City Environment and Natural Resources Office
External Services

1. Certification for Business Permit and Dumping Permit

This certification is issued by this office to the application for new and renewal of business and dumping permits for commercial, institutional, corporation, industrial, manufacturing, hospitals, resorts etc.

Office or Division:	City Environment & Natural Resources Office
Classification:	Simple Transaction
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business
Who may avail:	All Business Establishment

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.Application of Business Permits (1 Original Copy)	Business Permits and Licensing Section
2. Barangay Clearance (1 Original Copy)	Barangay Hall
3. ECC/CNC for Industrial/Hospital/Manufacturer/ Resort/Piggery/Poultry (1 Photocopy)	EMB-DENR
4. Approved Commercial Sand and Gravel/Earthfill for Quarry Permits (1 photocopy)	Permit Holder
5. Barangay Resolution Interposing No Objection for Industrial/Hospital/Manufacturer/ Resort/Piggery/Poultry and Quarry (1 Photocopy)	Barangay Hall
DUMPING PERMIT	
1.Approved Business Permits (1 Original Copy)	Business Permits and Licensing Section
2.EMB-DENR/FDA/PPA/DOH Clearance (1 photocopy)-if applicable	Concerned National Agencies
3. Government ID w/ Specimen (1 photocopy)	Permit Holder
4. If Representative Special Power Of Attorney (1 Original Copy)	Main Applicant
5. Government ID w/ Specimen (1 Photocopy)	Any Government Id

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit the complete documentary requirement at the Office of the City Environment and Natural Resources Office *Make sure to secure Order of Payment that will be issued	1. Receives and verifies the documentary requirement(s) 1.1 Issues Order of Payment if all required documents were given 1.2 Direct client to the City Treasurer's Office for payment	None	5 Minutes	*Clerk VI* CENRO
2. Go to the City Treasurer's Office and secure priority number at queuing machine and wait for the number to be called at Window 3-5 *Make sure to secure Official Receipt that will be issued upon payment	2. Provide priority number from the queuing machine 2.1 Call the priority number 2.2 Accept payment based on the Order of payment 2.3 Issue the Official Receipt	Please see table below	5 Minutes 20 Minutes 5 Minutes	*Revenue Collection Staff* CTO
3. Return to the CENRO Officefor the releasing of Certification/ Clearance *Make sure to sign the logbook upon receipt of clearance	3. Receive, verify and record the official receipt 3.1 Prepares Certification 3.2 Reviews the Certification 3.3 Sign the Certification	None	30 Minutes	*Clerk VI* CENRO *Clerk VI* CENRO *City Government Department Head* CENRO *City Government Department Head* CENRO

	3.4 Release/ Issue Certification 3.5 Advice the client to sign the logbook for the releasing of certification/ clearance			*Clerk VI* CENRO *Clerk VI* CENRO
	TOTAL:	**(please see table below)**	**1 Hour and 5 minutes**	

SCHEDULE OF FEES		
TYPE	**PARTICULAR**	**AMOUNT**
All Establishment	Certification	PHP 50.00
Industrial, Manufacturer, Corporation	Dumping Permit	PHP 2,000.00
Hospital, Resort, Restaurant	Dumping Permit	PHP 1.500.00
Commercial and Other Establishment	Dumping Permit	PHP 1,000.00
Residential	Dumping Permit	PHP 500.00

2. Settlement of Citation Tickets (City Ordinance 28-05)

The Citation is a ticket issued by the Solid Waste Management Enforcers to individual, organization, corporation, etc. who will violate the City Ordinance 28-05, The violator is advised to appear at the Office of the City Environment and Natural Resources within three (3) from the receipt of the citation ticket for settlement of corresponding administrative fines and penalties of City Ordinance 28-05.

