



MINES AND GEOSCIENCES BUREAU V

CITIZEN'S CHARTER

2021 (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



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Service Office

Service Category



1. 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).

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</i> Finance and Administrative Division
	1.2 Studies and forwards request for GIS to the Chief, Geosciences Division	None	5 Minutes	<i>Regional Director (RD)</i> Office of the Regional Director
	1.3. Receives and records the request for GIS	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 (paused clock)	<i>Chief,</i> Geosciences Division
	1.5.b. If the submitted documentary	None	25 Minutes	<i>Chief,</i> Geosciences Division



	requirements for GIS are 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>



	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 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, Geohazard and Engineering Geology Section</i>



	2.7. Confirms with the customer the schedule of the GIS to be undertaken within the next five (5) days and sets logistical arrangements through SMS, phone call or email	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 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.</p> <p>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</p>	1 Day	<i>Geologist of the Geohazard and Engineering Geology Section</i>



		2 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	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 Identification Report (GIR) with maps and transmittal letter and submits draft GIR to the Chief, Geohazard and Engineering Geology Section for editing	None	6 Days	<i>Geologist of the Geohazard and 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	None	4 Hours	<i>Geologist of the Geohazard and</i>



	to Chief, Geosciences Division for signature			<i>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 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	

2. Application for Geological Site Scoping Survey

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).

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
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</i> Finance and Administrative Division
	1.2. Studies and forwards request for GSS 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 GSS	None	10 Minutes	<i>Administrative Assistant</i> Geosciences Division
	1.4. Evaluates completeness and appropriateness of the attached	None	10 Minutes	<i>Chief,</i> Geosciences Division



	documentary requirements			
	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 Division prepares the pro-forma MOA and draft transmittal letter and forwards the same to the RD for review.	None	25 Minutes (paused clock)	<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 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 with transmittal letter	None	10 Minutes (paused clock)	<i>Records Officer Finance and Administrative Division</i>
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 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 Geological Site Scoping (GSS)	PHP 2,000.00/ man/day but not less than PHP 6,000.00 or as provided in the Memorandum of	2 Days	<i>Geologist of the Geohazard and Engineering Geology Section</i>



		<p>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 transportation</p>		
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 Finance and Administrative Division</i>
	5.2. Undertakes laboratory analysis covering moisture	None	5 Days (done simultaneously)	<i>Laboratory Technician</i>



	content, complete grading, plastic limit and liquid limit		with GSSR preparation)	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 Scoping Report (GSSR) with maps and transmittal letter and submits draft GSSR to the Chief, Geohazard and Engineering Geology Section for editing	None	12 Days	<i>Geologist of the Geohazard and 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	None	1 Day	<i>Geologist of the Geohazard and Engineering Geology Section</i>



	Division for final editing			
	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 Division for signature	None	4 Hours	<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 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	



3. 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.

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



	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>



	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, Geohazard and Engineering Geology Section</i>



	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. 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



	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>



	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

4. 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).

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,</i> Geosciences Division
	1.5. Prepares work program, pro-forma Memorandum of Agreement for the Conduct of GV and draft transmittal and forwards the same	None	2 Hours	<i>Chief,</i> Geosciences Division



	to the RD for signature.			
	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 forwards to the ORD	None	10 Minutes	<i>Administrative Assistant Geosciences Division</i>
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 Finance and Administrative Division</i>
	2.2. Studies and forwards additional documents and/or signed and notarized MOA 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 and/or signed and notarized MOA	None	10 Minutes	<i>Administrative Assistant Geosciences Division</i>
	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, Geosciences Division</i>
	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)	PHP 2,000.00/ man/day but not less than PHP 6,000.00 or	3 to 5 Days	<i>Geologist of the General and Economic Geology Section</i>



		<p>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>		
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	None	10 Days	<i>Geologist of the General and Economic Geology Section</i>



	Verification Report (GVR)			
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>
	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	None	2 Days	<i>Geologist of the General and Economic Geology Section</i>



	Economic Geology Section for review			
	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 transmittal letter and forwards to the ORD	None	10 Minutes	<i>Administrative Assistant Geosciences Division</i>
	6.11 Comments on the final draft GVR and transmittal letter for final printing	None	30 Minutes	<i>Regional Director Office of the Regional Director</i>
	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 Geology Section</i>
	6.13 Records, files and forwards	None	15 Minutes	<i>Administrative Assistant</i>



	proponent's copy to the ORD			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	

5. Issuance of 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 hhdd°mm'ss",		LGU Engineering Office, DPWH, engineering department of project proponent agency, private geodetic engineer/environmental planner



Luzon Philippines datum and Clarke 1866 spheroid)				
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</i> Office of the Regional Director
	1.3. Receives and records the request for GC	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 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 forwards to the ORD	None	10 Minutes	<i>Administrative Assistant Geosciences Division</i>
	1.7. Reviews the draft response 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 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 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.	None	10 Minutes (paused clock)	<i>Records Officer Finance and Administrative Division</i>
2. Submits map deficiencies	2.1. Receives, records and routes map deficiencies	None	15 Minutes	<i>Records Officer</i>



	to the Office of the Regional Director			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,</i> Geosciences Division
	2.5. Routes the GC documents to the assigned Geologist	None	10 Minutes	<i>Chief,</i> Geosciences Division
	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,</i> Geosciences Division



	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 Geosciences Division</i>
	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, Geosciences Division</i>
	2.11. Checks the proximity of the proposed projects to legal easements and No Build Zones areas	None	30 Minutes	<i>Geologist, Geosciences Division</i>



	pursuant to P.D. 1067, R.A 386 and P.D. 705.			
	2.12. Prepares draft Geohazard Certification (GC) and Forwards to Chief Geologist	None	3 Hours	<i>Geologist, Geosciences Division</i>
	2.13 Review the draft Geohazard Certification and make the necessary inputs and/or corrections	None	1 Day	<i>Chief, Geosciences Division</i>
	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	
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6. 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 Geosciences Division</i>
	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	

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



8. Purchase of Published and Printed 1:50,000 Geological 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	Chief, Geosciences Division
	1.6. Signs Order of Payment	None	5 minutes	Accountant Finance and Administrative Division
2. Pays fees to the Cashier	2.1. Accepts payment and issues Official Receipt	Php 600.00 per sheet	5 minutes	Cashier Finance and Administrative Division
3. Presents Official Receipt to Geosciences Division	3.1. Releases purchased geologic map	None	5 minutes	Regional Director Office of the Regional Director
	TOTAL	P 600.00 per sheet	55 Minutes	

9. Conduct of Chemical Analysis

Office or Division:	Geological Laboratory Services Section (GLSS) Geosciences Division			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B – Government to Businesses			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Client Information Sheet/ Request for Analysis Form			Geological Laboratory Services Section (GLSS)	
Sample/s for analysis			Applicant	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



