

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 Philippine Inventory of Chemical and Chemical Substances (PICCS) Certification

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 PICCS Certification

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 Application Form b) Letter of Request for PICCS Certification stating reasons for such request c) Material Safety data Sheet (in ISO Format) d) Chemical Name (IUPAC Nomenclature) e) Common and Other names f) Trade Name g) Molecular Formula h) If a component of a product, please include Product name or other components of the product i) Claims for Confidentiality can be included	Php 450.00 per chemical
		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	Nasroden Mackno EMS I 	4 days		
		Prepares Inspection Report		1 day		
		Reviews and Recommends for Issuance of PICCS Certification	Engr. Leonardo Moliva OIC-Chief, CPD 	15 minutes		
		Approves/Disapproves the Certification	Ma. Socorro C. Lanto Regional Director 	15 minutes		
4	Receive the PICCS Certification 	Release the PICCS Certification	Febe Arana Records Officer 	30 minutes		