

City Environment and Natural Resources Office External Services





1. Issuance of Environmental Clearance

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

Office or Division:	City Environment and Natural Resources Office					
Classification:	Simple					
Type of	G2B					
Transaction:						
Who may avail:	o may avail: All Commercial and Industrial Establishments					
CHECKLIST OF	REQUIREMENTS		WHERE TO SE	CURE		
1. Business Permit /	Application - New	Business Po	ermits and Licen	sing Office		
(1 Original Copy)						
2. Environmental Clo		DENR-EME	3 IV-A			
(ECC)/Certificate of						
(CNC) (1 Photocopy						
3. Laguna Lake Dev		LLDA				
(LLDA) Clearance/D	ischarge Permit (1					
Photocopy)	ACENOV	FEES TO	DDOCECCIN	DEDCON		
CLIENT STEPS	AGENCY ACTIONS	BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE		
1. Present	1. Receive and	Php 150 +	3 minutes	Administrative		
Business Permit	review business	Environm		Staff		
Application	permit application	ental		Or		
	form	Protection		JIAT Inspector		
		and		CENRO		
		Conservat				
		ion Fee (EPC fee)				
2. Wait for the	2. Schedule site	None	To be	BPLO		
scheduled	inspection for	140110	scheduled by	<i>Bi</i> 20		
inspection.	environmentally		BPLO			
	critical project.					
3. Complied	3. Process	None	3 minutes	Administrative		
required	Environmental			Staff		
documents	Clearance of the			Or		
	client			JIAT Inspector		
				CENRO		
4. Receive	4. Issue the	None	3 minutes	EMS II		
environmental	environmental			Or Admin Stoff		
clearance	clearance to the client			<i>Admin Staff</i> Or		
	Short			JIAT Inspector		
				CENRO		
	TOTAL:	EPC -	14 Minutes			
		Php	(excluding			
		150.00	inspection)			





1.2 Business Permit Renewal

Office or	City Environment and Natural Resources Office						
Division:							
Classification:	Simple	Simple					
Type of	G2B	G2B					
Transaction:							
Who may avail:	All Commercial and	Industrial Es	stablishments				
CHECKLIST OF I	REQUIREMENTS		WHERE TO SE	CURE			
1. Business Permit A	Application -	Business P	ermits and Licen	sing Office			
Renewal (1 Original							
CLIENT STEPS	AGENCY	FEES TO	PROCESSIN	PERSON			
CLIENT STEPS	ACTIONS	BE PAID	G TIME	RESPONSIBLE			
1.Present	1. Receive and	Php 150 +	5 minutes	Administrative			
Business Permit	review business	Environm		Staff			
Application	permit application	ental		Or			
	form.	Protection		JIAT Inspector			
		and		CENRO			
	1.1 Start	Conservat					
	processing the	ion Fee					
	request	(EPC fee)					
		(see table					
		below)					
2. Receive	3. Issue the	None	3 minutes	EMS II			
Environmental	Environmental			Or			
Clearance	Clearance to the			Administrative			
	client			Staff			
				Or			
				JIAT Inspector			
				CENRO			
	TOTAL:	EPC -	8 Minutes				
		Php					
		150.00					





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

A. Nature of Busines	S		Amount
a. High Risk or	al Business or	800	
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			
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 Ris source of pollut	sk or Business or P	roject with potential	P300
1. Small-	7.Welding	13. Market,	
scale	shops,	talipapa	
manufacturin	machine	ιαπραρα	
g industries	shops and		
g industries	auto repair		
	with		
	repainting		
	shops		
	_	14. Computer	
	farm,	shops	
restaurants	piggery,		
al retail store	rer's	ent and	
2. Fast food chains/ restaurants 3. Commerci al retail store		shops 15. Amusem	