<p>1. Proceed to the Geological Laboratory Services Section- Geosciences Section (GLSS-GD), accomplish and submit Request Form for Chemical Analysis*</p> <p>For online submission: Client could request a blank request form via the official email address of the Regional Office and resubmit back via email the accomplished request of analysis form.</p>	<p>1.1 Record name, address, source of the sample, contact number in logbook</p>		15 Minutes	<p>GLSS, Geosciences Division (GD)</p>
	<p>1.2 Compute the fees/charges based on the parameters requested, prepare order of payment in three (3) copies and send it to the Accounting Unit of the Finance and Administrative Division (FAD);</p> <p>Note: Include the email address of the client in the order of payment form.</p>	<p>Fees shall be based on DAO 2005 – 08 (Fees and charges for various services of the Mines and Geosciences Bureau)</p>	15 Minutes	
	<p>1.3 Assign control number to the order of payment; Affix e-signature of the Accountant/ Authorized Signatory; and forward the Order of Payment to Client/Customer via email</p>		25 Minutes	
<p>2. Pay Analysis Fee/s on-site</p> <p>For online payment/ submission: Client</p>	<p>2.1 Accept payment; issue Official Receipt (OR)</p>		15 Minutes	<p><i>Cashier, FAD</i></p>



pays Analysis Fee/s in bank through <u>(insert RO's bank details/online payment scheme)</u> and send e-copy of bank deposit slip/proof of payment to <u>(insert RO's official email)</u>	2.2 Accept and submit deposit slip/proof of payment to Cashier for bank verification		10 Minutes	GLSS
	2.3 Verify payment and issue Official Receipt (OR)		20 Minutes	Cashier, FAD
	2.4 Send scanned and original copies of OR to client; advise Client to submit samples to MGB or send through courier		15 Minutes	GLSS
3. Submit samples for analysis to GLSS either by drop off or courier services for analysis together with a copy of official receipt for verification.	3.1 Verify the samples submitted, prepare Job Request Form (samples will be subjected for sanitation process prior to analysis)		20 Minutes	GLSS
	3.2 Conduct laboratory chemical analysis and evaluate results of analysis (Datasheet).		Minimum of 14 Days**	Chemist IV / Chemist III / Laboratory Technician II, GLSS
	3.3 Prepare and sign the Report of Analysis in two (2) copies		20 Minutes	Chemist III, Chemist IV/Chief GLSS
	3.4 Review and sign Report of Analysis (in case of rectification, the report is returned to the Chief, GLSS)		1 Day	Chief, GD



<p>4. Present ID and/or proof of authorization (in case an authorized representative/s will claim the Report of Analysis) to GLSS Staff and acknowledge receipt of Report of Analysis; or receive Report of Analysis through email and acknowledge receipt of Report of Analysis</p>	<p>4.1 Release Report of Analysis, either e-mail or pick up</p> <p>4.2 File a duplicate copy</p>		<p>5 Minutes</p>	<p><i>Chemist IV/ Chemist III / Laboratory Technician II, GLSS</i></p>
TOTAL		<p>Fees shall be based on DAO 2005 – 08 (Fees and charges for various services of the Mines and Geosciences Bureau)</p>	<p>15 Days, 2 Hours, 40 Minutes</p>	

*Form : Available FREE OF CHARGE

** Processing Time : Number of working days for sample preparation and chemical analysis will depend on the type of sample and number of parameters (i.e. elements/constituents) requested. Waiting time may also be incorporated due to the heavy influx of samples.

Note: Client will always be informed on the time/date of release of Report of Analysis.

10. Conduct of Megascopic Analysis

The service could be availed by any person who wants to know the identification and composition of natural/unprocessed mineral or rock sample.



Office or Division:	Mines and Geosciences Bureau Regional Offices - Geosciences Division			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B – Government to Businesses			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request addressed to the Regional Director cc: The Chief, Geosciences Division 2. Sample for Analysis 3. Client Information Sheet 4. Request for Analysis Form		Applicant Applicant Officer of the Day GD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit to the Geosciences Division (GD) the Letter Request and sample and, accomplish Client Information Sheet and Request for Analysis Form For online submission: Customer could request a blank form via the official email address of the Regional Office and resubmit back via email the accomplished form.	1.1 Forward request and sample to Chief Geologist, GD and furnish a copy of the letter-request (meantime, sample is kept by Guard on Duty for quarantine/ sanitation)	Fees shall be based on DAO 2005 – 08 (Fees and charges for various services of the Mines and Geosciences Bureau)	1 Hour	<i>Administrative Assistant, GD</i>
	1.2 Checks the sample for megascopic analysis and assign Geologist			<i>Chief Geologist, GD</i>
	1.3 Prepare Assessment Sheet and Order of Payment and send to Accounting Unit of Finance and Administrative Division (FAD)			<i>Geologist, GD</i>
	1.4 Assign control number to the order of payment; If on-line transaction affix e-signature of the		30 Minutes	<i>Accountant, FAD</i>



	Accountant/ Authorized Signatory; and 1.5 Forward the Order of Payment to Client/Customer via email for on-line transaction			<i>Administrative Assistant, Geosciences Division</i>
2. Pay Analysis Fee/s on-site For online payment/ submission: Client pays Analysis Fee/s in bank through <u>(insert RO's bank details/online payment scheme)</u> and send e-copy of bank deposit slip/proof of payment to <u>(insert RO's official email)</u>	2.1 Accept payment and; issue Official Receipt (OR)		15 Minutes	<i>Cashier, FAD</i>
	2.2 Accept and submit deposit slip/proof of payment to Cashier for bank verification		20 Minutes	<i>Administrative Assistant, GD</i>
	2.3 Verify payment and issue Official Receipt (OR)		15 Minutes	<i>Cashier, FAD</i>
	2.4 Send scanned and original copies of Official Receipt to customer; advise customer to submit samples to MGB or send through courier , if not yet submitted		15 Minutes	<i>Administrative Assistant, GD</i>
3. Submit samples for analysis to Geoscience Division either by drop off or courier services for analysis together with a copy of official receipt for verification.	3.1 Verify the samples submitted, prepare Job Request Form (samples will be subjected for sanitation process prior to analysis)		20 Minutes	<i>Geologist, GD</i>
	3.2 Conduct megascopic analysis		1 Hour (per sample)	<i>Geologist, GD</i>
	3.3 Prepare Report of Analysis and Certificate		1 Hour	<i>Geologist, GD</i>



	and submit to Section Chief, GEGS for review			<i>Supervising Geologist, GD</i>
	3.4 Review the Megascopic Analysis results and forwards to Chief Geologist			
	3.5 Review and sign Report of Analysis (in case of rectification, the report is returned to the geologist)		5 Minutes	<i>Chief, GD</i>
4. Present ID and/or proof of authorization (in case an authorized representative/s will claim the Report of Analysis) to GD Staff and acknowledge receipt of Report of Analysis; or receive Report of Analysis through email and acknowledge receipt of Report of Analysis	4.1 Release Report of Analysis, either e-mail or pick up 4.2 File a duplicate copy 4.3 Provide a copy of the report to the ORD		5 Minutes	<i>Administrative Assistant, GD</i>
TOTAL		Fees shall be based on DAO 2005 – 08 (Fees and charges for various services of the Mines and Geosciences Bureau)	5 Hours and 5 Minutes	



11. Area Status and Clearance for Small Scale Mining Permit/Quarry Permit/Sand and Gravel 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	

12. 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.

