a. History

The City Environment and Natural Resources Office (CENRO) of Davao City was established in response to the growing need for sustainable environmental management and natural resource conservation in the City. Its creation aligns with mandates of the Republic Act. No. 7160 also known as the "Local Government Code of 1991", which grants local government units the authority to implement environmental programs and policies.

Davao City, being one of the largest and most ecologically diverse cities in the country, recognized the critical role of preserving its natural resources and addressing issues like deforestation, waste management, and pollution. Thus, CENRO was created by virtue of Executive Order No. 6, signed by City Mayor Hon. Rodrigo R. Duterte on February 12, 1993, to focus on these challenges, implementing programs that promote environmental protection, climate resilience, and sustainable development.

b. Mandate and Functions

The City Environment and Natural Resources Office shall take charge on all matters relative to the protection, conservation, maximum utilization, application of appropriate technology and other matters related to the environment and natural resources within the context of a balanced ecology.

c. Mission, Vision, Goal and Objective

Vision

The City Environment and Natural Resources Office envision a clean and green city and the sustainable utilization of its natural resources within the context of a balanced ecology and intergenerational equity.

Mission

The City Environment and Natural Resources Office shall provide efficient and cost-effective environmental programs and enforce policies towards the protection and conservation of natural resources in partnership

with all sectors of society.

Goal and Objectives

To ensure that Davao City has a clean, green and healthy environment.

To promote proper management and utilization of its natural resources.

To implement mitigating measures to prevent and control land, air and water pollution in coordination with government agencies and non-government organizations.

To establish, maintain, protect and preserve communal forests, watersheds, tree parks, mangroves, greenbelts and similar forest projects. and commercial forest like industrial tree farms and agro-forestry projects.

d. Office Profile (Recipient)

The City Environment and Natural Resources Office is tasked as the leading department to implement the city's environmental management programs. It aims in strengthening the conservation, protection, and rehabilitation of the environment in both lowland and upland areas within the jurisdiction of Davao City.

The office has four (4) divisions namely:

1. ADMINISTRATIVE DIVISION

    A. Accounting Section
    B. Record and Personnel Management Section
    C. Supply Management Section

2. PARKS AND PLAYGROUND DEVELOPMENT DIVISION

    A. Parks and Playgrounds Section
    B. Ecology Section

3. NATURAL RESOURCES OPERATIONS DIVISION

    A. Upland Community Project and Forest Management Section
    B. Integrated Protected Areas Section
    C. Research Information Education and Extension Section
    D. Mines and Geo-Sciences Sectio

