

1. SERVICE NAME : Requisition for garbage Collection
 Certifications / Permit to Cut Tree
 NGO / Business establishment tree planting.
 Coastal / Creek Cleaning

OFFICE	: CITY ENVIRONMENT AND NATURAL RESOURCE
CLASIFICATION	: Office and Field Work
TYPE OF TRANSACTION	: Government Citizen
WHO MAY AVAIL	: Citizen

CHECKLIST REQUIREMENTS	WHERE TO SECURE
Request Letter (Garbage Collection Tree Planting, Cleaning)	NGO, Business Establishment Barangay Concern Barangay Concern
Clearance / Permit to Cut / Siphoning	Barangay Concern
Proof of Ownership	Assessor's Office / Treasury
Residential Certificate	Barangay / City Hall

CLIENT STEP'S	AGENCY ACTION	FEEDS TO BEPAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed CENRO for Inquiry	Interview and register on the logbook	NONE	5 Mins	Engr. Ishmael A. Ganaban Louie Garnace Rommel Acance Angela Galanto
2. CENRO personnel site Inspection	Conduct site Inspection	NONE	1 day	Louie Garnace Rommel Acance Angela C. Galanto
3. Call CENRO or submit request letter and fill out request form.	Interview the client (Location Information contact person) and register on the logbook	NONE	5 Mins	Louie Garnace Angela Galanto
4. Receive Schedule of Garbage Pick up	Schedule pick up date / time and prepare the job order	NONE	5 Mins	Louie Garnace Angela Galanto
5. Sign the Job order after service had been delivered	Let the client signs the job order	NONE	2 Mins	Louie Garnace
6. Call CENRO or proceed to CENRO for inquiry	Interview the client and register the logbook	NONE	5 Mins	Engr. Ishmael A. Ganaban Louie Garnace Rommel Acance Angela Galanto
7. Accompany CENRO personnel for site inspection	Conduct site inspection/ assessment and implement mitigating measure (if needed)	NONE	1 day	Engr. Ishmael A. Ganaban Louie Garnace Rommel Acance Angela Galanto Cenro Staff
8. Asked procedure on how to secure permit to cut tree	Interview and register the client on the logbook , then advice and needed requirements	NONE	5 Mins	CENRO Staff
9. Present needed documents		NONE	1 day	Engr. Ishmael A. Ganaban Louie Garnace Rommel Acance Angela Galanto CENRO Staff

10. Pay permit fee		P 300	5 Mins	Collecting Clerk
11. Present OR and receive permit		NONE	5 Mins	Engr. Ishmael A. Ganaban Loiue Garnace
Request for septic Vault Siponing		2440.00	1 day	Darius Consolacion Rommel Acance Roderick Ablero