

1. PAGKUHA NG CERTIFICATE OF CUTTING TREES

Certification na kinukuha bago magputol ng puno na kailangang dokumento sa tanggapan ng Community Environment and Natural Resources (CENRO). At bawal po ang pumutol ng puno ng walang permit, ito po ay nasasaad sa Presidential Decree No. 705 as amended.

Office:	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
Classification:	SIMPLE TRANSACTION			
Type of Transaction:	GOVERNMENT TO CLIENT			
Who may avail:	Home Owners/ Land owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Brgy. Certification with No Objection (1 photo copy)		Sa barangay hall nang inyong lugar.		
2. Personal na sulat kahilingan na nakasaad ang dahilan kung bakit kailangan ipaputol ang puno at lagdaan. (1 photocopy).		Client		
3. Larawan ng punong nais ipaputol (mula ugat hanggang dulo (1 photocopy).		Client		
4. Transfer Certificate of Title (TCT) o titulo ng Lupa ng may-ari. (1 photo copy).		Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumirma sa visitor's logbook at ibigay ang mga requirements.	1. Suriin kung kumpleto ang mga dokumento.	Wala	2 minute/s	<i>Administrative Aide III</i> Municipal Environment & Natural Resources Office
	1.1. Gawin at aprubahan ang Certificate.	Wala	3 minute/s	<i>Administrative Aide II</i> Municipal Environment & Natural Resources Office o <i>Senior Environmental Management Specialist</i> Municipal Environment & Natural Resources Office
2. Kumuha ang Order of Payment	2. Ibigay ang Order of Payment.	Wala	1 minute/s	<i>Administrative Aide II</i> Municipal Environment & Natural Resources Office
3. Kumuha ng queuing number sa Waiting Area at hintaying lumabas ang number sa TV Screen bago pumunta sa Window 4.	3. Pindutin ang queuing system para lumabas sa TV screen ang number	Wala	1 minuto	<i>Cashier</i> Treasurers Office (Window 4)
4. Bayaran ng Order of Payment.	4. Tanggapin ang bayad at magbigay ng orihinal na resibo.	kada puno- PHP 300.00	4 minute/s	<i>Cashier</i> Treasurers Office (Window 4)
5. Bumalik sa tanggapan ng MENRO at ipakita ang resibo.	5. Ilista ang OR number at papirmahin sa "file copy" ng Certificate na naiwan sa tanggapan ng MENRO at ibigay muli sa kliyente kasabay ng certificate of cutting trees.	Wala	2 minute/s	<i>Administrative Aide II</i> Municipal Environment & Natural Resources Office.
6. Sagutan ang Client Survey Form	6. Ibigay ang Client Survey Form	Wala	2 minute/s	<i>Administrative Aide II</i> Municipal Environment & Natural Resources Office.
TOTAL		kada puno- PHP 300.00	15 minute/s	

2. PAGKUHA NG CERTIFICATE OF GARBAGE DISPOSAL

Certification na kinukuha partikular ng mga Business Establishment bilang katunayan na ang MENRO ang humahakot ng kanilang basura sa itinakdang schedule ng hakot. Kung ang munisipyo o ang isang kumpanya/establishment ang kumukuha o nagdadala ng kanilang basura sa transfer station. Sapagkat ang sertipikasyong ito ay isa sa kailangang dokumento sa tanggapan ng EMB-DENR Region 3.

