



19. ISSUANCE OF ECOLOGICAL SOLID WASTE MANAGEMENT (ESWM) CERTIFICATE

Office or Division:	OFFICE OF THE MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICER (MENRO)			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who May Avail:	Business establishment owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Business Permit Application		to be prepared by the applicant		
Photos of solid management system (such as garbage receptacles or composting area, if any)		to be prepared by the applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the duly accomplished application form	Receives the accomplished application form	none	5 minutes	MPDO Staff
2. Pays necessary fees to the Municipal Treasurer's Office	Issues Official Receipt	Certificate P75.00 Documentary Stamp P 30.00	10 minutes	Revenue Collector
3. Submits the OR and supporting documents	Issues the ESWM Certificate	none	15 minutes (additional 1 day for site validation if needed)	Concepcion Angela S. Quijano Designated MENRO
4. Submits the ESWM Certificate to Mayor's Office	Signs the ESWM Certificate	none	15 minutes	Esteban SF. Madrona Jr. Municipal Mayor
5. Receives the approved ESWM Certificate and provides the MPDO a copy for file	-end of transaction-			
TOTAL		P 105.00	45 minutes to 2 working days (45 minutes if no site validation and 2 days if site validation is needed)	