

# 1. Processing of Commercial Sand and Gravel and Other Quarry Resources Extraction Permit

The Commercial Sand and Gravel and Other Quarry Resources Extraction Permit is issued to individuals/corporation in need of this document to legalize the extraction, removal and disposition of any quarry resources in Davao del Norte.

<b>Office or Division:</b>	Provincial Environment and Natural Resources Office - LGU
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	An individual who is of legal age and citizen of the Philippines.
	A Corporation or Partnership who is organized under the laws of the Philippines duly registered with the Securities and Exchange (SEC), at least 60% of the capital of which shall at all times be owned and controlled by the citizen of the Philippines.
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>Major Documenting Requirements:</b>	
Area Verification Report (1 original)	PENRO-LGU – Mines and Geosciences Div. – Technical Staff
Sketch Plan of Permit Area (1 original map with scale: 1:50,000, 5 original blueprint maps, 6 original bond-size maps)	MGB Deputized Geodetic Engineer
Area Clearance (5 original)	PEO, DPWH, NIA, MGB-DENR XI, NCIP
Notice of Posting (6 original)	PENRO-DENR XI, CENRO-DENR XI (Tagum and Panabo), PGO, M/CLGU, BLGU
Accomplished and Notarized Application Form (1 original MGB 08-3A; 08-4A)	PENRO-LGU – Mines and Geosciences Div. – Admin Officer
Work Program (1 original; attached with PDS of Mining Engineer/Geologist)	Licensed Mining Engineer/Geologist
Personal Data Sheet (with attached 2x2 ID picture)	Client
Community Tax Certificate (1 photocopy)	Barangay Hall

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Proof of Financial Capability:</b>	
Income Tax Return (preceding 3 years, for individual)	BIR
Latest Audited Financial Statement	BIR
<b>Documents for Compliance:</b>	
Environmental Compliance Certificate (1 original)	EMB XI
Resource Sustainability and Geohazard Assessment (RSGA) (1 original)	Licensed Mining Engineer/Geologist
Certificate from PTO (with respect to extraction fee deposit; 1 original)	Provincial Treasurer's Office
<b>Other Requirements:</b>	
Payable Fees	Provincial Treasurer's Office
Surety Bond (Php 20,000.00)	Provincial Treasurer's Office
Barangay Resolution (Interposing No Objection) (1 original)	Barangay Hall
Mayor's Clearance (1 original)	Office of the Mayor
Land Title (for Earthfill Extraction only - 1 photocopy)	Land Owner
Certification from DA (for Earthfill Extraction only – 1 original)	Department of Agriculture (DA)
Official Receipt (1 photocopy) and Certificate of Registration of equipment or Lease of Contract (1 photocopy of OR and CR of equipment)	Lease of Contract (equipment) of Client
Duly registered Articles of Partnership or Corporation and By Laws (for corporation only – 1 photocopy/original)	Articles of Partnership of Client

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Special Power of Attorney (representative should produce 1 valid ID; 1 original)		Citizen or Client Being Represented		
Billboard layout for installation		PENRO-LGU – Mines and Geosciences Div. – Admin Officer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Intention/Verbal Interest of the Client to apply for quarry in PENRO-LGU	Received the submitted letter/Accommodate the Client	None	5 minutes	<i>Admin Officer</i> PENRO-LGU
2. Area Verification	Conduct actual survey on the ground	Area Verification Fee - PHP 2,000.00	3 days	<i>SEMS/EMS /</i> PENRO-LGU
3. Fill out and sign Application Form/Permit and have it notarized by a Notary Public	Give clients Application Form and provide Application Number	None	5 minutes	<i>Admin Officer</i> PENRO-LGU
	Give a checklist of requirement to the client and brief them	None	15 minutes	<i>Admin Officer</i> PENRO-LGU
4. Process a sketch plan* of applied quarry area  *to be done by a MGB Deputized Private Geodetic Engineer	Prepare a 1:50,000 scale sketch plan of the applied quarry area	PHP 15,000/hectare*  *min. rate per hectare as of to date	Duration time may vary	<i>Geodetic Engineer</i> Private

