

OFFICE OF THE CITY ENVIRONMENT AND NATURAL RESOURCES (OCENR)

External Services

Solid Waste Management

SECURING OF PERMIT TO DUMP:

The OCENR is implementing a timed and scheduled segregated collection services. Collection of waste from the established Materials Recovery Facility or Drop-Off-Center (MRDOC) of each barangay is done daily. The “No Segregation, No Collection” policy is strictly enforced by the city. From the Barangay MRDOC, waste will be transported to its intended destination, Composting Facility or Sanitary Landfill Facility. However, individuals and firms may directly dispose their garbage to the city’s designated facility on a case to case basis upon request.

Office or Division:	Office of the City Environment and Natural Resources (OCENR)			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Client prepares a letter of request (1 original copy, 1 photocopy)		Client		
Fill-in Permit to Dump Form		OCENR		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client prepares a letter of request and present letter to the Desk Officer	1.1 Desk Officer review the letter of request, give client a request for permit to Dump Form to fill-up	None	5 minutes	<i>Administrative Personnel</i> OCENR
Client properly filled-up the request for permit to Dump form	2.1 Review the permit to Dump Form if properly filled-up 2.2 Client is interviewed and request is referred to Technical personnel for ocular inspection of garbage for Disposal	None	10 minutes	<i>Administrative Personnel</i> OCENR

	3.1 Ocular Inspection of garbage	None	1 hr. (depends on location)	Administrative Personnel OCENR
	4.1 Report of Inspection/ Recommendation	None	20 minutes	Administrative Personnel OCENR
	5.1 Issuance of Permit to Dump (if request is acceptable) 6.1 City ENRO explains if declined	None	10 minutes	Administrative Personnel OCENR City ENRO OCENR
TOTAL:		None	1 hour & 45 mins.	

SECURING OF VISITORS ENTRY PASS TO THE CITY SANITARY LANDFILL FACILITY:

The construction of a Sanitary Landfill Facility is a mandate under RA 9003, otherwise known as the “Ecological Solid Waste Management Act of 2000”. This is to protect public health and the environment. To construct a SLF is quiet costly that’s why only a few of the LGUs were able to establish a Sanitary Landfill Facility (SLF) as its final disposal of the collected waste from the households and one of them is the City of Legazpi. From construction up to the start of the operation and until now, the facility is frequently visited by LGUs from other cities/municipalities, students and even business entrepreneurs. Inside the SLF, the areas to be visited are classified into Yellow Zone (Safe Area) and Red Zone (Critical Area). Technical Assistance to the visitors are provided by the OCENR Staff

Office or Division:	Office of the City Environment and Natural Resources (OCENR)			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Client prepares a letter of request (1 original copy, 1 photocopy)			Client	
Fill-up entry pass form			OCENR	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

Client prepares a letter of request and present letter to the Desk Officer	1.1 Information Desk Officer refers the client to OCENR personnel project in charge	None	5 minutes	<i>Administrative Personnel</i> OCENR
	1.2 OCENR Personnel request the client to fill up the SLF Visitor Entry Pass Form			
Client fill-up the SLF Visitors Entry Pass Form	2.1 Properly filled up form is checked and client is asked if project orientation is need	None	10 minutes	<i>Special Operations Officer II/Technical Staff</i> OCENR
	2.2 If project orientation is asked to be conducted City ENRO assigns a Technical Personnel	None	8 hours	<i>City ENRO</i> OCENR
	2.3 Issuance of SLF Entry Pass		5 minutes	<i>Special Operations Officer II/Technical Staff</i> OCENR
TOTAL:		None	40 minutes	

SECURING OF ENVIRONMENTAL CERTIFICATE TO ECOLOGICAL SOLID WASTE MANAGEMENT SEMINAR TO BUSINESS ESTABLISHMENT (FACE TO FACE/VIRTUAL SEMINAR) FOR NEW BUSINESS AND FOR RENEWAL OF BUSINESS PERMIT:

Per City Ordinance No. 0010-2008, all owners & operators of business & commercial establishments are required to undergo a seminar on Ecological Solid Waste Management prior to issuance of a business permit and license to operate. Seminar on ESWM is done by OCENR 5x a week (Monday to Friday afternoon) during the peak months of Business Permit Renewal (January to March) and 2x a week (Tuesday & Thursday afternoon) from April to December:

I - FOR ONLINE/VIRTUAL SEMINAR:

FOR NON-COMPLIANT BUSINESS ESTABLISHMENTS/ESTABLISHMENTS WITH EXPIRED CERTIFICATE OF ATTENDANCE. NON-COMPLIANT BUSINESS ESTABLISHMENTS ARE OPERATIONAL BUSINESSES IN THE CITY THAT HAVE NO RECORD OF ATTENDANCE TO THE ESWM/EBDS.

Office or Division:	Office of the City Environment and Natural Resources (OCENR)			
Classification:	Complex			
Type of Transaction:	G2B			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Client accomplish the Environmental Baseline Data Sheet (to be filled-up via Google Forms)		Link can be found at OCENR's Facebook Page		
Attendance to the Virtual Environmental Webinar		OCENR will send the details of the virtual seminar via Zoom to the applicants' email address		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client accomplish the Environmental Baseline Data Sheet (to be filed up via Google Forms)	<p>1.1 Review the form and sends the details of the virtual seminar via Zoom to the applicant's email address</p> <p>a. Applicants with expired Certificate of Attendance will be cleared from the negative list after the submission of environmental Baseline Data Sheet (EBDS)</p> <p>b. Applicants tagged as non-compliant will be cleared from the negative list after attending the virtual seminar</p>	<p>50.00</p> <p>a. For business establishment with Mayor's Permit payment is included in the 1 time assessment</p> <p>b. For micro enterprises, such as sari-sari stores/ ambulant vendors), a payment slip will be issued to the client for payment to the CTO)</p>	15 minutes	Administrative Personnel OCENR
Applicant attends the virtual Environmental Webinar	2.1 OCENR conducts the Environmental Webinar		2.5 hrs	Webinar Team OCENR

	<p>2.2.2 Prepares the Environmental Certificate after the webinar</p> <p>a. Prepares and print the EC for release to the client</p> <p>b. Sends the copy of the EC to the applicant's via email, if requested</p>		10 minutes per certificate	<p><i>Administrative Staff</i></p> <p>OCENR</p>
TOTAL:			2 hours & 30 mins.	

II - FOR NEW APPLICATION/RENEWAL OF ENVIRONMENTAL CERTIFICATE BUSINESS ESTABLISHMENTS.

Office or Division:	Office of the City Environment and Natural Resources (OCENR)
Classification:	Complex
Type of Transaction:	G2B
Who may avail:	ALL

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
New applications for business permit/renewal wherein the validity period of the environmental certificate (EC) is not yet expired, they will be processed upon application of a new/renewal business permit to BPLO				
Attendance to the Virtual Environmental Webinar		OCENR will send the details of the virtual seminar via Zoom to the applicants email address		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant attends the virtual Environmental Webinar	1. OCENR checks the information of the clients in the data base provided by BPLO	<p>50.0</p> <p><i>a. For business establishment with Mayor's Permit payment is included in</i></p>	10 minutes	<p><i>Administrative Staff</i></p> <p>OCENR</p>

		<i>the time assessment</i> <i>a. For micro enterprises, such as sari-sari stores/ ambulant vendors),</i>		
	2. Review the form and sends the details of the virtual seminar via Zoom to the applicant's email address			<i>Administrative Personnel</i> OCENR
	3. Conducts the Environmental Webinar via Zoom		2.5 hrs	<i>Webinar Team</i> OCENR
	4. Prepares the Environmental Certificate after the webinar a. Prepares and print the EC for release to the client b. Sends the e-copy of the EC to the applicants via email, if requested	Payment slip will be issued to the client for payment to the CTO	10 minutes per certificate	<i>Administrative Staff</i> OCENR

NOTE: The Environmental Certificate (EC) is valid only for three (3) years after its issuance. After the validity period, business establishments will have to renew their EC by attending another ESWM/Environmental seminar for updates/developments on Environmental Program and Policies of the City.