Office or Division:	City Environment & Natural Resources Office
Classification:	Simple Transaction
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All Violators of City Ordinance 28-05

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Citation Tickets (1 Original Copy)	Respondents / SWM Enforcers

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submits the Citation Tickets (1 Original Copy)	1. Receives and verifies the Citation Tickets and endorsed to the SWM Section 1.1 Issues Order of Payments 1.2 Directs the client to the City Treasurer's Office for payment	None	5 minutes	*Clerk VI* CENRO *Sr. EMS/EMS II* CENRO *Sr. EMS/EMS II* CENRO
2. Go to the City Treasurer's Office and secure priority number at queuing machine and wait for the number to be called at Window 3-5 *Make sure to secure Official Receipt that	2. Provide priority number from the queuing machine 2.1 Call the priority number 2.2 Accept payment based on	PHP 300 – 3,000 depending on violation (please see table below)	5 Minutes 20 Minutes 5 Minutes	*Revenue Collection Staff* CTO

will be issued upon payment	the Order of payment Issue the Official Receipt			
3.Return to the CENRO Office Fill up the Evaluation Form	3. Receive, verify and record the official receipt 3.1 Provides SWM Evaluation Form 3.2 Receives and verifies the SWM Evaluation Form 3.3 Advice the client to sign the logbook for clearance.	None	30 Minutes	*Clerk VI* *CENRO* *Sr. EMS/ EMSII* CENRO *Sr. EMS/ EMSII* CENRO *Clerk VI* CENRO
	TOTAL:	**(please see table below)**	**1 Hour and 5 minutes**	

SCHEDULE OF FEES		
City Ordinance No. 28-05 Ecological Solid Waste Management Act of 2000		Amount
Section 7 Violation and Administrative Fines	Section 7.2 (a,b&c) 1st Offense 2nd Offense 3rd Offense	 PHP 300.00 PHP 600.00 PHP 1,000.00
	Section 7.2 (d,e,f,g& h) 1st Offense 2nd Offense 3rd Offense	 PHP 1,000.00 PHP 2,000.00 PHP 3,000.00

3. Barangay Garbage Collection Services

This is an extended services offered by the Office of the City ENRO, as per request, to any barangay of Panabo City whenever they need an assistance from the LGU on their garbage collection.

Office or Division:	City Environment & Natural Resources Office
Classification:	Simple Transaction
Type of Transaction:	G2G – Government to Government
Who may avail:	All Barangay

CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Request Letter (1 Original Copy)		Requesting Party		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1 Sign in the client logbook at receiving desk	1. Give the logbook to the client.	None	5 Minutes	*Clerk VI* CENRO
2. Submit the Request Letter	2. Receive the request letter; 2.1 Review the request. 2.2 Approve the request. 2.3 Inform the client that they will be notified via phone call or text message as to the approval and schedule of the garbage collection including fuel and manpower counterpart.	None	30 Minutes	*Clerk VI* CENRO *City Government Department Head* CENRO *City Government Department Head* CENRO *Clerk VI* CENRO
	TOTAL:	**None**	**35 Minutes**	

4. Community Greening/Clean-up Services

Community empowerment through active participation in all tree plantings and clean-up activities of the city is a vital key towards a sustainable environmental protection and management. Thus, the city government through the City ENRO office widely-open the opportunity of its constituents to take part of this noble cause and community services.

Office or Division:	City Environment & Natural Resources Office
Classification:	Simple Transaction
Type of Transaction:	G2C – Government to Citizen G2G - Government to Government
Who may avail:	Association, Academe, NGO'S. GO'S

CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Request Letter (1 Original Copy)		Requesting Party		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Sign in the client logbook	1. Give the logbook to the client	None	5 minutes	*Clerk VI* CENRO
2. Submits the Request Letter	2. Receive and verify the request letter 2.1 Reviews the request 2.2 Approve the request 2.3 Inform the client that they will be notified via phone call or text message as to the approval and schedule of the Community Greening/clean-up Services	None	30 Minutes	*Clerk VI* CENRO *City Government Department Head* CENRO *City Government Department Head* CENRO *Clerk VI* CENRO
	TOTAL:	**None**	**35 Minutes**	

5. Information, Education and Capability Training Service

By one way or the other, the conduct of information drive and capability trainings to different sectors of the locality is vital services rendered by the office to increase the level of awareness on different environmental management and protection program of the city such as Proper Solid Wastes Management Program, Coastal/Marine Conservation & Protection, Upland & Urban Greening/Reforestation & Pollution Control and Management.

