



**Environment and Natural Resources Office
External Services**



1. Approval of Request for Sand and Gravel Delivery Receipts

Transport of sand and gravel materials to any point of destination within the province requires Delivery Receipts (DRs). DRs are checked at Provincial Government-Environment and Natural Resources Office (PG-ENRO) Checkpoints located in strategic locations per municipality.

All Commercial Sand and Gravel (CSAG) Permit Holders or Permittees are required to secure DRs from the Provincial Treasurer's Office (PTO) through the approval of PG-ENRO from Mondays – Fridays, 8:00 am to 5:00 pm.

Office or Division:	Natural Resources Management Division			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Sand and Gravel Permit Holder or Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Delivery Receipt Request Form (2 original copies)		Provincial Government – Environment and Natural Resources Office (PG-ENRO)		
2. Certification of Complete Requirements *For businesses intending to avail advance 20% allowable volume of extraction while permit renewal is in process (2 original copies)		Provincial Mining Regulatory Board (PMRB)		
3. Endorsement (1 original copy)		Provincial Government – Environment and Natural Resources Office (PG-ENRO)		
4. Requisition Issue Voucher (1 duplicate copy)		Provincial Treasurer's Office (PTO)		
5. Official Receipt (1 original copy)		Provincial Treasurer's Office (PTO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish/ Submit Delivery Receipt Request Form (DRRF).	1. Receive and forward to the Mineral Resources Management Section.	None	2 minutes	Administrative Aide, Administrative Section, ENRO
Submit Certification	1.1 Check the DRRF and	None	3 minutes	Community Development Assistant I/II, Natural



<p>from PMRB, if applicable.</p>	<p>prepare Endorsement.</p> <p>1.2 Review DRRF, Endorsement and affix initial and signature.</p>	<p>None</p>	<p>2 minutes</p>	<p>Resources Management Division, ENRO</p> <p>Environmental Management Specialist II, Natural Resources Management Division, ENRO</p> <p>Supervising Environmental Management Specialist, Natural Resources Management Division, ENRO</p> <p>Department Head, ENRO</p>
<p>2. Receive the approved DRRF and present to PTO for payment.</p>	<p>2.1 Record the approved DRRF and advise return to PG-ENRO for submission of Requisition Issue Voucher (RIV)</p>	<p>None</p>	<p>3 minutes</p>	<p>Community Development Assistant I/II, Natural Resources Management Division, ENRO</p> <p>Environmental Management Specialist II, Natural Resources Management Division, ENRO</p>
<p>3. Return to PG-ENRO to submit RIV.</p>	<p>3.1 Check Official Receipt (OR) and keep file of the RIV Update record.</p>	<p>None</p>	<p>3 minutes</p>	<p>Community Development Assistant I/II, Natural Resources Management Division, ENRO</p>



				Environmental Management Specialist II Natural Resources Management Division, ENRO
TOTAL			13 minutes	

2. Conduct of Investigation

This service is available to any citizen, business, or government agency who intends to validate complaints and gather information and evidence on various environmental issues/incidents which may be later used as evidence, should apprehension and filing of case push through. Complaints are filed from Mondays – Fridays, 8:00 am to 5:00 pm

Office or Division:	Natural Resources Management Division Environmental Management Services Division			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may avail:	Complainant			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Complaint (1 copy original)		Client/Complainant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a Letter of Complaint to PG-ENRO	1. Receive, record, and forward to the Department Head for instruction.	None	3 minutes	Administrative Aide, Administrative Section, ENRO
	1.1 Discuss the complaint and schedule the conduct of investigation	None	15 minutes	Community Development Assistant I/II, Natural Resources Management Division, ENRO



				<p>Environmental Management Specialist II, Natural Resources Management Division, ENRO</p> <p>Community Development Officer II, Natural Resources Management Division, ENRO</p> <p>Supervising Environmental Management Specialist, Natural Resources Management Division, ENRO</p> <p>Community Development Assistant I/II, Natural Resources Management Division, ENRO</p> <p>Environmental Management Specialist II, Natural Resources Management Division, ENRO</p> <p>Community Development Officer II, Natural Resources Management Division, ENRO</p>
	1.2 Conduct investigation and prepare/submit Investigation Report (IR) to the Department Head, copy furnished the Division Chief/	None	2 days	



