



Internal/External

1. SERVICENAME: CLEARANCE FOR ENVIRONMENT MANAGEMENT

Description of the Service: Service will be provided to individuals or group that are doing business/es provided that they meet the minimum requirements set forth by the City in accordance with existing environmental laws rules and regulations.

Office or Division:	City Environment and Natural Resources
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	All environmental clients

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. For New and Renewal of Business Permit: ➤ Business Application Form 2. For new business establishment like poultry, piggery, quarry , gasoline station, resort, and environmentally critical projects: ➤ Environmental Compliance Certificate (ECC) OR Certificate of Non Coverage (CNC) ➤ Business Application Form		Business Permit and Licensing Office Environmental Management Bureau (EMB) Region 02 Business Permit and Licensing Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



<p>1. Sign in clients log book</p>	<ul style="list-style-type: none">Recording of Permittee/ establishment	<p>None</p>	<p>1 minute</p>	<p><u>LUISA A. ARCAINA</u> <i>Admin. Aide I</i></p> <p><u>ROWENA G. CAYABA</u> <i>Admin. Aide IV</i></p>
<p>2. Present business application form for the signing of environmental clearance</p>	<ul style="list-style-type: none">Prior to signing of EMF clearance orientation on waste management is provided to business ownersIEC materials relevant to waste management is provided to business owners <p>For new business establishment like Agro-Industry, Fuel Stations, resorts and other critical projects:</p>	<p>None</p> <p>None</p>	<p>2 minutes</p> <p>3 minutes</p>	<p><u>ARVIN A. PEREZ, LPT,</u> <u>MBA</u> <i>OIC- City ENRO</i></p> <p><u>PABLO V. CABACCAN, JR</u> <u>SEMS</u></p> <p><u>ELVIS B. BAYAD</u> <u>SEMS</u></p> <p><u>JOMEL C. BACANI</u> <i>Administrative Assistant V</i></p> <p><u>RAYMAN S. MARAMAG</u> <i>Administrative Aide- III</i></p>



3. Payment of fees at the City Treasurer's Office	<ul style="list-style-type: none">Actual validation/ocular inspection on the location of the applicant's establishment siteFor the approved clients signed & endorse clearance permit	None Fees will be based on the capitalization and nature of business as assessed by Licensing Office	2 Hours 5 minutes	<p><u>ELVIS B. BAYAD</u> SEMS</p> <p><u>NAPOLEON P. MICU</u> <i>Planning and Development Asst.</i></p> <p><u>GERALD JOHN CARLO M. TORIBIO</u> <i>Administrative Aide - I</i></p> <p><u>RICARDO AGTARAP</u> Administrative Officer II</p>
		TOTAL	2 hours & 11 minutes	



ARTA
ANTI-RED TAPE AUTHORITY
OFFICE OF THE PRESIDENT

