






SECSIME NO. RO-GD-01. Application for Geological Site Scoping




Geological Site Scoping (GSS) forms as the first step in the three-tiered Engineering Geological and Geohazard Assessment (EGGA) process that is required of all proponents of subdivision development projects, housing projects and other land development and infrastructure projects, private or public, as additional requirement for the issuance of an Environmental Compliance Certificate (ECC) pursuant to DENR Administrative Order No. 2000-28. The Geological Site Scoping covers preliminary evaluation of the site geology, sub-surface soils, groundwater table, surface drainage, geohazards and other possible engineering geological problems. The Geological Site Scoping Report (GSSR) on the above inspection shall be provided by the MGB to the developer/project proponent. This report shall include recommendations on the scope of work to be undertaken by the developer/proponent in terms of detailed engineering geological, structural geological and geohazard assessment and geotechnical engineering tests, including specialized studies, if necessary, for submission to the MGB and transmittal to the Environmental Management Bureau (EMB) in the form of an Engineering Geological and Geohazard Assessment Report (EGGAR).

| Office or Division: | Mines and Geosciences Bureau Regional Office No. V/ Geosciences Division (GD) |
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| Classification: | Highly Technical |
| Type of Transaction: | G2B - Government to Business G2C - Government to Citizen G2G - Government to Government |
| Who may avail: | External: Department of Public Works and Highways (DPWH), Department of Interior and Local Government (DILG), Department of Education (DepEd), Environmental Management Bureau (EMB), LGUs, NGAs, land developers, private engineering contractors/companies and private individuals |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| Written request | Applicant |
| Site Development Plan, scale 1:1,000 or larger | LGU Engineering Office, DPWH, engineering department of project proponent agency, private geodetic engineer/environmental planner |
| Lot Plan with technical description and reference control point | DENR-Surveys and Mapping Division, private geodetic engineer |
| Additional if from the Government Sector | |
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| Additional if Requesting Party is a representative | | | | |
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| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSONS RESPONSIBLE |
| 1. Submits written request for Geological Site Scoping (GSS) including the complete documentary requirements at the Records Unit of MGB-V | 1. Receives, records and routes request for GSS to the Office of the Regional Director | None | 15 min. | <p><i>DONNA N. MACINAS</i> Administrative Officer III (Records Unit)</p>  |
| 1.1. None | 1.1. Studies and forwards request for GSS to the Chief, Geosciences Division | None | 5 min. | <p><i>GUILLEMO A. MOLINA, JR. IV</i> Regional Director</p>  |
| 1.2. None | 1.2. Receives and records the request for GSS | None | 10 min. | <p><i>JO-ANN N. MONREAL</i> Admin. Assistant I</p>  |






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| 1.3. None | 1.3. Evaluates submitted documents and signed MOA for the conduct of GSS | None | 10 min. | <i>ARLENE E. DAYAO</i> <i>Chief Geologist</i>  |
| 1.4.a None | 1.4.a If the documentary requirements are incomplete and/or inappropriate, Chief, Geosciences Division prepares draft response letter for the customer indicating requirements and the MOA for the conduct GSS | None | 15 min (paused clock) | <i>ARLENE E. DAYAO</i> <i>Chief Geologist</i>  |
| 1.4.b None | 1.4.b If the submitted documentary requirements for GSS are complete and appropriate, the Chief, Geosciences Division prepares the response MOA and draft letter and | None | 25 min. | <i>ARLENE E. DAYAO</i> <i>Chief Geologist</i>  |






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| | forwards the same to the RD for review | | | |
| 1.5. None | 1.5. Records document and forwards to the ORD | None | 10 min. | <p><i>JO-ANN N. MONREAL</i> <i>Admin. Assistant I</i></p>  |
| 1.6. None | 1.6. Reviews the draft response letter and MOA and routes back to the Chief, Geosciences Division | None | 10 min. | <p><i>GUILLERMO A. MOLINA,</i> <i>JR. IV</i> <i>Regional Director</i></p>  |






