



MINES AND GEOSCIENCES BUREAU

CITIZEN'S CHARTER

2020 (2nd edition)



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 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.

II. 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.

III. 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.



IV. 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:

- **M**utual accountability, integrity and professionalism;
- **G**enuine customer service; and
- **B**est performance possible.



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Regional Offices

External Services



1. APPLICATION FOR GEOHAZARD IDENTIFICATION SURVEY

The Geohazard Identification Survey (GIS) forms as the first step in the three-tiered Engineering Geological and Geohazard Assessment (EGGA) process pursuant to DENR Administrative Order No. 2000-28, requiring 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). The procedure was originally termed Geological Site Scoping that consists of a preliminary site geological inspection of a proposed housing project site or a land development project site. This was later called Geohazard Identification Survey with the issuance of Executive Order No. 45 s. 2001, prescribing times for approval of housing-related certifications, permits, clearances and other issuances; of DENR Memorandum dated November 26, 2001 “Mandating the Agencies of the DENR Concerned Relative to the Issuance of Housing-Related Certifications, Permits and Clearances to Observe the Prescribed Time Periods and Provide Appropriate Mechanisms and Resources to Fast Track the Approval and Implementation of Housing Projects” and MGB Memorandum Circular No. 2002-02-43 that provided the general guidelines on the procedure for the preparation of the Geohazard Identification Report (GIR).

Office or Division:	Geosciences Division	
Classification:	Highly Technical	
Type of Transaction:	G2B - Government to Business Entity G2C - Government to Citizen G2G – Government to Government	
Who may avail:	LGU’s, private subdivision developers, homeowner’s associations, urban poor associations, Social Housing and Finance Corporation (SHFC), National Housing Authority (NHA), Housing and Urban Development Coordinating Council (HUDCC), Department of Social Welfare and Development (DSWD), Office of Civil Defense (OCD) and private individuals	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Written request (1 copy)		Applicant
Site Development Plan, scale 1:1,000 or larger (1 copy)		NHA, LGU Engineering Office, private geodetic engineer/environmental planner
Topographic Map, scale 1:1,000 or larger (1 copy)		NHA, LGU Engineering Office, private geodetic engineer/environmental planner
Lot Plan with technical description (1 copy)		DENR-Surveys and Mapping Division, private geodetic engineer
Site Grading Plan, scale 1:1,000 or larger, optional for hilly areas only (1 copy)		NHA, LGU Engineering Office, private geodetic engineer/environmental planner



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit written request for Geohazard Identification Survey (GIS) including the complete documentary requirements at the Records Unit of MGB Regional Office (RO)	1.1 Receive, record and route request for GIS to the Office of the Regional Director		15 Minutes	<i>Records Officer</i> Finance and Administrative Division
	1.2 Study and forward request for GIS to the Chief, Geosciences Division		5 Minutes	<i>Regional Director (RD)</i> Office of the Regional Director
	1.3. Receive and record the request for GIS		10 Minutes	<i>Administrative Assistant</i> Geosciences Division
	1.4. Evaluate completeness and appropriateness of the attached documentary requirements		10 Minutes	<i>Chief,</i> Geosciences Division
	1.5.a. If the documentary requirements are incomplete and/or inappropriate, Chief, Geosciences Division prepares draft response letter for the customer and submits to the RD		15 Minutes (paused clock)	<i>Chief,</i> Geosciences Division
	1.5.b. If the submitted documentary requirements for GIS are complete and appropriate,		25 Minutes	<i>Chief,</i> Geosciences Division



	the Chief, Geosciences Division prepares the pro-forma MOA and draft transmittal letter and forwards the same to the RD for review.			
	1.6. Record document and forwards to the ORD		10 Minutes	<i>Administrative Assistant</i> Geosciences Division
	1.7. Review the draft response letter or pro-forma MOA and draft transmittal letter and route back to the Chief, Geosciences Division		10 Minutes	<i>Regional Director</i> Office of the Regional Director
	1.8. Finalize and prints the response letter or pro-forma MOA with transmittal letter and submit to ORD for signature		10 Minutes	<i>Chief,</i> Geosciences Division
	1.9. Record document and forward to the ORD		10 Minutes	<i>Administrative Assistant</i> Geosciences Division
	1.10. Sign the response letter or pro-forma MOA with transmittal letter and forwards to Records Officer for recording, filing and releasing		5 Minutes	<i>Regional Director</i> Office of the Regional Director
	1.11. Record, file and release response letter or pro-forma MOA with transmittal letter		10 Minutes (paused clock)	<i>Records Officer</i> Finance and Administrative Division



2. Submit map deficiencies and the signed/notarized MOA	2.1. Receive, record and route map deficiencies and signed and notarized MOA to the Office of the Regional Director		15 Minutes	<i>Records Officer Finance and Administrative Division</i>
	2.2. Study and forward additional documents to the Chief, Geosciences Division		5 Minutes	<i>Regional Director Office of the Regional Director</i>
	2.3. Receive and record the additional documents		10 Minutes	<i>Administrative Assistant Geosciences Division</i>
	2.4. Receive the additional documents and signed and notarized MOA and re-evaluate completeness of documents		15 Minutes	<i>Chief, Geosciences Division</i>
	2.5. Route the GIS documents to the Chief, Geohazard and Engineering Geology Section for manning and scheduling.		10 Minutes	<i>Chief, Geosciences Division</i>
	2.6. Forward the GIS documents to the Geologist assigned to do the GIS		5 Minutes	<i>Chief, Geohazard and Engineering Geology Section</i>
	2.7. Confirm with the customer the schedule of the GIS to be undertaken within the next five (5) days and sets logistical arrangements		15 Minutes (paused clock)	<i>Geologist of the Geohazard and Engineering Geology Section</i>



	through SMS, phone call or email			
3. Fetch Geologist and equipment from MGB RO and transport to the project site	3.1. Undertake Geohazard Identification Survey (GIS)	PHP 2,000.00/ man/day but not less than PHP 6,000.00 or as provided in the Memorandum of Agreement by and between the MGB-RO and the project proponent.	2 Days	<i>Geologist of the Geohazard and Engineering Geology Section</i>
4. Transport Geologist and equipment to MGB RO from project site	4.1. Prepare and submit Request for Laboratory Analysis Form to GLSS immediately upon return from the field and NLT than 2 days upon return from fieldwork		1 Hour	<i>Geologist of the Geohazard and Engineering Geology Section or Cartographer</i>
	4.2. Receive the Request for Laboratory Analysis Form and record the samples in the Samples Received Logbook		30 Minutes	<i>Laboratory Technician Geosciences Division</i>
	4.3. Sign the Request for Laboratory Analysis Form and forward the same to the Chief, Geosciences Division for approval		15 Minutes	<i>Chief, Geological Laboratory Services Section</i>



	4.4. Prepare the Assessment Form and Order of Payment for laboratory analysis for signature by the Chief, Geosciences Division and the Accountant and processing by Cashier		30 Minutes	<i>Administrative Assistant Geosciences Division</i>
5. Pay the prescribed fees for laboratory analysis of samples	5.1. Process payment and issue Official Receipt	Total Fees to be paid depend on the amount/kind of samples, analyses and corresponding fees thereof as per DAO 2005-08	15 Minutes	<i>Cashier Finance and Administrative Division</i>
	5.2. Undertake laboratory analysis covering moisture content, complete grading, plastic limit and liquid limit		5 Days (done simultaneously with GIR preparation)	<i>Laboratory Technician Geosciences Division</i>
	5.3. Prepare the results of analysis for review and signature by the Chief, Geological Laboratory Services Section		1 Day (done simultaneously with GIR preparation)	<i>Laboratory Technician Geosciences Division</i>
	5.4. Manually draft the site development plan with superimposed topographic map, field observations and spatial data recommendations and submits the same to the Geologist		1 Day (done simultaneously with GIR preparation)	<i>Cartographer Geosciences Division</i>
	5.5. Prepare Geohazard		6 Days	<i>Geologist of the Geohazard and</i>



	Identification Report (GIR) with maps and transmittal letter and submits draft GIR to the Chief, Geohazard and Engineering Geology Section for editing			<i>Engineering Geology Section</i>
	5.6. Edit draft GIR and transmittal letter and returns same to the geologist for re-drafting		1 Day	<i>Chief, Geohazard and Engineering Geology Section</i>
	5.7. Re-draft GIR and submit same to the Chief, Geosciences Division for final editing		1 Day	<i>Geologist of the Geohazard and Engineering Geology Section</i>
	5.8. Edit re-drafted GIR		1 Day	<i>Chief, Geosciences Division</i>
	5.9. Prepare final draft GIR		4 Hours	<i>Geologist of the Geohazard and Engineering Geology Section</i>
	5.10. Record final draft GIR and transmittal letter and forward to the ORD		10 Minutes	<i>Administrative Assistant Geosciences Division</i>
	5.11. Comment on the final draft GIR and transmittal letter for final printing		15 Minutes	<i>Regional Director Office of the Regional Director</i>
	5.12. Print in 4 copies the final GIR and forward to Chief, Geosciences Division for signature		4 Hours	<i>Geologist of the Geohazard and Engineering Geology Section</i>



	5.13. Record, file and forward Customer copy to the ORD		15 Minutes	<i>Administrative Assistant Geosciences Division</i>
6. Project proponent customer obtains 2 copies of the GIR	Sign transmittal letter and release to the Records Officer		10 Minutes	<i>Regional Director Office of the Regional Director</i>
TOTAL:			12 Days, 6 Hours, 35 Minutes	



2. APPLICATION FOR GEOLOGICAL SITE SCOPING

Geological Site Scoping (GSS) forms as the first step in the three-tiered Engineering Geological and Geohazard Assessment (EGGA) process that 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. The Geological Site Scoping 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, for submission to the MGB and transmittal to the Environmental Management Bureau (EMB) in the form of an Engineering Geological and Geohazard Assessment Report (EGGAR).

