



MINES AND GEOSCIENCES BUREAU

CITIZEN'S CHARTER

2021 (1st edition)



Regional Offices

External Services



Conduct of Geohazard Identification (GI) Survey

The Geohazard Identification Survey (GIS) is conducted in lieu of a Geological Site Scoping (GSS) of subdivision and housing projects to identify all possible geohazards in the area pursuant to MGB Memorandum Circular No. 2002-02-43 and Memorandum Order dated November 26, 2001 issued by the DENR Secretary to implement Executive Order No. 45. The corresponding Geohazard Identification Report (GIR) shall be provided by the MGB to the developer/project proponent in preparation of a Geohazard Assessment Report (GAR).

Office or Division:	Mines and Geosciences Bureau Regional Offices – Geosciences Division		
Classification:	Highly Technical		
Type of Transaction:	G2B - Government to Businesses G2C - Government to Citizen G2G – Government to Government		
Who may avail:	Local Government Units (LGUs), National Government Agencies (NGAs), housing project developers and other stakeholders		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter of request addressed to the Regional Director, Mines and Geosciences Bureau		Applicant	
2. Client Information Sheet		Officer of the Day	
3. Site Development Plan, scale 1:1,000 or larger (1 copy)		Applicant	
4. Lot plan with technical description (1 copy)		Applicant	
5. Site Grading Plan, scale 1:1,000 or larger, optional for hilly areas only (1 copy)		Applicant	

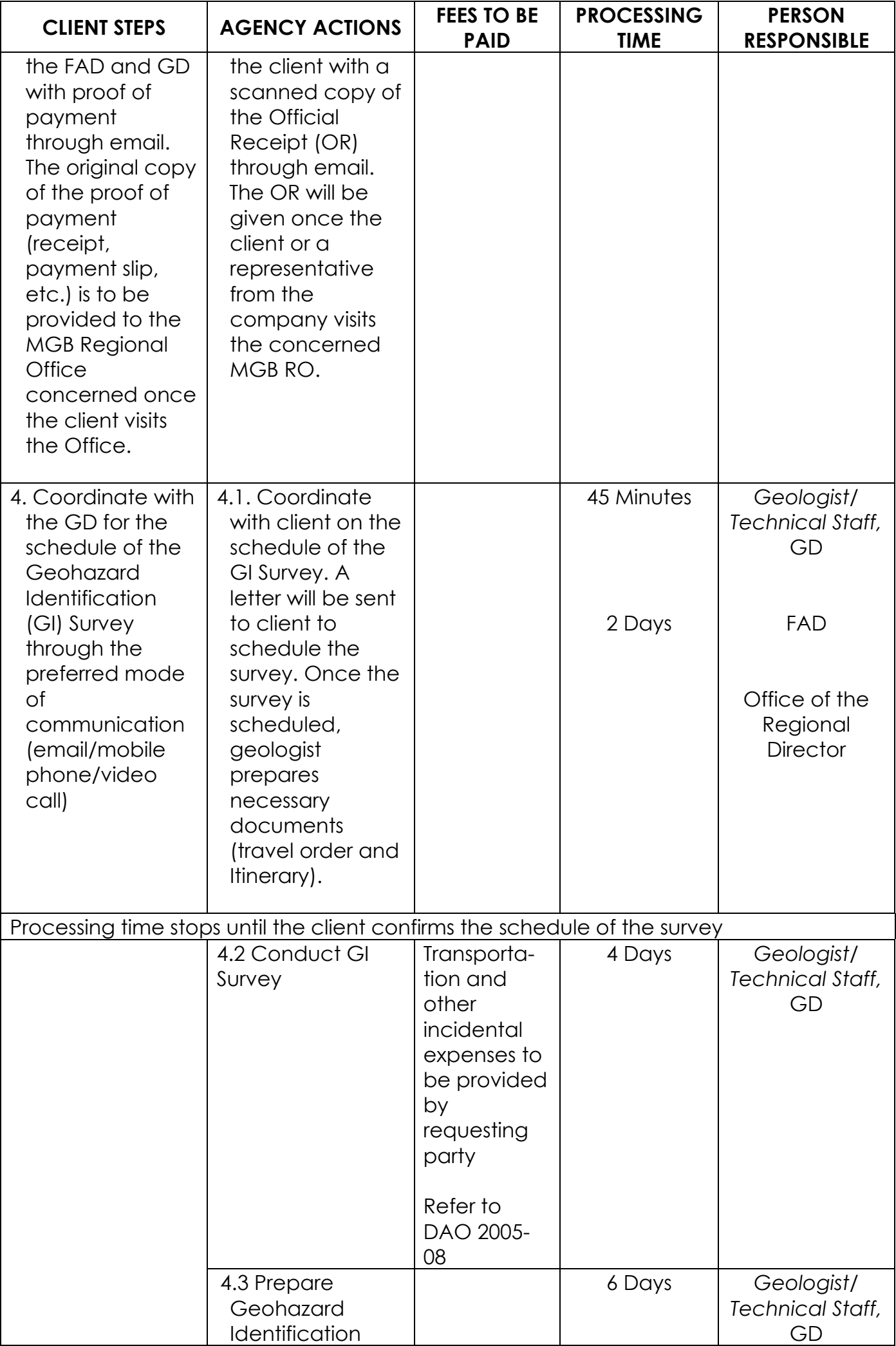
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit Letter Request and the necessary documentary requirements For online submission: Submit Letter Request and the necessary documentary requirements (PDF document) through the official email address of the Regional Office	1.1 Receive Letter Request, prepare document tracking, and forward to the Office of the Regional Director (ORD)		1 Hour	Officer of the Day Records Officer, Finance and Administrative Division (FAD)
	1.2 Evaluate and transmit the document to the Geosciences Division (GD)		2 Hours	Regional Director Administrative Aide, Office of the Regional Director (ORD)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1.3 Receive and record the request</p> <p>1.4 Evaluate and transmit the document to the Geohazards and Engineering Geology Section (GhEGS)</p> <p>1.5 Assign a geologist for the activity. The assigned personnel evaluates the completeness and appropriateness of the attached documentary requirements.</p> <p>1.6 If the documentary requirements are incomplete and/or inappropriate, an official letter will be sent to client requesting to submit the required document/s.</p> <p>Otherwise, the geologist/technical staff discusses and arranges schedule for the conduct of Geohazard</p>		1 Hour, 10 Minutes	<p><i>Administrative Assistant, Geosciences Division (GD)</i></p> <p><i>Chief, GD</i></p> <p><i>Section Chief, GhEGS</i></p> <p><i>Geologist/ Technical Staff, GD</i></p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Identification Survey			
Processing time stops until the client/proponent submits the requested documentary requirements				
2. Coordinate with Geologist/Technical Staff for assessment of fees through the preferred mode of communication (email/mobile phone/video call)	2.1 Compute fees and charges based on the request, and prepares order of payment		20 Minutes	Geologist/ Technical Staff, GD
	2.2 Review assessment, sign order of payment and assign control number to be signed by Authorized Signatory		15 Minutes	Chief, GD Accountant, FAD
	2.3 Provide the client with the signed order of payment and list of available online payment methods		5 Minutes	Administrative Staff, GD
Processing time stops until the client pays the survey fee				
3. Pay the fee, and provide the duplicate order of payment and a copy of the OR to the GD For online payment: Pay the fee using the available online payment method. Provide	3.1 Accept payment and issue Official Receipt (OR) (OR); For online payment: 3.1 Receive and validate proof of payment; issue OR; and provide	Refer to DAO 2005-08 PhP 2,000.00/ person/ Day, minimum of PhP 6,000.00.	10 Minutes	Cashier, FAD





CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Report (GIR) and draft endorsement letter to client			
	4.4 Review/ evaluate draft GIR and draft endorsement letter to client. If comments are provided, report would be returned to the assigned geologist for necessary revision. Once approved, final GIR and endorsement letter will be printed.		3 Days	Section Chief, GhEGS
	4.5 Finalize and sign GIR; initial endorsement letter to client		10 Minutes	Geologist/ Technical Staff, GD Section Chief, GhEGS Chief, GD
	4.6 Record report and forward GIR and endorsement letter to the ORD for signature and bar coding		10 Minutes	Administrative Assistant, GD
	4.7 Evaluate GIR and sign endorsement letter to client		2 Hours	Regional Director
	4.8 Notify the client that GIR is already available		5 Minutes	Geologist, GD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Claim/receive the GI Report; Present ID and acknowledge receipt of the document (authorized representative should present proof of authorization)	5.1 Release GI Report to client		5 Minutes	Records Officer, FAD
TOTAL		PhP 2,000.00/ person/ Day, minimum of PhP 6,000.00 and transportation/other incidental expenses	16 Days, 15 Minutes	

*Based on MGB-MC 2002-43, the GIR shall be provided to a housing proponent within ten (10) Days upon completion of the GIS. Additional 2 Days for report preparation.



Conduct of Geological Site Scoping (GSS) Survey

Geological Site Scoping (GSS) forms the first step in the three-tiered Engineering Geological and Geohazard Assessment (EGGA) process. The GSS covers preliminary evaluation of the site geology, sub-surface soils, groundwater table, surface drainage, geohazards and other possible engineering geological problems. The Geological Site Scoping Report (GSSR) on the above inspection shall be provided by the MGB to the developer/project proponent. This report shall include recommendations on the scope of work to be undertaken by the developer/proponent in terms of detailed engineering geological, structural geological and geohazard assessment and geotechnical engineering tests, including specialized studies, if necessary.

Office or Division:	Mines and Geosciences Bureau Regional Offices – Geosciences Division		
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Type of Transaction:	G2B - Government to Businesses G2C - Government to Citizen G2G – Government to Government		
Who may avail:	Local Government Units (LGUs), National Government Agencies (NGAs), infrastructure project developers and other stakeholders		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter of request addressed to the Regional Director, Mines and Geosciences Bureau (1 copy)		Applicant	
2. Client Information Sheet		Officer of the Day	
3. Site Development Plan, scale 1:1,000 or larger (1 copy)		Applicant	
4. Lot plan with technical description (1 copy)		Applicant	
5. Site Grading Plan, scale 1:1,000 or larger, optional for hilly areas only (1 copy)		Applicant	

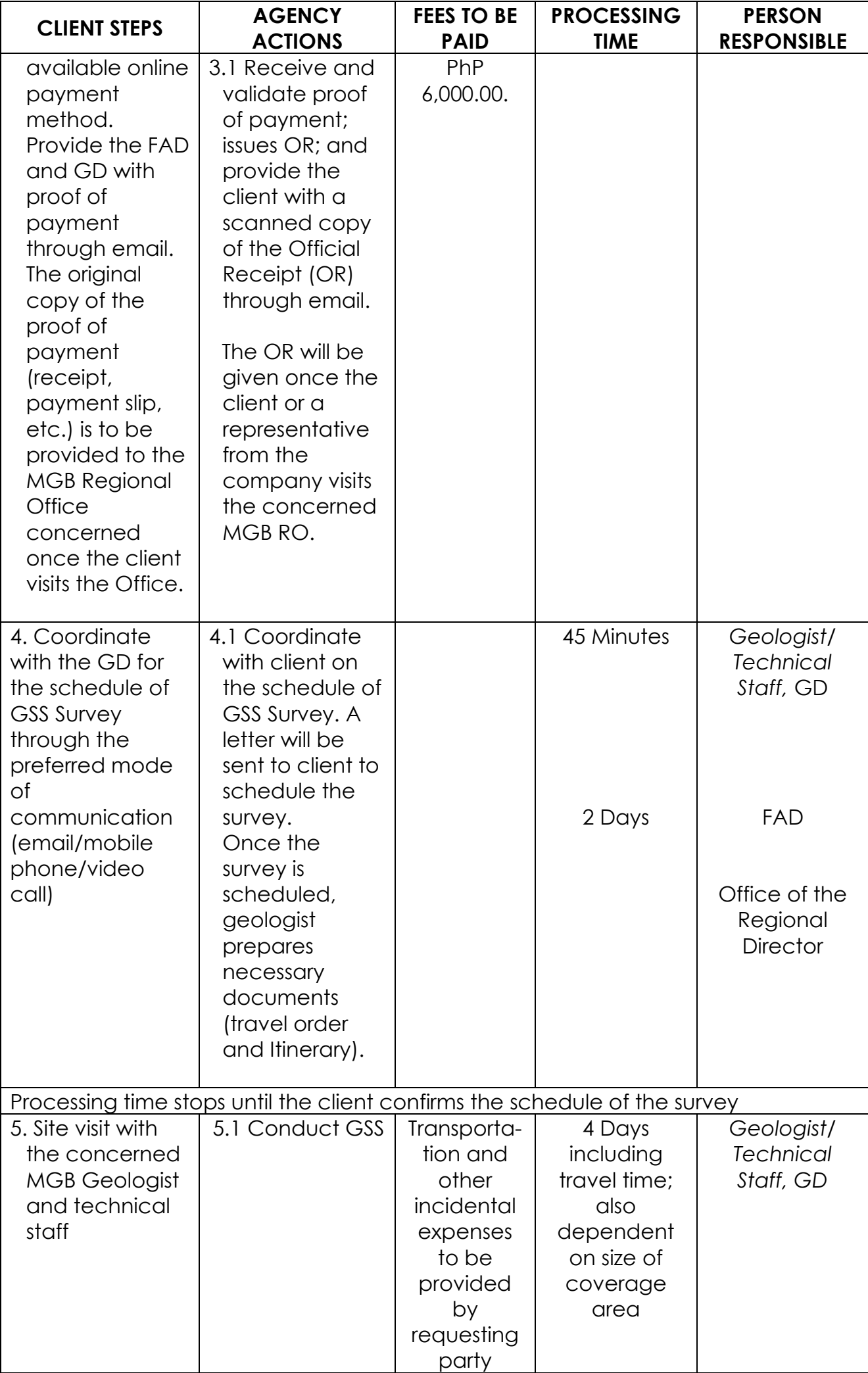
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request and the necessary documentary requirements	1.1 Receive Letter Request, prepare document tracking, and forward to the Office of the Regional Director (ORD)		1 Hour	Officer of the Day Records Officer, Finance and Administrative Division (FAD)
For online submission: 1. Submit Letter Request and the necessary documentary	1.2 Evaluate and transmit the document to the Geosciences Division (GD)		2 Hours	Regional Director Administrative Aide, Office of



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
requirements (PDF document) through the official email address of the Regional Office				the Regional Director (ORD)
	<p>1.3 Receive and record the request</p> <p>1.4 Evaluate and transmit the document to the Geohazards and Engineering Geology Section (GhEGS)</p> <p>1.5 Assign a geologist for the activity. The assigned personnel evaluates the completeness and appropriateness of the attached documentary requirements.</p> <p>1.6 If the documentary requirements are incomplete and/or inappropriate, an official letter will be sent to client requesting to submit the required document/s.</p>		1 Hour and 10 Minutes	<p>Administrative Assistant, Geosciences Division (GD)</p> <p><i>Chief, GD</i></p> <p><i>Section Chief, GhEGS</i></p> <p><i>Geologist/ Technical Staff, GD</i></p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Otherwise, the geologist/ technical staff discusses and arranges schedule for the conduct of Geological Site Scoping (GSS) Survey			
Processing time stops until the client/proponent submits the requested documentary requirements				
2. Coordinate with Geologist/Technical Staff for assessment of fees through the preferred mode of communication (email/mobile phone/video call)	2.1 Compute fees and charges based on the request, and prepares order of payment		20 Minutes	Geologist/ Technical Staff, GD
	2.2 Review assessment; sign order of payment; and assign control number to be signed by Authorized Signatory		15 Minutes	Chief, GD Accountant, FAD
	2.3 Provide the client with the signed order of payment and list of available online payment methods		5 Minutes	Administrative Staff, Geosciences Division
Processing time stops until the client pays the survey fee				
3. Pay the fee, and provide the duplicate order of payment For online payment: Pay the fee using the	3.1 Accept payment and issue Official Receipt (OR) (OR); For online payment:	Refer to DAO 2005-08 PhP 2,000.00/ person/ Day, minimum of	10 Minutes	Cashier, FAD





CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Refer to DAO 2005-08		
	5.2 Prepare Geological Site Scoping Report (GSSR) with maps and transmittal letter and submit draft GSSR to the Chief, Geohazard and Engineering Geology Section for editing		6 Days	Geologist/ Technical Staff GD
	5.3 Review/ evaluate draft GSSR and draft endorsement letter to client. If comments are provided, report would be returned to the assigned geologist for necessary revision. Once approved, printing of final GSSR and endorsement letter.		3 Days, 20 Minutes	Section Chief, GhEGS
	5.4 Finalize and sign GSSR; initial endorsement letter to client 5.5 Record report and forward GSSR and			Geologist Section Chief, GhEGS Chief, GD Administrative Assistant, GD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	endorsement letter to the ORD for signature and bar coding			
	5.6 Evaluate GSSR and sign endorsement letter to client. Transmit to the Records Section for releasing.		2 Hours	<i>Regional Director</i>
	5.7 Notify client through email that the GSS report is available		5 Minutes	
6. Claim/Receive the GSS Report; Present ID and acknowledges receipt of the document (authorized representative should present proof of authorization)	6.1 Release GSS Report to client		5 Minutes	<i>Records Officer, FAD</i>
	6.2 If requested by client, the Records Section will send the GSS report through courier		10 Minutes	
TOTAL		PhP 2,000.00/ person/ Day, minimum of PhP 6,000.00 and transportation/other incidental expenses	16 Days, 25 Minutes	

*Based on MGB-MC 2002-43, the GIR shall be provided to a housing proponent within ten (10) Days upon completion of the GIS. Additional 2 Days for report preparation.



Review of Engineering Geological and Geohazard Assessment Report (EGGAR)

An Engineering Geological and Geohazard Assessment Report (EGGAR) is required of all proponents of subdivision development projects, housing projects and other land development and infrastructure projects, private or public, as additional requirement for the issuance of an Environmental Compliance Certificate (ECC) pursuant to DENR Administrative Order No. 2000-28. This undertaking constitutes one of the efforts of the government to adequately and comprehensively address and mitigate the possible effects/impacts of geologic hazards. The EGGAR shall include the results of all engineering geological, structural geological and geohazard assessment and geotechnical tests, with any other specialized studies undertaken, as prescribed in the corresponding GSSR previously prepared by DENR-MGB. The EGGAR shall be subject to review/verification by DENR-MGB and for appropriate transmittal or endorsement to the DENR-EMB and other concerned government agencies.

