**USER WORKFLOW GUIDE**

**(For Sand and Gravel Permit Applicants – PGIN Online Permit System)**

**1. Access Application System**

- Users access the online permit system via an official PGIN or MGB Regional Office link.

- The homepage displays options for:

    o Creating a new account

    o Logging into an existing account

    o Viewing application guidelines and requirements

**2. Account Registration**

- Applicant fills out the registration form:

    o Full name / Company name

    o Address

    o Contact information

    o Email and password creation

- System sends a verification email or SMS to confirm account authenticity.

- Once verified, the user is redirected to their **Applicant Dashboard**.

**3. Login and Dashboard**

- Applicant logs in using verified credentials.

- Dashboard shows:

    o Application progress tracker

    o Notifications and messages from the PGIN Admin

    o List of submitted applications and their status

    o "Start New Application" button

## 4. Create New Application

- Applicant selects "Create New Application" from the dashboard.

- The system prompts user to choose between:

  - **ISAG (Industrial Sand and Gravel Permit)**

  - **CSAG (Commercial Sand and Gravel Permit)**

## 5. Select Permit Type

- After selecting the permit type, the system displays permit-specific requirements:

  - **ISAG** – includes *5-year Work Program, EPEP, and Financial Capability Proof*

  - **CSAG** – includes *1-year Work Program, IEE Report, and simplified environmental documentation*

- The selected permit type dictates which form fields and document upload sections are required.

## 6. Upload Required Documents

**Each document is uploaded individually** to ensure proper verification and labeling.

- **For ISAG Applicants:**

  1. Duly accomplished Application Form (MGB Form 8-4)

  2. Survey Plan (signed and sealed by deputized Geodetic Engineer)

  3. Location Map (NAMRIA Topographic Map 1:50,000)

  4. Five-Year Work Program (MGB Form 6-2)

  5. Initial Environmental Examination (IEE) Report

  6. Certificate of Environmental Management and Community Relations Record

  7. Proof of Technical Competence (CVs, licenses, track records)

  8. Proof of Financial Capability (Statement of Assets & Liabilities, FS, ITR, etc. / For individual or for corporation)

9. Articles of Incorporation/Partnership (SEC Certified, if applicable)

10. Other supporting papers required by MGB / PMRB

- **For CSAG Applicants:**

    1. Duly accomplished Application Form (MGB Form 8-4)

    2. Survey Plan

    3. Location Map

    4. One-Year Work Program (MGB Form 6-2)

    5. Initial Environmental Examination (IEE) Report

    6. Proof of Technical Competence (CVs, licenses, track records)

    7. Proof of Technical and Financial Capability (Statement of Assets & Liabilities, FS, ITR, etc. / For individual or for corporation)

    8. Articles of Incorporation/Partnership (SEC Certified, if applicable)

    9. Other supporting papers required by MGB / PMRB

*Each upload is automatically time-stamped and verified for correct file type and size.*

**7. Upload Other Requirements**

Both ISAG and CSAG applicants must also upload:

1. Area Status and Clearance (CENRO / MGB)

2. Certificates of Posting (Barangay, Municipal, Provincial, PENRO, CENRO, MGB)

3. Environmental Compliance Certificate (ECC)

4. Sanggunian Endorsements (at least two: Barangay, Municipal, Provincial)

5. Field Verification Report (if applicable)

6. Surety Bond (₱20,000.00)

The system checks for missing uploads before allowing submission.

# Application for Commercial / Industrial
## Sand and Gravel Permit (Not more than 5 hectares)
### Pursuant to Chapter VIII of the Revised IRR of RA 7942

**MANDATORY REQUIREMENTS - Five (5) sets**

_____ 1. **Application Form** duly accomplished;

_____ 2. **Survey Plan** of the applied area duly prepared, signed and sealed by a MGB deputized Geodetic Engineer;

_____ 3. **Location Map** of the applied area showing geographic coordinate(s) / meridional blocks(s) and boundaries in relation to major environmental features and other projects using NAMRIA topographic map in a scale of 1:50 000 duly prepared, signed and sealed by a MGB deputized Geodetic Engineer;

