



Republic of the Philippines  
Department of Environment and Natural Resources  
**MINES AND GEOSCIENCES BUREAU**

North Avenue, Diliman, Quezon City, Philippines

Tel. No. (+632) 928-8642 / 928-8937 Fax No. (+632) 920-1635 E-mail: central@mgb.gov.ph

**MGB MEMORANDUM ORDER**

No. 2023- 001

FEB 06 2023

**SUBJECT : GUIDELINES ON THE ACCEPTANCE OF e-PAYMENTS FOR THE ONLINE COLLECTION OF THE MINES GEOSCIENCES BUREAU – CENTRAL OFFICE (MGB-CO)**

In the interest of the service and in compliance with the Republic Act (RA) No. 8972, otherwise known as the "Electronic Commerce Act of 2000", the declared policy under RA No. 11032 or the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", the Executive Order No. 170, otherwise known as "Adoption of Digital Payments for Government Disbursements and Collections", and the Memorandum of Agreement executed by and in between the MGB-CO and Landbank of the Philippines for the use the later's e-Payment facility called Link.BizPortal, this Memorandum Order is issued to prescribe the guidelines in the implementation of e-Payments for the online collection of the MGB-CO and guidance to clientele, as follows:

**SCOPE**

Acceptance of e-Payments shall cover the following services rendered and sale of publication materials and/or documents:

1. Mining Rights
  - 1.1. Filing and processing fees for Special Exploration Permit (SEP)
  - 1.2. Filing and Processing fees for Government Area Status and Clearance for SP Seabed Quarry Permit (GSQP)
  - 1.3. Area Status and Clearance for SEP/GSQP
  - 1.4. Renewal Fee for Exploration Permit
  - 1.5. Renewal Fee for Exploration Period for Mineral Agreement (MA)
  - 1.6. Occupation Fee for Areas with Mineral Reservation
  - 1.7. Appeal Fee for Denied Mining Tenements
  - 1.8. Conversion Fee for SEP to GSQP
  - 1.9. Amendment Fee for:
    - Mining Application (MA), except reduction in applied area
    - Approved MA, except reduction in applied area
    - Financial or Technical Assistance Agreement (FTAA), except reduction in applied area
  - 1.10. Registration of Miscellaneous documents and Related Services
  - 1.11. Appeals to the Mines Adjudication Board and Confiscation Appeal
  - 1.12. Authority to Hire Foreign Nationals/Alien's Local Employment
2. Mineral Resources Validation
3. Laboratory Services
  - 3.1 Geological and Other Related Services



**"MINING SHALL BE PRO-PEOPLE AND PRO-ENVIRONMENT  
IN SUSTAINING WEALTH CREATION AND IMPROVED QUALITY OF LIFE"**



00-20243

- 3.2. Metallurgical Tests, Fire Assay, and Chemical Analysis
4. Publications and Library Services
  - 4.1. MGB Maps and Geological Bibliography
  - 4.2. Mineral Information System
  - 4.3. Mineral Gazette
  - 4.4. Technical Report/s
5. Mine Waste and Tailing Fees
6. Other Fees and Charges (such as photocopy, certified true copy, PD1856 and others)

All fees and charges are in accordance with the provisions of the Department of Environment and Natural Resources (DENR) Administrative Order No. 2005-08 dated April 14, 2005, or any existing and applicable DENR issuances prescribing the same.

#### **PROCEDURES OF e-PAYMENT:**

The following are the steps to navigate e-payment:

- A. Division Concerned
  1. The Division concerned issues Order of Payment (OP) to be forwarded to the Accountant for signature.
  2. Upon securing the approved OP, the Division concerned shall email the scanned copy of the approved OP to the client.
- B. Client
  3. The client, upon receiving the scanned copy of the approved OP shall log in to [www.landbank.com](http://www.landbank.com) and click on Link.BizPortal.
  4. Click "Pay Now" and select MINES AND GEOSCIENCES BUREAU as Merchant.
  5. Select the Transaction the client wishes to pay.
  6. Fill all transaction details – note that all fields with an asterisk are mandatory, however, in the absence of application number in the OP, just type "na".
  7. Select the preferred Payment Mode, key in all the required payment details including OTP, view and print the Confirmation Receipt (CR)
  8. Email the CR to [cashier@mgb.gov.ph](mailto:cashier@mgb.gov.ph) for the issuance of pertinent Official Receipts (OR). The original OR shall be forwarded by the Cashier to the Division concerned or to the payee.

Note that the use of Link.Biz Portal has minimal bank charges.

#### **EFFECTIVITY**

This Order shall take effect immediately and supersedes MGB Memorandum Order No. 2020-007.



**ENGR. TEODORICO A. SANDOVAL**

Officer-in-Charge, Office of the Director