SECURING OF A CERTIFICATE OF NO OBJECTION TO CUT TREE

Individuals, schools, firms and other entities who wish to cut down trees within our outside their property or within the project site required to secure a Permit to Cut Tree from the Department of Environment and Natural Resources (DENR). However, as a requirement by the DENR, a certification of no objection shall be secured from the LGU concerned. In the City of Legazpi, the certification may be secured from the Office of the City Environment and Natural Resources:

Office or Division:	Office of the City Environment and Natural Resources (OCENR)
Classification:	Simple
Type of Transaction:	G2C, G2B, G2G
Who may avail:	ALL

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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<p><u>Two (2) original copies</u></p> <ol style="list-style-type: none"> 1. Client prepares a letter of request addressed to the City Mayor, Attn: Mr. Cicero T. Caño, City ENRO (<i>kindly indicate in the letter the mobile number of the person to facilitate coordination and schedule of ocular site visit/inspection</i>) 2. Brgy. Certificate of No Objection to Cut Trees 3. Land Title/Tax Declaration (for private lot) 4. Map/Diagram showing the trees to be cut 5. Individual pictures of trees to be cut with corresponding geographical coordinates 6. Inventory list of trees to be cut 7. Site Development Plan showing the details of the project 8. Authorization letter of landowner (if the requesting/transacting party is not the property owner) 9. Identification card of the landowner/transacting party 10. Barangay Resolution/minutes of the barangay consultation meeting (for selected government projects) 11. Environmental Compliance Certificate of Certificate on Non Coverage (ECC/CNC) from EMB V (for development projects requiring ECC/CNC) 12. Zoning Certificate (for development projects requiring ECC/CNC per City Ordinance No. 14-0011-2019, if applicable) 13. Locational Clearance (City Ordinance No. 14-0011-2019), if applicable 14. Duly accomplished Tree Replacement Undertaking 15. Ocular visit/inspection upon submission of complete requirements <p><i>Note: Additional documents may be requested when situation requires upon complete evaluation of the submitted requirements</i></p>	<p>Client</p> <p>Barangay</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Barangay</p> <p>DENR-EMB</p> <p>City Planning & Development Office</p> <p>City Planning & Development Office</p> <p>OCENR</p>
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client prepares a letter of request and have it received at the City Mayor's Office (Original Copy) with complete required documents and provide a duplicate copy at OCENR, to the Desk Officer	1.1 Desk Officer received and records the letter and forwarded it to the City ENRO	None	5 minutes	<i>Administrative Personnel OCENR</i>
	2.1 City ENRO, conducts initial evaluation of the letter request and provide instruction to the concerned personnel for appropriate action	None	15 minutes	<i>City ENRO OCENR</i>
	3.1 The personnel in-charge conducts evaluation of the documents and schedule the date of the actual inspection	None	1 day	<i>Project Development Officer III/Technical Personnel OCENR</i>
	4.1 Conduct ocular inspection to validate the request and prepares the necessary certification for signature by the City ENRO	None	5 days (depending on the complexity of the request. number of days may be shortened)	<i>Project Development Officer III/Technical Personnel OCENR</i>
	5.1 The City ENRO checks and reviews the Certificate of No Objection and if found valid, the certification is signed	None	20 minutes	<i>City ENRO OCENR</i>
	6.1 OCENR Information Desk Officer receives and records the duly signed certification for release to the requesting client to support his/her request for a	None	10 minutes	<i>Administrative Personnel OCENR</i>

	Permit to Cut Tree with the DENR Field Office			
		Total		6 days & 50 mins.

