

City Environment & Natural Resources Office (CENRO)

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| Office or Division: | City Environment & Natural Resources Office (CENRO) |
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Service Description

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| Service Provided: | Information, Education, and Communication on the Environmental Laws Campaign |
| Simple, Complex, or Highly Technical | Simple |
| Internal or External | External |
| Who may avail of Service | Private & Public Entities [Barangays, Business Establishments, Industries, Institutions, Organizations, and Schools] |

CITIZEN'S CHARTER

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
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| Application Form | City Environment & Natural Resources Office (CENRO) |
| Request letter indicating the proposed date, venue, and contact details | Proponent |
| Proof of identity [1 Original, 1 Photocopy] | Proponent |

| Client Steps (List Of Transactions to Get Service) | Fees To Be Paid | Maximum Processing Time | Person Responsible |
|--|-----------------|-------------------------|---|
| 1. Submission of the required documents to the IEC Desk Officer | N/A | 10 Minutes | IEC Desk Officer Nelly Grace Agpaoa Mylene Quiambao |
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| | N/A | 10 Minutes | IEC Desk Officer Nelly Grace Agpaoa Mylene Quiambao |
| | | | IEC Desk Officer Nelly Grace Agpaoa Mylene Quiambao |
| | N/A | 4 hours to 2 Days | IEC Desk Officer Nelly Grace Agpaoa Mylene Quiambao |