				Resources Management Division, ENRO
				Supervising Environmental Management Specialist, Natural Resources Management Division, ENRO
	1.4 Depending on the result of investigation, prepare necessary documents like:	None	2 days	Community Development Assistant I/II, Natural Resources Management Division, ENRO
	a. Notice of Adverse Findings			Environmental Management Specialist II, Natural Resources Management Division, ENRO
	b. Notice of Violation			
	c. Cease and Desist Order			
				Community Development Officer II, Natural Resources Management Division, ENRO
	1.5 Review/ initial and sign the documents prepared	None	10 minutes	Supervising Environmental Management Specialist, Natural Resources Management Division, ENRO
			3 days	



	<p>1.6 Serve the Notice or CDO to the violator/s</p>			<p>Department Head, ENRO</p> <p>Community Development Assistant I/II, Natural Resources Management Division, ENRO</p> <p>Environmental Management Specialist II/Community Development Officer II, Natural Resources Management Division, ENRO</p>
<p>2. Receive information on the agency's action.</p>	<p>2.1 Inform the complainant on the investigation conducted.</p>			<p>Community Development Assistant I/II, Natural Resources Management Division, ENRO</p> <p>Environmental Management Specialist II, Natural Resources Management Division, ENRO</p> <p>Community Development Officer II, Natural Resources Management Division, ENRO</p>



TOTAL	None	7 days and 28 minutes	
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3. Request for Bamboo and Indigenous/Native Tree Seedlings

The PGOM promotes the planting and growing of bamboo and indigenous or native tree seedlings for forest rehabilitation, streambank protection, prevention of soil erosion, air purification, biodiversity enrichment, and climate change mitigation.

The PG-ENRO manages a Bamboo and Forest Trees Plant Nursery which ensures the availability of planting materials for distribution provincewide. Requests are accepted every Mondays – Fridays, 8:00 am to 5:00 pm.

Office or Division:	Natural Resources Management Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Local Government Unit/s (Provincial, City, Municipal, Barangay), Schools, Non-Government Organizations (NGOs), Associations/Organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request of Barangay Resolution (1 original)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter request or barangay resolution	1. Receive, record and route to Department Head for instruction	None	3 minutes	Administrative Aide, Administrative Section, ENRO
	1.1 Assess the request/ resolution and provide specific instructions.	None	5 minutes	Supervising Environmental Management Specialist, Natural Resources Management Division, ENRO
		None	10 minutes	Community Development



	1.2 Interview the client for procedures.	None	5 minutes	Officer II, Natural Resources Management Division, ENRO
	1.3 Prepare and sign an endorsement letter for the Governor.			Community Development Assistant I/II, Natural Resources Management Division, ENRO
				Department Head, ENRO
2. Pick up the requested seedlings at ENRO Plant Nursery.	2.1 Record the seedlings provided to the client.	None	2 hours	Nursery Laborers, Natural Resources Management Division, ENRO
TOTAL		None	2 hours and 23 minutes	

4. Request for Certification

All Clients may request certification that they may use in any business transaction or purpose as needed. Available from Mondays – Fridays, 8:00 am to 5:00 pm

Office or Division:	Natural Resources Management Division Environmental Management Services Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request		Client/Permit Holder/Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit a Letter of Request	1. Receive, record, and forward to the concerned Division/Section	None	3 minutes	Administrative Aide, Administrative Section, ENRO
	1.1 Verify information needed for the certification	None	10 minutes	Environmental Management Specialist II/ Community Development Officer II/ Supervising Environmental Management Specialist, Natural Resources Management Division, ENRO
	1.2 Prepare certification/ document/s for payment to PTO	Relevant certification and other documents – PHP 50.00/ page	10 minutes	Community Development Assistant I/II, Natural Resources Management Division, ENRO Environmental Management Specialist II/ Community Development Officer II, Natural Resources Management Division, ENRO
	1.3 Review/Initial and sign Certification	None	4 minutes	Supervising Environmental Management Specialist, Natural Resources



				Management Division, ENRO Department Head or Authorized Officer, Natural Resources Management Division, ENRO
2. Receive Certification	2.1 Record and issue Certification	None	3 minutes	Administrative Aide, Administrative Section, ENRO
TOTAL		None	30 minutes	

5. Request for Field Verification

A Field Verification Report (FVR) is one (1) of the requirements for processing and issuance of a Commercial Sand and Gravel (CSAG) Permit issued by the Provincial Governor through the Provincial Mining Regulatory Board (PMRB).

