

**MINING SAFETY, ENVIRONMENT AND SOCIAL DEVELOPMENT DIVISION**

Name of Frontline Services	Step by Step Procedure	Responsible Person	Amount of Fee	Document to be Presented by Clients	Processing Time
<b>1 Processing of Application for Equipment / Machinery Installation</b>	Submission/acceptance of application  Pre-evaluation of required documents  Approval of Order of Payment  Payment of Application / Inspection fee  Evaluation /Processing /field Inspection of submitted documents/ installation/Preparation of reports  Review/Recommend Approval  Approval of Permit	Receiving Clerk  Technical Personnel  Chief, MSESDD  Cashier  Technical Personnel  Chief, MSESDD  Regional Director	500.00 <i>/plan</i> 6,000.00 <i>Inspection fee</i>	Mechanical Plans (3 sets, signed & sealed by professional Mechanical engineer - Blue print, Standard size)	15 days
<b>2 Processing of Application for Electrical Wiring Installation</b>	Submission/acceptance of application  Pre- evaluation of required documents  Approval of Order of Payment  Payment of Application / Inspection fee	Receiving Clerk  Technical Personnel  Chief, MSESDD  Cashier	500.00 <i>/plan</i> 6,000.00 <i>Inspection fee</i>	Mechanical Plans (3 sets, signed & sealed by professional Electrical engineer - Blue print, Standard size) - Location Plan and Plant Lay-out  - Single Line Diagram for Single Phase Loads such as lightings, small appliance load.	15 days

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	Evaluation/ Processing/ field Inspection of submitted documents/ installations/ Preparation of reports  Review/Recommend Approval  Approval of Permit	Technical Personnel  Chief, MSESDD  Regional Director		- Single Line Diagram for Three Phase Loads such as motor loads - Load Computation - Tabulated Load schedules  - Symbols and legends - Notes and specification	
<b>3 Processing of Application for Permanent/Temporary Safety Engineer/ Inspector</b>	Submission/Acceptance of application  Pre-evaluation of Required Documents  Approval of Order of Payment  Payment of Application Fee	Receiving Clerk  Technical Personnel  Chief, MSESDD  Cashier	1,000.00 /application (Temporary Safety Engineer/Inspector's Permit)  1,500.00 /application (Temporary Safety Engineer/Inspector's Permit)  4,000.00 /application (Alien Local Employment)	- Duly filled up Application Form - Certified photocopy of college/high school diploma/transcript of record, resume or pertinent credentials  - Certificate of employment from a mining company present and previous signed under oath  - Two (2) latest photograph (2x2) colored  - Certification from present employer on the duration of service, performance, etc. and letter of endorsement as Safety Engr./Inspector from present employer	7 days

Name of Frontline Services	Step by Step Procedure	Responsible Person	Amount of Fee	Document to be Presented by Clients	Processing Time
	Final evaluation/process/ preparation of report  Review/Recommend Approval  Approval of Permit	Technical Personnel  Chief, MSESDD  Regional Director		- Certified photocopy of certificate of trainings attended pertaining to safety and health	
<b>4 Processing of Application to Possess Explosives (Purchaser's License)</b>	Submission/Acceptance of Application  Pre-evaluation of Required Documents  Approval of Order of Payment  Payment of Application  Evaluation/Processing/Field Inspection of submitted documents  Review/Recommend the endorsement  Endorsement to the Director of PNP, Civil Security Group, Camp Crame, Quezon City for Approval	Receiving Clerk  Technical Personnel  Chief, MSESDD  Cashier  Technical Personnel  Chief, MSESDD  Regional Director	1,000.00 /application 500.00 /application 6,000.00 /inspection	- PNP Form 6-A - Provincial PNP indorsement - Clearances (Municipal Mayor, Judge, Chief of Police, NBI, Brgy. Clearance) - Mining Permit/Operating Permit  - Blasting Scheme - Plan of Magazine - Location map - Original Copy of applicant's current license - Annual Consumption Report	15 days
<b>5 Processing of Application to Possess Explosives (Blaster's Foreman License)</b>	Submission/Acceptance  Pre-evaluation of Required Documents	Receiving Clerk  Technical Personnel		- PNP Form 6-A - Application letter/request for license - Provincial PNP indorsement - Clearances (Municipal	15 days