SECURING OF A CERTIFICATION FOR THE APPLICATION FOR THE REGISTRATION OF CHAINSAW

Individuals, firms and other entities who wanted to register the chainsaw being used in cutting-down trees are required to apply for the Registration of Chainsaw from the Department of Environment and Natural Resources (DENR). However, as a requirement by the DENR, a certification shall be secured from the LGU concerned. In the City of Legazpi, the certification may be secured from the Office of the City Environment and Natural Resources (OCENR):

Office or Division:	Office of the City Environment and Natural Resources (OCENR)
Classification:	Simple
Type of Transaction:	G2C, G2B, G2G
Who may avail:	ALL

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>Two (2) original copies</u> 1. Client prepares a letter of request addressed to the City Mayor, Attn: Mr. Cicero T. Caño, City ENRO (<i>kindly indicate in the letter the mobile number of the person to facilitate coordination</i>) 2. Certificate of registration issued by DENR (copy of the expired registration subject for renewal) 3. Identification card of the owner 4. Official receipt/sales invoice for the purchase of the unit or duly notarized Affidavit of Ownership 5. Barangay Certification of chainsaw ownership 6. Picture of the chainsaw with following photo capture: a. Whole unit b. Serial number of the unit 7. Stencil of the serial number of the unit	Client DENR Client Client Barangay Client Client

Note: Additional documents may be requested when situation requires upon complete evaluation of the submitted requirements

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client prepares a letter of request and have it received at the City Mayor's Office (Original Copy) with complete required documents and provide a duplicate copy at OCENR, to the Desk Officer	1.1 Information Desk officer received and records the letter and forwarded it to the City ENRO	None	15 minutes	<i>Administrative Personnel</i> OCENR
	2.1 City ENRO conducts initial evaluation of the letter request and provide Instruction to the concerned personnel for the appropriate action and forwards the communication to the OCENR Desk Officer for proper routing.	None	20 minutes	<i>City ENRO</i> OCENR
	3.1 The OCENR Desk officer refers the documents to the personnel-in-charge for immediate action.	None	10 minutes	<i>Administrative Personnel</i> OCENR
	4.1 The personnel in-charge conducts complete evaluation of the documents and prepare the necessary certification	None	1 day	<i>Project Development Officer III/Technical Personnel</i> OCENR
	5.1 The City ENRO checks and reviews the certification and if found valid, the certification is signed.	None	10 minutes	<i>City ENRO</i> OCENR

	6.1 OCENR Information Desk Officer receives and records the duly signed certification for release to the requesting client to support his/her request for registration of chainsaw	None	5 minutes	<i>Administrative Personnel</i> OCENR
	Total		1 days & 1 hour	

REQUEST FOR TREE SEEDLING

Organizations, schools, firms and other entities who wish to request for seedling for their tree planting activities may send letter request to the Office of the City Environment and Natural Resources (OCENR). The Office is responsible for the seedling production and distributing tree seedlings for tree planting activities:

Office or Division:	Office of the City Environment and Natural Resources (OCENR)			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Client prepares a letter of request addressed to the City Mayor, Attn: Mr. Linnu Benju Q. Calleja, City ENRO (<i>kindly indicate in the letter the mobile number of the person to facilitate coordination</i>) 2. Promissory of Undertaking reflects the conditions that the client has comply with the OCENR 		<p>Client</p> <p>OCENR</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client prepares a letter of request and have it received at the City Mayor's Office (Original Copy) and provide a duplicate copy at OCENR, to the Desk Officer	1.1 Information Desk officer received and records the letter and forwarded it to the City ENRO	None	10 minutes	<i>Administrative Personnel</i> OCENR

	2.1 City ENRO conducts initial evaluation of the letter request and provide Instruction to the concerned personnel for the appropriate action and forwards the communication to the OCENR Desk Officer for proper routing.	None	20 minutes	<i>City ENRO</i> OCENR
	3.1 The personnel in-charge evaluates the letter and checks the availability of the seedlings at the nursery. If seedlings are available, pertinent documents (seedlings withdrawal slip and promissory of undertaking) are prepared prior to the release of the seedlings. .	None	½ day	<i>Project Development Officer III/Technical Personnel</i> OCENR
	4.1 City ENRO approves the seedlings withdrawal slip.	None	10 minutes	<i>City ENRO</i> OCENR
	5.1 Clients signs the promissory of undertaking.	None	5 minutes	<i>Client</i>
	6.1 OCENR Desk Information Officer releases the duly signed withdrawal to the client.	None	2 minutes	<i>Administrative Personnel</i> OCENR
	7.1 Client presents the seedling withdrawal slip at the nursery to secure the seedlings.	None	Depending on the clients availability	Client

	8.1 OCENR nursery personnel facilitates the hauling of the seedlings and records the details of the request.	None	½ day	Nursery Personnel OCENR
	Total	NONE	1 day & 47 mins.	