Office or Division:	Geosciences Division	
Classification:	Highly Technical	
Type of Transaction:	G2B - Government to Business Entity G2C - Government to Citizen G2G – Government to Government	
Who may avail:	Department of Public Works and Highways (DPWH), Department of Interior and Local Government (DILG), Department of Education (DepEd), Environmental Management Bureau (EMB), LGUs, NGAs, land developers, private engineering contractors/companies and private individuals	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Written request (1 copy)		Applicant
Site Development Plan, scale 1:1,000 or larger (1 copy)		LGU Engineering Office, DPWH, engineering department of project proponent agency, private geodetic engineer/environmental planner
Topographic Map, scale 1:1,000 or larger (1 copy)		LGU Engineering Office, DPWH, engineering department of project proponent agency, private geodetic engineer/environmental planner
Lot Plan with technical description (1 copy)		DENR-Surveys and Mapping Division, private geodetic engineer
Site Grading Plan, scale 1:1,000 or larger, optional for hilly areas only (1 copy)		LGU Engineering Office, DPWH, engineering department of project proponent agency, private geodetic engineer/environmental planner



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit written request for Geological Site Scoping (GSS) including the complete documentary requirements at the Records Unit of MGB RO	1.1. Receive, record and route request for GSS to the Office of the Regional Director		15 Minutes	<i>Records Officer</i> Finance and Administrative Division
	1.2. Study and forward request for GSS to the Chief, Geosciences Division		5 Minutes	<i>Regional Director</i> Office of the Regional Director
	1.3. Receive and record the request for GSS		10 Minutes	<i>Administrative Assistant</i> Geosciences Division
	1.4. Evaluate completeness and appropriateness of the attached documentary requirements		10 Minutes	<i>Chief,</i> Geosciences Division
	1.5.a. If the documentary requirements are incomplete and/or inappropriate, Chief, Geosciences Division prepares draft response letter for the customer and submits to the RD		15 Minutes	<i>Chief,</i> Geosciences Division
	1.5.b. If the submitted documentary requirements for GSS are complete and appropriate, the Chief, Geosciences Division prepares		25 Minutes (paused clock)	<i>Chief,</i> Geosciences Division



	the pro-forma MOA and draft transmittal letter and forwards the same to the RD for review.			
	1.6. Record document and forward to the ORD		10 Minutes	<i>Administrative Assistant Geosciences Division</i>
	1.7. Review the draft response letter or pro-forma MOA and draft transmittal letter and route back to the Chief, Geosciences Division		10 Minutes	<i>Regional Director Office of the Regional Director</i>
	1.8. Finalize and print the response letter or pro-forma MOA with transmittal letter and submit to ORD for signature		10 Minutes	<i>Chief, Geosciences Division</i>
	1.9. Record document and forward to the ORD		10 Minutes	<i>Administrative Assistant Geosciences Division</i>
	1.10. Sign the response letter or pro-forma MOA with transmittal letter and forward to Records Officer for recording, filing and releasing		5 Minutes	<i>Regional Director Office of the Regional Director</i>
	1.11. Record, file and release response letter or pro-forma MOA with transmittal letter		10 Minutes (paused clock)	<i>Records Officer Finance and Administrative Division</i>
2. Submit map deficiencies and	2.1. Receive, record and route		15 Minutes	<i>Records Officer</i>



signed and notarized MOA	map deficiencies and signed and notarized MOA to the Office of the Regional Director			Finance and Administrative Division
	2.2. Study and forward additional documents to the Chief, Geosciences Division		5 Minutes	<i>Regional Director</i> Office of the Regional Director
	2.3. Receive and record the additional documents		10 Minutes	<i>Administrative Assistant</i> Geosciences Division
	2.4. Receive the additional documents and signed and notarized MOA and re-evaluate completeness of documents		15 Minutes	<i>Chief,</i> Geosciences Division
	2.5. Route the GSS documents to the Chief, Geohazard and Engineering Geology Section for manning and scheduling.		10 Minutes	<i>Chief,</i> Geosciences Division
	2.6. Forward the GSS documents to the Geologist assigned to do the GSS		5 Minutes	<i>Chief, Geohazard and Engineering Geology Section</i>
	2.7. Confirm with the customer the schedule of the GSS to be undertaken within the next five (5) days and sets logistical arrangements		15 Minutes (paused clock)	<i>Geologist of the Geohazard and Engineering Geology Section</i>



	through SMS, phone call or email			
3. Fetch Geologist and equipment from MGB RO and transports to the project site	3.1. Undertake Geological Site Scoping (GSS)	PHP 2,000.00/ man/day but not less than PHP 6,000.00 or as provided in the Memorandum of Agreement by and between the MGB RO and the project proponent.	2 Days	<i>Geologist of the Geohazard and Engineering Geology Section</i>
4. Transport Geologist and equipment to MGB RO from project site	4.1. Prepare and submit Request for Laboratory Analysis Form to GLSS immediately upon return from the field and NLT than 2 days upon return from fieldwork		1 Hour	<i>Geologist of the Geohazard and Engineering Geology Section or Cartographer</i>
	4.2. Receive the Request for Laboratory Analysis Form and record the samples in the Samples Received Logbook		30 Minutes	<i>Laboratory Technician Geosciences Division</i>
	4.3. Sign the Request for Laboratory Analysis Form and forward the same to the Chief, Geosciences		15 Minutes	<i>Chief, Geological Laboratory Services Section</i>



	Division for approval			
	4.4. Prepare the Assessment Form and Order of Payment for laboratory analysis for signature by the Chief, Geosciences Division and the Accountant and processing by Cashier		30 Minutes	<i>Administrative Assistant</i> Geosciences Division
5. Pay the prescribed fees for laboratory analysis of samples	5.1. Process payment and issue Official Receipt	Total Fees to be paid depend on the amount/kind of samples, analyses and corresponding fees thereof as per DAO 2005-08	15 Minutes	<i>Cashier</i> Finance and Administrative Division
	5.2. Undertake laboratory analysis covering moisture content, complete grading, plastic limit and liquid limit		5 Days (done simultaneously with GSSR preparation)	<i>Laboratory Technician</i> Geosciences Division
	5.3. Prepare the results of analysis for review and signature by the Chief, Geological Laboratory Services Section		1 Day (done simultaneously with GSSR preparation)	<i>Laboratory Technician</i> Geosciences Division
	5.4. Manually draft the site development plan with superimposed topographic map, field observations and spatial data recommendations and submit the same to the Geologist		1 Day (done simultaneously with GSSR preparation)	<i>Cartographer</i> Geosciences Division



	5.5. 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		12 Days	<i>Geologist of the Geohazard and Engineering Geology Section</i>
	5.6. Edit draft GSSR and transmittal letter and returns same to the geologist for re-drafting		2 Days	<i>Chief, Geohazard and Engineering Geology Section</i>
	5.7. Re-draft GSSR and submit same to the Chief, Geosciences Division for final editing		1 Day	<i>Geologist of the Geohazard and Engineering Geology Section</i>
	5.8. Edit re-drafted GSSR		1 Day	<i>Chief, Geosciences Division</i>
	5.9. Prepare final draft GSSR		4 Hours	<i>Geologist of the Geohazard and Engineering Geology Section</i>
	5.10. Record final draft GSSR and transmittal letter and forward to the ORD		10 Minutes	<i>Administrative Assistant Geosciences Division</i>
	5.11. Comment on the final draft GSSR and transmittal letter for final printing		15 Minutes	<i>Regional Director Office of the Regional Director</i>
	5.12. Print in 4 copies the final GSSR and forward to Chief, Geosciences		4 Hours	<i>Geologist of the Geohazard and Engineering Geology Section</i>



	Division for signature			
	5.13. Record, file and forward Customer copy to the ORD		15 Minutes	<i>Administrative Assistant Geosciences Division</i>
6. Project proponent customer obtains 2 copies of the GSSR	Sign transmittal letter and releases to the Records Officer		10 Minutes	<i>Regional Director Office of the Regional Director</i>
TOTAL:			19 Days, 6 Hours, 20 Minutes	



3. AREA CLEARANCE FOR SMALL SCALE MINING PERMIT/QUARRY PERMIT

Area clearance is a document issued by the Mines and Geosciences Bureau Regional Offices indicating that the area(s) covered or applied for by Small Scale Mining Permit (SSMP)/Quarry Permit (QP) applicant are free and open for the grant of a mining application. The issuance of the said clearance is provided under Section 75 of Department Administrative Order (DAO) No. 2010-21.