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Who may avail:	Local Government Units (LGUs), National Government Agencies (NGAs), infrastructure project developers and other stakeholders
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Letter of request addressed to the Regional Director, Mines and Geosciences Bureau	Applicant
2. Client Information Sheet	Officer of the Day
3. Three (3) copies of EGGAR	Applicant
4. Digital copy of EGGAR	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit Letter Request and three (3) copies of EGGAR For online submission: 1.1 Submit Letter Request and digital copy of EGGAR in PDF through the official email address of the Regional	1.1. Receive Letter Request and 3 copies of EGGAR, prepare document tracking, and forward to the Office of the Regional Director (ORD)		1 Hour	Officer of the Day Records Officer, Finance and Administrative Division



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Office and send three (3) copies of EGGAR (dropped at the Office or through courier service)				
	1.2 Evaluate and transmit the document to the Geosciences Division (GD)		2 Hours	Regional Director Administrative Aide, Office of the Regional Director (ORD)
	1.3 Receive and record the request		50 Minutes	Administrative Assistant, Geosciences Division (GD)
	1.4 Evaluate and transmit the document to the Geohazards and Engineering Geology Section (GhEGS)			Chief, GD
	1.5 The geologist who prepared the GSSR/GVR will be assigned for the activity. The assigned personnel evaluates the completeness and appropriateness of the attached documentary requirements.			Section Chief, GhEGS
	1.6 If the documentary requirements are incomplete and/or inappropriate,			Geologist/ Technical Staff, GD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>an official letter will be sent to client requesting to submit the required document/s.</p> <p>Otherwise, the geologist/technical staff discusses and arranges schedule for the conduct of the review</p>			
Processing time stops until the client/proponent submits the requested documentary requirements				
2. Coordinate with Geologist/Technical Staff for assessment of fees through the preferred mode of communication (email/mobile phone/video call)	2.1 Compute fees and charges based on the request, and prepare order of payment (3 copies)		20 Minutes	Geologist/ Technical Staff, GD
	2.2 Review assessment; sign order of payment; and assign control number to be signed by Authorized Signatory		15 Minutes	Chief, GD Accountant, FAD
	2.3 Provide the client with the signed order of payment and list of available online payment methods		5 Minutes	Administrative Staff, GD
Processing time stops until the client pays the EGGAR review fee				
3. Pay the fee, and provide the duplicate order of payment and a	3.1 Accept payment and issues Official Receipt (OR) (OR);	Refer DAO 2005-08 Section 2.3 for the fees and	10 Minutes	Cashier, FAD GD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>copy of the OR to the GD</p> <p>For online payment: Pay the fee using the available online payment method. Provide the FAD and GD with proof of payment through email. The original copy of the proof of payment (receipt, payment slip, etc.) is to be provided to the MGB Regional Office concerned once the client visits the Office.</p>	<p>For online payment: 3.1 Receive and validate proof of payment; issue OR; and provide the client with a scanned copy of the Official Receipt (OR) through email.</p> <p>The OR will be given once the client or a representative from the company visits the concerned MGB RO.</p>	charges		
	<p>3.2 Review EGGAR and prepare Technical Review/Geological Review Report (TR/GRR); Prepare endorsement letter to the EMB</p>		6 Days	Geologist/ Technical Staff, GD
	<p>3.3 Review TR/GRR and endorsement letter of the EGGAR to the EMB. If comments are provided, report would be returned to the assigned geologist for necessary revision and finalization. Inform client if there are lacking documents to</p>		3 Days	Geologist/ Technical Staff, GD Chief, GD Administrative Assistant, GD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	rectify the EGGAR			
Processing time stops until the client submits the rectified EGGAR.				
	3.4 Evaluate EGGA TR/GRR and sign endorsement letter for the client		2 Hours	<i>Regional Director</i>
	3.5 Transmit endorsement letter, copy of EGGAR and TR/GRR to the client		1 Hour	<i>Records Officer, FAD</i>
	3.6 Notify the client that the TR/GRR is available			<i>Geologist, GD</i>
4. Claim/receive the copy of TR/GR Report; Present ID and acknowledge receipt of the document (authorized representative should present proof of authorization)	4. Release Letter and copy of TR/GRR to the client.		5 Minutes	<i>Records Officer, FAD</i>
TOTAL		Refer DAO 2005-08 Section 2.3 for the fees and charges	9 Days, 7 Hours, 45 Minutes	

*Based on EO 45 – MGB is given 10 Days from receipt of EGGAR



Geological Review and Verification

Geological Review and Verification is conducted when an Engineering Geological and Geohazard Assessment Report (EGGAR) is submitted by a developer or proponent prior to a Geological Site Scoping Survey (GSS). For this purpose, a corresponding Geological Verification Report (GVR) shall be prepared by DENR-MGB and submitted to the DENR-EMB and other concerned government agencies.

Office or Division:	Mines and Geosciences Bureau Regional Offices – Geosciences Division
Classification:	Highly Technical
Type of Transaction:	G2B - Government to Businesses G2C - Government to Citizen G2G – Government to Government
Who may avail:	Local Government Units (LGUs), National Government Agencies (NGAs), infrastructure project developers and other stakeholders
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Letter of request addressed to the Regional Director, Mines and Geosciences Bureau	Applicant
2. Client Information Sheet	Officer of the Day
3. EGGAR	Applicant

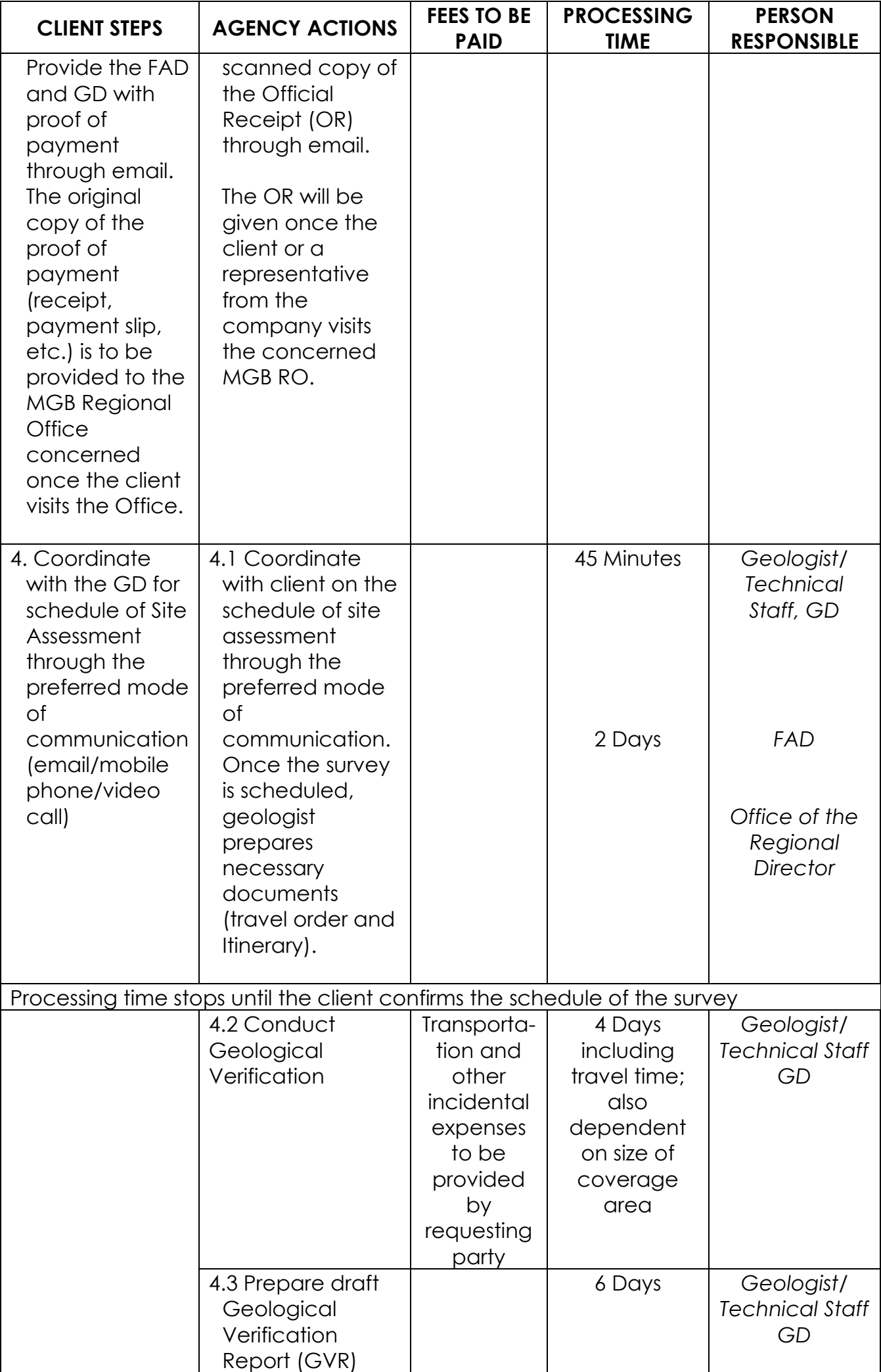
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request and EGGAR For online submission: 1. Submit Letter Request and digital copy of EGGAR in PDF through the official email address of the Regional Office	1.1 Receive Letter Request and EGGAR, prepare document tracking, and forward to the Office of the Regional Director (ORD)		1 Hour	Officer of the Day <i>Records Officer, Finance and Administrative Division</i>
	1.2 Evaluate and transmit the document to the Geosciences Division (GD)		2 Hours	<i>Regional Director</i> <i>Administrative Assistant, Office of the Regional Director (ORD)</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Receive and record the request		1 Hour, 10 Minutes	Administrative Assistant, Geosciences Division (GD)
	1.4 Evaluate and transmit the document to the Geohazards and Engineering Geology Section (GhEGS)			Chief, GD
	1.5 Assign a geologist for the activity. The assigned personnel evaluates the completeness and appropriateness of the attached documentary requirements.			Section Chief, GhEGS
	1.6 If the documentary requirements are incomplete and/or inappropriate, an official letter will be sent to client requesting to submit the required document/s.			Geologist/ Technical Staff, GD
	Otherwise, the geologist/ technical staff discusses and arranges schedule for the conduct of Geological Verification Survey			



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Processing time stops until the client/proponent submits the requested documentary requirements				
2. Coordinate with Geologist/Technical Staff for assessment of fees through the preferred mode of communication (email/mobile phone/video call)	2.1 Compute fees and charges based on the request, and prepare order of payment	Refer to DENR Administrative Order 2005-08	20 Minutes	Geologist/ Technical Staff, GD
	2.2 Review assessment; sign order of payment; and assign control number to be signed by Authorized Signatory		15 Minutes	Chief, GD Accountant, FAD
	2.3 Provide the client with the signed order of payment and list of available online payment methods		5 Minutes	Administrative Staff, GD
Processing time stops until the client pays the survey fee				
3. Pay the fee, and provide the duplicate order of payment and a copy of the OR to the GD	3.1 Accept payment and issue Official Receipt (OR) (OR);	PhP 2,000.00/ person/ Day, minimum of PhP 6,000.00.	10 Minutes	Cashier, FAD
For online payment: Pay the fee using the available online payment method.	For online payment: 3.1 Receive and validate proof of payment; issue OR; and provide the client with a			





CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	and endorsement letter to client			
	4.4 Review/ evaluate draft Geological Verification Report and draft endorsement letter to client. If comments are provided, report would be returned to the assigned geologist for necessary revision. Once approved, final GVR and endorsement letter will be printed.		3 Days	Section Chief, GhEGS
	4.5 Finalize and signs GVR, initial endorsement letter to client		1 Hour	Geologist Section Chief, GhEGS Chief, GD
	4.6 Record report and forward GVR and endorsement letter to the ORD for signature and barcoding		15 Minutes	Administrative Assistant, GD
	4.7 Evaluate GVR, sign endorsement letter to client		2 Hours	Regional Director (ORD)
	4.8 Notify the client that GVR is already available		5 Minutes	Geologist, Geosciences Division
5. Claim/receive the GVR;	5.1 Release GVR to client		5 Minutes	Records Section, FAD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
present ID and acknowledge receipt of the document (authorized representative should present proof of authorization)				
TOTAL		PhP 2,000.00/ person/ Day, minimum of PhP 6,000.00 and transportation/other incidental expenses	16 Days, 1 Hour, 10 Minutes	



Conduct of Chemical Analysis

Office or Division:	Mines and Geosciences Bureau Regional Offices (CAR, IVA, V, VII, XIII) Geological Laboratory Services Section (GLSS) Geosciences Division
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B – Government to Businesses
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Client Information Sheet/ Request for Analysis Form	Geological Laboratory Services Section (GLSS)
Sample/s for analysis	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Proceed to the Geological Laboratory Services Section-Geosciences Division (GLSS-GD), accomplish and submit Request Form for Chemical Analysis*</p> <p>For online submission: Client could request a blank request form via the official email address of the Regional Office and resubmit back via email the accomplished request of analysis form.</p>	1.1 Record name, address, source of the sample, contact number in logbook		15 Minutes	GLSS, Geosciences Division (GD)
	1.2 Compute the fees/charges based on the parameters requested, prepare order of payment in three (3) copies and send it to the Accounting Unit of the Finance and Administrative Division (FAD); Note: Include the email address of the client in the order of payment form.	Fees shall be based on DAO 2005 – 08 (Fees and charges for various services of the Mines and Geosciences Bureau)	15 Minutes	
	1.3 Assign control number to the order of payment; Affix e-signature of the Accountant/ Authorized Signatory; and forward the Order of Payment to Client/Customer via email		25 Minutes	Accountant, FAD Administrative Assistant, GD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay Analysis Fee/s on-site For online payment/ submission: Client pays Analysis Fee/s in bank through <u>(insert RO's bank details/online payment scheme)</u> and send e-copy of bank deposit slip/proof of payment to <u>(insert RO's official email)</u>	2.1 Accept payment; issue Official Receipt (OR)		15 Minutes	Cashier, FAD
	2.2 Accept and submit deposit slip/proof of payment to Cashier for bank verification		10 Minutes	GLSS
	2.3 Verify payment and issue Official Receipt (OR)		20 Minutes	Cashier, FAD
	2.4 Send scanned and original copies of OR to client; advise Client to submit samples to MGB or send through courier		15 Minutes	GLSS
3. Submit samples for analysis to GLSS either by drop off or courier services for analysis together with a copy of official receipt for verification.	3.1 Verify the samples submitted, prepare Job Request Form (samples will be subjected for sanitation process prior to analysis)		20 Minutes	GLSS
	3.2 Conduct laboratory chemical analysis and evaluate results of analysis (Datasheet).		Minimum of 14 Days**	Chemist IV / Chemist III / Laboratory Technician II, GLSS
	3.3 Prepare and sign the Report of Analysis in two (2) copies		20 Minutes	Chemist III, Chemist IV/Chief GLSS
	3.4 Review and sign Report of Analysis (in case of rectification, the report is returned to the Chief, GLSS)		1 Day	Chief, GD
4. Present ID and/or proof of authorization (in case an authorized representative/s	4.1 Release Report of Analysis, either e-mail or pick up		5 Minutes	Chemist IV/ Chemist III / Laboratory Technician II, GLSS
	4.2 File a duplicate copy			



CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
will claim the Report of Analysis) to GLSS Staff and acknowledge receipt of Report of Analysis; or receive Report of Analysis through email and acknowledge receipt of Report of Analysis				
TOTAL		Fees shall be based on DAO 2005 – 08 (Fees and charges for various services of the Mines and Geosciences Bureau)	15 Days, 2 Hours, 40 Minutes	

*Form : Available FREE OF CHARGE
** 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.



Conduct of Megascopic Analysis

Office or Division:	Mines and Geosciences Bureau Regional Offices - Geosciences Division	
Classification:	Highly Technical	
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B – Government to Businesses	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Client Information Sheet/ Request for Analysis Form		Geosciences Division
Letter of Request addressed to the Regional Director cc: The Chief, Geosciences Division		Applicant
Sample/s for analysis		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Geosciences Division (GD), accomplish and submit Client Information Sheet/Request Form. For online submission: Client could request a blank form via the official email address of the Regional Office and resubmit back via email the accomplished form.	1.1 Furnish a copy of the letter-request to the Office of Regional Director (ORD) 1.2 Compute the fees/charges based on the parameters requested, prepare order of payment in three (3) copies and send it to Accounting Unit of Finance and Administrative Division (FAD)	Fees shall be based on DAO 2005 – 08 (Fees and charges for various services of the Mines and Geosciences Bureau)	30 Minutes	Geologist, GD
	1.3 Assign control number to the order of payment; Affix e-signature of the Accountant/ Authorized Signatory; and forward the Order of Payment to Client/Customer via email		25 Minutes	Accountant, FAD Administrative Assistant, GD
2. Pay Analysis Fee/s on-site For online payment/	2.1 Accept payment; issue Official Receipt (OR)		15 Minutes	Cashier, FAD
	2.2 Accept and submit deposit slip/proof of		20 Minutes	Administrative Assistant, GD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
submission: Client pays Analysis Fee/s in bank through <u>(insert RO's bank details/online payment scheme)</u> and send e-copy of bank deposit slip/proof of payment to <u>(insert RO's official email)</u>	payment to Cashier for bank verification			
	2.3 Verify payment and issue Official Receipt (OR)		15 Minutes	Cashier, FAD
	2.4 Send scanned and original copies of OR to client; advise Client to submit samples to MGB or send through courier		15 Minutes	Administrative Assistant, GD
3. Submit samples for analysis to Geoscience Division either by drop off or courier services for analysis together with a copy of Official Receipt (OR) for verification.	3.1 Verify the samples submitted, prepare Job Request Form (samples will be subjected for sanitation process prior to analysis)		20 Minutes	Geologist, GD
	3.2 Conduct megascopic analysis		1 Hour, 15 Minutes	Geologist, GD
	3.3 Prepare and sign the Report of Analysis in two (2) copies		30 Minutes	Geologist Supervising Geologist GD
	3.4 Review and sign Report of Analysis (in case of rectification, the report is returned to the geologist)		5 Minutes	Chief, GD
4. Present ID and/or proof of authorization (in case an authorized representative/s will claim the Report of Analysis) to GD Staff and acknowledge receipt of Report of Analysis; or receive Report of Analysis through email and acknowledge receipt of Report of Analysis	4.1 Release Report of Analysis, either e-mail or pick up		5 Minutes	Administrative Assistant, GD
	4.2 File a duplicate copy			
	4.3 Provide a copy of the report to the ORD			
TOTAL		Fees shall be based on DAO	4 Hours, 15 Minutes	



CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		2005 – 08 (Fees and charges for various services of the Mines and Geosciences Bureau)		



Processing of Petition/Request for the Declaration as Minahang Bayan for Initial Evaluation Clearance (IEC)

Office or Division:	Mines and Geosciences Bureau Regional Office Mine Management Division	
Classification:	Highly Technical	
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B – Government to Businesses	
Who may avail:	Small-Scale Mining Cooperatives, Associations and Individual/s	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Petition/Request Letter		Petitioner
Area Location Map		
Area Status / Clearance		MGB RO
MGB RO Processing/Evaluation Report		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit or file the request/petition for Declaration of an area as People's Small-Scale Mining Area (PSSMA)/ <i>Minahang Bayan</i> (MB) to MGB RO through the Provincial/City Mining Regulatory Board (P/CMRB)	1.1 Receive and encode the documents to the Document Action Tracking System (DATS) and transmit to the Office of the Regional Director (ORD), via email		1 Hour	Records Officer, Finance and Administrative Division (FAD)
	1.2 Receive, review and forward the documents to the Mine Management Division (MMD), via email		1 Hour	Administrative Staff, ORD
	1.3 Receive and forward the documents to Mineral Land Survey Section (MLSS), via email; 1.3.a Receive and plot in the control map the status of the proposed area vis-à-vis the prior and existing mining rights and applications, as well as areas closed to mining application.		1 Hour 2 Days	Chief, MMD Technical Personnel, MLSS
	1.4 Prepare draft letter informing the Petitioner concerned on the result of evaluation and forward to Chief, MMD for comments, via email. 1.4.1 If the proposed area for <i>Minahang Bayan</i> falls within areas Open for		1 Day	Technical Personnel, MLSS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>Declaration as <i>Minahang Bayan</i>, proceed to 1.5;</p> <p>1.4.2 If the proposed area for <i>Minahang Bayan</i> covers areas considered closed to mining application as provided in Section 1 of the Executive Order No. 79, prepare a letter of denial to the Petitioner;</p> <p>1.4.3 If the proposed area for <i>Minahang Bayan</i> covers areas considered as conditionally open to mining application, prepares letter requiring the Petitioner to secure the following:</p> <ul style="list-style-type: none">• Consent from the Private Landowner/Certification from the Provincial/Municipal Assessor's Office certifying that the applied area has no declared private property or owner;• Certification from the concerned government agency attesting that the area is outside the coverage of Agrarian Reform Community, Strategic Agricultural and Fisheries Development Zone, among other areas closed to mining applications; and• Consent/Clearance from the concerned mining rights holder and applicant in a form of			



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Secretary's Certificate, Board Resolution, among others.			
<p>Note 1: If the proposed area falls within areas conditionally opened to mining applications, the time stops until the Petitioner secure all the subsequent documents.</p> <p>Note 2: If the Petitioner has secured all the documents and/or the proposed area is free from conflict against areas closed to mining applications and existing mining rights and applications, proceed to 1.5.</p>				
	1.5 Prepare letter informing the Petitioner on the conduct of geologic assessment and technical validation of the petitioned area to determine if it is technically and economically viable for small-scale mining, via email.		2 Hours	Technical Personnel, MTES
	1.6 Receive and endorse letter to Regional Director (RD) for consideration, via email.		1 Hour	Chief, MMD
	1.7 Review, approve and forward to FAD for releasing, via email.		2 Hours	Regional Director Administrative Assistant ORD
	1.8 Release letter and transmit to P/CMRB copy furnished the Petitioner, via email.		1 Hour	Administrative Staff, FAD
2. Pay verification fee online. Client pays Verification Fee in bank through <u>(Insert MGB RO Account Number here)</u> and sends e-copy of bank deposit slip to the official email address	2.1 Prepare Billing Assessment for the Verification Fee and forward to Chief, MMD for approval.	Verification fee: P2,000/ man/Day Minimum : P6,000 (pursuant to Section 2 of DAO No. 2005-081.)	1 Hour	Technical Personnel, MTES; Chief, MTES



