



MINES AND GEOSCIENCES BUREAU

CITIZEN'S CHARTER

2021 (1st edition)



MINES AND GEOSCIENCES BUREAU

CITIZEN'S CHARTER

2021 (1st edition)

Approved by:

Atty. WILFREDO G. MONCANO

Director



I. **Mandate**

The Mines and Geosciences Bureau (MGB) is the primary government agency under the Department of Environment and Natural Resources (DENR), responsible for the conservation, management, development and proper use of the country's mineral resources including those in reservations and lands of public domain.

In pursuing that mandate, it envisions "a mining and minerals industry that is not only prosperous but also socially, economically and environmentally sustainable", with broad community and political support while positively and progressively assisting in the government's program on revitalizing the minerals industry and contribution to the general economic well-being of the nation.

I. **Vision**

The Mines and Geosciences Bureau envisions a mineral industry that is not only prosperous but also socially, economically and environmentally sustainable, with broad community and political support while positively and progressively assisting in government's program on poverty alleviation and contributing to the general economic well-being of the nation. The Mines and Geosciences Bureau also aims to be the leading geoscience and georesources Bureau serving the public and nation with scientific reliability.

II. **Mission**

The Mines and Geosciences Bureau, as steward of the country's mineral resources, is committed to the promotion of sustainable mineral resources development, aware of its contribution to national economic growth and countryside community development. It fully recognizes that the development of a responsive policy framework in partnership with stakeholders to govern mineral exploration, mining and investment decisions and an effective institutional structure, are fundamental requisites for the sustainable utilization of the country's mineral resources. It is adherent to the promotion of geological studies as an integral element of socio-economic development, environmental protection and human safety. Yet, it is sensitive to the known environmental impacts of mining and the need for restoration and rehabilitation of mining-affected areas and the development and adoption of environmental and geoscientific technologies.

III. **Service Pledge**

We the men and women of the Mines and Geosciences Bureau do hereby pledge and commit to serve you, our clients and stakeholders according to our service standards, guided by the principles of:

Mutual accountability, integrity and professionalism;

Genuine customer service; and



Best performance possible.

Moreover, we comply to the provisions of Republic Act No. 11032, specifically on Section 12 (f) to wit: **“all applicants or requesting parties who are within the premises of the office or agency concerned prior to the end of official working Hours and during lunch break shall be attended to.”**



LIST OF SERVICES

Central Office

External Services

Conduct of Sample Preparation	Page 8
Conduct of Megascopic Analysis	Page 11
Conduct of Petrographic/Mineragraphic Analysis	Page 14
Conduct of Petrochemical Analysis	Page 18
Conduct of Paleontological Analysis	Page 21
Conduct of X-Ray Diffraction/Fluorescence Analysis	Page 25
Conduct of Chemical Analysis	Page 28
Conduct of Fire Assay	Page 31
Conduct of Metallurgical Tests	Page 34
Conduct of Mineral Resource Validation/Evaluation of Final Exploration Report	Page 37
Processing and Approval of Environmental Protection and Enhancement Programs (EPEP) and Final Mine Rehabilitation and/or Decommissioning Plan (FMR/DP)	Page 40
Application for Authority to Hire Foreign Nationals (AHFN)	Page 48
Payment of Mine Wastes and Tailings Fee	Page 53
Processing of Mineral Ore Export Permit Application (First Time MOEP Applications in accordance with DENR Memorandum Order No. 2010-07)	Page 56

Internal Services

Budget Preparation	Page 61
Work and Financial Plan Preparation	Page 65
Monitoring of Monthly Physical Accomplishments	Page 67
Request for Publication of Laws/Guidelines/Policies in Newspapers	Page 69
Processing of Leave Application	Page 71
Issuance of Trip Tickets	Page 73
Dispatching of Mails	Page 75
Posting of Notices	Page 77
Payment and Collection Process	Page 79
Requisition and Issuance of Supplies, Materials and Equipment	Page 81
Submission of Waste Material Report	Page 82
Annual Procurement Plan Report	Page 83
Processing of Obligation Request and Status (ORS) for Reimbursement	Page 84
Processing of Obligation Request and Status (ORS) for Cash Advance	Page 87
Processing of Obligation Request and Status (ORS) for Claims of Payment for Contractual Services	Page 91
Processing of Disbursement Voucher (DV) for Reimbursement	Page 94
Processing of Disbursement Voucher (DV) for Cash Advance	Page 98



Processing of Disbursement Voucher (DV) for Claims of Payment for Contractual Services	Page 102
--	----------

Regional Offices

External Services

Conduct of Geohazard Identification Survey	Page 106
Conduct of Geological Site Scoping Survey	Page 112
Review of Engineering Geological and Geohazard Assessment Report (EGGAR)	Page 118
Geological Review and Verification	Page 123
Conduct of Chemical Analysis	Page 129
Conduct of Megascopic Analysis	Page 132
Processing of Petition/Request for the Declaration as Minahang Bayan for Initial Evaluation Clearance (IEC)	Page 135
Processing of Petition/Request for the Declaration as Minahang Bayan for Final Evaluation Clearance (FEC)	Page 140
Processing of Exploration Permit Application	Page 143
Processing of Ore Transport Permit Application	Page 164
Processing of Mineral Ore Export Permit Application	Page 169
Issuance of Authority to Install Electrical/Mechanical Equipment	Page 173
Issuance of Permit to Operate Electrical/Mechanical Equipment	Page 178
Processing and Evaluation of Application for Temporary/Permanent Safety Engineer's/Inspector's Permit	Page 184
Processing and Evaluation of Renewal for Temporary/Permanent Safety Engineer's/Inspector's Permit	Page 192
Processing of Endorsement of Application for Purchaser's License	Page 199
Processing of Endorsement of Application for License to Purchase or Move Explosives	Page 205
Processing of Endorsement of Application for Blaster's Foreman License	Page 210
Processing, Evaluation and Approval of the Safety and Health Program	Page 215
Evaluation of Annual Environmental Protection and Enhancement Programs	Page 219
Processing, Evaluation and Approval of 5-Year/ Annual Social Development and Management Program/ Community Development Program	Page 226
Processing and Issuance of Certificate of Environmental Management and Community Relations Record (CEMCRR)	Page 232
Processing and Issuance of Certificate of Exemption in lieu of Certificate of Environmental Management and Community Relations Record (CEMCRR)	Page 239



Central Office

External Services



Conduct of Sample Preparation

Office or Division:	Lands Geological Survey Division – Geological Laboratory Services Division – Sample Preparation Unit
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B – Government to Businesses
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Client Information Sheet	Lands Geological Survey Division – Geological Laboratory Services Section (GLSS) – Megascopic Unit
Job Request Form	Lands Geological Survey Division – Geological Laboratory Services Section (GLSS) – Megascopic Unit
Sample/s for analysis	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the designated sample receiving area Accomplish the Client Information Sheet For online submission: Client may fill out the online client information sheet at https://arcg.is/1nueHu For further inquiries, call (02) 8667 6700 local 164 or email at glss@mgb.gov.ph	1.1 Compute fees/charges based on the analysis requested and prepares Order of Payment Forms in three (3) copies	Refer to DENR Administrative Order 2005-08	15 Minutes	Geologist, GLSS
	1.2 Review and sign Order of Payment Form		15 Minutes	Chief, LGSD, Chief Accountant, Financial Management Division (FMD)
	1.3 Issue Order of Payment to Client or send it through email for online submission		5 Minutes	Administrative Staff, GLSS
2. Pay Analysis Fee/s	2.1 Receive payment and pay on behalf of the client at the Cashier's Office		5 Minutes	Administrative Staff, GLSS
	2.2 Accept payment, issue Official Receipt (OR) (OR) and provide duplicate copy of the		10 Minutes	Cashier, Administrative Division (AD)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Order of Payment 2.3 Provide OR to client and request the client to place the samples in the designated area		5 Minutes	Administrative Staff, GLSS
For online payment/ submission: Client pays Analysis Fee/s in bank through MGB(HRD) Landbank Account Number 0712100648 and send e-copy of bank deposit slip/proof of payment to glss@mgb.gov.ph	2.2 Accept and submit deposit slip/proof of payment to Cashier for bank verification		10 Minutes	Administrative Staff, GLSS
	2.3 Verify payment and issue Official Receipt (OR) (OR)		20 Minutes	Cashier, AD
	2.4 Send scanned and original copies of Official Receipt (OR) to client; advise Client to submit samples to MGB or send through courier		15 Minutes	GLSS
3. Submit samples for analysis to GLSS either by drop off or courier services	3.1 Verify the samples submitted, prepare Job Request Form and forward sample/s to Sample Preparation Unit		1 Hour, 30 Minutes	Geologist, Chief, Megascopic Unit Chief, GLSS
	3.2 Conduct sample preparation, check prepared sample/s and record job completed		4 Days	Laboratory Technician, Sample Preparation Unit
	3.3 Forward the prepared sample/s to the Megascopic unit		5 Minutes	Laboratory Technician, Sample Preparation Unit
	3.4 Check and verify conformity of prepared samples based on established laboratory standards/protocol		10 Minutes	Geologist, Megascopic Unit



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Present ID and/or proof of authorization (in case an authorized representative/s will claim the prepared sample/s) to GLSS Staff and acknowledge receipt of prepared sample/s.	4.1 Release prepared samples		5 Minutes	Administrative Staff, GLSS
TOTAL			4 Days, 3 Hours, 30 Minutes	



Conduct of Megascopic Analysis

Office or Division:	Lands Geological Survey Division – Geological Laboratory Services Section – Megascopic Laboratory Unit
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B – Government to Businesses
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Client Information Sheet Job Request Form	Lands Geological Survey Division – Geological Laboratory Services Section – Megascopic Laboratory Unit
Sample/s for analysis Client Information Sheet	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the designated sample receiving area Accomplish the Client Information Sheet For online submission: Client may fill out the online client information sheet at https://arcg.is/1nueHu For further inquiries, call (02) 8667 6700 local 164 or email at glss@mgb.gov.ph	1.1 Compute fees/charges based on the analysis requested and prepare Order of Payment Forms in three (3) copies	Refer to DENR Administrative Order 2005-08	15 Minutes	Geologist, GLSS
	1.2 Review and sign Order of Payment Form		15 Minutes	Chief, LGSD, Chief Accountant, Financial Management Division
	1.3 Issue Order of Payment to Client or send it through email for online submission		5 Minutes	Administrative Staff, GLSS
2. Pay Analysis Fee/s	2.1 Receive payment and pay on behalf of the client at the Cashier's Office		5 Minutes	Administrative Staff, GLSS
	2.3 Accept payment, issue Official Receipt (OR) and provide		10 Minutes	Cashier, Administrative Division (AD)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>duplicate copy of the Order of Payment</p> <p>2.3 Provide OR to client and request the client to place the samples in the designated area</p>		5 Minutes	Administrative Staff, GLSS
For online payment/submission: Client pays Analysis Fee/s in bank through MGB(HRD) Landbank Account Number 0712100648 and send e-copy of bank deposit slip/proof of payment to glss@mgb.gov.ph	2.2 Accept and submit deposit slip/proof of payment to Cashier for bank verification		10 Minutes	Administrative Staff, GLSS
	2.3 Verify payment and issue Official Receipt (OR) (OR)		20 Minutes	Cashier, AD
	2.4 Send scanned and original copies of Official Receipt (OR) to client; advise Client to submit samples to MGB or send through courier		15 Minutes	GLSS
3. Submit sample/s for analysis to GLSS either by drop-off or courier services	3.1 Verify the sample/s submitted, prepare Job Request Form		1 Hour, 30 Minutes	Geologist, Megascopic Unit
	3.2 Conduct sample analysis and prepare Report of Analysis		2 Hours	Geologist, Chief, Megascopic Unit
	3.3 Review and sign Report of Analysis		15 Minutes	Chief, GLSS
	3.4 Review and sign Report of Analysis (in case		10 Minutes	Chief, LGSD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	of rectification, the report is returned to the Chief, GLSS)			
4. Present ID and/or proof of authorization (in case an authorized representative/s will claim the Report of Analysis) to GLSS Staff and acknowledge receipt of Report of Analysis; or receives Report of Analysis through email and acknowledge receipt of Report of Analysis	4.1 Release Report of Analysis, either e-mail or pick up 4.2 File a duplicate copy in the Megascopic Unit		5 Minutes	Administrative Staff, GLSS
TOTAL			5 Hours, 40 Minutes	



Conduct of Petrographic/Mineragraphic Analysis

Office or Division:	Lands Geological Survey Division – Geological Laboratory Services Section – Petrography and Mineragraphy Laboratory Unit
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B – Government to Businesses
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Client Information Sheet Job Request Form	Lands Geological Survey Division – Geological Laboratory Services Section – Megascopic Laboratory Unit
Sample/s for analysis	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the designated sample receiving area Accomplish the Client Information Sheet For online submission: Client may fill out the online client information sheet at https://arcg.is/1nueHu For further inquiries, call (02) 8667 6700 local 164 or email at glss@mgb.gov.ph	1.1 Compute fees/charges based on the analysis requested and prepare Order of Payment Forms in three (3) copies	Refer to DENR Administrative Order 2005-08	15 Minutes	Geologist, GLSS
	1.2 Review and sign Order of Payment Form		15 Minutes	Chief, LGSD, Chief Accountant, Financial Management Division
	1.3 Issue Order of Payment to Client or send it through email for online submission		5 Minutes	Administrative Staff, GLSS
2. Pay Analysis Fee/s	2.1 Receive payment and pay on behalf of the client at the Cashier's Office		5 Minutes	Administrative Staff, GLSS
	2.4 Accept payment, issue Official Receipt (OR) and provide duplicate copy of the		10 Minutes	Cashier, Administrative Division (AD)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Order of Payment 2.3 Provide OR to client and request the client to place the samples in the designated area		5 Minutes	Administrative Staff, GLSS
For online payment/ submission: Client pays Analysis Fee/s in bank through MGB(HRD) Landbank Account Number 0712100648 and send e-copy of bank deposit slip/proof of payment to glss@mgb.gov.ph	2.2 Accept and submit deposit slip/proof of payment to Cashier for bank verification		10 Minutes	Administrative Staff, GLSS
	2.3 Verify payment and issue Official Receipt (OR)		20 Minutes	Cashier
	2.4 Send scanned and original copies of Official Receipt (OR) to client; advise Client to submit samples to MGB or send through courier		15 Minutes	GLSS
3. Submit sample/s for analysis to GLSS either by drop-off or courier services	3.1 Verify the sample/s submitted, prepare Job Request Form and forward submitted sample/s to Sample Preparation Unit		1 Hour, 30 Minutes	Geologist, Chief, Megascopic Laboratory Unit Chief, GLSS
	3.2 Conduct sample preparation		4 Days	Laboratory Technician, Sample Preparation Unit
	3.3 Check and turn over the prepared sample/s to the Megascopic Unit		10 Minutes	Laboratory Technician, Sample Preparation Unit
	3.4 Check prepared sample/s;		20 Minutes	Geologist, Megascopic



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Prepares Job Request Form and forwards prepared sample/s to analyzing unit			Laboratory Unit
	3.6 Receive and verify prepared sample/s and Job Request Forms from Megascopic Unit with signature and due date on both copies		10 Minutes	Geologist, Petrography and Mineragraphy Laboratory Unit
	3.7 Conduct further sample preparation/tests if applicable; Conduct sample analysis and encoding of results of analysis		10 Days	Laboratory Aide, Petrochemistry Unit; Geologist, Petrography and Mineragraphy Laboratory Unit
	3.8 Review and sign Report of Analysis		2 Hours	Chief, GLSS
	3.9 Review and sign Report of Analysis (in case of rectification, the report is returned to the Chief, GLSS)		15 Minutes	Chief, LGSD
4. Present ID and/or proof of authorization (in case an authorized representative/s will claim the Report of Analysis) to GLSS Staff and acknowledge receipt of Report of Analysis; or receive Report of Analysis through email and acknowledge receipt of Report of Analysis	4.1 Release Report of Analysis, either e-mail or pick up 4.2 File a duplicate copy in the Megascopic Unit		5 Minutes	Administrative Staff, GLSS



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	TOTAL		14 Days, 6 Hours, 10 Minutes	



Conduct of Petrochemical Analysis

Office or Division:	Lands Geological Survey Division – Geological Laboratory Services Section – Petrochemistry Laboratory Unit
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B – Government to Businesses
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Client Information Sheet Job Request Form	Lands Geological Survey Division – Geological Laboratory Services Section (GLSS) – Megascopic Unit
Sample/s for analysis	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the designated sample receiving area Accomplish the Client Information Sheet For online submission: Client may fill out the online client information sheet at https://arcg.is/1nueHu For further inquiries, call (02) 8667 6700 local 164 or email at glss@mgb.gov.ph	1.1 Compute fees/charges based on the analysis requested and prepare Order of Payment Forms in three (3) copies	Refer to DENR Administrative Order 2005-08	15 Minutes	Geologist, GLSS
	1.2 Review and sign Order of Payment Form		15 Minutes	Chief, LGSD, Chief Accountant, Financial Management Division
	1.3 Issue Order of Payment to Client or send it through email for online submission		5 Minutes	Administrative Staff, GLSS
2. Pay Analysis Fee/s	2.1 Receive payment and pay on behalf of the client at the Cashier's Office		5 Minutes	Administrative Staff, GLSS
	2.5 Accept payment, issue Official Receipt (OR) and		10 Minutes	Cashier, Administrative Division (AD)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>provide duplicate copy of the Order of Payment</p> <p>2.3 Provides OR to client and requests the client to place the samples in the designated area</p>		5 Minutes	Administrative Staff, GLSS
For online payment/ submission: Client pays Analysis Fee/s in bank through MGB(HRD) Landbank Account Number 0712100648 and send e-copy of bank deposit slip/proof of payment to glss@mgb.gov.ph	2.2 Accept and submit deposit slip/proof of payment to Cashier for bank verification		10 Minutes	Administrative Staff, GLSS
	2.3 Verify payment and issue Official Receipt (OR)		20 Minutes	Cashier, AD
	2.4 Send scanned and original copies of Official Receipt (OR) to client; advise Client to submit samples to MGB or send through courier		15 Minutes	GLSS
3. Submit samples for analysis to GLSS either by drop off or courier services	3.1 Verify the sample/s submitted, prepare Job Request Form and forward sample/s to Sample Preparation laboratory unit		1 Hour, 30 Minutes	Geologist, Chief, Megascopic Unit Chief, GLSS
	3.2 Conduct sample preparation, analysis, evaluation of results and encoding		10 Days	Laboratory Technician, Sample Preparation Unit; Laboratory Aide and Chemist,



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Petrochemistry Unit
	3.3 Review and sign Report of Analysis		15 Minutes	Chief, GLSS
	3.4 Review and sign Report of Analysis (in case of rectification, the report is returned to the Chief, GLSS)		10 Minutes	Chief, LGSD
4. Present ID and/or proof of authorization (in case an authorized representative/s will claim the Report of Analysis) to GLSS Staff and acknowledge receipt of Report of Analysis; or receive Report of Analysis through email and acknowledge receipt of Report of Analysis	4.1 Release Report of Analysis, either e-mail or pick up 4.2 File a duplicate copy in the Megascopic Unit		5 Minutes	Administrative Staff, GLSS
	TOTAL		10 Days, 3 Hours, 40 Minutes	



Conduct of Paleontological Analysis

Office or Division:	Lands Geological Survey Division – Geological Laboratory Services Section – Paleontology Laboratory Unit
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B – Government to Businesses
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Client Information Sheet Job Request Form	Lands Geological Survey Division – Geological Laboratory Services Section (GLSS) – Megascopic and Microchemical Testing Unit
Sample/s for analysis	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the designated sample receiving area Accomplish the Client Information Sheet For online submission: Client may fill out the online client information sheet at https://arcg.is/1nueHu For further inquiries, call (02) 8667 6700 local 164 or email at glss@mgb.gov.ph	1.1 Compute fees/charges based on the analysis requested and prepare Order of Payment Forms in three (3) copies	Refer to DENR Administrative Order 2005-08	15 Minutes	Geologist, GLSS
	1.2 Review and sign Order of Payment Form		15 Minutes	Chief, LGSD, Chief Accountant, Financial Management Division
	1.3 Issue Order of Payment to Client or send it through email for online submission		5 Minutes	Administrative Staff, GLSS
2. Pay Analysis Fee/s	2.1 Receive payment and pay		5 Minutes	Administrative Staff, GLSS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>on behalf of the client at the Cashier's Office</p> <p>2.6 Accept payment, issue Official Receipt (OR) and provide duplicate copy of the Order of Payment</p> <p>2.3 Provide OR to client and request the client to place the samples in the designated area</p>		<p>10 Minutes</p> <p>5 Minutes</p>	<p>Cashier, Administrative Division (AD)</p> <p>Administrative Staff, GLSS</p>
<p>For online payment /submission: Client pays Analysis Fee/s in bank through MGB(HRD) Landbank Account Number 0712100648 and send e-copy of bank deposit slip/proof of payment to glss@mgb.gov.ph</p>	<p>2.2 Accept and submit deposit slip/proof of payment to Cashier for bank verification</p>		<p>10 Minutes</p>	<p>Administrative Staff, GLSS</p>
	<p>2.3 Verify payment and issue Official Receipt (OR)</p>		<p>20 Minutes</p>	<p>Cashier</p>
	<p>2.4 Send scanned and original copies of Official Receipt (OR) to client; advise Client to submit samples to MGB or send</p>		<p>15 Minutes</p>	<p>GLSS</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	through courier			
3. Submit samples for analysis to GLSS either by drop off or courier services	3.1 Verify the samples submitted, prepare Job Request Form and forward sample/s to Sample Preparation laboratory unit		1 Hour, 30 Minutes	Geologist, Megascopic Unit Chief, GLSS
	3.2 Conduct sample preparation, analysis, evaluation of results and encoding		14 Days	Laboratory Technician, Sample Preparation Unit Geologist Paleontology Unit
	3.3 Review and sign Report of Analysis		15 Minutes	Chief, GLSS
	3.4 Review and sign Report of Analysis (in case of rectification, the report is returned to the Chief, GLSS)		10 Minutes	Chief, LGSD
4. Present ID and/or proof of authorization (in case an authorized representative/s will claim the Report/s of Analysis to GLSS Staff and acknowledge receipt of Report of Analysis; or receive Report of Analysis through email and acknowledge receipt of Report of Analysis	4.1 Release Report of Analysis, either e-mail or pick up 4.2 File a duplicate copy in the Megascopic Unit		5 Minutes	Administrative Staff, GLSS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	TOTAL		14 Days, 3 Hours, 40 Minutes	



Conduct of X-Ray Diffraction/Fluorescence Analysis

Office or Division:	Lands Geological Survey Division – Geological Laboratory Services Section – X-ray Laboratory Unit
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B – Government to Businesses
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Client Information Sheet Job Request Form	Lands Geological Survey Division – Geological Laboratory Services Section (GLSS) – Megascopic Unit
Sample/s for analysis	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the designated sample receiving area Accomplish the Client Information Sheet For online submission: Client may fill out the online client information sheet at https://arcg.is/1nueHu For further inquiries, call (02) 8667 6700 local 164 or email at glss@mgb.gov.ph	1.1 Compute fees/charges based on the analysis requested and prepare Order of Payment Forms in three (3) copies	Refer to DENR Administrative Order 2005-08	15 Minutes	Geologist, GLSS
	1.2 Review and sign Order of Payment Form		15 Minutes	Chief, LGSD, Chief Accountant, Financial Management Division
	1.3 Issue Order of Payment to Client or send it through email for online submission		5 Minutes	Administrative Staff, GLSS
2. Pay Analysis Fee/s	2.1 Receive payment and pay on behalf of the client at the Cashier's Office		5 Minutes	Administrative Staff, GLSS
	2.7 Accept payment, issue		10 Minutes	Cashier, Administrative Division (AD)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>Official Receipt (OR) and provide duplicate copy of the Order of Payment</p> <p>2.3 Provide OR to client and request the client to place the samples in the designated area</p>		5 Minutes	Administrative Staff, GLSS
For online payment/ submission: Client pays Analysis Fee/s in bank through MGB(HRD) Landbank Account Number 0712100648 and sends e-copy of bank deposit slip/proof of payment to glss@mgb.gov.ph	2.2 Accept and submit deposit slip/proof of payment to Cashier for bank verification		10 Minutes	Administrative Staff, GLSS
	2.3 Verify payment and issue Official Receipt (OR)		20 Minutes	Cashier
	2.4 Send scanned and original copies of Official Receipt (OR) to client; advise Client to submit samples to MGB or send through courier		15 Minutes	GLSS
3. Submit samples for analysis to GLSS either by drop off or courier services	3.1 Verify the samples submitted, prepare Job Request Form and forward samples to Sample Preparation		1 Hour, 30 Minutes	Geologist, Chief, Megascopic Unit Chief, GLSS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	laboratory unit			
	3.2 Conduct sample preparation, analysis, evaluation of results and encoding		6 Days	Laboratory Technician, Geologist, Xray Unit
	3.3 Review and sign Report of Analysis		15 Minutes	Chief, GLSS
	3.4 Review and sign Report of Analysis (in case of rectification, the report is returned to the Chief, GLSS)		10 Minutes	Chief, LGSD
4. Present ID and/or proof of authorization (in case an authorized representative/s will claim the Report of Analysis) to GLSS Staff and acknowledge receipt of Report of Analysis; or receive Report of Analysis through email and acknowledge receipt of Report of Analysis	4.1 Release of Report of Analysis, either e-mail or pick up 4.2 File a duplicate copy in the Megascopic Unit		5 Minutes	Administrative Staff, GLSS
	TOTAL		6 Days, 3 Hours, 40 Minutes	



Conduct of Chemical Analysis

Office or Division:	Metallurgical Technology Division – Chemical Laboratory Services Division
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B – Government to Businesses
Who may avail:	All
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Request for Analysis Form	Metallurgical Technology Division (MeTD) – Chemical Laboratory Services Division (CLSS)
Sample/s for analysis	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Proceed to designated sample receiving area accomplish/ submit Request for Analysis Form</p> <p>For online submission: Client may Download Request for Analysis Form at www.mgb.gov.ph</p> <p>Submit accomplished Request for Analysis Form to metd@mgb.gov.ph</p> <p>For further inquiries, call (02) 8667 6700 local 150 for Chemical Laboratory Service Section</p>	1.1 Compute the fees/charges based on the parameters requested and prepare Assessment and Order of Payment Forms in three (3) Copies	Refer to DENR Administrative Order 2005-08	15 Minutes	Administrative Staff, CLSS
	1.2 Review and sign Assessment Form, and initial Order of Payment Form		10 Minutes	Chief, CLSS
	1.3 Review and sign Order of Payment Form		15 Minutes	Chief, MeTD, Chief Accountant, Financial Management Division
	1.4 Issue Orders of payment to client or send it through email for online submissions		5 Minutes	Administrative Staff, CLSS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay Analysis Fee/s	2.1 Receive payment and pay on behalf of the client at the Cashier's Office		5 Minutes	Administrative Staff, CLSS
	2.2 Accept payment, issue Official Receipt and provide duplicate copy of the Order of Payment		10 Minutes	Cashier, Administrative Division (AD)
	2.3 Provide OR to client and request the client to place the samples in the designated area		5 Minutes	Administrative Staff, CLSS
*For online submission: Client pays Analysis Fee/s in bank through MGB(HRD) Landbank Account Number 0712100648 and send e-copy of bank deposit slip to metd@mgb.gov.ph	*2.4 Accept and submit deposit slip to cashier for bank verification		5 Minutes	Administrative Staff, CLSS
	*2.5 Verify payment and issue Official Receipt (OR)		5 Minutes	Cashier
	*2.6 Advise Client to submit samples to MGB or send through courier		5 Minutes	Administrative Staff, CLSS
3. For online transaction: Submit	3.1 Conduct sample preparation		2 Days*	Laboratory Technician/Aide, CLSS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
sample/s to MGB on-site or send through courier	3.2 Conduct chemical analysis and submit results of analysis to the chief, CLSS		13 Days*	Science Research Specialist (Chemists), CLSS
	3.3 Evaluate results of analysis (in case of rectification, return to chemist)		1 Hour	Chief, CLSS
	3.4 Prepare report of analysis		1 Hour	Administrative Staff, CLSS
	3.5 Initial Report of Analysis		30 Minutes	Science Research Specialist (Chemists), CLSS
	3.6 Sign Report of Analysis		1 Hour	Chief, CLSS
	3.7 Review and approve Report of Analysis (in case of rectification, returns to CLSS Chief)		5 Minutes	Chief, METD
4. Present ID (or in cases of authorized representative, present proof of authorization) to CLSS and acknowledge receipt of Report of Analysis Or receives Report of Analysis through email and acknowledges receipt of Report of Analysis	4.1 Releases Report of Analysis and files duplicate copy		5 Minutes	Administrative Staff, CLSS
TOTAL			15 Days, 5 Hours	

* Processing time may vary based on the type of sample/s.



