



EMB



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ENVIRONMENTAL MANAGEMENT BUREAU

ENVIRONMENTAL MANAGEMENT BUREAU

CITIZEN'S CHARTER

2022



I. Mandate:

The EMB is a line bureau by virtue of Section 34 of the Philippine Clean Air Act of 1999 (RA 8749). The Bureau is mandated to implement on a nationwide scale the six (6) important environmental laws, to wit:

- Environmental Impact Assessment Law (PD 1586)
- Toxic Substances and Hazardous Waste Management Act (RA 6969)
- Clean Air Act Of 1999 (RA 8749)
- Ecological Solid Waste Management Act (RA 9003)
- Clean Water Act (RA 9275)
- Environmental Awareness and Education Act Of 2009 (RA 9512)

II. Vision:

A nation empowered to protect our finite natural resources, attuned to the pursuit of sustainable development, for a clean and healthy environment that enhances the Filipino Quality of life for present and future generations.

III. Mission:

To protect, restore and enhance environmental quality towards good public health, environmental integrity and economic viability.

IV. Service Pledge:

We pledge to achieve a good quality environment and sustainable natural resources through good governance and high degree of professionalism, in consideration of our stakeholders and in accordance with pertinent laws, rules and regulations.

We pledge to attend to all applicants or requesting parties who are within the premises of the office or agency concerned prior to the end of official working hours and during lunch break.



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EMB

**Regional Office
External Services**

1. Wastewater Discharge Permit (New)

Pursuant to Section 14, Article Two, Chapter 2 of Republic Act No. 9275, otherwise known as the Philippine Clean Water Act of 2004, all owners or operators of facilities that discharge regulated effluents shall secure a permit to discharge, which serves as the legal authorization granted by the Department to discharge wastewater, provided that the discharge permit shall specify among others, the quantity and quality of effluent that said facilities are allowed to discharge into a particular water body, compliance schedule and monitoring requirement.

Accordingly, through this permitting procedure, the Department shall encourage the adoption of waste minimization and waste treatment technologies when such technologies are deemed cost effective.

Office or Division:	EMB- Clearance and Permitting Division	
Classification:	Highly Technical	
Type of Transaction:	G2G – Government to Government, G2B – Government to Business	
Who May Avail:		
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Letter Request addressed to the EMB Regional Director	Proponent shall prepare the letter-request.
	2. Notarized Application Form	Download from the EMB Online Permitting and Monitoring (OPMS)/System website
	3. Notarized Engineer's Report	Prepared and signed by a registered Chemical/Sanitary Engineer and approved by the proponent
	4. Result of Laboratory Analysis (ROLA)	DENR Accredited Laboratory
	5. Site Development Plan	Prepared and signed by a registered Chemical/Sanitary Engineer and approved by the proponent
	6. Vicinity Map	Prepared and signed by a registered Chemical/Sanitary Engineer approved by the proponent
	7. Built-in Plan of Wastewater Treatment Facility and Wastewater Line Layout	Prepared and signed by a registered Chemical/Sanitary Engineer approved by the proponent
	8. Environmental Compliance Certificate (ECC) or Certificate of Non-coverage (CNC)	EMB Central Office/EMB Regional Office
	9. DTI Certificate or SEC	Department of Trade and Industry (DTI) or Security Exchange Commission (SEC)
	10. Certificate of Pollution Control Officer (PCO) Accreditation or PCO Designation	PCO Accreditation issued by the EMB Regional Office OR



		Designation issued by the proponent		
11. Application Fee Official Receipt and Permit Fee Official Receipt		EMB Regional Office Cashier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Create a WWDP Online Account and Submit WWDP Application <ul style="list-style-type: none"> • Access the WWDP Online System • Register the WWDP Online Account • Prepare a WWDP Application • Upload WWDP Requirement • Submit WWDP Application 	Check the completeness of the requirements submitted; otherwise the application shall be returned to the proponent thru online. If complete, filter the application per area and forwards the application to the designated case handler.	None	within the day	Screening Officer
	Conduct substantive review and assessment of the Engineer's Report, conduct site verification/ inspection if necessary. If substantially complete an assessment of fees will prepared otherwise the application will be returned to the proponent thru online.	None	6 days	Casehandler
Download through online the Order of	Accepts Payment and Issues Official	Application fee –	within the day	EMB Cashier



<p>Payment and Pay the Application Fee / Permit Fee at the Cashier Office</p>	<p>Receipt</p>	<p>Php95.00</p>	<p>Permit Fee (w/o Heavy Metals) -</p>	<ul style="list-style-type: none"> • Php2,000 per year for <10cu.m./ day • Php2,200 per year for >10 to 30 cu.m./ day • Php2,500 per year for >30 to 100 cu.m./day • Php2,700 per year for >100 to 150 cu.m./day • Php3,300 per year for above 150 cu.m./day 	<p>Permit Fee (with Heavy Metals) -</p>	<ul style="list-style-type: none"> • Php2,600 per year for <10cu.m./ day • Php2,800 per year for >10 to 30 cu.m./ day • Php3,100 per year
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		for >30 to 100 cu.m./day • Php3,300 per year for >100 to 150 cu.m./day Php3,900 per year for above 150 cu.m./day		
Upload the Official Receipt Online and return the application to the case handler	Draft Wastewater Discharge Permit	none	5 days	Casehandler
	Conduct thorough evaluation and state findings on the WWDP Application and check the draft WWDP	none	3 days	Section Chief
	Conduct the final review/evaluation and subsequently recommend the Decision Document to the Regional Director for approval	none	2 days	Division Chief
	Approve the Decision Document/WWDP	none	2 days	Regional Director
Download and print the Approved WWDP				
TOTAL:		Varies	20 days	

2. Wastewater Discharge Permit (Renewal/Amendment)

Pursuant to Section 14, Article Two, Chapter 2 of Republic Act No. 9275, otherwise known as the Philippine Clean Water Act of 2004, all owners or operators of facilities that discharge regulated effluents shall secure a permit to discharge. All issued discharge permits are valid for a specific period, not to exceed five (5) years. Therefore all permit holders shall file for the renewal of their permit before the expiration date.

Office or Division:	EMB- Clearance and Permitting Division	
Classification:	Highly Technical	
Type of Transaction:	G2G – Government to Government, G2B – Government to Business	
Who May Avail:	Industries, Commercial, Institutions with existing Wastewater Discharge Permit	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Letter Request addressed to the EMB Regional Director	Letter shall be prepared by the proponent
	2. Notarized Application Form	Download from the EMB Online Permitting and Monitoring System website
	3. Notarized Updated Engineer's Report (for amendment only)	Prepared and duly signed by a registered Chemical/Sanitary Engineer approved by the proponent
	4. Result of Laboratory Analysis (ROLA)	DENR Accredited Laboratory
	5. Self-Monitoring Report (SMR) for 1 year (Module 1 & 3 only)	Prepared by the Pollution Control Officer (PCO)
	6. Previous WWDP	EMB Regional Office or proponent's file copy
	6. Site Development Plan (<i>for amendment only with expansion/modification of the site or relocation of wastewater treatment facility/s</i>)	Prepared and duly signed by a registered Chemical/Sanitary Engineer approved by the proponent
	7. Built-in Plan of Wastewater Treatment Facility and Wastewater Line Layout (<i>for amendment only with modification or relocation of wastewater treatment facility/s</i>)	Prepared and duly signed by a registered Chemical/Sanitary Engineer and approved by the proponent
	8. Environmental Compliance Certificate (ECC) or Certificate of Non-coverage (CNC) (<i>for amendment only</i>)	EMB Central Office/EMB Regional Office or proponent's file copy if already secured
	10. DTI Certificate or SEC (<i>for amendment only if change of owner/company name</i>)	Department of Trade and Industries or Security Exchange Commission
	11. Certificate of Pollution Control Officer (PCO) Accreditation or PCO Designation	Accreditation issued by the EMB Regional Office or Designation of a PCO by the proponent



12. Application Fee Receipt and Permit Fee Receipt		EMB Regional Office Cashier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Create WWDP Online Account and Submit WWDP Application <ul style="list-style-type: none"> • Access to the WWDP Online System • Register of WWDP Online Account • Prepare a WWDP Application • Upload WWDP Requirement • Submit WWDP Application 	<p>Check the completeness of the requirements submitted otherwise the application will be returned to the proponent thru online.</p> <p>If complete, filter the application per area and forward the application to the designated case handler.</p>	None	within the day	Screening Officer
	Conduct substantive review and assessment of the Engineer's Report, conduct site verification/ inspection if necessary. If substantially complete an assessment of fees will prepared otherwise the application will be returned to the proponent thru online.	None	6 days	Casehandler
Download the Order of Payment and Pay the Application Fee / Permit Fee at the	Accept Payment and Issue Official Receipt	Application fee – Php95.00 Permit Fee (w/o	within the day	EMB Cashier



Cashier Office		<p>Heavy Metals) -</p> <ul style="list-style-type: none"> • Php2,000 per year for <10cu.m./day • Php2,200 per year for >10 to 30 cu.m./day • Php2,500 per year for >30 to 100 cu.m./day • Php2,700 per year for >100 to 150 cu.m./day • Php3,300 per year for above 150 cu.m./day <p>Permit Fee (with Heavy Metals) -</p> <ul style="list-style-type: none"> • Php2,600 per year for <10cu.m./day • Php2,800 per year for >10 to 30 cu.m./day • Php3,100 per year for >30 to 100 cu.m./day • Php3,300 per year for >100 to 150 cu.m./day • Php3,900 per year for above 150 cu.m./day 		
Upload the Official Receipt Online and return the application to the case handler	Draft Wastewater Discharge Permit	none	5 days	Casehandler
	Conduct thorough evaluation and state findings on the WWDP Application and	none	3 days	Section Chief



	check the draft WWDP			
	Conduct the final review/evaluation and subsequently recommend the Decision Document to the Regional Director for approval	none	2 days	Division Chief
	Approve the Decision Document/WWDP	none	2 days	Regional Director
Download and print the Approved WWDP				
TOTAL:		Varies	20 days	

3. Chemical Control Order (CCO) Registration Certificate for Mercury, Cyanide, Asbestos and Ozone-Depleting Substances (ODS)

Pursuant to DENR Administrative Order 1992-29, if the Department has determined that the use, storage, transport, process, manufacture, import or export of any new substance or a priority chemical poses an unreasonable risk or hazard to public health or the environment, the Department may issue a Chemical Control Order. Establishments that use, store, transport, process, manufacture, import or export such chemicals under CCO are required to secure from EMB a CCO Registration Certificate.

