




**MINES AND GEOSCIENCES BUREAU  
REGIONAL OFFICE NO. XIII  
CITIZEN'S CHARTER**

  
Engr. Glenn Marcelo C. Noble  
Regional Director  
MGB Regional Office No. XIII

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## VISION

The Mines and Geosciences Bureau envisions a minerals industry that is not only prosperous but also socially, economically and environmentally sustainable, with broad community and political support while positively and progressively assisting in Government's program on poverty alleviation and contributing to the general economic well-being of the nation.

The Mines and Geosciences Bureau also aims to be the leading geosciences and georesources institution serving the public and nation with scientific reliability.

## MISSION

The Mines and Geosciences Bureau, as steward of the country's mineral resources, is committed to the promotion of sustainable mineral resources development, aware of its contribution to national economic growth and countryside community development. It fully recognizes that the development of a responsive policy framework in partnership with stakeholders to govern mineral exploration, mining and investment decisions, and an effective institutional structure, are fundamental requisites for the sustainable utilization of the country's mineral resources. It is adherent to the promotion of geological studies as an integral element of socio-economic development, environmental protection and human safety. Yet, it is sensitive to the known environmental impacts of mining and the need for restoration and rehabilitation of mining-affected areas and the development and adoption of environmental and geoscientific technologies.

  
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## PERFORMANCE PLEDGE

We, the Men and Women of the Mines and Geosciences Bureau Regional Office No. XIII, do hereby pledge and commit to serve you, our clients and stakeholders, according to our service standards, guided by the principles of –

**M**utual accountability, integrity and professionalism;

**G**enuine customer service; and

**B**est performance possible.

## FEEDBACK AND REDRESS MECHANISMS

Please let us know how we have served you by doing any of the following:

- ✓ Accomplish and submit the Feedback Form at the Public Assistance and Complaints Desk.
- ✓ Send your feedback through e-mail (info@mgb13.ph) or write us at Mines and Geosciences Bureau Regional Office No. XIII, Km. 2 National Highway, Surigao City.
- ✓ Talk to the **OFFICER OF THE DAY**.

If you are not satisfied with our service, your written/verbal complaints shall immediately be attended to by the Officer of the Day at the Public Assistance and Complaints Desk.

**THANK YOU** for helping us continuously improve our services.

**MANAGEMENT**

  
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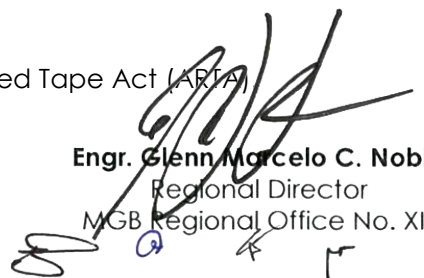
## LIST OF FRONTLINE SERVICES

| Type of Frontline Service  | Fees** | Forms* | Processing Time*** | Person/Office in Charge  |
|--|--------|--------|--------------------|--|
| <b>GEOLOGICAL SERVICES</b><br>✓Request for Geohazard Identification Survey<br>✓Request for Geological Site Scoping<br>✓Request for Review of Engineering Geological and Geohazard Assessment Report<br>✓Request for Geological Investigation/Geohazard Assessment<br>✓Request for Geohazard Certification  |        |        |                    | Geosciences Division<br>Geosciences Division<br>Geosciences Division<br><br>Geosciences Division<br>Geosciences Division                                 |
| <b>LABORATORY SERVICES</b><br>✓Conduct of Megascopic Rock/Mineral Analysis<br>✓Conduct of Chemical Analysis  |        |        |                    | Geosciences Division<br>Geosciences Division   |
| <b>MINING APPLICATIONS</b><br>✓Processing of Exploration Permit Application [Pursuant to Republic Act No. 7942 and Executive Order No. 79]<br>✓Processing of Certificate of Exemption [in lieu of the Certificate of Environmental Management and Community Relations Record]<br>✓Processing of Request for Area Status / Clearance [Pursuant to Republic Act No. 7942 and DAO No. 2010-21]<br>✓Processing of Application for Ore Transport Permit and Mineral Ore Export Permit |        |        |                    | Mine Management Division<br><br>Mine Safety, Environment and Social Development Division<br><br>Mine Management Division<br><br>Mine Management Division |
| <b>MINING RIGHTS MANAGEMENT</b><br>✓Stocks Validation of Gold/Silver Bullion<br>✓Stocks Validation of Nickel-Cobalt Mixed Sulfide Concentrates<br>✓Stocks Validation of Scandium Oxalate Hydrate<br>✓Shipment Verification/Monitoring  |        |        |                    | Mine Management Division<br>Mine Management Division<br><br>Mine Management Division<br>Mine Management Division   |

\*Form : Available FREE OF CHARGE

\*\*Fees and Charges : Based on the Schedule of Fees and Charges

\*\*\*Certain Services (complex) take more than 10 days, hence, do not fall within the period of completion of transaction prescribed in the Anti-Red Tape Act (ARTA)

  
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# MGB REGIONAL OFFICE NO. XIII

## FRONTLINE SERVICES

### GEOLOGICAL SERVICES

- Request for Geohazard Identification Survey ..... 7
- Request for Geological Site Scoping ..... 9
- Request for Review of Engineering Geological and Geohazard Assessment Report ..... 10
- Request for Geological Investigation/Geohazard Assessment ..... 11
- Request for Geohazard Certification ..... 13

### LABORATORY SERVICES

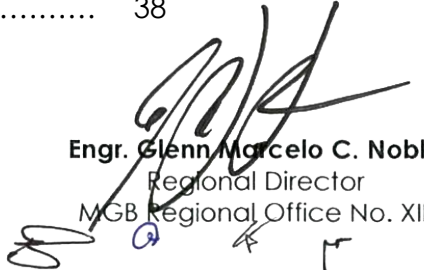
- Conduct of Megascopic Rock/Mineral Analysis ..... 14
- Conduct of Chemical Analysis ..... 15

### MINING APPLICATIONS

- Processing of Exploration Permit Application [Pursuant to Republic Act No. 7942 and Executive Order No. 79 ..... 17
- Processing of Certificate of Exemption [in lieu of the Certificate of Environmental Management and Community Relations Record] ..... 23
- Processing of Request for Area Status/Clearance [Pursuant to Republic Act No. 7942 and DAO No. 2010-21] ..... 25
- Processing of Application for Ore Transport Permit and Mineral Ore Export Permit ..... 27

### MINING RIGHTS MANAGEMENT

- Stocks Validation of Gold/Silver Bullion ..... 29
- Stocks Validation of Nickel-Cobalt Mixed Sulfide Concentrates ..... 32
- Stocks Validation of Scandium Oxalate Hydrate ..... 35
- Shipment Verification/Monitoring..... 38

  
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## GEOLOGICAL SERVICES

### Request for Geohazard Identification Survey (GIS)


|  |  |
|--|--|
| <b>Schedule of Availability of Service</b> | : Monday – Friday; 8:00 A.M. – 5:00 P.M. without noon break  |
| <b>Who May Avail of the Service</b>        | : General Public (Specifically Private Land Developers or Local Government Units (LGUs) with Housing/Subdivision Projects less than 10 hectares)   |
| <b>What Are the Requirements</b>           | : 1. Letter of request addressed to the Regional Director (RD), Mines and Geosciences Bureau (MGB) Regional Office (RO) No. XIII<br>2. Attachment to the letter: Project description and Site development plan |
| <b>Duration</b>                            | : Dependent on the turnaround time of soil test/analysis   |
| <b>How to Avail of the Service</b>         | :  |

| Step | Applicant/Client  | Service Provider   | Duration of Activity  | Person In Charge  | Fees* | Form |
|------|---|--|---|---|-------|------|
| 1    | Submits Letter Request  | <ul style="list-style-type: none"> <li>• Receives Letter-Request and forwards to the Office of the Regional Director (ORD)</li> <li>• Transmits to Geosciences Division (GD)</li> <li>• Transmits to Geologist/Technical Staff</li> </ul>  | <ul style="list-style-type: none"> <li>• 30 minutes</li> <li>• 30 minutes</li> <li>• 30 minutes</li> </ul>  | <ul style="list-style-type: none"> <li>• Records Unit – (Finance and Administrative Division) FAD</li> <li>• ORD Staff; RD</li> <li>• Chief-GD</li> </ul>             |       |      |
| 2    | Meets with Geologist/ Technical Staff   | <ul style="list-style-type: none"> <li>• Geologist/Technical Staff discusses &amp; arranges schedule for the conduct of Geohazard Identification Survey (GIS)</li> <li>• Prepares Billing Assessment in one (1) copy &amp; Order of Payment in four (4) copies</li> <li>• Review &amp; Signs Billing Assessment</li> <li>• Reviews and Signs Order of Payment</li> </ul> | <ul style="list-style-type: none"> <li>• 2 hours</li> <li>• 20 minutes</li> <li>• 10 minutes</li> <li>• 20 minutes</li> </ul>   | <ul style="list-style-type: none"> <li>• Geologists/Technical Staff, GD</li> <li>• Administrative Staff, GD</li> <li>• Chief-GD</li> <li>• Accountant, FAD</li> </ul> |       |      |
| 3    | Pays the Fee/s<br><br>Submits duplicate copy of Order of Payment and present OR to GD   | <ul style="list-style-type: none"> <li>• Accepts payment and issues Official Receipt (OR); gives client the duplicate copy of the Order of Payment with notation of OR number and amount paid;</li> <li>• Receives duplicate copy of Order of Payment and photocopies the OR;</li> </ul>   | <ul style="list-style-type: none"> <li>• 15 minutes</li> <li>• 15 minutes</li> </ul>  | <ul style="list-style-type: none"> <li>• Cashier</li> <li>• Administrative Staff, GD</li> </ul>   |       |      |
| 4    | Assists the Geologist /Technical Staff to the site/study area<br><br>Submits soil samples to Third Party Laboratory and furnishes MGB RO No. XIII copy of the results | <ul style="list-style-type: none"> <li>• Conducts GIS</li> <li>• Advices Client to submit soil samples to Third Party Laboratory for grain size and Atterberg Limit determination and furnish MGB RO No. XIII a copy of the results;</li> </ul>  | <ul style="list-style-type: none"> <li>• 3 – 5 days (inclusive of travel time) depending on hectarage and terrain</li> <li>Dependent on the Third Party Laboratory</li> </ul> | <ul style="list-style-type: none"> <li>• Geologists/Technical Staff, GD</li> <li>Third Party Laboratory Client</li> </ul>   |       |      |
| 5    |   | <ul style="list-style-type: none"> <li>• Prepares/Signs Geohazard Identification Report (GIR); and prepares letter of endorsement</li> </ul>   | Not to exceed 10 working days upon receipt of the soil analysis results   | <ul style="list-style-type: none"> <li>• Geologists/Technical Staff, GD</li> </ul>  |       |      |

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|                           |   |   |   |  |  |  |
|---------------------------|---|---|---|--|--|--|
| 6                         |   | <ul style="list-style-type: none"> <li>• Reviews GIR and Initials Letter of Endorsement</li> <li>• Signs Letter of Endorsement</li> </ul> | <ul style="list-style-type: none"> <li>• 15 minutes</li> <li>• 30 minutes</li> </ul>    | <ul style="list-style-type: none"> <li>• Chief-GD</li> <li>• RD</li> </ul>   |  |  |
| 7                         | Presents ID (or in cases of authorized representative, presents proof of authorization) to GD and acknowledges receipt of GIR | <ul style="list-style-type: none"> <li>• Releases GIR to client</li> </ul>  | <ul style="list-style-type: none"> <li>• Anytime at the client's convenience</li> </ul> | <ul style="list-style-type: none"> <li>• Administrative Staff, GD</li> </ul> |  |  |
| <b>END OF TRANSACTION</b> |   |   |   |  |  |  |

\*Fees and Charges : Based on the Schedule of Fees and Charges

  
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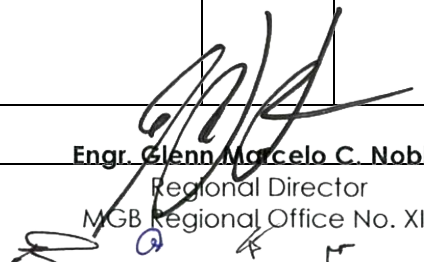
**GEOLOGICAL SERVICES**  
**Request for Geological Site Scoping (GSS)**

**Schedule of Availability of Service** : Monday – Friday; 8:00 A.M. – 5:00 P.M. without noon break  
**Who May Avail of the Service** : General Public (Specifically Private Land Developers or LGUs with Projects requiring an EGGAR by EMB)  
**What Are the Requirements** : 1. Letter of request addressed to the RD, MGB RO No. XIII  
 2. Attachment to the letter: Project description and Site development plan  
**Duration** : 9 days  
**How to Avail of the Service** :

| Step | Applicant/Client  | Service Provider  | Duration of Activity   | Person In Charge  | Fees* | Form |
|------|---|---|--|---|-------|------|
| 1    | Submits Letter Request  | <ul style="list-style-type: none"> <li>Receives Letter-Request and forwards to the ORD;</li> <li>Transmits to GD;</li> <li>Transmits to Geologist/Technical Staff;</li> </ul>   | <ul style="list-style-type: none"> <li>30 minutes</li> <li>30 minutes</li> <li>5 minutes</li> </ul>  | <ul style="list-style-type: none"> <li>Administrative Staff, Records Unit – FAD</li> <li>RD; ORD Staff</li> <li>Chief-GD</li> </ul>                           |       |      |
| 2    | Meets with Geologist/ Technical Staff   | <ul style="list-style-type: none"> <li>Geologist/Technical Staff discusses &amp; arranges schedule for the conduct of Geological Site Scoping (GSS)</li> <li>Prepares Billing Assessment in one (1) copy &amp; Order of Payment in four (4) copies</li> <li>Reviews &amp; Signs Billing Assessment</li> <li>Signs Order of Payment</li> </ul> | <ul style="list-style-type: none"> <li>2 hours</li> <li>20 minutes</li> <li>10 minutes</li> <li>20 minutes</li> </ul>  | <ul style="list-style-type: none"> <li>Geologists/Technical Staff, GD</li> <li>Administrative Staff, GD</li> <li>Chief-GD</li> <li>Accountant, FAD</li> </ul> |       |      |
| 3    | Pays the Fee/s<br><br>Submits duplicate copy of Order of Payment and present OR to GD                                   | <ul style="list-style-type: none"> <li>Accepts payment and issues OR; gives client the duplicate copy of the Order of Payment with notation of OR number and amount paid;</li> <li>Receives duplicate copy of Order of Payment and photocopies the OR;</li> </ul>   | <ul style="list-style-type: none"> <li>15 minutes</li> <li>15 minutes</li> </ul>   | <ul style="list-style-type: none"> <li>Cashier</li> <li>Administrative Staff, GD</li> </ul>   |       |      |
| 4    | Assists the Geologist /Technical Staff to the site/study area   | <ul style="list-style-type: none"> <li>Conducts GSS</li> </ul>  | <ul style="list-style-type: none"> <li>1 – 4 days (inclusive of travel time) depending on accessibility (distance from office, hectarage and terrain)</li> </ul> | <ul style="list-style-type: none"> <li>Geologists/Technical Staff, GD</li> </ul>  |       |      |
| 5    |   | <ul style="list-style-type: none"> <li>Prepares/Signs Geological Site Scoping Report (GSSR); and prepares letter of endorsement;</li> </ul>   | <ul style="list-style-type: none"> <li>3 days after fieldwork</li> </ul>   | <ul style="list-style-type: none"> <li>Geologists/Technical Staff, GD</li> </ul>  |       |      |
| 6    |   | <ul style="list-style-type: none"> <li>Reviews GSSR and Initials Letter of Endorsement</li> <li>Signs Letter of Endorsement</li> </ul>  | <ul style="list-style-type: none"> <li>15 minutes</li> <li>30 minutes</li> </ul>   | <ul style="list-style-type: none"> <li>Chief-GD</li> <li>RD</li> </ul>  |       |      |
| 7    | Presents ID (or in cases of authorized representative, presents proof of authorization) and acknowledges receipt of GRR | <ul style="list-style-type: none"> <li>Releases GSSR to client</li> </ul>   | <ul style="list-style-type: none"> <li>Anytime at the client's convenience</li> </ul>  | <ul style="list-style-type: none"> <li>Administrative Staff, GD</li> </ul>  |       |      |

