



OFFICE OF THE CITY ENVIRONMENT AND NATURAL RESOURCES OFFICER

External Services



1. Request for Trimming of Trees / Grass Cutting

This service is being provided to ensure safety rehabilitation of the request. Residential, Public and Private may avail of the service

Office or Division:		City Environment and Natural Resources Office		
Classification:		Simple		
Type of Transaction:		G2C-Government to Client, G2B-Government to Business		
Who may avail:		Residential/ Commercial and Institution		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request address to the City Mayor – 1 originally signed copy		To be provided by the client		
2. Actual Photos of the Request		To be provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documents to the Mayor's Office	1. 1 Return the letter request with received stamp, inform the client to wait for notification of status of request through text and forward to the City Mayor for approval	None	2 hours	Troy Gallardo Security Officer I Charmaine Delos Reyes Daycare Worker I Hershey Hong Admin Aide I Office of the City Mayor
	1.2 Prepare schedule of site inspection upon receipt of approved request and inform the client through text	None	1 hour	Engr. Ricardo L. Sta. Ana Head CENRO Henry Padero Admin Aide I City Environment and Natural Resources Office
2. Attend to the scheduled site inspection	2.1 Conduct site inspection and interview and inform the client the scheduled operation	None	1 hour	Henry Padero Admin Aide I City Environment and Natural Resources Office
	TOTAL	None	4 hours	



2. Certification of Cutting of Trees

This service is being provided to ensure safety rehabilitation of the request. Residential, Public and Private Institution may avail of the service.

Office or Division:		City Environment and Natural Resources Office		
Classification:		Simple		
Type of Transaction:		G2C-Government to Client, G2B-Government to Business		
Who may avail:		Residential, Commercial and Institution		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter request address to the City Mayor – 1 originally signed copy			To be provided by the client	
2. Actual Photos of the Request			To be provided by the client	
3. Certification of No Objection			Barangay Hall	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documents to the Mayor's Office	1. Return the letter request with received stamp, inform the client to wait for notification of status of request through text and forward to the City Mayor for approval	None	2 hours	Troy Gallardo Security Officer I Charmaine Delos Reyes Daycare Worker I Hershey Hong Admin Aide I Office of the City Mayor
	2. Prepare schedule of site inspection upon receipt of approved request and inform the client through text	None	1 hour	Engr. Ricardo L. Sta. Ana Head CENRO Henry Padero Admin Aide I City Environment and Natural Resources Office
2. Attend to the scheduled site inspection	1. Conduct site inspection and interview and inform the client the release of certification	None	1 hour	Henry Padero Admin Aide I City Environment and Natural Resources Office
	2. Prepare and print certification for signature	None	15 minutes	Engr. Ricardo L. Sta. Ana Head CENRO Maria Isabel Sta. Rosa Admin Aide I Jeremay S. Ricafort Clerk City Environment and Natural Resources Office
3. Receive Certification	Record and release the Certification	None	5 minutes	Joselyn Del Mundo Public Service Assistant Glenn Sison Admin Aide I Maria Isabel Sta. Rosa Admin Aide I



				Jeremay S. Ricafort Raquel Soriano Odessa Pelagio Clerk City Environment and Natural Resources Office
4. Submit the duly signed certificate of no objection to CENRO, Guiguinto				Client
	TOTAL		4 hours & 20 minutes	

3. Fogging

This service is being provided to ensure safety rehabilitation of the request. Residential, Public and Private Institution may avail of the service.

Office or Division:	City Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client, G2B-Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request address to the City Mayor – 1 originally signed copy		To be provided by the client		
2. Actual Photos of the Request		To be provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documents to the Mayor's Office	1.1 Return the letter request with received stamp, inform the client to wait for notification of status of request through text and forward to the City Mayor for approval	None	2 hours	Troy Gallardo Security Officer I Charmaine Delos Reyes Daycare Worker I Hershey Hong Admin Aide I Office of the City Mayor



	1.2 Prepare schedule of site inspection upon receipt of approved request and inform the client through text	None	1 hour	Engr. Ricardo L. Sta. Ana Head CENRO Henry Padero Admin Aide I City Environment and Natural Resources Office
2. Attend to the scheduled site inspection	2.1 Conduct site inspection and interview and inform the client the scheduled operation	None	1 hour	Henry Padero Admin Aide I City Environment and Natural Resources Office
	TOTAL	None	4 hours	

4. Dredging

This service is being provided upon the requests of a barangay for de-siltation of creek and river ways. .

Office or Division:	City Environment and Natural Resources Office			
Classification:	Complex			
Type of Transaction:	G2C-Government to Client, G2G-Government to Government			
Who may avail:	Barangay Officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request address to the City Mayor – 1 originally signed copy		To be provided by the client		
2. Actual Photos of the Request		To be provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documents to the Mayor's Office	1.1 Return the letter request with received stamp, inform the client to wait for notification of status of request through text and forward to the City Mayor for approval	None	2 hours	Troy Gallardo Security Officer I Charmaine Delos Reyes Daycare Worker I Hershey Hong Admin Aide I Office of the City Mayor



	1.2 Prepare schedule of site inspection upon receipt of approved request and inform the client through text	None	1 hour	Engr. Ricardo L. Sta.Ana Head CENRO Mark Lester Milan Garbage Truck Monitoring City Environment and Natural Resources Office
2. Attend to the scheduled site inspection	2.1 Conduct site inspection and interview and inform the client the scheduled dredging	None	6 days (depends on the availability of equipment)	Engr. Ricardo L. Sta.Ana Head CENRO Mark Lester Milan Garbage Truck Monitoring City Environment and Natural Resources Office
	TOTAL	None	6 days & 3hrs	

