

Environment and Natural Resources Office



1. New Application- Commercial Sand and Gravel Permit

Commercial Sand and Gravel (CSAG) Permit shall be issued to qualified private individuals who wants to venture on extraction of sand and gravel. The Division briefs the applicant on the submission of the required application documents and the processes involved before and after its submission. Verification/evaluation and other post evaluation procedures are also provided by the Division and are also explained to the applicant.

Office or Division:	Natural Resources Management Division	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Client	
Who may avail:	Client/Applicant	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Duly Authorized Application Form	ENRO/Provincial Mining Regulatory Board	
Proof Of Ownership – True Electronic Copy of Transfer Certificate Title (for titled and) or Tax Declaration (for untitled land)	Registry of Deeds, Provincial Assessor Office	
BIR Registration	Bureau Of Internal Revenue	
Barangay Resolution	Host Barangay	
Mayor’s Clearance/Permit	Office of the Mayor	
Zoning Clearance	City/Municipal Planning & Development Office	
Geo-tagged Photos of Applied Area	ENRO/Provincial Mining Regulatory Board	
Field Verification Report	ENRO/Provincial Mining Regulatory Board	
Area Status	DENR - MGB	
Environmental Compliance Certificate	DENR - EMB	
Narrative Survey Report	Deputized Geodetic Engineer	
Survey Plan	Deputized Geodetic Engineer	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request for area assessment/ evaluation addressed to the PMRB Chairman thru the PMRB Secretariat	1. Area assessment/ evaluation is conducted to determine viability of the area for Commercial Sand and Gravel Extraction (CSAG).	None	10 minutes	CDA I CDA II EMS II Sup.EMS PGDH-ENRO
2. Submit duly notarized application for Commercial S&G (CSAG) Permit and payment of application fees	2. Application process will be explained to the client. 2.1. Provide the applicant with a duplicate copy of the duly accomplished notarized application form.	1. Gov's Permit - Fees PHP5,000.00 2. Filing Fee for Application 2,000.00 Processing Fee 1,000.00 Verification Fee 1,500.00 Additional Fee per PD 1586 <u>10.00</u> Total Php 9,510.00	10 minutes	CDA I CDA II EMS II Sup. EMS
3. Submit mandatory requirements	3. Submit duly notarized application form. 3.1 The requirements will be evaluated as to its completeness.	None	30 minutes	CDA I CDA II EMS II Sup. EMS PGDH-ENRO

	3.2 Application form will be prepared.			
4. Submit letter request for verification addressed to the PMRB Chairman thru the PMRB Secretariat	4. Field verification is conducted with the applicant and concerned Barangay Captain or his representative/s. 4.1 FVR is prepared and submitted after its conduct	none	4 days	<i>CDA I CDA II EMS II</i>
5. Secure Area Status from the Mines and Geo-Sciences Bureau – MIMAROPA Region	5. Endorse the Survey Plan and duly accomplished Notarized Application Form to the Mines and Geo-Sciences Bureau for issuance of Area Status.	None	30 minutes	<i>Sup. EMS PGDH-ENRO</i>
6. Recommendation of the PMRB for the approval of the CSAG Permit by the Governor	6. The PMRB will deliberate, review and recommend CSAG Permit for the approval by the Governor.	None	1-2 week depending on the availability of the PMRB and the Governor	<i>PMRB Secretariat PMRB Members Governor</i>

2. Renewal – Commercial Sand and Gravel Permit

Renewal of Commercial Sand and Gravel (CSAG) permit shall be issued to those quarry permittees who intended to sustain operation.