**END OF TRANSACTION**

\*Fees and Charges : Based on the Schedule of Fees and Charges

  
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## GEOLOGICAL SERVICES

### Request for Review of Engineering Geological and Geohazard Assessment Report (EGGAR)

|  |   |
|--|---|
| <b>Schedule of Availability of Service</b> | : Monday – Friday; 8:00 A.M. – 5:00 P.M. without noon break   |
| <b>Who May Avail of the Service</b>        | : General Public (Land Developers required of an EGGAR by EMB for their ECC Application)  |
| <b>What Are the Requirements</b>           | : 1. Letter of request addressed to the RD, MGB RO No. XIII<br>2. Attachment to the letter: Engineering Geological and Geohazard Report (EGGAR) |
| <b>Duration</b>                            | : 10 - 12 days  |
| <b>How to Avail of the Service</b>         | :   |

| Step | Applicant/Client  | Service Provider  | Duration of Activity  | Person In Charge   | Fees* | Form |
|------|---|---|---|--|-------|------|
| 1    | Submits Letter Request with three (3) copies of Engineering Geological and Geohazard Assessment Report (EGGAR)          | <ul style="list-style-type: none"> <li>• Receives EGGAR and forwards to the ORD;</li> <li>• Transmits to GD;</li> <li>• Transmits to Technical Staff;</li> <li>• Prepares Billing Assessment in one (1) copy &amp; Order of Payment in four (4) copies;</li> <li>• Review &amp; Signs Billing Assessment;</li> <li>• Reviews and Signs Order of Payment;</li> </ul> | <ul style="list-style-type: none"> <li>• 30 minutes</li> <li>• 30 minutes</li> <li>• 5 minutes</li> <li>• 20 minutes</li> <li>• 10 minutes</li> <li>• 20 minutes</li> </ul> | <ul style="list-style-type: none"> <li>• Administrative Staff/Record Officer, Administrative Section, FAD</li> <li>• RD; ORD Staff</li> <li>• Chief-GD</li> <li>• Administrative Staff, GD</li> <li>• Chief-GD</li> <li>• Accountant, FAD</li> </ul> |       |      |
| 2    | Pays the Fee/s<br><br>Submits duplicate copy of Order of Payment and present OR to GD                                   | <ul style="list-style-type: none"> <li>• Accepts payment and issues OR; gives client the duplicate copy of the Order of Payment with notation of OR number and amount paid;</li> <li>• Receives duplicate copy of Order of Payment and photocopies the OR;</li> </ul>   | <ul style="list-style-type: none"> <li>• 15 minutes</li> <li>• 15 minutes</li> </ul>  | <ul style="list-style-type: none"> <li>• Cashier</li> <li>• Administrative Staff, GD</li> </ul>  |       |      |
| 3    |   | <ul style="list-style-type: none"> <li>• Reviews EGGAR &amp; prepares Geological Review Report (GRR);</li> <li>• Forwards GRR with Letter of Endorsement to the Chief-GD;</li> <li>• Reviews GRR and initials Letter-Endorsement;</li> </ul>  | <ul style="list-style-type: none"> <li>• 3 days</li> <li>• 1 day</li> <li>• 30 minutes</li> </ul>   | <ul style="list-style-type: none"> <li>• Geologists / Technical Staff, GD (Technical Review Committee or TRC)</li> <li>• Geologist/Technical Staff, GD (TRC)</li> <li>• Chief-GD</li> </ul>  |       |      |
| 4    |   | <ul style="list-style-type: none"> <li>• Signs Letter-Endorsement (in case of rectification, returns to GD);</li> </ul>   | <ul style="list-style-type: none"> <li>• 30 minutes</li> </ul>  | <ul style="list-style-type: none"> <li>• RD</li> </ul>   |       |      |
| 5    | Presents ID (or in cases of authorized representative, presents proof of authorization) and acknowledges receipt of GRR | <ul style="list-style-type: none"> <li>• Releases GRR to client.                             <ul style="list-style-type: none"> <li>○ If GRR requires revision of the EGGAR, Client thru EGGAR preparer rectifies and resubmits EGGAR (back to Step 3)</li> <li>○ If EGGAR passed the MGB evaluation, Client submits EGGAR to EMB</li> </ul> </li> </ul>            | <ul style="list-style-type: none"> <li>• Anytime at the client's convenience</li> </ul>   | <ul style="list-style-type: none"> <li>• Administrative Staff, GD</li> </ul>   |       |      |

**END OF TRANSACTION**

\*Fees and Charges: Based on the Schedule of Fees and Charges

  
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## GEOLOGICAL SERVICES


### Request for Engineering Geological and Geohazard Assessment (EGGA)

- Schedule of Availability of Service** : Monday – Friday; 8:00 A.M. – 5:00 P.M. without noon break  
**Who May Avail of the Service** : General Public(Specifically LGU with Land Development Projects with Area Greater than or equal to 10 hectares)  
**What Are the Requirements** : 1. Letter of request addressed to the RD, MGB RO No. XIII  
 2. Project Description and Site Development Plan  
**Duration** : 21 - 23 days excluding laboratory analysis  
**How to Avail of the Service** :

| Step | Applicant/Client  | Service Provider   | Duration of Activity   | Person In Charge   | Fees*                    | Form |
|------|---|--|--|--|--------------------------|------|
| 1    | Submits Letter Request  | <ul style="list-style-type: none"> <li>• Receives EGGA request and forwards to the ORD;</li> <li>• Transmits to GD;</li> <li>• Transmits to Geologist / Technical Staff;</li> </ul>  | <ul style="list-style-type: none"> <li>• 30 minutes</li> <li>• 30 minutes</li> <li>• 5 minutes</li> </ul>  | <ul style="list-style-type: none"> <li>• Administrative Staff/Record Officer, Administrative Section, FAD</li> <li>• RD; ORD Staff</li> <li>• Chief-GD</li> </ul>                    |                          |      |
| 2    | Meets with Geologist/ Technical Staff   | <ul style="list-style-type: none"> <li>• Geologist/Technical Staff discusses, prepares a Memorandum of Agreement (MOA) between MGB RO No. XIII and LGU, and arranges schedule for the conduct of EGGA once the MOA is agreed and signed by both parties;</li> <li>• Prepares Billing Assessment in one (1) copy &amp; Order of Payment in four (4) copies;</li> <li>• Review &amp; Signs Billing Assessment;</li> <li>• Reviews and Signs Order of Payment;</li> </ul> | <ul style="list-style-type: none"> <li>• 2 hours</li> <li>• 20 minutes</li> <li>• 10 minutes</li> <li>• 20 minutes</li> </ul>  | <ul style="list-style-type: none"> <li>• Geologists / GD Technical Staff, Chief-GD, RD</li> <li>• Administrative Staff, GD</li> <li>• Chief-GD</li> <li>• Accountant, FAD</li> </ul> | As stipulated in the MOA |      |
| 3    | Pays the Fee/s<br><br>Submits duplicate copy of Order of Payment and present OR to GD   | <ul style="list-style-type: none"> <li>• Accepts payment and issues OR; gives client the duplicate copy of the Order of Payment with notation of OR number and amount paid;</li> <li>• Receives duplicate copy of Order of Payment and photocopies the OR;</li> </ul>  | <ul style="list-style-type: none"> <li>• 15 minutes</li> <li>• 15 minutes</li> </ul>   | <ul style="list-style-type: none"> <li>• Cashier</li> <li>• Administrative Staff, GD</li> </ul>  |                          |      |
| 4    | Accompanies the Geologist/ Technical staff to the site/study area<br><br>Submits soil samples to Third Party Laboratory and furnishes MGB RO No. XIII copy of the results | <ul style="list-style-type: none"> <li>• Conducts EGGA;</li> <li>• Advices Client to submit soil samples to Third Party Laboratory for grain size and Atterberg Limit determination and furnish MGB RO No. XIII a copy of the results;</li> </ul>  | <ul style="list-style-type: none"> <li>• Dependent on the nature of the project, size of coverage area (to be stipulated in the MOA)</li> <li>• Dependent on the Third Party Laboratory</li> </ul> | <ul style="list-style-type: none"> <li>• Geologists / Technical staff</li> <li>• Third Party Laboratory</li> </ul>   |                          |      |

|                           |  |  |   |   |  |  |
|---------------------------|--|--|---|---|--|--|
| 5                         |  | <ul style="list-style-type: none"> <li>• Prepares / signs Technical Report (EGGAR) and Letter of Endorsement</li> </ul>                              | <ul style="list-style-type: none"> <li>• Not to exceed 15 days upon receipt of soil analysis results</li> </ul> | <ul style="list-style-type: none"> <li>• Geologist / Technical Staff</li> </ul> |  |  |
| 6                         |  | <ul style="list-style-type: none"> <li>• Reviews EGGAR/Prepares / Initials Letter of Endorsement;</li> <li>• Signs Letter of Endorsement;</li> </ul> | <ul style="list-style-type: none"> <li>• 1 hour</li> <li>• 30 minutes</li> </ul>                                | <ul style="list-style-type: none"> <li>• Chief-GD</li> <li>• RD</li> </ul>      |  |  |
| 7                         | Presents ID (or in cases of authorized representative, presents proof of authorization) to GD and acknowledges receipt of report | <ul style="list-style-type: none"> <li>• Releases Technical Report to client.</li> </ul>   | <ul style="list-style-type: none"> <li>• Anytime at the client's convenience</li> </ul>                         | <ul style="list-style-type: none"> <li>• Administrative Staff, GD</li> </ul>    |  |  |
| <b>END OF TRANSACTION</b> |  |  |   |   |  |  |

\*Fees and Charges: Based on the Schedule of Fees and Charges


  
**Engr. Glenn Marcelo C. Noble**  
 Regional Director  
 MGB Regional Office No. XIII

**GEOLOGICAL SERVICES**  
**Request for Geohazard Certification**

**Schedule of Availability of Service** : Monday – Friday; 8:00 A.M. – 5:00 P.M. without noon break  
**Who May Avail of the Service** : General Public  
**What Are the Requirements** : 1. Letter of request addressed to the RD, MGB RO No. XIII  
 2. Information needed: Geographic Coordinates with indicated datum used  
 3. Attachment to the letter: Site Development Plan (optional)  
**Duration** : 1 day  
**How to Avail of the Service** :

| Step                      | Applicant/Client  | Service Provider  | Duration of Activity  | Person In Charge  | Fees*     | Form |
|---------------------------|---|---|---|---|-----------|------|
| 1                         | Submits Letter Request  | <ul style="list-style-type: none"> <li>• Receives Letter-Request and forwards to the ORD;</li> <li>• Transmits to GD;</li> <li>• Transmits to Geohazard and Engineering Geology Section (GHEGS);</li> <li>• Transmits to Geologist/Technical Staff for evaluation;</li> </ul>   | <ul style="list-style-type: none"> <li>• 30 minutes</li> <li>• 30 minutes</li> <li>• 5 minutes</li> <li>• 5 minutes</li> </ul>  | <ul style="list-style-type: none"> <li>• Records Unit, FAD</li> <li>• RD; ORD Staff</li> <li>• Chief-GD</li> <li>• Chief-GHEGS</li> </ul>   |           |      |
| 2                         | Meets with Geologist/ Technical Staff   | <ul style="list-style-type: none"> <li>• Evaluates the request, validates information needed, and plot the coordinates to the susceptibility maps;</li> <li>• Prepares Billing Assessment in one (1) copy &amp; Order of Payment in four (4) copies;</li> <li>• Reviews &amp; Signs Billing Assessment;</li> <li>• Signs Order of Payment;</li> </ul>   | <ul style="list-style-type: none"> <li>• 1 hour</li> <li>• 20 minutes</li> <li>• 10 minutes</li> <li>• 20 minutes</li> </ul>  | <ul style="list-style-type: none"> <li>• Geologist/Technical Staff, GD</li> <li>• Administrative Staff, GD</li> <li>• Chief-GD</li> <li>• Accountant, FAD</li> </ul>  |           |      |
| 3                         | Pays the Fee/s<br><br>Submits duplicate copy of Order of Payment and present OR to GD | <ul style="list-style-type: none"> <li>• Accepts payment and issues OR; gives client the duplicate copy of the Order of Payment with notation of OR number and amount paid;</li> <li>• Receives duplicate copy of Order of Payment and photocopies the OR;</li> </ul>   | <ul style="list-style-type: none"> <li>• 15 minutes</li> <li>• 15 minutes</li> </ul>  | <ul style="list-style-type: none"> <li>• Cashier</li> <li>• Administrative Staff, GD</li> </ul>   | Php 50.00 |      |
| 4                         |   | <ul style="list-style-type: none"> <li>• Drafts the Geohazard Certification and Letter Transmittal;</li> <li>• Reviews &amp; Initial the Geohazard Certification and Letter Transmittal;</li> <li>• Endorses the documents to the ORD;</li> <li>• Signs the documents and endorses to the Records Unit for release;</li> <li>• Barcodes, scans and returns documents to GD;</li> <li>• Releases documents to client.</li> </ul> | <ul style="list-style-type: none"> <li>• 20 minutes</li> <li>• 20 minutes</li> <li>• 10 minutes</li> <li>• 10 minutes</li> <li>• 10 minutes</li> <li>• 5 minutes</li> </ul> | <ul style="list-style-type: none"> <li>• Geologist/Technical Staff, GD</li> <li>• Chief-GHEGS and Chief-GD</li> <li>• Chief-GD</li> <li>• RD; ORD Staff</li> <li>• Records Unit, FAD</li> <li>• Administrative Staff, GD</li> </ul> |           |      |
| <b>END OF TRANSACTION</b> |   |   |   |   |           |      |

