

**Municipal Environment and Natural Resources  
Office  
(External)**

## 1. Issuance of Municipal Environmental and Natural Resources Certificate for Tree Cutting & Chainsaw Registration

The Municipal ENRO Certificate for Tree Cutting and Chainsaw Registration are issued to individuals needing this document who are compliant to the policies, rules and regulations promulgated by the DENR.

<b>Office / Division:</b>	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	G2C- Client is the transacting public			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Application letter of the land/lot owner address to CENRO Officer (Guinobatan) 2. Barangay Certification (1 photocopy) 3. Picture of trees (1 photocopy) & (1 original) 4. Official Receipts of chainsaw (1 photocopy) 5. Affidavit that the chainsaw shall be used for legal purposes only (1 photocopy)		1. Applicant 2. Barangay Hall 3. Applicant 4. Applicant 5. Attorney's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client's signing at Logbook and Submission of requirements	1.1 Review and check for completeness of the requirements.	None	7 minutes	<i>EMS – II</i> <i>MENRO</i>
	1.2 Preparation of Certificate			MENRO Office
	1.3 Municipal ENRO signing of certificate			<i>MENRO – I</i> <i>MENRO</i>
	1.4 Submission of Certification for Mayor's Signature		5 minutes	<i>Municipal Mayor</i>
	1.5 Release of Certificate to the client			<i>EMS II</i> <i>MENRO</i>
<b>TOTAL</b>		None	12 minutes	MENRO Office

## 2. Complaints Regarding Solid Waste Violation

Any concerned citizens or individuals may file a complaint against anyone that allegedly violates the provisions of RA 9003 or "Ecological Solid Waste Management Act of 2000" and its IRR.

<b>Office / Division:</b>	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	G2C- Client is the transacting public			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Complaint letter with the name of person/establishment, location, date & time of the act, and attached pictures (if possible).		1. Complainant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client's signing at Logbook and Submission of requirements	1.1 Review and check for completeness of the requirements. 1.2 Preparation of Certificate.	None	2 minutes	<i>EMS II</i> <i>MENRO</i>  MENRO Office
	1.2 Interview the client of what might have happened		10 minutes	<i>EMS II</i> <i>MENRO</i>  MENRO Office
	1.3 Validate the complaint.		1 day	<i>Office Liason</i> <i>EMS II</i>  MENRO  MENRO Office
	1.4 Write a report and endorse to the Municipal Mayor		10 minutes	<i>EMS II</i> <i>MENRO I</i>  MENRO Office
	1.5 Coordinate with the respective Barangay for Technical Conference and immediate actions		1 day	<i>Admin. Aide I</i>   MENRO Office
<b>TOTAL</b>		None	2 – 3 days	

### 3. Request for Inspection of Livestock Stockade

Any concerned citizens or individuals may request for site inspection on livestock stockade (poultry, piggery, and such) to eliminate possible environmental pollution and community nuisance.

<b>Office / Division:</b>	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
<b>Classification:</b>	COMPLEX

<b>Type of Transaction:</b>	G2C- Client is the transacting public			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Complaint letter with the name of owner/establishment, location, date & time, and attached pictures (if possible).		1. Complainant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client's signing at Logbook and Submission of requirements	1.1 Review and check for completeness of the requirements.	None	2 minutes	<i>EMS II</i> MENRO Office
	1.2 Interview the client of the current situation.		10 minutes	<i>EMS II</i> MENRO Office
	1.3 Conduct Joint-Inspection with the Municipal Sanitary Inspector for Validation of complaint.		For schedule 1 day	<i>EMS II</i> <i>Mun. Sanitary Inspector</i> MENRO Office
	1.4 Write a report and endorse to the Municipal Mayor		2 days	<i>EMS II</i> <i>MENRO I</i> MENRO Office
	1.5 Coordinate with the respective Barangay for Technical Conference and immediate actions		1 day	<i>Admin. Aide I</i> MENRO Office
<b>TOTAL</b>		None	5 – 7 days	