Office or Division:	Natural Resources Management Division			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Permittees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly Authorized Application Form		ENRO/Provincial Mining Regulatory Board		
Proof Of Ownership – True Electronic Copy of Transfer Certificate Title (for titled and) or Tax Declaration (for untitled land)		Registry of Deeds/Provincial Assessor Office		
BIR Registration		Bureau Of Internal Revenue		
Barangay Resolution		Host Barangay		
Mayor’s Clearance/Permit		Office of the Mayor		
Zoning Clearance		City/Municipal Planning & Development Office City		
Geo-tagged Photos of Applied Area		ENRO/Provincial Mining Regulatory Board City		
Field Verification Report		ENRO/Provincial Mining Regulatory Board		
Area Status (originally issued)		DENR-MGB		
Environmental Compliance Certificate (originally issued)		DENR-EMB		
Narrative Survey Report		Deputized Geodetic Engineer		
Survey Plan		Deputized Geodetic Engineer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly notarized application for Commercial S&G (CSAG) Permit and payment of application fees and request for verification.	1. Application process will be explained to the client. 1.2. Provide the applicant with a duplicate copy of the duly accomplished notarized application form.	1. Gov’s Permit Fees- PHP5,000.00 2. Filing Fee for Application- PHP 2,000.00 3. Processing Fee-PHP 1,000.00	10 minutes	<i>CDA I CDA II EMS II</i>

	1.3. Conduct of field verification.	4. Verification Fee-PHP 1,500.00 Additional Fee per PD 1586- <u>10.00</u> Total-PH 9,510.00	1 day	
2. Submit mandatory requirements	2. The requirements will be evaluated as to its completeness. 2.1. Prepare permit and submit together with the application and mandatory requirements for recommendation of PMRB and approval of the Governor.	None	30 minutes 10 minutes	<i>CDA I CDA II EMS II Sup. EMS PGDH-ENRO</i>

3. Requisition of Delivery Receipts for Sand & Gravel Extraction/Hauling

Commercial Sand and Gravel Delivery Receipts shall be issued to Permittees with approved CSAG permit. Assistance on the availment of delivery receipts and how it is effected is likewise explained to the applicant. It is impressed upon him the importance and utility of the receipt. When necessary, an applicant is assisted when dealing with the Provincial Treasurer's Office. How to use and fill up the receipts are also explained.

Office or Division:	Natural Resources Management Division	
Classification:	Simple	
Type of Transaction:	G2C – Government to Client	
Who may avail:	Permit Holder	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Request Slip		ENRO/Provincial Mining Regulatory Board

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request slip for PTO's issuance of Delivery Receipts (DRs)	<p>1. Receive, verify and record the details of the request for DRs.</p> <p>1.2. Review and submit to Head of Office or Authorized Officer for endorsement to the Provincial Treasurer's Office</p>	None	5 minutes	<p><i>CDA I</i> <i>CDA II</i> <i>EMS II</i> <i>Sup EMS</i> <i>PG-ENRO</i></p>
2. Pay quarry tax to PTO and return/ present to ENRO the OR, RIS and request slip	2. Record and keep copy Official Receipt	<p>1. Gravel - PHP6,650/ booklet</p> <p>2. Boulders/ Sand-PHP 3,125/ booklet</p> <p>3. Mixed S/G - PHP 3,907.50/ booklet</p> <p>4. Pebbles- PHP11,718.75/ booklet</p> <p>5. Additional PHP165.00/ Booklet</p>	10 minutes	<p>CDA I CDA II EMS II EMS II</p>

4. Processing of Ore Transport Permit

Ore Transport permit shall be issued to Permittees/or private individuals who intended to transport mineral aggregates outside the province. The details of the issuance of ore transport permit is thoroughly explained. The completeness of the supporting documents prior to payment of fees are carefully scrutinized. Final evaluation of submitted documents before the same are submitted to the Provincial Governor is meticulously done.

Office or Division:	Natural Resources Management Division			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Permittees / Private Individual			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request		Client		
Barangay Certification/Clearance		Host Barangay		
Inspection Report		ENRO-Provincial Mining Regulatory Board		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request Issuance for Ore Transport Permit	1. Receive and record Ore Transport Requirement	None	5 minutes	CDA I CDA II EMS II Sup EMS
2. Conduct inspection of minerals extracted for transport.	2. Conduct inspection/ verification	none	3 days	CDA I CDA II EMS II
3. Pay corresponding fees to PTO and wait for the for the approval of the ORE Transport Permit by the Provincial Governor	3. Upon review of the Inspection Report, photos, and other supporting documents, the shipper will be advised to pay the fees to PTO and present Official Receipt to ENRO for recording and preparation of the Transport Certificate.	1. Processing Fee – PHP20.00/cu. m. 2. Verification Fee – PHP20.00/cu. .m. 3. Certification Fee - PHP 100/shipment	30 minutes	CDA I CDA II EMS II Sup EMS PG-ENRO

