1. REQUEST FOR SOIL CONDITIONER

Global warming and climate change is a threat to all mankind. The office encourages everyone to participate in tree growing and tree planting activities to mitigate the growing negative effects of the said phenomena. Academe, students, partner NGOs and concerned citizens may come to the office to request for seedlings for their tree planting activities.

OFFICE DIVISION	**MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES**
CLASSIFICATION	**SIMPLE**
TYPE OF TRANSACTION	**GOVERNMENT TO CITIZENS (G2C) GOVERNMENT TO GOVERNMENT (G2G).**
WHO MAY AVAIL	**ALL**

CHECKLIST OF REQUIREMENTS	**WHERE TO SOURCE**
1. Letter Request or duly accomplished seedling request form.	The letter request must be prepared by the client. However, in the absence of letter request, the client may get the Seedling Request Form from the MENR Office

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit the letter request or the duly accomplished SOIL CONDITIONER request form to the office.	Receive the letter request or the SOIL CONDITIONER request form	None	5 Minutes	MENRO Clerk/Staff (Office of the Municipal Environment and Natural Resources
2. Write the details and information of the client and the purpose in the office's log book	Inquire as to what is the purpose and where will the soil be used	None	30 Minutes	MENRO Clerk/Staff (Office of the Municipal Environment and Natural Resources
3. Wait for the confirmation on the availability of seedling	Ask the MRF Supervisor regarding the Soil Conditioner availability and inform the client afterwards	None	40 Minutes	MENRO Clerk/Staff (Office of the Municipal Environment and Natural Resources
4. If the seedlings are available, go to YOCENCA to get the requested seedlings	Direct the clients to the MRF	None	1-2 DAYS	MENRO Clerk/Staff (Office of the Municipal Environment and Natural Resources
TOTAL		NONE	1-2 DAYS	

2.TREE PLANTING COORDINATION

Government Offices, Non-Government Organizations, Academe, Graduating Students, Environmental Youth Organizations and concerned individuals should coordinate with the office for their tree planting activities.

OFFICE DIVISION	**MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES**
CLASSIFICATION	**SIMPLE**
TYPE OF TRANSACTION	**GOVERNMENT TO CITIZENS (G2C) GOVERNMENT TO GOVERNMENT (G2G).**
WHO MAY AVAIL	**ALL**

CHECKLIST OF REQUIREMENTS	**WHERE TO SOURCE**
1. Coordination Letter	Letter must be made by the requesting party.

Client Steps	**Agency Action**	**Fees to be Paid**	**Processing Time**	**Person Responsible**
1. Submit the coordination letter to the office (Clients are advised to wash and sanitize their hands before entering the office	1. Receive the letter from the client	None	3 Minutes	MENRO Clerk/Staff (Office of the Municipal Environment and Natural Resources
2. Provide information and details in the office's logbook	2. Inquire for further details about the requested activity	None	10 Minutes	MENRO Clerk/Staff (Office of the Municipal Environment and Natural Resources
3. Set the time and date and the expected number of people to participate in the activity	3. Check on the MRF the availability of seedlings	None	30 Minutes	MENRO Clerk/Staff (Office of the Municipal Environment and Natural Resources
4. Wait for the confirmation on the availability of seedlings	4. Inform the client about the availability status and assign a place for the activity	None	10 Minutes	MENRO Clerk/Staff (Office of the Municipal Environment and Natural Resources
5. Conduct tree planting	5. Assist the clients in preparing the area and guiding the participants	None	1 Day	MENRO Clerk/Staff (Office of the Municipal Environment and Natural Resources
TOTAL		NONE	1day and 53minutes	

3. GARBAGE COLLECTION

Collection of garbage is done regularly and there is a specific type of garbage to be collected each day. Citizens are advised to segregate their wastes properly. “No Segregation, No Collection” Policy is being imposed. All Barangays was collected 2 times a week base on their schedule.

OFFICE DIVISION	**MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES**
CLASSIFICATION	**SIMPLE**
TYPE OF TRANSACTION	**Government to Client (G2C)**
WHO MAY AVAIL	**ALL Residence of Municipality of Calumpit**

CHECKLIST OF REQUIREMENTS	**WHERE TO SOURCE**
None. They need only to segregate their wastes at the source and made sure to disinfect it before putting it in a secure container	NONE

Client Steps	**Agency Action**	**Fees to be Paid**	**Processing Time**	**Person Responsible**
1.Household owners and caretakers should segregate the wastes	1. Provide fuel for the collection vehicle	None	2 hours	MENRO Truck Drivers/garbage collector (Office of the Municipal Environment and Natural Resources
2. Household owners and caretakers prepared their segregated garbage	2. Prepare the collection vehicle and worker	None	30 minutes	MENRO Truck Drivers/garbage collector (Office of the Municipal Environment and Natural Resources
3.1 Collected household wastes must be placed at proper placed or container	3.1 Collect the segregated household wastes from the 29 barangay	None	1days	MENRO Truck Drivers/garbage collector (Office of the Municipal Environment and Natural Resources
3.2 Segregated wastes from the container	3.2 Collect the segregated wastes by office and from barangay house holds	None	4 hours	MENRO Truck Drivers/garbage collector (Office of the Municipal Environment and Natural Resources
4clean the area when it done	4. Transport the collected wastes to the central transfer station	None	4 hours	MENRO Truck Drivers/garbage collector (Office of the Municipal Environment and Natural Resources

	5. transfer the collecting garbage to the thrush bin collecting agency	none	4hours	MENRO Truck Drivers/garbage collector / transfer station worker(Office of the Municipal Environment and Natural Resources
TOTAL		NONE	2days and 2hours and 30 min	

4. RESOLUTION OF ENVIRONMENTAL CONCERN/COMPLAINTS

Clients may settle their complaints regarding issues on environmental exploitation and other environmental concerns at the office of the municipal environment and natural resources.