Name of Frontline Services	Step by Step Procedure	Responsible Person	Amount of Fee	Document to be Presented by Clients	Processing Time
	Payment of Application  Evaluation/Processing/Field Inspection of submitted documents  Approval of the Order of Payment  Endorsement to the Director of PNP, Civil Security Group, Camp Crame, Quezon City for Approval	Cashier  Technical Personnel  Chief, MSESDD  Regional Director	500.00 /application	Mayor, Judge, Chief of Police, NBI, Brgy. Clearance) - Original copy of applicant's current license - Certificate of employment - Certification of a licensed mining engineer regarding the need to renew/apply license with the confirmation of the employer - Duly filed up MGB Information sheet - Must undergo MGB oral and written examination	
<b>6 Processing of Application to Purchase, Move and Transfer Explosives</b>	Submission/Acceptance  Pre-evaluation of Required Documents  Payment of Application  Evaluation/Processing of submitted documents  Review/Recommend the endorsement  Endorsement to the Director of PNP, Civil Security Group, Camp Crame, Quezon City for Approval	Receiving Clerk  Technical Personnel  Cashier  Technical Personnel  Cashier  Regional Director	300.00 /application	- Letter of Application - PNP Form - Provincial Commander Indorsement - Latest monthly consumption Report  - MGB - ICE Certification/ submission of Production Report - Copy of Purchaser's License	7 days

Name of Frontline Services	Step by Step Procedure	Responsible Person	Amount of Fee	Document to be Presented by Clients	Processing Time
<p><b>7 Processing of Application for Certificate of Environmental Management and Community Relations Record</b></p> <p><b>7.1 With no previous/present exploration and/or Mining related operations and/or other resource use venture</b></p>	<p>Fills-out application form and submit documents</p> <p>Preparation of Order of Payment</p> <p>Approval of Order of Payment</p> <p>Payment of Application Fee</p> <p>Endorsement to MESDD from MMD</p> <p>Evaluation/Verification/Processing Endorsement of Certificate of Exemption</p> <p>Review/Recommend the endorsement</p> <p>Approval/Signing of Certificate of Exemption</p>	<p>Technical Personnel</p> <p>Technical Personnel</p> <p>Chief, MSESDD</p> <p>Cashier</p> <p>Technical Personnel</p> <p>Technical Personnel</p> <p>Chief, MSESDD</p> <p>Regional Director</p>	<p>5,020.00</p>	<p>Affidavit stating that the Company/Proponent is:</p> <ul style="list-style-type: none"> <li>- Newly organized (state date of organization)</li> <li>- Has never been engaged in any resource use venture</li> <li>- There are no environmental management and community relations record to verify</li> </ul>	
<p><b>7.2 With previous/present exploration and/or Mining related operations and/or other resource use venture</b></p>	<p>Fills-out application form and submit documents</p> <p>Preparation of Order of Payment</p>	<p>Technical Personnel</p> <p>Technical Personnel</p>		<p>Submit the secured assessment/comments using the prescribed evaluation/assessment form on the company's environmental management and community relations record (EMCRR)</p>	

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	Payment of Application Fee	Cashier		from MGB-Regional Office	
	Endorsement to MESDD from MMD	Technical Personnel		DENR and/or EMB	
	Evaluation/Verification of document			Regional Office	
	Inform Permittee through format letter of required verification fee				
	Preparation of Order of Payment	Technical Personnel			
	Approval of Order of Payment	Chief, MSESDD			
	Payment of verification fee	Cashier	6,000.00		
	Actual field verification			Institutes mitigating measures	
	Filling-up of the Rating Form: - Conflict in EMRR rating from MGB-R1 and/or DENR/EMB	Technical Personnel		Submit report on the mitigation done and request	
	****Conducts reassessment of the Company's environmental management and community relations measures	Technical Personnel		for a reassessment/ revalidation	
	No conflict in EMCRR rating				
	Processing of CEMCRR	Technical Personnel			
	Endorsement of CEMCRR	Technical Personnel			
	Review/Recommend Approval endorsement	Chief, MSESDD			
	Approval/Signing of CEMCRR	Regional Director			