

**EXTERNAL**

**1. Availment of Mangrove Seedlings from Provincial Mangrove Nurseries**

To inform the client the processes in the availment of mangrove seedlings from Provincial Mangrove Nurseries who are helping in reforestation of mangrove areas

OFFICE or DIVISION	PROGRAM MANAGEMENT DIVISION			
Classification	Complex			
Type of Transaction	G2G and G2C			
Who may avail	Government agencies and offices and Transacting Public			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
LETTER REQUEST		CLIENT		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Clients Submit letter request to the PEMO for the availment of Mangrove seedlings	1.1 Received letter request, record and route to the PEM Officer for recommendation.	none	3-5 minutes	Nelia Caballero
	1.2 Route letter request to the Program Management Division for appropriate action.	none	15 minutes	Atty. Danilo R. Amisola
	1.3 Schedule for field validation of the proposed planting site	none	5 minutes	Eriberto M. Madalag,DPA
	1.4 Conduct actual field validation of the proposed planting site of the clients and preparation and submission of report for approval.	none	3-5 days	LGU Coordinator (PEMO staff assigned)
	1.5 Preparation of withdrawal slip for approval of PEMO for the release of mangrove seedling	none	20 minutes	Imelda Villa
2. Receive the withdrawal slip	2.1 Release withdrawal slip and instruct client to proceed to the provincial mangrove nursery.	none	5 minutes	Imelda Villa

3. Proceed to Provincial mangrove nursery and present withdrawal slip	3.1 Facilitate the withdrawal of the mangrove seedlings in accordance with the approved withdrawal slip.	none	variable	nursery incharge
	<b>Total</b>		<b>5 days &amp; 50 minutes</b>	

## 2. Availment of Forest Tree Seedling from the Provincial Nurseries

Generation of funds to sustain the Nursery Operation

### B. PRIVATE INDIVIDUAL/ENTITIES WITH PAYMENT

OFFICE or DIVISION	Provincial Environment Management Office - Program Management Division			
Classification	Simple			
Type of Transaction	G2B			
Who may avail	Private individual and business entities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Slip and Order of Payment		PEMO		
2. Withdrawal slip signed by the PEM Officer and or any authorized personnel in the		PEMO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to PEMO and fill up Request Slip (RS) as to the number of seedlings and preferred species to procure	1.1 Check availability of the requested number and species of seedlings base on the stock ready for disposal	None	10 – 15 minutes	Reymundo S. Lopez
	1.2 Log the requested seedlings, prepare Order of Payment and assign control number	None	10 - 15 minutes	Imelda F. Villa
	1.3 Sign and approve Order of Payment and release to client	None	3 - 5 minutes	Atty. Danilo R. Amisola/ Natalia M. Joquiño
2. Proceed to the Provincial Treasurer's Office (PTO) and pay the corresponding amount	2.1 Issue Official Receipt to client	Php 5.00/seedling	3 - 5 minutes	PTO Disbursing Officer
3. Proceed back to PEMO and present Official Receipt	3.1 Upon receipt of OR prepare computerized withdrawal slip, log/record and assign control number to client	None	3 - 5 minutes	Imelda F. Villa

4. Received withdrawal Slip	4.1 Release withdrawal slip and instruct client to proceed to the provincial nursery.	None	3 - 5 minutes	Imelda F. Villa
5. Proceed to the Provincial and present withdrawal slip to the nursery staff and or Security Guard on Duty.	5.1 Record the transaction and release seedlings to the client.	None	10 -15 minutes	Reymundo S. Lopez or Security Guard on Duty
	Total			

### 3. Inspection of the Tree Plantation

To inform the client the process , the needed requirments and documents in the inspection of the clients' tree plantation for cutting permit from DENR

OFFICE or DIVISION	PEMO - PROGRAM MANAGEMENT DIVISION			
Classification	Simple			
Type of Transaction	G2G			
Who may avail	Holders of Certificate of Stewardship Contract with application for Cutting Permit at the Department of Environment and Natural Resources			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
CSC (Certidicate of Stewardship Contract holder)		PEMO file/Record		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request for cutting permit with attached required documents to DENR	1. Record request in the Logbook	none		DENR
2. DENR Request for joint inspection to PEMO	2.1 Received and record the request and forward to PEM Officer for instruction	none	3-5 minutes	Nelia Caballero
	2.2 PEMO forward the request to PMD for schedule for the joint inspection.	none	1 hour	Eriberto M. Madalag,DPA
	2.3 PMD Coordinate with DENR for the actual schedule of joint inspection	none	1 hour	LGU Coordinator
3. Join with the inspection team	3. Conduct joint inspection together with the DENR.	none	3 days	LGU Coordinator

	<b>TOTAL</b>		<b>3 days, 2 hours &amp; 5 minutes</b>	
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**4. PROVISION OF TECHNICAL ASSISTANCE AND SUPPORT SERVICES (External)**

DESCRIPTION: Provide technical assistance and support services to all stakeholders for environment and natural resources related conservation and utilization activities to preserve ecological balance. Promote community based reforestation, protection and conservation of coastal resources, shoreline rehabilitation and establishment of marine protected areas; mangrove reforestation, establishment/adoption of community based protection and enforcement mechanisms and other appropriate measures. (Provincial Ordinance No. 10, Series of 2014)

OFFICE or DIVISION	<b>PEMO - Technical Support Services Division</b>			
Classification	Highly technical			
Type of Transaction	Government to Government; Government to Client			
Who may avail	Local Government Units and Client			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Letter request by the LGU/Client 2. Area profile (e.g. maps, existing ordinance, etc.) 3. Logistical support 4. Focal person assigned by the requesting party			Requesting party	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request through mail, email or fax	1. Receive letter by the Admin	None	10 minutes	Admin personnel
	2. Approval by the PEM Officer	None	30 minutes upon receipt	PEM Officer
	3. Route to TSS Division for action.	None	10 minutes upon receipt	Admin personnel
	4. Assign and instruct technical staff to coordinate with client for details of the activity.	None	10 minutes upon receipt	TSSD Head
2. Discuss details of request	5. Finalize details, prepare logistics and apprise client on final arrangements.	None	3 days	TSSD Assigned Personnel
3. Inform target participants on the final arrangements and prepare counterpart for the logistical support		None	3 days	Client

4. Attend scheduled activity	6. Conduct the requested activity	Food, Accomodation by the requesting party (other equipment needed for the activity)	As scheduled	Composite Team from PEMO, LGU and NGAs
5. Prepare documentation (e.g. photos, attendance sheet, etc.)	7. Secure copy of documentation materials	None	As scheduled	Requesting party, assigned TSSD personnel
	<b>Total</b>		<b>6 days &amp; 1 hour</b>	

### 5. PROMOTION AND MONETARY INCENTIVES (External)

Promote stakeholders participation through provision of awards and monetary incentives to recognize exemplary environmental initiatives by various organizations. *(Executive Order No. 19-13 in support to Provincial Ordinance No. 10, Series of 2014)*

Office or Division	PEMO-Technical Support Services Division			
Classification	Highly Technical			
Type of Transaction	Government to Government, Government to Clients and Government to Business Entity			
Who may avail	Local Government Units, Schools, Private Sector, Business Sector			
<b>Checklist of Requirements</b>		<b>Where to Secure</b>		
1. Letter of Intent 2. Endorsement from the Mayor or Local ENRO 3. Entry Form		Requesting party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of intent, endorsement from the Mayor or Local ENRO and entry	1. Receive required documents	None	10 minutes	TSSD Assigned Personnel
	2. Prepare schedule of Schedule of evaluation	None	6 days	TSSD Assigned Personnel
	3. Prepare and send reply letter indicating schedule of evaluation	None	2 days	TSSD Assigned Personnel
2. Attend Evaluation	4. Conduct Evaluation per Entry	None	3 days	TSSD Personnel

	5. Deliberation of results of evaluation	None	2 days	TSSD Personnel
	6. Facilitate awarding of winners	None	6 days	TSSD Personnel
	<b>Total</b>		<b>19 days &amp; 10 minutes</b>	

### 6. Localized Thematic Events (External)

Assist Local Government Units and other partners in the pursuit of sustainable environmental projects such as thematic events and programs. *(Executive Order No. 19-13 in support to Provincial Ordinance No. 10, Series of 2014)*

OFFICE or DIVISION	Technical Support Services Division
Classification	Complex
Type of Transaction	Government to Government
Who may avail	Local Government Units

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Provincial and City/Municipal Ordinance	Province and concerned LGUs

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Letter Request for technical assistance in the conduct of thematic activities through mail, email or fax	1. Receive letter by the Admin	None	10 minutes	Admin personnel
	2. Approval by the PEM Officer	None	30 minutes upon receipt	PEM Officer
	3. Route to TSS Division for action	None	10 minutes upon receipt	Admin personnel
	4. Assign and instruct technical staff to coordinate with client for details of the activity	None	10 minutes upon receipt	TSSD Head
2. Discuss details of request	5. Finalize details, prepare logistics and apprise client on final arrangements	None	3 days	TSSD (PEMO)
3. Conduct activity	6. Provide assistance	None	As scheduled	TSSD assigned personnel
	<b>Total</b>		<b>3 days &amp; 1 hour</b>	

### 7. Secretariat Services to Alliances and Special Bodies (External)

Technical Support Services Division shall provide secretariat services to Alliances and Special Bodies as forefront of the PEMO in linking and partnership with stakeholders. *(Executive Order No. 19-13 in support to Provincial Ordinance No. 10, Series of 2014)*

