

11. Verification of Non-Metallic Mineral Stocks and Issuance of Ore Transport Permit (OTP)

A Permit granted for Sand and Gravel, Earth fill materials to Individual or Corporation applicants having the financial capacity to operate for the purpose of providing quarry mineral resources to be transported outside of the Region through the use of by-land and or water transport services for all construction activities.

Office or Division:	City Environment and Natural Resources Office		
Classification:	Highly Technical		
Type of Transaction:	G2G, G2C		
Who may avail:	CSAG and Earthfill Permit holders or Trader		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter of intent		1. Applicant/ Proponent/ Requester	
2. Technical Report		2. TWG	
3. Application for Mineral Transport Permit		3. City ENRO	
4. Certificate of accreditation		4. MGB	
5. Memorandum of Agreement		5. Supplier	
6. Permit to Quarry or Traders Permit		6. CMO	
7. Approved ECC		7. EMB	
8. Ore Transport Permit		8. CMO	
9. Buying Agreement/Purchase Order		9. Buyer	
10. Order of Payment with receipt		10. City ENRO/ City	
11. PhP 7,500.00 Verification Fee		Treasurer's Office	
12. PhP 1,000.00 Application Fee		11. CTO	
13. Payment of excise tax, etc. (paid for the applied commodity tonnage)		12. CTO	
*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.		13. CTO	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Submission of 4 folders with complete requirements/ documents to CENRO	Receive and check of completeness of documents lacking (if any)	None	1 day	Agri-Technician/ Quarry In-charge (CENRO)
2. Endorsement of application to CMO-BPLD for Issuance of Quarry Permit	Endorse to CMO-BPLD	None	1 hour	
TOTAL			1 day & 1 hour	
END OF TRANSACTION				

FEEDBACK AND COMPLAINTS MECHANISMS

For your feedback, suggestions, appreciation, and complaints, please scan the following QR Codes:






REPUBLIC OF THE PHILIPPINES
ANTI-RED TAPE AUTHORITY

CLIENT SATISFACTION MEASUREMENT SURVEY

Please scan the QR code for your feedback, suggestions, complaints and appreciation, or you may use this feedback box.




*ENDORSEMENT FOR
COMMERCIAL SAND AND
GRAVEL (CSAG), INDUSTRIAL
SAND AND GRAVEL (ISAG),
EARTHFILL QUARRY PERMIT