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
of the Regional Office				
	2.2 Forward Billing Assessment to FAD for issuance of Order of Payment, via email.		1 Hour	Technical Personnel, MTES
	2.3 Prepare and approve Order of Payment and receive payment of the verification fee.		1 Hour	Administrative Staff, FAD
Note 3: If there is no proof of payment, the processing time stops until the Petitioner complies with the requirements.				
	2.4 Conduct geologic assessment and technical validation at the area petitioned for <i>Minahang Bayan</i> .		5 Days	MGB RO Technical Personnel
	2.5 Prepare report regarding the geologic assessment and technical validation		5 Days	MGB RO Technical Personnel
	2.6 Evaluate all mandatory requirements and prepare Memorandum endorsing the Petition for declaration of <i>Minahang Bayan</i> to the DENR Secretary through MGB CO and forward to MMD Chief for comments, via email.		1 Day	Technical Personnel, MTES
	2.7 Finalize the Memorandum together with the documentary requirements and forward to RD for consideration, via email.		2 Hours	Chief, MMD
	2.8 Review and approve Memorandum and forward to FAD for releasing, via email.		2 Hours	Regional Director Administrative Assistant ORD
	2.9 Release Memorandum and transmit to MGB CO, copy furnished the Petitioner and P/CMRB, accompanied by mandatory requirements for IEC , via email.		2 Hours	Records Officer, FAD
TOTAL		Verification fee:	16 Days, 2 Hours	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		P2,000/ man/ Day Minimum: P6,000 (pursuant to Section 2 of DAO No. 2005- 082.)		
<p>Note 4: The processing of the Petition for <i>Minahang Bayan</i> for IEC of the DENR through MGB CO shall take 16 Days and 2 Hours if all the mandatory requirements are subsequently complied with.</p> <p>Note 5: The processing time does not include the duration when the Petition is still under the jurisdiction of the P/CMRB.</p>				



Processing of Petition/Request for the Declaration as Minahang Bayan for Final Evaluation Clearance (FEC)

Office or Division:	Mines and Geosciences Bureau Regional Office Mine Management Division (MMD)	
Classification:	Highly Technical	
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B – Government to Businesses	
Who may avail:	Small-Scale Mining Cooperatives, Associations and Individual/s	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Petition Letter		Petitioner
Area Location Map		Petitioner
Area Status / Clearance		MGB RO
MGB RO Processing/Evaluation Report		MGB CO
Result of DENR-MGB Initial Review		P/CMRB
Proof of Notices to parties concerned		Petitioner
Proof of Posting/Publication		Petitioner
P/CMRB Certification (No Protest)		P/CMRB
Favorable Endorsement of majority of the Sanggunian		Concerned Sanggunian
NCIP Certification		Concerned NCIP

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1 Receive initial evaluation clearance (IEC) from the DENR through the MGB CO, encode the document to the Document Action Tracking System (DATS) and forward to the Office of the Regional Director (ORD) for instruction and appropriate action by the MMD, via email.		1 Hour	Administrative Staff Regional Director ORD
	1.2 Receive and forward the IEC to Chief, Mining Tenements Evaluation Section (MTES) for processing, via email.		1 Hour	Chief, MMD
	1.3 Receive and forward the IEC to the Technical Personnel, MTES for endorsement to the Petitioner, copy furnished the P/CMRB, via email.		1 Hour	Chief, MTES
	1.4 Prepare letter informing the Petitioner on the result of the initial evaluation of the Petition for <i>Minahang Bayan</i> and require the Petitioner to submit via email the following: <ul style="list-style-type: none"> Proof of Notices to parties concerned 		1 Day	Technical Personnel, MTES



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<ul style="list-style-type: none"> • Proof of Posting and Publication • Endorsement by the concerned <i>Sanggunian</i> • NCIP Certification Pre-condition or Certificate of Non-Overlap 			
	1.5 Review letter and endorse to RD for consideration, via email.		1 Hour	Chief, MMD
	1.6 Approve letter and forward to FAD for releasing, via email.		2 Hours	Regional Director Administrative Assistant ORD
	1.7 Release letter and transmit to the Petitioner, copy furnished the P/CMRB, via email.		1 Hour	Records Officer, FAD
2. Submit the mandatory documents through the official email address of the Regional Office	2.1 Receive and forward the said documents submitted by the Petitioner to the ORD for instruction and appropriate action by the MMD, via email.		1 Hour	Administrative Assistant Regional Director ORD
	2.2 Receive and forward the documents to MTES Chief for processing, via email.		1 Hour	Chief, MMD
	2.3 Receive and forward the documents to the Technical Personnel, MTES for evaluation, via email.		1 Hour	Chief, MTES
	2.4 Review and evaluate all mandatory requirements for final evaluation clearance and prepare Memorandum endorsing the documents of the Petition for declaration of <i>Minahang Bayan</i> to the DENR Secretary through MGB CO, via email.		5 Days	MMD/MTES
	2.5 Forward Memorandum to MMD Chief for comments and endorse to RD for consideration, via email.		2 Hours	Chief, MTES, Chief, MMD
	2.7 Review and approve Memorandum and forward to FAD for releasing, via email.		2 Hours	Administrative Staff Regional Director ORD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.8 Release Memorandum and transmit to MGB CO, copy furnished the Petitioner and P/CMRB, via email.		1 Hour	Records Officer, FAD
TOTAL		None	7 Days, 7 Hours	
Note 1: If the documents require returning due to deficiencies, the processing time stops until the Petitioner complies with the deficiencies.				
Note 2: The processing of the Petition for <i>Minahang Bayan</i> for final evaluation clearance of the DENR through MGB CO shall take 6 Days and 7 Hours if all the mandatory requirements are subsequently complied with.				



Processing of Exploration Permit Applications

Stage 1: Submission of Exploration Permit Application Requirements

Office or Division:	Mines and Geosciences Bureau Regional Offices - Mine Management Division	
Classification:	Highly Technical	
Type of Transaction:	G2G - Government to Government; G2C - Government to Citizen, G2B – Government to Businesses	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Duly accomplished and notarized Exploration Permit (EP) application form (MGB Form 5-1)		Mines and Geosciences Bureau
Location map of the applied area using a topographic map in a scale of 1:50,000 duly prepared, signed and sealed by a deputized Geodetic Engineer		National Mapping and Resource Information Agency (NAMRIA)/Geodetic Engineer
Two-year Exploration Work Program (MGB Form 5-4) duly prepared, signed and sealed by a licensed Geologist or Mining Engineer		Licensed Geologist/Mining Engineer
Proof of Technical Competence in the form of: <ul style="list-style-type: none">- Duly signed curricula vitae with track records in exploration and environment management of the technical person who shall undertake the activities in accordance with the proposed Exploration and Environmental Work Programs; and- 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		Applicant
Proof of Financial Capability <ul style="list-style-type: none">- 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- For a corporation, partnership, association or cooperative, latest audited financial statement and where applicable, Annual Report for the preceding year, credit		Applicant



line(s), certification(s) of bank guarantee/deposit and/or similar negotiable instruments	
Photocopy of Certificate of Incorporation, Articles of Incorporation/Partnerships/Association and By-Laws, duly certified as true copy (in original form) with minimum authorized capital of PhP 100,000,000.00 and paid up capital of PhP 6,500,000.00	Securities and Exchange Commission or other concerned agencies for corporations, associations and cooperatives or Certification from MGB Central Office/Regional Office concerned that said documents are duly registered with the said Office.
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 the approved/pending EP(s) or application(s) for the individual applicant	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Submits all requirements of the Exploration Permit (EP) application (hard and digital copies)</i>	1.1 Receives and encodes the EP application and other attachments to the Document Action Tracking System (DATS) and transmits to the Office of the Regional Director (ORD)		1 Hour	Records Officer, Finance and Administrative Division (FAD), MGB Regional Office concerned
	1.2 Receives and reviews the documents, and forwards the said documents to the Mine Management Division (MMD), for checking of the completeness of the mandatory acceptance requirements and pre-plotting of the applied area		1 Hour	RD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Reviews the documents and transmits to the Mining Tenement Evaluation Section (MTES)		1 Hour	Chief, Mine Management Division (MMD)
	1.4 Reviews the document and assigns to a technical staff		1 Hour	Chief, MTES
	<p>1.5 Checks and assesses the completeness of the mandatory acceptance requirements and then forwards the findings to the Chief, MMD, through Chief, MTES; through email;</p> <p>If complete, the Location Map will be forwarded to the Mineral Land Survey Section (MLSS) for pre-plotting, through email;</p> <p>Otherwise, prepares a Letter to the applicant returning the application.</p>		4 Hours	Mining Claims Examiner, MTES
	1.6 Reviews the documents and assigns to a technical staff, through email;		2 Hours	Chief, MLSS
	1.7 Projects and pre-plots in the regional		1 Day	Geodetic Engineer, MLSS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	tenement map and then forward the findings to the Chief, MLSS, through email;			
	<p>1.8 Consolidates the findings and then forwards the findings to Chief, MTES, through email;</p> <p>If the applied area is open to mining applications, prepares a Letter requiring to pay Filing Fee and Order of Payment;</p> <p>Otherwise, or if area is closed to applications, prepares a Letter to the applicant returning the application.</p>		1 Day	Mining Claims Examiner/Mining Engineer, MTES, Chief, MTES
	1.9 Reviews documents and endorses to the MMD Chief, through email;		2 Hours	Chief, MTES
	1.10 Reviews the findings, signs the Order of Payment and forwards to Chief, Accountant, FMD		3 Hours	Chief, MMD
	1.11 Signs the Order of Payment and returns to Chief, MMD		30 mins	Chief, Accountant, FMD
	1.12 Forwards to RD the draft		30 mins	Chief, MMD



CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Letter, through email;			
	1.13 Reviews and signs the action document		2 Hours	RD
	1.14 Transmits document to the applicant, cc. MMD, through email.		2 Hours	ORD Staff
TOTAL			4 Days and 4 Hours	



Stage 2: Payment of Filing Fee and Processing of Sectoral Area Status Clearance

Office or Division:	MGB Regional Offices - Mine Management Division		
Classification:	Highly Technical		
Type of Transaction:	G2G - Government to Government; G2C - Government to Citizen, G2B – Government to Businesses		
Who may avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Letter Request to pay Filing Fee		Mines and Geosciences Bureau Regional Office	
Letter Request to pay Clearance Fee		Mines and Geosciences Bureau Regional Office	
Certificate of Environmental Management and Community Relations Record (CEMCRR)/Certificate of Exemption (COE) from CEMCRR as the case maybe		Mines and Geosciences Bureau Regional Office	
Environmental Work Program duly prepared, signed and sealed by a licensed Geologists or Mining Engineer		Licensed Geologist or Mining Engineer	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Pays through online banking (LBP account of MGB RO concerned) and sends proof of payment to MMD, through email</i>	1.1 Prints and submits deposit slip to Cashier for bank verification	Refer to DENR Administrative Order (DAO) No. 2005-08	1 Hour	Administrative Staff, MMD
	1.2 Verifies payment and issues Official Receipt (OR) (OR)		1 Hour	Cashier
	1.3 Sends Applicant the copy of the OR through email		1 Hour	Mining Claims Examiner/Mining Engineer, Mining Tenement Evaluation Section (MTES)
	1.4 Endorses through the Chief, MTES, the Location Map to MLSS, and		4 Hours	Mining Claims Examiner, Chiefs, MTES and MMD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	through the Chief, MMD, other pertinent documents to the MSESDD for evaluation, through email;			
	1.5 Prepares Memorandum forwarding the Location Map to other DENR sectors for Area Status and Clearance, through email;		2 Hours	Geodetic Engineer, MLSS
	1.6 Reviews and initials Memorandum, and endorses to Office of the Regional Director (ORD) for approval, through email;		2 Hours	Chiefs, MLSS and MMD
	1.7 Reviews and signs action documents		1 Hour	RD
	1.8 Transmits document to DENR Sectors concerned, cc. MMD, through email.		2 Hours	ORD Staff
(paused time until DENR submits the sectoral area clearances)				
	1.9 Receives and records DENR Sectoral Area Status and Clearance and transmits to ORD, through email;		1 Hour	Records Officer, FAD
	1.10 Reviews document and endorses to MMD, through email;		1 Hour	RD
	1.11 Reviews documents		1 Hour	Chief, MMD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	and endorses to MTES, through email;			
	1.12 Reviews documents and transmits to Mining Claims Examiner/Mining Engineer, through email;		2 Hours	Chief, MTES
	<p>1.13 Reviews Area Status and Clearance, and prepares action documents and then forwards the findings to Chief, MTES, through email;</p> <p>o 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</p> <p>o for areas open for EP application, prepares:</p> <p>(a) Letter-Advice to EP applicant requiring to pay the Clearance</p>		1 Day	Mining Claims Examiner/Mining Engineer, MTES



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Fee and to secure CEMCRR/ COE, and Order of Payment for Clearance Fee and (b) Letter to NCIP for issuance of Certification Precondition or Certificate of Non-Coverage, as the case may be			
	1.15 Reviews the findings, signs the Order of Payment and forwards to Chief, Accountant, FMD		3 Hours	Chiefs, MTES and MMD
	1.16 Signs the Order of Payment and returns to Chief, MMD		30 mins	Chief, Accountant, FMD
	1,17 Endorses to RD the action document for approval		30 mins	Chief, MMD
	1.18 Reviews and signs action document		2 Hours	RD
	1.19 Transmits document to Applicant and NCIP, cc. MMD, through email.		1 Hour	ORD Staff
(paused time until Applicant provides appropriate action to the Letter-Advice)				
<i>Pays through online banking (LBP account of MGB RO concerned) and sends proof of payment to MMD and submits</i>	2.1 Prints and submits deposit slip to Cashier for bank verification	Refer to DENR Administrative Order (DAO) No. 2005-08	1 Hour	Administrative Staff, MMD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
CEMCRR/COE, as the case may be, through email				
	2.2 Verifies payment and issues OR		1 Hour	Cashier
	2.3 Sends Applicant the copy of the OR, through email		1 Hour	Mining Claims Examiner/Mining Engineer, MTES
	2.4 Prepares Notice of Mining Application and pertinent Letters for compliance with the required posting, publication and radio announcement and then forwards to Chief, MTES;		1 Day	Mining Claims Examiner/Mining Engineer, MTES
	2.5 Reviews and initials action document, and endorses to the RD for approval, through email;		1 Day	Chief MTES and Chief MMD
	2.6 Reviews and signs action document;		2 Hours	RD
	2.7 Transmits document to Records Section;		2 Hours	ORD Staff
	2.8 Sends to Office(s)/Agency(ies) concerned, through courier.		2 Hours	Records Officer, FAD
	<i>Evaluation of EWP is undertaken simultaneously with the evaluation of other documents</i>			
	2.9 Evaluates Environmental		7 Days	MSESDD



CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Work Program; provides evaluation of the pertinent documents to MMD			
Processing time stops until the applicant/Office(s)/Agencies concerned submits/issues proofs of completion of posting/publication and radio announcement, and certifications from Panel of Arbitrators and National Commission for Indigenous Peoples (NCIP)				
TOTAL			7 Days, 3 Hours	



Stage 3: Submission of Certifications and other Requirements and Request of Clearance to MGB Central Office

Office or Division:	MGB Regional Offices - Mine Management Division	
Classification:	Highly Technical	
Type of Transaction:	G2G - Government to Government; G2C - Government to Citizen, G2B – Government to Businesses	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Proof of posting, publication and radio announcement of the Notice of Application		Applicant
Certification from the Panel of Arbitrators concerning to the absence of adverse claim, protest or opposition		Panel of Arbitrators
Certificate of Non-Overlap for areas without ICC/IP or Certificate of Precondition from NCIP for area with ICCs/IPs in accordance with NCIP rules and regulations. Provided, that in case the aforementioned requirements are not issued within NCIP's prescribed periods, the applicant shall submit the NCIP's Report on the Field-based Investigation for the applied area that does not overlap ancestral domain or the Memorandum of Agreement executed by and among the applicant, ICC/IP concerned and the NCIP for the applied area that affects the ICCs/IPs. Provided, further, that the said Certificate of Non-Overlap or Certificate of Precondition shall be submitted by the applicant prior to the issuance of the EP		National Commission on Indigenous Peoples
MGB-registered Secretary's Certificate attesting to a Board Resolution authorizing the applicant's President to sign/execute the documents and accept the EP that may be issued		Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all other requirements (hard and digital copies)	1.1 Receives proofs of completion of posting/publication and radio announcement , PA and NCIP Certification		2 Hours	Records Officer, FAD



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	and transmits to ORD;			
	1.2 Reviews documents and endorses to MMD;		2 Hours	RD
	1.3 Reviews documents and endorses to MTES;		2 Hours	Chief, MMD
	1.4 Evaluates all requirements and prepares Memorandum forwarding the documents to MGB CO; endorses to Chief, MTES, through email;		1 Day	Mining Claims Examiner/Mining Engineer, MTES
	1.5 Reviews and endorses action document to RD, through email		4 Hours	Chief MTES and Chief MMD
	1.6 Receives, reviews and approves action document		2 Hours	RD
	1.7 Transmits document to MGB Central Office, cc. MMD, through email.		1 Hour	ORD Staff
TOTAL			2 Days, 5 Hours	



Stage 4: Processing of the Grant of Clearance to Issue Exploration Permit

Office or Division:	Mining Tenements Management Division – Mining Permits Evaluation Section
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government; G2C - Government to Citizen, G2B – Government to Businesses
Who may avail:	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
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1 Endorses to MGB Central Office (CO) the evaluated EP application and request Clearance to issue EP, through email of MGB CO (central@mgb.gov.ph) (includes attestation that the forwarded digital copy is exactly the same with the hard copy of documents)			MGB Regional Office (RO)
	2.1 Receives EP application;			Administrative Staff, Records Section, Administrative Division, MGB Central Office
	2.2 Reviews documents and endorses		1 Hour	Office of the Director (OD)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	to Mining Tenements Management Division (MTMD) (through email);			
	2.3 Reviews documents and endorses to Mining Permits Evaluation Section (MPES) (through email);		1 Hour	Chief, MTMD
	2.4 Transmits to technical staff, MPES (through email)		1 Hour	Chief, MPES
	2.5 Prepares Memoranda endorsing the Environmental Work Program (EWP) to the Mine Safety, Environment and Social Development Division (MSESDD) for evaluation and Location Map to the Mineral Land Survey Section (MLSS), and forwards to Chief, MPES through email;		1 Day	Engineer/Technical Staff, MPES
	2.6 Reviews and approves action document, and transmits to MSESDD the EWP, through email; Reviews and approves action document, and transmits to		2 Hours	Chief, MPES, and Chief, MTMD Chief, MPES



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	MLSS the Location Map, through email;			
Note: Evaluation of EWP and Location Map is undertaken simultaneously with the evaluation of other documents by MTMD				
	3.1 Reviews EWP and endorses to the Chief, Mine Environment Audit Section (MEAS), through email;		1 Hour	Chief, MSESDD
	3.2 Receives, reviews, and transmits EWP to Engineer/Technical Staff for evaluation, through email;		1 Hour	Chief, MEAS
	3.3 Evaluates EWP and prepares Memorandum to MTMD and forwards to Chief, MEAS, through email;		5 Days	Engineer/Technical Staff, MEAS
	3.4 Reviews, initials, and signs the Memorandum and transmits to MTMD, through email;		2 Hours	Chief, MEAS and Chief, MSESDD
	3.5 Receives, reviews, and transmits Location Map to Engineer/Technical Staff for evaluation, through email;		1 Hour	Chief, MLSS
	3.6 Evaluates Location Map, prepares Memorandum to MPES and forwards to Chief, MLSS, through email;		5 Days	Engineer/Technical Staff, MLSS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.7 Reviews the Memorandum and transmits to MPES, through email;		2 Hours	Chief, MLSS
	4.1 Receives Memorandum from MSESDD re: EWP evaluation and endorses to MPES, through email		30 Minutes	Chief, MTMD
	4.2 Receives Memorandum from MLSS re: Location Map evaluation and endorses to Engineer/Technical Staff, through email Receives Memorandum from MSESDD re: EWP evaluation and endorses to Engineer/Technical Staff, through email		30 Minutes 30 Minutes	Chief, MPES
	4.3 Conducts final evaluation of EP Application (including mandatory requirements) endorsed by the MGB RO;		5 Days	Engineer/Technical Staff of MPES
	4.4 Compiles evaluation of EP application (including EWP and Location Map evaluation reports) and prepares Memorandum endorsing the		1 Day	Engineer/Technical Staff of MPES