Office or Division:	EMB Regional Office	
Classification:	Highly Technical	
Type of Transaction:	G2G – Government to Government, G2B – Government to Business, and/or G2C – Government to Citizen	
Who May Avail:	Establishments that import, manufacture, process, sell, handle, store, distribute, use and dispose Mercury, Cyanide, Asbestos, ODS	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	I. CCO FOR MERCURY, CYANIDE, AND ASBESTOS	
	1. Results of air monitoring data (for asbestos only)	Air Quality Testing Service-Provider/In-House Monitoring (if available)
	2. Process Flow chart and type of activity exposed to the chemical	Prepared/provided by the Applicant
	3. Process flow chart (for manufacturers and waste service providers)	Prepared/provided by the Applicant
	4. Previous Certificate of Registration	Prepared/provided by the Applicant
	5. Photo documentation of the plant's operation, storage facilities and others	Prepared/provided by the Applicant
	6. Pertinent Environmental Permits	Environmental Management Bureau-R01 or proponent's file copy if already secured
	7. Official Receipt	Environmental Management Bureau- R01
	8. Notarized Application	Auto-generated from the OPMS
	9. Certification of liabilities of parties to compensate for damage to properties and life in case of emergencies & accidents	Prepared/provided by the Applicant
	10. Bill of Lading of all shipment per year (for importers)	Prepared/provided by the Applicant
	11. Chemical Management Plan	Prepared/provided by the Applicant
	12. Contingency and Emergency Plan	Prepared/provided by the Applicant
	13. Training Certificate	Training-Provider



14. Self-Monitoring Report		Prepared/provided by the Applicant		
15. List of Projected Users/Customers with Corresponding Volume		Prepared/provided by the Applicant		
II. CCO FOR ODS				
1. Photocopy of DTI Certificate of Business Name Registration and certificate of Accreditation/SEC Articles of Incorporation, if any*		Department of Trade and Industry/Security Exchange Commission		
2. Photocopy of business/mayor's permit*		Local Government Unit with jurisdiction over the establishment		
3. Official Receipt		Environmental Management Bureau-R01		
4. Notarized Application Form		Auto-generated from the OPMS		
5. Description of the applicant's handling procedures, safety precautions and emergency response for the chemical*		Prepared/provided by the Applicant		
6. Copy of the Safety and Data Sheet (SDS)*		Supplier		
7. Company Profile*		Prepared/provided by the Applicant		
8. Certificate of Training on Handling Chemicals from TESDA/EMB/importers/distributors*		Training-Provider		
9. Certificate of Attendance on Ozone Science and CCO for ODS*		Training-Provider		
10. DENR Identification Number as Hazardous Waste Generator		Environmental Management Bureau-R01		
11. Notarized Annual Report (SUMMARY OF TRANSACTIONS)*		Prepared/provided by the Applicant		
12. Copy of Previous Certificate of Registration		Prepared/provided by the Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Open the OPMS thru emb.gov.ph , and create an account providing the data required in the Registration Page.		None		
2. Log in to the log-	1. Screen	None	7 days	Evaluator/



<p>in page of the OPMS using the e-mail address and password provided during registration; provide all data required and upload the documentary requirements.</p>	<p>completeness and conducts substantive of the submitted information and documents.</p> <p>If complete and substantial, return the application with auto-generated Bill of Particulars for the payment of necessary fees. Otherwise, application shall be returned to the applicant.</p>			Section Chief
<p>3. Print the Order of Payment and proceed to the EMB-R01 for payment</p>	<p>2. Prepare Bill of Particulars</p>	None	2 minutes	CHWMS Staff
<p>4. Proceed to Finance and Admin Division for the manual issuance of Order of Payment</p>	<p>3. Manual issuance of Order of Payment</p>	None	2 minutes	FAD Staff
<p>5. Pay the Registration Fees at the Cashier's Office</p>	<p>4. Accept payment and issue Official Receipt</p>	<p>₱2,800.00 (Filing Fee) ₱30.00 (DST)</p>	5 minutes	Cashier
<p>6. Upload copy of the Official Receipt in the OPMS</p>	<p>5.1. Validate the uploaded proof of payment and draft Certificate; forward application to the Division Chief for recommendation ;</p>	None	10 days	Evaluator/ Section Chief
	<p>5.2. Recommend approval</p>	None	5 days	Division Chief



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	5.3. Approve Application	None	5 days	Regional Director
7. Download copy of the approved Registration Certificate		None		
	TOTAL:	₱2,830.00	20 working days	

4. Chemical Control Order (CCO) Registration Certificate for Polychlorinated Biphenyls (PCBs)

Pursuant to DENR Administrative Order 1992-29, if the Department has determined that the use, storage, transport, process, manufacture, import or export of any new substance or a priority chemical poses an unreasonable risk or hazard to public health or the environment, the Department may issue a Chemical Control Order. Establishments that use, store, transport, process, manufacture, import or export such chemicals under CCO are required to secure from EMB a CCO Registration Certificate.

Office or Division:	EMB-CPD			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government, G2B – Government to Business, and/or G2C – Government to Citizen			
Who May Avail:	Establishments that import, manufacture, sell, transfer, distribute and use PCBs, PCB equipment, PCB-contaminated equipment, non-PCB equipment, PCB articles and PCB packaging in commercial buildings and industrial facilities, including the use and possession by electric utilities and are required to secure from EMB a CCO Registration Certificate.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Receipt		Environmental Management Bureau-R01		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the Office for account creation	1. Access and opens the PCB Tracker Startpage	None	1 minute	Evaluator/ Section Chief
2. Input the data required in the registration page.	2. Prepare Bill of Particulars	None	2 minutes	CHWMS Staff
3. Proceed to Finance and Admin Division for the issuance of the Order of Payment	3. Issue Order of Payment	None	2 minutes	FAD Staff
4. Pay the Registration Fees at the Cashier's Office	4. Accept payment and issue Official Receipt	₱2,800.00 (Filing Fee) ₱30.00 (DST)	5 minutes	Cashier
5. Input the Official Receipt Number in the Registration	5. Validate and Photocopies the Official Receipt	None	2 minutes	CHWMS Staff



Page				
6. Submit Registration to EMB	<p>6.1. Review the provided information and approve the Registration online .</p> <p>Draft a PCB Certificate of Registration manually and forward application to the Division Chief</p>	None	3 days	Evaluator/ Section Chief
	6.2. Forward Certificate to the Regional Director	None	2 days	Division Chief
	6.3. Sign the Certificate	None	2 days	Regional Director
	6.4. Forward signed Certificate to CHWMS-CPD for scanning	None	2 hours	ORD Staff
	6.5. Scan the approved Certificate and forward application to Records Unit for mailing.	None	1 hour	CHWMS Staff
	6.6. Mail the approved Certificate to the applicant.	None	1 hour	Records Unit
7. Receives the copy of the approved Registration Certificate.				
TOTAL:		₱2,830.00	7 working days	

5. Small Quantity Importation (SQI) Clearance

Pursuant to DENR Administrative Order 1992-29, the Department shall establish mechanisms for identifying, screening and evaluating new chemicals (defined as not included in the Philippine Inventory of Chemicals and Chemical Substances) before becoming commercially available in the Philippines.

Office or Division:	EMB-CPD			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government, G2B – Government to Business, and/or G2C – Government to Citizen			
Who May Avail:	Importers of new substance (as pure or component) for the purpose of sample, research and development or small volume importer (<1,000kg/year)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Receipt		Environmental Management Bureau-R01		
Accomplished and notarized application form*		Auto-generated from the OPMS		
Copy of the Business Permit of the Warehouse/Storage Facility*		Local Government Unit with jurisdiction over the establishment		
Copy of the Business Permit or SEC Registration of the Office*		Local Government Unit with jurisdiction over the establishment		
Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS) of the product containing the 100% by weight declaration of the components/composition of the product*		Supplier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Open the OPMS thru emb.gov.ph , and create an account by filling out the data in the Registration Page.				



<p>2. Log in to the log-in page of the OPMS using the e-mail address and password provided during registration; provide all data required and uploads the documentary requirements.</p>	<p>1. Screen completeness and conducts substantive of the submitted documents.</p> <p>If complete and substantial, return the application with auto-generated Bill of Particulars for the payment of necessary fees. Otherwise, application shall be returned to the applicant.</p> <p><i>**Note: SQI Clearance shall only be issued for the import of new chemicals not exceeding 1000kg/yr. Otherwise, the applicant shall be required to apply for a PMPIN Compliance Certificate to be evaluated by EMB-CO.</i></p>	<p>None</p>	<p>7 days</p>	<p>Evaluator/ Section Chief</p>
<p>3. Print the Order of Payment and proceeds to the EMB-RO for payment</p>	<p>2. Prepare Bill of Particulars</p>	<p>None</p>	<p>2 minutes</p>	<p>CHWMS Staff</p>
<p>4. Proceed to Finance and Admin Division for the manual issuance of the Order of Payment</p>	<p>3. Issuance of Order of Payment</p>	<p>None</p>	<p>2 minutes</p>	<p>FAD Staff</p>
<p>5. Pay the</p>	<p>4. Accept payment</p>	<p>₱600.00 per</p>	<p>5 minutes</p>	<p>Cashier</p>



Registration Fees at the Cashier's Office	and issue Official Receipt	chemical (Filing Fee) ₱30.00 (DST)		
6. Upload copy of the Official Receipt in the OPMS	5.1. Validate the uploaded proof of payment and conducts substantial review of the submitted documents; If substantial, draft Certificate and forward application to the Division Chief;	None	10 days	Evaluator/ Section Chief
	5.2. Recommend approval	None	5 days	Division Chief
	5.3. Approves application	None	5 days	Regional Director
7. Download copy of the approved Registration Certificate		None		
TOTAL:		₱600.00 per chemical + ₱30.00	20 working days	



6. Hazardous Waste Transport Manifest Form (for PTTs that was manually issued)

Printing of Hazardous Waste Transport Manifest Forms for the transport of hazardous wastes with valid Permit to Transport.

Office or Division:	EMB Regional Office w/ jurisdiction of the HW Generator			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who May Avail:	Hazardous Waste Generators, HW Transporters or TSD Facilities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copy of Permit to Transport		EMB Regional Office of TSD Facility		
2. Other necessary information: <i>Permit to Transport (PTT) No.</i> <i>Name of Generator</i> <i>Name of Transporter</i> <i>Name of TSD Facility</i> <i>Type/s of HWs to be hauled:</i> <i>Estimated Quantity to be hauled (MT)</i> <i>Date of Transport</i> <i>Plate No.</i> <i>Driver/s Name</i> <i>Requesting Officer</i> <i>Mobile No.</i>		Provided by the applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request Manifest Form number with attached copy of Permit to Transport with other necessary information thru pcdhazwaster01@yahoo.com **Request shall be made at least three (3) days prior to the date of hauling	1.1. Review the submitted PTT and other necessary information	None	2 days	CHWMS Staff
	1.2. Prepare the manifest form	None	10 minutes	CHWMS Staff



	1.3. Send the manifest form to the applicant	None	10 minutes	CHWMS Staff
2.1. Print the required no. of copies and fill out the information for proper distribution		None		
2.2 Conduct hauling of HWs		None		
2.3. Proponent of TSD Facility submits completely filled out and signed manifest form to EMB R1 within seven (7) days upon receipt of HW		None		
TOTAL:		None	3 days	

7. Notice to Proceed for Dismantling of Asbestos

DAO 2000-02 (Chemical Control Order for Asbestos) requires that the EMB must be notified prior to the dismantling of asbestos containing materials (ACMs). The Notice to Proceed is issued by the EMB Regional Office.

