



MINES AND GEOSCIENCES BUREAU
REGIONAL OFFICE NO. IX
CITIZEN'S CHARTER HANDBOOK
(2020 1ST Edition)



MINES AND GEOSCIENCES BUREAU
REGIONAL OFFICE NO. IX



Republic of the Philippines
Department of Environment and Natural Resources
MINES AND GEOSCIENCES BUREAU
Regional Office No. IX

QUALITY POLICY

We, at the Department of Environment and Natural Resources, are committed to be the driving force in the effective and efficient conservation, management, development and use of the country's environment and natural resources for the welfare and future generate.

We pledge to achieve quality environment and sustainable natural resources through good governance, high degree of professionalism, in accordance with pertinent laws, rules and regulation.

We adhere to continually improve our Quality Management System (QMS) for the best quality of service to our stakeholders.

"Mining shall be pro-people and pro-environment in sustaining wealth creation and improved quality"



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I. Mandate

The Mines and Geosciences Bureau shall be the primary government agency under the Department of Environment and Natural Resources (DENR) responsible for the sustainable exploration, development, utilization and conservation of all mineral resources in public and private lands within the territory and exclusive economic zone of the Republic of the Philippines towards this end and in accordance with DENR policies and plans, it shall be primarily development mining, geological, metallurgical, chemical and related technologies thru basic and applied researches, and inventory of mineral resources. Office of the Region.

OFFICE OF THE REGIONAL DIRECTOR

The Office of the Regional Director shall implement the regional level the pertinent laws, policies, rules and regulations and programs; exercise the management functions of planning, organizing, directing and controlling; undertake Information, Education and Communication campaign; and perform such duties and functions as may be provided by law or delegated by the Director.

FINANCE AND ADMINISTRATIVE DIVISION

The Finance and Administrative Division (FAD) shall provide general administrative services pertaining to human and financial resources and property and records management.

GEOSCIENCES DIVISION

The Geosciences Division (GD) shall undertake land and marine geoscientific surveys (including mineral exploration, geological mapping, geohazards assessment, groundwater resource exploration and vulnerability assessment, and engineering geological and geo-environmental studies) and provide geological laboratory and information services.

MINE MANAGEMENT DIVISION

The Mine Management Division (MMD) shall undertake initial evaluation of mining and mining-related applications, monitoring of the disposition and utilization of mineral lands and resources, and survey of mineral lands.

MINE SAFETY, ENVIRONMENT AND SOCIAL DEVELOPMENT DIVISION

The Mine Safety, Environment and Social Development Division (MSESDD) shall conduct the evaluation and monitoring of implementation of programs and investigate incidents/complaints on mine safety and health, environmental management, and social development.



II. Vision

MGB envisions a minerals industry that is not only prosperous but also socially, economically and environmentally sustainable, with broad community and political support while positively and progressively assisting in government's program on poverty alleviation and contributing to the general economic wellbeing of the nation.

MGB also aims to be the leading geoscience and georesource Bureau serving the public and nation with scientific reliability.

III. Mission

The MGB, as steward of the country's mineral resources, is committed to the promotion of sustainable mineral resources development, aware of its contribution to national economic growth and countryside community development. It fully recognizes that the development of a responsive policy framework in partnership with stakeholders to govern mineral exploration, mining and investment decisions and an effective institutional structure, are fundamental requisites for the sustainable utilization of the country's mineral resources. It is adherent to the promotion of geological studies as an integral element of socio-economic development, environmental protection and human safety. Yet, it is sensitive to the known environmental impacts of mining and the need for restoration and rehabilitation of mining affected areas and the development and adoption of environmental and geoscientific technologies.



TABLE OF CONTENTS

Mine Management Division

1. Application for Area Status Clearance6

2. Application for Ore Transport9

Mine Safety, Environment and Social Development Division

3. Processing of Application for Authority to Install
Electrical Wiring Installations13

4. Processing of Application for Authority to Install
Mechanical Installations16

5. Processing of Application for
Safety Engineer's/Inspector's Permit19

6. Processing of Application for Approval of the Annual Environmental
Protection and Enhancement Program (AEPEP)22

7. Approval of the Social Development and Management Programs
(DHNC, DMTG & IEC) and Community Development Program (CDP)25

Geosciences Division

8. Issuance of Geohazard Certification30

9. Geologic Site Scoping (GSS) and
Geohazard Identification Survey (GIS)33

10. Site Suitability Assessment for Sanitary Landfill (SLF)36

11. Megascopic Identification for Rocks and Minerals40

Finance and Administrative Division

12. Collection Process43

13. Hiring Process45

Feedback Management

Feedback and Complaints48



MINE MANAGEMENT DIVISION (MMD)



