



# **Environment and Natural Resources Office**

## **External Services**



## 1. KAUKULANG PERMIT SA PAGKUHA NG BUHANGIN, BATO AT IBA PANG YAMANG MINERAL NG PROBINSYA

Ang mga kliyente na may negosyong may kinalaman sa pagkuha (*extraction*) ng *sand and gravel* at iba pang uri ng *quarry resources* sa loob ng hurisdiksyon ng Probinsya ng Isabela ay kailangang kumuha ng kaukulang Permit bago magsagawa ng anumang aktibidad ng *quarry operation* o *extraction*. Ang Permit ay may bisa lamang ng hanggang ika-31<sup>st</sup> ng Disyembre ng bawat taon.

<b>Office or Division:</b>	ENR Office/Mineral Resources Management Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business,
<b>Who may avail:</b>	Pribadong Indibidwal, Korporasyon, Asosasyon at Kooperatiba
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<b>Para sa Quarry at Commercial o Industrial Sand &amp; Gravel Permit:</b> <ol style="list-style-type: none"> <li>Survey Plan signed by MGB-Deputized License Geodetic Engineer (7 copies of Blueprint)</li> <li>Area Clearance mula sa mga concerned agencies na maapektuhan ng permit application (7 photocopies)</li> <li>Barangay Certification of No Objection o Written permission mula sa mga nagmamay-ari ng lupa kung ito ay pribado (7 photocopies)</li> <li>Zoning Certification (7 photocopies)</li> <li>Business Permit (7 photocopies)</li> <li>Work Program (MGB Form No. 5-4 or MGB Form No. 6.2) duly signed and sealed by a Licensed Mining Engineer or Geologist (7 photocopies)</li> <li>Proof of Technical Competence: <ol style="list-style-type: none"> <li>Curriculum Vitae of Technical Personnel</li> <li>Track records environmental management of Technical Personnel (7 photocopies)</li> </ol> </li> <li>Proof of Financial Capability: <ol style="list-style-type: none"> <li>Statement of Assets, Liabilities and Net Worth (SALN) para sa indibidwal</li> <li>Latest Audited Financial Statement para sa mga corporation, association o cooperative (7 photocopies)</li> </ol> </li> <li>Photocopy of Articles of Incorporation/Partnership/Association, By-Laws and Certificate of Registration duly Certified by Securities and Exchange Commission (SEC) or authorized government agency/ies for corporation, association or cooperative (7 photocopies)</li> <li>Certificate of Projection (7 photocopies)</li> <li>Environmental Compliance Certificate (ECC) (7 photocopies)</li> <li>Accomplished and Notarized Application Form (7 photocopies)</li> <li>Application/Processing/Filing Fee Official Receipt (7 photocopies)</li> </ol>	MGB-Deputized License Geodetic Engineer  Sa DPWH kung malapit sa tulay o flood control, NIA kung malapit sa irrigation canal, at iba pa  Barangay LGU  Private Lot Owner Municipal/City Planning and Development Coordinator Municipal/City LGU Licensed Mining Engineer o Geologist  Licensed Mining Engineer o Geologist  Bank  Securities and Exchange Commission (SEC) or authorized government agency/ies for corporation, association or cooperative  Mines & Geo-Sciences Bureau Environmental Management Bureau  Environment and Natural Resources Office
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<b>Para sa Earth Moving Permit with Commercial Disposition</b> <ol style="list-style-type: none"> <li>Letter of Intent with limit to up to two (2) hectares (7 photocopies)</li> <li>Sketch Plan with vicinity map (7 copies of</li> </ol>	Aplikante  MGB-Deputized License Geodetic Engineer



