



MINES AND GEOSCIENCES BUREAU V

CITIZEN'S CHARTER

2019 (1st Edition)



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I. 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.

II. 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.

III. 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.

IV. Service Pledge:

We, the Men and Women of the Mines and Geosciences Bureau, do hereby pledge and commit to serve you according to our service standards, guided by the principles of –

- Mutual accountability, integrity and professionalism,
- Guaranteed customer service satisfaction and
- Best performance possible



LIST OF SERVICES

Central/Head Office

External Services

Service A

Service B

Service C

Internal Services

Service A

Service B

Service C

Page Number

Page Number

Page Number

Page Number

Page Number

Page Number

Page Number

Page Number

Regional/Field Office

External Services

Service A

Service B

Service C

Internal Services

Service A

Service B

Service C

Page Number

Page Number

Page Number

Page Number

Page Number

Page Number

Page Number

Page Number

Provincial Office

External Services

Service A

Service B

Service C

Internal Services

Service A

Service B

Service C

Page Number

Page Number

Page Number

Page Number

Page Number

Page Number

Page Number

Page Number



Service Office

Service Category



1. Sale of Bidding Documents

Bidders shall be asked to pay for bidding documents to recover the cost of their preparation and development. The BAC shall issue the bidding documents to the prospective bidders upon payment of the corresponding cost thereof to the collecting/disbursing officer of the procuring entity concerned.

The standard rate for the sale of bidding documents shall be based on the fixed rate on a fixed range approach and it was included in the Invitation to Bid/Request for Expression of Interest.

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|---|---|---|------------------------|--|
| Office or Division: | Finance and Administrative Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | All prospective bidder | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Letter of Intent of the prospective Bidder | | BAC Secretariat | | |
| Order of payment | | Cashier | | |
| Official Receipt | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the required documents to BAC Secretariat for initial assessment and verification * Make sure to secure the Order of Payment that will be issued | 1. Receive the required documents and check for completeness 1.1 Issue the Order of Payment if all required documents were given | None | 30 Minutes | <i>BAC Secretariat or Administrative Officer III</i> Procurement Section <i>BAC Chairman</i> <i>Accountant</i> Finance and Administrative Division |
| 2. Pay the required fees at the Cashier by showing the Order of Payment. *Make sure to secure Official Receipt that will be issued upon payment | 2. Accept the payment based on the order of Payment 2.1 Issue the Official Receipt | Cost of bidding documents Correspond to the ABC range (Standard rate) *Fees indicated to the | 5 Minutes | <i>Administrative Officer III (Cashier)</i> Finance and Administrative Division |



| | | | | |
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| | | <p>Invitation of Bids Cost of bidding documents Correspond to the ABC range (Standard rate)</p> <p>Approved Budget for the Contract = Maximum Cost of Bidding Documents:</p> <ul style="list-style-type: none"> • 500,000 and below = PHP 500.00 • More than 500,000 up to 1 Million = PHP 1,000.00 • More than 1 Million up to 5 Million = PHP 5,000.00 • More than 5 Million up to 10 Million = PHP 10,000.00 • More than 10 | | |
|--|--|--|--|--|



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|--|--|---|------------|--|
| | | <ul style="list-style-type: none"> Million up to 50 Million = PHP 25,000.00 • More than 50 Million up to 500 Million = PHP 50,000.00 • More than 500 Million = PHP 75,000.00 | | |
| 3. Return to BAC Secretariat for the processing and release of Bidding Documents | 3. Check the Official Receipt 3.1 Issue the Bidding Documents | None | 5 Minutes | <i>BAC Secretariat or Administrative Officer III Procurement Section</i> |
| TOTAL: | | <ul style="list-style-type: none"> • 500,000 and below = PHP 500.00 • More than 500,000 up to 1 Million = PHP 1,000.00 • More than 1 Million up to 5 Million = PHP 5,000.00 • More than 5 Million | 40 Minutes | |



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| | <p>up to 10 Million = PHP 10,000.00</p> <p>• More than 10 Million up to 50 Million = PHP 25,000.00</p> <p>• More than 50 Million up to 500 Million = PHP Million = Php 50,000.00</p> <p>• More than 500 Million = PHP 75,000.00</p> | | |
|--|---|--|--|

(Sale of Bidding Documents) is covered under RA 9184



2. Preparation of Obligation Request and Status (ORS) for All Disbursement Vouchers, Contracts and Other Transactions

Obligation Request (ObR) refers to the form used for the certification of the availability of allotment and contains the details of the obligation.

Obligation refers to the commitment of a government agency arising from an act of a duly authorized official, which binds the government to the immediate and eventual payment of a sum of money.

This form shall be used by the Requesting/Originating Offices in the utilization of their approved budget allocations per GAARD and other budget laws/authority. It shall be maintained by fund cluster.

| | | | | |
|---|--|-------------------------------|------------------------|---|
| Office or Division: | Finance and Administrative Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | All (internal and external client) | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| TEV – 1. Travel Order | | Finance Section - Budget Unit | | |
| 2. Itinerary of Travel | | End User-Division Concerned | | |
| 3. Certificate of Appearance *Travel Authority/Invitation (If Travel Abroad) | | | | |
| Supplies – 1. Purchase Request | | | | |
| 2. Canvass | | | | |
| 3. Abstract of Canvass | | | | |
| JOB Contracts – 1. Contract | | | | |
| Contracts of Projects – 1. MOA/Contract | | | | |
| 2. Notice of Award | | | | |
| 3. Notice to Proceed | | | | |
| 4. BAC Resolution | | | | |
| Fixed Expenses – Billing Statement | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the required documents to Budget Unit | 1. Received the required documents and check for completeness 1.1 Records in the receiving log book | None | 1 Hour | <i>Administrative Assistant II or Receiving Clerk (designated)</i> Finance and Administrative Division |



| | | | | |
|---------------|---|------|-----------------------------|--|
| | 1.2 Control all claims and assigns tracking number in the ORS | | | |
| | 2. Evaluates, obligates and records in the registry all claims- PO/JO/TEV etc. expense vouchers with supporting documents, adopting E-budget System | None | 1 Day | <i>Administrative Assistant II</i> Finance and Administrative Division |
| | 3. Reviews attachments and approves ORS (Box B) of all claims programmed/funded per approved WFP and GAA | None | 1 Hour | <i>Administrative Officer IV (Budget Officer)</i> Finance and Administrative Division |
| | 4. Releases all approved ORS and claims to Accounting Section for processing, NCA availability and recording | None | 10 Minutes | <i>Administrative Assistant II</i> Finance and Administrative Division |
| TOTAL: | | None | 1 Day, 2 Hours & 10 Minutes | |

(Preparation of ORS) is covered under DBM and COA Circular



3. Processing of Purchase Order, Job Order and Contract of Service

| | | | | |
|---|---|-------------------------------|------------------------|---|
| Office or Division: | Finance and Administrative Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | All (internal and external client) | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| TEV – 1. Travel Order | | Finance Section - Budget Unit | | |
| 2. Itinerary of Travel | | End User-Division Concerned | | |
| 3. Certificate of Appearance *Travel Authority/Invitation (If Travel Abroad) | | | | |
| Supplies – 1. Purchase Request | | | | |
| 2. Canvass | | | | |
| 3. Abstract of Canvass | | | | |
| JOB Contracts – 1. Contract | | | | |
| Contracts of Projects – 1. MOA/Contract | | | | |
| 2. Notice of Award | | | | |
| 3. Notice to Proceed | | | | |
| 4. BAC Resolution | | | | |
| Fixed Expenses – Billing Statement | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Budget | 1. Received the required documents and check for completeness 1.1 Records in the receiving log book 1.2 Control all claims and assigns tracking number in the ORS | None | 1 Hour | <i>Administrative Assistant II or Receiving Clerk (designated)</i> Finance and Administrative Division |
| | 2. Evaluates, obligates and records in the registry all claims- PO/JO/TEV etc. expense vouchers with supporting | None | 1 Day | <i>Administrative Assistant II</i> . Finance and Administrative Division |



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|---------------|--|------|-----------------------------|--|
| | documents, adopting E-budget System | | | |
| | 3. Reviews attachments and approves ORS (Box B) of all claims programmed/funded per approved WFP and GAA | None | 1 Hour | <i>Administrative Officer IV (Budget Officer)</i> Finance and Administrative Division |
| | 4. Releases all approved ORS and claims to Accounting Section for processing, NCA availability and recording | None | 10 Minutes | <i>Administrative Assistant II</i> Finance and Administrative Division |
| TOTAL: | | None | 1 Day, 2 Hours & 10 Minutes | |

(Preparation of ORS) is covered under DBM and COA Circular



4. Processing of Disbursement Vouchers

The Disbursement Voucher is a form used to pay an obligation to employees/ individuals/ agencies/creditors for goods purchased or services rendered. It shall be prepared by the Requesting Office/Unit. The Accounting Division/Unit shall stamp on the face of this form the date of receipt from the requesting unit. This form shall be used by the Requesting/Originating Offices in the utilization of their approved budget allocations per GAARD and other budget laws/authority. It shall be maintained by fund cluster.

| | | |
|-----------------------------|--|--|
| Office or Division: | Finance and Administrative Division | |
| Classification: | Simple | |
| Type of Transaction: | G2C – Government to Citizen | |
| Who may avail: | All (internal and external client) | |
| | CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| | <p>TRAVEL (reimbursement)</p> <ol style="list-style-type: none"> 1. Approved ORS 2. Disbursement Voucher 3. Approved Office Order/Travel Order 4. Signed Special Order (if any) 5. Approved Itinerary of Travel 6. Certificate of appearance/ attendance 7. Bus tickets/OR for Taxi (if any) 8. Accomplishment Report <p>CASH ADVANCES -TRAVEL</p> <ol style="list-style-type: none"> 1. Approved ORS 2. Disbursement Voucher 3. Signed Special Order 4. Approved Office Order/Travel Order 5. Approved itinerary of travel 6. Certification from the accountant That the previous cash advance has been liquidated and accounted for in the books <p>CASH ADVANCES - SPECIAL DISBURSING OFFICER</p> <ol style="list-style-type: none"> 1. Approved ORS 2. Disbursement Voucher 3. Authority of the accountable officer issued by the Head of Agency or his | <p>Finance Section - Budget Unit End User-Division Concerned</p> |



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| <p>representative indicating the maximum accountability and purpose of cash advance</p> <ol style="list-style-type: none">4. Approved application for bond5. Approved estimate of expenses <p>SUPPLIER, MATERIALS, EQUIPMENT & LABOR/CATERING</p> <ol style="list-style-type: none">1. Approved ORS2. Disbursement Voucher3. Statement of Account/Delivery Receipt4. Purchase Request5. Purchase Order/Job Order6. Inspection and Acceptance Report7. Pre and Post Inspection (for services-repair)8. Signed Abstract of Canvass9. Canvass from at least three suppliers for purchases involving P1,000.00 and above, except for purchases made while on official travel10. Authority to Cater (for catering services)11. Attendance (for catering)12. PhilGEPS (above 50,000)13. Inventory Custodian Slip (for supplies inventory)14. Property Acknowledgement Receipt (PAR) (for supplies-PPE)15. Petty Cash Voucher duly accomplished and signed16. OR in case of refund17. For reimbursement of toll receipts:<ol style="list-style-type: none">a. Toll Receiptsb. Trip Tickets18. Such other supporting documents that may be required. <p>PETTY CASH FUND</p> <ol style="list-style-type: none">1. Approved ORS2. Disbursement Voucher3. Authority of the accountable officer issued by the Head of Agency or his | |
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| <p>authorized representative indicating the maximum accountability and purpose of each cash advance</p> <ol style="list-style-type: none">4. Approved application for bond (for cash accountability of P10,000.00 or more) <p>REPLENISHMENT-PETTY CASH FUND</p> <ol style="list-style-type: none">1. Approved ORS2. Disbursement Voucher3. Report on Paid Petty Cash Vouchers (RPPCV)4. Approved purchase request with certificate of emergency purchase if necessary5. Bill receipts, sales invoice6. Inspection and Acceptance Report (IAR)7. Waste Material Report (WMR) in case of replacement/repair8. Approved trip ticket, for gasoline expenses <p>SALARY</p> <ol style="list-style-type: none">1. FIRST SALARY<ol style="list-style-type: none">1.1 Approved ORS1.2 Disbursement Voucher1.3 Certified true copy of approved Appontment1.4 Assignment Order, if applicable1.5 Certified true copy of Oath of Office1.6 Certificate of Assumption1.7 Statement of Assets, Liabilities and Net Worth (SALN)1.8 Approved DTR1.9 BIR withholding certificates (Form 1902 and 2305)1.10 Certification fro, Personnel that services was rendered1.11 Certificate from Cashier that Salary were not yet paid2. SALARY (If deleted from the payroll) | |
|---|--|



| 2.1 Approved ORS 2.2 Disbursement Voucher 2.3 Approved DTR 2.4 Notice of Assumption 2.5 Approved Application for Leave, Clearances, and Medical Certificate if on sick leave for five days or more 3. PAYROLL OF CONTRACTUAL 3.1 Approved ORS 3.2 Disbursement Voucher 3.3 Signed Payroll 3.4 Certified Copy of contract as job order 3.5 Approved DTR 3.6 Special Order/Travel/Order/ Drivers Trip Ticket/Certificate of Appearance (if applicable) 3.7 Performance Output Report 3.8 Certificate of Job Completion 3.9 Certificate of Acceptance | | | | |
|--|---|------------------------|------------------------|--|
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the required documents to Accounting Unit | 1. Received the required documents and check for completeness 1.1 Records in the Log book the ORS/DV's of all Claims | None | 5 Minutes | <i>Administrative Assistant III or Receiving Clerk (designated) Finance and Administrative Division</i> |
| | 2. Process all documents attached in the Disbursement Vouchers 2.1 Index and bookkeeping | None | 1 Day | <i>Administrative Assistant III (Bookkeeper) End User Division Chief Finance and Administrative Division</i> |
| | 3. Reviews attachments and | None | 1 Hour | <i>Accountant</i> |



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|---------------|---|------|----------------------------|---|
| | approves DV's of all claims obligated, delivered and inspected 3.1 NCA Control 3.2 Assures Cash Available for the claim | | | Finance and Administrative Division |
| | 4. Releases all claims with approved DV's to the Office of the Regional Director, for approval | None | 30 Minutes | <i>Administrative Assistant III</i> or <i>Releasing Clerk (designated)</i> Finance and Administrative Division |
| TOTAL: | | None | 1 Day, 1 Hour & 35 Minutes | |

(Preparation of DV) is covered under GAA; DBM & COA Circulars/Guidelines



5. Application for Geohazard Identification Survey

The Geohazard Identification Survey (GIS) forms as the first step in the three-tiered Engineering Geological and Geohazard Assessment (EGGA) process pursuant to DENR Administrative Order No. 2000-28, requiring 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). The procedure was originally termed Geological Site Scoping that consists of a preliminary site geological inspection of a proposed housing project site or a land development project site. This was later called Geohazard Identification Survey with the issuance of Executive Order No. 45 s. 2001, prescribing times for approval of housing-related certifications, permits, clearances and other issuances; of DENR Memorandum dated November 26, 2001 “Mandating the Agencies of the DENR Concerned Relative to the Issuance of Housing-Related Certifications, Permits and Clearances to Observe the Prescribed Time Periods and Provide Appropriate Mechanisms and Resources to Fast Tract the Approval and Implementation of Housing Projects” and MGB Memorandum Circular No. 2002-02-43 that provided the general guidelines on the procedure for the preparation of the Geohazard Identification Report (GIR).

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|--|---|--|------------------------|---------------------------|
| Office or Division: | Geosciences Division | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2B - Government to Business Entity G2C - Government to Citizen G2G – Government to Government | | | |
| Who may avail: | 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 | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Written request (1 copy) | | Applicant | | |
| Site Development Plan, scale 1:1,000 or larger (1 copy) | | NHA, LGU Engineering Office, private geodetic engineer/environmental planner | | |
| Topographic Map, scale 1:1,000 or larger (1 copy) | | NHA, LGU Engineering Office, private geodetic engineer/environmental planner | | |
| Lot Plan with technical description (1 copy) | | DENR-Surveys and Mapping Division, private geodetic engineer | | |
| Site Grading Plan, scale 1:1,000 or larger, optional for hilly areas only (1 copy) | | NHA, LGU Engineering Office, private geodetic engineer/environmental planner | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



| | | | | |
|---|---|------|---------------------------|---|
| 1. Submits written request for Geohazard Identification Survey (GIS) including the complete documentary requirements at the Records Unit of MGB-V | 1.1 Receives, records and routes request for GIS to the Office of the Regional Director | None | 15 Minutes | <i>Records Officer Finance and Administrative Division</i> |
| | 1.2 Studies and forwards request for GIS to the Chief, Geosciences Division | None | 5 Minutes | <i>Regional Director (RD) Office of the Regional Director</i> |
| | 1.3. Receives and records the request for GIS | None | 10 Minutes | <i>Administrative Assistant Geosciences Division</i> |
| | 1.4. Evaluates completeness and appropriateness of the attached documentary requirements | None | 10 Minutes | <i>Chief, Geosciences Division</i> |
| | 1.5.a. If the documentary requirements are incomplete and/or inappropriate, Chief, Geosciences Division prepares draft response letter for the customer and submits to the RD | None | 15 Minutes (paused clock) | <i>Chief, Geosciences Division</i> |
| | 1.5.b. If the submitted documentary requirements for GIS are complete | None | 25 Minutes | <i>Chief, Geosciences Division</i> |



