



ENVIRONMENTAL PROTECTION AND NATURAL
RESOURCES OFFICE



Natural Resources Protection and Regulation Division

External Service

1. Issuance of Environmental Clearance for Tree Cutting, Pruning, Trimming and Earth-balling

Environmental Clearance is given to ensure the protection of the environment particularly in the maintenance and removal of trees planted within the jurisdiction of Muntinlupa. The regulations on the proper maintenance and removal of trees are stipulated in City Ordinance 15-143, as amended by City Ordinance 20-188.

| Office or Division: | Natural Resources Protection and Regulation Division | | | |
|--|---|--|-----------------|--|
| Classification: | Complex | | | |
| Type of Transaction: | G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government | | | |
| Who may avail: | Muntinlupenos, schools, businesses, other government units | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Application Letter | | Proponent | | |
| 2. Photocopy of the Transfer Certificate of Title (TCT) where the tree(s) is (are) located | | Proponent, City Assessor's, Registry of Deeds | | |
| 3. Photographs of tree(s) to be removed/ pruned/trimmed/earth-balled | | Proponent | | |
| 4. Sketch map showing the location of the tree(s) | | Proponent | | |
| 5. Endorsement/Certificate of No Objection from Homeowners' Association, if applicable | | Homeowners Association having the jurisdiction in the area | | |
| 6. Endorsement/Certificate of No Objection from Barangay | | Barangay having the jurisdiction in the area | | |
| 7. Authorization letter from the owner of the property, if necessary | | Owner of the property | | |
| 8. ECC, if applicable | | DENR-EMB | | |
| 9. Replacements (Seeds, Plant Saplings or Garden Soil) | | Proponent | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Inquiry and submission of request letter and requirements | 1.1 Receive, log and forward the application letter together with requirements to Office Head | None | 5 Minutes | <i>Administrative Assistant I</i> |
| | 1.2 Review the application, schedule and assign inspection team/personnel | None | 1 Day | <i>Office Head</i> |
| | 1.3 Conduct inspection and inform the proponent on the required | None | 2 Days | <i>Supervising Environmental Management Specialist / Senior Environmental Management Specialist / Environmental Management Specialist II and I</i> |

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| | replacements and fees to paid | | | |
| | 1.4 Prepare Inspection Report and recommendations for the approval of Office Head | None | 15 Minutes | <i>Office Head/ Supervising Environmental Management Specialist/ Senior Environmental Management Specialist/ Environmental Management Specialist II and I</i> |
| 2. Submit documentary requirements and replacements as per Section 5 of City Ordinance 20-188 | 2.1 Check and receive the documents and replacements | None | 15 Minutes | <i>Administrative Assistant/ Senior Environmental Management Specialist/ Environmental Management Specialist II and I</i> |
| | 2.2 Prepare and issue the Order of Payment | None | 5 Minutes | <i>Environmental Management Specialist II and I</i> |
| 3. Pay the clearance fee to the City Treasurer's Office | 3.1 Receive the Official Receipt (OR) | Trimming, Pruning and Earth-balling Clearance: PhP500.00 Tree Cutting: Tree Less than 10 years old- PhP1,000.00 | 15 Minutes | <i>Environmental Management Specialist II and I</i> |
| | | Trees that are 10 to 30 years old- PhP10,000.00 Trees that are 31 to 49 years old- PhP30,000.00 Trees that are 50 years old and above- PhP50,000.00 | | |
| | 3.2 Prepare the Environmental Clearance | None | 5 Minutes | <i>Office Head/ Supervising Environmental Management Specialist / Senior Environmental Management Specialist / Environmental Management Specialist II and I</i> |
| | 3.3 Sign and approve the Environmental Clearance | None | 1 Hour | <i>Office Head/ Supervising Environmental Management Specialist/ Senior Environmental Management Specialist</i> |
| | 3.3 Release, record and file the copy of Environmental Clearance | None | 5 Minutes | <i>Senior Environmental Management Specialist/ Environmental Management Specialist II and I</i> |
| TOTAL: | | Trimming, Pruning and | 3 Days, 2 Hours & 5 Minutes | |

