

City Environment and Natural Resources Office External Services





1. Issuance of Environmental Clearance

Simple

Office or Division:

The Environmental Clearance is issued to business entities to assure compliance to existing environmental standards and regulations.

1.1 Business Permit Application for New Business Establishments

Type of	G2B	
Transaction:		
Who may avail:	All Commercial and	I Industrial Establishments
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE
1. Business Permit	Application - New	Business Permits and Licensing Office
(1 Original Copy)		
2. Environmental Clearance Certificate		DENR-EMB IV-A
(ECC)/Certificate of	Non-Coverage	
(CNC) (1 Photocopy	/)	
3. Laguna Lake Development Authority		LLDA
(LLDA) Clearance/Discharge Permit (1		
Photocopy)		

City Environment and Natural Resources Office

т потобору)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
Sign in client in the office Logbook	1. Give Log Book to the Client	None	5 minutes	Administrative Staff
2. Present Business Permit Application	2. Receive and review business permit application form	Php 150 + Environm ental Protection and Conservat ion Fee (EPC fee)	3 minutes	Administrative Staff
3. Wait for the scheduled inspection.	3. Schedule site inspection for environmentally critical project.	None	To be scheduled by BPLO	BPLO
4. Complied required documents	4. Process Environmental Clearance of the client	None	3 minutes	Administrative Staff
5. Receive environmental clearance	5. Issue the environmental clearance to the client	None	3 minutes	EMS II
402	TOTAL:	EPC - Php 150.00	14 Minutes (excluding inspection)	16

251 | Page





1.2 Business Permit Renewal

Office or Division:	City Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:	All Commercial and	Industrial Es	stablishments	
CHECKLIST OF I	REQUIREMENTS		WHERE TO SE	CURE
Business Permit A Renewal (1 Original	Copy)		ermits and Licen	•
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
Sign in client in the office Logbook	Give Log Book to the Client	None	5 minutes	Administrative Staff
2.Present Business Permit Application	2. Receive and review business permit application form 2.1 Start processing the request	Php 150 + Environm ental Protection and Conservat ion Fee (EPC fee) (see table below)	5 minutes	Administrative Staff
3.Receive Environmental Clearance	3. Issue the Environmental Clearance to the client	None	3 minutes	EMS II
	TOTAL:	EPC - Php 150.00	11 Minutes	





Environmental Protection and Conservation (EPC) Fee = A + B + C

A. Nature of Business	3		Amount
a. High Risk or I	a. High Risk or Environmentally Critical Business or		
Project			
1. Large	6. Waste	11. Cemetery	
scale	treatment	, Memorial	
manufacturin	facilities and	parks,	
g industries	waste treater	Crematorium	
2. Power	7. Hospitals,	12. Junk	
generating	Medical and	shops, Scrap	
plants and	Dental	Buying	
facilities	Clinics		
3. Fuel depot	8. Housing	13. Electronic	
and fuel	development	s repair	
storage	projects	shops and	
facilities		facilities	
4. Gasoline	9. High rise	14. Veterinar	
(Fuel)	buildings	y Clinics	
services and	3	,	
LPG Filling			
Station			
5. Garbage	10. Funeral	15. Other	
terminal,	services	businesses	
transfer		or Projects	
stations,		as may be	
Garbage		assessed	
hauling		and	
		evaluated	
		high-risk by	
		City ENRO	
b. Medium Risl	c or Business or P	roject with potential	P300
source of polluti		.,	
1. Small-	7.Welding	13. Market,	
scale	shops,	talipapa	
manufacturin	machine		
g industries	shops and		
3	auto repair		
	with		
	repainting		
	shops		
2. Fast food	8. Animal	14. Computer	
chains/	farm,	shops	
restaurants	piggery,		
	poultry		