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
	1.5 Endorse application to Chief MTSS	None	5 Minutes	<i>Chief Mine Management Division</i>
	1.6 Check and evaluate submitted documents	None	30 Minutes	<i>Section Chief</i> Monitoring and Technical Services Section
	1.6.1 If complete, instructs to		30 Minutes	



	<p>prepare Order of Payment for the payment of Field Verification and Application fees.</p> <p>1.6.2 In incomplete, prepares letter of denial of the application.</p>			
2. Payment of required fees at the Cashier	<p>2.1 Accept the Order of Payments prepared</p> <p>2.2 Issue Official Receipts</p>	<p>Field Verification Fee: PHP 6,000.00</p> <p>Application Fee: PHP 1,000.00 – Non-metallic PHP 2,000.00 – metallic</p>	15 Minutes	<i>Administrative Officer III (Cashier)</i> Finance and Administrative Division
3. Present Official Receipts to Mine Management Division	3.1 Assigns technical personnel to conduct field verification.	None	15 Minutes	<i>Section Chief</i> Monitoring and Technical Services Section
4. Assist in the conduct of field inspection/verification	<p>4.1 Inspects/verifies applied minerals/mineral products and by-</p> <p>4.2 Prepares report/memorandum of the result of inspection/verification conducted recommending to the Regional Director for the issuance of OTP</p>	None	3 Days	<i>Engineer II/Engineer III</i> Mine Management Division



	4.3 Prepares OTP (MGB Form No. 12-1)			
	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 PHP 2,000.00 – metallic	3 Days, 3 Hours & 15 Minutes	



13. 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.

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



	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	

14. Processing of Exploration Permit Applications

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.

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 sealed by a deputized Geodetic Engineer – One (1) Original and 6 duplicate copies	NAMRIA Map available at the NAMRIA Office
	6. Proof of technical competence to undertake the implementation of the activities under the Work Programs: <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 	Applicant's Contracted Geologist or Mining Engineer



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	
7. Proof of financial capability to undertake the implementation of the activities under the Work Programs: a. For Corporation/Partnership/ Association/Cooperative: • Latest Audited Financial Statement – should be Stamped Received by the SEC - One (1) Original and 4 duplicate copies	Securities and Exchange Commission
• 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	Securities and Exchange Commission Credit Lines/certifications – Depository Bank of the mining Applicant
b. For individual: • 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
• 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 Record (CEMCRR) or Certificate of Exemption from the CEMCRR – One (1) Original and 2 duplicate copies upon issuance by the MGB RO	CEMCRR Application Form available at the MTES
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



<p>3. Area Status and Clearance from the One-Stop-Shop Committee (DENR-V and other agencies concerned) – One (1) Original and 2 duplicate copies</p>	<p>DENR-V - Applicant to follow-up with the DENR upon endorsement of copies of Environmental Work Program and NAMRIA Map</p> <p>MGB-V – To be issued upon receipt of Area Status from DENR-V and upon payment of MGB Clearance fees</p>
<p>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</p>	
<p>5. Proofs of publication, posting and radio announcement of the Notice of Application:</p> <p>a. Published once in:</p> <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 	<p>Newspaper circulated locally within the province where the applied area is located and where the Notice of Application was published</p>
<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 	<p>Newspaper with national circulation, where the Notice of Application was published</p>
<p>b. Posted for 1 week in the bulletin boards of:</p> <ul style="list-style-type: none"> • MGB Regional Office concerned - One (1) Original and 2 duplicate copies 	<p>MGB RO concerned where the Notice of Application was posted</p>
<ul style="list-style-type: none"> • Province(s) - One (1) Original and 2 duplicate copies 	<p>Provincial Capitol where the Notice of Application was posted</p>
<ul style="list-style-type: none"> • Municipality(ies)/City(ies) - One (1) Original and 2 duplicate copies 	<p>Municipality where the Notice of Application was posted</p>
<p>c. Radio announced daily for 1 week in a local radio program - One (1) Original and 2 duplicate copies</p>	<p>Radio Station where the Notice of Application was aired</p>
<p>6. Certification of the Panel of Arbitrators concerned as to any adverse claim/protest/opposition - One (1) Original and 2 duplicate copies</p>	<p>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</p>
<p>7. NCIP Certification or proof of land ownership, such as certified true copies of</p>	<p>NCIP Region-V</p>



Original/Transfer Certificate of Title, among others - One (1) Original and 2 duplicate copies				
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 MTES to evaluate application	None	20 Minutes	<i>MMD Secretary</i> Chief MMD
	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	
		None	30 Minutes	



	<p>1.6.1 The mandatory requirements are complete.</p> <p>1.6.2 Application Form is Notarized and required information are supplied.</p> <p>1.6.3 Company is allowed to engage in mining activities per SEC document submitted</p> <p>1.6.4 The required Minimum Authorized and Paid-up Capital are complied, pursuant to DAO No. 2013-01</p>	<p>None</p> <p>None</p> <p>None</p>	<p>5 Minutes</p> <p>5 Minutes</p> <p>5 Minutes</p>	<p><i>Mining Claims Examiner</i></p> <p><i>Mining Claims Examiner</i></p> <p><i>Mining Claims Examiner</i></p> <p><i>Mining Claims Examiner</i></p>
	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>
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>
	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 DENR-V for signature by the Chief MMD and RD, for Area Status Certification	None	30 Minutes	<i>Chief MTES</i>
	4.4 Prepares and affix initials on Endorsement Letter to NCIP-V	None	30 Minutes	<i>Chief MTES</i>



	for signature by the Chief MMD and RD, for issuance of NCIP Certification or FPIC			
	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 FPIC upon Field Verification	None	3 Months	<i>Regional Director NCIP-V</i>
	6.2 Receive and Record DENR Area Status Certification on Logbook then forward to Chief MTES.	None	10 Minutes	<i>Mining Claims Examiner</i>



	6.2.1 Reproduce and forward copy of DENR Area Status to MLSS for issuance of MGB Clearance upon instruction by the Chief MTES	None	10 Minutes	<i>Mining Claims Examiner</i>
	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 MGB Area Status and Clearance for signature and approval by the Chief MMD and RD.	None	2 Days	<i>Chief MLSS</i>
	8.2.1 Forward Original and copies of MGB	None	10 Minutes	<i>Chief MLSS</i>



	Area Status and Clearance together with ORs to MTES for further evaluation of mining application			
	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)	None	1 Day	<i>Mining Claims Examiner and Chief MTES</i>
	8.4 Should results of MGB Clearance be favorable a Notice of Application is prepared for publication, posting and radio announcement.	None	2 Days	<i>Chief MTES/ Mining Claims Examiner</i>
9. Reproduce of NAMRIA Map One copy for each of the following: -Barangay -Municipality -Provincial Capitol -Local Newspaper -National Newspaper	9.1 Upon receipt of NAMRIA Maps from applicant, prepare endorsement letters to the LGUs concerned, RE: posting of the Notice of Application on the LGU's Bulletin Board.	None	2 Days	<i>Mining Claims Examiner Chief MTES Chief MMD Regional Director</i>