REQUEST FOR THE CONDUCT OF INFORMATION, EDUCATION AND COMMUNICATION (IEC) CAMPAIGN

INFORMATION, EDUCATION AND COMMUNICATION (IEC) CAMPAIGN is used for generating awareness. Organizations, schools, establishments and other entities who wish to request for a conduct of Information, Education & Communication (IEC) may send letter request to the Office of the City Environment and Natural Resources (OCENR):

Office or Division:	Office of the City Environment and Natural Resources (OCENR)
Classification:	Simple
Type of Transaction:	G2C, G2B, G2G
Who may avail:	ALL

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Client prepares a letter of request addressed to the City Mayor, Attn: Mr. Linnu Benju Q. Calleja, City ENRO (<i>kindly indicate in the letter the mobile number of the person to facilitate coordination</i>)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client prepares a letter of request and have it received at the City Mayor's Office (Original Copy) and provide a duplicate copy at OCENR, to the Desk Officer	1.1 Information Desk officer received and records the letter and forwarded it to the City ENRO	None	10 minutes	Administrative Personnel OCENR
	2.1 City ENRO checks his availability, if not: a: informed other Senior Staff about the letter for immediate action.	None	15 minutes	City ENRO OCENR
	3.1 Coordinate and confirmed with the requesting party the available schedule and speaker.	None	15 minutes	Resource Speaker OCENR
	Total	None	40 mins	

REQUEST FOR SERVICES DESLUDGING/SYPHONING OF SEPTIC TANKS

The City Government of Legazpi enacted an Ordinance No. 0025-2015 known as “Septage Management Code” of the City of Legazpi. This is to protect public health and the environment, it shall cover the entire territorial jurisdiction of the City and shall apply to all proposed, planned or existing buildings or structures, whether public or private, residential, commercial

Office or Division:	Office of the City Environment and Natural Resources (OCENR)
Classification:	Simple
Type of Transaction:	G2C, G2B, G2G
Who may avail:	ALL

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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1. Client prepares a letter of request	Client
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Walk-in client proceeds to OCENR information Desk Officer	1.1 Information Desk Officer refers the client to the technical person in-charge of the Septage Management Program	None	2 minutes	<i>Administrative Personnel</i> OCENR
	2.1 Personnel interviews the client and fillsup the Survey Form.	None	10 minutes	<i>Surveyor/Coordinator</i> OCENR
	3.1 Schedules the client for inspection of their septic tank (provided that the survey form is completely filled-out)	None	10 minutes	<i>Coordinator</i> OCENR
	4.1 Inspect septic tank	None	2 hrs.	<i>Surveyor</i> OCENR
	5.1 Issuance of Payment Order Form (POF)	Septage Fee payment to City Treasurer's Office	5 minutes	<i>Coordinator</i> OCENR
	6.1 Schedules clients for actual desludging service (<i>depends on the availability of vacuum trucks</i>)	None	5 minutes	<i>Coordinator</i> OCENR

	7.1 Provide lists of clients for desludging to the desludging service team	None	5 minutes	<i>Coordinator</i> OCENR
	8.1 Actual Desludging operation (<i>depends on the availability of vacuum trucks</i>)	None	1.5 hours per trip	<i>Desludging Team</i> OCENR
	9.1 Prepares Manifest Form to be signed by client as conformity to the completion of the desludging	None	5 minutes	<i>Vacuum Truck Unit Operator</i> OCENR
	Total	None	3.5 hours & 42 mins.	