



City Environment and Natural Resources Office

External Services



1. ISSUANCE OF CERTIFICATE OF NO OBJECTION

Securing certification that interposes no objection to the trimming, pruning, earth balling or cutting of trees as requirement for the permit to be issued by PENRO-DENR.

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| Office or Division: | City Environment and Natural Resources Office (CENRO), Left Wing Ground floor, Heroes Hall | |
| Classification: | Highly Technical | |
| Type of Transaction: | G2C – Government to Citizen | |
| Who may avail: | All | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | |
| <p>A. For trees located within private property</p> <p>a.1 Copy of received letter request for PENRO-DENR for trimming, pruning, earth balling or cutting of trees permit from the property owner for validity of request City's certification that interposes no objection to the trimming, pruning, earth balling or cutting of trees.</p> <p>a.2 Barangay Certification that interposes no objection to the trimming, pruning, earthballing or cutting of trees.</p> <p>a.3 Homeowners Association's certification that interposes no objection to the trimming, pruning, earthballing or cutting of trees. (Note: if property is within subdivision).</p> <p>a.4 Location map/sketch of the trees.</p> <p>a.5 Certified true copy of TCT from Registry of Deeds.</p> <p>a.6 Pictures of affected trees.</p> <p>a.7 Care and maintenance Plan(earthballing)</p> <p>a.8 Location map to where the trees will be transferred(earthballing)</p> <p>B. For trees located within public school/public place</p> <p>b.1 Copy of received letter request for PENRO-DENR for trimming, pruning, earth balling or cutting of trees permit from the school requesting for City's certification that interposes no objection to the trimming, pruning, earth balling or cutting of trees.</p> <p>b.2 Barangay Certification that interposes no objection to the trimming, pruning, earth balling or cutting of trees.</p> <p>b.3 DepEd and PTA's certification that interposes no objection to the trimming, pruning, earthballing or cutting of trees.</p> <p>b.4 Pictures of affected trees.</p> <p>b.5 Location map/sketch of the trees.</p> <p>b.6 Care and maintenance Plan (earth balling)</p> <p>b.7 Location map to where the trees will be transferred(earth balling)</p> | <p>From the property owner</p> <p>Barangay Hall Homeowner's Association</p> <p>From the applicant as submitted to PENRO-DENR</p> <p>From the school</p> <p>Barangay Hall</p> <p>DepEd/PTA</p> <p>From the applicant as submitted to PENRO-DENR</p> | <p>2</p> |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|--|---|
| 1. Prepare the requirements and submit it to the CENRO office to avail the service. | 1. Receiving Submitted documents will be thoroughly checked to ensure complete requirements. | None | 10minutes | Admin. Officer IV/ EMS I (City Environment and Natural Resources Office) |
| NONE | 2.Processing Encode pertinent documents to Documents Monitoring before endorsing it to the responsible unit. | None | 5 minutes | Admin. Officer IV/ EMS I (City Environment and Natural Resources Office) |
| NONE | 3.Inspection The affected trees will be inspected by CENRO personnel to verify validity of the request. | None | 4 working days after the receipt of complete requirements in the office. | EMS I (City Environment and Natural Resources Office) |
| NONE | 4. Preparation of the Certificate of No Objection Once the request is validated, a Certificate of No Objection for trimming, pruning, earth balling or cutting of trees will be prepared. | None | 20 mins. | EMS I (City Environment and Natural Resources Office) |
| NONE | 5. CENRO-Evaluation and City-Approval | None | 5 working days | Admin. Aide VI/ EMS I (City Environment and Natural Resources Office) |

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| NONE | <p>6. Releasing</p> <p>Once the Certification is already approved and signed by the City Administrator, it will be returned to the CENRO office and will be available to be released to the client.</p> | None | 10 mins | Admin. Aide VI/ /EMS I (City Environment and Natural Resources Office) |
| TOTAL: | | None | 9 working days and 45 minutes | |



2. PROCESSING OF ENVIRONMENTAL MANAGEMENT PERMIT (WITH VIOLATION)

The City Environment and Natural Resources Office ensure the processing of Environmental Management Permit (EMP).

