

# MENRO

## CITIZEN'S CHARTER



### 1. GRANTING CHAINSAW REGISTRATION SERVICES

All persons firms and corporation are required to register all chainsaws operating within Aborlan territorial jurisdiction mandated in Municipal Ordinance No.27 Series of 2001.

<b>Office or Division:</b>	Municipal Environment and Natural Resources Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may Avail:</b>	General Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Documentary proof of ownership >> Sales Invoice/receipt  >>Deed of sale  >>Certificate of ownership issued by the Barangay Captain shall be honored	Client's copy  Client's Copy  Client's copy from his Barangay
Community Tax Certificate	Municipal Treasurer's Office (MTO)
Registration fee	Municipal Treasurer's Office (MTO)

Client Steps	Agency Actions	Fees To Be Paid	Processing Time	Person Responsible
The owner shall submit all requirements to the MENRO.	The MENRO staff checks the submitted requirements, if document find complete issues an order of payment	None	15 Minutes	EMS-I or EMS-II
The owner shall proceed to the MTO to pay required registration fee and secure an official receipt	Issues an official receipt	MTO rates	20 minutes	Revenue Collection Clerk MTO
Present Official Receipt to the MENRO.	Prepare the registration form indicating the name of the owner, address, purpose, brand, serial number, official receipt number as proof of payment of registration, area of coverage, registration date and expiry date.	None	10 minutes	EMS-I or EMS-II
Collect copy of registration and sign book issued registration.				EMS-I or EMS-II
	TOTAL	None	45 minutes	



## 2. GRANTING CERTIFICATE OF INSPECTION ON ALL PROGRAMS / PROJECT THAT NEEDS SANGGUNIANG BAYAN ENDORSEMENT SERVICES

<b>Office or Division:</b>	Municipal Environment and Natural Resources Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G-Government to Government
<b>Who may Avail:</b>	All Government Agencies, LGUS, GOCCs and other government office

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><b>Government Projects and Activities:</b> A formal written request from the immediate Chief  Head of Office or duly authorized representative addressed to the Sangguniang Bayan.</p> <p>Copy of the Project Proposal/Feasibility Study (4Copies)</p> <p>Sketch Map of the Project Site</p> <p>Free prior informed consent if the area is inhabited by the indigenous people (4 copies)</p> <p>Barangay Resolution endorsing the project/proposal</p> <p>Zoning Clearance</p>	<p>Government Agencies Concerned</p> <p>Client's Copy</p> <p>Client's Copy</p> <p>NCIP, Client's copy</p> <p>Barangay hall concerned where project is proposed</p> <p>MPDO, Client's Copy</p>
<p><b>Private owned Projects and Activities:</b> A formal written request from the proponent</p> <p>Copy from the project proposal Feasibility Study</p> <p>Barangay resolution endorsing the project/proposal</p> <p>Free prior informed consent if the area is inhabited by the indigenous people (4 copies)</p> <p>Zoning clearance</p> <p>Consent of adjacent lot (Mining, quarries, foreshore lease and other commercial and industrial establishment which is health hazard and detrimental)</p> <p>Duplicate/Photo copy of title or tax assessment/clearance of the project site.</p> <p>For a representative, a duly notarized special power of Attorney to represent the proponent in seeking the endorsement.</p>	<p>Client's Copy</p> <p>Client's Copy</p> <p>Barangay hall concerned of project site</p> <p>NCIP, Client's copy</p> <p>MPDO</p> <p>Client's copy</p> <p>Client's copy</p> <p>Notary public, client's copy</p>

Client Steps	Agency Actions	Fees To Be Paid	Processing Time	Person Responsible
The applicant shall submit the written instruction from the Sangguniang Bayan/ Local Chief Executive to conduct inspection on the applied area/site together with the requirements.	Conduct site ocular inspection	None	5 Minutes	EMS-II
	In coordination with the Brgy. Council shall Conduct interview/public hearing to determine project social acceptability and validity of submitted documents.		1 day	Admin Staff
	Report preparation and submission to the SB Sectariat/Sangguniang Bayan for the inclusion to the agenda of the next SB Regular Session.		1 day	EMS-II
	TOTAL	None	2 days 5 minutes	



### 3. GRANTING VALIDATION AND EVALUATION REPORT ON ALL PROGRAMS OR PROJECT THAT MAY HAVE ENVIRONMENTAL IMPACTS SERVICES

All persons/firm and corporations applying for projects which needs inspection as a pre-requisite to the Sangguniang Bayan endorsement as provided under Sec. 27 of the Local Government and Municipal Resolution/Ordinance No. 01 series 2006 as amended.

