

# MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE (MENRO)



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2. ISSUANCE OF MENRO CLEARANCE FOR USERS/OCCUPANTS/ DEVELOPERS IN PROTECTED AREA
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12. ENDORSEMENT ON THE APPLICATION OF SPECIAL USE AGREEMENT IN PROTECTED AREA (SAPA)



## ISSUANCE OF MENRO CLEARANCE FOR MAINLAND USERS/OCCUPANTS/ DEVELOPERS NOT IN PROTECTED AREA

### Service Information

The MENRO Clearance certifies that the applicant has complied on any environmental related ordinances and environmental laws indicated in their development plan.

<b>Office or Division</b>	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G-Government to Client/G2B-Government to Business entity/G2G-Government to Government			
<b>Who may avail</b>	Building permit applicants			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Barangay Clearance/Resolution Endorsing the Project		C Concern Barangay Hall where the establishment is located		
2. Vicinity Map		Client's Responsibility		
3. Duly signed Development Plan with: (1 copy) <ul style="list-style-type: none"> <li>Material Recovery Facility</li> <li>Septage Plan</li> <li>Rain Catchment Facility</li> </ul>		Client's Responsibility		
4. Proof of Ownership (Tax Declaration/Title/Notarized Lease of Contract/Notarized Deed of Sale/Notarized Consent and Authority)		Client's Responsibility		
5. Zoning Clearance		Municipal Planning and Development Office (MPDO) Designate Zoning Administrator		
6. Environmental Compliance Certificate (ECC) /Certificate of Non-Coverage (CNC) – if applicable and if the applicant is a business entity)		Environmental Management Bureau (EMB) – Department of Environment and Natural Resources Office (DENR) 7		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all requirements to the receiving clerk at the MENRO Office	Receive and review the complete requirements  Instruct the client to proceed to the Treasurer's Office to pay the MENRO Clearance	None	20 minutes	Mamerto Q. Rodrigo MENRO  Danica C. Arcayna Casual
2. Pay the MENRO Clearance Fee to Municipal Treasurer's Office	Receive payment and issue the Official Receipt (OR)	130.00	5 minutes	Eva P. De Leon Municipal Treasurer
3. Present receipt at the MENRO Office/In-charge	Encode and prepare the clearance for MENRO's Signature	None	5 minutes	Mamerto Q. Rodrigo MENRO Danica C. Arcayna Casual
4. Receive the MENRO Clearance	Get the duplicate copy, record and release the clearance	None	5 minutes	Danica C. Arcayna Casual
<b>TOTAL:</b>		<b>Php 130.00</b>	<b>35 Minutes</b>	



## ISSUANCE OF MENRO CLEARANCE FOR USERS/OCCUPANTS/ DEVELOPERS IN PROTECTED AREA (Tañon Strait Protected Seascape (TSPS) Coastal Barangays: Bakhawan, Paypay, Bitoon, Poblacion and part of Agujo ending Bantigue Point)

### Service Information

The MENRO Clearance certifies that the applicant has complied on any environmental related ordinances and environmental laws indicated in their development plan and required tenurial instrument.

<b>Office or Division</b>	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G-Government to Client/G2B-Government to Business entity/G2G-Government to Government			
<b>Who may avail</b>	Building permit applicants			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Barangay Resolution Interposing No Objection		Concern Barangay Hall where the establishment is located		
2. Vicinity Map		Client's Responsibility		
3. Duly signed Development Plan by registered Engineer with: (1 copy) <ul style="list-style-type: none"> <li>• Material Recovery Facility</li> <li>• Septage Plan</li> <li>• Rain Catchment Facility</li> </ul>		Client's Responsibility/Registered Engineer		
4. Proof of Ownership (Tax Declaration/Title/Notarized Lease of Contract/Notarized Deed of Sale)		Client's Responsibility		
7. Zoning Clearance		Municipal Planning and Development Office (MPDO) Designate Zoning Administrator		
8. Locational Clearance		HLURB/MPDO		
9. Environmental Compliance Certificate (ECC) – if required		Environmental Management Bureau (EMB) – Department of Environment and Natural Resources Office (DENR) 7		
10. Special uses Agreement in Protected Areas (SAPA)		Protected Area Management Board (PAMB) / PENRO-DENR 7		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all requirements to the receiving clerk at the MENRO Office	Receive and review complete and duly signed requirements  Instruct the client to proceed to the Treasurer's Office to pay the MENRO Clearance	None	20 minutes	Mamerto Q. Rodrigo MENRO Danica C. Arcayna Casual
2. Pay the MENRO Clearance Fee at the Municipal Treasurer's Office	Receive payment and issue the Official Receipt (OR)	130.00	5 minutes	Eva P. De Leon Municipal Treasurer
3. Present receipt at the MENRO office	Encode and prepare the clearance for MENRO's Signature	None	5 minutes	Mamerto Q. Rodrigo MENRO Danica C. Arcayna Casual
4. Receive the MENRO Clearance	Get the duplicate copy, record and release the clearance	None	5 minutes	Danica C. Arcayna Casual
<b>TOTAL:</b>		<b>Php 130.00</b>	<b>35 Minutes</b>	



