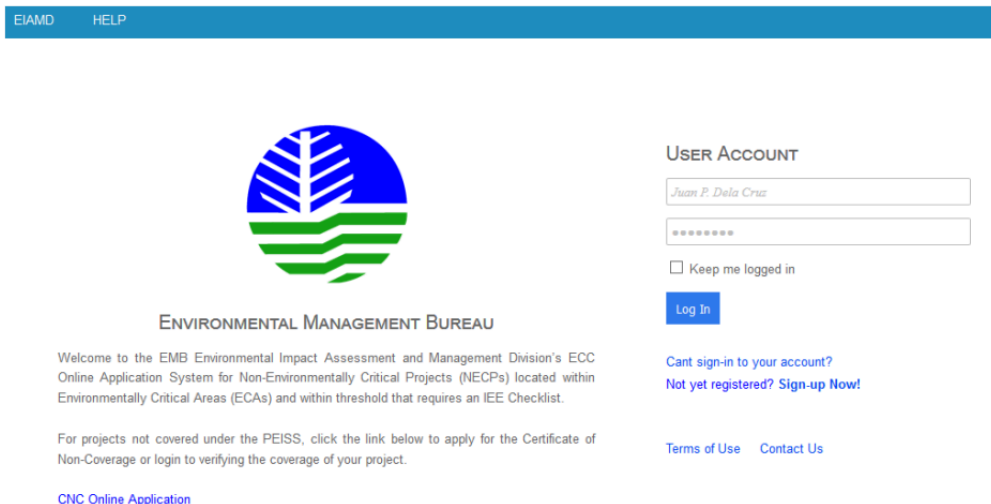


SAG Permit Online Application — User Guide (Step-by-Step) (ang idea lang sa flow)

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 Environmental Management Bureau (EMB) Online Application System. At the top, there is a blue navigation bar with the links "EIAMD" and "HELP". Below this, the EMB logo is displayed, which consists of a blue circle with a white stylized tree and green wavy lines representing water. Under the logo, the text "ENVIRONMENTAL MANAGEMENT BUREAU" is written. A welcome message follows: "Welcome to the EMB Environmental Impact Assessment and Management Division's ECC Online Application System for Non-Environmentally Critical Projects (NECPs) located within Environmentally Critical Areas (ECAs) and within threshold that requires an IEE Checklist." Below this, a note states: "For projects not covered under the PEISS, click the link below to apply for the Certificate of Non-Coverage or login to verifying the coverage of your project." A link "CNC Online Application" is provided. On the right side, there is a "USER ACCOUNT" section with a login form. The form includes a text input field for the username (containing "Juan P. Dela Cruz"), a password input field (displayed as "*****"), a checkbox for "Keep me logged in", and a blue "Log In" button. Below the login form, there are links for "Cant sign-in to your account?", "Not yet registered? Sign-up Now!", "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.

PASSWORD RECOVERY PAGE

Please provide your credentials you used during registration.

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

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.

https://115.92.161.21/live/Secured/ChangePassword.aspx

Far Action New Application EDC Applications

MANAGE ACCOUNT

It is recommended that you change your password periodically. Password should be 8-character length.

Current Password:

New Password:

Confirm Password:

The information below will be used for password recovery. Please update if necessary.

Email Address:

Mobile No:

Birth Date:

Welcome User Name

Manage Account

User's Manual

Sign out

To open security page

Sample Manage Account Interface from EMB

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

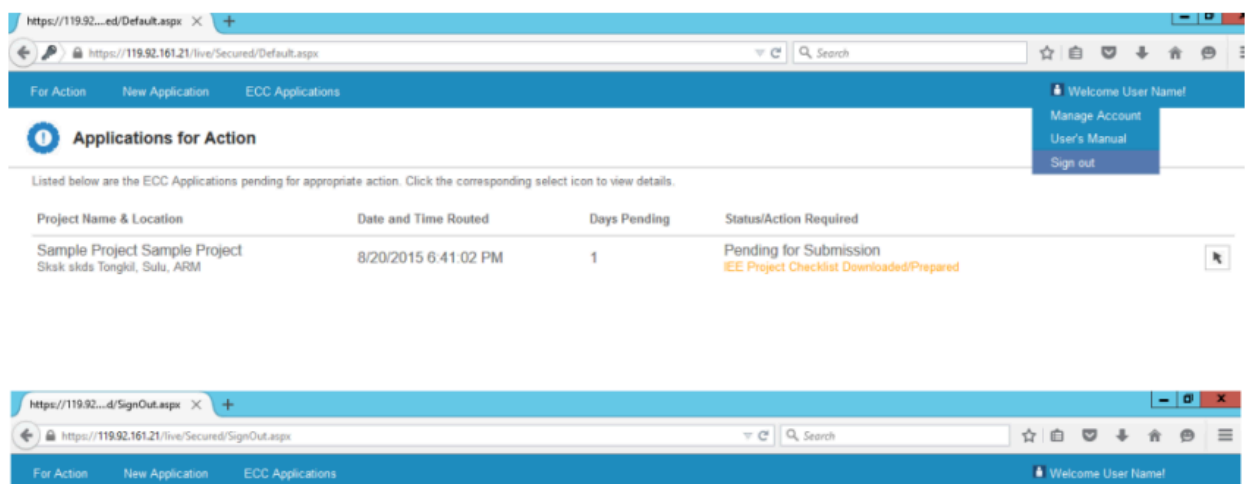
Changing Password Recovery Information

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.



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'

https://119.92...a-f7a6b6a194b

Click to draft application

New Application ECC Applications

Welcome User Name!

New ECC Application **Next** Note: You need to reach Step 6 to save entries and return to this application.

1. EXISTING ECC

Click to forward to next step Next >

Please answer the question below by ticking the appropriate selection boxes then click the Next button. Note: For project with existing ECC or established prior to 1982 but with expansion or modification, please visit the EMB Regional Office where the existing ECC was issued or project is located.

Does the project have existing Environmental Compliance Certificate (ECC)? ☐ Yes ☐ No

Was the project established prior to 1982 WITH expansion or modification? ☐ Yes ☐ No

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.

For Action New Application ECC Applications

Welcome User Name!

New ECC Application **Next** Note: You need to reach Step 6 to save entries and return to this application.

5. BASIC PROJECT INFORMATION

< Previous | Next >

Provide below the proponent and project information. All fields below are required.

Proponent Information

Proponent Name Sample Proponent		Represented By Mr. Sample Sample	Designation Owner
Landline No. 2002020920	Fax No 90290202020	Mobile No. 92002020	Email Address sample@gmail.com

Project Information

Project Name Sample Project Sample Project		Mailing Address Mailing Address of Sample Project	
Project Location: Specific Address Sksk skds	Municipality Tongkil	Province Sulu	Zone Classification (i.e. industrial, residential) asddsad
Total Project Land Area (sq. m.) 12.00	Total Projects/Building Footprint Area (sq. m.) 12.00	No. of Employees 12	Total Project Cost (Php) 12.00

Activate Windows

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)

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.

