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# CITIZEN'S CHARTER

Department of Environment and Natural Resources

**Mines and Geo-Sciences Bureau**

**Regional Office No. V**

DENR Annex Building, Regional Government Center, Rawis, Legazpi City

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# MANDATE

## **DENR MANDATE**

- The DENR is the primary government agency responsible for the conservation, management, development and proper use of the country's environment and natural resources.

## **MGB MANDATE**

- The Mines and Geosciences Bureau is the primary government agency under the Department of Environment and Natural Resources (DENR), responsible for the conservation, management, development and proper use of the country's mineral resources including those in reservations and lands of public domain.

Towards this end, it is primarily responsible for the rational administration and disposition of mineral lands and resources, development of mining, geological, metallurgical, chemical and related technologies thru basic and applied researches, and inventory of mineral resources.

# VISION

## **DENR VISION**

- A nation enjoying and sustaining its natural resources and clean and healthy environment.

## **MGB VISION**

- The Mines and Geosciences Bureau envisions a minerals industry that is not only prosperous but also socially, economically and environmentally sustainable, with broad community and political support while positively and progressively assisting in Government's program on poverty alleviation and contributing to the general economic well-being of the nation.

MGB also aims to be the leading geosciences and geo-resources institution serving the public and nation with scientific reliability.

## **MGB-V VISION**

- An Office composed of God-loving, highly motivated and responsive individuals committed to the promotion and development of a community-supported mining industry that is socially responsible, economically and environmentally sustainable, and dedicated to the pursuit of geo-scientific initiatives towards the enhancement of the well-being of the Bicolanos.

# MISSION

## **DENR MISSION**

- To mobilize our citizenry in protecting, conserving, and managing the environment and natural resources for the present and future generations.

## **MGB MISSION**

- The Mines and Geosciences Bureau, as steward of the country's mineral resources, is committed to the promotion of sustainable mineral resources development, aware of its contribution to the national economic growth and countryside community development. It fully recognizes that the development of a responsive policy framework in partnership with stakeholders to govern mineral exploration, mining and investment decisions and an effective institutional structure, are fundamental requisites for the sustainable utilization of the country's mineral resources. It is adherent to the mineral promotion of geological studies as an integral element of socio-economic development, environment protection and human safety. Yet, it is sensitive to the known environment impacts of mining and the need for restoration and rehabilitation of mining affected areas and the development and adoption of environmental and geoscientific technologies.

# SERVICE AND PERFORMANCE PLEDGE



## MINES AND GEOSCIENCES BUREAU-V

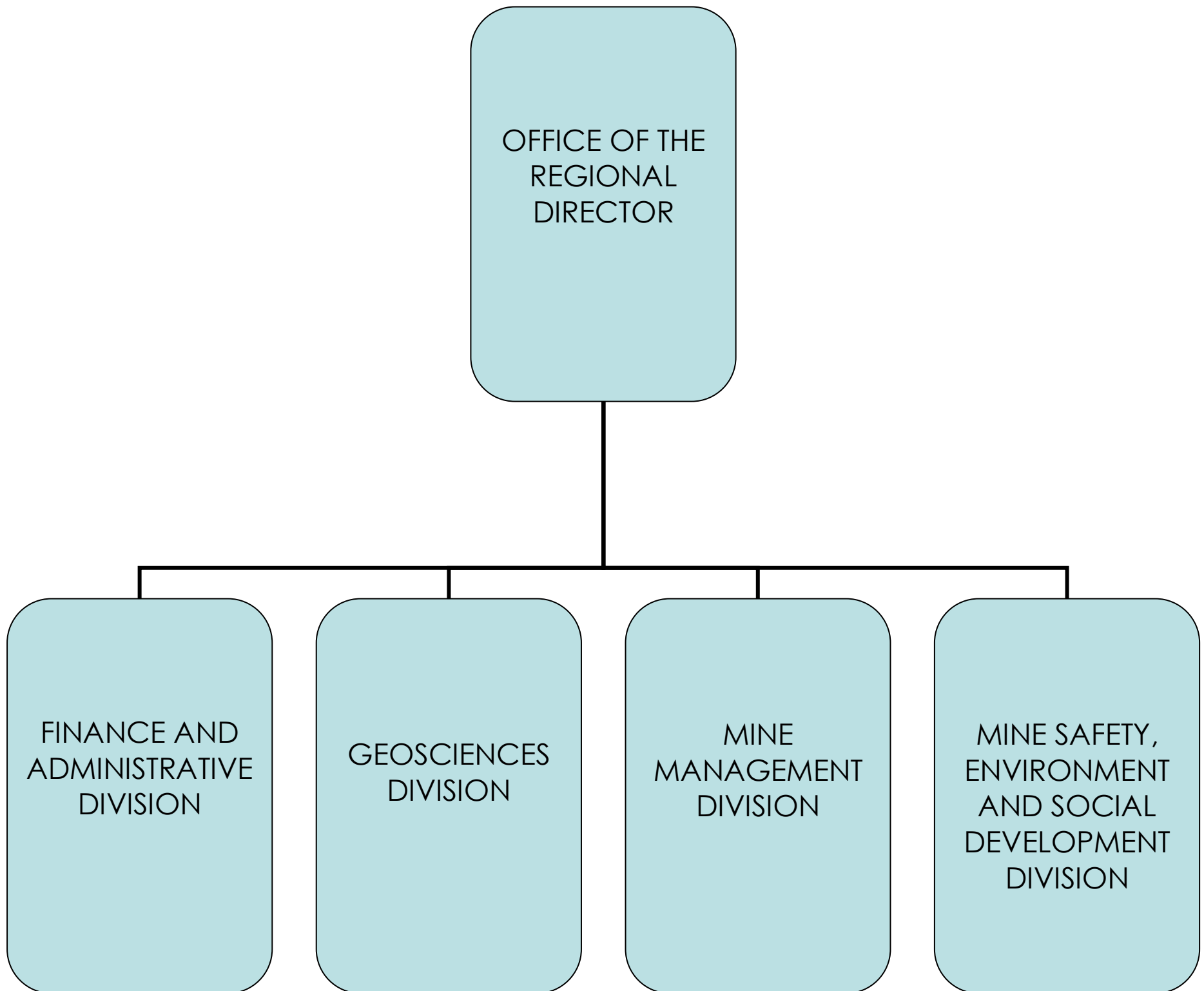
We, the officials and employees of MGB-V, commit to:

**A**ct effectively and efficiently on your requests and permit applications with transparency and urgency from Mondays to Fridays, 8:00 a.m. to 5:00 p.m.;

**C**reate an atmosphere of safety and utmost convenience for your well-being within the Office premises and install a complaint/feedback mechanism (24/7 complaint/feedback hotline: [www.region5@mgb.gov.ph](mailto:www.region5@mgb.gov.ph));

**T**imely deliver the services with professionalism, integrity, sense of responsibility, and organizational discipline.

# ORGANIZATIONAL STRUCTURE



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## FUNCTIONAL UNITS

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### **Office of the Regional Director (ORD)**

The Office of the Regional Director shall implement the pertinent laws, policies, rules and regulations and programs; exercise the management functions of planning, organizing, directing and controlling; undertake information, Education and Communication campaign; and perform such other duties and functions as may be provided by law or delegated by the Director.

### **Finance and Administrative Division (FAD)**

The **Finance and Administrative Division** (FAD) shall provide general administrative services pertaining to human and financial resources, and property and records management.

It is composed of the following sections:

#### **Finance Section**

- Provides budgeting and accounting services

#### **Administrative Section**

- Provides services on human resource, property and records management, including cashiering, and other general services.

### **Geo-Sciences Division (GSD)**

The **Geosciences Division** (GD) shall undertake land and marine geoscientific surveys (including mineral exploration, geological mapping, geohazard assessment, and engineering geological and geo-environmental studies) and provide geological laboratory and information services.

It is composed of the following sections:

#### **General and Economic Geology Section**

- Conducts geological mapping, and other specialized studies involving stratigraphy, structural geology and tectonics, and geomorphology, among others;
- Conducts mineral exploration (including characterization and modeling of mineral deposits);
- Undertakes the evaluation of proposed mineral reservation;
- Conducts validation and inventory of mineral resource;
- Assists in the evaluation of mining tenements in relation to mineral exploration;
- Conducts Information, Education and Communication campaigns on geosciences (including geology, geohazard, rocks and mineral deposits, hydrogeology).

#### **Hydrogeology/Environmental Geology Section**

- Conducts hydrogeological exploration and vulnerability assessment; and
- Conducts geo-environmental studies (including assessment of possible solid waste disposal sites and studies on climate change and other environmental impacts).

#### **Geohazard and Engineering Geology Section**

- Conducts geohazard and risk assessment (including hazard modeling, and engineering geological studies);
- Conducts relocation/resettlement and evacuation site assessment in support to disaster risk reduction and management programs; and
- Undertakes geological scoping and review of engineering geological and geohazard assessment reports.

#### **Geological Laboratory Services Section**

- Provides services on geological laboratory analysis of minerals/ores, rocks, soil, sediments, fossils, water and other types of samples.

## **Mine Safety, Environment and Social Development Division (MSESDD)**

The **Mine Safety, Environment and Social Development Division** (MSESDD) shall conduct the evaluation and monitoring of implementation of programs and investigate incidents/complaints on mine safety and health, environmental management and social development.

