

# EXTERNAL SERVICES

MUNICIPAL GOVERNMENT OF  
DOÑA REMEDIOS TRINIDAD, BULACAN



## 1. Waste Disposal To The Central MRF

<b>Office or Division:</b>	Office of the Municipal Environment and Natural Resources			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business/ G2C-Government to Citizen			
<b>Who may avail:</b>	Waste Transporters			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
MENRO Waste Disposal Pass		MENR Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Proceed to the MENR Office and secure Waste Disposal Pass	1.1 Issue Waste Disposal Pass	None	2 minutes	<i>AA I / Clerk</i> <b>MENR Office</b>
2.Fill out data required and submit the same for recording	2.1 Record the data of waste disposal	None	2 minutes	
3.Proceed to the Central MRF and present the accomplished Waste Disposal Pass to MRF Personnel	3.1 Collect the Waste Disposal Pass and check if waste is segregated. Record the same	None	3 minutes	<i>Utility Worker</i> <b>MENR Office</b>
4.Dump waste orderly	4. Assist the client for orderly dumping of waste	None	5 minutes	
	<b>TOTAL</b>	<b>NONE</b>	<b>12 MINUTES</b>	

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**2. Environmental Counselling for the Kasal...Kasali...Kalikasan (KKK) Program**

<b>Office or Division:</b>	Office of the Municipal Environment and Natural Resources			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Couples for Marriage Counselling			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Marriage Counselling Form (1 photocopy)		MCR		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to the MENR Office and register for the KKK Program	1.1 Log in the Registration Form	None	2 minutes	AA I / Clerk <b>MENR Office</b>
2. Pay attention to the conduct of Environmental Counselling	2.1 Conduct environmental Counselling	None	15 minutes	MENRO <b>MENR Office</b>
3. Fill out and sign Agreement and Certificate of Counselling	3.1 Assist the client in accomplishment of forms	None	2 minutes	AA I / Clerk <b>MENR Office</b>
	<b>TOTAL</b>	<b>NONE</b>	<b>19 MINUTES</b>	

**MUNICIPAL GOVERNMENT OF  
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**3. Application For Certificate Of No Objection To Cut Tree/s As Requirement  
For The Application For Tree Cutting Permit To DENR-CENRO**

<b>Office or Division:</b>	Office of the Municipal Environment and Natural Resources			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Certificate of No Objection (1 Photocopy)		Concerned Punong Barangay		
2. Any proof of land ownership (1 Photocopy)		Land Owner		
3. Sketch / Location of tree cutting area (1 Photocopy)		Client		
4. Authorization Letter (1 Original)		Land Owner		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to the MENR Office and state the intent	State the list of documentary requirements by the LGU and the DENR		Discussion on the requirements will only take not more than 2 minutes. However, obtaining the requirements varies	AA I / Clerk MENRO MENR Office
	a. Proof of land ownership	None		
	b. Certificate of No Objection to Cut Trees from the Barangay	P 100.00		
	c. SB Resolution for the approval of cutting trees	None		
	d. Certificate of No Objection from the Mayor	P 55.00		
	e. Sketch of tree cutting area	None		
f. Letter of Intent addressed to the CENRO	None			
2. Comply and submit all documentary requirements	2.1 Assessment of the documentary requirements provided.	None	2 minutes	AA I / Clerk MENR Office
	2.2 Schedule the conduct of inspection of the trees and area of tree cutting.	None	Varies on the distance and schedule	Laborer MENR Office
	2.3 Submission of the Inspection Report to the Mayor's Office for the possible issuance of	None	1 hour	MENRO MENR Office

	Certificate of No Objection			
	<b>TOTAL</b>	<b>DEPENDS ON THE NUMBER OF CUT TREES</b>	<b>VARIES ON THE DISTANCE OF THE AREA OR SCHEDULE</b>	

**MUNICIPAL GOVERNMENT OF  
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**4. Application/Renewal of Business Permit**

<b>Office or Division:</b>	Office of the Municipal Environment and Natural Resources
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B - Government to Business
<b>Who may avail:</b>	Business Permit Applicants

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Large Scale / Industrial Establishment:</b> <ol style="list-style-type: none"> <li>Environmental Compliance Certificate (ECC / Certificate of Non-Coverage (CNC) (1 Photocopy)</li> <li>Discharge Permit (1 Photocopy)</li> <li>Permit to Operate (1 Photocopy)</li> <li>Certificate of Desludging (1 Photocopy)</li> <li>Certificate of Waste Disposal (1 Photocopy)</li> <li>Environmental Inspection Clearance (1 Photocopy)</li> </ol>	DENR-EMB  DENR-EMB DENR-EMB Service Provider Waste Hauler / Disposal Facility  MENRO
<b>For Minor Establishment:</b> <ol style="list-style-type: none"> <li>Certificate of Non-Coverage (CNC) (1 Photocopy)</li> <li>Environmental Inspection Clearance (1 Photocopy)</li> <li>Certificate of Waste Disposal (1 Photocopy)</li> <li>Certificate of Desludging (1 Photocopy)</li> </ol>	DENR-EMB  MENRO  Waste Hauler / Disposal Facility  Service Provider

