

Environment and Natural Resources Office



ENVIRONMENT and NATURAL RESOURCES OFFICE

Mandate : To render environmental public service

Vision

- a) As globally recognized component City in the CALABARZON Region, Batangas City is an epitome of good governance and leadership in the protection of the environment and the General welfare of its constituents. Its development path includes environmental and natural resource management, sustainable ecotourism and resource based livelihood, industrial and socio- cultural endeavours.
- b) Batangas City is progressive community which provides quality education for youth, a peaceful and clean environment and a Godfearing community with high value for the environment.
 - c) Batangas City firmly believes that these objectives can be achieved through a united action among its people in the protection and conservation of the city's environment units and other sectors with similar goals and principles.

Mission

Protect the environment of Batangas City and the general welfare of its constituents through the development, sustenance and management of natural resources, eco-tourism, resource based livelihood and industrial and socio-cultural endeavours; Ensure a balance between reasonable use and protection of the City's natural resources for the benefit of all, and Implement the Environment Code of the City.



	Description of the Serv	rice - Issuance	of Clearance	
Office or	Environm	ent and Natura	al Resources Of	ffice
Division:				
Classification:		Simpl		
Types of		G2C/ G	2B	
Transaction:	0 / 2			
Who may avail:	Owners/ Representative	-		cking and hauling
		service	es	
Chaplyligt	of Dogwinsments	<u> </u>	Where to Se	033 MO
	of Requirements		where to se	cure
Company Profile	Data Sheet (MSDS),	Environmo	nt and Natural	Resources Office
	te of Registration,	Environniei	n and Natura	Resources Offic
	e, Accreditation to Haul,			
BFP Clearance	-,			
			1	
Client Steps	Agency Action	Fees to be	Processing	Person
		Paid	Time	Responsible
1. Submits	1.1 Receives and	None		Environment
requirements	verifies the requirement 1.2 Issues order of		5 mins	Safety and Permits Division
	payment		3 mins	(ESPED) - City
	1.3 Advises the			ENRO
	applicant to proceed			
	and pay at the BOSS			
	(pay & claim)			
2. Proceeds to				City Treasurer's
Business One	Accepts Payment and	Php 150.00	8 mins	Office
Stop Shop (pay & claim) and	issues OR			
pays the				
appropriate fee				
3. Returns to	3.1 Accepts and checks			Environment
City ENRO and	receipt of payment			Safety and
Presents receipt	3.2 Encode OR No. and			Permits Division
of payment	amount of payment		5 mins	(ESPED) - City
	3.3 Issues delivery			ENRO
	certificate			
	3.4 Advises the			
	applicant to check the data on the certificate			
Total:	data on the certificate	Php	18 mins.	



		scription of the Service – Is			
Office or Div		Environment	and Natural Resour	ces Office	
Classification			Simple		
Types of Tra	nsaction:		G2B/G2C		
Who may av	ail:	Owners/Representatives	engage in hauling l	business in	ı Batangas
Checklist of	Requiren	nents	Where to Secure		
Request Lette of Truck(s)	er/ Compa	ny Profile, Registration	Environment and Office	d Natural	Resources
Client Steps	Agency A	Action	Fees to be Paid	Proces sing Time	Person Responsib le
1. Submits accomplish ed requiremen ts	requirem 1.2 Issue 1.3 Advi	pts and check the ent presented s order of payment ses the applicant to and pay at the BOSS (pay	None	5 mins	Environme ntal Safety and Permits Division (ESPED) - City ENRO
2. Proceeds to Business One Stop Shop (pay and claim) and pays the appropriate fee	Accepts	payment and issues OR	Php 150.00	8 mins	City Treasurer's Office
3. Presents receipt of payment to ENRO Personnel at BPOSS	of payme 3.2 Enco payment 3.3 Issue 3.4 Advi	pts and checks the receipt ent des Or No. and amount of s authorization certificate ses the applicant to check on the certificate	None	6 mins	Environme ntal Safety and Permits Division (ESPED) - City ENRO
Total	<u>I</u>		Php 150.00	19 mins.	



