

**OFFICE OF THE CITY
ENVIRONMENT AND NATURAL
RESOURCES OFFICER**
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:	Office of the City Environment and Natural Resources Officer / 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 OCENRO
	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 Resolution Adopting Provinicial Ordinance No. 007-2012 of the	None	3 minutes	Secretary I OCENRO

	<p>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>			
2. Present Certificate of Non-Coverage, Environmental Compliance Certificate and Waste Water Discharge Permit	2.1 Verify details from Certificate of Non-Coverage, Environmental Compliance Certificate and Waste Water Discharge Permit	None	1 minute	Secretary I OCENRO
	2.2 Approved Certificate of Non-Coverage, Environmental Compliance Certificate or Waste Water Discharge Permit	None	1 minute	Secretary I OCENRO
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:	Office of the City Environment and Natural Resources Officer / Office of the City General Services Officer			
Classification:	Highly Complex			
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	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 Completion of requirements	None	3 minutes	Office of the City Environment and Natural Resources Officer
	1.2 Approval of Application	None	1 minute	
	1.3 Schedule of Tree trimming	None	1 month	
	1.4 Trimming of trees	None	1 day	
TOTAL:		None	1 month, 1 day and 4 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:	Office of the City Environment and Natural Resources Officer			
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	None	5 minutes	Office of the City Environment and Natural Resources Officer
	1.2 Release of Certificate of No Objection	None	10 minutes	
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:	Office of the City Environment and Natural Resources Officer			
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	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter	1. Receive request letter	None	15 minutes	Office of the City Environment and Natural Resources Officer
2. Wait for call for final schedule	2. Approved of request	None	5 minutes	Office of the City Environment and Natural Resources Officer
3. Accept call for final schedule	3.1 Coordinate to NGO's	None	1 day	Secretary I OCENRO
	3.2 Call client for final scheduled			
TOTAL:		None	1 day and 20 minutes	