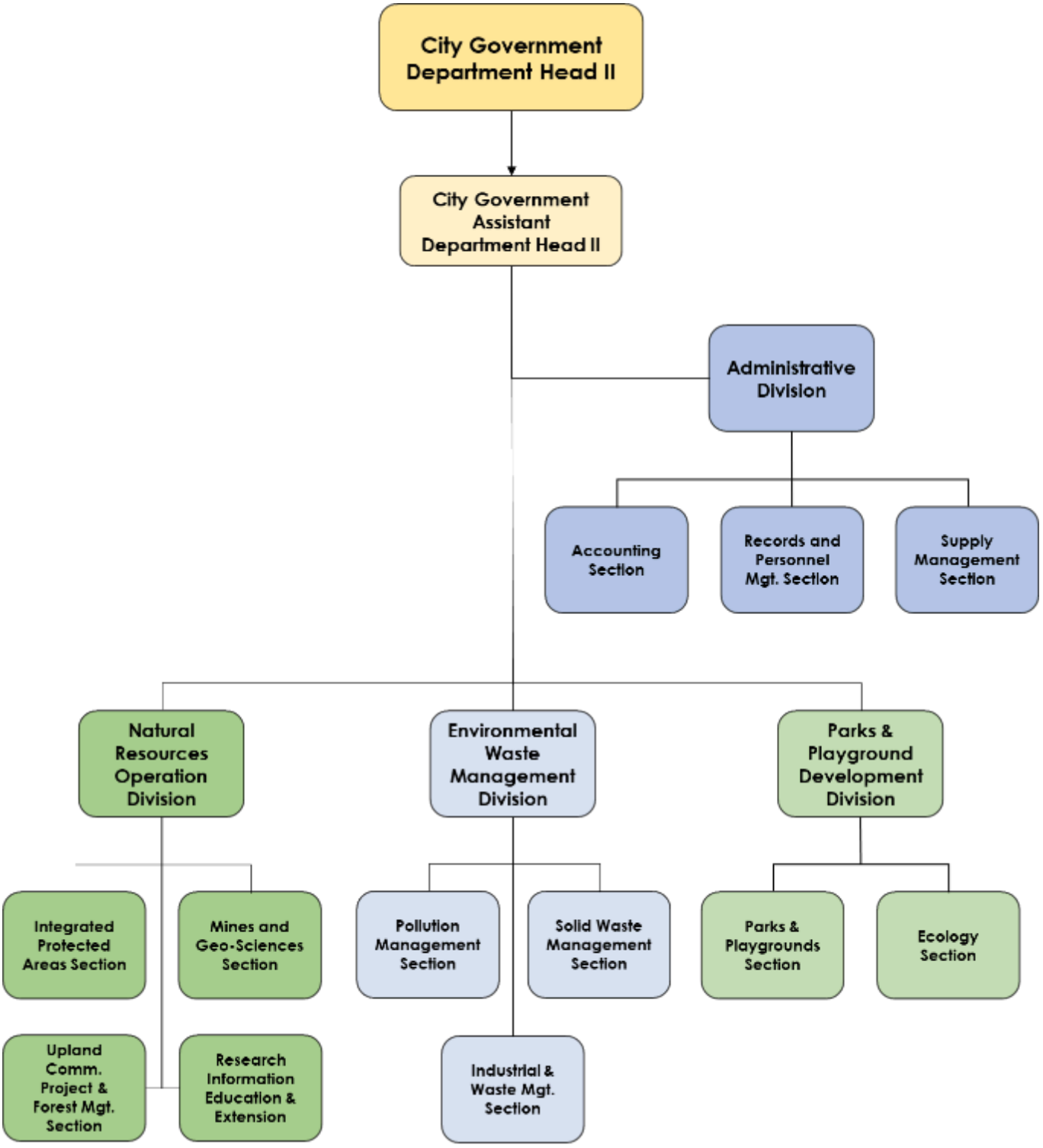
4. ENVIRONMENTAL AND WASTE MANAGEMENT DIVISION

    A. Pollution Management Section
    B. Industrial & Waste Management Section
    C. Solid Waste Management Section

e. Name of Head of Office with Position or Designation

Engr. Marivic L. Reyes
Officer-In-Charge

f. Organizational Structure



g. Services

ENVIRONMENTAL WASTE MANAGEMENT DIVISION

- Sanitary Landfill
- Collection of Solid Waste Services
- Issuance of Solid Waste Management Certificate:

a. New – Low Risk:

Issued to all establishment owners in compliance with the directive of City Ordinance 0361-10 to annually secure a Solid Waste Management Certificate. Said certificate forms part of the requirement in acquiring business permit.

Classification: Simple
Type of Transaction: G2B – Government to Business
Who may avail: All business permit applicants

CHECKLIST OF REQUIREMENT	WHERE TO SECURE
1. Accomplished Business Permit Application – 1 photocopy	Business Bureau
2. Attendance to Solid Waste Management (SWM) Orientation	CENRO
3. Accomplished SWM Plans Programs and Practices of client (checklist form)	CENRO (to be filled out by client)
4. Payment of Certificate Fee (Official Receipt)	City Treasurer's Office)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. New applicant must submit copy of duly accomplished business permit application from CENRO - EWMD	1. Receive application form. Advise client to attend seminar/orientation on Solid Waste Management Ordinance	None	5 Minutes	**Girlie Japitana Supervising** Environmental Management Specialist CENRO – Environmental Waste Management Division **Rodolfo C. Caducoy, Jr.** Community Development Assistant I CENRO - Environmental Waste Management Division
2. Attend orientation on Solid Waste Management Ordinance and accomplish checklist form	2. Orient clients on Solid Waste Management (C.O. 0361-10) and issue attendance slip. Check and evaluate duly filled checklist. Prepare Solid Waste Management Certificate	None	45 Minutes	
3. Pay the prescribed fees at City Treasurer's Office (CTO)	3. Releases Solid Waste Management Certificate	Certificate Fee – P 500.00	5 Minutes	**Engr. Lakandiwa R. Orcullo** Acting Division Chief CENRO – Environmental Waste Management Division **Aicilavinia T. Mince** Environmental Management Specialist I CENRO - Environmental Waste Management Division
	TOTAL	**P500.00**	**55 Minutes**	

b. New – High Risk and PALC Applications:

Issued to all establishment owners and Project Developers expected to generate voluminous amounts of garbage and in compliance with the directive of City Ordinance 0361-10 to annually secure a Solid Waste Management Certificate. Said certificate forms part of the requirement in acquiring business permit as wll as PALC (Preliminary Approval of Locational Clearance) applications of the City Planning and Development Office.

Classification: Complex
Type of Transaction: G2B – Government to Business
Who may avail: All business permit Applicants

CHECKLIST OF REQUIREMENT	WHERE TO SECURE
1. Accomplished Business Permit Application for new business – 1 photocopy	Business Bureau
2. Letter request for issuance of Solid Waste Management (SWM) Certificate addressed to CENRO Department Head	Applicant
3. Attendance to Solid Waste Management (SWM) Orientation	CENRO
4. Project/Establishment's SWM Plans, Programs and Practices	Applicant
5. Payment of Certificate Fee (Official Receipt)	City Treasurer's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. New applicant must submit copy of duly accomplished business permit application form to CENRO – EWMD • PALC Applications must submit letter request for Solid Waste Management Certificate	1. Receive application form and advise client to attend seminar/orientation on Solid Waste Management Ordinance	None	5 Minutes	**Engr. Crisil E. Guyot** Senior Environmental Management Specialist CENRO – Environmental Waste Management Division **Aicilavinia T. Monce** Environmental Management Specialist I CENRO - Environmental Waste Management Division
2. Attend orientation on Solid Waste Management Ordinance and preparation of Solid Waste Management Plans and Programs	2. Orient clients on Solid Waste Management (C.O. 0361-10) and issue attendance slip	None	40 Minutes	**Engr. Lakandiwa R. Orcullo** Acting Division Chief CENRO – Environmental Waste Management Division **Rodolfo C. Caducoy, Jr.** Community Development Assistant I CENRO - Environmental Management Division

3. Submit Solid Waste Management Plans and Programs of proposed project or business undertaking	3. Check and evaluate duly prepared Solid Waste Management Plans and Programs. Inform client the schedule of site inspection	None	1 Day	**Engr. Crisil E. Guyot** Senior Environmental Specialist CENRO – Environmental Waste Management Division **Aicilavinia T. Monce** Environmental Management Specialist I CENRO - Environmental Waste Management Division
4. Guide the inspector/s to Project Site/ Business Establishment during inspection	4.1 Conduct inspection and assess conditions based on submitted Solid Waste Management Plans and Programs. Prepare inspection report with recommendations	None	2 Days	
	4.2 Issue Order of payment	High Risk Establishment Business Permit – P 500.00 PALC Application – P1,000.00	5 Minutes	

5. Pay the prescribed fees at City Treasurer's Office (CTO) and submit Official Receipt (OR) to CENRO	5. Prepare and release Solid Waste Management Certificate	None	5 Minutes	**Engr. Lakandiwa R. Orcullo** Acting Division Chief CENRO – Environmental Waste Management Division **Aicilavinia T. Monce** Environmental Management Specialist I CENRO - Environmental Waste Management Division
	TOTAL	**P500.00 or P1,000.00**	**3 Days, 55 Minutes**	

c. Renewal – Issuance of Solid Waste Management Certificate for Low Risk and High-Risk Establishments

Issued to all establishment owners whose Solid Waste Management Certificate shall be renewed annually as prescribed in Article XII, Section 38 of Davao City Ecological Solid Waste Management Ordinance No. 0361-10 Series of 2010

Classification: Simple
Type of Transaction: G2B – Government to Business
Who may avail: All Business Permit Applicants

