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OFFICE OF THE MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES



1. Issuance Of Certification for Business and Project Clearance

All projects are required to secure environmental clearance or an environmental Compliance Certificate (ECC). If the proposed project is considered outside the purview of the Philippine Environmental Impact Statement (EIS) System; a certificate of non-coverage or certificate of Exemption is issued to the proponent. Project that are classified as environmentally critical or are located in environmentally critical areas are required to secure Environmental Compliance Certificate from the Department of Environment and Natural Resources (DENR) with the enforcement of the community ENRO.

Office of Division:		Environmental Section / Material Recovery Facility		
Classification:		Simple Transaction		
Type of Transaction:		Government to Client(G2C)		
Who may avail:		Clients Applying for New/ Renewal of Business Permit of Environmental related projects		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
1. ECC/CNC of project with ever is applicable		Department of Environment and Natural Resource		
2. Foreshore lease agreement & Land Verification		City Environment and Natural Resources Office Alaminos City		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filling up of Logbook, state the Purpose of Certification.	Received, review and verify required document	None	10 minutes	MENRO Personnel/MENRO Designate
2, Submit all the documentary documents				
3. Conduct site inspection with the involve parties	Assess and evaluate status of the project	None	1-2 days	
3. Acquiring of Certification		None	30 minutes	



2. Respond to Environmental Related Issues and Complaints

Problems related to environmental issues such as improper solid waste illegal cutting of trees, earthmoving has been entertained and recorded, or any activities that causes damage to the environment.

Office of Division:		Environmental Section / Material Recovery Facility		
Classification:		Simple Transaction		
Type of Transaction:		Government to Citizens (G2C)		
Who may avail:		Individual with complaints regarding environmental issues		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client logbook	Receives action review the issue and concern endorsed to MENRO Officer	None	1 minute	MENRO Personnel
2. Interview and conduct site inspection	Assess and evaluate environmental issues	None	1-2 days	MENRO Designate
3. Acquire/ update of environmental issues	Generate documents and preparation of report for referral	None	1 day	MENRO Designate

3. Request for ECO-Bricks

Eco bricks will be donated to the Public School for the improvements of and for other purposes.

Office of Division:		Environmental Section / Material Recovery Facility		
Classification:		Simple Transaction		
Type of Transaction:		Government to Citizens (G2C)		
Who may avail:		Any interested individual, public and private entities		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
1. Request Letter		Address to Municipal Mayor thru MENRO Officer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client logbook	Received and record request letter	None	2 minutes	MENRO Personnel
	Subject for approval of concerned agency	None	30 minutes	Office of the Mayor



2. Pick-up Eco-Bricks to the requesting party	Disposal of Eco-Bricks	None	1-2 Hours	MENRO Personnel or Pick up by the requesting agency
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4. Request for Vermicasts

Vermicast or worm castings are organic soil conditioner and a 100% natural fertilizer. If you prefer to use organic fertilizer rather than a chemical fertilizer, the vermicast will be a great addition to your soil conditioners or soil supplementation.

Office of Division:		Environmental Section / Material Recovery Facility		
Classification:		Simple Transaction		
Type of Transaction:		Government to Citizens (G2C)		
Who may avail:		Any interested individual, public and private entities		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
1. Request Letter		Address to Municipal Mayor thru MENRO Officer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client logbook	Received and record request letter	None	2 minutes	MENRO Personnel
	Subject for approval of concerned agency	None	30 minutes	Office of the Mayor
2. Pick-up Eco-Bricks to the requesting party	Disposal of Eco-Bricks	None	1-2 Hours	MENRO Personnel or Pick up by the requesting agency

5. Request for Special Collection of Residual Waste

Residual waste are solid waste materials that are not compostable and non-recyclable. It should be disposed ecologically / sanitary landfill.

Office of Division:		Environmental Section / Material Recovery Facility		
Classification:		Simple Transaction		
Type of Transaction:		Government to Citizens (G2C)		
Who may avail:		Any interested individual, public and private entities		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
None				



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client logbook	Received and record request and endorsed request to MRF	None	2 minutes	MENRO Personnel
2. Acquire requested collection service	Confirmation of request	None	10-30 minutes	MENRO Designate
2. Pick-up Eco-Bricks to the requesting party	Disposal of Eco-Bricks	None	1-2 Hours	MENRO Personnel or Pick up by the requesting agency

6. Request for Special Conduct of Environmental Related Information Education Campaign (IEC)

Conduct of Information Dessimination Campaign regrading on Environmental laws (Republic Act 9003 or the Ecological Solid Waste Management Act of 2000, Republic Act 9275 The Philippine Clean Water Act of 2004, Republic Act 6969 Toxic Substances and Hazardous and Nuclear Waste Control of 1990. Republic Act 8749 The Philippine Clean Air Act of 1999.

Office of Division:		Environmental Section / Material Recovery Facility		
Classification:		Simple Transaction		
Type of Transaction:		Government to Citizens (G2C)		
Who may avail:		Any interested individual, public and private entities		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Request Letter		Address to Municipal Environmental and Natural Resources Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign-in client logbook	Received and record request	None	2 minutes	MENRO Personnel
2. Schedule of IEC	Confirmation of request	None	10-30 minutes	MENRO Personnel