OFFICE or DIVISION	Technical Support Services Division
Classification	Complex
Type of Transaction	Government to Government
Who may avail	Local Government Units

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Memorandum of Agreement (MOA) 2. Manual of Operations	Participating agencies/institutions/inter-local cooperation

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Coordinate with the Secretariat regarding the incoming activities	1. Convene with Executive Director for identification of schedule upon availability of members majority	None	1 hour	Secretariat (PEMO)
	2. Preparation of Letters		30 minutes	Secretariat (PEMO)
	3. Facilitate Alliance Meeting		As scheduled	Secretariat (PEMO)
2. Conduct meeting	4. Prepare Minutes and/or Resolution of the Meeting		2-3 days	Secretariat (PEMO)
3. Review the Minutes and/or Resolution of the Meeting	5. Finalize Minutes and/or Resolution for approval of the council		1 day	Secretariat (PEMO)
4. Approval of Minutes and/or Resolution of the Meeting	6. Secure copy of Minutes and/or Resolution for file		As scheduled	Secretariat (PEMO)
	<b>Total</b>			<b>4 days, 1 hour &amp; 30 minutes</b>

### **8. External Linkage and Institutionalization of Partnership (External)**

Technical Support Services Division shall be forefront of the PEMO in the partnership and collaboration with schools, LGUs, private individuals, business and religious sectors, NGOs, Alliances, CSOs, and Internal Organizations. *(Executive Order No. 19-13 in support to Provincial Ordinance No. 10, Series of 2014)*

OFFICE or DIVISION	Technical Support Services Division
Classification	Highly Technical
Type of Transaction	Government to Government; Government to Client

Who may avail	Local Government Units and Clients			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Memorandum of Agreement (MOA)			Participating agencies/institutions/inter-local cooperation	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Presentation of environmental projects for collaboration with PEMO	1. Identification of roles and functions of interested parties	None	1-2 hours	PEMO, TSSD personnel
	2. Drafting of MOA	None	7 days	TSSD assigned personnel
2. Review details of MOA	3. Facilitate signing of MOA	None	7 days	TSSD assigned personnel
3. MOA signing	4. Secure copy of MOA	None	As scheduled	TSSD assigned personnel
<b>Total</b>			<b>14 days &amp; 2 hours</b>	

**9. Environment Promotion (Request for Resource Person in Lecture/Seminar/Forum/Symposium) External**

Promote community based reforestation, protection and conservation of coastal resources, shoreline rehabilitation and establishment of marine protected areas, mangrove reforestation, establishment/adoption of community based protection and enforcement mechanisms through seminars, workshops, trainings, orientation and lectures. ( *Provincial Ordinance No. 10, Series of 2014*)

Office or Division	PEMO-Technical Support Services Division			
Classification	Complex			
Type of Transaction	Government to Government			
Who may avail	Local Government Units			
<b>Checklist of Requirements</b>			<b>Where to Secure</b>	
Letter Request			Requesting party	
<b>Clients Steps</b>	<b>Agency Action</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit letter request through mail, email or fax	1. Receive letter by the Admin	None	10 minutes	Admin personnel
	2. PEMO head approves/disapproves request	None	10 minutes upon receipt	PEMO Head
	3. Route to TSS Division for action	None	10 minutes upon receipt	Admin personnel



	4. Assign and instruct technical staff to coordinate with client for details of the activity		1 day	TSSD Head
2. Discuss details of request	5. Finalize details, prepare logistics and appraise client on final arrangements	None	2 days	Assigned TSS personnel
3. Inform target participants on the final arrangements and prepare counterpart for the logistical support		None	2 days	Client
4. Attend scheduled activity	6. Conduct the requested activity	None	As scheduled	Composite Team from PEMO, LGU and NGAs
5. Prepare documentation (e.g. photos, attendance sheet, etc.)	7. Secure copy of documentation materials	None	As scheduled	Requesting party, assigned TSSD personnel
	<b>Total</b>		<b>5 days &amp; 30 minutes</b>	

### **10. Environment Promotion (Request for Promotional Materials-External)**

Promotion of public information and education on environmental conservation, protection and rehabilitation to encourage participation of stakeholders through production of IEC materials, online and offline. *(Executive Order No. 19-13 in support to Provincial Ordinance No. 10, Series of 2014)*

Office or Division	PEMO-Technical Support Services Division			
Classification	Highly Technical			
Type of Transaction	Government to Government; Government to Client			
Who may avail	Local Government Units			
<b>Checklist of Requirements</b>		<b>Where to Secure</b>		
1. Letter Request		Requesting party		
<b>Clients Steps</b>	<b>Agency Action</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit letter request through mail, email or fax	1. Receive letter by the Admin	None	10 minutes	Admin personnel
	2. PEMO head approves/disapproves request	None	10 minutes upon receipt	PEMO Head
	3. Route to TSS Division for action	None	10 minutes upon receipt	Admin personnel

	4. Assign and instruct technical staff to coordinate with client for details of the activity	None	10 minutes	TSSD Head
	5. Coordinate with requesting party for details	None	1-2 days	Assigned TSSD personnel
	6. Lay-out and design	None	3-5 days	Assigned TSSD personnel
2. Accept Lay-out	7. Check the lay-out and content for revision	None	2-3 days	Assigned TSSD personnel
3. Proofread the drafted material	8. Finalize the IEC material	None	1 day	Assigned TSSD personnel
4. Ready for printing/publication	9. Secure copy for documentation		As scheduled	
	<b>Total</b>		<b>9 days &amp; 40 minutes</b>	

### **11. Issuance of Printed Maps and Processing of GIS-related Services (External)**

Assist partners in the Geographic Information System (GIS) mapping as component of the Centralized Administrative System. *(Executive Order No. 19-13 in support to Provincial Ordinance No. 10, Series of 2014)*

OFFICE or DIVISION	Technical Support Services Division			
Classification	Simple			
Type of Transaction	Government to Government; Government to Client			
Who may avail	Local Government Units and clients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request		Requesting party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Letter Request through mail, email or fax	1. Receive letter by the Administrative Services Division	None	10 minutes	Admin personnel
	2. Approval by the PEM Officer	None	30 minutes upon receipt	PEM Officer
	3. Route to TSS Division for action	None	10 minutes upon receipt	Admin personnel
2. Fill out Request Slip	4. Issue Order of Payment (OP)	None	10 minutes	TSSD Assigned Personnel

3. Proceed to Provincial Treasurer's Office, present OP and pay amount due		P250.00 <i>(Provincial Tax Ordinance No. 07-001)</i>		
4. Present Official Receipt	5. Record OR details and issue Claim Slip	None	5 minutes	TSSD Assigned Personnel
5. Present Claim Slip	6. Release the requested item	None	5 minutes	TSSD Assigned Personnel
<b>Total</b>			<b>1 hour &amp; 10 minutes</b>	

### **12. Database System (Request for Quarry Shapefiles) External**

Provide information for verification and monitoring of mineral resources utilization and regulation as part of the Centralized Administrative System. *(Executive Order No. 19-13 in support to Provincial Ordinance No. 10, Series of 2014)*

Office or Division	Technical Support Services Divison			
Classification	Simple			
Type of Transaction	Government to government; Government to Client			
Who may avail	Local Government Units and clients			
<b>Checklist of Requirements</b>		<b>Where to Secure</b>		
Letter Request		Requesting party		
<b>Clients Steps</b>	<b>Agency Action</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Send Letter Request through mail, email or fax	1. Receive letter request	None	10 minutes	Admin personnel
	2. PEMO Head approve/disapprove	None	30 minutes	PEMO Head
	3. Route to RSD for information	None	10 minutes	Admin personnel
	4. Route to TSSD Head for action	None	10 minutes	TSSD Admin personnel
	5. Assignment of TSSD personnel	None	15 minutes	TSSD Head
	6. Act on the request	None	15 minutes	TSSD assigned personnel
	7. Release soft copy	None	10 minutes	TSSD assigned personnel
<b>Total</b>			<b>1 hour &amp; 40 minutes</b>	

### 13. Database System (External)

Consolidate information for database management which shall include, but not limited to the map layout of the quarry, river system digitizing, and data updating on reforestation projects, livelihood projects, etc. (Executive Order No. 19-13 in support to Provincial Ordinance No. 10, Series of 2014)

Office or Division	Technical Support Services Division			
Classification	Simple			
Type of Transaction	Government to Government; Government to Client			
Who may avail	Local Government Units and clients			
<b>Checklist of Requirements</b>			<b>Where to Secure</b>	
Letter Request			Requesting party	
<b>Clients Steps</b>	<b>Agency Action</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Send Letter Request	1. Receive letter request	None	10 minutes	Admin personnel
	2. PEMO Head approve/disapprove		30 minutes	PEMO Head
	3. Route to TSSD		10 minutes	Admin personnel
	4. Route to TSSD Head		10 minutes	TSSD Admin personnel
	5. Assignment of TSSD personnel		30 minutes	TSSD Head
	6. Act on the request		15 minutes	TSSD assigned personnel
	7. Print map and release of soft copy/shapefiles		5 minutes	TSSD assigned personnel
	<b>Total</b>		<b>1 hour &amp; 50 minutes</b>	

### 14. Quarry Database System (External)

Regulation of mineral utilization through plotting of quarry maps (amended, corrected, new applicant) as part of the Centralized Administrative System (Executive Order No. 19-13 in support to Provincial Ordinance No. 10, Series of 2014)