<p>blueprint)</p> <p>3. Title, Tax Declaration of the site(7photocopies)</p> <p>4. Barangay Certification of No Objection (7 photocopies)</p> <p>5. List of Equipment to be used (7 photocopies)</p> <p>6. Volume to be Extracted (7 photocopies)</p> <p>7. Environmental Compliance Certificate (ECC) (7 photocopies)</p> <p>8. Accomplished and Notarized Application Form (7 photocopies)</p> <p>9. Application/Processing/Filing Fee Official Receipt (7 photocopies)</p>	<p>Register of Deeds BLGU</p> <p>Aplikante Aplikante Environmental Management Bureau</p> <p>Environment and Natural Resources Office</p> <p>Environment and Natural Resources Office Provincial Treasurer's Office</p>
<p><b>Para sa Small-Scale Mining Permit</b></p> <p>1. Location map of the proposed area (7 photocopies)</p> <p>2. Sketch Plan of the proposed area (7 copies of blue print)</p> <p>3. Copy of Small Scale Miners License (7 photocopies)</p> <p>4. Proposed Small Scale Mining Contract (7 photocopies)</p> <p>5. Application for Survey Order (7 photocopies)</p> <p>6. Proposed Two-Year Work Program (7 photocopies)</p> <p>7. Potential Environment Impact Management Plan (PEIMP) (7 photocopies)</p> <p>8. Certificate of Environmental Management and Community Relations Record (CEMCRR) o Certificate of Exemption if the applicant has neither past nor present mineral resource use or mining-related venture(s) (7 photocopies)</p> <p>9. Community Development and Management Program (CDMP) (7 photocopies)</p> <p>10. Annual Safety and Health Program (ASHP) (7 photocopies)</p> <p>11. Sworn declaration of the total area covered by the applicant's small scale mining contract(s)/application(s) in the country (7 photocopies)</p> <p>12. Barangay Certification of No Objection o Written permission mula sa mga nagmamay-ari ng lupa kung ito ay pribado (7 photocopies)</p> <p>13. Zoning Certification (7 photocopies)</p> <p>14. Clearance from the Office of the National Commission of Indigenous Peoples (NCIP) (7 photocopies)</p> <p>15. Proof of Financial Capability:</p> <p>a. Statement of Asset, Liabilities and Net Worth (SALN) para sa indibidwal</p> <p>b. Latest Audited Financial Statement para sa mga corporation, association o cooperative (7 photocopies)</p>	<p>MGB-Deputized License Geodetic Engineer</p> <p>MGB-Deputized License Geodetic Engineer</p> <p>Mines and Geosciences Bureau</p> <p>Mines and Geosciences Bureau</p> <p>Mines and Geosciences Bureau Mines and Geosciences Bureau</p> <p>Mines and Geosciences Bureau</p> <p>Mines and Geosciences Bureau</p> <p>Mines and Geosciences Bureau</p> <p>Mines and Geosciences Bureau</p> <p>Mines and Geosciences Bureau</p> <p>Mines and Geosciences Bureau</p> <p>Barangay kung saan makikita ang lupa o mayari ng lupa</p> <p>Municipal/City Planning and Devt. Coordinator National Commission of Indigenous Peoples (NCIP)</p> <p>Aplikante</p> <p>Aplikante</p>
<p><b>CHECKLIST OF REQUIREMENTS</b></p> <p>16. Photocopy of Articles of Incorporation and By-Laws duly certified by Securities and Exchange Commission (SEC) para sa mga corporation (7 photocopies)</p> <p>17. Environmental Compliance Certificate (ECC) (7 photocopies)</p> <p>18. Accomplished and Notarized Application Form (7 photocopies)</p> <p>19. Application/Processing/Filing Fee Official Receipt (7 photocopies)</p>	<p><b>WHERE TO SECURE</b></p> <p>Securities and Exchange Commission (SEC)</p> <p>Environmental Management Bureau</p> <p>Environment and Natural Resources Office</p> <p>Environment and Natural Resources Office Provincial Treasurer's Office</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pagsumite ng aplikasyon ng mga dokumento – sa Environment and Natural Resources Office.	1. Pagtanggap ng aplikasyon at mga dokumento.	Wala	2 oras bawat kliyente	MR. TEODORICO S. BAGUNU Community Development Officer II (CDO II)  FOR. CELIA N. BADUA Senior Environmental Management Specialist (SEMS) Environment and Natural Resources Office
2. Pagbabayad ng kaukulang bayarin (Regulatory at Administrative Fees) – sa Provincial Treasurer's Office.	2.1. Paggawa ng Order of Payment.	Para sa CSAG/ISAG/ Earth Moving Permit: P11,330.00  Para sa SSMP: Metallic: P20,000.00 Non-metallic: P10,000.00 PD 1856: P20.00 Proj. Desc.: P310.00 Field Veric: P5,000.00 Gov. Permit Fee: P5,500.00	30 minuto bawat kliyente	MR. TEODORICO S. BAGUNU Community Development Officer II (CDO II)  MS. JESSA C. RIVERO Community Development Assistant II (CDA II)  MS. IVY M. GATAN C/Admin. Assistant I Environment and Natural Resources Office
	2.2. Pagreresibo.		30 minuto bawat kliyente	Cashier Provincial Treasurer's Office
	2.3. Pagsasagawa ng aktwal field verification ng applied areas.	Wala	Dalawang araw bawat kliyente	MR. TEODORICO S. BAGUNU Community Development Officer II (CDO II) Environment and Natural Resources Office
	2.4. Pag-endorso ng mga aplikasyon para sa pagsusuri at deliberasyon ng Provincial Mining Regulatory Board (PMRB).	Wala	Isang araw para sa lahat ng aplikasyong natanggap	FOR. GERONIMO P. CABACCAN, JR. ENR Officer  FOR. CELIA N. BADUA Senior Environmental Management Specialist (SEMS) Environment and Natural Resources Office
	2.5. Pagsusuri at	Wala	Isang araw	Provincial Mining



