

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 : ISSUANCE OF ENVIRONMENTAL CERTIFICATIONS

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 : **Business Permit Applicants**

1. For Ecoparks, Plazas, Watershed and Forest Management Section

- *Lumber Dealer
- *Coco Lumber Dealer
- *Furniture Shop
- *Sawmill

2. For Coastal Resource Management Section

- *Beach Resorts
- *Swimming Pools Owners

3. For Solid Waste Management and Pollution Control Division

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| *Industrial Firms | *Piggery |
| *Small Manufacturing Enterprises | *Rice and Corn Mills |
| *Gasoline Stations | *Hospitals |
| *LPG Dealers | *Diagnostic Center , Laboratory clinics -slash |
| *Poultry | *Oil Depots |

4. For Sand and Gravel ,Quarry and Mines Division

- *Aggregate Traders, Retailers, Hollow Block Makers & Concrete Product Manufacturers & retailers
- *Legitimate Permit Holders

What are the Basic Requirements :

1) For Ecoparks, Plazas, Watershed and Forest Management Section

- *Duly Accomplished Business Permit Application Form
- *Official Receipt from the City Treasurer's Office

2) For Coastal Resource Management Section

- *Duly Accomplished Business Permit Application Form/ Renewal of documents
- *Official Receipt from the City Treasurer's Office
- *Environmental Compliance Certificate (ECC)
- *Foreshore Lease
- *National Water Regulatory Board Permit

3) For Solid Waste Management and Pollution Control Division

- *Duly Accomplished Business Permit Application Form/Renewal of Documents
- *Official Receipt from City Treasurer's Office
- *Environmental Compliance Certificate (ECC)
- *Certificate of Non-Coverage (CNC)
- *other permits and clearances from the concerned local and national agencies/depending upon the type of business

4) For Sand and Gravel, Quarry and Mines

- A. *Aggregate Traders, Retailers, Hollow Block Makers & Concrete Product Manufacturers & retailers*
- *Assessment Record from Permits & Licenses Division
 - *Certification from the source of aggregates with proof of purchase of Delivery Receipt (DR)
 - *Official Receipt from the City Treasurer's Office
- B. *Legitimate Permit Holders*
- *Assessment Record from Permits & Licenses Division
 - *Official Receipt from the City Treasurer's Office



Duration:

- 1) For Ecoparks, Plazas, Watershed and Forest Management Section**
*One (1) hour for renewal of Business Permit; One (1) day for New Business Permit
- 2) For Coastal Resource Management Section**
* Two (2) hours
- 3) For Solid Waste Management and Pollution Control Division**
*1 Day
- 4) For Sand and Gravel, Quarry and Mines**
*2 hours and 10 minutes

How to Avail of the Service:

ISSUANCE OF ENVIRONMENTAL CERTIFICATIONS

Step	Applicant / Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Inquire how to secure Environmental Certification	Attend customer's inquiry and address needs to concern division	3 minutes	Admin Staff-action officer		
2	Customer present accomplished Business permit	Receive/ checked customer's documents and address needs to concern division	3 minutes	Bernardita E. Cangke - Admin Staff	Assessment form	
		Reviewed/Assessed accomplished business permit. If requirements are not met; Instruct to submit the required docs If requirements are met; Advise to pay to the cashier Issue order of payment and advise customer to pay to the cashier	15 minutes 5 minutes 5 minutes 5 minutes	Concerned Division Antoniette M. Obach-Watershed Caesar C. de Asis-Coastal resource Daisy U. Villamayor-Quarry and Mines Engr. Eligio R. Herrera-Solidwaste and Pollution Control Div.	Php150 Inspection fee Php100 certification fee Php 400 inspection fee Php 100 certification fee 150 Dealers 450 Permit Holders 500 insp fee/large scale 250 insp fee/small scale Ranging from 300 to 500 depend upon the type of business	
3	Pay to the cashier	Process payment and issue OR	3 minutes	Cashier		
4	Present OR and wait for the request to be processed	Encode environmental certification and the inspection report Print and affix initials	30 minutes 2 minutes	Concerned Division Concerned Division		
		Approved Certifications	5 minutes	Atty. R.Cenas - Department Head		
		Record Certification	2 minutes	Admin Staff		
5	Affixed Signature on the received portion of file copy of the issued environmental certifications proof of receipt	Released the Environmental Certifications to customers. Affixed signature in the logbook as proof of receipts.	2 minutes	Admin Officer		
END OF TRANSACTION						