1. Application for Area Status Clearance

Issuance of Area Status Clearance

Office/Division:	MGB RO No. IX, Mine Management Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Principal				
Government Issued Identification Card		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-ibig, LTO		
Representative				
Special Power of Attorney		Person Being Represented		
Government Issued Identification Card of the Person being presented (1 Original and 1 Photocopy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-ibig, LTO		
Government Issued Identification Card of the Representative		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-ibig, LTO		
1. Endorsement/request from the Governor/City Mayor with the following attachments: a. Request-Letter of the applicant. b. Sketch Plan duly prepared and signed by deputized Geodetic Engineer c. Waiver/Consent (notarized), if applicable		From concerned P/CLGU Person being Presented MGB Deputized Geodetic Engineer. Previous Holder/s		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. P/CLGU concerned endorses request to MGBRO for issuance of Area Status /Clearance	1. Receives and records from the P/CLGU the endorsed/request area status / clearance and endorses to the ORD.	None	10 mins	Receiving Officer
	1.1 Reviews the documents and	None	30 mins	Regional Director



	<p>endorses to MMD Chief.</p> <p>1.2 Receives from the ORD the Endorsement/ request and forward the documents to the MLSS staff.</p> <p>1.3 Receives/ reviews the documents and initial plotting of sketch plan.</p> <p>1.4 If incomplete/ close, return; if complete/open, prepares the Order of Payment and forwards to the applicant for payment of the required fee.</p>	<p>None</p> <p>None</p> <p>None</p>	<p>30 mins</p> <p>3 hrs</p> <p>30 mins</p>	<p>Chief MMD</p> <p>Section Chief MLSS, Eng. III and Eng. II</p> <p>MLSS/ Accountant</p>
2. Payment of fee	2. Receives the signed Order of Payment and issues OR and gives the duplicate copy of the Order of Payment with notation of the OR number and the amount paid to the applicant	₱ 2,000.00	30 mins	Cashier
3. Gives the duplicate copy of the Order of Payment and presents the OR	3. Receives the duplicate copy of the Order of Payment and OR.	None	10 mins	MLSS
	3.1 Plots the technical description indicated on the	None	8 hrs	MLSS & MTES



	submitted sketch plan.			
	3.2 Prepares the Area Status /Clearance including transmittal letter and forwards to the Chief-MLSS, for final review and initials.	None	2 hrs	MLSS, Eng III & Eng II
	3.3 Receives, reviews, initials the Area Status/ Clearance and endorses to Chief-MMD for final review.	None	30 mins	Section Chief, MLSS
	3.4 Receives, reviews, initials the Area Status/ Clearance, and endorses to RD for approval.	None	30 mins	Chief, MMD
	3.5 Receives, reviews, and approves Area Status/ Clearance and forwards to Records Unit-FAD.	None	1 hr	Regional Director
	Transmits/Forwards and releases the approved ASC to the P/CLGU copy furnished the applicant	None	30 mins	MMD, Records Officer, MLSS
Total:		₱ 2,000.00	2 days and 1 hr	



2. Application for Ore Transport Permit

Issuance of Ore Transport Permit

Office/Division:	MGB RO No. IX, Mine Management Division			
Classification:	Complex			
Type of Transaction:	G2C - Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Principal				
Government Issued Identification Card		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-ibig, LTO		
Representative				
Special Power of Attorney		Person Being Represented		
Government Issued Identification Card of the Person being presented (1 Original and 1 Photocopy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-ibig, LTO		
Government Issued Identification Card of the Representative		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-ibig, LTO		
1. Letter of Intent (For SAG and other quarry resources only) non-metallic Filled out Delivery Receipts for non-metallic Permit Holders/ Traders/ Retailers/ Processors Proof of Payment of Excise Tax		Person being Presented Permit Holders/Traders/Retailers/Processors BIR		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the required documents to MGB RO No. IX	1. Receives, records and forwards the application to the Office of the Regional Director	None	5 mins	Receiving Officer
	1.1 Receive and endorse application to the	None	15 mins	Regional Director



	Chief, Mine Management Division			
	1.2 Receive and record application to Incoming Logbook and forward to Chief Mine Management Division	None	10 mins	Records Officer Designate/Mathematician
	1.3 Endorse application to Chief MTSS	None	5 mins	Chief MMD
	1.4 Check and evaluate submitted documents	None	15 mins	MTSS
	1.5 Prepare Order of Payment for Application and Field Verification fees.	None	15 mins	
2. Payment of required fees at the Cashier	2. Receives the Order of Payments prepared	Verification Fee: ₱ 6,000.00 Application Fee: ₱ 1,000.00 Non-metallic ₱ 2,000.00 metallic	20 mins	Cashier
	2.1 Issue Official Receipts	None		Cashier



3. Submits OR to MMD	3. Assigns technical personnel to conduct field verification.	None	15 mins	Section Chief, MTSS/MLSS
4. Assist in the conduct of field inspection /verification	4. Inspects/ verifies applied minerals/mineral products/gold bullion	None	3 days	MTSS/MLSS/ MTES
	4.1 Prepares report/memorandum of the result of inspection/ verification conducted recommending to the Regional Director for the issuance of OTP	None	1 day	
	4.2 Prepares OTP (<i>MGB Form No. 12-1</i>)	None	1 hr	
	4.3 Approves the prepared OTP and endorse to the Records Officer for release	None	15 mins	Regional Director
5. Receives the approved OTP	5. Release the approved OTP to the Clientele	None	10 mins	Records Officer
Total:		₱ 9,000.00	4 days & 4 hours	



**MINE SAFETY, ENVIRONMENT AND
SOCIAL DEVELOPMENT DIVISION
(MSESDD)**



3. Processing of Application for Authority to Install Electrical Wiring Installations

Issuance of Authority to Install Electrical Wiring Installations.

