

Solid Waste Management Division (SWMD)



1. Special Hauling

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

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| Office or Division: | Solid Waste Management Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2B – Government to Business; G2G – Government to Government | | | |
| Who may avail: | All Local Businesses and All Government Agencies within the City of Muntinlupa | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Request Letter (1 original, 1 photocopy) | | Client | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign in the Client Log Book at the ESC Office | 1. Log the client in the Log Book and entertain inquiries involving request | None | 5 minutes | Admin Staff |
| 2. Submit letter of request for garbage collection directly to ESC Office – Administrative Division (requests coursed thru Mayor’s Office are endorsed to ESC). | 2. Receive the request letter and check for completeness. | None | 5 minutes | Admin Staff |
| | 2.1 Letter will be forwarded to the Department head for review. | | 1 day | Department Head |
| | 2.2 Ocular Inspection will be conducted for volume and type of waste. Reason of request will also be verified. | | 1 hour | SWMD Staff |
| | 2.3 Inspection report will be made and approval will be recommended if area is found to be in need of action for compliance. | | 15 minutes | SWMD Staff |
| | 2.4 Start processing the request. | | 3 days | Garbage Collection and Disposal Services Staff |
| TOTAL: | | None | 4 days, 1 hour and 25 minutes | |



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.

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| Office or Division: | Solid Waste Management Division | | | |
| Classification: | Complex | | | |
| Type of Transaction: | G2B – Government to Business | | | |
| Who may avail: | All Local Businesses | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Business Profile Form | | ESC or ESC Designated Staff in BPLO | | |
| DTI/SEC Registration (1 original, 1 photocopy) | | Department of Trade and Industry/ Securities and Exchange Commission | | |
| Barangay Permit/Clearance (1 original, 1 photocopy) | | Barangay Hall | | |
| Homeowner's Association Clearance (1 original, 1 photocopy) | | Homeowner's Association Office | | |
| Contract of Least for renter (1 original, 1 photocopy), Title (if land owner) | | Owner of Establishment | | |
| Old ESC Clearance for renewal (1 original, 1 photocopy) | | Client | | |
| Additional Permits, if applicable such as but not limited to: ECC, CNC, LLDA Clearance and Discharge Permit, LMO Clearance (1 original, 1 photocopy) | | DENR Environmental Management Bureau, Laguna Lake Development Authority, Lake Management Office | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign in the Client Log Book at ESC Office or BPLO | 1. Log the client in the Log Book and entertain inquiries involving request | None | 5 minutes | Admin Staff |
| 2. Submit the necessary documents | 2. Receive the documents and check for completeness. | None | 5 minutes | Admin Staff |
| | 2.1 Site Inspection will be conducted once the requirements are complete. | | 1 day | SWMD Staff |
| | 2.3 Inspection report will be generated | | 1 hour | SWMD Staff |



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



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.

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| Office or Division: | | Solid Waste Management Division | | |
| Classification: | | Simple | | |
| Type of Transaction: | | G2B – Government to Business | | |
| Who may avail: | | All Local Businesses | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Environmental Violation Receipt (1 original), Photo as proof of violation | | Deputized ESC Personnel | | |
| Order of Payment (1 original) | | SWMD Staff – BPLO or ESC Office | | |
| Official Receipt (1 original, 1 photocopy) | | City Treasurer’s Office | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON 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 |
| 2. Present the EVR to the ESC – SWMRTD Staff in BPLO. | 2. Review the EVR and contact the SWMRTD Office for confirmation. | None | 5 minutes | SWMD Staff |
| | 2.1 Provide Order of Payment with violation fee indicated. | | 10 minutes | SWMD Staff |
| 3. Present the Order of Payment to City Treasurer’s Office and pay the violation fee. 3.1 Claim and keep the Official Receipt. | 3. Accept the payment based on the Order of payment. | First Offense: P500.00 | 5 minutes | City Treasurer’s Office - Miscellaneous Section Staff |
| | 3.1 Issue of Official Receipt. | Second Offense: P1,000.00 | | |
| | | Third and Subsequent Offense: 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.