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| | Earth-balling Clearance: PhP500.00 Tree Cutting: Tree Less than 10 years old- PhP1,000.00 Trees that are 10 to 30 years old- PhP10,000.00 Trees that are 31 to 49 years old- PhP30,000.00 Trees that are 50 years old and above- PhP50,000.00 | |
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2. Issuance of Environmental Permit to Operate (PTO) (City Ordinance 09-087)

Environmental Permit to Operate is given to industrial, commercial, agricultural establishments as a prerequisite in applying for Business Permit. PTO will only be issued to establishments upon inspection of EPNRO and upon compliance to environmental requirements set forth in the Clean Air Act of 1999, City Ordinance 09-087, and relevant City Ordinances.

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| Office or Division: | Natural Resources Protection and Regulation Division | | | |
| Classification: | Complex | | | |
| Type of Transaction: | G2B – Government to Business; | | | |
| Who may avail: | Owner of industrial factories, commercial establishment, agricultural establishment and other businesses | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Copy of Business Application Form | | Business Permits and Licensing Office | | |
| 2. Vicinity Map with picture | | Proponent | | |
| 3. Barangay Clearance/Permit | | Barangay | | |
| 4. Water Billing Scheme, if necessary | | Water Concessionaire | | |
| 5. Self-Monitoring Report, if necessary | | Proponent | | |
| 6. ECC, if applicable | | DENR-EMB | | |
| 7. PTO, if applicable | | DENR-EMB | | |
| 8. Affidavit of Undertaking, if necessary | | Proponent | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Inquiry and submission of copy Business Application Form | 1.1 Receive, log and forward the copy of Business Application Form to Office Head | None | 5 Minutes | <i>Admin Assistant I</i> |
| | 1.2 Review the application, schedule and | None | 1 Day | <i>Office Head</i> |

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| | assign inspection team/personnel | | | |
| | 1.3 Conduct inspection and discuss of requirements | None | 2 Days | <i>Supervising Environmental Management Specialist/ Senior Environmental Management Specialist / Environmental Management Specialist II and I</i> |
| | 1.4 Prepare Inspection Report and recommendations for the approval of Office Head | None | 15 Minutes | <i>Supervising Environmental Management Specialist/ Senior Environmental Management Specialist/ Environmental Management Specialist II and I, Office Head</i> |
| 2. Submission of Requirements | 2.1 Review and receive the requirements and attach to copy of Business Application Form | None | 15 Minutes | <i>Supervising Environmental Management Specialist/ Senior Environmental Management Specialist/ Environmental Management Specialist II and I, Office Head</i> |
| | 2.2 Prepare and issue Order of Payment | None | 5 Minutes | <i>Environmental Management Specialist II and I</i> |
| 3. Payment to City Treasurer's Office | 3.1 Receive and photocopy the original receipt | Subject to the prescribed fees provided by City Ordinance 09-087 PhP300.00- PhP5,000.00 | 15 Minutes | <i>Environmental Management Specialist II and I</i> |
| | 3.2 Prepare the Permit to Operate (PTO) | None | 5 Minutes | <i>Environmental Management Specialist II and I</i> |
| | 3.3 Sign and approve the PTO | None | 1 Hour | <i>Office Head</i> |
| | 3.4 Release, record and file the copy of approved PTO | None | 5 Minutes | <i>Environmental Management Specialist II and I</i> |
| TOTAL: | | Subject to the prescribed fees provided by City Ordinance 09-087 PhP300.00- PhP5,000.00 | 3 Days, 2 Hours & 5 Minutes | |

3. Addressing of Environmental Complaints

Concerned citizens, groups, public and private entities, and businesses may report to EPNRO regarding individuals, industrial factories, commercial establishments, and other entities with alleged illegal operations that may affect the environment and/or may violate provisions of ordinances being implemented by EPNRO and other regulatory offices.