Office or Division:	EMB Regional Office - Clearance and Permitting Division	
Classification:	Complex	
Type of Transaction:	G2B - Government to Business	
Who May Avail:	Hazardous Waste Generators, Transporters and TSD Facilities	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
<p>1. Letter of Intention (Notice to Dismantle Asbestos) containing the following information:</p> <ul style="list-style-type: none"> a) Name, address, and telephone number of: <ul style="list-style-type: none"> -Premises owner; -Premises operator; -Renovation, removal or demolition contractor; and b) Location of the premises to be demolished or renovated. c) The transporter and the disposal facility to be used for the removed, renovated or demolished material. d) Estimated quantity of asbestos-containing materials e) Schedule of start and completion date for the removal, demolition, or renovation activity. f) Description of the planned work to be performed and methods to be employed, including any controls and measures to be used to comply with this Order. 	Prepared by applicant	



2. Photographs of the Asbestos-Containing Materials		Prepared by applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	<p>1. Screen completeness of submitted requirements.</p> <p>If complete, instruct the applicant to proceed to the Records Unit for receiving of the documents.</p> <p><i>**If incomplete, inform the applicant of the deficiency.</i></p>	None	10 minutes	Evaluator/ Section Chief
2. Submit documents to the Records Unit.	2.1. Receive the documents and enter application in the Tracking System	None	10 minutes	Records Unit
	2.2. Route the documents to CHWMS-CPD	None	1 hour	Records Unit
	2.3. Evaluate the application and prepare Notice to Proceed (NTP); and forward application to the Division Chief for recommendation.	None	3 days	Evaluator/ Section Chief
	2.4. Review documents and recommend approval to the Regional Director	None	2 days	Division Chief
	2.5. Approve the NTP	None	2 days	Regional Director



	2.6. Forward NTP to CPD for scanning	None	2 hours	ORD Staff
	2.7. Scan the approved NTP and forward application to Records Unit for mailing.	None	1 hour	CHWMS Staff
	2.8. Mail the NTP to the applicant.	None	1 hour	Records Unit
3. Receive copy of the Notice to Proceed.				
TOTAL:		None	7 working days	

8. Permit to Transport

This permit is required prior to any transport of hazardous wastes. It contains the HW Generator, HW Transporter(s), TSD Facility, Type and Quantity of Wastes, validity period and other conditions.

Office or Division:	EMB Regional Office - Clearance and Permitting Division			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business			
Who May Avail:	Hazardous Waste Generators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. HW Generator Registration Certificate		HW Generator		
2. Notarized Memorandum of Agreement/Affidavit of Undertaking/Service Agreement between HW Generator, TSD Facility and HW Transporter		HW Transporter HW Generator or TSD Facility		
3. Transporter Registration Certificate		HW Transporter		
4. Transport Management Plan		Prepared by applicant		
5. Schedule of Hauling/Transport of wastes		Prepared by applicant		
6. Route of Transport		Prepared by applicant		
7. TSD Registration Certificate		TSD Facility		
8. Self-monitoring report		HW Generator		
9. Environmental Compliance Certificate (TSD Facility)		TSD Facility		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



<p>1. Submit online application with complete requirements to thru hwms.emb.gov.ph</p>	<p>1. 1. Screens completeness of application documents.</p> <p><i>**Complete documents shall only be accepted.</i></p>	<p>None</p>	<p>3 days</p>	<p>Screening Officer</p>
<p>2. Download the Order of payment and Proceed to EMB Regional Office or any Landbank branch to pay the fees</p>	<p>2.1 Accept payment and issues Official Receipt</p>	<p>₱1,000.00 / waste (Permit Fee) ₱30.00 (Documentary Stamp) ₱10.00 (Legal Research Fee)</p>	<p>1 day</p>	<p>Cashier</p>
<p>3. Upload copy of Official Receipt in their online account and submit application</p>				
	<p>4.1 Accepts application and endorses to Evaluator</p>	<p>None</p>	<p>2 days</p>	
	<p>4.2. Conduct substantial review of the submitted documents. Once found complete and substantial, endorse the results to the Division Chief</p> <p><i>**Application that requires additional information shall be returned to the client.</i></p>	<p>None</p>	<p>8 days</p>	<p>Evaluator/Section Chief</p>
	<p>4.3. Recommends approval</p>	<p>None</p>	<p>3 days</p>	<p>Division Chief</p>



	4.4. Approves the Certificate	None	3 days	Regional Director
5. Receive the approved Certificate. Can be downloaded in their online account				
TOTAL:		₱1,000.00/waste (Permit Fee) + ₱40.00 (Documentary Stamp Tax and Legal Research Fee)	20 working days	



9. Registration of Hazardous Waste Generator

Registration of establishments that generate hazardous wastes.

Office or Division:	EMB Regional Office - Clearance and Permitting Division			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business			
Who May Avail:	Establishments that generate hazardous wastes			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Letter of Request		Prepared by applicant		
2. Photograph of Hazardous Waste Area		Prepared by applicant		
3. PCO Accreditation Certificate		Prepared by applicant		
4. Duly notarized affidavit attesting to the truth, accuracy and genuineness of all information, documents and records contained and attached in the application		EMB Regional Office - to be filled up by applicant		
5. Mass balance of manufacturing process (if manufacturing company/establishment)		Prepared by applicant		
6. Description of hazardous waste management plan		Prepared by applicant		
7. Emergency and Contingency Plan		Prepared by applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit online application with complete requirements to thru hwms.emb.gov.ph	1. . Screens completeness of application documents. <i>**Complete documents shall only be accepted.</i>	None	3 days	Screening Officer



2. Download the Order of payment and Proceed to EMB Regional Office or any Landbank branch to pay the fees	2.1 Accept payment and issues Official Receipt	₱1,000.00 (Filing Fee) ₱30.00 (Documentary Stamp) ₱10.00 (Legal Research Fee)	1 day	Cashier
3. Upload copy of Official Receipt in their online account and submit application				
	4.1 Accepts application and endorses to Evaluator	None	2 days	
	4.2. Conduct substantial review of the submitted documents. Once found complete and substantial, endorse the results to the Division Chief <i>**Application that requires additional information shall be returned to the client.**</i>	None	8 days	Evaluator/Section Chief
	4.3. Recommends approval	None	3 days	Division Chief
	4.5. Approves the Certificate	None	3 days	Regional Director
5. Receive the approved Certificate. Can be downloaded in their online account				



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TOTAL:	₱1,040.00	20 days	
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10. Registration for Hazardous Waste Transporter – New/Renewal

Registration of companies that are authorized to transport hazardous wastes.

Office or Division:	EMB Central Office	
Classification:	Highly Technical	
Type of Transaction:	G2B - Government to Business	
Who May Avail:	HW Transporters	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Official Letter of Request	Prepared by applicant
	2. Duly notarized Affidavit attesting to the truth, accuracy and genuineness of all information and documents contained in the application	Prepared by applicant
	3. Duly notarized accountability Statement on liabilities and responsibilities in case of spill or emergency	Prepared by applicant
	4. Duly notarized affidavit of undertaking [vehicle(s) is (are) to be solely used in transporting HW]	Prepared by applicant
	5. Accomplished Registration Form for HW Transporter (Form C ver.2018)	Prepared by applicant
	6. Business Permit	City or Municipality of applicant
	7. SEC or DTI Registration	SEC or DTI
	8. Vehicle's Official Receipt (OR) and Certificate of Registration (CR) issued by LTO.	Land Transportation Office (LTO)
	9. Contract of Lease/Deed of Sale of vehicle(s) (if applicable)	Prepared by applicant
	10. List of Drivers and other personnel including Professional Driver's Licenses and Certificate of Training on hazardous waste management from EMB-recognized training organizations	Prepared by applicant
	11. Valid emission test result	Emission Testing Facility



12. Contingency and Emergency Plan	Prepared by applicant			
13. Financial Guarantee (commercial insurance, surety bond, trust fund or a combination thereof, whose amount is commensurate to the identified risk and callable upon demand by the Department during spill or emergency)	Obtained by applicant from financial institutions			
14. Valid contract with TSD Facility(ies) for the specific wastes to be included in the HW Transporter registration	Prepared by applicant with TSD Facility(ies)			
15. Valid Pollution Control Officer Accreditation Certificate	Prepared by applicant			
16. Summary of Permit to Transport (PTT) issued (for renewal application)	Prepared by applicant			
17. Chemical Control Order (CCO) [Cyanide, Mercury, Lead, ODS, PCB and Asbestos] (if applicable)	Prepared by applicant			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to EMB Regional Office screening officer.	1.1. Screen the completeness of the application documents. <i>**Complete documents shall only be accepted.</i>	None	10 minutes	Screening Officer
	1.2. Accept application and endorse to Evaluator	None	10 minutes	Screening Officer
	1.3. Conduct substantial review of the submitted documents and forward to the Environmental Monitoring and Enforcement Division for Inspection	None	2 days	Evaluator



	<p>1.4. Conduct inspection and provides categorical recommendation</p> <p>Upon approval of Inspection Report, forward to CPD for final review</p>	None	8 days	EMED
	<p>1.5. Conduct final review and prepare Endorsement Letter to EMB Central Office and forward to the Section Chief for further evaluation</p>	None	2 days	Evaluator
	<p>1.6. Review Evaluation Result and forward the endorsement letter to Division Chief for recommendation</p>	None	2 days	Section Chief
	<p>1.7. Recommend Endorsement Letter to the Regional Director for approval</p>	None	2 days	Division Chief
	<p>1.8. Approve the Endorsement Letter, and forward approved letter, inspection report and application documents to CPD</p>	None	2 days	Regional Director



	1.10. Inform the applicant to pay the Registration Fee and prepare the Bill of Particulars	None	2 hours	Screening Officer
2. Proceed to Finance and Admin Division for the Order of Payment	2. Issue Order of Payment	None	10 minutes	FAD Staff
3. Pay the Registration Fee at the Cashier's Office	3.1. Accept payment and issue Official Receipt	₱1,000.00 per vehicle + ₱30.00 (DST)	10 minutes	Cashier
	3.2. Attach copy of the Official Receipt to the application documents and forward to the Records Unit together with the approved letter and inspection report; mail documents to EMB Central Office for processing and further evaluation of the application	None	10 minutes	Screening Officer
TOTAL:		₱1,000.00 per vehicle + ₱30.00	20 days	

11. Registration for Treatment, Storage and Disposal Facility (TSD) – New/Amendment/Renewal

Registration of establishments that are authorized to treat, store or dispose of hazardous wastes (New/Amendment/Renewal)

Office or Division:	EMB Central Office and EMB Regional Office	
Classification:	Highly Technical	
Type of Transaction:	G2B - Government to Business	
Who May Avail:	Treatment, Storage and Disposal Facilities	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Official Letter of Request	Prepared by applicant
	2. Duly notarized Affidavit attesting to the truth, accuracy and genuineness of all information and documents contained in the application	Prepared by applicant
	3. Accomplished Registration Form for HW Treater (Form B ver.2018)	EMB Website or EMB Regional Office
	4. Copy of Environmental Compliance Certificate (ECC)	Provided by the applicant; obtained from EMB
	5. Valid Permit to Operate (if applicable)	Provided by the applicant; obtained from EMB
	6. Valid Discharge Permit (if applicable)	Provided by the applicant; obtained from EMB
	7. Environmental Guarantee Fund (as per DAO 2000-05)	To be arranged by applicant with a bank, insurance or bonding company
	8. Initial Environmental Examination (IEE) or Environmental Impact Statement (EIS) submitted to EMB Regional Offices	Provided by the applicant
	9. Process flow and detailed description of each treatment, recycling, disposal process identifying all by-products, end-products and residue	Prepared by applicant
	10. Storage Management Plan for raw materials, residues, by-products and end-products)	Prepared by applicant
	11. Long-term plan for the recycled, processed, recovered and end-products	Prepared by applicant



12. Contingency and Emergency Plan		Prepared by applicant		
13. Valid Pollution Control Officer Accreditation Certificate		Provided by the applicant; obtained from EMB		
14. Valid contract with registered HW Transporter(s)		Prepared by applicant		
15. Chemical Control Order (CCO) [Cyanide, Mercury, Lead, ODS, PCB and Asbestos] (if applicable)		Provided by the applicant; obtained from EMB		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to EMB Regional Office screening officer.	1.1. Screen the completeness of the application documents. <i>**Complete documents shall only be accepted.</i>	None	10 minutes	Screening Officer
	1.2. Accept application and endorse to Evaluator	None	10 minutes	Screening Officer
	1.3. Conduct substantial review of the submitted documents and forward to the Environmental Monitoring and Enforcement Division for Inspection	None	2 days	Evaluator
	1.4. Conduct inspection and provide categorical recommendation Upon approval of Inspection Report, forward to CPD for final review	None	8 days	EMED



	1.5. Conduct final review and prepare Endorsement Letter to EMB Central Office and forward to the Section Chief for further evaluation	None	2 days	Evaluator
	1.6. Review Evaluation Results and forward the endorsement letter to Division Chief for recommendation	None	2 days	Section Chief
	1.7. Recommend Endorsement Letter to the Regional Director for approval	None	2 days	Division Chief
	1.8. Approve the Endorsement Letter, and forward approved letter, inspection report and application documents to CPD	None	2 days	Regional Director
	1.9. Inform the applicant to pay the Registration Fee and prepare the Bill of Particulars	None	2 hours	Screening Officer
2. Proceed to Finance and Admin Division for the Order of Payment	2. Issue Order of Payment	None	10 minutes	FAD Staff
3. Pay the Registration Fee at the Cashier's Office	3.1. Accept payment and issues Official Receipt	₱15,000.00 (Filing Fee) + ₱30.00 (DST)	10 minutes	Cashier



	3.2. Attach copy of the Official Receipt to the application documents and forward to the Records Unit together with the approved letter and inspection report for mailing to EMB Central Office for processing and further evaluation of the application	None	10 minutes	Screening Officer
	TOTAL:	₱15,030.00	20 days	

12. Permit to Operate Air Pollution Sources and Corresponding Air Pollution Control Facilities (New)

Issuance of Permit to Operate Air Pollution Source Installation and Corresponding Air Pollution Control Facilities.