<b>Office or Division:</b>	<b>Municipal Environment and Natural Resources Office</b>
<b>Classification:</b>	<b>Highly Complex</b>
<b>Type of Transaction:</b>	<b>G2C-Government to Citizen;G2G- Government to Government</b>
<b>Who may Avail:</b>	<b>All Government Agencies, LGUS, GOCCs and other government office/ General Public</b>

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<p>Sangguniang Bayan Endorsement</p> <p>Project Under Category A. Projects located outside of Environmentally Critical Areas that are pollutive and/or extractive.</p> <p>ECAN Zoning Certification;</p> <p>Project Environmental Assessment Report (PEAR); AND</p> <p>Endorsement from any two of the following Barangay, Sangguniang Bayan or Sangguniang Panlalawigan, Provided, that the barangay endorsement shall be a mandatory requirement; Provided further, that for project proposed to be located outside municipal waters but within the environmental jurisdiction of PCSD, only the Sangguniang Panlalawigan endorsement is required.</p> <p>Project Under Category B. Projects located outside of Environmentally Critical Areas that are non-pollutive or have minimal environmental impacts and/or extractive.</p> <p>ECAN Zoning Clearance; and,</p> <p>Endorsement from any of the two of the following; Sangguniang Barangay; Sangguniang Bayan; Sangguniang Panlalawigan Provided, that the barangay endorsement shall be a mandatory, Provided further, that for project proposed to be located outside municipal waters but within the environmental jurisdiction of PCSD, only the Sangguniang Panlalawigan endorsement is required.</p> <p>Project Under Category C. Projects determined to have minimal environmental impacts that are considered non pollutive and/or non-extractive, shall be exempted from securing SEP Clearance.</p> <p>Project Under Category D. Soft impact projects that are non-pollutive and non-extractive located in Restricted Zones.</p> <p>ECAN Zoning Certification</p> <p>Project Environmental Assessment Report (PEAR), and</p> <p>Endorsement from any two of the following, Barangay, Sangguniang Bayan or Sangguniang Panlalawigan, Provide, that the barangay endorsement shall be a mandatory requirement; Provided further, that for project proposed to be located outside municipal waters but within the environmental jurisdiction of PCSD, only the Sangguniang Panlalawigan endorsement is required.</p>	<p>-Sangguniang Bayan</p> <p>-Palawan Council and Sustainable Development</p> <p>-MENRO</p> <p>-Sangguniang Bayan/ Sangguniang Panlalawigan, Barangay hall.</p> <p>-Palawan Council for Sustainable Development</p> <p>-Palawan Council for Sustainable Development-</p> <p>-Sangguniang Bayan/ Sangguniang Panlalawigan</p> <p>-Palawan Council for Sustainable Development-</p> <p>-MENRO</p> <p>-Sangguniang Bayan/ Sangguniang Panlalawigan</p>

<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees To Be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
<p>The Applicant shall submit the written notice from the ECAN BOARD Secretariat/ Board Chairman to conduct validation and evaluation on the applied area/site together with the requirements.</p>	<p>Conduct initial evaluation of the documents submitted if complete, advised the proponent when to conduct the validation and evaluation on site.</p>	<p>None</p>	<p>15 Minutes</p>	<p><i>MENRO or EMS-II</i></p>
	<p>Contact all members of the validating and evaluation team for the scheduled activity to be undertaken.</p>	<p>None</p>	<p>1 day</p>	<p><i>MENRO or EMS-II</i></p>
	<p>Conduct on-site evaluation as well as on adjacent areas.</p>		<p>1 day</p>	<p><i>MENRO or EMS-II</i></p>
	<p>In coordination with the Barangay Council shall conduct interviews/public hearing to determine the validity of documents submitted and social acceptability.</p>		<p>3-5 days</p>	<p><i>MENRO or EMS-II</i></p>
	<p>Report preparation and submission to ECAN BOARD Secretariat for the next Board Meeting consideration.</p>		<p>10 days</p>	<p><i>MENRO or EMS-II</i></p>
	<p>TOTAL</p>	<p>None</p>	<p>17 Days, 15 Minutes</p>	