

Name of Frontline Service:

Processing of Mining Rights Applications (EPA, APSA & AFTA)

Requirements:

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).

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.

60.00/APSA

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

60.00/AFTA

ha. Or a fraction thereof but not less than 100,000/appl.

HOW TO AVAIL THE SERVICE:

Step	Applicant/client	Administrator's Office Activity	Duration of Activity	Person-In-Charge
1	Submits the application along with supporting documents	<ul style="list-style-type: none"> ▪ Checks and evaluates the application and its supporting documents as to its completeness: <ul style="list-style-type: none"> ○ Mineral Production Sharing Agreement (APSA)– refer to Section 35 of DAO No. 96-40 ○ Exploration Permit (EPA)– refer to Section 19 of DAO No. 96-40 ○ Financial Technical Assistance Agreement (AFTA) - refer to Section 53 of DAO No. 96-40 ▪ Returns the documents to the applicant if not complete or prepares the Order of Payment (OP) of the Filing fee, etc. under DAO No. 2000-71 if the requirements are in order. ▪ Endorses the OP to the Mining Operations Officer (MOO) or MMD Chief for evaluation. 	1 day	Staff
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.	15 minutes	Regional Director
4		<ul style="list-style-type: none"> -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.	<ul style="list-style-type: none"> -Records the application and other registerable documents in the official registry book -Officially receives the application on the date of payment of the Filing fee. -Provides one(1) copy of the application to the proponent for file. 	30 minutes	Staff
6		<ul style="list-style-type: none"> -Reviews the technical description of the applied area. -Plots the application in the control map and computer (GIS) tenement database. -Determines if the applied area is open or close to location. 	1 week	MRLS / Staff

		-Amends the applied area if partially open. -Drafts letter of denial/rejection to applicant if the area applied is close for location. Please refer to the rejection/denial procedure.		
7		Prepares letter request for area status and clearance (ASC) to concerned Government agencies. Please refer to the ASC procedure.	1 hour	Staff
8	Secures the ASC from the concerned Government Offices and Submits six (6) copies to the MGB Regional Office.	Endorses the ASC to RD for information	5 minutes	Staff
9		Forwards the ASC to MMD Chief for information and appropriate action.	1 hour	Regional Director
10		Forwards the ASC to MRLS for information and further processing in preparation for publication, posting and radio announcement. For ISAG, only posting is required.	1 day	MRLS / Staff
11		<p>-Forwards the Location map/sketch plan of the ASC to survey for final map preparation. Refer to procedure for posting, publication and radio announcement.</p> <p>-Prepares the Notice for publication, posting and radio announcement for the concerned Offices, LGUs which is as follows:</p> <p>Posting: (APSA, EPA & AFTA)</p> <ul style="list-style-type: none"> o MGB Central Office; o MGB Regional Office; o NCIP Regional Director; o DENR-Regional Executive Director (RED); o DENR-Provincial Environment and Natural Resources Officer (PENRO); o DENR-Community Environment and Natural Resources Officer (CENRO); o Local Government Units (LGU)-Office of the Governor, City Mayor/ Municipal Mayor; o LGU - Sangguniang Panlalawigan, Bayan and Barangay; <p>Publication: (APSA, EPA & AFTA)</p> <ul style="list-style-type: none"> o Local Newspaper o National Newspaper <p>Radio Announcement: (APSA, EPA & AFTA)</p>	15 days	Staff

		<ul style="list-style-type: none"> o Local Radio Station -Forwards the Notices to MMD Chief or review and evaluation 		
12		Checks / evaluates the letters/Notices and, if in order, endorses it to the Regional Director (RD) for signing/ approval.	1 day	MMD Chief
13		Evaluates and approves the letter/Notices. Forwards the letter to the R & R for recording and releasing.	1 day	Regional Director
14		<ul style="list-style-type: none"> -Releases the letters/Notices. -Calls the applicant to personally deliver the Notices to the concerned Offices. 	20 minutes	Staff
15	<ul style="list-style-type: none"> -Secures/ receives the Notices and delivers to the concerned Offices and request that a certification be issued after the period of posting has been complied with. -Submits the certification to MGB RO for file. 	<ul style="list-style-type: none"> -Receives the certifications from MMD Chief after being endorsed by RD. -Verifies if there is protest or adverse claim filed by any party to the application in the Panel of Arbitrators (POA). -The application will be held in abeyance, if there is a valid protest, until such time that a resolution favorable to the applicant has been made by the POA, Mines Adjudication Board (MAB) or Court of Appeals (CA). If a decision has been made against the application. The application will be denied/ rejected. Please refer to procedure for rejection/ denial. 	60 days	Staff
16	<ul style="list-style-type: none"> -Submits other remaining requirements to the MGB Regional Office such as: -NCIP Free and Prior Informed Consent. Refer to NCIP FPIC procedure; -Certification as proof of public consultation/ project presentation from at least two(2) of the concerned Sanggunian or Endorsement from at least two(2) of the concerned Sanggunian for APSA and AFTA that will undergo development and utilization stage; -Satisfactory Certificate of Environmental Management and 	Receives the remaining requirements and forwards to RD for appropriate action. Please refer to receiving and releasing procedure.	5 minutes	Staff