Office or Division:	City Environment & Natural Resources Office
Classification:	Simple Transaction
Type of Transaction:	G2C – Government to Citizen G2G - Government to Government
Who may avail:	Association, Academe, NGO'S. GO'S

CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1 Request Letter		Requesting Party		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Sign in the client logbook	1. Give the logbook to the client	None	5 Minutes	*Clerk VI* CENRO
2. Submits the Request Letter for Information, Education and Training Services	2. Receive and verifies the request letter 2.1 Reviews the request 2.2 Approves the request 2.3 Informs the client that they will be notified via phone call or text message as to the approval and schedule of the Information, Education and Training Services	None	30 Minutes	*Clerk VI* CENRO *City Government Department Head* CENRO *City Government Department Head* CENRO *Clerk VI* CENRO
	TOTAL:	**None**	**35 Minutes**	

6. Access to Controlled Dumpsite and Composting Facility

Disposal of residual and biodegradable wastes in Barangay New Malitbog dumpsite will require a Gate Pass before entering the facility.

Office or Division:	City Environment & Natural Resources Office
Classification:	Simple Transaction
Type of Transaction:	G2B – Government to Business G2C - Government to Citizen
Who may avail:	Manufacturer, Corporation, Business Establishment, Residential, Hospitals, etc.

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1.Dumping Permit	City Environment And Natural Resources Office

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Sign in the client logbook	1. Give the logbook to the client	None	5 Minutes	*Clerk VI* CENRO
2. Submit the complete Documentary Requirement(s) *Make sure to secure Order of Payment that will be issued	2. Receives and verifies the documentary requirement(s) Note: Subject for Site Inspection (if necessary) 2.1 Issues Order of Payment 2.2 Direct client to the City Treasurer's Office	None	30 Minutes	*EMS 1* CENRO
3. Go to the City Treasurer's Office and secure priority number at queuing machine and wait for the number to be called at Window 3-5	3. Provide priority number from the queuing machine 3.1 Call the priority number 3.2 Accept payment based on	(Please see table below)	5 Minutes 20 Minutes 5 Minutes	*Collection Revenue Officer* CTO

*Make sure to secure Official Receipt that will be issued upon payment	the Order of payment 3.3 Issue the Official Receipt			
4.Return to the CENRO Office	4. Receive, verify and record the official receipt 4.1 Prepares CDF Gate Pass 4.2 Sign the CDF Gate Pass 4.3 Release CDF Gate Pass Advice the client to sign the logbook for the releasing of CDF Gate Pass	None	30 Minutes	*EMS 1* CENRO *EMS 1* CENRO *EMS 1* CENRO *Clerk VI* CENRO *Clerk VI* CENRO
	TOTAL:	**(Please see table below)**	**1 Hour and 35 minutes**	

SCHEDULE OF FEES	
Maintenance & Tipping Fees	
TYPE OF VEHICLE	AMOUNT
10 wheeler Vehicle & above	PHP 50.00
6 wheeler Vehicle	PHP 40.00
4 Wheeler Vehicle	PHP 30.00
Pedicab/Trisikad	PHP 20.00

7. Issuance of Sand and Gravel/Earthfill Extraction Permit Mayor's Certification of Posting

Certificate of Posting will be issued by this office to any qualified person, corporation or company as pre-requisite for Commercial Sand and Gravel/Earthfill Extraction Permit.

Office or Division:	City Environment & Natural Resources Office
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen G2G - Government to Government
Who may avail:	All Applicant of Sand And Gravel / Earthfill Permit

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1.Request For Posting From PENRO	PENRO
2. Notice Of Application	PENRO
3. Sketch Map	PENRO
4. Government ID w/ Specimen (1 Photocopy)	Any Government Agency
5. If Representative Special Power Of Attorney (1 Original Copy)	Main Applicant