Office or Division:	Environment and Na	atural Resources	Office	
Classification:		mple		
Types of		G2B		
Transaction:				
Who may avail:	Owners/Representatives eng	gage business in l	Batangas (City
Checklist of Requir		Where to Secu		
Type of Waste	me of Driver, OR/CR of Vehicle,	Environment a Resources Off		ral
Client Steps	Agency Action	Fees to be Paid	Proces sing Time	Person Respon sible
1. Secures order of payment	Interviews the application for data's to fill in the order of payment	None	5 mins	Environ mental Safety and Permits Divisio n (ESPED) - City ENRO
2.Provides Data	2.1 Issues order of payment 2.2 Advises the applicant to proceed and pay at the BOSS (pay & claim)	None	5 mins	Environ mental Safety and Permits Divisio n (ESPED) - City ENRO
3. Proceeds to Business One Stop Shop (pay & claim) and pay appropriate fee	Accepts payment and issue OR	Php100.00/ cu.m		City Treasur er's Office
4. Returns to City ENRO and presents official receipt of payment	 4.1 Accepts and checks receipt of payment 4.2 Log OR No. and amount of payment 4.3 Advises the client to sign in the logbook 	None		Environ mental Safety and Permits Divisio n (ESPED) - City ENRO



Total		Php	10	
Total		100.00/cu.m		
4. City Environmental C	Certificate (CEC)			•
•	e – Issuance of Certificate	on businesses	for com	pliance
_				
Office or Division:	Environment and	Natural Reso	urces Of	fice
Classification:		Simple		
Types of Transaction:		G2C/ G2B		
Who may avail:	Owners/ Presidents/Man			of business
	establishmer	nts/ Service P	rovider	
Charlist of Doguinoments		Where to S	Zoouwo.	
Checklist of Requirements DENR Environmental Compl	iongo Cartificato /	Environm		Natural
Certificate of Non-Coverage,		Resources		Naturai
Discharge Permit, DENR Perm		Resources	Office	
Pollution Source & Control In				
of Toxic/Hazardous Waste, G	<u> </u>			
Treatment Plan Layout, Accre				
and Toxic and Hazardous), up EMP/SWMP/EMoP, BCWD (
Certification of Land-use, Cer	•			
Compliance	anication of Septic Tains			
•				
	T	+_		
Client Steps	Agency Action	Fees to	Proce	Person
Client Steps	Agency Action	Fees to be Paid	ssing	Person Responsibl
-				Responsibl e
Secure City Environmental	1.1 Interviews the		ssing	Responsibl e Environme
-	1.1 Interviews the applicant		ssing	Responsibl e Environme nt Safety
Secure City Environmental	1.1 Interviews the applicant 1.2 Issues order of	be Paid	ssing	Responsibl e Environme
Secure City Environmental	1.1 Interviews the applicant		ssing Time	Responsible Environme nt Safety and
Secure City Environmental	1.1 Interviews the applicant 1.2 Issues order of payment	be Paid	ssing Time	Responsible Environme nt Safety and Permits
Secure City Environmental	1.1 Interviews the applicant 1.2 Issues order of payment 1.3 Advises the applicant to proceed and pay at BOSS	be Paid	ssing Time	Responsible Environme nt Safety and Permits Division
Secure City Environmental	1.1 Interviews the applicant 1.2 Issues order of payment 1.3 Advises the applicant to proceed and pay at BOSS (pay and claim) and	be Paid	ssing Time	Responsible Environme nt Safety and Permits Division (ESPED) -
Secure City Environmental	1.1 Interviews the applicant 1.2 Issues order of payment 1.3 Advises the applicant to proceed and pay at BOSS (pay and claim) and to return to City	be Paid	ssing Time	Responsible Environme nt Safety and Permits Division (ESPED) -
Secure City Environmental Certificate (CEC)	1.1 Interviews the applicant 1.2 Issues order of payment 1.3 Advises the applicant to proceed and pay at BOSS (pay and claim) and to return to City ENRO	be Paid None	ssing Time	Responsible Environme nt Safety and Permits Division (ESPED) - City ENRO
Secure City Environmental Certificate (CEC) 2. Proceeds to Business One	1.1 Interviews the applicant 1.2 Issues order of payment 1.3 Advises the applicant to proceed and pay at BOSS (pay and claim) and to return to City	be Paid None	ssing Time	Responsible Environme nt Safety and Permits Division (ESPED) -