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	deliberasyon ng mga Permit Applications.		para sa lahat ng aplikasyong natanggap	<i>Regulatory Board (PMRB)</i>
	2.6. Paghahanda ng mga permit para sa pinal na pag apruba ng Punong Panlalawigan.	Wala	Isang araw para sa lahat ng aplikasyong naendorso ng PMRB	<i>FOR. CELIA N. BADUA Senior Environmental Management Specialist (SEMS) Environment and Natural Resources Office</i>
	2.7. Pag-apruba ng mga naendorsong Permit Applications.	Wala	Tatlong araw para sa lahat ng permit na naihanda	<i>Punong Panlalawigan</i>
3. Kapag aprubado na ang Permit, pagbabayad ng kaukulang buwis at iba pang bayarin (Extraction Fee at Mine Rehabilitation Fee) – sa Provincial Treasurer's Office.	3.1. Paggawa ng Order of Payment.	Ordinary Earth P30.00/cu. m. Mixed P35.00/cu.m. G1/S1 P45.00/cu.m. Boulders P55/cu. Mm. Extraction Fee P10.00/cu. m. MRF P5.00/cu.m.	30 minuto bawat kliyente	<i>MR. TEODORICO S. BAGUNU Community Development Officer II (CDO II)  MS. JESSA C. RIVERO Community Development Assistant II (CDA II)  MS. IVY M. GATAN C/Admin. Assistant I Environment and Natural Resources Office</i>
	3.2. Pagresibo.		30 minuto bawat kliyente	Provincial Treasurer's Office



## 2. ACCREDITATION NG MGA HAULERS

Ang mga kliyenteng may negosyo o transaksyon na may kinalaman sa paghahakot, pagbibyahe, at paggamit ng *sand and gravel* at iba pang uri ng *quarry resources*, kabilang ang mga produktong gawa rito, sa hurisdiksyon ng Probinsya ng Isabela, ay kailangang kumuha ng Accreditation Permit. Ang Permit na ito ay may bisa lamang ng hanggang ika-31<sup>st</sup> ng Disyembre ng bawat taon.

