






SECSIME NO. RO-MMD-01. PROCESSING OF ORE TRANSPORT PERMIT APPLICATION




The transport of all minerals/mineral products and by-products, including gold bullions, by Permit Holders, Contractors, accredited traders, retailers, processors and other mining rights holders must be accompanied by an Ore Transport Permit (MGB Form No. 12-1) issued by the Regional Director or his/her duly authorized representative.

Office or Division:	Mine Management Division		
Classification:	Complex		
Type of Transaction:	G2B - Government to Business		
Who may avail:	Permit Holders, Contractors, Accredited Traders, Retailers, Processors, and other Mining Rights Holders		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Letter of Intent		Permit Holders, Contractors, and Accredited Traders, Retailers, Processors.	
Filled out Delivery Receipts for non-metallic Permit Holders and Contractors		Contractor/Permit Holders	
Proof of Payment of Excise Tax		BIR	
Additional if from the Government Sector			
Additional if Requesting Party is a representative			






CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits the required documents to MGB RO No. V	1.1 Receive, record and forward the application to the Office of the Regional Director	None	15 Minutes	<i>DONNA N. MACINAS</i> <i>Administrative Officer III</i> 
	1.2 Receive and record application and forward to the Regional Director	None	15 Minutes	<i>MARIA PURISMA L. LAUD</i> <i>Receiving/Releasing Clerk</i> <i>(Office of the RD)</i> 
	1.3 Forwards request and instruct the Chief, Mine Management Division on the conduct of Field Verification of minerals to be transported	None	15 Minutes	<i>GUILLERMO A. MOLINA, JR. IV</i> <i>Regional Director</i> 







	1.4 Receive and record application on Incoming Logbook and forward to Chief Mine Management Division	None	15 Minutes	<p>OLIVIA E. MARAVILLA <i>Administrative Assistant III</i></p> 
	1.5 Endorse application to Chief MTES	None	5 Minutes	<p>ANTONIO C. MARASIGAN <i>Engineer V</i></p> 
	1.6 Check and evaluate submitted documents	None	30 Minutes	<p>GERRY JESUS P. ADIVOSO <i>Engineer IV</i></p> 
	1.6.1 If complete, instructs to prepare Order of Payment for the payment of Field Verification and Application fees.	None	30 Minutes	





	1.6.2 Prepares Order of Payment for the payment of Field Verification and Application fees for initial of Chief, MTES	None	30 Minutes	<p><i>CARMENA A. ESPENILLA</i> Mining Claims Examiner II</p>  <p><i>ELMA JOY C. PELECIA</i> Mining Claims Examiner II</p> 
	1.6.3 Review and Affix initials on Order of Payment then Forward to Chief MMD for Signature	None	10 Minutes	<p><i>GERRY JESUS P. ADIVOSO</i> Engineer IV</p>
	1.6.4 If incomplete, prepares letter returning the application for OTP. Receives and Record Order of Payment	None	1 Hour	







	1.6.5 Receives and Record Order of Payment	None	15 Minutes	<p><i>OLIVIA E. MARAVILLA</i> <i>Administrative Assistant III</i></p> 
	1.6.6 Approved Order of Payment	None	5 Minutes	<p><i>ANTONIO C. MARASIGAN</i> <i>Engineer V</i></p> 
	1.6.7 Review and Approved Order of Payment	None	15 Minutes	<p><i>SHALA MAE R. SELETARIA</i> <i>Accountant III</i></p>  <p><i>DANIEL S. SOMBANON</i> <i>Chief Administrative Officer</i></p> 






2. Payment of Field Verification and Application fees	2.1 Accept the Order of Payments prepared	None	15 Minutes	<p><i>MARIA CRISTINA E. VIRAY</i> <i>Administrative Officer III</i> <i>(Cashier)</i></p> 
	2.2 Issue Official Receipts	Field Verification Fee: PHP 6,000.00 Application Fee: PHP 1,000.00 – Non-metallic PHP 2,000.00 – metallic	20 Minutes	
3. Present Official Receipts to Mine Management Division	3.1 Assigns technical personnel to conduct field verification.	None	15 Minutes	<p><i>GERRY JESUS P. ADIVOSO</i> <i>Engineer IV</i></p> 





4. Assist in the conduct of field inspection/verification	4.1 Conducts Field verification of Minerals applied for OTP	None	2 Days	<p>SARAH MAE B. AJON <i>Engineer III</i></p>  <p>NEIL ANTHONY M. RODRIGUEZ <i>Mining Claims Examiner III</i></p> 
	4.2 Prepares Memorandum Report on the result of Field verification conducted recommending to the Regional Director for the issuance of OTP	None	2 Hours	<p>YANCEY SEVE P. GUINTO <i>Embedded Personnel</i></p> 
	4.3 Prepares OTP	None	3 Hours	
	4.4 Reviews and countersign the Field Verification Report and OTP then forward to the Chief MMD for approval of OTP	None	30 Minutes	<p>GERRY JESUS P. ADIVOSO <i>Engineer IV</i></p> 




	4.5 Reviews and countersign the Field Verification Report and OTP then forward to ORD	None	15 Minutes	<p><i>ANTONIO C. MARASIGAN</i> <i>Engineer V</i></p> 
	4.6 Records and Release Field Verification Report and OTP to the Office of the RD	None	15 Minutes	<p><i>OLIVIA E. MARAVILLA</i> <i>Administrative Assistant III</i></p> 
	4.7 Receives and record Field Verification Report and OTP then forward to the RD	None	15 Minutes	<p><i>MARIA PURISMA L. LAUD</i> <i>Receiving/Releasing Clerk</i> <i>(Office of the RD)</i></p> 



	4.8 Approves the prepared OTP and endorse to the Records Officer for Release	None	15 Minutes	<p><i>GUILLERMO A. MOLINA, JR. IV</i> <i>Regional Director</i></p> 
	4.9 Records and Release OTP to the Records Officer Finance and Administrative Division	None	15 Minutes	<p><i>MARIA PURISMA L. LAUD</i> <i>Receiving/Releasing Clerk</i> <i>(Office of the RD)</i></p> 
	4.10 Records and Release OTP Field Verification Report to the Mining Tenement Evaluation Section for filing			



5. Receives the approved OTP	5.1 Release the approved OTP	None	10 Minutes	<p><i>DONNA N. MACINAS</i> <i>Administrative Officer III</i></p> 
TOTAL:		Field Verification Fee: PHP 6,000.00 Application Fee: PHP 1,000.00 – Non- metallic PHP 2,000.00 – metallic	Complex	3 Days, 4 Hours & 5 Minutes