## ISSUANCE OF MENRO CLEARANCE FOR USERS/OCCUPANTS/ DEVELOPERS IN FORESTLAND AREA (Barangays: Carnaza, Logon, Chocolate Island and other islet)

### Service Information

The MENRO Clearance certifies that the applicant has complied on any environmental related ordinances and environmental laws indicated in their development plan and required tenurial instrument.

<b>Office or Division</b>	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G-Government to Client/G2B-Government to Business entity/G2G-Government to Government			
<b>Who may avail</b>	Building permit applicants			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Barangay Resolution Interposing No Objection		Concern Barangay Hall where the establishment is located		
2. Vicinity Map		Client's Responsibility		
3. Duly signed Development Plan by registered Engineer with: (1 copy)		Client's Responsibility		
<ul style="list-style-type: none"> <li>• Material Recovery Facility</li> <li>• Septage Plan</li> <li>• Rain Catchment Facility</li> </ul>				
4. Proof of Ownership (Tax Declaration/Title/Notarized Lease of Contract/Notarized Deed of Sale)				
5. Zoning Clearance/Certification		Municipal Planning and Development Office (MPDO) Designate Zoning Administrator		
6. Locational Clearance		HLURB/MPDO		
7. ECC – if required		Environmental Management Bureau (EMB) – Department of Environment and Natural Resources Office (DENR) 7		
8. Forest Land Use Agreement for Tourism Purposes (FLAgT)		Community Environment and Natural Resources Office (CENRO – DENR 7)		
9. Official Receipt from Treasurer's Office		Municipal Treasurer's Office		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all requirements to the receiving clerk at the MENRO Office	Receive and review complete and duly signed requirements Instruct the client to proceed to the Treasurer's Office to pay the MENRO Clearance	None	10 minutes	Mamerto Q. Rodrigo MENRO Danica C. Arcayna Casual
2. Pay the MENRO Clearance Fee at the Municipal Treasurer's Office	Receive payment and issue the receipt	130.00	5 minutes	Eva P. De Leon Municipal Treasurer
3. Present receipt at the MENRO office	Encode and prepare the clearance for MENRO's Signature	None	5 minutes	Danica C. Arcayna Casual
4. Receive the MENRO Clearance	Get the duplicate copy, record and release the clearance	None	5 minutes	Danica C. Arcayna Casual
<b>TOTAL:</b>		<b>Php 130.00</b>	<b>20 Minutes</b>	



## ISSUANCE OF Environmental Certificate of Inspection (ECI) for Small Scale Business Operators

### Service Information

The Environmental Certificate of Inspection (ECI) certifies that the applicant has complied the required environmental related ordinances and environmental laws.