Office or Division:	Mine Management Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All SSMP/QP applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Endorsement from concerned PENRO/LGU		PENRO/LGU (regionwide)		
Three (3) copies of the sketch plan of the area applied for SSSMP/QP				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File request for area clearance	1. Accept request for area clearance together with 3 copies of sketch map/survey plan and forward documents to ORD		5 Minutes	<i>Clerk</i> Office of the Regional Director
	2. RD indorse request to Chief, MMD for area clearance		5 Minutes	<i>Regional Director (RD)</i> Office of the Regional Director
	3. Chief, MMD indorses documents to Chief, MLSS for plotting in the control map		5 Minutes	<i>Chief, MMD</i>
	4. MLSS receives the request for area status and clearance		5 Minutes	<i>Clerk, MLSS</i>
	5. Chief, MLSS acts initially to the request for area		10 Minutes	<i>Engineer IV</i>



	status and clearance			
	6. Chief, MLSS forwards the request to concerned personnel for computation of technical description		30 Minutes	<i>Engineer III/SRS II</i>
	7. Plots the requested area in the MAPINFO Program		5 Hours	<i>Engineer III/SRS II</i>
	8. Project the requested area in the control maps of MPSA/EP Contracts and Permits and Mining Applications, Reservation Areas, Small Scale Mining Permits/Quarry Permits and Applications and No Go Zone Map		8 Hours	<i>Engineer III/SRS II</i>
	9. Conduct research to determine the status of the conflicting areas, if subject area overlaps with other mining rights and applications		8 Hours	<i>Engineer IV /Engineer III</i>
	10. Prepare draft of the Area Status and Clearance		1 Hour	<i>Engineer IV /Engineer III</i>
	11. Review the draft of area status/clearance, then forward to the		30 Minutes	<i>Engineer IV /Engineer III</i>



	Chief, MMD for comments			
	12. Chief, MMD reviews finally and put comments, if any		30 Minutes	<i>Chief, MMD</i>
	13. Return to MLSS for finalization of the draft of the area status and clearance		10 Minutes	<i>Clerk, MMD</i>
	14. Finalize the Area Status and Clearance and OIC-MLSS affix initial		10 Minutes	<i>Engineer IV</i>
	15. Forward to Chief, MMD for initial		10 Minutes	<i>Clerk, MLSS</i>
	16. Forward to ORD for signature		15 Minutes	<i>Chief, MMD</i>
Receive area status clearance	17. Release area status clearance		10 Minutes	<i>Clerk, Office of the Regional Director</i>
TOTAL:			3 Days, 55 Minutes	



4. PROCESSING OF ORE TRANSPORT PERMIT APPLICATION

The transport of all minerals/mineral products and by-products, including gold bullions, by Permit Holders, Contractors, accredited traders, retailers, processors and other mining rights holders must be accompanied by an Ore Transport Permit (MGB Form No. 12-1) issued by the Regional Director or his/her duly authorized representative.

Office or Division:	Mine Management Division			
Classification:	Complex			
Type of Transaction:	G2B – Government to Business Entity			
Who may avail:	Permit Holders, Contractors, Accredited Traders, Retailers, Processors, and other Mining Rights Holders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Intent		Permit Holders, Contractors, and Accredited Traders, Retailers, Processors.		
Filled out Delivery Receipts for non-metallic Permit Holders and Contractors		Contractor/Permit Holders		
Proof of Payment of Excise Tax		BIR		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to concerned MGB RO	1.1 Receive, record and forward the application to the Office of the Regional Director		5 Minutes	<i>Records Officer</i> Finance and Administrative Division
	1.2 Receive and record application and forward to the Regional Director		15 Minutes	<i>Division Records Officer</i> Office of the Regional Director
	1.3 Receive and endorse application to the Chief, Mine Management Division		15 Minutes	<i>Regional Director</i> Office of the Regional Director
	1.4 Receive and record application to Incoming Logbook and forward to Chief Mine Management Division		10 Minutes	<i>Division Records Officer</i> Mine Management Division
	1.5 Endorse application to Chief MTSS		5 Minutes	<i>Chief Mine Management Division</i>



	<p>1.6 Check and evaluate submitted documents</p> <p>1.6.1 If complete, instruct to prepare Order of Payment for the payment of Field Verification and Application fees.</p> <p>1.6.2 In incomplete, prepare letter of denial of the application.</p>		<p>30 Minutes</p> <p>30 Minutes</p>	<p><i>Section Chief</i> Monitoring and Technical Services Section</p>
<p>2. Pay required fees at the Cashier</p>	<p>2.1 Accept the Order of Payments prepared</p> <p>2.2 Issue Official Receipts</p>	<p>Field Verification Fee: PHP 6,000.00</p> <p>Application Fee: PHP 1,000.00 – Non-metallic PHP 2,000.00 – metallic</p>	<p>15 Minutes</p>	<p><i>Administrative Officer III (Cashier)</i> Finance and Administrative Division</p>
<p>3. Present Official Receipts to Mine Management Division</p>	<p>3.1 Assign technical personnel to conduct field verification.</p>		<p>15 Minutes</p>	<p><i>Section Chief</i> Monitoring and Technical Services Section</p>
<p>4. Assist in the conduct of field inspection/verification</p>	<p>4.1 Inspect/verify applied minerals/mineral products and by-</p> <p>4.2 Prepare report/memorandum of the result of inspection/verification conducted</p>		<p>3 Days</p>	<p><i>Engineer II/Engineer III</i> Mine Management Division</p>



	recommending to the Regional Director for the issuance of OTP 4.3 Prepare OTP (MGB Form No. 12-1			
	4.4 Review and countersign in the prepared Report and OTP		30 Minutes	<i>Section Chief Monitoring and Technical Services Section and/or Chief Mine Management Division</i>
	4.5 Approve the prepared OTP and endorse to the Records Officer for release		15 Minutes	<i>Regional Director Office of the Regional Director</i>
5. Receive the approved OTP	5.1 Release the approved OTP		10 Minutes	<i>Records Officer Finance and Administrative Division</i>
TOTAL:		Field Verification Fee: PHP 6,000.00 Application Fee: PHP 1,000.00 – Non-metallic PHP 2,000.00 – metallic	3 Days, 3 Hours, 25 Minutes	



5. ISSUANCE OF PERMIT TO INSTALL MECHANICAL EQUIPMENT

Contractors or permit holders of mining or quarrying operations shall apply for the Permit to Install Mechanical Equipment before installation of such equipment. The Office shall issue the said permit after the plans have been cleared and certified to conformed with the rules and regulations of the Mechanical Engineering Law with respect to mechanical installations (Section 151 of DENR Administrative Order No. 2010-21).

Office or Division:	Mine Safety, Environment and Social Development Division			
Classification:	Complex			
Type of Transaction:	G2B - Government to Business Entity G2C - Government to Citizen			
Who may avail:	Contractor or permit holders of mining or quarrying operations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly Accomplished Application for Mechanical Equipment Installation/MGB Form No. 15-10 (1 copy) 2. Location Plan (1 copy) 3. General Layout Plan (1 copy) 4. Plan elevation (longitudinal & traverse) (1 copy) 5. Piping Plan in isometric drawing and detailed plans of foundation and support (1 copy) 6. Detailed construction and working plans of boilers and pressure vessels if applying for installation of boilers and pressure vessels (1 copy) 7. Complete machinery list in tabulated form (1 copy) 8. Flow sheet of processing, manufacturing or assembly (1 copy)		Mechanical Engineer/ Client Records		
Signature and seal of Professional Mechanical Engineer in all plans		Professional Mechanical Engineer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.2 Submit the required documents the concerned MGB RO	1.1 Receive and record application and forwards documents to the Office of the Regional Director (ORD)		5 Minutes	<i>Records Officer</i> Finance and Administrative Division
	1.2 Receive and record application		15 Minutes	<i>Division Records Officer</i>



	and forward to Regional Director			Office of the Regional Director
	1.3 Receive and endorse application to the Chief, Mine Safety, Environment and Social Development Division (MSESDD)		15 Minutes	<i>Regional Director</i> Office of the Regional Director
	1.4 Receive and record application to Incoming Logbook and forward to Chief MSESDD		15 Minutes	<i>Division Records Officer</i> Mine Safety, Environment and Social Development Division
	1.5 Forward application to Chief, Mine Safety and Health Section (MSHS).		5 Minutes	<i>Chief</i> Mine Safety, Environment and Social Development Division
	1.6 Forward application to MSHS personnel		5 Minutes	<i>Chief</i> Mine Safety and Health Section
2.1 If submitted documents is complete, secure Assessment Sheet and Order of Payment 2.2 If submitted documents is not complete, receive the Notice of Deficiency. Go back to Step 1.	2.1 Check and evaluate the submitted required documents 2.1.1 If complete, prepare an assessment sheet and order of payment for application fee 2.1.2 If not complete, a notice of deficiency shall be sent to the client		2 Days	<i>Senior Science Research Specialist</i> Mine Safety and Health Section



3. Pay the required fee at the Cashier by showing the order of payment.	3.1 Accept the payment based on the order of payment 3.2 Issue the Official Receipt	Processing Fee: PHP 500.00 per plan	5 Minutes	<i>Administrative Officer III (Cashier)</i> Finance and Administrative Division
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	<i>Division Records Officer</i> Mine Safety, Environment and Social Development Division
	4.3 Prepare memorandum report, transmittal letter and permit		1 Day	<i>Senior Science Research Specialist</i> Mine Safety and Health Section
	4.4 Review and countersign the memorandum report, transmittal letter and permit		6 Hours	<i>Chief</i> Mine Safety and Health Section and/or <i>Chief</i> Mine Safety, Environment and Social Development Division
	4.5 Record to Outgoing Logbook the memorandum report, transmittal letter and permit and forward to the ORD		15 Minutes	<i>Division Records Officer</i> Mine Safety, Environment and Social Development Division
	4.6 Approve the memorandum report, transmittal letter and permit		10 Minutes	<i>Regional Director</i> Office of the Regional Director
	4.7 Record and forward the transmittal letter and permit to Records Officer for releasing		30 Minutes	<i>Division Records Officer</i> Office of the Regional Director



5. Receive the transmittal letter and permit	5.1 Record and release the transmittal letter and permit		5 Minutes	<i>Records Officer Finance and Administrative Division</i>
TOTAL:		PHP 500.00	4 Days, 5 Minutes	



6. ISSUANCE OF PERMIT TO INSTALL ELECTRICAL EQUIPMENT

Contractors or permit holders of mining or quarrying operations shall apply for the Permit to Install Electrical Equipment before installation of such equipment. The Office shall issue the said permit after the plans have been cleared and certified to conformed with the rules and regulations of the Electrical Engineering Law with respect to electrical installations (Section 151 of DENR Administrative Order No. 2010-21).