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
5. Submit the sketch plan of the proposed permit area and give it to Land Management Division (LMD), PENRO-LGU for review	LMD will review/correct the submitted sketch plan for any boundary overlap	None	30 minutes	<i>SEMS/CDA / LMD, PENRO-LGU</i>
	Prepare endorsement letter for area clearance to the Mines & Geosciences Bureau (MGB-XI) at Davao City	None	5 minutes	<i>Admin Officer PENRO-LGU</i>
6. Endorse sketch plan to MGB-XI	Received the sketch plan from the clients	Clarify amount to be paid from MGB-XI	Subject for clarification* *seek guidance from MGB-XI	<i>Admin Officer Mines Div., MGB-XI</i>
7. Submit Sketch Plan cleared by the MGB XI to PENRO-LGU	Prepare requests of area clearance & Notice of Posting (15 days)	None	10 minutes	<i>Admin Officer PENRO-LGU</i>
	Give a brief or orientation on securing all the requirements indicated in the checklist	None	10 minutes	<i>Admin Officer PENRO-LGU</i>
	PENRO-LGU will issue order of payment for the appropriate fees	Application and Processing Fee – PHP 1,000.00	10 minutes	<i>Admin Officer PENRO-LGU</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Submit the sketch plan of the proposed permit area and give it to Land Management Division (LMD), PENRO-LGU for review	LMD will review/correct the submitted sketch plan for any boundary overlap	None	30 minutes	<i>SEMS/CDA / LMD, PENRO-LGU</i>
	Prepare endorsement letter for area clearance to the Mines & Geosciences Bureau (MGB-XI) at Davao City	None	5 minutes	<i>Admin Officer PENRO-LGU</i>
6. Endorse sketch plan to MGB-XI	Received the sketch plan from the clients	Clarify amount to be paid from MGB-XI	Subject for clarification* *seek guidance from MGB-XI	<i>Admin Officer Mines Div., MGB-XI</i>
7. Submit Sketch Plan cleared by the MGB XI to PENRO-LGU	Prepare requests of area clearance & Notice of Posting (15 days)	None	10 minutes	<i>Admin Officer PENRO-LGU</i>
	Give a brief or orientation on securing all the requirements indicated in the checklist	None	10 minutes	<i>Admin Officer PENRO-LGU</i>
	PENRO-LGU will issue order of payment for the appropriate fees	Application and Processing Fee – PHP 1,000.00	10 minutes	<i>Admin Officer PENRO-LGU</i>

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
8. Pay the fees at the Provincial Treasurer's Office	Pay at PTO after permit notarization	Advance Extraction Fee - PHP 27,500.00	10 minutes	<i>Local Collection Revenue Officer</i> PTO
9. Submit all the completed documents/ requirements	Examine/ evaluate the validity of documents based from checklist requirement	None	15 minutes	<i>Admin Officer</i> PENRO-LGU
	Endorse complete documents to the Provincial Mining Regulatory Board (PMRB) for deliberation	None	1 day	<i>Chairman &amp; Members</i> PMRB – Davao del Norte
	A 1-day meeting will be held within the month where PMRB reviews the permit documents	None	1 day (meeting will be held within 22 days)	<i>Chairman &amp; Members</i> PMRB – Davao del Norte
	PMRB endorses permits to PLO as for legal opinion and forward it to the Office of the Governor for approval	None	Minimum duration of 3 months	<i>Legal Officer</i> PLO;  <i>Secretary</i> PGO
	Governor will sign the permit documents	None	10 minutes	<i>Provincial Governor</i> PGO

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
10. Receives the permit	Releases the approved permit	Registration of Approved Permit and Legal Research Fee - PHP 1,020.00	5 minutes	<i>Admin Officer</i> PENRO-LGU
<b>TOTAL:</b>		<b>PHP 46,520.00</b>	<b>4 Months and 5 Days</b>	