Conduct of Fire Assay

Office or Division:	Metallurgical Technology Division – Mineral Processing Service and Audit Section	
Classification:	Highly Technical	
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B – Government to Businesses	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Request for Analysis Form		Metallurgical Technology Division (MeTD) – Mineral Processing Service and Audit Section (MPSAS)
Sample/s for analysis		Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Proceed to designated sample receiving area and accomplish/ submit Request for Analysis Form</p> <p>For online submission: Client may Download Request for Analysis Form at www.mgb.gov.ph</p> <p>Submit accomplished Request for Analysis Form to metd@mgb.gov.ph</p> <p>For further inquiries, call (02) 8667 6700 local 160 for Metallurgical Services</p>	1.1 Compute fees/charges based on the parameters requested and prepare Assessment and Order of Payment Forms in three (3) copies	Refer to DENR Administrative Order 2005-08	15 Minutes	Administrative Staff, MPSAS
	1.2 Review and sign Assessment Form, and initial Order of Payment Form		20 Minutes	Chief, MPSAS
	1.3 Review and sign Order of Payment Form		20 Minutes	Chief, MeTD Chief Accountant, Financial Management Division
	1.4 Issue Order of Payment to Client or send it through email for online submissions		5 Minutes	Administrative Staff, MPSAS
2. Pay Analysis Fee/s	2.1 Receive payment and pay on behalf of the client at the		5 Minutes	Administrative Staff, MPSAS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Cashier's Office			
	2.3 Accept payment, issue Official Receipt (OR) and provide duplicate copy of the Order of Payment		10 Minutes	Cashier, Administrative Division (AD)
	2.3 Provide OR to client and request the client to place the samples in the designated area		5 Minutes	Administrative Staff, MPSAS
*For online submission: Client pays Analysis Fee/s in bank through MGB(HRD) Landbank Account Number 0712100648 and send e-copy of bank deposit slip to metd@mgb.gov.ph	*2.4 Print and submit deposit slip to Cashier for bank verification		10 Minutes	Administrative Staff, MPSAS
	*2.5 Verify payment and issue Official Receipt (OR)		15 Minutes	Cashier, AD
	*2.6 Advise Client to submit samples to MGB or send through courier		10 Minutes	Administrative Staff, MPSAS
3. For online transaction: Submit sample/s to MGB on-site or send through courier	3.1 Conduct sample preparation		2 Days*	Laboratory Technician/Aide, MPSAS
	3.2 Conduct fire assay and submit results of analysis to the Chief, MPSAS		9 Days	Metallurgical Engineer, MPSAS
	3.3 Evaluate results of analysis (in case of		1 Hour	Chief, MPSAS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	rectification, returns to Metallurgical Engineer			
	3.4 Prepare Report of Analysis		1 Hour	Administrative Staff, MPSAS
	3.5 Initial Report of Analysis		30 Minutes	Metallurgical Engineer, MPSAS
	3.6 Sign Report of Analysis		1 Hour	Chief, MPSAS
	3.7 Review and approve Report of Analysis (in case of rectification, returns to MPSAS Chief)		5 Minutes	Chief, METD
4. Present ID to MPSAS (or in cases of authorized representative, presents proof of authorization) and acknowledge receipt of Report of Analysis at the Guard House or receive Report of Analysis through email and acknowledge receipt of Report of Analysis	4.1 Release Report of Analysis or send it electronically through email and file duplicate copy		5 Minutes	Administrative Staff, MPSAS
TOTAL			11 Days, 5 Hours, 35 Minutes	

* Processing time may vary based on the type of sample/s.



Conduct of Metallurgical Tests

Office or Division:	Metallurgical Technology Division – Mineral Processing Service and Audit Section
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B – Government to Businesses
Who may avail:	All
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Request for Analysis Form	Metallurgical Technology Division (MeTD) – Mineral Processing Service and Audit Section (MPSAS)
Sample/s for analysis	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Proceed to designated sample receiving area and accomplish/ submit Request for Analysis Form</p> <p>For online submission: Client may Download Request for Analysis Form at www.mgb.gov.ph</p> <p>Submit accomplished Request for Analysis Form to metd@mgb.gov.ph</p> <p>For further inquiries, call (02) 8667 6700 local 160 for Metallurgical Services</p>	1.1 Compute the fees/charges based on the parameters requested and prepare Assessment and Order of Payment Forms in three (3) copies	Refer to DENR Administrative Order 2005-08	15 Minutes	Administrative Staff, MPSAS
	1.2 Review and sign Assessment Form and initial Order of Payment Form		20 Minutes	Chief, MPSAS
	1.3 Review and sign Order of Payment Form		20 Minutes	Chief, MeTD Chief Accountant, Financial Management Division
	1.4 Issues Order of Payment to Client or send it through email for online submissions		5 Minutes	Administrative Staff, MPSAS
2. Pay Analysis Fee/s	2.1 Receive payment and pay on behalf		5 Minutes	Administrative Staff, MPSAS



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	of the client at the Cashier's Office 2.4 Accept payment, issue Official Receipt and provide duplicate copy of the Order of Payment 2.5 Provide OR to client and requests the client to place the samples in the designated area		10 Minutes 5 Minutes	Cashier, Administrative Division (AD) Administrative Staff, MPSAS
*For online submission: Client pays Analysis Fee/s in bank through MGB(HRD) Landbank Account Number 0712100648 and sends e-copy of bank deposit slip to metd@mgb.gov.ph	*2.4 Accept and submit deposit slip to Cashier for bank verification		10 Minutes	Administrative Staff, MPSAS
	*2.5 Verify payment and issue Official Receipt (OR)		15 Minutes	Cashier, AD
	*2.6 Advise Client to submit samples to MGB or send it through courier		10 Minutes	Administrative Staff, MPSAS
3. For online transaction: Submit sample/s to MGB on-site or send through courier	3.1 Conduct sample preparation		2 Days*	Laboratory Technician/Aide, MPSAS
	3.2 Conduct metallurgical tests and submit results of metallurgical tests to the Chief, MPSAS		4 Days*	Metallurgical Engineer, MPSAS
	3.3 Evaluate results of metallurgical tests (in case of rectification,		1 Hour	Chief, MPSAS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	returns to Metallurgical Engineer)			
	3.4 Prepare Report of Metallurgical Tests		1 Hour	Administrative Staff, MPSAS
	3.5 Initial Report of Metallurgical Tests		30 Minutes	Metallurgical Engineer, MPSAS
	3.6 Sign Report of Metallurgical Tests		1 Hour	Chief, MPSAS
	3.7 Review and approve Report of Metallurgical Tests (in case of rectification, returns to MPSAS Chief)		5 Minutes	Chief, METD
4. Present ID to MPSAS (or in cases of authorized representative, presents proof of authorization) and acknowledge receipt of Report of Metallurgical Tests or receive Report of Metallurgical Tests through email and acknowledge receipt of Report of Metallurgical Tests	4.1 Release Report of Metallurgical Tests or send it electronically through email and file duplicate copy		5 Minutes	Administrative Staff, MPSAS
	TOTAL		6 Days, 5 Hours, 35 Minutes	

* Processing time may vary based on the type of sample/s.



Conduct of Mineral Resource Validation/Evaluation of Final Exploration Report

Office or Division:	Lands Geological Survey Division – Economic Geology Section (EGS)
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government G2C - Government to Citizen G2B – Government to Businesses
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Final Exploration Report	Applicant
Letter of Request for mineral resource validation	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON/OFFICE RESPONSIBLE
1. MTMD endorses the FER and Letter of Request to LGSD For online submission of FER: Soft copies will be sent to egs@mgb.gov.ph	1.1 Prepare reply letter indicating duration of validation fieldwork and corresponding fees; Endorse the reply letter to OD for signature		4 Hours	Geologist/Senior Geologist, Supervising Geologist EGS
	1.2 Review and sign the reply letter; forward to LGSD for transmittal		4 Hours	MGB Director, Office of the Director (OD)
	1.3 Prepare the Order of Payment in three (3) copies	Refer to DENR Administrative Order 2005-08	15 Minutes	Geologist, EGS
	1.4 Review and sign Order of Payment Form		15 Minutes	Chief, LGSD, Chief Accountant, Financial Management Division
	1.5 Send the validation letter and Order of		5 Minutes	Geologist, EGS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON/OFFICE RESPONSIBLE
	Payment to the client through email			
Processing time stops until client pays the corresponding validation fees				
2. Pay the corresponding validation fees	2.1 Accept payment; issue Official Receipt (OR)		15 Minutes	Cashier, Administrative Division (AD)
For online payment/ submission: Client pays Analysis Fee/s in bank through MGB(HRD) Landbank Account Number 0712100648 and send e-copy of bank deposit slip/proof of payment to egs@mgb.gov.ph	2.2 Accept and submit deposit slip/proof of payment to Cashier for bank verification		10 Minutes	Geologist, EGS
	2.3 Verify payment and issue Official Receipt (OR)		20 Minutes	Cashier, AD
	2.4 Send scanned and original copies of Official Receipt to client; advise Client about the field validation schedule		15 Minutes	Geologist, EGS
3. Provide logistical support to the Resource Validation Team during the conduct of the fieldwork	3.1 Conduct field validation at the client's site		7 Days	Geologist, Senior Geologist, EGS
	3.2 Prepare Initial Validation Report after		15 Days	Geologist/Senior Geologist,



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON/OFFICE RESPONSIBLE
	return from fieldwork (Evaluation of resource declarations and other parameters used during resource estimation)			Supervising Geologist EGS
Processing time stops until client submits samples to be subjected for metallurgical grade or petrochemical testing				
4. Submit samples for metallurgical or chemical analysis	4.1 Conduct the laboratory analysis		Please see the processing times for chemical analysis and metallurgical tests respectively	GLSS, LGSD MetD,
Processing time stops until sample analysis is completed				
	4.2 Prepare Final Validation Report incorporating analysis results		7 Days	Geologist/Senior Geologist, Supervising Geologist, EGS
	4.3 Review and sign endorsement letter to the Director Endorse the Final Exploration Validation Report to the Director and MTMD		1 Hour	Chief, LGSD
	TOTAL		30 Days, 2 Hours, 35 Minutes	



Processing and Approval of Environmental Protection and Enhancement Programs (EPEP) and Final Mine Rehabilitation and/or Decommissioning Plan (FMR/DP)

Office or Division:	Mine Safety, Environment and Social Development Division	
Classification:	Highly Technical	
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B - Government to Businesses	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Environmental Protection and Enhancement Program (EPEP) – Soft Copy in PDF File	Contractor/Permit Holder	
Final Mine Rehabilitation/Decommissioning Plan (FMR/DP) –Soft Copy in PDF File	Contractor /Permit Holder	
Environmental Compliance Certificate	Environmental Management Bureau	
Endorsement from the MGB Regional Office concerned of the Mine Rehabilitation Fund Committee (MRFC) Resolution - Soft copy in PDF File	MRFC	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Mining Tenements Management Division (MTMD) endorses EPEP FMR/DP and other requirements to Mine Safety, Environment and Social Development Division (MSESDD)	1.1 Receive and endorses the proposed EPEP-FMR/DP to Technical Secretariat [Mine Environmental Management Section (MEMS)]; 1.2 Review the proposed EPEP-FMR/DP; 1.3 Transmit through e-mail the proposed EPEP-FMRDP to the TWG members [Section Chiefs of MEMS, Social Development Section (SDS), Mine Safety and Health Section (MSHS), Mine Environmental Audit Section		1 Day	Chief, MSESDD; Chief, MEMS; Technical Secretariat (TS) Staff



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.9 Transmit through e-mail the following: 1. Notice of Meeting to CLRFSC with the soft copy of the proposed EPEP-FMR/DP; and 2. Letter of invitation to the Contractor/Permit Holder		15 Minutes	TS Staff
2. Presents the proposed EPEP-FMR/DP	2.1 Conduct virtual meeting for the deliberation of the proposed EPEP-FMR/DP (Every FriDay);		5 Hours	CLRFSC with TWG Members; Contractor/Permit Holder
	2.2 CLRFSC submits comments to the TWG Secretariat through e-mail		See Note 1	CLRFSC
Note 1: Processing time stops until CLRFSC members submit the comments on the proposed EPEP-FMR/DP to MGB				
	2.3 Prepare Letter to Contractor/Permit Holder providing Minutes of Meeting of CLRFSC containing the comments on the proposed EPEP-FMR/DP; 2.4 Review the Letter to Contractor/Permit Holder; 2.5 Review and endorse to CLRFSC Chair the Letter to Contractor/Permit Holder;		1 Day	TS Staff; Chief, MEMS; Chief, MSESDD
	2.6 Review and sign the Letter to Contractor/Permit Holder and transmits the same to the TWG Secretariat for releasing;		1 Day	MGB Director/Chair, CLRFSC



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.7 Receive the signed Letter; 2.8 Transmit through e-mail the Letter to Contractor/Permit Holder;		15 Minutes	TS Staff
Note 2: Processing time stops until Contractor/Permit Holder submits the proposed EPEP-FMR/DP with revisions to MGB				
3. Contractor/Permit Holder submits through MGB official e-mail soft copy in PDF file (central@mgb.gov.ph copy furnished minesafety@mgb.gov.ph) of the proposed EPEP-FMR/DP with revisions	3.1 Receive and endorse through e-mail the proposed EPEP-FMR/DP with revisions to the TWG Head; 3.2 Endorse through e-mail the proposed EPEP-FMR/DP with revisions to the TS Head and TS Staff;		1 Day	Administrative Staff, Office of the Director Chief, MSESDD;
	3.3 Transmit through e-mail the proposed EPEP-FMR/DP with revisions to the TWG members;			TS Staff
	3.4 Receive and evaluate the proposed EPEP-FMR/DP with revisions;		2 Days	TWG members
	3.5 Consolidate the evaluation reports of TWG members on the proposed EPEP-FMR/DP with revisions for second presentation during the CLRFSC meeting; 3.6 Prepare the following action document for the second deliberation during the CLRFSC meeting: 1. Notice of Meeting to the CLRFSC for the deliberation of		1 Day	TS Staff;



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>the proposed EPEP-FMRDP with revisions; and</p> <p>2. Letter-invitation to the Contractor/Permit Holder for presentation of the proposed EPEP-FMR/DP with revisions</p> <p>3.7 Review the Notice of Meeting and Letter of Invitation by the TS Head;</p> <p>3.8 Review and sign the Notice of Meeting and Letter of Invitation by the TWG Head;</p>			<p>Chief, MEMS;</p> <p>Chief, MSESDD</p>
	<p>3.9 Transmit through e-mail the following:</p> <p>1. Notice of Meeting with the soft copy of the proposed EPEP-FMR/DP with revisions; and</p> <p>2. Letter of invitation to Contractor/Permit Holder for the second presentation;</p>		15 Minutes	TS Staff
4. Present the proposed EPEP-FMR/DP with revisions	<p>4.1 Virtual Deliberation of the proposed EPEP-FMR/DP with revisions for final comments;</p> <p>1. If there are still lacking requirement, return to step 3 to incorporate the lacking requirements;</p> <p>2. If requirements are complete, the CLRFSC issues Resolution</p>		<p>5 Hours</p> <p>See Note 3</p>	CLRFSC with TWG Members and Contractor/Permit Holder



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	approving the proposed EPEP-FMR/DP;			
<p>Note 3: Processing time stops until CLRFSC members sign the Resolution approving the EPEP-FMR/DP. Signing of the Resolution by the committee members from other government agencies is through online.</p>				
	<p>4.2 Prepare the following documents:</p> <ol style="list-style-type: none"> 1. COA and Project Profile; and 2. Letter to the Contractor/Permit Holder forwarding the COA for conforme by the President-of the mining company; <p>4.3 Review the following documents by the TS Head:</p> <ol style="list-style-type: none"> 1. COA and Project Profile; and 2. Letter to the Contractor/Permit Holder forwarding the COA for conforme by the President of the mining company; <p>4.4 Review and endorse the following documents to the CLRFSC Chair:</p> <ol style="list-style-type: none"> 1. COA and Project Profile; and 2. Letter to the Contractor/Permit Holder; 		3 Days	<p>TS Staff;</p> <p>Chief, MEMS;</p> <p>Chief, MSESDD</p>
	4.5 Review and sign the COA and Letter to the Contractor/Permit Holder		2 Days	MGB Director/CLRFSC , Chair



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.6 Transmit through courier the Letter to the Contractor/Permit Holder forwarding the COA for conforme		15 Minutes	Records Section, Administrative Division
5. Contractor/Permit Holder submits through courier the signed Certificate of Approval together with the five hard copies and a soft copy of the final EPEP-FMR/DP	5.1 Receive the signed COA together with the approved EPEP-FMR/DP; 5.2 Endorse the signed COA to the TWG; 5.3 Prepare the following documents for endorsement of the approved EPEP-FMRDP including the signed COA: 1. Memorandum to MTMD; 2. Memorandum to MGB Regional Office (RO) concerned; and 3. Letter to Contractor/Permit Holder		1 Day	Records Section, Administrative Division; MGB Director/CLRFSC Chair; Chief, MEMS and TS Staff;
	5.4 Review and sign Memorandum to MTMD; 5.5 Review and sign the Memorandum to MGB RO concerned and Letter to Contractor/Permit Holder		1 Day	Chief, MSESDD; MGB Director/CLRFSC Chair
	5.6 Transmit Memorandum to MTMD; 5.7 Transmit through courier the Memorandum to MGB RO concerned and		15 Minutes	MSESDD Administrative Staff; Records Section, Administrative Division



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Letter to Contractor/Permit Holder			
TOTAL		None	17 Days, 11 Hours, 15 Minutes	

Note:

- Evaluation of EPEP and FMR/DP without revisions after the CLRFSC meeting will take 11 Days, 5 Hours, 45 Minutes;
- Evaluation of EPEP and FMR/DP with revisions after the CLRFSC meeting will take 17 Days, 11 Hours, 15 Minutes



Application for Authority to Hire Foreign Nationals (AHFN)

Office or Division:	Mining Technology Division – Mining Technology Development Section	
Classification:	Complex	
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B – Government to Businesses	
Who may avail:	Holders or Applicants for Mineral Agreement/FTAA/Exploration Permit/MPP	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> 1. Application Letter/Letter of Intent 2. Certified true copies of the pertinent documents attesting to the qualifications and educational attainments of foreign national such as but not limited to Certificate of Trainings and Diplomas; 3. Certified true copies of Certificate(s) of Employment from previous employers of the foreign national; 4. Certified true copies of passport/visa; 5. Detailed Description of the Job to be performed by the foreign national. 		Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit AHFN Application and documentary requirements at central@mgb.gov.ph and miningtech@mgb.gov.ph For further inquiries, call (02) 8667 6700 local 102 If physical submission, proceed to Records Section to submit the Application for	1.1 Receive the AHFN Application with documentary requirements and forward the documents to the Office of the Director (OD), via e-mail		15 Minutes	Administrative Staff, Records Section
	1.2 Review documents and endorse to Mining Technology Division (MTD) for appropriate action		1 Hour	Office of the Director (OD)
	1.3 Receive, scan and forward the documents		30 Minutes	Administrative Staff. MTD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Authority to Hire Foreign National (AHFN) and documentary requirements	to MTD Chief, via e-mail			
	1.4 Review the documents and endorse to Mining Technology Development Section (MTDS) Chief, via e-mail		1 Hour	Chief, MTD
	1.5 Review and transmit to technical staff for evaluation, via e-mail		1 Hour	Section Chief, MTDS
	1.6. Conduct evaluation of the AHFN application and documentary requirements 1.6.1. If the application is not eligible for issuance of AHFN, Technical Personnel informs the applicant of denial/deficiencies. 1.6.2. If the AHFN application is in order, Technical Personnel prepares the Order of Payment.		2 Days	Engineer/ Technical Staff, MTDS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.7 Prepare Order of Payment, Assessment Form and Letter-Advise to the Applicant and forward to Section Chief, MTDS	Php 4,000 per foreign national	30 Minutes	Engineer/ Technical Staff, MTDS
	1.8 Review and sign the Assessment Form, and initial Order of Payment Form	(Pursuant to Section 1.3.19 of DAO 2005-08 "Aliens Local Employment + Fee) and JMC 2019-001 'Rules and Procedures Governing Foreign Nationals Intending to Work in the Philippines")	15 Minutes	Section Chief, MTDS
	1.9 Review and sign Order of Payment Form		15 Minutes	Chief, MTD Chief Accountant, Financial Management Division
	1.10 Issue Orders of payment to client and send it via email		30 Minutes	Administrative Staff, MTD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay AHFN Application Fee Online Client pays AHFN Application Fee/s in bank through MGB(HRD) Landbank Account Number 0712100648 and send e-copy of bank deposit slip to miningtech@mgb.gov.ph	3.1. Accept and submit deposit slips to cashier for bank verification		10 Minutes	Administrative Staff, MTD
	3.2. Verify payment and issue Official Receipt		10 Minutes	Cashier, Administrative Division (AD)
	3.3 Prepare the AHFN Evaluation Checklist with the attached OR and AHFN Endorsement to Department of Labor and Employment (DOLE) and forward to MTD Section Chief via e-mail		1 Hour	Engineer/ Technical Staff, MTDS
	3.4 Review and initial the documents and forward to MTD Chief via e-mail		30 Minutes	Section Chief, MTDS
	3.5 Review and sign the documents and forward to OD		1 Hour	Chief, MTD
	3.6 Review and sign the AHFN Endorsement to DOLE and releases to MTD		2 Hours	MGB Director, OD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.7 Receive and scan the AHFN Endorsement and release to Records,		15 Minutes	Administrative Staff, MTD
	3.8 Release the AHFN Endorsement to DOLE, copy furnished the client.		15 Minutes	Administrative Staff, Records Section
	3.9 Transmit a copy of AHFN Endorsement to DOLE thru e-mail to the client.		15 Minutes	Engineer/ Technical Staff, MTDS
TOTAL		Php 4,000 per foreign national	3 Days, 1 Hour	



Payment of Mine Wastes and Tailings Fee

Office or Division:	Mines and Geosciences Bureau Central Office - Mine Safety, Environment and Social Development Division (MSESDD)	
Classification:	Highly Technical	
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B – Government to Businesses	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Sworn Semi-annual Report on Mine Waste and Tailings Generated– Soft Copy in PDF File		Contractor/Permit Holder

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit sworn Semi-annual Report (SAR) (MGB Form No. 18-1) to central@mgb.gov.ph copy furnished the minesafety@mgb.gov.ph using client/company's official email address; and request for the issuance of Order of Payment prior to payment of Mine Waste and Tailings Fees (MWTF) within forty-five (45) calendar Days after the end of each semester.	1.1. Receive and endorse the sworn SAR to MSESDD via email		1 Hour	Office of the Director (OD)
	1.2. Receive, review and endorse the sworn SAR to Technical Staff, (TS) Mine Environmental Audit Section (MEAS) via email		1 Hour	Chief, MSESDD and Chief, MEAS
	1.3. Evaluate the sworn SAR and compute the MWTF (as per Sec. 190, DAO	Mine Waste Fee: PhP0.05/MT	15 Minutes	TS, MEAS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	No. 2010-21.), prepares Assessment Form and Order of Payment in four (4) copies	Tailings Fee: PhP0.10/MT		
	1.4. Review and sign Assessment Forms, and initial Order of Payment		10 Minutes	Chief, MEAS
	1.5. Review and sign Order of Payment		30 Minutes	Chief, MSESDD Chief, Accountant, Financial Management Division
	1.6. Scan the signed Order of Payment and send to the Client using the official MSESDD email address: minesafety@mgb.gov.ph . 1.7. Provide the cashier with three (3) original copies of Order of Payment.		30 Minutes	TS, MEAS
Processing time stops until client proceeds to the payment step.				
2. Pay the MWTF within seven (7) working Days from receipt of the Order of Payment in bank through MGB (HRD) Landbank Account Number 0712100648 and send e-copy of bank deposit slip/proof of payment to minesafety@mgb.gov.ph . The original copy of	2.1. Accept and submit deposit slip/proof of payment to cashier for bank verification via email		15 Minutes	Administrative Staff, MSESDD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
the proof of payment shall be submitted to MGB-CO within five (5) working Days from the date of deposit/transfer.				
	2.2. Verify payment and issue Official Receipt (OR) and forward the original copy of the OR to MSESDD, for transmittal to the Client.		15 Minutes	Cashier, Administrative Division (AD)
	2.3. Prepare Letter acknowledging the payment of MWTF by the Client. The original copy of OR should be attached in the said Letter.		30 Minutes	TS, MEAS
	2.4. Review and initial the Letter to the Client		20 Minutes	Chief, MEAS and Chief, MSESDD
	2.5. Review and sign the Letter to the Client		2 Hours	OD
	2.6. Record and release the signed Letter to the Client with attached OR		30 Minutes	Records Section, AD
	TOTAL	Mine Waste Fee: PhP0.05/MT Tailings Fee: PhP0.10/MT	1 Day, 15 Minutes	



Processing of Mineral Ore Export Permit Application (First Time MOEP Applications in accordance with DENR Memorandum Order No. 2010-07)

Office or Division:	Mines and Geosciences Bureau Central Office – Mining Tenements Management Division	
Classification:	Simple	
Type of Transaction:	G2B – Government to Businesses	
Who may avail:	Permit Holders, Contractors, Accredited Traders, Retailers, Processors, and other Mining Rights Holders	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Original and duly accomplished Mineral Ore Export Permit (MOEP) application form under DENR Administrative Order (DAO) No. 2008-20	Mines and Geosciences Bureau (MGB)	
Original or certified true copy of the pertinent Ore Transport Permits or Delivery Receipts	MGB Regional Office (RO) concerned	
Field validation report containing, among others, information such as the validity of the pertinent mining permit/contract, grade, the verification of the source of the mineral/ore and estimated volume and value of the said commodity	MGB RO concerned	
Original or certified true copy of the mining permit/contract	MGB	
Original or MGB-certified true copy of the Certificate of Accreditation by the MGB, if the MOEP applicant is engaged in mineral trading	MGB RO concerned	
Original or certified true copy of the sales/purchase/marketing contract or purchase order	MOEP applicant	
Original or certified true copy of the proof of payment of excise tax or guarantee/surety bond as prescribed in Section 4 of DENR Memorandum Order No. 2008-04	Bureau of Internal Revenue	
Where the mineral(s) and/or ore(s) is sourced from a Mineral Reservation, proof of payment of royalty pursuant to the pertinent provisions of Republic Act No. 7942 and DAO No. 2010-21	MGB RO concerned	
Original or certified true copy of the final sales/invoice receipt of the previously exported similar mineral(s) or ore(s), if any	MOEP applicant	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to MGB Central Office (CO), thru e-mail and courier [includes attestation that the submitted digital copy is exactly the same with the hard copy of documents]	1.1 Receive and encode the MOEP application and other attachments to the Document Action Tracking System and transmits to the Office of the Director (OD)		1 Hour	Administrative Staff, Records Section, Administrative Division (AD), MGB CO
	1.2 Receive and record application and forward to the Director 1.3 Review the documents and forward application to the Chief, Mining Tenements Management Division (MTMD), for evaluation		1 Hour	OD Staff Director
	1.4 Receive and record application and forward to the Chief, MTMD 1.5 Review the documents and forward application to the Chief, Mining Contract Evaluation Section (MCES)		1 Hour	Administrative Staff, MTMD Chief, MTMD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6 Review the document and assign to a technical staff		1 Hour	Chief, MCES
	1.7 Check and evaluate submitted documents: If complete, prepares memorandum to the Director recommending the issuance of MOEP, thru email; If incomplete, prepares letter to applicant returning the application and informing of the lacking documents, thru email.		6 Hours	Mining Engineer, MCES
	1.8 Review and initial Memorandum and MOEP, and endorses to Chief, MTMD, thru email		1 Hour	Chief, MCES
	1.9 Review and sign Memorandum, initial MOEP, and endorses to Director, for approval, thru email		1 Hour	Chief, MTMD
	1.10 Review and sign MOEP		2 Hours	Director



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.11 Transmit MOEP to MTMD, for release			OD Staff
	1.12 Forward MOEP to AD		1 Hour	Mining Engineer, MCES, and Chiefs, MCES and MTMD
2. Receive the approved MOEP	2.1 Send MOEP to applicant, thru courier 2.2 Provide advance copy of MOEP to applicant		1 Hour	Administrative Staff, Records Section, AD Technical/ Administrative Staff, MTMD
TOTAL			2 Days	



Central Office

Internal Services



Budget Proposal Preparation
Stage 1: Submission to Department of Budget and Management (DBM)

Office or Division:	Planning, Policy and International Affairs Division (PPIAD)
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government
Who may avail:	Central Office (CO) Division/Units, Regional Offices (RO)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Budget Proposal (Work and Financial Plan)	Divisions/Offices concerned
Proposed Training Plan	
Proposed Travel Plan	
Proposed Project Procurement Management Plan	