CHECKLIST OF REQUIREMENT	WHERE TO SECURE
1. Previous Solid Waste Management Certificate – 1 original or photocopy	Applicant
2. Accomplished Business Permit Application – 1 photocopy	Business Bureau
3. Attendance to Solid Waste Management (SWM) Orientation	CENRO
4. Payment of Certificate Fee (Official Receipt)	City Treasurer's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Solid Waste Management Certificate of the preceding year to CENRO-EWMD personnel along with copy of Business	1. Receive and validate SWM certificate *For unrenewed SWM certificate, issue Citation Ticket/and Order of Payments for fines	None	15 Minutes	**Engr. Lakandiwa R. Orcullo** Acting Division Chief CENRO-Environmental Waste Management Division

Permit renewal form				**Engr. Crisil E. Guyot** Environmental Management Specialist CENRO – Environmental Waste Management Division
2. Attend orientation on Solid Waste Management Ordinance	2. Orient client on Solid Waste Management (C.O. 0361-10) and issue attendance slip	None	40 Minutes	**Engr. Lakandiwa R. Orcullo** Acting Division Chief CENRO-Environmental Waste Management Division **Rodolfo C. Caducoy, Jr.** Community Development Assistant I CENRO - Environmental Waste Management Division
3. Pay the prescribed certificate fee and fines for unrenewed certificate at City Treasurer's Office (CTO)	3. Prepare, record, and release the Solid Waste Management	Certificate fee – P500.00 Non-renewal : 1st time Offender – P500.00	15 Minutes	**Engr. Lakandiwa R. Orcullo** Acting Division Chief CENRO – Environmental Waste Management Division

		Repeat Offenders – P1,000.00		**Aicilavinia T. Monce** Environmental Management Specialist I CENRO - Environmental Waste Management Division
	TOTAL	Certificate fee – P500.00 Non-Renewal: 1st time offender – P500.00 Repeat Offenders – P1,000.00	1 Hour and 10 Minutes	

d. Issuance of Citation Ticket as Penalty on Prohibited Acts and Omissions of "Davao City Ecological Solid Waste Management Ordinance of 2009"

Littering, scattering, throwing and dumping of waste in public places such as roads, sidewalks, canals, esteros, gutters, manholes, parks, public playground, public school campuses, public buildings, establishments, riverbanks, coastlines, rivers, lakes, creeks and seas, or causing or permitting the same.

Classification: Simple
Type of Transaction: G2C – Government to Citizen
Who may avail: violators/offenders

CHECKLIST OF REQUIREMENT	WHERE TO SECURE
1. Citation Ticket issued to the violator/offender – 1 original	Environmental Waste Management Division – Pollution and Industrial Waste Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Violator of Davao City Ecological Solid Waste Management Ordinance	1. Anti-littering enforcer apprehends, issue Citation Ticket, and advise to attend seminar on Ecological Solid Waste Management Ordinance of Davao City	None	15 Minutes	**Engr. Lakandiwa R. Orcullo** Acting Division Chief CENRO-Environmental Waste Management Division **Engr. Felinee D. Cabrera** Engineer I CENRO-Environmental Waste Management Division

2. Proceeds to CENRO Office at Maa Motorpool to attend the mandatory Seminar on Ecological Solid Waste Management Ordinance of Davao City	2. Conduct Seminar/Orientation on Ecological Solid Waste Management Ordinance of Davao City and advise the client to pay the applicable penalty to City Treasurer's Office: **1st OFFENSE:** P500.00 or Four (4) working hours of community service. **2nd OFFENSE:** P1,000.00 or eight (8) working hours of community service **MAJOR OFFENSE:** P5,000.00 for every violation of Sec. 44 Par. (10), (11), (13), (14), and (15) Note: Failure to pay the penalty or render the community service, is a ground to file the case in Court	**1st OFFENSE:** P500.00 or Four (4) working hours of community service. **2nd OFFENSE:** P1,000.00 or eight (8) working hours of community service **MAJOR OFFENSE:** P5,000.00 for every violation of Sec. 44 Par. (10), (11), (13), (14), and (15)	55 Minutes	**Engr. Lakandiwa R. Orcullo** Acting Division Chief CENRO-Environmental Waste Management Division **Rodolfo C. Caducoy Jr.** Community Development Assistant I CENRO-Environmental Waste Management Division
3. Pay the penalty to the City Treasurer's Office and submit the receipt to CENRO	3. Receive official receipt and Certficate of Completion and considered the case close		3 Minutes	**Engr. Felinee D. Cabrera** Engineer I CENRO-Environmental Waste Management Division