Office or Division	Technical Support Services Division		
Classification	Complex		
Type of Transaction	Government to Client		
Who may avail	Quarry Permit Holder/Applicant		
<b>Checklist of Requirements</b>		<b>Where to Secure</b>	

1. Survey plan and lot data of applicant		Requesting party's Geodetic Engineer		
Clients Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Receive Survey Plan from Regulatory Services Division	1. Plot the map	None	3-7 days (depending on the number of transmitted LOI from RSD)	TSSD Assigned Personnel
	2. Counter check data on GIS Map System			TSSD Assigned Personnel
	3. Identify if the map has conflict, erroneous data or parallel based on the GIS Map System			TSSD Assigned Personnel
	4. Release Printed Map			TSSD Assigned Personnel
	<b>Total</b>		<b>7 days</b>	

### 15. Orientation on Application Processing

All interested persons or their respective authorized representatives wants to apply for a Governor's Permit shall attend the Orientation on the requirements and process flow for permit application under the Provincial Tax Ordinance and other related laws as scheduled by PEMO. The purpose of which is to prepare the applicant mentally and financially on the tedious

OFFICE or DIVISION	Regulatory Services Division			
Classification	Simple			
Type of Transaction	G2C			
Who may avail	• Any Filipino Citizen having capacity to enter into contract;			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Pre-registration		PEMO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign attendance sheet before the activity.	1. Prepare materials, venue and presentation.	None	fifteen (15) minutes	Admin Aide IV

2. After the orientation, sign the pro-forma Certificate of Participation in two copies: for the attendee's copy and file copy of PEMO.	2. Presentation proper.	None	one (1) hour	EMS II/PDO I/Supervising EMS
	3. Release of checklist of requirements, etc. to attendees.	None	fifteen (15) minutes	Admin Aide IV
	<b>Total</b>		<b>one (1) hour &amp; 30 minutes</b>	

### 16. Evaluation of Initial Documentary Requirements

Upon receipt of folder applications from the Office of the Governor, the RSD-PEMO shall evaluate as to completeness and accuracy of submitted documents.

OFFICE or DIVISION	Regulatory Services Division			
Classification	Simple			
Type of Transaction	G2C			
Who may avail	Applicants who had attended the mandated orientation and was able to comply with the initial documentary requirements.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Two (2) copies of notarized Letter of Intent (LOI) signed by the applicant. The LOI shall		RSD-PEMO		
2. Notarized Application (Annex "B") with 2x2 photo of the applicant taken within 6		RSD-PEMO		
3. Three (3) blueprint copies of the survey plan (Bureau of Land – Form No. 1) of the area		MGB's Accredited/deputized geodetic engineers		
3.1. WGS 84 coordinates of corner "1" of the applied area				
3.2. Computation of latitude and longitude of corner "1" on a separate sheet signed by				
3.3. Computation of conversion from Geographic to Grid and vice-versa of reference				
3.4. Installation of permanent marker for corner "1" with the marker protruding at least				
3.5. Two (2) sets of Lot Data Computation in prescribed format using MS Excel				
3.6. Photocopy of Professional Regulations Commission Identification Card of the				
3.7. Certificate of Accreditation from MGB-VI				
3.8. Certification issued by the accredited Geodetic Engineer that the applied area does				
3.9. E-copy of Technical Description submitted through USB or e-mail				
4. If applied area is within a declared forest reserve, large scale mining applications or				
5. For applications over titled/private land, secure certification as to non-coverage of CARP from DAR.				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

Follow-up status with RSD-PEMO.	Receive applications received from PEMO - Admin.	None	one (1) hour	Admin Aide III
	Encode applications in the system.			

### 17. Evaluation of Initial Documentary Requirements

Upon receipt of folder applications from the Office of the Governor, the RSD-PEMO shall evaluate as to completeness and accuracy of submitted documents.

OFFICE or DIVISION	Regulatory Services Division			
Classification	Simple			
Type of Transaction	G2C			
Who may avail	Applicants who were able to file folder applications, supported by initial documentary requirements with the Office of the Governor.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Two (2) copies of notarized Letter of Intent (LOI) signed by the applicant.		RSD-PEMO		
2. Notarized Application (Annex "B") with 2x2 photo of the applicant taken within 6		RSD-PEMO		
3. Three (3) blueprint copies of the survey plan (Bureau of Land – Form No. 1) of the area		Accredited/Deputized Geodetic Engineer		
3.1 WGS 84 coordinates of corner "1" of the applied area				
3.2 Computation of latitude and longitude of corner "1" on a separate sheet signed				
3.3 Computation of conversion from Geographic to Grid and vice-versa of reference monument and corner "1" on a separate sheet duly signed by the				
3.4 Two (2) sets of Lot Data Computation in prescribed format using MS Excel				
3.5 e-copy of Technical Description submitted through USB or e-mail				
4. Installation of permanent marker for corner "1" with the marker protruding at				
6. Photocopy of Professional Regulations Commission Identification Card of the				
7. Certificate of Accreditation from MGB-VI				
8. Certification issued by the accredited Geodetic Engineer that the applied area				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSBLE</b>
	1. Evaluate submitted initial documentary requirements.	None	One (1) hour	Admin Aide III, EMS I & II
	2. Encoding of technical description/Plotting	None	Three (3) hours	Agri. Tech. II, EMS I
	3. Designation of application number.	None	One (1) hour	Admin Aide III

	4. If with deficiency or in conflict, inform the concerned applicant.			EMS II
	5. If area is not in conflict, applicant to request public consultation & submit LGU resolutions.			

**18. GIS Plotting of applied areas**

Survey plans showing the applied areas shall be subjected to GIS plotting in order to determine if such is free from conflict with any existing permits or applications.

OFFICE or DIVISION	Regulatory Services Division
Classification	Complex
Type of Transaction	G2C
Who may avail	Applications received by the Office of the Governor and routed to PEMO.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Three (3) blueprint copies of the survey plan (Bureau of Land – Form No. 1) of the area	Accredited/Deputized Geodetic Engineer contracted by the concerned applicant.
3.1 WGS 84 coordinates of corner “1” of the applied area	
3.2 Computation of latitude and longitude of corner “1” on a separate sheet signed	
3.3 Computation of conversion from Geographic to Grid and vice-versa of	
3.4 Two (2) sets of Lot Data Computation in prescribed format using MS Excel	
3.5 e-copy of Technical Description submitted through USB or e-mail	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Using the e-copy of technical description submitted by the applicant, plot & print out applied area, including its relative positions.	None	four (4) hours	EMS I
	2. Recommend if area is free from conflict or in-conflict; subject for on-site verification; erroneous technical descriptions.	None	one (1) day	EMS I
	3. If in conflict with existing permits, return application; if erroneous, return for correction.	None	one (1) day	EMS II



**19. Resource Speaker During Public Consultation**

The resource person shall be responsible for the orientation of the terms and conditions of the Governor’s Permit of all the stakeholders in the barangay. The applicant shall present his/her

OFFICE or DIVISION	Regulatory Services Division			
Classification	Complex			
Type of Transaction	G2C			
Who may avail	Applicants whose applied areas are free from conflict from any existing permits or applications.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request from the concerned barangay, noted by SB on Environment and ENRO.		Barangay		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Attendance during public onsultation.	1. Calendar public consultation.	none		PDO I
2. Discuss proposed extraction project and other programs to be implemented in the host barangay.	2. Prepare presentation	none	one (1) hour	PDO I/EMS I
	3. Actual presentation.	none	one (1) hour	PDO I/EMS I
	4. Register in the Attendance Sheet.			

**20. Issuances of Order of Payment for Filing Fee**

Payment of filing fee with the Office of the Provincial Treasurer.

OFFICE or DIVISION				
Classification	Highly Technical			
Type of Transaction	G2C			
Who may avail	Applicants who presented/submitted additional requirements.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Resolution/s from the Sangguniang Barangay/s favorably endorsing the application and stating, among others, that the barangay interposes no objection to the application and the proposed extraction will not adversely affect any proposed, on-going, or existing project of the barangay (notarized and duly signed by the members present).		Concerned Barangay		

2. Proof of Public Consultation with RSD-PEMO representative and supported by the following documents:	Concerned Barangay
3. Request Form to RSD-PEMO to attend the Public Consultation duly signed by the concerned barangay official, noted by the C/MENRO and SP/SB for Committee on Environment	
4. Notice to adjacent land owners to attend the public consultation.	
5. Notarized minutes of public consultation	
6. Attendance Sheet with attached Certification that the attendees are residents in the area	
7. Photo documentation of actual Public Consultation.	
8. Notarized Resolution creating the Barangay Monitoring Committee duly signed by the members present with fund allocation for monitoring purposes.	
9. Resolution from the Sangguniang Bayan/Panlungsod favorably endorsing the application with conformity as to its actual location.	
10. Photocopy of Approved City/Municipal Monitoring Committee	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSBLE
1. Submit enumerated documents to PEMO.	1. Determine the accuracy and completeness of the documents.	none	one (1)	Admin Aide IV
2. Upon receipt of OP, to pay filing and verification fees within fifteen working days, otherwise, OP is deemed invalid & application is deemed cancelled.	2. Prepare order of payment for filing fee.	500.00/hectare	30 minutes	Admin Aide III
	3. Release OP to applicant.			

	3. Upon receipt of OR, record/encode; date paid is reckoning date of 180-day processing.			
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**21. Conduct of Initial Field Verification and Volume Assessment**

After payment of filing and verification fees, RSD-PEMO staff shall conduct initial verification and volume assessment of applied areas.

