

NAME OF FRONTLINE SERVICE:

Application for Mineral Production Sharing Agreement (MPSA), Exploration Permit (EP), Small Scale Mining Permit (SSMP) (Within the Surigao Mineral Reservation)

REQUIREMENTS:**MPSA**

1. Duly filled Application Form (MGB Form 11-12)
 2. duly Filled Mineral Processing Permit Proforma (MGB Form 1-1)
 3. Duly certified Certificate of Registration issued by the SEC or concerned authorized Government agency
 4. Duly certified Articles of Incorporation/Partnership/Association and By-Laws
 5. Location map/sketch plan of the area of the proposed processing plant using NAMRIA topographic map in a scale of 1:50,000
 6. Feasibility Study including work programs, plant site, mill and plant layout/design, details of technology to be employed in the proposed operation, anti-pollution devices/measures as well as the plant capacity
 7. When applicable, a satisfactory Environmental Management Record as determined by the Bureau in consultation with the EMB and/OR Department Regional Office.
 8. ECC
 9. Proof of technical competence including, among others, curricula vitae and track records in mineral processing and environmental management of the technical personnel who shall undertake the operation
 10. Proof of financial capability to undertake the activities pursuant to Work Program and Environmental Protection and Enhancement Program, such as latest Audited Financial Statement and where applicable, Annual Report for the preceding year, credit lines, bank guarantees and/or similar negotiable instruments;
 11. Interim Importation Permit/certification from EMB on the use of chemicals (e.g. cyanide, mercury) in compliance with R.A. No. 6969
 12. Brief history of applicant's activities for the last five (5) years, if any
 13. Supply Contract/Agreement with mining rights holders, if applicable, and
 14. Secretary's Certificate Authorizing the President or its representative to deliver, sign and execute the Mineral Processing Permit application with the concerned Government Agency(ies).
- Continuation (See attached separate sheet)

SCHEDULE OF AVAILABILITY OF SERVICE:

Monday-Friday

8:00 AM - 12:00 NN

1:00 PM - 5:00 PM

FEES:

60.00/EPA ha. Or a fraction thereof but not less than 50,000/appl.

HOW TO AVAIL THE SERVICE:

Step	Applicant/client	Administrator's Office Activity	Duration of Activity	Person-In-Charge
1	Prepares and submits the mandatory requirements	-Evaluates the submitted documents as to its completeness. Returns the documents to	30 minutes	Staff

	relative to their mining rights application to the MGB RO	the applicant if not complete or prepares the Order of Payment (OP) of the filing fee, clearance fee, etc. under DAO No. 2000-71 if the mandatory requirements are in order. -Endorses the OP to the Mining Operations Officer (MOO) or MMD Chief for evaluation.		
2		Checks / evaluates the OP and, if in order, endorses it to the Regional Director (RD) for signing/ approval	15 minutes	MMD Chief
3		Evaluates and approves the OP. Forwards the OP to the Applicant for payment to the cashier.	30 minutes	Regional Director
4		-Receives the payment based on the OP from the applicant. -Issues the Official Receipt (OR) to the applicant.	20 minutes	Cashier
5	Submits the OP and OR to the MRLS for filing / further processing.	-Records the application in the official registry book and provides specific application number. -Officially receives the application on the date of payment of the filing fee. -Prepares endorsement letter to the MGB Director thru the Chief of the Mining Tenements Management Division (MTMD). Forwards the letter to the MMD Chief for checking/ evaluation.	2 hours	Staff
6		-Checks / evaluates the letter and, if in order, endorses it to RD for signing/ approval.	1 day	MMD Chief
7		-Evaluates and approves the letter. Forwards the letter to the R & R for recording and releasing.	2 hours	Regional Director
8		Refer to procedure on releasing	5 minutes	Staff