Office or Division:	Mine Safety, Environment and Social Development Division			
Classification:	Complex			
Type of Transaction:	G2B - Government to Business Entity G2C - Government to Citizen			
Who may avail:	Contractor or permit holders of mining or quarrying operations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Application for Electrical Wiring Installation/ MGB Form No. 15-9 (1 copy) 2. Location Plan (1 copy) 3. Power Layout (1 copy) 4. Electrical Plans (1 copy) <ul style="list-style-type: none"> a. Layout and schematic diagram for lightings and convenient outlet b. Schematic diagram for feeder and sub-feeder c. Schematic for wiring diagram for lad center 5. Computational design analysis (1 copy) 6. Schedule for load in tabulated form (1 copy)		Electrical Engineer/ Client Records		
Signature and seal of Professional Electrical Engineer		Professional Electrical Engineer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to concerned MGB RO	1.1 Receive and record application and forwards documents to the Office of the Regional Director (ORD)		5 Minutes	<i>Records Officer</i> Finance and Administrative Division
	1.2 Receive and record application and forward to Regional Director		15 Minutes	<i>Division Records Officer</i> Office of the Regional Director
	1.3 Receive and endorse application to the Chief, Mine Safety, Environment and Social		15 Minutes	<i>Regional Director</i> Office of the Regional Director



	Development Division (MSESDD)			
	1.4 Receive and record application to Incoming Logbook and forward to Chief MSESDD		15 Minutes	<i>Division Records Officer</i> Mine Safety, Environment and Social Development Division
	1.5 Forward application to Chief, Mine Safety and Health Section (MSHS).		5 Minutes	<i>Chief</i> Mine Safety, Environment and Social Development Division
	1.6 Forward application to MSHS personnel		5 Minutes	<i>Chief</i> Mine Safety and Health Section
2.1 If submitted documents is complete, secure Assessment Sheet and Order of Payment 2.2 If submitted documents is not complete, receive the Notice of Deficiency. Go back to Step 1.	2.1 Check and evaluate the submitted required documents 2.1.1 If complete, prepare an assessment sheet and order of payment for application fee 2.1.2 If not complete, a notice of deficiency shall be sent to the client	None	2 Days	<i>Senior Science Research Specialist</i> Mine Safety and Health Section
3. Pay the required fee at the Cashier by showing the order of payment.	3.1 Accept the payment based on the order of payment 3.2 Issue the Official Receipt	Processing Fee: PHP 500.00 per plan	5 Minutes	<i>Administrative Officer III (Cashier)</i> Finance and Administrative Division
4. Return to MSESDD and present the Official Receipt for	4.1 Check the Official Receipt	None	5 Minutes	<i>Division Records Officer</i>



confirmation of payment	and photocopy for record			Mine Safety, Environment and Social Development Division
	4.2 Return Official Receipt to client			
	4.3 Prepare memorandum report, transmittal letter and permit	None	1 Day	<i>Senior Science Research Specialist</i> Mine Safety and Health Section
	4.4 Review and countersign the memorandum report, transmittal letter and permit	None	6 Hours	<i>Chief</i> Mine Safety and Health Section and/or <i>Chief</i> Mine Safety, Environment and Social Development Division
	4.5 Record to Outgoing Logbook the memorandum report, transmittal letter and permit and forward to the ORD	None	15 Minutes	<i>Division Records Officer</i> Mine Safety, Environment and Social Development Division
	4.6 Approve the memorandum report, transmittal letter and permit	None	10 Minutes	<i>Regional Director</i> Office of the Regional Director
	4.7 Record and forward the transmittal letter and permit to Records Officer for releasing	None	30 Minutes	<i>Division Records Officer</i> Office of the Regional Director
5. Receive the transmittal letter and permit	5.1 Record and release the transmittal letter and permit	None	5 Minutes	<i>Records Officer</i> Finance and Administrative Division
TOTAL:		PHP 500.00	4 Days, 10 Minutes	



7. ISSUANCE OF TEMPORARY/PERMANENT SAFETY ENGINEER/SAFETY INSPECTOR'S PERMIT

All Safety Engineers and Safety Inspectors of mining or quarrying operations shall be duly registered with the Regional Office and corresponding permit shall be issued for this purpose (Section 146 of DENR Administrative Order No. 2010-21).

Office or Division:	Mine Safety, Environment and Social Development Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Safety engineers and safety inspectors of mining or quarrying operations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly filled accomplished form /MGB Form No. 15-3A (3 copies)		Safety engineer/ safety inspector applicant		
Certified photocopy of college diploma or high school diploma, or pertinent credentials, as the case may be (3 copies)		College or high school of applicant		
Certificate of employment (present and previous) signed under oath (3 copies)		Present and previous employers of applicant		
Latest photograph, 2" x 2" (3 copies)		Photo printing services		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the concerned MGB RO	1.1 Receive and record application and forwards documents to the Office of the Regional Director (ORD)		5 Minutes	<i>Records Officer</i> Finance and Administrative Division
	1.2 Receive and record application and forward to Regional Director		15 Minutes	<i>Division Records Officer</i> Office of the Regional Director
	1.3 Receive and endorse application to the Chief, Mine Safety, Environment and Social Development Division (MSESDD)		15 Minutes	<i>Regional Director</i> Office of the Regional Director
	1.4 Receive and record application to Incoming		15 Minutes	<i>Division Records Officer</i>



	Logbook and forward to Chief MSESDD			Mine Safety, Environment and Social Development Division
	1.5 Forward application to Chief, Mine Safety and Health Section (MSHS).		5 Minutes	<i>Chief</i> Mine Safety, Environment and Social Development Division
	1.6 Forward application to MSHS personnel		5 Minutes	<i>Chief</i> Mine Safety and Health Section
2.1 If submitted documents is complete, secure Assessment Sheet and Order of Payment 2.2 If submitted documents is not complete, receive the Notice of Deficiency. Go back to Step 1.	2.1. Check if submitted required documents is complete 2.1.1 If complete, check and determine the kind of permit being applied for if it and accomplish an evaluation sheet then proceed to the next step 2.1.2 If not complete, a notice of deficiency shall be sent to the client		1 Day	<i>Senior Science Research Specialist</i> Mine Safety and Health Section
	2.2. Prepare assessment sheet and order of payment for application fee		10 Minutes	<i>Senior Science Research Specialist</i> Mine Safety and Health Section
3. Pay the required fee at the Cashier by showing the order of payment.	3.1 Accept the payment based on the order of payment 3.2 Issue the Official Receipt	Processing Fees: Temporary Safety Inspector:	5 Minutes	<i>Administrative Officer III (Cashier)</i> Finance and Administrative Division



		PHP 1,000.00 Permanent Safety Inspector: PHP 1,500.00 Temporary Safety Engineer: PHP 1,000.00 Permanent Safety Inspector: PHP 1,500.00		
4. Return to MSESDD and present the Official Receipt for confirmation of payment	4.1 Check the Official Receipt and photocopy for record		5 Minutes	<i>Division Records Officer</i> Mine Safety, Environment and Social Development Division
	4.2 Return Official Receipt to client			
	4.3 Prepare necessary permit		1 Hour	<i>Senior Science Research Specialist</i> Mine Safety and Health Section
	4.4 Review and countersign the permit		30 Minutes	<i>Chief</i> Mine Safety and Health Section and/or <i>Chief</i> Mine Safety, Environment and Social Development Division
	4.5 Record to Outgoing Logbook the permit and		15 Minutes	<i>Division Records Officer</i> Mine Safety, Environment and



	forward to the ORD			Social Development Division
	4.6 Approve the permit		10 Minutes	<i>Regional Director</i> Office of the Regional Director
	4.7 Record and forward the permit to Records Officer for releasing		15 Minutes	<i>Division Records Officer</i> Office of the Regional Director
5. Receive the permit	5.1 Record and release the permit		5 Minutes	<i>Records Officer</i> Finance and Administrative Division
TOTAL:		Processing Fees: Temporary Safety Inspector: PHP 1,000.00 Permanent Safety Inspector: PHP 1,500.00 Temporary Safety Engineer: PHP 1,000.00 Permanent Safety Inspector: PHP 1,500.00	1 Day, 3 Hours, 35 Minutes	



8. PROCESSING OF ENDORSEMENT OF APPLICATION FOR PURCHASER'S LICENSE

A Contractor/Permittee/Lessee/Permit Holder/Service Contractor shall have the right to possess and use explosives such as Purchaser's License within its contract/ permit/lease area as may be necessary for its mining or quarrying operations upon approval of an application by the Philippine National Police through the recommendation by the Regional Office concerned. The applicant shall bear all expenses in the field verification and the cost of transportation of the field investigators from their Official Station to the mine/quarry site and return. (Section 156-158 of DENR Administrative Order No. 2010-21).

