



## SECSIME NO. PIN-02. AREA STATUS AND CLEARANCE



Description: This Certification is made upon request of proponents for application of Commercial Sand and Gravel (CSAG) or quarry permit being filed at the CENR Office. The purpose for the request is to present the legal status of the area as one requirement of ECC/ CNC.

<b>Office or Division:</b>	DENR CENRO Pinukpuk, Region CAR			
<b>Classification:</b>	Simple-Complex			
	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	External: LGU and other government agencies or instrumentalities and private individuals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Official Letter Request (1 original)		Requesting Party		
2. Sketch plan of the proposed permit area with Technical Description, signed and sealed by Geodetic Engineer		Any Deputized Geodetic Engineer		
3. Barangay Resolution (Endorsing the permit application)		Barangay		
4. Proof of ownership of the area applied for permit or consent from the lot/ surface owner		Requesting Party		
<b>Additional if Requesting Party is a representative</b>				
5. SPA for representative (1 original, notarized)		Requesting Party, Private Lawyer or Notary Public		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submit Official Letter Request to Receiving/Releasing Clerk	1. Receive, and check the completeness of submitted requirements, stamp the date and time on documents and forward documents to action officer	None	5 min.	<i>Receiving/Releasing Clerk</i> Records Unit/Section





				 <p>MICHELLE J. BERGONIA Records Officer 1</p>
				or
				 <p>JULIET G. BANGELAN Admin. Aide VI</p>
2. None	2.For evaluation and further instruction	None	5 min.	 <p>Imelda B. Casiwan OIC, CENRO</p>





3. None	3.Site Verification and survey	None	1 day (Depending on the site)	 <p>Engr. Rodolfo P. Tabbang GE II/ Team Leader, Survey and Mapping Unit</p>  <p>Engr. Von Exequiel Walcien SRS- MGB Embedded Personnel</p> <p>Efren Bignalen FEO/ Member, Survey and Mapping Unit</p>
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4.None	4. Send map at Regional Office (Survey and Mapping Division) via email for final verification	None	5min.	 Engr. Von Exequiel Walcien SRS- MGB Embedded Personnel
4.1 None	4.1 Regional Office-SMD to send feedback	None	5 days	Regional Office-Survey and Mapping Division
5.None	5. Prepare/Approve Order of Payment	None	5 min.	<i>Records Officer</i> CENRO Records Unit/Section  MICHELLE J. BERGONIA Records Officer 1



6. Pay to the Cashier the Certification Fee	6. Accept payment and issue Official Receipt	<b>Area Clearance Fees:</b> Forestry-Php 500.00 NIPAS- Php 500.00 Land Holding-Php 500.00  <i>Pursuant to DAO 97-06</i>	5 min.	<i>Credit Officer</i>  VIOLETA M. PALARAN Credit Officer 1
7. None	7. Check the Official Receipt. Verify, prepare and initial the Certification	None	25 min.	 Engr. Rodolfo P. Tabbang GE II/ Team Leader, Survey and Mapping Unit  or



				 <p>Engr. Von Exequiel Walcien SRS- MGB Embedded Personnel</p>
7.1 None	7.1 Initial the Certification	None	5 min.	<p><i>Chief</i> Concerned Unit/Section</p>  <p>JACQUELINE G. PARINGIT EMS II/ OIC Chief, CDS</p>





RAYMUNDO B. MABAZZA  
LMO III





JOSE L. BALICAG  
Forester III



7.2None	7.2Determine accuracy of the Certification and affix signature	None	5 min.	 Imelda B. Casiwan OIC, CENRO
8. None	8.Release the approved Certification to the customer and forward the received Customer Request Form to Action Officer	None	10 min.	<i>Receiving/Releasing Clerk</i> Records Unit/Section  MICHELLE J. BERGONIA Records Officer 1  Or





				 <p>JULIET G. BANGELAN Admin. Aide VI</p>
9. Return the Area Status & Clearance and Fill-out Client Satisfactory Survey Form/ Feedback Form	9. File the Customer Request Form	None	5 min.	<p><i>Records Officer</i> Records Unit/Section</p>  <p>MICHELLE J. BERGONIA Records Officer 1</p>
<b>TOTAL:</b>		<b>Php 1,500.00</b> Pursuant to DAO 97-06	<i>Highly Technical</i>	<i>6 days, 1 hour and 10 minutes</i>