Secure City Environmental Certificate (CEC)	1.1 Interviews the applicant 1.2 Issues order of payment 1.3 Advises the applicant to proceed and pay at BOSS (pay and claim) and to return to City ENRO Accepts Payment and issues OR	be Paid None	ssing Time	Responsible Environme nt Safety and Permits Division (ESPED) - City ENRO
Secure City Environmental Certificate (CEC) 2. Proceeds to Business One Stop Shop (BOSS) (pay and	1.1 Interviews the applicant 1.2 Issues order of payment 1.3 Advises the applicant to proceed and pay at BOSS (pay and claim) and to return to City ENRO Accepts Payment and issues OR	be Paid None	ssing Time 5 mins	Responsible Environme nt Safety and Permits Division (ESPED) - City ENRO City Treasurer's
1. Secure City Environmental Certificate (CEC) 2. Proceeds to Business One Stop Shop (BOSS) (pay and claim) and pays the appropriate	1.1 Interviews the applicant 1.2 Issues order of payment 1.3 Advises the applicant to proceed and pay at BOSS (pay and claim) and to return to City ENRO Accepts Payment and issues OR	be Paid None	ssing Time 5 mins	Responsible Environme nt Safety and Permits Division (ESPED) - City ENRO City Treasurer's
1. Secure City Environmental Certificate (CEC) 2. Proceeds to Business One Stop Shop (BOSS) (pay and claim) and pays the appropriate	1.1 Interviews the applicant 1.2 Issues order of payment 1.3 Advises the applicant to proceed and pay at BOSS (pay and claim) and to return to City ENRO Accepts Payment and issues OR	be Paid None	ssing Time 5 mins	Responsible Environme nt Safety and Permits Division (ESPED) - City ENRO City Treasurer's Office Environme
1. Secure City Environmental Certificate (CEC) 2. Proceeds to Business One Stop Shop (BOSS) (pay and claim) and pays the appropriat fee	1.1 Interviews the applicant 1.2 Issues order of payment 1.3 Advises the applicant to proceed and pay at BOSS (pay and claim) and to return to City ENRO Accepts Payment and issues OR 3.1 Accepts and checks the receipt.	None Php 150.00	ssing Time 5 mins 3mins	Responsible Environme nt Safety and Permits Division (ESPED) - City ENRO City Treasurer's Office Environme nt Safety
1. Secure City Environmental Certificate (CEC) 2. Proceeds to Business One Stop Shop (BOSS) (pay and claim) and pays the appropriat fee	1.1 Interviews the applicant 1.2 Issues order of payment 1.3 Advises the applicant to proceed and pay at BOSS (pay and claim) and to return to City ENRO Accepts Payment and issues OR e 3.1 Accepts and checks the receipt. 3.2 Encodes OR	be Paid None	ssing Time 5 mins 3mins	Responsible Environme nt Safety and Permits Division (ESPED) - City ENRO City Treasurer's Office Environme nt Safety and
1. Secure City Environmental Certificate (CEC) 2. Proceeds to Business One Stop Shop (BOSS) (pay and claim) and pays the appropriat fee	1.1 Interviews the applicant 1.2 Issues order of payment 1.3 Advises the applicant to proceed and pay at BOSS (pay and claim) and to return to City ENRO Accepts Payment and issues OR 3.1 Accepts and checks the receipt. 3.2 Encodes OR number and amount	None Php 150.00	ssing Time 5 mins 3mins	Responsible Environme nt Safety and Permits Division (ESPED) - City ENRO City ENRO Environme nt Safety and Permits
1. Secure City Environmental Certificate (CEC) 2. Proceeds to Business One Stop Shop (BOSS) (pay and claim) and pays the appropriat fee	1.1 Interviews the applicant 1.2 Issues order of payment 1.3 Advises the applicant to proceed and pay at BOSS (pay and claim) and to return to City ENRO Accepts Payment and issues OR e 3.1 Accepts and checks the receipt. 3.2 Encodes OR	None Php 150.00	ssing Time 5 mins 3mins	Responsible Environme nt Safety and Permits Division (ESPED) - City ENRO City Treasurer's Office Environme nt Safety and