<p>-Radio Station -MGB-V bulletin board -MGB CO -File copy for publication, posting and radio announcement, then submit to MTES</p>	<p>Forward to the Chief MTES, Chief MMD and RD for signature of Notice of Application and endorsement letters</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>10.1.1 Endorsement letters to LGU's concerned are sent via registered mail</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 RE: posting of Notice of Application, then release to Finance and Administrative Division for approval, upon signature by the Chief MTES</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Mining Claims Examiner/Chief MTES</i></p>



11. Pays Certification fee	11.1 Issues Official Receipt for Certification fee	PHP 50.00	10 Minutes	Cashier Finance and Administrative Division
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	Mining Claims Examiner Chief MTES Chief MMD Regional Director
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	LGUs concerned (Except Barangay) Local and National Newspaper Radio Station
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	Sangguniang Barangay Sangguniang Bayan Sangguniang Panlalawigan
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	None	30 Minutes	Mining Claims Examiner



	<p>submitted Certifications of posting</p> <p>15.1.1 Verifies submitted certifications if in accordance with the required period of publication, posting and radio announcement</p> <p>15.1.2 Forward to Chief MTES for further instruction</p>	<p>None</p> <p>None</p>	<p>1 Hour</p> <p>10 Minutes</p>	<p><i>Mining Claims Examiner</i></p> <p><i>Mining Claims Examiner</i></p>
	<p>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</p> <p>15.2.1 Prepare MOP for Certification fee RE: Certification by the Panel of Arbitrations for signature of the Chief MTES then forward to FAD for approval</p>	<p>None</p> <p>None</p>	<p>1 Hour</p> <p>30 Minutes</p>	<p><i>Mining Claims Examiner/Chief MTES</i></p> <p><i>Mining Claims Examiner/Chief MTES</i></p>
16. Pays Certification fee	16.1 Issues Official Receipt for Certification fee	PHP 50.00	10 Minutes	<i>Cashier</i>



	upon approval by the FAD			Finance and Administrative Division
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 -Updated Bank Certification -Submission of SEC-Certified General Information sheet -Submission of Secretary's Certificate as to	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>



	<p>the company's authorized signatory to the Permit that may be issued</p> <ul style="list-style-type: none"> -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 			
	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	None	1 Day	Chief MTES
18. Submit documents in compliance with Step No. 17.4 above	18.1 Receives and record additional documents submitted by applicant	None	30 Minutes	Mining Claims Examiner
	18.2 Evaluates additional documents submitted by applicant in compliance with	None	1 Hour	Chief MTES



	Step No. 17.4 above			
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</i> – to accompany applicant during the reproduction of documents to ensure integrity of documents
	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 mining application to the MGB CO for further evaluation and issuance of Permit	None	1 Day	<i>Chief MTES Chief MMD Regional Director</i>
	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	
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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

15. Processing of Mineral Ore Export Permit Application

A. For MOEP issued by MGB Regional Director concerned

Office or Division:	Mine Management Division
Classification:	Simple
Type of Transaction:	G2B – Government to Businesses
Who may avail:	Permit Holders, Contractors, Accredited Traders, Retailers, Processors, and other Mining Rights Holders were issued by DENR, including its attached agencies and corporate arms
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Original and duly accomplished Mineral Ore Export Permit (MOEP) application form under DENR Administrative Order (DAO) No. 2008-20	Mines and Geosciences Bureau - Regional Office No. V(MGB-V)
Original or certified true copy of the pertinent Ore Transport Permits or Delivery Receipts	MGB-V
Field validation report containing, among others, information such as the validity of the pertinent mining permit/contract, grade, the verification of the source of the mineral/ore and estimated volume and value of the said commodity [Note: Field validation can be conducted on a per-MOEP basis or periodically.]	MGB-V
Original or certified true copy of the mining permit/contract	MGB-V
Original or MGB-certified true copy of the Certificate of Accreditation by the MGB, if the MOEP applicant is engaged in mineral trading	MGB-V



Original or certified true copy of the sales/purchase/marketing contract or purchase order		MOEP applicant		
Original or certified true copy of the proof of payment of excise tax or guarantee/surety bond as prescribed in Section 4 of DENR Memorandum Order No. 2008-04		Bureau of Internal Revenue		
Where the mineral(s) and/or ore(s) is sourced from a Mineral Reservation, proof of payment of royalty pursuant to the pertinent provisions of Republic Act No. 7942 and DAO No. 2010-21		MGB-Central Office		
Original or certified true copy of the final sales/invoice receipt of the previously exported similar mineral(s) or ore(s), if any		MOEP applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the required documents to MGB RO concerned, through the official e-mail address of the Regional Office or courier [includes attestation that the submitted digital copy is exactly the same with the hard copy of documents]</p> <p>Note: Should the application and supporting documents for MOEP be sent by the applicant thru the official e-mail of the office, the Original/hard copies thereof</p>	<p>1.1 Receive and encode the MOEP application and other attachments to the Document Action Tracking System and transmits to the Office of the Regional Director (ORD)</p>		<p>1 Hour</p>	<p><i>Records Officer, Finance and Administrative Division (FAD)</i></p>



<p>should be submitted by the MOEP applicant by courier.</p> <p>MOEP shall only be released by this Office upon receipt of the complete Original/hard copies of documents</p>				
	<p>1.2 Receive and record application and forward to the Regional Director (RD)</p> <p>1.3 Review the documents and forward application to the Chief, Mine Management Division (MMD), for evaluation</p>		<p>2 Hours</p>	<p><i>Administrative Staff, ORD</i></p> <p><i>Regional Director (RD)</i></p>
	<p>1.4 Receive and record application and forward to the Chief, MMD</p> <p>1.5 Review the documents and forward application to the Chief, Mining Tenement</p>		<p>1 Hour</p>	<p><i>Administrative Staff, MMD</i></p> <p><i>Chief, MMD</i></p>



	Evaluation Section (MTES)			
	1.6 Review the document and assigns to a technical staff		1 Hour	Chief, MTES
	1.7 Check and evaluates submitted documents: If complete, prepare MOEP, and forward to Chief, MTES, through email; If incomplete, prepare letter to applicant returning the application and informing of the lacking documents, through email.		6 Hours	Technical Staff, MTES
	1.8 Review and initial MOEP, and endorse to Chief, MMD, through email		1 Hour	Chief, MTES
	1.9 Review and initial MOEP, and endorse to RD, for approval, through email		1 Hour	Chief, MMD
	1.10 Review and sign MOEP		2 Hours	Regional Director
	1.11 Transmit MOEP to Record Section		1 Hour	Administrative Staff, ORD



	for release and provide copy to MMD			
2. Receive the approved MOEP	<p>2.1 Send MOEP to applicant, through courier (only upon verification with the MMD that the complete original/hard copies of documents were already submitted)</p> <p>2.2 Provide advance copy of MOEP to applicant, through email</p>		1 Hour	<p>Records Officer, FAD</p> <p>Technical/ Administrative Staff, MMD</p>
TOTAL:		None	2 Days, 1 Hour	

16. Processing of Petition/Request for the Declaration of Minahang Bayan for Initial Evaluation Clearance (IEC)

Office or Division:	Mines and Geosciences Bureau Regional Office Mine Management Division	
Classification:	Highly Technical	
Type of Transaction:	G2G - Government to Government; G2C - Government to Citizen, G2B – Government to Businesses	
Who may avail:	Small-Scale Mining Cooperatives, Associations and Individual/s	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>1) Mines and Geosciences Bureau Regional Office (MGB RO) Processing/Evaluation Report including the following:</p> <ul style="list-style-type: none"> • Petition Letter • Area Location Map 		Petitioner