\*Fees and Charges: Based on the Schedule of Fees and Charges

  
**Engr. Glenn Marcelo C. Noble**  
 Regional Director  
 MGB Regional Office No. XIII

## LABORATORY SERVICES

### Conduct of Megascope Rock/Mineral Analysis

**Schedule of Availability of Service** : Monday – Friday; 8:00 A.M. – 5:00 P.M. without noon break  
**Who May Avail of the Service** : General Public  
**What Are the Requirements** : Samples  
**Duration** : 2 hours and 40 minutes per sample  
**How to Avail of the Service** :

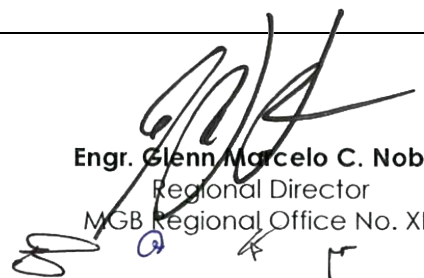
| Step                      | Applicant/Client   | Service Provider   | Duration of Activity***   | Person In Charge   | Fees** | Form |
|---------------------------|--|--|---|--|--------|------|
| 1                         | <ul style="list-style-type: none"> <li>Proceeds to the Chemistry Section - GD and accomplishes/ submits Request Form for Megascope Rock/Mineral Analysis</li> </ul>                            | <ul style="list-style-type: none"> <li>Records name, address, source of the sample, contact number in a logbook;</li> <li>Computes the fees/charges based on the parameters requested and prepares Assessment and Order of Payment Forms in two (2) copies;</li> <li>Reviews and signs Assessment Form, and initials Order of Payment Form;</li> <li>Reviews and signs Order of Payment Form;</li> </ul> | <ul style="list-style-type: none"> <li>10 minutes</li> <li>10 minutes</li> <li>10 minutes</li> <li>20 minutes</li> </ul>            | <ul style="list-style-type: none"> <li>Administrative Staff, Geological Laboratory Services Section, GD</li> <li>Geologist, Geological Laboratory Services Section</li> <li>Chief-Geological Laboratory Services Section</li> <li>Chief-GD; and Accountant, FAD</li> </ul> |        |      |
| 2                         | <ul style="list-style-type: none"> <li>Pays the Fee/s;</li> <li>Submits duplicate copy of Order of Payment and presents OR to GD;</li> </ul>   | <ul style="list-style-type: none"> <li>Accepts payment and issues OR; gives client the duplicate copy of the Order of Payment with notation of OR number and amount paid;</li> <li>Receives duplicate copy of Order of Payment;</li> </ul>   | <ul style="list-style-type: none"> <li>15 minutes</li> <li>15 minutes</li> </ul>  | <ul style="list-style-type: none"> <li>Cashier</li> <li>Geologists/Technical Staff, GD</li> </ul>  |        |      |
| 3                         |  | <ul style="list-style-type: none"> <li>Conducts megascopic/microchemical analysis and evaluates results of analysis;</li> <li>Prepares Report of Analysis;</li> <li>Initials Report of Analysis;</li> <li>Reviews/Initials Report of Analysis (in case of rectification, returns to Geologist, Chemistry Section);</li> </ul>  | <ul style="list-style-type: none"> <li>30 minutes per sample</li> <li>20 minutes</li> <li>15 minutes</li> <li>20 minutes</li> </ul> | <ul style="list-style-type: none"> <li>Geologist, Chemistry Section</li> <li>Administrative Staff, Chemistry Section</li> <li>Geologist, Chemistry Section</li> <li>Chief, Chemistry Section</li> </ul>  |        |      |
| 4                         |  | <ul style="list-style-type: none"> <li>Signs Report of Analysis (in case of rectification, returns to Chemistry Section Chief);</li> </ul>   | <ul style="list-style-type: none"> <li>5 minutes</li> </ul>   | <ul style="list-style-type: none"> <li>Chief, GD</li> </ul>  |        |      |
| 5                         | <ul style="list-style-type: none"> <li>Presents ID (or in cases of authorized representative, presents proof of authorization) to GD and acknowledges receipt of Report of Analysis</li> </ul> | <ul style="list-style-type: none"> <li>Releases Report of Analysis and files duplicate copy.</li> </ul>  | <ul style="list-style-type: none"> <li>5 minutes</li> </ul>   | <ul style="list-style-type: none"> <li>Administrative Staff, GD</li> </ul>   |        |      |
| <b>END OF TRANSACTION</b> |  |  |   |  |        |      |

\*Form : Available FREE OF CHARGE

\*\*Fees and Charges : Based on the Schedule of Fees and Charges

\*\*\*Processing Time : Megascope analysis – 3 samples/day; Microchemical analysis – 5 samples/day


**NOTE:** Client will always be informed on the time/date of release of Report of Analysis.

  
**Engr. Glenn Marcelo C. Noble**  
 Regional Director  
 MGB Regional Office No. XIII

**LABORATORY SERVICES**  
**Conduct of Chemical Analysis**

**Schedule of Availability of Service** : Monday – Friday; 8:00 A.M. – 5:00 P.M. without noon break  
**Who May Avail of the Service** : General Public  
**What Are the Requirements** : 1. Samples  
 2. Letter of request addressed to the RD, MGB RO No. XIII  
**Duration** : 3 -13 working days (for complex sample) or 3-5 working days (for simple sample)  
**How to Avail of the Service** :

| Step | Applicant/Client  | Service Provider  | Duration of Activity***  | Person In Charge   | Fees** | Form* |
|------|---|---|--|--|--------|-------|
| 1    | Submits Letter Request / Sample   | <ul style="list-style-type: none"> <li>Receives Letter-Request and forwards to the ORD;</li> <li>Transmits to GD;</li> <li>Transmits to Geological Laboratory Services Section (GLSS);</li> <li>Receives client with samples. Evaluate samples if suitable for analysis.</li> </ul>   | <ul style="list-style-type: none"> <li>30 minutes</li> <li>30 minutes</li> <li>10 minutes</li> <li>30 minutes</li> </ul> | <ul style="list-style-type: none"> <li>Records Unit–FAD</li> <li>RD; ORD Staff</li> <li>Chief-GD</li> <li>Chief-GD / Geologist / Chief-GLSS</li> </ul>   |        |       |
| 2    | Proceeds to the GLSS - GD and accomplishes/submits Request Form for Chemical Analysis | <ul style="list-style-type: none"> <li>Records name, address, source of the sample, contact number in a logbook;</li> <li>Computes the fees/charges based on the parameters requested and prepares Billing Assessment in one (1) copy and Order of Payment Forms in four (4) copies;</li> <li>Reviews Order of Payment Form and Signs Billing Assessment Form;</li> <li>Reviews and Signs Order of Payment Form;</li> </ul> | <ul style="list-style-type: none"> <li>15 minutes</li> <li>15 minutes</li> <li>20 minutes</li> <li>20 minutes</li> </ul> | <ul style="list-style-type: none"> <li>Administrative Staff, GLSS</li> <li>Administrative Staff / Laboratory Technician ,Chemist, GLSS</li> <li>Chief-GLSS</li> <li>Accountant, AFD</li> </ul> |        |       |
| 3    | Pays Analysis Fee/s   | <ul style="list-style-type: none"> <li>Accepts payment and issues OR. Issues duplicate order of payment to the Laboratory Aide/Administrative Staff of GLSS;</li> </ul>   | <ul style="list-style-type: none"> <li>15 minutes</li> </ul>   | <ul style="list-style-type: none"> <li>Cashier</li> </ul>  |        |       |
| 4    |   | <ul style="list-style-type: none"> <li>Conducts laboratory analysis and evaluates results of analysis;</li> <li>Prepares Report of Analysis;</li> <li>Initials Report of Analysis;</li> <li>Reviews /Signs Report of Analysis (in case of rectification, returns to Chemist/Laboratory Technician , GLSS);</li> </ul>   | <ul style="list-style-type: none"> <li>2 – 12 days***</li> <li>30 minutes</li> <li>15 minutes</li> <li>1 hour</li> </ul> | <ul style="list-style-type: none"> <li>Chemist/ Laboratory Technician, GLSS</li> <li>Administrative Staff, GLSS</li> <li>Chemist/ Laboratory Technician, GLSS</li> <li>Chief-GLSS</li> </ul>   |        |       |
| 5    |   | <ul style="list-style-type: none"> <li>Signs Report of Analysis (in case of rectification, returns to Chief-GLSS);</li> </ul>   | <ul style="list-style-type: none"> <li>1 hour</li> </ul>   | <ul style="list-style-type: none"> <li>Chief-GD and RD</li> </ul>  |        |       |

  
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 Regional Director  
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|                           |  |   |   |   |  |  |
|---------------------------|--|---|---|---|--|--|
| 6                         | Presents ID to GLSS (or in cases of authorized representative, presents proof of authorization) and acknowledges receipt of Report of Analysis | <ul style="list-style-type: none"> <li>• Barcodes/Seals Report of Analysis and transmits to GD;</li> <li>• Releases Report of Analysis and files duplicate copy of Report of Analysis / Conducts Customer Satisfaction Survey.</li> </ul> | <ul style="list-style-type: none"> <li>• 15 minutes</li> <li>• 20minutes</li> </ul> | <ul style="list-style-type: none"> <li>• Administrative Staff, FAD</li> <li>• Administrative Staff, GLSS</li> </ul> |  |  |
| <b>END OF TRANSACTION</b> |  |   |   |   |  |  |

\*Form : Available FREE OF CHARGE

\*\*Fees and Charges : Based on the Schedule of Fees and Charges

\*\*\*Processing Time : Number of working days for sample preparation and chemical analysis will depend on the type of sample and number of parameters (i.e. elements/constituents) requested. Waiting time may also be incorporated due to the heavy influx of samples.

**NOTE:** Client will always be informed on the time/date of release of Report of Analysis.

  
**Engr. Glenn Marcelo C. Noble**  
 Regional Director  
 MGB Regional Office No. XIII



## MINING APPLICATIONS

### Processing of Exploration Permit Application [Pursuant to Republic Act No. 7942 and Executive Order No. 79]

- Schedule of Availability of Service** : Monday – Friday; 8:00 A.M. – 5:00 P.M. without noon break
- Who May Avail of the Service** : 1. Filipino citizen of legal age and with capacity to contract; or a corporation, partnership, association or cooperative organized or authorized for the purpose of engaging in mining, with technical and financial capability to undertake mineral resources development and duly registered in accordance with law, at least sixty percent (60%) of the capital of which is owned by Filipino citizen, or
2. Legally organized foreign-owned corporation.

**What Are the Requirements** :

**A. Upon Filing of the Application**

1. Duly accomplished and notarized EP Application Form (MGB Form No. 5-1).
2. Location Map of the applied area using the NAMRIA topographic map in a scale of 1: 50,000, duly prepared, signed and sealed by a deputized Geodetic Engineer.
3. Two-year Exploration Work Program (MGB Form No 5-4) duly prepared, signed and sealed by a licensed Geologist or Mining Engineer.
4. Proof of Technical Competence in the form of –
  - a. Duly signed *curricula vitae* with track records in exploration and environmental management of the technical person who shall undertake the activities in accordance with the proposed Exploration and Environmental Work Programs, and
  - b. Proof of employment/availed service(s) of the said technical person or joint sworn commitment of the mining applicant and technical personnel as to the implementation of the Work Programs.
5. Proof of Financial Capability in the form of –
  - a. For an individual – Copy of income tax return for the preceding year and proof of bank deposit or credit line in the amount of at least Two Million Five Hundred Thousand Pesos (Php 2,500,000.00), or
  - b. For a corporation, partnership, association or cooperative – Latest audited financial statement and, where applicable, Annual Report for the preceding year, credit line(s), certification(s) of bank guarantee/deposit and/or other similar negotiable instruments.
6. Photocopy of Certificate of Incorporation, Articles of Incorporation/Partnership/Association and By-Laws, duly certified as true copy (in original form) by the Securities and Exchange Commission (SEC) or authorized Government agency(ies) concerned for a corporation, partnership, association or cooperative or Certification from MGB CO/RO concerned that said documents are duly registered in that Office. (Note: With minimum authorized capital of 100,000,000.00 and paid-up capital of Php 6,250,000.00).
7. Affidavit of Undertaking pursuant to DENR Memorandum Order DMO No. 99-10, as amended, for a corporation, partnership, association, or cooperative. (Declaration of the total area covered by approved/pending EP(s) or application(s) for individual applicant).

**B. After Acceptance of the Application and Indorsement to MGB RO concerned**

1. Prior to issuance of the pertinent Notice of Application
  - a. CEMCRR/COE from the CEMCRR, as the case may be.
  - b. Environmental Work Program (MGB Form No. 16-1 or 16-1A) duly prepared, signed and sealed by a licensed Geologist or Mining Engineer.
2. Prior to issuance of the EP
  - a. Proof(s) of posting, publication and radio announcement of the Notice of Application.
  - b. Certification from the PA concerned as to absence of adverse claim, protest or opposition.
  - c. Certificate of Non-Overlap for areas without ICC/IP of Certification Precondition from the NCIP for areas with ICCs/IPs in accordance with the NCIP rules and regulations:  
*Provided,*  
That in case the aforesaid requirements are not issued within NCIP's prescribed periods, the EP applicant shall submit the NCIP's Report on the Field-Based Investigation for the applied area that does not overlap ancestral domain, or the MoA executed by and among the EP applicant, ICC/IP concerned and the NCIP for the applied area that affect the ICCs/IPs:  
*Provided, further,* That the said Certificate of Non-Overlap or Certification Precondition shall be submitted by the EP applicant prior to the issuance of the EP.
  - d. MGB-registered Secretary's Certificate attesting to a Board of Resolution authorizing the applicant's President to sign/executive the documents and accept the EP that may be issued.

**C. Within one (1) year from issuance of the EP prior to implementation of the Exploration Work Program**

1. Proof of consultation with/project presentation to the *Sanggunian* concerned in the form of Resolution or Certification.


**For offshore EP applications, the following additional requirements shall be submitted:**

1. The name, port of registry, tonnage, type and class of survey vessel(s)/platform(s): *Provided*, that if a foreign vessel is to be used, the expected date of first entry or appearance and final Departure of the survey vessel shall be provided and all the necessary clearances obtained.
2. A certification from the Coast and Geodetic Survey Department of the NAMRIA that the proposed Exploration Work Program was duly registered to provide update in the publication of "Notice to Mariners" together with a list of safety measures to be regularly undertaken to ensure the safety of navigation at sea and prevent accident.
3. An agreement to:
  - a. Properly identify all installations, vessels and other crafts involved in exploration recognizable to all vessels within reasonable distance;
  - b. Notify the MGB thirty (30) calendar days prior to the intention to remove all scientific installations or equipment and apparatus; and
  - c. Allow the MGB's authorized personnel, Philippine Coast Guard and other authorized persons during reasonable hours to board the vessel(s) while within the Exclusive Economic Zone.


