

Citizen's Charter No. 7




Name of Office : **Clearance and Permitting Division** – Hazardous Waste and Chemicals Permitting Section


Frontline Service : **Processing of PCO Accreditation Application**

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

Who May Avail of the Service : Appointed/Designated Pollution Control Officer of Industries /Establishments who are not yet PCO accredited

How to Avail of the Service: File Application for PCO Accreditation

Step No.	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fee	Document Needed
1	Proceed to the Officer of the Day for proper guidance	Provide guidance to the Clearance Permitting Division (CPD)	2 minutes	Officer of the day	None	None
2	Present documents for review of requirements	<p>Ensure documents presented are complete</p> <p>↓</p> <p>CPD, HW Technical Staff evaluate the required attachments</p> <p>↓</p> <p>Prepare Order of Payment</p>	20-30 minutes	 CPD-HW Staff	None	<p><b>For new PCO:</b> Cover letter, appointment/official designation, resume with recent ID, certificate of Attendance to PCO Orientation, College Diploma, notarized Joint Affidavit of Undertaking.</p> <p><b>For old PCO:</b> Renewal of PCO every three (3) years, provided that he/she has completed at least forty (40) hrs. of cumulative relevant PCO training as participant or twenty hours (20) as trainer/subject matter expert within three-year period.</p>
3	Gets the order of payment for the new New PCO And for Old PCO for renewal	Issues Order of payment	30 minutes	 Section chief/staff	None	None
4	Proceeds to the payment of the registration fee for new and old PCO	Receives the registration fee and issues official receipt	10minutes	 Cashier	₱ 500 for PCO Accreditation Fee( for new PCO and PCO renewal	Order of payment
5	Proceed to Receiving Clerk and have the application received by the office	<p>Receive the application officially</p> <p>↓</p> <p>Refer to the Regional Director</p> <p>↓</p> <p>Regional Director refer the application to the Chief-CPD then to HW Section Chief for appropriate action</p> <p>↓</p> <p>HW Section Chief refer the application to the HW staffand HW Staff record the application to the logbook and the database</p> <p>↓</p> <p>HW staff will process the application, by preparing two (2) copies of transmittal, Certificate of Accreditation, and one (1) copy of duties and responsibilities of the New PCO</p> <p>↓</p> <p>HW staff submits all documents to CPD Secretary for the approval of the Regional Director.</p>	<p>5 minutes</p> <p>1hour</p> <p>10 to 12 days</p>	 Receiving Clerk   Regional Director   Section Chief/Staff	<p>None</p> <p>None</p> <p>None</p>	<p>None</p> <p>None</p> <p>None</p>

6	Affixes signature to the Certificate of Accreditation and transmittal	<p>A two (2) copies of Certificate of Accredited PCO and two copies of transmittal. One copy of transmittal and Certificate will be countersigned by the HW, Section Chief and the staffD.</p> <p style="text-align: center;">↓</p> <p>HW- CPD staffsubmits all documents to CPD Secretary for the approval of the Regoinal Director</p> <p style="text-align: center;">↓</p> <p>Regional Director affixes his signature</p> <p style="text-align: center;">↓</p> <p>Records Section attaches unique bar code to the approved PCO Certificates and transmittal</p> <p style="text-align: center;">↓</p> <p>Chief Section of HW - CPD refer the receive file copy to HW-CPD staff for filling.</p> <p style="text-align: center;">↓</p> <p>Records Section releases the original Certificate of accreditation, transmittal and the duties and responsibilities of the Accredited PCO.</p>	2 to 3 days	 HW Section Chief/staff/Records Officer	None	None
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