Office or Division:	Clearance and Permitting Division			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government, G2B – Government to Business			
Who May Avail:	Establishments equipped with Air Pollution Source/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent addressed to EMB Regional Director		Prepared by the applicant		
2. Duly accomplished application form		EMB Regional Office – to be filled out by the applicant		
3. Notarized Engineering Report prepared, signed and sealed by a Mechanical/Sanitary/Chemical Engineer with photocopy of the Engineer's PRC ID and PTR and duly endorsed by the Managing Head/Owner.		Prepared by applicant		
4. Plant Layout and specifications duly signed and sealed by PME		Prepared by applicant		
5. Emission Test Result (<i>if equipment is covered based on EMB MC 2007-003 and EMB MC 2009-004</i>)		Prepared by applicant		
6. Copy of DTI/SEC Certificate		Prepared by applicant		
7. Vicinity Map/Geo-tagged Pictures of the site and equipment/ Site Development Plan		Prepared by applicant		
8. PCO designation/Copy of PCO Accreditation Certificate		Prepared by applicant		
9. Copy of CNC/ECC		Prepared by applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to EMB Regional Office screening	1. Check the completeness of the submitted requirements.		1 day	Screening Officer



officer.	Otherwise, application will be returned to the applicant. Prepare Bill of Particulars			
2. Request an Order of Payment.	2. Prepare Order of Payment.			Accountant
3. Pay the Filing Fee, Legal Research Fee & Documentary Stamp Tax at the Cashier's Office.	3. Accept Payment and Issues Official Receipt.	Filing Fee = PhP640.00		Cashier
4. Present Official Receipt to the Screening Officer.	4. Photocopy, record and attach the Official Receipt to the Application then forward the Application to the Case Handler.			Screening Officer
	5. Conduct substantive evaluation of the application. Draft Permit and Letter to be forwarded to the Section Chief		8 days	Case Handler
	6. Review the application then forward to the Chief for further review.		3 days	Section Chief
	7. Review the application then recommend to the Regional Director for approval.		3 days	Division Chief
	8. Approve the application		2 days	Regional Director
TOTAL:		PhP640.00	20 days	
	9. Receive the Approved Permit from the Office of the Regional			Records



	Director and notify the applicant through mail, to pick up the Permit and pay the corresponding Permit Fee and other fees applicable.			
5. Applicant claim the Permit to Operate	10. Prepare Bill of Particulars.			Records
6. Request an Order of Payment	11. Prepare Order of Payment			Accountant
7. Pay the Permit Fee and other fees at the Cashier's Office.	12. Accept Payment and Issue Official Receipt.			Cashier
8. Present Official Receipt	13. Record and indicate the OR number in the Permit and release the Approved Permit			Records

13. Permit to Operate Air Pollution Sources and Corresponding Air Pollution Control Facilities (Renewal/Amendment)

Issuance of Permit to Operate Air Pollution Source Installation and Corresponding Air Pollution Control Facilities.

Office or Division:	Clearance and Permitting Division			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government, G2B – Government to Business			
Who May Avail:	Establishments equipped with Air Pollution Source/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent addressed to EMB Regional Director		Prepared by the applicant		
2. Duly accomplished application form		EMB Regional Office – to be filled out by the applicant		
3. Notarized Engineering Report prepared, signed and sealed by a Mechanical/Sanitary/Chemical Engineer with photocopy of the Engineer's PRC ID and PTR and duly endorsed by the Managing Head/Owner. <i>(If with new or additional air pollution source/s)</i>		Provided by applicant		
4. Copy of DTI/SEC Certificate <i>(if business name has been changed)</i>		Provided by applicant		
5. Emission Test Result <i>(if equipment is covered based on EMB MC 2007-003 and EMB MC 2009-004)</i>		Provided by applicant		
6. PCO designation/Copy of PCO Accreditation Certificate		Provided by applicant		
7. Copy of CNC/ECC		Provided by applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to EMB Regional Office screening officer.	1. Check the completeness of the submitted requirements. Otherwise, application will be returned to the		1 day	Screening Officer



	applicant. Prepare Bill of Particulars			
2. Request an Order of Payment.	2. Prepare Order of Payment.			Accountant
3. Pay the Filing Fee, Legal Research Fee & Documentary Stamp Tax at the Cashier's Office.	3. Accept Payment and Issue Official Receipt.	Filing Fee = PhP640.00		Cashier
4. Present Official Receipt to the Screening Officer.	4. Photocopy, record and attach the Official Receipt to the Application then forward the Application to the Case Handler.			Screening Officer
	5. Conduct substantive evaluation of the application. Draft Permit and Letter to be forwarded to the Section Chief		8 days	Case Handler
	6. Review the application then forward to the Division Chief for final review		3 days	Section Chief
	7. Review the application then recommend to the Regional Director for approval.		3 days	Division Chief
	8. Approve the application		2 days	Regional Director
TOTAL:		PhP640.00	20 days	
	9. Receive the Approved Permit from the Office of the Regional Director and notify the applicant through mail, to			Records



	pick up the Permit and pay the corresponding Permit Fee and other fees applicable.			
5. Applicant claims the Permit to Operate	10. Prepare Bill of Particulars.			Records
6. Request an Order of Payment	11. Prepare Order of Payment			Accountant
7. Pay the Permit Fee and other fees at the Cashier's Office.	12. Accept Payment and Issue Official Receipt.			Cashier
8. Present Official Receipt	13. Record and indicate the OR number in the Permit and release the Approved Permit			Records

14. TEN-YEAR SOLID WASTE MANAGEMENT PLAN

The province, city or municipality, through its local solid waste management boards, shall prepare its respective 10-year solid waste management plans consistent with the National Solid Waste Management Framework. The plan shall contain all the components provided in Section 17 of the RA 9003 and a timetable for the implementation of the solid waste management program and shall be reviewed and updated every year by the provincial, city or municipal solid waste management board.

All local government solid waste management plans shall be subjected to the approval of the Commission. The plan shall be consistent with the national framework and in accordance with the provisions of RA 9003 and of the policies set by the Commission.

Office or Division:	EMB- Environmental Monitoring and Enforcement Division			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who May Avail:	Local Government Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Ten -year Solid Waste Management Plan (new &/or updated)		Local Government Units		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
LGU submits the 10-year Solid Waste Management Plan to EMB – RO1	EMB – Records Unit accepts and records the documents and forwards to the Office of the Regional Director	None	Within 1 or 2 days (during the day or the following day depending upon the time or volume of documents received)	Staff, Office of the Regional Director



	Refer the request to Chief, EMED with instruction	None	Immediately Upon Receipt within the day	Regional Director
	Refer to the Section Chief for Evaluation	None	Immediately Upon Receipt within the day	Chief, EMED
	Refer to the Technical Staff for Evaluation	None	Immediately Upon Receipt within the day after evaluation	Chief, ESWM Section
	Evaluate the plan; prepare and submit corresponding evaluation with attached letter for the status of evaluation	None	Within 15 days	ESWM Technical Staff
	Review and affix initials to the letter and evaluation and endorse to the Chief, EMED	None	Upon review of the document	Chief, ESWM Section
	Recommend to the Regional Director the endorsement to the EMB Director	None	Immediately within the day upon review of the document	Chief, EMED
	Approve the endorsement and forwards to ORD Staff for Bar coding;	None	Within 1 or 2 days	



	<p><i>Note:</i></p> <ul style="list-style-type: none"> • If in consonance to the NSWMC Annotated Outline, the plan will be endorsed to the NSWMC for Approval and Release of Resolution <p>If Not in Consonance to the NSWMC Annotated Outline, the plan will be returned to the LGU for Revision</p>			<p>EMB Central Office</p> <p>Local Government Unit (LGU)</p>
	<p>ORD Staff returns the evaluation and letter to the ESWM Section for mailing</p>		<p>Immediately within the day upon receipt of the document</p>	<p>Staff, Office of the Regional Director</p>
			<p>15 days</p>	

15. Certificate of Non-Coverage (Category D)

Pursuant to the provisions of Presidential Decree no. 1586 or also known as the Philippine Environmental Impact Statement (EIS) System, projects or undertakings which are categorized as **Category D projects** are not covered by an ECC-requirement; but proponents may opt to secure a Certificate of Non-Coverage.

Office or Division:	EMB Regional Office No. 1 - Clearance and Permitting Division			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government, G2B – Government to Business, and/or G2C – Government to Citizen			
Who May Avail:	Any proponent with projects/undertakings that are deemed unlikely to cause significant adverse impact on the quality of the environment according to the parameters set forth in the EMB MC 2014-005			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Any valid Government ID		Any Philippine Government Office		
2. Site Development Plan		To be prepared by registered professional/s		
3. Notarized Sworn Statement of Accountability of Proponent		To be prepared by the applicant		
4. Photographs of the project area taken within 15 days from filing		To be prepared by the applicant		
5. CNC Application Proof of Payment/Bank Transaction Receipt		Landbank of the Philippines		
6. PAMB Clearance (<i>if within NIPAS-declared Protected Area</i>)		PAMB/DENR-PENRO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit EMB Website (www.emb.gov.ph) and submit CNC Application by clicking the CNC Online icon 1.1 Fill-out Project Description forms for project and proponent's information; and 1.2 Upload all		₱1,140.00		Default Account c/o System Administrator



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documentary requirements				
2. System generates automatically-approved CNC for printing		None	1 day	EMB Central Office
TOTAL:		₱1,140.00	1 working day	

16. Certificate of Non-Coverage (Category C/prior 1982 projects)

Pursuant to the provisions of Presidential Decree no. 1586 or also known as the Philippine Environmental Impact Statement (EIS) System, projects or undertakings which are categorized as **Category C: Environmental Enhancement and Mitigation projects** and projects which were established prior 1982 without significant expansion or modification, are not covered by an ECC-requirement; but proponents may opt to secure a Certificate of Non-Coverage (CNC).

