



City Environment Management Office



Purchase of Compost (Vermi / Natural)

City Ordinance 14-29 and Ordinance granting to the City Environment Management Office to sell compost/vermi cast from the processed bio-degradable materials and sorted recyclable materials in the city's waste processing disposal facility

Office or Division:	CEMO-Integrated Waste Management Pollution Control Division			
Classification:	Simple			
Type of Transaction:	G2C-for service whose client is the transacting public			
Who may Avail:	Any interested individual who wants to acquire compost			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
none			none	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Comply Order Form at City Environment Management Office (CEMO)	Issuance of Order Form	none	3 minutes	Administrative Aide II
2. Pay at the City Treasurer's Office	Issuance of Official Receipt	Depending on the amount reflected in the order form	3 minutes	Revenue Collection Clerk II
3. Back to CEMO with the official receipt for the schedule of delivery	Determine the schedule of the delivery	None	2 minutes	Administrative Aide II
	TOTAL	None	8 minutes	
End of transaction				



Procedure in Securing Permit to Cut Trees

Processing of application for issuance of tree cutting certification (public places, private lands, infrastructure projects, government projects)

Office or Division:	CEMO- Water, Parks, Protected Areas Wildlife & Forestry Division			
Classification:	Simple			
Type of Transaction:	G2C-for service whose client is the transacting public			
Who may Avail:	Home owner/SPA Holder			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter request to DENR San Carlos City, stating the information to wit a. Purpose b. Species of trees to be cut			Client	
2. Certification from Barangay Captain that applicant is residing on that place and owner of trees			Brgy. When the client applied	
3. SPA if applicant is authorized by the owner			Client	
4. Xerox copy of the title			Client	
5. Picture of trees to be cut (2 copies)			Client	
6. Clearance from the City Treasurer's Office (Land Tax)			CTO	
7. Clearance from the City Mayor's Office interposing no objection the cutting of trees.			CMO	
CTC No.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach our Project in Charge	1.1 Review the cutting permit requirements and set time and date of inspection	none	20 minutes	Admin Aide IV
1.2. Pay at the City Treasurer's Office	1.2 Inspection and verification of trees to be cut	none	hours	Revenue Collection Clerk II
2. Proceed to City Treasurer's	2. Issue OR	none	5 minutes	Revenue Collection Clerk II
3. Back to CEMO Office and Present OR for certification	3. Issue Certification interposing no objection to the cutting of trees	none	5 minutes	Admin Aide IV
TOTAL		None	2 hrs. 30 minutes	
End of transaction				



Registration of Fishing Vessels (3 Gross Tons Below)

A document issued to owners/operators of duly licensed commercial fishing boats before departure from its homeport or any port of departure to the fishing ground upon payment of a required fee.

Office or Division:	CEMO-Coastal Resource Management Division			
Classification:	Simple			
Type of Transaction:	G2C-for service whose client is the transacting public			
Who may Avail:	Fishing boat owner/operator			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Residence certification, Brgy. Clearance & Police (Maritime Police)			Brgy. Hall	
2.Duly Notarized Application Form (MFVR Form2)			CRM	
3.Certificate of Inspection or Admeasurements (FMVR)			CRM	
4.Two 5R size (4"x6") picture of the boat (one shot side view, full length and one perspective shot with the application on the side)			Client	
5.PNP Maritime Group Clearance of Local PNP Clearance (if the former is not available)			PNP	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill up Application Form	Registration of Fishing Vessels 3 Gross tons below	NONE	5 minutes	Admin Aide II
2.Obtain Certificate of Inspection			10 minutes	Admin Aide II
3.Pay appropriate fees: A. Fees for initial Registration Issuance of new CN/Reinsurance of CN a.) non-motorized vessels b.) motorized vessel B. Renewal of Registration a.) non-motorized vessel b.) motorized vessel inspection fee (including digital photos)	- none	none	none	Revenue Collection Clerk II
4.Have a certificate of number issued	- none	none	10 minutes	Admin Aide II
5.Have the name and official number of the vessel painted	- none	none	none	Client



on it on the prescribe portion of the boat Renew Municipal Fishing Vessel Registration every year				
	TOTAL	None	25 minutes	
End of transaction				