It is composed of the following sections:

### **Mine Environmental Management Section**

- Evaluates the Environmental Work Program (EWP) for the exploration and other environmental reports required under RA 7942;
- Initiates the creation of the Mine Rehabilitation Fund (MRF) Committee, which conducts preliminary evaluation of the submitted EPEP, and the Multipartite Monitoring Team (MMT), which serve as monitoring arm of the MRF Committee;
- Conducts preliminary evaluation of Environmental Protection and Enhancement Program (EPEP) and Annual EPEP (AEPEP);
- Evaluates and approves the application for Certificate of Environmental Management and Community Relations Records (CEMCRR)
- Monitors the Environmental Work Program of approved mining rights;
- Conducts investigation for claims for compensation of damages caused by mine waste and/or mill tailings;
- Conducts assessment of mined out/mine affected areas for rehabilitation;
- Conducts assessment of mining forest areas in connection with "Adopt a Tree, Adopt a Mining Forest Management";
- Conducts annual environmental audit required pursuant to RA 7942;
- Monitors the tailings dam/impoundment facility of operating mining companies in the region;
- Conducts initial evaluation/validation of environmental management programs;
- Evaluates annual environmental management programs and small-scale mining environmental management plan;
- Conducts monitoring of implementation of environmental management programs and compliance with other environmental requirements; and
- Investigates incidents/complaints relating to environmental management and abandoned mines.

### **Mine Safety and Health Section**

- Conducts regular safety inspection and audit of mining companies to assess the effectiveness of the safety and health program;
- Conducts pre-processing of accreditation of service contractor;
- Conducts safety inspection of electrical/mechanical installation of mining/quarry operations;
- Issues permits on mechanical/electrical installations of mining companies in terms of operational safety;
- Evaluates and process the permit to possess/purchase explosive to various mining companies in the region;
- Conducts first aide training of personnel to different mining companies and small-scale miners;
- Inspects and evaluates explosive magazines for their safety compliances to DAO 2000-98;
- Process and issues safety inspector, safety engineers permit and blasters foreman licenses;
- Verifies mines safety and health record of mining companies;
- Conducts investigation of mine accidents in mining operations;
- Provides assistance in the conduct of regular MMT Monitoring on Mining companies;
- Evaluates mine safety and health programs and related permit applications;
- Conducts monitoring of implementation of mine safety and health programs and compliance with other mine safety and health requirements;
- Investigates incidents/complaints relating to mine safety and health, and
- Evaluates and reviews monthly general accident reports and other periodic reports submitted by mining companies.

### **Social Development Section**

- Evaluates the Programs on Social Development, Information, Education and Communication, and Development of Mining Technology and Geosciences of mining companies;
- Conducts validation of the Community Development Programs/Projects/Activities undertaken by mining exploration, and development of mining operations;
- Monitors the implementation of social programs on the protection and enhancement of mining exploration and development projects undertaken on host communities;
- Conducts survey on the effectiveness and efficiency of Social Development and Management Programs (SDMP);
- Initiates the promotion of the social based development and establishment of small-scale mining operations in the Bicol Region;
- Conducts monitoring of implementation of social development programs and compliance with other social development requirements; and
- Investigates incidents/complaints relating to the implementation of social development programs.

## **Mine Management Division (MMD)**

The **Mine Management Division** (MMD) shall undertake initial evaluation of mining and mining related applications, monitoring of the disposition and utilization of mineral lands and resources, and survey of mineral lands.

It is composed of the following sections:

### **Mining Tenement Evaluation Section**

- Undertakes initial evaluation of mining and mining-related applications;
- Undertakes registration and maintains a registry of mining-related documents;
- Investigates and assists in the resolution of conflicts/adverse claims/oppositions concerning mining tenements;
- Evaluates the financial and economic components of proposed mining projects; and
- Maintains the Regional Mineral Rights Management System.

### **Monitoring and Technical Services Section**

- Undertakes monitoring of the disposition and utilization of mineral lands and resources;
- Validates mineral reserves of mining operations;
- Undertakes mineral statistical analysis; and
- Provides technical assistance to stakeholders.

### **Mineral Lands Survey Section**

- Undertakes evaluation of applications for survey order and survey returns, and survey plans in areas outside mineral reservations;
- Undertakes initial evaluation of applications for survey order and survey returns, and survey plans in areas within mineral reservations;
- Verifies mining tenement boundaries in connection with mining applications and in cases of conflicts/adverse claims/oppositions in areas outside mineral reservation;
- Assists in the evaluation of mining applications in relation to mining tenement boundaries;
- Manages the regional mining tenement control map; and
- Evaluates the deputation of Geodetic Engineers.



## LIST OF FRONTLINE SERVICES

Frontline Service	Fees	Forms	Processing Time (under normal conditions)	Person In Charge
<b>GEOSCIENCES DIVISION</b>				
Geohazard Identification Survey	₱2000.00/man day but not less than 6,000.00		12 days, 3 hours, and 35 minutes	AE Dayao/ GA Molina, Jr. IV
Geological Site Scoping	₱2000.00/man day but not less than 6,000.00		14 days, 3 hours and 35 minutes	AE Dayao/ GA Molina, Jr. IV
Engineering Geological and Geohazard Assessment	₱2000.00/man day but not less than 6,000.00		33 days, 11 hours and 40 minutes	AE Dayao/ GA Molina, Jr. IV
Mineral Verification	₱2000.00/man day but not less than 6,000.00		21 days, 16 hour and 35 minutes	AE Dayao/ GA Molina, Jr. IV
<b>MINE MANAGEMENT DIVISION</b>				
Area Clearance for Small- Scale Mining Permit/Quarry Applications	No Fee		3 days and 1 hour	AC MARASIGAN/ GA Molina, Jr. IV
Processing of Ore Transport Permit (OTP)/ Ore Transport Certification (OTC)	₱2,000.00 - metallic ₱ 5,000.00 - Non-metallic  ₱2000.00/man day but not less than 6,000.00		3 days, 2 hours and 25 minutes	AC MARASIGAN/ GA Molina, Jr. IV
Complaints on Illegal Mining	No Fee		3 days 4 hours and 40 minutes	AC MARASIGAN/ GA Molina, Jr. IV
<b>MINE SAFETY, ENVIRONMENT AND SOCIAL DEVELOPMENT DIVISION</b>				
Issuance of Permit to Install Mechanical Equipment	₱ 500.00/plan		3 days, 5 hours and 15 minutes	CO Oropesa/ GA Molina, Jr. IV
Issuance of Permit to Install Electrical Equipment	₱ 500.00/plan		4 days, 1 hour and 5 minutes	CO Oropesa / GA Molina, Jr. IV
Issuance of Safety Engineer /Safety Inspector Permit	₱ 1,000.00/(TSI/TSE) ₱ 1,500.00/(PSI/PSE)		1 day, 3 hours and 5 minutes	CO Oropesa / GA Molina, Jr. IV
Processing of License to Possess Explosives	₱ 1,000.00/Application ₱ 2,000.00/Verification/ man, day with a minimum amount of 6,000.00		6 days, 2 hours and 15 minutes	CO Oropesa / GA Molina, Jr. IV
Processing of License to Purchase and Move Explosives	₱ 300.00/application		1 day, 1 hour and 45 minutes	CO Oropesa / GA Molina, Jr. IV
Processing of Blaster's Foreman License	₱ 500.00/application		2 days, 2 hours, and 15 minutes	CO Oropesa / GA Molina, Jr. IV
Issuance of Permit to Operate Electrical and Mechanical Equipment	₱ 2,000.00/Verification/ man, day with a minimum amount of 6,000.00		9 days, 6 hours, and 5 minutes	CO Oropesa / GA Molina, Jr. IV
Issuance of 5-Year and Annual Social Development and Management Program (SMDP) Certificate	-		2 days and 2 hours	CO Oropesa / GA Molina, Jr. IV
Issuance of Environmental Protection and Enhancement Program (EPEP) Certificate	-		2 days and 2 hours	CO Oropesa / GA Molina, Jr. IV
Issuance of Annual Safety and Health Program (ASHP) Certificate	-		1 day and 2 hours	CO Oropesa / GA Molina, Jr. IV
Issuance of Certificate of Environmental Management and Community Relations Records (CEMCRR)	₱ 2,000.00/Verification/ man, day with a minimum amount of 6,000.00		15 days	CO Oropesa / GA Molina, Jr. IV

## GEOSCIENCES DIVISION (GSD)

Name of Frontline Service: **Application for Geohazard Identification Survey (GIS)**

Schedule of availability of the service: Monday to Friday  
8:00 a.m. – 12:00 NN  
1:00 p.m. - 5:00 p.m.

