



CITY ENVIRONMENT AND NATURAL RESOURCES
 CENRO, Mezzanine, City Hall New Building, Tabaco City

SERVICE	STEPS		MAXIMUM PROCESSING TIME	REQUIREMENTS	PERSON TO APPROACH	REQUIRED FEES	TYPE OF SERVICE	CLASSIFICATION
ENDORSEMENT TO QUARRY	1	Filing of application form (Endorsement Permit to Quarry)	5 minutes filling of documents	Endorsement Letter from the Barangay where the site is located	<ul style="list-style-type: none"> • Leilani Galarga, City - ENRO Staff • Antonio C. Binza, City - ENRO Staff • City Treasurer's Office (Cashier 3) • Reynold P. Martirez, City - ENRO 	Php100.00 only	G2C	Simple
	2	Evaluation for application endorsement						
	3	Actual inspection of the quarry site	At least 24 hours for Site Assessment and Inspection					
	4	Assess inspection report and approves/signs the Endorsement						
	5	If approved, for notation of the City Mayor. If denied, it does not comply with the zoning						
	6	Client pays the Certification Fee	15 minutes settling of Certification Fee					
	7	Release applicant's copy of the certification	5 minutes signing and releasing of Endorsement to Quarry					



CERTIFICATION OF NO OBJECTION TO CUT TREES	1	Filling of application form (Certification of No Objection) Submit application letter with corresponding documentary requirements to the City-ENRO	5 minutes filling of documents	1. Letter Application 2. Duly Accomplished DENR - CENRO Certification Form 3. Land Title/Tax Declaration 4. If the applicant does not own the lot where the tree is situated, furnish an authorization letter from the rightful owner declaring his/her permission to cut the said tree. 5. Pictures of the Trees to be cut 6. Copy of Chainsaw Permit if applicable	<ul style="list-style-type: none"> • Leilani Galarga, City - ENRO Staff • Antonio C. Binza, City - ENRO Staff • City Treasurer's Office (Cashier 3) • Reynold P. Martirez, City - ENRO 	Php100.00 only	G2C	Simple
	2	Reviewing and evaluation of the application						
	3	Actual inspection of trees to be cut	At least 24 hours for Inspection of Trees to Cut					
	4	Assess Inspection Report and approves/signs the Certification						
	5	Client pays the Certificate of No Objection to Cut fee	15 minutes settling of Certification Fee					
	6	Release applicant's copy of the certification	5 minutes signing and releasing of the Certification of No Objection to Cut Trees					



APPLICATION FOR CERTIFICATE OF ENVIRONMENTAL CLEARANCE			2 days (JMC no. 2016-01)	<ol style="list-style-type: none">1. Duly accomplished request form or written request2. Duly notarized EIA Report3. Proof of compatibility with the existing Land Use Plan (Zoning Clearance, Zoning Viability)4. Proof of authority over the Project Site Title - OCT, TCT, TD, Lease Agreement)			G2C	Simple
REQUEST FOR INFORMATION EDUCATION CAMPAIGN (WASTE MANAGEMENT)			1 day	<ol style="list-style-type: none">1. Request letter from barangay for clean-up drives assistance			G2C	Simple