



Republic of the Philippines
PROVINCE OF MISAMIS ORIENTAL

PROVINCIAL LOCAL ENVIRONMENT AND NATURAL RESOURCES OFFICE

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REQUIREMENTS AND PROCESS FLOW FOR RENEWAL APPLICATION OF QUARRY PERMIT, COMMERCIAL SAND AND INDUSTRIAL SAND AND GRAVEL PERMIT

Requirements	Remarks
1. Letter of intent/justification of renewal addressed to the Provincial Governor.	• To be submitted to the Assistant Provincial Administrator's Office.
2. Application form duly accomplished.	• Notarized.
3. Proof of payment of extraction fee for all extracted materials during the previous operation.	• Official receipts (photocopies)
4. Proof of payment of Excise Tax to all commercially disposed materials during the previous operation.	• Official receipts (photocopies)
5. Monthly Production Reports for CSAG/ISAG/Quarry Permit covering the duration of Permit.	• Must be notarized. • Must be submitted to PLENRO with sufficient duplicate copies of Delivery Receipts equivalent to the reported volume.
6. Summary of production and disposal of materials during previous permit	• Prepared and signed by the Permit Holder.
Filing and Processing fee shall be paid.	
7. Favorable indorsement from Barangay Council, Municipal/City Council.	• The applicant shall no longer be required to request the same in the event of a change in sets of officials resulting from elections, regardless of the number of years that have elapsed since the resolution was obtained.
8. Integrated Quarry/Commercial Sand and Gravel/Industrial Sand and Gravel Development/Utilization Program (WP, EPEP, CDMP and SHP).	• Prepared and signed by a Licensed Mining Engineer or Geologist, and conformed by the proponent. (Evaluated by PLENRO)



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	and the Technical Working Group (TWG) inclusive of personnel from MGB-X.)
9. Annual Quarry/Commercial Sand and Gravel/Industrial Sand and Gravel Development/Utilization Report (with program implementations for EPEP, CDMP and SHP).	Prepared and signed by a Licensed Mining Engineer or Geologist, and conformed by the proponent. (Evaluated by PLENRO and the Technical Working Group (TWG) inclusive of personnel from MGB-X.)
10. Verification report rendered by PLENRO (if convenience with MGB embedded personnel).	Includes the following: - Compliance of Permit Conditions; and - Compliance of EPEP, CDMP and SHP with corresponding proof of implementation.
11. Clearance/Consent from Municipal Engineer, DPWH, NGCP, NIA, NCIP (whichever is applicable) Note: Situated within 1-km distance from any government infrastructure projects.	Provincial Local Environment and Natural Resources Office (PLENRO) shall issue a Certification based on the result of area verification, stating that the area applied for is free from any private or public structures.
PMRB TWG will convene for final compliance review. If Yes, TWG shall indorsement to PMRB for final deliberation.	
12. PMRB resolution.	Favorably indorsing the application to the Provincial Governor for approval.
13. Proof of payment of all required fees, including extraction, administrative and ecosystem fee.	50% of the annual allowable volume stipulated in ECC/Permit must be paid in advance.
14. Surety Performance Bond.	Covering the insurance amount of Php 20,000.00.
Indorse the Permit to the Provincial Governor for approval.	
Notarization and Registration.	
Releasing of Permit to the permittee.	