_____ 4. **Work Program** duly prepared, signed and sealed by a licensed Mining Engineer / Geologist; (Integrated One (1) Year Work Program for CSAG or Five (5) Year Work Program for ISAG)

_____ 5. **Initial Environmental Examination (IEE) Report;**

_____ 6. **Environmental Protection and Enhancement Program** (MGB Form 16-2). *For ISAG only*

_____ 7. **Proof of Technical Competence** including among others, curricula vitae and track records in mining operations and environmental management of the technical personnel who shall undertake the activities in accordance with the submitted Work Program;

_____ 8. **Proof of Financial Capability** to undertake the activities pursuant to Work Program, such as the following:

        a. For individuals – Statement of assets and liabilities duly sworn in accordance with existing laws, credit lines and income tax return for the preceding three (3) years,

        b. For corporation, partnership, association or cooperative – Latest Audited Financial Statement, credit lines, bank guarantees and /or similar negotiable instruments;

_____ 9. **Articles of Incorporation/ Partnership / Association / By-Laws** and **Certificate of Registration**, duly certified by the Securities and Exchange Commission (SEC) or authorized government agencies;

_____ 10. Other supporting papers that the PMRB may require or the applicant may submit.

**OTHER REQUIREMENTS - Five (5) Sets**

_____ 1. Area Status and Clearance
    ____ CENR Office
    ____ MGB Regional Office

_____ 2. Certificates of Posting
    ____ Barangay
    ____ Municipal Government
    ____ Provincial Government
    ____ CENR Office
    ____ PENR Office
    ____ MGB Regional Office

_____ 3. Environmental Compliance Certificate (ECC).

_____ 4. Sanggunian Endorsement ( Two out of three )
    ____ Barangay
    ____ Municipal
    ____ Provincial

_____ 5. Field Verification

_____ 6. Surety Bond of Twenty Thousand Pesos ( PhP 20,000.00 )

## 8. Review and Submit Application

- Applicants review all uploaded documents in a summary checklist page.

- The system performs an **automated completeness check** (verifying all mandatory uploads).

- Applicant clicks **"Submit Application"** once all required items are complete.

- A confirmation receipt and tracking number are generated.


## 9. Evaluation by Regional Office / PMRB

- Submitted applications are forwarded digitally to the **MGB Regional Office / PGIN Admin Panel**.

- The system automatically changes the status to "Under Evaluation."

- Applicants can monitor progress through:

    - Initial Review

    - Technical Review

    - Final Approval Decision


## 10. Application Decision

- If **Approved:**

    - The system notifies the applicant to proceed with payment.

    - A digital **Order of Payment** (Application Fee) is issued.

    - After payment confirmation, the **ISAG or CSAG Permit** is released electronically and available for download.

- If **Returned or Rejected:**

    - The applicant receives feedback with remarks and revision instructions.

    - They may re-upload corrected documents and resubmit.

**11. Completion and Archiving**

- Once the permit is approved and issued, the system archives the completed application for recordkeeping.

- The applicant's dashboard updates the status to **"Approved and Archived."**

- Applicants can download their approved permit, payment receipt, and final evaluation report anytime.

**System Features Summary**

| Feature | Description |
| --- | --- |
| **Secure Account System** | Password-protected and verified by email/SMS |
| **Auto-Generated Tracking ID** | Every application gets a unique tracking number |
| **Upload Validation** | Accepts PDF/JPG formats only; checks for file integrity |
| **Status Monitoring** | Applicants can see the real-time progress of their application |
| **Notifications** | Automatic alerts via email and dashboard |
| **Revision Resubmission** | Applicants can correct incomplete submissions |
| **Final Download** | Permit and receipt can be downloaded once approved |

**Feature**                    **Description**



```
                    Start
                      |
              Access
              Application
              System (by
              link)
                      |
              Account
              Registration
                      |
              Create New
              Application
                      |
              Select Permit
              Type
                      |
           _____|_____
          |                       |
        ISAG                    CSAG
          |                       |
      Upload                  Upload
      Necessary               Necessary
      Documents for           Documents for
      ISAG                    CSAG
          |                       |
      Upload Other            Upload Other
      Documents               Documents
          |
      Review and
      Submit
          |
      Evaluation by
      Regional
      Office
```