		applicant the third filling the application	day afte e						SPED) - y ENRO
									T
A CL : CODO		Process the applica					1 day		
4.Claim of CEC a Presenting receipt payment		4.1 Issues CEC and advises the application check the data on to certificate. 4.2 Explains to application the provisions inclied in the certificate. 4.3 Request the application to confronthe certificate. 4.4 Scan the certificate. 4.4 Scan the certificate and the signatory advise the application provide a conform copy of the CEC.	ont to the plicant uded Corm icate. blicant	1	None		10 min	S	Enviro nment Safety and Permit s Divisi on (ESPE D) - City ENRO
Total					150.00	1	day and mins.	. 38	
		ompliance Certification of the Service – Iss				ccra	ditation		
Desi	Сприоп	of the service – iss	uance o	1 CCI	incate/ A	iccic	unanon		
Office or Division:		Environme	nt and I	Vatura	l Resou	rces (Office		
Classification:				Simple	2				
Types of			G2C	/G2B/	G2G				
Transaction:	_								
Who may avail:	Ov	vners/Representative	es/ DEN	R - Po	ollution	Cont	rol Offic	cer (l	PCO)
Checklist of Req				e to S					
DENR PCO Accr attached Managin Accomplished Fo	ig Head		Envir Office		ent and l	Natu	ral Res	ourc	es
Client Steps	Agend	ey Action	Fees 1	to be l	Paid	Proc Tim	cessing e	R	Person Responsi le



1. Submits accomplished application form to ENRO Personnel at BPOSS	1.1 Receives and verifies application form. 1.2 Issues order of payment 1.3 Advises applicant to proceed and pay at Business One Stop Shop (pay and claim) Accepts payment and	None (High Risk) -	5 mi	Permits Division (ESPED) - City ENRO
the Business One Stop Shop and pays the appropriate fee	issues OR	500.00 (Other Establishmen 200.00	ts) -	Treasurer 's Office
3. Present the Official Receipt to ENRO Personnel at BPOSS	3.1 Prepares the Environmental Compliance Certificate (ECO) 3.2 Issues the ECO and advises the applicant to check the data	None	5 mi	Environ ment Safety and Permits Division (ESPED) - City ENRO
Total		Php 500.00 (High Risk Php 200.00 (Other Establishmer	0	ns.
6. Certificate of	of Transport Agreemer	•	C .:C	
	Description of the Service	e – Issuance of	Certificate	
Office or Division:	Environme	ent and Natural	Resources Off	ice
Classification:		Simple		
Types of Transaction:		G2C/G2F	3	
Who may avail:	Transporters of cut br	ranches / twigs	of tree(s), timb	per, logwoods
	•			
Checklist of Req		Where to Se		I D
Cutting permit, O of Registration (C	fficial Receipt/Certificate PR/CR) of vehicle	Environmen Office	nt and Natura	l Kesources
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible



1. Submits and presents complete requirements	1.1 Receives and checks requirements 1.2 Issues order of payment 1.3 Advises the applicant to proceed and pay at the BOSS (pay & claim)	None	5 mins	Forest and Natural Resources Management Division (FNRMD) - City ENRO
2. Proceeds to Business One Stop Shop (pay and claim) and pays the appropriate fee	Accepts payment and issues OR	Php 150.00	8 mins	City Treasurer's Office
3. Returns to the City ENRO and presents order of payment	3.1 Accepts and checks the receipt 3.2 Encodes Or No. and amount of payment 3.3 Issues Certificate of Transport Agreement (CTA) and advises the applicant to verify the data	None	5 mins	Forest and Natural Resources Management Division (FNRMD) - City ENRO
Total		Php 150.00	18 mins.	

