Solid Waste Management Division (SWMD)



**1. Special Hauling** Special Hauling is provided to businesses and government agencies or institutions to temporary assist in their waste collection and disposal.

Office or Division: Solid Waste Management Division							
Classification:		Simple					
Type of Transac	tion:	G2B – Government to Business; G2G – Government to					
		Government	·				
Who may avail: All Local Busines			ses and All Government Agencies within the City				
		of Muntinlupa					
CHECKLIST (	OF REC	QUIREMENTS					
Request Letter (1			Client				
CLIENT STEPS	AGI	ENCY ACTION	FEES	PROCESSING	PERSON		
			TO BE	TIME	RESPONSIBLE		
			PAID				
1. Sign in the		the client in the	None	5 minutes	Admin Staff		
Client Log Book	•	ook and					
at the ESC		ain inquiries					
Office 2. Submit letter		ing request	None	5 minutes	Admin Staff		
		ceive the request and check for	none	5 minutes	Aumin Stan		
of request for garbage		eteness.					
collection	compi	61611655.					
directly to ESC	2110	tter will be					
Office –		ded to the		1 day	Department Head		
Administrative		tment head for		i day	Dopartment riodd		
Division	review						
(requests							
coursed thru	2.2 Ocular Inspection				SWMD Staff		
Mayor's Office		conducted for		1 hour			
are endorsed to	volum	e and type of					
ESC).	waste	. Reason of					
	reques	st will also be					
	verifie	d.					
		spection report					
		made and			SWMD Staff		
		val will be		15 minutes			
		mended if area					
		nd to be in need					
	of action for						
	compl	lance.			Garbage		
	0 4 0				Collection and		
		art processing		2 dava	Disposal Services		
	the re	TOTAL:	None	3 days 4 days, 1 hour	Staff		
		IUIAL.	NULLE	and 25 minutes			
					I]		



### 2. ESC Clearance

This is given as a prerequisite when an establishment or institution applies for a business permit upon meeting the environmental standards set by ESC.

Office or Divisi	on:	Solid Waste Management Division					
Classification:		Complex					
Type of		G2B – Governn	nent to Bus	siness			
Transaction:							
Who may avail:		All Local Busine	esses				
CHECKLIST C		UIREMENTS		WHERE TO SE			
Business Profile				SC Designated S			
DTI/SEC Regist	ration (1	original, 1		ent of Trade and I			
photocopy)				s and Exchange C	commission		
Barangay Permi		nce (1	Barangay	<sup>,</sup> Hall			
original, 1 photo							
Homeowner's A			Homeowr	ner's Association	Office		
(1 original, 1 pho							
Contract of Leas		· •	Owner of	Establishment			
1 photocopy), Ti							
Old ESC Cleara		renewal (1	Client				
original, 1 photo					. 6		
Additional Permi				vironmental Mana	•		
as but not limited		, ,		ake Development	Authority, Lake		
LLDA Clearance Permit, LMO Cle		•	Managen	nent Office			
photocopy)	earance	(Tonginai, T					
CLIENT	AGEN		FEES	PROCESSING	PERSON		
STEPS			TOBE	TIME	RESPONSIBLE		
			PAID				
1. Sign in the	1. Log	the client in	None	5 minutes	Admin Staff		
Client Log	the Log	g Book and					
Book at ESC	enterta	in inquiries					
Office or							
	involvir	ng request					
BPLO	involvir						
BPLO 2. Submit the	2. Rece	ng request	None	5 minutes	Admin Staff		
2. Submit the necessary	2. Rece docum	ng request eive the ents and	None	5 minutes	Admin Staff		
2. Submit the	2. Rece docum check f	ng request eive the ents and or	None	5 minutes	Admin Staff		
2. Submit the necessary	2. Rece docum check f	ng request eive the ents and	None	5 minutes	Admin Staff		
2. Submit the necessary	2. Reco docum check f comple	ng request eive the ents and or steness.	None				
2. Submit the necessary	2. Reco docum check f comple 2.1 Site	ng request eive the ents and or iteness. e Inspection	None	5 minutes 1 day	Admin Staff SWMD Staff		
2. Submit the necessary	2. Reco docum check f comple 2.1 Site will be	ng request eive the ents and for iteness. e Inspection conducted	None				
2. Submit the necessary	2. Reco docum check f comple 2.1 Site will be once th	ng request eive the ents and or eteness. e Inspection conducted	None				
2. Submit the necessary	2. Reco docum check f comple 2.1 Site will be once th require	ng request eive the ents and for eteness. e Inspection conducted ne ments are	None				
2. Submit the necessary	2. Reco docum check f comple 2.1 Site will be once th	ng request eive the ents and for eteness. e Inspection conducted ne ments are	None				
2. Submit the necessary	2. Reco docum check f comple 2.1 Site will be once th require comple	ig request eive the ents and or steness. e Inspection conducted ne ments are ste.	None	1 day	SWMD Staff		
2. Submit the necessary	2. Reco docum check f comple 2.1 Site will be once th require comple 2.3 Ins	ng request eive the ents and for eteness. e Inspection conducted ne ments are	None				



				untiniup
	and will be evaluated by Division Head			
	2.4 If not compliant, the client will be informed to comply.		3 days	SWMD Staff
	2.5 If client is compliant, report will be forwarded to the Department Head for approval and ESC Clearance signature.		1 day	Department Head
3. Claim the ESC Clearance	3. Release of ESC Clearance	None	5 minutes	Designated ESC Staff
	TOTAL:	None	For readily compliant: 2 days, 1 hour and 15 minutes For not readily compliant: 5 days, 1 hour and 15 minutes	



