

CITIZEN'S CHARTER

MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE

*** ISSUANCE OF CERTIFICATION FOR BUSINESS CLEARANCE**

Required Fee: 100 Pesos

STEPS	PROCESSING TIME	PLEASE APPROACH
1. EBPLS Endorsement	2 minutes	MENRO PERSONNEL
2. The receiving clerk will prepare the certification	10 minutes	MENRO PERSONNEL
3. Approval of the certification	5 minutes	MENRO OFFICER
4. Releasing of certification	2 minutes	MENRO PERSONNEL

***ISSUANCE OF CERTIFICATION FOR PERMIT TO CUT AND PERMIT TO TRANSPORT**

Requirements:

- a. letter of intent
- b. Photocopy of proof of ownership
- c. Authorization letter, if the applicant is not the owner
- d. Barangay certification of no objection
- e. picture of tree/s

Required fee: 100 pesos certification fee

STEPS	PROCESSING TIME	PLEASE APPROACH
1. Sign- in client log book	2 minutes	MENRO PERSONNEL
2. Conduct site inspection	1-2 days	MENRO OFFICER
3. Prepare certification	10 minutes	MENRO PERSONNEL
4. Approval of certification	15 minutes	MENRO OFFICER/MAYOR
5. Releasing of certification	2 minutes	MENRO PERSONNEL

***RESPOND TO ENVIRONMENT RELATED ISSUES AND COMPLAINTS**

Requirements: None

Required Fee: None

STEPS	PROCESSING TIME	PLEASE APPROACH
1. Sign- in client log book	2 minutes	MENRO PERSONNEL
2. conduct site inspection with the involve parties	1-2 days	MENRO OFFICER
3. Generate documents and prepare report for referral	1 day	MENRO OFFICER

***REQUEST SPECIAL CONDUCT OF ENVIRONMENT RELATED INFORMATION EDUCATION COMMUNICATION CAMPAIGN**

Requirements: Request Letter

Required Fee: None

STEPS	PROCESSING TIME	PLEASE APPROACH
1. Sign- in client log book	2 minutes	MENRO PERSONNEL
2. Received and record request letter	3 minutes	MENRO PERSONNEL
3. Schedule conduct of IEC	10 minutes	MENRO PERSONNEL