253 | Page





Commerci	9. Manufactu	15. Amusem	
al retail store	rer's	ent and	
	procedure,	recreation	
	foundry		
	shops,		
	laboratories		
	and		
	warehouses		
4. Hotel,	10. Retailer	16. Lessor	
Motels,	of LPG		
Apartelles,			
Inns			
Transport	11. Golf	17. Cooperati	
terminal,	course	ve	
trucking			
services			
6. Car wash,	12. Educatio	18. Other	
laundry	nal institution	business or	
services		project as	
		may be	
		assessed	
		and	
		evaluated	
		medium-risk	
		by CENRO	
	business or project	with very minimal	P50
	on environment		
1. Sari-sari	3.Pawnshops		
store	, Financial		
2.2	institutions		
2. Service	3. Other		
oriented	business or		
offices	project as		
	may be		
	assessed		
	and		
	evaluated		
	low-risk by		
	CENRO		
B. Capitalization or I			DE00.00
1. Below P350		on D4 000 000 00	P500.00
	2350,000.00 but less that		P750.00
	21,000,000.00 but less	man P5,000,000.00	P1,000.00
4. More than P	75,000,000.00		P1,500.00
C. Compliance			
C. Compliance			



As may be determined based on record on non-compliance or has been the subject of validated complaint for the current period	
of one calendar year	
Compliant	P0.00
Non-Compliant:	P50.00
a. P50,000.00 below	
b. P50,001.00- P150,000.00	P200.00
c. P500,001 above	P500.00
d. As may be assessed by CENRO	P500.00



2. Environmental Permit for Construction

An Environmental Permit to construct shall be issued to the client to assure its compliance to existing regulations pertaining to septic tank specifications and/or sewage treatment plant.

Office or	City Environment and Natural Resources Office
Division:	
Classification:	Simple
Type of	G2C
Transaction:	
Who may avail:	All clients within San Pedro

CHECKLIST OF REQUIREMENTS 1. Blueprint layout of septic tank/ sewage treatment plant (STP) of structure to be constructed (1 Original Copy, 1 Photocopy)

Building contractor/ engineer

WHERE TO SECURE

Copy, 1 Photocopy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1. Endorsement for Environmental Permit will be transmitted by Office of the Building Official (OBO)	Receive and Issue Order of payment to Client	None	5 minutes	EMS II
2. Pay required fees at Treasurer's Office, claim official receipt and claim Environmental Permit	2. Receive Official Receipt for encoding and Issue Environmental Permit	P150 + Environm ental Protection and Conservat ion Fee (EPC fee) (see table below)	5 minutes	EMS II
	TOTAL:	EPC - Php 150.00	10 Minutes	



Environmental Protection and Conservation Fee (EPC) Fee = A + B + C

ature of Business			Amount
a. High Risk or En	vironmentally Critical	Business or	800
Project			
6. Large	11. Waste	16. Cemetery	
scale	treatment	, Memorial	
manufacturin	facilities and	parks,	
g industries	waste treater	Crematorium	
7. Power	12. Hospitals,	17. Junk	
generating	Medical and	shops, Scrap	
plants and	Dental	Buying	
facilities	Clinics		
8. Fuel depot	13. Housing	18. Electronic	
and fuel	development	s repair	
storage	projects	shops and	
facilities		facilities	
9. Gasoline	14. High rise	19. Veterinar	
(Fuel)	buildings	y Clinics	
services and			
LPG Filling			
Station			
10. Garbage	15. Funeral	20. Other	
terminal,	services	businesses	
transfer		or Projects	
stations,		as may be	
Garbage		assessed	
hauling		and	
		evaluated	
		high-risk by	
		City ENRO	
	or Business or Pro	ject with potential	P300
source of pollution			
7. Small-	7.Welding	13. Market,	
scale	shops,	talipapa	
manufacturin	machine		
g industries	shops and		
	auto repair with		
	repainting		
	shops		
8. Fast food	13. Animal	19. Computer	
chains/	farm,	shops	
restaurants	piggery,	0000	
	poultry		

