

MINE MANAGEMENT DIVISION

Name of Frontline Services	Step by Step Procedure	Responsible Employee	Amount of Fee	Document to be Presented by Clients	Processing Time
1 Processing of Application for Exploration Permit (EP)	a. Receiving of application and requirements as entered by MGB-CO.	Receiving Clerk		FOR EXPLORATION PERMIT (EP) 1. Application Form (MGB Form No. 5-1) 2. For corporation/partnership/association/ cooperative: SEC/CDA-certified Certificate of Registration, Articles of Incorporation/ Partnership/Association and By-Laws; or a Certification from MGB CO/RO concerned that such documents are duly registered in that Office (note: with minimum authorized capital of ₱100M and paid-up capital of ₱6.5M). 3. Location Map/Sketch Plan (1:50,000 NAMRIA topographic map) showing coordinates/boundaries (<i>in tabulated form</i>) with major environmental features/other projects (<i>prepared, sealed and signed by a deputized Geodetic Engineer</i>) 4. Two (2)-Year Exploration Work Program (MGB Form No. 5-4), duly prepared, signed and sealed by a licensed Mining Engineer or Geologist 5. Proof of technical competence in the form of:	1 day
	b. For notation and instruction.	Receiving Clerk			
	c. Receiving of application as endorsed by RD.	Technical Personnel			
	d. Preparation of Order of Payment for filing fee	Technical Personnel		5.1. Bio-data and track records in operations/environmental management 5.2. Sworn commitment of the technical person(s) who will undertake the implementation of the Work Programs/joint sworn commitment of the technical person(s) and the company/proof of availed services of the technical person(s)	
	e. Approval of Order of Payment	Chief, MMD		6. Proof of financial capability in the form of: 6.1 Latest audited Financial Statements, Annual Report for the preceding year and/or Credit lines/bank guarantees/deposits (for juridical entity) 6.2 Sworn Statement of Assets and Liabilities, Income Tax Return and Credit lines/ bank guarantees/deposits (for individual) 7. Affidavit of Undertaking (using MGB form) 8. Other Requirements: 8.1 Application for CEMCRR 8.2 Environmental Work Program	
	f. Payment of filing fee	Cashier	CEMCRR application fee of Php 5,000.00 Registration fee of Articles of Incorporation and Constitution and By-Laws at Php 1,000.00 each and Board Resolution at Php 200.00 Registration of Affidavit of Undertaking at Php 1,000.00		

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	g. Preparation of request for area status and clearance to the One Stop Shop Committee	Technical Personnel		FOR MINERAL AGREEMENT (MA) 1. Application Form (MGB Form No. 6-1) 2. For corporation/partnership/association/cooperative: SEC/CDA-certified Certificate of Registration, Articles of Incorporation/Partnership/Association and By-Laws; or a Certification from MGB CO/RO concerned that such documents are duly registered in that Office (note: with minimum authorized capital of ₱10M and paid-up capital of ₱2.5M) 3. Location Map/Sketch Plan (1:50,000 NAMRIA topographic map) showing coordinates/ boundaries (<i>in tabulated form</i>) with major environmental features/other projects (<i>prepared, sealed and signed by a deputized Geodetic Engineer</i>)	1 day
	h. Review of applied area for Area Status and Clearance	DENR Sectors Technical Personnel			4 weeks
	i. Issuance of Area Status and Clearance	One Stop Shop Committee			
	j. Evaluation of Environmental Work Program and application for CEMCRR	MSESDD		4. Three (3)-Year Work Program (MGB Form No. 6-2) 5. Proof of technical competence in the form of: 5.1 Bio-data and track records in operations/environmental management 5.2 Sworn commitment of the technical person(s) who will undertake the implementation of the Work Programs/joint sworn commitment of the technical person(s) and the company/proof of availed services of the technical person(s) 6. Proof of financial capability in the form of: 6.1 Latest audited Financial Statements, Annual Report for the preceding year and/or Credit lines/bank guarantees/deposits (for juridical entity)	5 days
	k. Preparation of letter-request for NCIP Certification Precondition	Technical Personnel		6.2 Sworn Statement of Assets and Liabilities, Income Tax Return and Credit lines/ bank guarantees/deposits (for individual) 7. Affidavit of Undertaking (using MGB form)	1 day
	l. Evaluation of Exploration Work Program and proof of technical competence/ financial capability	Technical Personnel		8. Mining Project Feasibility Study (MGB Form No. 5-3) 9. Complete and final exploration report pertaining to the area	5 days
	m. Preparation of Notice of Application	Technical Personnel		10. Other Requirements: Application for CEMCRR	1 day
	n. Posting, publication and airing of Notice of Application	Technical Personnel			4 weeks

