






## SECSIME NO. RO-MSESDD-01. PROCESSING OF ENDORSEMENT OF LICENSE TO PURCHASE AND MOVE EXPLOSIVES




A Contractor/Permittee/Lessee/Permit Holder/Service Contractor shall have the right to possess and use explosives such as License to Purchase and within its contract/ permit/lease area as may be necessary for its mining or quarrying operations upon approval of an application by the Philippine National Police through the recommendation by the Regional Office concerned. (Section 156-157 of DENR Administrative Order No. 2010-21).

<b>Office or Division:</b>	Mine Safety, Environment and Social Development Division	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2B - Government to Business G2C - Government to Citizen	
<b>Who may avail:</b>	Contractor/Permittee/Lessee/Permit Holder/Service Contractor of mining or quarrying operations	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Application letter (4 copies) 2. Latest monthly explosive consumption report (4 copies) 3. Copy of Purchaser's License (4 copies) 4. Operating Agreement if the applicant is other than the Permit Holder/Permittee (4 copies)		Client Records
1. PNP Form No. 6 (4 copies) 2. PNP Provincial Commander Endorsement (4 copies)		PNP
Drilling and Blasting scheme prepared by a licensed mining engineer justifying the legitimate use of the explosives (4 copies)		Licensed Mining Engineer
<b>Additional if from the Government Sector</b>		
<b>Additional if Requesting Party is a representative</b>		






<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submit the required documents to MGB-V	1.1 Receive and record application and forwards documents to the Office of the Regional Director (ORD)	None	5 Minutes	<p><i>DONNA N. MACINAS</i> <i>Administrative Officer III</i></p> 
	1.2 Receive and record application and forward to Regional Director	None	15 Minutes	<p><i>MARIA PURISMA L. LAUD</i> <i>Receiving/Releasing Clerk</i> <i>(Office of the RD)</i></p> 
	1.3 Receive and endorse application to the Chief, Mine Safety, Environment and Social Development Division (MSESDD)	None	15 Minutes	<p><i>GUILLERMO A. MOLINA, JR. IV</i> <i>Regional Director</i></p> 






	1.4 Receive and record application to Incoming Logbook and forward to Chief MSESDD	None	5 Minutes	<p><b>BERNADETTE B. SABASA</b> <i>Administrative Aide VI</i></p> 
	1.5 Forward application to Chief, Mine Safety and Health Section (MSHS).	None	5 Minutes	<p><b>JOSE MARCEL S. LAUD</b> <i>Chief Science Research Specialist</i></p> 
	1.6 Forward application to MSHS personnel	None	5 Minutes	<p><b>EARVIN JOHN M. YUSON</b> <i>Supervising Science Research Specialist</i></p> 






<p>2.1 If submitted documents is complete, secure Assessment Sheet and Order of Payment 2.2 If submitted documents is not complete, receive the Notice of Deficiency. Go back to Step 1.</p>	<p>2.1 Check and evaluate the submitted required documents</p> <p>2.1.1 If complete, prepare an assessment sheet and order of payment for application fee</p> <p>2.1.2 If not complete, a notice of deficiency shall be sent to the client</p>	<p>None</p>	<p>1 Day</p>	<p><b>JASPER F. LAVISTE</b> <i>Senior Science Research Specialist</i></p>  <p><b>RAUL JAY M. RICARIO</b> <i>Senior Science Research Specialist</i></p> 
<p>3. Pay the required fee at the Cashier by showing the order of payment.</p>	<p>3.1 Accept the payment based on the order of payment 3.2 Issue the Official Receipt</p>	<p>Processing Fee: PHP 300.00</p>	<p>5 Minutes</p>	<p><b>MARIA CRISTINA E. VIRAY</b> <i>Administrative Officer III (Cashier)</i></p> 





4. Return to MSESDD and present the Official Receipt for confirmation of payment	4.1 Check the Official Receipt and photocopy for record 4.2 Return Official Receipt to client	None	2 Minutes	<p><b>BERNADETTE B. SABASA</b> <i>Administrative Aide VI</i></p> 
	4.3 Prepare an MSESDD Action Slip and endorsement letter with attached required documents 4.4 Attach MSESDD Action Slip as a required document to the endorsement letter	None	2 Hours	<p><b>JASPER F. LAVISTE</b> <i>Senior Science Research Specialist</i></p>  <p><b>RAUL JAY M. RICARIO</b> <i>Senior Science Research Specialist</i></p> 



	4.5 Review and countersign the endorsement letter with attached required documents	None	6 Hours	<p><i><b>EARVIN JOHN M. YUSON</b></i> <i>Supervising Science Research Specialist</i></p> 
	4.6 Record to Outgoing Logbook the endorsement letter with attached required documents and forward to the ORD	None	5 Minutes	<p><i><b>BERNADETTE B. SABASA</b></i> <i>Administrative Aide VI</i></p> 
	4.7 Approve the endorsement letter with attached required documents	None	10 Minutes	<p><i><b>GUILLERMO A. MOLINA, JR. IV</b></i> <i>Regional Director</i></p> 



	4.8 Record and forward the endorsement letter with attached required documents to Records Officer for releasing	None	5 Minutes	<p><i>BERNADETTE B. SABASA</i> <i>Administrative Aide VI</i></p> 
5. Receive endorsement letter with attached required documents	5.1 Record and release the endorsement letter with attached required documents	None	5 Minutes	<p><i>DONNA N. MACINAS</i> <i>Administrative Officer III</i></p> 
<b>TOTAL:</b>		<b>PHP 300.00</b>	<b>Simple</b>	<b>1 Day, 9 Hours &amp; 32 Minutes</b>