257 | Page 258 | Page





9. Commerci al retail store urer's ent and procedure, foundry shops, laboratories and warehouses 10. Hotel, Motels, Apartelles, Inns 11. Transport terminal, course ve trucking services 12. Car 17. Educatio nal institution laundry services 12. Car 17. Educatio nal institution laundry services 12. Car 17. Educatio nal institution laundry services 12. Car 17. Educatio business or project as may be assessed and evaluated medium-risk by CENRO 14. Sari-sari store Service of Cother oriented business or project as may be assessed and evaluated low-risk by CENRO 5. Service of Cother oriented business or project as may be assessed and evaluated low-risk by CENRO 6. Other oriented business or project as may be assessed and evaluated low-risk by CENRO 7. More than P350,000.00 but less than P1,000,000.00 P550.00 8. More than P5,000,000.00 P1,000.00 9. Nore than P5,000,000.00 9. P1,500.00				
procedure, foundry shops, laboratories and warehouses 10. Hotel, Motels, of LPG Apartelles, Inns 11. Transport terminal, trucking services 12. Car	9. Commerci	14. Manufact	20. Amusem	
foundry shops, laboratories and warehouses 10. Hotel, Motels, Apartelles, Inns 11. Transport terminal, trucking services 12. Car 17. Educatio ve trucking services 12. Car 17. Educatio business or project as may be assessed and evaluated medium-risk by CENRO c. Low-risk or business or project with very minimal negative effect on environment 4. Sari-sari 3. Pawnshops institutions 5. Service 6. Other oriented offices project as may be assessed and evaluated medium-risk by CENRO B. Capitalization or Project Cost 5. Below P350,000.00 6. More than P350,000.00 but less than P1,000,000.00 7. More than P1,000,000.00 but less than P5,000,000.00 P1,000.00	al retail store	urer's	ent and	
foundry shops, laboratories and warehouses 10. Hotel, Motels, Apartelles, Inns 11. Transport terminal, trucking services 12. Car 17. Educatio ve trucking services 12. Car 17. Educatio business or project as may be assessed and evaluated medium-risk by CENRO c. Low-risk or business or project with very minimal negative effect on environment 4. Sari-sari 3. Pawnshops institutions 5. Service 6. Other oriented offices project as may be assessed and evaluated medium-risk by CENRO B. Capitalization or Project Cost 5. Below P350,000.00 6. More than P350,000.00 but less than P1,000,000.00 7. More than P1,000,000.00 but less than P5,000,000.00 P1,000.00		procedure,	recreation	
shops, laboratories and warehouses 10. Hotel, Motels, of LPG Apartelles, Inns 11. Transport terminal, trucking services 12. Car vash, nal institution laundry services 13. Pawnshops riancial institution laundry services 14. Sari-sari vash or business or project with very minimal negative effect on environment 15. Service vash of the control of the				
laboratories and warehouses 10. Hotel, Motels, Apartelles, Inns 11. Transport terminal, trucking services 12. Car wash, nal institution business or project as may be assessed and evaluated medium-risk by CENRO c. Low-risk or business or project with very minimal negative effect on environment 4. Sari-sari 3.Pawnshops store , Financial institutions 5. Service of Other oriented business or project as may be assessed and evaluated medium-risk by CENRO B. Capitalization or Project Cost 5. Below P350,000.00 6. More than P350,000.00 but less than P1,000,000.00 7. More than P1,000,000.00 but less than P5,000,000.00 P1,000.00				
warehouses 10. Hotel, Motels, of LPG Apartelles, Inns 11. Transport terminal, trucking services 12. Car				
10. Hotel, Motels, Apartelles, Inns 11. Transport terminal, trucking services 12. Car towash, nal institution laundry services 12. Car towash, nal institution laundry services 12. Car towash, nal institution laundry services 13. Car towash, nal institution laundry services 14. Car towash, nal institution laundry services 15. Service towash, nal institution laundry services laundry laundry laundry services laundry		and		