Who may avail of the service: LGU's, private subdivision developers, homeowner's associations, urban poor associations, Social Housing and Finance Corporation (SHFC), National Housing Authority (NHA), Housing and Urban Development Coordinating Council (HUDCC), Department of Social Welfare and Development (DSWD), Office of Civil Defense (OCD) and private individuals

Fees: ₱ 2,000.00/man/day but not less than ₱ 6,000.00 or as provided in the Memorandum of Agreement by and between the MGB-V and the project proponent

Documentary requirements

1. Written request
2. Site Development Plan; scale 1: 1,000 or larger
3. Topographic Map; scale 1: 1,000 or larger
4. Lot Plan
5. Site Grading Plan; scale 1: 1,000 or larger (Optional)

STEP	APPLICANT/ CLIENT	ACTIVITY	DURATION	PERSON IN CHARGE
1	Submits written request for Geohazard Identification Survey (GIS) including the documentary requirements	Receives, records and routes request for GIS to the Office of the Regional Director	15 minutes	Records Officer
2		Studies and forwards request for GIS to the Chief, Geosciences Division	5 minutes	Regional Director
3		Receives and records the request for GIS	10 minutes	Administrative Assistant
4		Evaluates completeness and appropriateness of the attached documentary requirements	10 minutes	Chief, Geosciences Division
5a		If the documentary requirements are incomplete and/or inappropriate, Chief, Geosciences Division prepares draft response letter for the customer and submits to the RD	15 minutes	Chief, Geosciences Division
5b		If the submitted documentary requirements for GIS are complete and/or appropriate, the Chief, Geosciences Division prepares the pro-forma MOA and draft transmittal letter and forwards the same to the RD for review.	25 minutes	Chief, Geosciences Division
6		Records document and forwards to the ORD	10 minutes	Administrative Assistant
7		Reviews the draft response letter or pro-forma MOA and draft transmittal letter and routes back to the Chief, Geosciences Division	10 minutes	Regional Director
8		Finalizes and prints the response letter or pro-forma MOA with transmittal letter and submits to ORD for signature	10 minutes	Chief, Geosciences Division
9		Records document and forwards to the ORD	10 minutes	Administrative Assistant
10		Signs the response letter or pro-forma MOA with transmittal letter and forwards to Records Officer for recording, filing and releasing	5 minutes	Regional Director
11		Records, files and releases response letter or pro-forma MOA with transmittal letter	10 minutes	Records Officer
12	Submits map deficiencies and signed and notarized MOA	Receives, records and routes map deficiencies and signed and notarized MOA to the Office of the Regional Director	15 minutes	Records Officer
13		Studies and forwards additional documents to the Chief, Geosciences Division	5 minutes	Regional Director
14		Receives and records the additional documents	10 minutes	Administrative Assistant
15		Receives the additional documents and signed and notarized MOA and re-evaluates completeness of documents	15 minutes	Chief, Geosciences Division
16		Routes the GIS documents to the Chief, Geohazard and Engineering Geology Section for manning and scheduling.	10 minutes	Chief, Geosciences Division
17		Forwards the GIS documents to the Geologist assigned to do the GIS	5 minutes	Chief, Geohazard and Engineering Geology

				Section
18		Confirms with the customer the schedule of the GIS to be undertaken within the next five (5) days and sets logistical arrangements through SMS, phone call or email	15 minutes	Geologist of the Geohazard and Engineering Geology Section
19	Fetches Geologist and equipment from MGB-V and transports to the project site	Undertakes Geohazard Identification Survey (GIS)	2 days	Geologist of the Geohazard and Engineering Geology Section
20	Transports Geologist and equipment to MGB-V from project site	Prepares and submits Request for Laboratory Analysis Form to GLSS immediately upon return from the field and NLT than 2 days upon return from fieldwork	1 hour	Geologist of the Geohazard and Engineering Geology Section or Cartographer
21		Receives the Request for Laboratory Analysis Form and records the samples in the Samples Received Logbook	30 minutes	Laboratory Technician
22		Signs the Request for Laboratory Analysis Form and forwards the same to the Chief, Geosciences Division for approval	15 minutes	Chief, Geological Laboratory Services Section
23		Prepares the Assessment Form and Order of Payment for laboratory analysis for signature by the Chief, Geosciences Division and the Accountant and processing by Cashier	30 minutes	Administrative Assistant
24	Pays the amount per Order of Payment	Processes payment and issue Official Receipt	15 minutes	Cashier
25		Undertakes laboratory analysis covering moisture content, complete grading, plastic limit and liquid limit	5 days	Laboratory Technician
26		Prepares the results of analysis for review and signature by the Chief, Geological Laboratory Services Section	1 day	Laboratory Technician
27		Manually drafts the site development plan with superimposed topographic map, field observations and spatial data recommendations and submits the same to the Geologist	1 day	Cartographer
28		Prepares Geohazard Identification Report (GIR) with maps and transmittal letter and submits draft GIR to the Chief, Geohazard and Engineering Geology Section for editing	6 days	Geologist of the Geohazard and Engineering Geology Section
29		Edits draft GIR and transmittal letter and returns same to the geologist for re-drafting	1 day	Chief, Geohazard and Engineering Geology Section
30		Re-drafts GIR and submits same to the Chief, Geosciences Division for final editing	1 day	Geologist of the Geohazard and Engineering Geology Section
31		Edits re-drafted GIR	1 day	Chief, Geosciences Division
32		Prepares final draft GIR	4 hours	Geologist of the Geohazard and Engineering Geology Section
33		Records final draft GIR and transmittal letter and forwards to the ORD	10 minutes	Administrative Assistant
34		Comments on the final draft GIR and transmittal letter for final printing	15 minutes	Regional Director
35		Prints in 4 copies the final GIR and forwards to Chief, Geosciences Division for signature	4 hours	Geologist of the Geohazard and Engineering Geology Section
36		Records, files and forwards Customer copy to the ORD	15 minutes	Administrative Assistant
37		Signs transmittal letter and releases to the Records Officer	10 minutes	Regional Director
TOTAL PROCESSING TIME			12 DAYS, 3 HOURS AND 35 MINUTES	

Name of Frontline Service: **Application for Geological Site Scoping (GSS)**

Schedule of availability of the service: Monday to Friday  
8:00 a.m. – 12:00 NN  
1:00 p.m. - 5:00 p.m.

Who may avail of the service: 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

Fees: ₱ 2,000.00/man/day but not less than ₱ 6,000.00 or as provided in the Memorandum of Agreement by and between the MGB-V and the project proponent

Documentary requirements

1. Written request
2. Site Development Plan; scale 1: 1,000 or larger
3. Topographic Map; scale 1: 1,000 or larger
4. Lot Map
5. Site Grading Plan; scale 1: 1,000 or larger (Optional)

STEP	APPLICANT/ CLIENT	ACTIVITY	DURATION	PERSON IN CHARGE
1	Submits written request for Geological Site Scoping (GSS) including the documentary requirements	Receives, records and routes request for GSS to the Office of the Regional Director	15 minutes	Records Officer
2		Studies and forwards request for GSS to the Chief, Geosciences Division	5 minutes	Regional Director
3		Receives and records the request for GSS	10 minutes	Administrative Assistant
4		Evaluates completeness and appropriateness of the attached documentary requirements	10 minutes	Chief, Geosciences Division
5a		If the documentary requirements are incomplete and/or inappropriate, Chief, Geosciences Division prepares draft response letter for the customer and submits to the RD	15 minutes	Chief, Geosciences Division
5b		If the submitted documentary requirements for GSS are complete and/or appropriate, the Chief, Geosciences Division prepares the pro-forma MOA and draft transmittal letter and forwards the same to the RD for review.	25 minutes	Chief, Geosciences Division
6		Records document and forwards to the ORD	10 minutes	Administrative Assistant
7		Reviews the draft response letter or pro-forma MOA and draft transmittal letter and routes back to the Chief, Geosciences Division	10 minutes	Regional Director
8		Finalizes and prints the response letter or pro-forma MOA with transmittal letter and submits to ORD for signature	10 minutes	Chief, Geosciences Division
9		Records document and forwards to the ORD	10 minutes	Administrative Assistant
10		Signs the response letter or pro-forma MOA with transmittal letter and forwards to Records Officer for recording, filing and releasing	5 minutes	Regional Director
11		Records, files and releases response letter or pro-forma MOA with transmittal letter	10 minutes	Records Officer
12	Submits map deficiencies and signed and notarized MOA	Receives, records and routes map deficiencies and signed and notarized MOA to the Office of the Regional Director	15 minutes	Records Officer
13		Studies and forwards additional documents to the Chief, Geosciences Division	5 minutes	Regional Director
14		Receives and records the additional documents	10 minutes	Administrative Assistant
15		Receives the additional documents and signed and notarized MOA and re-evaluates completeness of documents	15 minutes	Chief, Geosciences Division
16		Routes the GSS documents to the Chief, Geohazard and Engineering Geology Section for manning and scheduling.	10 minutes	Chief, Geosciences Division
17		Forwards the request and attached documentary requirements to the Geologist assigned to do the GSS	5 minutes	Chief, Geohazard and Engineering Geology Section
18		Confirms with the customer the schedule of the GSS to be undertaken within the next five (5) days and sets logistical arrangements through SMS, phone call or email	15 minutes	Geologist of the Geohazard and Engineering Geology Section
19	Fetches Geologist and equipment from MGB-V and transports to the project site	Undertakes Geological Site Scoping (GSS)	2 days	Geologist of the Geohazard and Engineering Geology Section
20	Transports Geologist and equipment to MGB-	Prepares and submits Request for Laboratory Analysis Form to GLSS immediately upon return from the field	1 hour	Geologist of the Geohazard and