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	o. Issuance of certificate of posting, publication and airing completed	Concerned LGU			
	p. Issuance of Certification by Panel of Arbitrators			FOR FINANCIAL OR TECHNICAL ASSISTANCE AGREEMENT (FTAA)	1 day
				1. Application Form (MGB Form No. 7-1) 2. For corporation/partnership/association/cooperative: SEC/CDA-certified Certificate of Registration, Articles of Incorporation/Partnership/Association and By-Laws; or a Certification from MGB CO/RO concerned that such documents are duly registered in that Office (note: with minimum authorized capital of ₱10M and paid-up capital of ₱2.5M) 3. Location Map/Sketch Plan (1:50,000 NAMRIA topographic map) showing coordinates/ boundaries (<i>in tabulated form</i>) with major environmental features/other projects (<i>prepared, sealed and signed by a deputized Geodetic Engineer</i>) 4. Two (2)-Year Exploration Work Program (MGB Form No. 5-4), duly prepared, signed and sealed by a licensed Mining Engineer or Geologist	
	q. Collation and review of all documents submitted for completeness and substance	Technical Personnel		5. Proof of technical competence in the form of: 5.1 Bio-data and track records in mining operations/environmental management	5 days
	r. Final evaluation of application	Technical Personnel		5.2 Sworn commitment of the technical person(s) who will undertake the implementation of the Work Programs/joint sworn commitment of the technical person(s) and the company/proof of availed services of the technical person(s)	5 days
	s. Endorsement of application to MGB Central Office for clearance	Regional Director			5 days
	t. Review of the application and issuance of clearance to grant EP: - Endorsement of clearance to MGB-CO - Receiving of clearance and preparation of EP - Approval of EP - Release of EP	MGB CO and DENR CO			4 weeks
	u. Notarization and transmittal of the approved EP / MA / FTAA to MGB RO concerned	MGB CO			1 day

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	v. Issuance of Order of Payment for Occupation Fee and Registration Fee	Technical Personnel	Php 75.00 per hectare or a fraction thereof for non-mineral reservation areas and Php 100.00 per hectare or a fraction thereof for mineral reservation areas	6. Proof of financial capability in the form of: 6.1 Latest audited Financial Statements, Annual Report for the preceding year and/or Credit lines/bank guarantees/deposits (for juridical entity) 6.2 Sworn Statement of Assets and Liabilities, Income Tax Return and Credit lines/ bank guarantees/deposits (for individual) 7. Affidavit of Undertaking (using MGB form)	1 day
	w. Approval of Order of Payment	Chief, MMD		8. Other Requirements:	
	x. Payment of registration fee	Cashier	Registration fee of Php 5,000.00 for EP, Php 20,000.00 for MA and Php 50,000.00 for FTAA	8.1 Application for CEMCRR	1 day
	y. Registration of EP/MA/FTAA	Technical Personnel Chief, MMD Regional Director		8.2 Environmental Work Program	1 day
	z. Releasing of EP/MA/FTAA	Technical Personnel			1 day
2 Processing of Application for Industrial Sand and Gravel Permit or other Mining Permits under MGB Jurisdiction	1. Receiving of application and requirements	Receiving Clerk (DATS)		1. Application Form (MGB Form No. 08-4) 2. Location Map of the proposed permit area showing geographic coordinates/ boundaries (<i>in tabulated form</i>) with major environmental features/other projects using NAMRIA topographic map in scale 1:50,000 (<i>prepared, sealed and signed by a deputized Geodetic Engineer</i>) 3. Sketch Plan of the proposed permit area showing geographic coordinates of corners in an appropriate scale duly prepared, signed and sealed by a deputized Geodetic Engineer 4. Five (5)-Year Work Program (MGB Form No. 6-2) duly prepared, signed and sealed by a licensed Mining Engineer 5. Application for Certificate of Environmental Management and Community Relations Record (CEMCRR)	1 day
	2. For notation and instruction	Regional Director			
	3. Receiving and pre-evaluation of mandatory acceptance requirements.	Technical Personnel			