Either new or renewal application, a field verification is requested by the CSAG permit applicant which is endorsed by the PMRB Secretariat to the PG-ENRO. Field verification is conducted from Mondays – Fridays, 8:00 am to 5:00 pm.

Office or Division:	Natural Resources Management Division			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may avail:	Provincial Mining Regulatory Board, Citizens, CSAG Permit Applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Endorsement letter attached with <ul style="list-style-type: none"> Letter Request Copy of Notarized CSAG Application Survey Plan/Map of applied area 		Provincial Mining Regulatory Board (PMRB) CSAG Permit Applicant CSAG Permit Applicant CSAG Permit Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Request for a Field Verification Report (FVR) thru letter request addressed to the Provincial Mining Regulatory Board (PMRB).	1.1 Receive, record and forward PMRB endorsement letter to the Department Head for instruction	None	3 minutes	Administrative Aide, Administrative Section, ENRO
	1.1 Record request and assign field evaluators of the Mineral Resources Management Section	None	2 minutes	Community Development Assistant I/II, Natural Resources Management Division, ENRO Environmental Management Specialist II, Natural Resources Management Division, ENRO Supervising Environmental Management Specialist, Natural Resources Management Division, ENRO
2. Schedule and accompany PG-ENRO personnel in the conduct of field verification	2.1 Conduct field verification with barangay officials and CSAG permit applicant and prepare the FVR	None	15 days	Community Development Assistant I/II, Natural Resources Management Division, ENRO Environmental Management Specialist II, Natural Resources



				Management Division, ENRO
3. Return to PG-ENRO for signing of FVR and wait for PMRB notification.	3.1 Check and review the FVR	None	30 minutes	Environmental Management Specialist II, Natural Resources Management Division, ENRO Supervising Environmental Management Specialist, Natural Resources Management Division, ENRO
	3.2 Prepare and sign endorsement letter.	None	5 minutes	Community Development Assistant I/II, Natural Resources Management Division, ENRO Department Head, ENRO
	3.3 Update record and forward FVR and endorsement letter to PMRB Secretariat for CSAG permit processing.	None	5 minutes	Community Development Assistant I/II, Natural Resources Management Division, ENRO Administrative Aide, Administrative Section, ENRO
TOTAL		None	15 days and 45 minutes	



6. Request for Financial Assistance on Mangrove Conservation and Rehabilitation

The PG-ENRO provides financial assistance subject to the availability of funds. Financial assistance is granted to barangays and city/municipalities with mangrove conservation and rehabilitation projects in support of the Coastal Resources Management Program (CRMP) of the Provincial Government of Oriental Mindoro. Requests are filed from Mondays – Fridays, 8:00 am to 5:00 pm

Office or Division:	Natural Resources Management Division			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Local Government Unit/s (Municipal, Barangay)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay/LGU Resolution/Letter Request		Barangay/City/Municipality		
Endorsement Letter to the Provincial Governor		Provincial Government – Environment and Natural Resources Office (PG-ENRO)		
Letter/Resolution with Marginal Note of Approval		Provincial Governor's Office		
Area Assessment Report		PG-ENRO		
Mangrove Planting and Maintenance Plan		Barangay/City/Municipality and PG-ENRO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the barangay/municipal resolution or letter request	1.1 Receive, record, and forward to the Department Head for instructions/marginal note	None	5 minutes	Administrative Aide, Administrative Section, ENRO
	1.2 Interview the client and provide guidelines	None	15 minutes	Department Head or Authorized Officer, ENRO Community Development Officer II and/or Supervising Environmental Management