	<p>Community Relations Record (CEMCRR) or Certificate of Exemption from MGB Central Office;</p> <p>-Certification from the Panel of Arbitrators that there is no protest or the protest has been resolved.</p> <p>-Environmental Compliance Certificate (ECC) for ISAG applications only.</p> <p>-The application will be held in abeyance, pending the response of the applicant to the three(3) – letter notice in relation to submission of remaining requirements. Otherwise, the application will be rejected/denied.</p>			
17		Evaluates the submitted remaining requirements and endorses to MMD Chief for appropriate action.	1 day	Regional Director
18		Evaluates the submitted remaining requirements and endorses to MRLS for preparation of endorsement letter to MGB Central Office.	1 hour	MMD Chief
19		<p>-Consolidates all the necessary documents in relation to the application.</p> <p>-Prepares endorsement letter addressed to the MGB Director thru the Chief, Mining Tenements Management Division.</p> <p>*EPA – for clearance;</p> <p>*APSA – for final review prior to approval by the DENR Secretary;</p> <p>*AFTA – for final review prior to endorsement by the DENR Secretary to the President of the Republic of the Philippines.</p>	1 day	Staff
20		Checks / evaluates the letter and, if in order, endorses it to the Regional Director (RD) for signing/ approval.	1 day	MMD Chief
21		Evaluates and approves the letter. Forwards the letter to the R & R for recording and releasing	1 hour	Regional Director

22		Releases the letter and documents. Refer to Procedure on Receiving and Releasing	5 minutes	Staff
23		Issue clearance for EPA permit to MGB RO	1 month	MGB Central Office
24		-Receives the clearance letter from MGB CO. -Forwards clearance to RD for appropriate action.	5 minutes	Staff
25		Forwards the clearance letter to MMD Chief for appropriate action.	30 minutes	Regional Director
26		On EPA: Prepares Draft EP for review by MMD Chief.	1 day	Staff
27		Checks / evaluates the Exploration permit and, if in order, endorses it to the Regional Director (RD) for signing/ approval.	1 hour	MMD Chief
28	Evaluates and signs the Exploration Permit (EP)	-Evaluates and approves the EP. -Instructs the MMD Chief to prepare Order of Payment for Occupation Fee (OPOF) for applicant to pay.	2 hours	Regional Director
29		Instructs MRLS to prepare OPOF	15 minutes	MMD Chief
30		-Prepares the OPOF. -Endorses the OPOF to the Mining Operations Officer (MOO) or MMD Chief for evaluation.	2 hours	Staff
31		Checks / evaluates the OPOF and, if in order, endorses it to the Regional Director (RD) for signing/ approval	1 hour	Staff
32		-Evaluates and approves the OPOF. -Forward the OPOF to R& R for Releasing.	1 hour	Staff
33		Releases the OPOF. Advises the Permittee on the OPOF.	5 minutes	Staff
34	Submits the Official receipts as proof of payment of Occupation fee (OROF)	Receives the OROF from the applicant. Forwards OROF to RD for appropriate action	5 minutes	Staff
35		Instructs MMD Chief to prepare OP for registration of the EP	1 hour	Regional Director
36		Instructs MRLS to prepare OP.	30 minutes	MMD Chief
27		-Prepares the OP of the Registration -Endorses the OP to the Mining Operations Officer (MOO) or MMD Chief for evaluation	1 day	Staff
38		Checks / evaluates the OP and, if in order, endorses it to the Regional Director (RD) for signing/ approval.	4 hours	MMD Chief
39		Evaluates and approves the OP. Forwards the OP to the Applicant for payment to the	1 hour	Regional Director

		cashier		
40		-Receives the payment based on the OP from the applicant. -Issues the Official Receipt (OR) to the applicant.	5 minutes	Staff
41	Submits the OP and OR to the MRLS for filing / further processing.	-Registers and Records the EP official registry book. Refer to procedure on the registration of documents. -Provides copy to permittee.	30 minutes	Staff