Office or Division:	EMB Regional Office - Clearance and Permitting Division			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government, G2B – Government to Business, and/or G2C – Government to Citizen			
Who May Avail:	Any proponent with projects/undertakings not falling under Category A or B which are intended to directly enhance the quality of the environment or directly address existing environmental problems and/or are deemed unlikely to cause significant adverse impact on the quality of the environment according to the parameters set forth in the EMB MC 2014-005.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Project Description (Part I and II) <ul style="list-style-type: none"> i. Description of how the project enhances the environment or address environmental issues ii. Project Components List iii. Description of Project Phases/Activities (i.e. Pre-construction, Construction, Operation & Abandonment) iv. Project Emissions/ Effluent/ Hazardous Waste/Solid Waste/ Other Wastes v. Project Cost and Duration 		To be prepared by applicant		
2. Collage of geotagged photos/plates/site development plan of proposed project site		To be prepared by registered professional/s and/or applicant		
3. For projects established prior 1982, documentary proof of project implementation issued by relevant Gov't Agencies (GA)		To be prepared by applicant / Local Government Unit (LGU)/Nat'l GA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



<p>1. Submit complete requirements to EMB Regional Office screening officer.</p>	<p>2. Screening</p> <ul style="list-style-type: none"> If complete, applicant be issued Bill of Particulars for the processing of filing fee. If incomplete, the application shall be returned to applicant with remarks on the deficiency/lacking requirements. 	<p>None</p>	<p>15 minutes</p>	<p>CPD EIA Screening Officer</p>
<p>3. Proceed to EMB-1 FAD for the preparation of Order of Payment</p>	<p>4. Prepare Order of payment</p>	<p>None</p>	<p>5 minutes</p>	<p>EMB-1 FAD</p>
<p>5. Pay processing and documentary stamp tax fees at the EMB-1 Cashier</p>	<p>6. Accept payment and issue Official Receipt (OR)</p>	<p>₱1,000.00 (Processing fee) ₱30.00 (DST)</p>	<p>5 minutes</p>	<p>EMB-1 Cashier</p>
<p>7. Submit application and present proof of payment to Screening Officer.</p>	<p>8. Accept application and</p>	<p>None</p>	<p>15 minutes</p>	<p>CPD EIA Screening Officer</p>
	<p>8.1 Record, scan and route application documents with OR to CPD EIA Case</p>	<p>None</p>	<p>2 hours</p>	<p>CPD EIA Screening Officer</p>



	Handler			
	9. Evaluate the application and prepare Decision Document/ Certificate of Non-Coverage (CNC)	None	2 days	CPD EIA CH
	10. Review Evaluation Report and Check Decision Document/ CNC	None	2 days	CPD EIA Section Chief
	11. Recommend approval	None	1 day	Chief, CPD
	12. Approve Decision Document/CNC	None	1 day	Regional Director
	12.1 Forward Decision Document/CNC to CPD EIA for tracking	None	15 minutes	ORD
	12.2 Endorse signed document to Records for mailing of transmittal letter and recordkeeping	None	15 minutes	CPD EIA Staff
13. Pick up approved CNC at Records Section	14. Check proof of payment and release signed CNC	None	10 minutes	Records
TOTAL:		P1,030.00	7 working days	

17. Environmental Compliance Certificate (Category B-IEEC)

Section 4 of the Presidential Decree no. 1586 or also known as the Philippine Environmental Impact Statement (EIS) System states that any person, partnership or corporation with projects or undertakings (implemented from 1982 onwards) which are classified as Category B: Non-Environmentally Critical Projects (Non-ECP) or are likewise deemed to significantly affect the quality of environment by virtue of being located in Environmentally Critical Area (ECA), are required to secure an ECC prior project implementation. The ECC shall be granted to the proponent upon satisfying all the requirements of the EIS System, and he/she/it has committed to implement his/her/its approved Environmental Management Plan (EMP) to address the environmental impacts.

Office or Division:	EMB Regional Office - Clearance and Permitting Division	
Classification:	Highly Technical	
Type of Transaction:	G2G – Government to Government, G2B – Government to Business, and/or G2C – Government to Citizen	
Who May Avail:	<ul style="list-style-type: none"> Proponents with projects or undertakings (implemented from 1982 onwards) which are not classified as Category A: Environmentally Critical Projects (ECP) but likewise deemed to significantly affect the quality of environment by virtue of being located in Environmentally Critical Area (ECA), and are categorized within the threshold capacity set forth under EMB MC 2014-005 as Category B: Initial Environmental Examination (IEE) Checklist, are required to secure an ECC prior project implementation. Proponents who have been issued with an ECC but with proposed expansion/modifications which are deemed as MAJOR and such expansion/increase does not exceed the threshold capacity of Category B-IEEC per EMB MC 2014-005, shall apply for an amendment of ECC. 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Accomplished IEEC forms <ul style="list-style-type: none"> ➤ Project Fact Sheet ➤ Abandonment/Rehabilitation/Restoration/Decommissioning Plan ➤ Environmental Impact and Management Plan (EIMP) ➤ Schematic Diagrams for Air Pollution Control Facility and Wastewater Treatment Facility (if applicable) ➤ Duly notarized Sworn Statement of Accountability of Proponent ➤ Duly accomplished Project Environmental Monitoring and Audit Prioritization Scheme (PEMAPS) 		To be prepared by applicant
2. Geotagged photos/plates/site development plan of proposed project site		To be prepared by applicant



3. Certificate of Viability or Zoning Certification/Clearance issued LGU on the compatibility of proposed project with existing land use plan	Local Government Unit
4. Proof of authority over the project site (e.g. land title, lease contract, deed of absolute sale, whichever is applicable)	To be prepared by applicant
5. Site Development and/or Vicinity map signed by registered professional/s	To be prepared by registered professional/s
6. Project/Plant layout signed by registered professional/s	To be prepared by registered professional/s
7. Affidavit of No Complaint / LGU Certification of No Objection	To be prepared by applicant/LGU
8. Copy of previously issued ECC (<i>for amendment</i>)	To be prepared by applicant
<p>9. Other documents required as additional information (AI) for the <u>new/amendment</u> application: _____</p> <ul style="list-style-type: none"> a) Projects with jetty, pier or will utilize foreshore areas: <i>Foreshore Lease Agreement (FLA); Miscellaneous Lease Agreement (MLA)</i> b) Projects within National Integrated Protected Area System (NIPAS): <i>Protected Area Management Board (PAMB) Clearance</i> c) <i>Certification on Status of Land Classification (A&D)</i> d) Geohazard Identification Report/Geological Site Scoping/Assessment Report e) For Energy Projects: <i>Water Rights / Service Contract (For Dam Projects/Hydropower Projects)</i> <i>Geothermal Renewable Energy Service Contract (GRESK) (For Geothermal Projects)</i> f) Coal Mining Projects - <i>Coal Operating Contract (COC)</i> g) For Sanitary Landfill projects: <i>Environmental Assessment Report from EMB and Geological Assessment Report from MGB</i> <i>Clearance from EMB Central Office</i> h) For Mining & Quarry Projects (Except Coal): <i>Exploration Permit/Final Exploration Report and Mining Project Feasibility;</i> <i>Application for Mineral Production Sharing Agreement</i> <i>Area Status and Clearance</i> 	<ul style="list-style-type: none"> a) Department of Environment and Natural Resources (DENR) b) DENR – concerned PAMB c) DENR d) Mines and Geosciences Bureau (MGB) e) National Water Resources Board (NWRB), Department of Energy (DOE) f) DOE g) EMB / MGB h) MGB / Department of Public Works and Highways (DPWH) i) DENR Regional Office, Philippine, Reclamation Authority (PRA) j) DENR, Forest Management Bureau (FMB)



<p><i>Annual/Integrated Work Program prepared by Registered professional (Geologist/Mining Engineer)</i> <i>Certification from DPWH/NIA that the project is not within 1 km radius from government infrastructure projects</i></p> <p>i) For Reclamation projects: <i>Notice to Proceed with the EIA review from DENR RED MOA of LGU proponent with PRA Area Clearance</i></p> <p>j) For Forestry Projects: <i>Integrated Forest Management Agreement (IFMA)</i></p> <p>k) For Wood processing projects: <i>Log Supply Report/Contract</i></p>		<p>k) Prepared by proponent</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Visit EMB Website (www.emb.gov.ph) and submits ECC Application by clicking the ECC Online icon and Register for an ECC Online account</p>	-	None	-	Proponent
<p>1.1 Encode project information in the ECC Online System to verify if the proposed project (new)/modification (amendment) will qualify in the online application process.</p>	-	None	-	Proponent



<p>1.2 Once qualified, the system will prompt the proponent to fill out the online IEEE Checklist form, printed for notarization, and upload the form together with the following documents in electronic/PDF files</p>	<p>2. SCREENING Default Online Receiving Officer shall route screen the application documents; upon completion of basic requirements, case handler shall generate order of payment</p> <p><i>If requirements are incomplete or not substantive, Application will be returned to the proponent for appropriate action.</i></p>	<p>None</p>	<p>4 accumulated days from last submitted compliance</p>	<p>Default Online Receiving Officer</p>
<p>3. Pay processing fee at Landbank of the Philippines (LBP) Branch / LinkBiz Portal</p>	<p>-</p>	<p>₱5,070.00 (New) ₱2,030.00 (Amendment) *With LBP Fee</p>	<p>-</p>	<p>Proponent</p>
<p>3.1 Upload Bank Receipt and fill out payment details</p>	<p>4. REVIEW/EVALUATION 4.1 Conduct substantive review, study and assessment of the application; 4.2 Accept application; and 4.3 Prepare Evaluation Report and Decision Document/ECC</p> <p><i>If requirements are incomplete or not substantive, Application will be returned to the proponent for appropriate action.</i></p>	<p>None</p>	<p>7 days</p>	<p>CPD-EIA Technical Personnel</p>



	5. ENDORSEMENT OF RECOMMENDATION Check and review RPR, and Decision Document	None	5 days	CPD EIA Section Chief
	6. SIGN-OFF/ISSUANCE OF DECISION DOCUMENT 6.1 Recommend the Decision Document / ECC to the Regional Director for approval	None	4 days	Chief, CPD
	6.2 Approve the Decision Document / ECC	None	4 days	Regional Director
7. Download ECC, sign the sworn statement and upload the Notarized Copy of ECC	8. Forward the Notarized ECC to the Repository	None		Default Online Receiving Officer
TOTAL:		₱5,070.00 (New) OR ₱2,070.00 (Amendment) <i>*With LBP Fee</i>	20 working days	

18. Environmental Compliance Certificate (Category B-EIS)

Section 4 of the Presidential Decree no. 1586 or also known as the Philippine Environmental Impact Statement (EIS) System states that any person, partnership or corporation with projects or undertakings (implemented from 1982 onwards) which are classified as Category B: Non-Environmentally Critical Projects (Non-ECP) or are likewise deemed to significantly affect the quality of environment by virtue of being located in Environmentally Critical Area (ECA), are required to secure an ECC prior project implementation. The ECC shall be granted to the proponent upon satisfying all the requirements of the EIS System, and he/she/it has committed to implement his/her/its approved Environmental Management Plan (EMP) to address the environmental impacts.