	V from project site	and NLT than 2 days upon return from fieldwork		Engineering Geology Section or Cartographer
21		Receives the Request for Laboratory Analysis Form and records the samples in the Samples Received Logbook	30 minutes	Laboratory Technician
22		Signs the Request for Laboratory Analysis Form and forwards the same to the Chief, Geosciences Division for approval	15 minutes	Chief, Geological Laboratory Services Section
23		Prepares the Assessment Form and Order of Payment for laboratory analysis for signature by the Chief, Geosciences Division and the Accountant and processing by Cashier	30 minutes	Administrative Assistant
24	Pays the amount per Order of Payment	Processes payment and issue Official Receipt	15 minutes	Cashier
25		Undertakes laboratory analysis covering moisture content, complete grading, plastic limit and liquid limit	5 days	Laboratory Technician
26		Prepares the results of analysis for review and signature by the Chief, Geological Laboratory Services Section	1 day	Laboratory Technician
27		Manually drafts the site development plan with superimposed topographic map, field observations and spatial data recommendations and submits the same to the Geologist	1 day	Cartographer
28		Prepares Geological Site Scoping Reports (GSSR) with maps and transmittal letter and submits draft GSSR to the Chief, Geohazard and Engineering Geology Section for editing	7 days	Geologist of the Geohazard and Engineering Geology Section
29		Edits draft GSSR and transmittal letter and returns same to the geologist for re-drafting	2 days	Chief, Geohazard and Engineering Geology Section
30		Re-drafts GSSR and submits same to the Chief, Geosciences Division for final editing	1 day	Geologist of the Geohazard and Engineering Geology Section
31		Edits re-drafted GSSR	1 day	Chief, Geosciences Division
32		Prepares final draft GSSR	4 hours	Geologist of the Geohazard and Engineering Geology Section
33		Records final draft GSSR and transmittal letter and forwards to the ORD	10 minutes	Administrative Assistant
34		Comments on the final draft GSSR and transmittal letter for final printing	15 minutes	Regional Director
35		Prints in 4 copies the final GSSR and forwards to Chief, Geosciences Division for signature	4 hours	Geologist of the Geohazard and Engineering Geology Section
36		Records, files and forwards proponent's copy to the ORD	15 minutes	Administrative Assistant
37		Signs transmittal letter and releases to the Records Officer	10 minutes	Regional Director
TOTAL PROCESSING TIME:			14 DAYS, 3 HOURS AND 35 MINUTES	

Name of Frontline Service: **Application for Engineering Geological and Geohazard Assessment (EGGA)**

Schedule of availability of the service: Monday to Friday  
8:00 a.m. – 12:00 NN  
1:00 p.m. - 5:00 p.m.

Who may avail of the service: LGU's, private subdivision developers, homeowner's associations, urban poor associations, Social Housing and Finance Corporation (SHFC), National Housing Authority (NHA), Housing and Urban Development Coordinating Council (HUDCC), Department of Social Welfare and Development (DSWD), Office of Civil Defense (OCD), Department of Public Works and Highways (DPWH), Department of Interior and Local Government (DILG), Department of Education (DepEd), Environmental Management Bureau (EMB), land developers, private engineering contractors/companies and private individuals

Fees: ₱ 2,000.00/man/day but not less than ₱ 6,000.00 or as provided in the Memorandum of Agreement by and between the MGB-V and the project proponent

Documentary requirements

1. Written request
2. Site Development Plan; scale 1: 1,000 or larger
3. Topographic Map; scale 1: 1,000 or larger
4. Lot Map
5. Site Grading Plan; scale 1: 1,000 or larger (Optional)

STEP	APPLICANT/ CLIENT	ACTIVITY	DURATION	PERSON IN CHARGE
1	Submits written request for Engineering Geological and Geohazard Assessment (EGGA) including the documentary requirements	Receives, records and routes request for EGGA to the Office of the Regional Director	15 minutes	Records Officer
2		Studies and forwards request for EGGA to the Chief, Geosciences Division	5 minutes	Regional Director
3		Receives and records the request for EGGA	10 minutes	Administrative Assistant
4		Evaluates completeness and appropriateness of the attached documentary requirements	10 minutes	Chief, Geosciences Division
5a		If the documentary requirements are incomplete and/or inappropriate, Chief, Geosciences Division prepares draft response letter for the customer and submits to the RD	15 minutes	Chief, Geosciences Division
5b		If the submitted documentary requirements for EGGA are complete and/or appropriate, the Chief, Geosciences Division prepares the pro-forma MOA, work program and draft transmittal letter and forwards the same to the RD for review.	2 hours	Chief, Geosciences Division
6		Records document and forwards to the ORD	10 minutes	Administrative Assistant
7		Reviews the draft response letter or pro-forma MOA and draft transmittal letter and routes back to the Chief, Geosciences Division	10 minutes	Regional Director
8		Finalizes and prints the response letter or pro-forma MOA with transmittal letter and submits to ORD for signature	10 minutes	Chief, Geosciences Division
9		Records document and forwards to the ORD	10 minutes	Administrative Assistant
10		Signs the response letter or pro-forma MOA with transmittal letter and forwards to Records Officer for recording, filing and releasing	5 minutes	Regional Director
11		Records, files and releases response letter or pro-forma MOA with transmittal letter	10 minutes	Records Officer
12	Submits map deficiencies and signed and notarized MOA	Receives, records and routes map deficiencies and signed and notarized MOA to the Office of the Regional Director	15 minutes	Records Officer
13		Studies and forwards additional documents to the Chief, Geosciences Division	5 minutes	Regional Director
14		Receives and records the additional documents	10 minutes	Administrative Assistant
15		Receives the additional documents and signed and notarized MOA and re-evaluates completeness of documents	15 minutes	Chief, Geosciences Division
16		Routes the EGGA documents to the Chief, Geohazard and Engineering Geology Section for manning and scheduling.	10 minutes	Chief, Geosciences Division
17		Forwards the request and attached documentary requirements to the Geologist assigned to do the EGGA	5 minutes	Chief, Geohazard and Engineering Geology Section
18		Confirms with the customer the schedule of the EGGA to be undertaken within the next five (5) days and sets logistical arrangements through SMS, phone call or email	15 minutes	Geologist of the Geohazard and Engineering Geology Section
19	Fetches Geologist and equipment from MGB-V	Undertakes Engineering Geological and Geohazard Assessment (EGGA)	7 days	Geologist of the Geohazard and

	and transports to the project site			Engineering Geology Section
20	Transports Geologist and equipment to MGB-V from project site	Prepares and submits Request for Laboratory Analysis Form to GLSS immediately upon return from the field and NLT than 2 days upon return from fieldwork	1 hour	Geologist of the Geohazard and Engineering Geology Section or Cartographer
21		Receives the Request for Laboratory Analysis Form and records the samples in the Samples Received Logbook	30 minutes	Laboratory Technician
22		Signs the Request for Laboratory Analysis Form and forwards the same to the Chief, Geosciences Division for approval	15 minutes	Chief, Geological Laboratory Services Section
23		Prepares the Assessment Form and Order of Payment for laboratory analysis for signature by the Chief, Geosciences Division and the Accountant and processing by Cashier	30 minutes	Administrative Assistant
24	Pays the amount per Order of Payment	Processes payment and issue Official Receipt	15 minutes	Cashier
25		Undertakes laboratory analysis covering moisture content, complete grading, plastic limit and liquid limit	15 days	Laboratory Technician
26		Prepares the results of analysis for review and signature by the Chief, Geological Laboratory Services Section	2 days	Laboratory Technician
27		Manually drafts the site development plan with superimposed topographic map, field observations and spatial data recommendations and submits the same to the Geologist	1 day	Cartographer
28		Prepares Engineering Geological and Geohazard Assessment Report (EGGAR) with maps and transmittal letter and submits draft EGGAR to the Chief, Geohazard and Engineering Geology Section for editing	20 days	Geologist of the Geohazard and Engineering Geology Section
29		Edits draft EGGAR and transmittal letter and returns same to the geologist for re-drafting	2 days	Chief, Geohazard and Engineering Geology Section
30		Re-drafts EGGAR and submits same to the Chief, Geosciences Division for final editing	2 days	Geologist of the Geohazard and Engineering Geology Section
31		Edits re-drafted EGGAR	1 day	Chief, Geosciences Division
32		Prepares final draft EGGAR	4 hours	Geologist of the Geohazard and Engineering Geology Section
33		Records final draft EGGAR and transmittal letter and forwards to the ORD	10 minutes	Administrative Assistant
34		Comments on the final draft EGGAR and transmittal letter for final printing	2 hours	Regional Director
35		Prints in 4 copies the final EGGAR and forwards to Chief, Geosciences Division for signature	1 day	Geologist of the Geohazard and Engineering Geology Section
36		Records, files and forwards proponent's copy to the ORD	15 minutes	Administrative Assistant
37		Signs transmittal letter and releases to the Records Officer	10 minutes	Regional Director
TOTAL PROCESSING TIME			33 DAYS, 11 HOURS AND 40 MINUTES	

Name of Frontline Service: **Request for Geological/Mineral Verification**

Schedule of availability of the service: Monday to Friday  
8:00 a.m. – 12:00 NN  
1:00 p.m. - 5:00 p.m.