<b>Office or Division</b>	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2B-Government to Business entity			
<b>Who may avail</b>	Business permit applicants			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Barangay Clearance		Concern Barangay Hall where the establishment is located		
2. Picture of Store or Establishment		Client's Responsibility		
3. Picture of Segregated Bins with Labels (M.O No. 2005-07)		Client's Responsibility		
4. Address /Sketch Plan		Client's Responsibility		
5. Orientation certificate on Solid Waste Management (New applicant)		MENRO		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the complied requirements in securing Environmental Certificate of Inspection (ECI)	Receive and review complete requirements  Instruct the client to proceed to the Treasurer's Office to pay the ECI Fee	None	5 minutes	Danica C. Arcayna Casual
2. Pay the Environmental Certification of Inspection (ECI) Fee	Receive payment and issue the Official Receipt (OR)	100.00	5 minutes	Eva P. De Leon Municipal Treasurer
3. Present receipt at the MENRO office	Encode and prepare the ECI for MENRO's Signature	None	5 minutes	Mamerto Q. Rodrigo MENRO Danica C. Arcayna Casual
4. Receive the Environmental Certificate of Inspection (ECI)	Record and release the ECI	None	5 minutes	Danica C. Arcayna Casual
<b>TOTAL:</b>		<b>Php 100.00</b>	<b>15 Minutes</b>	



## ISSUANCE OF Environmental Certificate of Inspection (ECI) for Business Operators in Forestland- Barangays: Carnaza and Logon

### Service Information

The Environmental Certificate of Inspection (ECI) certifies that the applicant has complied the required environmental related ordinances and environmental laws.

<b>Office or Division</b>	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2B-Government to Business entity			
<b>Who may avail</b>	Business permit applicants			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1.Barangay Clearance		Concern Barangay Hall where the establishment is located		
2. Picture of Store or Establishment		Client's Responsibility		
3. Picture of Material Recovery Facility (MRF) with Labels (M.O No. 18-2020)		Client's Responsibility		
4. Address /Sketch Plan		Client's Responsibility		
5.ECC (for new and renewal )		Client		
6.MENRO Clearance/Occupancy or Building Permit (for new applicant)		Client		
5. Orientation certificate on Solid Waste Management (New applicant)		MENRO		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the complied requirements in securing Environmental Certificate of Inspection (ECI)	Receive and review complete requirements  Instruct the client to proceed to the Treasurer's Office to pay the ECI Fee	None	5 minutes	Danica C. Arcayna Casual
2. Pay the ECI Fee to Municipal Treasurer's Office	Receive payment and issue the Official Receipt (OR)	100.00	5 minutes	Eva P. De Leon Municipal Treasurer
3.Present receipt at the MENRO office	Encode and prepare the certification for MENRO's Signature	None	5 minutes	Mamerto Q. Rodrigo MENRO Danica C. Arcayna Casual
4.Receive the ECI	Record and release the ECI	None	5 minutes	Danica C. Arcayna Casual
<b>TOTAL:</b>		<b>Php 100.00</b>	<b>15 Minutes</b>	



## ISSUANCE OF Environmental Certificate of Inspection (ECI) for Business Operators in Protected Area -Tañon Strait Protected Seascape (TSPS)

### Service Information

The Environmental Certificate of Inspection (ECI) certifies that the applicant has complied the required environmental related ordinances and environmental laws.

<b>Office or Division</b>	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2B-Government to business entity			
<b>Who may avail</b>	Business permit applicants			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1.Barangay Clearance		Concern Barangay Hall where the establishment is located		
2. Picture of Store or Establishment		Client's Responsibility		
3. Picture of Material Recovery Facility (MRF) with Labels (M.O No. 18-2020)		Client's Responsibility		
4. Address /Sketch Plan		Client's Responsibility		
5.Environmental Compliance Certificate (ECC) if required		Client		
6.MENRO Clearance/Occupancy or Building Permit		Client		
5. Orientation certificate on Solid Waste Management (New applicant)		MENRO		
6.Official Receipt from Treasurer's Office		Municipal Treasurer's Office		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the complied requirements in securing Environmental Certificate of Inspection (ECI)	Receive and review complete requirements Instruct the client to proceed to the Treasurer's Office to pay the ECI	None	5 minutes	Danica C. Arcayna Casual
2. Pay the Environmental Certificate of Inspection (ECI) Fee to Municipal Treasurer's Office	Receive payment and issue the receipt	100.00	5 minutes	Eva P. De Leon Municipal Treasurer
3. Present receipt at the MENRO office	Encode and prepare the certification for MENRO's Signature	None	5 minutes	Mamerto Q. Rodrigo MENRO Danica C. Arcayna Casual
4. Receive the Environmental Certificate of Inspection (ECI)	Record and release the ECI	None	5 minutes	Danica C. Arcayna Casual
<b>TOTAL:</b>		<b>Php 100.00</b>	<b>15 Minutes</b>	



## ISSUANCE OF CERTIFICATION FOR CUTTING PERMIT

### Service Information

The Certification for cutting permit certifies that the Municipal Environment and Natural Resources Office interposes no objection on the cutting of trees.