OFFICE or DIVISION	Regulatory Services Division			
Classification	Highly Technical			
Type of Transaction	G2C			
Who may avail				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request from the proponent.				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. File request.	1. Calendar request.		fifteen (15) minutes	EMS I & Agri Tech II
	2. Conduct initial verification & volume assessment.		one (1) day	EMS I & Agri Tech II
	3. Submit report. If with negative findings, issue order of denial.		one (1) day	EMS I & Agri Tech II
	4. Prepare transmittal of application to MGB for Area Clearance/Status.		one (1) day	Admin Aide IV, EMS II, Supervising EMS & PEM Officer
2. Send transmittal to MGB-R6 and turn over approved Area Clearance to PEMO.	5. Turn-over transmittal to concerned applicant.			

**22. Transmittal of Application to MGB for Area Clearance/Status**

Applications having complied the local endorsements, and verified, are to be forwarded to the MGB-R6 for the issuance of Area Clearance/Status.

OFFICE or DIVISION	Regulatory Services Division
Classification	Simple
Type of Transaction	G2C
Who may avail	Applicants whose applied areas were issued with local endorsements thru resolutions and initially verified on site with favorable results.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Initial Field Verification Report with favorable results.		RSD-PEMO		
2. Proof of payment for filing and verification fees.		RSD-PEMO for Order of Payment & PTO for acceptance & issuance of official receipt.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Upon receipt of signed transmittal, he/she is responsible of sending it MGB-R6.	1. Upon receipt of Initial Field Verification Report, prepare endorsement of application & its supporting documents to MGB-R6.	None	One (1) hour	Admin Aide III, Admin Aide IV, EMS II
2. Send transmittal to MGB-R6 and turn over approved Area Clearance to PEMO.	2. Forward endorsement for approval of the Head of Office.	None	Two (2) hours	Admin Aide IV, Supervising EMS, PEM Officer
	3. Turn-over transmittal to concerned applicant.	None	Thirty (30) minutes	Admin Aide IV

### 23. Issuance of Notice of Posting

Applied areas issued with Area Clearance from MBG-VI, PEMO shall issue to the applicant a “Notice of Application for Permit” which shall be posted within fifteen (15) working days from receipt thereof at the PENRO, CENRO(s), barangay(s), city(ies)/municipality(ies) where the applied area is located. In case the application involves private lot, the Notice of Application for Permit shall, likewise, be posted at the concerned Department of Agrarian Reform Offices (PARO and MARO) and further, to certify its non-coverage under CARP.

OFFICE or DIVISION	Regulatory Services Division			
Classification	Simple			
Type of Transaction	G2C			
Who may avail	Applicants whose applications for Governor's Permit were issued with Area Clearance from the MGB-R6.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Area Clearance		MGB-R6		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File request for Notice of Posting.	1. Prepare Notice of Posting.	None	one (1) hour	Admin Aide IV, EMS II, Supervising EMS & PEM Officer

2. Applicant to post application in the Barangay, City/Municipal, CENRO and PENRO. If private land, to secure certification as to non-coverage of CARP.	2. Release notice to concerned applicant.	None	one (1) hour	Admin Aide IV, EMS II, Supervising EMS & PEM Officer
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**24. Evaluation of One-Time Submission of Documentary Requirements**

On or before the due date/s (180-day; 90-day extension or another 90-day extension granted by PMRB), an applicant is expected to observe/comply with the one-time submission of mandatory requirements.

OFFICE or DIVISION	Regulatory Services Division		
Classification	Highly Technical		
Type of Transaction	G2C		
Who may avail	Applicants issued with Notice of Posting.		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<b>A. For Commercial and Industrial Sand and Gravel and Quarry Permit</b>			
1. Certificate of Registration from the BIR with attached Official Receipts of the total payment due for the percentage of excise tax	BIR		
2. Area Clearance from MGB-R6	MGB-R6		
3. Certifications of Posting of the Endorsed Notice of Application			
3.1. PENRO Certification	PENRO		
3.2. CENRO Certification	CENRO		

3.3 Barangay Certification	Barangay
3.4. Municipality/City Certification	City
4. In the case of titled/private property, DAR Certification as to its non-coverage.	DAR
5. ECC w/ IEE from the EMB-DENR, notarized	EMB
6. Certification as to compliance with MRFC requirement	MRFC
7. Annual/Environmental Protection Enhancement Program (EPEP) w/ Certificate of Approval from MRFC	Applicant
8. Certification as to payment of Real Property Tax from the Provincial/Municipal/City Assessor with corresponding receipt	Mun/City/Provl. Assessor
9. Simplified Work Program for CSAG or Work Program prepared by a licensed mining engineer/Geologist for Quarry and ISAG	Outline with PEMO
10. Restoration/Rehabilitation Plan	PEMO
11. Proof of Financial Capability of an Individual Applicant, two of the following:	
11.1. Notarized Statement of Assets, Liabilities and Net Worth for the current year	

11.2 Notarized Credit Line/s Certification from any lending or financial institutions (FI)	
11.2.1 SEC/CDA Registration of FI	
11.2.2. Valid Mayor's Permit of FI authorizing it to engage in financing business	
11.3. Income Tax Return (ITR-3 years back), duly received by BIR	
11.4 Bank Certification (substantial funds deposited at the bank for the last 2 months which is not less than the 3 months operating cost indicated in the work program)	
12. Certificate of Environmental Management and Community Relations Record (CEMCRR) or Certificate for Exemption	
13. Social Development Management Plan (SDMP) Matrix/Program with Certificate of Approval from MGB	
14. Notarized Barangay Resolution endorsing the proposed SDMP	
15. Five (5) colored photos showing the applied area	
16. Surety Bond from SEC registered bonding Company or Cash Bond (P20,000.00/hectare)	
<b>Additional Requirements</b>	

<b>a. For Industrial Sand and Gravel (ISAG) Permit, either of the following</b>	
i. Photo of Mechanical Processing Machinery/Crushing Equipment	
ii. Photo of Mechanized Vibrating Screen	
iii. Machinery/equipment/screen must be compliant with Mines and Geosciences Bureau (MGB) specification	
iv. Memorandum of Agreement (MOA) with the owner of an existing Mineral Processing Plant with Affidavit of Undertaking to install mechanical processing plant or	
<b>b. For Renewal of Governor's Permit</b>	
1. BIR Excise Tax Clearance with attached Official Receipt (OR) for the payment of percentage & excise taxes	
2. Notarized Sworn Ending Inventory	
3. CEMCRR Certificate with Barangay Resolution re: compliance on the implementation of projects per approved SDMP	
4. Certification from MGB on implementation of programs under Unified SDMP	
5. Multi-Partite Monitoring Team (MMT) Exit Conference Report	
<b>c. Other Requirements</b>	



1. If public land, Certification as to the status of land from CENRO	
2. Notarized Special Power of Attorney (in case of application processed by representative)	
3. Order of Payments and Official Receipts of Fees	
4. PEMO Final Field Inspection/Verification Report	
b. In case the application involves private lot	
i. Certified True Copy of TCT from the ROD	
ii. Notarized Affidavit of Consent of Lot Owner/s, <i>if applicant is not the owner</i>	
iii. Certification from M/CARPO and PARPO that the area is not covered by CARP program	
c. In case the Applicant is a Corporation/Partnership/Association/ Cooperative	
i. Copy of Articles of Incorporation/Partnership/Association/Cooperation and/or By-Laws	
ii. Must contain specific stipulation that the primary or secondary purpose of the institution is to engage in mining activities	
iii. Certificate of Registration with Concerned Agency	
iii. Notarized Secretary's Certificate or Board Resolution	

iv. Latest Audited Financial Statement/Annual Report				
v. Credit Lines & Bank Guarantees				
vi. Special Power of the Authorized Representative				
d. In case the applicants are only partners-in-fact, all partners shall be required to submit all the documentary requirements				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Comply with the one-time submission of mandatory requirements, each document	1. Evaluate as to accuracy and completeness of submitted documents.			Admin Aide III, EMS II, Supervising EMS
2. Proceed to PTO and pay according to Order of Payment issued.	2. Prepare Order of Payment for other administrative fees.			Admin Aide III
3. Submit OR to RSD-PEMO.	3. Record OR.			

**25. Conduct of Final Field Verification**

The RSD-PEMO shall conduct final verification of the applied area after presenting proof of payment of other administrative fees.

OFFICE or DIVISION	Regulatory Services Division			
Classification	Highly-Technical			
Type of Transaction	G2C			
Who may avail	Applicants who were able to comply with the one-time submission of mandatory requirements and submitted proof of payment.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request from the proponent.				
2. Proof of payment of other administrative fees.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File letter request.	1. Calendar request.	None	thirty (30) minutes	Agri. Tech. II, EMS I
	2. Conduct final field verification.	None	one (1) day	Agri. Tech. II, EMS I
	3. Submit report.	None	one (1) day	Agri. Tech. II, EMS I

	4. Endorse folder application to PMRB.	None	one (1) day	Admin Aide III, EMS I & Supervising EMS
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**26. Endorsement of Folder Applications with Complete Documentary Requirements.**

With favorable results after a final verification is conducted, the RSD-PEMO shall endorse the whole folder applications of the applicants for advance review of the PMRB.