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| | and appropriate, the Chief, Geosciences Division prepares the pro-forma MOA and draft transmittal letter and forwards the same to the RD for review. | | | |
| | 1.6. Records document and forwards to the ORD | None | 10 Minutes | <i>Administrative Assistant Geosciences Division</i> |
| | 1.7. Reviews the draft response letter or pro-forma MOA and draft transmittal letter and routes back to the Chief, Geosciences Division | None | 10 Minutes | <i>Regional Director Office of the Regional Director</i> |
| | 1.8. Finalizes and prints the response letter or pro-forma MOA with transmittal letter and submits to ORD for signature | None | 10 Minutes | <i>Chief, Geosciences Division</i> |
| | 1.9. Records document and forwards to the ORD | None | 10 Minutes | <i>Administrative Assistant Geosciences Division</i> |
| | 1.10. Signs the response letter or pro-forma MOA with transmittal letter and forwards to Records Officer for recording, filing and releasing | None | 5 Minutes | <i>Regional Director Office of the Regional Director</i> |
| | 1.11. Records, files and releases response letter or | None | 10 Minutes (paused clock) | <i>Records Officer</i> |



| | | | | |
|--|--|------|---------------------------|---|
| | pro-forma MOA with transmittal letter | | | Finance and Administrative Division |
| 2. Submits map deficiencies and signed and notarized MOA | 2.1. Receives, records and routes map deficiencies and signed and notarized MOA to the Office of the Regional Director | None | 15 Minutes | <i>Records Officer</i> Finance and Administrative Division |
| | 2.2. Studies and forwards additional documents to the Chief, Geosciences Division | None | 5 Minutes | <i>Regional Director</i> Office of the Regional Director |
| | 2.3. Receives and records the additional documents | None | 10 Minutes | <i>Administrative Assistant</i> Geosciences Division |
| | 2.4. Receives the additional documents and signed and notarized MOA and re-evaluates completeness of documents | None | 15 Minutes | <i>Chief,</i> Geosciences Division |
| | 2.5. Routes the GIS documents to the Chief, Geohazard and Engineering Geology Section for manning and scheduling. | None | 10 Minutes | <i>Chief,</i> Geosciences Division |
| | 2.6. Forwards the GIS documents to the Geologist assigned to do the GIS | None | 5 Minutes | <i>Chief,</i> Geohazard and Engineering Geology Section |
| | 2.7. Confirms with the customer the schedule of the | None | 15 Minutes (paused clock) | <i>Geologist of the</i> <i>Geohazard and</i> |



| | | | | |
|--|--|---|-------|---|
| | GIS to be undertaken within the next five (5) days and sets logistical arrangements through SMS, phone call or email | | | <i>Engineering Geology Section</i> |
| 3. Fetches Geologist and equipment from MGB-V and transports to the project site | 3.1. Undertakes Geohazard Identification Survey (GIS) | <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</p> | 1 Day | <i>Geologist of the Geohazard and Engineering Geology Section</i> |



| | | | | |
|--|--|----------------|------------|---|
| | | transportation | | |
| 4. Transports Geologist and equipment to MGB-V from project site | 4.1. 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 | None | 1 Hour | <i>Geologist of the Geohazard and Engineering Geology Section or Cartographer</i> |
| | 4.2. Receives the Request for Laboratory Analysis Form and records the samples in the Samples Received Logbook | None | 30 Minutes | <i>Laboratory Technician Geosciences Division</i> |
| | 4.3. Signs the Request for Laboratory Analysis Form and forwards the same to the Chief, Geosciences Division for approval | None | 15 Minutes | <i>Chief, Geological Laboratory Services Section</i> |
| | 4.4. 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 | None | 30 Minutes | <i>Administrative Assistant Geosciences Division</i> |
| 5. Pays the prescribed fees for laboratory analysis of samples | 5.1. Processes payment and issue Official Receipt | PHP 2,970.00 | 15 Minutes | <i>Cashier</i> |



| | | | | |
|--|---|--|---|--|
| | | (approx. for 3 soil samples) Cost per Sample: a. Sieve analysis: PHP 345.00 b. Plastic limit and liquid limit: PHP 545.00 c. Moisture content: PHP 100.00 | | Finance and Administrative Division |
| | 5.2. Undertakes laboratory analysis covering moisture content, complete grading, plastic limit and liquid limit | None | 5 Days (done simultaneously with GIR preparation) | <i>Laboratory Technician</i> Geosciences Division |
| | 5.3. Prepares the results of analysis for review and signature by the Chief, Geological Laboratory Services Section | None | 1 Day (done simultaneously with GIR preparation) | <i>Laboratory Technician</i> Geosciences Division |
| | 5.4. Manually drafts the site development plan with superimposed topographic map, field observations and spatial data recommendations and submits the same to the Geologist | None | 1 Day (done simultaneously with GIR preparation) | <i>Cartographer</i> Geosciences Division |
| | 5.5. Prepares Geohazard | None | 6 Days | <i>Geologist of the Geohazard and</i> |



| | | | | |
|--|--|------|------------|---|
| | Identification Report (GIR) with maps and transmittal letter and submits draft GIR to the Chief, Geohazard and Engineering Geology Section for editing | | | <i>Engineering Geology Section</i> |
| | 5.6. Edits draft GIR and transmittal letter and returns same to the geologist for re-drafting | None | 1 Day | <i>Chief, Geohazard and Engineering Geology Section</i> |
| | 5.7. Re-drafts GIR and submits same to the Chief, Geosciences Division for final editing | None | 1 Day | <i>Geologist of the Geohazard and Engineering Geology Section</i> |
| | 5.8. Edits re-drafted GIR | None | 1 Day | <i>Chief, Geosciences Division</i> |
| | 5.9. Prepares final draft GIR | None | 4 Hours | <i>Geologist of the Geohazard and Engineering Geology Section</i> |
| | 5.10. Records final draft GIR and transmittal letter and forwards to the ORD | None | 10 Minutes | <i>Administrative Assistant Geosciences Division</i> |
| | 5.11. Comments on the final draft GIR and transmittal letter for final printing | None | 15 Minutes | <i>Regional Director Office of the Regional Director</i> |
| | 5.12. Prints in 4 copies the final GIR and forwards to Chief, Geosciences | None | 4 Hours | <i>Geologist of the Geohazard and Engineering Geology Section</i> |



| | | | | |
|---|--|---------------|--------------------------------|--|
| | Division for signature | | | |
| | 5.13. Records, files and forwards Customer copy to the ORD | None | 15 Minutes | <i>Administrative Assistant Geosciences Division</i> |
| 6. Project proponent customer obtains 2 copies of the GIR | Signs transmittal letter and releases to the Records Officer | None | 10 Minutes | <i>Regional Director Office of the Regional Director</i> |
| TOTAL: | | PHP 10,450.00 | 10 Days, 14 Hours & 50 Minutes | |



6. 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).

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| Office or Division: | Geosciences Division | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2B - Government to Business Entity G2C - Government to Citizen G2G – Government to Government | | | |
| Who may avail: | 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 (1 copy) | | Applicant | | |
| Site Development Plan, scale 1:1,000 or larger (1 copy) | | LGU Engineering Office, DPWH, engineering department of project proponent agency, private geodetic engineer/environmental planner | | |
| Topographic Map, scale 1:1,000 or larger (1 copy) | | LGU Engineering Office, DPWH, engineering department of project proponent agency, private geodetic engineer/environmental planner | | |
| Lot Plan with technical description (1 copy) | | DENR-Surveys and Mapping Division, private geodetic engineer | | |
| Site Grading Plan, scale 1:1,000 or larger, optional for hilly areas only (1 copy) | | LGU Engineering Office, DPWH, engineering department of project proponent agency, private geodetic engineer/environmental planner | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



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| 1. Submits written request for Geological Site Scoping (GSS) including the complete documentary requirements at the Records Unit of MGB-V | 1.1. Receives, records and routes request for GSS to the Office of the Regional Director | None | 15 Minutes | <i>Records Officer Finance and Administrative Division</i> |
| | 1.2. Studies and forwards request for GSS to the Chief, Geosciences Division | None | 5 Minutes | <i>Regional Director Office of the Regional Director</i> |
| | 1.3. Receives and records the request for GSS | None | 10 Minutes | <i>Administrative Assistant Geosciences Division</i> |
| | 1.4. Evaluates completeness and appropriateness of the attached documentary requirements | None | 10 Minutes | <i>Chief, Geosciences Division</i> |
| | 1.5.a. If the documentary requirements are incomplete and/or inappropriate, Chief, Geosciences Division prepares draft response letter for the customer and submits to the RD | None | 15 Minutes | <i>Chief, Geosciences Division</i> |
| | 1.5.b. If the submitted documentary requirements for GSS are complete and appropriate, the Chief, Geosciences | None | 25 Minutes (paused clock) | <i>Chief, Geosciences Division</i> |



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| | Division prepares the pro-forma MOA and draft transmittal letter and forwards the same to the RD for review. | | | |
| | 1.6. Records document and forwards to the ORD | None | 10 Minutes | <i>Administrative Assistant Geosciences Division</i> |
| | 1.7. Reviews the draft response letter or pro-forma MOA and draft transmittal letter and routes back to the Chief, Geosciences Division | None | 10 Minutes | <i>Regional Director Office of the Regional Director</i> |
| | 1.8. Finalizes and prints the response letter or pro-forma MOA with transmittal letter and submits to ORD for signature | None | 10 Minutes | <i>Chief, Geosciences Division</i> |
| | 1.9. Records document and forwards to the ORD | None | 10 Minutes | <i>Administrative Assistant Geosciences Division</i> |
| | 1.10. Signs the response letter or pro-forma MOA with transmittal letter and forwards to Records Officer for recording, filing and releasing | None | 5 Minutes | <i>Regional Director Office of the Regional Director</i> |
| | 1.11. Records, files and releases response letter or pro-forma MOA | None | 10 Minutes (paused clock) | <i>Records Officer Finance and Administrative Division</i> |



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| | with transmittal letter | | | |
| 2. Submits map deficiencies and signed and notarized MOA | 2.1. Receives, records and routes map deficiencies and signed and notarized MOA to the Office of the Regional Director | None | 15 Minutes | <i>Records Officer Finance and Administrative Division</i> |
| | 2.2. Studies and forwards additional documents to the Chief, Geosciences Division | None | 5 Minutes | <i>Regional Director Office of the Regional Director</i> |
| | 2.3. Receives and records the additional documents | None | 10 Minutes | <i>Administrative Assistant Geosciences Division</i> |
| | 2.4. Receives the additional documents and signed and notarized MOA and re-evaluates completeness of documents | None | 15 Minutes | <i>Chief, Geosciences Division</i> |
| | 2.5. Routes the GSS documents to the Chief, Geohazard and Engineering Geology Section for manning and scheduling. | None | 10 Minutes | <i>Chief, Geosciences Division</i> |
| | 2.6. Forwards the GSS documents to the Geologist assigned to do the GSS | None | 5 Minutes | <i>Chief, Geohazard and Engineering Geology Section</i> |
| | 2.7. Confirms with the customer the schedule of the GSS to be | None | 15 Minutes (paused clock) | <i>Geologist of the Geohazard and Engineering Geology Section</i> |



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| | undertaken within the next five (5) days and sets logistical arrangements through SMS, phone call or email | | | |
| 3. Fetches Geologist and equipment from MGB-V and transports to the project site | 3.1. Undertakes Geological Site Scoping (GSS) | <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</p> | 2 Days | <i>Geologist of the Geohazard and Engineering Geology Section</i> |



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|--|--|----------------|------------|---|
| | | transportation | | |
| 4. Transports Geologist and equipment to MGB-V from project site | 4.1. 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 | None | 1 Hour | <i>Geologist of the Geohazard and Engineering Geology Section or Cartographer</i> |
| | 4.2. Receives the Request for Laboratory Analysis Form and records the samples in the Samples Received Logbook | None | 30 Minutes | <i>Laboratory Technician Geosciences Division</i> |
| | 4.3. Signs the Request for Laboratory Analysis Form and forwards the same to the Chief, Geosciences Division for approval | None | 15 Minutes | <i>Chief, Geological Laboratory Services Section</i> |
| | 4.4. 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 | None | 30 Minutes | <i>Administrative Assistant Geosciences Division</i> |
| 5. Pays the prescribed fees for laboratory analysis of samples | 5.1. Processes payment and issue Official Receipt | PHP 2,970.00 | 15 Minutes | <i>Cashier</i> |



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| | | (approx. for 3 soil samples) Cost per Sample: a. Sieve analysis: PHP 345.00 b. Plastic limit and liquid limit: PHP 545.00 c. Moisture content: PHP 100.00 | | Finance and Administrative Division |
| | 5.2. Undertakes laboratory analysis covering moisture content, complete grading, plastic limit and liquid limit | None | 5 Days (done simultaneously with GSSR preparation) | <i>Laboratory Technician</i> Geosciences Division |
| | 5.3. 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>Laboratory Technician</i> Geosciences Division |
| | 5.4. Manually drafts the site development plan with superimposed topographic map, field observations and spatial data recommendations and submits the same to the Geologist | None | 1 Day (done simultaneously with GSSR preparation) | <i>Cartographer</i> Geosciences Division |
| | 5.5. Prepares Geological Site | None | 12 Days | <i>Geologist of the Geohazard and</i> |



| | | | | |
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| | Scoping Report (GSSR) with maps and transmittal letter and submits draft GSSR to the Chief, Geohazard and Engineering Geology Section for editing | | | <i>Engineering Geology Section</i> |
| | 5.6. Edits draft GSSR and transmittal letter and returns same to the geologist for re-drafting | None | 2 Days | <i>Chief, Geohazard and Engineering Geology Section</i> |
| | 5.7. Re-drafts GSSR and submits same to the Chief, Geosciences Division for final editing | None | 1 Day | <i>Geologist of the Geohazard and Engineering Geology Section</i> |
| | 5.8. Edits re-drafted GSSR | None | 1 Day | <i>Chief, Geosciences Division</i> |
| | 5.9. Prepares final draft GSSR | None | 4 Hours | <i>Geologist of the Geohazard and Engineering Geology Section</i> |
| | 5.10. Records final draft GSSR and transmittal letter and forwards to the ORD | None | 10 Minutes | <i>Administrative Assistant Geosciences Division</i> |
| | 5.11. Comments on the final draft GSSR and transmittal letter for final printing | None | 15 Minutes | <i>Regional Director Office of the Regional Director</i> |
| | 5.12. Prints in 4 copies the final GSSR and forwards to Chief, Geosciences | None | 4 Hours | <i>Geologist of the Geohazard and Engineering Geology Section</i> |



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| | Division for signature | | | |
| | 5.13. Records, files and forwards Customer copy to the ORD | None | 15 Minutes | <i>Administrative Assistant Geosciences Division</i> |
| 6. Project proponent customer obtains 2 copies of the GSSR | Signs transmittal letter and releases to the Records Officer | None | 10 Minutes | <i>Regional Director Office of the Regional Director</i> |
| TOTAL: | | PHP 10,450.00 | 18 Days, 14 Hours & 50 Minutes | |



7. Application for Engineering Geological and Geohazard Assessment

The procedure is part of the three-tiered Engineering Geological and Geohazard Assessment process that is required 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. This is to ensure the stability and safety of a project site that is being proposed for development cognizant of the fact that the Philippines, by reason of its tectonic and geographic setting, is prone to various forms geologic and natural hazards.

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| Office or Division: | Geosciences Division | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2B - Government to Business Entity G2C - Government to Citizen G2G – Government to Government | | | |
| Who may avail: | 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 | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Written request (1 copy) | | Applicant | | |
| Site Development Plan, scale 1:1,000 or larger (1 copy) | | LGU Engineering Office, DPWH, NHA, engineering department of project proponent agency, private geodetic engineer/environmental planner | | |
| Topographic Map, scale 1:1,000 or larger (1 copy) | | LGU Engineering Office, DPWH, NHA, engineering department of project proponent agency, private geodetic engineer/environmental planner | | |
| Lot Plan with technical description (1 copy) | | DENR-Surveys and Mapping Division, private geodetic engineer | | |
| Site Grading Plan, scale 1:1,000 or larger, optional for hilly areas only (1 copy) | | LGU Engineering Office, DPWH, NHA, engineering department of project proponent agency, private geodetic engineer/environmental planner | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



| | | | | |
|--|---|------|---------------------------|---|
| 1. Submits written request for Engineering Geological and Geohazard Assessment (EGGA) including the complete documentary requirements at the Records Unit of MGB-V | 1.1. Receives, records and routes request for EGGA to the Office of the Regional Director | None | 15 Minutes | <i>Records Officer</i> Finance and Administrative Division |
| | 1.2. Studies and forwards request for EGGA to the Chief, Geosciences Division | None | 5 Minutes | <i>Regional Director</i> Office of the Regional Director |
| | 1.3. Receives and records the request for EGGA | None | 10 Minutes | <i>Administrative Assistant</i> Geosciences Division |
| | 1.4. Evaluates completeness and appropriateness of the attached documentary requirements | None | 10 Minutes | <i>Chief,</i> Geosciences Division |
| | 1.5.a. If the documentary requirements are incomplete and/or inappropriate, Chief, Geosciences Division prepares draft response letter for the customer and submits to the RD | None | 15 Minutes | <i>Chief,</i> Geosciences Division |
| | 1.5.b. If the submitted documentary requirements for EGGA are | None | 2 Hours (paused clock) | <i>Chief,</i> Geosciences Division |



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| | complete and appropriate, the Chief, Geosciences Division prepares the pro-forma MOA and draft transmittal letter and forwards the same to the RD for review. | | | |
| | 1.6. Records document and forwards to the ORD | None | 10 Minutes | <i>Administrative Assistant Geosciences Division</i> |
| | 1.7. Reviews the draft response letter or pro-forma MOA and draft transmittal letter and routes back to the Chief, Geosciences Division | None | 10 Minutes | <i>Regional Director Office of the Regional Director</i> |
| | 1.8. Finalizes and prints the response letter or pro-forma MOA with transmittal letter and submits to ORD for signature | None | 10 Minutes | <i>Chief, Geosciences Division</i> |
| | 1.9. Records document and forwards to the ORD | None | 10 Minutes | <i>Administrative Assistant Geosciences Division</i> |
| | 1.10. Signs the response letter or pro-forma MOA with transmittal letter and forwards to Records Officer for recording, filing and releasing | None | 5 Minutes | <i>Regional Director Office of the Regional Director</i> |



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|--|--|------|---------------------------|---|
| | 1.11. Records, files and releases response letter or pro-forma MOA with transmittal letter | None | 10 Minutes (paused clock) | <i>Records Officer</i> Finance and Administrative Division |
| 2. Submits map deficiencies and signed and notarized MOA | 2.1. Receives, records and routes map deficiencies and signed and notarized MOA to the Office of the Regional Director | None | 15 Minutes | <i>Records Officer</i> Finance and Administrative Division |
| | 2.2. Studies and forwards additional documents to the Chief, Geosciences Division | None | 5 Minutes | <i>Regional Director</i> Office of the Regional Director |
| | 2.3. Receives and records the additional documents | None | 10 Minutes | <i>Administrative Assistant</i> Geosciences Division |
| | 2.4. Receives the additional documents and signed and notarized MOA and re-evaluates completeness of documents | None | 15 Minutes | <i>Chief,</i> Geosciences Division |
| | 2.5. Routes the EGGA documents to the Chief, Geohazard and Engineering Geology Section for manning and scheduling. | None | 10 Minutes | <i>Chief,</i> Geosciences Division |
| | 2.6. Forwards the EGGA documents to the Geologist assigned to do the GSS | None | 5 Minutes | <i>Chief,</i> Geohazard and Engineering Geology Section |



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| | 2.7. 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 | None | 15 Minutes (paused clock) | <i>Geologist of the Geohazard and Engineering Geology Section</i> |
| 3. Fetches Geologist and equipment from MGB-V and transports to the project site | 3.1. Undertakes Engineering Geological and Geohazard Assessment (EGGA) | <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.</p> <p>If under MOA: PHP 16,400.00 approx. to consist of per diems at PHP 1,500.00/ man/day for 2 technical men for</p> | 5 Days | <i>Geologist of the Geohazard and Engineering Geology Section</i> |



| | | 5 days and the actual cost of Transportation | | |
|--|--|--|------------|---|
| 4. Transports Geologist and equipment to MGB-V from project site | 4.1. 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 | None | 1 Hour | <i>Geologist of the Geohazard and Engineering Geology Section or Cartographer</i> |
| | 4.2. Receives the Request for Laboratory Analysis Form and records the samples in the Samples Received Logbook | None | 30 Minutes | <i>Laboratory Technician Geosciences Division</i> |
| | 4.3. Signs the Request for Laboratory Analysis Form and forwards the same to the Chief, Geosciences Division for approval | None | 15 Minutes | <i>Chief, Geological Laboratory Services Section</i> |
| | 4.4. 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 | None | 30 Minutes | <i>Administrative Assistant Geosciences Division</i> |



| | | | | |
|--|---|---|---|---|
| 5. Pays the prescribed fees for laboratory analysis of samples | 5.1. 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 c. Moisture content: PHP 100.00 | 15 Minutes | <i>Cashier</i> Finance and Administrative Division |
| | 5.2. Undertakes laboratory analysis covering moisture content, complete grading, plastic limit and liquid limit | None | 15 Days depending on the number of samples (done simultaneously with EGGAR preparation) | <i>Laboratory Technician</i> Geosciences Division |
| | 5.3. Prepares the results of analysis for review and signature by the Chief, Geological Laboratory Services Section | None | 1 Day (done simultaneously with EGGAR preparation) | <i>Laboratory Technician</i> Geosciences Division |
| | 5.4. Manually drafts the site development plan with superimposed topographic map, field observations and spatial data recommendations and submits the | None | 1 Day (done simultaneously with EGGAR preparation) | <i>Cartographer</i> Geosciences Division |



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|--|---|------|------------|---|
| | same to the Geologist | | | |
| | 5.5. 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 | None | 15 Days | <i>Geologist of the Geohazard and Engineering Geology Section</i> |
| | 5.6. Edits draft EGGAR and transmittal letter and returns same to the geologist for re-drafting | None | 1 Day | <i>Chief, Geohazard and Engineering Geology Section</i> |
| | 5.7. Re-drafts EGGAR and submits same to the Chief, Geosciences Division for final editing | None | 1 Day | <i>Geologist of the Geohazard and Engineering Geology Section</i> |
| | 5.8. Edits re-drafted EGGAR | None | 1 Day | <i>Chief, Geosciences Division</i> |
| | 5.9. Prepares final draft EGGAR | None | 4 Hours | <i>Geologist of the Geohazard and Engineering Geology Section</i> |
| | 5.10. Records final draft EGGAR and transmittal letter and forwards to the ORD | None | 10 Minutes | <i>Administrative Assistant Geosciences Division</i> |
| | 5.11. Comments on the final draft EGGAR and | None | 2 Hours | <i>Regional Director Office of the Regional Director</i> |



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| | transmittal letter for final printing | | | |
| | 5.12. Prints in 4 copies the final EGGAR and forwards to Chief, Geosciences Division for signature | None | 1 Day | <i>Geologist of the Geohazard and Engineering Geology Section</i> |
| | 5.13. Records, files and forwards Customer copy to the ORD | None | 15 Minutes | <i>Administrative Assistant Geosciences Division</i> |
| 6. Project proponent customer obtains 2 copies of the EGGAR | Signs transmittal letter and releases to the Records Officer | None | 10 Minutes | <i>Regional Director Office of the Regional Director</i> |
| TOTAL: | | PHP 19,370.00 | 24 Days, 14 Hours & 10 Minutes | |

Application for Engineering Geological and Geohazard Assessment (EGGA) qualified for multi-stage processing



8. Application for Geological Verification

Geological Investigation and Verification is being done by the Bureau pursuant to Section 164, Mines Administrative Order No. MRD-26 and DENR Administrative Order No. 2010-21. The procedure only covers the initial phases of mineral exploration to assess the potential mineral resource of an area being applied for small-scale mining rights. The geological assessment and the estimated resource shall only be called “potential mineral resource” (DENR Administrative Order No. 2010-09).

