

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	