

SAG Permit Online Application — User Guide (Step-by-Step) (ang idea lang sa flow)

This guide explains how to apply for an Industrial Sand and Gravel (ISAG) permit using the online application system. It follows the application flow (register → create application → upload documents → submit → evaluation → decision) and lists the documents to upload, when to upload them, and what to expect.

A. Access the link for application

The screenshot shows the login page of the EMB ECC Online Application System. At the top, there are links for 'EIAMD' and 'HELP'. Below that is the EMB logo, which consists of a blue circle containing a stylized green tree or leaf design, with three horizontal green bars underneath. To the right of the logo is the text 'ENVIRONMENTAL MANAGEMENT BUREAU'. The main form area has a 'USER ACCOUNT' section with fields for 'User Name' (containing 'Juan P. Dela Cruz') and 'Password' (containing '*****'). There is also a checked checkbox for 'Keep me logged in' and a blue 'Log In' button. Below the account section, there are links for 'Cant sign-in to your account?' and 'Not yet registered? Sign-up Now!'. At the bottom left, there is a note about projects not covered by PEISS and a link to the CNC Online Application. At the bottom right, there are links for 'Terms of Use' and 'Contact Us'.

Sample log in page from EMB (poyde ra mag buhat lain style basta ing ani ang idea)

B. Account Registration (*only register once to submit one or more application*)

1. Review terms and conditions
2. Tick check box for terms and conditions
3. Click continue button to proceed to registration
4. Proponent Registration Page
 - Provide the Business and user information. Be sure to use a valid email address, birthdate which will be used to recover your password in case. Note: Use your full name as User Name to log into the system.
 - To upload an attachment, click the 'Browse' button to locate the file. Then click the upload icon. You need to do this for each attachment. Once attached, the file description will become clickable. Note: The system accepts only file of PDF extension with size not larger than One (1) Megabyte.

PROONENT REGISTRATION PAGE
Use the form below to register. Password should be 8-character length with at least two (2) non-alphanumeric (example: abc@123**).

Business Information

Proponent Name	Contact No.	
Mailing Address	LandLine No.	
Represented By Mr. <input type="button" value="▼"/>	Owner <input type="button" value="▼"/>	Mobile No.
Email Address	SEC Registration No (if applicable)	DTI Registration No (if applicable)

User Information

Your Full Name	Birth Date (MM/DD/YYYY) 1/1/1965	Designation	Mobile No.
Primary Email	Alternate Email	Password (at least 8 characters)	Confirm Password

Required Attachment Note: maximum of 1MB per attachment and should be in PDF Format

Government and Company ID	Browse... No file selected.
Authorization Letter from the proponent (if applicable)	Browse... No file selected.
SEC or DTI Registration (if applicable)	Browse... Click to upload selected file No file selected.

Buttons: Register Now | No, Thanks | Activate Windows

Sample Proponent Registration Page from EMB (poyde ra usbon ang style/layout basta naa ni ang mga necessary nga infos needed)

- Click the file description such as the government ID to view and to double check the attached file.

Required Attachment Note: maximum of 1MB per attachment and should be in PDF Format

Government and Company ID	Browse... No file selected.
Authorization Letter from the proponent (if applicable)	Browse... No file selected.
SEC or DTI Registration (if applicable)	Browse... No file selected.

5. Review the information and click 'Register Now' button. You will be automatically logged in once successfully registered as shown below.



Sample interface after successfully registered (from EMB)

C. Recovering your password

1. From the login page, click 'Can't sign-in to your account' to open the recovery page as shown below.

PASSWORD RECOVERY PAGE

Please provide your credentials you used during registration.

Sur Name
Email Address
Birth Date (ex. 01/23/1965)

Recover **Cancel**

Sample Password Recovery Page from EMB

2. Provide the Surname, email address and Birth Date you used during registration.
3. Click 'Recover' button.
4. Check your email for the system notification.