Office or Division:	Mine Safety, Environment and Social Development Division			
Classification:	Complex			
Type of Transaction:	G2B - Government to Business Entity G2C - Government to Citizen			
Who may avail:	Contractor/Permittee/Lessee/Permit Holder/Service Contractor of mining or quarrying operations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application letter (4 copies) 2. Copy of Mining Permit of the Area (4 copies) 3. Operating Agreement if the applicant is other than the permittee (4 copies) 4. Plan of the explosive magazines (4 copies) 5. Location map of the explosive magazine(s) (4 copies)		Client Records		
1. PNP Form No. 6 (4 copies) 2. PNP Provincial Commander Endorsement (4 copies)		PNP		
Clearances (4 copies)		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 copies)		Licensed Mining Engineer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the concerned MGB RO	1.1 Receive and record application and forwards documents to the Office of the Regional Director (ORD)	None	5 Minutes	<i>Records Officer</i> Finance and Administrative Division



	1.2 Receive and record application and forward to Regional Director		15 Minutes	<i>Division Records Officer</i> Office of the Regional Director
	1.3 Receive and endorse application to the Chief, Mine Safety, Environment and Social Development Division (MSESDD)		15 Minutes	<i>Regional Director</i> Office of the Regional Director
	1.4 Receive and record application to Incoming Logbook and forward to Chief MSESDD		15 Minutes	<i>Division Records Officer</i> Mine Safety, Environment and Social Development Division
	1.5 Forward application to Chief, Mine Safety and Health Section (MSHS).		5 Minutes	<i>Chief</i> Mine Safety, Environment and Social Development Division
	1.6 Forward application to MSHS personnel		5 Minutes	<i>Chief</i> Mine Safety and Health Section
2.1 If submitted documents is complete, secure Assessment Sheet and Order of Payment 2.2 If submitted documents is not complete, receive the Notice of Deficiency. Go back to Step 1.	2.1 Check and evaluate the submitted required documents 2.1.1 If complete, prepare an assessment sheet and order of payment for application fee 2.1.2 If not complete, a notice of deficiency shall be sent to the client		1 Day	<i>Senior Science Research Specialist</i> Mine Safety and Health Section



<p>3. Pay the required fee at the Cashier by showing the order of payment.</p>	<p>3.1 Accept the payment based on the order of payment</p> <p>3.2 Issue the Official Receipt</p>	<p>Application Fee: PHP 1,000.00</p> <p>Verification fee: PHP 2,000.00 /man/day with a minimum amount of PHP 6,000.00</p>	<p>5 Minutes</p>	<p><i>Administrative Officer III (Cashier)</i> Finance and Administrative Division</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</p> <p>4.2 Return Official Receipt to client</p>		<p>5 Minutes</p>	<p><i>Division Records Officer</i> Mine Safety, Environment and Social Development Division</p>
	<p>4.3 Prepare Travel Order(s) for the verification/inspection of explosive magazine</p>		<p>10 Minutes</p>	<p><i>Senior Science Research Specialist</i> Mine Safety and Health Section</p>
	<p>4.4 Conduct explosive magazine verification/inspection</p>		<p>3 Days</p>	<p><i>Senior Science Research Specialist(s)</i> Mine Safety and Health Section</p>
	<p>4.5 Prepare memorandum report and endorsement letter with attached required documents</p>		<p>1 Day</p>	<p><i>Senior Science Research Specialist(s)</i> Mine Safety and Health Section</p>
	<p>4.6 Review and countersign the memorandum report and endorsement letter with attached required documents</p>		<p>7 Hours</p>	<p><i>Chief</i> Mine Safety and Health Section and/ or <i>Chief</i> Mine Safety, Environment and Social</p>



				Development Division
	4.7 Record to Outgoing Logbook the memorandum report and endorsement letter with attached required documents and forward to the ORD		15 Minutes	<i>Division Records Officer</i> Mine Safety, Environment and Social Development Division
	4.8 Approve the memorandum report and endorsement letter with attached required documents		10 Minutes	<i>Regional Director</i> Office of the Regional Director
	4.9 Record and forward the endorsement letter with attached required documents to Records Officer for releasing		15 Minutes	<i>Division Records Officer</i> Office of the Regional Director
5. Receive endorsement letter with attached required documents	5.1 Record and release the endorsement letter with attached required documents		5 Minutes	<i>Records Officer</i> 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	6 Days, 1 Hour	



9. PROCESSING OF ENDORSEMENT OF LICENSE TO PURCHASE AND MOVE EXPLOSIVES

A Contractor/Permittee/Lessee/Permit Holder/Service Contractor shall have the right to possess and use explosives such as License to Purchase and within its contract/ permit/lease area as may be necessary for its mining or quarrying operations upon approval of an application by the Philippine National Police through the recommendation by the Regional Office concerned. (Section 156-157 of DENR Administrative Order No. 2010-21).

Office or Division:	Mine Safety, Environment and Social Development Division			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business Entity G2C - Government to Citizen			
Who may avail:	Contractor/Permittee/Lessee/Permit Holder/Service Contractor of mining or quarrying operations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application letter (4 copies) 2. Latest monthly explosive consumption report (4 copies) 3. Copy of Purchaser's License (4 copies) 4. Operating Agreement if the applicant is other than the Permit Holder/Permittee (4 copies)		Client Records		
1. PNP Form No. 6 (4 copies) 2. PNP Provincial Commander Endorsement (4 copies)		PNP		
Drilling and Blasting scheme prepared by a licensed mining engineer justifying the legitimate use of the explosives (4 copies)		Licensed Mining Engineer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the concerned MGB RO	1.1 Receive and record application and forwards documents to the Office of the Regional Director (ORD)		5 Minutes	<i>Records Officer</i> Finance and Administrative Division
	1.2 Receive and record application and forward to Regional Director		15 Minutes	<i>Division Records Officer</i> Office of the Regional Director
	1.3 Receive and endorse application to the		15 Minutes	<i>Regional Director</i> Office of the Regional Director



	Chief, Mine Safety, Environment and Social Development Division (MSESDD)			
	1.4 Receive and record application to Incoming Logbook and forward to Chief MSESDD		15 Minutes	<i>Division Records Officer</i> Mine Safety, Environment and Social Development Division
	1.5 Forward application to Chief, Mine Safety and Health Section (MSHS).		5 Minutes	<i>Chief</i> Mine Safety, Environment and Social Development Division
	1.6 Forward application to MSHS personnel		5 Minutes	<i>Chief</i> Mine Safety and Health Section
2.1 If submitted documents is complete, secure Assessment Sheet and Order of Payment 2.2 If submitted documents is not complete, receive the Notice of Deficiency. Go back to Step 1.	2.1 Check and evaluate the submitted required documents 2.1.1 If complete, prepare an assessment sheet and order of payment for application fee 2.1.2 If not complete, a notice of deficiency shall be sent to the client		1 Day	<i>Senior Science Research Specialist</i> Mine Safety and Health Section
3. Pay the required fee at the Cashier by showing the order of payment.	3.1 Accept the payment based on the order of payment 3.2 Issue the Official Receipt	Processing Fee: PHP 300.00	5 Minutes	<i>Administrative Officer III (Cashier)</i> Finance and Administrative Division



4. Return to MSESDD and present the Official Receipt for confirmation of payment	4.1 Check the Official Receipt and photocopy for record		5 Minutes	<i>Division Records Officer</i> Mine Safety, Environment and Social Development Division
	4.2 Return Official Receipt to client			
	4.3 Prepare an MSESDD Action Slip and endorsement letter with attached required documents		2 Hours	<i>Senior Science Research Specialist</i> Mine Safety and Health Section
	4.4 Attach MSESDD Action Slip as a required document to the endorsement letter			
	4.5 Review and countersign the endorsement letter with attached required documents		6 Hours	<i>Chief</i> Mine Safety and Health Section and/ or <i>Chief</i> Mine Safety, Environment and Social Development Division
	4.6 Record to Outgoing Logbook the endorsement letter with attached required documents and forward to the ORD		15 Minutes	<i>Division Records Officer</i> Mine Safety, Environment and Social Development Division
	4.7 Approve the endorsement letter with attached required documents		10 Minutes	<i>Regional Director</i> Office of the Regional Director
	4.8 Record and forward the endorsement letter		15 Minutes	<i>Division Records Officer</i>



	with attached required documents to Records Officer for releasing			Office of the Regional Director
5. Receive endorsement letter with attached required documents	5.1 Record and release the endorsement letter with attached required documents		5 Minutes	<i>Records Officer</i> Finance and Administrative Division
TOTAL:		PHP 300.00	2 Days, 1 Hour, 55 Minutes	



10. PROCESSING OF ENDORSEMENT OF APPLICATION FOR BLASTER'S FOREMAN LICENSE

A Contractor/Permittee/Lessee/Permit Holder/Service Contractor shall have the right to possess and use explosives such as Blaster's Foreman License within its contract/permit/lease area as may be necessary for its mining or quarrying operations upon approval of an application by the Philippine National Police through the recommendation by the Regional Office concerned. (Section 156-157 of DENR Administrative Order No. 2010-21)

A blaster shall be duly registered and currently licensed mining engineer; or a Professional Regulation Commission registered mine/quarry foreman. (Rule 641 of DENR Administrative Order No. 2000-98)

Office or Division:	Mine Safety, Environment and Social Development Division			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Contractor/Permittee/Lessee/Permit Holder/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 2. Personal History Statement filled out, signed and under oath		Client Records		
Copy of valid PRC License ID for licensed Mining Engineer or PRC-registered mine/quarry foreman		Professional Regulations Commission		
1. Copy of the Employer's Purchaser's License 2. Certification of Employment		Client's Employer		
Drug Test Report		Drug Testing Center		
1. PNP Form No. 6 2. PNP Provincial Commander Endorsement		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	1.1 Receive and record application and forward documents to the Office of the Regional Director (ORD)		5 Minutes	<i>Records Officer</i> Finance and Administrative Division



	1.2 Receive and record application and forward to Regional Director		15 Minutes	<i>Division Records Officer</i> Office of the Regional Director
	1.3 Receive and endorse application to the Chief, Mine Safety, Environment and Social Development Division (MSESDD)		15 Minutes	<i>Regional Director</i> Office of the Regional Director
	1.4 Receive and record application to Incoming Logbook and forward to Chief MSESDD		15 Minutes	<i>Division Records Officer</i> Mine Safety, Environment and Social Development Division
	1.5 Forward application to Chief, Mine Safety and Health Section (MSHS).		5 Minutes	<i>Chief</i> Mine Safety, Environment and Social Development Division
	1.6 Forward application to MSHS personnel		5 Minutes	<i>Chief</i> Mine Safety and Health Section
2.1 If submitted documents is complete, secure Assessment Sheet and Order of Payment 2.2 If submitted documents is not complete, receive the Notice of Deficiency. Go back to Step 1.	2.1 Check and evaluate the submitted required documents 2.1.1 If complete, prepare an assessment sheet and order of payment for application fee 2.1.2 If not complete, a notice of deficiency shall be sent to the client		1 Day	<i>Senior Science Research Specialist</i> Mine Safety and Health Section