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Clearance to issue the EP or returning the EP application, and forwards to Chief, MPES through email;			
	4.5 Reviews Memorandum and endorses to OD, through email; Transmits Memorandum to RO if returning the application, c.c. central@mgb.gov.ph		2 Hours	Chief, MPES, and Chief, MTMD
	4.6 Approves Clearance to issue EP		2 Days	MGB Director
	4.7 Transmits Memorandum to MGB RO, c.c. MTMD, through email.		30 Minutes	OD
TOTAL			10 Days, 1 Hour	



Stage 5: Signing/Acceptance of EP and Payment of Occupation and Registration Fees

Office or Division:	MGB Regional Office – Mine Management Division
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government; G2C - Government to Citizen, G2B – Government to Businesses
Who may avail:	All

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1 Receives Clearance and transmits documents to ORD, through email;		2 Hours	Records Officer, FAD
	1.2 Endorses documents to MMD, through email;		2 Hours	RD
	1.3 Forwards documents to MTES, through email;		2 Hours	Chief, MMD
	1.4 Transmits documents to Mining Claims Examiner/Mining Engineer, through email;		2 Hours	Chief, MTES
	1.5 Prepares Letter informing the Applicant: i. to sign the EP proforma and submit the same to the RO ii. to pay the Occupation Fee/s, and submit its proof of payment; and iii. to pay the Registration Fee, and Order of Payment		1 Day	Mining Claims Examiner/Mining Engineer, MTES



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6 Reviews action document, signs Order of Payment and forwards to Chief Accountant, FMD		1 Hour	Chief, MTES and Chief, MMD
	1.7 Signs the Order of Payment and returns to Chief, MMD		30 mins	Chief, Accountant, FMD
	1.8 Endorses to the RD the action document		30 mins	Chief, MMD
	1.9 Receives, reviews and approves Letter		2 Hours	RD
	1.10 Transmits to Records Section		1 Hour	ORD Staff
	1.11 Sends the Letter, Order of Payment and EP pro forma to Applicant, through courier.		1 Hour	Records Officer, FAD
<i>Submit signed EP and proof of payment of occupation fee</i>	2.1 Receives the signed EP and proof of payment of Occupation Fee/s and forwards to ORD		1 Hour	Records Officer, FAD
	2.2 Forwards the signed EP to MMD for review		1 Hour	RD
	2.3 Reviews and forwards to ORD for signing		2 Hours	Chief, MMD
	2.4 Signs EP and forwards to MMD		1 Hour	RD
	2.5 Forwards to MTES		1 Hour	Chief MMD
<i>Pays through online banking (LBP account of MGB RO concerned) and</i>	3.1 Prints and submits deposit slip to Cashier for bank verification	Refer to DENR Administrative Order	1 Hour	Administrative Staff, MMD



CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>sends proof of payment to MMD, through email</i>		(DAO) No. 2005-08		
	3.2 Verifies payment and issues OR		1 Hour	Cashier
	3.3 Sends Applicant the copy of the OR through email		1 Hour	Mining Claims Examiner/Mining Engineer, MTES
	3.4 Registers the EP		4 Hours	Chief, MTES
	3.5 Prepares Letter providing the Permittee a copy of the EP		2 Hours	Mining Claims Examiner/Mining Engineer, MTES
	3.6 Receives, reviews and initials Letter, and endorses to RD		4 Hours	Chief, MTES and Chief, MMD
	3.7 Receives, reviews and signs Letter		1 Hour	RD
	3.8 Transmits to Records Section		1 Hour	ORD Staff
	3.9 Sends permit to Permittee, through courier		1 Hour	Records Officer, FAD
TOTAL			5 Days, 4 Hours	
TOTAL PROCESSING TIME FOR ALL STAGES			30 Days, 1 Hour	



Processing of Ore Transport Permit Application

Office or Division:	Mines and Geosciences Bureau Regional Offices - Mine Management Division		
Classification:	Simple		
Type of Transaction:	G2B – Government to Businesses		
Who may avail:	Permit Holders, Contractors, Accredited Traders, Retailers, Processors, and other Mining Rights Holders		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Letter of Intent/Application Form		OTP applicant	
If minerals/ores to be transported is for sale:			
Field validation report containing, among others, information such as the validity of the pertinent mining permit/contract, grade, the verification of the source of the mineral/ore and estimated volume and value of the said commodity [Note: Field validation can be conducted on a per-OTP basis or periodically.]		Mines and Geosciences Bureau (MGB) Regional Office (RO) concerned	
Original or certified true copy of proof of payment of excise tax or guarantee/surety bond		Bureau of Internal Revenue	
MGB RO-registered original or certified true copy of the sales/purchase/marketing contract or purchase order		OTP applicant	
Where the minerals/ores is sourced from a Mineral Reservation, proof of payment of royalty pursuant to the pertinent provisions of Republic Act No. 7942 and DAO No. 2010-21		MGB RO concerned	

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the required documents to MGB RO concerned, through the official e-mail address of MGB RO and courier [includes attestation that the submitted digital copy is exactly the same]	1.1 Receives and encodes the OTP application and other attachments to the Document Action Tracking System and transmits to the Office of the Regional		1 Hour	Records Officer, Finance and Administrative Division (FAD), MGB Regional Office concerned



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>with the hard copy of documents]</i>	Director (ORD)			
	1.2 Receives and records application and forwards to the Regional Director (RD)		1 Hour	ORD Staff
	1.3 Reviews the documents and forwards application to the Chief, Mine Management Division (MMD), for evaluation			Regional Director (RD)
	1.4 Receives and records application and forwards to the Chief, MMD		1 Hour	Administrative Staff, MMD
	1.5 Reviews the documents and forwards application to the Chief, Mining Tenement Evaluation Section (MTES)			Chief, MMD
	1.6 Reviews the document and assigns to a technical staff		1 Hour	Chief, MTES
	1.7 Checks and evaluates submitted documents		2 Hours	Technical Staff, MTES



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>If complete, prepares Order of Payment for the payment of Application fees, thru email;</p> <p>If incomplete, prepares letter of denial of the application, thru email.</p>			
	1.8 Reviews documents and endorses to the MMD Chief, thru email		1 Hour	Chief, MTES
	1.9 Reviews the findings, signs the Order of Payment and forwards to Chief Accountant, FAD		1 Hour	Chief, MMD
	1.10 Signs the Order of Payment and returns to Chief, MMD		20 Minutes	Chief Accountant, FAD
	1.11 Transmits the Order of Payment to the applicant, cc MMD, thru mail and email		10 Minutes	Technical Staff, MTES
<i>Note: Processing time stops until applicant submits proof of payment to MMD.</i>				
2. Pays thru online banking (insert LBP account of MGB RO concerned) and sends proof of payment to MMD, thru email	2.1 Prints and submits deposit slip to Cashier for bank verification	Application Fee: PHP 1,000.00 – Non-metallic	1 Hour	Administrative Staff, MMD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		PHP 2,000.00 – metallic Pursuant to Section 1.5.1 of DAO No. 2005-08		
	2.2 Verifies payment and issues Official Receipt (OR)		1 Hour	Cashier
	2.3 Sends copy of the OR to applicant, thru email, cc MMD		1 Hour	Technical Staff, MTES
	2.4 Prepares OTP (MGB Form No. 12-1)		4 Hours	Technical Staff, MTES
	2.5 Reviews and initials OTP, and endorses to Chief, MMD, thru email		1 Hour	Chief, MTES
	2.6 Reviews and initials OTP, and endorses to RD, for approval, thru email		1 Hour	Chief, MMD
	2.7 Reviews and signs OTP		2 Hours	RD
	2.8 Transmits OTP to Records Officer for release and provides copy to MMD		1 Hour	ORD Staff
3. <i>Receives the approved OTP</i>	3.1 Sends OTP to applicant, thru courier 3.2 Provides advance copy of OTP to applicant, thru email		1 Hour	Records Officer, FAD Technical/ Administrative Staff, MMD



CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	TOTAL:	Application Fee: PHP 1,000.00 – Non-metallic PHP 2,000.00 – metallic Pursuant to Section 1.5.1-of DAO No. 2005-08	2 Days, 5 Hours, 30 Minutes	
Note: If the OTP is intended only for the transport of minerals/ores from mining site to port and for subsequent export through MOEP, field verification is not necessary for the OTP considering that the field verification report shall form part of the requirements for an MOEP.				



Processing of Mineral Ore Export Permit Application

For MOEP issued by MGB Regional Director concerned

Office or Division:	Mines and Geosciences Bureau Regional Offices - Mine Management Division
Classification:	Simple
Type of Transaction:	G2B – Government to Businesses
Who may avail:	Permit Holders, Contractors, Accredited Traders, Retailers, Processors, and other Mining Rights Holders
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Original and duly accomplished Mineral Ore Export Permit (MOEP) application form under DENR Administrative Order (DAO) No. 2008-20	Mines and Geosciences Bureau (MGB)
Original or certified true copy of the pertinent Ore Transport Permits or Delivery Receipts	MGB
Field validation report containing, among others, information such as the validity of the pertinent mining permit/contract, grade, the verification of the source of the mineral/ore and estimated volume and value of the said commodity [Note: Field validation can be conducted on a per-MOEP basis or periodically.]	MGB
Original or certified true copy of the mining permit/contract	MGB
Original or MGB-certified true copy of the Certificate of Accreditation by the MGB, if the MOEP applicant is engaged in mineral trading	MGB
Original or certified true copy of the sales/purchase/marketing contract or purchase order	MOEP applicant
Original or certified true copy of the proof of payment of excise tax or guarantee/surety bond as prescribed in Section 4 of DENR Memorandum Order No. 2008-04	Bureau of Internal Revenue
Where the mineral(s) and/or ore(s) is sourced from a Mineral Reservation, proof of payment of royalty pursuant to the pertinent provisions of Republic Act No. 7942 and DAO No. 2010-21	MGB
Original or certified true copy of the final sales/invoice receipt of the previously exported similar mineral(s) or ore(s), if any	MOEP applicant



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to MGB RO concerned, through the official e-mail address of the Regional Office or courier [includes attestation that the submitted digital copy is exactly the same with the hard copy of documents]	1.1 Receive and encode the MOEP application and other attachments to the Document Action Tracking System and transmits to the Office of the Regional Director (ORD)		1 Hour	Records Officer, Finance and Administrative Division (FAD)
	1.2 Receive and record application and forward to the Regional Director (RD) 1.3 Review the documents and forward application to the Chief, Mine Management Division (MMD), for evaluation		2 Hours	Administrative Staff, ORD Regional Director (RD)
	1.4 Receive and record application and forward to the Chief, MMD 1.5 Review the documents and forward application to the Chief, Mining		1 Hour	Administrative Staff, MMD Chief, MMD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Tenement Evaluation Section (MTES)			
	1.6 Review the document and assigns to a technical staff		1 Hour	Chief, MTES
	1.7 Check and evaluates submitted documents: If complete, prepare MOEP, and forward to Chief, MTES, through email; If incomplete, prepare letter to applicant returning the application and informing of the lacking documents, through email.		6 Hours	Technical Staff, MTES
	1.8 Review and initial MOEP, and endorse to Chief, MMD, through email		1 Hour	Chief, MTES
	1.9 Review and initial MOEP, and endorse to RD, for approval, through email		1 Hour	Chief, MMD
	1.10 Review and sign MOEP		2 Hours	Regional Director
	1.11 Transmit MOEP to		1 Hour	Administrative Staff, ORD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Record Section for release and provide copy to MMD			
2. Receive the approved MOEP	2.1 Send MOEP to applicant, through courier 2.2 Provide advance copy of MOEP to applicant, through email		1 Hour	Records Officer, FAD Technical/ Administrative Staff, MMD
TOTAL			2 Days, 1 Hour	



Issuance of Authority to Install Electrical/Mechanical Equipment

Office or Division:	Mines and Geosciences Bureau Regional Office Mine Safety, Environment and Social Development Division
Classification:	Complex
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B – Government to Businesses
Who may avail:	Mining Contractor/Permittee/Permit Holder/Service Contractor
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>3 Hard copies and 1 Soft Copy in PDF File of the following:</p> <p>For Electrical Installation:</p> <ol style="list-style-type: none"> 1. Duly Accomplished Application for Electrical Installation/MGB Form No. 15-9 2. Location Plan 3. Power Layout Plan 4. Electrical Plans <ol style="list-style-type: none"> a. Layout and schematic diagram for lights and convenient outlet b. Schematic diagram for feeder and sub-feeder c. Schematic diagram for wiring diagram for load center 5. Computation design analysis 6. Schedule of load in tabulated form <p>For Mechanical Installation:</p> <ol style="list-style-type: none"> 1. Duly Accomplished Application for Mechanical Equipment Installation/MGB Form No. 15-10 2. Location Plan 3. General Layout Plan 4. Plan elevation (longitudinal & traverse) 5. Piping Plan in isometric drawing and detailed plans of foundation and support 6. Detailed construction and working plans of boilers and pressure vessels if applying for installation of boilers and pressure vessels 7. Complete machinery list in tabulated form 8. Flow sheet of processing, manufacturing or assembly 	Contractor/Permittee/Permit Holder/Service Contractor



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Contractor/permittee/permit holder/service contractor submits (hardcopy or electronic file thru online) the design, plans and specifications of the proposed Electrical/Mechanical Installation to the MGB Regional Office (MGB-RO) concerned (<u>insert MGB RO official email</u>) copy furnished (<u>insert MSESDD RO official email</u>)	1.1 Receive and endorse the application for the proposed Electrical/Mechanical Installation to the Office of the Regional Director (ORD)		5 Minutes	Records Officer Finance and Administrative Division (FAD)
	1.2. Receive and record the document using the Document Action Tracking System (DATS) and forward to Regional Director		10 Minutes	Staff, ORD
	1.3. Endorse the document to the Chief, Mine Safety, Environment and Social Development Division (MSESDD)		2 Hours	Regional Director, ORD
	1.4. Receive and endorse the document and forwards to the Chief, MSESDD		15 Minutes	Administrative Staff, MSESDD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5. Receive and forward (hardcopy or electronic file thru online) the document to Chief, Mine Safety and Health Section (MSHS)		5 Minutes	Chief, MSESDD
	1.6 Receive the document and forward the same (hardcopy or electronic file thru online) to MSHS Technical Staff (TS), for review.		5 Minutes	Chief, MSHS
2.1 If submitted documents are complete, secures Order of Payment	2.1 Receive, review and evaluate the completeness of the proposed Electrical Installation based on Philippine Electrical Code or the Mechanical Installation based on the Philippine Mechanical Engineering Code		5 Days	TS, MSHS
2.2 If submitted documents are not complete, receives the Notice of Deficiency and goes back to Step 1.	2.1.1 If complete, prepare Order of Payment for processing fee and transmittal letter		30 Minutes	TS, MSHS
	2.1.2 If not complete, prepare Notice of Deficiency to be sent to the client			
	2.2 Review and sign transmittal letter and the Order of Payment for endorsement to		15 Minutes	Chief, MSESDD Accountant, FAD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	the Cashier's Section			
(Note: Processing time stops until the client has complied with the deficiencies and payment)				
3. Pays the processing fee within seven (7) working Days from receipt of the Order of Payment. Payment may be through bank or online using the MGB (HRD) Landbank Account Number (Insert RO Landbank Account Number). Client may also pay through the MGB RO cashier. Then, submits e-copy of bank deposit slip/proof of payment to (insert MSESDD email). The original copy of the proof of payment shall be submitted to MGB-RO within five (5) working Days from the date of deposit/transfer .	3.1 Accept and submit deposit slip/proof of payment to cashier for bank verification via email	Processing fee: PhP500.00 per plan as per DAO No. 2005-08	15 Minutes	Administrative Staff, MSESDD
	3.2 Verify payment and issue Official Receipt (OR) and forward the original copy of the OR to MSESDD, for transmittal to the client;		15 Minutes	Administrative Staff (Cashier), FAD
	3.3 Prepare Memorandum report, transmittal Letter and Authority to Install. The original copy of OR should be attached in the said Letter;		2 Hours	TS, MSHS
	3.4 Review and countersign the Memorandum, Letter and Authority to Install;		40 Minutes	Chief, MSHS Chief, MSESDD
	3.5 Review, approve and sign the Memorandum, Letter and Authority to Install;		2 Hours	Regional Director, ORD
4. Receive transmittal letter and	4. Record and release the signed Letter and		10 Minutes	Records Officer, FAD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Authority to Install	Authority to Install with attached OR			
TOTAL		PhP500.00 per plan as per DAO No. 2005-08	6 Days, 45 Minutes	
Note: <ul style="list-style-type: none">Review, evaluation and issuance of Authority to Install Electrical Equipment with complete documents and without revision will take 6 Days and 45 Minutes;All submitted plans must be signed and sealed by a Professional Mechanical Engineer and Professional Electrical Engineer for mechanical and electrical plans, respectively.				