Office/Division:	MGB RO No. IX, Mine Safety, Environment and Social Development Division	
Classification:	Complex	
Type of Transaction:	G2B - Government to Business Entity	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Principal	
	Government Issued Identification Card	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-ibig, LTO
	Representative	
	Special Power of Attorney	Person Being Represented
	Government Issued Identification Card of the Person being presented (1 Original and 1 Photocopy)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-ibig, LTO
	Government Issued Identification Card of the Representative	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-ibig, LTO
	Duly accomplished Application for Electrical Wiring Installation MGB Form 15-10	Mines and Geosciences Bureau RO No. IX
	Location Plan	Person being Presented
	Power Lay-out Plan	
	Electrical Plans: <ul style="list-style-type: none"> a. Lay-out and schematic diagram for lighting and convenient outlets b. Schematic diagram for feeder and sub-feeder c. Schematic for wiring diagram for load center: 	
	Design computational, design analysis	
	Schedule for load in tabulated form	
	Signature and Seal of Professional Electrical Engineer.	



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application for Electrical Installations with complete requirements.	1.1 Receives and records application from client and forwards documents to the Office of the Regional Director.	None	30 mins	Receiving Clerk
	1.2 Receives and records application from Office of the Regional Director and forward documents to the MSESDD	None	5 mins	MSESDD Personnel
	1.3 Receives and routes document to the concerned Section Chief. If application is incomplete, return the application to the client.	None	10 mins	MSESDD chief
	1.4 Prepares Order of Payment	None	10 mins	Safety and Health Section Personnel
2. Pays Required Fee	2. Issues Official Receipt	₱ 500 / plan	15 mins	Cashier
	3. Evaluates as to form substance and completeness.	None	4 days	Safety and Health Personnel
	3.1 Draft evaluation report/permit and communication letter.	None		Chief MSESDD



	3.2 Evaluate the draft evaluation report /permit and communication letter and submit to the Regional Director	None		Safety and Health Personnel
	3.3 Finalize Permit and prepare endorsement.	None		Chief MSESDD
	3.4 reviews and endorses permit to the Regional Director for signature.	None		
	3.5 Reviews/ signs permit and endorsement letter	None		Regional Director
3. Receives Permit	4. Records/ releases the permit; stamps; barcode; email scanned copy and cc: MSESDD.	None	10 mins	Secretary
Total:		₱ 500.00	4 days & 2 hours	



4. Processing of Application for Authority to Install Mechanical Installations.

Issuance of Authority to Install Mechanical Installation.

Office/Division:	MGB RO No. IX, Mine Safety, Environment and Social Development Division	
Classification:	Complex	
Type of Transaction:	G2B - Government to Business Entity	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Principal		
Government Issued Identification Card	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-ibig, LTO	
Representative		
Special Power of Attorney	Person Being Represented	
Government Issued Identification Card of the Person being presented (1 Original and 1 Photocopy)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-ibig, LTO	
Government Issued Identification Card of the Representative	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-ibig, LTO	
Duly accomplished Application for Electrical Wiring Installation MGB Form 15-10	Mines and Geosciences Bureau RO No. IX	
Location Plan	Person being Presented	
General Lay-out Plan		
Mechanical Plans:		
a. Plan elevation (longitudinal and travelers)		
b. Piping plan in isometric drawing and detailed plans of foundation and support		
c. Detailed construction and working plans of boilers and pressure vessels.		
d. Complete machinery list in tabulated form		
e. Flow sheet if processing manufacturing or currently operating		



Signature and Seal of Professional Electrical Engineer.				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application for Electrical Installations with complete requirements.	1. Receives and records application from client and forwards documents to the Office of the Regional Director.	None	30 mins	Receiving Clerk
	1.2 Receives and records application from Office of the Regional Director and forward documents to the MSESDD	None	5 mins	MSESDD Personnel
	1.3 Receives and routes document to the concerned Section Chief. If application is incomplete, return the application to the client.	None	10 mins	MSESDD chief
	1.4 Prepares Order of Payment	None	10 mins	Safety and Health Section Personnel
2. Pays Required Fee	2. Issues Official Receipt	₱ 500 / plan	15 mins	Cashier
	3. Evaluates as to form substance and completeness.	None	4 days	Safety and Health Personnel
	3.1 Draft evaluation report/permit and communication letter.	None		
		None		Chief MSESDD



	<p>3.2 Evaluate the draft evaluation report /permit and communication letter and submit to the Regional Director</p> <p>3.3 Finalize Permit and prepare endorsement.</p> <p>3.4 Reviews and endorses permit to the Regional Director for signature.</p> <p>3.5 Reviews/ signs permit and endorsement letter</p>	<p>None</p> <p>None</p> <p>None</p>		<p>Safety and Health Personnel</p> <p>Chief MSESDD</p> <p>Regional Director</p>
3. Receives Permit	4. Records/ releases the permit; stamps; barcode; email scanned copy and cc: MSESDD.	None	10 mins	Secretary
Total:		₱ 500.00	4 days & 2 hours	



5. Processing of Application for Safety Engineer's/Inspector's Permit

Issuance of Safety Engineer's/Inspector's Permit.

