

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	