Who may avail of the service: Small-scale mining applicants, Minahang bayan applicants

Fees: ₱ 2,000.00/man/day but not less than ₱ 6,000.00 or as provided in the Memorandum of Agreement by and between the MGB-V and the project proponent

Documentary requirements  
1. Location Map  
2. Claim Map  
3. Letter Request

STEP	APPLICANT/ CLIENT	ACTIVITY	DURATION	PERSON IN CHARGE
1	Submits request for Geological Verification (GV) including required documents	Receives, records and routes to the Office of the Regional Director	15 minutes	Records Officer
2		Studies and forwards request to the Geosciences Division	5 minutes	Regional Director
3		Receives and records the request for GV	10 minutes	Administrative Assistant
4		Evaluates submitted documents and discusses scope of work to be done with the applicant (if applicant is available)	1 hour	Chief, Geosciences Division
5		Prepares work program, pro-forma Memorandum of Agreement for the Conduct of GV and draft transmittal and forwards the same to the RD for signature.	2 hours	Chief, Geosciences Division
6		Records document and forwards to the ORD	10 minutes	Administrative Assistant
7		Reviews the draft response letter or pro-forma MOA, work program and draft transmittal letter and routes back to the Chief, Geosciences Division	10 minutes	Regional Director
8		Finalizes and prints the response letter or pro-forma MOA, work program and transmittal letter and submits to ORD for signature	10 minutes	Chief, Geosciences Division
9		Records document and forwards to the ORD	10 minutes	Administrative Assistant
10	Submits additional documents and/or signed and notarized MOA	Receives, records and routes additional documents and/or signed and notarized MOA to the Office of the Regional Director	15 minutes	Records Officer
11		Studies and forwards additional documents and/or signed and notarized MOA to the Chief, Geosciences Division	5 minutes	Regional Director
12		Receives and records the additional documents and/or signed and notarized MOA	10 minutes	Administrative Assistant
		Receives the additional documents and/or signed and notarized MOA and routes the GV documents to the Chief, General and Economic Geology Section for manning and scheduling	15 minutes	Chief, Geosciences Division
13		Forwards the request and attached documentary requirements to the Geologist assigned to do the GV	5 minutes	Chief, General and Economic Geology Section
14		Confirms with the customer the schedule of the GV to be undertaken within the next five (5) days and sets logistical arrangements through SMS, phone call or email	15 minutes	Geologist of the General and Economic Geology Section
15	Fetches Geologist and equipment from MGB-V and transports to the project site	Undertakes Geological Verification (GV)	3 to 5 days	Geologist of the General and Economic Geology Section
16	Transports Geologist and equipment to MGB-V from project site	Prepares waybill of samples for laboratory analysis, packs and ships samples through courier services upon payment of applicant of courier fees	4 hours	Geologist of the General and Economic Geology Section
17		Drafts preliminary map and plots field observations and prepares preliminary Geological Verification Report (GVR)	10 days	Geologist of the General and Economic Geology Section
	Pays the cost of laboratory analyses	Releases results of laboratory analysis		Private laboratory
18	Submits to MGB-V the results of laboratory analysis	Receives, records and routes results of laboratory analysis to the Office of the Regional Director	15 minutes	Records Officer
19		Forwards results of laboratory analysis to the Chief, Geosciences Division	5 minutes	Regional Director



20		Receives and records the results of laboratory analysis	10 minutes	Administrative Assistant
21		Receives the results of laboratory analysis and forwards to the Geologist of the General and Economic Geology Section	15 minutes	Chief, Geosciences Division
22		Completes draft Geological Verification Report (GVR) and transmittal letter upon submission of results of laboratory analysis and submits the same to the Chief, General and Economic Geology Section for review	2 days	Geologist of the General and Economic Geology Section
23		Reviews and edits the GVR and transmittal letter and returns the same to the geologist for editing	1 day	Chief, General and Economic Geology Section
24		Re-drafts edited GVR and submits for final editing by the Chief, Geosciences Division	1 day	Geologist of the General and Economic Geology Section
25		Edits re-drafted GVR	1 day	Chief, Geosciences Division
26		Prepares final draft GVR	4 hours	Geologist of the General and Economic Geology Section
27		Records final draft GVR and transmittal letter and forwards to the ORD	10 minutes	Administrative Assistant
28		Comments on the final draft GVR and transmittal letter for final printing	2 hours	Regional Director
29		Prints in 4 copies the final GVR and forwards to Chief, Geosciences Division for signature	1 day	Geologist of the General and Economic Geology Section
30		Records, files and forwards proponent's copy to the ORD	15 minutes	Administrative Assistant
31		Signs transmittal letter and releases to the Records Officer	10 minutes	Regional Director
TOTAL PROCESSING TIME			21 DAYS 16 HOURS AND 35 MINUTES	

## MINE MANAGEMENT DIVISION (MMD)

Frontline Service: **AREA CLEARANCE FOR SMALL SCALE MINING PERMIT/QUARRY PERMIT APPLICATION**

Clients: PMRB/MINING APPLICANTS

Schedule of Availability of the Service: Monday to Friday  
8:00 – 12:00 NN  
1:00 – 5:00 PM

Fee: No Fee

Who may avail of the Service: SSMPA/QPA applicants with pending applications at ENRO-LGU

Requirements: 1. Request for area clearance;  
2. Three (3) sets of sketch map/survey plan signed by a deputized mines geodetic engineer

STEP	APPLICANT/CLIENT	ACTIVITY	DURATION	PERSON IN CHARGE
1	Files request for area clearance	Accepts request for area clearance together with 3 copies of sketch map/survey plan and forwards documents to ORD;	5 minutes	EJC Pelecia/ CA Espenilla
2		RD indorses request to Chief, MMD for area clearance	5 minutes	RD G.A. Molina, Jr. IV
3		Chief, MMD indorses documents to Chief, MLSS for plotting in the control map	5 minutes	AC Marasigan
4		MLSS receives the request for area status and clearance	5 minutes	ML Manzanillo
5		OIC, MLSS acts initially to the request for area status and clearance	10 minutes	JC Avila
6		OIC-MLSS forwards the request to concerned personnel for computation of technical description	30 minutes	JM Lagatic/ RBBanua, Jr.
7		Plots the requested area in the MAPINFO Program	5 hours	JM Lagatic/ RB Banua, Jr.
8		Projects the requested area in the control maps of MPSA/EP Contracts and Permits and Mining Applications, Reservation Areas, Small Scale Mining Permits/Quarry Permits and Applications and No Go Zone Map	8 hours	JM Lagatic/ RB Banua, Jr.
9		Conducts research to determine the status of the conflicting areas, if subject area overlaps with other mining rights and applications	8 hours	JC Avila/JM Lagatic
10		Prepares draft of the Area Status and Clearance	1 hour	JC Avila/JM Lagatic
11		Reviews the draft of area status/clearance, then forwards to the Chief, MMD for comments	30 minutes	JC Avila
12		Chief, MMD reviews finally and put comments, if any	30 minutes	AC Marasigan
13		Returns to MLSS for finalization of the draft of the area status and clearance	10 minutes	OE Maravilla
14		Finalizes the Area Status and Clearance and OIC-MLSS affix initial	10 minutes	JC Avila ML Manzanillo
15		Forwards to Chief, MMD for initial	15 minutes	AC Marasigan
16		Forwards to ORD for signature	15 minutes	RD GA Molina, Jr. IV
17		Releases area status/clearance	10 minutes	EJC Pelecia/ CA Espenilla
	TOTAL PROCESSING TIME		3 DAYS AND 1 HOUR	

Frontline Service: **PROCESSING OF ORE TRANSPORT PERMIT (OTP)  
PROCESSING OF ORE TRANSPORT CERTIFICATE (OTC)**

Clients: MINERAL PRODUCTION SHARING AGREEMENT (MPSA) CONTRACTORS  
EXPLORATION PERMIT HOLDERS  
ACCREDITED MINERAL TRADERS/RETAILERS

Schedule of Activity of the Service: Monday to Friday  
8:00 – 12:00 NN  
1:00 – 5:00 PM

Application Fee: ₱ 2,000.00 (Metallic)  
₱ 5,000.00 (Non-Metallic)

Field Verification Fee: ₱ 2,000.00 per man per day

Provided that the minimum charge is ₱ 6,000.00 pursuant to DAO 2008-71

Who may avail of the Service: Mining Permittees, Mining Contractors, Accredited Traders/Retailers

Requirements: 1. For Ore Transport Permit - Letter request for application for OTP together with the accomplished Delivery Receipts  
2. For Ore Transport Certificate – Letter request for Application of OTC

STEP	APPLICANT/CLIENT	ACTIVITY	DURATION	PERSON IN CHARGE
1	Submits letter request for OTP/OTC	Receives and records request for OTP/OTC Forwards request to the Office of the Regional Director (RD) for Instruction	10 minutes	EJC Pelecia/ CA Espenilla
2		Receives, records request and forwards same to the RD	10 minutes	MPL Laud
3		Forwards request and instruct the Chief, Mine Management Division (MMD) on the conduct of Field Verification of the Minerals to be transported	30 minutes	RD GA Molina, Jr. IV
4		Releases request to the MMD	5 minutes	MPL Laud
5		Receives, records request  Prepares Order of Payment for Application Fee and Field Verification fees for signature of the Chief MMD  Releases Order of Payment to the Finance and Administrative Division	10 minutes	OE Maravilla
6		Receives/records Order of Payment	5 minutes	JS Austria
7		Reviews/signs Order of Payment  Forwards Order of Payment to the Cashier	5 minutes	SMR Seletaria/ DS Sombanon
8	Pays Application and Field Verification Fees	Issues Official receipt to the Clientele	10 minutes	Ma. CE Viray
9		Assigns Personnel to conduct Field Verification of minerals to be transported	10 minutes	AC Marasigan
10		Conducts Field Verification of minerals/mineral products to be transported and prepares Field Verification Report upon return to the Office	2 days	EJM Yuson/ JM Lagatic/ RB Banua, Jr.
11		Prepares Ore Transport Permit/Certificate  Records the Ore Transport Permit/Certificate in the logbook  Forwards same to the MMD Chief for approval	2 hour	OE Maravilla
12		Reviews Field Verification Report (FVR) and Ore Transport Permit/Certificate, affix initials and forward the same to the Office of the RD for approval	6 hours	AC Marasigan
13		Releases Field Verification Report and Ore Transport Permit/Certificate to the Office of the RD	5 minutes	OE Maravilla
14		Receives/Records FVR and OTP/OTC for approval of the RD	5 minutes	MPL Laud
15		Reviews Field Verification Report and approves OTP/OTC	30 minutes	RD GA Molina, Jr. IV
16		Releases Field Verification Report to the MMD for filing  Releases Ore Transport Permit/Certificate to the Records Unit	5 minutes	MPL Laud
17	Receives Ore Transport Permit/Certificate	Release Ore Transport Permit/Certificate	5 minutes	EJC Pelecia/ CA Espenilla
TOTAL PROCESSING TIME			3 DAYS, 2 HOURS AND 25 MINUTES	