<b>Office or Division</b>	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C- Government to Client			
<b>Who may avail</b>	Cutting permit applicants			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1.1 Copy of Barangay Certification			Concern Barangay Hall of the Client	
2. 1 Copy of Tax Declaration/OCT or TCT of the lot where trees to be cut grow			Client's Responsibility	
3. 1 Copy of registration certificate of chain saw used to cut the trees			Client's Responsibility	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the complied requirements in securing the certification for permit to cut	Receive and review complete requirements  Instruct the client to proceed to the Treasurer's Office to pay the MENRO's Certification	None	5 minutes	Gregorio Dela Cerna Jr. Forest Ranger Danica C. Arcayna Casual
2. Pay the Certification Fee for Cutting Permit	Receive payment and issue the receipt	130.00	5 minutes	Eva P. De Leon Municipal Treasurer
3. Present receipt at the MENRO office	Encode and prepare the certification for MENRO's Signature	None	5 minutes	Mamerto Q. Rodrigo MENRO Gregorio Dela Cerna Danica C. Arcayna Casual
4. Receive the certification for cutting permit	Get the duplicate copy, record and release the Certification for cutting permit	None	5 minutes	Gregorio Dela Cerna Jr. Forest Ranger  Danica C. Arcayna Casual
<b>TOTAL:</b>		<b>Php 130.00</b>	<b>15 Minutes</b>	





# ISSUANCE OF CERTIFICATION FOR CUTTING PERMIT FOR HAZARDOUS TREES

## Service Information

The Certification for cutting permit certifies that the Municipal Environment and Natural Resources Office interposes no objection on the cutting of trees.

Office or Division	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
Classification	Simple			
Type of Transaction	G2C – Government to client			
Who may avail	Cutting permit applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 1 Copy of Barangay Disaster Risk Reduction Management Officer Certification		Concern Barangay Hall of the Client		
2. 1 Copy of Tax Declaration/OCT or TCT of the lot where trees to be cut grow		Client's Responsibility		
3. 1 Copy of registration certificate of chain saw used to cut the trees		Client's Responsibility		
4. Municipal Disaster Risk Reduction Management Officer's Certification		MDRRM Office		
5. Inspection Report of Forest Ranger		MENRO		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complied requirements in securing the certification for permit to cut	Receive and review complete requirements Instruct the client to proceed to the Treasurer's Office to pay the MENRO's Certification	None	5 minutes	Mamerto Q. Rodrigo MENRO Gregorio Dela Cerna Jr. Forest Ranger Danica C. Arcayna Casual
2. Inspection of trees to be cut	Trees to be cut will be inspected by the Forest Ranger	None	1 hour	Gregorio Dela Cerna Jr Forest Ranger
3. Pay the MENRO Certification Fee to Municipal Treasurer's Office	Receive payment and issue the receipt	130.00	5 minutes	Eva P. De Leon Municipal Treasurer
4. Present receipt at the MENRO office	Encode and prepare the certification for MENRO's Signature	None	5 minutes	Mamerto Q. Rodrigo MENRO Gregorio Dela Cerna Jr. Danica C. Arcayna Casual
5. Receive the certification for cutting permit	Get the duplicate copy, record and release the Certification for cutting permit	None	5 minutes	Danica C. Arcayna Casual
<b>TOTAL:</b>		<b>Php 130.00</b>	<b>15 Minutes</b>	



# ISSUANCE OF RESIDUAL CONTAINMENT AREA (RCA) /CENTRAL MATERIAL RECOVERY FACILITY (CMRF) GATEPASS

## Service Information

For the smooth implementation of the approved Ten (10) Year Ecological Solid Waste Management Plan (ESWMP).