<b>Office or Division:</b>	ENR Office/Mineral Resources Management Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business,
<b>Who may avail:</b>	Haulers/Traders/Dealers at Retailers na pangangalakal ng mga Produktong Mineral (Mineral Products) at mga produktong gawa rito (Mineral By-Products)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Kopya ng Permit/Contract of the Supplier/Sources ng minerals/mineral products/by-products o Kopya ng Certificate of Accreditation kung sakali ang Source ay isang trader, dealer or retailer (1 photocopy)	Mula sa Permit Holder
2. DTI Registration (1 photocopy)	Department of Trade and Industries
3. Proof of legal source or supply na suportado ng alin man sa mga sumusunod: <ol style="list-style-type: none"> <li>Supply Contract o Agreement sa Permit Holder, Contractor o Accredited Dealer ng mineral</li> <li>Affidavit executed by a Permit Holder, Contractor o Accredited Dealer na ito ay pumapayag na magbenta o magsupply sa aplikante</li> <li>Delivery o Purchase Receipts mula sa Permit Holder, Contractor o Accredited Dealer/Trader (1 photocopy)</li> </ol>	Mula sa Permit Holder
4. Photocopy ng OR/CR ng Truck o ng Deed of Sale (1 photocopy)	Land Transportation Office
5. Duly accomplished Application Form (1 photocopy)	Environment and Natural Resources Office
6. Accreditation Fee Official Receipt (1 photocopy)	Environment and Natural Resources Office Provincial Treasurer's Office
7. Accreditation Sticker Fee Official Receipt (1 photocopy)	Environment and Natural Resources Office Provincial Treasurer's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pagsumite ng aplikasyon ng mga dokumento – sa Environment and Natural Resources Office.	1. Pagtanggap ng aplikasyon at mga dokumento.	Wala	1 oras bawat kliyente	<p><i>FOR. CELIA N. BADUA</i> Senior Environmental Management Specialist (SEMS)</p> <p><i>MR. TEODORICO S. BAGUNU</i> Community Development Officer II</p> <p><i>MS. JESSA C. RIVERO</i> Community Development Assistant II (CDA II)</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Environment and Natural Resources Office
2. Pagbabayad ng kaukulang bayarin (Regulatory at Administrative Fees) – sa Provincial Treasurer's Office.	2.1. Paggawa ng Order of Payment.	Php 2,520.00 Php100.00 Per sticker	30 minuto bawat kliyente	<p><i>MR. TEODORICO S. BAGUNU</i> Community Development Officer II (CDO II)</p> <p><i>MS. JESSA C. RIVERO</i> Community Development Assistant II (CDA II)</p> <p><i>MS. IVY M. GATAN</i> C/Admin. Assistant Environment and Natural Resources Office</p>
	2.2. Pagresibo.		30 minuto bawat kliyente	<i>Cashier</i> Provincial Treasurer's Office
	2.3. Paghahanda at pagbibigay ng Certificate of Accreditation.	Wala	30 minuto bawat kliyente	<p><i>MR. TEODORICO S. BAGUNU</i> Community Development Officer II (CDO II)</p> <p><i>MS. JESSA C. RIVERO</i> Community Development Assistant II (CDA II)</p> <p><i>MS. IVY M. GATAN</i> C/Admin. Assistant Environment and Natural Resources Office</p>



### 3. PROBISYON NG PANGANGAILANGAN TEKNIKAL AT MATERYALES

Ang mga interesadong kliyente ay maaaring humiling ng tulong teknikal at materyal para sa anumang programa, proyekto at aktibidad na may kinalaman sa pagpapaunlad ng kagubatan, likas yaman at kapaligiran. Ito ay tumutukoy sa teknikal na kaalaman sa tamang pagpapatupad ng mga proyekto katulad ng *reforestation* o pagpapatanim; at materyal partikular ang mga punla ng punongkahoy at *forest products* para sa mga aprubadong proyekto ng gobyerno.

<b>Office or Division:</b>	ENR Office/Forest Management and Conservation Division and Environmental Management Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2G - Government to Government
<b>Who may avail:</b>	Mga indibwal na kliyente o LGUs
CHECKLIST OF REQUIREMENTS	
<b>Para sa Kahoy:</b> 1. Sulat Kahilingan (1 Original Copy) 2. Justification for the construction/establishment of the infrastructure (1 Original Copy) 3. Bill of Materials at building plan na nilagdaan ng Project Engineer; para sa mga barangays, nilagdaan ng Building Foreman or Punong Barangay Sertipikasyon mula sa Provincial Auditor na walang pondo o appropriation para sa pagbili ng kinakailangang wood materials; para sa mga barangays, Sertipikasyon mula sa Municipal Planning Development Coordinators (1 Photocopy)	Kliyenteng humihingi ng request o LGU Kliyenteng humihingi ng request o LGU  Municipal/City Engineering Office  Municipal/City Planning & Development Coordinators  Commission on Audit
<b>Para sa Punla</b> 1. Aprubadong Sulat Kahilingan (1 Original Copy)	Kliyenteng humihingi ng request o LGU