7. Trimming / I	Pruning of Tree (s)	Permit		
	Description of the S	ervice – Issuanc	e of Permit	
Office or Division:	Enviro	nment and Natur	ral Resources C	Office
Classification:		Simp	ole	
Types of		G2C/C	G2B	
Transaction:				
Who may avail:	Lot owners (Pub	olic and Private)	/ Authorized R	epresentatives
-	request	ing for trimming	g / pruning of ti	ree(s)
Checklist of Requ	irements	Where to S	ecure	
Form to accomplish	n, Picture of tree(s),	Environme	nt and Natura	l Resources
Special Power of A owner)		Office		
Client Steps	Agency Action	Fees to be	Processing	Person
_		Paid	Time	Responsible



1. Submits the accomplished request form and complete requirements	1.1 Receives and checks the accomplished request form and requirements. 1.2 Issues order of payment 1.3 Advises the application to proceed and pay at	None	5 mins	Forest and Natural Resources Management Division (FNRMD) - City ENRO
2. Proceeds to	the BOSS (pay and claim)			City Treasurer's
Business One Stop Shop (pay and claim) and pays the appropriate fee	Accepts Payment and Issues OR	Php 150.00	8 mins	Office
3. Return to the City ENRO and present the Official Receipt of payment to FNRMD	3.1 Accepts and checks the receipt 3.2 Encodes Or No. and amount of payment 3.3 Release the approved certificate for trimming / pruning	None	3 working days	Forest and Natural Resources Management Division (FNRMD) - City ENRO
Total		Php 150.00	3 working days and 13 mins.	

8. Tree Cutting P	Permit (Approval Co	ertificate)		
	Description of the Serv	ice – Issuance	e of Permit	
Office or Division:	Environm	ent and Natur	al Resources O	ffice
Classification:		Simp	le	
Types of		G2C/G	2B	
Transaction:				
Who may avail:	Lot owners (Public)	/ Authorized	Representatives	s requesting for
		Cutting of	tree/s	
Checklist of Require	ements	Where to So	ecure	
Letter Request address	ssed to City ENRO,	Environmen	nt and Natura	Resources
Picture of tree(s), For	rm to be accomplished	Office		
Client Steps	Agency Action	Fees to be	Processing	Person
		Paid	Time	Responsible



1. Submits the accomplished request form and complete requirements	Receives and checks the accomplished request form and requirements. Advises the client to return to City ENRO after 3 working days	None	5 mins	Forest and Natural Resources Management Division (FNRMD) - City ENRO
2. Return to the City ENRO	Release the approved tree cutting permit	None	5 mins.	Forest and Natural Resources Management Division (FNRMD) - City ENRO

	onment and E	Natural Resource Simple C/G2B/G2G ons/Industries/I	res Office
School	G2C s/Organizati	Simple C/G2B/G2G ons/Industries/I	
School	G2C s/Organizati	Simple C/G2B/G2G ons/Industries/I	
	G2C s/Organizati	C/G2B/G2G ons/Industries/I	nstitutions
	G2C s/Organizati	C/G2B/G2G ons/Industries/I	nstitutions
	s/Organizati	ons/Industries/I	nstitutions
			nstitutions
rements	Where to	Compo	
		Secure	
	Environn	nent and Natur	al Resources Office
ency Action	Fees to	Processing	Person Responsible
	be Paid	Time	
Receives request	None		Forest and Natural
er		5 mins	Resources
Interviews the ent Process the uest (Identify area		3 days	Management division (FNRMD) - City ENRO
the planting			
	e planting, ability of	e planting, ability of angs and	e planting, ability of