	<p>on the process of FA provision</p> <p>1.3 Prepare, initial and sign Endorsement Letter (EL)</p>	<p>None</p>	<p>8 minutes</p>	<p>Specialist Natural Resources Management Division, ENRO</p> <p>Community Development Assistant I/II, Natural Resources Management Division, ENRO</p> <p>Supervising Environmental Management Specialist, Natural Resources Management Division, ENRO</p>
	<p>1.4 Record and submit barangay/ municipal resolution or letter request with EL to Governor's Office</p>	<p>None</p>	<p>5 minutes</p>	<p>Department Head, ENRO</p> <p>Administrative Aide, Administrative Section, ENRO</p>



2 Schedule and accompany PG-ENRO in the inspection of the proposed area requested for FA.	1.1 Conduct inspection and prepare/submit an Area Assessment Report and Mangrove Planting and Maintenance Plan (MPMP)	None	15 days	Community Development Assistant I/II, Natural Resources Management Division, ENRO
	1.2 Review/recommend and approve MPMP	None	15 minutes	Community Development Officer II, Natural Resources Management Division, ENRO Supervising Environmental Management Specialist, Natural Resources Management Division, ENRO
	1.3 Prepare, review and sign documents for processing of FA with complete documentary requirements	None	60 minutes	Department Head or Authorized Officer, ENRO Community Development Assistant I/II, Natural Resources Management Division, ENRO Community Development Officer II, Natural Resources Management Division, ENRO



				Supervising Environmental Management Specialist, Natural Resources Management Division, ENRO Department Head, ENRO
3 Receive FA from the Provincial Treasurer's Office and inform PG-ENRO of FA receipt for project implementation.	3.1 Record and keep file of project documents.	None	2 minutes	Community Development Assistant I/II, Natural Resources Management Division, ENRO Community Development Officer II, Natural Resources Management Division, ENRO
TOTAL		None	16 days, 1 hour and 50 minutes	

7. Request for Processing of Ore Transport Permit

Transport of sand and gravel materials outside the province requires an Ore Transport Permit (OTP) from the Provincial Government of Oriental Mindoro (PGOM). The OTP is inspected at the local ports. The absence or presentation of invalid OTP is deemed illegal shipment of aggregates and, hence, is subject to apprehension, investigation, confiscation/filing of a case, or both. Filing of request is available from Mondays – Fridays, 8:00 am to 5:00 pm.

Office or Division:	Natural Resources Management Division
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Any qualified persons



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Ore Transport Permit Request Form (2 original copies)		Provincial Government – Environment and Natural Resources Office (PG-ENRO)		
2. Inspection Report (2 original copies)		Provincial Government – Environment and Natural Resources Office (PG-ENRO)		
3. Request for Official Receipt (4 original copies)		Provincial Government – Environment and Natural Resources Office (PG-ENRO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish/Submit the Ore Transport Permit Request Form (OTPRF) with corresponding DRs	1.2 Receive and forward to Mineral Resources Management Section.	None	2 minutes	Administrative Aide, Administrative Section, ENRO
	1.2 Check and record the OTPRF and Delivery Receipts (DRs) and forward to the Department Head for instruction.	None	6 minutes	Community Development Assistant I/II, Natural Resources Management Division, ENRO Environmental Management Specialist II, Natural Resources Management Division, ENRO
	1.3 Schedule/confirm with the client the schedule of inspection.	None	5 minutes	Community Development Assistant I/II, Natural Resources Management Division, ENRO Environmental Management Specialist II, Natural Resources



				Management Division, ENRO
2. Accompany PG-ENRO personnel in the conduct of inspection	5.1 Conduct inspection and prepare/submit Inspection Report (IR)	None	5 days	Community Development Assistant I/II, Natural Resources Management Division, ENRO Environmental Management Specialist II, Natural Resources Management Division, ENRO
3. Return to PG-ENRO for OTP processing	3.1 Check OTPRF, IR and other supporting documents. If complete, prepare the following: a. Ore Transport Permit (OTP) b. Request for Official	None	10 minutes	Community Development Assistant I/II, Natural Resources Management Division, ENRO Environmental Management Specialist II, Natural Resources Management Division, ENRO