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Sign in the client logbook	1. Give the logbook to the client	None	5 Minutes	*Clerk VI* CENRO
2. Submits the complete documentary requirements	2. Receives and verifies the documentary requirement(s) 2.1 Issues Order of Payment 2.2 Direct client to the City Treasurer's Office	None	30 Minutes	*EMS 1* CENRO
3. Go to the City Treasurer's Office and secure priority number at queuing	3. Provide priority number from the queuing machine 3.1 Call the priority number	PHP 100.00	5 Minutes	*Collection Revenue Officer* CTO

machine and wait for the number to be called at Window 3-5 *Make sure to secure Official Receipt that will be issued upon payment	3.2 Accept payment based on the Order of payment 3.3 Issue the Official Receipt		20 Minutes 5 Minutes	
4.Return to the CENRO Officefor the releasing of Certification	4. Receives and verifies the Official Receipt 4.1 Posting the Notice Application for two consecutive weeks to Conspicuous Bulletin Board 4.2 Prepares the Certificate of Posting (after 2 weeks period of posting) 4.3 Endorsed the Certificate of Posting to City Legal Office for review. 4.4 Review of the City Legal Officer 4.5 Signature of the City Mayor. 4.6 Advice the client via phone call or text messages upon	None	5 Minutes 2 Weeks 30 Minutes 30 Minutes 1 Day 1 Day 5 Minutes	*EMS 1* CENRO *EMS 1* CENRO *EMS 1* CENRO *City Government Department Head* CENRO *City Legal Officer* CLO *City Mayor* CMO *EMS 1* CENRO

	availability of the certification 4.7 Release the Certificate of Posting 4.8 Advice the client to sign the logbook for the releasing of certificate of posting.		5 Minutes	*EMS 1* CENRO *Clerk VI* CENRO
	TOTAL:	**PHP 100.00**	**16 Days, 2 hours and 20 minutes**	

8. Issuance of Sand and Gravel/Earthfill Extraction Permit Mayor's Certification of No Objection

Any qualified person, corporation or company may apply for a Commercial Sand and Gravel/Earthfill Extraction with the Provincial Governor/City Mayor through the Provincial Mining and Regulatory Board for the extraction, removal and disposition of Sand and Gravel/Earthfill. A certificate/clearance of no objection shall be given to the qualified applicant after completing the required attached documents.

Office or Division:	City Environment & Natural Resources Office
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen G2G - Government to Government
Who may avail:	All Applicant Of Sand And Gravel / Earthfill

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NEW APPLICANT	
1.Notice of Application (1 Original Copy)	Provincial Environment And Natural Resources Office
2. Sketch Map (Approved By MGB) (1 Photocopy Copy)	Provincial Environment And Natural Resources Office
3. Barangay Resolution Interposing No Objection (1 Original Copy)	Barangay Hall
4. Zoning Certification (1 Original Copy)- ***For Sand & Gravel***	City Planning And Development Office
5. Locational Clearance (1 Original Copy)- ***For Earthfill Extraction***	City Planning And Development Office
6. Engineering Report/Clearance (1 Original Copy)	City Engineer's Office
7. Environmental Compliance Certificate (1 Photocopy)	Department Of Environment And Narural Resources –Environmental Management Bureau
8. Government ID w/ Specimen (1 Photocopy)	Any Government Agency
9. Special Power of Attorney (1 Original Copy)	Main Applicant
FOR RENEWAL	
1,Request Letter Address to City Mayor	Quarry Operator Or Permitee
2. Sketch Map (Approved By MGB) (1 Photocopy)	Provincial Environment And Natural Resources Office

3. Latest Barangay Resolution Interposing No Objection (1 Original Copy)		Barangay Hall		
4. Latest Zoning Certification (1 Original Copy)		City Planning And Development Office		
5. Latest Engineering Report/Clearance (1 Original Copy)		City Engineer's Office		
6. Environmental Compliance Certificate (1 Photocopy)		Department of Environment And Natural Resources –Environmental Management Bureau		
7. Current Sag/EE Permit (1 Original Copy)		Permit Holder		
8. Government ID w/ Specimen (1 Photocopy)		Any Government Agency		
9. Special Power of Attorney (1 Original Copy)		Main Applicant		
11. Approved Business Permit		Permit Holder		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Sign in the client logbook	1. Give the logbook to the client	None	5 Minutes	*Clerk VI* CENRO
2.Submit the complete Documentary Requirement(s) *Make sure to secure Order of Payment that will be issued	2. Receives and verifies the documentary requirement(s) 2.1 Issues Order of Payment 2.2 Direct client to the City Treasurer's Office	None	30 Minutes	*EMS 1* CENRO
3. Go to the City Treasurer's Office and secure priority number at queuing machine and wait for the number to be called at Window 3-5	3. Provide priority number from the queuing machine 3.1 Call the priority number 3.2 Accept payment based on	PHP 100.00	5 Minutes 20 Minutes 5 Minutes	*Revenue Collection Staff* CTO