10. Hotel, Motels, Apartelles, Inns 11. Transport terminal, trucking services 12. Car towash, nal institution laundry services 12. Car towash, nal institution laundry services 12. Car towash, nal institution laundry services 13. Car towash, nal institution laundry services 14. Car towash, nal institution laundry services 15. Service towash, nal institution laundry services laundry laundry laundry services laundry		warehouses		
Motels, Apartelles, Inns 111. Transport terminal, course ve terminal, trucking services 12. Car 17. Educatio 23. Other business or project as may be assessed and evaluated medium-risk by CENRO 12. Car 17. Educatio 23. Other business or project as may be assessed and evaluated medium-risk by CENRO 12. Car 17. Educatio 23. Other business or project as may be assessed and evaluated medium-risk by CENRO 13. Pawnshops store 15. Service 16. Other oriented 16. Other	10. Hotel.		21. Lessor	
Apartelles, Inns 11. Transport terminal, course ve 12. Car towash, nal institution laundry services 12. Car towash, nal institution laundry services 13. Car towash, nal institution laundry services 14. Car towash, nal institution laundry services 15. Capitalization or Project with very minimal negative effect on environment 16. Golf towash, very minimal project as may be assessed and evaluated medium-risk by CENRO 17. Educatio project as may be assessed and evaluated institutions 18. Sari-sari towash project with very minimal institutions 18. Service oriented business or of offices project as may be assessed and evaluated low-risk by CENRO 18. Capitalization or Project Cost				
Inns 11. Transport terminal, course trucking services 12. Car 17. Educatio business or project as may be assessed and evaluated institutions for project as may be assessed and evaluated low-risk by CENRO B. Capitalization or Project Cost 5. Below P350,000.00 6. More than P1,000,000.00 but less than P1,000,000.00 P1,000.00		0. 2. 0		
11. Transport terminal, trucking services 12. Car 17. Educatio wash, nal institution laundry services 12. Car 17. Educatio business or project as may be assessed and evaluated medium-risk by CENRO 12. Caw-risk or business or project with very minimal negative effect on environment 4. Sari-sari 3. Pawnshops Financial institutions 5. Service 6. Other oriented business or offices project as may be assessed and evaluated institutions 5. Service 6. Other oriented business or offices project as may be assessed and evaluated low-risk by CENRO B. Capitalization or Project Cost 5. Below P350,000.00 6. More than P350,000.00 but less than P1,000,000.00 7. More than P1,000,000.00 but less than P5,000,000.00 P1,000.00				
terminal, trucking services 12. Car 17. Educatio 23. Other wash, nal institution business or laundry project as may be assessed and evaluated medium-risk by CENRO c. Low-risk or business or project with very minimal negative effect on environment 4. Sari-sari 3.Pawnshops financial institutions 5. Service 6. Other oriented business or offices project as may be assessed and evaluated low-risk by CENRO B. Capitalization or Project Cost 5. Below P350,000.00 6. More than P350,000.00 but less than P1,000,000.00 7. More than P1,000,000.00 but less than P5,000,000.00 P1,000.00		16. Golf	22. Cooperati	
trucking services 12. Car				
services 12. Car wash, laundry services 12. Car nal institution business or project as may be assessed and evaluated medium-risk by CENRO c. Low-risk or business or project with very minimal negative effect on environment 4. Sari-sari store foriented business or offices 5. Service offices project as may be assessed and evaluated institutions 5. Service offices project as may be assessed and evaluated low-risk by CENRO B. Capitalization or Project Cost 5. Below P350,000.00 6. More than P350,000.00 but less than P1,000,000.00 7. More than P1,000,000.00 but less than P5,000,000.00 P1,000.00		554.55		