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pagpasa ng Sulat Kahilingan – sa Opisina ng Punong Panlalawigan o ng Provincial Administrator para sa pagsang-ayon bago dalhin sa opisina ng ENRO.	1.1. Pagtanggap nang Sulat Kahilingan.	Wala	Isang oras	<i>Receiving Personnel</i> Opisina ng Punong Panlalawigan o Opisina ng Provincial Administrator
	1.2. Pagtanggap ng Sulat Kahilingan mula sa Opisina ng Punong Panlalawigan o Opisina ng Provincial Administrator.	Wala	Isang oras	<i>MS. JESSA C. RIVERO</i> <i>Community Development Assistant II (CDA II)</i> <i>MS. IVY M. GATAN</i> <i>C/Admin. Assistant</i> Environment and Natural Resources Office
	1.3. Pagsusuri para sa kaukulang aksyon at pag-endorso sa concerned personnel.	Wala	Isang araw	<i>FOR. GERONIMO P. CABACCAN, JR.</i> <i>ENR Officer</i> <i>ENR Office</i>
	1.4.1. Pagsasagawa ng aktwal na inspeksyon sa lugar na pagtatamnan	Wala	Isang araw bawat kliyente	<i>FOR. JOYCE N. CABALONGA</i> <i>Community Development Officer II (CDO II)</i>





CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	para sa mga aprubadong kahilingan ng punla na may bilang 51 pataas.			Environment and Natural Resources Office
	1.4.2. Pagsasagawa ng aktwal na inspeksyon sa strukturang may pangangailangan ng kahoy.	Wala		FOR. BLADIMIR A. PINTUCAN FOR. JOYCE N. CABALONGA Community Development Officer II (CDO II) / FOR. FRANCISCO C. GALIZA, JR. Community Development Assistant II(CDA II) Environment and Natural Resources Office
2. Pagtanggap ng Kahilingan.	2.1. Pamamahagi nang Punla.	Wala	Tatlong oras bawat kliyente para sa 51 pataas;  Isa hanggang Dalawang oras bawat kliyente para sa 50 pababa	FOR. JAY-AR T. PABIA Community Development Assistant II(CDA II) Environment and Natural Resources Office
	2.2. Pamamahagi ng Organikong Pataba.	Wala	Dalawang oras bawat kliyente	FOR. J C WEBSTER T. SANCHEZ Community Development Assistant II(CDA II) Environment and Natural Resources Office
	2.3. Pamamahagi ng Kahoy.	Wala	Kalahating araw bawat kliyente kung available ang materyales	FOR. FRANCISCO C. GALIZA, JR. Community Development Assistant II(CDA II) Environment and Natural Resources Office



#### 4. TECHNICAL ASSISTANCE PARA SA MGA REKLAMO O KASO PATUNGKOL SA PAGLABAG NG MGA BATAS PANGKALIKASAN

Ang mga kliyente ay maaaring magsangguni at humiling ng tulong-teknikal kaugnay ng mga reklamo ukol sa paglabag sa mga batas pang-kalikasan partikular ang RA 8749 (Clean Air Act), RA 9275 (Clean Water Act), RA 9003 (Ecological Solid Waste Management Act) at iba pang mga kaugnay na batas.

<b>Office or Division:</b>	ENR Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	Mga indibidwal na kliyente o LGUs
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Complaint Letter (1 Original)	Kliyenteng humihingi ng request o LGU

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pagpasa ng complaint letter – sa Opisina ng Gobernador o Opisina ng Provincial Administrator para sa pagsang-ayon bago dalhin sa opisina ng ENRO (maaring suliranin patungkol sa polusyon sa hangin, tubig, pagbabasura; paglabag sa batas pangkagubatan at pagmimina).	1.1. Pagtanggap ng complaint letter.	Wala	Isang oras	<i>Receiving Personnel</i> Opisina ng Punong Panlalawigan o Opisina ng Provincial Administrator
	1.2. Pagtanggap ng complaint letter mula sa Opisina ng Gobernador o Provincial Administrator.	Wala	Isang oras	<i>MS. JESSA C. RIVERO</i> <i>Community Development Assistant II (CDA II)</i> <i>MS. IVY M. GATAN</i> <i>C/Admin. Assistant</i> ENR Office
	1.3. Pagsusuri para sa kaukulang aksyon at pag-endorso sa concerned personnel.	Wala	Isang araw	<i>FOR. GERONIMO P. CABACCAN, JR.</i> <i>ENR Officer</i> ENR Office
	1.4.1. Kung ang problema ay nasa nasasakupan ng ENRO, magtatakda ng araw ng pag-iimbestiga at pangangalap ng mga kaukulang impormasyon para sa ikalulutas ng problema.	Wala	Dalawang araw bawat kliyente	<b>Para sa Environment:</b> <i>FOR. ROSEMARIE T. ZABALA</i> <i>Asst. ENR Officer</i>  <i>FOR. DALISAY A. BALIGOD</i> <i>Environmental Management Specialist II (EMS II)</i>  <i>FOR. PHOEBE T. LEGAWEN</i> <i>Community Development Assistant II(CDA II)</i> ENR Office <b>Para sa Forestry:</b> <i>FOR. ROSEMARIE T. ZABALA</i> <i>Asst. ENR Officer</i>  <i>FOR. JOYCE N.</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				<p><i>CABALONGA Community Development Officer II (CDO II)</i></p> <p><i>FOR. BLADIMIR A. PINTUCAN Community Development Officer II (CDO II)</i></p> <p>Environment and Natural Resources Office</p> <p><b>Para sa Mining:</b></p> <p><i>FOR. ROSEMARIE T. ZABALA Asst. ENR Officer</i></p> <p><i>FOR. CELIA N. BADUA Senior Environmental Management Specialist (SEMS)</i></p> <p><i>MR. TEODORICO S. BAGUNU Community Development Officer II (CDO II)</i></p> <p>Environment and Natural Resources Office</p>
	1.4.2. Kung ang mga nasabing problema o isyu ay hindi sakop ng ENRO, ito ay isasangguni sa kaukulang ahensya na makakatulong sa paglutas o makapagbibigay ng kaukulang solusyon.	Wala	Isang araw	<p><i>FOR. GERONIMO P. CABACCAN, JR. ENR Officer Environment and Natural Resources Office</i></p>