	Receipt (ROR)	None	3 minutes	Supervising Environmental Management Specialist, Natural Resources Management Division, ENRO
	3.2 Review the documents.	None	1 minute	Department Head, ENRO
	3.3 Sign the ROR and initial the OTP.	None		
4. Receive the OTP, ROR and other supporting documents.	4.1 Update record, advise payment and release to client the OTP for Governor's approval, ROR and other supporting documents.	None	3 minutes	Community Development Assistant I/II, Natural Resources Management Division, ENRO Environmental Management Specialist II, Natural Resources Management Division, ENRO
TOTAL		None	5 days and 30 minutes	

8. Sale of Planting Materials

Bamboo and forest tree seedlings propagated at the PG-ENRO Bamboo and Forest Trees Plant Nursery are also sold as per the Provincial Revenue Code. Fast-growing tree species like Mahogany, Gmelina, and Acacia Mangium are good for tree plantation farms. Indigenous or native tree species like Narra, Batino, Bangkal, etc. are likewise recommended for those land owners who value these tree species for tropical forest ecosystem and biodiversity conservation. Purchase is available from Mondays – Fridays, 8:00 am to 5:00 pm.



Office or Division:	Natural Resources Management Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2B - Government to Business			
Who may avail:	Private Person/Entity/Organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Seedlings Purchase Form-1 (1 original)		Provincial Government – Environment and Natural Resources Office (PG-ENRO)		
Seedlings Payment Form-2 (1 original)		Provincial Government – Environment and Natural Resources Office (PG-ENRO)		
Official Receipt (1 original)		Provincial Treasurer’s Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish/Submit Seedlings Purchase Form-1 (SPF-1).	1. Receive and route to Forest and Water Resources Management Section	None	2 minutes	Administrative Aide, Administrative Section, ENRO
	1.1 Check SPF-1 and prepare Seedlings Payment Form-2 (SPF-2)	None	10 minutes	Community Development Assistant I/II Community, Natural Resources Management Division, ENRO
	1.2 Initial and sign SPF-2	None	1 minute	Development Officer II, Natural Resources Management Division, ENRO Supervising Environmental Management Specialist, Natural Resources Management Division, ENRO
	1.3 Prepare and sign			Resources Management Division, ENRO



	endorsement letter for Governor's information	None	4 minutes	Community Development Assistant I/II, Natural Resources Management Division, ENRO Department Head, ENRO
2. Receive SPF-1 and SPF-2 and pay corresponding fees to PTO	2.1 Record SPF-1 and SPF-2 and release the forms.	None	2 minutes	Community Development Assistant I/II, Natural Resources Management Division, ENRO
3. Pick up the purchased seedlings at ENRO Plant Nursery	2.1 Record the seedlings provided to the buyer/client.	None	2 hours	Nursery Laborers, Natural Resources Management Division, ENRO
TOTAL		None	2 hours and 19 minutes	

Environmental Management Services Division

1. Request for Recycled Bricks and Compost Materials/Fertilizer

The PGOM through the PG-ENRO promotes 3Rs on solid waste management- RE-USE, REDUCE and RECYCLE. With the Mobile Materials Recovery Station (MMRS), SWM equipment maintained by PG-ENRO, recyclable wastes such as plastics and bottles are shredded and made into bricks in combination with sand, cement, and water. Compost materials/fertilizer may also be produced using the MMRS.

Available from Mondays – Fridays, 8:00 am to 5:00 pm



Office or Division:	Environmental Management Services Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Barangays, Schools, Non-Government Organizations (NGOs), Associations/Organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request/Barangay Resolution (1 original, 1 duplicate)		Client		
Endorsement Letter (1 original, 1 duplicate)		Provincial Government – Environment and Natural Resources Office (PG-ENRO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request/ barangay resolution	1. Receive, record, and forward to Department Head for instruction	None	4 minutes	Administrative Aide, Administrative Section, ENRO
	1.1 Review the request and interview the client.	None	5 minutes	Community Development Assistant II, Environmental Management Services Division, ENRO
	1.2 Prepare and initial Endorsement Letter (EL) for signature of the Department Head	None	10 minutes	Community Development Assistant I, Environmental Management Services Division, ENRO
	1.3 Record and route the			Environmental Management Specialist II, Environmental Management Services Division, ENRO