**3. Implementation of City Ordinance 10-109** Enforcement of this ordinance is necessary to lessen the plastic waste generation of the city. Violators are apprehended by deputized ESC Personnel.

Office or Divisi	on:	Solid Waste M	lanagement D	ivision			
<b>Classification:</b>		Simple					
Type of		G2B – Goverr	ment to Busin	ess			
Transaction:							
Who may avail:		All Local Busi	Iesses				
CHECKLIST OF	FREG	UIREMENTS		WHERE TO SEC	URE		
Environmental V		• •	Deputized ES	SC Personnel			
original), Photo a	as pro	of of violation					
Order of Payme				– BPLO or ESC (	Office		
Official Receipt	(1 orig	ginal, 1	City Treasure	er's Office			
photocopy)							
CLIENT		AGENCY	FEES TO	PROCESSING	PERSON		
STEPS		ACTION	<b>BE PAID</b>	TIME	RESPONSIBLE		
1. Sign in the	1. Gi	ve the	None	5 minutes	Deputized ESC		
Environmental		ronmental			Personnel		
Violation		tion Receipt					
Receipt (EVR)	Clier	nt's Copy					
(3 copies)							
2. Present the		eview the	None	5 minutes	SWMD Staff		
EVR to the		and contact					
ESC –		SWMRTD					
SWMRTD	Offic						
Staff in BPLO.	CONTI	rmation.					
	2 1 F	Provide Order		10 minutes	SWMD Staff		
		ayment with			OWNE Olan		
		tion fee					
	indic						
3. Present the		cept the	First	5 minutes	City Treasurer's		
Order of		nent based on	Offense:		Office -		
Payment to		Order of	P500.00		Miscellaneous		
City	payn	nent.			Section Staff		
Treasurer's			Second				
Office and pay	3.1 ls	ssue of	Offense:				
the violation			P1,000.00				
fee.							
3.1 Claim and	3.1 Claim and		Third and				
keep the			Subsequent				
Official			Offense:				
Receipt.			P2,500.00				
· · ·		TOTAL:		25 minutes			



**4. Implementation of City Ordinance 06-092** Enforcement of this ordinance is necessary to lessen the waste generation of the city. Violators are apprehended by deputized ESC Personnel.

Office or Divisi	Office or Division: Solid Waste Management Division						
<b>Classification:</b>			~				
Type of G2B – Govern			nment to Busi	ness			
Transaction:							
Who may avail	:	All Local Bus	inesses	nesses			
CHECKLIST O		UIREMENTS		WHERE TO SEC	URE		
Environmental \	/iolatio	n Receipt (1	Deputized E	SC Personnel			
original), Spot re	eport w	vith photo					
Order of Payme	nt (1 o	riginal)	SWMD Staff	- BPLO or ESC	Office		
Official Receipt	(1 orig	inal, 1	City Treasure	er's Office			
photocopy)							
CLIENT	AGE	NCY ACTION	FEES TO	PROCESSING	PERSON		
STEPS			BE PAID	TIME	RESPONSIBLE		
1. Sign in the Environmental Violation Receipt (EVR) (3 copies)	1. Give the Environmental Violation Receipt Client's Copy		None	5 minutes	Deputized ESC Personnel		
For paying fine: 2.A Present the EVR to the ESC – SWMRTD Staff in BPLO.	<ul><li>2.A. Review the EVR and contact the SWMRTD Office for confirmation.</li><li>2.A.1 Provide Order of Payment with violation fee indicated</li></ul>		None	5 minutes 10 minutes	SWMD Staff SWMD Staff		
For doing community service: 2.B Present the EVR to the ESC – SWMRTD Staff in ESC Office.			None	First Offense: 16-hour community service and 1- day eco-waste seminar Second Offense: 32- hour community service and 3- day eco-waste seminar Third and Subsequent Offense: 48- hour community service and 5-	SWMD Staff		



		r		Muntinlupe
			day eco-waste	
			seminar	
For paying fine: 3. Present the Order of Payment to City Treasurer's	3. Accept the payment based on the Order of payment.	First Offense: P2,000.00 Second Offense:	5 minutes	City Treasurer's Miscellaneous Section Staff
Office and pay the violation fee. 3.1. Claim and keep the Official Receipt	3.1 Issue the Official	P3,000.00 Third and Subsequent Offense: P5,000.00	5 minutes	City Treasurer's Miscellaneous
For impounded vehicle: 3.2 Present the Official Receipt and receive the impounded	Receipt.		15 minutes	Section Staff
vehicle	3.2 Release the impounded vehicle			PNP Personnel
For doing community service: 3. Claim and keep the Certificate of Completion.	3. Issuance the Certificate of Completion.	First Offense: P2,000.00 Second Offense: P3,000.00 Third and Subsequent Offense: P5,000.00	5 minutes	City Treasurer's Miscellaneous Section Staff
	TOTAL:		50 minutes excluding community service	