2) Area Status / Clearance 3) MGB RO Processing/Evaluation Report		MGB RO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit or file the request/peti-tion for Declaration of an area as People's Small-Scale Mining Area (PSSMA)/ <i>Minahang Bayan</i> (MB) to MGB RO through the Provincial/City Mining Regulatory Board (P/CMRB)	1.1 Receive and encode the documents to the Document Action Tracking System (DATS) and transmit to the Office of the Regional Director (ORD)		1 Hour	Records Officer, Finance and Administrative Division (FAD)
	1.2 Receive, review and forward the documents to the Mine Management Division (MMD)		1 Hour	Administrative Staff, ORD
	1.3 Receive and forward the documents to Mineral Land Survey Section (MLSS);		1 Hour	Chief, MMD
	1.3.a Receive and plot in the control map the status of the proposed area vis-à-vis the prior and existing mining rights and applications, as well as areas closed to mining application.		2 Days	Technical Personnel, MLSS
	1.4 Prepare draft letter informing the Petitioner		1 Day	Technical Personnel, MLSS



	<p>concerned on the result of evaluation and forward to Chief, MMD for comments, via email.</p> <p>1.4.1 If the proposed area for <i>Minahang Bayan</i> falls within areas Open for Declaration as <i>Minahang Bayan</i>, proceed to 1.5;</p> <p>1.4.2 If the proposed area for <i>Minahang Bayan</i> covers areas considered closed to mining application as provided in Section 1 of the Executive Order No. 79, prepare a letter of denial to the Petitioner</p> <p>1.4.3 If the proposed area for <i>Minahang Bayan</i> covers areas considered as conditionally open to mining application, prepares letter requiring the Petitioner to secure the following:</p>			
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	<p>a. Consent from the Private Landowner/Certification from the Provincial/Municipal Assessor's Office certifying that the applied area has no declared private property or owner;</p> <p>b. Certification from the concerned government agency attesting that the area is outside the coverage of Agrarian Reform Community, Strategic Agricultural and Fisheries Development Zone, among other areas closed to mining applications; and</p> <p>c. Consent/ Clearance from the concerned mining rights holder and applicant in a form of Secretary's Certificate, Board Resolution, among others.</p>			
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Note 1: If the proposed area falls within areas conditionally opened to mining applications, the processing time stops until the Petitioner secure all the subsequent documents.



<p>Note 2: If the Petitioner has secured all the documents and/or the proposed area is free from conflict against areas closed to mining applications and existing mining rights and applications, proceed to 1.5.</p>				
	1.5 Prepare letter informing the Petitioner on the conduct of geologic assessment and technical validation of the petitioned area to determine if it is technically and economically viable for small-scale mining.		2 Hours	Technical Personnel, MTSS
	1.6 Receive and endorse letter to Regional Director (RD) for consideration.		1 Hour	Chief, MMD
	1.7 Review, approve and forward to FAD for releasing.		2 Hours	Regional Director Administrative Assistant ORD
	1.8 Release letter and transmit to P/CMRB copy furnished the Petitioner.		1 Hour	Administrative Staff, FAD
2. Pay verification fee online. Client pays Verification Fee	2.1 Prepare Billing Assessment for the Verification Fee and forward to Chief, MMD for approval.	Verification fee: P2,000/man/Day Minimum: P6,000 (pursuant to Section 2 of DAO No. 2005-081.)	1 Hour	Technical Personnel, MTSS; Chief, MTSS
<p>Note 3: If there is no proof of payment, the processing time stops until the Petitioner complies with the requirements.</p>				



	2.4 Conduct geologic assessment and technical validation at the area petitioned for <i>Minahang Bayan</i>		5 Days	MGB RO Technical Personnel
	2.5 Prepare report regarding the geologic assessment and technical validation		5 Days	MGB RO Technical Personnel
	2.6 Evaluate all mandatory requirements and prepare Memorandum endorsing the Petition for declaration of <i>Minahang Bayan</i> to the DENR Secretary through MGB CO and forward to MMD Chief for comments, via email.		1 Day	Technical Personnel, MTSS
	2.7 Finalize the Memorandum together with the documentary requirements and forward to RD for consideration		2 Hours	Chief, MMD
	2.8 Review and approve Memorandum and forward to FAD for releasing		2 Hours	Regional Director Administrative Assistant ORD
	2.9 Release Memorandum and transmit to MGB CO, copy furnished the Petitioner and P/CMRB, accompanied by mandatory requirements for IEC , via email.		2 Hours	Records Officer, FAD
	TOTAL	Verification fee: P2,000/ man/ day Minimum: P6,000 (pursuant to Section 2 of DAO No. 2005-082.)	16 Days, 2 Hours	

Note 4: The processing of the Petition for *Minahang Bayan* for **IEC of the DENR through MGB CO** shall take 16 Days and 2 Hours if all the mandatory requirements are subsequently complied with.

Note 5: The processing time does not include the duration when the Petition is still under the jurisdiction of the P/CMRB.



17. Processing of Application for the Declaration of Minahang Bayan for Final Evaluation Clearance

Office or Division:	Mines and Geosciences Bureau Regional Office Mine Management Division			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government; G2C - Government to Citizen, G2B – Government to Businesses			
Who may avail:	Small-Scale Mining Cooperatives, Associations and Individual/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Petition Letter		Petitioner		
Area Location Map		Petitioner		
Area Status / Clearance		MGB RO		
MGB RO Processing/Evaluation Report		MGB RO		
Result of DENR-MGB Initial Review		MGB CO		
Proof of Notices to parties concerned		Petitioner		
Proof of Posting/Publication		Petitioner		
P/CMRB Certification (No Protest)		P/CMRB		
Favorable Endorsement of majority of the Sanggunian		Concerned Sanggunian		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1 Receive initial evaluation clearance (IEC) from the DENR through the MGB CO, encode the document to the Document Action Tracking System (DATS) and forward to the Office of the Regional Director (ORD) for instruction and appropriate action by the MMD, via email.		1 Hour	Administrative Staff Regional Director ORD
	1.2 Receive and forward the IEC to Chief, Mining		1 Hour	Chief, MMD



	Technical Services Section (MTSS) for processing			
	1.3 Receive and forward the IEC to the Technical Personnel, MTSS for endorsement to the Petitioner, copy furnished the P/CMRB		1 Hour	Chief, MTSS
	1.4 Prepare letter informing the Petitioner on the result of the initial evaluation of the Petition for <i>Minahang Bayan</i> and require the Petitioner to submit via email the following: Proof of Notices to parties concerned Proof of Posting and Publication Endorsement by the concerned <i>Sanggunian</i> NCIP Certification Pre-condition or Certificate of Non-Overlap		1 Day	Technical Personnel, MTSS
	1.5 Review letter and endorse to RD for consideration, via email.		1 Hour	Chief, MMD
2. Submit the mandatory documents through the official email address of the Regional Office	2.1 Receive and forward the said documents submitted by the Petitioner to the		1 Hour	Administrative Assistant Regional Director ORD