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| 1.7. None | 1.7. Finalizes and prints the response letter and signs the MOA as witnessed and submits to ORD for signature | None | 10 min. | <i>ARLENE E. DAYAO</i> <i>Chief Geologist</i>  |
| 1.8. None | 1.8. Records document and forwards to the ORD | None | 10 min. | <i>JO-ANN N. MONREAL</i> <i>Admin. Assistant I</i>  |
| 1.9. None | 1.9. Signs the response letter and the MOA and forwards to Records Officer for recording, filing and releasing | None | 5 min. | <i>GUILLERMO A. MOLINA, JR. IV</i> <i>Regional Director</i>  |






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| 1.10. None | 1.10. Records, files and releases response letter and signed MOA | None | 10 min. (paused clock) | <i>DONNA N. MACINAS</i> <i>Administrative Officer III</i> <i>(Records Unit)</i>  |
| 2. Submits correct map requirements and notarized signed MOA | 2. Receives, records and routes maps and notarized signed MOA to the Office of the Regional Director | None | 15 min. | <i>DONNA N. MACINAS</i> <i>Administrative Officer III</i> <i>(Records Unit)</i>  |
| 2.1. None | 2.1. Forwards submitted documents to the Chief, Geosciences Division | None | 5 min. | <i>GUILLERMO A. MOLINA,</i> <i>JR. IV</i> <i>Regional Director</i>  |





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| 2.2. None | 2.2. Receives and records the submitted documents | None | 10 min. | <i>JO-ANN N. MONREAL</i> <i>Admin. Assistant I</i>  |
| 2.3. None | 2.3. Receives and evaluates submitted documents and checks if the MOA is signed and notarized | None | 15 min. | <i>ARLENE E. DAYAO</i> <i>Chief Geologist</i>  |
| 2.4. None | 2.4. Routes the GSS documents to the Chief, Geohazard and Engineering Geology Section for manning and scheduling | None | 10 min. | <i>ARLENE E. DAYAO</i> <i>Chief Geologist</i>  |






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| 2.5. None | 2.5. Forwards the request and attached documentary requirements to the Geologist assigned to do the GSS | None | 5 min. | <p><i>MARK NIÑO L. MIRABALLES</i> <i>Supervising Geologist</i></p>  |
| 2.6. None | 2.6. Confirms with the customer through SMS, phone call or e-mail the schedule of the GSS to be undertaken within the next five (5) days and sets logistical arrangements | None | 15 min. (paused clock) | <p><i>ROJELON VIC P. AMATA</i> <i>Senior Geologist</i></p>  <p><i>RYAN JAY A. MIRAÑA</i> <i>Senior Geologist</i></p>  |






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| <p>3. Fetches Geologist and equipment from MGB-V and transports to the project site</p> | <p>3. Undertakes Geological Site Scoping (GSS)</p> | <p>PHP 2,000.00/ man/day but not less than PHP 6,000.00 or as provided in the Memorandum of Agreement by and between the MGB-V and the project proponent. If under MOA: PHP 7,480.00 approx. to consist of per diems at PHP 1,500.00/ man/day for 2 technical men for 2 days and the actual cost of transportation</p> | <p>2 days</p> | <p><i>ROJELON VIC P. AMATA</i> <i>Senior Geologist</i></p>  <p><i>RYAN JAY A. MIRAÑA</i> <i>Senior Geologist</i></p>  |
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| <p>4. Transports Geologist and equipment to MGB-V from project site</p> | <p>4. Prepares and submits Request for Laboratory Analysis Form to GLSS immediately upon return from the field or NLT than 2 days upon return from fieldwork</p> | <p>None</p> | <p>1 hr.</p> | <p><i>ROJELON VIC P. AMATA</i> <i>Senior Geologist</i></p>  <p><i>RYAN JAY A. MIRAÑA</i> <i>Senior Geologist</i></p>  |
| <p>4.1. None</p> | <p>4.1. Receives the Request for Laboratory Analysis Form and records the samples in the Samples Received Logbook</p> | <p>None</p> | <p>30 min.</p> | <p><i>DAREL L. NACION</i> <i>Laboratory Technician II</i></p>  |






