

CITY ENVIRONMENT MANAGEMENT OFFICE

Seminary Road, Building E, City Engineer's Office Compound, Brgy. Del Carmen, Iligan City, 9200

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Frontline Service : RECYCLABLE WASTE, STOCKS AND FERTILIZERS AT THE CENTRAL MATERIAL RECOVERY FACILITY - CMRCF WAREHOUSE

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

Who may avail of service : Anybody (Consumers)

What are the Basic Requirements : Final assessment for the final valuation of the available recyclable wastes at the CMRCF Warehouse

Duration : 15 mins

How to Avail of the Service:

Step	Applicant / Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	Ask for any saleable items in the CMRCF warehouse. Identify items to buy and request for assessment.	Check available items at the CMRCF warehouse. Assess final valuation of recyclable waste. Issue order of payment and advice client to pay to the cashie	5 minutes 5 minutes	Solid Waste and Pollution Control Division Staff Solid Waste and Pollution Control Division Staff	Vermin-Cast 10.00/kilo Compost-Organic Fertilizer – 5.00 Other recyclable wastes/ Stocks-have their own prevailing prices	Assessment form
2	Pay to the cashier	Process payment and issue Official Receipt		Cashier		Official receipt
3	Present Official Receipt	Check the official receipt against the list of items to be purchased.	5 minutes	Solid Waste and Pollution Control Division Staff		Official Receipt
4	Proceed to CMRCF to retrieve the items.	Advise the buyer to proceed to CMRCF to retrieve the items.				
5	Receive the items.	Release the items.				

END OF TRANSACTION