Office/Division:	MGB RO No. IX, Mine Safety, Environment and Social Development Division			
Classification:	Complex			
Type of Transaction:	G2B - Government to Business Entity			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Principal				
Government Issued Identification Card		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-ibig, LTO		
Representative				
Special Power of Attorney		Person Being Represented		
Government Issued Identification Card of the Person being presented (1 Original and 1 Photocopy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-ibig, LTO		
Government Issued Identification Card of the Representative		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-ibig, LTO		
Three (3) copies of the following: Duly filled-up application form Certified photocopy of college diploma or high school diploma, or pertinent credentials, as the case may be Certificate of employment (present and previous), signed under oath Latest photograph, 2 in. x 2 in.				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application for Safety Engineer/Inspector Permit with complete requirements.	1. Receives and records application from client and forwards document to the Office of the Regional Director.	None	10 mins	Safety and Health Personnel



	1.2 Reviews and endorses application to the Chief MSESDD	None	30 mins	Regional Director
	1.3 Receives and records application from Office of the Regional Director and forwards documents to the Chief MSESDD.	None	30 mins	MSESDD Personnel
	1.4 Receives and routes document to the concerned section head. If application is incomplete, return the application to the client.	None	10 mins	Chief MSESDD
	1.5 The documents are recorded in the receiving logbook duly acknowledge by the receiving section head.	None	20 mins	MSESDD Personnel
	1.6 If complete prepares Order of Payment.	None	30 mins	Safety and Health Personnel
2. Pays required fee	2. Issues Official Receipt	Permanent ₱ 1,500.00 Temporary ₱ 1,000.00	30 mins	cashier
	3. Evaluates as to form substance and completeness.	None	2 days	Safety and Health
	3.1 Draft evaluation report/permit and	None		



	<p>communication letter.</p> <p>3.2 Evaluate the draft evaluation report /permit and communication letter and submit to the Regional Director</p> <p>3.3 Finalize Permit and prepare endorsement.</p> <p>3.4 Reviews and endorses permit to the Regional Director for signature.</p> <p>3.5 Reviews/ signs permit and endorsement letter</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>		
3. Receives Permit	3. Records releases the permit; stamp; barcode; email scanned copy and cc: MSESDD	None	10 mins	secretary
Total:		₱ 2,500.00	2 days and 3 hours	



6. Processing of Application for Approval of the Annual Environmental Protection and Enhancement Program (AEPEP)

Processing and Issuance of Certificate of Approval of the Annual Environmental Protection and Enhancement Program (AEPEP) pursuant to the pertinent provisions of the DENR Administrative Order No. 2010-21

Office/Division:	MGB RO No. IX, Mine Safety, Environment and Social Development Division			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business Entity			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Application for Approval of the AEPEP		Mine Safety, Environment, and Social Development Division		
2. Copy of the Area Status and Clearance		Mine Management Division		
3. Location Map		Mine Management Division		
4. Copy of the Environmental Compliance Certificate		Environmental Management Bureau		
5. Copy of the EPEP				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits an Application letter together with the AEPEP and other pertinent attachments	1. Verifies the completeness of the documents as to form and substance and stamps received	None	5 mins	MSESDD Screening Officer
	1. 2 Screening Officer routes the document to the Chief MSESDD	None	5 mins	MSESDD Screening Officer
	1. 3 Examines and routes the document to the Mine Environmental Management Section	None	10 mins	Chief MSESDD



	1.4 Pre-evaluates the documents and submits the Pre-Evaluation Report to the Chief MSESDD	None	5 hours	Chief Environmental Management Section (MEMS)
	1.5 Discusses the findings of the Pre-Evaluation Report	None	30 mins	Chief, MEMS and MSESDD
	1.6 Facilitates the MRFC meeting for the review and approval of the AEPEP	None	7 days	MRFC Secretariat
	1.7 Convenes and presides over the MRFC meeting for the review and deliberation of the AEPEP	None	1 day	MGB Regional Director
	1.8 Prepares the minutes of the meeting and MRFC Resolution	None	1 day	MRFC Secretariat
	1.9 Prepares the Certificate of Approval (COA) of the AEPEP	None	15 mins	Chief, MEMS
	1.10 Endorses the COA to the Office of the Regional Director for Approval	None	10 mins	Chief MSESDD
	1.11 Approves and Signs the Certificate of Approval of the AEPEP	None	10 mins	Regional Director



	1.12 Bar Coding	None	5 mins	Records Officer
2. Receives the Certificate of Approval via:	Outgoing Recording/ Releasing	None		
a. Personal pick-up at the office or thru an authorized representative			5 mins	Records Officer
b. Mail			3 days	Records Officer
Total:		None	12 days, 7 hour2 and 30 mins	