**Duration** : \*\*\*26 days, 5 hours & 30 minutes [exclusive of the period/time for the processing at the DENR RO, NCIP RO, MGB and DENR CO]

**How to Avail of the Service** :

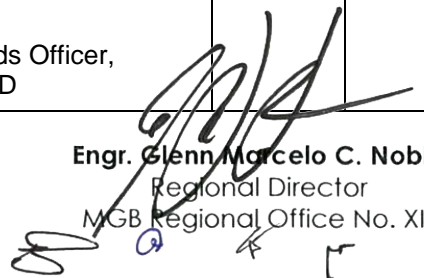
| Step | Applicant/Client  | Service Provider  | Duration of Activity***  | Person In Charge  | Fees** | Form* |
|------|---|---|--|---|--------|-------|
| 1    | <ul style="list-style-type: none"> <li>• EP Applicant submits application to MGBRO</li> </ul> | <ul style="list-style-type: none"> <li>• Receives EP Application, with complete mandatory requirements, and forwards to ORD;</li> <li>• Receives and reviews documents, and endorses to Mine Management Division (MMD), for evaluation;</li> <li>• Reviews documents and transmits to Mining Tenements Evaluation Section (MTES);</li> <li>• Reviews documents and transmits to Mining Claims Examiner/Mining Engineer;</li> <li>• Records pertinent data especially the assigned number of the EP application;</li> <li>• Endorses thru the Chief-MTES, the location Map to Mineral Lands Survey Section (MLSS), and thru the Chief-MMD other pertinent documents to the Mine Safety, Environment and Social Development Division (MSESDD) and Monitoring and Technical Services Section (MTSS) for evaluation;</li> <li>• Prepares Memorandum forwarding the Location Map to other DENR sectors for Area Status and Clearance;</li> <li>• Reviews and initials Memorandum, and endorses to ORD for approval;</li> <li>• Reviews and signs action documents;</li> <li>• Transmits documents to Records Unit;</li> <li>• Send to DENR Sectors concerned;</li> </ul> | <ul style="list-style-type: none"> <li>• 30 minutes</li> <li>• 1 hour</li> <li>• 1 hour</li> <li>• 1.5 hours</li> <li>• 15 minutes</li> <li>• 4 hours</li> <li>• 3 hours</li> <li>• 1 hour</li> <li>• 30 minutes</li> <li>• 30 minutes</li> <li>• 4 hours</li> </ul> | <ul style="list-style-type: none"> <li>• Administrative Staff/Records Officer, Administrative Section, FAD</li> <li>• RD; ORD Staff</li> <li>• Chief- MMD</li> <li>• Chief-MTES</li> <li>• Mining Claims Examiner, MTES</li> <li>• Mining Claims Examiner, Chief-MTES and Chief-MMD</li> <li>• Geodetic Engineer, MLSS</li> <li>• Chief-MLSS and Chief-MMD</li> <li>• RD</li> <li>• ORD Staff</li> <li>• Administrative Staff/Records Officer, Administrative Section, FAD</li> </ul> |        |       |
| 2    |   | <ul style="list-style-type: none"> <li>• Receives and processes Location Map for Area Status and Clearance;</li> <li>• Endorses to MGB RO the results of Area Status and Clearance;</li> </ul>  |  | <ul style="list-style-type: none"> <li>• DENR Sectors</li> <li>• DENR Sectors</li> </ul>  |        |       |

  
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|   |  |   |  |   |  |  |
|---|--|---|--|---|--|--|
| 3 |  | <ul style="list-style-type: none"> <li>• Receives Area Status and Clearance from DENR Sectors and Transmits to ORD;</li> <li>• Reviews document and endorses to MMD;</li> <li>• Reviews documents and endorses to MTES;</li> <li>• Reviews documents and transmits to Mining Claims Examiner/Mining Engineer;</li> <li>• Reviews Area Status and Clearance, and prepares action documents; <ul style="list-style-type: none"> <li>○ For areas covered by DENR Projects without Clearance, prepares Letter-Advice to EP applicant to exclude the same from the EP application and to amend Location Map and Exploration and Environmental Work Programs;</li> <li>○ For areas open for EP application, prepares: <ol style="list-style-type: none"> <li>a. Letter-Advice to EP applicant requiring to pay the Clearance Fee and submit the Application Form, with the corresponding Application Fee, for Certificate of Environmental Management and Community Relations Record, and</li> <li>b. Letter to NCIP for issuance of Certification Precondition or Certificate of Non-Coverage, as the case may be;</li> </ol> </li> </ul> </li> <li>• Reviews and initials action document, and endorses to ORD for approval;</li> <li>• Reviews and signs action document;</li> <li>• Transmits document to Records Unit;</li> <li>• Sends to EP applicant/NCIP concerned;</li> </ul> | <ul style="list-style-type: none"> <li>• 30 minutes</li> <li>• 30 minutes</li> <li>• 30 minutes</li> <li>• 1 hour</li> <li>• 3 hours</li> <li>• 1 hour</li> <li>• 30 minutes</li> <li>• 30 minutes</li> <li>• 4 hours</li> </ul> | <ul style="list-style-type: none"> <li>• Administrative Staff/Records Officer, Administrative Section, FAD</li> <li>• RD; ORD Staff</li> <li>• Chief-MMD</li> <li>• Chief-MTES</li> <li>• Mining Claims Examiner / Mining Engineer, MTES</li> <li>• Chief-MTES and Chief-MMD</li> <li>• RD</li> <li>• ORD Staff</li> <li>• Administrative Staff/Records Officer, Administrative Section, FAD</li> </ul> |  |  |
|   |  | Processing of EP application for issuance of Certification Precondition or Certificate of Non-Coverage;   |  | NCIP RO   |  |  |
| 4 | <ul style="list-style-type: none"> <li>• EP Applicant secures Order of Payment</li> <li>• Pays the Fee/s</li> <li>• Submits Order of Payment and presents OR;</li> </ul> | <ul style="list-style-type: none"> <li>• Assesses and prepares Billing Assessment for Clearance Fee;</li> <li>• Reviews and Initials/Signs Billing Assessment;</li> <li>• Prepares and signs Order of Payment</li> <li>• Accepts payment and issues OR; gives client the duplicate copy of the Order of Payment with notation of OR number and amount paid;</li> <li>• Receives Order of Payment and photocopies the OR;</li> </ul>   | <ul style="list-style-type: none"> <li>• 1 hour</li> <li>• 30 minutes</li> <li>• 20 minutes</li> <li>• 15 minutes</li> <li>• 30 minutes</li> </ul>   | <ul style="list-style-type: none"> <li>• Geodetic Engineer, MLSS, Mining Claims Examiner/Mining Engineer, MTES</li> <li>• Chiefs of MTES/MMD</li> <li>• Accountant, FAD</li> <li>• Cashier</li> <li>• Mining Claims Examiner/Mining Engineer-MTES</li> </ul>  |  |  |

  
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Regional Director  
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|   |  |  |  |  |  |  |
|---|--|--|--|--|--|--|
| 5 |  | <ul style="list-style-type: none"> <li>• Prepares Notice of Mining Application and pertinent Letters for compliance with the required posting, publication and radio announcement;</li> <li>• Reviews and initials action document, and endorses to the ORD for approval;</li> </ul>   | <ul style="list-style-type: none"> <li>• 6 hours</li> <li>• 2 hours</li> </ul>   | <ul style="list-style-type: none"> <li>• Mining Claims Examiner/Mining Engineer, MTES</li> <li>• Chief-MTES and Chief-MMD</li> </ul>   |  |  |
|   |  | <ul style="list-style-type: none"> <li>• Reviews and signs action document;</li> <li>• Transmits document to Records Unit;</li> <li>• Sends to Office(s)/Agency(ies) concerned;</li> </ul>   | <ul style="list-style-type: none"> <li>• 2 hours</li> <li>• 30 minutes</li> <li>• 4 hours</li> </ul>   | <ul style="list-style-type: none"> <li>• RD</li> <li>• ORD Staff</li> <li>• Administrative Staff/Records Officer, Administrative Section, FAD</li> </ul>   |  |  |
| 6 |  | <ul style="list-style-type: none"> <li>• Evaluates Exploration and Environmental Work Programs and CEMCRR/COE;</li> <li>• Provides evaluation of pertinent documents to MMD;</li> </ul>  | <ul style="list-style-type: none"> <li>• Undertaken simultaneously with other processes</li> </ul>   | <ul style="list-style-type: none"> <li>• Technical Staff and Chief of MTSS, and Technical Staff and Chief of MSESDD, respectively</li> <li>• Chief-MSESDD and Chief-MTSS</li> </ul>  |  |  |
| 7 |  | <ul style="list-style-type: none"> <li>• Conducts final evaluation and prepares Letter-Advice to EP Applicant requiring the submission of lacking documents;</li> <li>• Reviews and initials Letter-Advice, and endorses to the ORD for approval;</li> <li>• Reviews and signs Letter-Advice;</li> <li>• Transmits document to Records Unit;</li> <li>• Sends to EP Applicant;</li> </ul>  | <ul style="list-style-type: none"> <li>• 4 hours</li> <li>• 1 hour</li> <li>• 30 minutes</li> <li>• 30 minutes</li> <li>• 4 hours</li> </ul>   | <ul style="list-style-type: none"> <li>• Mining Claims Examiner/Mining Engineer, MTES</li> <li>• Chief-MTES and Chief-MMD</li> <li>• RD</li> <li>• ORD Staff</li> <li>• Administrative Staff/Records Officer, Administrative Section, FAD</li> </ul>   |  |  |
| 8 | <ul style="list-style-type: none"> <li>• EP Applicant submits lacking requirement</li> </ul> | <ul style="list-style-type: none"> <li>• Receives lacking requirements and transmits to ORD;</li> <li>• Reviews documents and endorses to MMD;</li> <li>• Reviews documents and endorses to MTES;</li> <li>• Transmits to Mining Claims Examiner/Mining Engineer;</li> <li>• Evaluates all requirements and endorses to Chief-MTES; <ul style="list-style-type: none"> <li>○ If incomplete, prepares Letter informing the EP Applicant of the lacking requirements;</li> <li>○ If complete, prepares Memorandum forwarding the documents to MGB CO;</li> </ul> </li> <li>• Reviews and endorses action document to ORD;</li> <li>• Receives reviews and approves action document;</li> <li>• Transmits to Records Unit;</li> <li>• Send to EP Applicant/MGB CO;</li> </ul> | <ul style="list-style-type: none"> <li>• 30 minutes</li> <li>• 30 minutes</li> <li>• 30 minutes</li> <li>• 1 hour</li> <li>• 1 day</li> <li>• 2 hours</li> <li>• 2 hours</li> <li>• 30 minutes</li> <li>• 4 hours</li> </ul> | <ul style="list-style-type: none"> <li>• Administrative Staff/Records Officer, Administrative Section, FAD</li> <li>• ORD</li> <li>• Chief-MMD</li> <li>• Chief-MTES</li> <li>• Mining Engineer, MTES</li> <li>• Chief-MTES and Chief-MMD</li> <li>• RD</li> <li>• ORD Staff</li> <li>• Administrative Staff/Records Officer, Administrative Section, FAD</li> </ul> |  |  |

  
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|----|--|---|--|---|--|--|
|    |  | Final Evaluation of EP application and endorsement to DENR requesting for Clearance to issue EP   |  | MGB CO and DENR CO  |  |  |
| 9  | <ul style="list-style-type: none"> <li>MGB CO forwards Clearance to approve EP.</li> </ul>   | <ul style="list-style-type: none"> <li>Receives Clearance and transmits documents to ORD;</li> <li>Receives, reviews and endorses documents to MMD;</li> <li>Forwards documents to MTES;</li> <li>Transmits documents to Mining Claims Examiner/Mining Engineer;</li> <li>Prepares the EP proforma and prepares letter to the EP Applicant to comply the following:               <ol style="list-style-type: none"> <li>to sign the EP <i>proforma</i> and submit the same to the RO;</li> <li>to pay the Occupation Fee/s, and submit its proof of payment; and</li> <li>to pay the Registration Fee;</li> </ol> </li> <li>Receives, reviews and initials Letter, and endorses to the ORD;</li> <li>Receives, reviews and approves Letter;</li> <li>Transmits to Records Unit;</li> <li>Sends to EP Applicant;</li> </ul> | <ul style="list-style-type: none"> <li>30 minutes</li> <li>30 minutes</li> <li>30 minutes</li> <li>1 hour</li> <li>2 hours</li> <li>1 hour</li> <li>30 minutes</li> <li>30 minutes</li> <li>4 hours</li> </ul> | <ul style="list-style-type: none"> <li>Administrative Staff/Records Officer, Administrative Section, FAD</li> <li>RD; ORD Staff</li> <li>Chief-MMD</li> <li>Chief-MTES</li> <li>Mining Claims Examiner/Mining Engineer, MTES</li> <li>Chief-MTES and Chief-MMD</li> <li>RD</li> <li>ORD Staff</li> <li>Administrative Staff/Records Officer, Administrative Section, FAD</li> </ul> |  |  |
| 10 | <ul style="list-style-type: none"> <li>EP Applicant submits the signed EP <i>proforma</i> and the proof of payment of Occupation Fee/s</li> </ul>                              | <ul style="list-style-type: none"> <li>Receives the EP proforma and proof of payment of Occupation Fee/s and forwards to ORD;</li> <li>Forwards the EP proforma to MMD for review;</li> <li>Reviews and forwards to ORD for signing;</li> <li>Signs EP and forwards to MMD;</li> <li>Forwards to MTES;</li> </ul>   | <ul style="list-style-type: none"> <li>30 minutes</li> <li>30 minutes</li> <li>1 hour</li> <li>1 hour</li> <li>30 minutes</li> </ul>   | <ul style="list-style-type: none"> <li>Administrative Staff/Records Officer, Administrative Section, FAD</li> <li>RD; ORD Staff</li> <li>Chief-MMD</li> <li>RD; ORD Staff</li> <li>Chief-MMD</li> </ul>   |  |  |
| 11 | <ul style="list-style-type: none"> <li>EP Applicant secures Order of Payment</li> <li>Pays the Fee/s</li> <li>Submits Order of Payment and presents the OR to MTES.</li> </ul> | <ul style="list-style-type: none"> <li>Prepares Billing Assessment for Registration Fee;</li> <li>Initials/Signs Billing Assessment and forwards to FAD for preparation of Order of Payment;</li> <li>Prepares and signs Order of Payment;</li> <li>Accepts payment and issues OR; gives client the duplicate copy of the Order of Payment with notation of OR number and amount paid;</li> <li>Receives Order of Payment and photocopies the OR for the EP registration and forwards to the ORD for signing of the registration of the EP;</li> <li>Signs the registration and forwards to MMD;</li> </ul>   | <ul style="list-style-type: none"> <li>30 minutes</li> <li>20 minutes</li> <li>30 minutes</li> <li>30 minutes</li> <li>30 minutes</li> <li>30 minutes</li> </ul>   | <ul style="list-style-type: none"> <li>Mining Claims Examiner/Mining Engineer, MTES</li> <li>Chiefs of MTES/MMD</li> <li>Accountant, FAD</li> <li>Cashier</li> <li>Chief-MTES</li> <li>RD; ORD Staff</li> </ul>   |  |  |