	documents to Governor's Office	None	2 minutes	Community Development Assistant II, Environmental Management Services Division, ENRO Administrative Aide, Administrative Section
2. Pick-up and receive the requested recycled bricks/compost materials/ fertilizer	2.1 Inform the Client of approved request and confirm pick-up schedule	None	6 minutes	Community Development Assistant I/II, Environmental Management Services Division, ENRO Environmental Management Specialist II, Environmental Management Services Division, ENRO
	2.2 Record and hand-over the requested recycled bricks/compost materials to the client	None	30 minutes	MMRS Laborers, Environmental Management Services Division, ENRO
Total		None	57 minutes	



2. Request for Use of Mobile Materials Recovery Station (MMRS)

The PGOM through the PG-ENRO promotes 3Rs on solid waste management- RE-USE, REDUCE and RECYCLE. The Mobile Materials Recovery Station (MMRS) is a SWM equipment managed by PG-ENRO. It processes recyclable wastes such as plastics and bottles to become bricks in combination with sand, cement and water. This MMRS is useful for small volume of recyclables that may be made into recycled bricks, hence, may be used by barangays, municipalities and people's organization.

Available from Mondays – Fridays, 8:00 am to 5:00 pm

Office or Division:	Environmental Management Services Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Schools, Local Government Units (LGU), Non-Government Organizations (NGOs), Associations/Organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request/Barangay Resolution (1 original, 1 duplicate)		Client		
Endorsement Letter (1 original, 1 duplicate)		Provincial Government – Environment and Natural Resources Office (PG-ENRO)		
MMRS User Agreement		Provincial Government – Environment and Natural Resources Office (PG-ENRO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request/ barangay resolution	1. Receive, record, and forward to Department Head for instruction	None	3 minutes	Administrative Aide, Administrative Section, ENRO
	1.1 Review the request and interview the client. Discuss the MMRS User Agreement.	None	10 minutes	Community Development Assistant II, Environmental Management Services Division, ENRO
	1.2 Prepare and initial		5 minutes	



	Endorsement Letter (EL) for signature of the Department Head	None		Community Development Assistant I, Environmental Management Services Division, ENRO
	1.3 Record and route the documents to Governor's Office	None	60 minutes	Environmental Management Specialist II, Environmental Management Services Division, ENRO Community Development Assistant I, Environmental Management Services Division, ENRO Administrative Aide, Administrative Section
2. Accept MMRS per Usage Agreement	2.1 Provide MMRS and monitor usage	None	3 days	Community Development Assistant I/II, Environmental Management Services Division, ENRO MMRS Laborers, Environmental Management Services Division, ENRO
Total		None	4 days and 18 minutes	



**Environment and Natural Resources Office
Internal Service**



1. Preparation of Supporting Documents for Disbursement of Remunerations/Salaries/Wages

These pertain to the consolidation and completion of necessary documents for the processing and disbursement of remunerations, salaries, and wages of permanent and non-permanent employees of the Provincial Government-Environment and Natural Resources Office (PG-ENRO).

Office or Division:	Administrative Unit			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All PG-ENRO employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Travel Order (2 original copies or 2 authenticated photocopies)		Provincial Government – Environment and Natural Resources Office (PG-ENRO)		
2. Certificate of Appearance (2 original copies or 2 authenticated photocopies)		Provincial Government – Environment and Natural Resources Office (PG-ENRO)		
3. Application for Leave (2 original copies or 2 authenticated photocopies)		Provincial Government – Environment and Natural Resources Office (PG-ENRO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Accomplishment Report and DTR attachments	1. Receive and evaluate documents for errors	None	10 minutes	Administrative Aide, Administrative Section, ENRO
	1.1 Indicate necessary deductions	None	3 minutes	Administrative Aide, Administrative Section, ENRO
	2. Sign and approve	None	5 minutes	Department Head, ENRO
TOTAL		None	18 minutes	