

15. ISSUANCE OF QUARRY PERMIT

Office or Division	City Mayor's Office - Business Permit and Licenses Division			
Classification	Highly Technical			
Type of Transaction	Issuance of Quarry Permit - G2C			
Who may avail	Any constituent, civil society organization, agency or institution			
Checklist of Requirements		Where to Secure		
1. Letter of intent	1. Applicant/ Proponent/ Requester			
2. Land title/ Proof of ownership	2. Applicant/ Proponent/ Requester			
3. Sketch map	3. Geologist duly accredited by Mines and Geo-Science Bureau			
4. Location /area status clearance	4. Mines and Geo-Science Bureau Regional Office XII			
5. Brgy. Resolution for the conduct of onsite public consultation	5. Concerned Barangay(Where the Proposed quarry located)			
6. NIA clearance	6. National Irrigation Authority			
7. DPWH clearance	7. Department of Public Works & Highways			
8. Environmental Compliance Certificate (approved)	8. Environment Management Board Regional Office XII			
9. Quarry application form	9. City ENR Office			
10. Commitment Report (tree planting/ growing) with inspection report and geo tagged photos of the planted trees/ bamboos	10. City ENR Office			
11. Business permit	11. Business Permits and License Division			
12. Certificate of Non-overlap	12. National Council for Indigenous People (NCIP)			
13. DTI certificate	13. Department of Trade and Industry (DTI)			
14. Work Program	14. Mining Engineer (Template available at CENRO office)			
15. Barangay Clearance	15. Barangay Concern			
16. Approve Quarry Permit	16. City Mayors Office			
*All requirements must be placed in a folder. 4 sets must be prepared by the proponent/requester. 1 set must be original copies for verification				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
-	1.1.Receives, sorts and checks endorsed application documents from CENRO for completeness	None	5 minutes	<ul style="list-style-type: none"> Pabalay, Rose Ann Marzhel Amor S. Toribio, Mary Joy P.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2. Encodes, prints Quarry Permit	None	7 minutes	<ul style="list-style-type: none"> Celiz, Lovella Gracia S. Cavan, Freedom M.
	1.3. Checks printed Quarry Permit and prepares transmittal letter to CMO for signature of the Division Chief	None	7 minutes	<ul style="list-style-type: none"> Celiz, Lovella Gracia S. Cavan, Freedom M.
	1.4. Reviews Quarry Permit and signs transmittal letter	None	5 minutes	<ul style="list-style-type: none"> Atty. Rowi Arbilon Malayag
Claim approved Quarry Permit at the City Mayor's Office	1.5. Endorse Quarry Permit to the City Mayor's Office for approval of the City Mayor	None	10 minutes	<ul style="list-style-type: none"> Pabalay, Rose Ann Marzhel Amor S. Toribio, Mary Joy P.
<i>Total Number of Minutes</i>		34 minutes		
END OF TRANSACTION				
Service is covered under Republic Act 7160, Republic Act 7076 & Republic Act 7942				
Republic Act 7076 or the People's Small-Scale Mining Act of 1991				
Republic Act 7942 or the Philippine Mining Act of 1995				
Executive Order No. 79 and DENR Administrative Order (DAO) 10-21				