

Name of Frontline Service:

Denial / Rejection of Mining Applications

Requirements:

Lacking mandatory requirements of EPA, MA and FTAA

SCHEDULE OF AVAILABILITY OF SERVICE:

Monday - Friday

8:00 AM - 12:00 NN

1:00 PM - 5:00 PM

HOW TO AVAIL THE SERVICE

Step	Applicant/client	Administrator's Office Activity	Duration of Activity	Person-In-Charge
1		Identifies lacking mandatory requirements of EPA, MA and FTAA (Legal Basis: DMO 97-7, DMO 99-10, DMO 2000-01, DMO 2000-03)		
2		Drafting of Tracers for compliance of applicant to mandatory requirements and send to concern mining applicant through registered mail. (DMO 99-34: Three (3) Letter-Notice Policy)	1 week	
3		In case of Return to Sender (RTS) – resent communication letter to the concern applicant then ask a certification from the Post Office as proof of transmittal.		
4		If the applicant submitted all the mandatory requirements within the prescribed 15 to 30 days period of the deadline of submission its mining application is still subject for further evaluation.	1 week	
5		If not complied, a Letter of Rejection will be issued (final tracer) to the applicant, given him/her a final thirty days period to file an appeal or submit all the pertinent documents or the mandatory requirements.		
6		If the applicant complied within the prescribed 30 days period of the deadline of submission, the applicants mining application is still subject for further evaluation.	1 week	
7		If not complied, an Order of Denial will be issued by the MGB Regional Director, copy furnish MGB central Office Director. This		

		Order of Denial will be posted for two (2) consecutive weeks or fifteen days at MGB Regional Office Bulletin Board. An applicant's mining application that was denied will be given a chance to appeal within fifteen days after the Order of Denial was being posted.		
8		After fifteen (15) days the area will be declared as open for location to other interested applicant. But if, within that prescribed period of days an appeal will be sent to this Office, then, this Office will hold the Order of Denial. Send a single tracer/final tracer for applicant to comply again in another fifteen (15) days.		
9		Failure to comply after the final fifteen (15) days given to the applicant the area will finally be declared as open for location to other interested applicant else his/her application is still subject for final evaluation		