Issuance of Permit to Operate Electrical/Mechanical Equipment

Office or Division:	Mines and Geosciences Bureau Regional Office Mine Safety, Environment and Social Development Division
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B – Government to Businesses
Who may avail:	Mining Contractor/Permittee/Permit Holder/Service Contractor
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
3 Hard copies and 1 Soft Copy in PDF File of the following: 1. Application Letter 2. Copy of Authority to Install issued by MGB for new installations 3. As built plans	Contractor/Permittee/Permit Holder/Service Contractor

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Contractor/permittee/permit holder/service contractor submits (hardcopy or electronic file thru online) the required documents for the application for Permit to Operate Electrical/Mechanical Equipment to the MGB Regional Office (MGB-RO) concerned (<u>insert MGB RO official email</u>) copy furnished (<u>insert MSESDD RO official email</u>)	1.1 Receive and endorse the application for the Permit to Operate Electrical/Mechanical Equipment to the Office of the Regional Director (ORD)		5 Minutes	Records Officer Finance and Administrative Division (FAD)
	1.6. Receive and record the document using the Document		10 Minutes	Administrative Staff, ORD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Action Tracking System (DATS) and forwards to Regional Director			
	1.7. Endorse the document to the Chief, Mine Safety, Environment and Social Development Division (MSESDD)		2 Hours	Regional Director, ORD
	1.8. Receive and endorse the document and forward to the Chief, MSESDD		15 Minutes	Administrative Staff, MSESDD
	1.9. Receive and forward (hardcopy or electronic file thru online) the document to Chief, Mine Safety and Health Section (MSHS)		5 Minutes	Chief, MSESDD
	1.7 Receive the document and forward the same (hardcopy or electronic file thru online) to MSHS Technical Staff (TS), for review.		5 Minutes	Chief, MSHS
2.3 If submitted documents are complete, secures Order of Payment	2.1 Receive, review and evaluate the completeness of the document based on the Philippine Electrical Code and Philippine Mechanical Engineering Code		1 Day	TS, MSHS
2.4 If submitted documents are not complete, receives the	2.1.1 If complete, prepare Order of		30 Minutes	TS, MSHS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Notice of Deficiency. Go back to Step 1.	Payment for processing fee 2.1.2 If not complete, prepare Notice of Deficiency to be sent to the client 2.2 Review and sign the Order of payment for endorsement to the Cashier's Section		15 Minutes	Chief, MSESDD Accountant, FAD
Note: Processing time stops until the client has complied with the deficiencies and payment.				
3. Pay the verification fee within seven (7) working Days from receipt of the Order of Payment through bank or online using the MGB (HRD) Landbank Account Number 0712100648 and send e-copy of bank deposit slip/proof of payment to <u>(insert MSESDD email)</u> . The original copy of the proof of payment shall be submitted to MGB-RO within five (5) working Days from the date	3.1 Accept and submits deposit slip/proof of payment to cashier for bank verification via email	Verification fee:	15 Minutes	Administrative Staff, MSESDD
	3.2 Verify payment and issues Official Receipt (OR) and forwards the original copy of the OR to MSESDD, for transmittal to the client;	PhP 2,000.00 /man/Day with a minimum amount of PhP 6,000.00 as per DAO No. 2005-08	15 Minutes	Administrative Staff, FAD
	3.3 Prepare Travel Order(s) and Letter informing the client regarding the schedule of the electrical/mechanical verification/ inspection;		30 Minutes	TS, MSHS
	3.4 Review and countersign		30 Minutes	Chief, MSHS Chief, MSESDD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
of deposit/ transfer.	Travel Order(s) and Letter; a. Approve and sign Travel Order(s) and Letter;		1 Day	Regional Director
7. Receive Letter for the scheduled inspection/ verification and confirm availability of company representative/s during the inspection	4.1 Conduct electrical mechanical verification/ inspection upon the completion of the electrical or mechanical installation 4.2 Prepare Memorandum Report, Transmittal Letter and Permit to Operate Electrical/Mechanical Equipment 4.2.1 If no deficiency or violation was observed, prepare Memorandum Report, Transmittal Letter and Permit to Operate Electrical/Mechanical Equipment 4.2.2 If there is a deficiency or violation, prepare memorandum report and action letter recommending		5 Days (including travel time) 2 Days	TS, MSHS TS, MSHS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>compliance to the findings</p> <p>4.3. Review and countersign Memorandum report, Transmittal/Action Letter, and Permit to Operate</p> <p>4.4. Review, approve and sign Memorandum report, Transmittal/Action Letter, and Permit to Operate</p> <p>4.5 Record and maintain a copy of the Permit and forward the Permit with the Letter to the Records Unit - FAD for releasing;</p>		<p>40 Minutes</p> <p>2 Hours</p> <p>1 Hour</p>	<p>Chief, MSHS Chief, MSESDD</p> <p>Regional Director, ORD</p> <p>Administrative Staff, MSESDD</p>
Note: Processing time stops until the client has complied with the recommendations				
<p>5.1 If no deficiency or violations observed, receive transmittal letter and Permit to Operate</p> <p>5.2. If there is a deficiency or violation, receive action letter and submits compliance with the recommendations (back</p>	<p>5. Record and release the signed Letter and Permit with attached OR</p>		<p>10 Minutes</p>	<p>Records Officer, FAD</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
to step 1 for re-verification)				
	TOTAL	PhP 2,000.00 /man/Day with a minimum amount of PhP 6,000.00 as per DAO No. 2005-08	10 Days, 15 Minutes	
Note: <ul style="list-style-type: none">Review, evaluation and issuance of Permit to Operate Electrical/Mechanical Equipment with complete documents and no deficiency/violation during verification/inspection will take 10 Days and 15 Minutes;Renewal of the Permit to Operate Electrical/Mechanical Equipment shall be made at least 30 calendar Days before the expiration of the said Permit.Renewal of the Permit shall follow the same processThe applicant shall bear all expenses in the field inspection including the cost of transportation of the field inspectors from their official station to the mine/quarry and back.				



Processing and Evaluation of Application for Temporary/Permanent Safety Engineer's/Inspector's Permit

Office or Division:	Mine Safety, Environment and Social Development Division	
Classification:	Complex	
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B – Government to Businesses	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Duly filled-up application form		Applicant from the Contractor, Permit holder, Permittee, Service Contractor and/or its Operator
Certified photocopy of college or high school diploma		
Letter of endorsement from the Contractor, Permit Holder, and/or Permittee		
Certificate of employment from the Contractor, Permit Holder, Permittee, or Service Contractor		
Certified photocopy of certificate of trainings attended pertaining to safety and health		
Two (2) copies of latest photograph <ul style="list-style-type: none">• The photo should be taken at least six (6) months before the application/renewal• Background: White• Size: 2 in. x 2 in.• Facial expression: Neutral• Glasses: The applicant can wear his or her glasses but not sunglasses		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. Applicant submits a duly filled-up application form with the complete requirements. The applicant could submit its application in person to the MGB RO or through its official email at	1.1. Receive the application. The Records Officer then forwards the application to the Office of the Regional Director (ORD). The Administrative Staff (AS) of the ORD shall receive the		5 Minutes	Records Officer, Finance and Administrative Division (FAD) Administrative Staff, Office of the Regional Director (ORD)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
(insert MGB RO official email)	application if it was submitted via email.			
	1.2. Receive and record the document using the Document Action Tracking System (DATS) and forward it to the Regional Director (RD).		10 Minutes	AS, ORD
	1.3. Endorse the document to the Mine Safety, Environment and Social Development Division (MSESDD) Chief for evaluation.		15 Minutes	RD, ORD
	1.4. Receive and forward the application to the Mine Safety and Health Section (MSHS) Chief for evaluation.		5 Minutes	Chief, MSESDD
	1.5. Receive and forward the application to the MSHS Technical Staff (TS) for evaluation.		5 Minutes	Chief, MSHS
1.2. The applicant supplies the necessary documents if the application is lacking.	1.6. Receive, review, and evaluate the completeness of the application and its attachments. 1.6.1. If the requirements are not complete, the		1 Day	TS, MSHS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE								
	MSHS TS informs the applicant to correct the deficiencies and submit the additional documents.											
Note: The processing time stops until the applicant corrects the deficiencies												
	1.7. Prepare, approve and sign the order of payment		1 Day	TS, MSHS Chief, MSESDD Chief, Finance and Administrative Division (FAD)								
2. The applicant receives the order of payment via email or may claim the order of payment through pick up in the MGB RO.	2.1. Issue the order of payment (via email) to the applicant and provides him or her the option to pick up the order of payment if he or she desires to do so.		5 Minutes	TS, MSHS								
The applicant pays the processing fee within seven (7) working Days from receipt of the Order of Payment in bank through MGB Landbank Account Number (insert MGB RO Landbank account number) and send an electronic copy of bank deposit slip/proof of payment to (insert MSESDD email). The	2.2. Accept and forward the deposit slip/proof of payment to cashier for bank verification via email	Application or renewal of permits:	15 Minutes	AS, MSESDD								
		<table><tr><th>Permit</th><th>Fee</th></tr><tr><td>Temporary Safety Inspector's Permit</td><td>1,000 per application</td></tr><tr><td>Temporary Safety Engineer's Permit</td><td>1,000 per application</td></tr><tr><td>Permanent Safety</td><td>1,500 per applic</td></tr></table>			Permit	Fee	Temporary Safety Inspector's Permit	1,000 per application	Temporary Safety Engineer's Permit	1,000 per application	Permanent Safety	1,500 per applic
		Permit			Fee							
		Temporary Safety Inspector's Permit			1,000 per application							
		Temporary Safety Engineer's Permit			1,000 per application							
Permanent Safety	1,500 per applic											



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
original copy of the proof of payment shall be submitted to MGB-RO within five (5) working Days from the date of deposit/transfer . The applicant has the option to pay the processing fee through electronic fund transfer. (this would still be in number 2) (Processing time stops until the payment has been made by the applicant)		Engine er's Permit	ation or renew al		
		Perman ent Safety Inspect or's Permit	1,500 per applic ation or renew al		
		Reference: DAO No. 2005-08, Providing for New Fees and Charges for Various Services of the Mines and Geosciences Bureau			
	2.3. Verify the payment and issue Official Receipt (OR) and forward the original copy of the OR to MSESDD for transmittal to the applicant			15 Minutes	Cashier, FAD
	2.4. Receive the OR from FAD.			5 Minutes	TS, MSHS
	2.5. Inform the applicant (via email) that the payment of processing fee has been acknowledged , and coordinate with the applicant the schedule of			30 Minutes	TS, MSHS



CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	his or her written exam and interview.			
Note: The processing time stops until the scheduled written exam and/or interview				
3.1. The applicant takes the written exam for Safety Engineer's or Inspector's Permit. (applies only to new applicants)	3.1. Administer the written exam to the applicant		2 Hours	TS, MSHS
3.2. The applicant undertakes the interview	3.2. Administer the interview to the applicant.		1 Hour	TS, MSHS
	3.3. Check the accomplished written exam and evaluates the interview of the applicant.		2 Days	TS, MSHS
	3.3.1. If the applicant fails both the written exam and interview, the MSHS TS shall prepare the evaluation report and letter of regret to the applicant denying his or her application and shall endorse these to the MSHS Chief.			
3.3. If the applicant fails	3.3.2. If the applicant fails			



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
either the written exam or the interview, the applicant is advised to review topics relating to safety and health and could return to the Office the next Day for his or her retake of the written exam or re-interview	either the written exam or the interview, the applicant is advised to review topics relating to safety and health and could return to the Office the next Day for his or her retake of the written exam or re-interview.			
Note: The processing time stops until the applicant passes the written exam and/or interview				
	3.4. Once the applicant passes both the written exam and interview, the MSHS TS shall prepare endorsement for the approval of his or her permit. The MSHS TS shall likewise prepare the letter of approval and the permit of the applicant. The evaluation report, letter of approval, and permit of the applicant are then forwarded to the MSHS Chief.		1 Day	TS, MSHS
	3.6. Review letter of		30 Minutes	Chief, MSHS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	approval (or letter of regret), and permit of the applicant (if the applicant passes the evaluation) to the MSESDD Chief.			
	3.7. Review letter of approval (or letter of regret), and permit of the applicant (if the applicant passes the evaluation) to the MGB RO RD.		30 Minutes	Chief, MSESDD
	3.8. Review the evaluation report, sign the letter of approval (or letter of regret) and approves the permit of the applicant (if the applicant passes the evaluation). RD then forwards these to the FAD Records Officer for record and releasing.		2 Hours	RD, ORD
4. The applicant receives his or her permit (or the submitted documents as	4.1. Receive and release the signed letter of approval (or letter of regret), and permit of		5 Minutes	Records Officer



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
attached in their application).	the applicant (if the applicant passes the evaluation).			
TOTAL		Note: Amount to be paid by the applicant will depend on the type application. (see 2.2)	5 Days, 7 Hours, 55 Minutes	
Note: <ul style="list-style-type: none">Evaluation and issuance of Safety Engineer's/Inspectors Permit will approximately take 5 Days, 7 Hours, and 10 Minutes;For renewal, the applicant shall undergo the same process except for the written exam.				



Processing and Evaluation of Renewal for Temporary/Permanent Safety Engineer's/Inspector's Permit

Office or Division:	Mine Safety, Environment and Social Development Division	
Classification:	Complex	
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B – Government to Businesses	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Duly filled-up application form		Applicant from the Contractor, Permit holder, Permittee, Service Contractor and/or its Operator
Certified photocopy of college or high school diploma		
Letter of endorsement from the Contractor, Permit Holder, and/or Permittee		
Certificate of employment from the Contractor, Permit Holder, Permittee, or Service Contractor		
Certified photocopy of certificate of trainings attended pertaining to safety and health		
Two (2) copies of latest photograph <ul style="list-style-type: none">• The photo should be taken at least six (6) months before the application/renewal• Background: White• Size: 2 in. x 2 in.• Facial expression: Neutral• Glasses: The applicant can wear his or her glasses but not sunglasses		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. Applicant submits a duly filled-up application form with the complete requirements. The applicant could submit its application in person to the MGB RO or through its official email at (insert MGB RO official email)	1.1. Receive the application. The Records Officer then forwards the application to the Office of the Regional Director (ORD). The Administrative Staff (AS) of the ORD shall receive the application if it		5 Minutes	Records Officer, Finance and Administrative Division (FAD) Administrative Staff, Office of the Regional Director (ORD)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	was submitted via email.			
	1.2. Receive and record the document using the Document Action Tracking System (DATS) and forward it to the Regional Director (RD).		10 Minutes	AS, ORD
	1.3. Endorse the document to the Mine Safety, Environment and Social Development Division (MSESDD) Chief for evaluation.		15 Minutes	RD, ORD
	1.4. Receive and forward the application to the Mine Safety and Health Section (MSHS) Chief for evaluation.		5 Minutes	Chief, MSESDD
	1.5. Receive and forward the application to the MSHS Technical Staff (TS) for evaluation.		5 Minutes	Chief, MSHS
1.2. The applicant supplies the necessary documents if the application is lacking.	1.6. Receive, review, and evaluate the completeness of the application and its attachments.		1 Day	TS, MSHS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
	1.6.1. If the requirements are not complete, the MSHS TS informs the applicant to correct the deficiencies and submit the additional documents.				
Note: The processing time stops until the applicant corrects the deficiencies					
	1.7. Prepare, approve and sign the order of payment			1 Day	TS, MSHS Chief, MSESDD Chief, Finance and Administrative Division (FAD)
5. The applicant receives the order of payment via email or may claim the order of payment through pick up in the MGB RO.	2.1. Issue the Order of Payment (via email) to the applicant and provide him or her the option to pick up the order of payment if he or she desires to do so.			5 Minutes	TS, MSHS
The applicant pays the processing fee within seven (7) working Days from receipt of the Order of Payment in bank through MGB Landbank Account Number (insert MGB RO Landbank account number) and send an electronic copy of bank deposit	2.2. Accept and forward the deposit slip/proof of payment to cashier for bank verification via email	Application or renewal of permits:		15 Minutes	AS, MSESDD
		Permit	Fee		
		Temporary Safety Inspector's Permit	1,000 per application		
		Temporary Safety Engineer's Permit	1,000 per application		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
<p>slip/proof of payment to (insert MSESDD email). The original copy of the proof of payment shall be submitted to MGB-RO within five (5) working Days from the date of deposit/transfer . The applicant has the option to pay the processing fee through electronic fund transfer. (this would still be in number 2) (Processing time stops until the payment has been made by the applicant)</p>					
		Perman ent Safety Engine er's Permit	1,500 per applic ation or renew al		
		Perman ent Safety Inspect or's Permit	1,500 per applic ation or renew al		
		Reference: DAO No. 2005-08, Providing for New Fees and Charges for Various Services of the Mines and Geosciences Bureau			
	2.3. Verify the payment and issue Official Receipt (OR) and forward the original copy of the OR to MSESDD for transmittal to the applicant			15 Minutes	Cashier, FAD
	2.4. Receive the OR from FAD.			5 Minutes	TS, MSHS
	2.5. Inform the applicant (via email) that the payment of processing fee has been			30 Minutes	TS, MSHS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	acknowledged, and coordinates with the applicant the schedule of his or her interview.			
Note: The processing time stops until the scheduled interview				
3.1. The applicant undertakes the interview	3.1. Administer the interview to the applicant.		1 Hour	TS, MSHS
	3.2. Evaluate the interview of the applicant.		2 Days	TS, MSHS
3.2. If the applicant fails either the interview, the applicant is advised to review topics relating to safety and health and could return to the Office the next Day for his or her re-interview	3.2.2. If the applicant fails the interview, the applicant is advised to review topics relating to safety and health and could return to the Office the next Day for his or her re-interview.			
Note: The processing time stops until the applicant passes the written exam and/or interview				
	3.3. Once the applicant passes the interview, the MSHS TS shall prepare the report of the applicant. The MSHS TS shall prepare the		1 Day	TS, MSHS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	letter of approval and the permit of the applicant. The letter of approval, and permit of the applicant are then forwarded to the MSHS Chief.			
	3.4. Review and endorse the evaluation report, letter of approval (or letter of regret), and permit of the applicant (if the applicant passes the evaluation) to the MSESDD Chief.		30 Minutes	Chief, MSHS
	3.5. Review and endorse the evaluation report, letter of approval (or letter of regret), and permit of the applicant (if the applicant passes the evaluation) to the MGB RO RD.		30 Minutes	Chief, MSESDD
	3.6. Review the evaluation report, sign the letter of approval (or letter of		2 Hours	RD, ORD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	regret) and approve the permit of the applicant (if the applicant passes the evaluation). RD then forwards these to the FAD Records Officer for record and releasing.			
4. The applicant receives his or her permit (or the submitted documents as attached in their application).	4.1. Receive and release the signed letter of approval (or letter of regret), and permit of the applicant (if the applicant passes the evaluation).		5 Minutes	Records Officer
TOTAL		Note: Amount to be paid by the applicant will depend on the type application. (see 2.2)	5 Days, 5 Hours, 55 Minutes	
Note: <ul style="list-style-type: none">Evaluation and issuance of Safety Engineer's/Inspectors Permit will approximately take 5 Days, 5 Hours, and 55 Minutes;For renewal, the applicant shall undergo the same process except for the written exam.				



Processing of Endorsement of Application for Purchaser's License

Office or Division:	Mine Safety, Environment and Social Development Division		
Classification:	Complex		
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B – Government to Businesses		
Who may avail:	Contractor/Permittee/Permit Holder/Authorized Operator/Service Contractor of mining or quarrying operations		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Application letter - 4 Hard Copies and 1 Soft Copy in PDF File 2. Copy of Mining Permit of the Area - 4 Hard Copies and 1 Soft Copy in PDF File 3. Operating Agreement if the applicant is other than the permittee - 4 Hard Copies and 1 Soft Copy in PDF File 4. Plan of the explosive magazines - 4 Hard Copies and 1 Soft Copy in PDF File 5. Location map of the explosive magazine(s) - 4 Hard Copies and 1 Soft Copy in PDF File		Contractor/Permit Holder	
1. PNP Form No. 6 - 4 Hard Copies and 1 Soft Copy in PDF File 2. PNP Provincial Commander Endorsement - 4 Hard Copies and 1 Soft Copy in PDF File		Philippine National Police (PNP)	
Clearances - 3 Hard Copies and 1 Soft Copy in PDF File		Municipal Mayor, Chief of Police, Municipal Judge and NBI	
Drilling and Blasting scheme prepared by a licensed mining engineer justifying the legitimate use of the explosives - 4 Hard Copies and 1 Soft Copy in PDF File		Licensed Mining Engineer	