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| 12   |  | <ul style="list-style-type: none"> <li>• Prepares Letter providing the Permittee a copy of the registered EP;</li> <li>• Receives, reviews and initials Letter, and endorses to ORD;</li> <li>• Receives, reviews and signs Letter and forwards to the Records Unit for release;</li> <li>• Releases the registered EP and the endorsement letter to the Permittee.</li> </ul> | <ul style="list-style-type: none"> <li>• 1 hour</li> <li>• 1 hour</li> <li>• 30 minutes</li> <li>• 1 hour</li> </ul> | <ul style="list-style-type: none"> <li>• Mining Claims Examiner/Mining Engineer, MTES</li> <li>• Chief-MTES and Chief-MMD</li> <li>• RD; ORD Staff</li> <li>• Administrative Staff/Records Officer, Administrative Section, FAD</li> </ul> |  |  |
| <b>END OF TRANSACTION : ***11 days, 1 hour &amp; 30 minutes [exclusive of the period/time for the processing at the MGB CO, DENR and NCIP]</b> |  |  |  |  |  |  |

\*Form is available FREE OF CHARGE

\*\*Fees and Charges: Based on the Schedule of Fees and Charges

\*\*\*Valid for a minimum of 6 years, unless otherwise revised by a new policy issuance;

  
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## MINING APPLICATIONS

### Processing of Application for Certificate of Exemption [in lieu of the Certificate of Environmental Management and Community Relations Record]

- Schedule of Availability of Service** : Monday-Friday; 8:00 AM to 5:00 PM without noon break
- Who May Avail of the Service** : New companies applying for EP, MPSA, FTAA, MPP or other mining permits issued by the national government, and who are not engaged in previous mining activity/ies
- Where to File** : MGB RO No. XIII
- What are the Requirements** : Notarized original copy of Certificate of Environmental Management and Community Relations Record (CEMCRR) application form; Affidavit stating among others that applicant a newly formed organization/entity, is not presently engaged in mining operations, does not have any previous operation/resource utilization undertaken and does not have any environmental and community relations record to be verified.
- Duration** : 1 day, 7 hours, 40 minutes;

**How to Avail of the Service** :

| Step | Applicant/Client  | Service Provider   | Duration of Activity***   | Person In Charge  | Fees** | Form* |
|------|---|--|---|---|--------|-------|
| 1    | <ul style="list-style-type: none"> <li>Submits to the MGB RO the application for COE</li> </ul>   | <ul style="list-style-type: none"> <li>Receives from the applicant the application for CEMCRR/COE and forwards to the ORD;</li> <li>Reviews the document and refers to MSESDD;</li> <li>Receives from the ORD the application for CEMCRR/COE and endorses the document to the Mine Environmental Management Section (MEMS) for appropriate action;</li> <li>Receives and reviews the document and endorses to the MEMS Technical Staff;</li> <li>Checks compliance with the requirements for the application for CEMCRR/COE;</li> <li>Prepares Billing Assessment corresponding to the required processing fees;</li> <li>Reviews and signs the Billing Assessment, and endorses to FAD;</li> <li>Prepares and signs the Order of Payment;</li> <li>Transmits to the applicant the Billing Assessment and Order of Payment;</li> </ul> | <ul style="list-style-type: none"> <li>30 minutes</li> <li>1 hour</li> <li>1 hour</li> <li>1.5 hours</li> <li>1 hour</li> <li>30 minutes</li> <li>15 minutes</li> <li>15 minutes</li> <li>15 minutes</li> </ul> | <ul style="list-style-type: none"> <li>Administrative Staff/Records Officer, Administrative Section, FAD</li> <li>RD; ORD Staff</li> <li>Chief-MSESDD</li> <li>Section Chief-MEMS</li> <li>Technical Staff, MEMS</li> <li>Technical Staff, MEMS</li> <li>Chief-MSESDD; Administrative Staff-MSESDD</li> <li>Accountant, FAD</li> <li>Technical Staff, MEMS</li> </ul> |        |       |
| 2    | <ul style="list-style-type: none"> <li>Pays the fees;</li> <li>Gives the duplicate copy of the Order of Payment and presents the OR;</li> </ul> | <ul style="list-style-type: none"> <li>Receives the payment, issues OR and gives the duplicate copy of the Order of Payment with the notation of the OR number and the amount paid;</li> <li>Receives the duplicate copy of the Order of Payment and photocopies the OR;</li> </ul>  | <ul style="list-style-type: none"> <li>30 minutes</li> <li>10 minutes</li> </ul>  | <ul style="list-style-type: none"> <li>Cashier</li> <li>Technical Staff, MEMS</li> </ul>  |        |       |


  
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| 3  | <ul style="list-style-type: none"> <li>• Receives the letter informing that the COE has been issued</li> </ul>  | <ul style="list-style-type: none"> <li>• If applicant complies with the requirements, Technical Staff recommends for the issuance of the COE; prepares the COE and endorses the documents to the Chief-MEMS and Chief-MSESDD;</li> <li>• Reviews and initials the COE and endorses to the ORD;</li> <li>• Reviews and signs the COE;</li> <li>• Transmits to the Records Unit for release and the COE and a copy for safekeeping;</li> <li>• Releases to the applicant and keeps a copy of the COE;</li> </ul>  | <ul style="list-style-type: none"> <li>• 1 hour</li> <li>• 1 hour</li> <li>• 30 minutes</li> <li>• 30 minutes</li> <li>• 4 hours</li> </ul>            | <ul style="list-style-type: none"> <li>• Technical Staff, MEMS</li> <li>• Chief-MEMS and Chief-MSESDD</li> <li>• RD</li> <li>• ORD Staff</li> <li>• Administrative Staff/Records Officer, Administrative Section, FAD</li> </ul>                        |  |  |
| 4  | <ul style="list-style-type: none"> <li>• Pays the Registration Fee;</li> <li>• Gives the duplicate copy of the Order of Payment and presents the OR;</li> </ul> | <ul style="list-style-type: none"> <li>• Prepares Billing Assessment and Order of Payment for registration of the COE;</li> <li>• Reviews and signs the Billing Assessment, and endorsed to FAD;</li> <li>• Prepares and signs the Order of Payment;</li> <li>• Receives the payment, issues OR and gives the duplicate copy of the Order of Payment with the notation of the OR number and the amount paid;</li> <li>• Receives the duplicate copy of the Order of Payment and photocopies the OR; Registers the COE thru the RD and releases to the applicant.</li> </ul> | <ul style="list-style-type: none"> <li>• 30 minutes</li> <li>• 15 minutes</li> <li>• 15 minutes</li> <li>• 30 minutes</li> <li>• 45 minutes</li> </ul> | <ul style="list-style-type: none"> <li>• Technical Staff, MTES-MMD</li> <li>• Chief-MMD; MMD Administrative Staff</li> <li>• Accountant, FAD</li> <li>• Cashier</li> <li>• Administrative Staff/Records Officer, Administrative Section, FAD</li> </ul> |  |  |
| <b>END OF TRANSACTION: ***1 day, 7 hours, 40 minutes</b> |   |   |  |   |  |  |

\*Form : Available FREE OF CHARGE

\*\*Fees and Charges : Based on the Schedule of Fees and Charges

\*\*\*Under Normal Circumstances

  
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 MGB Regional Office No. XIII

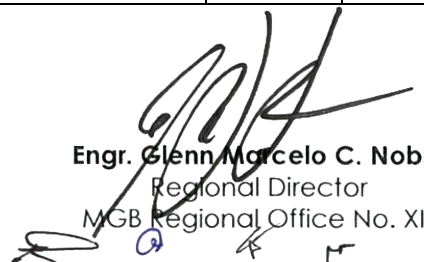


## MINING APPLICATIONS

### Processing of Request for Area Status / Clearance [Pursuant to Republic Act No. 7942 and DAO No. 2010-21]

- Schedule of Availability of Service** : Monday – Friday; 8:00 A.M. – 5:00 P.M. without noon break
- Who May Avail of the Service** : P/CMRB within CARAGA Region which endorses the request for issuance of Area Status/Clearance of not more than five (5) hectares such as Quarry, Sand and Gravel (Commercial, Industrial, and Exclusive), Gratuitous (Government or Private), Guano, Gemstone Gathering and Small-Scale Mining Contract.
- Mandatory requirements** : 1. Endorsement/request from P/CMRB contain with the following information(s):  
 a. Name of the applicant; and  
 b. Sketch Plan duly prepared and signed by deputized Geodetic Engineer;  
 2. Photocopies of OR for Area Status/Clearance fee amounting to PhP 2,000.00.
- Duration** : Seven (7) days for complex transaction pursuant to Republic Act No. 11032
- How to Avail of the Service** :

| Step | Applicant/Client   | Service Provider  | Duration of Activity***  | Person In Charge   | Fees** | Form* |
|------|--|---|--|--|--------|-------|
| 1    | <ul style="list-style-type: none"> <li>P/CMRB endorses mining permit application to MGBRO for issuance of Area Status / Clearance</li> </ul> | <ul style="list-style-type: none"> <li>Receives from the P/CMRB the endorsed/request area status / clearance and transmits to the ORD;</li> <li>Reviews the documents and transmits to MMD;</li> <li>Receives from the ORD the endorsement/request and forward the documents to the MLSS staff;</li> <li>Receives and reviews the documents and prepares /signs Pre-assessment Form/ Billing Assessment with the required fees and forwards to the FAD for the preparation of Order of Payment;</li> <li>Receives, reviews, approves/signs the Pre-assessment Form/ Billing Assessment;</li> <li>Prepares and signs the Order of Payment and forwards to the applicant for payment of the required fees;</li> </ul> | <ul style="list-style-type: none"> <li>30 minutes</li> <li>1 hour</li> <li>2 hour</li> <li>1 hour</li> <li>30 minutes</li> <li>30 minutes</li> </ul> | <ul style="list-style-type: none"> <li>Administrative Staff/Records Officer, Administrative Section, FAD</li> <li>RD; ORD Staff</li> <li>Chief-MMD</li> <li>Chief- MLSS, Engr. III and II</li> <li>Chief-MMD; Administrative Staff-MMD</li> <li>Accountant, FAD</li> </ul> |        |       |
| 2    | <ul style="list-style-type: none"> <li>Pays the fees</li> </ul>  | <ul style="list-style-type: none"> <li>Receives the signed Pre-assessment Form/ Billing Assessment, Order of Payment and issues OR and gives the duplicate copy of the Order of Payment with the notation of the OR number and the amount paid to the applicant;</li> </ul>   | <ul style="list-style-type: none"> <li>30 minutes</li> </ul>   | <ul style="list-style-type: none"> <li>Cashier</li> </ul>  |        |       |


  
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| 3                                      | <ul style="list-style-type: none"> <li>• Gives the duplicate copy of the Order of Payment and presents the OR</li> </ul> | <ul style="list-style-type: none"> <li>• Receives the duplicate copy of the Order of Payment and photocopies the OR;</li> <li>• Plots the technical description indicated on the submitted sketch plan;</li> <li>• Prepares the Area Status / Clearance and forwards to the Chief-MLSS, for review and initials;</li> <li>• Receives, reviews, initials the Area Status/ Clearance and endorses to Chief-MMD for final reviews;</li> <li>• Receives, reviews, initials the Area Status / Clearance and endorses to ORD for approval;</li> <li>• Receives, reviews and approves Area Status/ Clearance and forwards to Records Unit-FAD.</li> <li>• Receives and releases the document and provides copy to MLSS staff;</li> <li>• Transmits the issued/approved Area Status / Clearance to the P/CMRB concerned.</li> </ul> | <ul style="list-style-type: none"> <li>• 30 minutes</li> <li>• 2 hours</li> <li>• 2 hours</li> <li>• 1 hour</li> <li>• 2 hours</li> <li>• 1 hour</li> <li>• 30 minutes</li> <li>• 30 minutes</li> </ul> | <ul style="list-style-type: none"> <li>• Cartographer II</li> <li>• Cartographer II, Engineer II, Engineer III</li> <li>• Cartographer II, Engineer II, Engineer III</li> <li>• Chief-MLSS, Engr. III, and II</li> <li>• Chief-MMD</li> <li>• RD; ORD Staff</li> <li>• Administrative Staff/Records Officer, Administrative Section, FAD</li> <li>• Administrative Staff, MMD, Chief-MLSS, Engr. III, and II.</li> </ul> |  |  |
| <b>END OF TRANSACTION : *** 7 days</b> |  |   |   |  |  |  |

\*Form: Available FREE OF CHARGE

\*\*Fees and Charges : Based on the Schedule of Fees and Charges

\*\*\*Under Normal Circumstances

  
**Engr. Glenn Marcelo C. Noble**  
 Regional Director  
 MGB Regional Office No. XIII

## MINING APPLICATIONS

### Processing of Application for Ore Transport Permit and Mineral Ore Export Permit

- Schedule of Availability of Service** : Monday-Friday; 8:00 AM to 5:00 PM without noon break  
**Who May Avail of the Service** : Permit Holders, Contractors, Accredited Traders, Retailers, Processors and Other Mining Rights Holders  
**Where to File** : MGB RO No. XIII  
**What Are the Requirements** :

1. Letter request addressed to the RD for Ore Transport Permit (OTP) and Mineral Ore Export Permit (MOEP) application duly signed by an authorized representative;
2. Original and accomplished OTP Application Form signed by the President or his/her authorized representative (MGB Form No. 12-1/FM-MMD-001);
3. Original and notarized accomplished MOEP Application Form (FM-MMD-008);
4. Duly registered Secretary's Certificate attesting to a Board Resolution authorizing the applicant to process and sign documents in behalf of the company;
5. Stockpile Verification Report;
6. Original copy of the Sales Contract/Sales Purchase Agreement;
7. Original copy of the Pro Forma Invoice/Commercial Sales Invoice;
8. Export Declaration from the Bureau of Customs (not applicable for local shipment); and
9. Tax Clearance Certificate issued by the Bureau of Internal Revenue with attached Surety Bond Certificate for Bonded Corporation or Philippine Economic Zone Authority Certification for applicants with Tax Exemption.

#### Other Requirements

1. Photocopy of the OR of the following:
  - a. OTP Application and Certification Fee amounting to PhP 2,500.00;
  - b. Royalty Tax Payment equivalent to 5% of the total gross value for areas within Surigao Mineral Reservation; and
  - c. Registration fee of registrable documents e.g. Sales Contract, Secretary's Certificate, etc.

#### For OTP and MOEP Extension

1. Letter request addressed to the RD for OTP and MOEP application duly signed by an authorized representative
2. Original copy of the approved OTP and/or MOEP;
3. Affidavit Justifying the request for extension
4. Proof of payment or photocopy of the OR of payment for OTP application and certification fee amounting to PhP2,500.00.