Frontline Service: **COMPLAINTS ON ILLEGAL MINING**

Clients: MINING CLIENTS, PRIVATE INDIVIDUALS AND LOCAL GOVERNMENT UNITS

Schedule of Activity of the Service: Monday to Friday  
8:00 – 12:00 NN  
1:00 – 5:00 PM

Fee: **None**

Who may avail of the Service: Mining Clients, Private Individuals and Local Government Units

Requirements: 1. Letter complaint

STEP	APPLICANT/CLIENT	ACTIVITY	DURATION	PERSON IN CHARGE
1	Submits Letter Complaint	Receives and records Letter Complaint  Forwards Letter Complaint to the Office of the Regional Director (RD) for Instruction	10 minutes	EJC Pelecia/ CA Espenilla
2		Receives, records Letter Complaint and forwards same to the RD	10 minutes	MPL Laud
3		Forwards Letter Complaint to the Chief, Mine Management Division (MMD) for information, instruction to conduct investigation	10 minutes	RD GA Molina, Jr. IV
4		Releases Letter Complaint to the MMD	10 minutes	MPL Laud
5		Receives, records Letter Complaint  Forwards the same to the Chief, MMD	10 minutes	OE Maravilla
6		Chief MMD provides instruction to concerned personnel to conduct field investigation	10 minutes	AC Marasigan
7		Technical Personnel conducts field investigation  Upon return to Office, submits Investigation Report and action letter to the Chief, MMD for review and initials	3 days	EJM Yuson RC Riñon JC Avila JM Lagatic RB Banua, Jr
8		Reviews and affix initials on the investigation Report and Action Letter	1 hour	AC Marasigan
9		Forwards Investigation Report and Action Letter to the ORD for signature and further instruction	10 minutes	OE Maravilla
10		Receives and records the Investigation Report and Action Letter and forwards the same to the RD for signature	5 minutes	MPL Laud
11		Reviews and signs Investigation Report and Action Letter	2 hours	RD GA Molina, Jr. IV
12		Releases Investigation Report to the Chief MMD for Filing and the Action Letter to the Records Unit for Release.	10 minutes	MPL Laud
13		Receives and records Action Letter and releases the same to the Complainant	10 minutes	EJC Pelecia/ CA Espenilla
		TOTAL PROCESSING TIME	3 DAYS, 4 HOURS AND 35 MINUTES	

## MINE SAFETY, ENVIRONMENT AND SOCIAL DEVELOPMENT DIVISION (MSESDD)

**Frontline Service: Issuance of Permit to Install Mechanical Equipment**

Clients: Mining Companies

Schedule of Availability of Service: Monday to Friday  
8:00 a.m. – 12:00 NN  
1:00 p.m. - 5:00 p.m.

Fees: ₱ 500.00 per plan

Who may avail of the Service: Mining Permittee's

- Requirements:
1. Duly Accomplished Application for Mechanical Equipment Installation (MGB)
  2. Location Plan
  3. General Layout Plan
  4. Plan elevation (longitudinal & traverse)
  5. Piping Plan in isometric drawing & detailed plans of foundation and support
  6. Detailed construction and working plans of boilers and pressure vessels
  7. Complete machinery list in tabulated form
  8. Flow sheet if processing, manufacturing or assembly
  9. Signature and seal of Professional Mechanical Engineer

STEP	APPLICANT/CLIENT	ACTIVITY	DURATION	PERSON IN CHARGE
1	Submits written application	Receives and records application and forwards documents to the ORD	5 minutes	EJC Pelecia/CA Espenilla
2		Endorses application to the Chief, MSESDD	30 minutes	RD GA Molina, Jr. IV MPL Laud
3		Reviews/assesses submitted documentary requirements, ensures its substantial compliance	1 day	Chief, MSESDD /MSHS- RA Collamar JF Laviste /RJM Ricario
4		Prepares Order of Payment	10 minutes	JF Laviste/RJM Ricario
5	Pays required fee	Issues Official Receipt	5 minutes	Cashier – Ma. CE Viray
6		Evaluates application, processes Permit and prepares communication	2 days	MSHS Personnel - JF Laviste/RJM Ricario
7		Reviews and endorses Permit to the Regional Director	0.5 day	Chief, MSESDD
8		Reviews/signs permits	10 minutes	RD GA Molina, Jr. IV
9	Receives permit	Records/releases the Permit	5 minutes	EJC Pelecia/CA Espenilla
TOTAL PROCESSING TIME			3 DAYS, 8 HOURS AND 5 MINUTES	

**Frontline Service: Issuance of Permit to Install Electrical Equipment**

Clients: Mining Companies

Schedule of Availability of the Service: Monday to Friday  
8:00 a.m. – 12:00 NN  
1:00 p.m. - 5:00 p.m.

Fees: ₱500.00 per plan

- Requirements:
1. Duly accomplished Application for Electrical Wiring Installation (MGB Form No. 15-10)
  2. Location Plan
  3. Power Layout
  4. Electrical Plans
    - a) Layout and schematic diagram for lightings and convenient outlet
    - b) Schematic diagram for feeder and sub-feeder
    - c) Schematic for wiring diagram for lad center
  5. Design computational design analysis
  6. Schedule for load in tabulated form
  7. Signature and seal of Professional Electrical Engineer

STEP	APPLICANT/CLIENT	ACTIVITY	DURATION	PERSON IN CHARGE
1	Submits written application	Receives and records application and forwards documents to the ORD	5 minutes	EJC Pelecia/CA Espenilla
2		Endorses application to the Chief, MSESDD	30 minutes	RD GA Molina, Jr. IV MPL Laud
3		Reviews/assesses submitted documentary requirements, ensures its substantial compliance	1 day	Chief, MSESDD /MSHS- RA Collamar JF Laviste/RJM Ricario
4		Prepares Order of Payment	10 minutes	JF Laviste/RJM Ricario
5	Pays Order of Payment	Issues Official Receipt	5 minutes	Cashier – Ma. CE Viray
6		Evaluates the completeness of the application	2 days	MSHS Personnel - JF Laviste/RJM Ricario
7		Reviews/forwards Permit to the Office of the RD	1 day	Chief, MSESDD
8		Reviews/signs Permit	10 minutes	RD GA Molina, Jr. IV
9	Receives Permit	Record/releases the permit	5 minutes	EJC Pelecia/CA Espenilla

TOTAL PROCESSING TIME	4 DAYS, 1 HOUR AND 5 MINUTES
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Front Line Service: **Issuance of Temporary/Permanent Safety Engineer/Safety Inspector's Permit**

Clients: Mining Companies

Schedule of Availability of the Service: Monday to Friday  
8:00 a.m. – 12:00 NN  
1:00 p.m. - 5:00 p.m.

Fees: Temporary Safety Inspector ₱ 1,000.00  
Permanent Safety Inspector ₱ 1,500.00  
Temporary Safety Engineer ₱ 1,000.00  
Permanent Safety Engineer ₱ 1,500.00

- Requirements:
1. Duly filled accomplished form (MGB Form No. 15-3A;
  2. Certified photocopy of college diploma or high school diploma, or pertinent credentials, as the case may be;
  3. Certificate of employment (present and previous) signed under oath;
  4. Latest photograph, 2" x 2"

STEP	APPLICANT/CLIENT	ACTIVITY	DURATION	PERSON IN CHARGE
1	Submits application	Receives, records application and forwards to the ORD	5 minutes	EJC Pelecia/CA Espenilla
2		Reviews, endorses application to the Chief, MSESDD	30 minutes	RD GA Molina, Jr. IV MPL Laud
3		Receives and checks the compliance of procedural requirements	1 hour	Chief, MSESDD/MSHS - RA Collamar JF Laviste/RJM Ricario/SMB Ajon
4		Prepares Order of Payment	10 minutes	JF Laviste/RJM Ricario
5	Pays Order of Payment	Issues Official Receipt	5 minutes	Cashier – Ma. CE Viray
6		Evaluates, processes substantial compliance of the application; prepares permit and prepares communication	1 day	MSHS Personnel - JF Laviste/RJM Ricario
7		Reviews/endorses initialed permit to the RD	1 hour	Chief, MSESDD
8		Reviews/signs Permit and endorsement letter	10 minutes	RD GA Molina, Jr. IV SMB Ajon
9	Receives Permit	Records/releases Permit	5 minutes	CA Espenilla
TOTAL PROCESSING TIME			1 DAY, 3 HOURS AND 5 MINUTES	

Front Line Service: **Processing of License to Possess Explosives**

Clients: Mining Companies

Schedule of Availability of the Service: Monday to Friday  
8:00 a.m. – 12:00 NN  
1:00 p.m. - 5:00 p.m.