*Make sure to secure Official Receipt that will be issued upon payment	the Order of payment 3.3 Issue the Official Receipt			
4. Return to the CENRO Office	4. Receive, verify and record the official receipt 4.1 Advice the client that he/she will be notified via phone call or text messages on the availability of the certification 4.2 Verifies the area through GIS/Ocular Inspection 4.3 Submit Report on the Ocular Inspection to the head of the department 4.4 Prepares the Certificate of No Objection 4.5 Endorsed to City Legal Office 4.6 Review of the City Legal Officer 4.7 Signature of the City Mayor	None	5 Minutes 5 Minutes 2 Days 1 Day 1 Day 30 Minutes 1 Day 1 Day 5 Minutes	*EMS 1-* CENRO *Clerk VI* CENRO *EMS 1-* CENRO *EMS 1-* CENRO *EMS 1-* CENRO *City Government Department Head* CENRO *City Legal Officer* CLO *City Mayor* CMO *Clerk VI-* CENRO

	4.8 Release the Certificate of No Objection 4.9 Advice the client to sign in the logbook for the releasing of Certificate of No Objection		5 Minutes	*Clerk VI* CENRO
	TOTAL:	**PHP 100.00**	**6 days, 1 hour and 55 minutes**	

9. Wastes Disposal at Sanitary Landfill Facility (SLF)

Based on the Republic Act 9003 other known as Ecological Solid Waste Management Act of 2000 the City/Municipality are required to establish Sanitary Landfill Facility for the disposal of waste. The City is known as refuse, garbage or city waste are mainly disposed at sanitary landfill. The method of waste disposal where the waste is disposed at underground in a large piles/cell is closely monitored. The private vehicle were collective tipping fee for the disposal of residual waste as well as the maintenance of the area.

Office or Division:	City Environment & Natural Resources Office
Classification:	Simple Transaction
Type of Transaction:	G2B – Government to Business G2C - Government to Citizen
Who may avail:	Company, Manufacturer, Resort, Corporation, Hospital, Commercial Establishment And Residential

CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Dumping Permit		City Environment And Natural Resources Office		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Log in at the client logbook	1. Give the logbook to the client	None	5 Minutes	*SLF Guard* CENRO
2. Submits Dumping Permits	2. Receives and verifies the dumping permits	None	5 Minutes	*Clerk* CENRO
3. Positioning of garbage truck to the holding/inspection area	3. Inspect the load garbage on his compliance to segregation and classification	None	10 Minutes	*SLF Inspector* CENRO
4. Proceeds the garbage vehicle to Weighing Scale	4. Weighing the garbage vehicle truck in Gross Capacity	None	10 Minutes	*City Treasurer's Representatives/* CENRO *Clerk*
5. Dump the garbage to the Sanitary Landfill Cell	5. Guide the garbage vehicle to the landfill cell or pit	None	15 Minutes	*SLF Supervisor* CENRO

6. Weighing again the garbage truck	6. Compute: Gross Capacity of Garbage Truck Less Garbage Vehicle Capacity	None	5 Minutes	*City Treasurer's Representatives/* CENRO *Clerk*
	6.1 Issue Order of Payment	PHP 2.00/kilo within Panabo City PHP 2.50 from other LGU's and Other Localities and entities	5 Minutes	*Revenue Collection Clerk* CTO
7. Pay at City Treasurer's Representatives at SLF Office	7. Receives and verifies the Official Receipt	None	30 Minutes	*Clerk* CENRO
	TOTAL:	**None**	**1 Hour and 25 minutes**	