	ORD for instruction and appropriate action by the MMD, via email.			
	2.2 Receive and forward the documents to MTSS Chief for processing, via email.		1 Hour	Chief, MMD
	2.3 Receive and forward the documents to the Technical Personnel, MTSS for evaluation, via email.		1 Hour	Chief, MTSS
	2.4 Review and evaluate all mandatory requirements for final evaluation clearance and prepare Memorandum endorsing the documents of the Petition for declaration of <i>Minahang Bayan</i> to the DENR Secretary through MGB CO, via email.		5 Days	MMD/MTSS
	2.5 Forward Memorandum to MMD Chief for comments and endorse to RD for consideration, via email.		2 Hours	Chief, MTSS, Chief, MMD
	2.6 Review and approve		2 Hours	Administrative Staff



	Memorandum and forward to FAD for releasing, via email.			Regional Director ORD
	Release Memorandum and transmit to MGB CO, copy furnished the Petitioner and P/CMRB, via email.		1 Hour	Records Officer, FAD
	TOTAL	None	7 Days, 7 Hours	
<p>Note 1: If the documents require returning due to deficiencies, the processing time stops until the Petitioner complies with the deficiencies.</p> <p>Note 2: The processing of the Petition for <i>Minahang Bayan</i> for final evaluation clearance of the DENR through MGB CO shall take 6 Days and 7 Hours if all the mandatory requirements are subsequently complied with.</p>				

18. Issuance of Authority 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).

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
<ol style="list-style-type: none"> 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) 	Mechanical Engineer/ Client Records



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)				
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
	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	None	5 Minutes	<i>Chief</i>



	Chief, Mine Safety and Health Section (MSHS).			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 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 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 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 transmittal letter and permit to Records Officer for releasing	None	30 Minutes	<i>Division Records Officer</i> 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	

19. Issuance of Authority 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).



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
	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



	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
2.1 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 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	4.1 Check the Official Receipt	None	2 Minutes	<i>Division Records Officer</i>



Official Receipt for confirmation of payment	and photocopy for record			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
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. Processing and Evaluation of Application for Temporary/Permanent Safety Engineer's/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).

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



	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>



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



			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



21. Processing and Evaluation of Renewal for Temporary/Permanent Safety Engineer's/Inspector's Permit

Office or Division:	Mine Safety, Environment and Social Development Division			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B – Government to Businesses			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly filled-up application form		Applicant from the Contractor, Permit holder, Permittee, Service Contractor and/or its Operator		
Certified photocopy of college or high school diploma				
Letter of endorsement from the Contractor, Permit Holder, and/or Permittee				
Certificate of employment from the Contractor, Permit Holder, Permittee, or Service Contractor				
Certified photocopy of certificate of trainings attended pertaining to safety and health				
Two (2) copies of latest photograph <ul style="list-style-type: none"> • The photo should be taken at least six (6) months before the application/renewal • Background: White • Size: 2 in. x 2 in. • Facial expression: Neutral • Glasses: The applicant can wear his or her glasses but not sunglasses 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. Submit a duly filled-up application form with the complete requirements. The applicant can also submit his/her application in person or through the official	1.1. Receive the application. The Records Officer then forwards the application to the Office of the Regional Director (ORD). The Administrative Staff		5 Minutes	Records Officer, Finance and Administrative Division (FAD)



email address of the Regional Office	(AS) of the ORD shall receive the application if it was submitted via email.			Administrative Staff, Office of the Regional Director (ORD)
	1.2. Receive and record the document using the Document Action Tracking System (DATS) and forward it to the Regional Director (RD).		10 Minutes	Administrative Staff, ORD
	1.3. Endorse the document to the Mine Safety, Environment and Social Development Division (MSESDD) Chief for evaluation.		2 Hours	Regional Director, ORD
	1.4. Receive and forward the application to the Mine Safety and Health Section (MSHS) Chief for evaluation.		5 Minutes	Chief, MSESDD
	1.5. Receive and forward the application to the MSHS Technical Staff (TS) for evaluation.		5 Minutes	Chief, MSHS
1.2. Supply the necessary documents if the application is lacking.	1.6. Receive, review, and evaluate the completeness of the application and its attachments. 1.6.1. If the requirements are not complete, the MSHS TS informs the applicant to correct		1 Day	TS, MSHS



	the deficiencies and submit the additional documents.				
The processing time stops until the applicant corrects the deficiencies					
	1.7. Prepare, approve and sign the order of payment		1 Day	TS, MSHS Chief, MSESDD Chief, Accountant, FAD	
2. Receive the order of payment via email or claim the order of payment through pick-up at the MGB RO.	2.1. Issue the order of payment (via email) to the applicant and provides him or her the option to pick up the order of payment if he/she desires to do so.		5 Minutes	TS, MSHS	
The processing time stops until the applicant proceeds to the payment step.					
3. Pay the processing fee within seven (7) working days from receipt of the Order of Payment in bank through MGB Landbank Account Number <i>(insert MGB RO Landbank account number)</i> and send an electronic copy of bank deposit slip/proof of payment to <i>(insert MSESDD email)</i> . The original copy of the proof of payment shall be submitted to MGB-RO within five (5) working days from the	3.1. Accept and forward the deposit slip/proof of payment to cashier for bank verification via email	Application or renewal of permits:		15 Minutes	Administrative Staff, MSESDD
		Permit	Fee		
		Temporary Safety Inspector's Permit	1,000 per application		
		Temporary Safety Engineer's	1,000 per application		



date of deposit/transfer. The applicant has the option to pay the processing fee through electronic fund transfer.	Permit			
	Permanent Safety Engineer's Permit	1,500 per application or renewal		
	Permanent Safety Inspector's Permit	1,500 per application or renewal		
	Reference: DAO No. 2005-08, Providing for New Fees and Charges for Various Services of the Mines and Geosciences Bureau			
3.2. Verify the payment and issue Official Receipt (OR) and forward the original copy of the OR to MSESDD for transmittal to the applicant			15 Minutes	Administrative Staff, FAD
3.3. Receive the OR from FAD.			5 Minutes	TS, MSHS



	3.4. Inform the applicant (via email) that the payment of processing fee has been acknowledged, and coordinate with the applicant for the schedule of his/her interview.		30 Minutes	TS, MSHS
The processing time stops until the scheduled interview.				
4.1. Undertake the interview	4.1. Administer the interview to the applicant.		1 Hour	TS, MSHS
	4.2. Evaluate the interview of the applicant.		2 Days	TS, MSHS
4.2. If the applicant fails either the interview, the applicant is advised to review topics relating to safety and health and could return to the Office the next day for his or her re-interview	4.2.2. Process to go back to 4.1			
The processing time stops until the applicant passes the interview.				
	4.3. Once the applicant passes the interview, the MSHS TS shall prepare the evaluation report of the applicant endorsing the approval of his or her permit. The MSHS TS shall likewise prepare the letter of		1 Day	TS, MSHS



	approval and the permit of the applicant. The evaluation report, letter of approval, and permit of the applicant are then forwarded to the MSHS Chief.			
	4.4. Review and endorse the evaluation report, letter of approval (or letter of regret), and permit of the applicant (if the applicant passes the evaluation) to the MSESDD Chief.		30 Minutes	Chief, MSHS
	4.5. Review and endorse the evaluation report, letter of approval (or letter of regret), and permit of the applicant (if the applicant passes the evaluation) to the MGB RO RD.		30 Minutes	Chief, MSESDD
	4.6. Review the evaluation report, sign the letter of approval (or letter of regret) and approve the permit of the applicant (if the applicant passes the evaluation). RD then forwards these to the		2 Hours	Regional Director, ORD