			MA, PHILIPY
	procedure, foundry shops, laboratories and warehouses	recreation	
4. Hotel, Motels, Apartelles, Inns	10. Retailer of LPG	16. Lessor	
5. Transport terminal, trucking services	11. Golf course	17. Cooperati ve	
6. Car wash, laundry services	12. Educatio nal institution	18. Other business or project as may be assessed and evaluated medium-risk by CENRO	
	business or project		P50
	on environment		
1. Sari-sari	3.Pawnshops		
store	, Financial institutions		
2. Service	3. Other		
oriented	business or		
offices	project as may be assessed and evaluated low-risk by CENRO		
B. Capitalization or I			
1. Below P350	•		P500.00
2. More than P	P750.00		
3. More than P	P1,000.00		
4. More than P	P1,500.00		
C. Compliance			
As may be determin	ed based on record o of validated complaint		





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.

0.55	- · · · · · · · · · · · · · · · · · · ·		0.55				
Office or	City Environment and Natural Resources Office						
Division:							
Classification:	Simple						
Type of	G2C						
Transaction:							
Who may avail:	All clients within Sa	n Pedro					
CHECKLIST OF I	· · · · · · · · · · · · · · · · · · ·		WHERE TO SE				
Blueprint layout of		Building cor	ntractor/ enginee	r			
sewage treatment pl	ant (STP) of						
structure to be const	ructed (1 Original						
Copy, 1 Photocopy)							
CLIENT STEPS	AGENCY	FEES TO	PROCESSIN	PERSON			
CLIENT STEPS	ACTIONS	BE PAID	G TIME	RESPONSIBLE			
1. Endorsement	1. Receive and	None	5 minutes	EMS II			
for Environmental	Issue Order of			CENRO			
Permit will be	payment to Client						
transmitted by							
Office of the							
Building Official							
(OBO)							
2. Pay required	2. Receive Official	P150 +	5 minutes	EMS II			
fees at Treasurer's	Receipt for	Environm		CENRO			
Office, claim	encoding and	ental					
official receipt and	Issue	Protection					
claim	Environmental	and					
Environmental	Permit	Conservat					
Permit		ion Fee					
		(EPC fee)					
		(see table					
		`below)					
	TOTAL:	EPC –	10 Minutes				
		Php					
		150.00					





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

A. Nature of Business	<u> </u>		Amount
a. High Risk or l	Environmentally Critica	al 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	
9		evaluated	
		high-risk by	
		City ENRO	
b Medium Risk	or Business or Pi		P300
source of polluti		rojost war potoriaa	1 000
7. Small-	7.Welding	13. Market,	
scale	shops,	talipapa	
manufacturin	machine	.a.ipapa	
g industries	shops and		
g industries	auto repair		
	with		
	repainting		
	shops		
8. Fast food	13. Animal	19. Computer	
chains/	farm,	shops	
restaurants	piggery,		
	poultry		





			74, PHILIT
9. Commerci al retail store	14. Manufact urer's procedure, foundry shops, laboratories and warehouses	20. Amusem ent and recreation	
10. Hotel, Motels, Apartelles, Inns	15. Retailer of LPG	21. Lessor	
11. Transport terminal, trucking services	16. Golf course	22. Cooperati ve	
12. Car wash, laundry services	17. Educatio nal institution	23. Other business or project as may be assessed and evaluated medium-risk by CENRO	
	business or project on environment	with very minimal	P50
4. Sari-sari store	3.Pawnshops , Financial institutions		
5. Service oriented offices	6. Other business or project as may be assessed and evaluated low-risk by CENRO		
B. Capitalization or I			
5. Below P350	P500.00		
6. More than P	P750.00		
8. More than P	1,000,000.00 but less t 5,000,000.00	man P5,000,000.00	P1,000.00 P1,500.00
C. Compliance			
As may be determin	ed based on record o	n 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 or	ad Matural Da	on our one Office			
	City Environment and Natural Resources Office					
Division:	0: 1					
Classification:	Simple					
Type of	G2C					
Transaction:						
Who may avail:	All violators of envir	onmental lav				
CHECKLIST OF I	REQUIREMENTS		WHERE TO SE	CURE		
1. Citation ticket (1 0	Original Copy)	Environmer	ntal Enforcers			
CLIENT STEPS	AGENCY ACTIONS	AGENCY FEES TO PROCESSIN PERSO				
1. Present copy of	1. Receive and	Dependin	5 minutes	Administrative		
citation ticket	indicate amount of	g on law/s		Staff		
	penalty (see table	violated		Or		
	below)	(see		EMS II		
	,	below		CENRO		
		table)				
2. Pay penalty at	2. Encode Official	None	5 minutes	Administrative		
Treasurer's office	Receipt number			Staff		
and return to	and record			Or		
CENRO for				EMS II		
encoding				CENRO		
	TOTAL:	Dependin	10 Minutes			
		g on				
		law/s				
		violated				
		(see				
		below				
		table)				





