

Citizen's Charter Process No. _____




















Name of Agency : EMB XII - Clearance and Permitting Division (CPD)
Hazardous Waste and Chemical Permitting Section

Frontline Service : Issuance of Chemical Control Order (CCO) for Cyanide, Mercury, Asbestos, Lead, and ODS

Schedule of Availability of Service : Monday to Friday, 8:00 am to 5:00 pm

Who May Avail of the Service : Clients required to apply CCO for Cyanide, Mercury, Asbestos, Lead, and ODS

How to Avail of the Service : Visit the EMB Office and submit the required documents.

| No. (A) | CUSTOMER ACTIVITY (B) | DENR ACTION (C) | OFFICE/PERSON RESPONSIBLE/ LOCATION (D) | DURATION (E) | DOCUMENTARY REQUIREMENTS (F) | AMOUNT OF FEES (G) |
|---------|--|---|---|--------------|--|--------------------|
| 1 | Files/Submits Application  | Screen/Checks completeness of application | Nasroden Mackno EMS I  | 30 minutes | a) Duly Accomplished and Notarized CCO Registration Form b) Current Receipt of Business/Mayor's Permit c) SEC/DTI Registration Certificate d) Process/production flow chart for manufacturing operation e) Chemical Management Plan f) Photo documentation of the plant's operation, storage facilities, etc. | Php 2,250.00 |
| |  | Prepares Order of Payment | Nasroden Mackno EMS I  | 15 minutes | | |
| 2 | Pay Corresponding Fees  | Receives Payments and Issuance of Official Receipt | Paula Palermo Cashier  | 15 minutes | | |
| |  | Receives the application | Jezreel Domingo EMS I / RD Secretary  | 15 minutes | | |
| |  | Evaluates the Application | Engr. Elias Mamongcal Chief, HWCPS  | 1 day | | |
| 3 | Assist in the conduct of Ocular Inspection  | Conducts Site Inspection | | 4 days | | |
| |  | Prepares Inspection Report | Nasroden Mackno EMS I  | 1 day | | |
| |  | Reviews and Recommends for Issuance of CCO Registration | Engr. Leonardo Moliva OIC-Chief, CPD  | 15 minutes | | |
| |  | Approves/Disapproves the Certification | Ma. Socorro C. Lanto Regional Director  | 15 minutes | | |
| 4 | Receive the CCO  | Release the CCO | Febe Arana Records Officer  | 30 minutes | | |