Office:	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
Classification:	SIMPLE TRANSACTION			
Type of Transaction:	GOVERNMENT TO BUSINESS			
Who may avail:	NAGNEGOSYO/KUMpanya			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Sulat kahilingan (nakasulat ang araw ng hakot ng basura at kung sila ba ang nagdadala sa transfer station o sila ang hinahakuta ng truck ng MENRO). (1 Original Copy)		May-ari o nagpapatakbo ng isang negosyo		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumirma sa visitor's logbook at ibigay ang mga requirements.	1. Tingnan sa record kung kailan ang hakot ng basura sa nasabing kumpanya.	Wala	2 minute/s	<i>Administrative Aide III</i> Municipal Environment & Natural Resources Office
	1.1. Gawin ang certificate.	Wala	3 minute/s	<i>Administrative Aide II</i> Municipal Environment & Natural Resources Office
	1.2 Aprubahan ang certificate.	Wala	1 minute/s	<i>Senior Environmental Management Specialist</i> Municipal Environment & Natural Resources Office
2. Kumuha ang Order of Payment	2. Ibigay ang Order of Payment.	Wala	1 minute/s	<i>Administrative Aide II</i> Municipal Environment & Natural Resources Office
3. Kumuha ng queuing number sa Waiting Area at hintaying lumabas ang number sa TV Screen bago pumunta sa Window 4.	3. Pindutin ang queuing system para lumabas sa TV screen ang number	Wala	1 minuto	<i>Cashier</i> Treasurers Office (Window 4)
4. Bayaran ng Order of Payment.	4. Tanggapin ang bayad at magbigay ng orihinal na resibo.	Certificate of Garbage Disposal- PHP 100.00	3 minutes	<i>Cashier</i> Treasurers Office (Window 4)
5. Bumalik sa tanggapan ng MENRO at ipakita ang resibo.	5. Ilista ang OR number ng resibo at ibigay ang certificate sa kliyente.	Wala	1 minute/s	<i>Administrative Aide II</i> Municipal Environment & Natural Resources Office o <i>Administrative Aide III</i> Municipal Environment & Natural Resources Office
4. Sagutan ang Client Survey Form	4. Ibigay ang Client Survey Form	Wala	1 minute/s	<i>Administrative Aide III</i> Municipal Environment & Natural Resources Office
TOTAL		Certificate of Garbage Disposal- PHP 100.00	13 minute/s	

3. PAGKUHA NG PROVINCIAL ENVIRONMENT COMPLIANCE CERTIFICATE O PECC

Certification na kinukuha ng isang kumpanya ayon sa kanyang request alinsunod sa kanyang aplikasyon sa Provincial Environment Compliance Certificate na naka file sa tanggapan ng Bulacan Environment & Natural Resources Office (BENRO).

Office:	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
Classification:	COMPLEX TRANSACTION			
Type of Transaction:	GOVERNMENT TO BUSINESS			
Who may avail:	Nagnenegosyo			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Certification (1 photo copy).		Sa barangay hall nang inyong lugar.		
2. Transfer Certificate of Title (TCT) Number (1 photocopy).		Client		
3. Business Permit (1 photocopy)		Client		
4. Environment Compliance Certificate (ECC) o Certificate of Non-Compliance (CNC) (1 photocopy)		DENR-EMB Region III		
5. Waste Water Treatment Facility (3 photocopy)		DENR-EMB Region III		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumirma sa visitor's logbook at ibigay ang mga requirements.	1. Tanggapin ang ibinigay na mga dokumento	Wala	1 minute/s	<i>Administrative Aide III</i> Municipal Environment & Natural Resources Office
	1.1. Suriin ang mga dalang dokumento at ipasa sa MENRO head	Wala	2 minute/s	<i>Administrative Aide III</i> Municipal Environment & Natural Resources Office
2. Hintayin tawagin upang makausap ang pinuno ng MENRO	2. Kausapin ang kliyente upang ipaliwanag ang ilang detalye	Wala	15 minute/s	<i>Senior Environmental Management Specialist</i> Municipal Environment & Natural Resources Office
	2.1. Kung critical ang establishment, sasabihin sa kliyente na kailangan gawin ang inspeksyon sa nasabing negosyo.	Wala	5 minute/s	<i>Senior Environmental Management Specialist</i> Municipal Environment & Natural Resources Office
	2.2. Gawin ang inspeksyon	Wala	2 days	<i>Clerk</i> Municipal Environment & Natural Resources Office
3. Bumalik sa tanggapan ng MENRO upang makuha certificate.	3. Gawin ang PECC Clearance at papiro sa pinuno ng MENRO.	Wala	3 minute/s	<i>Administrative Aide II</i> Municipal Environment & Natural Resources Office
	3.1. Aprubahan ang ginawang certificate.	Wala	1 minute/s	<i>Senior Environmental Management Specialist</i> Municipal Environment & Natural Resources Office
4. Kumuha ang Order of Payment	4. Gawin at ibigay ang Order of Payment	Wala	2 minute/s	<i>Administrative Aide II</i> Municipal Environment & Natural Resources Office
5. Kumuha ng queuing number sa Waiting Area at hintaying lumabas ang number sa TV Screen bago pumunta sa Window 4.	5. Pindutin ang queuing system para lumabas sa TV screen ang number	Wala	1 minuto	<i>Cashier</i> Treasurers Office (Window 4)
6. Magbayad ng Order of Payment.	6. Tanggapin ang bayad at ibigay ang orihinal na resibo.	PECC Certificate- PHP 2,500.00	3 minute/s	<i>Cashier</i> Treasurers Office (Window 4)

