

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 INDUSTRIAL, COMMERCIAL SAND AND GRAVEL AND QUARRY PERMIT

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 : Any Qualified Sand, Gravel, Quarry Operators, Concessionaires

What are the Basic Requirements :

Mandatory Requirements

1. Duly Accomplished and notarized application form (MGB Form No 8-3, 8-3A, 8-4, 8-4A)
2. Location map, sketch plan of the proposed area showing its geographic coordinates duly signed by licensed Geodetic Engineer
3. Area Clearance from the Government agencies, LGUs concerned that may be affected by the permit application or written permission from the landowner(s) and surface owner(s) of the area applied
4. An application MGB Form 16-04 or CEMCRR Not applicable
5. ECC prior to extraction, removal and or disposition and PEIR
6. Work Program (MG Form No 5-4 or MGB Form No 6-2) duly prepared, signed and sealed by a licensed Mining Engineer or Geologist
7. Proof of technical competence including, among others, curricula vitae and track records in mining operations and environmental management of the technical personnel who shall undertake the activities in accordance with submitted Work Program and EPE
8. Proof of Financial Capability

FOR INDIVIDUAL : SAL & ITR for preceding 3 years

FOR CORPORATION, PARTNERSHIP : Latest Audited Financial Statement and Annual Report for the preceding year
Photocopy of Articles of Incorporations, Partnership, Association, By-Laws and Certificate of Registration duly certified by SEC

9. Payment of Required Fees and Charges
10. Other supporting papers as the City Mining Regulatory Board may require

OTHER REQUIREMENTS :

1. Business Permit
2. Community Development Management Plan
3. Barangay Clearance, Certification

WHENEVER APPLICABLE :

1. Clearance, Certification from DPWH, CEO, NIA, NAPOCOR
2. Surety Bond



Duration : 3 hours

How to Avail of the Service:

ISSUANCE OF INDUSTRIAL, COMMERCIAL SAND AND GRAVEL AND QUARRY PERMIT

Step	Applicant / Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Secure checklist of requirements from Quarry and Mines Division, CEMO	Attend customer's needs.	2 minutes	Admin Div-action officer		
		Provide checklist of requirements	3 minutes	Quarry and Mines Staff		
2	Apply and Submit letter of intent with sketch Plan duly prepared by a deputized Geodetic Engineer	Check sketch Plan if application and other requirements are met , schedule an Initial verification survey to determine if Area is open for quarrying and mining application	30 minutes	Quarry and Mines Staff		
		If area applied is available for quarrying/mining provide application form and advise applicant to pay application, verification, inspection processing fee to the Cashier	5 minutes	Quarry and Mines Staff		
3	Pay to the Cashier	Process payment and issue OR	5 minutes	Cashier	ISAG – 21,000 CSAG – 13,500 Quarry – 21,000	
4	Present Official Receipt and Submit duly accomplished notarized application form with sketch plan	Evaluate submitted documents. Prepare Endorsement to MGB/DENR X with sketch plan to secure area clearance Signed the endorsement	35 minutes	Quarry and Mines Staff		
5	Submit endorsement to MGB DENR X , CDO	Instruct applicant to handcarry application and other documents with endorsement letter to MGB DENR X for action.	2 minutes	Quarry and Mines Staff		

How to avail the service -

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6	Go back to CEMO upon receipt of endorsement from MGB	If application is approved by MGB, received the approved application.	5 minutes	Quarry and Mines Staff	Registration fee – Php 1,000.00	
	Wait from MGB scheduled Verification Survey of the applied area	Assist MGB in conducting Verification Survey.	45 minutes	Quarry and Mines Staff		
		Present documents to CMRB for final deliberation	45 minutes	Quarry and Mines Staff		
	Go back to CEMO and get approved permit , affix signature and have it notarized	If approved by the Board after deliberation, prepare resolution and have it signed by the board	5 minutes	Quarry and Mines Staff		
		If signed by the Board, Prepare Quarry Permit , signed by the CEMO Dept Head		Atty. Ranulfo D. Cenas		
		Endorsed Permit to CMO for approval of the City Mayor		Quarry and Mines Staff		
		If approved by the City Mayor, inform applicant	5 minutes	Cashier		
	Issue assessment order for registration of permit. Advise applicant to go to the cashier for payment					
End of Transaction						