	Records Officer for record and releasing.				
5. Receive his or her permit (or the submitted documents as attached in their application).	5.1. Receive and release the signed letter of approval (or letter of regret), and permit of the applicant (if the applicant passes the evaluation).		5 Minutes	Records Officer. FAD	
TOTAL		Application or renewal of permits:	5 Days, 7 Hours, 40 Minutes		
		Permit			Fee
		Temporary Safety Inspector's Permit			1,000 per application
		Temporary Safety Engineer's Permit			1,000 per application
		Permanent Safety Engineer's Permit			1,500 per application or renewal
		Permanent			1,500 per applicatio



	Safety Inspector's Permit	n or renewal		
Reference: DAO No. 2005-08, Providing for New Fees and Charges for Various Services of the Mines and Geosciences Bureau				
<p>Note:</p> <ul style="list-style-type: none"> • Evaluation and issuance of Safety Engineer's/Inspectors Permit will approximately take 5 days, 7 hours, and 40 minutes. • For renewal, the applicant shall undergo the same process except for the written exam. 				

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).

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 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	None	15 Minutes	<i>Division Records Officer</i>



	Logbook and forward to Chief MSESDD			Mine Safety, Environment and Social Development Division
	1.5 Forward application to Chief, Mine Safety and Health Section (MSHS).	None	5 Minutes	Chief Mine Safety, Environment and Social Development Division
	1.6 Forward application to MSHS personnel	None	5 Minutes	Chief 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	Senior Science Research Specialist 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	Application Fee: PHP 1,000.00 Verification fee: PHP 2,000.00 /man/day with a minimum amount of	5 Minutes	Administrative Officer III (Cashier) Finance and Administrative Division



		PHP 6,000.00		
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
	4.6 Review and countersign the memorandum report and endorsement letter with attached required documents	None	7 Hours	<i>Chief</i> Mine Safety and Health Section and/ or <i>Chief</i> Mine Safety, Environment and Social Development Division
	4.7 Record to Outgoing Logbook the memorandum report and endorsement letter with attached required documents and	None	15 Minutes	<i>Division Records Officer</i> Mine Safety, Environment and Social Development Division



	forward to the ORD			
	4.8 Approve the memorandum report and endorsement letter with attached required documents	None	10 Minutes	<i>Regional Director</i> Office of the Regional Director
	4.9 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:		Application Fee: PHP 1,000.00 Verification fee: PHP 2,000.00 /man/day with a minimum amount of PHP 6,000.00	6 Days, 1 Hour & 2 Minutes	



23. Processing of Endorsement of Application for License to Purchase or 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).

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



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



	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)

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 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	None	15 Minutes	<i>Division Records Officer</i> Mine Safety, Environment and



	forward to Chief MSESDD			Social Development Division
	1.5 Forward application to Chief, Mine Safety and Health Section (MSHS).	None	5 Minutes	Chief Mine Safety, Environment and Social Development Division
	1.6 Forward application to MSHS personnel	None	5 Minutes	Chief 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	Senior Science Research Specialist 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	Application Fee: PHP 500.00	5 Minutes	Administrative Officer III (Cashier) 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	Division Records Officer Mine Safety, Environment and Social Development Division



5. Take Blaster's Foreman Examination	5.1 Conduct Blaster's Foreman Examination	None	2 Hours	Senior Science Research Specialist 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	Senior Science Research Specialist(s) Mine Safety and Health Section
	6.3 Prepare checklist and letter of endorsement to PNP with attached required documents	None	1 Day	Senior Science Research Specialist(s) Mine Safety and Health Section
	6.4 Review and countersign the completed checklist and endorsement letter to PNP with attached required documents	None	6 Hours	Chief Mine Safety and Health Section and/ or Chief Mine Safety, Environment and Social Development Division
	6.5 Record to Outgoing Logbook the completed checklist and endorsement letter to PNP with attached required documents	None	15 Minutes	Division Records Officer Mine Safety, Environment and Social Development Division



	6.6 Approve the letter of endorsement to PNP with attached required documents	None	10 Minutes	<i>Regional Director</i> Office of the Regional Director
	6.7 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
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</i> Finance and Administrative Division
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)

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 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. 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 inspection/verification	None	10 Minutes	<i>Senior Science Research Specialist</i> Mine Safety and Health Section
	4.4 Conduct mechanical/electrical inspection/verification	None	7 Days	<i>Senior Science Research Specialist(s)</i> 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.	5.1 Prepare memorandum report and endorsement letter with attached required documents 5.1.1 If no deficiency or violation, prepare	None	2 Days	<i>Senior Science Research Specialist(s)</i> Mine Safety and Health Section



5.2.2 Submit compliance to the requirements and/or findings.	<p>memorandum report, permit and transmittal letter</p> <p>5.1.2 If there is a deficiency or violation, prepare memorandum report and action letter recommending compliance to findings</p>			
	5.2 Review and countersign the memorandum report, permit and transmittal letter	None	7 Hours	<p><i>Chief</i> Mine Safety and Health Section and/ or <i>Chief</i> Mine Safety, Environment and Social Development Division</p>
	5.3 Record to Outgoing Logbook the memorandum report, permit and transmittal letter and forward to the ORD	None	15 Minutes	<p><i>Division Records Officer</i> Mine Safety, Environment and Social Development Division</p>
	5.4 Approve the permit and transmittal letter	None	10 Minutes	<p><i>Regional Director</i> Office of the Regional Director</p>
	5.5 Record and forward the permit and transmittal letter	None	15 Minutes	<p><i>Division Records Officer</i> Office of the Regional Director</p>
	5.6 Record and release the permit and transmittal letter	None	5 Minutes	<p><i>Records Officer</i> Finance and Administrative Division</p>
TOTAL:	Verification fee:	10 Days, 1 Hour & 12 Minutes		



	PHP 2,000.00 /man/day with a minimum amount of PHP 6,000.00		
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26. Processing, Evaluation and Approval of the 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).

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	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 the program conforms to the standards as provided in DAO 2010-21 and DAO 2000-98, proceed to the next step. 2.2 If the program requires revisions or additional information, receive notice of deficiency and submit	2.1 Evaluate the submitted program as to its form, substance and completeness. Prepare memorandum report and checklist. 2.1.1 If the program conforms to the standards	None	3 Days	<i>Senior Science Research Specialist</i> Mine Safety and Health Section



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



to its terms and conditions.	for signing of the Certificate of Approval to agree to its terms and conditions.			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
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</i> Finance and Administrative Division
TOTAL:		None	3 Days, 7 Hours & 52 Minutes	

27. Processing and Evaluation of Annual Environmental Protection and Enhancement Program

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).