7. Bumalik sa tanggapan ng MENRO at ipakita ang resibo.	7. Ilista ang OR number at papirmahin sa "file copy" ng Certificate na naiwan sa tanggapan ng MENRO at ibigay muli sa kliyente kasabay ng certificate.	Wala	2 minute/s	<p style="text-align: center;"><i>Admin Aide II</i> Municipal Environment & Natural Resources Office o <i>Admin. Aide III</i> Municipal Environment & Natural Resources Office</p>
8. Sagutan ang Client Survey Form	8. Ibigay ang Client Survey Form	Wala	1 minute/s	<p style="text-align: center;"><i>Admin Aide II</i> Municipal Environment & Natural Resources Office o <i>Admin. Aide III</i> Municipal Environment & Natural Resources Office</p>
TOTAL		PECC Certificate- PHP 2,500.00	38 minute/s	

4. PROSESO SA PAGBABAYAD PARA SA GARBAGE COLLECTION FEE

Para sa mga establisimientong na makakatanggap ng notice mula sa tanggapan ng MENRO na ipinabatid na sila ay lumampas na sa pagtatapon ng kanilang residual waste sa transfer station.

(If your company or establishment already exceeded the 12 tons and generated another 3 tons, MENRO will provide a breakdown or summary of the accumulated wastes generated by your company. And if the company/establishment ignore at least two (2) notices given by MENRO, then the collection of garbage to them will be stop.

Office:	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
Classification:	SIMPLE TRANSACTION			
Type of Transaction:	GOVERNMENT TO BUSINESS			
Who may avail:	NAGNEGOSYO(Commercial/Industrial/Other types of businesses.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Resibo ng pinagbayaran (1 photocopy)		Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bayaran ang Order of Payment.	1. Tanggapin ang bayad ay at ibigay ng orihinal na resibo.	Garbage Fees (in every 3 tons exceeding to 12 tons)- PhP 2,500.00	4 minute/s	<i>Cashier</i> Treasurers Office (Window 4)
2. Dalhin sa opisina ng MENRO ang photocopy ng resibo at sumulat sa visitors logbook.	2. Kunin ang photo copy ng resibo at i-attached sa kopya ng notice ng company/establishment at i-file.	Wala	2 minute/s	<i>MENRO Clerk</i> Municipal Environment & Natural Resources Office
4. Sagutan ang Client Survey Form	4. Ibigay ang Client Survey Form	Wala	2 minute/s	<i>MENRO Clerk</i> Municipal Environment & Natural Resources Office <i>Administrative Aide II</i> Municipal Environment & Natural Resources Office
TOTAL		Garbage Fees (in every 3 tons exceeding to 12 tons)- PhP 2,500.00	8 minute/s	

5. PAGKUHA NG CLEARANCE PARA SA BAGO AT MAG RERENEW NA NEGOSYO

Clearance na pinipirmahan sa MENRO na kailangan sa mga kumukuha ng business permit sa BPLO.