D. Changing User Account Security Information

1. For security purposes, it is recommended that you change your password right after logging in for the first time and also periodically. Note: Password should be at least 8 characters in length with a combination of alpha and non-alphanumeric characters.

Changing Password

1. Hover your mouse over the Welcome menu located at the right top portion of the page.

The screenshot shows a web browser window with the URL <https://119.92.161.21/live/Secured/ChangePassword.aspx>. The page has a blue header bar with links for 'For Action', 'New Application', 'ECC Applications', and 'MANAGE ACCOUNT'. On the right side, there's a 'Welcome User Name' dropdown, 'Manage Account', 'User's Manual', and 'Sign out' buttons. A yellow arrow points to the 'Welcome User Name' dropdown. The main content area has fields for 'Current Password', 'New Password', 'Confirm Password', and a 'Change' button. Below these fields is a note: 'It is recommended that you change your password periodically. Password should be 8-character length.' At the bottom, there are fields for 'Email Address' (sample@yahoo.com), 'Mobile No.' (9202020202), 'Birth Date' (1/1/1965), and an 'Update' button. A note at the very bottom says: 'The information below will be used for password recovery. Please update if necessary.'

Sample Manage Account Interface from EMB

2. Click ‘Manage Account’
3. Provide the ‘Current’ and ‘New password’
4. Click ‘Change’ Button

Changing Password Recovery Information

Email Address and birthdate are used when recovering your password. You can update your mobile number and email address using the ‘manage account’ page, as shown above.

1. Provide the new information and click the ‘Update’ button.

E. Logging in and out of the system

1. From the log in page, provide the full name and password you used during the registration.
2. To log out, hover your mouse on the welcome menu located at the top-right portion of the page.

The screenshot shows a web browser window with the URL <https://119.92.161.21/live/Secured/Default.aspx>. The page title is 'Applications for Action'. It displays a table of pending applications:

Project Name & Location	Date and Time Routed	Days Pending	Status/Action Required
Sample Project Sample Project Skak skds Tongkil, Sulu, ARM	8/20/2015 6:41:02 PM	1	Pending for Submission IEE Project Checklist Downloaded/Prepared

On the right side of the screen, there is a 'Welcome User Name' dropdown menu with options: 'Manage Account', 'User's Manual', and 'Sign out'.

The screenshot shows a web browser window with the URL <https://119.92.161.21/live/Secured/SignInOut.aspx>. The page title is 'Sign Out'. It contains the text 'To completely sign-out, click [HERE](#)' and a red button labeled 'Sign out'.

Sample

F. Preparing for SAG Application

Once logged in you can now start drafting an application. You can draft more than one application if you have multiple projects. Note: You need to reach step 6 to save the draft application.

1. From the menu, click ‘New Application’

Sample menu (sample rani poyde ra magbuhat og lain way)

Choose Permit Type if:

- ISAG (Industrial Sand and Gravel)
- CSAG (Commercial Sand and Gravel)

You may create and save drafts (you can draft multiple applications). Save often.

Basic Project Information

Provide the proponent and project information. Note: Project Area, Footprint Area, No of Employees and Project Cost accepts numeric value and point only. Comma and space not allowed.

Click 'Next' to proceed to Step 6 for Uploading of Required Requirements

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)

The screenshot shows a user interface for uploading documents. At the top, there's a navigation bar with 'For Action', 'New Application', 'ECC Applications', and a 'Welcome User Name!' field. Below the navigation is a note: 'Note: You need to reach Step 6 to save entries and return to this application.' A large yellow arrow points from the left towards the first file input field. This field has 'Files: 1' and 'Project Description' next to it. To its right is another yellow arrow pointing towards a second file input field. This second field has 'Files: 0' and 'Environmental Impact and Management Plan' next to it. A third yellow arrow points towards a third file input field, which has 'Files: 0' and 'Abandonment / Decommissioning / Rehabilitation Information' next to it. Each file input field includes a 'Browse...' button, a 'No file' or 'No file selected.' message, and a delete icon.

