

Citizen's Charter No. 9






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	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 validation of requirements	<p>Ensure documents presented are complete</p> <p style="text-align: center;">↓</p> <p>CPD Technical Staff conducts substantive review/evaluation of the documents presented</p> <p style="text-align: center;">↓</p> <p>Scan the proponent's project description and e-mail to EMB Central for issuance of screening number</p> <p style="text-align: center;">↓</p> <p>Prepare Order of Payment</p>	1 hour	 CPD Staff	None	IEE Checklist for Multiple Component or EPRMP for Expansion/Modification of the project
3	Pay the Administrative Fee	Issue Official Receipt of Payment	10 minutes	 Cashier	₱ 4,000 for Multiple Component, and; ₱ 3,000 for EPRMP	Order of Payment
4	Proceed to Receiving Clerk and have the application received by the office	<p>Receive the application officially</p> <p style="text-align: center;">↓</p> <p>Refer to the Regional Director</p> <p style="text-align: center;">↓</p> <p>Regional Director refer the application to the Chief-CPD for appropriate action</p> <p style="text-align: center;">↓</p> <p>Chief-CPD refer the application to the Case Handler and a CPD Staff upload the application to the on-line database</p> <p style="text-align: center;">↓</p> <p>Case Handler will process the application, conduct on-site inspection, and request for additional requirement if necessary</p> <p style="text-align: center;">↓</p> <p>Case Handler prepares on-site validation report,</p>	5 minutes 30 minutes 30 minutes 10 to	 Receiving Clerk  Regional Director  Chief, CPD / CPD Staff	None None None None	None None None

		<p>review process report, and draft the ECC</p> <p>↓</p> <p>Chief-CPD checks all necessary documents including the draft ECC</p> <p>↓</p> <p>Case Handler prints the final on-site validation report, review process report and the ECC.</p>	17 days	 <p>Case Handler/Chief-CPD</p>		
5	Affixes signature to the ECC and have it notarized by notary public	<p>A two (2) original copies of ECC reproduced by the Case Handler for signature</p> <p>↓</p> <p>Chief, CPD affixes his signature as recommending authority</p> <p>↓</p> <p>Regional Director affixes his signature for approval</p> <p>↓</p> <p>Records Section attaches unique bar code to the approved ECC</p> <p>↓</p> <p>CPD Staff uploads the approved ECC in the on-line database system</p> <p>↓</p> <p>Records Section releases the original ECC to the applicant / proponent</p>	2 to 3 days	 <p>Chief-CPD</p>  <p>Regional Director</p>  <p>Records Officer</p>  <p>CPD Staff</p>  <p>Records Officer</p>	None	None