OFFICE or DIVISION	Regulatory Services Division			
Classification	Highly Technical			
Type of Transaction	G2C			
Who may avail	Applicants who were able to pay the remaining administrative fees, applied areas underwent final verification and recommended for the			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Folder with complete documentary requirements, properly labeled.				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1. Prepare Applicant's Profile.	None	One (1) hour	Admin Aide III
	2. Forward folder applications to concerned PMRB member for pre-evaluation.	None	One (1) day	Admin Aide III

**27. Resource Speaker During PTO Orientation**

The resource person shall be responsible for the orientation of the Provincial Tax Ordinance No. 2017-001, and other mining related rules and regulations.

OFFICE or DIVISION	Regulatory Services Division			
Classification	Complex			
Type of Transaction	G2C			
Who may avail	Applicants whose applied areas are free from conflict from any existing permits or applications.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request from the concerned barangay, noted by SB on Environment and ENRO.		Barangay		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Attendance during public onsultation.	1. Calendar public consultation.	none		PDO I
2. Discuss proposed extraction project and other programs to be implemented in the host barangay.	2. Prepare presentation	none	one (1) hour	PDO I/EMS I

	3. Actual presentation.	none	one (1) hour	PDO I/EMS I
	4. Register in the Attendance Sheet.			

### 28. Issuances of Order of Payment for Extraction Tax

Permit holders are required to pay extraction tax for materials to be extracted found in public waters or public domains prior to onset of operations, likewise, he/she may file a request with

OFFICE or DIVISION	Regulatory Services Division
Classification	Simple
Type of Transaction	G2C
Who may avail	Holders of Governor's Permit whose materials/resources to be extracted is found in public waters or public domains.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for PTT print-out, filled in by permittees.		RSD-PEMO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. With approved staggered of payment, request volume as scheduled.	1. Using the RSD System, encode the requested volume and specific denomination of Permit to Transport (PTT).	Request may vary as to approved staggered payment.	thirty (30) minutes	Admin Aide III
2. Upon receipt of OP, proceed to PTO and pay.	2. Route order of payment (OP) to the MRFC to determine the sufficiency of MTF and RCF funds.			MRFC Staff
3. Coordinate with the PTO as to actual release of PTT.	3. With sufficient funds, approve the Order of Payment.			Supervising EMS
	4. Release the Order of Payment to the concerned permit holder.		ten (10) minutes	Admin Aide III
	5. For insufficient funds, notify the concerned permit holder.		thirty (30) minutes	MRFC Staff

### 29. Processing of Ore Transport Permit

The transport of all minerals/mineral products outside of the Province by permit holders, accredited traders, retailers, processors and other mining rights holders must be accompanied by

OFFICE or DIVISION	Regulatory Services Division
Classification	
Type of Transaction	

Who may avail	Permit holders, Accredited Dealers/Traders			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Application form		RSD-PEMO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplish/Fill-in application form and notarized & supported by Permit to Transport.	1. Evaluate submitted documents.			
2. Upon receipt of OP, pay to PTO and return OR to PEMO.	2. Prepare OP for admin fees.			
	3. Release to concerned applicant.			
	4. Upon receipt of OR, record/encode in the system.			
	5. Schedule for verification.			
	6. Submit FV report.			
	7. Prepare OTP and its endorsement to the Office of the Governor.			
	8. Once OTP is approved, release to concerned requesting party.			

### 30. Processing of Sample/Ore Dressing Test Permit

Any qualified person may apply for Sample/Ore Dressing Test Permit with the Governor, through the PMRB, for the extraction, removal, transport and testing of minerals.

OFFICE or DIVISION	
Classification	
Type of Transaction	
Who may avail	Permit holders, Accredited Dealers/Traders
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
RSD-PEMO	
1. Proponent has a pending application for a Governor's Permit duly filed and with all mandatory requirements for filling complied with, to include all regulatory fees;	
2. Letter-request to the Governor , through the PMRB, for such ore sample(s)/ore dressing test(s);	
3. Submit description of particle ore dressing/tests to be undertaken or particular use of sample(s) by attaching the following to the letter request:	

a. Mineral subject or ore dressing/samples(s)	
b. Type/stages or ore dressing to be utilized;	
c. Expected output(s) or results of tests run;	
d. Assay/lab tests to be undertaken; and	
e. Other relevant information.	
4. Conditions to be imposed:	
a. Inspection of area where the mineral sample(s) is to be taken;	
b. Volume to be extracted/transported will be limited to a sample volume of not more than two(2) tons; and	
c. Except for sample purposes in limited volumes to prospective buyers/end-users, no commercial disposition of dressed mineral/ore shall be allowed until the permit (SSM/Quarry) is to be issued/granted. Samples shall be covered by a special certification specifying nature of the product and volume allowed.	
5. Approved by the Governor of the request is subject to the endorsement of the PMRB. Said approval shall be for a specified period/limited time frame as may be determined to be reasonable.	

6. Report(s) or ore dressing/test run for submission to the Office of the Governor, with a copy to be furnished the PMRB, to include among others, assay/lab results and volume of dressed minerals Non-submission of these reports may be a ground for the denial of the Governor's Permit.	
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**31. Transfer of the Application**

An application may be assigned or transferred by the applicant to any qualified person or juridical entity by an instrument duly filed and registered with PEMO and approved by the Governor.

OFFICE or DIVISION	Regulatory Services Division
Classification	Simple
Type of Transaction	G2C
Who may avail	Qualified trasferree or assignee who are willing to undertake the terms and conditions of the permit or application.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application form with proof of payment of filing fee and other administrative fees.	
2. Documentary requirements under the name of the assignee or transferee but not limited to the ff: <ul style="list-style-type: none"> <li>2.1 Deed of Assignment</li> <li>2.2 Amended ECC, transfer ownership</li> <li>2.3 CEMCRR</li> </ul>	

2.4 Other document/s to be required by PMRB				
3. Proof of financial capacity of the transferee/assignee.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

**32. Acceptance and Processing of Government Gratuitous Permit**

Any government entity/instrumentality in need of quarry, sand and gravel or loose/unconsolidated materials in the construction of building(s) and/or infrastructure for public use or other purpose may apply for a Government Gratuitous Permit with the Provincial Governor through the PMRB for a period coterminous with the construction of the project but not to exceed one

OFFICE or DIVISION	Regulatory Services Division		
Classification	Simple		
Type of Transaction	G2C		
Who may avail			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter-request for grant of Government Gratuitous Permit			
2. Duly accomplished and notarized application form (form provided by PEMO)			
3. Resolution from the concerned barangay stating that said barangay interposes no objection to the proposed project			
4. Survey plan of the target area duly signed by a licensed geodetic engineer;			



5. Environment Compliance Certificate (ECC) or Certificate of Non-coverage of ECC from DENR;				
6. Work Program indicating the timeframe of extraction				
7. Statement that there is no fund allocation for the cost of required materials and that the project is conducted by administration; and				
8. Payment of the required fees as provided under PTO No. 2017-001.				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

### ***33 . Acceptance and Processing of Private Gratuitous Permit***

Any landowner may apply for a Private Gratuitous Permit with the Provincial Governor through the PMRB for the extraction, removal and utilization of quarry, sand and gravel or earth/soil loose/unconsolidated materials from his/her land for a non-renewable period of sixty (60) calendar days: Provided, that there is adequate proof of ownership and that the materials shall be for personal use

OFFICE or DIVISION	Regulatory Services Division
Classification	Simple
Type of Transaction	G2C
Who may avail	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>

1) Duly accomplished application form;	
2) Proof of ownership;	
3) Sketch plan (engineer's signature not required);	
4) Resolution from the concerned barangay stating that said barangay interposes no objection to the proposed project;	
5) Brief project description and work program;	
6) Pictures of area; and	
7) Field inspection and favourable endorsement of PEMO; and	
8) The proposed volume must not exceed one thousand (1000) cubic meters subject to the assessment and recommendation of the PEMO.	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

**34. Acceptance and Processing of Gratuitous Guano Permit**

Description	
OFFICE or DIVISION	Regulatory Services Division

Classification	Simple			
Type of Transaction	G2C			
Who may avail				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1) Duly accomplished application form;				
2) Proof of ownership or certification of status of land from the CENRO concerned;				
3) Sketch plan (engineer's signature not required)				
4) Resolution from the concerned barangay stating that said barangay interposes no objection to the proposed project;				
5) Brief project description and work program;				
6) Pictures of area;				
7) Field inspection and favourable endorsement of PEMO; and				
8) Clearance from the Biodiversity Management Bureau (BMB) shall be required prior to the issuance of any mining permit for cave resources.				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

### ***35. Registration of Mining Related Documents***

The permit holder or applicant may authorize the processing of application, assigns or waives his rights to another person/s, and such documents shall be filed and registered with the PEMO after paying the corresponding registration fee.