Office or Division:	EMB Regional Office - Clearance and Permitting Division	
Classification:	Highly Technical	
Type of Transaction:	G2G – Government to Government, G2B – Government to Business, and/or G2C – Government to Citizen	
Who May Avail:	<ul style="list-style-type: none"> Proponents with projects or undertakings (implemented from 1982 onwards) which are not classified as Category A: Environmentally Critical Projects (ECP) but likewise deemed to significantly affect the quality of environment by virtue of being located in Environmentally Critical Area (ECA), and are categorized within the threshold capacity set forth under EMB MC 2014-005 as Category B: Environmental Impact Statement (EIS), are required to secure an ECC prior project implementation. Strict implementation of DENR AO 2017-15 regarding conduct of public participation activities such as IEC, three-level scoping activities and/or public hearing shall be facilitated by EMB-Regional Office with jurisdiction over the project in coordination with the Proponent/Consultant. Then, substantive review shall be conducted by external reviewers in accordance with the approved Work and Financial Plan per DENR AO 2003-30 on Review meetings. Proponents who have been issued with an ECC but with proposed expansion/modifications which are deemed as MAJOR and such expansion/increase is considered within the threshold capacity of Category B-EIS per EMB MC 2014-005, shall apply for an amendment of ECC. Proponents of river restoration through dredging activities of identified heavily-silted river channels in accordance with the DPWH Dredging Master Plan, further designated as River Dredging Zone (RDZ) of the Inter-Agency Committee pursuant to the provisions of DENR Administrative Order NO. 2020-07 (Rationalizing Dredging Activities in Heavily-silted River Channels Pursuant to the DENR-DPWH-DILG-DOTr Joint Memorandum Circular No. 2019-01). 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE



<p>1. Public/Technical Scoping Requirements:</p> <ul style="list-style-type: none"> a) Proof of conduct of Information, Education and Communication (IEC) Campaign; b) Request letter for the conduct of Public Scoping c) Brief Project Description for Scoping (Annex 2-6 of DAO 2003-30); d) Results of initial perception survey e) Project Description for Scoping (PDS) with aerial photos f) List of invitees of public scoping g) Presentation materials for scoping h) Draft invitation letter i) Draft of the proposed program for public scoping <p><i>For the conduct of TS within seven (7) days upon approval of PSR:</i></p> <ul style="list-style-type: none"> a) Submit a Public Scoping Report (PSR) within seven (7) days after conduct of PS containing but not limited to: <ul style="list-style-type: none"> a. Attendance of stakeholders and the general public b. Segregated comments/issues & suggestions based on the main modules of the EIA c. The proposed design of public participation & analysis of issues raised b) Accomplished Scoping Form 	<p>To be prepared by applicant</p>
<p>2. Environmental Impact Assessment (EIA) Report (i.e. EIS/EPRMP/Programmatic EIS/EPRMP) with e-copy <i>-Duly notarized Sworn Statement of Accountability of Preparers and Proponent</i> <i>-Duly accomplished Project Environmental Monitoring and Audit Prioritization Scheme (PEMAPS)</i></p>	<p>To be prepared by applicant / EIA consultant</p>
<p>3. Proof of authority over the project site (e.g. land title, lease contract, deed of absolute sale, whichever is applicable)</p>	<p>Land Registration Authority (LRA), Land Owners, Proponent</p>
<p>4. Certificate of Viability or Zoning Certification/Clearance issued LGU on the compatibility of proposed project with existing land use plan</p>	<p>Local Government Unit</p>
<p>5. Geotagged photos/plates/site development plan of proposed project site/Proof of Authority</p>	<p>To be prepared by applicant</p>
<p>6. Site Development and/or Vicinity map signed by registered professional/s</p>	<p>To be prepared by registered professional/s</p>
<p>7. Project/Plant layout signed by registered professional/s</p>	<p>To be prepared by registered professional/s</p>
<p>8. Affidavit of No Complaint / LGU Certificate of No Objection</p>	<p>To be prepared by applicant / LGU</p>



<p>9. Work and Financial Plan (WFP) for EIA Review (Annex 2-23 of RPM for DAO 2003-30)</p>	<p>To be prepared by applicant</p>
<p>10. Copy of previously issued ECC (for amendment)</p>	<p>To be prepared by applicant</p>
<p>11. Other documents required as additional information (AI) for the <u>new/amendment</u> application: _____</p> <ul style="list-style-type: none"> a) Projects with jetty, pier or will utilize foreshore areas: <i>Foreshore Lease Agreement (FLA); Miscellaneous Lease Agreement (MLA)</i> b) Projects within National Integrated Protected Area System (NIPAS): <i>Protected Area Management Board (PAMB) Clearance</i> c) <i>Certification on Status of Land Classification (A&D)</i> d) Geohazard Identification Report/Geological Site Scoping/Assessment Report e) For Energy Projects: <i>Water Rights / Service Contract (For Dam Projects/Hydropower Projects)</i> <i>Geothermal Renewable Energy Service Contract (GRES-C) (For Geothermal Projects)</i> f) Coal Mining Projects - <i>Coal Operating Contract (COC)</i> g) For Sanitary Landfill projects: <i>Environmental Assessment Report from EMB and Geological Assessment Report from MGB</i> h) For Mining & Quarry Projects (Except Coal): <i>Exploration Permit/Final Exploration Report and Mining Project Feasibility;</i> <i>Application for Mineral Production Sharing Agreement Area Status and Clearance</i> <i>Annual/Integrated Work Program prepared by Registered professional (Geologist/Mining Engineer)</i> <i>Certification from DPWH/NIA that the project is not within 1 km radius from government infrastructure projects</i> i) For Reclamation projects: <i>Notice to Proceed with the EIA review</i> <i>MOA of LGU proponent with PRA Area Clearance</i> j) For Forestry Projects: <i>Integrated Forest Management Agreement (IFMA)</i> k) For Wood processing projects: <i>Log Supply Report/Contract</i> l) For Dredging projects: <i>DPWH Dredging Clearance & Approved Dredging Master</i> 	<ul style="list-style-type: none"> a) Department of Environment and Natural Resources (DENR) b) DENR – concerned PAMB c) DENR d) Mines and Geosciences Bureau (MGB) e) National Water Resources Board (NWRB), Department of Energy (DOE) f) DOE g) EMB / MGB h) MGB / Department of Public Works and Highways (DPWH) i) DENR Regional Office, Philippine, Reclamation Authority (PRA) j) DENR, Forest Management Bureau (FMB) k) Prepared by proponent l) DPWH Regional Office/MGB-1/Inter-Agency Committee (IAC) per DENR AO



<i>Plan</i> <i>MGB Survey/Determination of Mineral Resources on the RDZ</i> <i>IAC Resolution re: River Dredging Zone (RDZ)</i>				2020-07
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. SCOPING 1.1 Request for the conduct of Public Scoping with attached documentary req'ts per DAO 2017-15 1.2 Proponent shall submit a Public Scoping Report (PSR) to proceed in the conduct of Technical Scoping.	1. Facilitate conduct of Public and/or Technical Scoping 1.1 Prepare invitations/ notice of PS/TS; 1.2 Facilitate conduct of PS/TS; 1.3 Review of submitted PSR; 1.4 Advise proponent to proceed with the EIA Study and Report Preparation	None	Within 5 days <i>(upon receipt of complete PS req'ts)</i> Within 7 days <i>(upon receipt of PSR)</i>	CPD-EIA Technical Personnel
2. SCREENING 2.1 Submit complete requirements to EMB Regional Office screening officer.	2.2 Screening officer to check if application is complete. If complete prepare Bill of Particulars to the applicant. If incomplete, inform the applicant of the deficiency. 2.3 Schedules and prepares Invites/notice for Public Hearing	None	Within three (3) days <i>(upon receipt of EIA Application Documents)</i>	CPD EIA Screening Officer
3. PAYMENT OF FEES 3.1 Proceed to EMB-1 FAD for the preparation of Order of Payment	3.2 Prepare Order of payment	None	10 minutes	EMB-1 FAD



<p>3.3 Pay processing & documentary stamp tax fees at the EMB-1 Cashier</p>	<p>3.4 Accept payment and issue Official Receipt (OR)</p>	<p><i>Processing fee:</i> ₱15,000.00 (P-EIS) ₱10,000.00 (EIS/P-EPRMP) ₱5,000.00 (EPRMP) ₱30.00 (DST)</p>	<p>10 minutes</p>	<p>EMB-1 Cashier</p>
<p>3.5. Set up the Review Fund as estimated by the Chief, CPD & approved by EMB RD, and enter into MOA with Fund Manager</p> <p>3.6 Submit application and present proof of payment of processing fee/s and proof of deposit of Review Fund and Signed MOA with Fund Manager</p>	<p>3.7. Accept application and receive proof of payment of processing fee/s and proof of deposit of Review Fund and Signed MOA with Fund Manager</p> <p>3.7.1 Record and route application documents to CPD EIA Case Handler</p> <p>3.7.2 Input application in the EIS Online System for the Reference number</p> <p>3.7.3 Request for webposting of Notice of Public Hearing</p>	<p><i>RF per approved Work and Financial Plan (WFP) c/o Fund Manager</i></p>	<p>Within the day (Day 1)</p>	<p>CPD-EIA Technical Personnel</p>
<p>4. REVIEW PROPER 4.1 1st Review Meeting/ Consolidation of AI Request</p>	<p>4.1.1 Forward EIA Application Documents to selected external/internal reviewers for the substantive review, study and assessment of the assigned module (of the EIA report) within four (4) days upon</p>	<p>None</p>	<p>(Day 2-4)</p>	<p>CPD-EIA Technical Personnel</p>



	receipt of EIS documents			
	4.1.2 Coordinate with EIA Review Committee (EIARC) for the consolidation of Comments/ Recommendations; and with Fund Manager regarding logistics			CPD-EIA Technical Personnel / EIARC / Fund Manager
Attend EIARC Review Meeting	4.1.3 Facilitate conduct of 1 st review meeting		(Day 5)	CPD-EIA Technical Personnel / EIARC
4.2 Submission of 1 st AI response/ compliance within seven (7) days upon receipt of official AI Request from EMB	4.2.1 Receive submitted response /AI 4.2.2 Forward AI to EIARC for further review	None	(Day 6)	Proponent/EI A Consultant/ CPD-EIA Technical Personnel
4.3 Conduct of Public Hearing (PH) / Site Visit	4.3.1 Conduct of Public Hearing / Site Visit within seven (7) days <i>(after publication of Notice of Public Hearing on newspaper of general circulation/ website)</i>	None	(Day 7)	CPD-EIA Technical Personnel / Hearing Officer
4.3.2 Submit Full Documentation of the conducted Public Hearing (PH) within four (4) days after PH	4.3.3 EMB-1 Hearing Officer prepares PH report within four (4) days after PH 4.3.4 Receives and forwards PH report and full	None	(Day 8)	EMB-1 Hearing Officer / Proponent / CPD-EIA Technical Personnel



	documentation of PH to EIARC			
4.4 2 nd Review Meeting/ Consolidation of AI Request	4.4.2 Coordinate with EIA Review Committee (EIARC) for the consolidation of Comments/ Recommendations; and with Fund Manager regarding logistics		(Day 9)	CPD-EIA Technical Personnel / EIARC / Fund Manager
Attends EIARC Review Meeting	4.4.3 Facilitates conduct of 2 nd review meeting		(Day 10)	CPD-EIA Technical Personnel / EIARC
4.5 Submission of 2 nd AI response/ compliance within seven (7) days upon receipt of official AI Request from EMB	4.5.1 Receives submitted response /AI 4.5.2 Forwards AI to EIARC for further review/inputs in the final EIARC Report	None	(Day 11)	Proponent/EI A Consultant/ CPD-EIA Technical Personnel
4.6 Submission of EIARC Report by Chair within two (2) days after last Review Meeting	4.6.1 Receives EIARC Chairperson's Report	None	(Day 12-14)	CPD-EIA Technical Personnel CPD-EIA Technical Personnel
4.7 Preparation of Review Process Report (RPR) / Recommendation by EMB Case Handler	4.7.1 Prepares RPR and draft Decision Document (i.e. ECC/denial letter) 4.7.2 Coordinate with Fund Manager for the disbursement of review funds/financial report status	None		



