



Environment and Natural Resources Office



1. Tree Planting Activity and Reforestation

The practice of restoring denuded land and re-growing of forests that have previously been cut down using tree species that are native to the geographic area.

Office or Division:	Environment and Natural Resources Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government and G2C- Government to Citizen			
Who may avail:	Quarry operators, LGU's, NGA's, Teachers, NGO's, Upland Farmers, and other Client Inquiries			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (Address to Provincial Governor thru Provincial ENRO)(3 copies)		Respective Clients		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Signs the logbook	1.Accommodates client. Forward to the concern staff	None	2 Minutes	Officer of the Day
2. Submits Letter request	2.Receives and reviews request letter then forward to ENR Officer	None	2 Minutes	Honey Belle M. Toylo Administrative Assistant II
	2.1 Approves Letter Request then endorse to nursery in-charge	None	5 Minutes	Ramon G. Serapio Department Head
	2.2 Releases requested seedlings (500 seedlings per Hour)	None	1 Hour	Richard Mangyao Administrative Aide I Romel Valiente Administrative Aide I Salde Kasilaw Administrative Aide I Arnold Barlisan Administrative Aide I Demetrio Cañeda



				Administrative Aide I
	2.3 Supervise the activity to insure proper planting of seedlings.	None	6 Hours	Abner M. Columnas Environment Management Specialist I
TOTAL:		None	7 Hours 9 Minutes	



2. Attending to Client Inquiries

Accommodate and entertain client by asking their queries and endorsed to the respective/concerned staff.

Office or Division:	Environment and Natural Resources Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government and G2C- Government to Citizen			
Who may avail:	Client Inquiries			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Physical appearance of the			ENRO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Sign The logbook	1. Accommodates client.	None	5 Minutes	Officer of the Day
	1.1 Forward to the concerned staff. Advises client appropriately	None	25 Minutes	
TOTAL:		None	30 Minutes	



3.Provision of checklist to new quarry applicants

Provide checklist to client and entertain queries and clarification regarding quarry application procedures.

Office or Division:	Environment and Natural Resources Office			
Classifications:	Simple			
Type of Transactions:	G2C- Government to Citizen			
Who may avail:	Quarry Applicants			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Checklist (3 copies)			ENRO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Fills in the Log-book	1.Accommodates Clients thru: Record attendance to the Logbook	None	2 Minutes	Officer of the Day
	1.1Provides checklist of Requirements to quarry applicant			
	1.2Queries about the checklist provided	None	3 Minutes	Agustin M. Camingawan Jr. Supervising Environment Management Specialist Sheraflor C. Perez Environment Management Specialist I
TOTAL:		None	5 Minutes	



4. Acceptance of Quarry Application Documents

Receiving precise quarry application documents as per provided checklist

Office or Division:	Environment and Natural Resources Office			
Classifications:	Simple			
Type of Transactions:	G2C- Government to Citizen			
Who may avail:	Quarry Applicants			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter of Intent addressed to the Provincial Governor (3 copies)			Client	
2. Survey Plan/ Location Map- prepared and deputized Geodetic Engineer (3 copies)			Deputized Geodetic Eng'r/ Surveyor	
3. Barangay Resolution (No objection to the applied project) (3 copies)			Concerned Barangay	
4. Municipal Resolution (No objection to the applied project) (3 copies)			Concerned Municipality	
5. All payments should be paid			Concerned Treasurer Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Attendance to the Log-book	1. Accommodates Clients thru: Record attendance to the Logbook forward to the concern staff	None	2 Minutes	Officer of the Day



2. Submit Documents	2.Receives documents, check completeness	None	15 Minutes	Agustin M. Camingawan Jr. Supervising Environment Management Specialist Seraflor C. Perez Environment Management Specialist I
3. Fill-up MGB-X application form	3.Provide form Generation of Posting for Application Form for LGUs	None	3 Minutes	
	3.1Advice client to secure Environmental Compliance Certificate from Environmental Management Bureau-10	None	15 Minutes	Agustin M. Camingawan Jr. Supervising Environment Management Specialist Seraflor C. Perez Environment Management Specialist I
	3.2Indorsement to MGB-10 for Area Clearance	None	5 Minutes	
TOTAL:		None	40Minutes	



5. Acceptance of Documents for Governor's Permit

Receiving complete documents for review by Technical Working Group then endorsement to Provincial Mining Regulatory Board.

Office or Division:	Environment and Natural Resources Office			
Classifications:	Simple			
Type of Transactions:	G2C- Government to Citizen			
Who may avail:	Quarry Applicants			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Completed documents from application checklist (3 copies)			Client	
2. Area Clearance			Mines and Geosciences Bureau (MGB-X)	
3. Environmental Compliance Certificate (ECC) (3 copies)			Environmental Management Bureau (EMB-X)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Attendance to the Log-book	1. Accommodates Clients thru: Record attendance to the Logbook forward to the concern staff	None	2 Minutes	Officer of the Day
2. Submit Documents	2. Receives and review documents	None	18 Minutes	Agustin M. Camingawan Jr. Supervising Environment Management Specialist Sheraflor C. Perez Environment Management Specialist I
	2.1 Indorse to Provincial Mining Regulatory Board for deliberation if approved		5 Minutes	
TOTAL:		None	25 Minutes	



6. Indorsement of the Approved Permittor Proponent/Applicant

Handing the applicant's approved permit after they paid the appropriate payments to the Provincial Treasurers Office

