

## 6. Office of the City Environment and Natural Resources Officer

### 6.1. AVAILMENT OF INPECTION / INVESTIGATION IN RESPONSE TO ENVIRONMENT RELATED COMPLAINTS

#### ABOUT THE SERVICE:

For environment related complaints involving waste management and nuisance against private persons or establishments filed before CENRO, these are immediately acted upon by conducting inspection/investigation to determine the veracity of complaints and call the attention of respondents to address the source of complaints.

#### CLIENT GROUPS:

General public

#### REQUIREMENTS:

Letter of complaint

#### SERVICE SCHEDULES:

Monday to Friday,  
8:00 AM to 5:00 PM

#### TOTAL PROCESSING TIME:

25 Minutes (conduct of actual inspection/investigation and Technical Conference is not included)

#### TOTAL FEES/CHARGES:

None

#### PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the CENR Officer	Transaction Time	Responsible Person
1. Proceed to the Office of the City Environment and Natural Resources Officer and submit letter of request clearly stating the complaint, respondent and other information. Wait for the result of the evaluation of complaint.	Receives the letter	5 minutes	<b>FRANZ LUIGI H. LUGENA</b> Environmental Mngt. Specialist II
	Forward the letter to the CENR Officer and evaluate the complaint whether or not the complaint fall within the jurisdiction of the office as per RA 8806 and RA 7160	20 minutes	<b>EUNICE N. BERNAL</b> Environmental Mngt. Specialist II

	<p>If yes, endorse letter to technical personnel with instructions to conduct inspection/investigation. Informs the complainant about the schedule of investigation/inspection.</p> <p>If no, letter is endorsed to appropriate agency or office for action or send a reply letter informing the client/s that the complaint is not within the scope of CENRO function.</p>		<p><b>RONANDO F. GERONA JR.</b> CGDH I/ CENR Officer,</p> <p><b>FRANZ LUIGI H.LUGENA</b> Environmental Mngt. Specialist II</p> <p><b>EUNICE N. BERNAL</b> Environmental Mngt. Specialist II</p>
2. Be present during the conduct of investigation/ inspection and provide additional information	<p>Conducts inspection/investigation and prepares report.</p> <p>If the complaint is verified and has basis, prepares letter of directive to respondent/s to address the source of the complaint and furnishing the complainant of the copy of the letter and/or invite them to a Technical Conference (TC) together with the complainant.</p> <p>If the complaint found to have no basis, sends a letter to complainant about the findings of the inspection/investigation and the reasons why CENRO can't act on the complaint, furnishing the same to the respondent/s.</p>		<p><b>RONANDO F. GERONA JR.</b> CGDH I/ CENR Officer,</p> <p><b>FRANZ LUIGI H.LUGENA</b> Environmental Mngt. Specialist II</p> <p><b>EUNICE N. BERNAL</b> Environmental Mngt. Specialist II</p>
3. Attend the Technical Conference (TC) along with respondents	<p>Presides the TC leading to the resolution of the case. Respondent/s will be required to make necessary commitments to address the source of complaint.</p>		<p><b>RONANDO F. GERONA JR.</b> CGDH I/ CENR Officer</p>

			<b>FRANZ LUIGI H.LUGENA</b> Environmental Mngt. Specialist II  <b>EUNICE N. BERNAL</b> Environmental Mngt. Specialist II
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## 6.2. AVAILMENT OF LOCAL GOVERNMENT UNIT CERTIFICATION INTERPOSING NO OBJECTION TO PROJECTS IN RELATION TO APPLICATION FOR ENVIRONMENTAL COMPLIANCE CERTIFICATE (ECC) AND OTHER PERMITTING REQUIREMENTS

### ABOUT THE SERVICE:

LGU Certification Interposing No Objection to Projects is required in the process of securing for Environmental Compliance Certificate (ECC) and other permits being required by other agencies.