5. Soil Enhancer Request Soil Enhancer is provided to citizens, businesses and government agencies or institutions to assist in their efforts of maintaining and improving their green spaces.

Office or Division: Solid Waste Management Division							
Classification:		Simple					
Type of		G2B – Governn	nent to Business; G2C – Government to				
Transaction:		Citizens; and G	2G – Gove	ernment to Govern	iment		
Who may avail		All					
		QUIREMENTS	S WHERE TO SECURE				
		ng the purpose,	Client				
organization and		ficiary (1					
original, 1 photo	copy)						
Sack(s)	1		Client		_		
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Sign in the Client Log Book at the ESC Office	the Lo entert	g the client in og Book and ain inquiries ing request	None	5 minutes	Admin Staff		
2. Submit letter of request for soil enhancer directly to	the re check	ceive, stamp quest letter and for leteness.	None	5 minutes	Admin Staff		
ESC Office – Administrative Division (requests coursed thru	forwa	etter will be rded to the rtment head for v.		1 day	Department Head		
Mayor's Office are endorsed to ESC).		upply of soil ncer will be ted.		15 minutes	SWMRTD Staff		
	2.4 Start processing the request			1 hour	SWMRTD Staff		
3. Receive the soil enhancer	3. Pro enhar		None	10 minutes	SWMRTD Staff		
		TOTAL:		1 day, 1 hour and 25 minutes			



# **Special Operations Division (SOD)**



**1. Grass Cutting/Tree Cutting/Trimming Request** Grass Cutting/Tree Cutting/Trimming is provided to all entities requesting with complete requirements.

Office or Division	ו:	Special Operations Division					
Classification:		Complex					
Type of Transact	ion:	G2B – Government to Business; G2C – Government to					
		Citizens; and G2G – Government to Government					
Who may avail:		All					
CHECKLIST OF			REMENTS WHERE TO SI				
Request Letter (1	origina	I, 1	1 Client				
photocopy)							
EPNRO Clearance			-	nental Protection			
Cutting/Trimming	(1 origi	nal, 1	Resource	es Office (EPNRC	))		
photocopy					DEDOON		
CLIENT STEPS	AGE	NCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Sign in the Client Log Book in the ESC Office	the Lo enterta	the client in g Book and ain inquiries ng request	None	5 minutes	Admin Staff		
2. Submit letter of request with attached EPNRO2. Reg the re check checkClearance forcomp		ceive, stamp quest letter and for eteness.	None	5 minutes	Admin Staff		
Tree Cutting/Trimming directly to ESC Office – Administrative	forwar	tter will be ded to the tment head for		1 day	Department Head		
Division (requests coursed thru Mayor's Office are endorsed to ESC).	2.2 00	cular Inspection conducted.		1 hour	SOD Head		
<ul> <li>2.3 Inspect will be made forwarded to Department review.</li> <li>2.4 Approview.</li> <li>2.4 Approview.</li> <li>2.5 SOD proview.</li> </ul>		ded to the tment Head for		1 day	Department Head		
		proved request endorsed to		1 day	SOD Head		
		DD proceeds to process the		14 days	SOD Staff		
	•	TOTAL:	None	17 days, 1 hour and 10 minutes			



## **Clean and Green Division (CGD)**



**1. Request for Plants** This covers requests for plants, tree planting, beautification and trimming of plants.

loop And Cro				
Clean And Green Division (CGD) Simple				
G2B – Government to Business; G2C – Government to				
Citizens; and G2G – Government to Government				
All constituents and entities within Muntinlupa City				
REMENTS WHERE TO SECURE				
hotocopy) Client				
Y ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Log the client in the Log Book and entertain inquiries involving request		5 minutes	Admin Staff	
stamp the er and check eness. /ill be	None	5 minutes	Admin Staff	
o the t head for verifies the of the request		1 day	Department Head	
<ul><li>2.2 Ocular Inspection will be conducted.</li><li>For tree planting, beautification and</li></ul>		1 day	CGD Staff	
of plants: Staff will ea for ementation		1 day	CGD Staff	
For provision of plants: 3. CGD will provide the requested plants available.		1 day	CGD Staff	
TOTAL:	None	For tree planting, beautification and trimming of plants: 3 days and 10 minutes For provision of plants: 3 days and 10		
			3 days and 10 minutes For provision of	