OFFICE or DIVISION	Regulatory Services Division			
Classification	Simple			
Type of Transaction	G2C			
Who may avail	Permit holders, applicants or other stakeholders			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents to be registered.	1. Evaluate submitted document/s.	P100.00 - Special Power of Attorney	one (1) hour	Admin Aide III
2. Upon receipt of OP, proceed to PTO & pay.	2. Prepare Order of Payment for registration fee.	P1,200.00 - Waiver of Rights, Assignments and Operating Agreement	thirty (30) minutes	Admin Aide III
3. Turn-over OR to PEMO staff.	3. Release OP to concerned permit holder or applicant.	P100.00 - All other documents affecting mining rights	thirty (30) minutes	Admin Aide III
	4. Upon receipt of OR, effect registration text on the documents.		thirty (30) minutes	One (1) hour
	5. Forward document/s to be registered with the immediate supervisor, for signature.		one (1) hour	One (1) hour

	6. Retain signed/registered copy and provide client, for his/her file.		thirty (30) minutes	thirty (30) minutes
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### 36. Organization and Deputation of Monitoring Committee (Barangay, Municipal/City)

Facilitate organization and deputation of Barangay and Municipal/City Monitoring Committee

<b>Office or Division</b>	PEMO-RSD
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2G
<b>Who may avail</b>	Barangay/Municipal/City LGUs

Checklist of Requirements	Where to Secure
1. Barangay/Municipal/City Resolution and Endorsement letter	From the requesting agency
2. Appointment paper	RSD
3. Identification Cards	RSD

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit a resolution/endorsement letter	1. Receive and file a resolution/endorsement letter	N/A	thirty (30) minutes	Requesting Agency
	2. Prepare an appointment letter and Identification Cards	N/A	three (3) hours	RSD staff
	3. Facilitate delivery of Appointment Paper and IDs to concern LGU's for signature of members and Local Executive	N/A	one(1) day	RSD staff
2. Submit accomplished appointment letter and IDs	1. Receive and file accomplished appointment paper and IDs	N/A	thirty (30) minutes	Requesting Agency
	2. Prepare endorsement letter for Governor's signature	N/A	thirty (30) minutes	RSD staff
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
	3. Prepare transmittal letter of the accomplished Appointment Paper and IDs to concern LGU	N/A	thirty (30) minutes	RSD staff

	3. Facilitate delivery of accomplish Appointment Paper and IDs to concern LGU	N/A	one (1) day	RSD staff
	TOTAL		2 days and 7 hours	

### 37. Multipartite Monitoring Activity

Quarterly monitoring and assessment of compliances of quarry projects province-wide

<b>Office or Division</b>	PEMO-RSD
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2C
<b>Who may avail</b>	Thirty-five (35) permit holders/quarry projects province-wide

Checklist of Requirements	Where to Secure
1. List of Quarry permittee	From PEMO
2. Carpeta/Folders of quarry permittee	From PEMO
3. Logistical supports	From MRFC

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
	1. Prepare and send communications to all MMT members relative to the schedule of quarterly monitoring	N/A	three (3) days	RSD staff
1. Provide all necessary documents related to quarry project for MMT monitoring & inspection	2. PEMO lead in the conduct of daily MMT monitoring of thirty (35) quarry projects province-wide for the quarter. Conduct exit conferences with each permit holder/representative every after monitoring, come up with recommendations duly receive by each concerned permit holder about the findings of monitoring conducted	N/A	seventeen (17) days	RSD staff
	Total		twenty (20) days	

### 38. Secretariat services to the PENRC Meetings & Deliberation

Conduct meetings/deliberate folder applications for Certificate of Lumber Dealership

<b>Office or Division</b>	PEMO-RSD			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2B			
<b>Who may avail</b>	Applicant for the Certificate of Lumber Dealership			
<b>Checklist of Requirements</b>		<b>Where to Secure</b>		
1. Folder Application with complete requirements		From the applicant		
2. Evaluation result of folder applications		PEMO-RSD		
3. Minutes of the Previous Meeting		PEMO-RSD		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submission of folder application with complete documents for the Certificate of Lumber Dealership	1. Receipt of the folder application	N/A	one (1) hour	RSD staff
	2. Evaluation of the folder application as to the completeness of the required documents	N/A	two (2) hours	RSD staff
	3. Coordination works with the members of the council regarding their availability on the schedule of deliberation (Council members: DENR, DepEd, NGO, SP, Provincial Government).	N/A	two (2) days	RSD staff
	4. Meeting/deliberation of the folder applications with the members of the council	N/A	three (3) hours	RSD staff with the PENR council members
	5. Prepare minutes, resolution, endorsement letter of PEM Officer to the Governor and the endorsement of the Governor to the PENR Office for the approval of the folder application.	N/A	four (4) hours	RSD staff
	6. Route the Resolution for the signature of the council members.	N/A	two (2) days	RSD staff and PENR Council members
	7. Prepare Order of Payment for the Processing Fee		350.00	one (1) hour

	8. Endorse the folder application, resolution and endorsement letter for the approval of the application for Certificate of Lumber Dealership to the PENR Office.	N/A	one (1) hour	RSD staff
	Total	350.00	4 days 12 hours	

### 39. Pro-Active Monitoring Round: Monitoring & Enforcement activities

Monitoring and enforcement activities as mandated under PTO 2017-001, Series of 2017 for quarry operation province-wide

<b>Office or Division</b>	PEMO-RSD			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2B/G2C			
<b>Who may avail</b>	Owners and drivers of apprehended vehicles involved in illegal quarrying activities and permit holders who violated the quarry ordinance			
<b>Checklist of Requirements</b>	<b>Where to Secure</b>			
1. Hard copy of PTO 2017-001, Series of 2017	PEMO			
2. Apprehension, Seizure and Custodial Receipt Forms	PEMO			
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Follow up of issued documents relative to impounded vehicles due to violations on PTO 2017-001, Series 2017	1. Setting up of check points along strategic area mostly along national highway	N/A	one (1) hour	RSD staff
	2. Flag down vehicle loaded with quarry material	N/A	twenty (20) minutes	RSD staff
	3. Check the Permit To Transport documents from the truck driver & validate other related facts relative to the loaded quarry materials	N/A	twenty (20) minutes	RSD staff



	4. Put notification/mark to Permit To Transport document as proof that the said PTT have been checked & validated and free the vehicle if found having no violation	N/A	twenty (20) minutes	RSD staff
	5. Issue an Apprehension Receipt, Seizure Receipt and Custodial Receipt if found having violation & facilitate the temporary impoundment of the apprehended vehicle to the nearest PNP station or Brgy. Hall	N/A	one (1) day	RSD staff
	6. Endorsement letter to PLO for admin hearing of the apprehended vehicle with violation/s	N/A	two (2) days	RSD staff
	7. Prepare an order of payment for the fines and penalty after deliberation from PLO to be paid by the violator/s	P15,000.00 per violation	one (1) day	RSD staff
	8. Issue a Release Order for the impounded vehicle after a proof of payment on fines & penalty (photocopy of O.R.) be presented to PEMO	N/A	one (1) day	RSD staff
	Total	variables	5 days & 2 hours	

#### **40. Reactive Monitoring: Act/Respond to complaints/petitions**

Investigation, verification, inspection & monitoring activities in response to complaints or petition

<b>Office or Division</b>	PEMO-RSD
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2C
<b>Who may avail</b>	Complainants or Petitioners
<b>Checklist of Requirements</b>	<b>Where to Secure</b>
1. Written complaints submitted to PEMO with supporting pictures and sketch map	From the complainant/Office file

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Written complaint or petition submitted to PEMO Admin	1. Receive and file a written complaint	N/A	thirty (30) minutes	RSD staff
	2. Coordination works with concerned line agencies such as Brgy./City/Municipal LGU's & DENR	N/A	five (5) days	RSD staff
	3. Meeting with concerned line agencies during the actual investigation, verification and inspection onsite	N/A	one (1) hour	RSD staff
	4. Onsite visit of the subject area to gather facts, proof and substantial evidences relative to the veracity of complaints	N/A	five (5) hours	RSD staff
	5. Conduct exit conference together with members of the composite team as a wrap up activity for deliberation	N/A	two (2) hours	RSD staff
	6. Prepare a comprehensive written and narrative report about the findings and recommendation	N/A	five (5) days	RSD staff
	7. Signing of written and narrative report by the members of the composite team	N/A	five (5) days	RSD staff
	8. Distribution of report to concerned line agency/ies and the complainant	N/A	four (4) days	RSD staff
	Total	N/A	19 days, 8hrs 30"	

**41. Reportorial Requirement: Quarterly/Monthly Data & List of Quarry Permittee Province-wide**

Provide monthly/quarterly updated information and data of quarry permittee province-wide to be submitted to MGB-6 & BIR

<b>Office or Division</b>	PEMO-RSD
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2G
<b>Who may avail</b>	Mines and Geosciences Bureau R6 & Bureau of Internal Revenue - Bacolod City/BIR-Province-wide
<b>Checklist of Requirements</b>	
<b>Where to Secure</b>	
1. Monthly Production Report	From quarry permittee/PEMO
2. Quarterly Production Report	From quarry permittee/PEMO

3. Updated List of quarry permittee province-wide		From PEMO		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Official letter request from MGB R6 & BIR for monthly/quarterly updated list & data of quarry permit holders province-wide.	1. Recieve, encode & updating of list & data/information relative to monthly & quarterly production reports of quarry permit holders province-wide for MGB R6 & BIR requirement	N/A	fifteen (15) days	RSD staff
	2. Transmit, endorse & send hard copy of updated list and data/information to MGB R6 and BIR. Also transmit & send the said data/information soft copy via e-mail ad.	N/A	five (5) days	RSD staff

#### 42. Monitoring of quarry areas with violation

Conduct monitoring / inspection to the quarry areas

<b>Office or Division</b>	PEMO-RSD			
<b>Calssification</b>	Simple			
<b>Type of Transaction</b>	G2C			
<b>Who may avail</b>	Sand and Gravel and Quarry Permit Holders			
<b>Checklist of Requirements</b>		<b>Where to Secure</b>		
1. Travel Order		PEMO-RSD		
2. Ordinance		PEMO-RSD		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
	1. Scheduling and preparation of travel order for spot monitoring to quarry areas.	N/A	one (1) hour	RSD staff
	3. Area inspection on compliances of the terms and conditons of the Governor's Permit and ECC.	N/A	four (4) hours	RSD staff
	4. Assessment of quarry operation onsite and issuance of exit conference report if and when the permit holder is compliant.	N/A	one (1) hour	RSD staff