Office:	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
Classification:	SIMPLE TRANSACTION			
Type of Transaction:	GOVERNMENT TO BUSINESS			
Who may avail:	NAGNEGOSYO			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Business Permit Application Form (1 original copy)		Business Permit & Licensing Office (BPLO)		
2. Barangay Business Clearance (1 photocopy)		Sa barangay hall nang inyong lugar.		
3. Critical Business (ECC/CNC) (1 photocopy)		DENR-EMB Region III		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumirma sa visitor's logbook at ibigay ang mga requirements.	1. Suriin ang mga dokumento. I-encode sa database ang mga impormasyon ng negosyo.	Wala	2 minute/s	<i>MENRO Clerk</i> <i>Administrative</i> Municipal Environment & Natural Resources Office o <i>Office Aide III</i> Municipal Environment & Natural Resources Office o <i>Administrative Aide II</i> Municipal Environment & Natural Resources Office o <i>Senior Environmental Management Specialist</i> Municipal Environment & Natural Resources Office
2. Sagutan ang Client Feedback Form.	2. Lagdaan ang Business Application Form.	Wala	4 minute/s	<i>MENRO Clerk</i> Municipal Environment & Natural Resources Office o <i>Administrative Aide II</i> Municipal Environment & Natural Resources Office o <i>MENRO Head</i> Municipal Environment & Natural Resources Office
	2.1. Isaad ang halagang kailangan bayaran	Halagang nakasaad	2 minute/s	<i>Clerk</i> Municipal Environment & Natural Resources Office o <i>Administrative Aide II</i> Municipal Environment & Natural Resources Office o <i>Senior Environmental Management Specialist</i> Municipal Environment & Natural Resources Office
3. Pumunta sa mga susunod na tanggapan na kailangan ng clearances.	3. Ibalik ang application form sa aplikante.	Wala	2 minute/s	<i>MENRO Clerk</i> Municipal Environment & Natural Resources Office o <i>Administrative Aide II</i> Municipal Environment & Natural Resources Office o <i>Senior Environmental Management Specialist</i> Municipal Environment & Natural Resources Office

	TOTAL	Halagang nakasaad	10 minute/s	
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6. HANDLING COMPLAINTS

Proseso sa pagtanggap at paglutus sa inihaing reklamo sa opisina nang MENRO patungkol sa tamang pagsasaayos ng kalinisan ng kapaligiran.

Office:	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
Classification:	COMPLEX TRANSACTION			
Type of Transaction:	GOVERNMENT TO CLIENT			
Who may avail:	MAMAMAYAN NG GUIGUINTO			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Complaints via phone call		Client/Complainant		
2. Written complaints (1 original copy)		Client/Complainant		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Kung ang reklamo ay via phone call: tumawag sa numerong 044-794-1823 local 245 para sa inyong queries/comments. Kung ang reklamo ay via written: Sumulat sa Visitors Logbook.	1. Tanggapin ang tawag at ilista sa complaint sheet ang kumpletong detalye ng reklamo. Kausapin ang caller at bigyan ng tamang proseso. Kung ang reklamo ay via written, tanggapin ang sulat reklamo at Ibigay sa pinuno ng MENRO	Wala	5 minute/s	Clerk Municipal Environment & Natural Resources Office
	1.1 Ibigay ang worksite instruction sa staff. Para ito ay ma-inspection at magawan ng investigation report.	Wala	5 minute/s	Senior Environmental Management Specialist Municipal Environment & Natural Resources Office
	1.2 Bigyan ng sipi ng investigation report ang magkabilang panig kung ito ay may napagkasunduan na.	Wala	1 day/s	Clerk Municipal Environment & Natural Resources Office o Senior Environmental Management Specialist Municipal Environment & Natural Resources Office
4. Sagutan ang Client Survey Form	4. Ibigay ang Client Survey Form	Wala	2 minute/s	Clerk Municipal Environment & Natural Resources Office o Senior Environmental Management Specialist Municipal Environment & Natural Resources Office
TOTAL		Wala	13 minute/s	

Prepared by:

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Noted by:

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Approved by:

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Municipal Mayor