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| Office or Division: | Geosciences Division | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2B - Government to Business Entity G2C - Government to Citizen | | | |
| Who may avail: | Small-scale mining applicants, minahang bayan applicants, private individuals/landowners with mineralized land | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Written request (1 copy) | | Applicant | | |
| Location map (1:50,000 scale NAMRIA topographic map indicating the area being applied for permit) | | NAMRIA | | |
| Map or plan showing extent of permit area being applied for | | LGU Engineering Office, DPWH, engineering department of project proponent agency, private geodetic engineer/environmental planner | | |
| Lot/sketch plan with technical description or photocopy lot title | | DENR-Surveys and Mapping Division, Register of Deeds, Land Registration Authority private geodetic engineer (for sketch plan with technical description) | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submits request for Geological Verification (GV) including required documents | 1.1. Receives, records and routes to the Office of the Regional Director | None | 15 Minutes | <i>Records Officer</i> Finance and Administrative Division |
| | 1.2. Studies and forwards request to the Geosciences Division | None | 5 Minutes | <i>Regional Director</i> Office of the Regional Director |
| | 1.3. Receives and records the request for GV | None | 10 Minutes | <i>Administrative Assistant</i> Geosciences Division |



| | | | | |
|--|--|------|------------|--|
| | 1.4. Evaluates submitted documents and discusses scope of work to be done with the applicant (if applicant is available) | None | 1 Hour | <i>Chief, Geosciences Division</i> |
| | 1.5. 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. | None | 2 Hours | <i>Chief, Geosciences Division</i> |
| | 1.6. Records document and forwards to the ORD | None | 10 Minutes | <i>Administrative Assistant Geosciences Division</i> |
| | 1.7. Reviews the draft response letter or pro-forma MOA, work program and draft transmittal letter and routes back to the Chief, Geosciences Division | None | 10 Minutes | <i>Regional Director Office of the Regional Director</i> |
| | 1.8. Finalizes and prints the response letter or pro-forma MOA, work program and transmittal letter and submits to ORD for signature | None | 10 Minutes | <i>Chief, Geosciences Division</i> |
| | 1.9. Records document and | None | 10 Minutes | <i>Administrative Assistant</i> |



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|---|--|------|------------|---|
| | forwards to the ORD | | | Geosciences Division |
| 2. Submits additional documents and/or signed and notarized MOA | 2.1. Receives, records and routes additional documents and/or signed and notarized MOA to the Office of the Regional Director | None | 15 Minutes | <i>Records Officer</i> Finance and Administrative Division |
| | 2.2. Studies and forwards additional documents and/or signed and notarized MOA to the Chief, Geosciences Division | None | 5 Minutes | <i>Regional Director</i> Office of the Regional Director |
| | 2.3. Receives and records the additional documents and/or signed and notarized MOA | None | 10 Minutes | <i>Administrative Assistant</i> Geosciences Division |
| | 2.4. 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 | <i>Chief,</i> Geosciences Division |
| | 2.5. Forwards the request and attached documentary requirements to the Geologist assigned to do the GV | None | 5 Minutes | <i>Chief, General and Economic Geology Section</i> |



| | | | | |
|--|---|---|-------------|--|
| | 2.6. 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 | None | 15 Minutes | <i>Geologist of the General and Economic Geology Section</i> |
| 3. Fetches Geologist and equipment from MGB-V and transports to the project site | 3.1. Undertakes Geological Verification (GV) | <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.</p> <p>If under MOA: PHP 16,400.00 PHP 1,500.00/ man/day 2 technical men 5 days and actual cost of transportation</p> | 3 to 5 Days | <i>Geologist of the General and Economic Geology Section</i> |



| | | | | |
|--|--|---|--------------|--|
| 4. Transports Geologist and equipment to MGB-V from project site | 4.1. Prepares waybill of samples for laboratory analysis, packs and ships samples through courier services upon payment of applicant of courier fees | Variable, depending on weight of samples | 4 Hours | <i>Geologist of the General and Economic Geology Section</i> |
| | 4.2. Drafts preliminary map and plots field observations and prepares preliminary Geological Verification Report (GVR) | None | 10 Days | <i>Geologist of the General and Economic Geology Section</i> |
| 5. Pays the cost of laboratory analyses | 5.1 Releases results of laboratory analysis | Variable, depending on the type of analysis and number of samples | Paused clock | <i>Private laboratory Geosciences Division</i> |
| 6. Submits to MGB-V the results of laboratory analysis | 6.1 Receives, records and routes results of laboratory analysis to the Office of the Regional Director | None | 15 Minutes | <i>Records Officer Finance and Administrative Division</i> |
| | 6.2 Forwards results of laboratory analysis to the Chief, Geosciences Division | none | 5 Minutes | <i>Regional Director Office of the Regional Director</i> |
| | 6.3 Receives and records the results of laboratory analysis | None | 10 Minutes | <i>Administrative Assistant Geosciences Division</i> |



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|--|--|------|------------|--|
| | 6.4 Receives the results of laboratory analysis and forwards to the Geologist of the General and Economic Geology Section | None | 15 Minutes | <i>Chief, Geosciences Division</i> |
| | 6.5 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 | None | 2 Days | <i>Geologist of the General and Economic Geology Section</i> |
| | 6.6 Reviews and edits the GVR and transmittal letter and returns the same to the geologist for editing | None | 1 Day | <i>Chief, General and Economic Geology Section</i> |
| | 6.7 Re-drafts edited GVR and submits for final editing by the Chief, Geosciences Division | None | 1 Day | <i>Geologist of the General and Economic Geology Section</i> |
| | 6.8 Edits re-drafted GVR | None | 1 Hour | <i>Chief, Geosciences Division</i> |
| | 6.9 Prepares final draft GVR | None | 2 Hours | <i>Geologist of the General and Economic Geology Section</i> |
| | 6.10 Records final draft GVR and | None | 10 Minutes | <i>Administrative Assistant</i> |



| | | | | |
|--|---|------------------|--------------------------------------|---|
| | transmittal letter and forwards to the ORD | | | Geosciences Division |
| | 6.11 Comments on the final draft GVR and transmittal letter for final printing | None | 30 Minutes | <i>Regional Director</i> Office of the Regional Director |
| | 6.12 Prints in 4 copies the final GVR and forwards to Chief, Geosciences Division for signature | None | 2 Hours and 30 Minutes | <i>Geologist of the General and Economic</i> Geology Section |
| | 6.13 Records, files and forwards proponent's copy to the ORD | None | 15 Minutes | <i>Administrative Assistant</i> Geosciences Division |
| | 6.14 Signs transmittal letter and releases to the Records Officer | None | 10 Minutes | <i>Regional Director</i> Office of the Regional Director |
| | TOTAL: | PHP 16,400.00 | 19 Days, 16 Hours & 35 Minutes | |



9. Geohazard Certification for Government Infra-structure Projects

Certifications that government infrastructure are not included in geohazard critical areas or no build zones as identified or certified by the Mines and Geosciences Bureau are required in the implementation of infrastructure projects pursuant to the General Provisions of the General Appropriations Act. This covers projects that could be located and represented as point and/or line features such as government office buildings, barangay halls, day care centers, etc. for point feature projects; and roads, flood control projects, drainage canals, water supply lines, etc. for line feature projects. Other development projects covered by Environmental Compliance Certificates (ECC) are evaluated pursuant to DENR Administrative No. 2000-28.

| | | | | |
|---|--|--|------------------------|---|
| Office or Division: | Geosciences Division | | | |
| Classification: | Complex | | | |
| Type of Transaction: | G2G - Government to Government G2C - Government to Citizen | | | |
| Who may avail: | P/C/M/B Local Government Units, National Government Agencies | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Written request | | Applicant | | |
| 2. Lot/sketch plan with technical description, tie line and tie monument | | DENR-Surveys and Mapping Division, private surveying companies and private practicing geodetic engineers | | |
| 3. Photocopy of land title (if no. 2 is not available) | | DENR-Surveys and Mapping Division, Register of Deeds, Land Registration Authority | | |
| 4. GPS coordinates using handheld GPS set to hdd°mm'ss", Luzon Philippines datum and Clarke 1866 spheroid (only if no. 2 and 3 are not available) | | Applicant, P/C/MDRRM Office, P/C/MPDO | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submits request for Geohazard Certification including required documents | 1.1. Receives, records and routes to the Office of the Regional Director | None | 15 minutes | <i>Records Officer</i> Finance and Administrative Division |



| | | | | |
|--|--|------|---------------------------|--|
| | 1.2. Forwards request to the Geosciences Division | None | 5 minutes | <i>Regional Director Office of the Regional Director</i> |
| | 1.3. Receives and records the request | None | 10 minutes | <i>Administrative Assistant Geosciences Division</i> |
| | 1.4. Evaluates submitted request and documents | None | 1 hour | <i>Chief, Geosciences Division</i> |
| | 1.5. If incomplete or inappropriate documents, prepares response letter and forwards the same to the RD for review | None | 1 hour | <i>Chief, Geosciences Division</i> |
| | 1.5.1. Records document and forwards to the ORD | None | 10 minutes | <i>Administrative Assistant Geosciences Division</i> |
| | 1.5.2. Reviews the draft response letter and routes back to the Chief, Geosciences Division | None | 30 minutes | <i>Regional Director Office of the Regional Director</i> |
| | 1.5.3. Finalizes and prints the response letter submits to ORD for signature | None | 30 minutes | <i>Chief, Geosciences Division</i> |
| | 1.5.4. Records document and forwards to the ORD | None | 10 minutes | <i>Administrative Assistant Geosciences Division</i> |
| | 1.5.6. Signs transmittal letter | None | 10 minutes (paused clock) | <i>Regional Director</i> |



| | | | | |
|--|--|------|------------|--|
| | and releases to the Records Officer | | | Office of the Regional Director |
| | 1.5.7. Once the appropriate/ correct document is received, process proceeds following steps 1.6. and onwards | None | 30 minutes | <i>Records Officer and Administrative Assistant</i> |
| | 1.6. If the submitted request is complete, forwards the request to MMD Mineral Lands Survey Section for plotting and conversion of technical description to PTM coordinates. | None | 10 minutes | <i>Administrative Assistant Geosciences Division</i> |
| | 1.6.1. Plots technical description and converts technical description to PTM coordinates | None | 3 days | <i>MMD Geodetic Engineer</i> |
| | 1.6.2. Submits plotting and converted PTM coordinates to Chief, Geosciences Division | None | 10 minutes | <i>Administrative Assistant Geosciences Division</i> |
| | 1.6.3. Converts the PTM coordinates to Luzon 1911 coordinates and plots in MGB-V | None | 30 minutes | <i>Geologist II or Administrative Assistant Geosciences Division</i> |



| | | | | |
|--|--|------|------------|--|
| | 1:10,000 Scale Flood and Landslide Susceptibility Maps | | | |
| | 1.6.4. Prepares draft geohazard certification and forwards to Chief, Geosciences Division for review and editing | None | 1 hour | <i>Geologist II or Administrative Assistant Geosciences Division</i> |
| | 1.6.5. Edits draft certification for final comments by ORD | None | 10 minutes | <i>Chief Geologist Geosciences Division</i> |
| | 1.6.6. Records in the outgoing logbook and forwards to ORD | None | 10 minutes | <i>Administrative Assistant Geosciences Division</i> |
| | 1.6.7. Comments/ reviews draft certification and returns to Geosciences Division for finalization | None | 1 hour | <i>Regional Director Office of the Regional Director</i> |
| | 1.6.8. Prints in 3 copies the geohazard certification and forwards to Chief, Geosciences Division for initials | None | 30 minutes | <i>Geologist II or Administrative Assistant Geosciences Division</i> |
| | 1.6.9. Records, files and forwards proponent's copy to the ORD | None | 10 minutes | <i>Administrative Assistant Geosciences Division</i> |
| | 1.6.10. Signs geohazard certification and | None | 10 minutes | <i>Regional Director</i> |



| | | | | |
|--|------------------------------------|------|--------------------------------------|---------------------------------------|
| | releases to the Records Officer | | | Office of the Regional Director |
| | TOTAL | None | 3 Days, 8 Hours and 30 Minutes | |



10. Geohazard Certification for Small Private Lots not Covered by ECC

Private land owners and prospective lot buyers who want to make sure that the piece of land they want to develop is situated on a safe area request for certification from time to time. This covers lots proposed for siting residential houses, buildings and other structures. However for private lots intended for development as housing project sites, these are evaluated pursuant to DENR Administrative No. 2000-28.

| | | | | |
|---|--|--|------------------------|---|
| Office or Division: | Geosciences Division | | | |
| Classification: | Complex | | | |
| Type of Transaction: | G2B - Government to Business Entity G2C - Government to Citizen | | | |
| Who may avail: | Any private citizen and private entities | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Written request | | Applicant | | |
| 2. Lot/sketch plan with technical description, tie line and tie monument | | DENR-Surveys and Mapping Division, private surveying companies and private practicing geodetic engineers | | |
| 3. Photocopy of land title (if no. 2 is not available) | | DENR-Surveys and Mapping Division, Register of Deeds, Land Registration Authority | | |
| 4. GPS coordinates using handheld GPS set to hdd°mm'ss", Luzon Philippines datum and Clarke 1866 spheroid (only if no. 2 and 3 are not available) | | Applicant | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submits request for Geohazard Certification including required documents | 1.1. Receives, records and routes to the Office of the Regional Director | None | 15 minutes | <i>Records Officer</i> Finance and Administrative Division |
| | 1.2. Forwards request to the Geosciences Division | None | 5 minutes | <i>Regional Director</i> Office of the Regional Director |



| | | | | |
|--|--|------|------------------------------|--|
| | 1.3. Receives and records the request | None | 10 minutes | <i>Administrative Assistant Geosciences Division</i> |
| | 1.4. Evaluates submitted request and documents | None | 1 hour | <i>Chief, Geosciences Division</i> |
| | 1.5. If incomplete or inappropriate documents, prepares response letter and forwards the same to the RD for review | None | 1 hour | <i>Chief, Geosciences Division</i> |
| | 1.5.1. Records document and forwards to the ORD | None | 10 minutes | <i>Administrative Assistant Geosciences Division</i> |
| | 1.5.2. Reviews the draft response letter and routes back to the Chief, Geosciences Division | None | 30 minutes | <i>Regional Director Office of the Regional Director</i> |
| | 1.5.3. Finalizes and prints the response letter submits to ORD for signature | None | 30 minutes | <i>Chief, Geosciences Division</i> |
| | 1.5.4. Records document and forwards to the ORD | None | 10 minutes | <i>Administrative Assistant Geosciences Division</i> |
| | 1.5.6. Signs transmittal letter and releases to the Records Officer | None | 10 minutes (paused clock) | <i>Regional Director Office of the Regional Director</i> |
| | 1.5.7. Once the appropriate/ | None | 30 minutes | <i>Records Officer and</i> |



| | | | | |
|--|--|------|------------|--|
| | correct document is received, process proceeds following steps 1.6. and onwards | | | <i>Administrative Assistant Geosciences Division</i> |
| | 1.6. If the submitted request is complete, forwards the request to MMD Mineral Lands Survey Section for plotting and conversion of technical description to PTM coordinates. | None | 10 minutes | <i>Administrative Assistant Geosciences Division</i> |
| | 1.6.1. Plots technical description and converts technical description to PTM coordinates | None | 3 days | <i>MMD Geodetic Engineer</i> |
| | 1.6.2. Submits plotting and converted PTM coordinates to Chief, Geosciences Division | None | 10 minutes | <i>Administrative Assistant Geosciences Division</i> |
| | 1.6.3. Converts the PTM coordinates to Luzon 1911 coordinates and plots in MGB-V 1:10,000 Scale Flood and Landslide Susceptibility Maps | None | 30 minutes | <i>Geologist II or Administrative Assistant Geosciences Division</i> |



| | | | | |
|--|--|------|--------------------------------|--|
| | 1.6.4. Prepares draft geohazard certification and forwards to Chief, Geosciences Division for review and editing | None | 1 hour | <i>Geologist II or Administrative Assistant Geosciences Division</i> |
| | 1.6.5. Edits draft certification for final comments by ORD | None | 10 minutes | <i>Chief Geologist Geosciences Division</i> |
| | 1.6.6. Records in the outgoing logbook and forwards to ORD | None | 10 minutes | <i>Administrative Assistant Geosciences Division</i> |
| | 1.6.7. Comments/ reviews draft certification and returns to Geosciences Division for finalization | None | 1 hour | <i>Regional Director Office of the Regional Director</i> |
| | 1.6.8. Prints in 3 copies the geohazard certification and forwards to Chief, Geosciences Division for initials | None | 30 minutes | <i>Geologist II or Administrative Assistant Geosciences Division</i> |
| | 1.6.9. Records, files and forwards proponent's copy to the ORD | None | 10 minutes | <i>Administrative Assistant Geosciences Division</i> |
| | 1.6.10. Signs geohazard certification and releases to the Records Officer | None | 10 minutes | <i>Regional Director Office of the Regional Director</i> |
| | TOTAL | None | 3 Days, 8 Hours and 30 Minutes | |



11. Request for Digital (JPEG) or Printed Geohazard Maps – Walk in and Party Waiting

City and municipal local government units, national government agencies, non government organizations, researchers and other entities request for digital or printed geohazard maps for a variety of purposes, but mostly, for DRRM planning. These maps are provided in printed form or digital forms such as jpeg or shapefiles. However, requests for shapefiles of geohazard maps are treated differently.

| | | | | |
|---|---|------------------------|------------------------|--|
| Office or Division: | Geosciences Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2B - Government to Business Entity G2C - Government to Citizen G2G – Government to Government | | | |
| Who may avail: | P/C/M local government units, national government agencies, barangays, any private citizen and private entities | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Written request | | Applicant | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submits request for printed or digital (jpeg) copy of geohazard maps | 1.1. Receives, records and routes to the Office of the Regional Director | None | 15 minutes | <i>Records Officer</i> Finance and Administrative Division |
| | 1.2. Forwards request to the Geosciences Division | None | 5 minutes | <i>Regional Director</i> Office of the Regional Director |
| | 1.3. Receives and records the request | None | 10 minutes | <i>Administrative Assistant</i> Geosciences Division |
| | 1.4. Prepares map in appropriate data frame for printing or copying in CD | None | 10 minutes | <i>Geologist/ Administrative Assistant</i> Geosciences Division |



| | | | | |
|--|---|------|------------|---|
| | 1.5. Prints or burns geohazard maps in CD | None | 10 minutes | <i>Geologist/ Administrative Assistant Geosciences Division</i> |
| | 1.6. Records in logbook and releases printed or digital geohazard maps to customer/client | None | 5 minutes | <i>Geologist/ Administrative Assistant Geosciences Division</i> |
| | TOTAL | None | 55 Minutes | |