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| Office or Division: | City Environment and Natural Resources Office(CENRO),Left Wing Ground floor, Heroes Hall | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2B – Government to business entity | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Application Form for Business | | BLPD | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESsing TIME | PERSON RESPONSIBLE |
| 1. Prepare the requirements to avail the service and accomplish the application form | 1. Receiving New: Receive Application Form for business with complete requirements and fill out the routing slip. Renewal: Received Application Form for business Review the submitted documents For applications that are included in the negative list, verify the violation in the CENRO system. Depending on the violation, the client will be either advised to; 1.1. Proceed at CENRO to a specific schedule to attend a seminar of which the client will then be issued a certificate as well as the clearance slip as proof of compliance to be presented at BLPD. | None | 10minutes | Admin. Aide VI (City Environment and Natural Resources Office) |
| 1.1 Attend the specific scheduled seminar at CENRO Left Wing Ground floor, Heroes Hall | | None | 2 hours | Admin. Aide VI (City Environment and Natural Resources Office) |

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| <p>1.2 Pay the Corresponding penalty at the City Treasurer's office (CTO), window 9.</p> <p>1.3 Present the official receipt to CENRO personnel assigned at BLDP office located at Vidal de Arozzal (atrium)</p> | <p>1.2 An order of payment will be issued to the client for this purpose. * please see attached table for the corresponding violation and it's fee's.</p> <p>1.3 The official receipt will then be presented to CENRO for the preparation of Clearance Slip as proof of compliance to be presented at BLPD Once already compliant, update system to reflect the status of compliance of the client.</p> | None | 5 minutes | LRCO 1 (City Environment and Natural Resources Office) |
| None | None | None | 5 minutes | Admin. Aide VI (City Environment and Natural Resources Office) |
| 2. NONE | 2.Processing – Encode pertinent data and information on the CENRO database system. | None | 5 minutes | Admin. Aide VI CENRO |
| 3. NONE | <p>3. Inspection</p> <p>3.1 For New Application; joint inspection is conducted every 8:00 am and 1:00 pm.</p> <p>3.2 For Renewal Application: are subject to year- round inspection</p> <p>3.3 Verify the inspection conducted and sign the submitted reports.</p> <p>3.4 Review and approve the inspection conducted and sign the reports.</p> | None | <p>New-1 day Renewal- year round</p> <p>1 day</p> <p>1 day</p> | <p>EMS II (City Environment and Natural Resources Office)</p> <p>Head/Inspection Team leader</p> <p>CENR Officer</p> |
| 4.NONE | 4. Filling Consolidate and file all approved inspection reports separately for new and renewal applications | No ne | Daily | EMS II CENRO |
| TOTAL: | | Refer to the table below | 2 hours and 25 minutes | |

| | Violation/s | Fines |
|---|---|---|
| Plastic Free Ordinance 2014-008 | Providing Plastic Sando Bag | First offense : Warning with compulsory attendance to a Values Formation Seminar Second Offense: A fine of Php 1,000.00 Third Offense: A fine of Php 3,000.00 Fourth and Succeeding Offense: Cancellation of Business Permit |
| | Providing Plastic Labo for Dry Goods | |
| | Using Styro Packaging for Food Products | |
| City Ordinance No. 2002-002: CSF Solid Waste Management Ordinance | Non- segregated waste or mixed waste | First offense : A fine of Php 500.00 Second Offense: A fine of Php 700.00 Third Offense: A fine of Php 1,000.00 Fourth Offense: A fine of Php 1,500.00 Fifth Offense: A fine of Php 2,500.00 |
| | Dirty frontage and immediate surroundings | |
| | Improper and untimely storing of garbage outside residence | |
| City Ordinance No. 2008-021: Environmental Code of the CSFP | Open burning of solid waste | First offense : A fine of Php 300.00 or imprisonment(1-15 days) Second Offense: A fine of Php 600.00 or imprisonment(1-15 days) Third Offense: A fine of Php 1,000.00 or imprisonment(1-15 days) |
| | Causing or permitting the collection of non-segregated waste | |
| | Littering, throwing, dumping of waste in public place such as roads, side walks, canals, esteros and establishments | |
| | | First offense : A fine of Php 300.00 or imprisonment(15 days-6 mos) Second Offense: A fine of Php 2,000.00 or imprisonment(15 days-6 mos) Third Offense: A fine of Php 3,000.00 or imprisonment(15 days-6 mos) |
| | | First offense : A fine of Php 300.00 or community service(1-15 days) Second Offense: A fine of Php 600.00 community service(1-15 days) Third Offense: A fine of Php 1,000.00 community service(1-15 days) |