### CLIENT GROUPS:

General public

### REQUIREMENTS:

- Letter of Application addressed to the City Mayor
- Initial Environmental Examination (IEE) Checklist/IEE Report/Expanded Environmental Impact Statement (EIS) together with bio-data of the preparer and accountability statement of both the proponent and the preparer
- Pictures of Site/Area with caption
- Zoning/Locational Clearance
- Vicinity and/or Locational Map
- Certified Photocopy of the Project Area's Transfer Certificate of Title (TCT)/ Original Certificate of Title (OCT)/ tax Declaration
- Survey Plan of the Project Area signed by the Geodetic Engineer
- Plans and details of Project installations/structures
- Certification from Department of Agrarian Reform (DAR), if area is agricultural land
- Endorsement from concerned barangay/s

### SERVICE SCHEDULES:

Monday to Friday,  
8:00 AM to 5:00 PM

### TOTAL PROCESSING TIME:

35 Minutes (conduct of actual inspection and queuing time is not included)

### TOTAL FEES/CHARGES:

P 500.00 (cf Section 1c, Article A, Chapter III of amended Tax Code of 2011)

**PROCESS OF AVAILING THE SERVICE:**

<b>Steps Involved</b>	<b>Action of the CENR Officer</b>	<b>Transaction Time</b>	<b>Responsible Person</b>
1. Go to the Office of the City Environment and Natural Resources Officer and get the checklist of requirements.	Briefs the client/s on the service and provide checklist of requirements	5 minutes	<b>FRANZ LUIGI H.LUGENA</b> Environmental Mngt. Specialist II  <b>EUNICE N. BERNAL</b> Environmental Mngt. Specialist II
2. Submit application together with the requirements.	Check the submitted requirements:  a. If complete, receives the application and schedules the date of inspection in coordination with CENR Officer  b. If incomplete, returns the application to the client/s for completion	10 minutes	<b>FRANZ LUIGI H.LUGENA</b> Environmental Mngt. Specialist II  <b>EUNICE N. BERNAL</b> Environmental Mngt. Specialist II  <b>RONANDO F. GERONA JR.</b> CGDH I/ CENR Officer
3. Accompany the CENRO team during the inspection and provide additional information	Conducts site inspection and prepares report.  a. If the project poses no immediate and grave danger to the public, prepares and submits Certification to the City Mayor's Office for signing  b. If the project poses immediate and grave danger to the public, prepare letter denying the request for certification.		<b>FRANZ LUIGI H.LUGENA</b> Environmental Mngt. Specialist II  <b>EUNICE N. BERNAL</b> Environmental Mngt. Specialist II  <b>RONANDO F. GERONA JR.</b> CGDH I/ CENR Officer  <b>MA. ESTER E. HAMOR</b> City Mayor

4. Return to the Office of the CENRO after 3 days from date of inspection to follow up the request  Proceed to the Office of the City Treasurer and pay the required fees.	If the certification is signed, issues order of payment.  If the request is denied, releases the letter denying the request for certification.	5 minutes	<b>FRANZ LUIGI H.LUGENA</b> Environmental Mngt. Specialist II  <b>EUNICE N. BERNAL</b> Environmental Mngt. Specialist II
5. Present OR at the Office of CENRO and receive the certification	Checks the OR, instructs the client/s to sign the logbook and releases the certification	15 minutes	<b>FRANZ LUIGI H.LUGENA</b> Environmental Mngt. Specialist II  <b>EUNICE N. BERNAL</b> Environmental Mngt. Specialist II

### **6.3. AVAILMENT OF LOCAL GOVERNMENT UNIT CERTIFICATION INTERPOSING NO OBJECTION TO PROPOSED TREE CUTTING**

#### **ABOUT THE SERVICE:**

Tree cutting is a strictly regulated activity. Since the City LGU is one of the primary government agencies in charge with the protection of the environment, all proposed tree cutting activities within the City are required to secure LGU Certification Interposing No Objection prior to proceeding with the activity. Said document is also a prerequisite to DENTR tree cutting permit.