12. Request for Digital (JPEG) or Printed Geohazard Maps – Sent by Mail/E-mail

City and municipal local government units, national government agencies, non government organizations, researchers and other entities request for digital or printed geohazard maps for a variety of purposes, but mostly, for DRRM planning. These maps are provided in printed form or digital forms such as jpeg or shapefiles. However, requests for shapefiles of geohazard maps are treated differently.

| | | | | |
|---|---|------------------------|------------------------|--|
| Office or Division: | Geosciences Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2B - Government to Business Entity G2C - Government to Citizen G2G – Government to Government | | | |
| Who may avail: | P/C/M local government units, national government agencies, barangays, any private citizen and private entities | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Written request | | Applicant | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submits request for printed or digital (jpeg) copy of geohazard maps | 1.1. Receives, records and routes to the Office of the Regional Director | None | 15 minutes | <i>Records Officer</i> Finance and Administrative Division |
| | 1.2. Forwards request to the Geosciences Division | None | 5 minutes | <i>Regional Director</i> Office of the Regional Director |
| | 1.3. Receives and records the request | None | 10 minutes | <i>Administrative Assistant</i> Geosciences Division |
| | 1.4. Prepares map in appropriate data frame for copying in CD | None | 10 minutes | <i>Geologist/ Administrative Assistant</i> Geosciences Division |



| | | | | |
|--|--|------|-----------------------|---|
| | 1.5. Burns geohazard maps in CD | None | 10 minutes | <i>Geologist/ Administrative Assistant Geosciences Division</i> |
| | 1.6. Prepares pro-forma transmittal letter for initials by Chief, Geosciences Division | None | 10 minutes | <i>Geologist/ Administrative Assistant Geosciences Division</i> |
| | 1.7. Records, files and forwards proponent's copy to the ORD | None | 10 minutes | <i>Administrative Assistant Geosciences Division</i> |
| | 1.8. Signs transmittal letter and releases maps to the Records Officer | None | 10 minutes | <i>Regional Director Office of the Regional Director</i> |
| | TOTAL | None | 1 Hour and 20 Minutes | |



13. PURCHASE OF PUBLISHED AND PRINTED 1:50,000 GEOLOGIC MAPS

Sales of published 1:50,000 Scale Geologic Maps is a service being provided to government, non-government and private entities desiring to get a copy of printed geologic maps for various purposes.

| | | | | |
|---|--|------------------------|------------------------|---|
| Office or Division: | Geosciences Division | | | |
| Classification: | Complex | | | |
| Type of Transaction: | G2B - Government to Business Entity G2C - Government to Citizen G2G – Government to Government | | | |
| Who may avail: | National government agencies, non-government entities and private citizen and private entities | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Written request | | Applicant | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submits request for printed or digital (jpeg) copy of geohazard maps | 1.1. Receives, records and routes to the Office of the Regional Director | None | 15 minutes | <i>Records Officer</i> Finance and Administrative Division |
| | 1.2. Forwards request to the Geosciences Division | None | 5 minutes | <i>Regional Director</i> Office of the Regional Director |
| | 1.3. Receives and records the request | None | 10 minutes | <i>Administrative Assistant</i> Geosciences Division |
| | 1.4. Prepares Assessment Form and Order of Payment for signature of Chief, Geosciences Division | None | 5 minutes | <i>Administrative Assistant</i> Geosciences Division |



| | | | | |
|--|--|---------------------------|-------------------|--|
| | 1.5. Signs Assessment Form | None | 5 minutes | <i>Chief, Geosciences Division</i> |
| | 1.6. Signs Order of Payment | None | 5 minutes | <i>Accountant Finance and Administrative Division</i> |
| 2. Pays fees to the Cashier | 2.1. Accepts payment and issues Official Receipt | Php 600.00 per sheet | 5 minutes | <i>Cashier Finance and Administrative Division</i> |
| 3. Presents Official Receipt to Geosciences Division | 3.1. Releases purchased geologic map | None | 5 minutes | <i>Regional Director Office of the Regional Director</i> |
| | TOTAL | ₱ 600.00 per sheet | 55 Minutes | |



14. Geohazard Certifications

Geohazard Certification is a certification issued by the MGB indicating the flood and landslide hazard susceptibility condition at specific location where an infrastructure project is being proposed for construction and development. Other hazards such as ground subsidence, storm surge, volcanic and earthquake hazards may also be indicated with the recommendation to seek further certification from the mandated agencies. The certification contains categorical recommendations whether the site is a no build zone or other applicable recommendations as provided in the Joint DENR-DILG-DND-DPWH-DOST Memorandum Circular No. 2014-01.

| | | | | |
|---|--|---|------------------------|---|
| Office or Division: | Geosciences Division | | | |
| Classification: | Complex | | | |
| Type of Transaction: | G2B - Government to Business Entity G2C - Government to Citizen G2G – Government to Government | | | |
| Who may avail: | 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 (1 copy) | | Applicant | | |
| Lot/Sketch Plan with technical description (1 copy) | | DENR-Surveys and Mapping Division, private geodetic engineer | | |
| GPS coordinates/ GPS coordinate pairs (using handheld GPS set to hddd°mm'ss", Luzon Philippines datum and Clarke 1866 spheroid) | | LGU Engineering Office, DPWH, engineering department of project proponent agency, private geodetic engineer/environmental planner | | |
| Google Earth image containing plots of the proposed project | | Google Earth software | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submits written request for Geological Certification (GC) including the complete documentary requirements at the Records Unit of MGB-V | 1.1. Receives, records and routes request for GC to the Office of the Regional Director | None | 15 Minutes | <i>Records Officer</i> Finance and Administrative Division |



| | | | | |
|--|---|------|------------------------------|--|
| | 1.2. Studies and forwards request for GC to the Chief, Geosciences Division | None | 5 Minutes | <i>Regional Director Office of the Regional Director</i> |
| | 1.3. Receives and records the request for GC | None | 10 Minutes | <i>Administrative Assistant Geosciences Division</i> |
| | 1.4. Evaluates completeness and appropriateness of the attached documentary requirements | None | 10 Minutes | <i>Chief, Geosciences Division</i> |
| | 1.5.a. If the documentary requirements are incomplete and/or inappropriate, Chief, Geosciences Division prepares draft response letter for the customer and submits to the RD | None | 15 Minutes | <i>Chief, Geosciences Division</i> |
| | 1.5.b. If the submitted documentary requirements for GC are complete and appropriate, the Chief, Geosciences Division routes documents to the assigned Geologist. | None | 25 Minutes (paused clock) | <i>Chief, Geosciences Division</i> |
| | 1.6. Records document and | None | 10 Minutes | <i>Administrative Assistant</i> |



| | | | | |
|-----------------------------|---|------|------------------------------|---|
| | forwards to the ORD | | | Geosciences Division |
| | 1.7. Reviews the draft response letter and routes back to the Chief, Geosciences Division. | None | 10 Minutes | <i>Regional Director</i> Office of the Regional Director |
| | 1.8. Finalizes and prints the response and submits to ORD for signature. | None | 10 Minutes | <i>Chief,</i> Geosciences Division |
| | 1.9. Records document and forwards to the ORD. | None | 10 Minutes | <i>Administrative Assistant</i> Geosciences Division |
| | 1.10. Signs the response and forwards to Records Officer for recording, filing and releasing. | None | 5 Minutes | <i>Regional Director</i> Office of the Regional Director |
| | 1.11. Records, files and releases response letter. | None | 10 Minutes (paused clock) | <i>Records Officer</i> Finance and Administrative Division |
| 2. Submits map deficiencies | 2.1. Receives, records and routes map deficiencies to the Office of the Regional Director | None | 15 Minutes | <i>Records Officer</i> Finance and Administrative Division |
| | 2.2. Studies and forwards additional documents to the Chief, Geosciences Division | None | 5 Minutes | <i>Regional Director</i> Office of the Regional Director |
| | 2.3. Receives and records the additional documents | None | 10 Minutes | <i>Administrative Assistant</i> Geosciences Division |



| | | | | |
|--|---|------|-----------------------|---|
| | 2.4. Receives the additional documents and re-evaluates completeness of documents | None | 15 Minutes | <i>Chief, Geosciences Division</i> |
| | 2.5. Routes the GC documents to the assigned Geologist | None | 10 Minutes | <i>Chief, Geosciences Division</i> |
| | 2.6. Forwards the request and lot plan with technical description to Mineral Lands Survey Section (MLSS) of Mine Management Division (MMD) for conversion to Philippine Transverse Mercator (PTM) coordinates using existing control maps | None | 5 Minutes | <i>Geologist, Geosciences Division</i> |
| | 2.7. Plots the lot plan with technical description and convert it to PTM coordinates. | None | 3 Days (paused clock) | <i>Geodetic Engineer, Mineral Land Survey Section, Mine Management Division</i> |
| | 2.8. Forward the plotted and converted PTM coordinates of the lot plan to the assigned | None | 15 Minutes | <i>Geodetic Engineer, Mineral Land Survey Section, Mine Management Division</i> |



| | | | | |
|--|--|------|------------|---|
| | 2.9. Receives the lot plan converted to PTM coordinates and forwards it to the assigned Geologist | None | 15 Minutes | <i>Administrative Assistant</i> Geosciences Division |
| | 2.10. Receives the lot data converted PTM coordinates and re-project it to UTM Zone 51 Luzon Datum or Luzon 1911 projection and plot the re-projected lot data to 1:10,000 Scale Flood and Landslide Susceptibility Maps of MGB-V using ArcGIS, ILWIS or QGIS. | None | 1 Day | <i>Geologist,</i> Geosciences Division |
| | 2.11. Checks the proximity of the proposed projects to legal easements and No Build Zones areas pursuant to P.D. 1067, R.A 386 and P.D. 705. | None | 30 Minutes | <i>Geologist,</i> Geosciences Division |
| | 2.12. Prepares draft Geohazard Certification (GC) and Forwards to Chief Geologist | None | 3 Hours | <i>Geologist,</i> Geosciences Division |
| | 2.13 Review the draft Geohazard Certification and make the | None | 1 Day | <i>Chief,</i> Geosciences Division |



| | | | | |
|---|--|------|------------------------------------|--|
| | necessary inputs and/or corrections | | | |
| | 2.14. Records the draft GC and forwards to the ORD | None | 10 Minutes | <i>Administrative Assistant Geosciences Division</i> |
| | 2.15. Comments on the draft GC for final printing | None | 15 Minutes | <i>Regional Director Office of the Regional Director</i> |
| | 2.16. Prints in 3 copies of the GC and forwards to Chief, Geosciences Division for signature | None | 1 Hour | <i>Geologist, Geosciences Division</i> |
| | 2.17. Records, files and forwards Customer copy to the ORD | None | 15 Minutes | <i>Administrative Assistant Geosciences Division</i> |
| 3. Project proponent customer obtains 2 copies of Geohazard Certification | Signs GC and releases to the Records Officer | None | 10 Minutes | <i>Regional Director Office of the Regional Director</i> |
| TOTAL: | | None | 5 Days, 6 Hours, 55 Minutes | |



15. Area Clearance for Small Scale Mining Permit/Quarry Permit

Area clearance is a document issued by the Mines and Geosciences Bureau Regional Office V indicating that the area(s) covered or applied for by Small Scale Mining Permit (SSMP)/Quarry Permit (QP) applicant are free and open for the grant of a mining application. The issuance of the said clearance is provided under Section 75 of Department Administrative Order (DAO) No. 2010-21.

| | | | | |
|---|---|---------------------------------------|----------------------------|---|
| Office or Division: | Mine Management Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | All SSMP/QP applicants | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Letter Endorsement from concerned PENRO LGU (regionwide) | | From concerned PENRO LGU (regionwide) | | |
| Three (3) copies of the sketch plan of the area applied for SSSMP/QP | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Files request for area clearance | 1. Accepts request for area clearance together with 3 copies of sketch map/survey plan and forwards documents to ORD | None | 5 Minutes | <i>Clerk</i> Office of the Regional Director |
| | 2. RD indorses request to Chief, MMD for area clearance | None | 5 Minutes | <i>Regional Director (RD)</i> Office of the Regional Director |
| | 3. Chief, MMD indorses documents to Chief, MLSS for plotting in the control map | None | 5 Minutes | <i>Chief, MMD</i> |
| | 4. MLSS receives the request for area status and clearance | None | 5 Minutes | <i>Clerk, MLSS</i> |



| | | | | |
|--|---|------|------------|----------------------------------|
| | 5. Chief, MLSS acts initially to the request for area status and clearance | None | 10 Minutes | <i>Engineer IV</i> |
| | 6. Chief, MLSS forwards the request to concerned personnel for computation of technical description | None | 30 Minutes | <i>Engineer III/SRS II</i> |
| | 7. Plots the requested area in the MAPINFO Program | None | 5 Hours | <i>Engineer III/SRS II</i> |
| | 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 | None | 8 Hours | <i>Engineer III/SRS II</i> |
| | 9. Conducts research to determine the status of the conflicting areas, if subject area overlaps with other mining rights and applications | None | 8 Hours | <i>Engineer IV /Engineer III</i> |
| | 10. Prepares draft of the Area Status and Clearance | None | 1 Hour | <i>Engineer IV /Engineer III</i> |



| | | | | |
|---------------|--|------|----------------------------|---|
| | 11. Reviews the draft of area status/clearance, then forwards to the Chief, MMD for comments | None | 30 Minutes | <i>Engineer IV /Engineer III</i> |
| | 12. Chief, MMD reviews finally and put comments, if any | None | 30 Minutes | <i>Chief, MMD</i> |
| | 13. Returns to MLSS for finalization of the draft of the area status and clearance | None | 10 Minutes | <i>Clerk, MMD</i> |
| | 14. Finalizes the Area Status and Clearance and OIC-MLSS affix initial | None | 10 Minutes | <i>Engineer IV</i> |
| | 15. Forwards to Chief, MMD for initial | None | 10 Minutes | <i>Clerk, MLSS</i> |
| | 16. Forwards to ORD for signature | None | 15 Minutes | <i>Chief, MMD</i> |
| | 17. Releases area status/clearance | None | 10 Minutes | <i>Clerk, Office of the Regional Director</i> |
| TOTAL: | | None | 1 Day, 1 Hour & 35 Minutes | |



16. 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.

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| Office or Division: | Mine Management Division | | | |
| Classification: | Complex | | | |
| Type of Transaction: | G2B – Government to Business Entity | | | |
| 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 | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON 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 | 5 Minutes | <i>Records Officer</i> Finance and Administrative Division |
| | 1.2 Receive and record application and forward to the Regional Director | None | 15 Minutes | <i>Division Records Officer</i> Office of the Regional Director |
| | 1.3 Receive and endorse application to the Chief, Mine Management Division | None | 15 Minutes | <i>Regional Director</i> Office of the Regional Director |
| | 1.4 Receive and record application to Incoming Logbook and forward to Chief Mine Management Division | None | 10 Minutes | <i>Division Records Officer</i> Mine Management Division |



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| | 1.5 Endorse application to Chief MTSS | None | 5 Minutes | Chief Mine Management Division |
| | 1.6 Check and evaluate submitted documents 1.6.1 If complete, instructs to prepare Order of Payment for the payment of Field Verification and Application fees. 1.6.2 In incomplete, prepares letter of denial of the application. | None | 30 Minutes 30 Minutes | Section Chief Monitoring and Technical Services Section |
| 2. Payment of required fees at the Cashier | 2.1 Accept the Order of Payments prepared 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 | 15 Minutes | Administrative Officer III (Cashier) Finance and Administrative Division |
| 3. Present Official Receipts to Mine Management Division | 3.1 Assigns technical personnel to conduct field verification. | None | 15 Minutes | Section Chief Monitoring and Technical Services Section |
| 4. Assist in the conduct of field inspection/verification | 4.1 Inspects/ verifies applied minerals/mineral products and by- | None | 3 Days | Engineer II/Engineer III Mine Management Division |



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| | <p>4.2 Prepares report/memorandum of the result of inspection/verification conducted recommending to the Regional Director for the issuance of OTP</p> <p>4.3 Prepares OTP (MGB Form No. 12-1)</p> | | | |
| | 4.4 Reviews and countersign in the prepared Report and OTP | None | 30 Minutes | <i>Section Chief Monitoring and Technical Services Section and/or Chief Mine Management Division</i> |
| | 4.5 Approves the prepared OTP and endorse to the Records Officer for release | None | 15 Minutes | <i>Regional Director Office of the Regional Director</i> |
| 5. Receives the approved OTP | 5.1 Release the approved OTP | None | 10 Minutes | <i>Records Officer Finance and Administrative Division</i> |
| TOTAL: | | Field Verification Fee: PHP 6,000.00 Application Fee: PHP 1,000.00 – Non-metallic | 3 Days, 3 Hours & 15 Minutes | |



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| | PHP 2,000.00 – metallic | | |
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17. Investigation of Mining Complaints

Investigation is conducted by MGB on mining related complaints/issues/concerns within the Bicol Region filed with the Office by concerned citizens, agencies and other stakeholders.

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|----------------------------------|--|------------------------|------------------------|--|
| Office or Division: | Mine Management Division | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2B – Government to Business Entity | | | |
| Who may avail: | All stakeholders | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Letter of Complaint | | Complainant | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submits written complaint | 1.1 Receive, record and forward the written complaint to the Office of the Regional Director | None | 5 Minutes | <i>Records Officer</i> Finance and Administrative Division |
| | 1.2 Receive and record written complaint and forward to the Regional Director | None | 15 Minutes | <i>Division Records Officer</i> Office of the Regional Director |
| | 1.3 Receive and endorse written complaint to the Chief, Mine Management Division | None | 15 Minutes | <i>Regional Director</i> Office of the Regional Director |
| | 1.4 Receive and record application to Incoming Logbook and forward to Chief Mine Management Division | None | 10 Minutes | <i>Division Records Officer</i> Mine Management Division |
| | 1.5 Endorse application to Chief MTSS | None | 5 Minutes | <i>Chief Mine Management Division</i> |
| | 1.6 Assigns technical | None | 30 Minutes | <i>Section Chief</i> Monitoring and |



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| | personnel to conduct field verification. | | | Technical Services Section |
| | 1.7 Prepares Travel Order | None | 1 Hour | <i>Engineer II, Engineer III, or Embedded Personnel</i> |
| | 1.8 Conducts field investigation/verification | None | 2 Days | <i>Engineer II, Engineer III, or Embedded Personnel</i> |
| | 1.9 Prepares the following: a. Field verification report b. Action letter c. Cease and Desist Order, if necessary | None | 1 Day | <i>Engineer II, Engineer III, or Embedded Personnel</i> |
| | 1.10 Approves Report, Action letter and CDO (if necessary) | None | 30 Minutes | <i>Regional Director Office of the Regional Director</i> |
| | 1.11 Release Action letter and CDO (if necessary) | None | 10 Minutes | <i>Records Officer Finance and Administrative Division</i> |
| TOTAL: | | None | 3 Days & 3 Hours | |



18. Processing of Exploration Permit Applications by the Regional Offices

Exploration Permit applications are accepted by the MGB Regional Offices for initial evaluation and completion of documentary requirements listed in the checklist below, prior to endorsement to the MGB Central Office for further evaluation and issuance of Clearance to Issue Permit.