Note: Applications will be assessed by the MENRO and determine the regulatory requirements applicable. Applications shall be accepted conditionally pending the submission of the above requirement but will be marked and given specific period of completion.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the MENR Office and state the intended request	1.1 Discuss environmental policies of the LGU and environmental documentary requirements including ECC-CNC from DENR-EMB	None	3 minutes	<i>AA I / Clerk</i> <b>MENR Office</b>
2. Present business Application form from BPLO	2.2 Signing compliance / non-compliance on application form and schedule environmental inspection	None	2 minutes	
3. Submit environmental requirements at specified period	3.1 Record and filing of documents submitted	None	2 minutes	
<b>TOTAL</b>		<b>NONE</b>	<b>7 MINUTES</b>	
<b>RENEWAL:</b>				

1. Proceed to the MENR Office. State the intended request.	1.1 Discuss environmental policies of the LGU	None	2 minutes	<i>AA I / Clerk MENR Office</i>
2. Present Business Application Form and receipt of payment of ECC/ CNC from the BPLO	2.1 Review environmental inspection of the establishment and signing compliance/non-compliance on application form	None	2 minutes	
<b>TOTAL</b>		<b>NONE</b>	<b>4 MINUTES</b>	

**NOTE: ENVIRONMENTAL RELATED FEES SHALL BE PAID TO THE MUNICIPAL TREASURY OFFICE**

ENVIRONMENTAL FEES	AMOUNT	OFFICE
Garbage Disposal Fee	P 500.00	<i>Municipal Treasury Office</i>
Waste Water Discharge Fee	P 300.00	
Environment Inspection Fee	P 200.00	

**MUNICIPAL GOVERNMENT OF  
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### 5. Inspection Of Seedlings Planted By The Applicants Of Municipal Scholarship Program

<b>Office or Division:</b>	Office of the Municipal Environment and Natural Resources			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Municipal Scholars			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>FIRST SEMESTER</b> 1.Planting of specified seedlings (10pcs)		Coordinate with the MENRO for validation		
<b>SECOND SEMESTER</b> 1.Seedling Production (10pcs)		Coordinate with barangay officials		
Inclusion in the master list of scholars who planted/propagated seedlings		MENRO		
<b>NEW:</b> Certificate of New Scholar		HRMO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>A). FIRST SEMESTER</b>				
1.Ensure that the ten (10) seedlings for planting are in good condition (high survival rate /nurtured for at least 3 months.	Inspection of the integrity of the seedlings by the MENRO staff prior to planting.	None	1 minute	<i>Laborer</i> <b>MENR Office</b>
2. Coordinate with the barangay on the date and location of planting.	Announcement of the date and time of the tree planting activity.	None	1 week prior to the planting activity	
3. Participate in the tree planting activity.	Monitoring of the tree planting activity.	None	30 minutes	
4. Ensure that the name of the scholar is in the master list of those who planted.	Preparation of the master list of scholars who participated in the tree planting activity.	None	1 minute	<i>AA I / Clerk</i> <b>MENR Office</b>
<b>TOTAL</b>		<b>NONE</b>	<b>1 WEEK AND 32 MINUTES</b>	
<b>B).SECOND SEMESTER</b>				
1. Determine the type of seedlings to be propagated	1.Announcement of the type of seedlings to be propagated	None	1 month prior to propagation period	<i>Laborer</i> <b>MENR Office</b>
2. Propagate the recommended ten (10) seedlings	2.Monitoring of the propagation	None	1 day	
3. Have the seedling propagation validated by the officials from the barangay	3.Validation and preparation of master list	None	1 minute	

4. Nurture the ten (10) seedlings until the specified date of its planting (immediately replace seedlings that did not survived	4.Monitoring	None	Minimum of three months	
	<b>TOTAL</b>	<b>NONE</b>	<b>3 MONTHS, 1 DAY AND 1 MINUTE</b>	



## 6. Issuance of MENRO Clearance for the Applicants of Municipal Scholarship Program

<b>Office or Division:</b>	Office of the Municipal Environment and Natural Resources			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Municipal Scholars			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Inclusion in the master list of scholars who planted/propagated seedlings		MENRO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to the MENR Office to validate if name is in the master list of the scholars who successfully planted / produced seedlings.	1.1 Check the master list of scholars who successfully participated in the tree planting / seedling propagation.	None	2 minutes	AA / / Clerk / Laborer <b>MENR Office</b>
2. Receive the Clearance for tree planting of name is in the master list.	2.1 Issue the original copy of clearance for Tree Planting and log the same.	None	1 minute	
	<b>TOTAL</b>	<b>NONE</b>	<b>2 MINUTES</b>	