7. Approval of the Social Development and Management Programs (DHNC, DMTG & IEC) and Community Development Program (CDP)

Office/Division:	MGB RO No. IX, Mine Safety, Environment and Social Development Division			
Classification:				
Type of Transaction:	G2B - Government to Business Entity			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Three (3) legible copies and electronic file of the Five Year SDMP/Annual SDMP/CDP				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Document to the Regional Office	1.1 Receives and records document from client and forwards document to the Office of the Regional Director	None	30 mins	Records Officer
	1.2 Reviews and routes document to the Chief MMD	None	30 mins	Regional Director
	1.3 Receives and endorse document from ORD and forwards document to the Chief MSESDD	None	1 hr	Chief MMD
	1.4 Receives and records documents and forwards document to the Chief MSESDD	None	30 mins	MSESDD Receiving/Records Personnel
	1.5 Receives and routes document to the concerned section head.	None	30 mins	Chief MSESDD



	<p>1.6 Documents will be recorded in the receiving logbook and duly acknowledged by the receiving section head</p> <p>1.7 Conducts an evaluation of the SDMP as to its form, substance and completeness. If the submitted documents are incomplete, application will be returned to the client. Additional documents or information deemed necessary to supplement the programs may be required.</p>	<p>None</p> <p>None</p>	<p>15 mins</p> <p>3-5 days</p>	<p>MSESDD Receiving/Records Personnel</p> <p>Social Development Section</p>
<p>2. Technical Conference will be conducted, the Contractor/Permit Holder/Lessee shall be required to present the highlights of the programs</p>	<p>2. A technical conference (for the Five-Year SDMP/CDP) shall be held among the Contractor/Permit Holder/Lessee, Regional Office concerned personnel and appropriate experts for the final evaluation of the programs.</p>	<p>None</p>	<p>1 day</p>	<p>Regional Director, MSESDD personnel and invited experts</p>



	<ul style="list-style-type: none"> • If the proposed programs conform to the standards, then it shall be duly approved by the RO concerned through the issuance of a Certificate of Approval (CoA). • If the document requires amendment/ revision/additional information, the Contractor/Permit Holder/Lessee shall be required to address the deficiencies within 10 days from the date of the technical conference. Should the Contractor/Permit Holder/Lessee fail to address the deficiencies within the prescribed period, the Programs shall be returned to the proponent for revision/rectification and resubmission. 	None	1 hour	Chief, SDS/ Chief, MSESDD
2.2 Prepares Certificate of				



	Approval and discusses with the Chief of Division			
	2.3 Endorses the CoA to the Regional Director	None	15 mins	MSESDD Chief
	2.4 Reviews and signs CoA, SDMP/CDP document and transmittal letter	None	30 mins	Regional Director
	2.5 Barcoding of CoA	None	15 mins	Secretary
Receives the Certificate, via: a. Mail b. Personal pick-up or thru authorized representative	Releasing of the document	None	5 days 5 mins	Records Officer
Total:		None	6 days, 5 hours and 15 mins	



**GEOSCIENCES DIVISION
(GSD)**



8. Issuance of Geohazard Certification

The Geohazard Certification is being issued to all clients as an additional requirement to other NGA and LGU issuances. The certification is issued to characterize the flood and landslide susceptibility of a defined location based on the existing and available 1:10,000 scale geohazard maps covering the Region IX.

Office/Division:	MGB RO No. IX, Geosciences Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter-request addressed to the Office of the Regional Director for the issuance of Geohazard Certification (GC).				
2. Duly signed and accomplished Geohazard Certification Application Form with the corresponding requirements: <ul style="list-style-type: none"> • Vicinity & Location of the Project area • Photo documentation of the project site • Photocopy of the Land Title and other attachments for reference 		Download from the MGB RO No. IX Website (www.r9.mgb.gov.ph)		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIMES	PERSON RESPONSIBLE
1. The client submits letter-request for a Geohazard Certification to the Office of the Regional Director.	1. Receives and records letter-request.	None	10 mins.	Receiving Officer
	1.2 Forwards letter-request to the Office of the Regional Director	None	10 mins	Secretary
	1.3 Reviews and endorses the request to the Geosciences Division.	None	1 hr.	Regional Director
	1.4 Receives and records the letter-request, then forwards to the Chief, Geosciences Division.	None	15 mins.	GD Personnel



	1.5 Initially reviews and assigns the request to the Geohazard and Engineering Geology Section (GhEGS) for appropriate action.	None	15 mins.	Chief, GD
	1.6 Checks and validates the information and attachments provided by the client along with the Geohazard Application form (if the submitted requirements/attachments are not complete, advice the client to comply the lacking/necessary requirements).	None	1 hr.	GhEGS
2. Pays required fee	2. Prepares the Order of Payment for the Geohazard Certification Fee.	₱ 50.00	15 mins.	GD Personnel
	2.1 Issues Official Receipt upon payment.	None	15 mins.	Cashier
	2.2 Prepares geohazard Certification.	None	2 hrs.	Section Chief, GhEGS/ GD Personnel
	2.3 Reviews, finalizes and affixes initials on the prepared Geohazard Certificate.	None	2 hrs.	Chief, GD & Section Chief, GhEGS
	2.4. Forwards the Geohazard Certification to the Office of the Regional Director	None	15 mins.	Secretary