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| Office or Division: | Mine Management Division/Mining Tenement Evaluation Section | |
| Classification: | Highly Technical | |
| Type of Transaction: | G2C – Government to Citizen | |
| Who may avail: | All | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| A. Acceptance Requirements: | | |
| 1. Application Form (MGB Form No. 5-1) – One (1) Original and 4 duplicate copies | MTES | |
| 2. Two (2)-Year Exploration Work Program (ExWP) (MGB Form No. 5-4), duly prepared, signed and sealed by a licensed Mining Engineer or Geologist – One (1) Original and 4 duplicate copies | Outline of Work Program available at the MTES | |
| 3. Affidavit of Undertaking pursuant to DMO No. 99-10 – One (1) Original and 6 duplicate copies (Not required for Individual mining applicant) | MTES | |
| 4. Photocopy of Articles of Incorporation/Partnership/ Association, By-Laws and Certificate of Registration, duly certified by the SEC or authorized Government agency(ies) concerned, for corporations, partnerships, associations or cooperatives; or proof of Filipino citizenship for individual – One (1) Original SEC-Certified Machine copy and 6 duplicate copies | Securities and Exchange Commission | |
| 5. Location map/sketch plan of the proposed permit area showing its coordinates/meridional block(s) and boundaries in relation to major environmental features and other projects using NAMRIA topographic map in a scale of 1:50,000 duly prepared, signed and | NAMRIA Map available at the NAMRIA Office | |



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| sealed by a deputized Geodetic Engineer – One (1) Original and 6 duplicate copies | |
| <p>6. Proof of technical competence to undertake the implementation of the activities under the Work Programs:</p> <ul style="list-style-type: none"> • Curricula vitae and track records in exploration and environmental management – One (1) Original and 4 duplicate copies • Sworn statement/employment contract/proof of availed services of the technical person/s who will undertake the implementation of the Work Programs – One (1) Original and 4 duplicate copies | Applicant's Contracted Geologist or Mining Engineer |
| <p>7. Proof of financial capability to undertake the implementation of the activities under the Work Programs:</p> <p>a. For Corporation/Partnership/ Association/Cooperative:</p> <ul style="list-style-type: none"> • Latest Audited Financial Statement – should be Stamped Received by the SEC - One (1) Original and 4 duplicate copies | Securities and Exchange Commission |
| <ul style="list-style-type: none"> • Annual Report for the preceding year, Credit lines and/or certification/s of bank guarantee/deposit and/or similar negotiable instruments – One (1) Original and 4 duplicate copies | <p>Securities and Exchange Commission</p> <p>Credit Lines/certifications – Depository Bank of the mining Applicant</p> |
| <p>b. For individual:</p> <ul style="list-style-type: none"> • Copy of Income Tax Return for the preceding year – One (1) Original and 4 duplicate copies stamped received by the Bureau of Internal Revenue | Certified copy by the Bureau of Internal Revenue |
| <ul style="list-style-type: none"> • Proof of bank deposit or credit line in the amount of at least PHP2,500,000.00 – One (1) Original and 4 duplicate copies | Depository Bank of the mining Applicant |
| B. Additional Requirements After Acceptance of Mining Application | |
| 1. Certificate of Environmental Management and Community Relations | CEMCRR Application Form available at the MTES |



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| Record (CEMCRR) or Certificate of Exemption from the CEMCRR – One (1) Original and 2 duplicate copies upon issuance by the MGB RO | |
| 2. Environmental Work Program (EWP) (MGB Form 16-1 or 16-1A) duly prepared, signed and sealed by a licensed Mining Engineer or Geologist – One (1) Original and 6 duplicate copies | Applicant may opt to submit upon submission of mining application or after the acceptance of mining application |
| 3. Area Status and Clearance from the One-Stop-Shop Committee (DENR-V and other agencies concerned) – One (1) Original and 2 duplicate copies | DENR-V - Applicant to follow-up with the DENR upon endorsement of copies of Environmental Work Program and NAMRIA Map MGB-V – To be issued upon receipt of Area Status from DENR-V and upon payment of MGB Clearance fees |
| 4. Corporate Secretary’s Certificate attesting to the authority of the President to sign and execute documents in connection with the EP application – One (1) Original and 6 duplicate copies | |
| 5. Proofs of publication, posting and radio announcement of the Notice of Application: a. Published once in: | Newspaper circulated locally within the province where the applied area is located and where the Notice of Application was published |
| <ul style="list-style-type: none"> • Local newspaper - One (1) Original and 2 duplicate copies plus a copy of the newspaper where the Notice was published | |
| <ul style="list-style-type: none"> • National newspaper - One (1) Original and 2 duplicate copies plus a copy of the newspaper where the Notice was published | Newspaper with national circulation, where the Notice of Application was published |
| b. Posted for 1 week in the bulletin boards of: | MGB RO concerned where the Notice of Application was posted |
| <ul style="list-style-type: none"> • MGB Regional Office concerned - One (1) Original and 2 duplicate copies | |
| <ul style="list-style-type: none"> • Province(s) - One (1) Original and 2 duplicate copies | Provincial Capitol where the Notice of Application was posted |
| <ul style="list-style-type: none"> • Municipality(ies)/City(ies) - One (1) Original and 2 duplicate copies | Municipality where the Notice of Application was posted |
| c. Radio announced daily for 1 week in a local radio program - One (1) | Radio Station where the Notice of Application was aired |



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| Original and 2 duplicate copies | | | | |
| 6. Certification of the Panel of Arbitrators concerned as to any adverse claim/protest/opposition - One (1) Original and 2 duplicate copies | | Copies of Certifications of Posting, Radio Announcement and Affidavits of Publication and Certification shall be endorsed by the MTES to the Regional Panel of Arbitrators (DENR-V) upon submission of Certifications under Item No. 5 above | | |
| 7. NCIP Certification or proof of land ownership, such as certified true copies of Original/Transfer Certificate of Title, among others - One (1) Original and 2 duplicate copies | | NCIP Region-V | | |
| 8. Proofs of Project Consultation in Sanggunian Concerned - One (1) Original and 2 duplicate copies | | Sangguniang Barangay, Bayan and Panlalawigan where the mining application is located | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit mining application to the Records & Releasing Section | 1.1 Receives, records on Logbook, attach Routing Slip, then forward mining application to the ORD | None | 10 Minutes | <i>Records Officer</i> Finance and Administrative Division |
| | 1.2 ORD Secretary receives and records mining application on logbook then forward to RD | None | 20 Minutes | <i>ORD Secretary</i> Office of the Regional Director |
| | 1.3 RD Forwards mining application to the Chief MMD for evaluation | None | 1 Hour | <i>Regional Director</i> Office of the Regional Director |
| | 1.4 MMD Secretary receives and records mining application on logbook then forward to Chief MMD who then instruct the Chief | None | 20 Minutes | <i>MMD Secretary</i> Chief MMD |



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| | MTES to evaluate application | | | |
| | 1.5 MTES receives, records mining application | None | 40 Minutes | <i>Mining Claims Examiner</i> |
| | 1.6 Mining Claims Examiner checks if: | None | 30 Minutes | |
| | 1.6.1 The mandatory requirements are complete. | None | 30 Minutes | <i>Mining Claims Examiner</i> |
| | 1.6.2 Application Form is Notarized and required information are supplied. | None | 5 Minutes | <i>Mining Claims Examiner</i> |
| | 1.6.3 Company is allowed to engage in mining activities per SEC document submitted | None | 5 Minutes | <i>Mining Claims Examiner</i> |
| | 1.6.4 The required Minimum Authorized and Paid-up Capital are complied, pursuant to DAO No. 2013-01 | None | 5 Minutes | <i>Mining Claims Examiner</i> |
| | 1.7 Record and forward copy of NAMRIA Map to MLSS for pre-plotting | None | 5 Minutes | <i>Mining Claims Examiner</i> |
| | 1.8 Plotting of applied area on Control Maps and No-Go Zone | None | 2 Hours | <i>Chief MLSS/ Geodetic Engineer</i> |



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| 2. Receives returned mining application | 2.1 Prepare letter for signature of the MMD and RD, returning the mining application if any on Item No. 6 are not met and the findings of pre-plotting by the MLSS | None | 1 Hour | <i>Chief MTES</i> |
| | 2.2 Prepare MOP for payment of: | <p>Filing Fee: PHP 300.00 per hectare but not less than 200,000.00 per application</p> <p>Registration fees for registrable documents PHP 1,000.00 per document</p> <p>Application fee for CEMCRR: PHP 5,020.00</p> | 30 Minutes | <i>Mining Claims Examiner</i> |
| 3. Payment of required fees to the Cashier | 3.1 Issuance of Official Receipts | None | 30 Minutes | <i>Cashier Finance and Administrative Division</i> |
| 4. Reproduce Official Receipts and submit Original and copies of ORs to MTES | 4.1 Checks and accept copies of Official Receipts, verifies and release original OR to applicant if in order | None | 5 Minutes | <i>Mining Claims Examiner</i> |
| | 4.2 Assign Application Number | None | 5 Minutes | <i>Mining Claims Examiner</i> |



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| | 4.2.1 Records mining application on the appropriate Logbook for EXPA | None | 5 Minutes | <i>Mining Claims Examiner</i> |
| | 4.2.2 Prepare Index Card and fill-up all required for information | None | 5 Minutes | <i>Mining Claims Examiner</i> |
| | 4.2.3 Indicate application number on Application Form and the fees paid | None | 5 Minutes | <i>Mining Claims Examiner</i> |
| | 4.2.4 Forward copy of NAMRIA Map to MLSS for plotting on Control Maps | None | 5 Minutes | <i>Mining Claims Examiner</i> |
| | 4.2.5 Prepare Memorandum forwarding copies of NAMRIA Map and Exploration Work Program to Geosciences Division for Evaluation | None | 15 Minutes | <i>Mining Claims Examiner</i> |
| | 4.2.6 Prepare Memorandum forwarding copies of NAMRIA Map and Environmental Work Program to MSESDD for Evaluation | None | 15 Minutes | <i>Mining Claims Examiner</i> |
| | 4.3 Prepares and affix initials on Endorsement Memorandum to | None | 30 Minutes | <i>Chief MTES</i> |



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| | DENR-V for signature by the Chief MMD and RD, for Area Status Certification | | | |
| | 4.4 Prepares and affix initials on Endorsement Letter to NCIP-V for signature by the Chief MMD and RD, for issuance of NCIP Certification or FPIC | None | 30 Minutes | <i>Chief MTES</i> |
| | 4.5 Evaluation of Exploration Work Program | None | 1 Week | <i>Geologist Geosciences Division</i> |
| | 4.5.1 Prepare and sign Memorandum containing the result of Evaluation then forward to MTES | None | 1 Week | <i>Geologist Geosciences Division</i> |
| | 4.6 Evaluation of Environmental Work Program | | | |
| | 4.6.1 Prepare Memorandum containing the result of Evaluation then forward to MTES | None | 1 Week | <i>Mining Engineer MSESDD</i> |
| 5. Follow-up Area Status Certification from DENR-V and submit to MGB | 5.1 Issuance of DENR-V Area Status Certification | None | 1 Month | <i>RED, DENR-V</i> |
| 6. Follow-up NCIP Certification or FPIC from NCIP-V and submit to MGB | 6.1 Issuance of NCIP-V Certification of Non-Overlap or | None | 3 Months | <i>Regional Director NCIP-V</i> |



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| | <p>FPIC upon Field Verification</p> <p>6.2 Receive and Record DENR Area Status Certification on Logbook then forward to Chief MTES.</p> <p>6.2.1 Reproduce and forward copy of DENR Area Status to MLSS for issuance of MGB Clearance upon instruction by the Chief MTES</p> | <p>None</p> <p>None</p> | <p>10 Minutes</p> <p>10 Minutes</p> | <p><i>Mining Claims Examiner</i></p> <p><i>Mining Claims Examiner</i></p> |
| | 6.3 Prepare MOP for payment of MGB Clearance fee | None | 5 Minutes | <i>Chief MLSS</i> |
| 7. Pays MGB Clearance fee | 7.1 Issues Official Receipt for MGB Clearance fee | PHP 5,000.00 per application | 10 Minutes | <i>Cashier Finance and Administrative Division</i> |
| 8. Reproduce Official Receipt and submit Original and copies of ORs to MLSS | 8.1 Checks and accept copies of Official Receipts, verifies and release original OR to applicant | None | 5 Minutes | <i>Chief MLSS</i> |
| | 8.2 Evaluates DENR Area Certification, evaluate result of plotting on control maps (RE: No-Go Zone areas of EO No. 79, areas closed for location), prepares and affix initials on | None | 2 Days | <i>Chief MLSS</i> |



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| | <p>MGB Area Status and Clearance for signature and approval by the Chief MMD and RD.</p> <p>8.2.1 Forward Original and copies of MGB Area Status and Clearance together with ORs to MTES for further evaluation of mining application</p> | None | 10 Minutes | Chief MLSS |
| | <p>8.3 Evaluates MGB Clearance and prepare letter informing applicant of the findings such as the No-Go Zone or areas closed for location, for exclusion from the coverage of mining applications and other findings on the submitted documents (ExWP and EnWP)</p> | None | 1 Day | Mining Claims Examiner and Chief MTES |
| | <p>8.4 Should results of MGB Clearance be favorable a Notice of Application is prepared for publication, posting and radio announcement.</p> | None | 2 Days | Chief MTES/ Mining Claims Examiner |
| 9. Reproduce of NAMRIA Map One | <p>9.1 Upon receipt of NAMRIA Maps</p> | None | 2 Days | Mining Claims Examiner |



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| <p>copy for each of the following:</p> <ul style="list-style-type: none"> -Barangay -Municipality -Provincial Capitol -Local Newspaper -National Newspaper -Radio Station -MGB-V bulletin board -MGB CO -File copy <p>for publication, posting and radio announcement, then submit to MTES</p> | <p>from applicant, prepare endorsement letters to the LGUs concerned, RE: posting of the Notice of Application on the LGU's Bulletin Board.</p> <p>Forward to the Chief MTES, Chief MMD and RD for signature of Notice of Application and endorsement letters</p> | | | <p><i>Chief MTES Chief MMD Regional Director</i></p> |
| <p>10. Receives copies of Notice for Publication in newspaper and radio announcement</p> | <p>10.1 Release copies of Notice for Publication in newspaper and radio announcement to the applicant or representative</p> <p>10.1.1 Endorsement letters to LGU's concerned are sent via registered mail</p> | <p>None</p> | <p>1 Hours</p> | <p><i>Records Section Finance and Administrative Division</i></p> |
| | | <p>None</p> | <p>3 Hours</p> | <p><i>Records Section Finance and Administrative Division</i></p> |
| | <p>10.2 Posting of Notice of Application on MGB-V Bulletin Board</p> | <p>None</p> | <p>1 Week</p> | <p><i>Mining Claims Examiner</i></p> |
| | <p>10.3 Prepares MOP for payment of Certification fee upon request of mining applicant</p> | <p>None</p> | <p>10 Minutes</p> | <p><i>Mining Claims Examiner/Chief MTES</i></p> |



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| | RE: posting of Notice of Application, then release to Finance and Administrative Division for approval, upon signature by the Chief MTES | | | |
| 11. Pays Certification fee | 11.1 Issues Official Receipt for Certification fee | PHP 50.00 | 10 Minutes | <i>Cashier Finance and Administrative Division</i> |
| 12. Submit OR for Certification fee to MTES | 12.1 Prepares Certification relative to the posting of the Notice of Application for approval by the Chief MTES, Chief MMD and RD | None | 30 Minutes | <i>Mining Claims Examiner Chief MTES Chief MMD Regional Director</i> |
| 13. Secure Certifications of posting from the LGUs, (Except the Barangays), Affidavits of Publication and Certificate of Radio Broadcast then submit to MTES | | None | 2 Weeks | <i>LGUs concerned (Except Barangay) Local and National Newspaper Radio Station</i> |
| 14. Submit request and copies of Exploration and Environmental Work Programs and NAMRIA Maps to all Sanggunian (Barangay, Bayan and Panlalawigan) for the conduct of project consultation/presentation | | None | 2 Weeks | <i>Sangguniang Barangay Sangguniang Bayan Sangguniang Panlalawigan</i> |



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| 15. Secure certifications from the LGUs concerned as to the conduct of project presentation/consultation | | None | 2 Weeks | Sangguniang Barangay Sangguniang Bayan Sangguniang Panlalawigan |
| | 15.1 Receives and record the submitted Certifications of posting 15.1.1 Verifies submitted certifications if in accordance with the required period of publication, posting and radio announcement 15.1.2 Forward to Chief MTES for further instruction | None | 30 Minutes | <i>Mining Claims Examiner</i> |
| | | None | 1 Hour | <i>Mining Claims Examiner</i> |
| | 15.2 Reproduce Certifications and prepare endorsement letter to Panel of Arbitrators forwarding the Certifications of posting, publication and radio announcement upon instruction of the Chief MTES 15.2.1 Prepare MOP for Certification fee RE: Certification | None | 1 Hour | <i>Mining Claims Examiner/Chief MTES</i> |
| | | None | 30 Minutes | <i>Mining Claims Examiner/Chief MTES</i> |



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| | by the Panel of Arbitrations for signature of the Chief MTES then forward to FAD for approval | | | |
| 16. Pays Certification fee | 16.1 Issues Official Receipt for Certification fee upon approval by the FAD | PHP 50.00 | 10 Minutes | <i>Cashier Finance and Administrative Division</i> |
| 17. Submit OR to Panel of Arbitrators | 17.1 Verifies, records and Issues Certification as to any adverse claim/protest or opposition lodged by any entity with the Panel of Arbitrators, then forward to MGB | None | 2 Days | <i>Regional Panel of Arbitrators, DENR-V</i> |
| | 17.2 Receives and records Certification issued by the Panel of Arbitrators | None | 10 Minutes | <i>Records Section Finance and Administrative Division</i> |
| | 17.3 Final evaluation as to completeness of documents per checklist above. Prepare letter to applicant, advising on the following -Updating of SEC documents, in case of any amendments thereto or the submission of Original SEC- Certifies copies of SEC documents | SEC documents PHP 1,000.00 per document Secretary's Certificate PHP 1,000.00 General Information Sheet PHP 1,000.00 CEMCRR or COE PHP 1,000.00 | 2 Days | <i>Mining Claims Examiner/Chief MTES</i> |



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|--|--|------|-------|-------------------|
| | <ul style="list-style-type: none"> -Updated Bank Certification -Submission of SEC-Certified General Information sheet -Submission of Secretary's Certificate as to the company's authorized signatory to the Permit that may be issued -Revisions to EnWP and ExWP if there is any -Payment for Registration fee for the approved CEMCRR or COE -And all other findings noted on the submitted documents -Payment for Registration fee for the approved CEMCRR or COE -And all other findings noted on the submitted | | | |
| | <p>17.4 Should there be any noted deficiencies, prepare letter for signature of the Chief MMD and RD, advising applicant of the need to submit the documents</p> | None | 1 Day | <i>Chief MTES</i> |



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| 18. Submit documents in compliance with Step No. 17.4 above | 18.1 Receives and record additional documents submitted by applicant | None | 30 Minutes | <i>Mining Claims Examiner</i> |
| | 18.2 Evaluates additional documents submitted by applicant in compliance with Step No. 17.4 above | None | 1 Hour | <i>Chief MTES</i> |
| 19. Reproduction in 2 copies of all documents, maps, etc. prior to endorsement of application to MGB CO | | None | 1 day | <i>Mining Claims Examiner – to accompany applicant during the reproduction of documents to ensure integrity of documents</i> |
| | 19.1 Sorting and filing of reproduced documents in chronological order | None | 5 Days | <i>Mining Claims Examiner</i> |
| | 19.2 Should all documents be found to be complete and in order, a Memorandum to the MGB CO shall be prepared endorsing all documents for further evaluation and issuance of Clearance to Issue Permit | None | 1 Week | <i>Chief MTES</i> |
| | 19.3 Signs Memorandum endorsing the | None | 1 Day | <i>Chief MTES Chief MMD Regional Director</i> |



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| | mining application to the MGB CO for further evaluation and issuance of Permit | | | |
| | 19.4 Record and Release Memorandum via registered mail | None | 30 Days | <i>Records Section Finance and Administrative Division</i> |
| TOTAL: | | Minimum of PHP 215,120.00 | 9 Months, 20 Days, 4 Hours & 5 Minutes | |

Processing of Exploration Permit Applications by the Regional Offices is Covered Under Republic Act No. 7942 and Executive Order No. 79 Dated July 6, 2012



19. Issuance of Permit to Install Mechanical Equipment

Contractors or permit holders of mining or quarrying operations shall apply for the Permit to Install Mechanical Equipment before installation of such equipment. The Office shall issue the said permit after the plans have been cleared and certified to conformed with the rules and regulations of the Mechanical Engineering Law with respect to mechanical installations (Section 151 of DENR Administrative Order No. 2010-21).

