



**Provincial Legal Office - Extension Office
PMRB Secretariat Office
Services: Provision of Secretariat Services to the
Provincial Mining Regulatory Board (PMRB)
External Services**



Certificate of Allowance:

Individuals or corporation which has pending renewal Commercial Sand and Gravel Permit application before the PMRB may be granted of Certificate of Allowance for Sand and Gravel Extraction pursuant to PMRB Resolution No. 03-2022 dated 22 June 2022 entitled, “Resolution Allowing Sand and Gravel Permit Renewal Applicants to Purchase in Advance 20% of their Applied Extraction Volume” pending the approval of their applied permits by all members of the PMRB and the Provincial Governor.

Office or Division:	Provincial Legal Office – PMRB Secretariat Services Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Client/Applicant			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Duly signed letter of the applicant indicating a request for the issuance of Certificate of Allowance			From the Applicant himself	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a verbal request or submit a signed letter request for the issuance of Certificate of Allowance to the PMRB	1. Receive a verified request from the applicant or his/her duly appointed representative	None	5 Mins.	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office -extension office
	2. Track the status of the approval of the CSAG Permit Application by the PMRB members	None	10 Mins.	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office -extension office
	3. Re-assess/ evaluate the completeness and propriety of submitted	None	5 Mins	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office -extension office



	documentary requirements on file			
	4. Prepare a Certificate of Allowance as requested by the renewal permit applicant	None	10 mins	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office -extension office
	5. Sign, Stamp, and Record the Certificate of Allowance	None	5 Mins	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office -extension office
2. Receive the requested Certificate of Allowance needed in the purchase of delivery receipts	6. Release/hand the Certificate of Allowance to requesting client	None	5 Mins	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office -extension office
TOTAL		None	40 Mins.	

New Application: Commercial Sand and Gravel (CSAG) Permit

Commercial Sand and Gravel Permit may be issued to a qualified individual or corporation who is interested to venture in commercial extraction and disposal of sand and gravel resources. The Provincial Mining Regulatory Board (PMRB) Secretariat Office provides technical assistance to the applicants relating to acquisition, establishment, and operation of sand and gravel extraction projects.

Office or Division:	Provincial Legal Office – PMRB Secretariat Services Unit
Classification:	Highly Technical



Type of Transaction:		G2C – Government to Client		
Who may avail:		Client/Applicant		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly Notarized Application Form - Six (6) Original Copies		PMRB Secretariat Office (Provincial Legal Office extension)		
2. Mayor's Clearance/Permit - two (2) clear machine copies		Office of the Mayor (concerned municipality)		
3. Barangay Resolution - two (2) clear machine copies		Host Barangay		
4. Proof of Ownership – True Electronic Copy of Transfer Certificate of Title (for titled) or Tax Declaration (for untitled land) - one (1) original or clear machine copy		Registry of Deeds, Provincial Assessor's Office		
5. Operating Agreement (if required) - one (1) original or clear machine copy		PMRB Secretariat Office (Provincial Legal Office extension)		
6. BIR Registration - one (1) original or clear machine copy		Bureau of Internal Revenue District Office		
7. Zoning Clearance - two (2) clear machine copies		City/Municipal Planning & Development Office		
8. Area Clearance – one (1) original or clear machine copy		DENR-MGB Regional Office		
9. Environmental Compliance Certificate - one (1) original or clear machine copy		DENR-EMB		
10. Narrative Report of the Survey		Deputized GE, Victoria, Or. Mindoro		
11. Survey Plan of the Applied Area – four (4) blue print copies		Deputized GE, Victoria, Or. Mindoro		
12. Field Verification Report		PG-ENRO PGOM		
13. Geotagged Photos – minimum of three (3) images		PG-ENRO PGOM		
14. Other Clearances (as may be required) - one (1) original or clear machine copy		DPWH, NIA, School, Churches		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Proof of Ownership and the Survey Plan of the applied area to the PMRB Secretariat for evaluation as to viability of the proposed sand and	1. Conduct area assessment/evaluation using Google Earth application	None	60 mins	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office



gravel extraction project				
2. Submit barangay resolution, mayor's no objection certificate, and zoning certificate	2. Evaluate the presented document and issue order of payment for CSAG Permit application fees	None	30 mins.	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
3. Pay the prescribed application fees to the Provincial Treasurer's Office	3. Issue Order of Payment	P9,510.00	5 mins	Cash Receipt Division, Cashier Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
	4. Prepare CSAG Permit Application indicating the Official Receipt No. and the assigned Application No., and hand the CSAG permit application to applicant		15 mins.	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
4. Receive the CSAG permit application for signing and notary	Hand the CSAG permit application to applicant	None	5 mins	PMRB Secretariat staff, Provincial Legal Office - extension office
5. Return the CSAG Permit Application bearing the Official Receipt Number of application fees paid and notarized by a lawyer	5. Require the applicant submit other documentary requirements as indicated in the Checklist and inform the applicant of the prevailing process for the approval of CSAG permit applications	None	15 mins	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office



