

CITY ENVIRONMENT MANAGEMENT OFFICE

Seminary Road, Building E, City Engineer's Office Compound, Brgy. Del Carmen, Iligan City, 9200
Tel.: (063) 222-8211 / 223-3301 email : cemoiligan@gmail.com

Frontline Service : **DIRECT DISPOSAL OF GARBAGE
AT THE CENTRAL MATERIAL RECOVERY FACILITY (CMRCF)**

Schedule of Availability of Service : 8:00AM-5:00 PM Daily (No noon break) excluding Saturdays,
Sundays and Holidays.
On Mondays provision of services starts after flag raising

Who may avail of service : Industrial Firms
Commercial Establishments
Hospitals
Private Individuals

What are the Basic Requirements : Official Receipt from the City Treasurer's Office

Duration : 1 hour



How to Avail of the Service:

DIRECT DISPOSAL OF GARBAGE AT THE CENTRAL MATERIAL RECOVERY FACILITY (CMRCF)

Step	Applicant / Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Submit letter request or thru phone. Describe garbage to be dumped	Receive letter request or thru phone. Receive client's description of garbage to be dumped.	5 mins.			Letter Request
	Show the garbage to be dispatched, if necessary	If necessary, conduct inspection of the garbage to be dispatched.	15 mins.			
2	Request for a formal assessment on payment of garbage then pay to the cashier.	Assess final valuation of garbage fee. Issue order of payment and advise client to pay to the cashier.	4 minutes	Solid Waste and Pollution Control Division Staff/cashier	Garbage fee depends on the volume of waste, garbage per cubic meter	Assessment form & Official receipt
3	Note the schedule of dispatching	Set schedule of garbage dispatching	1 min.	Dispatching In-Charge		
4	Present official Receipt with its required photocopy to CMRCF in charge and guard on duty at the dumping site.	Verify, validate entries based on the volume of waste against the corresponding garbage fee and keep the photocopied OR for CMRCF file,	5 minutes	Solid Waste and Pollution Control Division - CMRCF Staff		
5	Disposed/Dumped the garbage	Accepted the disposed garbage and dump at the disposal area	30 minutes	Solid Waste and Pollution Control Division - CMRCF Staff		
END OF TRANSACTION						