5. ENDORSEMENT OF RECOMMENDATION	5. Checks and review RPR, EIARC Chairperson's Report and Decision Document	None	(Day 15-16)	CPD EIA Section Chief
6. SIGN-OFF/ISSUANCE OF DECISION DOCUMENT	6.1 Recommend the Decision Document / ECC to the Regional Director for approval	None	(Day 17-18)	Chief, CPD
	6.2 Approve the Decision Document / ECC	None	(Day 19-20)	Regional Director
	6.2.1 Forwards ECC to CPD EIA for tracking.	None	15 minutes	ORD
	6.2.2 Endorse to Records Unit for mailing of the notification to the Proponent regarding approval of decision document (ECC/Denial letter)	None	15 minutes	CPD EIA Staff
	6.2.3 Mail approved Transmittal Letter of the Decision Document (ECC/Denial Letter)	None	15 minutes	Records
7. RELEASE OF SIGNED DECISION DOCUMENT/ECC 7.1 Claims approved ECC from EMB1 Records Unit	7.2 Conducts briefing of ECC Conditions	None	15 minutes	CPD EIA Technical Personnel
7.3 Signs certification regarding receipt of approved ECC and conduct of briefing	7.4 Releases approved ECC	None	10 minutes	Records



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TOTAL:	<i>Processing fee:</i> ₱15,000.00 (P-EIS) ₱10,000.00 (EIS/P-EPRMP) ₱5,000.00 (EPRMP) ₱30.00 (DST)	20 working days	
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19. Environmental Compliance Certificate (Minor Amendment)

Section 4 of the Presidential Decree no. 1586 or also known as the Philippine Environmental Impact Statement (EIS) System states that any person, partnership or corporation with projects or undertakings (implemented from 1982 onwards) which are classified as Category B: Non-Environmentally Critical Projects (Non-ECP) or are likewise deemed to significantly affect the quality of environment by virtue of being located in Environmentally Critical Area (ECA), are required to secure an ECC prior project implementation. The ECC shall be granted to the proponent upon satisfying all the requirements of the EIS System, and he/she/it has committed to implement his/her/its approved Environmental Management Plan (EMP) to address the environmental impacts.

Office or Division:	EMB Regional Office - Clearance and Permitting Division			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government, G2B – Government to Business, and/or G2C – Government to Citizen			
Who May Avail:	Proponents who have been issued with an ECC but with proposed expansion/modifications which are deemed as MINOR and such expansion/increase does not exceed the threshold capacity of Category B-IEEC per EMB MC 2014-005, shall apply for an amendment of ECC.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter Request address to EMB Regional Director <ul style="list-style-type: none"> i. Proof of Authority over the Project Site (e.g. land title, lease contract, deed of absolute sale, whichever is applicable); ii. Site Development and/or Vicinity map signed by registered professional/s OR Project/Plant layout signed by registered professional/s iii. Additional special study/assessment i.e. PDR, integrated EMP, etc. _____ 			To be prepared by applicant	
2. Copy of previously issued ECC (for amendment)			To be prepared by applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to EMB Regional Office screening officer.	2. Screening officer to check if application is complete. If complete prepare Bill of Particulars to the applicant. If incomplete, inform the applicant of the deficiency.	None	15 minutes	CPD-EIA Screening Officer



3. Proceed to EMB-1 FAD for the preparation of Order of Payment	3.1 Prepare Order of payment	None	5 minutes	EMB-1 FAD
3.2 Pay processing and documentary stamp tax fees at the EMB-1 Cashier	3.3 Accept payment and issue Official Receipt	₱1,000.00 (Processing fee) ₱30.00 (DST)	5 minutes	EMB-1 Cashier
4. Submit application and present proof of payment to Screening Officer.	4.1 Accept application and	None	15 minutes	CPD EIA Screening Officer
	4.2 Record, photocopy/scan application documents with OR and route to CPD EIA Case Handler	None	2 hours	CPD EIA Screening Officer
	5. Evaluate the application and prepare Decision Document/ ECC amendment	None	2 days	CPD EIA CH
	6. Review Evaluation Report and check Decision Document/ ECC amendment	None	2 days	CPD EIA Section Chief
	7. Recommend approval	None	1 day	Chief, CPD



	8. Approve the application by signing the ECC amendment	None	1 day	Regional Director
	8.1 Forward ECC to CPD EIA for tracking.	None	15 minutes	ORD
	8.2 Endorse to Records for mailing of the notification to the Proponent regarding approval of ECC amendment	None	15 minutes	CPD EIA Staff
9. Claim approved ECC Amendment at Records Section	9.1 Check proof of payment and release signed ECC amendment	None	10 minutes	Records
TOTAL:		P1,030.00	7 working days	

20. Programmatic Environmental Impact Assessment (PEIA)

Article IV, Section 1 of the DENR Administrative Order NO. 2020-07 (Rationalizing Dredging Activities in Heavily-silted River Channel states that s Pursuant to the DENR-DPWH-DILG-DOTr Joint Memorandum Circular No. 2019-01) states that all holders of dredging clearance shall comply with the pertinent laws, rules and regulations on environmental protection, the allocation of funds for environment-related expenditures, environmental impact assessment, and setting up of the contingent liability and rehabilitation fund, among others. The conduct of a Programmatic EIA or Strategic Environmental Assessment (SEA) per River Channels as identified by the Inter-Agency Committee (IAC) as River Dredging Zone (RDZ) shall be performed to ensure that the river restoration activities and the dredging master plan consider the necessary environmental measures.

Office or Division:	EMB Regional Office - Clearance and Permitting Division			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government, G2B – Government to Business, and/or G2C – Government to Citizen			
Who May Avail:	Provincial or Local Government Unit with intent to undertake river restoration thru dredging activities of the heavily-silted river channel designated as River Dredging Zone (RDZ) by the IAC and with approved dredging master plan by the DPWH			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Approved Dredging Master Plan by DPWH			DPWH Regional Office	
2. Inter-Agency Committee (IAC) Resolution designating the proposed river channels as River Dredging Zone (RDZ) Area			IAC	
3. Letter request for the conduct of Programmatic EIA addressed to the EMB Regional Director			To be prepared by applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to EMB Regional Office Records Unit	2. Records officer/staff forwards documents to Office of Regional Director (ORD) for instruction	None	15 minutes	Records Officer / Staff



	3. ORD routes documents to designated Section/Division for appropriate action as per instruction of RD	None	5 minutes	ORD / Regional Director
	4. Section staff prepares communication and notice of meetings to stakeholders	None	2 days	CPD EIA Personnel
5. Attend series of scheduled meetings with EMB-1, IAC, and stakeholders	5.1 EMB-1 facilitate/conduct series of meetings with Provincial Government, Inter-Agency Committee (IAC), Technical Working Group (TWG) and key stakeholders	None	1 month	CPD EIA Personnel / ORD
	5.2 Prepare minutes of meeting and/or documentation	None		CPD EIA Personnel
6. Prepare and conduct of activities for data gathering approach and stakeholder consultation	6. Prepare and conduct of activities for data gathering approach and stakeholder consultation	None	2.5 months	CPD EIA Personnel / TWG / Proponent / all stakeholders
7. Preparation/write-up of Programmatic EIA Report	7.1 Preparation/write-up of Programmatic EIA Report	None	1.5 months	CPD EIA Personnel / TWG / Proponent / all stakeholders



	7.1 Presentation of PEIA Report to the IAC for comments/ approval	None	1 day	TWG /Proponent
8. Receive PEIA Report for ECC application	8.1 Transfer of PEIA to Provincial Government as Proponent for ECC	None	10 minutes	EMB RO1 / TWG / Proponent
TOTAL:		None	5 months	



21. LABORATORY ANALYSIS

Laboratory analysis of water, wastewater and air samples.

Office or Division:	EMB Regional Office - Environmental Monitoring & Enforcement Division (EMED)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government, G2B – Government to Business, and/or G2C – Government to Citizen			
Who May Avail:	Technical Staff of the Environmental Monitoring & Enforcement Division			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Analysis Request Form (ARF)		EMB Laboratory		
Sample Acceptance Criteria Form		EMB Laboratory		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request and accomplish Analysis Request Form (ARF)	Prepare necessary sampling equipment, bottles and Personal Protective Equipment (PPE's)	None	30 minutes	Laboratory
Sampling		None		Technical Staff
Submit samples to Laboratory	Receive and inspect samples	None	10 minutes	Laboratory
	Conduct analyses and calculate the results	None	At least 15 days depending on the parameter, method and kind of samples	Laboratory
	Check calculation of results of analysis and prepare Results of Laboratory Analysis (ROLA)	None	2 days upon completion of all the requested parameters	Laboratory Head
	Review and sign the ROLA	None	30 minutes	Chemist / Analyst conducted the analysis



EMB

	Certifies the ROLA	None	10 minutes	Laboratory Head
	Review and sign the ROLA	None	30 minutes	Chief, AMTSS
	Review and Recommends the ROLA	None	1 day	Chief, EMED
	Approve the ROLA for release	None	2 days	EMB Regional Director
TOTAL:			21 days	

22. Pollution Control Officer (PCO) Accreditation (New)

Office or Division:	Clearance and Permitting Division			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government, G2B - Government to Business, and/or G2C - Government to Citizen			
Who May Avail:	Business Operators which Operates Wastewater Treatment Facility and Discharges Generated Wastewater			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Application		CPD-DPPOS Pro Forma		
Appointment/Designation as PCO		CPD-DPPOS Pro Forma		
Curriculum Vitae with ID Picture		CPD-DPPOS Pro Forma		
Notarized Affidavit of Joint undertaking of the PCO and the Managing Head		CPD-DPPOS Pro Forma		
Proof of Qualification (If applicable) <ul style="list-style-type: none"> ❖ Diploma ❖ PRC License ❖ Transcript of Records 		Attached/ provided by the Applicant.		
Proof of Trainings attended <ul style="list-style-type: none"> ❖ 40 Hours Basic Training ❖ 8 Hours Managing Head Training 		Attached/ provided by the Applicant.		
Application Form for PCO Accreditation		CPD-DPPOS Pro Forma		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant Inquires on PCO Accreditation	DPPOS Technical Staff shall Discuss how to apply and provide the checklist of requirements	Fee – 500.00 DST – 30.00	1 Day	CPD Staff
The client requests Order of Payment from the Accounting Unit	Accounting Clerk receives and controls billing statement, prepares and signs Order of Payment		1 Day	Accounting Clerk
The proponent pays the appropriate amount to the Cashier.	Cashier receives payment and issue Official Receipt			Cashier
The proponent submits the requirements				Applicant
	Documents submitted will		5 Days	CPD Staff



	<p>then be reviewed by case handler of EMB Regional Office</p> <p><i>(If incomplete, return online the application to the client for additional information)</i> <i>(If complete, evaluation report will be accomplished by the Applicant)</i></p> <p>DPPOS Staff shall have a substantive review of application and the preparation of evaluation report</p>			
	Chief, DPPOS shall have a substantive review of the PCO Accreditation		1 Day	C, DPPOS
	Chief, CPD recommends approval or denial of the PCO Accreditation		1 Day	C, CPD
	<p>Regional Director approves/denies the PCO Accreditation</p> <p><i>(If approved, the client can claim the approved PCO)</i></p>		5 Days	Regional Director
<p>The client will receive the approved denial letter.</p> <p><i>(If denied, send denial letter to the client)</i></p>			1 Day	Applicant
	TOTAL:	Filing Fee (PhP 530.00)	15 Working Days, as per DAO 2014-02	