Fees: Per Application ₱ 1,000.00  
Per Verification ₱ 2,000.00/per man/day with a minimum amount of ₱ 6,000.00. The transportation and incidental expenses shall be borne by the applicant

- Requirements:
1. PNP Form No. 6
  2. PNP Provincial Commander Endorsement
  3. Clearance from the Municipal Mayor, Chief of Police, Municipal Judge and NBI
  4. Mining Permit of the Area
  5. Operating Agreement if the applicant is other than the permittee
  6. Drilling and Blasting scheme prepared by a licensed mining engineer justifying the legitimate use of the explosives
  7. Plan of the explosive magazines
  8. Location map of the explosive magazines

STEP	APPLICANT/CLIENT	ACTIVITY	DURATION	PERSON IN CHARGE
1	Submits application	Receives, records application and forwards to the ORD	5 minutes	EJC Pelecia/CA Espenilla
2		Endorses application to the Chief, MSESDD	30 minutes	RD GA Molina, Jr. IV MPL Laud
3		Receives and checks the compliance of procedural requirements	1 hour	Chief, MSESDD /MSHS - RA Collamar JF Laviste/RJM Ricario/SMB Ajon
4		Prepares Order of Payment	10 minutes	JF Laviste/RJM Ricario/
5	Pays the Order of Payment	Issues Official Receipt	5 minutes	Cashier – Ma. CE Viray
6		Evaluates, processes substantial compliance; Conducts verification of explosive magazines	5 days	MSHS Personnel - JF Laviste/RJM Ricario/SMB Ajon
7		Prepares report and letter endorsement to the PNP	1 day	MSHS Personnel - JF Laviste/RJM Ricario/SMB Ajon
8		Reviews/indorses initials letter to the ORD	10 minutes	Chief, MSESDD
9		Reviews/signs letter endorsement	10 minutes	RD GA Molina, Jr. IV EJC Pelecia/CA Espenilla
10	Receives letter endorsement	Records/releases the endorsement	5 minutes	EJC Pelecia/CA Espenilla

TOTAL PROCESSING TIME	6 DAYS, 2 HOURS AND 15 MINUTES
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Front Line Service: **Processing of License to Purchase and Move Explosives**

Clients: Mining Companies

Schedule of Availability of the Service: Monday to Friday  
8:00 a.m. – 12:00 NN  
1:00 p.m. - 5:00 p.m.

Fees: Per application ₱ 300.00

- Requirements:
1. Application letter;
  2. PNP Form No. 6;
  3. PNP Provincial Commander Endorsement;
  4. Latest monthly explosive consumption report;
  5. Copy of Purchaser's License;
  6. Drilling and blasting scheme prepared by a licensed Mining Engineer justifying the legitimate use of the explosives;
  7. Plan of the explosive magazines;
  8. Location map of the explosive magazines; and
  9. Operating Agreement if the applicant is other than the Permit Holder/Permittee

STEP	APPLICANT/CLIENT	ACTIVITY	DURATION	PERSON IN CHARGE
1	Submits application	Receives, records application and forwards to the Office of the ORD	5 minutes	EJC Pelecia/CA Espenilla
2		Forwards application to the Chief, MSESDD	30 minutes	RD GA Molina, Jr. IV MPL Laud
3		Receives and checks the compliance of procedural requirement	30 minutes	Chief, MSESDD /MSHS - RA Collamar JF Laviste/RJM Ricario/SMB Ajon
4		Prepares Order of Payment	10 minutes	JF Laviste/RJM Ricario
5	Pays the Order of Payment	Issues Official Receipt	5 minutes	Cashier – Ma. CE Viray
6		Evaluates/process substantial compliance of the application	1 day	MSHS Personnel - JF Laviste/RJM Ricario/SMB Ajon
7		Reviews and forward initialed permit to the ORD	10 minutes	Chief, MSESDD
8		Reviews/ approves / issues the permit; and signs the letter endorsement	10 minutes	RD GA Molina, Jr. IV
9	Receives Permit	Records / Releases permit	5 minutes	EJC Pelecia/CA Espenilla
TOTAL PROCESSING TIME			1 DAY, 1 HOUR AND 45 MINUTES	

Front Line Service: **Processing of Blaster's Foreman License**

Clients: Mining Company

Schedule of Availability of the Service: Monday to Friday  
8:00 a.m. – 12:00 NN  
1:00 p.m. - 5:00 p.m.

Fees: Per Application ₱ 500.00

- Requirements:
1. PNP Form No. 6
  2. PNP Provincial Commander Endorsement
  3. Clearance from the Municipal Mayor, Chief of Police, Municipal Judge and NBI
  4. Copy of the Employer's Purchaser's License
  5. Certification of Employment
  6. Certification of a licensed mining engineer, re: applicant's qualifications and experience
  7. Duly filled-up MGB Information Sheet

STEP	APPLICANT/CLIENT	ACTIVITY	DURATION	PERSON IN CHARGE
1	Submits application	Receives, records application and forwards to the Office of the RD	5 minutes	EJC Pelecia/CA Espenilla
2		Forwards application to the Chief, MSESDD	30 minutes	RD GA Molina, Jr. IV MPL Laud
3		Receives and checks the compliance of procedural requirement	1 hour	Chief, MSESDD /MSHS - RA Collamar JF Laviste/RJM Ricario/SMB Ajon
4		Prepares Order of Payment	10 minutes	JF Laviste/RJM Ricario
5	Pays the Order of Payment	Issues Official Receipt	5 minutes	Cashier – Ma. CE Viray
6	Undergoes written and practical examinations	Evaluates/process substantial compliance of the application; conducts written and practical examinations; and prepares communication	1 day	MSHS Personnel - JF Laviste/RJM Ricario/SMB Ajon
7		Prepares letter endorsement to the PNP	1 day	MSHS Personnel - JF Laviste/RJM Ricario/SMB Ajon
8		Reviews and affixes initials to the letter endorsement to the ORD	10 minutes	Chief, MSESDD
9		Reviews and signs the letter endorsement	10 minutes	RD GA Molina, Jr. IV
10	Receives endorsement	Releases letter endorsement	5 minutes	EJC Pelecia/CA Espenilla

TOTAL PROCESSING TIME	2 DAYS, 2 HOURS AND 15 MINUTES
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Front Line Service: **Issuance of Permit to Operate Electrical and Mechanical Equipment**

Clients: Mining Companies

Schedule of Availability of the Service: Monday to Friday  
8:00 a.m. – 12:00 NN  
1:00 p.m. - 5:00 p.m.

Fees: Per verification ₱ 2,000.00/per man/day with a minimum amount of ₱ 6,000.00. The transportation and incidental expenses shall be borne by the applicant.

- Requirements:
1. Application letter
  2. Copy of the permit to install issued by MGB
  3. As built plans

STEP	APPLICANT/CLIENT	ACTIVITY	DURATION	PERSON IN CHARGE
1	Submits application	Receives, records application and forwards to the Office of the RD	5 minutes	EJC Pelecia/CA Espenilla
2		Forwards application to the Chief, MESD	30 minutes	RD GA Molina, Jr. IV MPL Laud
3		Receives and checks the compliance of procedural requirement	1 hour	Chief, MSESDD /MSHS - RA Collamar JF Laviste/RJM Ricario
4		Prepares Order of Payment	10 minutes	JF Laviste/RJM Ricario
5	Pays the Order of Payment	Issues Official Receipt	5 minutes	Cashier – Ma. CE Viray
6		Evaluates/process substantial compliance of the application;	2 days	MSHS Personnel - JF Laviste/RJM Ricario
7		Conducts verification of installations and prepares recommendations and permit	7 days	MSHS Personnel - JF Laviste/RJM Ricario
8		Reviews and affixes initials to the letter endorsement to the ORD	4 hours	Chief, MSESDD
9		Reviews and signs the letter endorsement	10 minutes	RD GA Molina, Jr. IV
10		Records / Releases permit	5 minutes	EJC Pelecia/CA Espenilla
TOTAL PROCESSING TIME			9 DAYS, 6 HOURS AND 5 MINUTES	

Front Line Service: **Issuance of 5-Year and Annual Social Development and Management Program (SDMP) Certificate**

Clients: Mining Permit Applicants

Schedule of Availability of the Service: Monday to Friday  
8:00 a.m. – 12:00 NN  
1:00 p.m. - 5:00 p.m.

- Requirements:
1. Application letter;
  2. 5 – Year SDMP
  3. SDMP Monitoring and Evaluation Report
  4. Financial Accomplishment Report

STEP	APPLICANT/CLIENT	ACTIVITY	DURATION	PERSON IN CHARGE
1	Submits application	Receives, records application and forwards to the ORD	5 minutes	EJC Pelecia/CA Espenilla
2		Forwards application to the Chief, MSESDD	30 minutes	RD GA Molina, Jr. IV MPL Laud
3		Receives and checks the compliance of procedural requirement	1 Hour	Chief, MSESDD/ SDS Personnel – RM Loquinario/SMB Ajon
4		Evaluates and processes the compliance of procedural requirements	2 days	SDS Personnel – RM Loquinario/SMB Ajon
5		Reviews and affixes initial to Certificate	10 minutes	Chief, MSESDD
6		Signs the Certificate	10 minutes	RD GA Molina, Jr. IV
7	Receives Certificate	Records / releases the Certificate	5 minutes	EJC Pelecia/CA Espenilla
TOTAL PROCESSING TIME			2 DAYS AND 2 HOURS	

Front Line Service: **Issuance of Environmental Protection and Enhancement Program (EPEP) Certificate**

Clients: Mining Permit Applicants

Schedule of Availability of the Service: Monday to Friday  
8:00 a.m. – 12:00 NN  
1:00 p.m. - 5:00 p.m.