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| Office or Division: | | Solid Waste Management Division | | |
| Classification: | | Simple | | |
| Type of Transaction: | | G2B – Government to Business | | |
| Who may avail: | | All Local Businesses | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Environmental Violation Receipt (1 original), Spot report with photo | | Deputized ESC Personnel | | |
| Order of Payment (1 original) | | SWMD Staff – BPLO or ESC Office | | |
| Official Receipt (1 original, 1 photocopy) | | City Treasurer’s Office | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON 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. | 2.A. Review the EVR and contact the SWMRTD Office for confirmation. | None | 5 minutes | SWMD Staff |
| | 2.A.1 Provide Order of Payment with violation fee indicated. | | 10 minutes | SWMD Staff |
| For doing community service: 2.B Present the EVR to the ESC – SWMRTD Staff in ESC Office. | 2.B. Review the EVR and endorse for community service 2.B.1 Client will be accompanied by an ESC Staff to a designated area to conduct community service. | 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 |



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

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|--|--|------------------------|------------------------------|---------------------------|
| Office or Division: | Solid Waste Management Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2B – Government to Business; G2C – Government to Citizens; and G2G – Government to Government | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Request Letter indicating the purpose, organization and beneficiary (1 original, 1 photocopy) | | | Client | |
| Sack(s) | | | Client | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign in the Client Log Book at the ESC Office | 1. Log the client in the Log Book and entertain inquiries involving request | None | 5 minutes | Admin Staff |
| 2. Submit letter of request for soil enhancer directly to ESC Office – Administrative Division (requests coursed thru Mayor’s Office are endorsed to ESC). | 2. Receive, stamp the request letter and check for completeness. | None | 5 minutes | Admin Staff |
| | 2.1 Letter will be forwarded to the Department head for review. | | 1 day | Department Head |
| | 2.2 Supply of soil enhancer will be checked. | | 15 minutes | SWMRTD Staff |
| | 2.4 Start processing the request | | 1 hour | SWMRTD Staff |
| 3. Receive the soil enhancer | 3. Provision of soil enhancer | 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.

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| Office or Division: | Special Operations Division | | | |
| Classification: | Complex | | | |
| Type of Transaction: | G2B – Government to Business; G2C – Government to Citizens; and G2G – Government to Government | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Request Letter (1 original, 1 photocopy) | | Client | | |
| EPNRO Clearance for Tree Cutting/Trimming (1 original, 1 photocopy) | | Environmental Protection and Natural Resources Office (EPNRO) | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign in the Client Log Book in the ESC Office | 1. Log the client in the Log Book and entertain inquiries involving request | None | 5 minutes | Admin Staff |
| 2. Submit letter of request with attached EPNRO Clearance for Tree Cutting/Trimming directly to ESC Office – Administrative Division (requests coursed thru Mayor’s Office are endorsed to ESC). | 2. Receive, stamp the request letter and check for completeness. | None | 5 minutes | Admin Staff |
| | 2.1 Letter will be forwarded to the Department head for review. | | 1 day | Department Head |
| | 2.2 Ocular Inspection will be conducted. | | 1 hour | SOD Head |
| | 2.3 Inspection report will be made and forwarded to the Department Head for review. | | 1 day | Department Head |
| | 2.4 Approved request will be endorsed to SOD for scheduling | | 1 day | SOD Head |
| 2.5 SOD proceeds to site to process the request | | 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.

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| Office or Division: | | Clean And Green Division (CGD) | | |
| Classification: | | Simple | | |
| Type of Transaction: | | G2B – Government to Business; G2C – Government to Citizens; and G2G – Government to Government | | |
| Who may avail: | | All constituents and entities within Muntinlupa City | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Request Letter (1 original, 1 photocopy) | | Client | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign in the Client Log Book in the ESC Office | 1. Log the client in the Log Book and entertain inquiries involving request | None | 5 minutes | Admin Staff |
| 2. Submit letter of request with ESC Office – Administrative Division (requests coursed thru Mayor's Office are endorsed to ESC). | 2. Receive, stamp the request letter and check for completeness. 2.1 Letter will be forwarded to the Department head for review and verifies the availability of the request to the CGD 2.2 Ocular Inspection will be conducted. For tree planting, beautification and trimming of plants: 2.3.1 CGD Staff will proceed area for action/implementation | None | 5 minutes | Admin Staff |
| | | | 1 day | Department Head |
| | | | 1 day | CGD Staff |
| 3. Receive the requested plants | 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 minutes | |