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.0 Conduct of Budget Proposal Workshop		5 Days	PPIAD
1. Accomplish and submit Budget Proposal (BP) with other attachments	1.1 Receives the Budget Proposal and other attachments from the RO & CO Divisions and encodes to the database		20 Minutes	PPIAD Staff
	1.2 Assigns the BP and attachments to the Sections		20 Minutes	Division Chief, PPIAD
	1.3 Determines the completeness of the submitted Budget Proposal and other attachments from the RO & CO Divisions and assign the documents to the PPIAD staff/s		1 Hour	All Section Chiefs
	1.4 Evaluates the Budget Proposal and other attachments in consultation with the Director and the CO Division Chiefs		5 Days	PPIAD Staff
	1.5 Confirms Tier 1 level with DBM and Tier 2 level with DENR		5 Days (paused time until	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1.5.1 If without correction, proceeds to next step (2.1)</p> <p>1.5.2. If with correction/s, endorse to CO Division and/or RO for revision</p>		DBM and DENR confirm budget levels and all revisions are submitted and received from all Regional Offices and CO Divisions)	
2. ROs & CO Divisions revise their Budget Proposal based on comments/ corrections and re-submits the corrected figures to PPIAD	2.1 Finalize data on the prescribed BP forms while ensuring the targets and budgets are in sync with the mandates and priority programs of the government		10 Days	PPIAD Staff
	2.2 Reviews the BP Forms and endorses to the Division Chief		2 Hours	All Section Chiefs
	2.3 Reviews/ recommends the BP forms for approval by the MGB Director		1 Hour	Division Chief, PPIAD
	2.4 Reviews/approves the BP Forms		1 Hour	MGB Director
	2.5 Receives approved BP Forms from Office of the Director and encodes to the database		20 Minutes	PPIAD Staff
	2.6 Encodes data on DBM's OSBP & print the computer generated OSBP		10 Days (paused time until DBM confirms the availability of the system for encoding)	PPIAD Staff
	2.7 Reviews the printed BP Forms from DBM's OSBP		4 Hours	All Section Chiefs



CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	and endorses to the Division Chief			
	2.8 Endorses the computer generated OSBPs to the Director for approval		1 Hour	Division Chief, PPIAD
	2.9 Reviews and approves computed-generated BP forms		1 Hour	MGB Director
	2.10 Receives approved BP forms from Office of the Director and encodes to the database		20 Minutes	Administrative Staff, PPIAD
	2.11 Consolidates and packages the approved BP Forms as MGB Budget Proposal		4 Hours	PPIAD Staff
	2.12 Releases the MGB Budget Proposal to Department of Budget and Management (personal delivery)		2 Hours	Administrative Staff, PPIAD
	TOTAL		35 Days, 18 Hours, 20 Minutes	



Stage 2: Submission to the Senate of the Philippines and House of Representatives

Office or Division:	Planning, Policy and International Affairs Division (PPIAD)	
Classification:	Highly Technical	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Central Office (CO) Division/Units, Regional Offices (RO)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
National Expenditure Program		DBM

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.1 Prepares the Draft Budget Proposal (BP Forms) based on the National Expenditure Program (NEP) released by DBM		10 Days	PPIAD Staff
	3.2 Reviews the draft Budget Proposal based on NEP and endorses to the Division Chief		4 Days	All Section Chiefs
	3.3 Reviews/ recommends the draft BP Forms based on NEP for approval by the Director		1 Hour	Division Chief, PPIAD
	3.4 Reviews/approves the BP Forms based on NEP		1 Hour	MGB Director
	3.5 Receives approved BP forms from Office of the Director and encodes to the database		20 Minutes	PPIAD Staff
	3.6 Consolidates and packages the approved BP Forms for Senate and House of Representatives as Budget Briefing Folio		4 Days	PPIAD Staff
	3.7 Submits the soft and hard copies of the Budget Briefing Folio to Senate and HOR (personal delivery)		1 Day	PPIAD Staff
TOTAL:			19 Days, 2 Hours, 20 Minutes	



Work and Financial Plan Preparation

Office or Division:	Planning, Policy and International Affairs Division (PPIAD) – Planning and Monitoring Section (PMS)
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government
Who may avail:	Central Office (CO) Division/Units, Regional Offices (RO)
CHECKLIST OF REQUIREMENTS	
Work and Financial Plan (WFP)	Units/Offices concerned
Travel Plan	
Training Plan	
Project Procurement Management Plan (PPMP)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.0 Conducts Annual Programming Workshop		5 Days	PPIAD
1. Accomplish and submit the WFP with other requirements	1.1 Receives the WFP and other attachments of the RO & CO Divisions and encodes to the database		20 Minutes	Administrative Staff, PPIAD
	1.2 Assigns the WFP and attachments to the Section Concerned		20 Minutes	Division Chief, PPIAD
	1.3 Determines the completeness of the submitted WFP and attachments from the RO & CO Divisions and assign the document to the PMS staff		1 Hour	Section Chief
	1.4 Evaluates the WFP and attachments. 1.4.1 If without discrepancy, proceeds to next step (2.1) 1.4.2. If with discrepancy/ies, endorse to CO Division and/or RO for revision		5 Days (paused time until all revisions are submitted and received from all Regional Offices and CO Divisions)	PMS Staff



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. ROs & CO Divisions revise their WFP and/or other requirements based on comments/ corrections and re-submits to PPIAD	2.1 Encodes data (or corrected data) to the prescribed forms		15 Days	PMS Staff
	2.2 Reviews the draft WFP and endorses to the Division Chief, PPIAD		3 Days	Section Chief, PMS
	2.3 Reviews/ recommends the WFP for approval by the MGB Director		1 Hour	Division Chief, PPIAD
	2.4 Reviews/approves the WFP		1 Hour	MGB Director
	2.5 Receives approved WFP from Office of the Director and encodes the same to the database		30 Minutes	PPIAD Staff
	2.6 Submits approved WFP to DENR		1 Hour	PPIAD Staff
	TOTAL		28 Days, 5 Hours and 10 Minutes	



Monitoring of Monthly Physical Accomplishments

Office or Division:	Planning, Policy and International Affairs Division (PPIAD) – Planning and Monitoring Section (PMS)
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government
Who may avail:	Central Office (CO) Division/Units, Regional Offices (RO)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Monthly Physical Accomplishment Report (MPAR)	Units/Offices concerned

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish and submit the Monthly Accomplishment Report after the 25 th of the month	1.1 Receives the Monthly Physical Accomplishment Report from the RO & CO Divisions and encodes to the database		20 Minutes	PPIAD Staff
	1.2 Assigns the Report to the Section Concerned		20 Minutes	Division Chief, PPIAD
	1.3 Evaluates Monthly Physical Accomplishment Report from the RO & CO Divisions and assign the document to the PMS staff		30 Minutes	Section Chief, PMS
	1.4 Determines the correctness of Target for the Month and To Date vis a vis the approved WFP, and the Accomplishment To Date 1.4.1 If without discrepancy, proceeds to next step (2.1) 1.4.2. If with discrepancy/ies, endorse to CO Division and/or RO for revision		2 Hours (paused time until all revisions are submitted from the Divisions and CO Division)	PMS Staff
2. ROs & CO Divisions revise their MPAR based	2.1 Encodes data (or corrected data) to the prescribed form		10 Days	PMS Staff



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
on comments/ corrections and re-submits the corrected figures to PPIAD				
	2.2 Reviews and initials the Accomplishment Report (AR) and endorses to the Division Chief		1 Hour	PMS Staff and PMS Chief
	2.3 Reviews/ recommends the AR for approval by the MGB Director		1 Hour	Division Chief, PPIAD
	2.4 Reviews/approves the AR		1 Hour	MGB Director
	2.5 Receives approved AR from Office of the Director and records the documents in the database		20 Minutes	PPIAD Staff
	2.6 Scans and submits approved AR for the month to DENR through email		1 Hour	PMS Staff
TOTAL			10 Days, 7 Hours, 30 Minutes	



Request for Publication of Laws/Guidelines/Policies in Newspapers

Office or Division:	Mineral Economics, Information and Publication Division – Mineral Information and Publication Section (MIPS)
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	Central Office (CO) Divisions, MGB Policy Technical Working Group (PTWG)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter request for publication of laws/guidelines/other policies in newspaper	Divisions/Units concerned
Signed copy of the laws/guidelines/other policies	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request and attachments	1.1 Receives letter request and attachments from the proponent Central Office Division and/or PTWG		10 Minutes	Administrative Staff, MEIPD
	1.2 Assigns the letter request and attachments to the Section Concerned		10 Minutes	Division Chief, MEIPD
	1.3 Evaluates the letter request and attachments and assigns them to a staff		10 Minutes	Section Chief, MIPS
	1.4 Coordinate with the newspaper company/ies on the publication of the said policy/ies		3 Hours	MIPS Staff
	1.5 Prepare Purchase Request and submits to Section Chief		30 Minutes	MIPS Staff
	1.6 Evaluates the said Purchase Request and forwards to the Division Chief		20 Minutes	Section Chief, MIPS
	1.7 Reviews the Purchase Request, signs and forwards the same document to the MGB Director for approval		20 Minutes	Division Chief, MEIPD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.8 Reviews and approves Purchase Request		2 Hours	MGB Director
	Purchase Request undergoes the prescribed procurement process (paused time)			
	1.9 Receives copy of contract or agreement with the newspaper company/ies and forwards the same documents to the Division Chief		10 Minutes	Administrative Staff, MEIPD
	1.10 Reviews the contract or agreement, signs and forwards the same documents the MGB Director for approval		2 Hours	Division Chief, MEIPD
	1.11 Reviews and approves contract or agreement		1 Hour	MGB Director
	1.12 Receives signed contract from the Office of the Director and forwards the copy to the newspaper company		10 Minutes	Administrative Staff, MEIPD
	1.13 Follow up the final schedule of publication with the newspaper company/ies		2 Days	MIPS Staff
	TOTAL		3 Days	



Processing of Leave Application

Office or Division:	Administrative Division-Human Resource Management Section (AD-HRMS)	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Central Office (CO) Division/Units, Regional Offices (RO)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Application for Leave		Administrative Division-HRMS

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish and submit the Application for Leave (Applicants from Central Office)	1.1 Receive the Application for Leave from the employee/division		2 Minutes	Administrative Staff, AD-HRMS
	1.2 Forward the Application to the HRMS Chief		2 Minutes	AD-HRMS Chief
	1.3 Assign and process the Application submitted by employee/division 1.3.1 if without error, proceed to the next step (1.4) 1.3.2 if with error, return to the employee concerned		10 Minutes (paused time until revisions are submitted)	AD-HRMS staff
	1.4 Indicate the earned leave credit balance and submit to the AD-HRMS Chief for signature of earned leave credits		10 Minutes	AD-HRMS staff
	1.5 Endorse the Application to the Chief, Administrative Division for		5 Minutes	AD-HRMS staff



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	signature of recommended action		5 Minutes	Chief, AD AD staff
	1.6 Sign and forward the Application to the approving authority		5 Minutes	Approving Authority*
	1.7 Approve the Application		5 Minutes	OD staff
	1.8 Return the approved Application to the AD-HRMS for filing.			AD-HRMS staff
2. Accomplish and submit the Application for Leave (Applicants from Regional Offices)	2.1 Receive and review the Application Form		10 Minutes	AD-HRMS staff
	2.2 Prepares endorsement to the Approving Authority and the same forwarded to the Chief, AD		25 Minutes	AD-HRMS Chief
	2.3 Review and sign the endorsement		15 Minutes	Chief, AD
	2.4 Forward the endorsement and the Application to the Approving Authority		10 Minutes	Chief, AD
	2.5 Approve the Application and send back to the AD-HRMS		15 Minutes	Approving Authority OD Administrative Staff
	2.6 Transmit approved Application to point of origin		10 Minutes	AD-Records Management Section
	TOTAL		2 Hours, 9 Minutes	

* - Approving authority depends upon the position and the number of Days applied



Issuance of Trip Ticket

Office or Division:	Administrative Division – General Services Section (AD-GSS)	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Central Office (CO) Division/Units	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Vehicle Reservation Form Travel Order or Notice of Meeting		Office of the Chief, Administrative Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplishes and submits the Request for Vehicle Reservation Form	1.1 Receives the form		1 Minute	Dispatcher, AD
	1.2 Evaluates the completeness of information such as duration of travel, destination, purpose of travel and passengers		2 Minutes	Dispatcher, AD
	1.3 Assesses the availability of service vehicle and driver 1.3.1 If both are available, assigns service vehicle and driver, proceeds to next step 1.3.2. If both are not available, checks the box for Certification of non-availability of service vehicle, proceeds to next step		10 Minutes	Dispatcher, AD
	1.4 Reviews and approves the Request for Vehicle Reservation 1.3.1 If for preparation of		1 Minute	Chief, AD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	trip ticket, proceeds to next step 1.3.2. If for denial of request, returns back the form to client for information			
	1.5 Prepares the Trip Ticket the data of which came from the accomplished Vehicle Reservation Form		2 Minutes	Dispatcher, AD
2. Signs the Trip Ticket	1.6 Reviews and signs the Trip Ticket		1 Minute	Division Chief concerned
	1.7 Signs and approves the Trip Ticket		1 Minute	Chief, AD
	1.8 Forwards Trip Ticket to the assigned driver		1 Minute	Dispatcher, AD
TOTAL			19 Minutes	



Dispatching of Mails

Office or Division:	Administrative Division - Records Management Section (RMS)
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	Central Office (CO) Division/Units
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Daily Registering of Mails, Monitoring of availability of Postage Stamps and Communication Expenses	RMS

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the signed communications for mailing	1.1 Receives the signed communication (documents)		1 Minute	RMS Staff
	1.2 Scans the document		5 Minutes	RMS Staff
	1.3 Processes the document for mailing by sorting, stamping Release/Forward and recording		30 Minutes	Section Chief, RMS
	1.4 Determines the type of Mail (Postal or Courier) 1.4.1 If without discrepancy, proceed to next step (2.1) 1.4.2. If with discrepancy/ies, return the document to concerned Division for appropriate action		1 Minute (paused time until revisions are submitted)	Section Chief, RMS
	2.1 Forwards the documents to the Mailing Clerk for envelope preparation			Section Chief, RMS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	(Postal) or parcel (courier) 2.1.1 Prepare envelope and/or box		30 Minutes	RMS Staff
TOTAL			1 Hour, 7 Minutes	



Posting of Notices

Office or Division:	Administrative Division - Records Management Section (RMS)	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Mining Tenements Management Division - MGB CO	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Memo Request for Posting		RMS

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward Request for Posting of Notice of Withdrawal / Relinquishment of mining related concerns	1.1 Receive the Memo Request for Posting		1 Minute	RMS Staff
	1.2 Photocopy the document		2 Minutes	RMS Staff
	1.3 Process the document by recording and stamping For Posting indicating the 14-Day duration period		5 Minutes	Section Chief, RMS
	1.4 Posting on the 2 MGB Bulletin Boards		14 calendar Days	Section Chief, RMS
	2.1 Pull out the posted documents and prepare Memo returning the posted documents to Mining Tenements Management Division (MTMD)		5 Minutes	Section Chief, RMS
	2.2 Log and forward the Memo transmittal to the Office of the Chief,		1 Minute	RMS Staff



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Administrative Division, for approval			
	2.3 Receive the signed/approved transmittal from the Office of the Chief, Administrative Division		1 Minute	RMS Staff
	2.3 Log and forward the posted Notice to MTMD		1 Minute	RMS Staff
TOTAL			16 Minutes (excluding 14-calendar Day posting time)	



Payment and Collection Process

Office or Division:	Administrative Division-Cashiering Section (AD-CS)		
Classification:	Simple		
Type of Transaction:	G2G - Government to Government		
Who may avail:	Central Office (CO) Divisions/Units		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Order of Payment		Divisions concerned	
Disbursement Vouchers/Payroll		Divisions Concerned	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Payments of employees – salaries, benefits, travel expenditures, etc.	1.1 Receives Disbursement Vouchers/Payroll; Check completeness of signatures		15 Minutes	Staff, CS
	1.2 Prepares payment, either Check or List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA) and Advice of Checks issued and Cancelled (ACIC); for payroll, aside from check/ADA/ACIC, prepares Payroll Register		30 Minutes; 2 Hours for Payroll Register	Staff, CS
	1.3 Reviews and signs Check/LLDAP-ADA/ACIC and Payroll Register		15 Minutes	Chief, CS
	1.4 Records and release the documents to Financial Management Division(FMD) for recording and signature of the Chief Accountant		10 Minutes; 30 Minutes to 1 Hour	Staff, CS FMD
	1.5 FMD returns documents to AD for initials under		15 Minutes	Chief-AD



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2 Issuance of Official Receipts to Employees for refund of excess Cash Advance or payments of disallowances	the Approving authority		15 Minutes	Administrative Aide, Office of the Chief-AD
	1.6 Records and release to the approving Authority		30 Minutes	Approving Authority (Director or Assistant Director)
	1.7 Signs checks/ADA/ACIC and Payroll Register		15 Minutes	Administrative Aide, OD or OAD
	1.8 Records and release to CS		2 Hour submission;	Staff, CS
	1.9 Submits ADA/ACIC and Payroll Register to Landbank		1 Day for bank processing;	
		Total		released by the following working Day 1 Day, 4 Hours 55 Minutes
	2.1 Receives Order of payment; cash equivalent		5 Minutes	Staff, CS
	2.2 Issue Official Receipt		10 Minutes	Staff, CS
TOTAL			15 Minutes	



Requisition and Issuance of Supplies, Materials and Equipment

Office or Division:	Administrative Division – Property Management Section (AD-PMS)	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Central Office (CO) Divisions/Units	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Requisition and Issue Slip (RIS)		Units/Offices concerned

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up RIS form for supplies, materials and equipment to be requested	1.1 Receives the RIS form from requesting division		1 Minute	PMS Staff
	1.2 Evaluates the availability of stocks		10 Minutes	PMS Chief
	1.3 Approves the request by the Chief, Administrative Division		10 Minutes	Chief, Administrative Division
	1.4 Prepares and reviews stock for release		15 Minutes	PMS staff
	1.5 Release the supplies to requesting division 1.5.1 If stocks are available, release the supplies 1.5.2 If stock is not available, returns the forms to requesting division		15 Minutes	PMS Chief/Staff
TOTAL			51 Minutes	



Submission of Waste Material Report

Office or Division:	Administrative Division – Property Management Section (AD-PMS)	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Central Office (CO) Division/Units	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Waste Material Report (WMR)	Units/Offices concerned	
Item/s to be surrendered		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit the accomplish WMR form and surrender the item/s to be return	2.1 Receives/ evaluates/ checks the completeness of the item/s to be surrender		10 Minutes	PMS Staff
	2.2 Certifies the correctness of the WMR		5 Minutes	Chief, PMS
	2.3 Approves the WMR by the Chief, Administrative Division 2.4.1 Provides a copy of approved WMR form to requesting division and Finance Division		10 Minutes	Chief, Administrative Division
TOTAL			25 Minutes	



Annual Procurement Plan Report

Office or Division:	Bids and Awards Committee (BAC) Secretariat	
Classification:	Complex	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Central Office (CO)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Project Procurement Management Plan		PPIAD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Endorses approve Project Procurement Management Plan (PPMP) of all divisions	1.1 Receives the PPMP of all divisions		5 Minutes	BAC Secretariat
	3.2 Consolidates the PPMP into APP		21 Days	BAC Secretariat
	3.3 Endorses APP to BAC Chairman for recommendation for approval		15 Minutes	BAC Secretariat
	3.4 Approves/endorse s APP to Financial Management Division (FMD)		10 Minutes	BAC Chairman
	1.5 FMD certifies the funds availability and endorses the APP to Head of Procuring Entity (HOPE) for approval		15 Minutes	Financial Management Division, Accountant
	1.6 HOPE Approves the APP		1 Hour	Director
TOTAL			21 Days 1 Hour, 45 Minutes	



Processing of Obligation Request and Status (ORS) for Reimbursements

Office or Division:	Financial Management Division – Budget Section	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Central Office (CO) Division/Units, Regional Offices (RO)	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<p>For Official Local Travel:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Approved Travel Order/Office Order <input type="checkbox"/> Duly approved itinerary of travel <input type="checkbox"/> Paper/electronic plane, boat or bus ticket, boarding pass, terminal fee <input type="checkbox"/> Certificate of appearance/attendance <input type="checkbox"/> Certificate of Travel Completed <input type="checkbox"/> Certificate of Expenses not requiring receipts <input type="checkbox"/> Disbursement Voucher 	Employee concerned
	<p>For Official Foreign Travel:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Approved Travel Order/Office Order <input type="checkbox"/> Duly approved itinerary of travel <input type="checkbox"/> Letter of invitation of a host/sponsoring country/agency/organization <input type="checkbox"/> For plane fare, quotations of three travel agencies or its equivalent (if not available DBM-PS) <input type="checkbox"/> Flight itinerary issued by the airline/ticketing office/travel agency <input type="checkbox"/> Copy of UNDP rate for the daily subsistence allowance <input type="checkbox"/> Document to show the dollar to peso exchange rate <input type="checkbox"/> Where applicable, authority from the OP to claim representation expense <input type="checkbox"/> Acceptance of the nominee (In case of seminar/trainings) <input type="checkbox"/> Programme Agenda and Logistic (In case of seminar/trainings) <input type="checkbox"/> Paper/electronic plane, boat or bus ticket, boarding pass, terminal fee <input type="checkbox"/> Certificate of appearance/attendance <input type="checkbox"/> Certificate of Travel Completed <input type="checkbox"/> Bills/receipts for non-commutable representation expenses <input type="checkbox"/> Narrative report on trip 	Employee concerned



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>Obligations and Disbursements.</p> <p>2.1.1 If allotment is not available, returns the documents to requesting office.</p> <p>2.1.2 If allotment is available, assigns number on the ORS based on the Control maintained for the purpose. Record the amount obligated, initials in the Section B of the ORS and forward all copies of documents to the head of Budget Section for signature.</p>		(process ends here)	
	<p>3.1 Reviews the ORS and SDs. If in order, signs the certification in the Section B of the ORS. Forwards the ORS and SDs to Budget Staff.</p>		30 Minutes	Budget Section Head
	<p>4.1 Forwards the ORS and SDs to the Accounting Section for processing of the claims. Retains original copy of the ORS for maintenance/monitoring of obligation status.</p>		20 Minutes	Budget Section Staff
TOTAL			1 Hour, 50 Minutes	



Processing of Obligation Request and Status (ORS) for Cash Advance

Office or Division:	Financial Management Division – Budget Section	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Central Office (CO) Division/Units, Regional Offices (RO)	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<p>For Official Local Travel:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Approved Travel Order/Office Order <input type="checkbox"/> Duly approved itinerary of travel <input type="checkbox"/> Certification from the Accountant that the previous cash advance has been liquidated and accounted for in the books <input type="checkbox"/> Disbursement Voucher 	Employee concerned
	<p>For Official Foreign Travel:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Approved Travel Order/Office Order <input type="checkbox"/> Duly approved itinerary of travel <input type="checkbox"/> Letter of invitation of a host/sponsoring country/agency/organization <input type="checkbox"/> For plane fare, quotations of three travel agencies or its equivalent (if not available DBM-PS) <input type="checkbox"/> Flight itinerary issued by the airline/ticketing office/travel agency <input type="checkbox"/> Copy of UNDP rate for the daily subsistence allowance <input type="checkbox"/> Document to show the dollar to peso exchange rate <input type="checkbox"/> Where applicable, authority from the OP to claim representation expense <input type="checkbox"/> Acceptance of the nominee (In case of seminar/trainings) <input type="checkbox"/> Programme Agenda and Logistic (In case of seminar/trainings) <input type="checkbox"/> Certification from the Accountant that the previous cash advance has been liquidated and accounted for in the books <input type="checkbox"/> Disbursement Voucher 	Employee concerned
	<p>For Advances for Payroll:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Authority of Accountable Officer <input type="checkbox"/> Approved Payroll 	Employee concerned



<ul style="list-style-type: none"> <input type="checkbox"/> Approval/Authority or Legal Basis to pay any allowances, bonuses and other Personnel Benefits <input type="checkbox"/> Certification from the Accountant that the previous cash advance has been liquidated and accounted for in the books <input type="checkbox"/> Fidelity Bond <input type="checkbox"/> Disbursement Voucher 	
<p>For Advances to Special Disbursing Officer (SDO):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Authority of Accountable Officer <input type="checkbox"/> Approved Budget for the Activity <input type="checkbox"/> Certification from the Accountant that the previous cash advance has been liquidated and accounted for in the books <input type="checkbox"/> Fidelity Bond <input type="checkbox"/> Disbursement Voucher 	Employee concerned
<p>For Petty Cash Fund:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Authority of Accountable Officer <input type="checkbox"/> Approved Estimates of Petty Expenses for one month <input type="checkbox"/> Certification from the Accountant that the previous cash advance has been liquidated and accounted for in the books <input type="checkbox"/> Fidelity Bond <input type="checkbox"/> Disbursement Voucher 	Employee concerned

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submits all requirements	1.2 Receives the Obligation Request and Status (ORS), duly signed by the Head of the requesting office, including copies of Disbursement Voucher (DV) and other supporting documents (SDs) from office concerned. Verifies completeness of documents. 1.1.1 If complete, record the same for the purpose and forwards the		30 Minutes	Budget Staff



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>documents to Budget Processing Staff (next step)</p> <p>1.1.2. If incomplete, the Budget Staff will indicate the lacking and or deficiency of documents, returns the said documents to requesting party for compliance.</p>		(paused time until the requesting party submits all lacking requirements)	
4. Submits lacking requirements	<p>4.1 Verifies availability of allotment based on the appropriate Registry of Allotment, Obligations and Disbursements.</p> <p>2.1.1 If allotment is not available, returns the documents to requesting office.</p> <p>2.1.2 If allotment is available, assigns number on the ORS based on the Control maintained for the purpose. Record the amount obligated, initials in the Section B of the ORS and forward all copies of documents to the head of Budget Section for signature.</p>		30 Minutes (process ends here)	Budget Processing Staff
	3.1 Reviews the ORS and SDs. If in order, signs the		30 Minutes	Budget Section Head



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	certification in the Section B of the ORS. Forwards the ORS and SDs to Budget Staff.			
	4.1 Forwards the ORS and SDs to the Accounting Section for processing of the claims. Retains original copy of the ORS for maintenance/monitoring of obligation status.		20 Minutes	Budget Section Staff
TOTAL			1 Hour, 50 Minutes	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	requesting party for compliance.			
2. Submits lacking requirements	<p>2.1 Verifies availability of allotment based on the appropriate Registry of Allotment, Obligations and Disbursements.</p> <p>2.1.1 If allotment is not available, returns the documents to requesting office.</p> <p>2.1.2 If allotment is available, assigns number on the ORS based on the Control maintained for the purpose. Record the amount obligated, initials in the Section B of the ORS and forward all copies of documents to the head of Budget Section for signature.</p>		<p>1 Hour</p> <p>(process ends here)</p>	Budget Processing Staff
	3.1 Reviews the ORS and SDs. If in order, signs the certification in the Section B of the ORS. Forwards the ORS and SDs to Budget Staff.		30 Minutes	Budget Section Head
	4.1 Forwards the ORS and SDs to the Accounting Section for processing of the claims. Retains original copy of the ORS for maintenance/moni		30 Minutes	Budget Section Staff



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	toring of obligation status.			
	TOTAL		2 Hours, 30 Minutes	



Processing of Disbursement Voucher (DV) for Reimbursements

Office or Division:	Financial Management Division – Accounting Section	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Central Office (CO) Division/Units, Regional Offices (RO)	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<p>For Official Local Travel:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Approved Travel Order/Office Order <input type="checkbox"/> Duly approved itinerary of travel <input type="checkbox"/> Paper/electronic plane, boat or bus ticket, boarding pass, terminal fee <input type="checkbox"/> Certificate of appearance/attendance <input type="checkbox"/> Certificate of Travel Completed <input type="checkbox"/> Certificate of Expenses not requiring receipts <input type="checkbox"/> Disbursement Voucher 	Employee concerned
	<p>For Official Foreign Travel:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Approved Travel Order/Office Order <input type="checkbox"/> Duly approved itinerary of travel <input type="checkbox"/> Letter of invitation of a host/sponsoring country/agency/organization <input type="checkbox"/> For plane fare, quotations of three travel agencies or its equivalent (if not available DBM-PS) <input type="checkbox"/> Flight itinerary issued by the airline/ticketing office/travel agency <input type="checkbox"/> Copy of UNDP rate for the daily subsistence allowance <input type="checkbox"/> Document to show the dollar to peso exchange rate <input type="checkbox"/> Where applicable, authority from the OP to claim representation expense <input type="checkbox"/> Acceptance of the nominee (In case of seminar/trainings) <input type="checkbox"/> Programme Agenda and Logistic (In case of seminar/trainings) <input type="checkbox"/> Paper/electronic plane, boat or bus ticket, boarding pass, terminal fee <input type="checkbox"/> Certificate of appearance/attendance <input type="checkbox"/> Certificate of Travel Completed <input type="checkbox"/> Bills/receipts for non-commutable representation expenses <input type="checkbox"/> Narrative report on trip <input type="checkbox"/> Disbursement Voucher 	Employee concerned