#### **CLIENT GROUPS:**

General public

#### **REQUIREMENTS:**

- Letter of Application addressed to the City Mayor or the City ENR Officer
- Certified Photocopy of the tree location's Transfer Certificate Title (TCT) / Original Certificate of Title (OCT)/ tax Declaration (TD)
- Certification Interposing No Objection from concerned barangay
- Picture of subject tree/s

#### **SERVICE SCHEDULES:**

Monday to Friday,  
8:00 AM to 5:00 PM

#### **TOTAL PROCESSING TIME:**

35 Minutes (conduct of actual inspection and queuing time is not included)

**TOTAL FEES/CHARGES:**

P 100.00 per tree (cf Section 1a, Article A, Chapter III of amended Tax Code of 2011)

**PROCESS OF AVAILING THE SERVICE:**

<b>Steps Involved</b>	<b>Action of the CENR Officer</b>	<b>Transaction Time</b>	<b>Responsible Person</b>
1. Go to the Office of the City Environment and Natural Resources Officer and get the checklist of requirements.	Briefs the client/s on the service and provide checklist of requirements	5 minutes	<b>FRANZ LUIGI H.LUGENA</b> Environmental Mngt. Specialist II  <b>EUNICE N. BERNAL</b> Environmental Mngt. Specialist II
2. Submit application together with the requirements.	Check the submitted requirements:  a. If complete, receives the application forward to CENR Officer to confirm the schedule of inspection. Staff informs the client/s.  b. If incomplete, returns the application to the client/s for completion	10 minutes	<b>FRANZ LUIGI H.LUGENA</b> Environmental Mngt. Specialist II  <b>EUNICE N. BERNAL</b> Environmental Mngt. Specialist II  <b>RONANDO F. GERONA JR.</b> CGDH I/ CENR Officer
3. Accompany the CENRO team during the inspection* and provide additional information	Conducts site inspection and prepares report  a. If the request is meritorious, prepares and submits certification to the Office of the City Mayor for signing  b. If the request is not meritorious, prepares letter denying the request for certification.		<b>FRANZ LUIGI H.LUGENA</b> Environmental Mngt. Specialist II  <b>EUNICE N. BERNAL</b> Environmental Mngt. Specialist II  <b>RONANDO F. GERONA JR.</b> CGDH I/ CENR Officer  <b>MA. ESTER E. HAMOR</b>

			City Mayor
4. Return to the Office of the CENRO after 3 days from date of inspection to follow up the request.  Proceed to the Office of the City Treasurer and pay the required fees.	If the certification is signed, issues order of payment.  If the request is denied, releases the letter denying the request for certification.	5 minutes	<b>FRANZ LUIGI H.LUGENA</b> Environmental Mngt. Specialist II  <b>EUNICE N. BERNAL</b> Environmental Mngt. Specialist II
5. Present OR at the Office of CENRO and receive the certification	Checks the OR, instructs the client/s to sign the logbook and releases the certification	15 minutes	<b>FRANZ LUIGI H.LUGENA</b> Environmental Mngt. Specialist II  <b>EUNICE N. BERNAL</b> Environmental Mngt. Specialist II

\*Inspection is conducted to determine the number and species of trees to be cut, its dimension and other related information. Request is meritorious if the tree subject to cutting poses hazards to human life and property, planted within the applicant's lot or to be utilized for lawful purpose.

#### **6.4. AVAILMENT OF CITY ENRO CERTIFICATE FOR BUSINESS ESTABLISHMENTS**

##### **ABOUT THE SERVICE:**

City ENRO Certification is one of the requirements for securing Business Permit. It attests that the concerned establishment undergoes orientation on Ecological Solid Waste Management and is complaint with the minimum requirements of City SWM Ordinance (City Ordinance No. 007, Series of 2005) and RA 9003.

##### **CLIENT GROUPS:**

Business Owners

##### **REQUIREMENTS:**

- Photocopy of Department of Trade & Industry (DTI) Registration/ Securities and Exchange Commission (SEC) Registration
- Pictures of the establishment's separate garbage bins for biodegradable and non-biodegradable wastes with appropriate label

##### **SERVICE SCHEDULES:**

Monday to Friday,  
8:00 AM to 5:00 PM

**TOTAL PROCESSING TIME:**

30 Minutes (conduct of actual inspection and queuing time is not included)

**TOTAL FEES/CHARGES:**

P 100.00 (cf Section 1b, Article A, Chapter III of amended Tax Code of 2011)