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|---|--|-------------------------------------|------------------------|---|
| Office or Division: | Mine Safety, Environment and Social Development Division | | | |
| Classification: | Complex | | | |
| Type of Transaction: | G2B - Government to Business Entity G2C - Government to Citizen | | | |
| Who may avail: | Contractor or permit holders of mining or quarrying operations | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Duly Accomplished Application for Mechanical Equipment Installation/MGB Form No. 15-10 (1 copy) 2. Location Plan (1 copy) 3. General Layout Plan (1 copy) 4. Plan elevation (longitudinal & traverse) (1 copy) 5. Piping Plan in isometric drawing and detailed plans of foundation and support (1 copy) 6. Detailed construction and working plans of boilers and pressure vessels if applying for installation of boilers and pressure vessels (1 copy) 7. Complete machinery list in tabulated form (1 copy) 8. Flow sheet of processing, manufacturing or assembly (1 copy) | | Mechanical Engineer/ Client Records | | |
| Signature and seal of Professional Mechanical Engineer in all plans | | Professional Mechanical Engineer | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1.2 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 | <i>Records Officer</i> Finance and Administrative Division |



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| | 1.2 Receive and record application and forward to Regional Director | None | 15 Minutes | <i>Division Records Officer</i> Office of the Regional Director |
| | 1.3 Receive and endorse application to the Chief, Mine Safety, Environment and Social Development Division (MSESDD) | None | 15 Minutes | <i>Regional Director</i> Office of the Regional Director |
| | 1.4 Receive and record application to Incoming Logbook and forward to Chief MSESDD | None | 15 Minutes | <i>Division Records Officer</i> Mine Safety, Environment and Social Development Division |
| | 1.5 Forward application to Chief, Mine Safety and Health Section (MSHS). | None | 5 Minutes | <i>Chief</i> Mine Safety, Environment and Social Development Division |
| | 1.6 Forward application to MSHS personnel | None | 5 Minutes | <i>Chief</i> Mine Safety and Health Section |
| 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. | 2.1 Check and evaluate the submitted required documents 2.1.1 If complete, prepare an assessment sheet and order of payment for application fee 2.1.2 If not complete, a notice of deficiency shall | None | 2 Days | <i>Senior Science Research Specialist</i> Mine Safety and Health Section |



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| | be sent to the client | | | |
| 3. Pay the required fee at the Cashier by showing the order of payment. | 3.1 Accept the payment based on the order of payment 3.2 Issue the Official Receipt | Processing Fee: PHP 500.00 per plan | 5 Minutes | <i>Administrative Officer III (Cashier)</i> Finance and Administrative Division |
| 4. Return to MSESDD and present the Official Receipt for confirmation of payment | 4.1 Check the Official Receipt and photocopy for record | None | 2 Minutes | <i>Division Records Officer</i> Mine Safety, Environment and Social Development Division |
| | 4.2 Return Official Receipt to client | | | |
| | 4.3 Prepare memorandum report, transmittal letter and permit | None | 1 Days | <i>Senior Science Research Specialist</i> Mine Safety and Health Section |
| | 4.4 Review and countersign the memorandum report, transmittal letter and permit | None | 6 Hours | <i>Chief</i> Mine Safety and Health Section and/or <i>Chief</i> Mine Safety, Environment and Social Development Division |
| | 4.5 Record to Outgoing Logbook the memorandum report, transmittal letter and permit and forward to the ORD | None | 15 Minutes | <i>Division Records Officer</i> Mine Safety, Environment and Social Development Division |
| | 4.6 Approve the memorandum report, transmittal letter and permit | None | 10 Minutes | <i>Regional Director</i> Office of the Regional Director |
| | 4.7 Record and forward the | None | 30 Minutes | <i>Division Records Officer</i> |



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| | transmittal letter and permit to Records Officer for releasing | | | Office of the Regional Director |
| 5. Receive the transmittal letter and permit | 5.1 Record and release the transmittal letter and permit | None | 5 Minutes | <i>Records Officer</i> Finance and Administrative Division |
| TOTAL: | | PHP 500.00 | 4 Days & 7 Minutes | |



20. Issuance of Permit to Install Electrical Equipment

Contractors or permit holders of mining or quarrying operations shall apply for the Permit to Install Electrical Equipment before installation of such equipment. The Office shall issue the said permit after the plans have been cleared and certified to conformed with the rules and regulations of the Electrical Engineering Law with respect to electrical installations (Section 151 of DENR Administrative Order No. 2010-21).

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|---|--|-------------------------------------|------------------------|--|
| Office or Division: | Mine Safety, Environment and Social Development Division | | | |
| Classification: | Complex | | | |
| Type of Transaction: | G2B - Government to Business Entity G2C - Government to Citizen | | | |
| Who may avail: | Contractor or permit holders of mining or quarrying operations | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Duly accomplished Application for Electrical Wiring Installation/ MGB Form No. 15-9 (1 copy) 2. Location Plan (1 copy) 3. Power Layout (1 copy) 4. Electrical Plans (1 copy) <ul style="list-style-type: none"> 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. Computational design analysis (1 copy) 6. Schedule for load in tabulated form (1 copy) | | Electrical Engineer/ Client Records | | |
| Signature and seal of Professional Electrical Engineer | | Professional Electrical Engineer | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 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 | <i>Records Officer</i> Finance and Administrative Division |
| | 1.2 Receive and record application and forward to Regional Director | None | 15 Minutes | <i>Division Records Officer</i> Office of the Regional Director |



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| | 1.3 Receive and endorse application to the Chief, Mine Safety, Environment and Social Development Division (MSESDD) | None | 15 Minutes | <i>Regional Director</i> Office of the Regional Director |
| | 1.4 Receive and record application to Incoming Logbook and forward to Chief MSESDD | None | 15 Minutes | <i>Division Records Officer</i> Mine Safety, Environment and Social Development Division |
| | 1.5 Forward application to Chief, Mine Safety and Health Section (MSHS). | None | 5 Minutes | <i>Chief</i> Mine Safety, Environment and Social Development Division |
| | 1.6 Forward application to MSHS personnel | None | 5 Minutes | <i>Chief</i> Mine Safety and Health Section |
| 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. | 2.1 Check and evaluate the submitted required documents 2.1.1 If complete, prepare an assessment sheet and order of payment for application fee 2.1.2 If not complete, a notice of deficiency shall be sent to the client | None | 2 Days | <i>Senior Science Research Specialist</i> Mine Safety and Health Section |
| 3. Pay the required fee at the Cashier by | 3.1 Accept the payment based on | Processing Fee: | 5 Minutes | <i>Administrative Officer III (Cashier)</i> |



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| showing the order of payment. | the order of payment 3.2 Issue the Official Receipt | PHP 500.00 per plan | | Finance and Administrative Division |
| 4. Return to MSESDD and present the Official Receipt for confirmation of payment | 4.1 Check the Official Receipt and photocopy for record | None | 2 Minutes | <i>Division Records Officer</i> Mine Safety, Environment and Social Development Division |
| | 4.2 Return Official Receipt to client | | | |
| | 4.3 Prepare memorandum report, transmittal letter and permit | None | 1 Day | <i>Senior Science Research Specialist</i> Mine Safety and Health Section |
| | 4.4 Review and countersign the memorandum report, transmittal letter and permit | None | 6 Hours | <i>Chief</i> Mine Safety and Health Section and/or <i>Chief</i> Mine Safety, Environment and Social Development Division |
| | 4.5 Record to Outgoing Logbook the memorandum report, transmittal letter and permit and forward to the ORD | None | 15 Minutes | <i>Division Records Officer</i> Mine Safety, Environment and Social Development Division |
| | 4.6 Approve the memorandum report, transmittal letter and permit | None | 10 Minutes | <i>Regional Director</i> Office of the Regional Director |
| | 4.7 Record and forward the transmittal letter and permit to Records Officer for releasing | None | 30 Minutes | <i>Division Records Officer</i> Office of the Regional Director |



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| 5. Receive the transmittal letter and permit | 5.1 Record and release the transmittal letter and permit | None | 5 Minutes | <i>Records Officer Finance and Administrative Division</i> |
| TOTAL: | | PHP 500.00 | 4 Days & 7 Minutes | |



21. Issuance of Temporary/Permanent Safety Engineer/Safety Inspector's Permit

All Safety Engineers and Safety Inspectors of mining or quarrying operations shall be duly registered with the Regional Office and corresponding permit shall be issued for this purpose (Section 146 of DENR Administrative Order No. 2010-21).

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|--|---|---|------------------------|--|
| Office or Division: | Mine Safety, Environment and Social Development Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C - Government to Citizen | | | |
| Who may avail: | Safety engineers and safety inspectors of mining or quarrying operations | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Duly filled accomplished form /MGB Form No. 15-3A (3 copies) | | Safety engineer/ safety inspector applicant | | |
| Certified photocopy of college diploma or high school diploma, or pertinent credentials, as the case may be (3 copies) | | College or high school of applicant | | |
| Certificate of employment (present and previous) signed under oath (3 copies) | | Present and previous employers of applicant | | |
| Latest photograph, 2" x 2" (3 copies) | | Photo printing services | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 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 | <i>Records Officer</i> Finance and Administrative Division |
| | 1.2 Receive and record application and forward to Regional Director | None | 15 Minutes | <i>Division Records Officer</i> Office of the Regional Director |
| | 1.3 Receive and endorse application to the Chief, Mine Safety, Environment and Social Development Division (MSESDD) | None | 15 Minutes | <i>Regional Director</i> Office of the Regional Director |



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| | 1.4 Receive and record application to Incoming Logbook and forward to Chief MSESDD | None | 15 Minutes | <i>Division Records Officer</i> Mine Safety, Environment and Social Development Division |
| | 1.5 Forward application to Chief, Mine Safety and Health Section (MSHS). | None | 5 Minutes | <i>Chief</i> Mine Safety, Environment and Social Development Division |
| | 1.6 Forward application to MSHS personnel | None | 5 Minutes | <i>Chief</i> Mine Safety and Health Section |
| 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. | 2.1. Check if submitted required documents is complete 2.1.1 If complete, check and determine the kind of permit being applied for if it and accomplish an evaluation sheet then proceed to the next step 2.1.2 If not complete, a notice of deficiency shall be sent to the client | None | 1 Day | <i>Senior Science Research Specialist</i> Mine Safety and Health Section |
| | 2.2. Prepare assessment sheet and order of payment for application fee | None | 10 Minutes | <i>Senior Science Research Specialist</i> Mine Safety and Health Section |
| 3. Pay the required fee at the Cashier by | 3.1 Accept the payment based on | Processing Fees: | 5 Minutes | <i>Administrative Officer III (Cashier)</i> |



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| showing the order of payment. | the order of payment 3.2 Issue the Official Receipt | Temporary Safety Inspector: PHP 1,000.00 Permanent Safety Inspector: PHP 1,500.00 Temporary Safety Engineer: PHP 1,000.00 Permanent Safety Inspector: PHP 1,500.00 | | Finance and Administrative Division |
| 4. Return to MSESDD and present the Official Receipt for confirmation of payment | 4.1 Check the Official Receipt and photocopy for record | None | 2 Minutes | <i>Division Records Officer</i> Mine Safety, Environment and Social Development Division |
| | 4.2 Return Official Receipt to client | | | |
| | 4.3 Prepare necessary permit | None | 1 Hour | <i>Senior Science Research Specialist</i> Mine Safety and Health Section |
| | 4.4 Review and countersign the permit | None | 30 Minutes | <i>Chief</i> Mine Safety and Health Section and/or <i>Chief</i> Mine Safety, Environment and Social |



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| | | | Development Division |
| | 4.5 Record to Outgoing Logbook the permit and forward to the ORD | None | 15 Minutes |
| | 4.6 Approve the permit | None | 10 Minutes |
| | 4.7 Record and forward the permit to Records Officer for releasing | None | 15 Minutes |
| 5. Receive the permit | 5.1 Record and release the permit | None | 5 Minutes |
| TOTAL: | | Processing Fees: Temporary Safety Inspector: PHP 1,000.00 Permanent Safety Inspector: PHP 1,500.00 Temporary Safety Engineer: PHP 1,000.00 Permanent Safety Inspector: PHP 1,500.00 | 1 Day, 2 Hours & 32 Minutes |



22. Processing of Endorsement of Application for Purchaser's License

A Contractor/Permittee/Lessee/Permit Holder/Service Contractor shall have the right to possess and use explosives such as Purchaser's License 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. The applicant shall bear all expenses in the field verification and the cost of transportation of the field investigators from their Official Station to the mine/quarry site and return. (Section 156-158 of DENR Administrative Order No. 2010-21).

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|---|--|---|------------------------|---|
| Office or Division: | Mine Safety, Environment and Social Development Division | | | |
| Classification: | Complex | | | |
| Type of Transaction: | G2B - Government to Business Entity G2C - Government to Citizen | | | |
| Who may avail: | Contractor/Permittee/Lessee/Permit Holder/Service Contractor of mining or quarrying operations | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Application letter (4 copies) 2. Copy of Mining Permit of the Area (4 copies) 3. Operating Agreement if the applicant is other than the permittee (4 copies) 4. Plan of the explosive magazines (4 copies) 5. Location map of the explosive magazine(s) (4 copies) | | Client Records | | |
| 1. PNP Form No. 6 (4 copies) 2. PNP Provincial Commander Endorsement (4 copies) | | PNP | | |
| Clearances (4 copies) | | Municipal Mayor, Chief of Police, Municipal Judge and NBI | | |
| Drilling and Blasting scheme prepared by a licensed mining engineer justifying the legitimate use of the explosives (4 copies) | | Licensed Mining Engineer | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the required documents to MGB-V | 1.1 Receive and record application and forwards documents to the Office of the | None | 5 Minutes | <i>Records Officer</i> Finance and Administrative Division |



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|--|--|------|------------|---|
| | Regional Director (ORD) | | | |
| | 1.2 Receive and record application and forward to Regional Director | None | 15 Minutes | <i>Division Records Officer</i> Office of the Regional Director |
| | 1.3 Receive and endorse application to the Chief, Mine Safety, Environment and Social Development Division (MSESDD) | None | 15 Minutes | <i>Regional Director</i> Office of the Regional Director |
| | 1.4 Receive and record application to Incoming Logbook and forward to Chief MSESDD | None | 15 Minutes | <i>Division Records Officer</i> Mine Safety, Environment and Social Development Division |
| | 1.5 Forward application to Chief, Mine Safety and Health Section (MSHS). | None | 5 Minutes | <i>Chief</i> Mine Safety, Environment and Social Development Division |
| | 1.6 Forward application to MSHS personnel | None | 5 Minutes | <i>Chief</i> Mine Safety and Health Section |
| 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. | 2.1 Check and evaluate the submitted required documents 2.1.1 If complete, prepare an assessment sheet and order of payment for application fee | None | 1 Day | <i>Senior Science Research Specialist</i> Mine Safety and Health Section |



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|--|--|--|------------|---|
| | 2.1.2 If not complete, a notice of deficiency shall be sent to the client | | | |
| 3. Pay the required fee at the Cashier by showing the order of payment. | 3.1 Accept the payment based on the order of payment 3.2 Issue the Official Receipt | Application Fee: PHP 1,000.00 Verification fee: PHP 2,000.00 /man/day with a minimum amount of PHP 6,000.00 | 5 Minutes | <i>Administrative Officer III (Cashier)</i> Finance and Administrative Division |
| 4. Return to MSESDD and present the Official Receipt for confirmation of payment | 4.1 Check the Official Receipt and photocopy for record | None | 2 Minutes | <i>Division Records Officer</i> Mine Safety, Environment and Social Development Division |
| | 4.2 Return Official Receipt to client | | | |
| | 4.3 Prepare Travel Order(s) for the verification/inspection of explosive magazine | None | 10 Minutes | <i>Senior Science Research Specialist</i> Mine Safety and Health Section |
| | 4.4 Conduct explosive magazine verification/inspection | None | 3 Days | <i>Senior Science Research Specialist(s)</i> Mine Safety and Health Section |
| | 4.5 Prepare memorandum report and endorsement letter with attached required documents | None | 1 Day | <i>Senior Science Research Specialist(s)</i> Mine Safety and Health Section |



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| | 4.6 Review and countersign the memorandum report and endorsement letter with attached required documents | None | 7 Hours | <i>Chief Mine Safety and Health Section and/ or Chief Mine Safety, Environment and Social Development Division</i> |
| | 4.7 Record to Outgoing Logbook the memorandum report and endorsement letter with attached required documents and forward to the ORD | None | 15 Minutes | <i>Division Records Officer Mine Safety, Environment and Social Development Division</i> |
| | 4.8 Approve the memorandum report and endorsement letter with attached required documents | None | 10 Minutes | <i>Regional Director Office of the Regional Director</i> |
| | 4.9 Record and forward the endorsement letter with attached required documents to Records Officer for releasing | None | 15 Minutes | <i>Division Records Officer Office of the Regional Director</i> |
| 5. Receive endorsement letter with attached required documents | 5.1 Record and release the endorsement letter with attached required documents | None | 5 Minutes | <i>Records Officer Finance and Administrative Division</i> |
| TOTAL: | | Application Fee: | 6 Days, 1 Hour & 2 Minutes | |



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| | PHP 1,000.00 Verification fee: PHP 2,000.00 /man/day with a minimum amount of PHP 6,000.00 | | |
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23. 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).

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|--|--|--------------------------|------------------------|--|
| Office or Division: | Mine Safety, Environment and Social Development Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2B - Government to Business Entity G2C - Government to Citizen | | | |
| Who may avail: | Contractor/Permittee/Lessee/Permit Holder/Service Contractor of mining or quarrying operations | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 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 | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 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 | <i>Records Officer</i> Finance and Administrative Division |
| | 1.2 Receive and record application and forward to Regional Director | None | 15 Minutes | <i>Division Records Officer</i> Office of the Regional Director |



| | | | | |
|--|---|------|------------|---|
| | 1.3 Receive and endorse application to the Chief, Mine Safety, Environment and Social Development Division (MSESDD) | None | 15 Minutes | <i>Regional Director</i> Office of the Regional Director |
| | 1.4 Receive and record application to Incoming Logbook and forward to Chief MSESDD | None | 15 Minutes | <i>Division Records Officer</i> Mine Safety, Environment and Social Development Division |
| | 1.5 Forward application to Chief, Mine Safety and Health Section (MSHS). | None | 5 Minutes | <i>Chief</i> Mine Safety, Environment and Social Development Division |
| | 1.6 Forward application to MSHS personnel | None | 5 Minutes | <i>Chief</i> Mine Safety and Health Section |
| 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. | 2.1 Check and evaluate the submitted required documents 2.1.1 If complete, prepare an assessment sheet and order of payment for application fee 2.1.2 If not complete, a notice of deficiency shall be sent to the client | None | 1 Day | <i>Senior Science Research Specialist</i> Mine Safety and Health Section |



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|--|---|-------------------------------|------------|---|
| 3. Pay the required fee at the Cashier by showing the order of payment. | 3.1 Accept the payment based on the order of payment 3.2 Issue the Official Receipt | Processing Fee: PHP 300.00 | 5 Minutes | <i>Administrative Officer III (Cashier)</i> Finance and Administrative Division |
| 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 | <i>Division Records Officer</i> Mine Safety, Environment and Social Development Division |
| | 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 | <i>Senior Science Research Specialist</i> Mine Safety and Health Section |
| | 4.5 Review and countersign the endorsement letter with attached required documents | None | 6 Hours | <i>Chief</i> Mine Safety and Health Section and/ or <i>Chief</i> Mine Safety, Environment and Social Development Division |
| | 4.6 Record to Outgoing Logbook the endorsement letter with attached required documents and forward to the ORD | None | 15 Minutes | <i>Division Records Officer</i> Mine Safety, Environment and Social Development Division |



| | | | | |
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| | 4.7 Approve the endorsement letter with attached required documents | None | 10 Minutes | <i>Regional Director</i> Office of the Regional Director |
| | 4.8 Record and forward the endorsement letter with attached required documents to Records Officer for releasing | None | 15 Minutes | <i>Division Records Officer</i> Office of the Regional Director |
| 5. Receive endorsement letter with attached required documents | 5.1 Record and release the endorsement letter with attached required documents | None | 5 Minutes | <i>Records Officer</i> Finance and Administrative Division |
| TOTAL: | | PHP 300.00 | 2 Days, 1 Hour & 52 Minutes | |