3. Pay the required fee at the Cashier by showing the order of payment.	3.1 Accept the payment based on the order of payment 3.2 Issue the Official Receipt	Application Fee: PHP 500.00	5 Minutes	<i>Administrative Officer III (Cashier)</i> Finance and Administrative Division
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	<i>Division Records Officer</i> Mine Safety, Environment and Social Development Division
5. Take Blaster's Foreman Examination	5.1 Conduct Blaster's Foreman Examination		2 Hours	<i>Senior Science Research Specialist</i> Mine Safety and Health Section
6.1 If passed, receive confirmation and proceed to next step 6.2 If failed, resubmit application after 3 months and go back to Step 1	6.2 Check the exam 6.2.1 If passed, inform the client and proceed to the next step 6.2.2 If failed, inform the client to retake after 3 months upon resubmission of application thru a letter		1 day	<i>Senior Science Research Specialist(s)</i> Mine Safety and Health Section
	6.3 Prepare checklist and letter of endorsement to PNP with attached required documents		1 Day	<i>Senior Science Research Specialist(s)</i> Mine Safety and Health Section
	6.4 Review and countersign the completed checklist and endorsement letter to PNP with		6 Hours	<i>Chief</i> Mine Safety and Health Section and/ or <i>Chief</i>



	attached required documents			Mine Safety, Environment and Social Development Division
	6.5 Record to Outgoing Logbook the completed checklist and endorsement letter to PNP with attached required documents		15 Minutes	<i>Division Records Officer</i> Mine Safety, Environment and Social Development Division
	6.6 Approve the letter of endorsement to PNP with attached required documents		10 Minutes	<i>Regional Director</i> Office of the Regional Director
	6.7 Record and forward the endorsement letter with attached required documents to Records Officer for releasing		15 Minutes	<i>Division Records Officer</i> Office of the Regional Director
7. Receive endorsement letter with attached required documents	7.1 Record and release the endorsement letter with attached required documents		5 Minutes	<i>Records Officer</i> Finance and Administrative Division
TOTAL:		PHP 500.00	3 Days, 7 Hours, 55 Minutes	



11. ISSUANCE OF PERMIT TO OPERATE ELECTRICAL/MECHANICAL EQUIPMENT

Another permit shall be issued during the operation of Electrical/ Mechanical Installations of Contractors or Permit Holders of the mining or quarry operations. If upon inspection by the engineers of the Office, the Electrical/Mechanical installation is found to be in accordance with the plans and specifications, a written permit good for a period of one (1) year shall be issued.

Application for renewal of Permit to Operate of an Electrical/Mechanical Equipment shall be filed by the Contractor or Permit Holder or his/her authorized representative with the Regional Office concerned at least thirty (30) calendar days before the expiration date of the Permit. (Section 150 of DENR Administrative Order No. 2010-21)

Office or Division:	Mine Safety, Environment and Social Development Division			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business Entity G2C - Government to Citizen			
Who may avail:	Contractor/ Permit Holder of mining or quarrying operations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application letter 2. Copy of the permit to install issued by MGB for new installation 3. As built plans		Client Records		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the concerned MGB RO	1.1 Receive and record application and forward documents to the Office of the Regional Director (ORD)		5 Minutes	<i>Records Officer</i> Finance and Administrative Division
	1.2 Receive and record application and forward to Regional Director		15 Minutes	<i>Division Records Officer</i> Office of the Regional Director
	1.3 Receive and endorse application to the Chief, Mine Safety, Environment and Social Development Division (MSESDD)		15 Minutes	<i>Regional Director</i> Office of the Regional Director



	1.4 Receive and record application to Incoming Logbook and forward to Chief MSESDD		15 Minutes	<i>Division Records Officer</i> Mine Safety, Environment and Social Development Division
	1.5 Forward application to Chief, Mine Safety and Health Section (MSHS).		5 Minutes	<i>Chief</i> Mine Safety, Environment and Social Development Division
	1.6 Forward application to MSHS personnel		5 Minutes	<i>Chief</i> Mine Safety and Health Section
2. Secure Assessment Sheet and Order of Payment	2.1 Prepare an assessment sheet and order of payment for application fee		10 Minutes	<i>Senior Science Research Specialist</i> Mine Safety and Health Section
3. Pay the required fee at the Cashier by showing the order of payment.	3.1 Accept the payment based on the order of payment 3.2 Issue the Official Receipt	Verification fee: PHP 2,000.00 /man/day with a minimum amount of PHP 6,000.00	5 Minutes	<i>Administrative Officer III (Cashier)</i> Finance and Administrative Division
4. Return to MSESDD and present the Official Receipt for confirmation of payment	4.1 Check the Official Receipt and photocopy for record		5 Minutes	<i>Division Records Officer</i> Mine Safety, Environment and Social Development Division
	4.2 Return Official Receipt to client			
	4.3 Prepare Travel Order(s) for the mechanical/ electrical inspection/ verification		10 Minutes	<i>Senior Science Research Specialist</i> Mine Safety and Health Section



	4.4 Conduct mechanical/ electrical inspection/ verification		7 Days	<i>Senior Science Research Specialist(s)</i> Mine Safety and Health Section
5.1 If no deficiency or violation, receive permit and transmittal letter 5.2.1 If there is a deficiency or violation, receive action letter and comply with requirements and/or findings. 5.2.2 Submit compliance to the requirements and/or findings.	5.1 Prepare memorandum report and endorsement letter with attached required documents 5.1.1 If no deficiency or violation, prepare memorandum report, permit and transmittal letter 5.1.2 If there is a deficiency or violation, prepare memorandum report and action letter recommending compliance to findings		2 Days	<i>Senior Science Research Specialist(s)</i> Mine Safety and Health Section
	5.2 Review and countersign the memorandum report, permit and transmittal letter		7 Hours	<i>Chief</i> Mine Safety and Health Section and/ or <i>Chief</i> Mine Safety, Environment and Social Development Division
	5.3 Record to Outgoing Logbook the memorandum report, permit and transmittal letter and forward to the ORD		15 Minutes	<i>Division Records Officer</i> Mine Safety, Environment and Social Development Division



	5.4 Approve the permit and transmittal letter		10 Minutes	<i>Regional Director Office of the Regional Director</i>
	5.5 Record and forward the permit and transmittal letter		15 Minutes	<i>Division Records Officer Office of the Regional Director</i>
	5.6 Record and release the permit and transmittal letter		5 Minutes	<i>Records Officer Finance and Administrative Division</i>
TOTAL:	Verification fee: PHP 2,000.00 /man/day with a minimum amount of PHP 6,000.00		10 Days, 1 Hour, 15 Minutes	



12. EVALUATION AND APPROVAL OF ANNUAL SAFETY AND HEALTH PROGRAM

A Contractor/Permittee/Lessee/Permit Holder of mining or quarrying operations shall submit a Safety and Health Program covering its area of operations within fifteen (15) working days before the start of every calendar year. (Section 144 of DENR Administrative Order No. 2010-21).

Office or Division:	Mine Safety, Environment and Social Development Division			
Classification:	Complex			
Type of Transaction:	G2B - Government to Business Entity G2C - Government to Citizen			
Who may avail:	Contractor/Permittee/Lessee/Permit Holder/Service Contractor of mining or quarrying operations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application letter (1 copy) 2. Annual Safety and Health Program (1 copy)		Client Records		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the concerned MGB RO.	1.1 Receive and record application and forward documents to the Office of the Regional Director (ORD).		5 Minutes	<i>Records Officer</i> Finance and Administrative Division
	1.2 Receive and record application and forward to Regional Director.		15 Minutes	<i>Division Records Officer</i> Office of the Regional Director
	1.3 Receive and endorse application to the Chief, Mine Safety, Environment and Social Development Division (MSESDD).		15 Minutes	<i>Regional Director</i> Office of the Regional Director
	1.4 Receive and record application to Incoming Logbook and forward to Chief MSESDD.		15 Minutes	<i>Division Records Officer</i> Mine Safety, Environment and Social



				Development Division
	1.5 Forward application to Chief, Mine Safety and Health Section (MSHS).		5 Minutes	<i>Chief</i> Mine Safety, Environment and Social Development Division
	1.6 Forward application to MSHS personnel.		5 Minutes	<i>Chief</i> Mine Safety and Health Section
2.1 If the program conforms to the standards as provided in DAO 2010-21 and DAO 2000-98, proceed to the next step. 2.2 If the program requires revisions or additional information, receive notice of deficiency and submit compliance to the recommendations.	2.1 Evaluate the submitted program as to its form, substance and completeness. Prepare memorandum report and checklist. 2.1.1 If the program conforms to the standards as provided in DAO 2010-21 and DAO 2000-98, recommend for approval. 2.1.2 If the program requires revisions or additional information, prepare notice of deficiency.		3 Days	<i>Senior Science Research Specialist</i> Mine Safety and Health Section
	2.2 Prepare Certificate of Approval of the program and transmittal letter.			
	2.3 Review and countersign the memorandum		6 Hours	<i>Chief</i> Mine Safety and Health Section



	report, Certificate of Approval of the program and transmittal letter.			and/ or <i>Chief</i> Mine Safety, Environment and Social Development Division
	2.3 Record to Outgoing Logbook the memorandum report, Certificate of Approval of the program and transmittal letter.		15 Minutes	<i>Division Records Officer</i> Mine Safety, Environment and Social Development Division
	2.4 Approve the Certificate of Approval and transmittal letter.		10 Minutes	<i>Regional Director</i> Office of the Regional Director
3. Sign the Certificate of Approval to agree to the terms and conditions.	3.1 Contact the Client that the program is approved and due for signing of the Certificate of Approval to agree to its terms and conditions.		5 Minutes	<i>Division Records Officer</i> Mine Safety, Environment and Social Development Division
	3.2 Record and forward the Certificate of Approval and transmittal letter to Records Officer for releasing.		15 Minutes	<i>Division Records Officer</i> Office of the Regional Director
4. Receive endorsement letter with attached required documents.	4.1 Record and release the Certificate of Approval and transmittal letter.		5 Minutes	<i>Records Officer</i> Finance and Administrative Division
TOTAL:			3 Days, 7 Hours, 50 Minutes	



13. ISSUANCE OF CERTIFICATE OF ENVIRONMENTAL MANAGEMENT AND COMMUNITY RELATIONS RECORD (CEMCRR)

A CEMCRR is one of the requirements in the approval of 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).

