

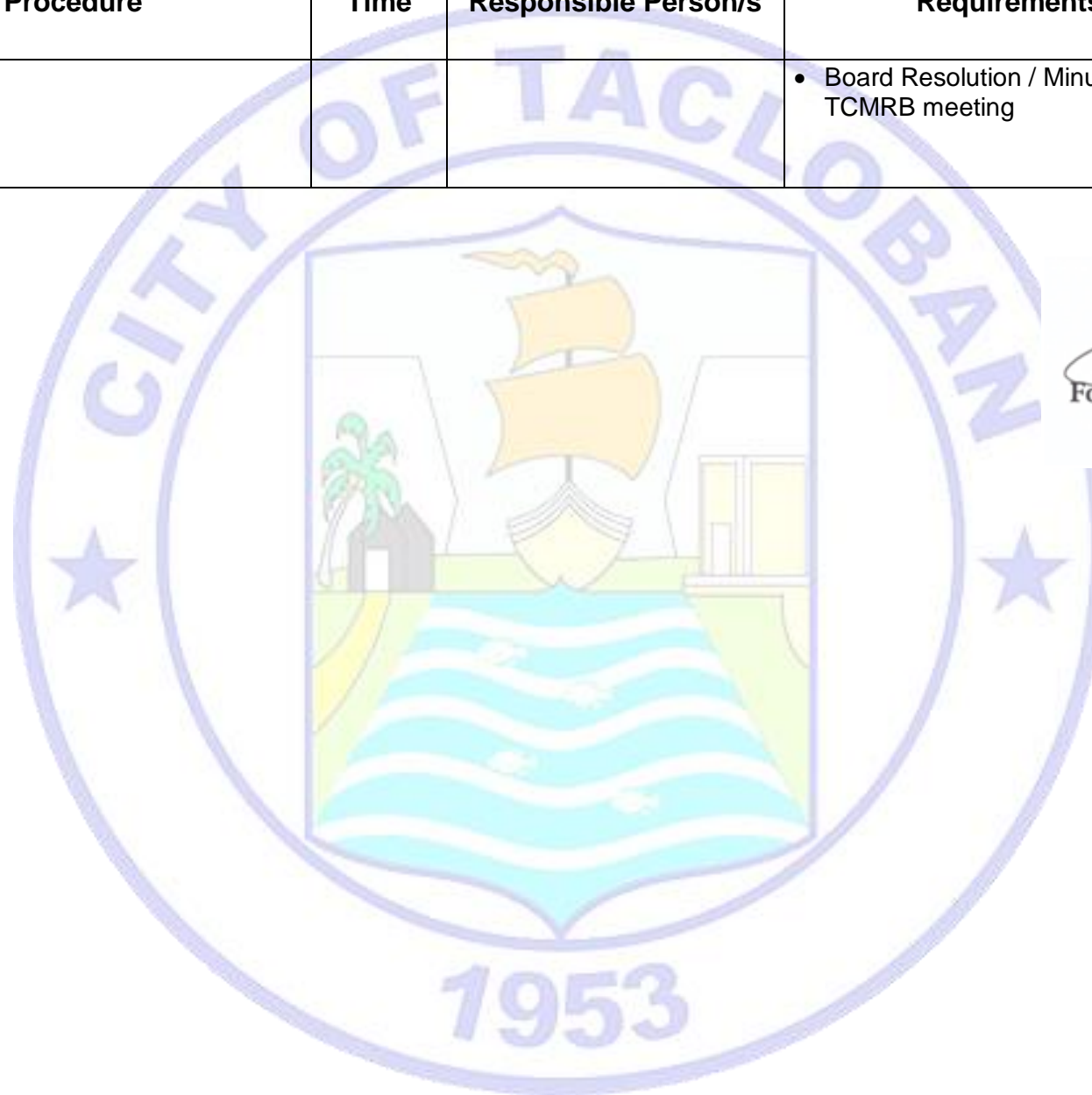


*Republic of the Philippines*  
**CITY GOVERNMENT OF TACLOBAN**  
**CITY ENVIRONMENT AND NATURAL RESOURCES**  
*Tacloban City, Leyte*

## CITIZEN'S CHARTER

Frontline Services	Procedure	Time	Responsible Person/s	Requirements	Amount Payable
1. Application for Issuance of Environmental Certification	1. Review/process attached documents 2. Site Inspection/ Verification 3. Payment of Certification fee (c/o City Treasurer's Office) 4. Issuance of Certification	10 mins. Half day 10 mins.	Marie Anjinit C. Atienza Juris Magna A. Gempis Marie Anjinit C. Atienza	<ul style="list-style-type: none"> <li>• Letter of Request</li> <li>• Barangay Clearance</li> <li>• Environmental Management Plan</li> <li>• Sketch map of establishment location</li> </ul>	<ul style="list-style-type: none"> <li>• Certification Fee – Php 50.00</li> <li>• DST – Php 15.00</li> </ul>
2. Application for Issuance of Tree Cutting Certification	1. Review/process attached documents 2. Site Inspection/ Verification 3. Payment of Certification fee (c/o City Treasurer's Office) 4. Issuance of Certification	10 mins. Half day 10 mins.	Marie Anjinit C. Atienza For. Marito E. Barillo Marie Anjinit C. Atienza	<ul style="list-style-type: none"> <li>• Letter of Request</li> <li>• Barangay Clearance</li> <li>• Photocopy of Lot Title</li> <li>• Sketch Map</li> </ul>	<ul style="list-style-type: none"> <li>• Certification Fee – Php 50.00</li> <li>• DST – Php 15.00</li> </ul>
3. Processing of Quarry Permit Application	1. Review/process attached documents 2. Endorse to DENR-MGB for area clearance / DENR-EMB for ECC 3. Endorse to CPDO for site inspection 4. Endorse to TCMRB 5. Endorse to CMO for permit issuance	10 mins. 10 mins. 10 mins. 10 mins. 10 mins.	Juris Magna A. Gempis Juris Magna A. Gempis Juris Magna A. Gempis Juris Magna A. Gempis Juris Magna A. Gempis	<ul style="list-style-type: none"> <li>• Application Letter</li> <li>• Duly filled-up application form</li> <li>• Barangay resolution</li> <li>• Survey Plan signed and sealed by MGB deputized Geodetic Engr.</li> <li>• Project Description</li> <li>• Operational Plan</li> <li>• Rehabilitation Plan</li> <li>• Area Clearance from DENR-MGB</li> <li>• ECC from DENR-EMB w/ EMP</li> <li>• Inspection Report from CPDO</li> </ul>	<ul style="list-style-type: none"> <li>• Filing/Registration Fee – Php 500.00</li> <li>• Application Fee – Php 50.00/hectare</li> <li>• Registration of documents – Php 100.00/doc</li> <li>• Verification Fee – Php 1,000.00</li> <li>• Regulatory Fee – Php 300.00/month</li> </ul>

Frontline Services	Procedure	Time	Responsible Person/s	Requirements	Amount Payable
				<ul style="list-style-type: none"> <li>Board Resolution / Minutes of TCMRB meeting</li> </ul>	<ul style="list-style-type: none"> <li>Cash Bond – Php 20, 000</li> <li>Delivery Receipt – Php 150.00/booklet</li> </ul>



  
 For. JONATHAN R. HIJADA  
 City ENR Officer