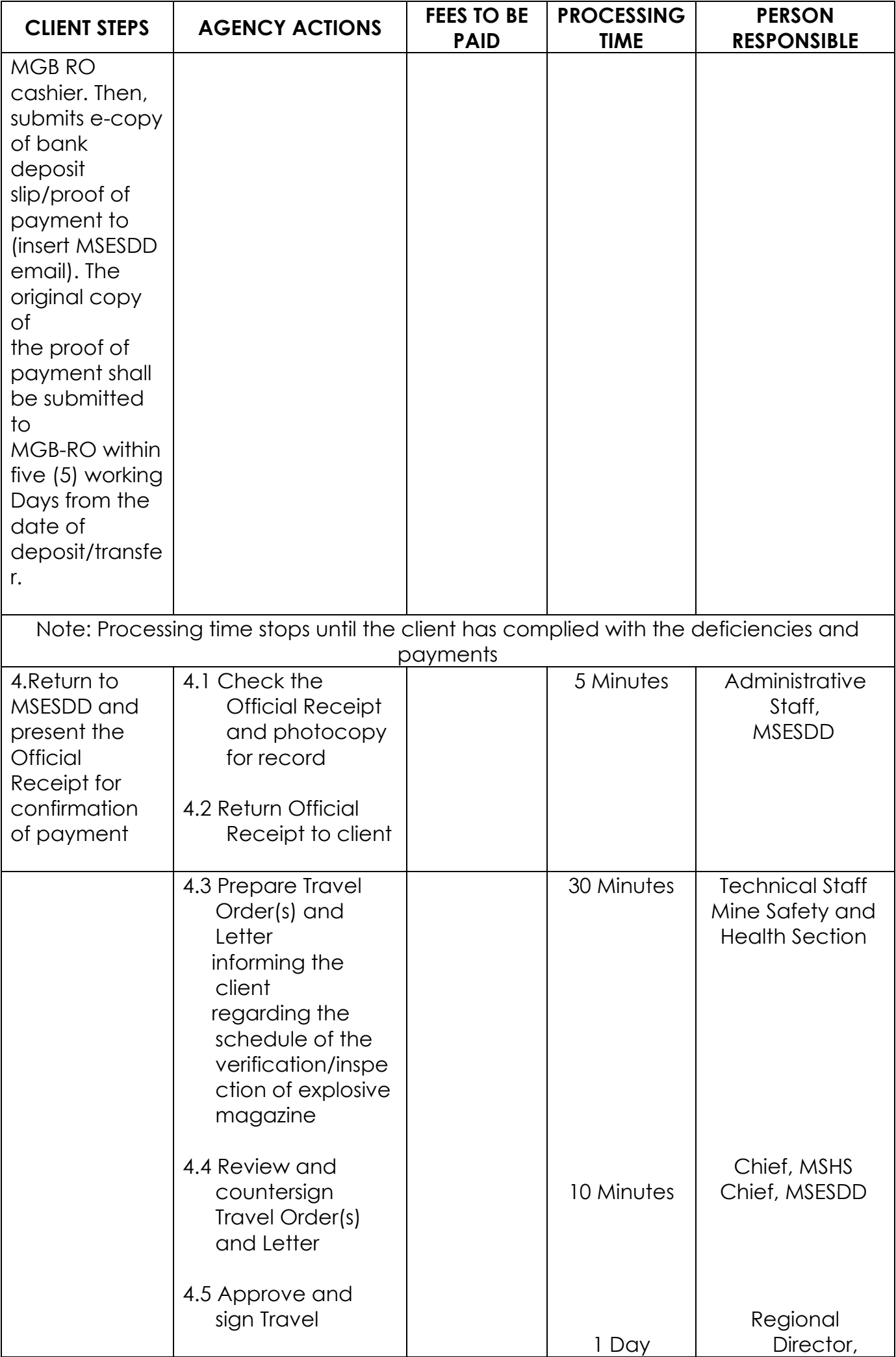
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the required documents to the concerned MGB RO for endorsement to PNP National Headquarters Camp Crame, Firearms and Explosives Division thru the Records	1.1 Receive and record application and forward documents to the Office of the Regional Director (ORD)		5 Minutes	Records Officer, FAD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Management Section or Online submission (insert MGB RO official email) copy furnished (insert MSESDD official email)				
	1.10.Receive and record the document using the Document Action Tracking System (DATS) and forward it to the Regional Director		10 Minutes	Staff, ORD
	1.11.Receive and endorse the application/document to the Chief, Mine Safety, Environment and Social Development Division (MSESDD)		2 Hours	Regional Director, ORD
	1.12.Receive and record the application/document and forwards it to the Chief, MSESDD		15 Minutes	Administrative Staff, MSESDD
	1.13.Receive and forward the application/document to Chief, Mine Safety and Health Section (MSHS)		5 Minutes	Chief, MSESDD
	1.8 Receive and forward the application/document to MSHS Technical		5 Minutes	Chief, MSHS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Staff for Evaluation.			
2.1 If submitted documents are complete, secure Assessment Sheet and Order of Payment. 2.2 If submitted documents are not complete, receive the Notice of Deficiency. Go back to Step 1.	2.1 Check and evaluate the submitted document. 2.1.1 If complete, prepare an assessment sheet and order of payment for application fee 2.1.2 If not complete, a notice of deficiency shall be sent to the client 2.2 Review and sign the Order of Payment for endorsement to the Cashier's Section		2 Days	Technical Staff MSHS Chief, MSESDD Accountant, FAD
Note: Processing time stops until the client has complied with the deficiencies and payments				
3. Pay the processing fee within seven (7) working Days from receipt of the Order of Payment. Payment may be through bank or online using the MGB (HRD) Landbank Account Number (Insert RO Landbank Account Number). Client may also pay through the	3.1 Accept and submit deposit slip/proof of payment to cashier for bank verification via email 3.2 Verify payment and issue Official Receipt (OR) and forward the original copy of the OR to MSESDD, for transmittal to the client	Application Fee: PHP 1,000.00 Verification fee: PHP 2,000.00 /man/Day with a minimum amount of PHP 6,000.00 As per DAO No. 2008-05	5 Minutes	Administrative Staff, MSESDD Administrative Staff, FAD





CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Order(s) and Letter			ORD
5. Receive Letter for the scheduled inspection and verification	5.1 Conduct explosive magazine verification/ inspection		3 Days	Technical Staff Mine Safety and Health Section
	<p>5.2 Prepare memorandum report and endorsement letter with attached documents</p> <p>5.2.1 If no deficiency or violation was observed, prepare Memorandum Report, Transmittal Letter and endorsement letter.</p> <p>5.2.2 If there is a deficiency or violation, prepare memorandum report and action letter recommending compliance to the findings (Note: Processing time stops until the client has complied with the recommendations)</p>		1 Day	Technical Staff Mine Safety and Health Section
	5.3 Review and countersign the memorandum report and endorsement letter with attached documents		6 Hours	Chief Mine Safety, Environment and Social Development Division
	5.4 Record to Outgoing Logbook the memorandum report and endorsement letter with attached documents and forward to the ORD		15 Minutes	AS, MSESDD
	5.5 Approve the memorandum report		2 Hours	Regional Director,



CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	and endorsement letter with attached documents.			Office of the Regional Director
	5.6 Record and forward the endorsement letter with attached required documents to Records Officer for releasing		15 Minutes	Division Records Officer Office of the Regional Director
6. If no deficiency or violations observed, receive endorsement letter with attached required documents 5.2. If there is a deficiency or violation, receive endorsement letter with attached required documents (back to step 1)	6.1 Record and release the endorsement letter with attached documents		5 Minutes	Records Officer Finance and Administrative Division
TOTAL		Application Fee: PHP 1,000.00 Verification fee: PHP 2,000.00 /man/Day with a min amount of PHP 6,000.00	8 Days, 4 Hours, 10 Minutes	



Processing of Endorsement of Application for License to Purchase or Move Explosives

Office or Division:	Mine Safety, Environment and Social Development Division
Classification:	Simple
Type of Transaction:	G2B - Government to Businesses Entity G2C - Government to Citizen
Who may avail:	Contractor/Permittee/Permit Holder/Authorized Operator/Service Contractor of mining or quarrying operations
CHECKLIST OF REQUIREMENTS	
1. Application letter - 4 Hard Copies and 1 Soft Copy in PDF File 2. Latest monthly explosive consumption report - 4 Hard Copies and 1 Soft Copy in PDF File 3. Copy of Purchaser's License - 4 Hard Copies and 1 Soft Copy in PDF File 4. Operating Agreement if the applicant is other than the Permit Holder/Permittee - 4 Hard Copies and 1 Soft Copy in PDF File	Contractor/Permit Holder
1. PNP Form No. 6 - 4 Hard Copies and 1 Soft Copy in PDF File 2. PNP Provincial Commander Endorsement - 4 Hard Copies and 1 Soft Copy in PDF File	Philippine National Police (PNP)
Drilling and Blasting scheme prepared by a licensed mining engineer justifying the legitimate use of the explosives - 4 Hard Copies and 1 Soft Copy in PDF File	Licensed Mining Engineer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the required documents to the concerned MGB RO for endorsement to PNP National Headquarters Camp Crame, Firearms and Explosives Division thru the Records Management Section or Online submission <i>(insert MGB RO official</i>	1.1 Receive and record application and forward the documents to the Office of the Regional Director (ORD)		5 Minutes	Records Officer FAD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>email</u>) copy furnished (<u>insert MSESDD official email</u>)				
	1.2 Receive and record the document using the Document Action Tracking System (DATS) and forward to the Regional Director		15 Minutes	AS, ORD
	1.3 Receive and endorse the document to the Chief, Mine Safety, Environment and Social Development Division (MSESDD)		2 Hours	Regional Director, ORD
	1.4 Receive and record the application/ document and forward to the Chief, MSESDD		15 Minutes	AS, MSESDD
	1.5 Receive and forward the application/ document to Chief, Mine Safety and Health Section (MSHS)		5 Minutes	Chief, MSESDD
	1.6 Receive and forwards the application/ document to MSHS Technical Staff for Evaluation.		5 Minutes	Chief, MSHS
2.1 If submitted documents is complete, secure Assessment Sheet and Order of Payment. 2.2 If submitted documents is not complete, receive the	2.1 Check and evaluate the submitted required document. 2.1.1 If complete, prepare an assessment sheet and order of payment for application fee		1 Day	Technical Staff, MSHS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Notice of Deficiency. Go back to Step 1.	<p>2.1.2 If not complete, a Notice of Deficiency shall be sent to the client</p> <p>2.2 Review and sign the Order of payment for endorsement to the Cashier's Section</p>		15 Minutes	Chief, MSESDD Accountant, FAD
Note: Processing time stops until the client has complied with the deficiencies and payments				
3. Pay the processing fee within seven (7) working Days from receipt of the Order of Payment. Payment may be through bank or online using the MGB (HRD) Landbank Account Number (Insert RO Landbank Account Number). Client may also pay through the MGB RO cashier. Then, submits e-copy of bank deposit slip/proof of payment to <u><i>(insert MSESDD email)</i></u> . The original copy of the proof of payment shall	<p>3.1 Accept and submit deposit slip/proof of payment to cashier for bank verification via email</p> <p>3.2 Verify payment and issue Official Receipt (OR) and forward the original copy of the OR to MSESDD, for transmittal to the client</p>	Processing Fee: PHP 300.00 As DAO No. 2005-08	<p>15 Minutes</p> <p>15 Minutes</p>	<p>Administrative Staff, MSESDD</p> <p>Administrative Staff, Finance and Administrative Division</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
be submitted to MGB-RO within five (5) working Days from the date of deposit/transfer				
Note: Processing time stops until the client has complied with the deficiencies and payments				
4.Return to MSESDD and present the Official Receipt for confirmation of payment	4.1 Check the Official Receipt and photocopy for record 4.2 Return Official Receipt to client		5 Minutes	AS, MSESDD
	4.3 Prepare an MSESDD Action Slip and endorsement letter with attached documents 4.4 Attach MSESDD Action Slip as a required document to the endorsement letter		2 Hours	TS, MSHS
	4.5 Review and countersign the endorsement letter with attached required documents		6 Hours	Chief Mine Safety, Environment and Social Development Division
	4.6 Record to Outgoing Logbook the endorsement letter with attached documents and forward to the ORD		15 Minutes	Administrative Staff, MSESDD
	4.7 Approve the endorsement letter with attached documents		2 Hours	Regional Director, Office of the Regional Director



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.8 Record and forward the endorsement letter with attached required documents to Records Officer for releasing		15 Minutes	Division Records Officer Office of the Regional Director
5. Receive endorsement letter with attached required documents	5.1 Record and release the endorsement letter with attached documents		5 Minutes	Records Officer Finance and Administrative Division
TOTAL		Processing Fee: PHP 300.00	2 Days 5 Hours, 35 Minutes	



Processing of Endorsement of Application for Blaster's Foreman License

Office or Division:	Mine Safety, Environment and Social Development Division
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Contractor/Permittee/Permit Holder/Authorized Operator/Service Contractor of mining or quarrying operations
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Duly filled-up MGB Form No. 15-6 or Foreman's License Application Form - 3 Hard Copies and 1 Soft Copy in PDF File 2. Personal History Statement filled out, signed under oath	Client Records
Copy of valid PRC License ID for licensed Mining Engineer or PRC-registered mine/ quarry foreman - 3 Hard Copies and 1 Soft Copy in PDF File	Professional Regulations Commission (PRC)
1. Copy of the Employer's Purchaser's License 2. Certification of Employment	Client's Employer
Drug Test Report	Authorized Drug Testing Center
1. PNP Form No. 6 - 3 Hard Copies and 1 Soft Copy in PDF File 2. PNP Provincial Commander Endorsement - 3 Hard Copies and 1 Soft Copy in PDF File	Philippine National Police (PNP)
Clearances	Municipal Mayor, Chief of Police, Municipal Judge and NBI

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the concerned MGB RO for endorsement to PNP National Headquarters Camp Crame, Firearms and Explosives Division thru the Records Management Section or Online submission <i>(insert MGB</i>	1.1 Receive and record application and forward the documents to the Office of the Regional Director (ORD)		5 Minutes	Records Officer FAD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>RO official email</u>) copy furnished (<u>insert MSESDD official email</u>)				
	1.2 Receive and record the document using the Document Action Tracking System (DATS) and forward to Regional Director		15 Minutes	Administrative Staff, ORD
	1.3 Receive and endorse the document to the Chief, Mine Safety, Environment and Social Development Division (MSESDD)		2 Hours	Regional Director, ORD
	1.4 Receive and record the application/ document and forward to the Chief, MSESDD		15 Minutes	Administrative Staff, MSESDD
	1.5 Receive and forward the application/ document to Chief, Mine Safety and Health Section (MSHS)		5 Minutes	Chief, MSESDD
	1.6 Receive and forward the application/ document to MSHS Technical Staff for Evaluation.		5 Minutes	Chief, MSHS
2.1 If submitted documents is complete, secure Assessment Sheet and Order of Payment. 2.2 If submitted documents is not complete,	2.1 Check and evaluate the submitted required document. 2.1.1 If complete, prepare an assessment sheet and order of payment for application fee		1 Day	Technical Staff Mine Safety and Health Section



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
receive the Notice of Deficiency. Go back to Step 1.	<p>2.1.2 If not complete, a Notice of Deficiency shall be sent to the client</p> <p>2.2 Review and sign the Order of payment for endorsement to the Cashier's Section</p>			
<p>3. Pay the processing fee within seven (7) working Days from receipt of the Order of Payment. Payment may be through bank or online using the MGB (HRD) Landbank Account Number (Insert RO Landbank Account Number). Client may also pay through the MGB RO cashier. Then, submits e-copy of bank deposit slip/proof of payment to <u>(insert MSESDD email)</u>. The original copy of the proof of payment shall be submitted to MGB-RO within</p>	<p>3.1 Accept and submit deposit slip/proof of payment to cashier for bank verification via email</p> <p>3.2 Verify payment and issue Official Receipt (OR) and forward the original copy of the OR to MSESDD, for transmittal to the client</p>	<p>Application Fee: PHP 500.00</p>	<p>5 Minutes</p>	<p>Chief, FAD</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
five (5) working Days from the date of deposit/transfer				
4.Return to MSESDD and present the Official Receipt for confirmation of payment	4.1 Check the Official Receipt and photocopy for record 4.2 Return Official Receipt to client		5 Minutes	Administrative Staff, MSESDD
5. Take the Blaster's Foreman Examination	5.1 Conduct Blaster's Foreman Examination		2 Hours	Technical Staff, Mine Safety and Health Section
6.1 If passed, receives confirmation and proceed to next step 6.2 If failed, resubmits application after 3 months and go back to Step 1	6. Check the exam 6.1 If passed, inform the client and proceed to the next step 6.2 If failed, inform the client to retake after 3 months upon resubmission of application thru a letter		1 Day	Technical Staff Mine Safety and Health Section
	6.3 Prepare checklist and letter of endorsement to PNP with attached required documents		1 Day	Technical Staff Mine Safety and Health Section
	6.4 Review and countersign the completed checklist and endorsement letter to PNP with attached documents		6 Hours	Chief, Mine Safety, Environment and Social Development Division
	6.5 Record to Outgoing Logbook the completed checklist and endorsement letter to PNP with attached documents		15 Minutes	AS, MSESDD



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	6.6 Approve the letter of endorsement to PNP with attached documents		2 Hours	Regional Director Office of the Regional Director
	6.7 Record and forward the endorsement letter with attached documents to Records Officer for releasing		15 Minutes	Division Records Officer Office of the Regional Director
7. Receive endorsement letter with attached required documents	7.1 Record and release the endorsement letter with attached documents		5 Minutes	Records Officer Finance and Administrative Division
TOTAL		Processing Fee: PHP 300.00	4 Days, 5 Hours and, 35 Minutes	
Note: Renewal will follow the same process except for Steps 5 to 6.2 (conduct of examination)				



Processing, Evaluation and Approval of the Safety and Health Program

Office or Division:	Mine Safety, Environment and Social Development Division			
Classification:	Complex			
Type of Transaction:	G2B – Government to Businesses G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Contractor/Permit Holder/Permittee			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Endorsement Letter – 1 Hard Copy and 1 Soft Copy in PDF File 2. Safety and Health Program (SHP) – 2 Hard Copies and 2 Soft Copies in PDF File			Contractor/ Permittee/ Permit Holder	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Contractor/ Permittee/ Permit Holder submits the proposed SHP to the MGB Regional Office (MGB RO) Options: a. Submission thru the Records Management Section b. Online submission of soft copies of the Endorsement Letter and SHP thru <u>(insert email of MGB RO)</u> copy furnished the MSESDD RO thru <u>(insert email of MSESDD RO)</u>	1.1 Receive and endorse the proposed SHP to the Office of the Regional Director (ORD)		5 Minutes	Records Officer, Finance and Administrative Division (FAD)
	1.2 Receive and record the document using the Document Action Tracking System (DATS) and forwards to Regional Director		10 Minutes	Administrative Staff, ORD
	1.3 Endorse the document to the Chief,		2 Hours	Regional Director, ORD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Mine Safety, Environment and Social Development Division (MSESDD)			
	1.4 Receive and endorse the application/ document and forwards to the Chief, MSESDD		15 Minutes	Administrative Staff, MSESDD
	1.5 Receive and forward the application/ document to Chief, Mine Safety and Health Section (MSHS)		5 Minutes	Chief, MSESDD
	1.6 Receive the application/ document and forward the same to MSHS Technical Staff (TS) for review and evaluation		5 Minutes	Chief, MSHS
	1.7 Receive, review and evaluate the completeness of the proposed SHP as to its form and substance using the SHP Evaluation Sheet		5 Days	Technical Staff (TS), MSHS
2.1 If the program conforms to the standards as provided in DAO 2010-21, DAO 2000-98 and Memorandum Circular No. 2021-	2.1 .1. If the SHP Is in order, the TS prepares the Evaluation Report and Certificate of Approval (CoA) with		1 Day	TS, MSHS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
006, SHES Manual, proceed to the next step.	Endorsement Letter, and endorses it to the MSHS Chief			
2.2 If the program requires revisions or additional information, the Contractor/ Permittee/ Permit Holder receives Communication Letter containing the identified deficiencies and recommendations. Then, submits the revised SHP incorporating the recommendations. Revised document shall undergo the procedures from 1.1 to 1.7.	2.1.2. If the SHP requires revision, TS prepares Communication Letter indicating the identified deficiencies and recommendations and endorses it to the MSHS Chief			
	2.2 Review the CoA / Communication Letter to Contractor/ Permittee/ Permit Holder and forward to the MSESDD Chief;		30 Minutes	Chief, MSHS
	2.3 Review and endorse the CoA/ Communication Letter to the Regional Director for comments/ signature		15 Minutes	Chief, MSESDD
	2.4 Approve and sign the CoA/ Communication and transmit the same to the MSESDD.		2 Hours	Regional Director
	2.5 Records and maintains a copy of the CoA and forwards the CoA with		1 Hour	Administrative Staff, MSESDD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Communicati on Letter to the Records Unit - FAD for releasing; 2.6 Inputs transaction to the database of outgoing documents and places bar code on the document		10 Minutes	Records Officer, FAD
<i>Note: Processing time stops until contractor/permit holder/permittee submits the proposed SHP with revisions</i>				
3. Contractor/ Permittee/Permit holder receives the CoA with Endorsement Letter	3.1 Release CoA/ Communicati on Letter		10 Minutes	Records Officer FAD
TOTAL		None	6 Days, 7 Hours, 45 Minutes	



Evaluation of Annual Environmental Protection and Enhancement Programs

Office or Division:	Mine Safety, Environment and Social Development Division
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Businesses
Who may avail:	All Mining Contractors/Permittees/Permit Holders
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Annual Environmental Protection and Enhancement Program/MGB Form No. 16-3 – 1 Hard copy and 1 Soft Copy in PDF File	Contractor/Permit Holder/Operator

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the proposed AEPEP to the MGB Regional Office (MGB-RO) through <u>(insert MGB RO official email)</u> copy furnished <u>(insert MSESDD official email)</u>	1.1 Receive and endorse the proposed AEPEP to the Office of the Regional Director (ORD)		5 Minutes	Records Officer, Finance and Administrative Division (FAD)
	1.2 Receive and record the document using the Document Action Tracking System (DATS) and forward to Regional Director		10 Minutes	Administrative Staff, ORD
	1.3 Endorse the document to the Chief, Mine Safety, Environment and Social Development Division (MSESDD)		2 Hours	Regional Director, ORD
	1.4 Receive and endorse the application/ document and forward to the Chief, MSESDD		15 Minutes	Administrative Staff, MSESDD
	1.5 Receive and forward the application/ document to Chief, Mine Environmental Management Section (MEMS)		5 Minutes	Chief, MSESDD
	1.6 Receive the application/ document and forward the same to MEMS Technical Staff (TS)		5 Minutes	Chief, MEMS



