







## SECSIME NO. TAB-02. ISSUANCE OF AREA STATUS AND CLEARANCE



Description: Area status and clearance is a document required for the issuance of Environmental Compliance Certificate and Commercial Sand and Gravel permit.

<b>Office or Division:</b>	Records Unit/Section, DENR CENRO			
<b>Classification:</b>	Complex			
	Highly Technical			
<b>Type of Transaction:</b>	G2B - Government to Business G2C - Government to Citizen			
<b>Who may avail:</b>	Any Filipino citizen, private corporations, holders of tenurial instruments, Government Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form (1 original, 1 duplicate copy)		Requesting Party		
2. Barangay clearance in resolution form		Concerned LGU (City/Municipality/Barangay)		
3. Survey plan of the applied area		Requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit request letter with corresponding requirements	1. Receive application and check completeness of supporting documents then forward to CENR Officer	None	5 min.	 KRISHNA DEANNE B. TALLOG Records Officer
1.1 None	1.1 Issue order/instruction to conduct inspection. Forward to embedded MGB personnel	None	5 minutes	 SEVERINO L. DALUTAG CENR Officer



1.2 None	1.2 Conduct review on the completeness of the submitted requirements  Conduct on-site inspection	None	2 days Depending on the location of the applied area	Jestee Ruth Dona-al <b>Geologist Embedded MGB Personnel</b>
1.3 None	1.3 Submit survey plan to RPS, MGB Region, and the SMD for verification of the area	None	5 days	 Engr. Jofre B. Candelario GE II  <b>MGB Region Surveys and Mapping Division</b>
1.4 None	1.4 Receive response from RPS, MGB Region and SMD  Review then prepare area status and clearance and order of payment	None	20 minutes	Jestee Ruth Dona-al <b>Geologist Embedded MGB Personnel</b>
2. Pay corresponding fee	2. Accept fees and issue Official Receipt	<b>Php 1,500.00 (NIPAS, FORESTRY, LANDHOLDINGS)</b>	5 minutes	 <b>ANGELYN G. ALSAY</b> Credit Officer



2.1	2.1 Affix signature on the area status and clearance	None	5 minutes	 SEVERINO L. DALUTAG CENR Officer
2.2 None	2.2 Release Area status and clearance	None	5 minutes	 KRISHNA DEANNE B. TALLOG Records Officer
3. Receive copy of the Area status and clearance				
<b>TOTAL:</b>		<b>Php 1,500.00 (NIPAS, FORESTRY, LANDHOLDINGS)</b>	Highly Technical	7 days and 45 minutes