*In case of voluntary community service, violators shall report to barangay to render the service. Certificate of Completion of the rendered community service duly signed by the Authorized Officer				

· Information Education Communication Campaign
· Issuance of Order of Payment for Special Collection and Tipping Fees
· Enforcement & Monitoring of Anti-Littering and Anti-Smoke Belching Services

a. Issuance of Emission Discharge Ticket (EDT) – Anti-Smoke Belching Unit (ASBU)

Classification: Simple
Type of Transaction: G2B – Government to Business
Who may avail: violators/offenders

CHECKLIST OF REQUIREMENT	WHERE TO SECURE
1. Notice of Testing Forms	CENRO/Environmental Waste Management Division/ Anti-Smoke Belching Unit Office
2. Emission Discharge Ticket (EDT)	None

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Public and private vehicles plying within the jurisdiction of Davao City that violates Smoke Belching Ordinance No. 02-8-06 Series of 2006	1. Flag down and stop the vehicle that emits black smoke visually, borrow the ORCR, Driver's License, Issue a notice of testing and provide the locational map of the CENRO emission testing center	None	6 Minutes	**Engr. Crisil E. Guyot** Environmental Management Specialist CENRO – Environmental Waste Management Division **Engr. Ardeo E. Armentano** ASBU Enforcer In-Charge CENRO – Environmental Waste Management Division
2. The driver/ owner/ operator goes to CENRO Testing Center and present the notice of testing for the mandatory emission test of the vehicle	2.1 Verify and conduct emission test 2.2 If the result pass: ASBU issue the emission test result and release the vehicle	None	20 Minutes 5 Minutes 15 Minutes	**Engr. Crisil E. Guyot** Environmental Management Specialist CENRO – Environmental Waste Management Division **Engr. Ardeo E. Armentano** ASBU Enforcer In-Charge CENRO – Environmental Waste Management

	2.3 If the result is fail: Issue the emission test result and Emission Discharge Ticket (EDT) for payment of administrative fine and advise client to pay to the City Treasurer's Office	P 1,000.00		
3. Pay to the City Treasurer's Office	3. Receive and Record Official Receipt and advise the driver that the vehicle should undergo repairs and to undertake emission testing again at the CENRO emission testing center	None	10 Minutes	**Engr. Crisil E. Guyot** Environmental Management Specialist CENRO – Environmental Waste Management Division **Engr. Ardeo E. Armentano** ASBU Enforcer In-Charge CENRO-Environmental Waste Management Division

4. The driver/ owner brings back the vehicle to the ASBU Smoke Test Center	4.1	Conducts re-test at the CENRO Test Center for free	None	20 Minutes	**Engr. Crisil E. Guyot** Environmental Management Specialist CENRO – Environmental Waste Management Division **Engr. Ardeo E. Armentano** ASBU Enforcer In-Charge CENRO-Environmental Waste Management Division
		TOTAL	P1,000.00	1 Hour and 16 Minutes	

NATURAL RESOURCES OPERATIONS DIVISION

· Issuance of Quarry Permit (Sand and Gravel, Earthfill and of other Quarry Materials) – (As secretariat of the City Mining Regulatory Board only)

· Issued to any qualified person applying for a quarry permit on privately-owned and/or public lands for extraction of materials such as sand and gravel, earth-fill, limestone and other similar quarry materials (As compliance to the requirements as prescribed by the rules and regulations stipulated on RA 7942 Chapter VIII Section 43)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Preliminary Requirements for New Application to be submitted within 30 days:	
a. Application Letter addressed to the City Mining Regulatory Board Chairperson	Applicant
b. Sketch Plan (Deputized Private Geodetic Engineers)	Applicant's Private Engineer
c. City Planning Certification	City Planning and Development Office (CPDO)
d. Barangay Resolution (Recommending No Objection of the application of Quarry Permit)	Barangay Hall Office
e. Photocopy of Land Title or Deed of Sale (Certified true copy from the Registry of Deeds) – For earth fill and Quarry Application	Registry of Deeds
f. Financial capability of P100,000.00	Applicant
g. Certificate of No Encumbrance (Certifying the Title Land not being in mortgage)	Registry of Deeds
h. Agreement between the lot owner (if in case, the applicant is not the lot owner of the applied site; and should include in the agreement the rehabilitation and protection measures after the operation) with notarization	Applicant's Legal Counsel