**PROCESS OF AVAILING THE SERVICE:**

Steps Involved	Action of the CENR Officer	Transaction Time	Responsible Person
1. Go to the Office of the City Environment and Natural Resources Officer and get the checklist of requirements.	Briefs the client/s on the service and provide checklist of requirements	5 minutes	<b>FRANZ LUIGI H.LUGENA</b> Environmental Mngt. Specialist II  <b>EUNICE N. BERNAL</b> Environmental Mngt. Specialist II
2. Submit application together with the requirements.  Proceed to the Office of the City Treasurer and pay the required fees.	Check the submitted requirements:  a. If complete, certification will be prepared and submitted to the CENR officer for signing and issues Order of Payment  b. If incomplete, documents will be returned to client for completion.	15 minutes	<b>FRANZ LUIGI H.LUGENA</b> Environmental Mngt. Specialist II  <b>EUNICE N. BERNAL</b> Environmental Mngt. Specialist II  <b>RONANDO F. GERONA JR.</b> CGDH I/ CENR Officer
3. Present OR at the Office of CENRO and receive the certification	Checks the OR, instructs the client/s to sign the logbook and releases the certification.	10 minutes	<b>FRANZ LUIGI H.LUGENA</b> Environmental Mngt. Specialist II  <b>EUNICE N. BERNAL</b> Environmental Mngt. Specialist II



## 6.5. AVAILMENT OF TRAINING/TRAINERS/RESOURCE SPEAKERS

### ABOUT THE SERVICE:

City ENRO conducts lectures and trainings in schools and barangays to help increase local awareness on environmental issues and programs. A typical lecture is delivered within an hour but may extend depending on the scope of the topic. Lectures usually cover relevant issues in solid waste management, reforestation, environmental management, related laws and programs.

### CLIENT GROUPS:

Schools  
Business owners  
Office and professional groups

### REQUIREMENTS:

Letter of request

### SERVICE SCHEDULES:

Monday to Friday,  
8:00 AM to 5:00 PM

### TOTAL PROCESSING TIME:

15 Minutes (conduct of actual lecture/training is not included)

### TOTAL FEES/CHARGES:

None

### PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the CENR Officer	Transaction Time	Responsible Person
1. Submit letter of request to CENRO indicating the topic of the lecture, venue, time and date of the activity.  Wait for the confirmation.	Receives the letter along with contact details of the client/s. Forwards the letter request to the CENR Officer for confirmation.  a. If confirmed, assigns personnel to conduct the lecture. Informs the client/s.  b. If not confirmed, immediately informs the client/s.	5 minutes  10 minutes	<b>FRANZ LUIGI H.LUGENA</b> Environmental Mngt. Specialist II  <b>EUNICE N. BERNAL</b> Environmental Mngt. Specialist II
2. Assist CENRO Personnel during the conduct of training/lecture	Conducts the lecture/training on scheduled date.		<b>FRANZ LUIGI H.LUGENA</b> Environmental Mngt. Specialist II

			<b>EUNICE N. BERNAL</b> Environmental Mngt. Specialist II
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## 6.6. AVAILMENT OF TREE SEEDLINGS

### ABOUT THE SERVICE:

As part of reforestation program, City LGU provides forest and fruit-bearing tree seedlings to interested private individuals and groups in support to their own tree planting activities. This complements LGU – initiated tree planting activities and programs to increase forest cover and rehabilitate denuded areas.

### CLIENT GROUPS:

General public

### REQUIREMENTS:

Letter request

### SERVICE SCHEDULES:

Monday to Friday,  
8:00 AM to 5:00 PM

### TOTAL PROCESSING TIME:

30 Minutes

### TOTAL FEES/CHARGES:

None

### PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the CENR Officer	Transaction Time	Responsible Person
1. Submit letter request to the Office of City Environment and Natural Resources Officer indicating the tree species, quantity, location of planting site and contact details of requesting party.  Wait for the response.	Receives the letter.  a. If approved, endorses letter to nursery personnel with instruction to provide seedlings.  b. If not approved, staff immediately informs the client/s.	10 minutes	<b>FRANZ LUIGI H.LUGENA</b> Environmental Mngt. Specialist II  <b>EUNICE N. BERNAL</b> Environmental Mngt. Specialist II
2. Proceed to City Forestry Nursery to receive the seedlings	Nursery personnel receives the letter. Instruct the client to sign in the logbook and releases the requested seedlings.	20 minutes	<b>FRANZ LUIGI H.LUGENA</b> Environmental Mngt. Specialist II

			<b>EUNICE N. BERNAL</b> Environmental Mngt. Specialist II
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