<b>Office or Division</b>	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G- Government to government/G2B-Government to Business entity			
<b>Who may avail</b>	Barangay Local Government Unit (BLGU), Commercial and Institutional Establishments			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Segregated garbage		Client		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Bring segregated garbage to MENRO	Inspection of the garbage and issuance of gatepass	None	5 minutes	Jonette Mendel Conejos-Job Order (Acting Focal Person for SWM)
2. Transport garbage to the CMRF/RCA	Receive, Record the RCA gate pass and garbage for proper management at the designated area	None	30 minutes	Jocelyn Condrillon Acting MRF Manager – Job Order
<b>TOTAL:</b>		<b>NONE</b>	<b>35 Minutes</b>	





# INCENTIVES AND REWARDS PROGRAM OF THE APPROVED TEN-YEAR SOLID WASTE MANAGEMENT PLAN AND IMPLEMENTATION OF ECOLOGICAL SOLID WASTE MANAGEMENT ORDINANCE

## Service Information

To encourage and motivate waste generators to practice waste diversion at source and proper solid waste management at the household level.

<b>Office or Division</b>	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C- Government to client			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Complied standard eco-bricks -residual (single use plastics)			Client	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Bring good quality eco-bricks.	Inspection and weighing of acceptable eco-bricks.	None	15 minutes	Jonette Mendel Conejos – SWM Focal Person (Livelihood OIC)/ Mamerto Q. Rodrigo - MENRO
2. Received incentives.	Record and releasing of duly approved incentives.	None	10 minutes	Jonette Mendel Conejos – SWM Focal Person (Livelihood OIC)/ Mamerto Q. Rodrigo MENRO
<b>TOTAL:</b>		<b>NONE</b>	<b>25 Minutes</b>	