12. Car wash, laundry services 17. Educatio nal institution 123. Other business or project as may be assessed and evaluated medium-risk by CENRO 18. Capitalization or Project Cost 18. Below P350,000.00 19. More than P1,000,000.00 19. Double As San Capitalization or P1,000,000.00 10. More than P350,000.00 10. Double Dusiness or project with very minimal very minimal very minimal very minimal very minimal institutions 19. Capitalization or Project as may be assessed and evaluated low-risk by CENRO 19. Capitalization or Project Cost 19. B. Capitalization or Project Cost 19. Capitalization or Project				
wash, laundry services Ilaundry project as may be assessed and evaluated medium-risk by CENRO Ilaundry project with very minimal project on environment Ilaundry project as may be assessed and evaluated low-risk by CENRO Ilaundry project as may be assessed and evaluated low-risk by CENRO Ilaundry project as may be assessed and evaluated low-risk by CENRO Ilaundry project as may be assessed and evaluated low-risk by CENRO Ilaundry project as may be assessed and evaluated low-risk by CENRO Ilaundry project as may be assessed and evaluated low-risk by CENRO Ilaundry project as may be assessed and evaluated low-risk by CENRO Ilaundry project as may be assessed and evaluated low-risk by CENRO Ilaundry project as may be assessed and evaluated low-risk by CENRO Ilaundry project as may be assessed and evaluated low-risk by CENRO Ilaundry project as may be assessed and evaluated low-risk by CENRO Ilaundry project as may be assessed and evaluated low-risk by CENRO Ilaundry project as may be assessed and evaluated low-risk by CENRO Ilaundry project as may be assessed and evaluated low-risk by CENRO Ilaundry project as may be assessed and evaluated low-risk by CENRO Ilaundry project as may be assessed and evaluated low-risk by CENRO Ilaundry project as may be assessed and evaluated low-risk by CENRO Ilaundry project as may be assessed and evaluated low-risk by CENRO Ilaundry project as may be		17. Educatio	23. Other	
laundry services Project as may be assessed and evaluated medium-risk by CENRO	wash.	nal institution		
services may be assessed and evaluated medium-risk by CENRO c. Low-risk or business or project with very minimal negative effect on environment 4. Sari-sari 3.Pawnshops rinancial institutions 5. Service 6. Other oriented business or offices project as may be assessed and evaluated low-risk by CENRO B. Capitalization or Project Cost 5. Below P350,000.00 6. More than P350,000.00 but less than P1,000,000.00 7. More than P1,000,000.00 but less than P5,000,000.00 P1,000.00		Trai interiori		
assessed and evaluated medium-risk by CENRO c. Low-risk or business or project with very minimal negative effect on environment 4. Sari-sari 3.Pawnshops store , Financial institutions 5. Service 6. Other oriented business or offices project as may be assessed and evaluated low-risk by CENRO B. Capitalization or Project Cost 5. Below P350,000.00 6. More than P350,000.00 but less than P1,000,000.00 7. More than P1,000,000.00 but less than P5,000,000.00 P500.00 P1,000.00				
and evaluated medium-risk by CENRO c. Low-risk or business or project with very minimal negative effect on environment 4. Sari-sari 3.Pawnshops store , Financial institutions 5. Service 6. Other oriented business or offices project as may be assessed and evaluated low-risk by CENRO B. Capitalization or Project Cost 5. Below P350,000.00 6. More than P350,000.00 but less than P1,000,000.00 7. More than P1,000,000.00 but less than P5,000,000.00 P500.00 P1,000.00			•	
c. Low-risk or business or project with very minimal negative effect on environment 4. Sari-sari 3.Pawnshops store , Financial institutions 5. Service 6. Other oriented business or offices project as may be assessed and evaluated low-risk by CENRO B. Capitalization or Project Cost 5. Below P350,000.00 6. More than P350,000.00 but less than P1,000,000.00 7. More than P1,000,000.00 but less than P5,000,000.00 P500.00 P1,000.00				
c. Low-risk or business or project with very minimal negative effect on environment 4. Sari-sari 3.Pawnshops store , Financial institutions 5. Service 6. Other oriented business or offices project as may be assessed and evaluated low-risk by CENRO B. Capitalization or Project Cost 5. Below P350,000.00 6. More than P350,000.00 but less than P1,000,000.00 7. More than P1,000,000.00 but less than P5,000,000.00 P500.00 P1,000.00			evaluated	