**Duration** : **Seven (7) days for complex transaction pursuant to Republic Act No. 11032**

**How to Avail of the Service** :

| Step | Applicant/Client          | Service Provider  | Duration of Activity***   | Person In Charge   | Fees** | Form* |
|------|---------------------------|---|---|--|--------|-------|
| 1    | Files application for OTP | <ul style="list-style-type: none"> <li>• Receives the application for OTP and/or MOEP and transmits to ORD;</li> <li>• Reviews the OTP and/or MOEP application and transmits to MMD;</li> <li>• Receives from ORD the application for OTP and/or MOEP and endorses the document to MTES for appropriate action;</li> <li>• Receives, reviews and endorses the OTP and/or MOEP application to MTES Technical Staff for initial evaluation;</li> <li>• Evaluates compliance with the requirements for the OTP and/or MOEP application. If, it complies</li> </ul> | <ul style="list-style-type: none"> <li>• 10 minutes</li> <li>• 10 minutes</li> <li>• 10 minutes</li> <li>• 10 minutes</li> <li>• 1 day</li> </ul> | <ul style="list-style-type: none"> <li>• Administrative Staff/Records Officer, Administrative Section, FAD</li> <li>• RD, ORD Staff</li> <li>• Chief, MMD</li> <li>• Section Chief, MTES</li> <li>• Technical Staff, MTES</li> </ul> |        |       |

  
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 Regional Director  
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|   |   | <ul style="list-style-type: none"> <li>with the requirements, MTES-Technical Staff forwards the OTP and/or MOEP application for the issuance of Billing Assessment;</li> <li>• Prepares Billing Assessment corresponding to the required fees and endorses to Chief-MTES, Chief-MMD;</li> <li>• Reviews and signs the Billing Assessment;</li> <li>• Forwards the signed Billing Assessment to FAD;</li> <li>• Prepares and signs the Order of Payment;</li> </ul>   | <ul style="list-style-type: none"> <li>• 20 minutes</li> <li>• 20 minutes</li> <li>• 10 minutes</li> <li>• 10 minutes</li> </ul>                                    | <ul style="list-style-type: none"> <li>• Administrative Staff, MMD</li> <li>• Chief-MTES, Chief-MMD</li> <li>• Administrative Staff, MMD</li> <li>• Accountant, FAD</li> </ul>   |  |  |
| 2 | <ul style="list-style-type: none"> <li>• Pays the required fees;</li> <li>• Gives the duplicate copy of the Order of Payment and presents the OR</li> </ul> | <ul style="list-style-type: none"> <li>• Receives the payment, issues OR and gives the duplicate copy of the Order of Payment with the notation of the OR number and the amount paid to the applicant;</li> <li>• Receives the duplicate copy of the Order of Payment and photocopies the OR for the required fees and forwards to MTES</li> </ul>   | <ul style="list-style-type: none"> <li>• 20 minutes</li> <li>• 1 hour</li> </ul>  | <ul style="list-style-type: none"> <li>• Cashier</li> <li>• Administrative Staff, MMD</li> </ul>   |  |  |
| 3 |   | <ul style="list-style-type: none"> <li>• Registers the document with the attached OR and forwards copy of the registered document to MTES Administrative Staff as a requirement for the OTP and/or MOEP application;</li> <li>• Forwards the OTP and/or MOEP applications with attached complete requirements including the payments of the required fees to MTES-Technical Staff;</li> <li>• Prepares the OTP and/or MOEP and endorses the documents to Chief-MTES for review;</li> <li>• Reviews and initials the OTP and/or MOEP and endorses to Chief-MMD;</li> <li>• Reviews and initials the OTP and/or MOEP and endorses to RD;</li> <li>• Reviews and approves the OTP and/or MOEP;</li> </ul> | <ul style="list-style-type: none"> <li>• 1 day</li> <li>• 15 minutes</li> <li>• 30 minutes</li> <li>• 1 hour</li> <li>• 20 minutes</li> <li>• 30 minutes</li> </ul> | <ul style="list-style-type: none"> <li>• Administrative Staff, MTES</li> <li>• Administrative Staff, MTES</li> <li>• Technical Staff, Administrative Staff, MTES</li> <li>• Chief-MTES</li> <li>• Chief-MMD</li> <li>• RD</li> </ul> |  |  |
| 4 | <ul style="list-style-type: none"> <li>• Receives the signed OTP&amp;MOEP</li> </ul>  | <ul style="list-style-type: none"> <li>• Transmits to the Records Unit the signed OTP and/or MOEP for release;</li> <li>• Releases the OTP and/or MOEP to the applicant and keeps the file copy.</li> </ul>  | <ul style="list-style-type: none"> <li>• 30 minutes</li> <li>• 1 hour</li> </ul>  | <ul style="list-style-type: none"> <li>• ORD Staff</li> <li>• Administrative Staff/Records Officer, Administrative Section, FAD</li> </ul>   |  |  |

**END OF TRANSACTION**

\*Form : Available FREE OF CHARGE

\*\*Fees and Charges : Based on the Schedule of Fees and Charges

\*\*\*Under Normal Circumstances

  
**Engr. Glenn Marcelo C. Noble**  
 Regional Director  
 MGB Regional Office No. XIII

**MINING RIGHTS MANAGEMENT**  
**Stocks Validation of Gold/Silver Bullion**

**Schedule of Availability of Service** : Monday – Friday; 8:00 A.M. – 5:00 P.M. without noon break

**Who May Avail of the Service** : Tenement Holder(s)

**Where to File** : MGB RO No. XIII

**What Are the Requirements** :

**A. Upon Request for Stocks Validation**

1. Letter-Request for Stocks Validation addressed to the RD, MGB RO No. XIII
2. Initial Payment of Verification Fee amounting to Php 6,000.00 Verification Fee as minimum payment as stated on Department of Environment and Natural Resources (DENR) Administrative Order (DAO) No. 2005-08

**B. During the Conduct of Stocks Validation**

1. Conducts entrance/courtesy meeting, and safety and health protocol orientation
2. Conducts inspection of bar numbers, box numbers, and seal numbers
3. Conducts random selection of bullion/s where a 1-gram sample shall be obtained through drilling
4. Secures samples for Laboratory Analysis


**C. After the Conduct of Stocks Validation**

1. Prepares and submits the Validation Report and Memoranda-Endorsement to the RD and the Letter to the Tenement Holder/s providing a copy of the pertinent Report; and
2. Prepare a Memorandum to MGB CO at the end of every Quarter to forward the drill cuttings and pin tube samples for analyses with proper transport permit.


**Duration** : 2 days, 13 hours and 5 minutes

**How to Avail of the Service** :

| Step | Applicant/Client   | Service Provider  | Duration of Activity***  | Person In Charge   | Fees** | Form* |
|------|--|---|--|--|--------|-------|
| 1    | <ul style="list-style-type: none"> <li>• Submits Letter-Request for Stocks Validation</li> </ul> | <ul style="list-style-type: none"> <li>• Receives Letter-Request for Stocks Validation and forwards to ORD;</li> <li>• Receives, reviews and endorses the document to the MMD for evaluation;</li> <li>• Receives, review and transmits the document to the MTSS;</li> <li>• Receives, review and transmits the document to the Technical Staff, MTSS;</li> </ul> | <ul style="list-style-type: none"> <li>• 10 minutes</li> <li>• 10 minutes</li> <li>• 10 minutes</li> <li>• 10 minutes</li> </ul> | <ul style="list-style-type: none"> <li>• Administrative Staff, Records Unit – FAD</li> <li>• RD; ORD Staff</li> <li>• Administrative Staff – MMD, Chief-MMD</li> <li>• Chief-MTSS</li> </ul> |        |       |

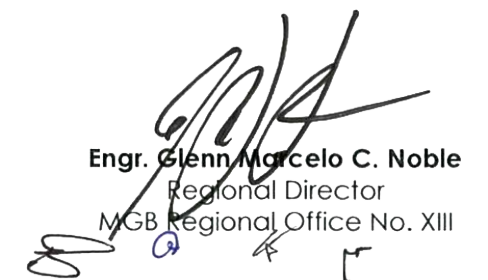
  
**Engr. Glenn Marcelo C. Noble**  
 Regional Director  
 MGB Regional Office No. XIII

|   |   |   |   |   |                              |  |
|---|---|---|---|---|------------------------------|--|
| 2 | <ul style="list-style-type: none"> <li>• Secures the Assessment Form / Billing Assessment and Order of Payment</li> <li>• Pays the Verification Fee</li> <li>• Submits photocopies of the Order of Payment and OR to MTSS</li> </ul>  | <ul style="list-style-type: none"> <li>• Notifies the client to secure the Assessment Form / Billing Assessment and Order of Payment for the Verification Fee; <ul style="list-style-type: none"> <li>○ If the Tenement Holder/s is present, immediately notify to pay the required fees;</li> <li>○ Otherwise, notify the Tenement Holder/s via Letter to pay;</li> </ul> </li> <li>• Prepares Assessment Form / Billing Assessment and Order of Payment, and affixes initials;</li> <li>• Reviews and signs Assessment Form / Billing Assessment and Order of Payment;</li> <li>• Accepts payment, issues OR, and provides copy of the Order of Payment;</li> <li>• Receives photocopies of the Order of Payment and the OR;</li> </ul> | <ul style="list-style-type: none"> <li>• 10 minutes</li> <li>• 20 minutes</li> <li>• 20 minutes</li> <li>• 10 minutes</li> <li>• 10 minutes</li> </ul>                      | <ul style="list-style-type: none"> <li>• MTSS Technical Staff</li> <li>• MTSS Technical Staff</li> <li>• Chief-MTSS, Chief-MMD, Accountant, FAD</li> <li>• Cashier</li> <li>• MTSS Technical Staff</li> </ul>   | Pur-suant to DAO No. 2005-08 |  |
| 3 |   | <ul style="list-style-type: none"> <li>• Checks and assesses the completeness of the requirements, and forwards to the MTSS Chief for assignment of technical staff;</li> <li>• Assigns Technical Staff;</li> <li>• Prepares Travel Order (TO) and transmits to the Chief-MTSS;</li> <li>• Receives and affixes initials to the TO, and forwards to Chief-MMD for endorsement to the RD;</li> <li>• Receives, reviews and signs the TO as recommending approval, and forwards to the RD for approval;</li> <li>• Receives, reviews and approves the TO;</li> </ul>  | <ul style="list-style-type: none"> <li>• 10 minutes</li> <li>• 5 minutes</li> <li>• 10 minutes</li> <li>• 10 minutes</li> <li>• 10 minutes</li> <li>• 10 minutes</li> </ul> | <ul style="list-style-type: none"> <li>• MTSS Technical Staff;</li> <li>• Chief-MTSS</li> <li>• Chief-MTSS</li> <li>• MTSS Technical Staff</li> <li>• Chief-MTSS</li> <li>• Administrative Staff – MMD; Chief-MMD</li> <li>• RD; ORD Staff</li> </ul> |                              |  |
| 4 | <ul style="list-style-type: none"> <li>• Conducts safety and health protocol orientation, and provides Personal Protective Equipment (PPE)</li> <li>• Provides Stock Inventory, conducts weighing and drilling of bullions and sealing of the boxes in the presence of the MGB technical staff</li> </ul> | <ul style="list-style-type: none"> <li>• Conducts entrance/courtesy meeting;</li> <li>• Conducts inspection of bar numbers, box numbers, and seal numbers, randomly selects bullions to be drilled for sampling and secures the samples (approximately 1 gram) and secure pin tube samples(approximately 2 grams);</li> </ul>   | <ul style="list-style-type: none"> <li>• 2 hours</li> <li>• 4 hours</li> </ul>  | <ul style="list-style-type: none"> <li>• MTSS Technical Staff</li> <li>• MTSS Technical Staff</li> </ul>  |                              |  |

  
**Engr. Glenn Marcelo C. Noble**  
Regional Director  
MGB Regional Office No. XIII

|                           |   |   |  |   |  |  |
|---------------------------|---|---|--|---|--|--|
| 5                         | <ul style="list-style-type: none"> <li>Provides the Packing List, Commercial Invoice for gold and Silver, and Bullion Specifications</li> </ul> | <ul style="list-style-type: none"> <li>Receives the Packing List, Commercial Invoice for Gold and Silver, and Bullion Specifications; prepares and submits to the Chief-MTSS the Validation Report and Memorandum-Endorsement to the RD and the Letter providing the copy of the pertinent Report to the Client; [Note: Every end of the Quarter a Memorandum to MGB CO forwarding the samples for Laboratory analysis will be prepared and the samples will be delivered by MTSS personnel with the necessary permit to transport.]</li> <li>Receives, reviews, initials, and forwards the action document to Chief-MMD;</li> <li>Receives, reviews, signs and endorses the action document to the RD;</li> <li>Receives, reviews, approves and transmits the action documents to the Chief-MMD / MTSS Technical Staff;</li> <li>Reviews the signed action documents and transmits to the Chief-MTSS;</li> <li>Receives and forwards to MTSS Technical Staff to arrange action documents for mailing and release;</li> <li>Receives the action document and transmits to the Records Unit;</li> <li>Receives the action document for bar coding, secures a copy, and releases the document.</li> </ul> | <ul style="list-style-type: none"> <li>2 days</li> <li>1 hour</li> <li>1 hour</li> <li>1 hour</li> <li>10 minutes</li> <li>20 minutes</li> <li>30 minutes</li> <li>20 minutes</li> </ul> | <ul style="list-style-type: none"> <li>MTSS Technical Staff</li> <li>Chief-MTSS</li> <li>Administrative Staff – MMD; Chief-MMD</li> <li>RD; ORD Staff</li> <li>Administrative Staff – MMD; Chief-MMD</li> <li>Chief-MTSS</li> <li>MTSS Technical Staff</li> <li>Administrative Staff - Records Unit, FAD</li> </ul> |  |  |
| <b>END OF TRANSACTION</b> |   |   |  |   |  |  |

\*Form : Available FREE OF CHARGE  
\*\*Fees and Charges : Based on the Schedule of Fees and Charges  
\*\*\*Under Normal Circumstances

  
**Engr. Glenn Marcelo C. Noble**  
Regional Director  
MGB Regional Office No. XIII



# MINING RIGHTS MANAGEMENT

## Stocks Validation of Nickel-Cobalt Mixed Sulfide Concentrates

**Schedule of Availability of Service** : Monday – Friday; 8:00 A.M. – 5:00 P.M. without noon break

**Who May Avail of the Service** : Mineral Processing Permit Holder(s)

**Where to File** : MGB RO No. XIII

**What Are the Requirements** :

**A. Upon Request for Stocks Validation**

1. Letter of Request for Stocks Validation addressed to the RD, MGB RO No. XIII
2. Initial Payment of Verification Fee amounting to Php 6,000.00 Verification Fee as minimum payment as stated on DAO No. 2005-08

**B. During the Conduct of Stocks Validation**

1. Conducts entrance/courtesy meeting, and safety and health protocol orientation
2. Conducts examination and counting of the Nickel-Cobalt Mixed Sulfide Concentrates (MS) bags
3. Conducts random selection of MS bags subject for weighing and sampling
4. Secures sample from one (1) Ni-Co MS bag for Laboratory analysis (approximately 20 grams) and marking of the sampled bag with a MGB barcode


**C. After the Conduct of Stocks Validation**

1. Prepares and submits the Validation Report and Memorandum-Endorsement to the RD and the Letter to the Tenement Holder/s providing a copy of the pertinent Report
2. Updates the MGB RO No. XIII Inventory Report for MS samples, for safekeeping.