Office or Division:	Mine Safety, Environment and Social Development Division/ Mine Management Division			
Classification:	Complex			
Type of Transaction:	G2B – Government to Business Entity G2C - Government to Citizen			
Who may avail:	Contractor or permit holders/applicants of mining operations who have ventured to any resource extractive industry such as mining or quarrying.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application form of CEMCRR (8 copies)		Client Records		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the concerned MGB RO.	1.1 Receive and record application and forwards documents to the Office of the Regional Director (ORD).		5 Minutes	<i>Records Officer</i> Finance and Administrative Division
	1.2 Receive and record application and forward to the Regional Director.		15 Minutes	<i>Division Records Officer</i> Office of the Regional Director
	1.3 Receive and endorse application to the Mine Management Division (MMD).		15 Minutes	<i>Regional Director</i> Office of the Regional Director
	1.4 Receive and record application and forward to Chief, MMD.		15 Minutes	<i>Division Records Officer</i> Mine Management Division
	1.5 Receive and forward application to the Chief, Mining Tenement		5 Minutes	<i>Chief</i> Mine Management Division



	Evaluation Section.			
	1.6 Forward application to the Mining Claims Examiner II/ Mining Claims Examiner III.	None	15 Minutes	<i>Chief Mining Tenement Evaluation Section</i>
	1.7 Check the submitted required documents. Prepare an assessment sheet and order of payment for application fee.	None	1 Hour	<i>Mining Claims Examiner II/ Mining Claims Examiner III Mining Tenement Evaluation Section</i>
2. Pay the required fee at the Cashier by showing the order of payment.	2.1 Accept the payment based on the order of payment. 2.2 Issue the Official Receipt.	Application Fee: PHP 5,000.00 per application PD 1856 Fee: PHP 20.00	5 Minutes	<i>Administrative Officer III (Cashier) Finance and Administrative Division</i>
3. Return to MMD and present the Official Receipt for confirmation of payment.	3.1 Check the Official Receipt for record. 3.2 Return Official Receipt to client.		5 Minutes	<i>Mining Claims Examiner II/ Mining Claims Examiner III Chief, Mining Tenement Evaluation Section</i>
	3.3 Forward application to Mine Safety, Environment and Social Development Division (MSESDD).		15 Minutes	<i>Chief Mine Management Division</i>
	3.4 Receive and record application to Incoming Logbook and		15 Minutes	<i>Division Records Officer Mine Safety, Environment and Social</i>



	forward to Chief MSESDD.			Development Division
	3.5 Forward application to Chief, MEMS.		5 Minutes	<i>Chief</i> Mine Safety, Environment and Social Development Division
	3.6 Forward application to MEMS personnel.		5 Minutes	<i>Chief</i> Mine Environmental Management Section
	3.7 Prepare Travel Order(s) for CEMCRR validation/survey.		10 Minutes	<i>Senior Environmental Management Specialist/ Science Research Specialist II</i> Mine Environmental Management Section
	3.8 Prepare letter to EMB RO requesting assistance for CEMCRR validation/ survey		1 Day	<i>Senior Environmental Management Specialist/ Science Research Specialist II</i> Mine Environmental Management Section
	3.9 Conduct CEMCRR validation and survey together with EMB RO personnel		3 Days	<i>Senior Environmental Management Specialist/ Science Research Specialist II</i> Mine Environmental Management Section



	<p>3.10 Prepare necessary documents with attached required documents.</p> <p>3.10.1 If result of report is below satisfactory rating or requirement, prepare a notice letter for not issuing CEMCRR based on findings of report.</p> <p>3.10.2 If result of report passes satisfactory rating or requirement, the CEMCRR and transmittal letter is prepared.</p>		1 Day	<p><i>Senior Environmental Management Specialist/ Science Research Specialist II</i> Mine Environmental Management Section</p>
	<p>3.11 Review and countersign the prepared documents.</p>		6 Hours	<p><i>Chief Mine Environmental Management Section and/or Chief Mine Safety, Environment and Social Development Division</i></p>
	<p>3.12 Record to Outgoing Logbook the prepared documents.</p>		15 Minutes	<p><i>Division Records Officer</i> Mine Safety, Environment and Social Development Division</p>
	<p>3.13 Approve the prepared documents</p>		10 Minutes	<p><i>Regional Director</i> Office of the Regional Director</p>



	3.14 Return to MSESDD for proper endorsement to Mine Management Division.		15 Minutes	<i>Division Records Officer</i> Office of the Regional Director
	3.15 Record to Outgoing Logbook and forward documents to MMD.		15 Minutes	<i>Division Records Officer</i> Mine Safety, Environment and Social Development Division
	3.16 Receive and register the documents. Attach documents to the mining application for endorsement to MGB-CO.		30 Minutes	<i>Mining Claims Examiner II/ Mining Claims Examiner III Chief, Mining Tenement Evaluation Section</i>
4. Receive confirmation of the endorsement of documents	4.1 Inform the client that the CEMCRR and required documents were to be endorsed to MGB-CO.		5 Minutes	<i>Mining Claims Examiner II/ Mining Claims Examiner III Chief, Mining Tenement Evaluation Section</i>
	4.2 Record and forward the required documents to Records Officer for releasing.		15 Minutes	<i>Section Records Officer</i> Mining Tenement Evaluation Section
	4.3 Record and releases the necessary documents for submission to MGB-CO.		5 Minutes	<i>Records Officer</i> Finance and Administrative Division
TOTAL:		Application Fee: PHP 5,000.00 per application	6 Days, 3 hours	



	PD 1856 Fee: PHP 20.00		
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14. PROCESSING OF CERTIFICATE OF EXEMPTION IN LIEU OF CERTIFICATE OF ENVIRONMENTAL MANAGEMENT AND COMMUNITY RELATIONS RECORD (CEMCRR)

A CEMCRR is one of the requirements in the approval of 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.

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)

Office or Division:	Mine Safety, Environment and Social Development Division/ Mine Management Division			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business Entity G2C - Government to Citizen			
Who may avail:	Applicants of mining operations who have not ventured to any resource extractive industry such as mining or quarrying			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application form of CEMCRR (8 copies) 2. Affidavit of Non-Operation (8 copies)		Client Records		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the concerned MGB RO.	1.1 Receive and record application and forward documents to the Office of the Regional Director (ORD).		5 Minutes	<i>Records Officer</i> Finance and Administrative Division
	1.2 Receive and record application and forward to the Regional Director.		15 Minutes	<i>Division Records Officer</i> Office of the Regional Director
	1.3 Receive and endorse application to the Mine Management Division (MMD).		15 Minutes	<i>Regional Director</i> Office of the Regional Director
	1.4 Receive and record application and forward to Chief, MMD.		15 Minutes	<i>Division Records Officer</i>



				Mine Management Division
	1.5 Receive and forward application to the Chief, Mining Tenement Evaluation Section.		5 Minutes	Chief Mine Management Division
	1.6 Forward application to the Mining Claims Examiner II/ Mining Claims Examiner III.		15 Minutes	Chief Mining Tenement Evaluation Section
	1.7 Check the submitted required documents. Prepare an assessment sheet and order of payment for application fee.		1 Hour	Mining Claims Examiner II/ Mining Claims Examiner III Mining Tenement Evaluation Section
2. Pay the required fee at the Cashier by showing the order of payment.	2.1 Accept the payment based on the order of payment. 2.2 Issue the Official Receipt.	Application Fee: PHP 5,000.00 per application PD 1856 Fee: PHP 20.00	5 Minutes	Administrative Officer III (Cashier) Finance and Administrative Division
3. Return to MMD and present the Official Receipt for confirmation of payment.	3.1 Check the Official Receipt for record. 3.2 Return Official Receipt to client.		5 Minutes	Mining Claims Examiner II/ Mining Claims Examiner III Chief, Mining Tenement Evaluation Section
	3.3 Forward application to Mine Safety, Environment and Social Development		15 Minutes	Chief Mine Management Division