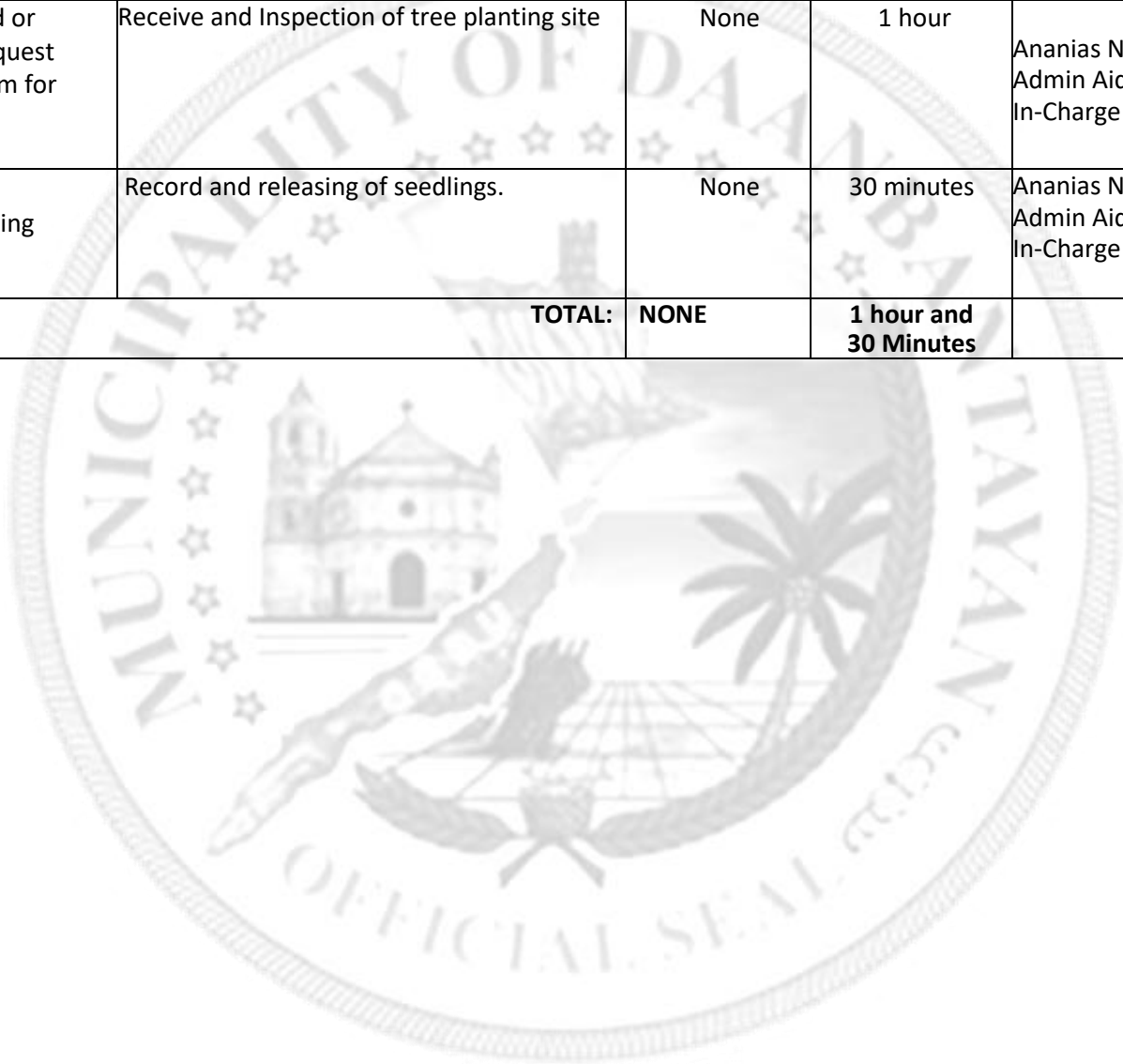


## DISPERSAL OF FORESTRY SEEDLINGS

### Service Information

For the mitigation and compliance to Forest Land Use Plan (FLUP) and the devolve functions as provided under the local government code.

<b>Office or Division</b>	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G- Government to government/G2B- Government to Business entity/G2C-Government to Client			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. 1 Copy of Request letter for seedlings/planting materials		Client/MENRO		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit and or Fill up request letter form for planting materials	Receive and Inspection of tree planting site	None	1 hour	Ananias Noquilla Admin Aide I – Nursery In-Charge
2. Received seedlings/planting materials	Record and releasing of seedlings.	None	30 minutes	Ananias Noquilla Admin Aide I – Nursery In-Charge
<b>TOTAL:</b>		<b>NONE</b>	<b>1 hour and 30 Minutes</b>	





# ENDORSEMENT ON THE APPLICATION OF SPECIAL USE AGREEMENT IN PROTECTED AREA (SAPA)

## Service Information

Assistance and endorsement of application for tenural instrument.

<b>Office or Division</b>	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2B- Government to Business entity, G2G-Government to government			
<b>Who may avail</b>	Applicants for Special Use Agreement on Protected Areas (SAPA)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly filled up application form		PAMB/PENRO-DENR 7		
2.1 copy of Proof of Ownership (Tax Declaration/Title/Notarized Lease of Contract/Notarized Deed of Sale)		Client		
3. 1 Copy of Vicinity Map		Client		
4. 1 Copy of Proposed Project Development Plan		Client		
5. 1 copy of Zoning Certification		Municipal Planning and Development Office (MPDO) Designate Zoning Administrator		
6.1 Copy of Barangay Resolution Interposing No Objection		Concerned Barangay Hall where the establishment is located		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all requirements to the receiving clerk at the MENRO Office	Receive, evaluate and site inspection	None	2days	Mamerto Q. Rodrigo MENRO  Danica C. Arcayna Casual
2. Pay the MENRO Endorsement Fee to Municipal Treasurer's Office	Receive payment and issue the receipt	130.00	5 minutes	Eva P. De Leon Municipal Treasurer
3. Present receipt at the MENRO office	Encode and prepare the certification for MENRO's Endorsement	None	5 minutes	Danica C. Arcayna Casual
4. Receive the duplicate copy of MENRO's Endorsement of application to SB office	Issue duplicate copy to the applicant	None	5 minutes	Mamerto Q. Rodrigo MENRO
	Transmittal of the Endorsement of the application to the Sangguniang Bayan Office		30 minutes	Danica C. Arcayna Casual
<b>TOTAL:</b>		<b>Php 130.00</b>	<b>2days and 45 Minutes</b>	



# ENDORSEMENT ON THE APPLICATION OF FOREST LAND USE AGREEMENT IN TOURISM AREA (FLaGT) AND MISCELLEANOIOUS LEASE /FORESHORE LEASE APPLICATION

## Service Information

Assistance and endorsement of application for tenural instrument.

