

**CITY ENVIRONMENT AND
NATURAL RESOURCES OFFICE
(CENRO)
External Service**

1. Inspection for Issuance of Business Permit

Making sure that business establishments are compliant when it comes to Environmental Management.

Office or Division:	City Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2B – Government to Businesses			
Who may avail:	Business Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Form Certificate of Non-Coverage MOA of Treater & Transporter for Grease Waste MOA of Treater & Transporter for Hazardous Waste/Expired Medicine Special Waste Storage Facility Chainsaw Permit Generator Set – Air Emission Permit		Business Permit and Licensing Office Department of Environment and Natural Resources		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filled-up Application Form	1. Receive Completed application form 2. Schedule inspection 3. On-site Inspection: Implementation of RA 8749 Clean Air Act 1999; RA 9275 Phil Clean Water Act 2004; RA 9003 Ecological Solid Waste Management Act of 2000;	None	5 minutes 30 minutes	City Environment and Natural Resource Officer

	Plastic Ordinance Resolution No. 2012-054 A Resolution Adopting Provincial Ordinance No. 007-2012 of the Sangguniang Panlalawigan of Cavite, known as an Ordinance Prohibiting, Regulating and Prescribing Certain Uses of Plastics ; No-littering ordinance R.A 6969: Toxic Substances and Hazardous and Nuclear Wastes Control Act 3. Release of Certification		5 minutes	
TOTAL:		None	45 minutes	

2. Issuance of Endorsement Letter to DENR for Tree Cutting

Citizens, who want to cut down trees, need to submit the required papers to be endorsed to DENR.

Office or Division:	City Environment and Natural Resources Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens
Who may avail:	Citizen
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Location & photo of the tree Certified True Copy of Land Title Certified True Copy of Tax Declaration and Tax Clearance	Client's Documents Barangay Official

Brgy. Certification of No Objection of Neighborhood				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1. Receive documents 2. Issuance of Endorsement Letter to DENR	None	15 minutes	City Environment and Natural Resource Officer
TOTAL:		None	15 minutes	

3. Monitoring of Coastal Clean-Up, Mangrove Tree Planting and Garbage Collection

Scheduling of assistance for Mangrove Tree Planting, Coastal Clean-up, and Garbage Collection.

Office or Division:	City Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved request letter		City Mayor’s Office/City Administrator’s Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved request letter	1. Receive approved request letter 2. Schedule assistance	None	15 minutes	City Environment and Natural Resource Officer
TOTAL:		None	15 minutes	