5. Clean-Up Operation

This service is being provided upon the requests of an individual, sectors and barangay. This activity composed of street sweeping, river/creek clean up and garbage collection

Office or Division:	City Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client, G2G-Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request address to the City Mayor – 1 originally signed copy		To be provided by the client		
2. Actual Photos of the Request		To be provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documents to the Mayor's Office	1.1 Return the letter request with received stamp, inform the client to wait for notification of status of request through text and	None	2 hours	Troy Gallardo Security Officer I Charmaine Delos Reyes Daycare Worker I Hershey Hong Admin Aide I Office of the City Mayor



	forward to the City Mayor for approval			
	1.2 Prepare schedule of site inspection upon receipt of approved request and inform the client through text	None	1 hour	Engr. Ricardo L. Sta.Ana Head-CENRO Sheila Tapis Admin Aide I City Environment and Natural Resources Office
2. Attend to the scheduled site inspection	2.1 Conduct site inspection and interview and inform the client the scheduled clean up operation	None	1 hour	Engr. Ricardo L. Sta.Ana Head-CENRO Sheila Tapis Admin Aide I City Environment and Natural Resources Office
	TOTAL	None	4 hours	

6. Provision of Garden Soil

This service is being provided upon the requests of an individual, sectors and barangay.

Office or Division:	City Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client, G2G-Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request address to the City Mayor – 1 originally signed copy		To be provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter to Mayor's Office	1.1 Return the letter request with received stamp, inform the client to wait for notification of status of request through text and forward to the City Mayor for approval	None	2 hours	Troy Gallardo Security Officer I Charmaine Delos Reyes Daycare Worker I Hershey Hong Admin Aide I Office of the City Mayor
	2. Upon the receipt of approved request, prepare the	None	1 hour	Engr. Ricardo L. Sta.Ana Head-CENRO



	schedule of pick up and inform the client through text			Belen Dela Cruz Foreman City Environment and Natural Resources Office
	TOTAL	None	3 hours	

7. Environmental Management Clearance

Clearance is issued to industries who seek such need to ensure ecological and proper waste disposal as upon request of commercial, industrial establishments and institutions.

Office or Division:	City Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client, G2B-Government to Business			
Who may avail:	Commercial / Industrial / Factory			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request address to the City Mayor – 1 originally signed copy		To be provided by the client		
2. Business Permit – 1 photo copy		Business Permit and Licensing Office		
3. Official Receipt of Payment – 1 photo copy		Treasury Department		
4. Permit to Operate – 1 photocopy		DENR		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documents to the City Mayor	1.1 Return the letter request with received stamp, inform the client to wait for notification of status of request through text and forward to the City Mayor for approval	None	2 hours	Troy Gallardo Security Officer I Charmaine Delos Reyes Daycare Worker I Hershey Hong Admin Aide I Office of the City Mayor
	1.2 Prepare schedule of site inspection upon receipt of approved request and inform the client through text	None	1 hour	Engr. Ricardo L. Sta. Ana Head - CENRO Joselyn Del Mundo Public Service Assistant Glenn Sison Admin Aide I City Environment and Natural Resources Office



2. Attend to the scheduled site inspection	2.1 Conduct site inspection and interview and inform the client for the release of clearance	None	1 day	Joselyn Del Mundo Public Service Assistant Glenn Sison Admin Aide I City Environment and Natural Resources Office
	2.2 Prepare and print EMC for signature	None	15 minutes	Engr. Ricardo L. Sta.Ana Head - CENRO Maria Isabel Sta. Rosa Admin Aide I Jeremay S. Ricafort Clerk City Environment and Natural Resources Office
3.Receive EMC	3.1 Record and release the EMC	None	5 minutes	Joselyn Del Mundo Public Service Assistant Glenn Sison Admin Aide I Maria Isabel Sta. Rosa Admin Aide I Jeremay S. Ricafort Raquel Soriano Odessa Pelagio Clerk City Environment and Natural Resources Office
	TOTAL		1 day, 3 hrs & 20 mins.	

8. Certificate of Non- Coverage

Certificate is issued to industries who seek such need to ensure ecological and proper waste disposal as upon request of commercial, industrial establishments and institutions.

Office or Division:	City Environment and Natural Resources Office
Classification:	Simple
Type of Transaction:	G2C-Government to Client, G2B-Government to Business
Who may avail:	Commercial / Industrial / Factory
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	



1. Business Permit – 1 photo copy		Business Permit and Licensing Office		
2. Official Receipt of Payment – 1 photo copy		Treasury Department		
3. 1 photocopy of Permit to Operate		DENR		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documents to the CENRO Office	1.1 Receive the requirements, verify and check the documents.	None	30 minutes	Joselyn Del Mundo Public Service Assistant Glenn Sison Admin Aide I Maria Isabel Sta. Rosa Admin Aide I Jeremay S. Ricafort Clerk City Environment and Natural Resources Office
	1.2 Interview of the client	None	15 minutes	Joselyn Del Mundo Public Service Assistant Glenn Sison Admin. Aide I City Environment and Natural Resources Office
	1.3 Prepare and print CNC	None	15 minutes	Maria Isabel Sta. Rosa Admin Aide I Jeremay S. Ricafort Clerk City Environment and Natural Resources Office
2. Receive CNC	2.1 Record and release the CNC	None	5 minutes	Joselyn Del Mundo Public Service Assistant Glenn Sison Admin Aide I Maria Isabel Sta. Rosa Admin Aide I Jeremay S. Ricafort Raquel Soriano Clerk City Environment and Natural Resources Office
	TOTAL		1 hour & 5 mins.	