



Office of the Municipal Environment and Natural Resources Designate

External Services

1. Special Waste Disposal Permit

The Municipality cannot cater all requests for hauling of Special Waste (cut branches, grass, paints, construction debris and other similar waste) to be dumped at the Municipality's Dump site due to limited vehicle available, hence, the office initiates to issue Special Waste Disposal Permit to client/s with private vehicle who want to dump their waste on their preferred time and schedule.

Office or Division:	Municipal ENRO – Solid Waste Management Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All residents of Tago, Surigao del Sur			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in the Client's Log Book in the office PACD	1. Give the log book to the client	None	1 Minute	Municipal ENR Office
2. Inform the SWM Admin Staff on the intention to get Special Waste Disposal Permit.	2. Assess and Orient Clients on the type of Waste to be disposed of: b. Issue Payment Slip.	None	5 Minutes	Municipal ENR Office
3. Pay the required fees by showing the Payment Slip at City Treasurer's Office		MENRO Clearance Cert. 200.00 ESPF – 50.00 RCEP – 20.00 SF - 20.00 Total - 290.00	1 Hour	Municipal Treasurers Office

4. Submit immediately the Official Receipt to Solid Waste Management Division- Admin Personnel	4. Process the special waste permit	None	10 Minutes	Municipal ENR Office
5. Received the Special Disposal Permit	5. Release the Special Disposal Permit with the Official Receipt	None	3 Minutes	Municipal ENR Office
TOTAL		P 290.00	1 Hour, 19 Minutes	

2. Recommendation Letter for Tree Cutting Request

CENRO-DENR is the authorized government office to issue Tree Cutting permit. For their easy assessment and approval, they ask for recommendation of the city in order to validate if the tree really needs to be cut, how and where to dispose the said logs.

Office or Division:	Municipal ENRO – Extension Services Division (ESD)			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request for Tree Cutting (1 original)		Client		
Land Title or owners consent		Client or Landowner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in the Client's Log Book in the office PACD and submit Letter request for Tree Cutting	1. Give the log book to the client, receive and record letter request for tree cutting and endorsed to ESD Admin Staff	None	1 Minute	Municipal ENR Office

2. Accompany ESD Inspectorate during the conduct of inspection and Tree Inventory as schedule	2. Conduct site inspection, assessment and Inventory. 2.1 Processing of Inspection Report and recommendation document for CENRO-DENR signed the Municipal ENRO and noted by the LCE.	None	1 Day 5 Days	Municipal ENR Office
	2.2 Endorsed the recommendation letter and other pertinent documents.		25 Minutes	<i>Inspectorate Team</i>
3. Follow up and Get Tree Cutting Permit at CENRO	3. Inform the client to follow up the cutting permit at DENR	None	3 Minutes	<i>Inspectorate Team</i>
TOTAL		None	6 Days, 29 Minutes	