24. Processing of Endorsement of Application for Blaster's Foreman License

A Contractor/Permittee/Lessee/Permit Holder/Service Contractor shall have the right to possess and use explosives such as Blaster's Foreman License 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)

A blaster shall be duly registered and currently licensed mining engineer; or a Professional Regulation Commission registered mine/quarry foreman. (Rule 641 of DENR Administrative Order No. 2000-98)

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| Office or Division: | Mine Safety, Environment and Social Development Division | | | |
| Classification: | Complex | | | |
| Type of Transaction: | G2C - Government to Citizen | | | |
| Who may avail: | Contractor/Permittee/Lessee/Permit Holder/Service Contractor of mining or quarrying operations | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Duly filled-up MGB Form No. 15-6 or Foreman's License Application Form 2. Personal History Statement filled out, signed and under oath | | Client Records | | |
| Copy of valid PRC License ID for licensed Mining Engineer or PRC-registered mine/quarry foreman | | Professional Regulations Commission | | |
| 1. Copy of the Employer's Purchaser's License 2. Certification of Employment | | Client's Employer | | |
| Drug Test Report | | Drug Testing Center | | |
| 1. PNP Form No. 6 2. PNP Provincial Commander Endorsement | | PNP | | |
| Clearances | | Municipal Mayor, Chief of Police, Municipal Judge and NBI | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the required documents to MGB-V | 1.1 Receive and record application and forwards documents to the Office of the | None | 5 Minutes | <i>Records Officer</i> Finance and Administrative Division |



| | | | | |
|--|--|------|------------|---|
| | Regional Director (ORD) | | | |
| | 1.2 Receive and record application and forward to Regional Director | None | 15 Minutes | <i>Division Records Officer</i> Office of the Regional Director |
| | 1.3 Receive and endorse application to the Chief, Mine Safety, Environment and Social Development Division (MSESDD) | None | 15 Minutes | <i>Regional Director</i> Office of the Regional Director |
| | 1.4 Receive and record application to Incoming Logbook and forward to Chief MSESDD | None | 15 Minutes | <i>Division Records Officer</i> Mine Safety, Environment and Social Development Division |
| | 1.5 Forward application to Chief, Mine Safety and Health Section (MSHS). | None | 5 Minutes | <i>Chief</i> Mine Safety, Environment and Social Development Division |
| | 1.6 Forward application to MSHS personnel | None | 5 Minutes | <i>Chief</i> Mine Safety and Health Section |
| 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. | 2.1 Check and evaluate the submitted required documents 2.1.1 If complete, prepare an assessment sheet and order of payment for application fee | None | 1 Day | <i>Senior Science Research Specialist</i> Mine Safety and Health Section |



| | | | | |
|--|---|--------------------------------|-----------|---|
| | 2.1.2 If not complete, a notice of deficiency shall be sent to the client | | | |
| 3. Pay the required fee at the Cashier by showing the order of payment. | 3.1 Accept the payment based on the order of payment 3.2 Issue the Official Receipt | Application Fee: PHP 500.00 | 5 Minutes | <i>Administrative Officer III (Cashier)</i> Finance and Administrative Division |
| 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 | <i>Division Records Officer</i> Mine Safety, Environment and Social Development Division |
| 5. Take Blaster's Foreman Examination | 5.1 Conduct Blaster's Foreman Examination | None | 2 Hours | <i>Senior Science Research Specialist</i> Mine Safety and Health Section |
| 6.1 If passed, receive confirmation and proceed to next step 6.2 If failed, resubmit application after 3 months and go back to Step 1 | 6.2 Check the exam 6.2.1 If passed, inform the client and proceed to the next step 6.2.2 If failed, inform the client to retake after 3 months upon resubmission of application thru a letter | None | 2 Days | <i>Senior Science Research Specialist(s)</i> Mine Safety and Health Section |
| | 6.3 Prepare checklist and letter of endorsement to PNP with attached | None | 1 Day | <i>Senior Science Research Specialist(s)</i> Mine Safety and Health Section |



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|--|---|------------|-----------------------------|--|
| | required documents | | | |
| | 6.4 Review and countersign the completed checklist and endorsement letter to PNP with attached required documents | None | 6 Hours | <i>Chief Mine Safety and Health Section and/ or Chief Mine Safety, Environment and Social Development Division</i> |
| | 6.5 Record to Outgoing Logbook the completed checklist and endorsement letter to PNP with attached required documents | None | 15 Minutes | <i>Division Records Officer Mine Safety, Environment and Social Development Division</i> |
| | 6.6 Approve the letter of endorsement to PNP with attached required documents | None | 10 Minutes | <i>Regional Director Office of the Regional Director</i> |
| | 6.7 Record and forward the endorsement letter with attached required documents to Records Officer for releasing | None | 15 Minutes | <i>Division Records Officer Office of the Regional Director</i> |
| 7. Receive endorsement letter with attached required documents | 7.1 Record and release the endorsement letter with attached required documents | None | 5 Minutes | <i>Records Officer Finance and Administrative Division</i> |
| TOTAL: | | PHP 500.00 | 5 Days, 1 Hour & 52 Minutes | |



25. Issuance of Permit to Operate Electrical/Mechanical Equipment

Another permit shall be issued during the operation of Electrical/ Mechanical Installations of Contractors or Permit Holders of the mining or quarry operations. If upon inspection by the engineers of the Office, the Electrical/Mechanical installation is found to be in accordance with the plans and specifications, a written permit good for a period of one (1) year shall be issued.

Application for renewal of Permit to Operate of an Electrical/Mechanical Equipment shall be filed by the Contractor or Permit Holder or his/her authorized representative with the Regional Office concerned at least thirty (30) calendar days before the expiration date of the Permit. (Section 150 of DENR Administrative Order No. 2010-21)

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|---|--|------------------------|------------------------|--|
| Office or Division: | Mine Safety, Environment and Social Development Division | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2B – Government to Business Entity G2C - Government to Citizen | | | |
| Who may avail: | Contractor/ Permit Holder of mining or quarrying operations | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Application letter 2. Copy of the permit to install issued by MGB for new installation 3. As built plans | | Client Records | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 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 | <i>Records Officer</i> Finance and Administrative Division |
| | 1.2 Receive and record application and forward to Regional Director | None | 15 Minutes | <i>Division Records Officer</i> Office of the Regional Director |
| | 1.3 Receive and endorse application to the Chief, Mine Safety, Environment and Social Development | None | 15 Minutes | <i>Regional Director</i> Office of the Regional Director |



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| | Division (MSESDD) | | | |
| | 1.4 Receive and record application to Incoming Logbook and forward to Chief MSESDD | None | 15 Minutes | <i>Division Records Officer</i> Mine Safety, Environment and Social Development Division |
| | 1.5 Forward application to Chief, Mine Safety and Health Section (MSHS). | None | 5 Minutes | <i>Chief</i> Mine Safety, Environment and Social Development Division |
| | 1.6 Forward application to MSHS personnel | None | 5 Minutes | <i>Chief</i> Mine Safety and Health Section |
| 2. Secure Assessment Sheet and Order of Payment | 2.1 Prepare an assessment sheet and order of payment for application fee | None | 10 Minutes | <i>Senior Science Research Specialist</i> Mine Safety and Health Section |
| 3. Pay the required fee at the Cashier by showing the order of payment. | 3.1 Accept the payment based on the order of payment 3.2 Issue the Official Receipt | Verification fee: PHP 2,000.00 /man/day with a minimum amount of PHP 6,000.00 | 5 Minutes | <i>Administrative Officer III (Cashier)</i> Finance and Administrative Division |
| 4. Return to MSESDD and present the Official Receipt for confirmation of payment | 4.1 Check the Official Receipt and photocopy for record | None | 2 Minutes | <i>Division Records Officer</i> Mine Safety, Environment and Social Development Division |
| | 4.2 Return Official Receipt to client | | | |
| | 4.3 Prepare Travel Order(s) for the mechanical/electrical | None | 10 Minutes | <i>Senior Science Research Specialist</i> |



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| | inspection/verification | | | Mine Safety and Health Section |
| | 4.4 Conduct mechanical/electrical inspection/verification | None | 7 Days | Senior Science Research Specialist(s) Mine Safety and Health Section |
| 5.1 If no deficiency or violation, receive permit and transmittal letter 5.2.1 If there is a deficiency or violation, receive action letter and comply with requirements and/or findings. 5.2.2 Submit compliance to the requirements and/or findings. | 5.1 Prepare memorandum report and endorsement letter with attached required documents 5.1.1 If no deficiency or violation, prepare memorandum report, permit and transmittal letter 5.1.2 If there is a deficiency or violation, prepare memorandum report and action letter recommending compliance to findings | None | 2 Days | Senior Science Research Specialist(s) Mine Safety and Health Section |
| | 5.2 Review and countersign the memorandum report, permit and transmittal letter | None | 7 Hours | Chief Mine Safety and Health Section and/ or Chief Mine Safety, Environment and Social Development Division |
| | 5.3 Record to Outgoing Logbook the memorandum | None | 15 Minutes | Division Records Officer |



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| | report, permit and transmittal letter and forward to the ORD | | | Mine Safety, Environment and Social Development Division |
| | 5.4 Approve the permit and transmittal letter | None | 10 Minutes | <i>Regional Director</i> Office of the Regional Director |
| | 5.5 Record and forward the permit and transmittal letter | None | 15 Minutes | <i>Division Records Officer</i> Office of the Regional Director |
| | 5.6 Record and release the permit and transmittal letter | None | 5 Minutes | <i>Records Officer</i> Finance and Administrative Division |
| TOTAL: | | Verification fee: PHP 2,000.00 /man/day with a minimum amount of PHP 6,000.00 | 10 Days, 1 Hour & 12 Minutes | |



26. Evaluation and Approval of Annual Safety and Health Program

A Contractor/Permittee/Lessee/Permit Holder of mining or quarrying operations shall submit a Safety and Health Program covering its area of operations within fifteen (15) working days before the start of every calendar year. The safety and health program shall include, but shall not be limited to, the following: (1) Leadership and Administration; (2) Organizational Rules; (3) Management and Employee Training; (4) Good Housekeeping; (5) Health Control and Services; (6) Provision for Personal Protective Equipment; (7) Monitoring and Reporting; (8) Environmental Risk Management including an Emergency Response Program; and (9) Occupational Health and Safety Management. (Section 144 of DENR Administrative Order No. 2010-21).

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|--|---|------------------------|------------------------|--|
| Office or Division: | Mine Safety, Environment and Social Development Division | | | |
| Classification: | Complex | | | |
| Type of Transaction: | G2B - Government to Business Entity G2C - Government to Citizen | | | |
| Who may avail: | Contractor/Permittee/Lessee/Permit Holder/Service Contractor of mining or quarrying operations | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Application letter (1 copy) 2. Annual Safety and Health Program (1 copy) | | Client Records | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 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 | <i>Records Officer</i> Finance and Administrative Division |
| | 1.2 Receive and record application and forward to Regional Director. | None | 15 Minutes | <i>Division Records Officer</i> Office of the Regional Director |
| | 1.3 Receive and endorse application to the Chief, Mine Safety, Environment and Social Development | None | 15 Minutes | <i>Regional Director</i> Office of the Regional Director |



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| | Division (MSESDD). | | | |
| | 1.4 Receive and record application to Incoming Logbook and forward to Chief MSESDD. | None | 15 Minutes | <i>Division Records Officer</i> Mine Safety, Environment and Social Development Division |
| | 1.5 Forward application to Chief, Mine Safety and Health Section (MSHS). | None | 5 Minutes | <i>Chief</i> Mine Safety, Environment and Social Development Division |
| | 1.6 Forward application to MSHS personnel. | None | 5 Minutes | <i>Chief</i> Mine Safety and Health Section |
| <p>2.1 If the program conforms to the standards as provided in DAO 2010-21 and DAO 2000-98, proceed to the next step.</p> <p>2.2 If the program requires revisions or additional information, receive notice of deficiency and submit compliance to the recommendations.</p> | <p>2.1 Evaluate the submitted program as to its form, substance and completeness. Prepare memorandum report and checklist.</p> <p>2.1.1 If the program conforms to the standards as provided in DAO 2010-21 and DAO 2000-98, recommend for approval.</p> <p>2.1.2 If the program requires revisions or additional information, prepare notice of deficiency.</p> | None | 3 Days | <i>Senior Science Research Specialist</i> Mine Safety and Health Section |



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| | 2.2 Prepare Certificate of Approval of the program and transmittal letter. | | | |
| | 2.3 Review and countersign the memorandum report, Certificate of Approval of the program and transmittal letter. | None | 6 Hours | <i>Chief</i> Mine Safety and Health Section and/ or <i>Chief</i> Mine Safety, Environment and Social Development Division |
| | 2.3 Record to Outgoing Logbook the memorandum report, Certificate of Approval of the program and transmittal letter. | None | 15 Minutes | <i>Division Records Officer</i> Mine Safety, Environment and Social Development Division |
| | 2.4 Approve the Certificate of Approval and transmittal letter. | None | 10 Minutes | <i>Regional Director</i> Office of the Regional Director |
| 3. Upon being contacted by MGB-V, signs the Certificate of Approval for agreeing to its terms and conditions. | 3.1 Contact the Client that the program is approved and due for signing of the Certificate of Approval to agree to its terms and conditions. | None | 5 Minutes | <i>Division Records Officer</i> Mine Safety, Environment and Social Development Division |
| | 3.2 Record and forward the Certificate of Approval and transmittal letter to Records Officer for releasing. | None | 15 Minutes | <i>Division Records Officer</i> Office of the Regional Director |



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| 4. Receive endorsement letter with attached required documents. | 4.1 Record and release the Certificate of Approval and transmittal letter. | None | 5 Minutes | <i>Records Officer Finance and Administrative Division</i> |
| TOTAL: | | None | 3 Days, 7 Hours & 52 Minutes | |



27. Initial Evaluation and Endorsement of the Environmental Protection and Enhancement Program (EPEP) with Final Mine Rehabilitation and/or Decommissioning Plan (Mining Applications)

Mineral Agreement or Financial and Technical Assistance Agreement (FTAA) Contractors and other Permit Holders shall submit, within thirty (30) calendar days upon receipt of the Environmental Compliance Certificate, an EPEP covering all areas to be affected by mining development, utilization and processing under their contracts (Section 169 of DENR Administrative Order No. 2010-21).

The FMR/DP or Mine Closure Plan shall be integrated in the EPEP submitted by Contractors/Permit Holders to the Mine Rehabilitation Fund Committee (MRFC) through the Regional Office (Section 187 of DENR Administrative Order No. 2010-21).

The MRFC shall conduct a preliminary evaluation on the submitted document as to its form and substance and may impose additional requirements and documentation which are deemed necessary. The MRF Committee shall endeavor to complete the evaluation and processing of the EPEP within thirty (30) calendar days from receipt thereof: Provided, That the EPEP of Industrial Sand and Gravel Permit and Quarry Permit holders/applicants shall be evaluated and approved/disapproved by the MRF Committee in the Region concerned (Section 170 of DENR Administrative Order No. 2010-21).

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| Office or Division: | Mine Safety, Environment and Social Development Division | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2B – Government to Business Entity G2C - Government to Citizen | | | |
| Who may avail: | Contractor or permit holders/applicants of mining operations | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Application letter 2. Environmental Protection and Enhancement Program/MGB Form No. 16-2 with incorporated Final Mine Rehabilitation and/or Decommissioning Plan (10 copies) 3. Electronic Copy of the Programs (1 copy) | | Client Records | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the required documents to MGB-V. | 1.1 Receive and record application and forwards documents to the | None | 5 Minutes | <i>Records Officer</i> Finance and Administrative Division |



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| | Office of the Regional Director (ORD). | | | |
| | 1.2 Receive and record application and forward to Regional Director. | None | 15 Minutes | <i>Division Records Officer</i> Office of the Regional Director |
| | 1.3 Receive and endorse application to the Chief, Mine Safety, Environment and Social Development Division (MSESDD). | None | 15 Minutes | <i>Regional Director</i> Office of the Regional Director |
| | 1.4 Receive and record application to Incoming Logbook and forward to Chief MSESDD. | None | 15 Minutes | <i>Division Records Officer</i> Mine Safety, Environment and Social Development Division |
| | 1.5 Forward application to Chief, Mine Environmental Management Section (MEMS). | None | 5 Minutes | <i>Chief</i> Mine Safety, Environment and Social Development Division |
| | 1.6 Forward application to MEMS personnel. | None | 5 Minutes | <i>Chief</i> Mine Environmental Management Section |
| 2.1 If submitted documents is complete, secure Assessment Sheet and Order of Payment. 2.2 If submitted documents is not complete, receive the | 2.1 Check and evaluate the submitted required documents. 2.1.1 If complete, prepare an assessment sheet and order of | None | 3 Days | <i>Senior Environmental Management Specialist</i> Mine Environmental Management Section |



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| Notice of Deficiency. Go back to Step 1. | payment for application fee. 2.1.2 If not complete, a notice of deficiency shall be sent to the client. | | | |
| 3. Pay the required fee at the Cashier by showing the order of payment. | 3.1 Accept the payment based on the order of payment. 3.2 Issue the Official Receipt. | Processing Fee PHP 20,000.00 per EPEP | 5 Minutes | <i>Administrative Officer III (Cashier)</i> Finance and Administrative Division |
| 4. Return to MSESDD and present the Official Receipt for confirmation of payment. | 4.1 Check the Official Receipt and photocopy for record. | None | 2 Minutes | <i>Division Records Officer</i> Mine Safety, Environment and Social Development Division |
| | 4.2 Return Official Receipt to client. 4.3 Prepare memorandum report of initial evaluation and recommend to convene the Mine Rehabilitation Fund Committee (MRFC) for further deliberation of documents. | None | 2 Days | <i>Senior Environmental Management Specialist</i> Mine Environmental Management Section |
| | 4.4 Approves the organization and/or meeting of the MRFC for deliberation of documents. | None | 1 Day | <i>Regional Director</i> Office of the Regional Director |
| | 4.5 Prepare invitation letters with attached required documents to the | None | 1 Day | <i>MRFC Secretariat</i> Mine Rehabilitation Fund Committee |



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| | MRFC members for review. | | | |
| <p>5.1 Receive invitation to the MRFC Meeting and present the documents during the MRFC meeting for deliberation.</p> <p>5.1.1 If the said documents conform to the standards provided in DAO 2010-21, proceed to the next step.</p> <p>5.1.2 If the said documents do not conform to the standards provided in DAO 2010-21, the documents were revised or supplemented and submitted to MRFC through MGB-V for review and deliberation.</p> | <p>5.1 Review and deliberate the required documents.</p> <p>5.1.1.1 If the said documents conform to the standards in DAO 2010-21, the said documents are resolved to be endorsed to the Contingent Liability and Rehabilitation Fund - Steering Committee (CLRF-SC).</p> <p>5.1.2 If said documents do not conform to the standards provided in DAO 2010-21, the documents were recommended to be revised or supplemented.</p> | None | 13 Days | <i>Members Mine Rehabilitation Fund Committee</i> |
| | 5.2 Prepare necessary MRFC resolution endorsing the required documents to CLRF-SC. | None | 1 Day | <i>Secretary Mine Rehabilitation Fund Committee</i> |
| | 5.3 Prepare memorandum to MGB-Central Office with attached MRFC | None | 1 Hour | <i>Senior Environmental Management Specialist</i> |



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| | resolution and required documents. | | | Mine Environmental Management Section |
| | 5.4 Review and countersign the prepared documents. | None | 6 Hours | <i>Chief</i> Mine Environmental Management Section and/or <i>Chief</i> Mine Safety, Environment and Social Development Division |
| | 5.5 Record to Outgoing Logbook the prepared documents. | None | 15 Minutes | <i>Division Records Officer</i> Mine Safety, Environment and Social Development Division |
| | 5.6 Approve the prepared documents | None | 10 Minutes | <i>Regional Director</i> Office of the Regional Director |
| | 5.7 Record and forward the necessary documents for releasing. 5.7.1 Return extra copies to MSESDD for proper endorsement to Mine Management Division. | None | 15 Minutes | <i>Division Records Officer</i> Office of the Regional Director |
| | 5.7.2 Prepare memorandum of endorsement to Mine Management Division for proper | None | 30 Minutes | <i>Senior Environmental Management Specialist</i> |



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| | consolidation of required documents of mining contract/permit application. | | | Mine Environmental Management Section |
| | 5.7.3 Review and sign the memorandum of endorsement to MMD. | None | 10 Minutes | <i>Chief</i> Mine Environmental Management Section and/or <i>Chief</i> Mine Safety, Environment and Social Development Division |
| | 5.7.4 Record to Outgoing Logbook the prepared documents to MMD. | None | 15 Minutes | <i>Division Records Officer</i> Office of the Regional Director |
| | 5.7.5 Record and forward the necessary documents to MMD for the processing of application of mining contract/ permit. | None | 5 Minutes | <i>Division Records Officer</i> Mine Safety, Environment and Social Development Division |
| 6. Receive confirmation of the endorsement of documents | 6.1 Contact and inform the client that the required documents were to be endorsed to MGB-CO | None | 5 Minutes | <i>Division Records Officer</i> Mine Safety, Environment and Social Development Division |
| | 6.2 Record and forward the required documents to | None | 15 Minutes | <i>Division Records Officer</i> Mine Management Division |



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| | Records Officer for releasing. | | | |
| | 6.3 Record and releases the necessary documents for submission to MGB-CO. | None | 5 Minutes | <i>Records Officer</i> Finance and Administrative Division |
| TOTAL: | | PHP 20,000.00 | 19 Days, 2 Hours & 12 Minutes | |

Timeframe based on Section 170 of DENR Administrative Order No. 2010-21



28. Issuance of Certificate of Environmental Management and Community Relations Record (CEMCRR)

A CEMCRR is one of the requirements in the approval of Mineral Agreements, Financial and Technical Assistance Agreement, Quarry or Commercial/ Industrial Sand and Gravel Permit and Mineral Processing Permit. A CEMCRR is the applicant's proof of satisfactory environmental management and community relations in its past mineral resource use ventures (Section 167-A of DENR Administrative Order No. 2010-21).