	Division MSESDD).			
	3.4 Receive and record application to Incoming Logbook and forward to Chief MSESDD.		15 Minutes	<i>Division Records Officer</i> Mine Safety, Environment and Social Development Division
	3.5 Forward application to Chief, MEMS.		5 Minutes	<i>Chief</i> Mine Safety, Environment and Social Development Division
	3.6 Forward application to MEMS personnel.		5 Minutes	<i>Chief</i> Mine Environmental Management Section
	3.10 Check for records of the applicant and prepare Certificate of Exemption		1 day	<i>Senior Environmental Management Specialist/ Science Research Specialist II</i> Mine Environmental Management Section
	3.11 Review and countersign the prepared documents.		6 Hours	<i>Chief</i> Mine Environmental Management Section and/or <i>Chief</i> Mine Safety, Environment and Social Development Division
	3.12 Record to Outgoing Logbook		15 Minutes	<i>Division Records Officer</i>



	the prepared documents.			Mine Safety, Environment and Social Development Division
	3.13 Approve the prepared documents		10 Minutes	<i>Regional Director</i> Office of the Regional Director
	3.14 Return to MSESDD for proper endorsement to Mine Management Division.		15 Minutes	<i>Division Records Officer</i> Office of the Regional Director
	3.15 Record to Outgoing Logbook and forward documents to MMD.		15 Minutes	<i>Division Records Officer</i> Mine Safety, Environment and Social Development Division
	3.16 Receive and register the documents. Attach documents to the mining application for endorsement to MGB-CO.		30 Minutes	<i>Mining Claims Examiner II/ Mining Claims Examiner III Chief, Mining Tenement Evaluation Section</i>
4. Receive confirmation of the endorsement of documents	4.1 Inform the client that the Certificate of Exemption and required documents were to be endorsed to MGB-CO.		5 Minutes	<i>Mining Claims Examiner II/ Mining Claims Examiner III Chief, Mining Tenement Evaluation Section</i>
	4.2 Record and forward the required documents to Records Officer for releasing.		15 Minutes	<i>Section Records Officer</i> Mining Tenement Evaluation Section
	4.3 Record and releases the necessary		5 Minutes	<i>Records Officer</i>



	documents for submission to MGB-CO.			Finance and Administrative Division
	TOTAL:	Processing Fee: PHP 5,000.00 per application PD 1856 Fee: PHP 20.00	2 Days, 2 Hours, 45 Minutes	



15. EVALUATION AND APPROVAL OF 5-YEAR/ ANNUAL SOCIAL DEVELOPMENT AND MANAGEMENT PROGRAM/ COMMUNITY DEVELOPMENT PROGRAM

All Contractors/Permit Holders shall prepare an Social Development and Management Program (SDMP), in consultation and in partnership with the host and neighboring communities. The SDMP shall be actively promoted and shall cover and include all P/P/As towards enhancing the development of the host and neighboring communities. To meet the changing needs and demands of the communities, the Contractor/Permit Holder/Lessee engaged in mining operations shall submit every five (5) years an SDMP to the Regional Office for approval.

Based on the approved SDMP and for effective implementation of the same, Annual SDMP (ASDMP) shall be submitted, at least thirty (30) days prior to the beginning of every calendar year, to the MGB Regional Office concerned, for approval and implementation the following year.

In the case of a holder of an Exploration Permit or a Mineral Agreement or Financial or Technical Assistance Agreement in the Exploration Stage, the Permittee/Contractor shall develop and implement a Community Development Program (CDP). The CDP shall be submitted to the MGB Regional Office concerned, for approval, within six (6) months upon registration of the approved Exploration Permit, Mineral Agreement or FTAA.

(Section 136-B of DENR Administrative Order No. 2010-21)

Office or Division:	Mine Safety, Environment and Social Development Division
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business Entity G2C - Government to Citizen
Who may avail:	SDMP: Contractor or permit holders/applicants of mining operations CDP: Holders of Exploration Permit or a Mineral Agreement or Financial or Technical Assistance Agreement in the Exploration Stage
CHECKLIST OF REQUIREMENTS	
1. Application Letter (1 copy) 2. 5-Year Social Development and Management Program (3 copies) /Annual Social Development and Management Program (3 copies) / Community Development Program (3 copies) 3. Electronic Copy of 5-Year Social Development and Management Program	WHERE TO SECURE Client Records



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the concerned MGB RO.	1.1 Receive and record application and forwards documents to the Office of the Regional Director (ORD).		5 Minutes	<i>Records Officer</i> Finance and Administrative Division
	1.2 Receive and record application and forward to Regional Director.		15 Minutes	<i>Division Records Officer</i> Office of the Regional Director
	1.3 Receive and endorse application to the Mine Safety, Environment and Social Development Division (MSESDD).		15 Minutes	<i>Regional Director</i> Office of the Regional Director
	1.4 Receive and record application to Incoming Logbook and forward to Chief MSESDD.		15 Minutes	<i>Division Records Officer</i> Mine Safety, Environment and Social Development Division
	1.5 Forward application to Chief, Social Development Section.		5 Minutes	<i>Chief</i> Mine Safety, Environment and Social Development Division
	1.6 Forward application to SDS personnel.		5 Minutes	<i>Chief</i> Social Development Section
	1.7 Evaluate the submitted program as to its form, substance and completeness.		3 Days	<i>Senior Science Research Specialist/ Community Affairs Officer II</i> Mine Environmental



	<p>1.7.1 If program require revisions/ additional information, prepare notice of deficiency</p> <p>1.7.2 If conforms to the form, substance and completeness, recommend for issuance of Certificate of Approval</p>			Management Section
	1.8 Prepare Certificate of Approval		30 Minutes	<i>Senior Science Research Specialist/ Community Affairs Officer II</i> Mine Environmental Management Section
	1.9 Review and countersign the prepared documents.		6 Hours	<i>Chief Social Development Section and/or Chief Mine Safety, Environment and Social Development Division</i>
	1.10 Record to Outgoing Logbook the prepared documents.		15 Minutes	<i>Division Records Officer</i> Mine Safety, Environment and Social Development Division
	1.11 Approve the certificate and transmittal letter		10 Minutes	<i>Regional Director</i> Office of the Regional Director



2. Sign the Certificate of Approval to agree to the terms and conditions.	2.1 Contact the Client that the program is approved and due for signing of the Certificate of Approval to agree to its terms and conditions.		5 Minutes	<i>Division Records Officer</i> Mine Safety, Environment and Social Development Division
3. Receive the certificate and transmittal letter	3.1 Record and forward the certificate and transmittal letter to Records Officer for releasing.		15 Minutes	<i>Division Records Officer</i> Office of the Regional Director
	3.2 Record and releases the certificate and transmittal letter.		5 Minutes	<i>Records Officer</i> Finance and Administrative Division
TOTAL:			4 days, 20 minutes	



Regional Offices

Internal Services



1. PLANNING OF REGIONAL OFFICE PHYSICAL TARGETS

Office or Division:	Office of the Regional Director
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	Regional Office (RO) Divisions
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Budget Proposal (Work and Financial Plan)	All Divisions
Proposed Travel Plan	
Proposed Training Plan	
Proposed Project Procurement Management Plan (PPMP)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1.1 Receives Proposed Work and Financial Plan including all attachments		20 minutes	ORD Staff
	1.2 Check and consolidate the WFP and all attachments 1.2.1 If without correction, proceeds to next step (2.1) 1.2.2. If with correction/s, endorse to RO Division for revision		1 day (paused time until all revisions are submitted)	Planning Officer, Budget Officer
2. RO Division revises their submissions and submits all requirements to ORD	2.1 Finalizes the consolidated Regional Office WFP and forwards to ORD for approval		2 days	Planning Officer, Budget Officer
	2.2 Reviews and approves consolidated WFP and attachments		1 hour	Regional Director



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2.1 If without comments from ORD, proceeds to next step (2.3) 2.2.2. If with comments from ORD, endorse to RO Division for revision and go back to step 2.1		(paused time until all revisions are submitted)	
	2.3 Submits the consolidated WFP including attachments to MGB Central Office		1 hour	Planning Officer, Records Officer
	TOTAL:		3 days, 2 hours and 20 minutes	



2. SUBMISSION OF MONTHLY PHYSICAL ACCOMPLISHMENT REPORT

Office or Division:	Office of the Regional Director
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	Regional Office (RO) Divisions
CHECKLIST OF REQUIREMENTS	
Monthly Accomplishment Reports	All Divisions
WHERE TO SECURE	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish and submit the Monthly Physical Accomplishment Report after the 25 th of the month	1.1 Receives Monthly Physical Accomplishment Report		20 minutes	ORD Staff
	1.2 Counterchecks all reported physical accomplishments and consolidate all reports 1.2.1 If without correction, proceeds to next step (2.1) 1.2.2. If with correction/s, endorse to RO Division for revision		1 day (paused time until all revisions are submitted)	Planning Officer
2. RO Division revises their submissions and submits to ORD	2.1 Finalizes the consolidated Accomplishment Report and forwards to ORD for approval		1 day	Planning Officer
	2.2 Reviews and approves the Monthly Physical		1 hour	Regional Director



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>Accomplishment Report</p> <p>2.2.1 If without comments from ORD, proceeds to next step (2.3)</p> <p>2.2.2. If with comments from ORD, endorse to RO Division for revision and go back to step 2.1</p>		(paused time until all revisions are submitted)	
	2.3 Submits the Monthly Accomplishment Report to MGB Central Office		1 hour	Planning Officer, Records Officer
	TOTAL:		2 days, 2 hours and 20 minutes	



3. PROCESSING OF LEAVE APPLICATION

Office or Division:	Finance and Administrative Division (FAD)
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	Regional Office (RO) employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application for Leave	FAD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish and submit the Application for Leave	1.1 Receives the Application for Leave from the employee		2 minutes	FAD Staff
	1.3 Checks the completeness of the forms including attachments submitted by employee 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)	Human Resource Management Officer (HRMO)
	1.4 Indicates the earned leave credit balance, updates leave ledger cards and signs the certification of leave portion		30 minutes	Human Resource Management Officer (HRMO)
	1.5 Endorses the Application to the Division Chief for approval		10 minutes	HRMO
	1.6 Receives the approved application		2 minutes	FAD Staff



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	from the Division and forwards to ORD			
	1.7 Reviews and approves Application		30 minutes	ORD
	1.8 Receives approved Application from ORD and retains copies for filing		10 minutes	HRMO
	TOTAL:		1 hour and 32 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 thru 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 everyday 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 parties regarding the schedule of the field investigation. • 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. ➤ For 8888 complaint, request ticket from denr@8888.gov.ph to close the complaint ticket.
<p>Contact Information of CCB, PCC, ARTA</p>	<ul style="list-style-type: none"> • 8888 - Presidential Complaints Center • 09089-881-6565 - CSC Center ng Bayan • 478-5093 - ARTA