

Citizen's Charter No. 10

Name of Office : Clearance and Permitting Division – Discharge Permit and Permit to Operate Section

Frontline Service : **Application for Permit to Operate**

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: Personal Appearance

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	Ensure documents presented are complete ↓ Prepare Order of Payment	30 minutes	 CPD Staff	None	Application Form with attached Engineer's Report (for new applicants), PCO Accreditation, Copy of ECC (if applicable), Self-monitoring Report (SMR), Result of Stack Sampling (if applicable)
3	Pay the Administrative Fee	Issue Official Receipt of Payment	10 minutes	 Cashier	Php100.00 – Php300.00 per Air Pollution Source and Control Installation	Duly signed Order of Payment
4	Proceed to Receiving Clerk and have the application received by the office	Receive the application officially ↓ Refer to the Regional Director ↓ Regional Director refer the application to the Chief-CPD for appropriate action ↓ Chief-CPD refer the application to the Chief, Discharge Permit and Permit to Operate (DPPO) Section ↓ Chief, DPPO Section refers the application to Case Handler ↓ Case Handler will process the application: Conduct Review and Evaluation, on-site inspection and request for additional requirement if necessary ↓ Case Handler prepares Integrated Compliance Inspection Report and prepares the Permit to Operate with corresponding transmittal letter, if all is in order.	5 minutes 1 day 1 hour 15 to 20 days	 Receiving Clerk  Regional Director  Chief, Clearance Permitting Division  Case Handler/Chief-CPD	None None None None	None None None None
5	Affixes signature to the Permit	A two (2) original copies of Permit reproduced by the Case Handler for signature ↓ Case handler and DPPO Chief initialize the Permit and endorsed to Chief CPD ↓ Chief, CPD affixes his signature and endorses to Regional Director ↓ Regional Director affixes his signature ↓ Records Section attaches unique bar code to the approved Permit and releases the original to the applicant / proponent	1 day to 3 days	 Case Handler/Records Officer	None	None