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|--|---|------------------------|------------------------|--|
| Office or Division: | Mine Safety, Environment and Social Development Division/ Mine Management Division | | | |
| Classification: | Complex | | | |
| Type of Transaction: | G2B – Government to Business Entity G2C - Government to Citizen | | | |
| Who may avail: | Contractor or permit holders/applicants of mining operations who have ventured to any resource extractive industry such as mining or quarrying. | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Application form of CEMCRR (8 copies) | | Client Records | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 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 | <i>Records Officer</i> Finance and Administrative Division |
| | 1.2 Receive and record application and forward to the Regional Director. | None | 15 Minutes | <i>Division Records Officer</i> Office of the Regional Director |
| | 1.3 Receive and endorse application to the Mine Management Division (MMD). | None | 15 Minutes | <i>Regional Director</i> Office of the Regional Director |
| | 1.4 Receive and record application and forward to Chief, MMD. | | 15 Minutes | <i>Division Records Officer</i> Mine Management Division |



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| | 1.5 Receive and forward application to the Chief, Mining Tenement Evaluation Section. | None | 5 Minutes | Chief Mine Management Division |
| | 1.6 Forward application to the Mining Claims Examiner II/ Mining Claims Examiner III. | None | 15 Minutes | Chief Mining Tenement Evaluation Section |
| | 1.7 Check the submitted required documents. Prepare an assessment sheet and order of payment for application fee. | None | 1 Hour | Mining Claims Examiner II/ Mining Claims Examiner III Mining Tenement Evaluation Section |
| 2. Pay the required fee at the Cashier by showing the order of payment. | 2.1 Accept the payment based on the order of payment. 2.2 Issue the Official Receipt. | Processing Fee: PHP 5,000.00 per application PD 1856 Fee: PHP 20.00 | 5 Minutes | Administrative Officer III (Cashier) Finance and Administrative Division |
| 3. Return to MMD and present the Official Receipt for confirmation of payment. | 3.1 Check the Official Receipt for record. 3.2 Return Official Receipt to client. | None | 2 Minutes | Mining Claims Examiner II/ Mining Claims Examiner III Chief, Mining Tenement Evaluation Section |
| | 3.3 Forward application to Mine Safety, Environment and Social Development | None | 15 Minutes | Chief Mine Management Division |



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|--|---|------|------------|---|
| | Division MSESDD). | | | |
| | 3.4 Receive and record application to Incoming Logbook and forward to Chief MSESDD. | None | 15 Minutes | <i>Division Records Officer Mine Safety, Environment and Social Development Division</i> |
| | 3.5 Forward application to Chief, MEMS. | None | 5 Minutes | <i>Chief Mine Safety, Environment and Social Development Division</i> |
| | 3.6 Forward application to MEMS personnel. | None | 5 Minutes | <i>Chief Mine Environmental Management Section</i> |
| | 3.7 Prepare Travel Order(s) for CEMCRR validation/survey. | None | 10 Minutes | <i>Senior Environmental Management Specialist/ Science Research Specialist II Mine Environmental Management Section</i> |
| | 3.8 Prepare letter to EMB-V requesting assistance for CEMCRR validation/ survey | None | 1 Day | <i>Senior Environmental Management Specialist/ Science Research Specialist II Mine Environmental Management Section</i> |
| | 3.9 Conduct CEMCRR | None | 3 Days | <i>Senior Environmental</i> |



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|--|--|------|---------|---|
| | validation and survey together with EMB-V personnel | | | <i>Management Specialist/ Science Research Specialist II</i> Mine Environmental Management Section |
| | <p>3.10 Prepare necessary documents with attached required documents.</p> <p>3.10.1 If result of report is below satisfactory rating or requirement, prepare a notice letter for not issuing CEMCRR based on findings of report.</p> <p>3.10.2 If result of report passes satisfactory rating or requirement, the CEMCRR and transmittal letter is prepared.</p> | None | 1 Day | <i>Senior Environmental Management Specialist/ Science Research Specialist II</i> Mine Environmental Management Section |
| | 3.11 Review and countersign the prepared documents. | None | 6 Hours | <i>Chief</i> Mine Environmental Management Section and/or <i>Chief</i> Mine Safety, Environment and Social Development Division |



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| | 3.12 Record to Outgoing Logbook the prepared documents. | None | 15 Minutes | <i>Division Records Officer</i> Mine Safety, Environment and Social Development Division |
| | 3.13 Approve the prepared documents | None | 10 Minutes | <i>Regional Director</i> Office of the Regional Director |
| | 3.14 Return to MSESDD for proper endorsement to Mine Management Division. | None | 15 Minutes | <i>Division Records Officer</i> Office of the Regional Director |
| | 3.15 Record to Outgoing Logbook and forward documents to MMD. | None | 15 Minutes | <i>Division Records Officer</i> Mine Safety, Environment and Social Development Division |
| | 3.16 Receive and register the documents. Attach documents to the mining application for endorsement to MGB-CO. | None | 30 Minutes | <i>Mining Claims Examiner II/ Mining Claims Examiner III Chief, Mining Tenement Evaluation Section</i> |
| 4. Receive confirmation of the endorsement of documents | 4.1 Inform the client that the CEMCRR and required documents were to be endorsed to MGB-CO. | None | 5 Minutes | <i>Mining Claims Examiner II/ Mining Claims Examiner III Chief, Mining Tenement Evaluation Section</i> |
| | 4.2 Record and forward the required documents to Records Officer for releasing. | None | 15 Minutes | <i>Section Records Officer</i> Mining Tenement Evaluation Section |



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| | 4.3 Record and releases the necessary documents for submission to MGB-CO. | None | 5 Minutes | <i>Records Officer Finance and Administrative Division</i> |
| TOTAL: | | Processing Fee: PHP 5,000.00 per application PD 1856 Fee: PHP 20.00 | 6 Days, 2 Hours & 57 Minutes | |



29. Processing of Certificate of Exemption in lieu of Certificate of Environmental Management and Community Relations Record (CEMCRR)

A CEMCRR is one of the requirements in the approval of Mineral Agreements, Financial and Technical Assistance Agreement, Quarry or Commercial/ Industrial Sand and Gravel Permit and Mineral Processing Permit. A CEMCRR is the applicant's proof of satisfactory environmental management and community relations in its past mineral resource use ventures.

A Certificate of Exemption (COE) will be issued by MGB-V, in lieu of the CEMCRR, to an applicant with no past mineral resource use or mining related ventures. (Section 167-A of DENR Administrative Order No. 2010-21)

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|--|---|------------------------|------------------------|--|
| Office or Division: | Mine Safety, Environment and Social Development Division/ Mine Management Division | | | |
| Classification: | Complex | | | |
| Type of Transaction: | G2B – Government to Business Entity G2C - Government to Citizen | | | |
| Who may avail: | Applicants of mining operations who have not ventured to any resource extractive industry such as mining or quarrying | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Application form of CEMCRR (8 copies) 2. Affidavit of Non-Operation (8 copies) | | Client Records | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 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 | <i>Records Officer</i> Finance and Administrative Division |
| | 1.2 Receive and record application and forward to the Regional Director. | None | 15 Minutes | <i>Division Records Officer</i> Office of the Regional Director |
| | 1.3 Receive and endorse application to the Mine Management Division (MMD). | None | 15 Minutes | <i>Regional Director</i> Office of the Regional Director |



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| | 1.4 Receive and record application and forward to Chief, MMD. | | 15 Minutes | <i>Division Records Officer Mine Management Division</i> |
| | 1.5 Receive and forward application to the Chief, Mining Tenement Evaluation Section. | None | 5 Minutes | <i>Chief Mine Management Division</i> |
| | 1.6 Forward application to the Mining Claims Examiner II/ Mining Claims Examiner III. | None | 15 Minutes | <i>Chief Mining Tenement Evaluation Section</i> |
| | 1.7 Check the submitted required documents. Prepare an assessment sheet and order of payment for application fee. | None | 1 Hour | <i>Mining Claims Examiner II/ Mining Claims Examiner III Mining Tenement Evaluation Section</i> |
| 2. Pay the required fee at the Cashier by showing the order of payment. | 2.1 Accept the payment based on the order of payment. 2.2 Issue the Official Receipt. | Processing Fee: PHP 5,000.00 per application PD 1856 Fee: PHP 20.00 | 5 Minutes | <i>Administrative Officer III (Cashier) Finance and Administrative Division</i> |
| 3. Return to MMD and present the Official Receipt for confirmation of payment. | 3.1 Check the Official Receipt for record. 3.2 Return Official Receipt to client. | None | 2 Minutes | <i>Mining Claims Examiner II/ Mining Claims Examiner III Chief, Mining Tenement Evaluation Section</i> |
| | 3.3 Forward application to Mine | None | 15 Minutes | <i>Chief</i> |



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| | Safety, Environment and Social Development Division (MSESDD). | | | Mine Management Division |
| | 3.4 Receive and record application to Incoming Logbook and forward to Chief MSESDD. | None | 15 Minutes | <i>Division Records Officer</i> Mine Safety, Environment and Social Development Division |
| | 3.5 Forward application to Chief, MEMS. | None | 5 Minutes | <i>Chief</i> Mine Safety, Environment and Social Development Division |
| | 3.6 Forward application to MEMS personnel. | None | 5 Minutes | <i>Chief</i> Mine Environmental Management Section |
| | 3.10 Check for records of the applicant and prepare Certificate of Exemption | None | 3 Days | <i>Senior Environmental Management Specialist/ Science Research Specialist II</i> Mine Environmental Management Section |
| | 3.11 Review and countersign the prepared documents. | None | 6 Hours | <i>Chief</i> Mine Environmental Management Section and/or <i>Chief</i> Mine Safety, Environment and |



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| | | | | Social Development Division |
| | 3.12 Record to Outgoing Logbook the prepared documents. | None | 15 Minutes | <i>Division Records Officer</i> Mine Safety, Environment and Social Development Division |
| | 3.13 Approve the prepared documents | None | 10 Minutes | <i>Regional Director</i> Office of the Regional Director |
| | 3.14 Return to MSESDD for proper endorsement to Mine Management Division. | None | 15 Minutes | <i>Division Records Officer</i> Office of the Regional Director |
| | 3.15 Record to Outgoing Logbook and forward documents to MMD. | None | 15 Minutes | <i>Division Records Officer</i> Mine Safety, Environment and Social Development Division |
| | 3.16 Receive and register the documents. Attach documents to the mining application for endorsement to MGB-CO. | None | 30 Minutes | <i>Mining Claims Examiner II/ Mining Claims Examiner III Chief, Mining Tenement Evaluation Section</i> |
| 4. Receive confirmation of the endorsement of documents | 4.1 Inform the client that the Certificate of Exemption and required documents were to be endorsed to MGB-CO. | None | 5 Minutes | <i>Mining Claims Examiner II/ Mining Claims Examiner III Chief, Mining Tenement Evaluation Section</i> |
| | 4.2 Record and forward the | None | 15 Minutes | <i>Section Records Officer</i> |



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| | required documents to Records Officer for releasing. | | | Mining Tenement Evaluation Section |
| | 4.3 Record and releases the necessary documents for submission to MGB-CO. | None | 5 Minutes | <i>Records Officer</i> Finance and Administrative Division |
| TOTAL: | | Processing Fee: PHP 5,000.00 per application PD 1856 Fee: PHP 20.00 | 5 Days, 2 Hours & 47 Minutes | |



30. Evaluation and Approval of 5-Year/ Annual Social Development and Management Program/ Community Development Program

All Contractors/Permit Holders shall prepare an Social Development and Management Program (SDMP), in consultation and in partnership with the host and neighboring communities. The SDMP shall be actively promoted and shall cover and include all P/P/As towards enhancing the development of the host and neighboring communities. To meet the changing needs and demands of the communities, the Contractor/Permit Holder/Lessee engaged in mining operations shall submit every five (5) years an SDMP to the Regional Office for approval.

Based on the approved SDMP and for effective implementation of the same, Annual SDMP (ASDMP) shall be submitted, at least thirty (30) days prior to the beginning of every calendar year, to the Regional Office concerned, for approval and implementation the following year.

In the case of a holder of an Exploration Permit or a Mineral Agreement or Financial or Technical Assistance Agreement in the Exploration Stage, the Permittee/Contractor shall develop and implement a Community Development Program (CDP). The CDP shall be submitted to the Regional Office concerned, for approval, within six (6) months upon registration of the approved Exploration Permit, Mineral Agreement or FTAA.

(Section 136-B of DENR Administrative Order No. 2010-21).

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| Office or Division: | Mine Safety, Environment and Social Development Division | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2B – Government to Business Entity G2C - Government to Citizen | | | |
| Who may avail: | SDMP: Contractor or permit holders/applicants of mining operations CDP: Holders of Exploration Permit or a Mineral Agreement or Financial or Technical Assistance Agreement in the Exploration Stage | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Application Letter (1 copy) 2. 5-Year Social Development and Management Program (3 copies) /Annual Social Development and Management Program (3 copies) / Community Development Program (3 copies) 3. Electronic Copy of 5-Year Social Development and Management Program | | Client Records | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



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| 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 | <i>Records Officer Finance and Administrative Division</i> |
| | 1.2 Receive and record application and forward to Regional Director. | None | 15 Minutes | <i>Division Records Officer Office of the Regional Director</i> |
| | 1.3 Receive and endorse application to the Mine Safety, Environment and Social Development Division (MSESDD). | None | 15 Minutes | <i>Regional Director Office of the Regional Director</i> |
| | 1.4 Receive and record application to Incoming Logbook and forward to Chief MSESDD. | None | 15 Minutes | <i>Division Records Officer Mine Safety, Environment and Social Development Division</i> |
| | 1.5 Forward application to Chief, Social Development Section. | None | 5 Minutes | <i>Chief Mine Safety, Environment and Social Development Division</i> |
| | 1.6 Forward application to SDS personnel. | None | 5 Minutes | <i>Chief Social Development Section</i> |
| | 1.7 Evaluate the submitted program as to its form, substance and completeness. | None | 9 Days | <i>Senior Science Research Specialist/ Community Affairs Officer II Mine Environmental</i> |



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| | <p>1.7.1 If program requires revisions/ additional information, prepare notice of deficiency</p> <p>1.7.2 If conforms to the form, substance and completeness, recommend for issuance of Certificate of Approval</p> | | | Management Section |
| | 1.8 Prepare Certificate of Approval | None | 30 Minutes | <i>Senior Science Research Specialist/ Community Affairs Officer II</i> Mine Environmental Management Section |
| | 1.9 Review and countersign the prepared documents. | None | 6 Hours | <i>Chief Social Development Section and/or Chief Mine Safety, Environment and Social Development Division</i> |
| | 1.10 Record to Outgoing Logbook the prepared documents. | None | 15 Minutes | <i>Division Records Officer</i> Mine Safety, Environment and Social Development Division |



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| | 1.11 Approve the certificate and transmittal letter | None | 10 Minutes | <i>Regional Director Office of the Regional Director</i> |
| 2. Upon being contacted by MGB-V, signs the Certificate of Approval for agreeing to its terms and conditions. | 2.1 Contact the Client that the program is approved and due for signing of the Certificate of Approval to agree to its terms and conditions. | None | 5 Minutes | <i>Division Records Officer Mine Safety, Environment and Social Development Division</i> |
| 3. Receive the certificate and transmittal letter | 3.1 Record and forward the certificate and transmittal letter to Records Officer for releasing. | None | 15 Minutes | <i>Division Records Officer Office of the Regional Director</i> |
| | 3.2 Record and releases the certificate and transmittal letter. | None | 5 Minutes | <i>Records Officer Finance and Administrative Division</i> |
| TOTAL: | | None | 10 Days & 20 Minutes | |



| FEEDBACK AND COMPLAINTS MECHANISM | |
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| How to send feedback | <p>Answer the client feedback form and drop it in the box marked “Feedback/Complaint Box” at the entrance of the Mines and Geosciences Bureau Regional Office No. V. (ask the Guard or Officer of the Day for assistance)</p> <p>Contact info: (052)482-1056 or region5@mgb.gov.ph</p> |
| How feedbacks are processed | <p>Gather every four (4) hours daily from the Feedback/Complaint Box and immediately submits to the Bilis-Aksyon Partner</p> <p>Identify the specific service process where feedback was raised; call the attention of the Process Owner, the Division Chief concerned and/or the personnel manning the process service-at-point subject of the complaint</p> <p>Positive/Negative feedback shall become input for management review. The Process Owner shall determine whether the feedback is an opportunity for improvement or non-conformity. Information gathered may also be used for the conduct of analysis of data for the continual improvement of the process</p> <p>Submit a report on the outcome of customer feedback</p> <p>Submit a recommendation on process improvement or correction to non-</p> |



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| | conformance to the Regional Director for approval. |
| How to file a complaint | <p>Answer the client complaint form and drop it in the box marked "Feedback/Complaint Box" at the entrance of the Mines and Geosciences Bureau Regional Office No. V. (ask the Guard or Officer of the Day for assistance)</p> <p>Contact info: (052)482-1056 or region5@mgb.gov.ph</p> |
| How complaints are processed | <p>Gather every four (4) hours daily from the Feedback/Complaint Box and immediately submits to the Bilis-Aksyon Partner</p> <p>Identify the specific service process where complaints were raised; call the attention of the Process Owner, the Division Chief concerned and/or the personnel manning the process service-at-point subject of the complaint</p> <p>Complaints shall become input for management review. The Process Owner shall determine whether the complaint is an opportunity for improvement or non-conformity. Information gathered may also be used for the conduct of analysis of data for the continual improvement of the process</p> <p>Submit a report on the outcome of customer complaint</p> <p>Submit a recommendation on process improvement or correction to non-conformance to the Regional Director for approval.</p> |



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| Contact Information of CCB, PCC, ARTA | ARTA: complaints@arta.gov.ph 1-ARTA (2782) PCC: 8888 CCB: 0908-881-6565 (SMS) |
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| Office | Address | Contact Information |
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| Mines and Geosciences Bureau Regional Office No. V | DENR-V Annex Bldg., Regional Center Site, Rawis Legazpi City 4500 | (052) 482-1056 |
| Office B | Address | Hotline Number |
| Office C | Address | Hotline Number |