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| 4.2. None | 4.2. Signs the Request for Laboratory Analysis Form and forwards the same to the Chief, Geosciences Division for approval | None | 15 min. | <p><i>MA. CRISTINA L. MORATALLA</i> <i>Chemist III</i></p>  |
| 4.3. None | 4.3. Prepares the Assessment Form and Order of Payment for laboratory analysis for signature by the Chief, Geosciences Division and the Accountant for processing by Cashier | None | 30 min. | <p><i>JO-ANN N. MONREAL</i> <i>Admin. Assistant I</i></p>  |
| 5. Pays the amount per Order of Payment | 5. Processes payment and issue Official Receipt | PHP 2,970.00 (approx. for 3 soil samples) Cost per Sample: a. Sieve analysis: PHP 345.00 b. Plastic limit and liquid limit: PHP 545.00 | 15 min. | <p><i>MARIA CRISTINA E. VIRAY</i> <i>Admin. Officer III/Cashier</i></p>  |






| | | c. Moisture content: PHP 100.00 | | |
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| 5.1. None | 5.1. Undertakes laboratory analysis covering moisture content, complete grading, plastic limit and liquid limit | None | 5 days (done simultaneously with GSSR preparation) | <i>DAREL L. NACION</i> <i>Laboratory Technician II</i>  |
| 5.2. None | 5.2. Prepares the results of analysis for review and signature by the Chief, Geological Laboratory Services Section | None | 1 day (done simultaneously with GSSR preparation) | <i>DAREL L. NACION</i> <i>Laboratory Technician II</i>  |






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| 5.3. None | 5.3. Manually drafts the site development plan with superimposed topographic map, field observations and spatial information recommendations and submits the same to the Geologist | None | 1 day (done simultaneously with GSSR preparation) | <p><i>EDUARDO T. AVILA/ Cartographer II</i></p>  |
| 5.4. None | 5.4. Prepares Geological Site Scoping Reports (GSSR) with maps and charts and transmittal letter and submits to the Chief, Geohazard and Engineering Geology Section for editing | None | 12 days. | <p><i>ROJELON VIC P. AMATA Senior Geologist</i></p>  <p><i>RYAN JAY A. MIRAÑA Senior Geologist</i></p>  |






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| 5.5. None | 5.5. Edits draft GSSR and transmittal letter and returns same to the geologist for revision | None | 2 days | <p><i>MARK NIÑO L. MIRABALLES</i> <i>Supervising Geologist</i></p>  |
| 5.6. None | 5.6. Revises GSSR and submits same to the Chief, Geosciences Division for final editing | None | 1 day | <p><i>ROJELON VIC P. AMATA</i> <i>Senior Geologist</i></p>  <p><i>RYAN JAY A. MIRAÑA</i> <i>Senior Geologist</i></p>  |






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| 5.7. None | 5.7. Edits revised GSSR | None | 1 day | <p>ARLENE E. DAYAO <i>Chief Geologist</i></p>  |
| 5.8. None | 5.8. Prepares final draft GSSR for RD's comments | None | 4 hrs. | <p>ROJELON VIC P. AMATA <i>Senior Geologist</i></p>  <p>RYAN JAY A. MIRAÑA <i>Senior Geologist</i></p>  |



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| 5.9. None | 5.9. Records final draft GSSR and transmittal letter and forwards to the ORD | None | 10 min. | <p><i>JO-ANN N. MONREAL</i> <i>Admin. Assistant I</i></p>  |
| 5.10. None | 5.10. Comments on the final draft GSSR and transmittal letter and returns the same for final printing | None | 15 min. | <p><i>GUILLERMO A. MOLINA,</i> <i>JR. IV</i> <i>Regional Director</i></p>  |
| 5.11. None | 5.11. Prints in 4 copies the final GSSR and forwards to Chief, Geosciences Division for signature | None | 4 hrs. | <p><i>ROJELON VIC P. AMATA</i> <i>Senior Geologist</i></p>  <p><i>RYAN JAY A. MIRAÑA</i> <i>Senior Geologist</i></p> |



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| 5.12. None | 5.12. Records, and retains/files GD copy before forwarding proponent's copy to the ORD | None | 15 min. | <i>JO-ANN N. MONREAL</i> <i>Admin. Assistant I</i>  |
| 5.13. Project proponent customer obtains 2 copies of the GSSR | 5.13. Signs transmittal letter and releases to the Records Officer | None | 10 min. | <i>GUILLERMO A. MOLINA, JR. IV</i> <i>Regional Director</i>  |
| TOTAL: | | PHP 10,450.00 | Highly Technical | 18 Days, 14 Hours & 50 Minutes |