c. Low-risk or business or project with very minimal negative effect on environment 4. Sari-sari store 3. Pawnshops store 5. Service oriented business or offices project as may be assessed and evaluated low-risk by CENRO B. Capitalization or Project Cost 5. Below P350,000.00 6. More than P350,000.00 but less than P1,000,000.00 7. More than P1,000,000.00 but less than P5,000,000.00 P500.00 P1,000.00				
c. Low-risk or business or project with very minimal negative effect on environment 4. Sari-sari 3.Pawnshops Financial institutions 5. Service 6. Other business or offices project as may be assessed and evaluated low-risk by CENRO B. Capitalization or Project Cost 5. Below P350,000.00 6. More than P350,000.00 but less than P1,000,000.00 7. More than P1,000,000.00 but less than P5,000,000.00 P500.00 P1,000.00				
New Part	c. Low-risk or	business or project		P50
Store				
institutions 5. Service oriented business or offices project as may be assessed and evaluated low-risk by CENRO B. Capitalization or Project Cost 5. Below P350,000.00 6. More than P350,000.00 but less than P1,000,000.00 7. More than P1,000,000.00 but less than P5,000,000.00 P1,000.00	4. Sari-sari	3.Pawnshops		
5. Service oriented business or offices project as may be assessed and evaluated low-risk by CENRO B. Capitalization or Project Cost 5. Below P350,000.00 6. More than P350,000.00 but less than P1,000,000.00 7. More than P1,000,000.00 but less than P5,000,000.00 P1,000.00	store	, Financial		
oriented offices business or project as may be assessed and evaluated low-risk by CENRO B. Capitalization or Project Cost 5. Below P350,000.00 6. More than P350,000.00 but less than P1,000,000.00 P750.00 7. More than P1,000,000.00 but less than P5,000,000.00 P1,000.00				
offices project as may be assessed and evaluated low-risk by CENRO B. Capitalization or Project Cost 5. Below P350,000.00 P500.00 6. More than P350,000.00 but less than P1,000,000.00 P750.00 7. More than P1,000,000.00 but less than P5,000,000.00 P1,000.00				
may be assessed and evaluated low-risk by CENRO B. Capitalization or Project Cost 5. Below P350,000.00 P500.00 6. More than P350,000.00 but less than P1,000,000.00 P750.00 7. More than P1,000,000.00 but less than P5,000,000.00 P1,000.00		business or		
assessed and evaluated low-risk by CENRO B. Capitalization or Project Cost 5. Below P350,000.00 P500.00 6. More than P350,000.00 but less than P1,000,000.00 P750.00 7. More than P1,000,000.00 but less than P5,000,000.00 P1,000.00	offices			
and evaluated low-risk by CENRO B. Capitalization or Project Cost 5. Below P350,000.00 P500.00 6. More than P350,000.00 but less than P1,000,000.00 P750.00 7. More than P1,000,000.00 but less than P5,000,000.00 P1,000.00		•		
evaluated low-risk by CENRO B. Capitalization or Project Cost 5. Below P350,000.00 P500.00 6. More than P350,000.00 but less than P1,000,000.00 P750.00 7. More than P1,000,000.00 but less than P5,000,000.00 P1,000.00		assessed		
low-risk by CENRO		and		
CENRO B. Capitalization or Project Cost 5. Below P350,000.00 P500.00 6. More than P350,000.00 but less than P1,000,000.00 P750.00 7. More than P1,000,000.00 but less than P5,000,000.00 P1,000.00		evaluated		
B. Capitalization or Project Cost 5. Below P350,000.00 P500.00 6. More than P350,000.00 but less than P1,000,000.00 P750.00 7. More than P1,000,000.00 but less than P5,000,000.00 P1,000.00		low-risk by		
5. Below P350,000.00 P500.00 6. More than P350,000.00 but less than P1,000,000.00 P750.00 7. More than P1,000,000.00 but less than P5,000,000.00 P1,000.00				
6. More than P350,000.00 but less than P1,000,000.00 P750.00 7. More than P1,000,000.00 but less than P5,000,000.00 P1,000.00				
7. More than P1,000,000.00 but less than P5,000,000.00 P1,000.00				
8 More than P5 000 000 00			than P5,000,000.00	
0. Note that 1 3,000,000.00	8. More than P	5,000,000.00		P1,500.00
	0.0		EMP	10
C. Compliance	C. Compliance			