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| Office or Division: | Natural Resources Protection and Regulation Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government | | | |
| Who may avail: | Muntinlupenos, schools, businesses, other government units | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Complaint Letter with complete details such as nature of complaint, address of respondent and contact details | | Complainant | | |
| 2. Photographs of complaint | | Complainant | | |
| 3. Pictures of complaint | | Complainant | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Inquiry and submission of complaint letter | 1.1 Receive, log and forward the complaint letter to Office Head | None | 5 Minutes | <i>Admin Assistant I</i> |
| | 1.2 Review the complaint letter, schedule and assign inspection team/personnel | None | 1 Day | <i>Office Head</i> |
| | 1.3 Coordinate with other regulatory office/s, if necessary | None | 4 Hours | <i>Environmental Management Specialist II and I</i> |
| | 1.4 Inspect and meet with violator/respondent (Joint Inspection with Regulatory Office, if necessary) | None | 1 Day | <i>Supervising Environmental Management Specialist/ Senior Environmental Management Specialist/ Environmental Management Specialist II and I</i> |
| | 1.5 Prepare and submit Inspection Report and recommendations to Office Head | None | 15 Minutes | <i>Supervising Environmental Management Specialist/ Senior Environmental Management Specialist/ Environmental Management Specialist II and I</i> |
| | 1.6 Review the report and recommendations | None | 5 Minutes | <i>Office Head</i> |
| | 1.7 Submission of report to personnel (if the complaint is from 8888) | None | 15 Minutes | <i>Environmental Management Specialist II and I</i> |
| | 1.8 If provision of city ordinance was violated, issue, record and file copy of Notice of Violation | Subject to the prescribed fees provided by City Ordinance 09-087 PhP300.00- PhP5,000.00 | 30 Minutes | <i>Supervising Environmental Management Specialist/ Senior Environmental Management Specialist/ Environmental Management Specialist II and I</i> |
| TOTAL: | | PhP300.00- PhP5,000.00 | 2 Days, 5 Hours & 10 Minutes | |

4. Request for saplings and seeds

EPNRO also distributes and provides planting materials (saplings and vegetable seeds) to community, government offices and private businesses to help them in their greening activities. Individuals, businesses, government offices and other groups may request to EPNRO.

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| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government | | | |
| Who may avail: | Muntinlupenos, schools, businesses, other government units | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Request letter with complete details such as planting location, area, size, number and type of seeds/saplings | | Proponent | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Inquiry and submission of request letter with complete details such as planting location, area, size, number and type of seeds/saplings | 1.1 Receive, log and forward the request letter to Office Head | None | 5 Minutes | <i>Admin Assistant I</i> |
| | 1.2 Review, schedule and assign personnel for inspection | None | 1 Day | <i>Office Head</i> |
| | 1.3 Inspect and assess the area of request | None | 1 Day | <i>Senior Environmental Management Specialist/ Environmental Management Specialist II and I</i> |
| | 1.4 Prepare report and recommendation for the approval of the Office Head | None | 15 Minutes | <i>Office Head/ Senior Environmental Management Specialist/ Environmental Management Specialist II and I</i> |
| 2. Pick-up of seeds and/or saplings | 2.1 Turnover of seeds to proponent | None | 1 Hour | <i>Office Head/ Senior Environmental Management Specialist/ Environmental Management Specialist II and I</i> |
| TOTAL: | | None | 2 Days, 1 Hour & 20 Minutes | |



Air Quality Management Division
External Services

1. Issuance of Certificate of Emission Compliance for Voluntary Testing and Apprehended Vehicles (City Ordinance 17-087)

Pursuant to Republic Act 8749, the Clean Air Act and City Ordinance 17-087, the City Government of Muntinlupa thru Anti-Smoke Belching Unit (ASBU) of EPNRO conducts voluntary testing and regular roadside apprehension activities to monitor and regulate the emissions from diesel-fed vehicles operating within the jurisdiction of Muntinlupa.

