

**OFFICE OF THE MUNICIPAL ENVIRONMENT AND RESOURCES OFFICER**

<b>AVAILING OF GARBAGE COLLECTION SERVICES</b>		
<p>The Municipal Environment and Natural Resources Office regularly collects garbage from the Material Recovery Facilities (MRF) which are the collection points. However, households and establishment/firms may still make a special request for garbage collection if necessary and the request may be acted upon within 24 hours.</p>		
<b>HOW TO AVAIL OF THE SERVICE</b>		
<b>Follow these steps</b>	<b>It will take you</b>	<b>Please approach</b>
<p><b>1. Submit a request (written/verbal) to MENRO for schedule of collection</b></p> <p>Wait for MENRO to respond to your request by scheduling the collection. If unsegregated/mixed waste will not be collected.</p>	1 day	<b>SEGUNDINA ALSADA</b> Administrative Aide I
<b>2. Issuance of Citation Services</b>	20 minutes	<b>MENRO Staff</b>
<b>3. Education/Orientation</b>	20 minutes	<b>LUDIVINA M. CORNELLA</b> MENR Officer
<b>4. Imposition of Penalties</b>	10 minutes	<b>MENRO Staff</b>
<b>AVAILING OF SAND AND GRAVEL ENDORSEMENT / CERTIFICATION</b>		
<p><b>1. Present the following required documents for the schedule of Site Inspection</b></p> <ul style="list-style-type: none"> <li>• Certification/Resolution from the Barangay Interposing No Objection</li> <li>• Sketch Plan of the area applied</li> </ul>	10 minutes	<b>MENRO STAFF</b>
<b>2. Site Inspection and preparation of report and certification</b>	1 day	<b>LUDIVINA M. CORNELLA</b> MENR Officer
<b>3. Release of Certification</b>	5 minutes	<b>MENRO STAFF</b>
<b>AVAILING OF BURIAL CERTIFICATION</b>		
<b>1. Orientation (One-on-one)</b>	10 minutes	<b>LUDIVINA M. CORNELLA</b> MENR Officer
<b>2. Upon payment of the required fees with the MTO, the MENRO issues Burial Certification.</b>	5 minutes	<b>MENRO STAFF</b>
<b>AVAILING OF COMPLIANCE CERTIFICATE FOR BUSINESS PERMIT</b>		
<b>1. Conduct of Inspection and Orientation</b>	20 minutes	<b>LUDIVINA M. CORNELLA</b> MENR Officer
<b>2. Issuance of Compliance Certificate</b>	5 minutes	<b>MENRO STAFF</b>