2. Follow up	Inform the clients for the feedback		None	5 mins	Forest and Natural Resources Management division (FNRMD) - City ENRO
				ting of Trees	
Desc	cription of the	e Service -	Issuance of	Endorsement Le	etter to DENR
		1			
Office or Divis	ion:		ent and Natu	ral Resources C	Office
Classification:		Simple			
Types of Trans				G2G	
Who may avail	:	Private L	ot Owners/A	authorize Represof tree(s)	sentative for the cutting
Checklist of Requirements		Where to	Secure		
Form to be acco	omnliched				
(Clearance Cer	-				
Letter Request	* * * * * * * * * * * * * * * * * * * *				
CENR Officer,					
Request for issi					
Alienable and I					
Certification, P					
tree(s), Certifie					
ng OCT/TCT/T					
Declaration, Ce					
from the barang					
concerned inter					
OBJECTION of					
cutting of trees	(with				
Official Seal, L	.ogo,	Environme	ent and Natu	ral Resources C	Office
Heading of the					
Certified photo					
Special Power	•				
(if not the owner					
notarized author	•				
apply and secur					
~ -	cutting permit (a) if				
Corporation, su					
•	Secretary's Certificate (b)				
if Heirs submit	,				
Certification from					
	OCVAS (for fruit bearing				
trees), Greening	_				
Development P	'ian,		<u> </u>	I	



Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsib le
1. Submits the accomplished request form and complete requirements	1.1 Receives and checks the accomplished request form and requirement 1.2 Issues order of payment and		5 mins	Forest and Natural Resources Manageme nt Division (FNRMD) - City ENRO
	Assessed value	Depending on the trees to be cut		
		$\frac{C}{3.14}$ = Diameter		
		*C - Circumference		
	1.3 Advises the applicant to proceed and pay at the BOSS (pay & claim)			
2. Proceeds to Business One Stop Shop (pay & claim) and pay the appropriate fee	Accept Payment and Issues OR	Php 150.00	8 mins	City Treasure's Office
3. Returns to City ENRO and presents receipt of payment to FNRMD	3.1 Accepts and checks receipt of payment 3.2 Log OR No. and amount of payment 3.3 Advises the client to sign in the logbook 3.4 Informs applicant that the tree cutting	None	5mins	Forest and Natural Resources Manageme nt Division (FNRMD) - City ENRO



	application will be forwarded to DENR - CENRO LIPA for the approval of permit.			
Total	-	Php 150.00	18 mins.	



11. Submission of Complain						
	Description of the S	Service – `	Verific	ation o	f Complain	
Office or	Env	ironment	and Na	tural R	Resources Of	fice
Division:						
Classification:			Sir	nple		
Types of			G	2C		
Transaction:						
Who may avail:	Concer	ned Citize	ens or r	esiden	ts of Batanga	as City
Checklist of Rec	uirements		Wher	e to Se	cure	
Complaint Letter	/ Barangay Resolution	on	Envir Office		nt and Natur	ral Resources
Client Steps	Agency Action		Fees t	o be	Processing Time	g Person Responsible
1. Submits	1.1 Receives comp	olaint	No	ne	1 min.	
complaint letter	letter or barangay					
or barangay	resolution					Pollution
resolution						Control and
	1.2 Interviews the		No	ne	5 mins.	Management
	complainant					division
	1.3 Informs the		No	ne	5 mins.	(PCMD) - City ENRO/
	complainant for fe	edback	110	IIC .	J mms.	FNRMD,
	after two (2) days					SWMD
Total	Tarter this (2) days		No	ne	11 mins.	
12 Assistance of	n Pollution Concern	<u> </u>				
	ption of the Service		otificat	ion on	pollution co	ncern/s
	prior of the service		otiliout	1011 011	ponumon co	
Office or						
Division:	Env	ronment	and Na	tural F	Resources Of	ffice
Classification:			Si	mple		
Types of				G2C		
Transaction:				J2C		
Who may avail:	Concerned Citizens or residents of Batangas City					
Checkl	ist of Requirements				Where to So	
C		Environment and Natural Resources Office				
Client Steps	Agency Action	Fees to	be	Pro	ocessing	Person
	8 1, 11 11 11 11 11 11 11				Responsible	



