

6. Issuance of Endorsement for Government Gratuitous Permits

Government entities may be granted gratuitous permits to extract quarry materials from areas up to two hectares for state-financed infrastructure. These materials must be used exclusively for public projects; any commercial disposal is prohibited and subject to legal prosecution. While usually limited to one site, additional permits may be granted based on project scale and material requirements. Whenever possible, the concerned agency should use its own equipment for extraction and hauling, ensuring all transport is covered by official delivery receipts.

Office or Division:	City Environment and Natural Resources Office			
Classification:	Highly Technical			
Type of Transaction:	G2G, G2C			
Who may avail:	Any government entity/instrumentality in need of materials for infrastructure projects.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> •Letter of Intent •Application Form •Sketch Map •Project proposal where the materials to be taken shall be used and the estimated volume needed; <p>*All requirements must be placed in a folder. 4 sets must be prepared by the proponent/requester. 1 set must be original copies</p>		<ul style="list-style-type: none"> •Applicant/ Proponent / Requester •City ENR Office •Geodetic engineer duly accredited by Mines and Geo-Sciences Bureau •Applicant/ Proponent/ Requester 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submission of 4 folders with complete requirements / documents to CENRO	1.1. Receive and check of completeness of documents needed	None	5 minutes	Agri-Technician/ Quarry In-charge (CENRO)

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	1.2 Schedule and Convene TWG for the conduct of the onsite verification. (to be conducted the day after/ next day)		4 hours	Agri-Technician/ Secretariat / Quarry In charge
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	1.3 Technical Working Group (TWG) members conduct Field Verification and Investigation (FVI) or onsite verification. Note: 5 sites per day	none	1 day	TWG – composite team from MGB, EMB, CENRO, DPWH, NIA, CDRRMO, CTO
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	1.4 TWG members brain storm and provide Technical Report with recommendation to CMRB for approval or dis-approval of the application based on the verification.	none	10 working days	TWG – composite team from MGB, EMB, CENRO, DPWH, NIA, CDRRMO, CTO
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Note: Technical Report is drafted by the MGB personnel for 20 working days per Permit holder application.

	<p>1.5 Send invitation to City Mining Regulatory Board to convene for the enactment of a Resolution approving of dis- approving Gratuitous Permit application. (response will depend on the availability of the CMRB Board Members)</p>	None	1 day	<p>Agri-Technician/ Quarry In-charge, Staff (CENRO)</p>
	<p>1.6 CMRB members convene thru teleconference (Zoom) or face to face conversation to discuss the findings & recommendations base on the onsite verification report of the TWG. Decide</p>	None	4 hours	<p>City Mining Regulatory Board Members and Technical Working Group (CENRO)</p>
	<p>wither to approve or disapprove application. (conducted the day after the receipt of invitation to convene)</p>			

	<p>1.7 Exit conference will be conducted to discuss the result of the Field Verification and Investigation (conducted at least 20 working days after the Field Verification and Investigation (FVI))</p>	<p>none</p>	<p>1 day</p>	<p>City Mining Regulatory Board Members and Technical Working Group (CENRO)</p>
	<p>1.8 Approved applications in 4 folders will be endorsed to the City Mayor's Office Business Permits and Licensing Division for the issuance of Permits.</p>	<p>none</p>	<p>4 hours</p>	<p>Agri-Technician/ Quarry In-charge, Staff (CENRO)</p>
	<p>1.8.1 Disapproved applications / applicants will be notified to comply the Boards' recommendations.</p>	<p>none</p>	<p>1 day</p>	<p>Agri-Technician/ Quarry In-charge (CENRO)</p>

	1.8.2 After completion the Secretariat will prepare endorsement to the City Mayor's Office Business Permit and Licensing Division. (endorsement will be process depending on the applicants completion of the requirements	none	30 minutes	Agri-Technician/ Quarry In-charge (CENRO)
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1. Applications from BPLD with attached approved Permit from the City Mayors		none	1 day	CMO In-charge, Staff
3. City ENRO release approved Permit to the applicants		none	5 minutes	Agri-Technician/ Quarry In-charge (CENRO)

<p>4. Submit monthly report to City Environment and Natural Resources Office (CENRO) in the prescribed form, copy furnished the City Mayor and the City Treasurers' Office.</p>		<p>none</p>		<p>Permit Holder</p>
<p>TOTAL</p>			<p>15 days, 12 hours and 40 minutes</p>	
<p>END OF TRANSACTION</p>				