As may be determined based on record on non-compliance or has been the subject of validated complaint for the current period	
of one calendar year	
Compliant	P0.00
Non-Compliant:	P50.00
e. P50,000.00 below	
f. P50,001.00- P150,000.00	P200.00
g. P500,001 above	P500.00
h. As may be assessed by CENRO	P500.00



3. Citation Tickets Compliance

City ENRO Environmental Enforcers issues Citation Tickets to all violators of environmental laws in which corresponding penalties shall be complied.

Office or	City Environment and Natural Resources Office
Division:	
Classification:	Simple
Type of	G2C
Transaction:	
100	All 1 L C 1 C 1 C 1 C 1 C 1 C 1 C 1 C 1 C 1

Who may avail:	All violators of environmental laws			
CHECKLIST OF F	WHERE TO SECURE			
Citation ticket (1 Original Copy)		Environmental Enforcers		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
Present copy of citation ticket	Receive and indicate amount of penalty (see table below)	Dependin g on law/s violated (see below table)	5 minutes	EMS II
2. Pay penalty at Treasurer's office and return to CENRO for encoding	2. Encode Official Receipt number and record	None	5 minutes	EMS II
	TOTAL:	Dependin g on law/s violated (see below table)	10 Minutes	



Penalties of Violators of Environmental Laws and Ordinances

Violation		First Offense	Second Offense	Third Offense
Smoking in public places		500.00	1,000.00	1,500.00
authorizing to smoke Establishment)		1,000.00	1,500.00	2,500.00
	Individual:	500.00	800.00	1,500.00
vaste/Authorizing to lump in public places	Establishment:	1,000.00	2000.00	Closure
Open burning	Individual:	500.00	800.00	1,500.00
	Establishment:	1,000.00	2,000.00	Closure
Insegregated waste	Individual:	500.00	800.00	1,500.00
	Establishment:	1,000.00	2,000.00	Closure
Inaccredited solid waste auler	Individual:	500.00	800.00	1,500.00
	Establishment:	1,000.00	2,000.00	Closure
Inaccredited hazardous vaste hauler		1,000.00	3,000.00	5,000.00
Inathorized disposal of azardous chemicals		1,000.00	3,000.00	5,000.00
Bathing/Washing clothes on sidewalk		500.00	800.00	1,500.00
Dirty frontage	Individual:	500.00	800.00	1,500.00
	Establishment:	1,000.00	2,000.00	Closure
Spitting/Urinating in Public Places	THE	500.00	800.00	1,500.00
	Imoking in public places authorizing to smoke Establishment) legal dumping of solid raste/Authorizing to ump in public places Open burning Insegregated waste Inaccredited solid waste auler Inactredited hazardous raste hauler Inathorized disposal of azardous chemicals athing/Washing clothes in sidewalk Firty frontage	Important in public places suthorizing to smoke Establishment) Idegal dumping of solid raste/Authorizing to sate/Authorizing to stablishment: Individual: Indi	Moking in public places authorizing to smoke Establishment) Degal dumping of solid raste/Authorizing to the pump in public places are pumping in public places and pumping of solid raste/Authorizing to the pumping in public places are pumping and pumping in public places are pumping are pump	Violation Offense Offense Immoking in public places authorizing to smoke Establishment) 500.00 1,000.00 Idegal dumping of solid vaste/Authorizing to ump in public places Individual: 500.00 800.00 Insegregated waste Establishment: 1,000.00 2,000.00 Insegregated waste Individual: 500.00 800.00 Inaccredited solid waste auler Individual: 500.00 800.00 Inaccredited hazardous vaste hauler Establishment: 1,000.00 2,000.00 Inaccredited hazardous vaste hauler 1,000.00 3,000.00 Inathorized disposal of azardous chemicals 1,000.00 3,000.00 Inathorized disposal of azardous chemicals 500.00 800.00 Individual: 500.00 800.00 Individual: 500.00 800.00 Individual: 500.00 800.00 Individual: 500.00 800.00

261 | Page 262 | Page





P.O. 11 S. 2012					
	Selling/Using Sando Bag as Packaging	Individual:	500.00	1000.00	2,500.00
		Establishment:	1,000.00	2,000.00	2,500.00
Ord. 2018- 06					
	Unregistered/Unaccredite d Waste Collector/Transporter		1,000.00	3,000.00	5,000.00
R.A. 9275/Ord. 2017-36					
	Illegal/Untreated wastewater discharge		2,000.00	4,000.00	5,000.00
	No oil and grease trap installed		2,000.00	4,000.00	5,000.00
Ord. 2021- 22					
	Smoke emission exceeding standards	Light vehicles	300.00 or seminar	500.00	1,000.00 and recommendati on for suspension of MVR for 1 year
		Medium vehicles	500.00 or seminar	1,500.00	2,000.00 and recommendati on for suspension of MVR for 1 year
		Heavy vehicles	1,000.00 or seminar	3,000.00	5,000.00 and recommendati on for suspension of MVR for 1 year