		4. Documentary Stamp- PHP30.00		
4. Preparation/ Issuance of Ore Transport Permit for approval of the Governor	4. Approval of the Transport Permit by the Provincial Governor	None	20 minutes Depend on the availability of the Governor	CDA I CDA II EMS II Sup EMS PG-ENRO

5. Availing Seedlings/TreePlanting Materials (Free of Charge)

The program is in line with the Provincial Government's environmental program centering on Reforestation of degraded areas, dikes, streambanks and denuded forests. The template for the availment of planting materials and how it is filled up is explained to the requisitioner. The Division likewise prepares and updates monitoring board on the kind and quantity of planting materials available for the guidance of requesting parties.

Office or Division:	Natural Resources Management Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Local Government Unit/s (Provincial, City, Municipal, Barangay), schools, Non-government organizations (NGOs), associations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request		Client		
Approved letter-request		Provincial Governor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request or barangay resolution addressed to the Provincial Governor thru the PG-ENRO	1. Accepts and records the letter request.	None	3 minutes	AA I
	1.2. Prepare Indorsement letter to the Provincial Governor for his approval.		5 minutes	AO IV

	1.3. Conduct field inspection & prepare/submit inspection report.		2 days	PG-ENRO Sup. EMS
	1.4. The requesting party shall be informed of the approval of the request.		10 minutes	CDA I CDA II
	1.5. Assist the client in the pick-up of the planting materials.		1 hour	CDO II

6. Availing Seedlings/Tree Planting Materials (For Sale)

The program is an income-generating methodology of the Provincial Government that promotes tree farming by private clients/beneficiaries. The template for the availment of planting materials and how it is filled up is explained to the client. The Division likewise prepares and updates monitoring board on the kind and quantity of planting materials available for the guidance of requesting parties.

Office or Division:	Natural Resources Management Division	
Classification:	Simple	
Type of Transaction:	G2C – Government to Client	
Who may avail:	Private Person/Entity/Organizations	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Letter Request	Client
	Approved letter-request	Provincial Governor's Office
	Official Receipt	Provincial Treasurer's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request or intent to purchase seedlings addressed to the Head of PG-ENRO	1. Accepts and records the letter request.	None	3 minutes	AA I AO IV
2. Pay the corresponding amount to PTO	<p>2. The client will be advised to present the approved request and pay the corresponding fees to the PTO.</p> <p>2.3. Accepts and records the receipt.</p> <p>2.4. Assists the client in the pick-up of the planting materials.</p>	<p>1. Bamboo- PHP 20.00/pc</p> <p>2. Forest Trees- PHP4.00/pc</p> <p>a. Narra</p> <p>b. Gmelina</p> <p>c. Mahogany</p>	<p>5 minutes</p> <p>1 minute</p> <p>1 hour</p>	<p>CDA I</p> <p>CDA II</p> <p>CDO II</p>

7. Provision of Financial Assistance

The program is in relation with the Provincial Government's environmental program focusing on Reforestation of mangrove covers along the twelve (12) coastal municipalities and one (1) city in the province. The template for the availment of financial assistance and its processes were explained fully to the client. The Division likewise prepares and updates monitoring board for the guidance of requesting parties.

Office or Division:	Natural Resources Management Division			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Client, G2G - Government			
Who may avail:	Local Government Unit/s (Municipal, Barangay)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Resolution/Letter Request		Client		
Indorsement Letter and Validation Report for Approval of the Barangay Resolution/ Letter-request		ENRO		
Approval of the Barangay Resolution/ Letter-request		Provincial Governor's Office		
Supporting documents for FA Processing (Barangay Resolution, Inspection Report, Disbursement Voucher)		Client, Provincial Budget Office, Provincial Accounting Office, Provincial Treasurer's Office, Provincial Administrator's Office, Provincial Governor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request of financial assistance for ENR conservation and rehabilitation projects.	1. Accepts and records the request.	None	5 minutes	CDA II
	1.2. Validates the requested area for financial assistance and prepares Validation Report.	None	1 day	Sup. EMS CDA I CDA II CDO II
	1.3. Indorses Request and Validation Report and prepares supporting documents for the provision of financial assistance.	None	1 day	CDO II SupEMS ENRO