Penalties of Violators of Environmental Laws and Ordinances

	Violation		First Offense	Second Offense	Third Offense
E.O. 26					
	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
R.A. 9003/M.O. 2008-07					
	Illegal dumping of solid	Individual:	500.00	800.00	1,500.00
	waste/Authorizing to dump 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
	Unsegregated waste	Individual:	500.00	800.00	1,500.00
		Establishment:	1,000.00	2,000.00	Closure
	Unaccredited solid waste hauler	Individual:	500.00	800.00	1,500.00
		Establishment:	1,000.00	2,000.00	Closure
R.A. 6969					
	Unaccredited hazardous waste hauler		1,000.00	3,000.00	5,000.00
	Unathorized disposal of hazardous chemicals		1,000.00	3,000.00	5,000.00
M.O. 99-10					
	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		500.00	800.00	1,500.00
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	Light vahicles	300.00 or seminar	500.00	1,000.00 and recommendati on for suspension of MVR for 1
	exceeding standards	Light vehicles	500.00	4 500 00	year
			500.00 or seminar	1,500.00	2,000.00 and recommendati on for suspension of
		Medium vehicles			MVR for 1 year
			1,000.00 or seminar	3,000.00	5,000.00 and recommendati on for suspension of MVR for 1
		Heavy vehicles			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.