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				6. Proof of technical competence including among others, curricula vitae and track records in mining operations and environmental management of the technical personnel who shall undertake the activities in accordance with the submitted work program and environmental protection and enhancement program	
	4. Pre-plotting of applied area.	Technical Personnel		7. Proof of financial capability, such as the following: 7.1 Latest audited Financial Statements, Annual Report for the preceding year and/or Credit lines/bank guarantees/deposits (for juridical entity) 7.2 Sworn Statement of Assets and Liabilities, Income Tax Return and Credit lines/ bank guarantees/deposits (for individual)	
	5. Preparation of Order of Payment for filing fee	Technical Personnel			
	6. Approval of Order of Payment	Chief, MMD			
	7. Payment of filing fee	Cashier	Filing Fee of Php 10,000.00 and Clearance Fee of Php 2,000.00 Registration fee of Articles of Incorporation and Constitution and By-Laws at Php 1,000.00 each and Board Resolution at Php 200.00 CEMCRR application fee of Php 5,000.00		
	8. Plotting in control map and issuance of Area Clearance	Technical Personnel		8. For corporation/partnership/association/cooperative: SEC/CDA-certified Certificate of Registration, Articles of Incorporation/ Partnership/Association and By-Laws 9. Secretary's Certificate on Resolution of the Board of Directors identifying and authorizing their representative to deal, sign, execute and deliver with regards to ISAG permit. 10. Other Requirements: 10.1 Environmental Compliance Certificate (ECC) 10.2 Environmental Protection and Enhancement Program (EPEP)	1 day
	9. Evaluation of application for CEMCRR	MSESDD			5 days
	10. Preparation of letter-request for NCIP Certification Precondition	Technical Personnel			1 day
	11. Evaluation of Five-Year Work Program and proof of technical competence/ financial capability	Technical Personnel			5 days

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	12. Field verification of applied area	Technical Personnel			5 days
	13. Preparation of Notice of Application for printing	Technical Personnel			1 day
	14. Posting of Notice of Application	Technical Personnel			4 weeks
	15. Issuance of certificate of posting completed	Concerned LGU PENRO CENRO			
	16. Issuance of Certification by Panel of Arbitrators				5 days
	17. Collation and review of all documents submitted for completeness and substance	Technical Personnel			5 days
	18. Final evaluation of application and endorsement to RD	Chief, MMD			1 day
	19. Endorsement of IPA to MGB/DENR-CO for the issuance of clearance to grant permit. - Review of IPA - Endorsement of clearance to MGB-CO	Regional Director			5 days
	20. Notarization of the approved Permit	Technical Personnel			1 day
	21. Issuance of Order of Payment for Registration Fee	Technical Personnel			1 day
	22. Approval of Order of Payment	Chief, MMD			
	23. Payment of registration fee	Cashier	Php 5,000.00		
	24. Registration of Permit	Technical Personnel Chief, MMD Regional Director			
	25. Releasing of Industrial Permit	Technical Personnel			

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3 Processing of Application for Small-Scale Mining Contract within Mineral Reservation	1. Receiving of application and requirements	Receiving Clerk		1. Application Form (MGB Form No. 08-4) 2. Location Map of the proposed permit area showing geographic coordinates/ boundaries (<i>in tabulated form</i>) with major environmental features/other projects using NAMRIA topographic map in scale 1:50,000 (<i>prepared, sealed and signed by a deputized Geodetic Engineer</i>) 3. Sketch Plan of the proposed permit area showing geographic coordinates of corners in an appropriate scale duly prepared, signed and sealed by a deputized Geodetic Engineer 4. Two (2)-Year Work Program (MGB Form No. 6-2) duly prepared, signed and sealed by a licensed Mining Engineer 5. Application for Certificate of Environmental Management and Community Relations Record (CEMCR)	1 day
	2. For notation and instruction	Regional Director			
	3. Receiving and pre-evaluation of mandatory acceptance requirements.	Technical Personnel			
	4. Pre-plotting of applied area.	Technical Personnel			
	5. Preparation of Order of Payment for filing fee	Technical Personnel			
	6. Approval of Order of Payment	Chief, MMD			
	7. Payment of filing fee	Cashier	Php 2,000.00 for individual and Php 5,000.00 for corporation/ association/ partnership/ cooperative	6. Proof of technical competence including among others, curricula vitae and track records in mining operations and environmental management of the technical personnel who shall undertake the activities in accordance with the submitted work program and environmental protection and enhancement program 7. Proof of financial capability, such as the following: 7.1 Latest audited Financial Statements, Annual Report for the preceding year and/or Credit lines/bank guarantees/deposits (for juridical entity) 7.2 Sworn Statement of Assets and Liabilities, Income Tax Return and Credit lines/ bank guarantees/deposits (for individual)	1 day
	8. Plotting in control map and issuance of Area Clearance	Technical Personnel		8. For corporation/partnership/association/cooperative: SEC/CDA-certified Certificate of Registration, Articles of Incorporation/ Partnership/Association and By-Laws	5 days

