

**CITY ENVIRONMENT AND
NATURAL RESOURCES OFFICE**
External Services

1. Approval of Certificate of Non-Coverage, Environmental Compliance Certificate and Waste Water Discharge Permit for the Business Permit

Making sure that business establishments are compliant when it comes to Environmental Management.

Office or Division:	City Environment and Natural Resources Office / Business Permit and Licensing Office			
Classification:	Simple			
Type of Transaction:	G2B – Government to Businesses			
Who may avail:	Business Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Application Form - Certificate of Non Coverage - Environmental Compliance Certificate - Waste Water Discharge Permit 		<ul style="list-style-type: none"> - Business Permit and Licensing Office - Personal - Personal - Personal 		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application Form	1.1 Receive Completed application form	None	2 minutes	Secretary I CENRO
	1.2 Verify the coverage of the project or if they implement of RA 8749 Clean Air Act 1999; RA 9275 Phil. Clean Wastes Act 2004; RA 9003 Ecological Solid Waste management Act of 2000; Plastic ordinance Resolution No. 2012- 054 A	None	3 minutes	Secretary I CENRO

	<p>Resolution Adopting Provincinal Ordinance No. 007-2012 of the Sangguniang Panlalawigan of Cavite, known as an ordinance prohibiting, regulating and prescribing certain uses of Platics; No-Littering ordinance</p> <p>RA 6969: Toxic Substances and Hazardous and Nuclear Wastes Control Act and submit CNC Application Online</p>			
<p>2. Present Certificate of Non-Coverage, Environmental Compliance Certificate and Waste Water Discharge Permit</p>	<p>2.1 Verify details from Certificate of Non-Coverage, Environmental Compliance Certificate and Waste Water Discharge Permit</p>	None	1 minute	Secretary I CENRO
	<p>2.2 Approved Certificate of Non-Coverage, Environmental Compliance</p>	None	1 minute	Secretary I CENRO

	Certificate or Waste Water Discharge Permit			
TOTAL:		None	7 Minutes	

2. Approval of Application Tree Trimming

Citizens who want to trimming trees need to secure tree trimming requirement.

Office or Division:	City Environment and Natural Resources Office/ General Services Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Request Letter - Barangay Permit - Photograph of tree to be trimmed 		<ul style="list-style-type: none"> - Personal - Barangay - Personal 		
CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 Completion of requirements	None	3 minutes	City Environment and Natural Resource Officer CENRO
	1.2 Approval of Application	None	1 minute	
	1.3 Forward request letter to GSO	None	1 minute	
TOTAL:		None	5 minutes	

3. Issuance of Certificate of No Objection for Tree Cutting

Citizens who want to trimming cutting need to secure Certificate of No Objection.

Office or Division:	City Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Application Letter - Photograph of the trees to be removed - Sketch map showing the location of trees to be removed 		<ul style="list-style-type: none"> - Personal - Personal - Personal 		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 Verify of requirements 1.2 Release of Certificate of No Objection	None	5 minutes 10 minutes	City Environment and Natural Resource Officer CENRO
TOTAL:		None	15 minutes	

4. Scheduling and Assistance Coastal Clean-up and Mangrove Tree Planting

Scheduling and assistance for Mangrove Tree Planting, Coastal Clean-up, and Garbage Collection.

Office or Division:	City Environment and Natural Resources Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens
Who may avail:	Citizen

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- Request letter		- Personal		
CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter	1. Receive request letter	None	15 minutes	City Environment and Natural Resource Officer CENRO
2. Wait for call for final schedule	2. Approved of request	None	5 minutes	City Environment and Natural Resource Officer CENRO
3. Accept call for final schedule	3.1 Coordinate to NGO's 3.2 Call client for final scheduled	None	1 day	Secretary I CENRO
TOTAL:		None	1 Day & 20 minutes	