i. Special Power of Attorney for the Representative of the Individual Applicant/Board Resolution for Corporation/Association, Partnership or Cooperative	Applicant
j. Two (2) valid IDs (SSS, Professional License, TIN/Philhealth ID with picture, and other valid IDs)	Applicant
k. Latest Bill (water, electric, telephone)	Applicant
l. Three (3) long folders with fasteners	Applicant
m. Official Receipt from the City Treasurer's Office for: a. Area Verification P 150.00 b. Filing Processing Fee P 50.00	City Treasurer's Office
Note: All documents to be submitted in three (3) copies each page. For more information, please contact CENRO/CMRB staff at (082) 225-0744/ (082) 227-2655	
2. City Council Resolution and Ordinance interposing no objection for the application of sand and gravel. City Council Resolution and Ordinance for additional allowable use for the application of earthfill/limestone, etc.	Sangguniang Panlungsod

3. Application for duly accomplished and notarized (2 sets of original copies	Applicant
4. Inter-Agency Task Group conducts inspection to the applied area and make Field Verification Report – 3 sets of original	IATG/CENRO
5. Sketch Plan 1 original Deputized Geodetic Engineers (Please refer to the Mines and Geosciences Bureau (MGB) for the list of Deputized Geodetic Engineers)	Mines and Geo-Sciences and Bureau-Deputized Geodetic Engineer
6. Area clearance from the concerned government agencies that may be affected by application:	
a. City Planning Certification – 1 original	City Planning and Development Office (CPDO)
b. City Engineer Certification – 1 original	City Engineer's Office
c. DPWH Certification – 1 original	DPWH
d. National Irrigation Administration – 1 original	NIA
e. Department of Agriculture Certification (Earth fill and Quarry) – 1 original	Department of Agriculture
f. National Commission of Indigenous People Certification (SAG only) – 1 original	NCIP
7. Certification that posting has been complied with concern offices – 1 original, 1 photocopy	

a. MGB Certification	Mines and Geo-Sciences Bureau
b. CENRO- LGU Certification	CENRO
c. Barangay Certification	Barangay Hall Office
8. Work Program duly prepared, signed and sealed (2 original hard copies signed and sealed)	Licensed Mining Engineer/Geologist
9. Personal Data Sheet – 1 original; 1 photocopy	Applicant
10. Area Status (Clearance) – 1 original; 1 photocopy	Mines and Geosciences Bureau
11. Environmental Compliance Certificate (ECC) – 2 original, 2 photocopies	Environmental Management Bureau (DENR XI)
12. Order of payment for area verification – 2 original	CENRO
13. Surety bond in the amount of P 20,000.00 to answer for and guarantee payment for whatever damage that maybe incurred during operations – 1 original, 1 photocopy	Any Insurance Company (for Quarry)
14. Barangay Resolution (favorably recommending no objection of the application) – 1 original, 1 photocopy	Barangay concerned
15. Letter consent or written permission if area is with in private property (Earth fill and Quarry) – 1 original, 1 photocopy	Owner of the property
16. Resource Sustainability and Geo Hazard Assessment prepared, signed and sealed – 2 original	Licensed Mining Engineer/Geologist (Private)
17. Advance Extraction Fee of ___ per cubic	City Treasurer's Office

(applicable only for sand and gravel application)	
18. Quarry Permit – 3 sets of original	CENRO Office
19. Additional Requirements (for Renewal only):	
a. Excise Tax	Bureau of Internal Revenue
b. Social Development Management Project	Davao City Quarry Advocates Corporation (payable to Asia United Bank)
c. Comprehensive Technical Report	Private Mining Engineer
d. Audited Financial Report	Certified Public Accountant
e. Affidavit of no operation (to be executed only to the area that has no operation)	Applicant's Legal Counsel

CLIENTS STEPS (New and Renewal Application)	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Applicant submits request with attached map	1.1 Received Sketch Plan and plot the map 1.2 Prepare, pre-plotting report and copy furnished the applicant 1.3 Prepare and issue Order of Payment for Area Verification Fee	P 200.00	2 Hours	**Lee Jessica B. Salve** Environmental Management Specialist I CENRO – Natural Resources Operations Division