## 5. TECHNICAL ASSISTANCE PARA SA PAGBIBIGAY KAALAMAN SA MGA ENR CONCERNS AT AWARENESS CONCERNS

Ang mga kliyente ay maaaring humiling ng tulong-teknikal, bilang tagapagsalita o tagapagbigay-gabay, para sa pagsasagawa ng mga aktibidad na pakay ang pagpapalaganap ng impormasyon at edukasyong magpapa-unlad at proteksyon sa kagubatan, likas-yaman at kapaligiran (*Information, Education and Communication*).

<b>Office or Division:</b>	ENR Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2G - Government to Government
<b>Who may avail:</b>	Mga indibidwal o LGUs
<b>CHECKLIST OF REQUIREMENTS</b>	
1. Sulat Kahilingan (1 Original)	
<b>WHERE TO SECURE</b>	
Kliyenteng humihingi ng request o LGU	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pagpasa ng sulat kahilingan sa Local Chief Executive patungkol sa uri ng technical assistance na kinakailangan para sa pagsang-ayon bago dalhin sa opisina ng ENRO (maaring trainings, IEC, workshops, field demonstrations) – sa Provincial Governor's Office o Provincial Administrator's Office.	1.1. Pagtanggap ng sulat kahilingan.	Wala	Isang oras	<i>Receiving Personnel</i> Opisina ng Punong Panlalawigan o Opisina ng Provincial Administrator
	1.2. Pagtanggap ng sulat kahilingan mula sa Opisina ng Gobernador o Provincial Administrator.	Wala	Isang araw	<i>MS. JESSA C. RIVERO</i> <i>Community Development Assistant II (CDA II)</i> <i>MS. IVY M. GATAN</i> <i>C/Admin. Assistant</i> Environment and Natural Resources Office
	1.3.1. Pakikipag-ugnayan para sa pagsasagawa ng kahilingang technical assistance.	Wala	Isang araw bawat kliyente	<b>Para sa Environment:</b> <i>FOR. DALISAY A. BALIGOD</i> <i>Environmental Management Specialist II (EMS II)</i> Environment and Natural Resources Office  <b>Para sa Forestry:</b> <i>FOR. JOYCE N. CABALONGA</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				<p><i>Community Development Officer II (CDO II)</i> Environment and Natural Resources Office</p> <p><b>Para sa Mining:</b> <i>FOR. CELIA N. BADUA</i> <i>Senior Senior Environmental Management Specialist (SEMS)</i> Environment and Natural Resources Office</p>
	<p>1.3.2. Kung ang hinihiling ay hindi sakop ng ENRO, ito ay isasangguni sa kaukulang ahensyang angkop na makapagbibigay ng hinihiling na assistance.</p>	<p>Wala</p>	<p>Isang araw para sa lahat ng natanggap na kahilingang teknikal</p>	<p><i>FOR. GERONIMO P. CABACCAN, JR.</i> Environment and Natural Resources Office</p>