Office or	City Environment and Natural Bassurass Office				
Division:	City Environment and Natural Resources Office				
Classification:	Cimanla				
Type of	Simple G2C				
Transaction:	G2C				
	All clients with trees	in Privata a	ad Dublia land		
Who may avail: CHECKLIST OF I		Filvale al		CLIDE	
1. Request Letter/Ap		WHERE TO SECURE			
	oplication Form (1	Applicant	Applicant		
Original Copy)	iginal Cany)	Applicant			
2. Sketch Map (1 Or	giriai Copy)	Applicant			
3. Picture of tree/s to	be trimmed (1	Applicant			
Original Copy)	AGENCY	FEES TO	PROCESSIN	DEDCON	
CLIENT STEPS	ACTIONS	BE PAID	G TIME	PERSON RESPONSIBLE	
4 Cubasit as auto at			_		
1.Submit request	1.Receive and	None	5 minutes	EMS II	
letter/form.,sketch	review letter			CENRO	
map and pictures	request, sketch				
	map and pictures				
	1.1 Schedule for	None	Time	EMS II	
		None		_	
	inspection		depending on	CENRO	
			request		
			queues (1-7		
O Conduct catual	0.0000000000000000000000000000000000000	Nana	working days) Variable	Tura a Tuina na ira ar	
2. Conduct actual	2. Conduct tree	None		Tree Trimming	
tree trimming	trimming		based on the	Team	
activity			extent of the	CENRO	
			scope of the		
	TOTAL	.	request		
	TOTAL:	None	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	Simple G2C			
Transaction:	GZC			
Who may avail:	All clients with trees	in Private a	ad Dublic land	
	REQUIREMENTS			CLIDE
1. Request Letter a	·	WHERE TO SECURE		
PENRO Laguna/Ap		City Environment and Natural Resources Office		
Original Copy)	plication i omi (i	Office		
2. Sketch Map (1 O	riginal Copy)	Applicant		
3. Picture of tree/s	to he trimmed (1	Applicant		
Original Copy)		Applicant		
4. Certificate of No	Objection (1	Barangay		
Original Copy)		Darangay		
5. Copy of Land Tit	le (1 Photocopy)	Registry of	Deeds	
6. Certification from		City Agricul		
	(for fruit-bearing trees) (1 Original			
Copy)				
CLIENT STEPS	AGENCY	FEES TO	PROCESSIN	PERSON
	ACTIONS	BE PAID	G TIME	RESPONSIBLE
1.Submit	1.Receive and	None	5 minutes	EMS II
complete	review letter			CENRO
requirement	request, sketch			
	map and pictures			
	440111		T:	EMO !!
	1.1 Schedule for	None	Time	EMS II
	inspection		depending on	CENRO
			request queues (1-7	
			working days)	
2.Client transmits	2. Endorsement to	None	Time	EMS II
CENRO	DENR	INOTIC	depending on	CENRO
Endorsement to	BEITH		request	OLIVICO
DENR			queues (1-7	
			working days)	
	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	City Environment of	ad Natural Da	ongurana Offica		
	City Environment and Natural Resources Office				
Division:	0: 1				
Classification:	Simple				
Type of	G2C				
Transaction:					
Who may avail:	All clients requesting		ays cleanup and	l drainage	
	declogging within the	ne City			
CHECKLIST OF	REQUIREMENTS		WHERE TO SE	CURE	
1. Request Letter/A	pplication Form (1	City Enviror	nment and Natur	al Resources	
Original Copy)		Office			
	AGENCY	FEES TO	PROCESSIN	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	G TIME	RESPONSIBLE	
1.Submit request	1. Receive and	None	5 minutes	Utility Foreman	
letter	review request			CENRO	
Totalor	letter.			OZ.II.	
	iottor.				
	1.1 Schedule for	None	Time	Utility Foreman	
	inspection.	INOTIC	depending on	CENRO	
	mspection.		request	OLIVINO	
			queues (1-7		
0.01	0.0 1.1		working days)		
2. Clean-up	2. Conduct clean-	None	Variable	Utility Foreman	
activity	up activity		based on the	CENRO	
			extent of the		
			scope of the		
			request		
	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	City Environment of	ad Matural D	on our one Office		
	City Environment and Natural Resources Office				
Division:					
Classification:	Simple				
Type of	G2C				
Transaction:					
Who may avail:	All clients requestin	g for waterw	ays cleanup and	l drainage	
	declogging within th	ne City			
CHECKLIST OF	REQUIREMENTS		WHERE TO SE	CURE	
1. Request Letter/R	equest Form (1	City Enviror	nment and Natur	al Resources	
Original Copy)	1	Office			
,	AGENCY	FEES TO	PROCESSIN	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	G TIME	RESPONSIBLE	
1.Submit request	1. Receive and	None	5 minutes	Utility Foreman	
letter	review request			ĆENRO	
	letter.			<u> </u>	
	ionor.				
	1.1 Schedule for	None	Time	Utility Foreman	
	inspection.	110110	depending on	CENRO	
	mopeodon.		request	OLIVITO	
			queues (1-7		
O Havilian antivitue	0.00=d=t	Nana	working days)	I Itility / Faysayaaya	
2. Hauling activity	2. Conduct	None	Variable	Utility Foreman	
	hauling activity		based on the	CENRO	
			extent of the		
			scope of the		
			request		
	TOTAL:	None	7 Days and 5		
			Minutes		





8. Landscaping/Development/Maintenance of Open Spaces

Landscaping projects are done for beautification and greening of the city. This also helps in mitigating the negative effects of climate change, and offer health and economic benefits for communities.