**Duration** : 2 days, 13 hours and 5 minutes


**How to Avail of the Service** :

| Step | Applicant/Client   | Service Provider  | Duration of Activity***  | Person In Charge   | Fees** | Form* |
|------|--|---|--|--|--------|-------|
| 1    | <ul style="list-style-type: none"> <li>• Submits Letter-Request for Stocks Validation</li> </ul> | <ul style="list-style-type: none"> <li>• Receives Letter-Request for Stocks Validation and forwards to ORD;</li> <li>• Receives, reviews and endorses the document to the MMD for evaluation;</li> <li>• Receives, review and transmits the document to the MTSS;</li> <li>• Receives, reviews and transmits the document to the MTSS Technical Staff;</li> </ul> | <ul style="list-style-type: none"> <li>• 10 minutes</li> <li>• 10 minutes</li> <li>• 10 minutes</li> <li>• 10 minutes</li> </ul> | <ul style="list-style-type: none"> <li>• Administrative Staff, Records Unit – FAD</li> <li>• ORD Staff; RD</li> <li>• Administrative Staff – MMD; Chief-MMD</li> <li>• Chief-MTSS</li> </ul> |        |       |

  
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 Regional Director  
 MGB Regional Office No. XIII




|   |   |   |   |  |                              |  |
|---|---|---|---|--|------------------------------|--|
| 2 | <ul style="list-style-type: none"> <li>• Secures the Assessment Form / Billing Assessment and Order of Payment</li> <li>• Pays the Verification Fee</li> <li>• Submits Order of Payment and copy of the OR to MTSS</li> </ul> | <ul style="list-style-type: none"> <li>• Notify the MPP Holder/s to secure the Assessment Form / Billing Assessment and Order of Payment for Verification Fee; <ul style="list-style-type: none"> <li>○ If the MPP Holder/s is present, immediately notify to pay the required fees;</li> <li>○ Otherwise, notify the MPP Holder/s via Letter to pay;</li> </ul> </li> <li>• Prepares Assessment Form / Billing Assessment and Order of Payment, and affixes initials;</li> <li>• Reviews and signs Assessment Form / Billing Assessment and Order of Payment;</li> <li>• Accepts payment, issues OR, and provides copy of the Order of Payment;</li> <li>• Receives photocopies of the Order of Payment and the OR;</li> </ul> | <ul style="list-style-type: none"> <li>• 10 minutes</li> <li>• 20 minutes</li> <li>• 20 minutes</li> <li>• 10 minutes</li> <li>• 10 minutes</li> </ul>                      | <ul style="list-style-type: none"> <li>• MTSS Technical Staff</li> <li>• MTSS Technical Staff</li> <li>• Chief-MTSS; Chief-MMD; Accountant, FAD</li> <li>• Cashier</li> <li>• MTSS Technical Staff</li> </ul>                              | Pur-suant to DAO No. 2005-08 |  |
| 3 |   | <ul style="list-style-type: none"> <li>• Checks and assesses the completeness of the requirements, and forwards to the Chief-MTSS for assignment of technical staff;</li> <li>• Assigns Technical Staff;</li> <li>• Prepares TO and transmits to the Chief-MTSS;</li> <li>• Receives and affixes initials to the TO, and forwards to Chief-MMD for endorsement to the RD;</li> <li>• Receives, reviews and signs the TO as recommending approval, and forwards to the RD for approval;</li> <li>• Receives, reviews and approves the TO;</li> </ul>   | <ul style="list-style-type: none"> <li>• 10 minutes</li> <li>• 5 minutes</li> <li>• 10 minutes</li> <li>• 10 minutes</li> <li>• 10 minutes</li> <li>• 10 minutes</li> </ul> | <ul style="list-style-type: none"> <li>• MTSS Technical Staff, Chief-MTSS</li> <li>• Chief-MTSS</li> <li>• MTSS Technical Staff</li> <li>• Chief-MTSS</li> <li>• Administrative Staff – MMD; Chief-MMD</li> <li>• ORD Staff; RD</li> </ul> |                              |  |
| 4 | <ul style="list-style-type: none"> <li>• Conducts safety and health protocol orientation</li> <li>• Provides Stock Inventory and Personal Protective Equipment</li> </ul>   | <ul style="list-style-type: none"> <li>• Conducts entrance/courtesy meeting;</li> <li>• With the assistance of the MPP Holder personnel, conducts examination and counting of the MS bags, randomly picks MS bags subject for weighing and sampling, secures sample of one (1) MS bag for Laboratory analysis (approximately 20 grams) and markings of the sampled bag with a MGB barcode;</li> </ul>   | <ul style="list-style-type: none"> <li>• 2 hours</li> <li>• 4 hours</li> </ul>  | <ul style="list-style-type: none"> <li>• MTSS Technical Staff</li> <li>• MTSS Technical Staff</li> </ul>   |                              |  |

  
**Engr. Glenn Marcelo C. Noble**  
Regional Director  
MGB Regional Office No. XIII

|                           |  |   |  |   |  |  |
|---------------------------|--|---|--|---|--|--|
| 5                         |  | <ul style="list-style-type: none"> <li>• Prepares and submits to the Chief-MTSS the Validation Report and Memorandum-Endorsement to RD and the Letter providing the copy of the pertinent Report to the Client; and updates the Inventory Report of the samples for safekeeping;</li> <li>• Receives, reviews, initials, and forwards the action document to Chief-MMD;</li> <li>• Receives, reviews, signs and endorses the action document to RD;</li> <li>• Receives, reviews, approves and transmits the action documents to the Chief-MMD / MTSS Technical Staff;</li> <li>• Reviews the signed action documents and transmits to Chief-MTSS;</li> <li>• Receives and forwards to MTSS Technical Staff to arrange action documents for mailing and release;</li> <li>• Receives the action document and transmits to the Records Unit;</li> <li>• Receives the action document for bar coding, secures a copy, and releases the document.</li> </ul> | <ul style="list-style-type: none"> <li>• 2 days</li> <li>• 1 hour</li> <li>• 1 hour</li> <li>• 1 hour</li> <li>• 10 minutes</li> <li>• 20 minutes</li> <li>• 30 minutes</li> <li>• 20 minutes</li> </ul> | <ul style="list-style-type: none"> <li>• MTSS Technical Staff</li> <li>• Chief-MTSS</li> <li>• Administrative Staff – MMD; Chief-MMD</li> <li>• ORD Staff; RD</li> <li>• Administrative Staff – MMD; Chief-MMD</li> <li>• Chief-MTSS</li> <li>• MTSS Technical Staff</li> <li>• Administrative Staff - Records Unit, FAD</li> </ul> |  |  |
| <b>END OF TRANSACTION</b> |  |   |  |   |  |  |

\*Form : Available FREE OF CHARGE  
\*\*Fees and Charges : Based on the Schedule of Fees and Charges  
\*\*\*Under Normal Circumstances

  
**Engr. Glenn Marcelo C. Noble**  
Regional Director  
MGB Regional Office No. XIII

# MINING RIGHTS MANAGEMENT

## Stocks Validation of Scandium Oxalate Hydrate

- Schedule of Availability of Service** : Monday – Friday; 8:00 A.M. – 5:00 P.M. without noon break  
**Who May Avail of the Service** : Mineral Processing Permit (MPP) Holders  
**Where to File** : MGB RO No. XIII  
**What Are the Requirements** :

### A. Upon Request for Stocks Validation

1. Letter of Request for Stocks Validation addressed to the RD, MGB RO No. XIII
2. Initial Payment of Verification Fee amounting to Php 6,000.00 Verification Fee as minimum payment as stated on DAO No. 2005-08

### B. During the Conduct of Stocks Validation

1. Conducts entrance/courtesy meeting, and safety and health protocol orientation
2. Conducts weighing of all container pails and examination of the pail lot numbers, pallet numbers, and serial numbers
3. Conducts random selection and marking of a pail where a 2-gram sample is secured for Laboratory Analysis


### C. After the Conduct of Stocks Validation

1. Prepares and submits the Validation Report and Memorandum-Endorsement to the RD and the Letter to the Tenement Holder/s providing a copy of the pertinent Report
2. Updates the MGB RO No. XIII Inventory Report for Scandium Oxalate Hydrate (Scandium) samples, for safekeeping.


**Duration** : 2 days, 13 hours and 5 minutes

**How to Avail of the Service** :

| Step | Applicant/Client   | Service Provider   | Duration of Activity***  | Person In Charge   | Fees** | Form* |
|------|--|--|--|--|--------|-------|
| 1    | <ul style="list-style-type: none"> <li>Submits Letter-Request for Stocks Validation</li> </ul> | <ul style="list-style-type: none"> <li>Receives Letter-Request for Stocks Validation and forwards to ORD;</li> <li>Receives, reviews and endorses the document to the MMD for evaluation;</li> <li>Receives, review and transmits the document to the MTSS;</li> <li>Receives, review and transmits the document to the MTSS Technical Staff;</li> </ul> | <ul style="list-style-type: none"> <li>10 minutes</li> <li>10 minutes</li> <li>10 minutes</li> <li>10 minutes</li> </ul> | <ul style="list-style-type: none"> <li>Administrative Staff, Records Unit – FAD</li> <li>ORD Staff; RD</li> <li>Administrative Staff – MMD, Chief-MMD</li> <li>Chief-MTSS</li> </ul> |        |       |


  
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 Regional Director  
 MGB Regional Office No. XIII

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|---|---|---|---|--|------------------------------|--|
| 2 | <ul style="list-style-type: none"> <li>• Secures the Assessment Form / Billing Assessment and Order of Payment</li> <li>• Pays the Verification Fee</li> <li>• Submits Order of Payment and copy of the OR to MTSS</li> </ul> | <ul style="list-style-type: none"> <li>• Notify the MPP Holder/s to secure the Assessment Form / Billing Assessment and Order of Payment for Verification; <ul style="list-style-type: none"> <li>○ If the MPP Holder/s is present, immediately notify to pay the required fees;</li> <li>○ Otherwise, notify the MPP Holder/s via Letter to pay;</li> </ul> </li> <li>• Prepares Assessment Form / Billing Assessment and Order of Payment, and affixes initials;</li> <li>• Reviews and signs Assessment Form / Billing Assessment and Order of Payment;</li> <li>• Accepts payment, issues OR, and provides copy of the Order of Payment;</li> <li>• Receives photocopies of the Order of Payment and the OR;</li> </ul> | <ul style="list-style-type: none"> <li>• 10 minutes</li> <li>• 20 minutes</li> <li>• 20 minutes</li> <li>• 10 minutes</li> <li>• 10 minutes</li> </ul>                      | <ul style="list-style-type: none"> <li>• MTSS Technical Staff</li> <li>• MTSS Technical Staff</li> <li>• Chief-MTSS, Chief-MMD and Accountant, FAD</li> <li>• Cashier</li> <li>• MTSS Technical Staff</li> </ul>                           | Pur-suant to DAO No. 2005-08 |  |
| 3 |   | <ul style="list-style-type: none"> <li>• Checks and assesses the completeness of the requirements, and forwards to Chief-MTSS for assignment of technical staff;</li> <li>• Assigns Technical Staff;</li> <li>• Prepares TO and transmits to Chief-MTSS;</li> <li>• Receives and affixes initials to the TO, and forwards to MMD Chief for endorsement to the RD;</li> <li>• Receives, reviews and signs the TO as recommending approval, and forwards to the RD for approval;</li> <li>• Receives, reviews and approves the TO;</li> </ul>   | <ul style="list-style-type: none"> <li>• 10 minutes</li> <li>• 5 minutes</li> <li>• 10 minutes</li> <li>• 10 minutes</li> <li>• 10 minutes</li> <li>• 10 minutes</li> </ul> | <ul style="list-style-type: none"> <li>• MTSS Technical Staff; Chief-MTSS</li> <li>• Chief-MTSS</li> <li>• MTSS Technical Staff</li> <li>• Chief-MTSS</li> <li>• Administrative Staff – MMD; Chief-MMD</li> <li>• ORD Staff; RD</li> </ul> |                              |  |
| 4 | <ul style="list-style-type: none"> <li>• Conducts safety and health protocol orientation</li> <li>• Provides Stock Inventory and Personal Protective Equipment.</li> </ul>  | <ul style="list-style-type: none"> <li>• Conducts entrance/courtesy meeting;</li> <li>• With the assistance of the MPP Holder personnel, conducts weighing of all container pails and examination of the pail lot numbers, pallet numbers, and serial numbers, and randomly selects and marks with MGB barcode a pail where a 2 gram-sample is secured for Laboratory Analysis/safekeeping;</li> </ul>  | <ul style="list-style-type: none"> <li>• 2 hours</li> <li>• 4 hours</li> </ul>  | <ul style="list-style-type: none"> <li>• MTSS Technical Staff</li> <li>• MTSS Technical Staff</li> </ul>   |                              |  |

  
**Engr. Glenn Marcelo C. Noble**  
Regional Director  
MGB Regional Office No. XIII

|                           |  |  |  |   |  |  |
|---------------------------|--|--|--|---|--|--|
| 5                         |  | <ul style="list-style-type: none"> <li>• Prepares and submits to the Chief-MTSS the Validation Report and Memorandum-Endorsement to the RD and the Letter providing the copy of the pertinent Report to the MPP Holder/s; and updates the Inventory Report of Scandium samples for safekeeping;</li> <li>• Receives, reviews, initials, and forwards the action document to Chief-MMD;</li> <li>• Receives, reviews, signs and endorses the action document to RD;</li> <li>• Receives, reviews, approves and transmits the action documents to Chief-MMD / MTSS Technical Staff;</li> <li>• Reviews the signed action documents and transmits to Chief-MTSS;</li> <li>• Receives and forwards to MTSS Technical Staff to arrange action documents for mailing and release;</li> <li>• Receives the action document and transmits to the Records Unit;</li> <li>• Receives the action document for bar coding, secures a copy, and releases the document.</li> </ul> | <ul style="list-style-type: none"> <li>• 2 days</li> <li>• 1 hour</li> <li>• 1 hour</li> <li>• 1 hour</li> <li>• 10 minutes</li> <li>• 20 minutes</li> <li>• 30 minutes</li> <li>• 20 minutes</li> </ul> | <ul style="list-style-type: none"> <li>• MTSS Technical Staff</li> <li>• Chief-MTSS</li> <li>• Administrative Staff – MMD; Chief-MMD</li> <li>• ORD Staff; RD</li> <li>• Administrative Staff – MMD; Chief-MMD</li> <li>• Chief-MTSS</li> <li>• MTSS Technical Staff</li> <li>• Administrative Staff - Records Unit, FAD</li> </ul> |  |  |
| <b>END OF TRANSACTION</b> |  |  |  |   |  |  |

\*Form : Available FREE OF CHARGE  
\*\*Fees and Charges : Based on the Schedule of Fees and Charges  
\*\*\*Under Normal Circumstances

  
**Engr. Glenn Marcelo C. Noble**  
Regional Director  
MGB Regional Office No. XIII

# MINING RIGHTS MANAGEMENT

## Shipment Verification/Monitoring

**Schedule of Availability of Service** : Monday – Friday; 8:00 A.M. – 5:00 P.M. without noon break

**Who May Avail of the Service** : Mining Contractor(s) / Operator(s) / Permit Holder(s)

**Where to File** : MGB RO No. XIII

**What Are the Requirements** :

### A. Upon Request for Shipment Verification/Monitoring

1. Letter of Request for Shipment Verification/Monitoring addressed to the RD, MGB RO No. XIII.
2. Initial Payment of Php 6,000.00 Verification Fee as minimum payment as stated in DAO No. 2005-08.