Preliminary Requirements for Application of Commercial SAG Permit

- Application Letter address to CMRB Chairperson
- Sketch Plan (Deputized Geodetic Engineers of MGB)
- City Planning Certification
- Brgy. Resolution (Favorably recommending no objection of the application of commercial Earthfill/Quarry permit)
- Special Power of Attorney (Individual); Board Resolution (Corporation/Association or Partnership or Cooperative)
- Financial Capability (P 100,000.00)
- Two valid IDs (SSS, Professional License, TIN/Philhealth ID with picture, etc)
- Latest bill (water, electric, telephone bill)
- Three (3) Long Folders with Fasteners
- OR from City Treasurer Office
- OR from City Treasurer Office for:

e. Area Verification	- P 150.00
f. Filing & Processing Fee	- P 50.00
	200.00

Note: All documents to be submitted in three (3) copies.
For more information, please contact CENRO/CMRB Staff at 255-0744/227-2655

Preliminary Requirements for Application of Commercial EF/Quarry Permit

- Application Letter address to CMRB Chairperson
- Sketch Plan (Deputized Geodetic Engineers of MGB)
- City Planning Certification
- Brgy. Resolution (Favorably recommending no objection of the application of commercial Earthfill/Quarry permit)
- Copy of Land Title or Deeds of Sale (Certified True Copy from register of Deeds)
- Financial Capability (P 100,000.00)
- Certificate of No Encumbrance (Certifying the Title Land not being mortgage)
- Agreement between the lot owner (If in case, the applicant is not the lot owner of the applied site; specify also the conformity especially during the rehabilitation/replanting activity of the applied or concession area)
- Special Power of Attorney (Individual); Board resolution (Corporation/Association or Partnership or Cooperative)
- Two Valid IDs (SSS, Professional License, TIN/Philhealth ID with picture, etc)
- Latest bill (water, electric, telephone bill)
- Three (3) Long Folders with Fasteners

- OR from City Treasurer Office for:
    a. Area Verification - P150.00
    b. Filing & Processing Fee - P 50.00
    200.00

Note: All documents to be submitted in three (3) copies.
For more information, please contact CENRO/CMRB Staff at 225-0744/227-2655

Republic of the Philippines

CITY MINING REGULATORY BOARD

Motorpool, Barangay Na-a, Talomo District, Davao City

Application Number : _____
Name of Applicant : _____
Business / Mailing Address : _____
Tel. No. Fax / Cell No. : _____
Date Filed : _____

CHECKLIST

NEW APPLICATION for Quarry or and EARTHFILL Permits

(Per Sec. 74, 75, 76 and 96 of DAO 96-40, Revised IRR of R.A. 7942, Phil. Mining Act of 1995)

_____ 1. Application Form duly accomplished and notarized (MGB Form No. 8-3, 8-3A, 8-4 or 8-4A).
_____ 2. Area Verification report (CENRO-LGU).
_____ 3. Sketch Plan of the proposed permit area showing its coordinate/periodical block/s.
_____ 4. Area clearance from the concerned Government Agencies that may affect by application;
  a. City Planning Certification
  b. City Engineers Office
  c. Dept. of Public Works and Highways
  d. Dept. of Agriculture Certification (Earthfill/Quarry)
  e. National Irrigation Administration (SAG only)
  f. National Commission on Indigenous People (if applicable)
  g. DCWD
_____ 5. Certification that Posting has been compiled with by concerned offices (MGB-RXI, PENRO Or CENRO-LGU, and Barangay.
_____ 6. Work Program duly prepared, signed and sealed by a licensed Mining Engineer or Geologist.
_____ 7. Environmental Protection and Enhancement Program (EPEP). (For Industrial Permit only)
_____ 8. Proof of Technical Competence / Personal Data Sheet.
_____ 9. Proof of Financial Capability to undertake the activities base on Work program and EPEP.
  a. For individual-statement of asset and liabilities duly sworn in accordance with existing laws, credit lines and income tax return for the preceding three (3) years.
  b. For Corporation, Partnership, Associations or Cooperative, latest Audited Financial Statement, Annual Report for the preceding year, credit lines, bank guarantees or similar negotiable instruments.
_____ 10. Area status / Clearance from MGB or Gov't. Agency if area is clear/free from any conflict.
_____ 11. Environmental Compliance Certificate (ECC) with RSAR.
_____ 12. Fees payable to City Treasurer's Office.
  a. Advance Extraction Fee of P _____/cubic meters of total amount of P _____, per O. R. No. _____,
  b. Area Verification Fee of P 150.00 per O. R. No. _____ dated _____,
  c. Filing/processing Fee of P 50.00 per O. R. No. _____ dated _____,
_____ 13. Surety Bond in the amount of P 20,000.00.
_____ 14. Other requirements (when applicable):
  a. Barangay Resolution
  b. Letter consent or written permission, if area is within private property.
  c. Certified True Copy of duly registered Articles of Partnership or Corporations, Coop and/or Association.
  d. Certified copy of the registered Special Power of Attorney (SPA), if application is filed by an Agent.
  e. Affidavit of No Encumbrance (Earthfill/Quarry).
  f. **Resource Sustainability and Geo-hazard Assessment (RSGA)**

