

Citizen's Charter No. 8





Name of Office : Clearance and Permitting Division - Environmental Impact Assessment



Frontline Service : **Application for ECC with Multiple Components or Expansion/Modification**

Schedule of Availability of Service : Monday – Friday, 8:00 AM – 5:00 PM

Who May Avail of the Service : LGU, NGO, Private Companies or Association, Individuals or Partnership

How to Avail of the Service: Visit emb.gov.ph(ECC Online Application)

Step No.	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fee	Document Needed
1	Apply ECC Online at: www.emb.gov.ph URL: 119.92.161.21/live	System will provide guidance to the ECC Online Application	-	Customer / Proponent	-	Project Description / Information
2	Print computer generated Order of Payment and pay to the nearest Landbank Branch	System generated	-	Customer / Proponent	P5,055.00	Order of Payment
3	Submits ECC Application Online	System will forward the submitted application to the EMB Regional Office	-	Customer / Proponent	None	Scanned copy of all the abovementioned documentary requirements with official receipt
4		<p>CPD Technical Staff (Default Receiver) receives and forwards the application to the Chief, CPD for referral</p> <p style="text-align: center;">↓</p> <p>Chief, CPD for refers the application to the case handler for appropriate action</p> <p style="text-align: center;">↓</p> <p>Case handler conducts substantive review and evaluation of the submitted documents and conducts Onsite Inspection if necessary;</p> <p style="text-align: center;">↓</p> <p>Drafts Inspection Report (If Necessary), Evaluation Sheet and ECC for Chief, CPD's correction</p> <p style="text-align: center;">↓</p> <p>Chief, CPD (Recommending Authority) forwards the Draft ECC to Regional Director for further corrections / suggestions;</p> <p style="text-align: center;">↓</p> <p>Regional Director approves /denies the Draft ECC</p>	10-20 workings days (if the application is completely submitted)	 CPD Technical Staff  Chief, CPD  Case Handler  Chief, CPD	None None None None	Scanned copy of all the abovementioned documentary requirements with official receipt
	Print the approved/issued ECC from the Online System	System generated		Customer / Proponent	None	Generated approved ECC

	Sign and Notarize the printed ECC	Upload the notarized ECC to the system	-	Customer / Proponent	None	Scanned copy of the notarized ECC
		CPD Technical Staff (Default Receiver) forward the ECC to the Repository	10 minutes	 CPD Technical Staff	None	Scanned copy of the notarized ECC
		Case handler prints all the submitted document with the notarized ECC and transmits to the Record's Section for filing and EMED for monitoring purposes	2 Hours	 CPD Technical Staff	None	All documents submitted online with the notarized ECC.