

Service: Application of Commercial Sand and Gravel, Industrial Sand and Gravel, Special Pebble Picking Permit, Quarry Permit and Private & Government Gratuitous Permit

The Application of Commercial Sand and Gravel, Industrial Sand and Gravel and Special Pebble Picking Permit covers the issuance of Permit-to-Operate for the Commercial Sand and Gravel (CSAG), LGU-issued Industrial Sand and Gravel (ISAG), Special Pebble Picking, Quarry Permit, Private & Government Gratuitous Permit in the Province of La Union in accordance with the provisions of RA 7160 or the Local Government Code and RA 7942 or the Philippine Mining Act of 1995.

Who may avail the service: Interested applicant engaged in small quarrying activity/ operations, marketing/ trading, private or non-government organizations and other stakeholders in the Province of La Union

Service Schedule: MONDAY to FRIDAY (8:00 AM to 5:00PM)

Requirements: (5 sets of the following documents)

1. Duly accomplished Application Form
2. Location Map of the applied area showing (geographic coordinates /meridional blocks) and boundaries in relation to major environmental features of the projects using NAMRIA topographic map in a scale of 1:50 000 duly prepared, signed and sealed by a MGB deputized Geodetic Engineer
3. Sketch Plan duly prepared, signed and sealed by a MGB deputized Geodetic Engineer
4. Five-year (5) Work Program duly prepared, signed and sealed by a Mining Engineer / Geologist (ISAG/ QP Application only)
5. One (1) year Work Program duly prepared, signed and sealed by a Mining Engineer / Geologist (CSAG/ Gratuitous Permit only)
6. Initial Environmental Examination (IEE) reports
7. Environmental Protection and Enhancement Program (EPEP) (ISAG/QP only)
8. Proof of Technical Competence including among others, Curriculum vitae, and track record in mining operations and environmental management of the technical personnel who shall undertake the activities in accordance with the submitted (5) year work program

9. Proof of financial capability to undertake the activities pursuant to the submitted (5) year work program such as the following
 - a. For individuals - Copy of Income Tax Return for the preceding years and proof of bank deposit or credit line in the amount that shall not be less than the proposed budget of the utilization work program
 - b. For corporation, partnership, association or cooperative - latest audited financial statement, annual Report, credit lines bank guarantees and /or similar negotiable instrument
9. Duly certified articles or Incorporation/Partnership/Association, By-Laws and Certificate of Registration issued by the Securities and Exchange Commission (SEC) or authorized Government Agencies and;
10. Other supporting papers that the PMRB may require

OTHER REQUIREMENTS – Five (5) sets

1. Area Status and Clearance (MGB Regional Office)
2. Certificates of Posting (at least 3)
 - Barangay
 - Municipal
 - Provincial
 - PENRO
 - MGB Regional office
3. ECC
4. Sanggunian Endorsement (at least 2)
5. Field verification report
6. Surety Bond of P20,000

Fee/s: P1, 625.00 (CSAG/ SPP/Gratuitous)
P2,125 (ISAG/QP)

Service Duration: 19 days

How to avail of the service:

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Inquire requirements for the application of permit	Provide check list of requirements	2 minutes	Community Development Assistant II/ Technical staff	N/A	Checklist
2	Submit 5 sets of requirements	Receive the documents and check completeness of information	5 minutes	Community Development Assistant II/ Technical staff	N/A	Application Form
3	Payment of the required fees for the application form at the Provincial Treasurer's Office (PTO) and submit Official Receipt (OR) to ENRD Processing Officer	Get Official Receipt (OR) then attach to the application	10 minutes	Community Development Assistant II/ Technical staff	1,625 (CSAG/SPP/ Gratuitous) 2,125 (ISAG/QP)	
4		Endorse the documents to the Mines and Geosciences Bureau (MGB) for area status and clearance	1 day	PG-ENRO/ Supervising Environmental Management Specialist	N/A	
5	Pays verification fee at the DENR –MGB Region 1 upon completion of area status and clearance	Conducts joint field verification on the applied area	1 day	Community Development Assistant II/ Technical staff & DENR-MGB Region 1	3,600 (CSAG/SPP/ Gratuitous) 6,000 (ISAG/QP)	

6		Prepare/ furnish Notice of Posting to DENR-PENRO, Municipality & Barangay	1 day	Community Development Officer II/ Technical Staff	N/A	
7		Receive certificate of posting	After 14 days	OPG-ENRD Staff	N/A	
8		Notify applicant for the application of ECC	2 minutes	Community Development Assistant II/ Technical staff	N/A	
9	Apply/Secure ECC online	Submit additional requirements/documents to Provincial Mining and Regulatory Board (PMRB-MGB) for final evaluation Note: Processing of ECC shall take approximately 20 days)	30 minutes	DENR – EMB Region 1	N/A	
10		Assist in deliberation of application. Note: A Resolution shall be made as basis for the preparation of CSAG/ISAG /SPP Permit/ QP/ Gratuitous	1 day	DENR – MGB Region 1	N/A	PMRB Resolution
11		Prepare & endorse Permit-to-Operate for Governor's approval	2 minutes	Community Development Assistant II/ OPG-ENRD staff	N/A	
12		Approve Permit to Operate	1 day	OPG	N/A	
13	Receive Permit to Operate	Release approved permit to applicant	30 minutes	Community Development Assistant II/ OPG-ENRD staff	N/A	File copy of PTO/ log book
End of Transaction						

Note: Allowable period for extension due to unusual circumstances: One (1) month

Procedure for filing complaints (indicate names & contact details of officials to approach for redress)

All complaints shall be tackled during the Provincial Mining and Regulatory Board (PMRB) Meeting.

Written complaints may be sent to the PMRB Chairman Director Carlos A. Tayag of the Mines and Geosciences Bureau-Department of Environment and Natural Resources (MGB-DENR) and PMRB Co- Chair Hon. Governor Francisco Emmanuel R. Ortega III of the Provincial Government of La Union (PGLU). If the issue concerns the Environmental Compliance Certificate (ECC), the client may write a letter of complaint to DENR Director Reynulfo Juan through DENR EMB Director Ma. Victoria A. Abrera, as member of the PMRB.

A joint inspection team (PMRB Technical Secretariat)) in coordination with LGU will investigate/ inspect the complaints filed. Reports shall be given to complainants copy furnished PMRB and LGU concerned.

Contact details:

Director Carlos A. Tayag	MGB-DENR Region 1	Government Center, Sevilla, City of San Fernando, La Union	(072) 607-2686 0778518505/ 09999732730 region1@mgb.gov.ph
Director Reynulfo Juan	DENR Region 1	Government Center, Sevilla, City of San Fernando, La Union	(072) 888-3833 r1r@denr.gov.ph
Director Ma. Victoria A. Abrera	DENR-EMB 1	Government Center, Sevilla, City of San Fernando, La Union	(072)700-2449 embdenr1@yahoo.com
Hon. Francisco Emmanuel R. Ortega III	PGLU	Brgy II, Capitol Building, City of San Fernando, La Union	(072) 888-3608/ 888-6035 govpacoy@launion.gov.ph