	2.5 Signs the Geohazard Certification.	None	15 mins.	Regional Director
3. The client receives the issued Geohazard Certification (GC) and complies with further documentation as required by the Releasing Officer.	3. Records and releases the Geohazard Certification.	None	10 mins.	Releasing Officer
Total:		₱ 50.00	8 hours or 1 day	



9. Geologic Site Scoping (GSS) and Geohazard Identification Survey (GIS)

Geological Site Scoping/Geohazard Identification Survey is undertaken as an additional requirement for the issuance of the Environmental Compliance Certificate (ECC) as per the Department of Environment and Natural Resources (DENR) Administrative Order No. 2000-28 dated March 14, 2000. The purpose of the conduct of GIS/GSS is to ensure the suitability of a project site to a proposed development to address and mitigate the possible effects/impacts of geologic hazards present adequately and comprehensively.

Office/Division:	MGB RO No. IX, Geosciences Division			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen; G2B - Government to Business Entity; G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter-request addressed to the Office of the Regional Director applying for the conduct of Geohazard Identification Survey (GIS) or Geological Site Scoping (GSS) and issuance of the corresponding reports.				
2. Duly signed and accomplished MGB-IX GIS/GSS Application Form with the mandatory requirements: <ul style="list-style-type: none"> • Project Specification/Description • Vicinity & Location Map of the Project area • Photocopy of the Land Title • Site Development Plan • Topographic Map • Final Grading Plan (if applicable) 		Download from the MGB RO No. IX Website (www.r9.mgb.gov.ph)		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The client submits the letter-request for a Geohazard Identification Survey (GIS) or Geological Site Scoping (GSS) to	1. Receives and records letter-request.	None	10 mins.	Receiving Officer
	1.2 Forwards letter-request to the Office of the Regional Director.	None	10 mins.	Secretary



the Office of the Regional Director.	1.3 Reviews and endorses request to the Geosciences Division (GD).	None	1 hr.	Regional Director
	1.4 Receives and records the letter-request, then forwards to the Chief, GD.	None	15 mins.	GD Personnel
	1.5 Initially reviews and assigns the request to the Geohazard and Engineering Geology Section (GhEGS) for appropriate action.	None	15 mins.	Chief, GD
	1.6 Checks and validates the information and attachments provided by the client along with the GIS/GSS Application Form (if the submitted requirements/attachments are not complete, advise the client to comply the lacking/necessary requirements).	None	1 hr.	GhEGS
	1.7 The schedule for the conduct of the requested GSS/GIS will be finalized with the consent of the requesting party.	None	1 hr.	Chief, GD & Section Chief, GhEGS
2. The client pays the GIS/GSS Fee at the Cashier by presenting the Order of Payment.	2. Prepares the Order of Payment for the Geohazard Identification Survey (GIS) or Geological	GIS/GSS (verification) Fee as per DAO No. 2005-08	15 mins.	GD Personnel



	<p>Site Scoping (GSS) Fee.</p> <p>2.2 Issues Official Receipt upon payment.</p>	<p>Php 2,000 per man/day provided that the minimum charge is Php 6,000.00 per proposed site</p>	<p>5 mins.</p>	<p>Cashier</p>
<p>3. The client will provide the transportation for the technical personnel from the Official Station to the proposed site and vice versa including other incidental expenses that may be incurred.</p>	<p>3 Conducts the requested Geohazard Identification Survey (GIS) or Geological Site Scoping (GSS) Survey.</p>	<p>None</p>	<p>3 days</p>	<p>GhEGS</p>
	<p>3.2 Prepares the Geohazard Identification Survey (GIS) or Geological Site Scoping (GSS) Report.</p>	<p>None</p>	<p>15 days</p>	<p>GhEGS</p>
	<p>3.3 Review and endorses the GIS/GSS Report to the Office of the Regional Director for final approval and releasing.</p>	<p>None</p>	<p>1 day</p>	<p>Chief, GD</p>
	<p>3.4 Approves the Technical Report and signs letter of endorsement to the client.</p>	<p>None</p>	<p>1 hr.</p>	<p>Regional Director</p>
Total:		<p>₱ 6,000.00 min</p>	<p>20 days</p>	



10. Site Suitability Assessment for Sanitary Landfill (SLF)

The Republic Act No. 9003, also known as the "Ecological Solid Waste Management Act of 2000," requires the Department of Environment and Natural Resources (DENR) and other related agencies to ensure appropriate implementation and utilization of environmentally-sound solid waste management facilities with ecologically sustainable principles. To achieve this, the DENR is mandated to provide technical support and other capability assistance to the Local Government Units (LGUs) in the development and implementation of local solid waste management plans and programs.