23. Pollution Control Officer (PCO) Accreditation (Renewal)

Office or Division:	Clearance and Permitting Division
Classification:	Simple
Type of Transaction:	G2G - Government to Government, G2B - Government to Business, and/or G2C - Government to Citizen
Who May Avail:	Business Operators which Operates Wastewater Treatment Facility and Discharges Generated Wastewater

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of Application	CPD-DPPOS Pro Forma
Appointment/Designation as PCO	CPD-DPPOS Pro Forma
Curriculum Vitae with ID Picture	CPD-DPPOS Pro Forma
Notarized Affidavit of Joint undertaking of the PCO and the Managing Head	CPD-DPPOS Pro Forma
Proof of Qualification (If applicable) <ul style="list-style-type: none"> ❖ Diploma ❖ PRC License ❖ Transcript of Records 	Attached/ provided by the Applicant.
Proof of Trainings attended <ul style="list-style-type: none"> ❖ 40 Hours Advanced Training ❖ 8 Hours Managing Head Training 	Attached/ provided by the Applicant.
Application Form for PCO Accreditation	CPD-DPPOS Pro Forma

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant Inquires about PCO Accreditation	DPPOS Technical Staff shall discuss how to apply and provide the checklist of requirements	Fee – 500.00 DST – 30.00	1 Day	CPD Staff/DPPOS
The client shall request Order of Payment from Accounting Unit	Accounting Clerk receives and controls billing statement, prepares and signs Order of Payment		1 Day	Accounting Clerk
The proponent pays the appropriate amount to the Cashier.	Cashier receives payment and issue Official Receipt			Cashier
The proponent submits				Applicant



the requirements				
	<p>Documents submitted will then be reviewed by case handler of EMB Regional Office</p> <p><i>(If incomplete, return online the application to the client for additional information)</i> <i>(If complete, evaluation report will be accomplished by the Applicant)</i></p> <p>DPPOS Staff shall have a substantive review of application and the preparation of evaluation report</p>		5 Day	CPD Staff/DPPOS
	Chief, DPPOS shall have a substantive review of the PCO Accreditation		1 Day	C, DPPOS
	Chief, CPD recommends approval or denial of the PCO Accreditation		1 Day	C, CPD
	<p>Regional Director approves/denies the PCO Accreditation</p> <p><i>(If approved, the client can now claim the approved PCO)</i></p>		5 Days	Regional Director
<p>The client will receive the approved denial letter.</p> <p><i>(If denied, send denial letter to the client)</i></p>			1 Day	Applicant
	TOTAL:	Filing Fee (PhP 530.00)	15 Working Days	



EMB

**Regional Office
Internal Services**

1. Processing of Obligation Request and Status (ORS), Claims / Disbursement Vouchers (DV) and other Transactions / Preparation and Issuance of Checks and List of Due and Demandable Accounts Payable –Advice to Debit Account (LDDAP-ADA)

Office or Division:	FINANCE AND ADMINISTRATIVE DIVISION	
Classification:	Complex	
Type of Transaction:	G2G – Government to Government, G2B – Government to Business, and/or G2C – Government to Citizen	
Who May Avail:		
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a. Mandatory expenses	<ol style="list-style-type: none"> 1. Billing/Statement of Account 2. Purchase Order 	<ul style="list-style-type: none"> • Suppliers • General Services Unit
b. Purchase Order/Job Order/Contract		
c. TEV (Local)	<ol style="list-style-type: none"> 1. Approved Travel Order 2. Itinerary of Travel 3. Certificate of Travel Completed 4. Special Order, if applicable 5. Travel Report, 6. Certificate of Appearance, 7. Tickets, RER, Terminal Fee 	<ul style="list-style-type: none"> • Personnel Unit • Concerned Personnel • Concerned Personnel • Records Unit • Concerned Personnel • Concerned Personnel • Concerned Personnel
d. Cash Advances	<ol style="list-style-type: none"> 1. Special Order of Special Disbursing Office (SDO) 	<ul style="list-style-type: none"> • Records Unit
e. Reimbursement of Expenses	<ol style="list-style-type: none"> 1. Cash Invoice/Official Receipt/Toll fees 2. Travel Report 3. Trip Ticket 	<ul style="list-style-type: none"> • Concerned Personnel • Concerned Personnel • General Services Unit
f. Salaries of Contract of Service	<ol style="list-style-type: none"> 1. Notarized Contract 2. Duly Accomplished Daily Time Record (DTR) 3. Accomplishment Report 4. Others (Certificate of Appearance, Travel Order, Special Order if applicable) 	<ul style="list-style-type: none"> • Personnel Unit • Personnel Unit • Concerned Personnel • Concerned Personnel



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit claims / vouchers and supporting documents (SDs) together with the ORS Form for funding purposes	Receive documents. Assign Control No. in the ORS and record in the corresponding logbook Forward all the documents to the Budget Officer	None	Within one day upon receipt of the documents	Office Support Assistant
	Post all transactions in the individual ledger and internal control book by P/P/A (activities / mandatory impositions etc.), and SARO / SAA	None	Within 2 to 4 days.	Budget Officer
	Review / check allotment availability, verify completeness of documents. Otherwise, return documents to the claimants or Unit Concerned.	None	Within 2 to 5 days	Budget Officer
	Post ORS in the Registry of Allotment and Obligations (RAO) and ascertain availability of funds	None	within 2 to 5 days	Budget Officer
	Sign Box B of ORS & Forward Documents to Accounting Unit	None	Just after processing	Budget Officer
	Record in the Logbook, assign DV number and forwards DV and Supporting	None	Within the day or a day upon receipt of the vouchers	Bookkeeper



	Documents for Fund 101. Prepare index of payment for the first time claimant. If with prior payment on the same claim returns the DV, SD and ORS to the requesting Office / Party.			
	Records in the Logbook, assign DV number and forwards DV and Supporting Documents for AQMF & ERF. Prepare index of payment for the first time claimant. If with prior payment on the same claim returns the DV, SD and ORS to the requesting Office / Party.	None	Within the day or a day upon receipt of the vouchers	Office Support Staff
	Process as to completeness and contents of Supporting Documents, validity and correctness of claims, Compute and Deduct taxes applicable. (Claims with deficiency are returned to End-User or Unit Concerned)	None	3 to 5 days from receipt	Accountant III
	Review and sign Box C of DV	None	Within the day upon receipt	Accountant III
	Forward DV and SDs to the Chief, Finance & Admin.	None	Immediately After the approval of	Bookkeeper



	Division		the Accountant	
	Final Review and Recommendation for Approval by the Head of Office	None	15 – 20 minutes from receipt	Chief, Finance & Admin. Division
	Forwards DV, SD & ORS to the Cashier Unit	None	5 minutes	Office Support Staff
	Prepares: (a) Checks, Advice of Checks Issued.	None	Within 2-4 days upon receipt of the vouchers	Office Support Staff
	(b) payroll Register	None	Within a day before Pay Day	Office Support Staff
	(c) List of Due and Demandable Accounts Payable - Advice to debit Account (LDDAP-ADA)	None	Within 2 days before Pay Day	Office Support Staff
	Review and Approve / Sign prepared checks, Advice of Checks Issued, Payroll Register & LDDAP-ADA	None	15 to 20 minutes	Cashier
	Forward Checks, Advice of Checks Issued, Payroll Register & LDDAP - ADA to the Office of the RD. (LDDAP – ADA shall pass through the Accountant first to certify as to the correctness.	None	Within the day of Preparation	Office Support Staff
	Certify LDDAP – ADA	None	Within the day of Preparation	Accountant III
	Approved DV, Payroll, Checks,	None	Within 1 to 2 days upon	Regional Director



	Advice of Checks Issued, Payroll Register and LDDAP – ADA		receipt of the checks or documents	
	Immediately return then to the Cashier	None	Within the day upon approval	Secretary
	Submit approved Advice of Checks Issued Payroll Register and *LDDAP-ADA to the Bank *Directly Credited to Claimants Bank Account	None	Within the Day	Office Support Staff
	Releases Checks to Payee or Unit Concerned	None		Cashier II
TOTAL:			3 Days	

I. Feedback and Complaints

FEEDBACK AND COMPLAINTS MECHANISM	
How to send a feedback.	<p>1: Public Assistance and Complaints Desk</p> <p>Customers are encouraged to go to the Public Assistance and Complaints Desk of the EMB Region I office regarding any observed irregularities or complaints regarding delivery of frontline services.</p> <p>2: Suggestion/Complaints Box</p> <p>Customers are encouraged to check/accomplish standard forms regarding any observed irregularities or complaints regarding delivery of frontline services. and drop these into the box</p> <p>3. EMB Region I e-mail facility</p> <p>Customers are encouraged to e-mail EMB Region I regarding any observed irregularities or complaints regarding the delivery of frontline services at r1@emb.gov.ph</p>
How feedback is processed.	<ol style="list-style-type: none"> 1. Assess Feedback/Suggestion 2. Implement Action to in response to the feedback/suggestion 3. Monitor feedback on implemented action
How to file complaints.	<p>Complaints* for violations of this Citizen's Charter shall be filed with and acted upon in accordance with the following:</p> <ol style="list-style-type: none"> 1. For violations committed by the Division Chief or higher (Salary Grade 24 and above), complaints shall be filed with and acted upon by the Office of the Secretary, DENR through: <p style="text-align: center;">OFFICE OF THE ASSISTANT SECRETARY for Internal Audit and Anti-Corruption Department of Environment and Natural Resources</p>



	<p>Visayas Avenue, Diliman, 1100 Quezon City Telephone No. (02) 89296626 local 2218 or email at osiaac@denr.gov.ph</p> <p>2. For violations committed by rank and file employees (Salary Grade 23 and below), complaints shall be acted upon by:</p> <p>OFFICE OF THE REGIONAL DIRECTOR Environmental Management Bureau Region I DENR Bldg., Government Center, Brgy. Sevilla, City of San Fernando, La Union Telephone No. (072) 687-8370 or email at r1@emb.gov.ph</p> <p>2. Verbal complaints shall be conveyed to the Section Chief or Division Chief of the staff/employee concerned and shall be acted upon as soon as possible.</p> <p>3. Complaints may also be filed at the Office of the Ombudsman and the Civil Service Commission respectively, at:</p> <p>OFFICE OF THE OMBUDSMAN Ombudsman Building, Agham Road, North Triangle, Diliman, Quezon City Telephone Nos. (+632) 8927-4102, 8927-2404</p> <p>CIVIL SERVICE COMMISSION Civil Service Commission, Constitution Hills, Batasang Pambansa Complex, Diliman, 1126 Quezon City Telephone Nos. (+632) 8932-0111</p>
<p>How complaints are processed.</p>	<ol style="list-style-type: none"> 1. Assessment 2. Records validation 3. Actual/site validation/investigation/ Inspection 4. Technical Conference 5. Resolution/Recommendation 6. Follow-up validation if needed



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Contact Information of the Anti-Red Tape Authority (ARTA), the Presidential Complaints Center (PCC) and the Contact Center ng Bayan (CCB):	ARTA: complaints@arta.gov.ph 1-ARTA (2782) PCC: 8888 CCB: 0908-881-6565 (SMS)
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II. List of Offices

Office	Address	Contact Information
EMB Central Office	DENR Compound, Visayas Ave., Diliman, Quezon City 1116	(02) 927-1517 / 928-2096 emb@emb.gov.ph
EMB Region 1	DENR Building, Gov't Center Brgy. Sevilla, City of San Fernando, 2500 La Union	(072) 687-8370 r1@emb.gov.ph