### B. During the Conduct of Shipment Verification/Monitoring

1. Conducts entrance meeting, attends safety and health protocol orientation, and receives Personal Protective Equipment (PPE).
2. Conducts other shipment monitoring activities according to the type of commodity involved in the shipment.
3. Secures and reviews pertinent original copy/ies or certified true copy/ies of shipment documents.
4. Provides the actual volume/gross weight in the OTP and the correct name of Shipping Vessel in the MOEP, if applicable, then, affixes signature and indicates the date and time beside corrected entries/information.


### C. After the Conduct of Shipment Verification/Monitoring

1. Prepares and submits the Standardized Shipment Monitoring Report and Memoranda-Endorsement to RD and MGB Central Office (CO) through the Mining Technology Division, and the GD forwarding the sample for Laboratory analysis.


**Duration** : 14 days, 12 hours, and 10 minutes\*\*\*

**How to Avail of the Service** :


| Step | Applicant/Client  | Service Provider   | Duration of Activity***  | Person In Charge   | Fees** | Form* |
|------|---|--|--|--|--------|-------|
| 1    | <ul style="list-style-type: none"> <li>• Submits Letter - Request for Shipment Verification / Monitoring</li> </ul> | <ul style="list-style-type: none"> <li>• Receives Letter - Request for Shipment Verification/Monitoring and forwards to ORD;</li> <li>• Receives, reviews and endorses the document to the MMD for evaluation;</li> <li>• Receives, review and transmits the document to the MTSS;</li> <li>• Receives, reviews and transmits the document to MTSS Technical Staff;</li> </ul> | <ul style="list-style-type: none"> <li>• 10 minutes</li> <li>• 10 minutes</li> <li>• 10 minutes</li> <li>• 10 minutes</li> </ul> | <ul style="list-style-type: none"> <li>• Administrative Staff, Records Unit – FAD</li> <li>• ORD Staff; RD</li> <li>• Administrative Staff – MMD; Chief-MMD</li> <li>• Chief-MTSS</li> </ul> |        |       |

  
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 Regional Director  
 MGB Regional Office No. XIII

|   |   |  |   |  |   |
|---|---|--|---|--|---|
| 2 | <ul style="list-style-type: none"> <li>• Secures the Assessment Form / Billing Assessment and Order of Payment</li> <li>• Pays the Verification Fee</li> <li>• Submits Order of Payment and copy of the OR to MTSS</li> </ul>   | <ul style="list-style-type: none"> <li>• Notify the client to secure the Assessment Form/ Billing Assessment and Order of Payment for Verification Fee; <ul style="list-style-type: none"> <li>○ If the Tenement Holder/s is present, immediately notify to pay the required fees;</li> <li>○ Otherwise, notify the Tenement Holder/s via Letter to pay;</li> </ul> </li> <li>• Prepares Assessment Form / Billing Assessment and Order of Payment, and affixes initials;</li> <li>• Reviews and signs Assessment Form / Billing Assessment and Order of Payment;</li> <li>• Accepts payment, issues OR, and provides copy of the Order of Payment;</li> <li>• Receives photocopies of the Order of Payment and the OR;</li> </ul> | <ul style="list-style-type: none"> <li>• 10 minutes</li> <li>• 20 minutes</li> <li>• 20 minutes</li> <li>• 10 minutes</li> <li>• 10 minutes</li> </ul>                      | <ul style="list-style-type: none"> <li>• MTSS Technical Staff</li> <li>• MTSS Technical Staff</li> <li>• Chief -MTSS; Chief-MMD; Accountant, FAD</li> <li>• Cashier</li> <li>• MTSS Technical Staff</li> </ul>                             | <ul style="list-style-type: none"> <li>• Pursuant to DAO No. 2005-08</li> </ul> |
| 3 |   | <ul style="list-style-type: none"> <li>• Checks and assesses the completeness of the requirements, and forwards to the Chief-MTSS for assignment of Technical Staff;</li> <li>• Assigns Technical Staff;</li> <li>• Prepares TO and transmits to the Chief-MTSS;</li> <li>• Receives and affixes initials to the TO, and forwards to MMD Chief for endorsement to the RD;</li> <li>• Receives, reviews and signs the TO as recommending approval, and forwards to the RD for approval;</li> <li>• Receives, reviews and approves the TO;</li> </ul>  | <ul style="list-style-type: none"> <li>• 10 minutes</li> <li>• 5 minutes</li> <li>• 10 minutes</li> <li>• 10 minutes</li> <li>• 10 minutes</li> <li>• 10 minutes</li> </ul> | <ul style="list-style-type: none"> <li>• MTSS Technical Staff; Chief-MTSS</li> <li>• Chief-MTSS</li> <li>• MTSS Technical Staff</li> <li>• Chief-MTSS</li> <li>• Administrative Staff – MMD; Chief-MMD</li> <li>• ORD Staff; RD</li> </ul> |   |
| 4 | <ul style="list-style-type: none"> <li>• Notify MGB through the assigned technical staff regarding the actual arrival and departure of vessels at least 2 days (inclusive of the travel date) before the arrival and departure of the cargo vessel</li> <li>• Shoulders the transportation of the MGB personnel from the official station to the area and vice versa, including other incidental expenses.</li> </ul> |  |   |  |   |

  
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|  |   |   |  |  |  |
|--|---|---|--|--|--|
|  | <ul style="list-style-type: none"> <li>• Conducts Safety and Health Protocol Orientation, provides the necessary PPE, and designates an authorized representative during the entire loading days to ensure safety and security of personnel.</li> <li>• Conducts shipment activities in a manner that will not adversely affect the safety of navigation at sea and other marine activity(ies).</li> <li>• Prohibits cleaning and/or washing the clamshell grab in the water bodies and disposal of industrial, domestic and nuclear wastes, fuel, oil, and other hazardous chemicals / substances.</li> <li>• Provides original and/or authenticated copy/ies of all available shipment documents during the final documentation.</li> </ul> | <ul style="list-style-type: none"> <li>• Conducts entrance meeting, attends safety and health protocol orientation, and receives PPE;</li> <li>• Conducts shipment monitoring activities according to the following: <ul style="list-style-type: none"> <li>A. Bulk Ore <ul style="list-style-type: none"> <li>○ Conducts initial draft survey and hatch inspection, and secures Cargo Plan and Ship Specifications from the vessel Officer-in-Charge</li> <li>○ Conducts daily shipment monitoring activities such as daily draft survey, and monitors compliance with environmental provisions during loading days</li> <li>○ Secures representative pulp sample of the shipment from the Tenement Holder/s (at least 200 grams or in pellet form) for Laboratory Analysis</li> <li>○ Conducts final draft survey</li> </ul> </li> <li>B. Gold/Silver Bullion <ul style="list-style-type: none"> <li>○ Conducts examination of box numbers and seal numbers, and reweighing of the boxes</li> </ul> </li> <li>C. Scandium Oxalate Hydrate <ul style="list-style-type: none"> <li>○ Conducts examination of the pallet numbers</li> </ul> </li> <li>D. Nickel-Cobalt Mixed Sulfide (MS) <ul style="list-style-type: none"> <li>○ Conducts daily shipment monitoring activities such as taking note of the number of Ni-Co MS bags loaded into the vessel</li> </ul> </li> </ul> </li> <li>• Secures and reviews pertinent Original Copy/ies and Certified True Copy/ies of shipment documents; provides the actual volume / gross weight in the OTP and the correct name of Shipping Vessel in the MOEP (if applicable), then</li> </ul> | <ul style="list-style-type: none"> <li>• 2 hours</li> <li>• 1 - 30 days (varies widely depending on the commodity and other factors such as number of loading days, for majeure, target shipment schedule for the year of the company, etc.)</li> <li>• 4 hours</li> </ul> | <ul style="list-style-type: none"> <li>• MTSS Technical Staff</li> <li>• MTSS Technical Staff</li> <li>• MTSS Technical Staff</li> </ul> |  |
|--|---|---|--|--|--|

  
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|   |   |  |  |   |  |  |
|---|---|--|--|---|--|--|
|   |   | signs and indicates the date and time beside corrected entries/information;  |  |   |  |  |
| 5 | <ul style="list-style-type: none"> <li>Submits original and/or authenticated copy/ies of the complete shipping documents within 5 days after the completion of the shipment.</li> <li>Submits Certificate of Assay Results and Final Commercial Invoice within <b>15 and 60</b> working days, respectively, after the completion of the shipment.</li> <li>Submits representative pulp and/or weight sample/s (at least 1kg if raw and 200 grams if pulp/pulverized), accompanied with a Letter – Request for Analysis addressed to the RD, within 5 days after completion of the shipment, and pays for the corresponding fees on Sample Preparation and Laboratory Analysis.</li> <li>Submits a Shipment Report following Annex B of the Regional Memorandum No. 2018-08, including copies of the authenticated receipt issued by the buyer within 30 days after the shipment.</li> </ul> | <ul style="list-style-type: none"> <li>Prepares and submits to MTSS Chief the Standardized Shipment Monitoring Report and Memoranda-Endorsement to RD, MGB CO through the Mining Technology Division, and GD forwarding the sample for Laboratory analysis;</li> <li>Receives, reviews, initials, and forwards the action document to Chief-MMD;</li> <li>Receives, reviews, signs and endorses the action document to the RD;</li> <li>Receives, reviews, approves and transmits the action documents to Chief-MMD / MTSS Technical Staff;</li> <li>Reviews the signed action documents and transmits to Chief-MTSS;</li> <li>Receives and forwards to MTSS Technical Staff to arrange action documents for mailing and release;</li> <li>Receives the action document and transmits to the Records Unit;</li> <li>Receives the action document for bar coding, secures a copy, and releases the document.</li> </ul> | <ul style="list-style-type: none"> <li>1 - 15 days from the return of the technical staff from the field (depends on the number of shipments simultaneous conducted by the Tenement Holder/s)</li> <li>1 hour</li> <li>1 hour</li> <li>1 hour</li> <li>10 minutes</li> <li>20 minutes</li> <li>30 minutes</li> <li>20 minutes</li> </ul> | <ul style="list-style-type: none"> <li>MTSS Technical Staff</li> <li>MTSS Chief</li> <li>Administrative Staff – MMD; Chief-MMD</li> <li>ORD Staff; RD</li> <li>Administrative Staff – MMD; Chief-MMD</li> <li>Chief-MTSS</li> <li>MTSS Technical Staff</li> <li>Administrative Staff - Records Unit, FAD</li> </ul> |  |  |

**END OF TRANSACTION**

\*Form : Available FREE OF CHARGE

\*\*Fees and Charges : Based on the Schedule of Fees and Charges

\*\*\*Based on 7 loading days and 7-day preparation of the Standardized Shipment Monitoring Report and Memorandum-Endorsement to RD and MGB Central Office

  
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 MGB Regional Office No. XIII

**FEEDBACK FORM**  
**(Pananawa o Puna)**

Please let us know how we have served you. You may use this form for compliments, complaints or suggestions. Simply check the corresponding box.  
*(Ipaalam po ninyo sa amin kung paano namin kayo napaglingkuran. Maaring gamitin ito para sa papuri, reklamo o mungkahi. Mangyaring i-tsek lamang ang kahong naayon).*

**COMPLIMENT**  
*(Papuri)*

**COMPLAINT**  
*(Reklamo)*

**SUGGESTION**  
*(Mungkahi)*

Person(s)/Unit/Office Concerned or Involved

Facts or Details Surrounding the Incident:  
*(Kaganapan o detalyeng bumabalot sa pangyayari)*

*(Please use additional sheet/s if necessary)*  
*(Mangyaring gumamit ng karagdagang papel kung kinakailangan)*

Recommendation(s)/Suggestion(s)/Desired Action from our Office  
*(Rekomendasyon/Mungkahi/Nais na aksiyon mula sa aming tanggapan)*

*(Please use additional sheet/s if necessary)*  
*(Mangyaring gumamit ng karagdagang papel kung kinakailangan)*

Name: \_\_\_\_\_

*(Pangalan)*

Address: \_\_\_\_\_

*(Tirahan)*

Contact Number(s) (if any): \_\_\_\_\_

Office/Agency: \_\_\_\_\_

*(Tanggapan/Ahensiya)*


E-mail Address (if any): \_\_\_\_\_

Signature: \_\_\_\_\_

*(Lagda)*


Date: \_\_\_\_\_

*(Petsa)*

  
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## ABBREVIATIONS

|        |   |   |        |   |   |
|--------|---|---|--------|---|---|
| CEMCRR | - | Certificate of Environmental Management and<br>Community Relations Record | MEMS   | - | Mine Environmental Management Section                       |
| CO     | - | Central Office  | MGB    | - | Mines and Geosciences Bureau                                |
| COE    | - | Certificate of Exemption  | MLSS   | - | Mineral Lands Survey Section                                |
| DENR   | - | Department of Environment and Natural Resources                           | MMD    | - | Mine Management Division                                    |
| DAO    | - | DENR Administrative Order   | MOA    | - | Memorandum of Agreement                                     |
| EGGA   | - | Engineering Geological and Geohazard Assessment                           | MOEP   | - | Mineral Ore Export Permit                                   |
| EGGAR  | - | Engineering Geological and Geohazard Assessment<br>Report                 | MPP    | - | Mineral Processing Permit                                   |
| EP     | - | Exploration Permit  | MSESDD | - | Mine Safety, Environment and Social Development<br>Division |
| FAD    | - | Finance and Administrative Division                                       | MTES   | - | Mining Tenements Evaluation Section                         |
| GA     | - | Geohazard Assessment  | MTSS   | - | Monitoring and Technical Services Section                   |
| GD     | - | Geosciences Division  | NCIP   | - | National Commission on Indigenous Peoples                   |
| GI     | - | Geological Investigation  | OR     | - | Official Receipt  |
| GIR    | - | Geohazard Identification Report   | ORD    | - | Office of the Regional Director                             |
| GIS    | - | Geohazard Identification Survey   | OTP    | - | Ore Transport Permit  |
| GRR    | - | Geological Review Report  | GhEGS  | - | Geohazard and Engineering Geology Section                   |
| GSS    | - | Geologic Site Scoping   | RD     | - | Regional Director   |
| GSSR   | - | Geologic Site Scoping Report  | RO     | - | Regional Office   |
| LGUs   | - | Local Government Units  | SEC    | - | Securities and Exchange Commission                          |
| GLSS   | - | Geological Laboratory Services Section                                    | TO     | - | Travel Order  |

  
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