<input type="checkbox"/> Toll fees <input type="checkbox"/> Toll Receipts <input type="checkbox"/> Trip ticket <input type="checkbox"/> Disbursement Voucher	
---	--

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Submits all requirements	1.4 Receives the DV, duly signed by the Head of the requesting office, including copies of ORS and other supporting documents (SDs) from Budget Section. Check completeness of documents based on the checklist. If complete, stamps "Received" and indicates dates of receipts and initials on the stamped "Received" portion of the DV. Assigns DV number and records in the DAT system for the purpose and forwards the documents to Accounting Processing Staff.		30 Minutes	Accounting Staff
6. Submits lacking requirements	6.1 Reviews DV for completeness and propriety of SDs; otherwise return to the requesting office with notation on the Document Tracking Slip.		30 Minutes	Accounting Processing Staff
	2.2 Initials in Box B of the DV and forwards copies of DV and ORS, SDs to the Head of Accounting Section for review.		30 Minutes	Accounting Staff



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3 Retrieves records of Registry of Allotment and Notice of Cash Allocation (NCA) and determine available NCA balance. If NCA is sufficient to cover the disbursement records in the RANCA. Checks the "Cash Available" portion in the Box C of the DV. Otherwise, note that cash is not yet available and returns the DV and SDs to the requesting office for safekeeping.		30 Minutes	Head, Accounting Section
	2.4 Reviews processed DV and SDs and signs Box C of the DV. Forwards the documents to the Head of Financial and Management Division (FMD) for endorsement to the Head of Agency or Authorized Representative for approval of the DV.		50 Minutes	Head, Accounting Section
	2.5 Reviews and recommend the payments. Initials in the Box D of DV and forward the documents to Receiving/Releasing Staff.		20 Minutes	Chief, FMD
	2.6 The Releasing Staff record the release of DV, ORS and SDs to the office of Approving Authority.		20 Minutes	FMD Staff



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	TOTAL		3 Hours, 30 Minutes	



Processing of Disbursement Vouchers for Cash Advance

Office or Division:	Financial Management Division – Accounting Section	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Central Office (CO) Division/Units, Regional Offices (RO)	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<p>For Official Local Travel:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Approved Travel Order/Office Order <input type="checkbox"/> Duly approved itinerary of travel <input type="checkbox"/> Certification from the Accountant that the previous cash advance has been liquidated and accounted for in the books <input type="checkbox"/> Disbursement Voucher 	Employee concerned
	<p>For Official Foreign Travel:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Approved Travel Order/Office Order <input type="checkbox"/> Duly approved itinerary of travel <input type="checkbox"/> Letter of invitation of a host/sponsoring country/agency/organization <input type="checkbox"/> For plane fare, quotations of three travel agencies or its equivalent (if not available DBM-PS) <input type="checkbox"/> Flight itinerary issued by the airline/ticketing office/travel agency <input type="checkbox"/> Copy of UNDP rate for the daily subsistence allowance <input type="checkbox"/> Document to show the dollar to peso exchange rate <input type="checkbox"/> Where applicable, authority from the OP to claim representation expense <input type="checkbox"/> Acceptance of the nominee (In case of seminar/trainings) <input type="checkbox"/> Programme Agenda and Logistic (In case of seminar/trainings) <input type="checkbox"/> Certification from the Accountant that the previous cash advance has been liquidated and accounted for in the books <input type="checkbox"/> Disbursement Voucher 	Employee concerned
	<p>For Advances for Payroll:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Authority of Accountable Officer <input type="checkbox"/> Approved Payroll 	Employee concerned



<ul style="list-style-type: none"> <input type="checkbox"/> Approval/Authority or Legal Basis to pay any allowances, bonuses and other Personnel Benefits <input type="checkbox"/> Certification from the Accountant that the previous cash advance has been liquidated and accounted for in the books <input type="checkbox"/> Fidelity Bond <input type="checkbox"/> Disbursement Voucher 	
<p>For Advances to Special Disbursing Officer (SDO):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Authority of Accountable Officer <input type="checkbox"/> Approved Budget for the Activity <input type="checkbox"/> Certification from the Accountant that the previous cash advance has been liquidated and accounted for in the books <input type="checkbox"/> Fidelity Bond <input type="checkbox"/> Disbursement Voucher 	Employee concerned
<p>For Petty Cash Fund:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Authority of Accountable Officer <input type="checkbox"/> Approved Estimates of Petty Expenses for one month <input type="checkbox"/> Certification from the Accountant that the previous cash advance has been liquidated and accounted for in the books <input type="checkbox"/> Fidelity Bond <input type="checkbox"/> Disbursement Voucher 	Employee concerned

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits all requirements	1.5 Receives the DV, duly signed by the Head of the requesting office, including copies of ORS and other supporting documents (SDs) from Budget Section. Check completeness of documents based on the checklist. If complete, stamps "Received" and indicates dates of receipts and initials on the stamped "Received" portion of the DV. Assigns DV number and records in the		30 Minutes	Accounting Staff



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	DAT system for the purpose and forwards the documents to Accounting Processing Staff.			
2. Submits lacking requirements	2.1 Reviews DV for completeness and propriety of SDs; otherwise return to the requesting office with notation on the Document Tracking Slip.		30 Minutes	Accounting Processing Staff
	2.2 Initials in Box B of the DV and forwards copies of DV and ORS, SDs to the Head of Accounting Section for review.		30 Minutes	Accounting Staff
	2.3 Retrieves records of Registry of Allotment and Notice of Cash Allocation (NCA) and determine available NCA balance. If NCA is sufficient to cover the disbursement records in the RANCA. Checks the "Cash Available" portion in the Box C of the DV. Otherwise, note that cash is not yet available and returns the DV and SDs to the requesting office for safekeeping.		30 Minutes	Head, Accounting Section
	2.4 Reviews processed DV and SDs and signs Box C of the DV. Forwards the documents to the Head of Financial and Management		50 Minutes	Head, Accounting Section



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Division (FMD) for endorsement to the Head of Agency or Authorized Representative for approval of the DV.			
	2.5 Reviews and recommend the payments. Initials in the Box D of DV and forward the documents to Receiving/Releasing Staff.		20 Minutes	Chief, FMD
	2.6 The Releasing Staff record the release of DV, ORS and SDs to the office of Approving Authority.		20 Minutes	FMD Staff
TOTAL		3 Hours, 30 Minutes		



Processing of Disbursement Voucher (DV) for Claims of Payment for Contractual Services

Office or Division:	Financial Management Division – Accounting Section
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	Administrative Division
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
a. Contractual Services Payroll <input type="checkbox"/> Accomplishment of Contractual Services <input type="checkbox"/> Daily Time Record Obligation Request and Status	Administrative Division, Contractual Employees

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits all requirements	1.6 Receives the DV, duly signed by the Head of the requesting office, including copies of ORS and other supporting documents (SDs) from Budget Section. Check completeness of documents based on the checklist. If complete, stamps "Received" and indicates dates of receipts and initials on the stamped "Received" portion of the DV. Assigns DV number and records in the DAT system for the purpose and forwards the documents to Accounting Processing Staff.		30 Minutes	Accounting Staff
2. Submits lacking requirements	2.1 Reviews DV for completeness and propriety of SDs; otherwise return to the requesting office with notation on the Document Tracking Slip.		30 Minutes	Accounting Processing Staff



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Initials in Box B of the DV and forwards copies of DV and ORS, SDs to the Head of Accounting Section for review.		30 Minutes	Accounting Staff
	2.3 Retrieves records of Registry of Allotment and Notice of Cash Allocation (NCA) and determine available NCA balance. If NCA is sufficient to cover the disbursement records in the RANCA. Checks the "Cash Available" portion in the Box C of the DV. Otherwise, note that cash is not yet available and returns the DV and SDs to the requesting office for safekeeping.		30 Minutes	Head, Accounting Section
	2.4 Reviews processed DV and SDs and signs Box C of the DV. Forwards the documents to the Head of Financial and Management Division (FMD) for endorsement to the Head of Agency or Authorized Representative for approval of the DV.		50 Minutes	Head, Accounting Section
	2.5 Reviews and recommend the payments. Initials in the Box D of DV and forward the documents to Receiving/Releasing Staff.		20 Minutes	Chief, FMD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.6 The Releasing Staff record the release of DV, ORS and SDs to the office of Approving Authority.		20 Minutes	FMD Staff
	TOTAL		3 Hours, 30 Minutes	



Regional Offices

External Services



Conduct of Geohazard Identification (GI) Survey

The Geohazard Identification Survey (GIS) is conducted in lieu of a Geological Site Scoping (GSS) of subdivision and housing projects to identify all possible geohazards in the area pursuant to MGB Memorandum Circular No. 2002-02-43 and Memorandum Order dated November 26, 2001 issued by the DENR Secretary to implement Executive Order No. 45. The corresponding Geohazard Identification Report (GIR) shall be provided by the MGB to the developer/project proponent in preparation of a Geohazard Assessment Report (GAR).

Office or Division:	Mines and Geosciences Bureau Regional Offices – Geosciences Division		
Classification:	Highly Technical		
Type of Transaction:	G2B - Government to Businesses G2C - Government to Citizen G2G – Government to Government		
Who may avail:	Local Government Units (LGUs), National Government Agencies (NGAs), housing project developers and other stakeholders		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter of request addressed to the Regional Director, Mines and Geosciences Bureau	Applicant		
2. Client Information Sheet	Officer of the Day		
3. Site Development Plan, scale 1:1,000 or larger (1 copy)	Applicant		
4. Lot plan with technical description (1 copy)	Applicant		
5. Site Grading Plan, scale 1:1,000 or larger, optional for hilly areas only (1 copy)	Applicant		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit Letter Request and the necessary documentary requirements	1.1 Receive Letter Request, prepare document tracking, and forward to the Office of the Regional Director (ORD)		1 Hour	<i>Officer of the Day</i> <i>Records Officer, Finance and Administrative Division (FAD)</i>
For online submission: Submit Letter Request and the necessary documentary requirements (PDF document) through the official email address of the Regional Office	1.2 Evaluate and transmit the document to the Geosciences Division (GD)		2 Hours	<i>Regional Director</i> <i>Administrative Aide, Office of the Regional Director (ORD)</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1.3 Receive and record the request</p> <p>1.4 Evaluate and transmit the document to the Geohazards and Engineering Geology Section (GhEGS)</p> <p>1.5 Assign a geologist for the activity. The assigned personnel evaluates the completeness and appropriateness of the attached documentary requirements.</p> <p>1.6 If the documentary requirements are incomplete and/or inappropriate, an official letter will be sent to client requesting to submit the required document/s.</p> <p>Otherwise, the geologist/ technical staff discusses and arranges schedule for the conduct of Geohazard</p>		1 Hour, 10 Minutes	<p><i>Administrative Assistant, Geosciences Division (GD)</i></p> <p><i>Chief, GD</i></p> <p><i>Section Chief, GhEGS</i></p> <p><i>Geologist/ Technical Staff, GD</i></p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Identification Survey			
Processing time stops until the client/proponent submits the requested documentary requirements				
2. Coordinate with Geologist/Technical Staff for assessment of fees through the preferred mode of communication (email/mobile phone/video call)	2.1 Compute fees and charges based on the request, and prepares order of payment		20 Minutes	Geologist/ Technical Staff, GD
	2.2 Review assessment, sign order of payment and assign control number to be signed by Authorized Signatory		15 Minutes	Chief, GD Accountant, FAD
	2.3 Provide the client with the signed order of payment and list of available online payment methods		5 Minutes	Administrative Staff, GD
Processing time stops until the client pays the survey fee				
3. Pay the fee, and provide the duplicate order of payment and a copy of the OR to the GD For online payment: Pay the fee using the available online payment method. Provide	3.1 Accept payment and issue Official Receipt (OR) (OR); For online payment: 3.1 Receive and validate proof of payment; issue OR; and provide	Refer to DAO 2005-08 PhP 2,000.00/ person/ Day, minimum of PhP 6,000.00.	10 Minutes	Cashier, FAD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
the FAD and GD with proof of payment through email. The original copy of the proof of payment (receipt, payment slip, etc.) is to be provided to the MGB Regional Office concerned once the client visits the Office.	the client with a scanned copy of the Official Receipt (OR) through email. The OR will be given once the client or a representative from the company visits the concerned MGB RO.			
4. Coordinate with the GD for the schedule of the Geohazard Identification (GI) Survey through the preferred mode of communication (email/mobile phone/video call)	4.1. Coordinate with client on the schedule of the GI Survey. A letter will be sent to client to schedule the survey. Once the survey is scheduled, geologist prepares necessary documents (travel order and Itinerary).		45 Minutes 2 Days	Geologist/ Technical Staff, GD FAD Office of the Regional Director
Processing time stops until the client confirms the schedule of the survey				
	4.2 Conduct GI Survey	Transportation and other incidental expenses to be provided by requesting party Refer to DAO 2005-08	4 Days	Geologist/ Technical Staff, GD
	4.3 Prepare Geohazard Identification		6 Days	Geologist/ Technical Staff, GD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Report (GIR) and draft endorsement letter to client			
	4.4 Review/ evaluate draft GIR and draft endorsement letter to client. If comments are provided, report would be returned to the assigned geologist for necessary revision. Once approved, final GIR and endorsement letter will be printed.		3 Days	Section Chief, GhEGS
	4.5 Finalize and sign GIR; initial endorsement letter to client		10 Minutes	Geologist/ Technical Staff, GD Section Chief, GhEGS Chief, GD
	4.6 Record report and forward GIR and endorsement letter to the ORD for signature and bar coding		10 Minutes	Administrative Assistant, GD
	4.7 Evaluate GIR and sign endorsement letter to client		2 Hours	Regional Director
	4.8 Notify the client that GIR is already available		5 Minutes	Geologist, GD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Claim/receive the GI Report; Present ID and acknowledge receipt of the document (authorized representative should present proof of authorization)	5.1 Release GI Report to client		5 Minutes	Records Officer, FAD
TOTAL		PhP 2,000.00/ person/ Day, minimum of PhP 6,000.00 and transportation/other incidental expenses	16 Days, 15 Minutes	

*Based on MGB-MC 2002-43, the GIR shall be provided to a housing proponent within ten (10) Days upon completion of the GIS. Additional 2 Days for report preparation.



Conduct of Geological Site Scoping (GSS) Survey

Geological Site Scoping (GSS) forms the first step in the three-tiered Engineering Geological and Geohazard Assessment (EGGA) process. The GSS covers preliminary evaluation of the site geology, sub-surface soils, groundwater table, surface drainage, geohazards and other possible engineering geological problems. The Geological Site Scoping Report (GSSR) on the above inspection shall be provided by the MGB to the developer/project proponent. This report shall include recommendations on the scope of work to be undertaken by the developer/proponent in terms of detailed engineering geological, structural geological and geohazard assessment and geotechnical engineering tests, including specialized studies, if necessary.

Office or Division:	Mines and Geosciences Bureau Regional Offices – Geosciences Division		
Classification:	Highly Technical		
Type of Transaction:	G2B - Government to Businesses G2C - Government to Citizen G2G – Government to Government		
Who may avail:	Local Government Units (LGUs), National Government Agencies (NGAs), infrastructure project developers and other stakeholders		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter of request addressed to the Regional Director, Mines and Geosciences Bureau (1 copy)	Applicant		
2. Client Information Sheet	Officer of the Day		
3. Site Development Plan, scale 1:1,000 or larger (1 copy)	Applicant		
4. Lot plan with technical description (1 copy)	Applicant		
5. Site Grading Plan, scale 1:1,000 or larger, optional for hilly areas only (1 copy)	Applicant		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request and the necessary documentary requirements	1.1 Receive Letter Request, prepare document tracking, and forward to the Office of the Regional Director (ORD)		1 Hour	Officer of the Day <i>Records Officer, Finance and Administrative Division (FAD)</i>
For online submission: 1. Submit Letter Request and the necessary documentary	1.2 Evaluate and transmit the document to the Geosciences Division (GD)		2 Hours	<i>Regional Director Administrative Aide, Office of</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
requirements (PDF document) through the official email address of the Regional Office				the Regional Director (ORD)
	<p>1.3 Receive and record the request</p> <p>1.4 Evaluate and transmit the document to the Geohazards and Engineering Geology Section (GhEGS)</p> <p>1.5 Assign a geologist for the activity. The assigned personnel evaluates the completeness and appropriateness of the attached documentary requirements.</p> <p>1.6 If the documentary requirements are incomplete and/or inappropriate, an official letter will be sent to client requesting to submit the required document/s.</p>		1 Hour and 10 Minutes	<p>Administrative Assistant, Geosciences Division (GD)</p> <p><i>Chief, GD</i></p> <p><i>Section Chief, GhEGS</i></p> <p><i>Geologist/ Technical Staff, GD</i></p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Otherwise, the geologist/ technical staff discusses and arranges schedule for the conduct of Geological Site Scoping (GSS) Survey			
Processing time stops until the client/proponent submits the requested documentary requirements				
2. Coordinate with Geologist/Technical Staff for assessment of fees through the preferred mode of communication (email/mobile phone/video call)	2.1 Compute fees and charges based on the request, and prepares order of payment		20 Minutes	Geologist/ Technical Staff, GD
	2.2 Review assessment; sign order of payment; and assign control number to be signed by Authorized Signatory		15 Minutes	Chief, GD Accountant, FAD
	2.3 Provide the client with the signed order of payment and list of available online payment methods		5 Minutes	Administrative Staff, Geosciences Division
Processing time stops until the client pays the survey fee				
3. Pay the fee, and provide the duplicate order of payment For online payment: Pay the fee using the	3.1 Accept payment and issue Official Receipt (OR) (OR); For online payment:	Refer to DAO 2005-08 PhP 2,000.00/ person/ Day, minimum of	10 Minutes	Cashier, FAD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
available online payment method. Provide the FAD and GD with proof of payment through email. The original copy of the proof of payment (receipt, payment slip, etc.) is to be provided to the MGB Regional Office concerned once the client visits the Office.	3.1 Receive and validate proof of payment; issues OR; and provide the client with a scanned copy of the Official Receipt (OR) through email. The OR will be given once the client or a representative from the company visits the concerned MGB RO.	PhP 6,000.00.		
4. Coordinate with the GD for the schedule of GSS Survey through the preferred mode of communication (email/mobile phone/video call)	4.1 Coordinate with client on the schedule of GSS Survey. A letter will be sent to client to schedule the survey. Once the survey is scheduled, geologist prepares necessary documents (travel order and Itinerary).		45 Minutes 2 Days	<i>Geologist/ Technical Staff, GD</i> FAD Office of the Regional Director
Processing time stops until the client confirms the schedule of the survey				
5. Site visit with the concerned MGB Geologist and technical staff	5.1 Conduct GSS	Transportation and other incidental expenses to be provided by requesting party	4 Days including travel time; also dependent on size of coverage area	<i>Geologist/ Technical Staff, GD</i>



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Refer to DAO 2005-08		
	5.2 Prepare Geological Site Scoping Report (GSSR) with maps and transmittal letter and submit draft GSSR to the Chief, Geohazard and Engineering Geology Section for editing		6 Days	Geologist/ Technical Staff GD
	5.3 Review/ evaluate draft GSSR and draft endorsement letter to client. If comments are provided, report would be returned to the assigned geologist for necessary revision. Once approved, printing of final GSSR and endorsement letter.		3 Days, 20 Minutes	Section Chief, GhEGS
	5.4 Finalize and sign GSSR; initial endorsement letter to client			Geologist Section Chief, GhEGS
	5.5 Record report and forward GSSR and			Chief, GD Administrative Assistant, GD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	endorsement letter to the ORD for signature and bar coding			
	5.6 Evaluate GSSR and sign endorsement letter to client. Transmit to the Records Section for releasing.		2 Hours	<i>Regional Director</i>
	5.7 Notify client through email that the GSS report is available		5 Minutes	
6. Claim/Receive the GSS Report; Present ID and acknowledges receipt of the document (authorized representative should present proof of authorization)	6.1 Release GSS Report to client 6.2 If requested by client, the Records Section will send the GSS report through courier		5 Minutes 10 Minutes	<i>Records Officer, FAD</i>
	TOTAL	PhP 2,000.00/ person/ Day, minimum of PhP 6,000.00 and transportation/other incidental expenses	16 Days, 25 Minutes	

*Based on MGB-MC 2002-43, the GIR shall be provided to a housing proponent within ten (10) Days upon completion of the GIS. Additional 2 Days for report preparation.



Review of Engineering Geological and Geohazard Assessment Report (EGGAR)

An Engineering Geological and Geohazard Assessment Report (EGGAR) is required of all proponents of subdivision development projects, housing projects and other land development and infrastructure projects, private or public, as additional requirement for the issuance of an Environmental Compliance Certificate (ECC) pursuant to DENR Administrative Order No. 2000-28. This undertaking constitutes one of the efforts of the government to adequately and comprehensively address and mitigate the possible effects/impacts of geologic hazards. The EGGAR shall include the results of all engineering geological, structural geological and geohazard assessment and geotechnical tests, with any other specialized studies undertaken, as prescribed in the corresponding GSSR previously prepared by DENR-MGB. The EGGAR shall be subject to review/verification by DENR-MGB and for appropriate transmittal or endorsement to the DENR-EMB and other concerned government agencies.

Office or Division:	Mines and Geosciences Bureau Regional Offices – Geosciences Division			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Businesses G2C - Government to Citizen G2G – Government to Government			
Who may avail:	Local Government Units (LGUs), National Government Agencies (NGAs), infrastructure project developers and other stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of request addressed to the Regional Director, Mines and Geosciences Bureau	2. Client Information Sheet	3. Three (3) copies of EGGAR	4. Digital copy of EGGAR	Applicant Officer of the Day Applicant Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit Letter Request and three (3) copies of EGGAR For online submission: 1.1 Submit Letter Request and digital copy of EGGAR in PDF through the official email address of the Regional	1.1. Receive Letter Request and 3 copies of EGGAR, prepare document tracking, and forward to the Office of the Regional Director (ORD)		1 Hour	Officer of the Day Records Officer, Finance and Administrative Division



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Office and send three (3) copies of EGGAR (dropped at the Office or through courier service)				
	1.2 Evaluate and transmit the document to the Geosciences Division (GD)		2 Hours	<i>Regional Director</i> <i>Administrative Aide, Office of the Regional Director (ORD)</i>
	1.3 Receive and record the request		50 Minutes	<i>Administrative Assistant, Geosciences Division (GD)</i>
	1.4 Evaluate and transmit the document to the Geohazards and Engineering Geology Section (GhEGS)			<i>Chief, GD</i>
	1.5 The geologist who prepared the GSSR/GVR will be assigned for the activity. The assigned personnel evaluates the completeness and appropriateness of the attached documentary requirements.			<i>Section Chief, GhEGS</i>
	1.6 If the documentary requirements are incomplete and/or inappropriate,			<i>Geologist/ Technical Staff, GD</i>



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>an official letter will be sent to client requesting to submit the required document/s.</p> <p>Otherwise, the geologist/ technical staff discusses and arranges schedule for the conduct of the review</p>			
Processing time stops until the client/proponent submits the requested documentary requirements				
2. Coordinate with Geologist/Technical Staff for assessment of fees through the preferred mode of communication (email/mobile phone/video call)	2.1 Compute fees and charges based on the request, and prepare order of payment (3 copies)		20 Minutes	<i>Geologist/ Technical Staff, GD</i>
	2.2 Review assessment; sign order of payment; and assign control number to be signed by Authorized Signatory		15 Minutes	<i>Chief, GD</i> <i>Accountant, FAD</i>
	2.3 Provide the client with the signed order of payment and list of available online payment methods		5 Minutes	<i>Administrative Staff, GD</i>
Processing time stops until the client pays the EGGAR review fee				
3. Pay the fee, and provide the duplicate order of payment and a	3.1 Accept payment and issues Official Receipt (OR) (OR);	Refer DAO 2005-08 Section 2.3 for the fees and	10 Minutes	<i>Cashier, FAD</i> <i>GD</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>copy of the OR to the GD</p> <p>For online payment: Pay the fee using the available online payment method. Provide the FAD and GD with proof of payment through email. The original copy of the proof of payment (receipt, payment slip, etc.) is to be provided to the MGB Regional Office concerned once the client visits the Office.</p>	<p>For online payment: 3.1 Receive and validate proof of payment; issue OR; and provide the client with a scanned copy of the Official Receipt (OR) through email.</p> <p>The OR will be given once the client or a representative from the company visits the concerned MGB RO.</p>	charges		
	<p>3.2 Review EGGAR and prepare Technical Review/Geological Review Report (TR/GRR); Prepare endorsement letter to the EMB</p>		6 Days	Geologist/ Technical Staff, GD
	<p>3.3 Review TR/GRR and endorsement letter of the EGGAR to the EMB. If comments are provided, report would be returned to the assigned geologist for necessary revision and finalization. Inform client if there are lacking documents to</p>		3 Days	<p>Geologist/ Technical Staff, GD</p> <p>Chief, GD</p> <p>Administrative Assistant, GD</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	rectify the EGGAR			
Processing time stops until the client submits the rectified EGGAR.				
	3.4 Evaluate EGGA TR/GRR and sign endorsement letter for the client		2 Hours	<i>Regional Director</i>
	3.5 Transmit endorsement letter, copy of EGGAR and TR/GRR to the client		1 Hour	<i>Records Officer, FAD</i>
	3.6 Notify the client that the TR/GRR is available			<i>Geologist, GD</i>
4. Claim/receive the copy of TR/GR Report; Present ID and acknowledge receipt of the document (authorized representative should present proof of authorization)	4. Release Letter and copy of TR/GRR to the client.		5 Minutes	<i>Records Officer, FAD</i>
	TOTAL	Refer DAO 2005-08 Section 2.3 for the fees and charges	9 Days, 7 Hours, 45 Minutes	

*Based on EO 45 – MGB is given 10 Days from receipt of EGGAR



Geological Review and Verification

Geological Review and Verification is conducted when an Engineering Geological and Geohazard Assessment Report (EGGAR) is submitted by a developer or proponent prior to a Geological Site Scoping Survey (GSS). For this purpose, a corresponding Geological Verification Report (GVR) shall be prepared by DENR-MGB and submitted to the DENR-EMB and other concerned government agencies.

