

2. Processing of Government Gratuitous Permit

The Government Gratuitous Permit is issued to government agency/office in need of this document to extract materials for any government infrastructure projects.

Office or Division:	Provincial Environment and Natural Resources Office - LGU
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government
Who may avail:	A government agency/office that is duly recognized and existing and in need of materials for infrastructure projects as certified by the agency concerned.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Major Documenting Requirements:	
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)	Project Engineer/Department Head of Office concerned
Documents for Compliance:	
Environmental Compliance Certificate (1 original)	EMB XI
Resource Sustainability and Geohazard Assessment (RSGA) (1 original)	Licensed Mining Engineer/Geologist
Other Requirements:	
Payable Fees (per Provincial Tax Ordinance No. 2011-001 – PHP 3,600.00)	Provincial Treasurer’s Office

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Resolution (Interposing No Objection) (1 original)		Barangay Hall		
Mayor's Clearance (1 original)		Office of the Mayor		
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</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

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>
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 PTO</i>

9. Submit all the completed documents/ requirements	Examine/ evaluate the validity of documents based from checklist requirement	None	15 minutes	<i>Admin Officer PENRO-LGU</i>
	Endorse complete documents to the Provincial Mining Regulatory Board (PMRB) for deliberation	None	1 day	<i>Chairman & Members PMRB – Davao del Norte</i>
	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 & Members PMRB – Davao del Norte</i>
	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 PLO; Secretary PGO</i>
	Governor will sign the permit documents	None	10 minutes	<i>Provincial Governor PGO</i>

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
TOTAL:		PHP 46,520.00	4 Months and 5 Days	