	5. Preparation of report stating the findings and recommendation if the permit holder committed a violation.	N/A	two (2) hours	RSD staff
	6. Submission of the report to the office for information and proper procedure/sanction.	N/A	one (1) hour	RSD staff

**43. Orientation on Provincial Tax Ordinance No. 2017-001 & Other Mining Related Rules and Regulations**

Conduct orientation relative to PTO # 2017-001 and other mining related rules and regulations

<b>Office or Division</b>	PEMO-RSD			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G/G2C			
<b>Who may avail</b>	Barangay/Municipal/City LGU, NGO's, Academe and other private sectors			
<b>Checklist of Requirements</b>		<b>Where to Secure</b>		
1. Letter Request		From the requesting agency RSD RSD		
2. Orientation Design				
3. Power Point Presentation				
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit a written request to PEMO office	1. Receive and file a written request	N/A	thirty (30) minutes	RSD staff
	2. Coordination works with requesting agency such as Brgy./City/Municipal LGU/NGO's or other Private Sectors	N/A	one (1) day	RSD staff
	3. Preparation of orientation design/module/powerpoint	N/A	two (2) days	RSD staff
	4. Conduct of dry run and critiquing of orientation design/power point	N/A	one (1) day	RSD staff
	5. Actual Conduct of Orientation	N/A	one (1) day	RSD staff
	6. Prepare orientation proceedings	N/A	one (1) day	RSD staff
			<b>6 days and 30 minutes</b>	

**INTERNAL**

**1. Assistance & Issuance of Leave Application, SOD & Payslip**

The leave application is issued to an employee who will undergo leave of absence due to sickness, vacation, filial and maternity/paternity leave. While the SOD and payslip is needed to

OFFICE or DIVISION	Provincial Environment Management Office - Administrative Division			
Classification	G2G			
Type of Transaction	Simple			
Who may avail	Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for printout of leave, SOD & payslip in the logbook provided by the Office.	1.1 Acknowledge request and print leave application, SOD & payslip in the MIS	none	5 minutes	Leah Guzon - Records Officer
	1.2 Issue printed leave application for signature of requesting personnel.	none	30 minutes	Leah Guzon - Records Officer
	1.2 Release the printed SOD or payslip to the requesting personnel for his/her personal consumption.	none	30 minutes	Leah Guzon - Records Officer
2. Request printout of leave application and facilitate initial of his/her direct supervisor.	2.1 Receive the signed leave application and endorse to office head for signature	none	10 minutes	Leah Guzon - Records Officer
	2.2 Sign leave application (recommending approval)	none	10 minutes	PEM Officer
	2.3 Encode leave application in the Data Tracking System	none	5 minutes	Leah Guzon - Records Officer
	2.3 Submission to HRMO for approval	none	15 minutes	Leah Guzon - Records Officer
	2.4 Secure the approved leave application for filing and future use.	none		Leah Guzon - Records Officer
	<b>Total</b>		<b>2 hours &amp; 15 minutes</b>	

**2. Issuance of Office Clearance as to Accountabilities**

This is issued to employees that will retire/resign or claim terminal leave certifying that he/she has no money and property accountabilities with this Office.

OFFICE or DIVISION	Provincial Environment Management Office - Administrative Division
Classification	G2G
Type of Transaction	Simple

Who may avail	Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Acknowledgement Receipt of Equipment and Property (AREP)		Admin Division		
Inventory Custodian Slip (ICS)		Admin Division		
Waste Material Report		Admin Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Notify the office verbally or in writing as to his/her intention to retire/resign or to claim terminal <b><i>(For mandatory retirement the office will inform concerned retiree six (6) months before his /her birthday and provide copy of his/her accountabilities for settlement .</i></b>	1.1 Receive/acknowledge intention to retire/resign/ claim of terminal leave.	none	3 minutes	Cherry Yap - Admin Aide IV
	1.2 Provide copies of employee's AREP for settlement.	none	1 day	Cherry Yap - Admin Aide IV
2. Receive and check copies of AREP and return with remarks if it is for transfer or waste. If waste, return the unserviceable equipment or item to the property custodian.	2.1 Receive & check copies of AREP and receive unserviceable equipment/ item.	none	10 minutes	Cherry Yap - Admin Aide IV
	2.2 Prepare AREP for item needed to be transferred to the next accountable person and waste material report.	none	30 minutes	Cherry Yap - Admin Aide IV
	2.3 Give the printed AREP and waste material report to concerned retiree for signature.	none	3 minutes	Cherry Yap - Admin Aide IV
3. Sign and facilitate turn-over of item/equipment to the next accountable person and return the signed AREP and waste material report to admin office	3.1 Receive and facilitate signing of AREP and waste material report by the head of office.	none	10 minutes	Cherry Yap - Admin Aide IV
	3.2 Issue office clearance to concerned employee.	none	5 minutes	Cherry Yap - Admin Aide IV

### **3. Issuance of Certificate of Employment and Compensation**

*The certificate is issued to employees in support of their application with other agencies or entities certifying that he/she is a bonafide employee, has no criminal/administrative case and*

OFFICE or DIVISION	Provincial Environment Management Office - Administrative Division
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Classification	G2G			
Type of Transaction	Simple			
Who may avail	Personnel			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
			Admin Division Admin Division Admin Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Indicate request for certification in the logbook provided by the Office	1.1 Acknowledge request	none	3 mins	Leah Guzon - Records Officer
	1.2 Printing & facilitate signing of the certification.	none	10 mins	Leah Guzon - Records Officer
	1.3 Sign and approve Certification	none	3 minutes	Administrative Officer
	1.3 Release Certificate to requesting personnel	none	5 mins	Leah Guzon - Records Officer
	<b>Total</b>			<b>21 mins</b>

#### 4. Issuance of Approved Travel Order, Trip Ticket & Vale Slip

*This is issued to personnel who will transact official business outside its official station and includes provision of fuel.*

OFFICE or DIVISION	Provincial Environment Management Office - Administrative Division			
Classification	G2G			
Type of Transaction	Simple			
Who may avail	Personnel			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Travel Order Print Out Trip Ticket Print Out Vale Slip			PEMO Database System PEMO Database System Admin Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Travel Order</b>				
1. Prepare and submit Travel Order (TO)	1.1 Receive Travel Order for signature of Office Head	none	3 mins	Nelia Caballero
	1.2 Sign and approve travel order	none	10 mins	PEM Officer

	1.3 Record and submit to Provincial Administrator Office for issuance of control number.	none	15 mins	Cherry Yap - Admin Aide IV
	4. Secure and release original copy of approved travel order to concerned personnel.	none	1 day	Cherry Yap - Admin Aide IV
	<b>Total</b>		<b>1 day 13 mins</b>	
<b>Trip Ticket &amp; Vale Slip</b>				
1. Submit Trip Ticket	1. Receive trip ticket for approval of Office Head	none	3 mins	Nelia Caballero
	2. Sign and approve trip ticket	none	5 mins	PEM Officer/Administrative Officer
	3. Issuance of vale slip for fuel	none	3 mins	Natalia Joquiño - Admin Officer V
	4. Release to concerned driver	none		Natalia Joquiño - Admin Officer V
	<b>Total</b>		<b>11 mins</b>	

### 5. Processing of Payroll

Monthly salary, overtime, clothing, and other bonuses.

OFFICE or DIVISION	Provincial Environment Management Office - Administrative Division			
Classification	G2G			
Type of Transaction	Simple			
Who may avail	Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Payroll, Collection List, OBR Daily Time Record (DTR) Approved Leave Applications (if applicable) Approved Special Order (Overtime) SP Resolution for Bonuses Accomplishment Report (For overtime)		Provincial Government Payroll System Personnel Records Officer Records Officer SP Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Salary</b> 1. Submit accomplished DTRs (for monthly salary)	1. Print payroll, collection list & OBR 2. Receive and check the accomplished DTRs as to its correctness	none none	1 hour 4 hours	Leah Guzon-Records Officer Leah Guzon-Records Officer



	2. Sign and Approve DTRs	none	2 hours	PEM Officer/Admin Officer
	3. Attach leave application (if applicable)	none	10 minutes	Leah Guzon-Records Officer
	4. Sign & Approve payroll & OBR	none	1 hour	PEM Officer
	5. Encoding to Data Tracking System	none	5 mins	Danmark Tupas - Admin Aide IV
	6. Submission to Budget	none	30 mins	Danmark Tupas - Admin Aide IV
	<b>Total</b>		<b>1 day, 6 hours &amp; 43 mins</b>	

**Overtime**

1. Submit accomplishment report	1.1 Receive accomplishment report and facilitate approval of PEM Officer			
	1.2 Preparation and printing of Payroll, OBR, Collection List	none	2 hours	Leah Guzon-Records Officer
	1.3 Facilitate Approval of office head			Leah Guzon-Records Officer
	1.4 Attach Approved Special Order & DTRs	none	5 mins	Leah Guzon-Records Officer
	1.5 Encoding to Data Tracking System for submission	none	3 mins	Danmark Tupas - Admin Aide IV
	1.6 Submission to Budget Office for obligation	none	5 mins	Danmark Tupas - Admin Aide IV
	<b>Total</b>		<b>2 hours &amp; 18 mins</b>	

<b>Bonuses/Clothing</b>	1. Preparation and printing of Payroll, OBR, Collection List	none	2 hours	Leah Guzon-Records Officer
	3. Facilitate Approval of office head	none	10 minutes	Leah Guzon-Records Officer
	2. Secure & Attach SP Resolution	none	30 minutes	Leah Guzon-Records Officer
	4. Encoding to Data Tracking System for submission	none	5 mins	PEM Officer
	5. Submission to Budget Office for obligation	none	3 mins	Danmark Tupas - Admin Aide IV
		none		5 mins
	<b>Total</b>		<b>1 hour &amp; 43 mins</b>	

**6. Processing of Mobile Allowance & Travelling Expenses (Local & Outside Negros Occidental)**

Reimbursement of travelling expenses and mobile allowance.