Office or Division:	Mines and Geosciences Bureau Regional Offices – Geosciences Division	
Classification:	Highly Technical	
Type of Transaction:	G2B - Government to Businesses G2C - Government to Citizen G2G – Government to Government	
Who may avail:	Local Government Units (LGUs), National Government Agencies (NGAs), infrastructure project developers and other stakeholders	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of request addressed to the Regional Director, Mines and Geosciences Bureau	Applicant	
2. Client Information Sheet	Officer of the Day	
3. EGGAR	Applicant	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request and EGGAR For online submission: 1. Submit Letter Request and digital copy of EGGAR in PDF through the official email address of the Regional Office	1.1 Receive Letter Request and EGGAR, prepare document tracking, and forward to the Office of the Regional Director (ORD)		1 Hour	Officer of the Day <i>Records Officer, Finance and Administrative Division</i>
	1.2 Evaluate and transmit the document to the Geosciences Division (GD)		2 Hours	<i>Regional Director Administrative Assistant, Office of the Regional Director (ORD)</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1.3 Receive and record the request</p> <p>1.4 Evaluate and transmit the document to the Geohazards and Engineering Geology Section (GhEGS)</p> <p>1.5 Assign a geologist for the activity. The assigned personnel evaluates the completeness and appropriateness of the attached documentary requirements.</p> <p>1.6 If the documentary requirements are incomplete and/or inappropriate, an official letter will be sent to client requesting to submit the required document/s.</p> <p>Otherwise, the geologist/technical staff discusses and arranges schedule for the conduct of Geological Verification Survey</p>		<p>1 Hour, 10 Minutes</p>	<p>Administrative Assistant, Geosciences Division (GD)</p> <p><i>Chief, GD</i></p> <p><i>Section Chief, GhEGS</i></p> <p><i>Geologist/ Technical Staff, GD</i></p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Processing time stops until the client/proponent submits the requested documentary requirements				
2. Coordinate with Geologist/Technical Staff for assessment of fees through the preferred mode of communication (email/mobile phone/video call)	2.1 Compute fees and charges based on the request, and prepare order of payment	Refer to DENR Administrative Order 2005-08	20 Minutes	Geologist/ Technical Staff, GD
	2.2 Review assessment; sign order of payment; and assign control number to be signed by Authorized Signatory		15 Minutes	Chief, GD Accountant, FAD
	2.3 Provide the client with the signed order of payment and list of available online payment methods		5 Minutes	Administrative Staff, GD
Processing time stops until the client pays the survey fee				
3. Pay the fee, and provide the duplicate order of payment and a copy of the OR to the GD For online payment: Pay the fee using the available online payment method.	3.1 Accept payment and issue Official Receipt (OR) (OR); For online payment: 3.1 Receive and validate proof of payment; issue OR; and provide the client with a	PhP 2,000.00/ person/ Day, minimum of PhP 6,000.00.	10 Minutes	Cashier, FAD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Provide the FAD and GD with proof of payment through email. The original copy of the proof of payment (receipt, payment slip, etc.) is to be provided to the MGB Regional Office concerned once the client visits the Office.	<p>scanned copy of the Official Receipt (OR) through email.</p> <p>The OR will be given once the client or a representative from the company visits the concerned MGB RO.</p>			
4. Coordinate with the GD for schedule of Site Assessment through the preferred mode of communication (email/mobile phone/video call)	4.1 Coordinate with client on the schedule of site assessment through the preferred mode of communication. Once the survey is scheduled, geologist prepares necessary documents (travel order and Itinerary).		45 Minutes	Geologist/ Technical Staff, GD
			2 Days	FAD Office of the Regional Director
Processing time stops until the client confirms the schedule of the survey				
	4.2 Conduct Geological Verification	Transportation and other incidental expenses to be provided by requesting party	4 Days including travel time; also dependent on size of coverage area	Geologist/ Technical Staff GD
	4.3 Prepare draft Geological Verification Report (GVR)		6 Days	Geologist/ Technical Staff GD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	and endorsement letter to client			
	4.4 Review/ evaluate draft Geological Verification Report and draft endorsement letter to client. If comments are provided, report would be returned to the assigned geologist for necessary revision. Once approved, final GVR and endorsement letter will be printed.		3 Days	Section Chief, GhEGS
	4.5 Finalize and signs GVR, initial endorsement letter to client		1 Hour	Geologist Section Chief, GhEGS Chief, GD
	4.6 Record report and forward GVR and endorsement letter to the ORD for signature and barcoding		15 Minutes	Administrative Assistant, GD
	4.7 Evaluate GVR, sign endorsement letter to client		2 Hours	Regional Director (ORD)
	4.8 Notify the client that GVR is already available		5 Minutes	Geologist, Geosciences Division
5. Claim/receive the GVR;	5.1 Release GVR to client		5 Minutes	Records Section, FAD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
present ID and acknowledge receipt of the document (authorized representative should present proof of authorization)				
TOTAL		PhP 2,000.00/ person/ Day, minimum of PhP 6,000.00 and transportation/other incidental expenses	16 Days, 1 Hour, 10 Minutes	



Conduct of Chemical Analysis

Office or Division:	Mines and Geosciences Bureau Regional Offices (CAR, IVA, V, VII, XIII) Geological Laboratory Services Section (GLSS) Geosciences Division
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B - Government to Businesses
Who may avail:	All
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Client Information Sheet/ Request for Analysis Form	Geological Laboratory Services Section (GLSS)
Sample/s for analysis	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Geological Laboratory Services Section- Geosciences Division (GLSS- GD), accomplish and submit Request Form for Chemical Analysis* For online submission: Client could request a blank request form via the official email address of the Regional Office and resubmit back via email the accomplished request of analysis form.	1.1 Record name, address, source of the sample, contact number in logbook		15 Minutes	GLSS, Geosciences Division (GD)
	1.2 Compute the fees/charges based on the parameters requested, prepare order of payment in three (3) copies and send it to the Accounting Unit of the Finance and Administrative Division (FAD); Note: Include the email address of the client in the order of payment form.	Fees shall be based on DAO 2005 – 08 (Fees and charges for various services of the Mines and Geosciences Bureau)	15 Minutes	
	1.3 Assign control number to the order of payment; Affix e-signature of the Accountant/ Authorized Signatory; and forward the Order of Payment to Client/Customer via email		25 Minutes	Accountant, FAD Administrative Assistant, GD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay Analysis Fee/s on-site For online payment/ submission: Client pays Analysis Fee/s in bank through <u>(insert RO's bank details/online payment scheme)</u> and send e-copy of bank deposit slip/proof of payment to <u>(insert RO's official email)</u>	2.1 Accept payment; issue Official Receipt (OR)		15 Minutes	Cashier, FAD
	2.2 Accept and submit deposit slip/proof of payment to Cashier for bank verification		10 Minutes	GLSS
	2.3 Verify payment and issue Official Receipt (OR)		20 Minutes	Cashier, FAD
	2.4 Send scanned and original copies of OR to client; advise Client to submit samples to MGB or send through courier		15 Minutes	GLSS
3. Submit samples for analysis to GLSS either by drop off or courier services for analysis together with a copy of official receipt for verification.	3.1 Verify the samples submitted, prepare Job Request Form (samples will be subjected for sanitation process prior to analysis)		20 Minutes	GLSS
	3.2 Conduct laboratory chemical analysis and evaluate results of analysis (Datasheet).		Minimum of 14 Days**	Chemist IV / Chemist III / Laboratory Technician II, GLSS
	3.3 Prepare and sign the Report of Analysis in two (2) copies		20 Minutes	Chemist III, Chemist IV/Chief GLSS
	3.4 Review and sign Report of Analysis (in case of rectification, the report is returned to the Chief, GLSS)		1 Day	Chief, GD
4. Present ID and/or proof of authorization (in case an authorized representative/s	4.1 Release Report of Analysis, either e-mail or pick up		5 Minutes	Chemist IV/ Chemist III / Laboratory Technician II, GLSS
	4.2 File a duplicate copy			



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
will claim the Report of Analysis) to GLSS Staff and acknowledge receipt of Report of Analysis; or receive Report of Analysis through email and acknowledge receipt of Report of Analysis				
TOTAL		Fees shall be based on DAO 2005 – 08 (Fees and charges for various services of the Mines and Geosciences Bureau)	15 Days, 2 Hours, 40 Minutes	

*Form : Available FREE OF CHARGE

** Processing Time : Number of working Days for sample preparation and chemical analysis will depend on the type of sample and number of parameters (i.e. elements/constituents) requested. Waiting time may also be incorporated due to the heavy influx of samples.

Note: Client will always be informed on the time/date of release of Report of Analysis.



Conduct of Megascopic Analysis

Office or Division:	Mines and Geosciences Bureau Regional Offices - Geosciences Division	
Classification:	Highly Technical	
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B – Government to Businesses	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Client Information Sheet/ Request for Analysis Form	Geosciences Division	
Letter of Request addressed to the Regional Director cc: The Chief, Geosciences Division	Applicant	
Sample/s for analysis		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Geosciences Division (GD), accomplish and submit Client Information Sheet/Request Form. For online submission: Client could request a blank form via the official email address of the Regional Office and resubmit back via email the accomplished form.	1.1 Furnish a copy of the letter-request to the Office of Regional Director (ORD) 1.2 Compute the fees/charges based on the parameters requested, prepare order of payment in three (3) copies and send it to Accounting Unit of Finance and Administrative Division (FAD)	Fees shall be based on DAO 2005 – 08 (Fees and charges for various services of the Mines and Geosciences Bureau)	30 Minutes	Geologist, GD
	1.3 Assign control number to the order of payment; Affix e-signature of the Accountant/ Authorized Signatory; and forward the Order of Payment to Client/Customer via email		25 Minutes	Accountant, FAD Administrative Assistant, GD
2. Pay Analysis Fee/s on-site For online payment/	2.1 Accept payment; issue Official Receipt (OR)		15 Minutes	Cashier, FAD
	2.2 Accept and submit deposit slip/proof of		20 Minutes	Administrative Assistant, GD



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
submission: Client pays Analysis Fee/s in bank through <u>(insert RO's bank details/online payment scheme)</u> and send e-copy of bank deposit slip/proof of payment to <u>(insert RO's official email)</u>	payment to Cashier for bank verification			
	2.3 Verify payment and issue Official Receipt (OR)		15 Minutes	Cashier, FAD
	2.4 Send scanned and original copies of OR to client; advise Client to submit samples to MGB or send through courier		15 Minutes	Administrative Assistant, GD
3. Submit samples for analysis to Geoscience Division either by drop off or courier services for analysis together with a copy of Official Receipt (OR) for verification.	3.1 Verify the samples submitted, prepare Job Request Form (samples will be subjected for sanitation process prior to analysis)		20 Minutes	Geologist, GD
	3.2 Conduct megascopic analysis		1 Hour, 15 Minutes	Geologist, GD
	3.3 Prepare and sign the Report of Analysis in two (2) copies		30 Minutes	Geologist Supervising Geologist GD
	3.4 Review and sign Report of Analysis (in case of rectification, the report is returned to the geologist)		5 Minutes	Chief, GD
4. Present ID and/or proof of authorization (in case an authorized representative/s will claim the Report of Analysis) to GD Staff and acknowledge receipt of Report of Analysis; or receive Report of Analysis through email and acknowledge receipt of Report of Analysis	4.1 Release Report of Analysis, either e-mail or pick up		5 Minutes	Administrative Assistant, GD
	4.2 File a duplicate copy			
	4.3 Provide a copy of the report to the ORD			
TOTAL		Fees shall be based on DAO	4 Hours, 15 Minutes	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		2005 – 08 (Fees and charges for various services of the Mines and Geosciences Bureau)		



Processing of Petition/Request for the Declaration as Minahang Bayan for Initial Evaluation Clearance (IEC)

Office or Division:	Mines and Geosciences Bureau Regional Office Mine Management Division	
Classification:	Highly Technical	
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B – Government to Businesses	
Who may avail:	Small-Scale Mining Cooperatives, Associations and Individual/s	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Petition/Request Letter		Petitioner
Area Location Map		
Area Status / Clearance		MGB RO
MGB RO Processing/Evaluation Report		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit or file the request/petition for Declaration of an area as People's Small-Scale Mining Area (PSSMA)/ <i>Minahang Bayan</i> (MB) to MGB RO through the Provincial/City Mining Regulatory Board (P/CMRB)	1.1 Receive and encode the documents to the Document Action Tracking System (DATS) and transmit to the Office of the Regional Director (ORD), via email		1 Hour	Records Officer, Finance and Administrative Division (FAD)
	1.2 Receive, review and forward the documents to the Mine Management Division (MMD), via email		1 Hour	Administrative Staff, ORD
	1.3 Receive and forward the documents to Mineral Land Survey Section (MLSS), via email; 1.3.a Receive and plot in the control map the status of the proposed area vis-à-vis the prior and existing mining rights and applications, as well as areas closed to mining application.		1 Hour 2 Days	Chief, MMD Technical Personnel, MLSS
	1.4 Prepare draft letter informing the Petitioner concerned on the result of evaluation and forward to Chief, MMD for comments, via email. 1.4.1 If the proposed area for <i>Minahang Bayan</i> falls within areas Open for		1 Day	Technical Personnel, MLSS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>Declaration as <i>Minahang Bayan</i>, proceed to 1.5;</p> <p>1.4.2 If the proposed area for <i>Minahang Bayan</i> covers areas considered closed to mining application as provided in Section 1 of the Executive Order No. 79, prepare a letter of denial to the Petitioner;</p> <p>1.4.3 If the proposed area for <i>Minahang Bayan</i> covers areas considered as conditionally open to mining application, prepares letter requiring the Petitioner to secure the following:</p> <ul style="list-style-type: none"> • Consent from the Private Landowner/Certification from the Provincial/Municipal Assessor's Office certifying that the applied area has no declared private property or owner; • Certification from the concerned government agency attesting that the area is outside the coverage of Agrarian Reform Community, Strategic Agricultural and Fisheries Development Zone, among other areas closed to mining applications; and • Consent/Clearance from the concerned mining rights holder and applicant in a form of 			



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Secretary's Certificate, Board Resolution, among others.			
<p>Note 1: If the proposed area falls within areas conditionally opened to mining applications, the time stops until the Petitioner secure all the subsequent documents.</p> <p>Note 2: If the Petitioner has secured all the documents and/or the proposed area is free from conflict against areas closed to mining applications and existing mining rights and applications, proceed to 1.5.</p>				
	1.5 Prepare letter informing the Petitioner on the conduct of geologic assessment and technical validation of the petitioned area to determine if it is technically and economically viable for small-scale mining, via email.		2 Hours	Technical Personnel, MTES
	1.6 Receive and endorse letter to Regional Director (RD) for consideration, via email.		1 Hour	Chief, MMD
	1.7 Review, approve and forward to FAD for releasing, via email.		2 Hours	Regional Director Administrative Assistant ORD
	1.8 Release letter and transmit to P/CMRB copy furnished the Petitioner, via email.		1 Hour	Administrative Staff, FAD
2. Pay verification fee online. Client pays Verification Fee in bank through <u>(Insert MGB RO Account Number here)</u> and sends e-copy of bank deposit slip to the official email address	2.1 Prepare Billing Assessment for the Verification Fee and forward to Chief, MMD for approval.	Verification fee: P2,000/man/Daily Minimum : P6,000 (pursuant to Section 2 of DAO No. 2005-081.)	1 Hour	Technical Personnel, MTES; Chief, MTES



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
of the Regional Office				
	2.2 Forward Billing Assessment to FAD for issuance of Order of Payment, via email.		1 Hour	Technical Personnel, MTES
	2.3 Prepare and approve Order of Payment and receive payment of the verification fee.		1 Hour	Administrative Staff, FAD
Note 3: If there is no proof of payment, the processing time stops until the Petitioner complies with the requirements.				
	2.4 Conduct geologic assessment and technical validation at the area petitioned for <i>Minahang Bayan</i> .		5 Days	MGB RO Technical Personnel
	2.5 Prepare report regarding the geologic assessment and technical validation		5 Days	MGB RO Technical Personnel
	2.6 Evaluate all mandatory requirements and prepare Memorandum endorsing the Petition for declaration of <i>Minahang Bayan</i> to the DENR Secretary through MGB CO and forward to MMD Chief for comments, via email.		1 Day	Technical Personnel, MTES
	2.7 Finalize the Memorandum together with the documentary requirements and forward to RD for consideration, via email.		2 Hours	Chief, MMD
	2.8 Review and approve Memorandum and forward to FAD for releasing, via email.		2 Hours	Regional Director Administrative Assistant ORD
	2.9 Release Memorandum and transmit to MGB CO, copy furnished the Petitioner and P/CMRB, accompanied by mandatory requirements for IEC , via email.		2 Hours	Records Officer, FAD
	TOTAL	Verification fee:	16 Days, 2 Hours	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		P2,000/ man/ Day Minimum: P6,000 (pursuant to Section 2 of DAO No. 2005- 082.)		
<p>Note 4: The processing of the Petition for <i>Minahang Bayan</i> for IEC of the DENR through MGB CO shall take 16 Days and 2 Hours if all the mandatory requirements are subsequently complied with.</p> <p>Note 5: The processing time does not include the duration when the Petition is still under the jurisdiction of the P/CMRB.</p>				



Processing of Petition/Request for the Declaration as Minahang Bayan for Final Evaluation Clearance (FEC)

Office or Division:	Mines and Geosciences Bureau Regional Office Mine Management Division (MMD)	
Classification:	Highly Technical	
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B – Government to Businesses	
Who may avail:	Small-Scale Mining Cooperatives, Associations and Individual/s	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Petition Letter		Petitioner
Area Location Map		Petitioner
Area Status / Clearance		MGB RO
MGB RO Processing/Evaluation Report		MGB CO
Result of DENR-MGB Initial Review		P/CMRB
Proof of Notices to parties concerned		Petitioner
Proof of Posting/Publication		Petitioner
P/CMRB Certification (No Protest)		P/CMRB
Favorable Endorsement of majority of the Sanggunian		Concerned Sanggunian
NCIP Certification		Concerned NCIP

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1 Receive initial evaluation clearance (IEC) from the DENR through the MGB CO, encode the document to the Document Action Tracking System (DATS) and forward to the Office of the Regional Director (ORD) for instruction and appropriate action by the MMD, via email.		1 Hour	Administrative Staff Regional Director ORD
	1.2 Receive and forward the IEC to Chief, Mining Tenements Evaluation Section (MTES) for processing, via email.		1 Hour	Chief, MMD
	1.3 Receive and forward the IEC to the Technical Personnel, MTES for endorsement to the Petitioner, copy furnished the P/CMRB, via email.		1 Hour	Chief, MTES
	1.4 Prepare letter informing the Petitioner on the result of the initial evaluation of the Petition for <i>Minahang Bayan</i> and require the Petitioner to submit via email the following: <ul style="list-style-type: none"> • Proof of Notices to parties concerned 		1 Day	Technical Personnel, MTES



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<ul style="list-style-type: none"> • Proof of Posting and Publication • Endorsement by the concerned <i>Sanggunian</i> • NCIP Certification Pre-condition or Certificate of Non-Overlap 			
	1.5 Review letter and endorse to RD for consideration, via email.		1 Hour	Chief, MMD
	1.6 Approve letter and forward to FAD for releasing, via email.		2 Hours	Regional Director Administrative Assistant ORD
	1.7 Release letter and transmit to the Petitioner, copy furnished the P/CMRB, via email.		1 Hour	Records Officer, FAD
2. Submit the mandatory documents through the official email address of the Regional Office	2.1 Receive and forward the said documents submitted by the Petitioner to the ORD for instruction and appropriate action by the MMD, via email.		1 Hour	Administrative Assistant Regional Director ORD
	2.2 Receive and forward the documents to MTES Chief for processing, via email.		1 Hour	Chief, MMD
	2.3 Receive and forward the documents to the Technical Personnel, MTES for evaluation, via email.		1 Hour	Chief, MTES
	2.4 Review and evaluate all mandatory requirements for final evaluation clearance and prepare Memorandum endorsing the documents of the Petition for declaration of <i>Minahang Bayan</i> to the DENR Secretary through MGB CO, via email.		5 Days	MMD/MTES
	2.5 Forward Memorandum to MMD Chief for comments and endorse to RD for consideration, via email.		2 Hours	Chief, MTES, Chief, MMD
	2.7 Review and approve Memorandum and forward to FAD for releasing, via email.		2 Hours	Administrative Staff Regional Director ORD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.8 Release Memorandum and transmit to MGB CO, copy furnished the Petitioner and P/CMRB, via email.		1 Hour	Records Officer, FAD
TOTAL		None	7 Days, 7 Hours	
<p>Note 1: If the documents require returning due to deficiencies, the processing time stops until the Petitioner complies with the deficiencies.</p> <p>Note 2: The processing of the Petition for <i>Minahang Bayan</i> for final evaluation clearance of the DENR through MGB CO shall take 6 Days and 7 Hours if all the mandatory requirements are subsequently complied with.</p>				



Processing of Exploration Permit Applications

Stage 1: Submission of Exploration Permit Application Requirements

Office or Division:	Mines and Geosciences Bureau Regional Offices - Mine Management Division	
Classification:	Highly Technical	
Type of Transaction:	G2G - Government to Government; G2C - Government to Citizen, G2B – Government to Businesses	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Duly accomplished and notarized Exploration Permit (EP) application form (MGB Form 5-1)	Mines and Geosciences Bureau
	Location map of the applied area using a topographic map in a scale of 1:50,000 duly prepared, signed and sealed by a deputized Geodetic Engineer	National Mapping and Resource Information Agency (NAMRIA)/Geodetic Engineer
	Two-year Exploration Work Program (MGB Form 5-4) duly prepared, signed and sealed by a licensed Geologist or Mining Engineer	Licensed Geologist/Mining Engineer
	Proof of Technical Competence in the form of: <ul style="list-style-type: none"> - Duly signed curricula vitae with track records in exploration and environment management of the technical person who shall undertake the activities in accordance with the proposed Exploration and Environmental Work Programs; and - Proof of employment/availed service(s) of the said technical person or joint sworn commitment of the mining applicant and technical personnel as to the implementation of the Work Programs 	Applicant
	Proof of Financial Capability <ul style="list-style-type: none"> - For an individual, copy of income tax return for the preceding year and proof of bank deposit or credit line in the amount of at least Two Million Five Hundred Thousand Pesos (PhP 2,500,000.00), or - For a corporation, partnership, association or cooperative, latest audited financial statement and where applicable, Annual Report for the preceding year, credit 	Applicant



line(s), certification(s) of bank guarantee/deposit and/or similar negotiable instruments	
Photocopy of Certificate of Incorporation, Articles of Incorporation/Partnerships/Association and By-Laws, duly certified as true copy (in original form) with minimum authorized capital of PhP 100,000,000.00 and paid up capital of PhP 6,500,000.00	Securities and Exchange Commission or other concerned agencies for corporations, associations and cooperatives or Certification from MGB Central Office/Regional Office concerned that said documents are duly registered with the said Office.
Affidavit of Undertaking pursuant to DENR Memorandum Order (DMO) No. 99-10, as amended, for a corporation, partnership, association or cooperative (Declaration of the total area covered by the approved/pending EP(s) or application(s) for the individual applicant	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Submits all requirements of the Exploration Permit (EP) application (hard and digital copies)</i>	1.1 Receives and encodes the EP application and other attachments to the Document Action Tracking System (DATS) and transmits to the Office of the Regional Director (ORD)		1 Hour	Records Officer, Finance and Administrative Division (FAD), MGB Regional Office concerned
	1.2 Receives and reviews the documents, and forwards the said documents to the Mine Management Division (MMD), for checking of the completeness of the mandatory acceptance requirements and pre-plotting of the applied area		1 Hour	RD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Reviews the documents and transmits to the Mining Tenement Evaluation Section (MTES)		1 Hour	Chief, Mine Management Division (MMD)
	1.4 Reviews the document and assigns to a technical staff		1 Hour	Chief, MTES
	<p>1.5 Checks and assesses the completeness of the mandatory acceptance requirements and then forwards the findings to the Chief, MMD, through Chief, MTES; through email;</p> <p>If complete, the Location Map will be forwarded to the Mineral Land Survey Section (MLSS) for pre-plotting, through email;</p> <p>Otherwise, prepares a Letter to the applicant returning the application.</p>		4 Hours	Mining Claims Examiner, MTES
	1.6 Reviews the documents and assigns to a technical staff, through email;		2 Hours	Chief, MLSS
	1.7 Projects and pre-plots in the regional		1 Day	Geodetic Engineer, MLSS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	tenement map and then forward the findings to the Chief, MLSS, through email;			
	<p>1.8 Consolidates the findings and then forwards the findings to Chief, MTES, through email;</p> <p>If the applied area is open to mining applications, prepares a Letter requiring to pay Filing Fee and Order of Payment;</p> <p>Otherwise, or if area is closed to applications, prepares a Letter to the applicant returning the application.</p>		1 Day	Mining Claims Examiner/Mining Engineer, MTES, Chief, MTES
	1.9 Reviews documents and endorses to the MMD Chief, through email;		2 Hours	Chief, MTES
	1.10 Reviews the findings, signs the Order of Payment and forwards to Chief, Accountant, FMD		3 Hours	Chief, MMD
	1.11 Signs the Order of Payment and returns to Chief, MMD		30 mins	Chief, Accountant, FMD
	1.12 Forwards to RD the draft		30 mins	Chief, MMD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Letter, through email;			
	1.13 Reviews and signs the action document		2 Hours	RD
	1.14 Transmits document to the applicant, cc. MMD, through email.		2 Hours	ORD Staff
	TOTAL		4 Days and 4 Hours	



Stage 2: Payment of Filing Fee and Processing of Sectoral Area Status Clearance

Office or Division:	MGB Regional Offices - Mine Management Division	
Classification:	Highly Technical	
Type of Transaction:	G2G - Government to Government; G2C - Government to Citizen, G2B – Government to Businesses	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Letter Request to pay Filing Fee		Mines and Geosciences Bureau Regional Office
Letter Request to pay Clearance Fee		Mines and Geosciences Bureau Regional Office
Certificate of Environmental Management and Community Relations Record (CEMCRR)/Certificate of Exemption (COE) from CEMCRR as the case maybe		Mines and Geosciences Bureau Regional Office
Environmental Work Program duly prepared, signed and sealed by a licensed Geologists or Mining Engineer		Licensed Geologist or Mining Engineer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Pays through online banking (LBP account of MGB RO concerned) and sends proof of payment to MMD, through email</i>	1.1 Prints and submits deposit slip to Cashier for bank verification	Refer to DENR Administrative Order (DAO) No. 2005-08	1 Hour	Administrative Staff, MMD
	1.2 Verifies payment and issues Official Receipt (OR) (OR)		1 Hour	Cashier
	1.3 Sends Applicant the copy of the OR through email		1 Hour	Mining Claims Examiner/Mining Engineer, Mining Tenement Evaluation Section (MTES)
	1.4 Endorses through the Chief, MTES, the Location Map to MLSS, and		4 Hours	Mining Claims Examiner, Chiefs, MTES and MMD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	through the Chief, MMD, other pertinent documents to the MSESDD for evaluation, through email;			
	1.5 Prepares Memorandum forwarding the Location Map to other DENR sectors for Area Status and Clearance, through email;		2 Hours	Geodetic Engineer, MLSS
	1.6 Reviews and initials Memorandum, and endorses to Office of the Regional Director (ORD) for approval, through email;		2 Hours	Chiefs, MLSS and MMD
	1.7 Reviews and signs action documents		1 Hour	RD
	1.8 Transmits document to DENR Sectors concerned, cc. MMD, through email.		2 Hours	ORD Staff
(paused time until DENR submits the sectoral area clearances)				
	1.9 Receives and records DENR Sectoral Area Status and Clearance and transmits to ORD, through email;		1 Hour	Records Officer, FAD
	1.10 Reviews document and endorses to MMD, through email;		1 Hour	RD
	1.11 Reviews documents		1 Hour	Chief, MMD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	and endorses to MTES, through email;			
	1.12 Reviews documents and transmits to Mining Claims Examiner/Mining Engineer, through email;		2 Hours	Chief, MTES
	<p>1.13 Reviews Area Status and Clearance, and prepares action documents and then forwards the findings to Chief, MTES, through email;</p> <ul style="list-style-type: none"> o for areas covered by DENR Projects without Clearance, prepares Letter-Advice to EP applicant to exclude the same from the EP application and to amend Location Map and Exploration and Environmental Work Programs o for areas open for EP application, prepares: <ul style="list-style-type: none"> (a) Letter-Advice to EP applicant requiring to pay the Clearance 		1 Day	Mining Claims Examiner/Mining Engineer, MTES



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Fee and to secure CEMCRR/ COE, and Order of Payment for Clearance Fee and (b) Letter to NCIP for issuance of Certification Precondition or Certificate of Non-Coverage, as the case may be			
	1.15 Reviews the findings, signs the Order of Payment and forwards to Chief, Accountant, FMD		3 Hours	Chiefs, MTES and MMD
	1.16 Signs the Order of Payment and returns to Chief, MMD		30 mins	Chief, Accountant, FMD
	1,17 Endorses to RD the action document for approval		30 mins	Chief, MMD
	1.18 Reviews and signs action document		2 Hours	RD
	1.19 Transmits document to Applicant and NCIP, cc. MMD, through email.		1 Hour	ORD Staff
(paused time until Applicant provides appropriate action to the Letter-Advice)				
<i>Pays through online banking (LBP account of MGB RO concerned) and sends proof of payment to MMD and submits</i>	2.1 Prints and submits deposit slip to Cashier for bank verification	Refer to DENR Administrative Order (DAO) No. 2005-08	1 Hour	Administrative Staff, MMD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>CEMCRR/COE, as the case may be, through email</i>				
	2.2 Verifies payment and issues OR		1 Hour	Cashier
	2.3 Sends Applicant the copy of the OR, through email		1 Hour	Mining Claims Examiner/Mining Engineer, MTES
	2.4 Prepares Notice of Mining Application and pertinent Letters for compliance with the required posting, publication and radio announcement and then forwards to Chief, MTES;		1 Day	Mining Claims Examiner/Mining Engineer, MTES
	2.5 Reviews and initials action document, and endorses to the RD for approval, through email;		1 Day	Chief MTES and Chief MMD
	2.6 Reviews and signs action document;		2 Hours	RD
	2.7 Transmits document to Records Section;		2 Hours	ORD Staff
	2.8 Sends to Office(s)/Agency(ies) concerned, through courier.		2 Hours	Records Officer, FAD
	<i>Evaluation of EWP is undertaken simultaneously with the evaluation of other documents</i>			
	2.9 Evaluates Environmental		7 Days	MSESDD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Work Program; provides evaluation of the pertinent documents to MMD			
Processing time stops until the applicant/Office(s)/Agencies concerned submits/issues proofs of completion of posting/publication and radio announcement, and certifications from Panel of Arbitrators and National Commission for Indigenous Peoples (NCIP)				
TOTAL			7 Days, 3 Hours	