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| Office or Division: | Air Quality Management Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government | | | |
| Who may avail: | Muntinlupenos, schools, businesses, other government units | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Official Receipt & Certificate of Registration (OR/CR) | | Land Transportation Office (LTO) | | |
| 2. Ordinance Infraction Receipt (OIR) | | Anti-Smoke Belching Unit | | |
| 3. Smoke Density Test Result (SDTR) | | Anti-Smoke Belching Unit | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present OR/CR for inquiry and verification (If apprehended, add OIR and SDTR) | 1.1 Log and verify the drivers' and operators' data in the system and filing cabinet (per unit) | None | 5 Minutes | <i>Administrative Assistant I Administrative Assistant II</i> |
| | 1.2 Prepare and issue order of payment | None | 5 Minutes | <i>Administrative Assistant I</i> |
| 2. Payment to EPNRO window transaction area | 2.1 Receive the payment and | Operator: 1st Offense: PhP 1,000.00 | 5 Minutes | <i>Administrative Assistant II</i> |
| | issue Original Receipt (OR) | 2nd Offense: PhP 2,000.00 3rd Offense: PhP 3,000.00 Driver: 1st Offense: PhP 100.00 2nd Offense: PhP 200.00 3rd Offense: PhP 300.00 Testing Fee: PhP 150.00 Voluntary Fee: PhP 120.00 | | |
| 3. Submit the vehicle for emission testing | 3.1 Test vehicle in testing area (per vehicle) | None | 10 Minutes | <i>Administrative Aide VI</i> |
| 4. Submit the emission test result to EPNRO | 4.1 Release and log the Certificate of Emission Compliance (CEC) | None | 5 Minutes | <i>Community Affairs Assistant I Public Service Foreman Supervising Environmental Management Specialist</i> |
| TOTAL: | | Operator: 1st Offense: PhP 1,000.00 2nd Offense: PhP 2,000.00 | 30 Minutes | |

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| | 3rd Offense: PhP 3,000.00 Driver: 1st Offense: PhP 100.00 2nd Offense: PhP 200.00 3rd Offense: PhP 300.00 Testing Fee: PhP 150.00 Voluntary Fee: PhP 120.00 | |
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2. Issuance of Certificate of Emission Compliance for Garage Testing

This activity is an initiative of EPNRO to help citizens, businesses, PUV operators, Jeepney associations and other transport groups to comply with clean emission standards. Anti-smoke Belching Unit (ASBU) of EPNRO conduct special operations in clients' respective areas to ensure that prior to operation, emissions of vehicles are within standards. This service is available to citizens, businesses, PUV operators, Jeepney associations and other transport groups with a minimum of 11 vehicles.

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|---|---|--|------------------------|---|
| Office or Division: | Air Quality Management Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Citizen; G2B – Government to Business | | | |
| Who may avail: | Muntinlupenos, schools, businesses, other government units | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Official Receipt & Certificate of Registration (OR/CR) | | Land Transportation Office (LTO) | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present OR/CR for inquiry and verification | 1.1 Log and verify the drivers' and operators' data in the system and filing cabinet (per unit) | None | 5 Minutes | <i>Administrative Assistant I</i> <i>Administrative Assistant II</i> |
| | 1.2 Prepare and issue order of payment (per unit) | None | 5 Minutes | <i>Administrative Assistant I</i> |
| 2. Payment to EPNRO window transaction area | 2.1 Receive the payment and issue Original Receipt (OR) | Operator: 1st Offense: PhP 1,000.00 | 5 Minutes | <i>Administrative Assistant II</i> |

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|---|--|---|-------------------|---|
| | | 2nd Offense: PhP 2,000.00 3rd Offense: PhP 3,000.00 Driver: 1st Offense: PhP 100.00 2nd Offense: PhP 200.00 3rd Offense: PhP 300.00 Testing Fee: PhP 150.00 Voluntary Fee: PhP 120.00 | | |
| | 2.2 Schedule garage testing | None | 1 Hour | <i>Administrative Assistant II</i> |
| | 2.3 Test vehicles in client's area | None | 4 Hours | <i>Administrative Aide VI Public Services Foreman</i> |
| 3. Submit the emission test result to EPNRO | 3.1 Prepare, release and log the Certificate of Emission Compliance (CEC) per unit | None | 5 Minutes | <i>Administrative Assistant I Administrative Assistant II Supervising Environmental Management Specialist</i> |
| TOTAL: | | Operator: | 30 Minutes | |
| | | 1st Offense: PhP 1,000.00 2nd Offense: PhP 2,000.00 3rd Offense: PhP 3,000.00 Driver: 1st Offense: PhP 100.00 2nd Offense: PhP 200.00 3rd Offense: PhP 300.00 Testing Fee: PhP 150.00 Voluntary Fee: PhP 120.00 | | |