

## Service Name: Request for Certification for Commercial Sand and Gravel Extraction Project

Mayor's Certification is being issued as one of the requirements needed in the application for Commercial Sand and Gravel Extraction project at PENRO-LGU. The office will conduct site inspection to validate the area being applied if it observed environmental concerns and site recommendation.

<b>OFFICE OR DIVISION:</b>	Municipal Environment and Natural Resources Office
<b>CLASSIFICATION:</b>	Simple
<b>TYPE OF TRANSACTION:</b>	G2C - Government to Citizen G2B - Government to Business
<b>WHO MAY AVAIL:</b>	Applicant for Commercial Sand and Gravel Extraction Project

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notice of Application ( 1 photocopy )		PENRO-LGU, Capitol Compound, Mankilam, Tagum City		
2. Updated Sketch Map ( 1 photocopy )		DENR-MGB XI, Magsaysay, Davao City		
3. Brgy. Resolution Interposing No Objection ( 1 original )		Barangay Hall concerned - Secretary		
4. Notarized Commitment Letter ( 4 copies original )		Applicant		
5. Official Receipt ( 1 photocopy )		Municipal Treasurers Office Business License Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Municipal Environment and Natural Resources Office and submit the required documents.	Give the log book to the client, receive and record application for Commercial Sand and Gravel Extraction Permit.	NONE	30 minutes	Brayle Reyen Coralde
2. Signs logbook and receive the recorded application for Commercial Sand and Gravel Extraction Project	Release the recorded permit to the Client			John Reycell A. Tuba
<b>TOTAL FEES TO BE PAID</b>		<b>NONE</b>		
<b>TOTAL PROCESSING TIME</b>			<b>30 minutes</b>	

## Service Name: Request for Special Waste Disposal Permit

The Municipality cannot cater all request for hauling of Special waste ( cut branches, grass, paints, construction debris and other similar waste ) to be dumped at the Municipal Dump site due to limited vehicle availability, hence the office initiates to issue Special Waste Disposal Permit to client's with private vehicle who wants to dump their waste on their preferred time and

<b>OFFICE OR DIVISION:</b>	Municipal Environment and Natural Resources Office
<b>CLASSIFICATION:</b>	Simple
<b>TYPE OF TRANSACTION:</b>	G2C - Government to Citizen G2B - Government to Business
<b>WHO MAY AVAIL:</b>	All residents of Municipality of Kapalong

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE		NONE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Municipal Environment and Natural Resources Office.	Give the log book to the client.	NONE	1 minute	Brayle Reyen Coralde
2. Inform the MENRO Staff on the intention to get Special Waste Disposal Permit.	Assess and Orient Clients on the type of Waste to be disposed of and issue Order of Payment/Payment Slip	NONE	5 minutes	John Reycecell A. Tuba
3. Pay the required fees by showing the Payment Slip at Municipal Treasurer's Office	Issue official receipt to the client	Garbage fee P 360.00/year	20 minutes	RCC I/Municipal Treasurer's Office
4. Submit immediately the Official Receipt Municipal Environment and Natural Resources Office	Process the special waste permit	NONE	10 minutes	John Reycecell A. Tuba
5. Received the Special Disposal Permit	Release the Special Disposal Permit with the Official Receipt	NONE	3 minutes	
<b>TOTAL FEES TO BE PAID</b>		<b>P 360.00</b>		
<b>TOTAL PROCESSING TIME</b>			<b>39 minutes</b>	

## Service Name: Request for Recommendation Letter for Tree Cutting Request

CENRO-DENR is the authorized government office to issue Tree Cutting permit. For their easy assessment and approval, they ask for recommendation of the Municipality in order to validate if the tree really needs to be cut, how an where to dispose the said logs.

<b>OFFICE OR DIVISION:</b>	Municipal Environment and Natural Resources Office
<b>CLASSIFICATION:</b>	Complex
<b>TYPE OF TRANSACTION:</b>	G2C - Government to Citizen G2B - Government to Business
<b>WHO MAY AVAIL:</b>	All residents of Municipality of Kapalong

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Reques for tree cutting ( 1 original )		Client		
Land Title or owners consent		Client or Landowner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Municipal ENR Office and submit letter request for tree cutting	Give the log book to the client, receive and record letter request for tree cutting	NONE	1 minute	Brayle Reyen Coralde
2. Accompany MENRO Inspectorate during the conduct of inspection and Tree inventory as schedule	Conduct site inspection assessment and Inventory.	NONE	1 day	John Reycell A. Tuba, Jose Ramos Jr. and Richard Gonzales
	Processing of Inspection Report and recommendation document for CENRO-DENR signed by the Municipal ENRO.	NONE	5 days	
	Endorsed the recommendation letter and other pertinent documents.	NONE	25 minutes	
3. Follow up and get Tree Cutting Permit at DENR	Inform the client to follow up the cutting permit at DENR.	NONE	3 minutes	
<b>TOTAL FEES TO BE PAID</b>		<b>NONE</b>		
<b>TOTAL PROCESSING TIME</b>			<b>6 days &amp; 29 Mins.</b>	

## Service Name: Request for Request for Seedlings

The Municipal Environment and Natural Resources Office has a Nursery production as part of our initiatives in Reforestation and Greening program of the Municipality. The office caters to the request of the different offices and sectors in the Municipality of Kapalong.

<b>OFFICE OR DIVISION:</b>	Municipal Environment and Natural Resources Office
<b>CLASSIFICATION:</b>	Simple
<b>TYPE OF TRANSACTION:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government
<b>WHO MAY AVAIL:</b>	All

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request for Seedlings		Requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Municipal ENR Office and submit letter request for seedlings.	Give the log book to the client, receive and record letter request for tree cutting	NONE	5 minutes	Brayle Reyen Coralde
2. Follow up MENR Office through text or call.	Facilitate schedule for the delivery of seedlings.	NONE	2 days	John Reycell A. Tuba
3. Signs logbook & receive seedlings	Release requested seedling to the client	NONE	15 minutes	
<b>TOTAL FEES TO BE PAID</b>		<b>NONE</b>		
<b>TOTAL PROCESSING TIME</b>			<b>2 days &amp; 20 Mins.</b>	