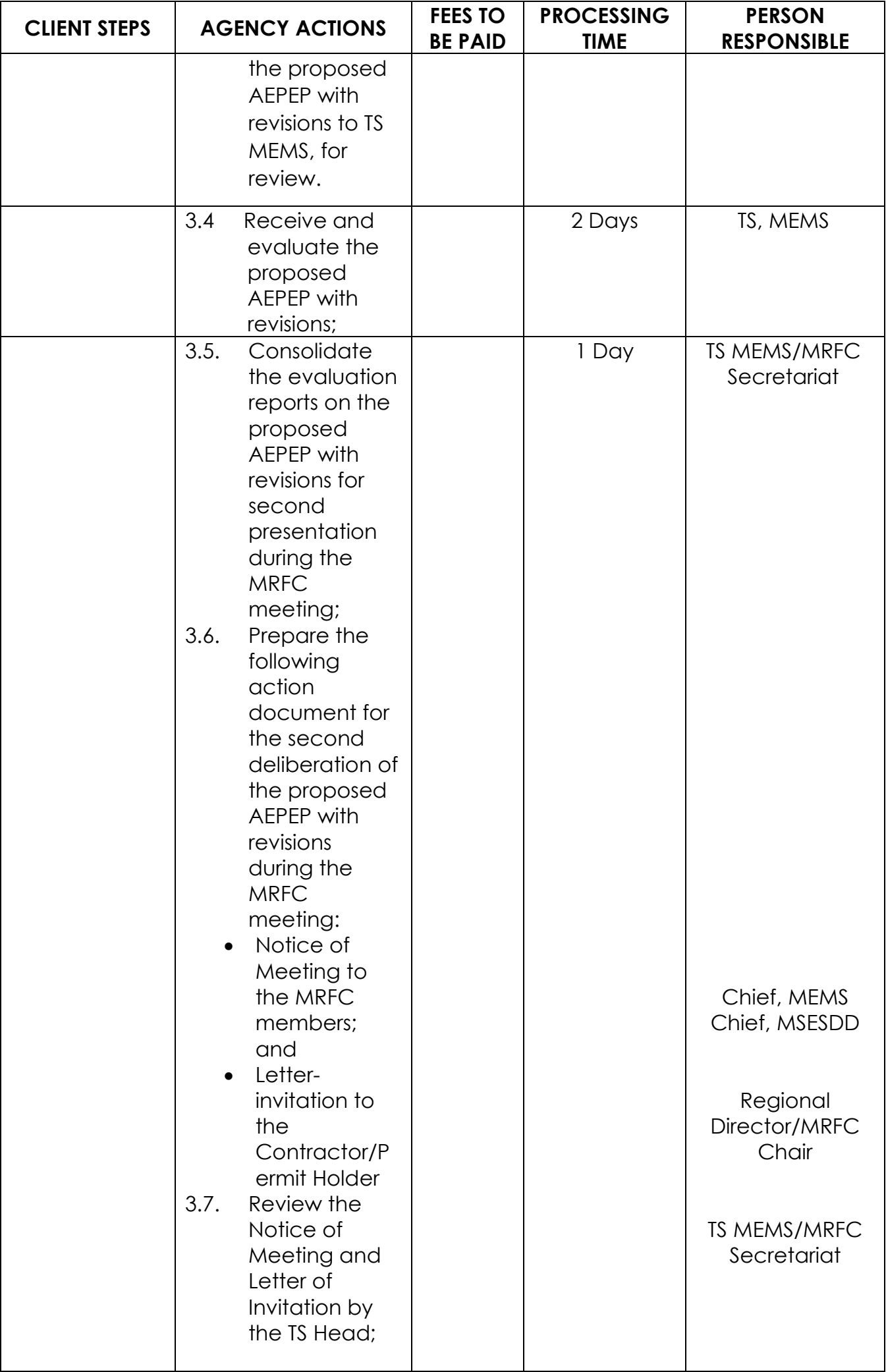
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1.7 Receive, review and evaluate the completeness of the proposed AEPEP (including attachment) as to its form in accordance with MGB Form 16-3.</p> <p>1.8 Forward through email the proposed AEPEP to all the Mine Rehabilitation Fund Committee (MRFC) Members for comments</p>		2 Days	TS, MEMS
Note 1: Processing time stops while MRFC members review the proposed AEPEP and submits comments to MSESDD (7 Days)				
	1.9 Evaluate and consolidate the comments of the MRFC and MEMS on the proposed AEPEP as to its content and substance and recommend to convene the MRFC for a Special Meeting before the end of the year for the deliberation of the proposed AEPEP		1 Day	<p>TS, MEMS</p> <p>Chief, MEMS</p> <p>Chief, MSESDD</p>
	<p>1.8. Prepare the following action document for the meeting of the MRFC on the proposed AEPEP:</p> <ul style="list-style-type: none"> • Notice of Meeting to the MRFC members; and • Letter-invitation to the Contractor/ 		1 Day	<p>TS, MEMS/ Secretariat, MRFC</p> <p>Chief, MEMS</p>

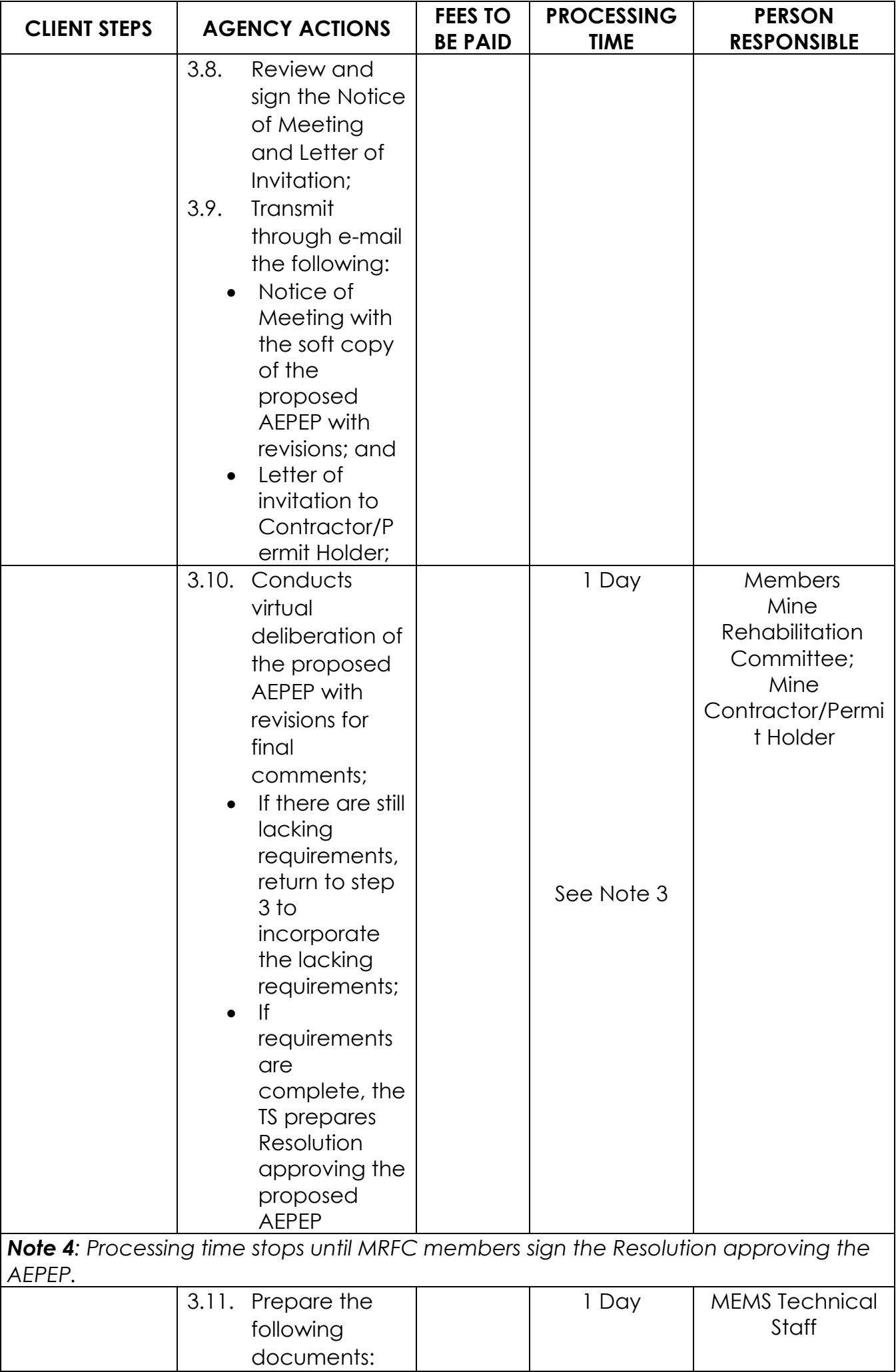


CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Permit Holder 1.9. Review the Notice of Meeting and Letter of Invitation; 1.10. Review and sign the Letter of Invitation and Notice of Meeting and transmits the same to MSESDD; 1.11. Transmit through e-mail the following: <ul style="list-style-type: none"> • Notice of Meeting to MRFC members; and • Letter of invitation to the Contractor/ Permit Holder 			Chief, MSESDD Regional Director, ORD TS, MEMS/MRFC Secretariat
2. Present the proposed AEPEP	2.1 Conduct virtual Special MRFC Meeting for the presentation, review and deliberation of the proposed AEPEP		4 Hours	Members, MRFC; Contractor/Permit Holder
Note 2: If requirements are complete, the MRFC issues Resolution approving the proposed AEPEP (Note 4); Then, proceed to Step 3.11				
	2.1. Prepare the Minutes of Meeting 2.2. Prepare Letter to Contractor/Permit Holder providing Minutes of		3 Days	TS, MEMS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Meeting of MRFC containing the comments on the proposed AEPEP; 2.3. Review the Letter to Contractor/Permit Holder; 2.4. Review and endorse to MRFC Chair the Letter to Contractor/Permit Holder; 2.6 Review and sign the Letter to Contractor/Permit Holder and transmits the same to the MSESDD for releasing;			Chief, MEMS Chief, MSESDD MRFC Chair/Regional Director
	2.7. Receive the signed Letter; 2.8. Transmit through e-mail the Letter to Contractor/Permit Holder;		15 Minutes	TS, MEMS
Note 3: Processing time stops until contractor/permit holder submits the proposed AEPEP with revisions				
Step 3. Submit the proposed AEPEP with revisions through (<u>insert official MGB RO email</u>)	3.1. Receive and endorse through e-mail the proposed AEPEP with revisions to MSESDD; 3.2. Receive and endorse through e-mail the proposed AEPEP with revisions to Chief, MEMS 3.3. Transmit through e-mail		1 Day	Administrative Staff, ORD Chief, MSESDD Chief, MEMS







CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<ul style="list-style-type: none"> Final Evaluation Report Memorandum to MRFC Chair recommending the issuance of the Certificate of Approval (CoA) by the MRFC CoA Letter of endorsement to Contractor/Permit Holder 			
	3.12 Review the prepared documents and endorse the same to the Office of the Regional Director		4 Hours	Chief, MEMS Chief, MSESDD
	3.13 Review and sign the prepared documents and transmit the same to MSESDD		2 Hours	Regional Director, ORD
	3.14 Record and transmit the same documents to the Contractor/Permit Holder, through courier		15 Minutes	Records Officer FAD
TOTAL		None	14 Days, 5 Hours, and 10 Minutes	
Note: <ul style="list-style-type: none"> Evaluation and approval of AEPEP without revisions will take 6 Days, 4 Hours, 55 Minutes Evaluation and approval of AEPEP with revisions will take 14 Days, 5 Hours, 10 Minutes (2 cycles) 				



Processing, Evaluation and Approval of 5-Year and Annual Social Development and Management Program, and Community Development Program

Office or Division:	Mine Safety, Environment and Social Development Division		
Classification:	Highly Technical		
Type of Transaction:	G2G - Government to Government G2B – Government to Businesses		
Who may avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. 5-Year Social Development and Management Program (SDMP) – 3 Hard copies and 1 Soft Copy in PDF File	Contractor/Permit Holder		
2. Annual SDMP (ASDMP) – 3 Hard copies and 1 Soft Copy in PDF File	Contractor/Permit Holder		
3. Community Development Program (CDP) - 3 Hard copies and 1 Soft Copy in PDF File	Contractor/Permit Holder/Permittee		
Note 1. The 5-Year SDMP, ASDMP and CDP have the same process.			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Contractor/ Permit Holder submits (hardcopy or electronic file thru online) the proposed 5-Year SDMP/ASDMP/CDP to the MGB Regional Office (MGB-RO) (insert MGB RO official email) copy furnished (insert MSESDD official email)	1.1 Receive and endorse the proposed 5-Year SDMP/ASDMP/CDP to the Office of the Regional Director (ORD)		5 Minutes	Records Officer Finance and Administrative Division (FAD)
	1.14. Receive and record the document using the Document Action Tracking System (DATS)		10 Minutes	Staff, ORD



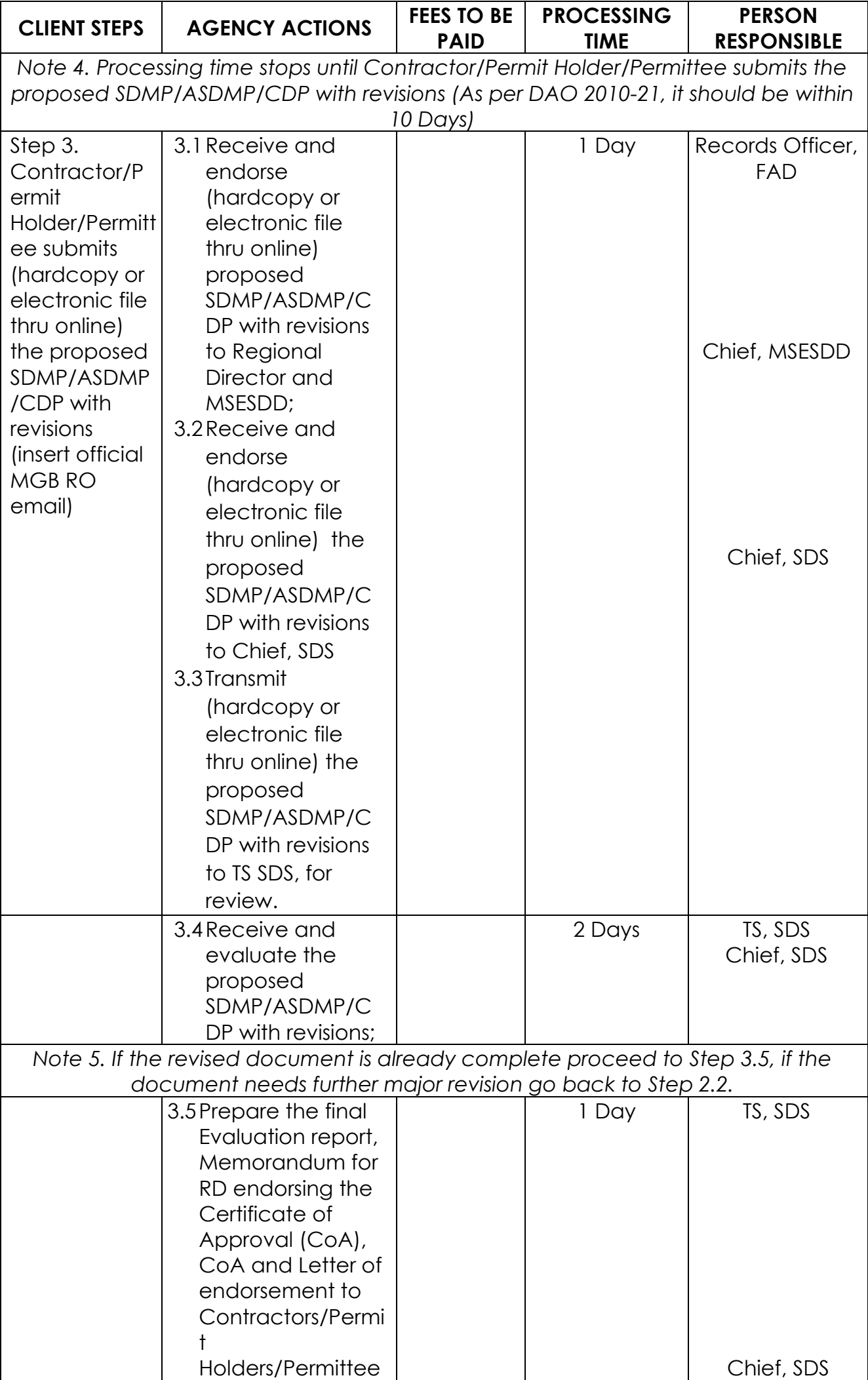
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	and forwards to Regional Director			
	1.15. Review and endorse the document to the Chief, Mine Safety, Environment and Social Development Division (MSESDD)		15 Minutes	Regional Director, ORD
	1.16. Receive and endorse the document and forwards to the Chief, MSESDD		15 Minutes	Administrative Staff, MSESDD
	1.17. Receive and forward the document to Chief, Social Development Section (SDS)		5 Minutes	Chief, MSESDD
	1.9 Receive the document and forward the same to SDS Technical Staff (TS), for review.		5 Minutes	Chief, SDS
	1.7 Receive, review and evaluate the completeness of the proposed 5-Year SDMP/ASDMP/CD P (including attachment) as to its form in accordance with the SDMP/ASDMP/CD P annotated outline		1 Day	TS, SDS
	1.8. Evaluate the proposed SDMP/ASDMP/CD P as to the content and substance and recommends to		5 Days	TS, SDS Chief, SDS Chief, MSESDD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	convene a Special Meeting with technical experts, if necessary for the evaluation of the SDMP/ASDMP/CDP.			
	<p>1.9. Prepare the following action document for the meeting:</p> <ul style="list-style-type: none"> • Evaluation Report • Letter of invitation to the Contractor/Permit Holder/Permittee for presentation of the proposed SDMP/ASDMP/CDP • Letter to identified technical experts, if necessary. <p>1.10. Review the Letters of Invitation;</p>		1 Day	<p>TS, SDS</p> <p>Chief, SDS Chief, MSESDD</p>
	<p>1.11. Review and sign the Letters of Invitation and transmits the same to MSESDD;</p> <p>1.12. Record and release the Letters of Invitation</p> <p>1.13. Transmit the Letters of invitation through courier and online to the Contractor/Permit</p>		1 Day	<p>Regional Director, ORD</p> <p>Administrative Staff, MSESDD Records Officer, FAD</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Holder/Permittee/Technical Experts			
<i>Note 2: Processing time stops until such time that the Contractor/Permit Holder/Permittee confirms the attendance to the meeting.</i>				
Step 2. Present the proposed SDMP/ASDMP/CDP	3.2 Conduct virtual Special Meeting for the review and deliberation of SDMP/ASDMP/CDP		1 Day	TS, SDS Chief, SDS Chief, MSESDD RD, ORD Contractor/Permit Holder/Permittee Technical Experts
<i>Note 3. If the requirements are complete, the MGB RO will issue Certificate of Approval, proceed to Step 3.5.</i>				
	3.3 Prepare letter to Contractor/Permit Holder/Permittee informing them of the result of deliberation and providing timeline for resubmission of SDMP/ASDMP/CDP 3.4 Review and initial the letter for the Contractor/Permit Holder/Permittee		1 Day	TS, SDS Chief, SDS Chief, MSESDD
	3.5 Review and sign the letter for the Contractor/Permit Holder/Permittee and transmit the same to MSESDD 3.6 Record and release the Letter to Contractor/Permit Holder/Permittee 3.7 Transmit through courier and email the signed Letter to Contractor/Permit Holder/Permittee		1 Day	Regional Director, ORD Administrative Staff, MSESDD Records Officer, FAD





CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.6 Review the Certificate of Approval and the Letter			Chief, MSESDD
	3.7 Review and sign the Certificate of Approval and Letter and transmit the same to MSESDD 3.8 Record and release the CoA and Letter 3.9 Transmit through email the signed Certificate of Approval and Letter		1 Day	Regional Director, ORD Administrative Staff, MSESDD Records Officer, FAD
TOTAL		None	16 Days, 55 Minutes	
Note: <ul style="list-style-type: none">• Evaluation and approval of SDMP/ASDMP/CDP without revisions will take 11 working Days, 55 Minutes• Evaluation and approval of SDMP/ASDMP/CDP with revisions will take 16 working Days, 55 Minutes (2 cycles)• Within 30 Days upon approval of the SDMP, the Contractor/Permit Holder is required to have a Memorandum of Agreement (MOA) with the host and neighboring communities and register the same with MGB RO (not included in the process).				