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 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	None	15 Minutes	<i>Division Records Officer</i> Mine Safety, Environment and Social



	forward to Chief MSESDD.			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 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	3 Days	<i>Senior Environmental Management Specialist</i> Mine Environmental Management 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.	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. 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 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 MRFC members for review.	None	1 Day	<i>MRFC Secretariat</i> Mine Rehabilitation Fund Committee
5.1 Receive invitation to the MRFC Meeting and present the documents during the MRFC meeting for deliberation. 5.1.1 If the said documents conform to the standards provided in DAO 2010-21, proceed to the next step. 5.1.2 If the said documents do not conform to the standards provided in DAO 2010-21, the documents were	5.1 Review and deliberate the required documents. 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).	None	13 Days	<i>Members</i> Mine Rehabilitation Fund Committee



revised or supplemented and submitted to MRFC through MGB-V for review and deliberation.	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.			
	5.2 Prepare necessary MRFC resolution endorsing the required documents to CLRF-SC.	None	1 Day	<i>Secretary</i> Mine Rehabilitation Fund Committee
	5.3 Prepare memorandum to MGB-Central Office with attached MRFC resolution and required documents.	None	1 Hour	<i>Senior Environmental Management Specialist</i> 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 consolidation of required documents of mining contract/permit application.	None	30 Minutes	<i>Senior Environmental Management Specialist</i> Mine Environmental Management Section
	5.7.3 Review and sign the memorandum of endorsement to MMD.	None	10 Minutes	<i>Chief Mine Environmental Management Section</i> and/or <i>Chief Mine Safety, Environment and Social Development Division</i>
	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 Records Officer for releasing.	None	15 Minutes	<i>Division Records Officer</i> Mine Management Division
	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. Processing and 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).

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
	1.5 Receive and forward application to the Chief, Mining Tenement Evaluation Section.	None	5 Minutes	<i>Chief</i> Mine Management Division
	1.6 Forward application to the	None	15 Minutes	<i>Chief</i>



	Mining Claims Examiner II/ Mining Claims Examiner III.			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	<i>Mining Claims Examiner II/ Mining Claims Examiner III</i> 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	<i>Administrative Officer III (Cashier)</i> 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	<i>Mining Claims Examiner II/ Mining Claims Examiner III</i> Chief, Mining Tenement Evaluation Section
	3.3 Forward application to Mine Safety, Environment and Social Development Division (MSESDD).	None	15 Minutes	<i>Chief</i> 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	Chief Mine Safety, Environment and Social Development Division
	3.6 Forward application to MEMS personnel.	None	5 Minutes	Chief Mine Environmental Management Section
	3.7 Prepare Travel Order(s) for CEMCRR validation/survey.	None	10 Minutes	Senior Environmental Management Specialist/ Science Research Specialist II Mine Environmental Management Section
	3.8 Prepare letter to EMB-V requesting assistance for CEMCRR validation/ survey	None	1 Day	Senior Environmental Management Specialist/ Science Research Specialist II Mine Environmental Management Section
	3.9 Conduct CEMCRR validation and survey together with EMB-V personnel	None	3 Days	Senior Environmental Management Specialist/ Science Research Specialist II 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	<p><i>Senior Environmental Management Specialist/ Science Research Specialist II</i> Mine Environmental Management Section</p>
	<p>3.11 Review and countersign the prepared documents.</p>	None	6 Hours	<p><i>Chief Mine Environmental Management Section and/or Chief Mine Safety, Environment and Social Development Division</i></p>
	<p>3.12 Record to Outgoing Logbook the prepared documents.</p>	None	15 Minutes	<p><i>Division Records Officer Mine Safety, Environment and Social Development Division</i></p>



	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
	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	6 Days, 2 Hours & 57 Minutes	
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29. Processing and Issuance 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)

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	None	5 Minutes	<i>Records Officer</i> Finance and Administrative Division



	Regional Director (ORD).			
	1.2 Receive and record application and forward to the Regional Director.	None	15 Minutes	<i>Division Records Officer Office of the Regional Director</i>
	1.3 Receive and endorse application to the Mine Management Division (MMD).	None	15 Minutes	<i>Regional Director Office of the Regional Director</i>
	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:	5 Minutes	<i>Administrative Officer III (Cashier) Finance and Administrative Division</i>



		PHP 20.00		
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 Safety, Environment and Social Development Division (MSESDD).	None	15 Minutes	<i>Chief Mine Management Division</i>
	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>
	3.10 Check for records of the applicant and prepare Certificate of Exemption	None	3 Days	<i>Senior Environmental Management Specialist/ Science Research Specialist II Mine Environmental</i>



				Management Section
	3.11 Review and countersign the prepared documents.	None	6 Hours	Chief Mine Environmental Management Section and/or Chief Mine Safety, Environment and Social Development Division
	3.12 Record to Outgoing Logbook the prepared documents.	None	15 Minutes	Division Records Officer Mine Safety, Environment and Social Development Division
	3.13 Approve the prepared documents	None	10 Minutes	Regional Director Office of the Regional Director
	3.14 Return to MSESDD for proper endorsement to Mine Management Division.	None	15 Minutes	Division Records Officer Office of the Regional Director
	3.15 Record to Outgoing Logbook and forward documents to MMD.	None	15 Minutes	Division Records Officer Mine Safety, Environment and Social Development Division
	3.16 Receive and register the documents. Attach documents to the mining application	None	30 Minutes	Mining Claims Examiner II/ Mining Claims Examiner III



	for endorsement to MGB-CO.			Chief, Mining Tenement Evaluation Section
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	Mining Claims Examiner II/ Mining Claims Examiner III Chief, Mining Tenement Evaluation Section
	4.2 Record and forward the required documents to Records Officer for releasing.	None	15 Minutes	Section Records Officer Mining Tenement Evaluation Section
	4.3 Record and releases the necessary documents for submission to MGB-CO.	None	5 Minutes	Records Officer 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. Processing, Evaluation and Approval of 5-Year/ Annual Social Development and Management Program/ Community Development Program

All Contractors/Permit Holders shall prepare a 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).

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
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 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, Social Development Section.	None	5 Minutes	<i>Chief</i> Mine Safety, Environment and Social Development Division
	1.6 Forward application to SDS personnel.	None	5 Minutes	<i>Chief</i> Social Development Section
	1.7 Evaluate the submitted program as to its form, substance and completeness. 1.7.1 If program requires revisions/ additional information, prepare notice of deficiency	None	9 Days	<i>Senior Science Research Specialist/ Community Affairs Officer II</i> Mine Environmental Management Section



	1.7.2 If conforms to the form, substance and completeness, recommend for issuance of Certificate of Approval			
	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 Mine Safety, Environment and Social Development Division</i>
	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	None	5 Minutes	<i>Division Records Officer Mine Safety, Environment and Social</i>



	Approval to agree to its terms and conditions.			Development Division
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</i> Office of the Regional Director
	3.2 Record and releases the certificate and transmittal letter.	None	5 Minutes	<i>Records Officer</i> Finance and Administrative Division
TOTAL:		None	10 Days & 20 Minutes	



FEEDBACK AND COMPLAINTS MECHANISM	
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>



	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>



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
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