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				9. Secretary's Certificate on Resolution of the Board of Directors identifying and authorizing their representative to deal, sign, execute and deliver with regards to ISAG permit. 10. Other Requirements: 10.1 Environmental Compliance Certificate (ECC) 10.2 Environmental Protection and Enhancement Program (EPEP)	
	9. Evaluation of application for CEMCRR	MSESDD			5 days
	10. Evaluation of Two-Year Work Program and proof of technical competence/ financial capability	Technical Personnel			5 days
	11. Field verification of applied area	Technical Personnel			5 days
	12. Review of all documents submitted for completeness and substance	Technical Personnel			5 days
	13. Final evaluation of application and endorsement to RD for approval	Chief, MMD			1 day
	14. Approval of Permit	Regional Director			5 days
	15. Notarization of the approved Permit	Technical Personnel			1 day
4 Processing of Application for Certificate of Accreditation as Trader and Dealer of Minerals and/or Mineral Products	1. Receiving of application and requirements	Receiving Clerk			
	2. For notation and instruction	Regional Director			
	3. Receiving and pre-evaluation of mandatory acceptance requirements.	Technical Personnel		1. Duly accomplished application form (MGB Form 13-1) 2. Copy of the permit / contract of the suppliers / sources of mineral / mineral products / by-products or a copy of Certificate of Accreditation in case the source of materials is a trader, dealer or retailer. 3. DTI Registration 4. Proof of legal sources as supported by any of the following documents:	1 day

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	4. Preparation of Order of Payment for filing fee	Technical Personnel	Php 5,000.00 for new application and Php 2,500.00 for renewal	4.1 Supply / contract agreement with a permit holder / contractor / accredited dealer producing the specified minerals / mineral products / by-products 4.2 Affidavit executed by a permit holder / contractor / accredited dealer to the effect that he/she is willing or currently selling and will continue to sell or supply the applicant with the minerals / mineral products / by-products specified in the application;	
	5. Approval of Order of Payment	Chief, MMD			
	6. Payment of filing fee	Cashier			
	7. Review of all documents submitted for completeness and substance	Technical Personnel			5 days
	8. Final evaluation of application and endorsement to RD for approval	Chief, MMD			1 day
	9. Approval of Certificate of Accreditation	Regional Director			5 days
	10. Releasing of Certificate of Accreditation	Technical Personnel			1 day
5 Processing of Application for Ore Transport Permit	1. Receiving of application and requirements	Receiving Clerk		Duly accomplished Application Form	1 day
2. For notation and instruction	Regional Director				
3. Receiving of mandatory acceptance requirements	Technical Personnel				
4. Preparation of Order of Payment for filing fee	Technical Personnel				
5. Approval of Order of Payment	Chief, MMD				

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	6. Payment of filing and umpiring/ verification fees	Cashier	Filing fee of Php 1,000.00 for non- metallic minerals and Php 2,000.00 for metallic minerals plus Umpiring/ Verification fee of Php 6,000.00		1 day
	7. Review of all documents submitted for completeness and substance	Technical Personnel			1 day
	8. Field verification of mineral stockpile	Ruben G. Soriano			5 days
	9. Final evaluation of application and endorsement to RD for approval	Chief, MMD			1 day
	10. Approval of Ore Transport Permit	Regional Director			5 days
	11. Umpiring of Shipment	Technical Personnel Chief, MMD			5 days
6 Processing of Application for Mineral Ore Export Permit (MOEP)	1. Receiving of Application and Requirements	Receiving Clerk		1. Duly accomplished MOEP application form under DAO no. 2008-20	1 day
	2. Notation and Instruction	Regional Director		2. Original or certified true copy of the pertinent OTPs/DRs.	
	3. Releasing to MMD	Receiving Clerk		3. Original or certified true copy of the mining permit/contract.	
	4. Review of all documents submitted for completeness and substance.	Technical Personnel		4. Original or MGB-certified true copy of the Certificate of Accreditation by the MGB, if the MOEP applicant if engaged in mineral trading.	5 days
	5. Field validation of mineral ore stockpile to be exported.	Technical Personnel		5. Original or certified true copy of the sales/purchase/ marketing contract or purchase order.	
	6. Final evaluation of application and endorsement to RD for consideration.	Chief, MMD		6. Original or Certified true copy of the proof of payment of excise tax or guarantee/surety bond as prescribed in Section 4 of DMO No. 2008-04.	1 day
	7. Approval of MOEP	Regional Director Receiving Clerk (barcode and seal)		7. Where the mineral(s) and/or ore(s) is sourced from a Mineral Reservation, proof of payment of royalty pursuant to the pertinent provisions of R.A. No. 7942 and DAO No. 96-40, as amended.	1 day
	8. Releasing of MOEP	Receiving Clerk (barcode and seal)		8. Original or certified true copy of the final sales/invoice receipt of the previously exported similar mineral(s) or ore(s), if any.	