and present the official receipt of inspection fee & certification fee.	1.1 Check documents for completeness. Log the application	NONE	10 minutes	Administrative Aide VI
	1.2 Set and confirm the	NONE	10 minutes	MENR Officer, SEMS, EMS I

	<p>schedule of the inspection.</p> <p>1.3 Coordinate and confirm the date and time for the site inspection.</p>			
2. Ensure farm access and presence of applicant/ representative during the inspection.	<p>2.1 Conduct Onsite inspection and document findings</p> <p>2.2 Prepare inspection report for review.</p> <p>2.3 Review Inspection Report and prepare Certificate Interposing No Objection</p>	NONE	<p>1 day for inspection</p> <p>1 day for inspection report preparation.</p> <p>15 minutes</p>	<p>MENR Officer, SEMS, EMS I</p> <p>MENR Officer</p>
3. Receive Certificate Interposing No Objection	<p>3.1 Inform client</p> <p>3.2 Issue Certificate Interposing No Objection.</p> <p>3.3 Administer CSS</p>	None	5 minutes	Administrative Aide VI
TOTAL:		(Inspection Fee) = P1,090.00	2 Day 1 hour 40 minutes	

a. Inspection fee for piggery/poultry	1,090.00
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4. Inspection Report for Emergency Tree Cutting Permit

Inspection Report relative to the issuance of Emergency Tree Cutting Permit/Certification Interposing No Objection.

Office or Division:	Municipal Environment and Natural Resources Office
Classification:	Complex
Type of Transaction:	G2G-Government to Government, G2C-Government to Citizens
Who may avail:	Residents only
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Referral directing the MENRO to conduct inspection.	Mayor's Office
2. 1 original copy Certification from the Barangay that the applicant is from the area and that the requested tree for cutting is within their property.	Barangay

3. 1 xerox copy Proof of ownership of the land where the tree is planted.		Assessor's Office		
4. Picture/s of the tree to be cut		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 Receive and verify all documents for completeness. 1.2 Log the application.	NONE	5 Minutes	Administrative Aide VI, SEMS, EMS I
	1.3 Set and confirm the date and time for site inspection. 1.4 Coordinate schedule of inspection	NONE	5 Minutes	SEMS, EMS I
2. Accompany Personnel in charge of Inspection	2.1 Conduct inspection of trees 2.2 Prepare Inspection Report with a recommendation for issuance of Emergency Tree Cutting/ or Certificate Interposing No Objection	NONE	1 Day 2 Days	SEMS, EMS I
	2.3 Transmit inspection report with recommendation 2.4 Administer CSS	NONE	5 Minutes	MENR Officer Admin Aide VI
TOTAL:			3 days 15 minutes	

5. Processing of Environmental Complaints

Report on inspection/validation on any environmental-related complaints (e.g., open burning, illegal dumping, noise pollution).

Office or Division:	Municipal Environment and Natural Resources Office
Classification:	Complex
Type of Transaction:	G2G-Government to Government, G2C-Government to Citizens
Who may avail:	All residents/Stakeholders



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Referral directing the MENRO to investigate and take appropriate action.		Mayor's Office		
2. Complaint letter		Complainant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complaints referred to for inspection	1 Log Entry of the complaint.	NONE	5 minutes	Administrative Aide VI
2. Schedule of inspection/validation of complaint	2.1 Conduct Ocular Inspection /Field Investigation	NONE	1 Day	MENR Officer, SEMS, EMS, Sanitary Inspector, Veterinarian, Municipal Engineer, BPLO
	2.2 Prepare and submit inspection/validation report and recommendations		3 Days	
	2.3 Transmit report to the Mayor's Office for the issuance of Notice of Violation (NOV) or Warning to the alleged violator (if applicable)	NONE	10 minutes	MENR Officer
	2.4 Administer CSS			Admin Aide VI
TOTAL:		NONE	4 days 15 minutes	

6. Provision of Environmental Data or Information

Available data on environment such as air quality reports, water quality monitoring results, waste management data, forest cover statistics, or ecological profile excerpts.

Office or Division:	Municipal Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government, G2C-Government to Citizens			
Who may avail:	All residents/Stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter		Client		
2. Valid ID		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request	1.1 Initial Assessment & Acknowledgment	NONE	5 minutes	Administrative Aide VI

	1.2 Preparation of Data	NONE	2 hours (depending on the complexity of data)	MENR Officer, SEMS, EMS I
2. Receive data or information	2.1 Review and Approval of Data	NONE	30 minutes	MENR Officer
	2.2 Release Data 2.3 Administer CSS		5 minutes	Administrative Aide VI
TOTAL:		NONE	2 hours 40 minutes	

7. Receiving and Processing of Barangay Solid Waste Management (SWM) Reports

Acceptance, review, recording, and consolidation of mandatory periodic (e.g., monthly/quarterly) reports from the Barangay on their SWM activities, including waste generation, diversion, collection, and operation of the Materials Recovery Facility (MRF).

Office or Division:	Municipal Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	Barangay Officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official transmittal letter		Client		
2. Barangay Solid Waste Management (SWM) Reports		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit transmittal letter attached Barangay SWM Reports	1.1 Receives, checks for completeness of forms, logs the report 1.2 Administer CSS	NONE	5 minutes	Administrative Aide VI
	1.3 Reviews the data for accuracy and compliance with the LGU's SWM Plan and RA 9003 requirements. 1.4 Files the report and prepares the data for consolidation for the LGU SCMAR	NONE	1 hour	MENR Officer, SEMS, EMS I
TOTAL:		NONE	1 hour 5 minutes	