OFFICE or DIVISION	Provincial Environment Management Office - Administrative Division			
Classification	G2G			
Type of Transaction	Simple			
Who may avail	Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Disbursement Voucher, OBR Itinerary of Travel, Appendix B, Travel Order, Certificate of Appearance Special Order for Travel outside Negros Occidental Official Receipt for Mobile Allowance	Provincial Government Budget System Personnel Records Officer Personnel			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Travelling Expenses</b>				
1. Submit complete documents (Itinerary, Appendix B, TO, CA) (Special order if applicable)	1.1 Receive documents and check as to its completeness & correctness	none	15 mins	Nelia Caballero
	1.2 Return to concerned personnel if documents are found incomplete and erroneous	none	5 mins	Nelia Caballero
2. Comply deficiency and return to admin office	1.3 Print OBR and disbursement voucher	none	15 mins	Danmark Tupas - Admin Aide IV
	1.4 Office head approves/sign Appendix A, disbursement voucher and OBR	none	5 mins	PEM Officer
	1.5 Encode to Data Tracking System for submission	none	3 mins	Danmark Tupas - Admin Aide IV
	1.6 Submit to Budget Office	none	5 mins	Danmark Tupas - Admin Aide IV
	<b>Total</b>		<b>48 mins</b>	
<b>Mobile Allowance</b>				
1. Submit Official Receipt	1.1 Receive and prepare OBR and Disbursement Voucher	none	5 mins	Concerned Personnel
	1.2 Office head approves/sign Appendix A, disbursement voucher and OBR	none	15 mins	PEM Officer
	4. Encoding in the Data Tracking System for submission	none	3 mins	Danmark Tupas - Admin Aide IV
	Submit to Budget Office	none	5 mins	Danmark Tupas - Admin Aide IV

	<b>Total</b>	<b>33 mins</b>	
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**Processing of Purchase Request**

*Processing and preparation of Purchase Request for project implementation and management*

OFFICE or DIVISION	Provincial Environment Management Office - Administrative Division			
Classification	G2G			
Type of Transaction	Simple			
Who may avail	Diivision			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Purchase Request, OBR Approved PPMP & Project Proposal Approved APP for General Fund Approved ASSEP, Indorsement, Authority to Purchase for Capital Outlay		Provincial Government Procurement System End-User Administrative Division End-User		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Concerned division prepares and submit purchase request.	1.1 Receive and check as to its completeness and correctness	none	10 mins	Natalia M. Joquino - Admin Officer
	1.2 Return to concerned division if documents are found incomplete and erroneous	none	2 minutes	Natalia M. Joquino - Admin Officer
2. Comply deficiency and return to admin office	1.3 Receive corrected PR and final checking of document	none	10 minutes	Natalia M. Joquino - Admin Officer
	1.4 Prepare/print OBR	none	5 minutes	
	1.5 Approve and sign OBR and PR	none	5 mins	PEM Officer
	1.6 Encode in the DTS	none	5 mins	Danmark Tupas - Admin Aide IV
	1.7 Submit to Budget Office	none	3 mins	Danmark Tupas - Admin Aide IV
	<b>Total</b>		<b>40 minutes</b>	

**7. PROVISION OF TECHNICAL ASSISTANCE AND SUPPORT SERVICES (Internal)**

Develop, recommend and implement plans, programs, projects and activities to promote the development of environment; provide technical assistance to all stakeholders in their various

OFFICE or DIVISION	Technical Support Services Division
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Classification	Simple/Complex			
Type of Transaction	Government to Government			
Who may avail	Program Management Division, Regulatory Services Division and Administrative Services Division			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Accomplished request slip/log book 2. Background information of the requested activity 3. Logistical support 4. Focal person assigned by the requesting party		Requesting party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplished request slip/Log book	1. Receive request slip/log book	None	10 minutes	TSSD Admin Personnel
	2. Approval by the TSSD Head	None	30 minutes upon receipt	TSSD Head
	3. Route to TSSD staff for schedule of activity	None	10 minutes upon receipt	TSSD Admin personnel
	4. Assign and instruct technical staff to coordinate with client for details of the activity	None	10 minutes upon receipt	TSSD Head
2. Discuss details of request	5. Finalize arrangement details	None	1 day	TSSD Assigned personnel
3. Facilitate conduct of the activity	6. Provide technical assistance/support services	None	3-7 days	TSSD Assigned personnel
	<b>Total</b>		<b>8 days ^ 1 hour</b>	

### **8. In-house Monitoring and Evaluation of Programs and Projects (INTERNAL SERVICES)**

Monitor and regularly report on the performance of programs and projects recommend corrective and improved measures to strengthen and improve results. ( Provincial Ordinance No. 10,

OFFICE or DIVISION	Technical Support Services			
Classification	Complex			
Type of Transaction	Government to Government, Government to Client			
Who may avail	LGU, Project Beneficiaries ( <i>upland and coastal peoples organizations</i> ) and other PEMO divisions and Provincial Project Monitoring Committee			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Copy of approved project proposal 2. List of project beneficiaries 3. Project fund utilization summary		PEMO-TSSD PEMO-TSSD PEMO-Admin		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

	1. Preparation of monitoring documents ( <i>monitoring forms, travel orders etc.</i> )	None	1 hour	TSSD (PEMO)
	2. Coordination with partners/ stakeholders, ( <i>availability of project beneficiaries</i> )	None	1 hour	TSSD (PEMO)
	3. Actual Monitoring and evaluation (site visit/ocular inspection, interview with beneficiaries, validation of documents)	None	1-2 days	Composite Team from PEMO and representative from the Provincial Project Monitoring Committee (PPMC).
	4. Evaluation Result (PEMO)	None	3-5 days	TSSD-Monitoring Team
	<b>Total</b>		<b>7 days &amp; 2 hours</b>	

### 9. Centralized Administrative System (CAS) Internal

Consolidation of information within the department shall include but not limited to the map layout of the quarry, river system digitizing, and data updating on reforestation projects,

Office or Division	Technical Support Services Division
Classification	Simple
Type of Transaction	Government to Government
Who may avail	PEMO Divisions

Checklist of Requirements	Where to Secure
Data from various divisions of PEMO.	Administrative Services Division, Regulatory Services Division, Program Management Division and Technical Support Services Division

Clients Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
Provision of data and information (e-copy of project profile, list of beneficiaries, etc.)	Receive data	None	1 day	TSSD Assigned Personnel
	Update data in CAS	None	1 day	TSSD Assigned Personnel
			<b>2 days</b>	

### 10. Database System (Internal)

Provide technical system to in-house clients as part of the Centralized Administrative System (*Executive Order No. 19-13 in support to Provincial Ordinance No. 10, Series of 2014*)

Office or Division	Technical Support Services Division			
Classification	Simple			
Type of Transaction	Government to Government			
Who may avail	PEMO personnel			
<b>Checklist of Requirements</b>		<b>Where to Secure</b>		
Request Form		TSS Division		
<b>Clients Steps</b>	<b>Agency Action</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Fill-out request form	1. Receive request form	None	10 minutes	TSSD Admin personnel
	2. Route to TSSD Head for assignment of personnel		5 minutes	TSSD Head
	3. Act on the request		10 minutes	TSSD assigned personnel
	4. Release hard copy/soft copy of file		10 minutes	TSSD assigned personnel
	<b>Total</b>		<b>35 minutes</b>	

### 11. Quarry Database System (Internal)

DESCRIPTION: Regulation of mineral utilization through downloading of quarry maps from Geographic Information System (GIS) Database to Global Positioning System (GPS) Tracking Device

Office or Division	Technical Support Services Division			
Classification	Simple			
Type of Transaction	Government to Government			
Who may avail	PEMO-RSD Enforcement Team/Permitting Team			

<b>Checklist of Requirements</b>		<b>Where to Secure</b>		
GPS points		RSD Assigned personnel		
<b>Clients Steps</b>	<b>Agency Action</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Receive GPS points from RSD Enforcement Team/Permitting Team	1. Plot maps	None	1 day	TSSD assigned personnel
	2. Release printed map/s			TSSD assigned personnel

	<b>Total</b>		<b>1 day</b>	
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**12. Quarry Database System (Internal)**

Regulation of mineral utilization through uploading of quarry maps from Geographic Information System (GIS) Database to Global Positioning System (GPS) Tracking Device for verification

Office or Division	Technical Support Services Division
Classification	Simple
Type of Transaction	Government to Government
Who may avail	PEMO-RSD Enforcement Team/Permitting Team

Checklist of Requirements	Where to Secure
1. GPS points	RSD Assigned personnel

Clients Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Receive GPS points from RSD Enforcement Team/Permitting Team	1. Plot maps	None	1 day	TSSD assigned personnel
	2. Upload quarry maps to GPS tracking device			TSSD assigned personnel
	3. Map output			TSSD assigned personnel
			<b>1 day</b>	