

PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
CITIZEN'S CHARTER

**A. Service: Issuance of Permits
(Quarry, Sand and Gravel, Pebble-Picking, Guano, Gemstone-Gathering)**

About The Service:

For those who intend to engage in Quarrying and Small Scale Mining, a Permit issued by the Governor through the Provincial Mining Regulatory Board is necessary.

Who May Avail of The Service:

Any qualified person/s, corporation, partnership, association or cooperative duly organized and existing under the laws of the Republic of the Philippines authorized to do or engaged in extracting sand, gravel and other quarry resources; or Any person engaged in a business that requires requisition, use or application of sand, gravel and quarry resources.

Requirement/s:

1. Application Form;
2. Clearance from the government agencies concerned that may be affected by the proposed project, or written permission from the land owner(s) and surface owner(s) of the area applied;
3. Survey plan of the area for extraction. (Five blueprint copies and the original tracing plan of the area applied for duly signed and sealed by a Licensed Geodetic Engineer);
4. Certified copy of Articles of incorporation/Partnership/ Association and By-Laws, if applicable, to be registered with PENRO;
5. Duly notarized Special Power of Attorney if application is filed by an agent or representative to be registered with PENRO;
6. Audited Financial Statement for Corporation/Partnership or Income Tax Return immediately preceding three (3) years for individuals, or credit lines;
7. Area Clearance from MGB - Regional Office;
8. Certificate Environmental Management and Community Relations Record (CEMCRR) from MGB - Regional Office;
9. Certificate of Lodging from MRFC;
10. Work Program;
11. Environmental Compliance Certificate (ECC) – EMB Region;
12. Excise Tax Certificate from the BIR (for renewal of permits only);
13. Certificate of Posting from the concerned LGU's;
14. Project Proposal (for Government Gratuitous Permit Application);
15. Surety Bond except for Gratuitous and Exclusive Sand & Gravel Permit;
16. Permit;
17. Verification Report from PENRO;
18. Other supporting papers as the concerned Regional Office/
19. Provincial Mining Regulatory Board may require for the applicant may submit.

Schedule of Services Availability:

Monday to Friday
8:00 a.m. – 5:00 p.m.

HOW TO AVAIL OF THE SERVICE:

STEPS	TIME FRAME	PERSON/S TO APPROACH
1. Secure application form and checklist of requirements based on the type of permit being applied	10 minutes	Forester
2. Submit duly accomplished application form together with the survey plan of the applied area and issuance of Order of Payment of Fees and Charges	30 minutes	PLENRO
3. Payments of Fees and Charges (proceed to Provincial Treasurer's Office).		Provincial Treasurer's Collection Officer
4. Submit the other pertinent requirements for PMRB assessment and wait for notification of deliberation schedule	30 minutes	PLENRO
5. Verification of site. Note: Upon request of applicant for inspection.	Within 1 week	Forester
6. After the deliberation, approval of the application through PMRB Resolution and issuance of Order of Payment of Taxes, Other Fees and Charges	1 day	Provincial Mining Regulatory Board (PMRB)
7. Payments of Taxes and Other Fees and Charges (proceed to Provincial Treasurer's Office) Note: Secure Certification of Full Payment for Renewable Permittee.		Provincial Treasurer's Collection Officer
8. Endorsement of the permit to the Provincial Governor for approval.	5 working days	PLENRO
9. Releasing of the approved permit, sign in logbook and issuance of the Delivery Receipt	1 day	Administrative Officer
Total Processing Time		

Note: See Provincial Ordinance for Mandatory Requirements, Additional Requirements and Terms and Conditions for the type of permit being applied.

Allowable Extension: Deliberation schedule shall be set upon submission by proponent of complete documents required. PMRB convenes once a month every second Thursday of the month or as need arises upon request to the Chairman (MGB Regional Director).

B. Service: Issuance of Transport Permit and Mineral Export Permit

About the Service:

Upon request, and verification of the area, the Governor or his duly authorized representative may issue Transport Permit for the transport of all minerals/mineral products outside of the Province and Mineral Export Permit outside the country.

Who May Avail of the Service:

Permit holders, accredited traders, retailers, processors and other mining rights holders can avail the Transport Permit.

Requirement/s: Application Form from PENRO - MGDS (2 copies)
Photocopy of the following (4 sets):
- Mining/Quarry Permit
- Mineral products Purchase Order
- Delivery Receipt
- Sales Invoice
- BIR Official Receipt for Excise Tax payment for Mineral Products
- Registered Special power of Attorney (If filed by a representative of the applicant)

NOTE: The taxes and fees imposed can be increased at the rate of ten percent (10%) once every five (5) years beginning on July 20, 2010 pursuant to Provincial Ordinance

Schedule of Services Availability:

Monday to Friday
8:00 a.m. – 5:00 p.m.

HOW TO AVAIL OF THE SERVICE:

STEPS	TIME FRAME	PERSON/S TO APPROACH
1. Secure application form from the PMRB Secretariat (PENRO – MGDS Staff).	5 minutes	PENRO – MGDS Staff
2. Submit duly accomplished application form together with the requirements for evaluation and issuance of Order of Payment of Fees and Charges	1 day	PENRO – MGDS Staff
3. Payments of Taxes, Other Fees and Charges (proceed to Provincial Treasurer's Office)		Provincial Treasurer's Collection Officer
4. Releasing of Mineral Transport Permit/ MEP and sign in the log book	5 minutes	PENRO - MGDS Staff
Total Processing Time	1 day, 10 minutes	

IMPORTANT REMINDERS:

All MEP applications shall be filed sixty (60) days before the actual date of shipping of the mineral products pursuant to Republic Act 7942 (Philippine Mining Act of 1995).