Office/Division:	MGB RO No. IX, Geosciences Division			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen; G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter-request addressed to the Office of the Regional Director applying for the conduct of Geohazard Identification Survey (GIS) or Geological Site Scoping (GSS) and issuance of the corresponding reports.				
2. Duly signed and accomplished MGB-IX Site Suitability Assessment Application Form for SLF with the mandatory requirements: <ul style="list-style-type: none"> • Project Specification/Description • Vicinity & Location Map of the Project area • Photocopy of the Land Title • Site Development Plan • Topographic Map • Final Grading Plan (if applicable) 		Download from the MGB RO No. IX Website (www.r9.mgb.gov.ph)		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The client submits the letter-request for a Site Suitability Assessment for SLF Application Form to the Office	1. Receives and records letter-request.	None	15 mins.	Receiving Officer
	1.2 Forwards letter-request to the Office	None	15 mins.	Secretary



<p>of the Regional Director.</p>	<p>of the Regional Director.</p> <p>1.3 Reviews and endorses request to the Geosciences Division.</p> <p>1.4 Receives and records the letter-request, then forwards to the Chief, Geosciences Division.</p> <p>1.5 Initially reviews and assigns the request to the Hydrogeology and Environmental Geology Section (HEGS)/ Geohazard and Engineering Geology Section (GhEGS) for appropriate action.</p> <p>1.6 Checks and validates the information and attachments provided by the client along with the Site Suitability Assessment for Sanitary Landfill Application Form (if the submitted requirements/attachments are not complete, advice the client to comply the lacking/necessary requirements).</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>1 hr.</p> <p>15 mins.</p> <p>15 mins.</p> <p>1 hr.</p>	<p>Regional Director</p> <p>GD Personnel</p> <p>Chief, GD</p> <p>HEGS/GhEGS</p>
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	1.7 The schedule for the conduct of the requested Site Suitability Assessment for Sanitary Landfill will be finalized.	None	1 hr.	Chief, GD & Section Chief, HEGS/GhEGS
2. The client pays the Site Suitability Assessment for Sanitary Landfill Fee at the Cashier by presenting the Order of Payment.	2. Prepares the Order of Payment for the Site Suitability Assessment for Sanitary Landfill Fee.	Site Suitability Assessment for Sanitary Landfill (verification) Fee as per DAO No. 2005-08	15 mins.	GD Personnel
	2.1 Issues Official Receipt upon payment.	Php 2,000 per man/day provided that the minimum charge is Php 6,000.00 <i>per proposed site</i>	5 mins.	Cashier
3. The client provides the transportation for the technical personnel from the Official Station to the proposed site and vice versa	3. Conducts the requested Site Suitability Assessment for Sanitary Landfill.	None	3 days	HEGS/GhEGS
	3.1 Prepares the Site Suitability Assessment for Sanitary Landfill Report.	None	15 days	HEGS/GhEGS
	3.2 Reviews, approves, and endorses the Site Suitability Assessment for Sanitary Landfill	None	1 day	Chief, GD



	<p>Report to the Office of the Regional Director for final approval and releasing.</p> <p>3.3 Approves the Technical Report and signs letter of endorsement to the client.</p>	None	1 hr.	Regional Director
4. Records and releases the Site Suitability Assessment for Sanitary Landfill Report.	4. Records and releases the Site Suitability Assessment for Sanitary Landfill Report.	None	10 mins.	Releasing Officer
Total:		₱ 6,000.00 min	20 days	



11. Megascopic Identification for Rocks and Minerals

This process is intended to deliver technical service to walk-in clients by identifying rocks samples and minerals presented.

Office/Division:	MGB RO No. IX, Geosciences Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen; G2B - Government to Business Entity; G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly signed and accomplished MGB IX Megascopic Analysis Request Form (downloadable from the official website)		Download from the MGB RO No. IX Website (www.r9.mgb.gov.ph)		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIMES	PERSON RESPONSIBLE
1. The client submits the letter-request for Megascopic Analysis and presents the rocks/minerals samples desired to be analyzed.	1. Endorses the request to the General and Economic Geology Section (GEGS) or the Office of the Chief Geologist.	None	10 mins.	Officer of the Day (Designated)
2. The client pays the Megascopic Analysis and Certification Fee at the Cashier by presenting the Order of Payment.	2. Prepares the Order of Payment for the Megascopic Analysis and Certification Fee.	Rocks & Mineral Analysis and Certification Fee as per DAO No. 2005-08 Php 300.00 <i>per sample</i> Php 50.00 Certification Fee	15 mins.	GD Personnel
	2.1 Issues Official Receipt (OR) upon payment.		5 mins.	Cashier
	2.2 Conducts megascopic analysis of the sample/s.		5hrs.	GEGS
	2.3 Prepares the Megascopic Analysis Certification.		1 hr.	Section Chief, GEGS/ GD Personnel
	2.4 Forwards the Megascopic Analysis		20 mins	Chief, GD



	<p>Certificate with affixed initial to the Office of the Regional Director.</p> <p>2.5 Approves the Megascope Analysis Certificate.</p>		15 mins	Regional Director
3. The client receives the issued Megascope Analysis Certification	Records and releases the Megascope Analysis Certificate.	None	10 mins	Releasing Officer
Total:		₱ 350.00	8 hours	