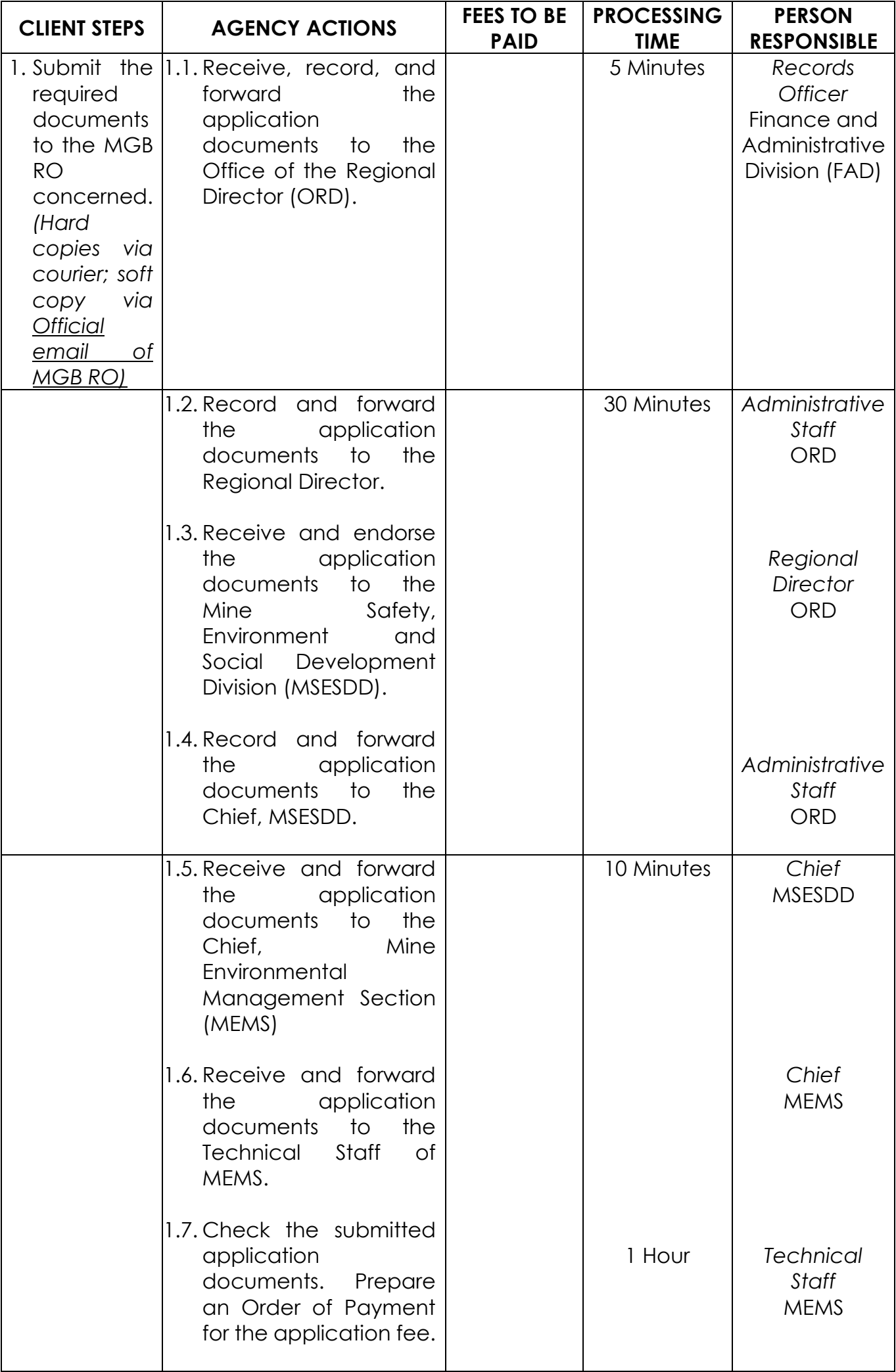


Processing and Issuance of Certificate of Environmental Management and Community Relations Record (CEMCRR)

A Certificate of Environment and Community Relations Record (CEMCRR) is one of the requirements in the approval of Exploration Permit, Mineral Agreements, Financial and Technical Assistance Agreement, Quarry or Commercial/ Industrial Sand and Gravel Permit, and Mineral Processing Permit. A CEMCRR is the applicant's proof of satisfactory environmental management and community relations in its past mineral resource use ventures (Section 167-A of DENR Administrative Order No. 2010-21).

Application for CEMCRR shall be filed by the applicant on the Mines and Geosciences Bureau (MGB) Regional Office (RO) concerned, where it has past mineral resource use or mining-related ventures, except for foreign-owned and/or controlled corporation wherein the application shall be filed in the MGB RO concerned where the present mining-related venture is located.

Office or Division:	Mine Safety, Environment and Social Development Division	
Classification:	Complex	
Type of Transaction:	G2B – Government to Businesses G2C - Government to Citizen	
Who may avail:	Applicants of mining and mineral processing operations who have ventured to any resource extractive industry such as mining or quarrying.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<i>For locally-owned and/or controlled corporation</i>		
1. Three (3) hard copies and a soft copy of the Application for CEMCRR		Client Records; Contractor/ Permit Holder/ Permittee
<i>For foreign-owned and/or controlled corporation</i>		
1. Three (3) hard copies and a soft copy of the Application for CEMCRR		Client Records; Contractor/ Permit Holder/ Permittee
2. Three (3) hard copies and a soft copy of documents attesting to the “satisfactory performance” concerning its environmental management and community relations in foreign-based operations		
3. Three (3) hard copies and a soft copy Representations by the Embassy in the Philippines of its home base, ensuring that all financial, technical, environmental, social, and legal responsibilities as mandated by Philippine laws, rules, and regulations shall be timely and effectively performed and complied with.		





CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.8. Review and initial the Order of Payment.			Chief MEMS
	1.9. Review and sign the Order of payment and forward the Order of Payment to FAD.			Chief MSESDD
	1.10. Review, sign and forward the Order of payment to the Cashier.		20 Minutes	Accountant Finance Section FAD
	1.11. Provide an electronic copy of the signed Order of Payment to MSESDD.			Cashier FAD
	1.12. Email the electronic copy of the Order of Payment to the applicant.		5 Minutes	Technical Staff MEMS
Note 1: Processing time stops after the Order of Payment was sent to the applicant and will resume once the Deposit Slip/Proof of payment was received by MGB RO via email.				
2. Pay the required fee within seven (7) working Days from receipt of the order of payment in the bank through MGB RO's Landbank Account Number and send an electronic copy of the bank deposit slip/proof of payment to the <u>official email</u>	2.1. Accept deposit slip/ proof of payment via email. 2.2. Verify payment and issue Official Receipt (OR) and forwards the OR to MSESDD.	Application Fee: PHP 5,000.00 per application PD 1856 Fee: PHP 20.00	15 Minutes	Cashier FAD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>address of the MGB RO concerned.</u>				
	2.3. Checks and records the OR. 2.4. Emails an electronic copy of the OR to the applicant.		15 Minutes	<i>Technical Staff MEMS</i>
	<i>3. Coordination with Environmental Management Bureau Regional Office Concerned</i>			
	3.1. Prepares a memorandum to the Environmental Management Bureau (EMB) Regional Office (RO) requesting assistance for Environmental Management and Community Relations Record (EMCRR) assessment/ evaluation/ validation/ survey.		30 Minutes	<i>Technical Staff MEMS</i>
	3.2. Review and initial the memorandum to EMB RO. 3.3. Records and forwards to ORD the prepared memorandum to EMB RO.		30 Minutes	<i>Chief MEMS and Chief MSESDD Staff MSESDD</i>
	3.4. Records and forwards to the Regional Director, the memorandum to EMB RO, for signature. 3.5. Reviews and signs the memorandum to EMB RO. 3.6. Records and returns to MSESDD, the memorandum to EMB		2 Hours and 20 Minutes	<i>Staff ORD Regional Director ORD Staff ORD</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	RO, for record and release.			
	3.7. Records and forwards to FAD, the memorandum to the EMB RO, for release.		15 Minutes	Staff MSESDD
	3.8. Records and releases the memorandum to EMB RO thru email and courier.		5 Minutes	Records Officer FAD
Note 2: Processing time stops after the memorandum is released/emailed and will resume after receiving the response memorandum from EMB RO (Processing will resume after five (5) Days from the release of the memorandum once no response is received from the said agency).				
	4. Evaluation/ validation of EMCRR application			
	4.1 . Records and forwards the response memorandum to the ORD.		5 Minutes	Staff FAD
	4.2 Records and forwards the response memorandum to the Regional Director. 4.3 Receives and endorses the response memorandum to the MSESDD. 4.4 Records and forwards the response memorandum to the MSESDD.		30 Minutes	Staff ORD Regional Director ORD Staff ORD
	4.5 Prepares Travel Order(s) for EMCRR validation/survey. 4.6 Conducts EMCRR assessment/ evaluation/ validation/ survey.	Verification Fee: PHP 1,000.00/ man-Day (Section 260 of DAO No. 2010-21)	3 Days and 10 Minutes	Technical Staff MSESDD
5. (Issuance of CEMCRR/	5.1 Prepares the necessary/ applicable documents with		4 Hours	Technical Staff MSESDD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Notice Letter)</i>	<p>attachments (Accomplished assessment/evaluation form, OR, etc.).</p> <p>5.1.1 If the report shows an unsatisfactory rating from one (1) or more Offices concerned, a notice letter for not issuing CEMCRR is prepared.</p> <p>5.1.2 If the report shows a satisfactory rating from all Offices concerned, the CEMCRR and transmittal letter to the applicant are prepared.</p>			
	<p>5.2 Reviews and countersigns the notice letter/ CEMCRR and transmittal letter to the applicant and endorse it to the ORD for approval.</p> <p>5.3 Records and forwards to ORD the notice letter/ CEMCRR and transmittal letter to the applicant.</p>		1 Hour	<p>Chief MEMS and Chief MSESDD</p> <p>Staff MSESDD</p>
	<p>5.4 Records and forwards to the Regional Director the notice letter/ CEMCRR and transmittal letter to the applicant.</p> <p>5.5 Reviews and approves the prepared notice letter/ CEMCRR and transmittal letter to the applicant.</p>		2 Hours and 20 Minutes	<p>Staff ORD</p> <p>Regional Director ORD</p> <p>Staff</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.6 Records and forwards to the MSESDD the notice letter/ CEMCRR and transmittal letter to the applicant.			ORD
	5.7 Records and forwards to the FAD, the notice letter/ CEMCRR and transmittal letter to the applicant (with attachments), for record and release.		5 Minutes	Staff MSESDD
	5.8 Records and releases the notice letter/ CEMCRR and transmittal letter to the applicant (with attachments) thru email and courier.		30 Minutes	Records Officer FAD
TOTAL		Application Fee: PHP 5,000.00 per application PD 1856 Fee: PHP 20.00 Verification Fee: PHP 1000.00/ man-Day (Section 260 of DAO No. 2010-21)	4 Days, 7 Hours	



Processing and Issuance of Certificate of Exemption in lieu of Certificate of Environmental Management and Community Relations Record (CEMCRR)

A Certificate of Exemption (COE) will be issued by MGB Regional Offices, in lieu of the CEMCRR, to an applicant with no past mineral resource use or mining related ventures. (Section 167-A of DENR Administrative Order No. 2010-21)

Application for COE shall be filed by the applicant on the Mines and Geosciences Bureau (MGB) Regional Office (RO) concerned, where the present mining-related venture is located/proposed to be located.

Office or Division:	Mine Safety, Environment and Social Development Division
Classification:	Simple
Type of Transaction:	G2B – Government to Businesses G2C - Government to Citizen
Who may avail:	Applicants of mining/mineral processing operations who have not ventured to any resource extractive industry such as mining or quarrying
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Three (3) hard copies and a soft copy of the Application for CEMCRR/COE	Client Records; Contractor/ Permit Holder/ Permittee
2. Three (3) hard copies and a soft copy Affidavit of Non-Operation	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Submit the required documents to the MGB RO concerned. (Hard copies via courier; soft copy via <u>Official email of MGB RO</u>).	4.1. Receive, record, and forward the application documents to the Office of the Regional Director (ORD).		5 Minutes	Records Officer Finance and Administrative Division (FAD)
	4.2. Record and forward the application documents to the Regional Director.		30 Minutes	Staff ORD
	4.3. Receive and endorse the application documents to the Mine			Regional Director ORD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>Safety, Environment and Social Development Division (MSESDD).</p> <p>4.4. Record and forward the application documents to the Chief, MSESDD.</p>			<p>Staff ORD</p>
	<p>4.5. Receives and forwards the application documents to the Chief, Mine Environmental Management Section (MEMS)</p> <p>4.6. Receive and forward the application documents to the Technical Staff of MEMS.</p> <p>4.7. Check the submitted application documents. Prepare an Order of Payment for the application fee.</p> <p>4.8. Review and initial Order of Payment.</p> <p>4.9. Review and sign Order of payment, and forward the</p>		2 Hours, 10 Minutes	<p>Chief MSESDD</p> <p>Chief MEMS</p> <p>Technical Staff MEMS</p> <p>Chief MEMS</p> <p>Chief, MSESDD</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Order of Payment to FAD.			
	4.10. Review, sign, and forward the Order of Payment to the Cashier. 4.11. Provide an electronic copy of the signed Order of Payment to MSESDD.		20 Minutes	Accountant Finance Section FAD Cashier FAD
	4.12. Email the electronic copy of the Order of Payment to the applicant.		5 Minutes	Technical Staff MEMS
Note 1: Processing time stops after the Order of Payment was sent to the applicant and will resume once the Deposit Slip/Proof of payment was received by MGB RO via email.				
5. Pay the required fee within seven (7) working Days from receipt of the order of payment in the bank through MGB RO Landbank Account Number and send an electronic copy of the bank deposit slip/proof of	5.1. Accept deposit slip/ proof of payment via email. 5.2. Verify payment and issue Official Receipt (OR) and forwards the OR to MSESDD.	Application Fee: PHP 5,000.00 per application PD 1856 Fee: PHP 20.00	15 Minutes	Cashier FAD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
payment to the <u>official email address of the MGB RO concerned.</u>				
	5.3. Check and record the OR. 5.4. Email an electronic copy of the OR to the applicant.		15 Minutes	<i>Technical Staff</i> MEMS
6. Evaluation/ validation of COE Application				
	6.1. Check for records of the applicant and prepare COE and transmittal letter to the applicant (original OR as attachment) 6.2. Review and countersign the COE and transmittal letter to the applicant and endorse it to the ORD for approval. 6.3. Record and forward to ORD the COE and transmittal letter to the applicant.		5 Hours, 5 Minutes	<i>Technical Staff</i> MEMS <i>Chief</i> MEMS and <i>Chief</i> MSESDD <i>Administrative Staff</i> MSESDD
	6.4. Record and forward to the Regional Director the COE and transmittal letter to the applicant.		2 Hours, 20 Minutes	<i>Administrative Staff</i> ORD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	6.5. Review and approve the prepared COE and transmittal letter to the applicant. 6.6. Record and forward to the MSESDD the COE and transmittal letter to the applicant.			<i>Regional Director</i> ORD <i>Administrative Staff</i> ORD
	6.7. Record and forward to the FAD, the COE and transmittal letter to the applicant (with attachments), for record and release.		5 Minutes	<i>Administrative Staff</i> MSESDD
	6.8. Record and release the COE and transmittal letter to the applicant (with attachments) thru email and courier.		30 Minutes	<i>Records Officer</i> FAD
TOTAL		Application Fee: PHP 5,000.00 per application PD 1856 Fee: PHP 20.00	1 Day, 3 Hours, 40 Minutes	



FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	<p>Please let us know how we have served you by doing any of the following:</p> <ul style="list-style-type: none"> ✓ Accomplish and submit the Feedback Form at the Public Assistance and Complaints Desk. ✓ Send your feedback through electronic mail at central@mgb.gov.ph or write us at Mines and Geosciences Bureau, North Avenue, Diliman, Quezon City ✓ Talk to the OFFICER OF THE DAY <p>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.</p>
How feedbacks are processed	<ol style="list-style-type: none"> 1. All feedback forms are collected every day and consolidated for submission to the Administrative Division for evaluation and review. 2. Feedback forms requiring answers are forwarded to the concerned divisions and they are required to act on the complaint within fifteen (15) working Days upon receipt. 3. The response of the office is then transmitted to the client via official communications. 4. For the client inquiries and further follow-ups, the client may contact the Bureau through our official contact numbers or through our electronic mail at central@mgb.gov.ph and the office will act on the inquiries immediately.
How to file a complaint	<ol style="list-style-type: none"> 1. Complaints received through 8888 Hotline via denr@8888.gov.ph 2. Filling up of the complaint form available in the Public Assistance and Complaints Desk 3. Contact the Office via official landline and/or electronic mail at central@mgb.gov.ph with complete details: <ul style="list-style-type: none"> ➤ Name ➤ Incident ➤ Evidence ➤ Contact Number
How complaints are processed	<ul style="list-style-type: none"> • If the complaint is within the jurisdiction of the Bureau, coordinate with the concerned parties; <ul style="list-style-type: none"> ➤ Prepares communication to the complainant and other concerned



	<p>parties regarding the schedule of the field investigation.</p> <ul style="list-style-type: none">• The field investigation team composed of the personnel from MGB, and other concerned parties and/or agencies shall conduct the following:<ul style="list-style-type: none">➤ Coordinate with the concerned LGUs.➤ Interview the opposing and other concerned parties.➤ Site inspection.➤ Other necessary investigation to gain concrete evidence/s.• Ensures that the complaints are acted within 15 Days from receipt of letter-complaint• For 8888 complaints, it should be acted upon within 72 Hours upon receipt• Provide copies of the investigation and endorsement reports to the complainant and other concerned parties.<ul style="list-style-type: none">➤ For 8888 complaint, request ticket from denr@8888.gov.ph to close the complaint ticket.
Contact Information of CCB, PCC, ARTA	<ul style="list-style-type: none">• 8888 - Presidential Complaints Center• (0908)881-6565- CSC Center ng Bayan• 478-5093- ARTA



LIST OF OFFICES

Office	Address	Contact Information
MGB Central Office	MGB Compound, North Avenue, Diliman, Quezon City	(02) 8920-9120
Cordillera Administrative Region	80 Diego Silang St., Baguio City	(074) 442-6392
Region I	DENR Region I Bldg., Government Center, Brgy. Sevilla, San Fernando City, La Union	(072) 607-2686
Region II	Regional Center, Carig, Tuguegarao City, Cagayan	(078) 304-5561
Region III	Matalino St., Diosdado Macapagal Government Center, Brgy. Maimpis, San Fernando City, Pampanga	(045) 404-1963
CALABARZON	8/F DENR Bldg., 1515 Roxas Blvd., Ermita, Manila	(02) 5310-8897
MIMAROPA	7/F DENR Bldg., 1515 Roxas Blvd., Ermita, Manila	(02) 8536-0215
Region V	DENR Region V Annex Bldg., Regional Center Site, Rawis, Legazpi City	(052) 481-8373
Region VI	2nd Level, Queen City Garden Mall, J. de Leon Street, Iloilo City, Iloilo	(033) 336-2815
Region VII	DENR Region 7 Compound, Greenplains Subdivision, Banilad, Mandaue City	(032) 344-3047
Region VIII	Manlurip-McArthur Park Road, Candahug, Palo, Leyte	(053) 323-8009
Region IX	Pasonanca Park, Pasonanca, Zamboanga City	(062) 992-2194
Region X	Macabalan, Cagayan de Oro City	(088) 856-2110
Region XI	2/F EMB-MGB XI Building, 3 rd Avenue cor V. Guzman, Barangay 27-C, Davao City	(082) 221-6535
Region XII	Prime Regional Center, Barangay Carpenter Hill, Koronadal, South Cotabato	(083) 228-6130
Region XIII	Km 2, National Highway, Surigao City	(63-86) 8265256