



REQUIREMENTS AND PROCESS FLOW FOR NEW APPLICATION FOR INDUSTRIAL AND COMMERCIAL SAND AND GRAVEL PERMIT

Requirements	Remarks
1. Letter of intent addressed to the Provincial Governor.	To be submitted to the Assistant Provincial Administrator's Office.
2. Sketch Plan of the area applied sealed and signed by Deputized Geodetic Engineer. For Sketch Plan: 1 copy Mylar 4 copies Blue Print 4 copies A4-size 4 copies A3-size	- If applied area is dryland, adjacent property must be given a buffer of 10 meters between property and applied boundary line. - Corners must be planted with concrete Monument if applicable. - If the area applied is within riverbed, reference point within the adjacent dryland must be indicated in the plan. - Four (4) copies must be submitted including the original and in standard size. - V-37 of the area applied for quarry permit & adjacent properties and V-37 of the plotted adjacent private properties of the applied riverbed area. - Political boundary must be reflected in the sketch plan if the area applied is adjacent or traversed. - Coordinates of every corner of applied area must be specified (Latitude and Longitude) 4- copies (A4 size) sketch plan, signed and sealed.
3. Application form duly accomplished.	Must be notarized and 4 copies.
4. Special Power of Atty. (SPA) if the application is filed by an authorized representative only or Board Secretary Certificate if the applicant is authorized representative of corporation.	Must be registered at PLENRO.
5. Verification Report signifying feasibility of the project.	Rendered by PLENRO (if convenience with MGB embedded personnel).



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6. SEC/CDA certified copy of the Certificate of Registration, Articles of Incorporation and By-Laws, General Information Sheet (GIS)	• Must be registered at PLENRO.
7. Copy of the Proof of Land ownership if applied area falls within private property(s) of the applicant; or a Consent from the lot owner(s) if application affected private properties.	• Copy of Title/Tax Declaration or any document proving ownership of the land; or • Notarized Consent with attached Title/Tax Declaration of the affected private properties; • Must be submitted to PLENRO.
Filing and processing fee will be required and documents for Area Status Clearance will be indorsed to MGB.	
8. Area Status Clearance from MGB-10. (Original document)	• If conflict, resolution must be made first prior to processing. • If applied area is within SAFDZ, clearance from Department of Agriculture must be secured.
9. Land status and clearance for areas outside A&D or those without DENR lot number. (From DENR-CENRO)	• If applied area falls within CBFM, ISF or from other declared areas, consent from concern must be secured.
10. Favorable indorsement from Barangay Council, Municipal Council/City Council.	• The applicant shall no longer be required to request the same in the event of a change in sets, regardless of the number of years that have elapsed since the resolution was obtained.
10. Certification from Assessor's Office that the area is free from any encumbrances, if the area is within private property.	• Must be registered at PLENRO.
11. DTI/SEC/CDA certified copy of the Certificate of Registration, Articles of Incorporation and By-Laws, General Information Sheet (GIS)	• Must be registered at PLENRO.
12. Clearance/Consent from Municipal Engineer, DPWH, NGCP, NIA, NCIP (whichever applicable)	• Provincial Local Environment and Natural Resources Office (PLENRO) shall issue a Certification based on the result of area verification, stating that the area



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Note: Situated within 1-km distance from any government infrastructure projects.	applied for is free from any private or public structures.
13. Environmental Compliance Certificate issued by Environmental Management Bureau (EMB-10).	To be issued by EMB Regional Office No. 10
14. Proof of posting of the Notice of Application posted at Barangay Hall, Municipal, City Hall, DENR-PENRO and MGB.	Certification of posting with no adverse complaint/protest. If there is complaint/protest, permit will not be issued unless resolved.
15. Integrated Quarry Development/ Utilization Program (WP, EPEP, CDP 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.)
Evaluation of compliance shall be conducted by PMRB Technical Working Group. If Yes, endorsed to PMRB for final deliberation.	
16. PMRB resolution.	Favorably indorsing the application to the Hon. Provincial Governor for approval.
17. Payment of required fees including extraction, administrative and ecosystem fee.	50% of the annual allowable volume stipulated in the ECC/Permit shall be paid in advance.
18. Surety Performance Bond.	Covering the amount of Php 20,000.00 per year.
Indorsed to the Office of the Provincial Governor for approval.	
Notarization and Registration of Permit.	
Releasing of the Permit to the Permit Holder.	