OFFICE DIVISION	**MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES**			
CLASSIFICATION	**SIMPLE**			
TYPE OF TRANSACTION	**Government to Client (G2C) GOVERNMENT TO GOVERNMENT (G2G)**			
WHO MAY AVAIL	**ALL**			
CHECKLIST OF REQUIREMENTS			**WHERE TO SOURCE**	
1. Letter of complaint (if available) 2. Photo/Video evidences or any other documents that could support the complain			Letter of complaint along with the supporting documents must be provided by the client. Clients may report complaints to the office without the letter but the photo/video and other evidences must be present	
Client Steps	**Agency Action**	**Fees to be Paid**	**Processing Time**	**Person Responsible**
1. Report to the office. Submit the letter of complaint (if available) (Clients are advised to wash and sanitize their hands before entering the office	1. Receive the letter (if there is any). Ask the client to fill in their information in the log book	NONE	5 minutes	MENRO Head-ofOffice MENRO Clerk/Staff (Office of the Municipal Environment and Natural Resources
2. Provide further important details about the concern/issue reported to the office	2. Ask for an indepth and detailed information about the concern/issue	NONE	30 minutes	MENRO Head-ofOffice MENRO Clerk/Staff (Office of the Municipal Environment and Natural Resources

	received from the client			
	3. Conduct a site inspection for verification and further data gathering	NONE	30 minutes	MENRO Head-ofOffice MENRO Clerk/Staff (Office of the Municipal Environment and Natural Resources
	4. Issue a Notice of Violation, Cease and Desist Order, or Warning or whichever is applicable for the certain concern/issue received by the office	NONE	1 day	MENRO Head-ofOffice MENRO Clerk/Staff (Office of the Municipal Environment and Natural Resources
	5. Monitor compliance of the person concerned after 3 days	NONE	1 day	MENRO Head-ofOffice MENRO Clerk/Staff (Office of the Municipal Environment and Natural Resources
	6. For unresolved issues, endorse and coordinate with higher authorities for appropriate action	NONE	2 days	MENRO Head-ofOffice MENRO Clerk/Staff (Office of the Municipal Environment and Natural Resources
TOTAL		NONE	4 days and 70 minutes	

5.**ENVIRONMENTAL CLEARANCE**

Received, reviewed and check supporting documents for Environmental Clearance.

OFFICE DIVISION	**MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES**
CLASSIFICATION	**SIMPLE**
TYPE OF TRANSACTION	**Government to Client (G2C) GOVERNMENT TO BUSINESS (G2B)**
WHO MAY AVAIL	**ALL DESIRE TO ESTABLISH / CONSTRUCT BUILDING WITHIN THE JURISDICTION OF CALUMPIT BULACAN**

CHECKLIST OF REQUIREMENTS	**WHERE TO SOURCE**
ECC APPLICATION FORM	EMB

Client Steps	**Agency Action**	**Fees to be Paid**	**Processing Time**	**Person Responsible**
1. Proceed to the Office of Municipal Environment and Natural Resources Offices and Present all necessary requirements	1.1 Received and evaluate the requirements presented	NONE	14 minutes	MENRO Clerk/Staff (Office of the Municipal Environment and Natural Resources
	Prepare and signs and issues of environmental clearance	NONE	5 minutes	MENRO Clerk/Staff (Office of the Municipal Environment and Natural Resources
TOTAL		NONE	20minutes	

6. **PERMIT TO CUT AND CERTIFICATION TO CUTTING THE TREE'S**

OFFICE DIVISION	**MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES**
CLASSIFICATION	**SIMPLE**
TYPE OF TRANSACTION	**Government to Client (G2C)**
WHO MAY AVAIL	**ALL RESIDENCE OF MUNICIPALITY OF CALUMPIT**

CHECKLIST OF REQUIREMENTS	**WHERE TO SOURCE**
Barangay Certification	Barangay Concerned

Client Steps	**Agency Action**	**Fees to be Paid**	**Processing Time**	**Person Responsible**
1. Proceed to the Office of Municipal Environment and Natural Resources Offices and Present all necessary requirements	1.1 Received and evaluate the requirements presented 1.2 Make necessary documents for the permits	NONE	14 minutes	MENRO Clerk/Staff (Office of the Municipal Environment and Natural Resources
	Prepare and signs and issues of environmental clearance	NONE	5 minutes	MENRO Head Department MENRO Clerk/Staff (Office of the Municipal Environment and Natural Resources
TOTAL		NONE	20minutes	