4. Trimming and Pruning Services

Green Team or Green Boys of the City ENRO conducts regular tree care and trimming of trees. This is to maintain its aesthetics and removal of unhealthy and hazardous tree branches.

hazardous tree brand	ches.			
Office or Division:	City Environment and Natural Resources Office			
Classification:	Simple			
Type of	G2C			
Transaction:				
Who may avail:	All clients with trees	in Private a	nd Public land	
	REQUIREMENTS		WHERE TO SE	CURE
Request Letter/A Original Copy)	Request Letter/Application Form (1 Appli Original Copy)			
2. Sketch Map (1 O	riginal Copy)	Applicant		
Picture of tree/s t Original Copy)	o be trimmed (1	Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1.Submit request letter/form.,sketch map and pictures	1.Receive and review letter request, sketch map and pictures	None	5 minutes	EMS II
	1.1 Schedule for inspection	None	Time depending on request queues (1-7 working days)	EMS II
2. Conduct actual tree trimming activity	2. Conduct tree trimming	None	Variable based on the extent of the	EMS II

None

TOTAL:

request Variable

based on the extent of the scope of the request





5. Tree Cutting Services

The tree cutting is conducted for individuals that secured cutting permit from DENR.

Office or Division:	City Environment and Natural Resources Office				
Classification:	Simple				
Type of	G2C				
Transaction:					
Who may avail:	All clients with trees	in Private a	nd Public land		
CHECKLIST OF	REQUIREMENTS		WHERE TO SE	CURE	
 Request Letter/A 	pplication Form (1		nment and Natur	al Resources	
Original Copy)		Office			
2. Sketch Map (1 O		Applicant			
Picture of tree/s t	o be trimmed (1	Applicant			
Original Copy)					
4. Certificate of No	Objection (1	Barangay			
Original Copy)					
5. Copy of Land Titl		Registry of Deeds			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE	
1.Submit complete requirement	1.Receive and review letter request, sketch map and pictures	None	5 minutes	EMS II	
	1.1 Schedule for inspection	None	Time depending on request queues (1-7 working days)	EMS II	
2. Conduct actual tree trimming activity	2. Conduct tree trimming	None	Variable based on the extent of the scope of the request	EMS II	
	TOTAL:	None	Variable based on the extent of the scope of the request		



6. Clean-up of Waterways

The City ENRO Environmental Army conduct regular clean-up on the City waterways as part of environmental protection and disaster mitigation.

Office or Division:	City Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All clients requesting for waterways cleanup and drainage declogging within the City			
CHECKLIST OF	REQUIREMENTS	·	WHERE TO SE	CURE
1. Request Letter/A Original Copy)	pplication Form (1	City Environment and Natural Resources Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1.Submit request letter	1. Receive and review request letter.	None	5 minutes	Utility Foreman
	1.1 Schedule for inspection.	None	Time depending on request queues (1-7 working days)	Utility Foreman
2. Clean-up activity	2. Conduct clean- up activity	None	Variable based on the extent of the scope of the request	Utility Foreman
	TOTAL:	None	Variable based on the extent of the scope of the request	



7. Hauling Services

The CENRO provides hauling services for clients requesting for hauling of debris and other materials needing to be properly disposed.

Office or Division:	City Environment and Natural Resources Office				
Classification:	Simple				
Type of	G2C				
Transaction:					
Who may avail:	All clients requesting declogging within the		ays cleanup and	I drainage	
CHECKLIST OF	REQUIREMENTS		WHERE TO SE	CURE	
Request Letter/R Original Copy)	lequest Form (1	City Enviror Office	nment and Natur	al Resources	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE	
1.Submit request letter	Receive and review request letter.	None	5 minutes	Utility Foreman	
	1.1 Schedule for inspection.	None	Time depending on request queues (1-7 working days)	Utility Foreman	
2. Hauling activity	2. Conduct hauling activity	None	Variable based on the extent of the scope of the request	Utility Foreman	
	TOTAL:	None	7 Days and 5 Minutes		