Stage 3: Submission of Certifications and other Requirements and Request of Clearance to MGB Central Office

Office or Division:	MGB Regional Offices - Mine Management Division
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government; G2C - Government to Citizen, G2B – Government to Businesses
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Proof of posting, publication and radio announcement of the Notice of Application	Applicant
Certification from the Panel of Arbitrators concerning to the absence of adverse claim, protest or opposition	Panel of Arbitrators
Certificate of Non-Overlap for areas without ICC/IP or Certificate of Precondition from NCIP for area with ICCs/IPs in accordance with NCIP rules and regulations. Provided, that in case the aforementioned requirements are not issued within NCIP's prescribed periods, the applicant shall submit the NCIP's Report on the Field-based Investigation for the applied area that does not overlap ancestral domain or the Memorandum of Agreement executed by and among the applicant, ICC/IP concerned and the NCIP for the applied area that affects the ICCs/IPs. Provided, further, that the said Certificate of Non-Overlap or Certificate of Precondition shall be submitted by the applicant prior to the issuance of the EP	National Commission on Indigenous Peoples
MGB-registered Secretary's Certificate attesting to a Board Resolution authorizing the applicant's President to sign/execute the documents and accept the EP that may be issued	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Submit all other requirements (hard and digital copies)</i>	1.1 Receives proofs of completion of posting/publication and radio announcement , PA and NCIP Certification		2 Hours	Records Officer, FAD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	and transmits to ORD;			
	1.2 Reviews documents and endorses to MMD;		2 Hours	RD
	1.3 Reviews documents and endorses to MTES;		2 Hours	Chief, MMD
	1.4 Evaluates all requirements and prepares Memorandum forwarding the documents to MGB CO; endorses to Chief, MTES, through email;		1 Day	Mining Claims Examiner/Mining Engineer, MTES
	1.5 Reviews and endorses action document to RD, through email		4 Hours	Chief MTES and Chief MMD
	1.6 Receives, reviews and approves action document		2 Hours	RD
	1.7 Transmits document to MGB Central Office, cc. MMD, through email.		1 Hour	ORD Staff
TOTAL			2 Days, 5 Hours	



Stage 4: Processing of the Grant of Clearance to Issue Exploration Permit

Office or Division:	Mining Tenements Management Division – Mining Permits Evaluation Section
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government; G2C - Government to Citizen, G2B – Government to Businesses
Who may avail:	1. Filipino citizen of legal age and with capacity to contract; or a corporation, partnership, association or cooperative organized or authorized for the purpose of engaging in mining, with technical and financial capability to undertake mineral resources development and duly registered in accordance with law, at least sixty percent (60%) of the capital of which is owned by Filipino citizen, or 2. Legally organized foreign-owned corporation
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1 Endorses to MGB Central Office (CO) the evaluated EP application and request Clearance to issue EP, through email of MGB CO (central@mgb.gov.ph) (includes attestation that the forwarded digital copy is exactly the same with the hard copy of documents)			MGB Regional Office (RO)
	2.1 Receives EP application;			Administrative Staff, Records Section, Administrative Division, MGB Central Office
	2.2 Reviews documents and endorses		1 Hour	Office of the Director (OD)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	to Mining Tenements Management Division (MTMD) (through email);			
	2.3 Reviews documents and endorses to Mining Permits Evaluation Section (MPES) (through email);		1 Hour	Chief, MTMD
	2.4 Transmits to technical staff, MPES (through email)		1 Hour	Chief, MPES
	2.5 Prepares Memoranda endorsing the Environmental Work Program (EWP) to the Mine Safety, Environment and Social Development Division (MSESDD) for evaluation and Location Map to the Mineral Land Survey Section (MLSS), and forwards to Chief, MPES through email;		1 Day	Engineer/Technical Staff, MPES
	2.6 Reviews and approves action document, and transmits to MSESDD the EWP, through email; Reviews and approves action document, and transmits to		2 Hours	Chief, MPES, and Chief, MTMD Chief, MPES



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	MLSS the Location Map, through email;			
Note: Evaluation of EWP and Location Map is undertaken simultaneously with the evaluation of other documents by MTMD				
	3.1 Reviews EWP and endorses to the Chief, Mine Environment Audit Section (MEAS), through email;		1 Hour	Chief, MSESDD
	3.2 Receives, reviews, and transmits EWP to Engineer/Technical Staff for evaluation, through email;		1 Hour	Chief, MEAS
	3.3 Evaluates EWP and prepares Memorandum to MTMD and forwards to Chief, MEAS, through email;		5 Days	Engineer/Technical Staff, MEAS
	3.4 Reviews, initials, and signs the Memorandum and transmits to MTMD, through email;		2 Hours	Chief, MEAS and Chief, MSESDD
	3.5 Receives, reviews, and transmits Location Map to Engineer/Technical Staff for evaluation, through email;		1 Hour	Chief, MLSS
	3.6 Evaluates Location Map, prepares Memorandum to MPES and forwards to Chief, MLSS, through email;		5 Days	Engineer/Technical Staff, MLSS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.7 Reviews the Memorandum and transmits to MPES, through email;		2 Hours	Chief, MLSS
	4.1 Receives Memorandum from MSESDD re: EWP evaluation and endorses to MPES, through email		30 Minutes	Chief, MTMD
	4.2 Receives Memorandum from MLSS re: Location Map evaluation and endorses to Engineer/Technical Staff, through email Receives Memorandum from MSESDD re: EWP evaluation and endorses to Engineer/Technical Staff, through email		30 Minutes 30 Minutes	Chief, MPES
	4.3 Conducts final evaluation of EP Application (including mandatory requirements) endorsed by the MGB RO;		5 Days	Engineer/Technical Staff of MPES
	4.4 Compiles evaluation of EP application (including EWP and Location Map evaluation reports) and prepares Memorandum endorsing the		1 Day	Engineer/Technical Staff of MPES



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Clearance to issue the EP or returning the EP application, and forwards to Chief, MPES through email;			
	4.5 Reviews Memorandum and endorses to OD, through email; Transmits Memorandum to RO if returning the application, c.c. <i>central@mgb.gov.ph</i>		2 Hours	Chief, MPES, and Chief, MTMD
	4.6 Approves Clearance to issue EP		2 Days	MGB Director
	4.7 Transmits Memorandum to MGB RO, c.c. MTMD, through email.		30 Minutes	OD
	TOTAL		10 Days, 1 Hour	



Stage 5: Signing/Acceptance of EP and Payment of Occupation and Registration Fees

Office or Division:	MGB Regional Office – Mine Management Division
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government; G2C - Government to Citizen, G2B – Government to Businesses
Who may avail:	All

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1 Receives Clearance and transmits documents to ORD, through email;		2 Hours	Records Officer, FAD
	1.2 Endorses documents to MMD, through email;		2 Hours	RD
	1.3 Forwards documents to MTES, through email;		2 Hours	Chief, MMD
	1.4 Transmits documents to Mining Claims Examiner/Mining Engineer, through email;		2 Hours	Chief, MTES
	1.5 Prepares Letter informing the Applicant: i. to sign the EP proforma and submit the same to the RO ii. to pay the Occupation Fee/s, and submit its proof of payment; and iii. to pay the Registration Fee, and Order of Payment		1 Day	Mining Claims Examiner/Mining Engineer, MTES



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6 Reviews action document, signs Order of Payment and forwards to Chief Accountant, FMD		1 Hour	Chief, MTES and Chief, MMD
	1.7 Signs the Order of Payment and returns to Chief, MMD		30 mins	Chief, Accountant, FMD
	1.8 Endorses to the RD the action document		30 mins	Chief, MMD
	1.9 Receives, reviews and approves Letter		2 Hours	RD
	1.10 Transmits to Records Section		1 Hour	ORD Staff
	1.11 Sends the Letter, Order of Payment and EP pro forma to Applicant, through courier.		1 Hour	Records Officer, FAD
<i>Submit signed EP and proof of payment of occupation fee</i>	2.1 Receives the signed EP and proof of payment of Occupation Fee/s and forwards to ORD		1 Hour	Records Officer, FAD
	2.2 Forwards the signed EP to MMD for review		1 Hour	RD
	2.3 Reviews and forwards to ORD for signing		2 Hours	Chief, MMD
	2.4 Signs EP and forwards to MMD		1 Hour	RD
	2.5 Forwards to MTES		1 Hour	Chief MMD
<i>Pays through online banking (LBP account of MGB RO concerned) and</i>	3.1 Prints and submits deposit slip to Cashier for bank verification	Refer to DENR Administrative Order	1 Hour	Administrative Staff, MMD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>sends proof of payment to MMD, through email</i>		(DAO) No. 2005-08		
	3.2 Verifies payment and issues OR		1 Hour	Cashier
	3.3 Sends Applicant the copy of the OR through email		1 Hour	Mining Claims Examiner/Mining Engineer, MTES
	3.4 Registers the EP		4 Hours	Chief, MTES
	3.5 Prepares Letter providing the Permittee a copy of the EP		2 Hours	Mining Claims Examiner/Mining Engineer, MTES
	3.6 Receives, reviews and initials Letter, and endorses to RD		4 Hours	Chief, MTES and Chief, MMD
	3.7 Receives, reviews and signs Letter		1 Hour	RD
	3.8 Transmits to Records Section		1 Hour	ORD Staff
	3.9 Sends permit to Permittee, through courier		1 Hour	Records Officer, FAD
	TOTAL		5 Days, 4 Hours	
	TOTAL PROCESSING TIME FOR ALL STAGES		30 Days, 1 Hour	



Processing of Ore Transport Permit Application

Office or Division:	Mines and Geosciences Bureau Regional Offices - Mine Management Division
Classification:	Simple
Type of Transaction:	G2B – Government to Businesses
Who may avail:	Permit Holders, Contractors, Accredited Traders, Retailers, Processors, and other Mining Rights Holders
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Letter of Intent/Application Form	OTP applicant
If minerals/ores to be transported is for sale:	
Field validation report containing, among others, information such as the validity of the pertinent mining permit/contract, grade, the verification of the source of the mineral/ore and estimated volume and value of the said commodity [Note: Field validation can be conducted on a per-OTP basis or periodically.]	Mines and Geosciences Bureau (MGB) Regional Office (RO) concerned
Original or certified true copy of proof of payment of excise tax or guarantee/surety bond	Bureau of Internal Revenue
MGB RO-registered original or certified true copy of the sales/purchase/marketing contract or purchase order	OTP applicant
Where the minerals/ores is sourced from a Mineral Reservation, proof of payment of royalty pursuant to the pertinent provisions of Republic Act No. 7942 and DAO No. 2010-21	MGB RO concerned

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the required documents to MGB RO concerned, through the official e-mail address of MGB RO and courier [includes attestation that the submitted digital copy is exactly the same	1.1 Receives and encodes the OTP application and other attachments to the Document Action Tracking System and transmits to the Office of the Regional		1 Hour	Records Officer, Finance and Administrative Division (FAD), MGB Regional Office concerned



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>with the hard copy of documents]</i>	Director (ORD)			
	1.2 Receives and records application and forwards to the Regional Director (RD) 1.3 Reviews the documents and forwards application to the Chief, Mine Management Division (MMD), for evaluation		1 Hour	ORD Staff Regional Director (RD)
	1.4 Receives and records application and forwards to the Chief, MMD 1.5 Reviews the documents and forwards application to the Chief, Mining Tenement Evaluation Section (MTES)		1 Hour	Administrative Staff, MMD Chief, MMD
	1.6 Reviews the document and assigns to a technical staff		1 Hour	Chief, MTES
	1.7 Checks and evaluates submitted documents		2 Hours	Technical Staff, MTES



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>If complete, prepares Order of Payment for the payment of Application fees, thru email;</p> <p>If incomplete, prepares letter of denial of the application, thru email.</p>			
	1.8 Reviews documents and endorses to the MMD Chief, thru email		1 Hour	Chief, MTES
	1.9 Reviews the findings, signs the Order of Payment and forwards to Chief Accountant, FAD		1 Hour	Chief, MMD
	1.10 Signs the Order of Payment and returns to Chief, MMD		20 Minutes	Chief Accountant, FAD
	1.11 Transmits the Order of Payment to the applicant, cc MMD, thru mail and email		10 Minutes	Technical Staff, MTES
<i>Note: Processing time stops until applicant submits proof of payment to MMD.</i>				
2. Pays thru online banking (insert LBP account of MGB RO concerned) and sends proof of payment to MMD, thru email	2.1 Prints and submits deposit slip to Cashier for bank verification	Application Fee: PHP 1,000.00 – Non-metallic	1 Hour	Administrative Staff, MMD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		PHP 2,000.00 – metallic Pursuant to Section 1.5.1 of DAO No. 2005-08		
	2.2 Verifies payment and issues Official Receipt (OR)		1 Hour	Cashier
	2.3 Sends copy of the OR to applicant, thru email, cc MMD		1 Hour	Technical Staff, MTES
	2.4 Prepares OTP (MGB Form No. 12-1)		4 Hours	Technical Staff, MTES
	2.5 Reviews and initials OTP, and endorses to Chief, MMD, thru email		1 Hour	Chief, MTES
	2.6 Reviews and initials OTP, and endorses to RD, for approval, thru email		1 Hour	Chief, MMD
	2.7 Reviews and signs OTP		2 Hours	RD
	2.8 Transmits OTP to Records Officer for release and provides copy to MMD		1 Hour	ORD Staff
3. <i>Receives the approved OTP</i>	3.1 Sends OTP to applicant, thru courier 3.2 Provides advance copy of OTP to applicant, thru email		1 Hour	Records Officer, FAD Technical/ Administrative Staff, MMD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	TOTAL:	Application Fee: PHP 1,000.00 – Non-metallic PHP 2,000.00 – metallic Pursuant to Section 1.5.1-of DAO No. 2005-08	2 Days, 5 Hours, 30 Minutes	
<p>Note: If the OTP is intended only for the transport of minerals/ores from mining site to port and for subsequent export through MOEP, field verification is not necessary for the OTP considering that the field verification report shall form part of the requirements for an MOEP.</p>				



Processing of Mineral Ore Export Permit Application

For MOEP issued by MGB Regional Director concerned

Office or Division:	Mines and Geosciences Bureau Regional Offices - Mine Management Division	
Classification:	Simple	
Type of Transaction:	G2B – Government to Businesses	
Who may avail:	Permit Holders, Contractors, Accredited Traders, Retailers, Processors, and other Mining Rights Holders	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Original and duly accomplished Mineral Ore Export Permit (MOEP) application form under DENR Administrative Order (DAO) No. 2008-20	Mines and Geosciences Bureau (MGB)	
Original or certified true copy of the pertinent Ore Transport Permits or Delivery Receipts	MGB	
Field validation report containing, among others, information such as the validity of the pertinent mining permit/contract, grade, the verification of the source of the mineral/ore and estimated volume and value of the said commodity [Note: Field validation can be conducted on a per-MOEP basis or periodically.]	MGB	
Original or certified true copy of the mining permit/contract	MGB	
Original or MGB-certified true copy of the Certificate of Accreditation by the MGB, if the MOEP applicant is engaged in mineral trading	MGB	
Original or certified true copy of the sales/purchase/marketing contract or purchase order	MOEP applicant	
Original or certified true copy of the proof of payment of excise tax or guarantee/surety bond as prescribed in Section 4 of DENR Memorandum Order No. 2008-04	Bureau of Internal Revenue	
Where the mineral(s) and/or ore(s) is sourced from a Mineral Reservation, proof of payment of royalty pursuant to the pertinent provisions of Republic Act No. 7942 and DAO No. 2010-21	MGB	
Original or certified true copy of the final sales/invoice receipt of the previously exported similar mineral(s) or ore(s), if any	MOEP applicant	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to MGB RO concerned, through the official e-mail address of the Regional Office or courier [includes attestation that the submitted digital copy is exactly the same with the hard copy of documents]	1.1 Receive and encode the MOEP application and other attachments to the Document Action Tracking System and transmits to the Office of the Regional Director (ORD)		1 Hour	Records Officer, Finance and Administrative Division (FAD)
	1.2 Receive and record application and forward to the Regional Director (RD) 1.3 Review the documents and forward application to the Chief, Mine Management Division (MMD), for evaluation		2 Hours	Administrative Staff, ORD Regional Director (RD)
	1.4 Receive and record application and forward to the Chief, MMD 1.5 Review the documents and forward application to the Chief, Mining		1 Hour	Administrative Staff, MMD Chief, MMD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Tenement Evaluation Section (MTES)			
	1.6 Review the document and assigns to a technical staff		1 Hour	Chief, MTES
	1.7 Check and evaluates submitted documents: If complete, prepare MOEP, and forward to Chief, MTES, through email; If incomplete, prepare letter to applicant returning the application and informing of the lacking documents, through email.		6 Hours	Technical Staff, MTES
	1.8 Review and initial MOEP, and endorse to Chief, MMD, through email		1 Hour	Chief, MTES
	1.9 Review and initial MOEP, and endorse to RD, for approval, through email		1 Hour	Chief, MMD
	1.10 Review and sign MOEP		2 Hours	Regional Director
	1.11 Transmit MOEP to		1 Hour	Administrative Staff, ORD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Record Section for release and provide copy to MMD			
2. Receive the approved MOEP	2.1 Send MOEP to applicant, through courier 2.2 Provide advance copy of MOEP to applicant, through email		1 Hour	Records Officer, FAD Technical/ Administrative Staff, MMD
TOTAL			2 Days, 1 Hour	



Issuance of Authority to Install Electrical/Mechanical Equipment

Office or Division:	Mines and Geosciences Bureau Regional Office Mine Safety, Environment and Social Development Division	
Classification:	Complex	
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B – Government to Businesses	
Who may avail:	Mining Contractor/Permittee/Permit Holder/Service Contractor	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<p>3 Hard copies and 1 Soft Copy in PDF File of the following:</p> <p>For Electrical Installation:</p> <ol style="list-style-type: none"> 1. Duly Accomplished Application for Electrical Installation/MGB Form No. 15-9 2. Location Plan 3. Power Layout Plan 4. Electrical Plans <ol style="list-style-type: none"> a. Layout and schematic diagram for lights and convenient outlet b. Schematic diagram for feeder and sub-feeder c. Schematic diagram for wiring diagram for load center 5. Computation design analysis 6. Schedule of load in tabulated form <p>For Mechanical Installation:</p> <ol style="list-style-type: none"> 1. Duly Accomplished Application for Mechanical Equipment Installation/MGB Form No. 15-10 2. Location Plan 3. General Layout Plan 4. Plan elevation (longitudinal & traverse) 5. Piping Plan in isometric drawing and detailed plans of foundation and support 6. Detailed construction and working plans of boilers and pressure vessels if applying for installation of boilers and pressure vessels 7. Complete machinery list in tabulated form 8. Flow sheet of processing, manufacturing or assembly 	Contractor/Permittee/Permit Holder/Service Contractor



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Contractor/permittee/permit holder/service contractor submits (hardcopy or electronic file thru online) the design, plans and specifications of the proposed Electrical/Mechanical Installation to the MGB Regional Office (MGB-RO) concerned <i>(insert MGB RO official email)</i> copy furnished <i>(insert MSESDD RO official email)</i> .	1.1 Receive and endorse the application for the proposed Electrical/Mechanical Installation to the Office of the Regional Director (ORD)		5 Minutes	Records Officer Finance and Administrative Division (FAD)
	1.2. Receive and record the document using the Document Action Tracking System (DATS) and forward to Regional Director		10 Minutes	Staff, ORD
	1.3. Endorse the document to the Chief, Mine Safety, Environment and Social Development Division (MSESDD)		2 Hours	Regional Director, ORD
	1.4. Receive and endorse the document and forwards to the Chief, MSESDD		15 Minutes	Administrative Staff, MSESDD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	the Cashier's Section			
(Note: Processing time stops until the client has complied with the deficiencies and payment)				
3. Pays the processing fee within seven (7) working Days from receipt of the Order of Payment. Payment may be through bank or online using the MGB (HRD) Landbank Account Number (Insert RO Landbank Account Number). Client may also pay through the MGB RO cashier. Then, submits e-copy of bank deposit slip/proof of payment to (insert MSESDD email). The original copy of the proof of payment shall be submitted to MGB-RO within five (5) working Days from the date of deposit/transfer .	3.1 Accept and submit deposit slip/proof of payment to cashier for bank verification via email	Processing fee: PhP500.00 per plan as per DAO No. 2005-08	15 Minutes	Administrative Staff, MSESDD
	3.2 Verify payment and issue Official Receipt (OR) and forward the original copy of the OR to MSESDD, for transmittal to the client;		15 Minutes	Administrative Staff (Cashier), FAD
	3.3 Prepare Memorandum report, transmittal Letter and Authority to Install. The original copy of OR should be attached in the said Letter;		2 Hours	TS, MSHS
	3.4 Review and countersign the Memorandum, Letter and Authority to Install;		40 Minutes	Chief, MSHS Chief, MSESDD
	3.5 Review, approve and sign the Memorandum, Letter and Authority to Install;		2 Hours	Regional Director, ORD
4. Receive transmittal letter and	4. Record and release the signed Letter and		10 Minutes	Records Officer, FAD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Authority to Install	Authority to Install with attached OR			
	TOTAL	PhP500.00 per plan as per DAO No. 2005-08	6 Days, 45 Minutes	

Note:

- Review, evaluation and issuance of Authority to Install Electrical Equipment with complete documents and without revision will take 6 Days and 45 Minutes;
- All submitted plans must be signed and sealed by a Professional Mechanical Engineer and Professional Electrical Engineer for mechanical and electrical plans, respectively.



Issuance of Permit to Operate Electrical/Mechanical Equipment

Office or Division:	Mines and Geosciences Bureau Regional Office Mine Safety, Environment and Social Development Division
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B – Government to Businesses
Who may avail:	Mining Contractor/Permittee/Permit Holder/Service Contractor
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
3 Hard copies and 1 Soft Copy in PDF File of the following: 1. Application Letter 2. Copy of Authority to Install issued by MGB for new installations 3. As built plans	Contractor/Permittee/Permit Holder/Service Contractor

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Contractor/permittee/permit holder/service contractor submits (hardcopy or electronic file thru online) the required documents for the application for Permit to Operate Electrical/Mechanical Equipment to the MGB Regional Office (MGB-RO) concerned (<u>insert MGB RO official email</u>) copy furnished (<u>insert MSESDD RO official email</u>).	1.1 Receive and endorse the application for the Permit to Operate Electrical/Mechanical Equipment to the Office of the Regional Director (ORD)		5 Minutes	Records Officer Finance and Administrative Division (FAD)
	1.6. Receive and record the document using the Document		10 Minutes	Administrative Staff, ORD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Action Tracking System (DATS) and forwards to Regional Director			
	1.7. Endorse the document to the Chief, Mine Safety, Environment and Social Development Division (MSESDD)		2 Hours	Regional Director, ORD
	1.8. Receive and endorse the document and forward to the Chief, MSESDD		15 Minutes	Administrative Staff, MSESDD
	1.9. Receive and forward (hardcopy or electronic file thru online) the document to Chief, Mine Safety and Health Section (MSHS)		5 Minutes	Chief, MSESDD
	1.7 Receive the document and forward the same (hardcopy or electronic file thru online) to MSHS Technical Staff (TS), for review.		5 Minutes	Chief, MSHS
2.3 If submitted documents are complete, secures Order of Payment	2.1 Receive, review and evaluate the completeness of the document based on the Philippine Electrical Code and Philippine Mechanical Engineering Code		1 Day	TS, MSHS
2.4 If submitted documents are not complete, receives the	2.1.1 If complete, prepare Order of		30 Minutes	TS, MSHS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Notice of Deficiency. Go back to Step 1.	<p>Payment for processing fee</p> <p>2.1.2 If not complete, prepare Notice of Deficiency to be sent to the client</p> <p>2.2 Review and sign the Order of payment for endorsement to the Cashier's Section</p>		15 Minutes	Chief, MSESDD Accountant, FAD
Note: Processing time stops until the client has complied with the deficiencies and payment.				
3. Pay the verification fee within seven (7) working Days from receipt of the Order of Payment through bank or online using the MGB (HRD) Landbank Account Number 0712100648 and send e-copy of bank deposit slip/proof of payment to <u>(insert MSESDD email)</u> . The original copy of the proof of payment shall be submitted to MGB-RO within five (5) working Days from the date	3.1 Accept and submits deposit slip/proof of payment to cashier for bank verification via email	Verification fee:	15 Minutes	Administrative Staff, MSESDD
	3.2 Verify payment and issues Official Receipt (OR) and forwards the original copy of the OR to MSESDD, for transmittal to the client;	PhP 2,000.00 /man/Day with a minimum amount of PhP 6,000.00 as per DAO No. 2005-08	15 Minutes	Administrative Staff, FAD
	3.3 Prepare Travel Order(s) and Letter informing the client regarding the schedule of the electrical/mechanical verification/inspection;		30 Minutes	TS, MSHS
	3.4 Review and countersign		1 30 Minutes	Chief, MSHS Chief, MSESDD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>compliance to the findings</p> <p>4.3. Review and countersign Memorandum report, Transmittal/Action Letter, and Permit to Operate</p> <p>4.4. Review, approve and sign Memorandum report, Transmittal/Action Letter, and Permit to Operate</p> <p>4.5 Record and maintain a copy of the Permit and forward the Permit with the Letter to the Records Unit - FAD for releasing;</p>		<p>40 Minutes</p> <p>2 Hours</p> <p>1 Hour</p>	<p>Chief, MSHS Chief, MSESDD</p> <p>Regional Director, ORD</p> <p>Administrative Staff, MSESDD</p>
<p>Note: Processing time stops until the client has complied with the recommendations</p>				
<p>5.1 If no deficiency or violations observed, receive transmittal letter and Permit to Operate</p> <p>5.2. If there is a deficiency or violation, receive action letter and submits compliance with the recommendations (back</p>	<p>5. Record and release the signed Letter and Permit with attached OR</p>		<p>10 Minutes</p>	<p>Records Officer, FAD</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
to step 1 for re-verification)				
	TOTAL	PhP 2,000.00 /man/Day with a minimum amount of PhP 6,000.00 as per DAO No. 2005-08	10 Days, 15 Minutes	

Note:

- Review, evaluation and issuance of Permit to Operate Electrical/Mechanical Equipment with complete documents and no deficiency/violation during verification/inspection will take 10 Days and 15 Minutes;
- Renewal of the Permit to Operate Electrical/Mechanical Equipment shall be made at least 30 calendar Days before the expiration of the said Permit.
- Renewal of the Permit shall follow the same process
- The applicant shall bear all expenses in the field inspection including the cost of transportation of the field inspectors from their official station to the mine/quarry and back.