	<u> </u>		1	T
1.1 Calls	1.1 Interviews the client to verify the complaint and require to submit a complaint letter with complete details.	None	5 mins. (phone)	Pollution Control and Management Division (PCMD) – City ENRO
1.2 Letter	1.2 Interviews the	None	5 mins.	
(inform the office about the concerns)	client and reviews submitted letter of complaint.			Pollution Control and Management
	Inform the client for possible onsite inspection to verify complaint.			Division (PCMD) – City ENRO
	2.1 Inspection of the subject concern (if applicable).	None	1 to 2 days	Pollution Control and Management Division (PCMD) – City
	2.2 Endorsement	None	2 days	ENRO
	to responsible office			Pollution Control and Management Division (PCMD) – City ENRO
2. Follow up	Informs the client for feedback of the actions or results of investigation.	None	5 mins.	Pollution Control and Management Division (PCMD) – City ENRO
	Follow up through phone call to the subject concern about their compliance on the agreed recommendations on the conducted inspection.	None	5 mins.	Pollution Control and Management Division (PCMD) – City ENRO
	Re-inspection of the subject concern (if applicable)	None		Pollution Control and Management Division



				(PCMD) – City ENRO
	Feedback the client for the final update	None	5 mins.	Pollution Control and Management Division (PCMD) – City ENRO
Total		None	4 days and 25 mins.	

	ental Information and					
Descr	ription of the Service – Gran	iting of Appro	oval for IEC/s r	equest		
Office or Division:	Environme	nt and Natura	l Resources Of	fice		
Classification:		Simple	<u> </u>			
Types of Transaction:		G2C/G2B/				
Who may avail:	Barangays/ Schools/Org	Barangays/ Schools/Organizations/Industries/Institutions/ Business Establishment				
Checklist of Rec	uirements	Where to S	ecure			
Request Letter		Environment and Natural Resources Office				
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible		
1. Submits request letter	1.1 Receives and interviews the client 1.2 Informs the client for schedule of actual Information Education Campaign after two (2) days	None	5 mins	Environmental Education and Information, Research and Development Division (EEIRDD) - City ENRO		
	1	None	5 mins.	 '		



14. Information on Concerns	Environmental Pla	ans Progran	ns, Activitie	s, Issues and		
Description of the Service –Granting Environmental Information/PPPAs						
Office or Division: Classification: Types of Transaction: Who may avail:	Environment and Natural Resources Office Simple G2C/G2B/G2G Barangays/ Schools/Organizations/Industries/Institutions/ Business Establishment					
Checklist of Requirem	nents	Where to Se	ecure			
Request Letter		Environment and Natural Reso Office				
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible		
1. Submits request letter	1.1 Receives and interviews the client 1.2 Accompanies the client to the interviewee (if available) 1.3 Informs the client for the schedule of actual interview 1.4 Provides information and needed documents	None	5 mins	Environmental Education and Information, Research and Development Division (EEIRDD) - City ENRO		
Total	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	None	5 mins.			

15. IECs and Environmental Information of PPPAS							
Description	Description of the Service – Facilitation of Environmental Information/PPPAs						
Office or	Environment and Natural Resources Office						
Division:							
Classification:	Simple						
Types of	G2C/G2B/G2G						
Transaction:							
Who may	Barangays/ Schools/Organizations/Industries/Institutions/ Business						
avail:	Establishment						
Checklist of	Where to Secure						
Requirements							



Approved Required for IEC	uest Letter	Environment and Natural Resources Office			
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible	
1. Provide venue, time and logistics	Conduct of IEC and Environm ental PPPAs	None	As per indicated in the approved request letter	Environmenta 1 Education and Information, Research and Development Division (EEIRDD) - City ENRO and with assistance of other division of City ENRO	
Total		None	As per indicated in the approved request letter		