Office or Division:	Environment and Natural Resources Office			
Classifications:	Simple			
Type of Transactions:	G2C- Government to Citizen			
Who may avail:	Quarry Applicants			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Completed documents from application checklist (3 copies)			Client Mines and Geosciences Bureau (MGB-X) Environmental Management Bureau (EMB-X)	
2. Area Clearance				
3. Environmental Compliance Certificate (ECC) (3 copies)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Attendance to the Log-book	1. Accommodates Clients thru: Record attendance to the Logbook forward to the concern staff	None	2 Minutes	Officer of the Day
2. Payment of Processing Fee	2. Indorsement from ENR officer to the Provincial Treasurer for payment	500.00	15 Minutes	



<p>3. Payment of 1st Installment of extraction Fee</p>	<p>3. Indorsement from ENR officer to the Provincial Treasurer for payment</p>	<p>10% of sales</p>	<p>15 Minutes</p>	<p>Agustin M. Camingawan Jr. Supervising Environment Management Specialist</p>
<p>4. Reading of permit with proponent</p>	<p>4. Gives orientation to proponent regarding Environmental Compliance Certificate and Permit conditions</p>	<p>None</p>	<p>1 Hour</p>	<p>Sheraflor C. Perez Environment Management Specialist I</p>
<p>TOTAL:</p>			<p>1 Hour And 32 Minutes</p>	



7. Field Verification for applied Commercial/Industrial Sand and Gravel / Mountain Quarry

Field verification through site assessment and conformity of the submitted location map to the ground through Geographic Positioning System.

Office or Division:	Environment and Natural Resources Office			
Classifications:	Simple			
Type of Transactions:	G2C- Government to Citizen			
Who may avail:	Quarry Applicants			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Official Receipts (O.R) from the Provincial Treasurer for Verification Fee			Provincial Treasurer after payment of fees	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Attendance to the Log-book	1. Accommodates Clients thru: Record attendance to the Logbook	None	2 Minutes	Officer of the Day
	1.1 Forward to the concern Staff	None	1 Minutes	
2. Hand-in Official Receipts (O.R) from the Provincial Treasurer for Verification Fee	Field Verification proper	3,000.00	8 Hours	Agustin M. Camingawan Jr. Supervising Environment Management Specialist Sheraflor C. Perez Environment Management Specialist I
TOTAL:		None	1 Day & 3 Minutes	



8.Evaluation of Private Tree Plantation per hectare

Conducting evaluation on applied private tree plantation ownership thru identification of species planted, measuring of volume and diameters of planted trees, acquire location through Global Positioning System (GPS).

Office or Division:	Environment and Natural Resources Office			
Classifications:	Simple			
Type of Transactions:	G2C- Government to Citizen			
Who may avail:	Private Tree plantation Owners			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request from the CENRO or PENRO (3 copies)			Respective Tree Plantation Owners	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Attendance to the Log-book	1.Accommodates Clients thru: Record attendance to the Logbook forward to the concern staff	None	2 Minutes	Officer of the Day
2. Communication letter for joint inspection/ evaluation from Community Environment and Natural Resources Office	2.Schedules for Private Tree Plantation Evaluation	None	5 Minutes	Abner M. Columnas Environemnt Management Specialist I Elias Mimbisa Administrative Aide I
	2.1Conduct Joint evaluation of CENRO, PENRO and ENRO	None	6 Hours	Abner M. Columnas Environemnt Management Specialist I Elias Mimbisa Administrative Aide I
TOTAL:		None	6 Hours And 7 Minutes	



9.Provision of Seedlings

Providing quality seedlings to Clients through walk-in and Especial Mass Base Program of the Provincial Government

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Classifications:	Simple			
Type of Transactions:	G2G – Government to Government and G2C- Government to Citizen			
Who may avail:	Quarry operators, LGU's, NGO's, Teachers, Upland Farmers and other Client Inquiries			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter Request (Address to Provincial Governor thru Provincial ENRO) (3 copies)			ENRO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Attendance to the Log-book	1.Accommodates client. Forward to the concern staff	None	2 Minutes	Officer of the Day
2. Submit Letter request	2.Receives and review request letter then forward to ENR Officer	None	2 Minutes	Honey Belle M. Toylo Administrative Assistant II
	2.1 Approves Letter Request then endorse to nursery in-charge	None	5 Minutes	Ramon G. Serapio Department Head
3. Fill-up received form for Inventory	3.Release requested seedlings (500 seedlings per Hour)	None	1 Hour	Richard Mangyao Administrative Aide I Romel Valiente Administrative Aide I Salde Kasilaw Administrative Aide I Arnold Barlisan Administrative Aide I Demetrio Cañeda



				Administrative Aide I
	3.1 Fill-up received form for inventory	None	1 Minute	Honey Belle M. Toylo Administrative Assistant II
TOTAL:		None	1 Hour And 10 Minutes	



10.Information and Education Campaign (IEC)

Conduct mass-based information and education campaign on Solid Waste Management, Sand and Gravel, Quarry, Reforestation and other Environmental concerns

Office or Division:	Environment and Natural Resources Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government and G2C-Government to Citizen			
Who may avail:	LGU's, PGLDN offices, Private Sector			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter Request Addressed to the Provincial Governor through the ENR Officer (3 copies)			Client/ENRO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Attendance to the Log-book	1.Accommodate client. Forward to the concern staff	None	2 Minutes	Officer of the Day
2. Submit Letter request	2.Receives request letter then forward to ENR Officer	None	5 Minutes	Honey Belle M. Toylo Administrative Assistant II
	2.1Review and approves request letter then proceed to venue of the approve request		3 Hours and 53 Minutes	ENRO
TOTAL:		None	4 Hours	