Sample upload UI.

Once document is uploaded, the document description will turn into a link where you can download the uploaded file for verification purposes. Note: You can only upload a single PDF file for each requirement. Uploading another file will just override the previous attachment. 29. To remove attachment, click the delete icon.

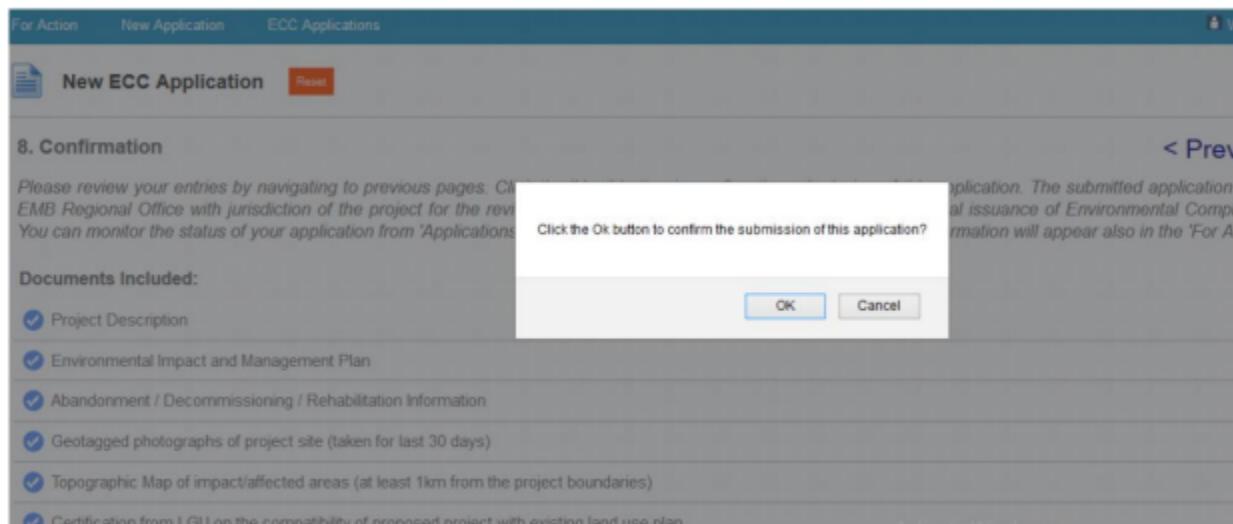
Resuming the Pending SAG Application

Upon uploading the documents and filling in of all information required. These information are retrievable during the drafting of SAG application.

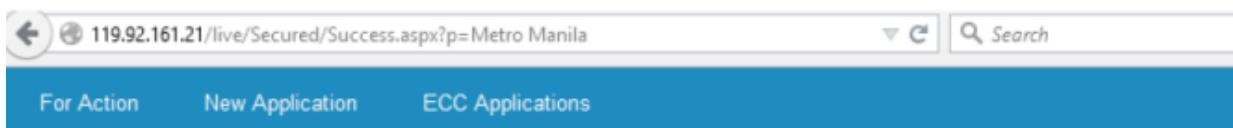
- 1.Click 'For Action' from the main menu
- 2.Locate the pending application from the For Action Page.
- 3.Click the corresponding Select Icon to continue working with the application.
4. Click 'Next' until you reach Step 7 to continue the uploading of documents.
- 5.Click 'Next' to proceed to the last Step to confirm the submission of the application.

Submitting the SAG Application

Take time to review the application before submitting online. Make sure that you have also attached the required documents.



6. Click 'Next' to open the confirmation window.
7. Click 'Ok' to confirm the submission.



APPLICATION WAS SUBMITTED SUCCESSFULLY!

Your application was forwarded for evaluation to EMB-NCR - National Ecology Center, East Avenue, Diliman, Quezon City. Telephone No.(02) 931-1331, (02) 931-2397, (02) 931-1834. You can verify the status or current location of your application through the 'ECC Applications' from the menu above.