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| <p>City Ordinance No. 2008-021: Environmental Code of the CSFP</p> | <p>Discharging, wholly or partially, untreated or inadequately treated industrial effluents into city waters, waterways - causing aquatic pollution</p> | <p>First offense : A fine of Php 5000.00</p> <p>Second Offense: Imprisonment</p> |
| <p>City Ordinance No. 2004-010: Ecological Solid Waste Management Inspection Clearance for Commercial, Industrial, Institutional and Agricultural Establishments</p> | <p>Unclean and unsanitary conditions of the establishments facilities and premises</p> <p>Mixed waste: biodegradable, recyclable and residual waste /hazardous waste (if any)</p> <p>Without/unmarked waste bins for biodegradable ,recyclable and residual waste</p> <p>Improper and untimely storing of garbage outside establishments prior to the arrival of garbage truck</p> <p>Without septic tanks, sewerage system and liquid wastes treatment facilities</p> <p>Without protective equipment for workers ,especially those that are handling solid/hazardous waste</p> | <p>First offense : A fine of Php 2000.00</p> <p>Second Offense: A fine of Php 3500.00</p> <p>Third Offense: A fine of Php 5,000.00 & Cancellation of Business Permit</p> |



3. PROCESSING OF ENVIRONMENTAL MANAGEMENT PERMIT (WITHOUT VIOLATION)

The City Environment and Natural Resources Office ensures the processing of Environmental Management Permit (EMP).

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|--|--|------------------------|------------------------|--|
| Office or Division: | City Environment and Natural Resources Office(CENRO),Left Wing Ground floor, Heroes Hall | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2B – Government to business entity | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Application Form for Business | | BLPD | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Prepare the requirements to avail the service and accomplish the application form | 1.Receiving New: Receive Application Form for business with complete requirements and fill out the routing slip. Renewal: Received Application Form for business Review the submitted documents. | None | 10minutes | Admin Aide VI (City Environment and Natural Resources Office) |
| 2. NONE | 2.Processing Encode pertinent data and information on the CENRO database system. | None | 5 minutes | Admin Aide VI (City Environment and Natural Resources Office) |

| | | | | |
|---------------|--|------|--|--|
| 3. NONE | <p>4. Inspection</p> <p>4.1 For New Application; joint inspection is conducted every 8:00 am and 1:00 pm.</p> <p>4.2 For Renewal Application: are subject to year-round inspection</p> <p>4.3 Verify the inspection conducted and sign the submitted reports.</p> <p>4.4 Review and approve the inspection conducted and sign the reports.</p> | None | <p>New-1 day Renewal- year round</p> <p>1 day</p> <p>1 day</p> | <p>EMS II (City Environment and Natural Resources Office)</p> <p>Head/Inspection Team leader</p> <p>CENR Officer</p> |
| 4.NONE | 4. Filing Consolidate and file all approved inspection reports separately for new and renewal applications | None | Daily | EMS II (City Environment and Natural Resources Office) |
| TOTAL: | | None | 15 minutes | |



4. SALE OF COMPOST FERTILIZER

The City Environment and Natural Resources Office offer/sell compost fertilizer made from collected biodegradable wastes from the 2 public markets.

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| Office or Division: | City Composting Center, City Environment and Natural Resources Office (CENRO), CGSO Compound, NPM, Del Pilar, CSFP | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Official Receipt (1 original) 2. Purchase order form (1 original, 1 duplicate) | | City Treasurer's Office window 1 | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Accomplish the order of payment form at City Treasurer's Office, Window 5, City Hall main lobby. | 1. Receive the order of payment form and verify the order | None | 5 minutes | <i>LCRO / CENRO</i> |
| 2. Pay corresponding amount to City Treasurer's Office, Window 5, City Hall main lobby. | 2. Receive payment and prepare Official receipt. | 350.00/ sack | 5 minutes | <i>LCROI</i> |
| 3. Present the order of payment form and official receipt to City Composting Center personnel at CGSO Compound, NPM, Del Pilar, CSFP | 3. The City Composting Center personnel will then verify the receipt and will issue the ordered organic compost | None | 5 minutes | <i>Foreman II CENRO</i> |
| | TOTAL | 350.00/ sack | 15 minutes | |