**FINANCE AND ADMINISTRATIVE
DIVISION
(FAD)**



12. Collection Process

For Fees imposed by the Mines Management Division (MMD)

Office/Division:	MGB RO No. IX, Finance and Administrative Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen; G2B - Government to Business Entity; G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment (3 copies)		Mine Management Division (MMD)		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Order of Payment to the concerned Division	1. Signs the Order of Payment	None	1 min	Accountant/ Chief FAD/ Regional Director
2. Pays the amount shown in the Order of Payment	2. Receives cash/check from payor representing collection based on the Order of Payment	Area Status Clearance- ₱ 2,000.00 Verification Fee- ₱ 6,000.00 OTP – Metallic- ₱ 2,000.00 Non-Metallic- 1,000.00 Ore Sample Transport- ₱ 500.00 Filing Fee- ₱ 10,000.00	1 min	Cashier
3. Receives the Original copy of the Official	3. Issues Official Receipt to	None	5 mins	Cashier



Receipt and return to the MMD	acknowledge receipt of payment			
	4. Records Collection in the Cash Receipt Record (CRRRec)	None	10 mins	Cashier
	5. Prepares Deposit Slip in three(3) copies	None	10 mins	Cashier
	6. Receives Original of Report of Cash Disbursement (RCD) with Copy 2 of the ORs and Validated Deposit Slip for the review and preparation of the Journal Entry Voucher (JEV)	None	5 mins	Bookkeeper
	7. Prepares two (2) copies of Journal Entry Voucher (JEV)	None	5 mins	Bookkeeper
	8. Reviews Journal Entry Voucher (JEV). Records the documents in the case Receipt Journal	None	20 mins	Accountant
Total:		₱ 21,500	1 hour	



13. Hiring Process

For Plantilla positions

Office/Division:	MGB RO No. IX, Finance and Administrative Division			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen.			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal Data Sheet Original copy(CS Form No. 212, Revised 212)		Civil Service Commission Office or CSC Website		
Performance rating in the last rating period (if applicable)		Present and previous employer		
Photocopy of certificate of eligibility/rating/license		CSC or Professional Regulation Commission (PRC)		
Photocopy of Diploma and Transcript of Records.		Colleges or Universities attended		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application with attached documents to MGB Region No. IX	1. Receives the Application	None	2 mins	Receiving Officer
	1.2 Routes the received application to the OIC, Office of the Regional Director	None	5 mins	
	1.3 Reviews the application	None	5 mins	Regional Director
	1.4 Forwards the application to Human Resource Management Officer (HRMO)	None	5 mins	Secretary
	2. Evaluation of Qualified Applicants to take the examination (after publishing and posting in three (3)	None	2 days	Human Resource Management Officer (HRMO) and Human



	<p>conspicuous places in the MGB-IX Office for a period of ten (10) calendar days</p> <p>2.2 Evaluates the applicant's qualifications: Education, Experience, Trainings and Eligibility</p>	None		<p>Resource Management Promotion and Selection Board (HRMPSB) (Evaluation), MGB-Central Office (Conduct the Exam) HRMO FAD HRMOPSB MGB Region No. IX</p>
	<p>3. Determine and Interview the applicants:</p> <p>a. Physical Characteristic and Personality Traits; and</p> <p>b. Potential</p>	None	2 days	<p>Human Resource Management Promotion and Selection Board (HRMPSB)</p>
	<p>4. Submit the Assessment Results and Documentary Requirements for Processing of Appointments to MGB Central Office the list of names of screened applicants for which a selection for appointment to be made</p>	None	2 days	<p>Human Resources Management Officer (HRMO) and Human Resource Management Promotion and Selection Board (HRMPSB)</p>
Total:		None	7 days	



FEEDBACK MANAGEMENT



Feedback and Complaints

FEED BACK COMPLAINTS MECHANISM	
How to Send Feedback	The Officer of the Day will ask the client to answer the feedback form and drop it at the designated box located at the receiving area.
How Feedback are processed	<p>The Feedback Officer will open the designated feedback box every Monday Morning to tally the satisfactory of the client, compiles and records all feedback submitted.</p> <p>Within 5 working days the Feedback officer will answer the form that require verification and queries.</p>
How to file a complains	The client will answer the form the Officer of the day and drop it to the designated drop box located at the receiving area.
How complains are processed	<p>The feedback officer opens the drop box every Monday morning, evaluates the complains and coordinate with the person concerns with regards to the complaints and create investigation.</p> <p>The Feedback Officer will have a report to be given not more than 5 working days to answer the clients/office relevant to their explanation.</p>
Contact Information	<p>MGB RO No. IX</p> <p>Address: Pasonanca park, Pasonanca, Zamboanga City</p> <p>Email: mgb_ro9@yahoo.com</p> <p>Telephone No.: 993-5765 ; 992-2194</p> <p>Website: region9.mgb.gov.ph</p>



*“MINING SHALL BE PRO-PEOPLE AND PRO-
ENVIRONMENT
IN SUSTAINING WEALTH CREATION AND
IMPROVED QUALITY”*