Your application will be received by the default recipient of the PGIN where your project is located.

G. Verifying Status of SAG Application

Once your application is submitted, you can verify its status and location by clicking the 'ECC Applications' from the menu.

1. Click 'ECC Applications' from the menu
2. Locate the Application from the list to view status and location.

The screenshot shows a web browser window with the URL <https://119.92.1.../Documents.aspx>. The page title is 'ECC APPLICATIONS'. At the top, there are menu items: 'For Action', 'New Application', and 'ECC Applications'. A yellow arrow points to the 'ECC Applications' menu item. Below the menu, there is a search bar and a 'Welcome' button. The main content area displays a table of applications. The first row in the table has a yellow arrow pointing to the 'Status and current location' link. The table columns are: Project Name & Location, Date and Time, and Status/Location. The data in the first row is: 'Golden Stallion Agri-Products Corporation Rice Mill Facility, Purok Sampaguita, Barangay Bincungan Tegum, Davao del Norte, R11', '07/15/2015', and 'For Evaluation, Clearance & Permitting Division'.

3. You can also click the select (arrow) icon to view routing history.

The screenshot shows a web browser window with the URL [Recent Activity: For Evaluation](#). The page title is 'Routing History'. At the top, there is a header bar with the text 'Recent Activity: For Evaluation'. Below the header, there is a table with a yellow arrow pointing to the 'Routing History' link in the header. The table columns are: Routing, Status/Location, and Date and Time. The data in the first row is: 'Forwarded to Jaybee Balneg (R11)', 'Permitting Division', and '07-15-2015 06:20:57'. There are icons for file and print at the bottom right of the table.

H. Application for Action / Additional Information Required

There are instances when the application may be returned to you for clarification, additional information.. In this case, the application requires appropriate action on your part. All returned applications will appear in your 'For action' page. This page serves as your inbox.

Viewing the required action

1. Click the 'For Action' from the menu.
2. Locate the application from the list and click the select icon to open the application.

3. Click the select icon to view details and provide action. This will open the application Action Page as shown below.

Instruction: Review the comments below or click the same to view the related attachments. To return the Application to EMB, make sure you attached the required documents.

Recent Activity: Please comply 

RETURN THIS APPLICATION TO EMB

1. Attach the required documents

Listed in the dropdownlist below are the documents that need uploaded. Select from the list then browse for the scanned/electronic copy of the document and click the upload icon. Size of the file should be no larger than 10 MEGABYTES in PDF format.

[Redacted list of required documents]

4. Click the status in Recent Activity to view any associated attachments such as evaluation report.

Attaching the required documents

When an application is returned for additional information, the required files will be added in the list of the required documents. This may include the previous attachment that did not pass during the evaluation.

1. Select the required document from the list
2. Click 'Browse' to select the corresponding electronic copy of the document. Note: Only PDF File not larger than 10MBPs is allowed.
3. Click the upload icon. The uploaded documents will appear in the list as shown below.

Recent Activity: Please comply

RETURN THIS APPLICATION TO EMB

1. Attach the required documents

Listed in the dropdownlist below are the documents that need uploaded. Select from the list then browse for the scanned/electronic copy of the document and click the upload icon. Size of the file should be no larger than 10 MEGABYTES in PDF format.

 Environmental Impact and Management Plan   

Environmental Impact and Management Plan (348.85 KB) 

2. Add Remarks

Provide the remarks below.

Activate Windows
Go to System in Control Panel to acti

4. Double check the attached documents by clicking the uploaded files.
5. Provide Remarks
6. Click the 'Return' button

I. Downloading the Decision Document (SAG/Denial Letter)

Once the SAG Application is approved, it will appear in your 'For Action' page for downloading and then uploading of the notarized version of the document.

1. Click 'For Action' from the menu
2. Locate the approved application from the list