Note : Two (2) sets of documents to be submitted/filed to CMRB/LGU-CENRO.
Adopted : June 30, 2003 & September 27, 2007, CMRB Meeting

- Applicant must comply with all the requirements within ninety (90) days upon filing of application/s; otherwise the applied area will be open to other interested parties.
- Notify this Office, in case of any changes of application. (Adopted Sept. 27, 2007, CMRB Meeting)

***Adopted:** January 25, 2007 CMRB Meeting*©

1.4 Submit Preliminary requirements	1.5 Receive, review and evaluate preliminary requirements and schedule for IATG (composite team) inspection 1.6 Furnished report to the applicant that the area is feasible/not feasible	None	6 Hours	**Girlie Mae V. Domaoan** Acting Section Chief Mines and Geosciences Section CENRO – Natural Resources Operations Division
2. Submission of complete documents	2.1 Assessment of documents upon RECEIPT and same is forwarded to City Mining Regulatory Board (CMRB) for deliberation 2.2 CENRO will inform the client of the result	None	6 Hours	**Lee Jessica B. Salve** Environmental Management Specialist I CENRO – Natural Resources Operations Division
3. The client will notarize and photocopy into three (3) sets quarry permit	3.1 Orient the permittee as to the terms and conditions stipulated in the APPROVED QUARRY PERMIT and prepare/issue	None	1 Hour	**Girlie Mae V. Domaoan** Action Section Chief Mines and Geosciences CENRO – Natural Resources Operations Division

	ORDER OF PAYMENT as extraction fee for the volume extracted (sand and gravel only) 3.2 Release the Original Copy of Quarry permit to the permittee.			
	TOTAL	**P 200.00**	**1 Day and 7 Hours**	

· Provision of Planting Materials (Seedlings) for watershed and mangrove areas

Steps:

1. Request letter of the constituent/s will be received by the receiving section with the attached requirements
2. The assigned personnel prepare and sign the withdrawal slip (if the seedlings are available), to be forwarded to the division chief for approval and then back to the section for validation of the site
3. Technical personnel conduct site visit/validation together with recipients for the tree planting
4. Technical personnel prepare the seedling withdrawal slip and release to the recipient
5. Recipient get the withdrawal slip to CENRO then proceed to the nursery for the actual release of seedling with the assistance of the nursery workers
6. The tree planting activity must be assisted with the CENRO personnel with documentation

NOTES: Submit request seven (7) days prior to activity
No Sunday tree planting

· Nursery Establishment and Management of Plant Propagation
· Community Based Forestry Management Project
· Reforestation, Rehabilitation and Maintenance
· IEC on Environmental Awareness

STEPS:

1. The receiving section receives the request letter from the recipient for the lecture relative to environmental awareness
2. The department head has the marginal notes addressed to the assigned division to give lecture as per schedule
3. The assigned section in the division together with the team to conduct the lecture
4. The section chief coordinates with the recipient for the event schedule
5. The assigned personnel give the lecture to the requesting institution
6. Prepare documentation report

· Apprehension of Quarry Violators

PARKS AND PLAYGROUND DEVELOPMENT DIVISION

· Preparation of Technical Plans and Designs
· Development, Enhancement and Maintenance
· Beautification and Landscaping
· Establishment and Propagation of Ornamental/Forest