

CITIZENS' CHARTER

OFFICE OF THE MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES

THE MISSION

The Municipality of Balamban aims to enhance the quality of life in every constituent by providing basic services, promoting Filipino Values, ensuring a just and humane society, maintaining a sustainable environment and well- implemented program and projects for the developmemnt of a vibrant economy.

THE VISION

By 2020, Municipality of Balamban is an agricultural and industrial community with God-centered, Productive and self-reliant citizenry enjoying equal access to opportunities and services in a peaceful. Just and healthy environment through the responsible conduct of public affairs and well-managed public Resources.

FRONTLINE SERVICES

A. - Securing Permit to Cut GOOD LUMBER / HARD WOOD / CHARCOAL

Steps	Activities		Duration	Person Resp.	Location	Fees	Requirement
	Client	Service Provider					
1	Inquire as to requirement	Provide list of Requirements and brief instruction	15 min.	R. REBOLLOS	MENRO		Bagy. Certification / Tax Clearance / CTC of Title/ Pictorial view of the areas/ tree
2	Submit all requirements	Receive & review submitted requirements	10 min.	R. REBOLLOS	MENRO		
3		Conduct ocular inspection of the site , The site Prepare Permit	1 - 3 hrs.	R. REBOLLOS	SITE		
4		Issue order of Payment	3 min.	R. REBOLLOS	MENRO		Order of Payment
5	Pay corresponding fees	Issue O. R.	3 min.	AMY SUARIN	MTO	215	
6	Present O.R.	Receive O.R. and Log / Record documents	5 min.	R. REBOLLOS	MENRO		

7	Processing of Complete documents	Release approved documents	1 day	R. REBOLLOS	MENRO		O.R. & Identification
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FRONTLINE SERVICES

B. - Securing Permit for SAND & GRAVEL / SSGP / OTHER MINERALS PERMIT

Steps	Activities		Duration	Person Resp.	Location	Fees	Requirement
	Client	Service Provider					
1	Inquire as to requirement	Provide list of Requirements and brief instruction	15 min.	R. CASTILLA	MENRO		Sketch plan of lot, Brgy. Resolution, Pictorial view of the site, filled up application form from PENRO ; area Clearance from PENRO / MGB Community Consultation & Documentation; Project Dev't. Plan
2	Submit all requirements	Receive & review submitted requirements	10 min.	R. CASTILLA	MENRO		
3		Conduct ocular inspection of the site , Prepare Permit reports and make recommendation to SB Endorse to SB for Approval	2 hrs. 1 day	R. CASTILLA M. MILAN	SITE MENRO MENRO		
4	Submit approved ECC / CNC	Validate ECC / CNC Issue order of Payment	10 min.	R. CASTILLA	MENRO		Approved ECC / CNC
5	Pay corresponding fees	Issue O. R.	3 min.	AMY SUARIN	MTO	500	Order of Payment
6	Present O.R.	Receive O.R. and Log / Record documents	5 min.	R. CASTILLA	MENRO		
7	Processing of Complete documents	Release approvesd documents	1 day	R. CASTILLA	MENRO		O.R. & Identification

Note: If you have any suggestions / complaints / recommendations you may go to complaint desk at Information.