



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





**MUNICIPAL
ECOLOGICAL SOLID
WASTE MANAGEMENT
OFFICE (ESWMO)
ADMINISTRATIVE SERVICES**





3. REPORT/COMPLAINT RECEIVED BY THE MESWM OFFICE (THRU LIT PERSONNEL) AND RELATIVE TO VARIOUS ACTIVITIES PUNISHABLE UNDER ESWM MUNICIPAL ORDINANCES AND NATIONAL LAWS (WITH THE ASSISTANCE OF THE PNP – TUBIGON AND BARANGAY OFFICIALS).

Any person has the right to report and complaint (thru verbal, mobile phone or social media) any violations of ESWM ordinances and national laws committed within the territorial jurisdiction of the municipality.

Office or Division:		ECOLOGICAL SOLID WASTE MANAGEMENT OFFICE		
Classification:		SIMPLE		
Type of Transaction:		G2C-Government to Public Transact G2B – Government to Business Entity		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Reports/Complaints (Any means of communications)				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Contact with the MESWM/MENRO Office (any means of communication above-mentioned)	Verify and investigate the report/complaint	None	To be scheduled (not more than three days)	Mr. Felix C. Libarios Mr. Romeo D. Geronimo, Jr.
	If report/complaint appears sufficient evidence, LIT personnel (and others) will take action on the said report/complaint	None	Schedule of action will depend on the availability of the government agencies concerned.	