6. Submit remaining compliance requirements in accordance to the CSAG Permit Application checklist	5. Evaluate the submitted compliance requirements as their genuineness, propriety and consistency	None	90 mins	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
7. Secure Field Verification Report from PG-ENRO	6. Indorse letter request of applicant to PG-ENRO for the conduct of field verification and issuance of Field Verification Report	None	18 days	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
8. Secure Area Clearance from MGB Regional Office of the Permit application area	7. Indorse the CSAG Permit application, survey plan and narrative report of the survey to MGB Regional Office (Scanning and e-mail sending of the documents included)	None	18 days	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
9. Comply the Posting requirement for CSAG application	8. Require the posting of the CSAG permit application	None	15 days	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
10. Submit the proof of posting (Certification or Affidavit of Posting)	9. Receive and file the proof of posting in the application folder	None	5 mins	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
	10. Refer the approval of CSAG Permit applications to the members of PMRB and to the Provincial Governor	None	42 days	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
11. Accept the approved CSAG permit	11. Release the completely approved renewal CSAG permit	None		Legal Asst. 1



for signing and notary	for acknowledgement by the applicant and notary by a notary public		5 mins	PMRB Secretariat staff, Provincial Legal Office - extension office
TOTAL		P9,510.00	75 Days and 3.75 Hours	

Renewal Application: Commercial Sand and Gravel (CSAG) Permit

Commercial Sand and Gravel Permit renewal application may be filed by qualified individuals or corporation who intend to sustain their sand and gravel extraction project. The PMRB Secretariat Office provides technical assistance to the applicants relating to sustainability and compliance of the operation of the sand and gravel sites

Office or Division:	Provincial Legal Office – PMRB Secretariat Services Unit		
Classification:	Highly Technical		
Type of Transaction:	G2C – Government to Client		
Who may avail:	Client/Applicant		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Duly Notarized Application Form - Six (6) Original Copies		PMRB Secretariat Office (Provincial Legal extension Office)	
Mayor's Clearance/Permit - Two (2) clear machine copies		Office of the Mayor (concerned municipality)	
Barangay Resolution - Two (2) clear machine copies		Host Barangay	
Proof of Ownership – True Electronic Copy of Transfer Certificate of Title (for titled) or Tax Declaration (for untitled land) XXX Operating Agreement (if required) XXX		Registry of Deeds, Provincial Assessor's Office	
BIR Registration (present only the BIR Form No. 0605 for the current year) - Two (2) clear machine copies		Bureau of Internal Revenue District Office	
Zoning Clearance - Two (2) clear machine copies		City/Municipal Planning & Development Office/Zoning Division	
Area Clearance XXX		DENR-MGB Regional Office	
Environmental Compliance Certificate XXX		DENR-EMB	
Narrative Report of the Survey XXX		Deputized GE, Victoria, Or. Mindoro	
Survey Plan of the Applied Area XXX		Deputized GE, Victoria, Or. Mindoro	
Field Verification Report – One (1) Original copy		PG-ENRO PGOM	
Geotagged Photos – At least Three (3) images		PG-ENRO PGOM	
Other Clearances (as may be required) - one (1) original or clear machine copy		DPWH, NIA, School, Churches	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the yearly expiring documentary requirements (barangay resolution, mayor's Clearance, zoning clearance, and BIR Form 0605 for the current year)	1. Received and record the submitted documentary requirements by the applicant	None	25 mins	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
	2. Evaluate the submitted document	None	10 mins	Cash Receipt Division, Cashier Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
2. Pay the prescribed application fees	3. Issue Order of Payment	P9,510.00	5 mins	Provincial Treasury/ Admin Asst. IV
	4. Prepare CSAG Permit Application indicating the Official Receipt No. and the assigned Application No., and		15 Mins.	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
3. Receive the CSAG permit application for signing and notary	5. Hand the CSAG permit application to applicant	None	1 min	PMRB Secretariat staff, Provincial Legal Office - extension office
4. Return the CSAG Permit Application	6. Require the applicant submit other documentary requirements as	None	15 Mins	Legal Asst. 1 PMRB Secretariat



bearing the Official Receipt Number of application fees paid and notarized by a lawyer	indicated in the Checklist and inform the applicant of the prevailing process for the approval of CSAG permits			staff, Provincial Legal Office - extension office
5. Secure the required Field Verification Report from PG-ENRO	7. Indorse letter request of applicant to PG-ENRO for the conduct of field verification and issuance of Field Verification Report	None	18 days	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
6. Comply the Posting requirement for CSAG application	8. Require the posting of permit application to the concerned barangay and municipality	None	15 days	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
7. Submit proof of posting (Certification or Affidavit of Posting)	9. Receive the submitted proof posting issued by the concerned barangay and municipality	None	5 mins	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
	10. Refer the approval of CSAG Permit applications to the members of PMRB and to the Provincial Governor	None	42 days	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
8. Receive the approved CSAG Permit	11. Release the completely approved renewal CSAG permit for acknowledgement by the applicant and notary by a notary public	None	5 mins	Legal Asst. 1 PMRB Secretariat staff, Provincial Legal Office - extension office
TOTAL		P9,510.00	75 days, 1hour, and 25 mins	

