

## 1. APPLICATION TO SECURE CERTIFICATE OF ENVIRONMENTAL COMPLIANCE

<b>Office or Division:</b>	City Environment and Natural Resources Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to citizen			
<b>Who may avail:</b>	Industrial, Commercial Establishments and Private Entities			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Application Form				
Official Receipt of Environmental Preservation and Protection Fee				
Tax Order of Payment				
Certificate of Environmental Compliance (CEC) of the previous year ( <i>for renewal</i> )				
Pollution Control Officer (PCO) duly accredited by the DENR				
DENR Permits: <ul style="list-style-type: none"> <li>•Certificate of Non-Coverage (CNC) or Environmental Compliance Certificate (ECC)</li> <li>•Hazardous Waste Generator I.D.</li> <li>•Wastewater, Discharge Permit</li> <li>•Permit to Operate Generator (<i>if applicable</i>);</li> <li>•Certificate of desludging from accredited hauler accredited by the DENR (<i>if the business owner is the owner of the building</i>);</li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Fill-up application form and submits documentary requirements	Receives and evaluates document.		5 mins	Environmental Inspector
	Prepare order of payment which corresponds to City Ordinance No. 73 Series of 2018 (Otherwise known as the Environmental Protection and Management Code 2018) and the type of business being applied for.		3 mins	Environmental Inspector
Settle Environmental Protection and Preservation Fee	Receives payment for Environmental Protection and Preservation Fee and issue receipt		5 mins	City Treasury Office
Return documents and photocopy of the official	Receives photocopy of tax order of payment and official receipt.		5 mins	Environmental Officer

<p>receipt and tax order of payment</p>	<p>Client will be advised according to business classification as to:  <u>High Risk</u></p> <p>For new business</p> <ul style="list-style-type: none"> <li>• scheduled for environmental inspection; <ul style="list-style-type: none"> <li>• secure the following permit to DENR: Pollution Control Officer (PCO), Certificate of Non- Coverage (CNC) or Environmental Compliance Certificate (ECC), Hazardous Waste Generator I.D., Waste Water, Discharge Permit, Permit to Operate Generator (<i>if applicable</i>);</li> <li>• certificate of desludging from accredited hauler accredited by the DENR (<i>if the business owner is the owner of the building</i>);</li> <li>• scheduled for environmental seminar upon submission of documentary requirement.</li> </ul> </li> </ul> <p>For renewal</p> <ul style="list-style-type: none"> <li>• scheduled for environmental inspection;</li> <li>• update the following permit with the Environmental Inspectors: Pollution Control Officer (PCO), Certificate of Non-Coverage (CNC) or Environmental Compliance Certificate (ECC), Hazardous Waste Generator I.D., Waste Water Discharge Permit, Permit to</li> </ul>			
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	<p>Operate Generator (<i>if applicable</i>);</p> <ul style="list-style-type: none"> <li>• certificate of desludging from accredited hauler accredited by the DENR (<i>if the business owner is the owner of the building</i>);</li> </ul> <p><u>Low Risk</u> For new business</p> <ul style="list-style-type: none"> <li>• schedule for environmental inspection;</li> <li>• schedule for environmental seminar upon submission of documentary requirement;</li> </ul> <p>For renewal</p> <ul style="list-style-type: none"> <li>• schedule for environmental inspection;</li> <li>• schedule for environmental seminar upon submission of documentary requirement;</li> </ul>			
	<p>Schedule environmental inspection per barangay according to classification and location</p> <p><u>Note:</u> <i>inspection is done daily and as the need arises</i></p>		5 mins	Environmental Officer
	<p>Conduct environmental inspection. Should the business establishment found to have violated any of the environmental ordinance, Ordinance Violation Ticket will be issued to be settled within five (5) working days and will be scheduled to attend environmental seminar</p>		6 hrs.	Environmental Officer
	<p>Prepare and submit report to the Technical Officer for</p>		1 hr.	Technical Officer

	evaluation, recommendation, and records purposes.			
Follow up status of application	Respond to inquiry of client as to the current status of application: <ul style="list-style-type: none"> <li>• for new application, schedule for seminar if complied;</li> <li>• for non-complied, applicant is advised of what needs to be done;</li> </ul>		5 mins	Environmental Officer
	Prepares Certificate of Environmental Compliance for approval and signature of CENRO Head		5 mins	Environmental Officer
	Approves and signs CEC and forwards the same for release		3 mins	CENRO Head
Receives certificate	Release CEC			Receiving/Releasing Officer

**END OF TRANSACTION**