Processing and Evaluation of Application for Temporary/Permanent Safety Engineer's/Inspector's Permit

Office or Division:	Mine Safety, Environment and Social Development Division	
Classification:	Complex	
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B – Government to Businesses	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Duly filled-up application form	Applicant from the Contractor, Permit holder, Permittee, Service Contractor and/or its Operator	
Certified photocopy of college or high school diploma		
Letter of endorsement from the Contractor, Permit Holder, and/or Permittee		
Certificate of employment from the Contractor, Permit Holder, Permittee, or Service Contractor		
Certified photocopy of certificate of trainings attended pertaining to safety and health		
Two (2) copies of latest photograph <ul style="list-style-type: none"> • The photo should be taken at least six (6) months before the application/renewal • Background: White • Size: 2 in. x 2 in. • Facial expression: Neutral • Glasses: The applicant can wear his or her glasses but not sunglasses 		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. Applicant submits a duly filled-up application form with the complete requirements. The applicant could submit its application in person to the MGB RO or through its official email at	1.1. Receive the application. The Records Officer then forwards the application to the Office of the Regional Director (ORD). The Administrative Staff (AS) of the ORD shall receive the		5 Minutes	Records Officer, Finance and Administrative Division (FAD) Administrative Staff, Office of the Regional Director (ORD)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
(insert MGB RO official email)	application if it was submitted via email.			
	1.2. Receive and record the document using the Document Action Tracking System (DATS) and forward it to the Regional Director (RD).		10 Minutes	AS, ORD
	1.3. Endorse the document to the Mine Safety, Environment and Social Development Division (MSESDD) Chief for evaluation.		15 Minutes	RD, ORD
	1.4. Receive and forward the application to the Mine Safety and Health Section (MSHS) Chief for evaluation.		5 Minutes	Chief, MSESDD
	1.5. Receive and forward the application to the MSHS Technical Staff (TS) for evaluation.		5 Minutes	Chief, MSHS
1.2. The applicant supplies the necessary documents if the application is lacking.	1.6. Receive, review, and evaluate the completeness of the application and its attachments. 1.6.1. If the requirements are not complete, the		1 Day	TS, MSHS



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE								
	MSSH TS informs the applicant to correct the deficiencies and submit the additional documents.											
Note: The processing time stops until the applicant corrects the deficiencies												
	1.7. Prepare, approve and sign the order of payment		1 Day	TS, MSSH Chief, MSESDD Chief, Finance and Administrative Division (FAD)								
2. The applicant receives the order of payment via email or may claim the order of payment through pick up in the MGB RO.	2.1. Issue the order of payment (via email) to the applicant and provides him or her the option to pick up the order of payment if he or she desires to do so.		5 Minutes	TS, MSSH								
The applicant pays the processing fee within seven (7) working Days from receipt of the Order of Payment in bank through MGB Landbank Account Number (insert MGB RO Landbank account number) and send an electronic copy of bank deposit slip/proof of payment to (insert MSESDD email). The	2.2. Accept and forward the deposit slip/proof of payment to cashier for bank verification via email	Application or renewal of permits:	15 Minutes	AS, MSESDD								
		<table border="1"> <thead> <tr> <th>Permit</th> <th>Fee</th> </tr> </thead> <tbody> <tr> <td>Temporary Safety Inspector's Permit</td> <td>1,000 per application</td> </tr> <tr> <td>Temporary Safety Engineer's Permit</td> <td>1,000 per application</td> </tr> <tr> <td>Permanent Safety</td> <td>1,500 per applic</td> </tr> </tbody> </table>			Permit	Fee	Temporary Safety Inspector's Permit	1,000 per application	Temporary Safety Engineer's Permit	1,000 per application	Permanent Safety	1,500 per applic
		Permit			Fee							
		Temporary Safety Inspector's Permit			1,000 per application							
Temporary Safety Engineer's Permit	1,000 per application											
Permanent Safety	1,500 per applic											



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
<p>original copy of the proof of payment shall be submitted to MGB-RO within five (5) working Days from the date of deposit/transfer . The applicant has the option to pay the processing fee through electronic fund transfer. (this would still be in number 2) (Processing time stops until the payment has been made by the applicant)</p>		Engineer's Permit	ation or renewal		
		Permanent Safety Inspector's Permit	1,500 per application or renewal		
		<p>Reference: DAO No. 2005-08, Providing for New Fees and Charges for Various Services of the Mines and Geosciences Bureau</p>			
	<p>2.3. Verify the payment and issue Official Receipt (OR) and forward the original copy of the OR to MSESDD for transmittal to the applicant</p>			15 Minutes	Cashier, FAD
	<p>2.4. Receive the OR from FAD.</p>			5 Minutes	TS, MSHS
	<p>2.5. Inform the applicant (via email) that the payment of processing fee has been acknowledged , and coordinate with the applicant the schedule of</p>			30 Minutes	TS, MSHS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	his or her written exam and interview.			
Note: The processing time stops until the scheduled written exam and/or interview				
3.1. The applicant takes the written exam for Safety Engineer's or Inspector's Permit. (applies only to new applicants)	3.1. Administer the written exam to the applicant		2 Hours	TS, MSHS
3.2. The applicant undertakes the interview	3.2. Administer the interview to the applicant.		1 Hour	TS, MSHS
	3.3. Check the accomplished written exam and evaluates the interview of the applicant.		2 Days	TS, MSHS
	3.3.1. If the applicant fails both the written exam and interview, the MSHS TS shall prepare the evaluation report and letter of regret to the applicant denying his or her application and shall endorse these to the MSHS Chief.			
3.3. If the applicant fails	3.3.2. If the applicant fails			



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
either the written exam or the interview, the applicant is advised to review topics relating to safety and health and could return to the Office the next Day for his or her retake of the written exam or re-interview	either the written exam or the interview, the applicant is advised to review topics relating to safety and health and could return to the Office the next Day for his or her retake of the written exam or re-interview.			
Note: The processing time stops until the applicant passes the written exam and/or interview				
	3.4. Once the applicant passes both the written exam and interview, the MSHS TS shall prepare endorsement for the approval of his or her permit. The MSHS TS shall likewise prepare the letter of approval and the permit of the applicant. The evaluation report, letter of approval, and permit of the applicant are then forwarded to the MSHS Chief.		1 Day	TS, MSHS
	3.6. Review letter of		30 Minutes	Chief, MSHS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	approval (or letter of regret), and permit of the applicant (if the applicant passes the evaluation) to the MSESDD Chief.			
	3.7. Review letter of approval (or letter of regret), and permit of the applicant (if the applicant passes the evaluation) to the MGB RO RD.		30 Minutes	Chief, MSESDD
	3.8. Review the evaluation report, sign the letter of approval (or letter of regret) and approves the permit of the applicant (if the applicant passes the evaluation). RD then forwards these to the FAD Records Officer for record and releasing.		2 Hours	RD, ORD
4. The applicant receives his or her permit (or the submitted documents as	4.1. Receive and release the signed letter of approval (or letter of regret), and permit of		5 Minutes	Records Officer



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
attached in their application).	the applicant (if the applicant passes the evaluation).			
TOTAL		Note: Amount to be paid by the applicant will depend on the type application. (see 2.2)	5 Days, 7 Hours, 55 Minutes	
Note: <ul style="list-style-type: none"> • Evaluation and issuance of Safety Engineer's/Inspectors Permit will approximately take 5 Days, 7 Hours, and 10 Minutes; • For renewal, the applicant shall undergo the same process except for the written exam. 				



Processing and Evaluation of Renewal for Temporary/Permanent Safety Engineer's/Inspector's Permit

Office or Division:	Mine Safety, Environment and Social Development Division	
Classification:	Complex	
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B – Government to Businesses	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Duly filled-up application form	Applicant from the Contractor, Permit holder, Permittee, Service Contractor and/or its Operator
	Certified photocopy of college or high school diploma	
	Letter of endorsement from the Contractor, Permit Holder, and/or Permittee	
	Certificate of employment from the Contractor, Permit Holder, Permittee, or Service Contractor	
	Certified photocopy of certificate of trainings attended pertaining to safety and health	
	Two (2) copies of latest photograph <ul style="list-style-type: none"> • The photo should be taken at least six (6) months before the application/renewal • Background: White • Size: 2 in. x 2 in. • Facial expression: Neutral • Glasses: The applicant can wear his or her glasses but not sunglasses 	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. Applicant submits a duly filled-up application form with the complete requirements. The applicant could submit its application in person to the MGB RO or through its official email at (insert MGB RO official email)	1.1. Receive the application. The Records Officer then forwards the application to the Office of the Regional Director (ORD). The Administrative Staff (AS) of the ORD shall receive the application if it		5 Minutes	Records Officer, Finance and Administrative Division (FAD) Administrative Staff, Office of the Regional Director (ORD)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	was submitted via email.			
	1.2. Receive and record the document using the Document Action Tracking System (DATS) and forward it to the Regional Director (RD).		10 Minutes	AS, ORD
	1.3. Endorse the document to the Mine Safety, Environment and Social Development Division (MSESDD) Chief for evaluation.		15 Minutes	RD, ORD
	1.4. Receive and forward the application to the Mine Safety and Health Section (MSHS) Chief for evaluation.		5 Minutes	Chief, MSESDD
	1.5. Receive and forward the application to the MSHS Technical Staff (TS) for evaluation.		5 Minutes	Chief, MSHS
1.2. The applicant supplies the necessary documents if the application is lacking.	1.6. Receive, review, and evaluate the completeness of the application and its attachments.		1 Day	TS, MSHS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
	1.6.1. If the requirements are not complete, the MSHS TS informs the applicant to correct the deficiencies and submit the additional documents.				
Note: The processing time stops until the applicant corrects the deficiencies					
	1.7. Prepare, approve and sign the order of payment		1 Day	TS, MSHS Chief, MSESDD Chief, Finance and Administrative Division (FAD)	
5. The applicant receives the order of payment via email or may claim the order of payment through pick up in the MGB RO.	2.1. Issue the Order of Payment (via email) to the applicant and provide him or her the option to pick up the order of payment if he or she desires to do so.		5 Minutes	TS, MSHS	
The applicant pays the processing fee within seven (7) working Days from receipt of the Order of Payment in bank through MGB Landbank Account Number (insert MGB RO Landbank account number) and send an electronic copy of bank deposit	2.2. Accept and forward the deposit slip/proof of payment to cashier for bank verification via email	Application or renewal of permits:	15 Minutes	AS, MSESDD	
		Permit			Fee
		Temporary Safety Inspector's Permit			1,000 per application
		Temporary Safety Engineer's Permit			1,000 per application



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
slip/proof of payment to (insert MSESDD email). The original copy of the proof of payment shall be submitted to MGB-RO within five (5) working Days from the date of deposit/transfer . The applicant has the option to pay the processing fee through electronic fund transfer. (this would still be in number 2) (Processing time stops until the payment has been made by the applicant)					
		Permanent Safety Engineer's Permit	1,500 per application or renewal		
		Permanent Safety Inspector's Permit	1,500 per application or renewal		
		Reference: DAO No. 2005-08, Providing for New Fees and Charges for Various Services of the Mines and Geosciences Bureau			
	2.3. Verify the payment and issue Official Receipt (OR) and forward the original copy of the OR to MSESDD for transmittal to the applicant			15 Minutes	Cashier, FAD
	2.4. Receive the OR from FAD.			5 Minutes	TS, MSHS
	2.5. Inform the applicant (via email) that the payment of processing fee has been			30 Minutes	TS, MSHS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	acknowledged, and coordinates with the applicant the schedule of his or her interview.			
Note: The processing time stops until the scheduled interview				
3.1. The applicant undertakes the interview	3.1. Administer the interview to the applicant.		1 Hour	TS, MSHS
	3.2. Evaluate the interview of the applicant.		2 Days	TS, MSHS
3.2. If the applicant fails either the interview, the applicant is advised to review topics relating to safety and health and could return to the Office the next Day for his or her re-interview	3.2.2. If the applicant fails the interview, the applicant is advised to review topics relating to safety and health and could return to the Office the next Day for his or her re-interview.			
Note: The processing time stops until the applicant passes the written exam and/or interview				
	3.3. Once the applicant passes the interview, the MSHS TS shall prepare the report of the applicant. The MSHS TS shall prepare the		1 Day	TS, MSHS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>letter of approval and the permit of the applicant. The letter of approval, and permit of the applicant are then forwarded to the MSHS Chief.</p>			
	<p>3.4. Review and endorse the evaluation report, letter of approval (or letter of regret), and permit of the applicant (if the applicant passes the evaluation) to the MSESDD Chief.</p>		30 Minutes	Chief, MSHS
	<p>3.5. Review and endorse the evaluation report, letter of approval (or letter of regret), and permit of the applicant (if the applicant passes the evaluation) to the MGB RO RD.</p>		30 Minutes	Chief, MSESDD
	<p>3.6. Review the evaluation report, sign the letter of approval (or letter of</p>		2 Hours	RD, ORD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	regret) and approve the permit of the applicant (if the applicant passes the evaluation). RD then forwards these to the FAD Records Officer for record and releasing.			
4. The applicant receives his or her permit (or the submitted documents as attached in their application).	4.1. Receive and release the signed letter of approval (or letter of regret), and permit of the applicant (if the applicant passes the evaluation).		5 Minutes	Records Officer
TOTAL	Note: Amount to be paid by the applicant will depend on the type application. (see 2.2)	5 Days, 5 Hours, 55 Minutes		
Note: <ul style="list-style-type: none"> • Evaluation and issuance of Safety Engineer's/Inspectors Permit will approximately take 5 Days, 5 Hours, and 55 Minutes; • For renewal, the applicant shall undergo the same process except for the written exam. 				



Processing of Endorsement of Application for Purchaser's License

Office or Division:	Mine Safety, Environment and Social Development Division	
Classification:	Complex	
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B - Government to Businesses	
Who may avail:	Contractor/Permittee/Permit Holder/Authorized Operator/Service Contractor of mining or quarrying operations	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application letter - 4 Hard Copies and 1 Soft Copy in PDF File 2. Copy of Mining Permit of the Area - 4 Hard Copies and 1 Soft Copy in PDF File 3. Operating Agreement if the applicant is other than the permittee - 4 Hard Copies and 1 Soft Copy in PDF File 4. Plan of the explosive magazines - 4 Hard Copies and 1 Soft Copy in PDF File 5. Location map of the explosive magazine(s) - 4 Hard Copies and 1 Soft Copy in PDF File	Contractor/Permit Holder	
1. PNP Form No. 6 - 4 Hard Copies and 1 Soft Copy in PDF File 2. PNP Provincial Commander Endorsement - 4 Hard Copies and 1 Soft Copy in PDF File	Philippine National Police (PNP)	
Clearances - 3 Hard Copies and 1 Soft Copy in PDF File	Municipal Mayor, Chief of Police, Municipal Judge and NBI	
Drilling and Blasting scheme prepared by a licensed mining engineer justifying the legitimate use of the explosives - 4 Hard Copies and 1 Soft Copy in PDF File	Licensed Mining Engineer	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the required documents to the concerned MGB RO for endorsement to PNP National Headquarters Camp Crame, Firearms and Explosives Division thru the Records	1.1 Receive and record application and forward documents to the Office of the Regional Director (ORD)		5 Minutes	Records Officer, FAD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Management Section or Online submission (insert MGB RO official email) copy furnished (insert MSESDD official email)				
	1.10.Receive and record the document using the Document Action Tracking System (DATS) and forward it to the Regional Director		10 Minutes	Staff, ORD
	1.11.Receive and endorse the application/document to the Chief, Mine Safety, Environment and Social Development Division (MSESDD)		2 Hours	Regional Director, ORD
	1.12.Receive and record the application/document and forwards it to the Chief, MSESDD		15 Minutes	Administrative Staff, MSESDD
	1.13.Receive and forward the application/document to Chief, Mine Safety and Health Section (MSHS)		5 Minutes	Chief, MSESDD
	1.8 Receive and forward the application/document to MSHS Technical		5 Minutes	Chief, MSHS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>MGB RO cashier. Then, submits e-copy of bank deposit slip/proof of payment to (insert MSESDD email). The original copy of the proof of payment shall be submitted to MGB-RO within five (5) working Days from the date of deposit/transfer.</p>				
<p>Note: Processing time stops until the client has complied with the deficiencies and payments</p>				
<p>4.Return to MSESDD and present the Official Receipt for confirmation of payment</p>	<p>4.1 Check the Official Receipt and photocopy for record 4.2 Return Official Receipt to client</p>		<p>5 Minutes</p>	<p>Administrative Staff, MSESDD</p>
	<p>4.3 Prepare Travel Order(s) and Letter informing the client regarding the schedule of the verification/inspection of explosive magazine 4.4 Review and countersign Travel Order(s) and Letter 4.5 Approve and sign Travel</p>		<p>30 Minutes 10 Minutes 1 Day</p>	<p>Technical Staff Mine Safety and Health Section Chief, MSHS Chief, MSESDD Regional Director,</p>



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Order(s) and Letter			ORD
5. Receive Letter for the scheduled inspection and verification	5.1 Conduct explosive magazine verification/ inspection		3 Days	Technical Staff Mine Safety and Health Section
	5.2 Prepare memorandum report and endorsement letter with attached documents 5.2.1 If no deficiency or violation was observed, prepare Memorandum Report, Transmittal Letter and endorsement letter. 5.2.2 If there is a deficiency or violation, prepare memorandum report and action letter recommending compliance to the findings (Note: Processing time stops until the client has complied with the recommendations)		1 Day	Technical Staff Mine Safety and Health Section
	5.3 Review and countersign the memorandum report and endorsement letter with attached documents		6 Hours	Chief Mine Safety, Environment and Social Development Division
	5.4 Record to Outgoing Logbook the memorandum report and endorsement letter with attached documents and forward to the ORD		15 Minutes	AS, MSESDD
	5.5 Approve the memorandum report		2 Hours	Regional Director,



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	and endorsement letter with attached documents.			Office of the Regional Director
	5.6 Record and forward the endorsement letter with attached required documents to Records Officer for releasing		15 Minutes	Division Records Officer Office of the Regional Director
<p>6. If no deficiency or violations observed, receive endorsement letter with attached required documents</p> <p>5.2. If there is a deficiency or violation, receive endorsement letter with attached required documents (back to step 1)</p>	6.1 Record and release the endorsement letter with attached documents		5 Minutes	Records Officer Finance and Administrative Division
TOTAL	Application Fee: PHP 1,000.00 Verification fee: PHP 2,000.00 /man/Day with a min amount of PHP 6,000.00	8 Days, 4 Hours, 10 Minutes		



Processing of Endorsement of Application for License to Purchase or Move Explosives

Office or Division:	Mine Safety, Environment and Social Development Division	
Classification:	Simple	
Type of Transaction:	G2B - Government to Businesses Entity G2C - Government to Citizen	
Who may avail:	Contractor/Permittee/Permit Holder/Authorized Operator/Service Contractor of mining or quarrying operations	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application letter - 4 Hard Copies and 1 Soft Copy in PDF File 2. Latest monthly explosive consumption report - 4 Hard Copies and 1 Soft Copy in PDF File 3. Copy of Purchaser's License - 4 Hard Copies and 1 Soft Copy in PDF File 4. Operating Agreement if the applicant is other than the Permit Holder/Permittee - 4 Hard Copies and 1 Soft Copy in PDF File	Contractor/Permit Holder	
1. PNP Form No. 6 - 4 Hard Copies and 1 Soft Copy in PDF File 2. PNP Provincial Commander Endorsement - 4 Hard Copies and 1 Soft Copy in PDF File	Philippine National Police (PNP)	
Drilling and Blasting scheme prepared by a licensed mining engineer justifying the legitimate use of the explosives - 4 Hard Copies and 1 Soft Copy in PDF File	Licensed Mining Engineer	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the required documents to the concerned MGB RO for endorsement to PNP National Headquarters Camp Crame, Firearms and Explosives Division thru the Records Management Section or Online submission <i>(insert MGB RO official)</i>	1.1 Receive and record application and forward the documents to the Office of the Regional Director (ORD)		5 Minutes	Records Officer FAD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>email</i>) copy furnished <i>(insert MSESDD official email)</i>				
	1.2 Receive and record the document using the Document Action Tracking System (DATS) and forward to the Regional Director		15 Minutes	AS, ORD
	1.3 Receive and endorse the document to the Chief, Mine Safety, Environment and Social Development Division (MSESDD)		2 Hours	Regional Director, ORD
	1.4 Receive and record the application/ document and forward to the Chief, MSESDD		15 Minutes	AS, MSESDD
	1.5 Receive and forward the application/ document to Chief, Mine Safety and Health Section (MSHS)		5 Minutes	Chief, MSESDD
	1.6 Receive and forwards the application/ document to MSHS Technical Staff for Evaluation.		5 Minutes	Chief, MSHS
2.1 If submitted documents is complete, secure Assessment Sheet and Order of Payment. 2.2 If submitted documents is not complete, receive the	2.1 Check and evaluate the submitted required document. 2.1.1 If complete, prepare an assessment sheet and order of payment for application fee		1 Day	Technical Staff, MSHS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
be submitted to MGB-RO within five (5) working Days from the date of deposit/transfer				
Note: Processing time stops until the client has complied with the deficiencies and payments				
4.Return to MSESDD and present the Official Receipt for confirmation of payment	4.1 Check the Official Receipt and photocopy for record 4.2 Return Official Receipt to client		5 Minutes	AS, MSESDD
	4.3 Prepare an MSESDD Action Slip and endorsement letter with attached documents 4.4 Attach MSESDD Action Slip as a required document to the endorsement letter		2 Hours	TS, MSHS
	4.5 Review and countersign the endorsement letter with attached required documents		6 Hours	Chief Mine Safety, Environment and Social Development Division
	4.6 Record to Outgoing Logbook the endorsement letter with attached documents and forward to the ORD		15 Minutes	Administrative Staff, MSESDD
	4.7 Approve the endorsement letter with attached documents		2 Hours	Regional Director, Office of the Regional Director



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.8 Record and forward the endorsement letter with attached required documents to Records Officer for releasing		15 Minutes	Division Records Officer Office of the Regional Director
5. Receive endorsement letter with attached required documents	5.1 Record and release the endorsement letter with attached documents		5 Minutes	Records Officer Finance and Administrative Division
	TOTAL	Processing Fee: PHP 300.00	2 Days 5 Hours, 35 Minutes	



Processing of Endorsement of Application for Blaster's Foreman License

Office or Division:	Mine Safety, Environment and Social Development Division	
Classification:	Complex	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	Contractor/Permittee/Permit Holder/Authorized Operator/Service Contractor of mining or quarrying operations	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly filled-up MGB Form No. 15-6 or Foreman's License Application Form - 3 Hard Copies and 1 Soft Copy in PDF File 2. Personal History Statement filled out, signed under oath	Client Records	
Copy of valid PRC License ID for licensed Mining Engineer or PRC-registered mine/ quarry foreman - 3 Hard Copies and 1 Soft Copy in PDF File	Professional Regulations Commission (PRC)	
1. Copy of the Employer's Purchaser's License 2. Certification of Employment	Client's Employer	
Drug Test Report	Authorized Drug Testing Center	
1. PNP Form No. 6 - 3 Hard Copies and 1 Soft Copy in PDF File 2. PNP Provincial Commander Endorsement - 3 Hard Copies and 1 Soft Copy in PDF File	Philippine National Police (PNP)	
Clearances	Municipal Mayor, Chief of Police, Municipal Judge and NBI	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the concerned MGB RO for endorsement to PNP National Headquarters Camp Crame, Firearms and Explosives Division thru the Records Management Section or Online submission <i>(insert MGB</i>	1.1 Receive and record application and forward the documents to the Office of the Regional Director (ORD)		5 Minutes	Records Officer FAD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>RO official email</i>) copy furnished (insert <i>MSESDD official email</i>)				
	1.2 Receive and record the document using the Document Action Tracking System (DATS) and forward to Regional Director		15 Minutes	Administrative Staff, ORD
	1.3 Receive and endorse the document to the Chief, Mine Safety, Environment and Social Development Division (MSESDD)		2 Hours	Regional Director, ORD
	1.4 Receive and record the application/ document and forward to the Chief, MSESDD		15 Minutes	Administrative Staff, MSESDD
	1.5 Receive and forward the application/ document to Chief, Mine Safety and Health Section (MSHS)		5 Minutes	Chief, MSESDD
	1.6 Receive and forward the application/ document to MSHS Technical Staff for Evaluation.		5 Minutes	Chief, MSHS
2.1 If submitted documents is complete, secure Assessment Sheet and Order of Payment. 2.2 If submitted documents is not complete,	2.1 Check and evaluate the submitted required document. 2.1.1 If complete, prepare an assessment sheet and order of payment for application fee		1 Day	Technical Staff Mine Safety and Health Section



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>receive the Notice of Deficiency. Go back to Step 1.</p>	<p>2.1.2 If not complete, a Notice of Deficiency shall be sent to the client</p> <p>2.2 Review and sign the Order of payment for endorsement to the Cashier's Section</p>			
<p>3. Pay the processing fee within seven (7) working Days from receipt of the Order of Payment. Payment may be through bank or online using the MGB (HRD) Landbank Account Number (Insert RO Landbank Account Number). Client may also pay through the MGB RO cashier. Then, submits e-copy of bank deposit slip/proof of payment to <u>(insert MSESDD email)</u>. The original copy of the proof of payment shall be submitted to MGB-RO within</p>	<p>3.1 Accept and submit deposit slip/proof of payment to cashier for bank verification via email</p> <p>3.2 Verify payment and issue Official Receipt (OR) and forward the original copy of the OR to MSESDD, for transmittal to the client</p>	<p>Application Fee: PHP 500.00</p>	<p>5 Minutes</p>	<p>Chief, FAD</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
five (5) working Days from the date of deposit/transfer				
4. Return to MSESDD and present the Official Receipt for confirmation of payment	4.1 Check the Official Receipt and photocopy for record 4.2 Return Official Receipt to client		5 Minutes	Administrative Staff, MSESDD
5. Take the Blaster's Foreman Examination	5.1 Conduct Blaster's Foreman Examination		2 Hours	Technical Staff, Mine Safety and Health Section
6.1 If passed, receives confirmation and proceed to next step 6.2 If failed, resubmits application after 3 months and go back to Step 1	6. Check the exam 6.1 If passed, inform the client and proceed to the next step 6.2 If failed, inform the client to retake after 3 months upon resubmission of application thru a letter		1 Day	Technical Staff Mine Safety and Health Section
	6.3 Prepare checklist and letter of endorsement to PNP with attached required documents		1 Day	Technical Staff Mine Safety and Health Section
	6.4 Review and countersign the completed checklist and endorsement letter to PNP with attached documents		6 Hours	Chief, Mine Safety, Environment and Social Development Division
	6.5 Record to Outgoing Logbook the completed checklist and endorsement letter to PNP with attached documents		15 Minutes	AS, MSESDD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	6.6 Approve the letter of endorsement to PNP with attached documents		2 Hours	Regional Director Office of the Regional Director
	6.7 Record and forward the endorsement letter with attached documents to Records Officer for releasing		15 Minutes	Division Records Officer Office of the Regional Director
7. Receive endorsement letter with attached required documents	7.1 Record and release the endorsement letter with attached documents		5 Minutes	Records Officer Finance and Administrative Division
TOTAL		Processing Fee: PHP 300.00	4 Days, 5 Hours and, 35 Minutes	
Note: Renewal will follow the same process except for Steps 5 to 6.2 (conduct of examination)				



Processing, Evaluation and Approval of the Safety and Health Program

Office or Division:	Mine Safety, Environment and Social Development Division			
Classification:	Complex			
Type of Transaction:	G2B – Government to Businesses G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Contractor/Permit Holder/Permittee			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Endorsement Letter – 1 Hard Copy and 1 Soft Copy in PDF File 2. Safety and Health Program (SHP) – 2 Hard Copies and 2 Soft Copies in PDF File			Contractor/ Permittee/ Permit Holder	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Contractor/ Permittee/ Permit Holder submits the proposed SHP to the MGB Regional Office (MGB RO) Options: a. Submission thru the Records Management Section b. Online submission of soft copies of the Endorsement Letter and SHP thru <u>(insert email of MGB RO)</u> copy furnished the MSESDD RO thru <u>(insert email of MSESDD RO)</u>	1.1 Receive and endorse the proposed SHP to the Office of the Regional Director (ORD)		5 Minutes	Records Officer, Finance and Administrative Division (FAD)
	1.2 Receive and record the document using the Document Action Tracking System (DATS) and forwards to Regional Director		10 Minutes	Administrative Staff, ORD
	1.3 Endorse the document to the Chief,		2 Hours	Regional Director, ORD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Mine Safety, Environment and Social Development Division (MSESDD)			
	1.4 Receive and endorse the application/ document and forwards to the Chief, MSESDD		15 Minutes	Administrative Staff, MSESDD
	1.5 Receive and forward the application/ document to Chief, Mine Safety and Health Section (MSHS)		5 Minutes	Chief, MSESDD
	1.6 Receive the application/ document and forward the same to MSHS Technical Staff (TS) for review and evaluation		5 Minutes	Chief, MSHS
	1.7 Receive, review and evaluate the completeness of the proposed SHP as to its form and substance using the SHP Evaluation Sheet		5 Days	Technical Staff (TS), MSHS
2.1 If the program conforms to the standards as provided in DAO 2010-21, DAO 2000-98 and Memorandum Circular No. 2021-	2.1 .1. If the SHP Is in order, the TS prepares the Evaluation Report and Certificate of Approval (CoA) with		1 Day	TS, MSHS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>006, SHES Manual, proceed to the next step.</p> <p>2.2 If the program requires revisions or additional information, the Contractor/ Permittee/ Permit Holder receives Communication Letter containing the identified deficiencies and recommendations. Then, submits the revised SHP incorporating the recommendations. Revised document shall undergo the procedures from 1.1 to 1.7.</p>	<p>Endorsement Letter, and endorses it to the MSHS Chief</p> <p>2.1.2. If the SHP requires revision, TS prepares Communication Letter indicating the identified deficiencies and recommendations and endorses it to the MSHS Chief</p> <p>2.2 Review the CoA / Communication Letter to Contractor/ Permittee/ Permit Holder and forward to the MSESDD Chief;</p> <p>2.3 Review and endorse the CoA/ Communication Letter to the Regional Director for comments/ signature</p> <p>2.4 Approve and sign the CoA/ Communication and transmit the same to the MSESDD.</p> <p>2.5 Records and maintains a copy of the CoA and forwards the CoA with</p>		<p>30 Minutes</p> <p>15 Minutes</p> <p>2 Hours</p> <p>1 Hour</p>	<p>Chief, MSHS</p> <p>Chief, MSESDD</p> <p>Regional Director</p> <p>Administrative Staff, MSESDD</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Communicati on Letter to the Records Unit - FAD for releasing; 2.6 Inputs transaction to the database of outgoing documents and places bar code on the document		10 Minutes	Records Officer, FAD
<i>Note: Processing time stops until contractor/permit holder/permittee submits the proposed SHP with revisions</i>				
3. Contractor/ Permittee/Permit holder receives the CoA with Endorsement Letter	3.1 Release CoA/ Communicati on Letter		10 Minutes	Records Officer FAD
TOTAL		None	6 Days, 7 Hours, 45 Minutes	