<b>Office or Division</b>	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2B-Government to Business entity/G2G-Government to Government			
<b>Who may avail</b>	Applicants for Forest Land Use Agreement for Tourism Purposes (FLaGT) and Foreshore Lease Application (FLA)/Miscellaneous Lease Application (MLA)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly Filled up application Form		CENRO-DENR 7		
2. 1 Copy of Proof of Ownership (Tax Declaration/Title/Notarized Lease of Contract/Notarized Deed of Sale)		Client		
3. 1 Copy of Vicinity Map		Client		
4. 1 Copy of Proposed Project Development Plan		Client		
5. 1 Copy of Zoning Certification		Municipal Planning and Development Office (MPDO) Designate Zoning Administrator		
6.1 Copy of Barangay Resolution Interposing No Objection		Concern Barangay Hall where the establishment is located		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all requirements to the receiving clerk at the MENRO Office	Receive, evaluate and site inspection	None	2days	Mamerto Q. Rodrigo MENRO  Danica C. Arcayna Casual
2. Pay the MENRO Endorsement Fee at MTO	Receive payment and issue the receipt	130.00	5 minutes	Eva P. De Leon Municipal Treasurer
3. Present receipt at the MENRO office	Encode and prepare the clearance for MENRO's Endorsement	None	5 minutes	Mamerto Q. Rodrigo MENRO  Danica C. Arcayna Casual
4. Receive the duplicate copy of MENRO's Endorsement of application to SB office	Issue duplicate copy to the applicant  Endorsement of the application to the Sangguniang Bayan Office	None	5 minutes  30 minutes	Mamerto Q. Rodrigo MENRO  Danica C. Arcayna Casual
<b>TOTAL</b>		<b>Php 130.00</b>	<b>2days and 45 minutes</b>	



# ENDORSEMENT ON THE APPLICATION OF FOREST LAND USE AGREEMENT IN TOURISM AREA (FLAgT) AND MISCELLEANOIOUS LEASE /FORESHORE LEASE APPLICATION

## Service Information

Assistance and endorsement of application for tenural instrument.

<b>Office or Division</b>	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2B-Government to Business entity/G2G-Government to Government			
<b>Who may avail</b>	Applicants for Forest Land Use Agreement for Tourism Purposes (FLAgT) and Foreshore Lease Application (FLA)/Miscellaneous Lease Application (MLA)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
2. Duly Filled up application Form		CENRO-DENR 7		
2. 1 Copy of Proof of Ownership (Tax Declaration/Title/Notarized Lease of Contract/Notarized Deed of Sale)		Client		
3. 1 Copy of Vicinity Map		Client		
4. 1 Copy of Proposed Project Development Plan		Client		
5. 1 Copy of Zoning Certification		Municipal Planning and Development Office (MPDO) Designate Zoning Administrator		
6.2 Copy of Barangay Resolution Interposing No Objection		Concern Barangay Hall where the establishment is located		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all requirements to the receiving clerk at the MENRO Office	Receive, evaluate and site inspection	None	2days	Mamerto Q. Rodrigo MENRO  Danica C. Arcayna Casual
2. Pay the MENRO Endorsement Fee at MTO	Receive payment and issue the receipt	130.00	5 minutes	Eva P. De Leon Municipal Treasurer
3. Present receipt at the MENRO office	Encode and prepare the clearance for MENRO's Endorsement	None	5 minutes	Mamerto Q. Rodrigo MENRO  Danica C. Arcayna Casual
4. Receive the duplicate copy of MENRO's Endorsement of application to SB office	Issue duplicate copy to the applicant  Endorsement of the application to the Sangguniang Bayan Office	None	5 minutes  30 minutes	Mamerto Q. Rodrigo MENRO  Danica C. Arcayna Casual
<b>TOTAL</b>		<b>Php 130.00</b>	<b>2days and 45 minutes</b>	