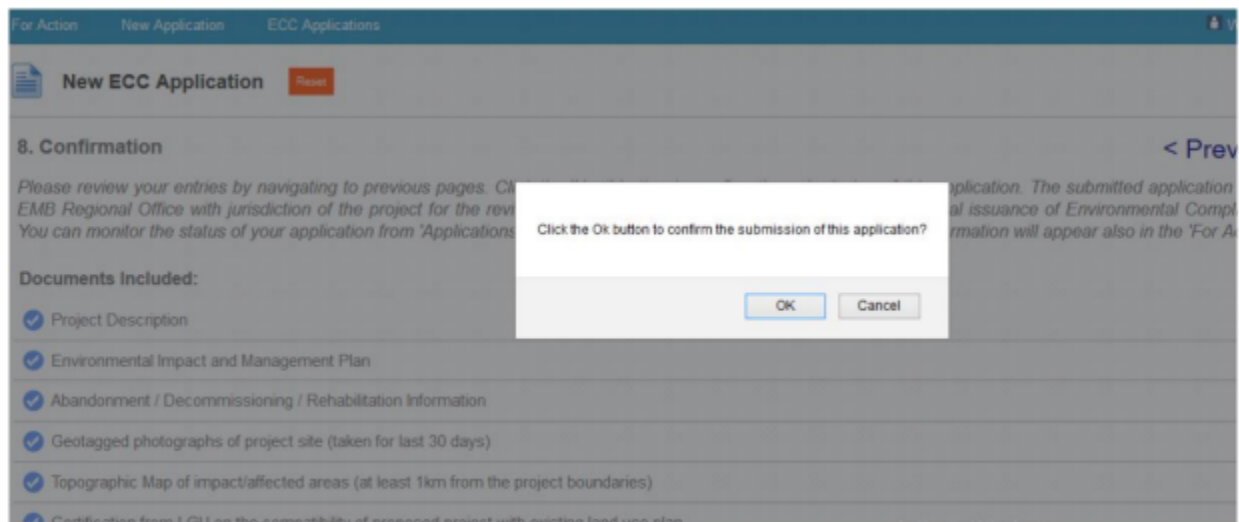
Resuming the Pending SAG Application

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

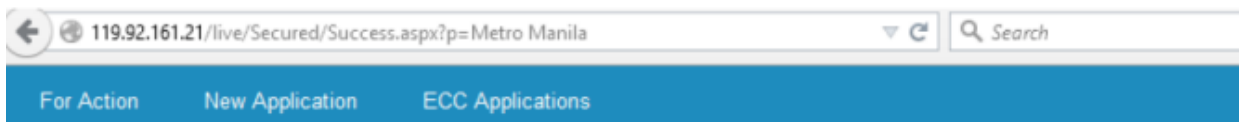
1. Click 'For Action' from the main menu
2. Locate the pending application from the For Action Page.
3. Click the corresponding Select Icon to continue working with the application.
4. Click 'Next' until you reach Step 7 to continue the uploading of documents.
5. Click 'Next' to proceed to the last Step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

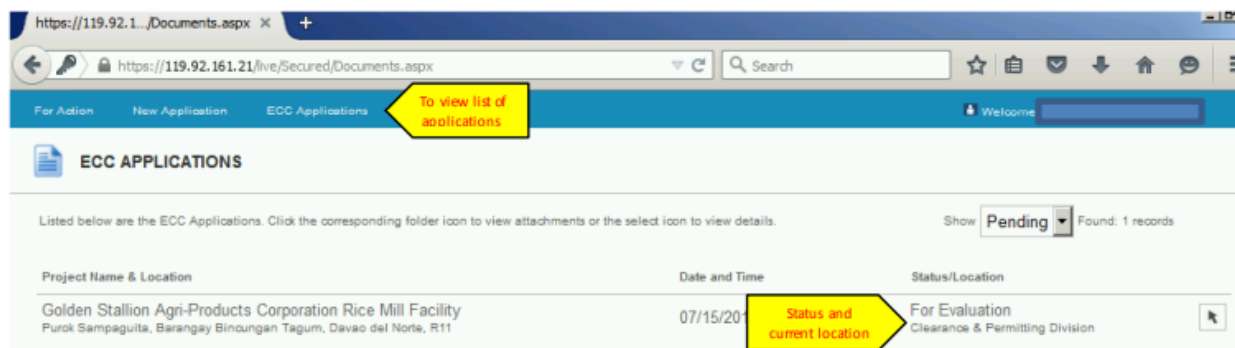
Your application was forwarded for evaluation to EMB-NCR - National Ecology Center, East Avenue, Diliman, Quezon City. Telephone No. (02) 931-1331, (02) 931-2397, (02) 931-1834. You can verify the status or current location of your application from the 'ECC Applications' from the menu above.

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.



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



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](#) **Required Action**

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.

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.

Select Environmental Impact and Management Plan **Browse...** No file selected. **Upload**

Environmental Impact and Management Plan (348.85 KB) **Uploaded file**

2. Add Remarks

Provide the remarks below:

Return **Cancel**

Activate Windows
Go to System in Control Panel to activate Windows

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