- Requirements:
1. Application letter;
  2. EPEP Program



STEP	APPLICANT/CLIENT	ACTIVITY	DURATION	PERSON IN CHARGE
1	Submits application	Receives, records application and forwards to the ORD	5 minutes	EJC Pelecia/CA Espenilla
2		Forwards application to the Chief, MSESDD	30 minutes	RD GA Molina, Jr. IV MPL Laud
3		Receives and checks the compliance of procedural requirement	1 Hour	Chief, MSESDD/MEMS - AA Rejuso RM Loquinario/SMB Ajon/MBR Surators
4		Evaluates and processes the compliance of procedural requirements	2 days	MEMS Personnel – AA Rejuso RM Loquinario/SMB Ajon/MBR Suratos
5		Reviews and affixes initial to Certificate	10 minutes	Chief, MSESDD
6		Signs the Certificate	10 minutes	RD GA Molina, Jr. IV
7	Receives Certificate	Records / releases the Certificate	5 minutes	EJC Pelecia/CA Espenilla
TOTAL PROCESSING TIME			2 DAYS AND 2 HOURS	

Front Line Service:

**Issuance of Annual Safety and Health Program (ASHP) Certificate**

Clients:

Mining Permit Applicants

Schedule of Availability of the Service:

Monday to Friday  
8:00 a.m. – 12:00 NN  
1:00 p.m. - 5:00 p.m.

Requirements:

1. Application letter;
2. ASHP Program

STEP	APPLICANT/CLIENT	ACTIVITY	DURATION	PERSON IN CHARGE
1	Submits application	Receives, records application and forwards to the ORD	5 minutes	EJC Pelecia/CA Espenilla
2		Forwards ASHP application to the Chief, MSESDD	30 minutes	RD GA Molina, Jr. IV MPL Laud
3		Receives and checks the compliance of procedural requirement	1 Hour	Chief, MSESDD/ MSHS - RA Collamar JF Laviste/RJM Ricario
4		Evaluates and processes the compliance of procedural requirements	1 day	MSHS Personnel – JF Laviste/RJM Ricario
5		Reviews and affixes initial to Certificate	10 minutes	Chief, MSESDD
6		Signs the Certificate	10 minutes	RD GA Molina, Jr. IV
7	Receives Certificate	Records / releases the Certificate	5 minutes	EJC Pelecia/CA Espenilla
TOTAL PROCESSING TIME			1 DAY AND 2 HOURS	

Front Line Service:

**Issuance of Certificate of Environmental Management and Community Relations Records (CEMCRR)**

Clients:

Mining Companies

Schedule of Availability of the Service:

Monday to Friday  
8:00 a.m. – 12:00 NN  
1:00 p.m. - 5:00 p.m.

Fees:

Per verification ₱ 2,000.00/per man/day with a minimum amount of ₱ 6,000.00. The transportation and incidental expenses shall be borne by the applicant.

Requirements:

1. Duly Accomplished Application Form for Certificate of Environmental Management and Community Relations Records (CEMCRR) Copy of the permit to install issued by MGB
2. Payment of the processing fee

STEP	APPLICANT/CLIENT	ACTIVITY	DURATION	PERSON IN CHARGE
1	Submits application	Receives, records application and forwards to the Office of the RD	30 minutes	EJC Pelecia/CA Espenilla
2		Forwards application to the Chief, MSESDD	120 minutes	RD GA Molina, Jr. IV MPL Laud
3		Receives and checks the compliance of procedural requirement	120 minutes	Chief, MSESDD /MEMS- AA Rejuso RA Collamar/BMR Suratos
4		Prepares Order of Payment	30 minutes	RA Collamar/BMR Suratos
5	Pays the Order of Payment	Issues Official Receipt	30 minutes	Cashier – Ma. CE Viray
6		Evaluates/process substantial compliance of the application;	3 days, 5.5 hours	MEMS Personnel - RA Collamar/BMR Suratos
7		Conducts surveys on Community Relations Records and prepares report and COE/CEMCRR	10 days	MEMS Personnel - RA Collamar/BMR Suratos
8		Reviews and affixes initials to the report and COE/CEMCRR endorse to the ORD	1 ½ day	Chief, MSESDD
9		Reviews and signs the report and COE/CEMCRR. Forward to MSESDD	30 minutes	RD GA Molina, Jr. IV MPL Laud
10		Sealed COE/CEMCRR and forward to MMD	30 minutes	MEMS Personnel - BB Sabasa
TOTAL PROCESSING TIME			15 DAYS	

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## FEEDBACK AND REDRESS MECHANISM IN MGB 5

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Please let us know if you are satisfied with our service:

- (a) Kindly accomplish the Feedback Form available at our Front Desk and Drop at our Drop Box.
- (b) Please send us your comments and suggestions at our e-mail address: mgbr5@yahoo.com.
- (c) The Officer of the Day will accommodate your comments, suggestions, and feedback
- (d) If you are not satisfied with our service, the Officer of Day shall attend to you.

Thank you for helping us serve you better.

### FEEDBACK FORM (Pananaw o Puna)

Please let us know how we have served you. You may use this form for compliments, complaints, or suggestions.  
*Ipaalam po ninyo sa amin kung paano namin kayo napaglingkuran. Maaaring gamitin ito para sa papuri, reklamo, o mungkahi.*

#### COMPLIMENT COMPLAINT SUGGESTION

*(Papuri) (Reklamo) (Mungkahi)*

Person(s)/Unit/Office Concerned or Involved:

*(Mga) tao/pangkat/tanggapan na may kinalaman sa papuri, reklamo, o mungkahi)*

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#### Facts or Details Surrounding the Incident:

*(Kaganapan o detalyeng bumabalot sa pangyayari)*

*(Please use additional sheet/s if necessary)*

*(Mangyaring gumamit ng karagdagang papel kung kinakailangan)*

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#### Recommendation(s)/Suggestion(s)/Desired Action from our Office

*(Rekomendasyon/Mungkahi/Nais na aksyon mula sa aming tanggapan)*

*(Please use additional sheet/s if necessary)*

*(Mangyaring gumamit ng karagdagang papel kung kinakailangan)*

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Name [OPTIONAL]: \_\_\_\_\_

Office/Agency: \_\_\_\_\_

*(Pangalan) (Tanggapan/Ahensya)*

Address: \_\_\_\_\_

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*(Tirahan)*

Contact Number(s) (if any): \_\_\_\_\_

E-mail Address (if any) \_\_\_\_\_

*(Telepono)*

Signature: \_\_\_\_\_

*(Lagda)*

Date: \_\_\_\_\_

*(Petsa)*

**FORM 1 - COMMENDATION (PAPURI)**

Date (Petsa) \_\_\_\_\_

Name of Commending Party: \_\_\_\_\_ Tel/Fax/Cellphone/Beeper: \_\_\_\_\_  
(Pangalan ng Nagbibigay papuri) (Telepono)

Office/Address: \_\_\_\_\_  
(Tanggapan/adres)

Residence Address: \_\_\_\_\_  
(Tirahan)

Name of Person Being Commended: \_\_\_\_\_  
(Pangalan ng Taong Pinapupurihan)

Position/Office: \_\_\_\_\_  
(Posisyon/Tanggapan)

Reason for Commendation (Dahilan ng Papuri)\* \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature(Lagda)

**FORM 2 - REQUEST FOR ASSISTANCE (Paghingi ng Tulong)**

Date (Petsa) \_\_\_\_\_

Name of Requesting Party: \_\_\_\_\_ Tel/Fax/Cellphone/Beeper: \_\_\_\_\_  
(Pangalan) (Telepono)

Office/Address: \_\_\_\_\_  
(Tanggapan/adres)

Residence Address: \_\_\_\_\_  
(Tirahan)

Particulars of Request (Tulong na Hinihingi):\* \_\_\_\_\_  
(Mungkahi o Suhestiyon)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature(Lagda)

**FORM 3 - COMPLAINT (REKLAMO)**

Date (Petsa) \_\_\_\_\_

Name of Complainant: \_\_\_\_\_ Tel/Fax/Cellphone/Beeper: \_\_\_\_\_  
(Pangalan ng Nagreklamo) (Telepono)

Office/Address: \_\_\_\_\_  
(Tanggapan/adres)

Residence Address: \_\_\_\_\_  
(Tirahan)

Name of Person Being Complained of: \_\_\_\_\_  
(Pangalan ng Nirereklamo)

Position/Office: \_\_\_\_\_  
(Posisyon/Tanggapan)

Reason for Complaint (Dahilan ng Reklamo)\* \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature(Lagda)

**FORM 4 - RECOMMENDATION (MUNGKAHI)**

Date (Petsa) \_\_\_\_\_

Name of Recommending Party \_\_\_\_\_ Tel/Fax/Cellphone/Beeper: \_\_\_\_\_  
(Pangalan ng Nagrekomenda) (Telepono)

Office/Address: \_\_\_\_\_  
(Tanggapan/adres)

Residence Address: \_\_\_\_\_  
(Tirahan)

Recommendation/Suggestion: \_\_\_\_\_  
(Mungkahi o Suhestiyon)

\_\_\_\_\_

\_\_\_\_\_

Signature(Lagda)

\*You may use the back page for additional information.  
(Maaaring gamitin ang likuran ng papel para sa karagdagang impormasyon)