Evaluation of Annual Environmental Protection and Enhancement Programs

Office or Division:	Mine Safety, Environment and Social Development Division	
Classification:	Highly Technical	
Type of Transaction:	G2B – Government to Businesses	
Who may avail:	All Mining Contractors/Permittees/Permit Holders	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Annual Environmental Protection and Enhancement Program/MGB Form No. 16-3 – 1 Hard copy and 1 Soft Copy in PDF File		Contractor/Permit Holder/Operator

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the proposed AEPEP to the MGB Regional Office (MGB-RO) through <i>(insert MGB RO official email)</i> copy furnished <i>(insert MSESDD official email)</i>	1.1 Receive and endorse the proposed AEPEP to the Office of the Regional Director (ORD)		5 Minutes	Records Officer, Finance and Administrative Division (FAD)
	1.2 Receive and record the document using the Document Action Tracking System (DATS) and forward to Regional Director		10 Minutes	Administrative Staff, ORD
	1.3 Endorse the document to the Chief, Mine Safety, Environment and Social Development Division (MSESDD)		2 Hours	Regional Director, ORD
	1.4 Receive and endorse the application/document and forward to the Chief, MSESDD		15 Minutes	Administrative Staff, MSESDD
	1.5 Receive and forward the application/document to Chief, Mine Environmental Management Section (MEMS)		5 Minutes	Chief, MSESDD
	1.6 Receive the application/document and forward the same to MEMS Technical Staff (TS)		5 Minutes	Chief, MEMS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1.7 Receive, review and evaluate the completeness of the proposed AEPEP (including attachment) as to its form in accordance with MGB Form 16-3.</p> <p>1.8 Forward through email the proposed AEPEP to all the Mine Rehabilitation Fund Committee (MRFC) Members for comments</p>		2 Days	TS, MEMS
<p>Note 1: Processing time stops while MRFC members review the proposed AEPEP and submits comments to MSESDD (7 Days)</p>				
	<p>1.9 Evaluate and consolidate the comments of the MRFC and MEMS on the proposed AEPEP as to its content and substance and recommend to convene the MRFC for a Special Meeting before the end of the year for the deliberation of the proposed AEPEP</p>		1 Day	<p>TS, MEMS</p> <p>Chief, MEMS</p> <p>Chief, MSESDD</p>
	<p>1.8. Prepare the following action document for the meeting of the MRFC on the proposed AEPEP:</p> <ul style="list-style-type: none"> • Notice of Meeting to the MRFC members; and • Letter-invitation to the Contractor/ 		1 Day	<p>TS, MEMS/ Secretariat, MRFC</p> <p>Chief, MEMS</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Permit Holder 1.9. Review the Notice of Meeting and Letter of Invitation; 1.10. Review and sign the Letter of Invitation and Notice of Meeting and transmits the same to MSESDD; 1.11. Transmit through e-mail the following: <ul style="list-style-type: none"> • Notice of Meeting to MRFC members; and • Letter of invitation to the Contractor/ Permit Holder 			Chief, MSESDD Regional Director, ORD TS, MEMS/MRFC Secretariat
2. Present the proposed AEPEP	2.1 Conduct virtual Special MRFC Meeting for the presentation, review and deliberation of the proposed AEPEP		4 Hours	Members, MRFC; Contractor/Permit Holder
Note 2: If requirements are complete, the MRFC issues Resolution approving the proposed AEPEP (Note 4); Then, proceed to Step 3.11				
	2.1. Prepare the Minutes of Meeting 2.2. Prepare Letter to Contractor/Permit Holder providing Minutes of		3 Days	TS, MEMS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>Meeting of MRFC containing the comments on the proposed AEPEP;</p> <p>2.3. Review the Letter to Contractor/Permit Holder;</p> <p>2.4. Review and endorse to MRFC Chair the Letter to Contractor/Permit Holder;</p> <p>2.6 Review and sign the Letter to Contractor/Permit Holder and transmits the same to the MSESDD for releasing;</p>			<p>Chief, MEMS</p> <p>Chief, MSESDD</p> <p>MRFC Chair/Regional Director</p>
	<p>2.7. Receive the signed Letter;</p> <p>2.8. Transmit through e-mail the Letter to Contractor/Permit Holder;</p>		15 Minutes	TS, MEMS
Note 3: Processing time stops until contractor/permit holder submits the proposed AEPEP with revisions				
Step 3. Submit the proposed AEPEP with revisions through <u>(insert official MGB RO email)</u>	<p>3.1. Receive and endorse through e-mail the proposed AEPEP with revisions to MSESDD;</p> <p>3.2. Receive and endorse through e-mail the proposed AEPEP with revisions to Chief, MEMS</p> <p>3.3. Transmit through e-mail</p>		1 Day	<p>Administrative Staff, ORD</p> <p>Chief, MSESDD</p> <p>Chief, MEMS</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<ul style="list-style-type: none"> Final Evaluation Report Memorandum to MRFC Chair recommending the issuance of the Certificate of Approval (CoA) by the MRFC CoA Letter of endorsement to Contractor/Permit Holder 			
	3.12 Review the prepared documents and endorse the same to the Office of the Regional Director		4 Hours	Chief, MEMS Chief, MSESDD
	3.13 Review and sign the prepared documents and transmit the same to MSESDD		2 Hours	Regional Director, ORD
	3.14 Record and transmit the same documents to the Contractor/Permit Holder, through courier		15 Minutes	Records Officer FAD
TOTAL		None	14 Days, 5 Hours, and 10 Minutes	

Note:

- Evaluation and approval of AEPEP without revisions will take 6 Days, 4 Hours, 55 Minutes
- Evaluation and approval of AEPEP with revisions will take 14 Days, 5 Hours, 10 Minutes (2 cycles)



Processing, Evaluation and Approval of 5-Year and Annual Social Development and Management Program, and Community Development Program

Office or Division:	Mine Safety, Environment and Social Development Division	
Classification:	Highly Technical	
Type of Transaction:	G2G - Government to Government G2B – Government to Businesses	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. 5-Year Social Development and Management Program (SDMP) – 3 Hard copies and 1 Soft Copy in PDF File	Contractor/Permit Holder
	2. Annual SDMP (ASDMP) – 3 Hard copies and 1 Soft Copy in PDF File	Contractor/Permit Holder
	3. Community Development Program (CDP) - 3 Hard copies and 1 Soft Copy in PDF File	Contractor/Permit Holder/Permittee
<i>Note 1. The 5-Year SDMP, ASDMP and CDP have the same process.</i>		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Contractor/ Permit Holder submits (hardcopy or electronic file thru online) the proposed 5-Year SDMP/ASDMP/CDP to the MGB Regional Office (MGB-RO) (insert MGB RO official email) copy furnished (insert MSESDD official email)	1.1 Receive and endorse the proposed 5-Year SDMP/ASDMP/CDP to the Office of the Regional Director (ORD)		5 Minutes	Records Officer Finance and Administrative Division (FAD)
	1.14. Receive and record the document using the Document Action Tracking System (DATS)		10 Minutes	Staff, ORD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	and forwards to Regional Director			
	1.15. Review and endorse the document to the Chief, Mine Safety, Environment and Social Development Division (MSESDD)		15 Minutes	Regional Director, ORD
	1.16. Receive and endorse the document and forwards to the Chief, MSESDD		15 Minutes	Administrative Staff, MSESDD
	1.17. Receive and forward the document to Chief, Social Development Section (SDS)		5 Minutes	Chief, MSESDD
	1.9 Receive the document and forward the same to SDS Technical Staff (TS), for review.		5 Minutes	Chief, SDS
	1.7 Receive, review and evaluate the completeness of the proposed 5-Year SDMP/ASDMP/CD P (including attachment) as to its form in accordance with the SDMP/ASDMP/CD P annotated outline		1 Day	TS, SDS
	1.8. Evaluate the proposed SDMP/ASDMP/CD P as to the content and substance and recommends to		5 Days	TS, SDS Chief, SDS Chief, MSESDD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>convene a Special Meeting with technical experts, if necessary for the evaluation of the SDMP/ASDMP/CDP.</p>			
	<p>1.9. Prepare the following action document for the meeting:</p> <ul style="list-style-type: none"> • Evaluation Report • Letter of invitation to the Contractor/Permit Holder/Permittee for presentation of the proposed SDMP/ASDMP/CDP • Letter to identified technical experts, if necessary. <p>1.10. Review the Letters of Invitation;</p>		1 Day	<p>TS, SDS</p> <p>Chief, SDS Chief, MSESDD</p>
	<p>1.11. Review and sign the Letters of Invitation and transmits the same to MSESDD;</p> <p>1.12. Record and release the Letters of Invitation</p> <p>1.13. Transmit the Letters of invitation through courier and online to the Contractor/Permit</p>		1 Day	<p>Regional Director, ORD</p> <p>Administrative Staff, MSESDD Records Officer, FAD</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Holder/Permittee/Technical Experts			
<i>Note 2: Processing time stops until such time that the Contractor/Permit Holder/Permittee confirms the attendance to the meeting.</i>				
Step 2. Present the proposed SDMP/ASDMP/CDP	3.2 Conduct virtual Special Meeting for the review and deliberation of SDMP/ASDMP/CDP		1 Day	TS, SDS Chief, SDS Chief, MSESDD RD, ORD Contractor/Permit Holder/Permittee Technical Experts
<i>Note 3. If the requirements are complete, the MGB RO will issue Certificate of Approval, proceed to Step 3.5.</i>				
	3.3 Prepare letter to Contractor/Permit Holder/Permittee informing them of the result of deliberation and providing timeline for resubmission of SDMP/ASDMP/CDP 3.4 Review and initial the letter for the Contractor/Permit Holder/Permittee		1 Day	TS, SDS Chief, SDS Chief, MSESDD
	3.5 Review and sign the letter for the Contractor/Permit Holder/Permittee and transmit the same to MSESDD 3.6 Record and release the Letter to Contractor/Permit Holder/Permittee 3.7 Transmit through courier and email the signed Letter to Contractor/Permit Holder/Permittee		1 Day	Regional Director, ORD Administrative Staff, MSESDD Records Officer, FAD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p><i>Note 4. Processing time stops until Contractor/Permit Holder/Permittee submits the proposed SDMP/ASDMP/CDP with revisions (As per DAO 2010-21, it should be within 10 Days)</i></p>				
<p>Step 3. Contractor/Permit Holder/Permittee submits (hardcopy or electronic file thru online) the proposed SDMP/ASDMP/CDP with revisions (insert official MGB RO email)</p>	<p>3.1 Receive and endorse (hardcopy or electronic file thru online) proposed SDMP/ASDMP/CDP with revisions to Regional Director and MSESDD;</p>		1 Day	Records Officer, FAD
	<p>3.2 Receive and endorse (hardcopy or electronic file thru online) the proposed SDMP/ASDMP/CDP with revisions to Chief, SDS</p> <p>3.3 Transmit (hardcopy or electronic file thru online) the proposed SDMP/ASDMP/CDP with revisions to TS SDS, for review.</p>			Chief, MSESDD Chief, SDS
	<p>3.4 Receive and evaluate the proposed SDMP/ASDMP/CDP with revisions;</p>		2 Days	TS, SDS Chief, SDS
<p><i>Note 5. If the revised document is already complete proceed to Step 3.5, if the document needs further major revision go back to Step 2.2.</i></p>				
	<p>3.5 Prepare the final Evaluation report, Memorandum for RD endorsing the Certificate of Approval (CoA), CoA and Letter of endorsement to Contractors/Permit Holders/Permittee</p>		1 Day	TS, SDS Chief, SDS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.6 Review the Certificate of Approval and the Letter			Chief, MSESDD
	3.7 Review and sign the Certificate of Approval and Letter and transmit the same to MSESDD 3.8 Record and release the CoA and Letter 3.9 Transmit through email the signed Certificate of Approval and Letter		1 Day	Regional Director, ORD Administrative Staff, MSESDD Records Officer, FAD
TOTAL		None	16 Days, 55 Minutes	
<p>Note:</p> <ul style="list-style-type: none"> • Evaluation and approval of SDMP/ASDMP/CDP without revisions will take 11 working Days, 55 Minutes • Evaluation and approval of SDMP/ASDMP/CDP with revisions will take 16 working Days, 55 Minutes (2 cycles) • Within 30 Days upon approval of the SDMP, the Contractor/Permit Holder is required to have a Memorandum of Agreement (MOA) with the host and neighboring communities and register the same with MGB RO (not included in the process). 				



Processing and Issuance of Certificate of Environmental Management and Community Relations Record (CEMCRR)

A Certificate of Environment and Community Relations Record (CEMCRR) is one of the requirements in the approval of Exploration Permit, Mineral Agreements, Financial and Technical Assistance Agreement, Quarry or Commercial/ Industrial Sand and Gravel Permit, and Mineral Processing Permit. A CEMCRR is the applicant's proof of satisfactory environmental management and community relations in its past mineral resource use ventures (Section 167-A of DENR Administrative Order No. 2010-21).

Application for CEMCRR shall be filed by the applicant on the Mines and Geosciences Bureau (MGB) Regional Office (RO) concerned, where it has past mineral resource use or mining-related ventures, except for foreign-owned and/or controlled corporation wherein the application shall be filed in the MGB RO concerned where the present mining-related venture is located.

Office or Division:	Mine Safety, Environment and Social Development Division	
Classification:	Complex	
Type of Transaction:	G2B – Government to Businesses G2C - Government to Citizen	
Who may avail:	Applicants of mining and mineral processing operations who have ventured to any resource extractive industry such as mining or quarrying.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<i>For locally-owned and/or controlled corporation</i>		
1. Three (3) hard copies and a soft copy of the Application for CEMCRR	Client Records; Contractor/ Permit Holder/ Permittee	
<i>For foreign-owned and/or controlled corporation</i>		
1. Three (3) hard copies and a soft copy of the Application for CEMCRR	Client Records; Contractor/ Permit Holder/ Permittee	
2. Three (3) hard copies and a soft copy of documents attesting to the "satisfactory performance" concerning its environmental management and community relations in foreign-based operations		
3. Three (3) hard copies and a soft copy Representations by the Embassy in the Philippines of its home base, ensuring that all financial, technical, environmental, social, and legal responsibilities as mandated by Philippine laws, rules, and regulations shall be timely and effectively performed and complied with.		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.8. Review and initial the Order of Payment. 1.9. Review and sign the Order of payment and forward the Order of Payment to FAD.			Chief MEMS Chief MSESDD
	1.10. Review, sign and forward the Order of payment to the Cashier. 1.11. Provide an electronic copy of the signed Order of Payment to MSESDD.		20 Minutes	Accountant Finance Section FAD Cashier FAD
	1.12. Email the electronic copy of the Order of Payment to the applicant.		5 Minutes	Technical Staff MEMS
<p>Note 1: Processing time stops after the Order of Payment was sent to the applicant and will resume once the Deposit Slip/Proof of payment was received by MGB RO via email.</p>				
2. Pay the required fee within seven (7) working Days from receipt of the order of payment in the bank through MGB RO's Landbank Account Number and send an electronic copy of the bank deposit slip/proof of payment to the <u>official email</u>	2.1. Accept deposit slip/ proof of payment via email. 2.2. Verify payment and issue Official Receipt (OR) and forwards the OR to MSESDD.	Application Fee: PHP 5,000.00 per application PD 1856 Fee: PHP 20.00	15 Minutes	Cashier FAD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>address of the MGB RO concerned.</u>				
	2.3. Checks and records the OR. 2.4. Emails an electronic copy of the OR to the applicant.		15 Minutes	<i>Technical Staff MEMS</i>
	3. <i>Coordination with Environmental Management Bureau Regional Office Concerned</i>			
	3.1. Prepares a memorandum to the Environmental Management Bureau (EMB) Regional Office (RO) requesting assistance for Environmental Management and Community Relations Record (EMCRR) assessment/ evaluation/ validation/ survey.		30 Minutes	<i>Technical Staff MEMS</i>
	3.2. Review and initial the memorandum to EMB RO. 3.3. Records and forwards to ORD the prepared memorandum to EMB RO.		30 Minutes	<i>Chief MEMS and Chief MSESDD Staff MSESDD</i>
	3.4. Records and forwards to the Regional Director, the memorandum to EMB RO, for signature. 3.5. Reviews and signs the memorandum to EMB RO. 3.6. Records and returns to MSESDD, the memorandum to EMB		2 Hours and 20 Minutes	<i>Staff ORD Regional Director ORD Staff ORD</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	RO, for record and release.			
	3.7. Records and forwards to FAD, the memorandum to the EMB RO, for release.		15 Minutes	Staff MSESDD
	3.8. Records and releases the memorandum to EMB RO thru email and courier.		5 Minutes	Records Officer FAD
<p>Note 2: Processing time stops after the memorandum is released/emailed and will resume after receiving the response memorandum from EMB RO (Processing will resume after five (5) Days from the release of the memorandum once no response is received from the said agency).</p>				
4. Evaluation/ validation of EMCRR application				
	4.1 . Records and forwards the response memorandum to the ORD.		5 Minutes	Staff FAD
	4.2 Records and forwards the response memorandum to the Regional Director. 4.3 Receives and endorses the response memorandum to the MSESDD. 4.4 Records and forwards the response memorandum to the MSESDD.		30 Minutes	Staff ORD Regional Director ORD Staff ORD
	4.5 Prepares Travel Order(s) for EMCRR validation/survey. 4.6 Conducts EMCRR assessment/ evaluation/ validation/ survey.	Verification Fee: PHP 1,000.00/ man-Day (Section 260 of DAO No. 2010-21)	3 Days and 10 Minutes	Technical Staff MSESDD
5. (Issuance of CEMCRR/	5.1 Prepares the necessary/ applicable documents with		4 Hours	Technical Staff MSESDD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p><i>Notice Letter)</i></p>	<p>attachments (Accomplished assessment/evaluation form, OR, etc.).</p> <p>5.1.1 If the report shows an unsatisfactory rating from one (1) or more Offices concerned, a notice letter for not issuing CEMCRR is prepared.</p> <p>5.1.2 If the report shows a satisfactory rating from all Offices concerned, the CEMCRR and transmittal letter to the applicant are prepared.</p>			
	<p>5.2 Reviews and countersigns the notice letter/ CEMCRR and transmittal letter to the applicant and endorse it to the ORD for approval.</p> <p>5.3 Records and forwards to ORD the notice letter/ CEMCRR and transmittal letter to the applicant.</p>		1 Hour	<p><i>Chief MEMS and Chief MSESDD</i></p> <p><i>Staff MSESDD</i></p>
	<p>5.4 Records and forwards to the Regional Director the notice letter/ CEMCRR and transmittal letter to the applicant.</p> <p>5.5 Reviews and approves the prepared notice letter/ CEMCRR and transmittal letter to the applicant.</p>		2 Hours and 20 Minutes	<p><i>Staff ORD</i></p> <p><i>Regional Director ORD</i></p> <p><i>Staff</i></p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.6 Records and forwards to the MSESDD the notice letter/ CEMCRR and transmittal letter to the applicant.			ORD
	5.7 Records and forwards to the FAD, the notice letter/ CEMCRR and transmittal letter to the applicant (with attachments), for record and release.		5 Minutes	Staff MSESDD
	5.8 Records and releases the notice letter/ CEMCRR and transmittal letter to the applicant (with attachments) thru email and courier.		30 Minutes	Records Officer FAD
TOTAL	Application Fee: PHP 5,000.00 per application PD 1856 Fee: PHP 20.00 Verification Fee: PHP 1000.00/ man-Day (Section 260 of DAO No. 2010-21)	4 Days, 7 Hours		



Processing and Issuance of Certificate of Exemption in lieu of Certificate of Environmental Management and Community Relations Record (CEMCRR)

A Certificate of Exemption (COE) will be issued by MGB Regional Offices, in lieu of the CEMCRR, to an applicant with no past mineral resource use or mining related ventures. (Section 167-A of DENR Administrative Order No. 2010-21)

Application for COE shall be filed by the applicant on the Mines and Geosciences Bureau (MGB) Regional Office (RO) concerned, where the present mining-related venture is located/proposed to be located.

Office or Division:	Mine Safety, Environment and Social Development Division
Classification:	Simple
Type of Transaction:	G2B – Government to Businesses G2C - Government to Citizen
Who may avail:	Applicants of mining/mineral processing operations who have not ventured to any resource extractive industry such as mining or quarrying
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Three (3) hard copies and a soft copy of the Application for CEMCRR/COE	Client Records; Contractor/ Permit Holder/ Permittee
2. Three (3) hard copies and a soft copy Affidavit of Non-Operation	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Submit the required documents to the MGB RO concerned. (Hard copies via courier; soft copy via <u>Official email of MGB RO</u> .)	4.1. Receive, record, and forward the application documents to the Office of the Regional Director (ORD).		5 Minutes	Records Officer Finance and Administrative Division (FAD)
	4.2. Record and forward the application documents to the Regional Director. 4.3. Receive and endorse the application documents to the Mine		30 Minutes	Staff ORD Regional Director ORD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>Safety, Environment and Social Development Division (MSESDD).</p> <p>4.4. Record and forward the application documents to the Chief, MSESDD.</p>			<p>Staff ORD</p>
	<p>4.5. Receives and forwards the application documents to the Chief, Mine Environmental Management Section (MEMS)</p> <p>4.6. Receive and forward the application documents to the Technical Staff of MEMS.</p> <p>4.7. Check the submitted application documents. Prepare an Order of Payment for the application fee.</p> <p>4.8. Review and initial Order of Payment.</p> <p>4.9. Review and sign Order of payment, and forward the</p>		<p>2 Hours, 10 Minutes</p>	<p>Chief MSESDD</p> <p>Chief MEMS</p> <p>Technical Staff MEMS</p> <p>Chief MEMS</p> <p>Chief, MSESDD</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Order of Payment to FAD.			
	4.10. Review, sign, and forward the Order of Payment to the Cashier. 4.11. Provide an electronic copy of the signed Order of Payment to MSESDD.		20 Minutes	Accountant Finance Section FAD Cashier FAD
	4.12. Email the electronic copy of the Order of Payment to the applicant.		5 Minutes	Technical Staff MEMS
Note 1: Processing time stops after the Order of Payment was sent to the applicant and will resume once the Deposit Slip/Proof of payment was received by MGB RO via email.				
5. Pay the required fee within seven (7) working Days from receipt of the order of payment in the bank through MGB RO Landbank Account Number and send an electronic copy of the bank deposit slip/proof of	5.1. Accept deposit slip/ proof of payment via email. 5.2. Verify payment and issue Official Receipt (OR) and forwards the OR to MSESDD.	Application Fee: PHP 5,000.00 per application PD 1856 Fee: PHP 20.00	15 Minutes	Cashier FAD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
payment to the <u>official email address of the MGB RO concerned.</u>				
	5.3. Check and record the OR. 5.4. Email an electronic copy of the OR to the applicant.		15 Minutes	<i>Technical Staff</i> MEMS
<i>6. Evaluation/ validation of COE Application</i>				
	6.1. Check for records of the applicant and prepare COE and transmittal letter to the applicant (original OR as attachment) 6.2. Review and countersign the COE and transmittal letter to the applicant and endorse it to the ORD for approval. 6.3. Record and forward to ORD the COE and transmittal letter to the applicant.		5 Hours, 5 Minutes	<i>Technical Staff</i> MEMS <i>Chief</i> MEMS and <i>Chief</i> MSESDD <i>Administrative Staff</i> MSESDD
	6.4. Record and forward to the Regional Director the COE and transmittal letter to the applicant.		2 Hours, 20 Minutes	<i>Administrative Staff</i> ORD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	6.5. Review and approve the prepared COE and transmittal letter to the applicant.			Regional Director ORD
	6.6. Record and forward to the MSESDD the COE and transmittal letter to the applicant.			Administrative Staff ORD
	6.7. Record and forward to the FAD, the COE and transmittal letter to the applicant (with attachments), for record and release.		5 Minutes	Administrative Staff MSESDD
	6.8. Record and release the COE and transmittal letter to the applicant (with attachments) thru email and courier.		30 Minutes	Records Officer FAD
	TOTAL	Application Fee: PHP 5,000.00 per application PD 1856 Fee: PHP 20.00	1 Day, 3 Hours, 40 Minutes	



FEEDBACK AND COMPLAINTS MECHANISM

<p>How to send feedback</p>	<p>Please let us know how we have served you by doing any of the following:</p> <ul style="list-style-type: none"> ✓ Accomplish and submit the Feedback Form at the Public Assistance and Complaints Desk. ✓ Send your feedback through electronic mail at central@mgb.gov.ph or write us at Mines and Geosciences Bureau, North Avenue, Diliman, Quezon City ✓ Talk to the OFFICER OF THE DAY <p>If you are not satisfied with our service, your written/ verbal complaints shall immediately be attended to by the Officer of the Day at the Public Assistance and Complaints Desk.</p>
<p>How feedbacks are processed</p>	<ol style="list-style-type: none"> 1. All feedback forms are collected every day and consolidated for submission to the Administrative Division for evaluation and review. 2. Feedback forms requiring answers are forwarded to the concerned divisions and they are required to act on the complaint within fifteen (15) working Days upon receipt. 3. The response of the office is then transmitted to the client via official communications. 4. For the client inquiries and further follow-ups, the client may contact the Bureau through our official contact numbers or through our electronic mail at central@mgb.gov.ph and the office will act on the inquiries immediately.
<p>How to file a complaint</p>	<ol style="list-style-type: none"> 1. Complaints received through 8888 Hotline via denr@8888.gov.ph 2. Filling up of the complaint form available in the Public Assistance and Complaints Desk 3. Contact the Office via official landline and/or electronic mail at central@mgb.gov.ph with complete details: <ul style="list-style-type: none"> ➤ Name ➤ Incident ➤ Evidence ➤ Contact Number
<p>How complaints are processed</p>	<ul style="list-style-type: none"> • If the complaint is within the jurisdiction of the Bureau, coordinate with the concerned parties; <ul style="list-style-type: none"> ➤ Prepares communication to the complainant and other concerned



	<p>parties regarding the schedule of the field investigation.</p> <ul style="list-style-type: none">• The field investigation team composed of the personnel from MGB, and other concerned parties and/or agencies shall conduct the following:<ul style="list-style-type: none">➤ Coordinate with the concerned LGUs.➤ Interview the opposing and other concerned parties.➤ Site inspection.➤ Other necessary investigation to gain concrete evidence/s.• Ensures that the complaints are acted within 15 Days from receipt of letter-complaint• For 8888 complaints, it should be acted upon within 72 Hours upon receipt• Provide copies of the investigation and endorsement reports to the complainant and other concerned parties.<ul style="list-style-type: none">➤ For 8888 complaint, request ticket from denr@8888.gov.ph to close the complaint ticket.
Contact Information of CCB, PCC, ARTA	<ul style="list-style-type: none">• 8888 - Presidential Complaints Center• (0908)881-6565- CSC Center ng Bayan• 478-5093- ARTA



LIST OF OFFICES

Office	Address	Contact Information
MGB Central Office	MGB Compound, North Avenue, Diliman, Quezon City	(02) 8920-9120
Cordillera Administrative Region	80 Diego Silang St., Baguio City	(074) 442-6392
Region I	DENR Region I Bldg., Government Center, Brgy. Sevilla, San Fernando City, La Union	(072) 607-2686
Region II	Regional Center, Carig, Tuguegarao City, Cagayan	(078) 304-5561
Region III	Matalino St., Diosdado Macapagal Government Center, Brgy. Maimpis, San Fernando City, Pampanga	(045) 404-1963
CALABARZON	8/F DENR Bldg., 1515 Roxas Blvd., Ermita, Manila	(02) 5310-8897
MIMAROPA	7/F DENR Bldg., 1515 Roxas Blvd., Ermita, Manila	(02) 8536-0215
Region V	DENR Region V Annex Bldg., Regional Center Site, Rawis, Legazpi City	(052) 481-8373
Region VI	2nd Level, Queen City Garden Mall, J. de Leon Street, Iloilo City, Iloilo	(033)336-2815
Region VII	DENR Region 7 Compound, Greenplains Subdivision, Banilad, Mandaue City	(032) 344-3047
Region VIII	Manlurip-McArthur Park Road, Candahug, Palo, Leyte	(053) 323-8009
Region IX	Pasonanca Park, Pasonanca, Zamboanga City	(062) 992-2194
Region X	Macabalan, Cagayan de Oro City	(088) 856-2110
Region XI	2/F EMB-MGB XI Building, 3 rd Avenue cor V. Guzman, Barangay 27-C, Davao City	(082) 221-6535
Region XII	Prime Regional Center, Barangay Carpenter Hill, Koronadal, South Cotabato	(083) 228-6130
Region XIII	Km 2, National Highway, Surigao City	(63-86) 8265256