Office or	City Environment a	nd Natural Re	esources Office		
Division:					
Classification:	Simple				
Type of	G2C, G2G				
Transaction:					
Who may avail:	Homeowner's Asso	ciation, Bara			
	REQUIREMENTS		WHERE TO SE		
1. Request Letter/R	equest Form (1	,	City Environment and Natural Resources		
Original Copy)		Office			
2. Sketch Map (1 O	, , , , , , , , , , , , , , , , , , , ,	Client-provi			
CLIENT STEPS	AGENCY ACTIONS	FEES TO PROCESSIN PERSO BE PAID G TIME RESPONS			
1.Submit a Letter of Request to CENRO indicating nature and scope of work request, and attach photos	Receive and review letter request, sketch map and pictures	None	5 minutes	Administrative Staff Or Clerk CENRO	
of existing site conditions.	1.1 Schedule for inspection.	None	Time depending on request queues (1-7 working days)	Park Maintenance General Foreman CENRO	
	1.2 Prepare Inspection Report, with findings, proposed resource schedule, photos and recommendation.	None	1 day	Park Maintenance General Foreman CENRO	
	1.3 Review inspection report and approve for implementation.	None	1 day	CGDH I CENRO	
2. Coordinate with CENRO and inform availability of the site to start work request.	2. Set a scheduled date and time frame to start the project and its completion date.	None	Variable based on the extent of the scope of the request	Park Maintenance General Foreman CENRO	





2.1 Monitoring, supervision and implementation of the landscaping project until its completion.	None	Variable based on the extent of the scope of the request	Park Maintenance General Foreman CENRO
2.2 Turn-over and signing of Memorandum (MOA) with the Local Chief Executive and requesting party regulating the use	None	Variable based on the extent of the scope of the request	Landscaping Team Park Maintenance General Foreman CGDH I CENRO
of open space.			CENRO
TOTAL:	None	7 Days and 5 Minutes	





9. Wildlife Protection

The CENRO provides assistance for clients who will report the existence of wildlife and exotic species found in the City of San Pedro.

	T			
Office or	City Environment ar	nd Natural Re	esources Office	
Division:				
Classification:	Simple			
Type of	G2C – Government	to Citizen		
Transaction:				
Who may avail:	All Clients	Г		
	REQUIREMENTS		WHERE TO SE	CURE
N/A	4.0.711.017	N/A		
CLIENT STEPS	AGENCY	FEES TO	PROCESSIN	PERSON
4 16	ACTIONS	BE PAID	G TIME	RESPONSIBLE
1. If coordinate	1. Receive report	None	5 minutes	Administrative
with concerned	via phone call and			Staff
Barangay: Report	collect necessary			Or Clark
the existence of wildlife and exotic	information			<i>Clerk</i> CENRO
	regarding the			CENRO
species via phone call	concern: - Species			
Call	- Species - Location			
	- Contact Person			
	- Contact Number			
	- Contact Number			
	1.1 Report to	None	5 minutes	EMS II
	Provincial	110110	O minatos	CENRO
	Environment and			02.1.10
	Natural			
	Resources Office			
	 Laguna for the 			
	collection and			
	transport of			
	concerned			
	species to the			
	DENR Wildlife			
	Center.			
		OR		
1. If not	1. Receive report	None	5 minutes	Administrative
coordinated with	via phone call and			Staff (Job Order)
concerned	collect necessary			Or
Barangay: Report	information from			Clerk (Job Order)
the existence of	caller:			CENRO
wildlife and exotic	- Species			
species via phone	- Location			
call	- Contact Person			
	- Contact Number	None	E minutos	Administration
	1.1 Coordinate	None	5 minutes	Administrative





with Barangay Concerned.			Staff (Job Order) Or Clerk (Job Order) CENRO
1.2 Report to Provincial Environment and Natural Resources Office – Laguna for the collection and transport of concerned species to the DENR Wildlife Center.	None	5 minutes	EMS II CENRO
TOTAL:	None	7 Days and 5 Minutes	