



SECSIME NO. R4A-CPD-13. ISSUANCE OF POLLUTION CONTROL OFFICER (PCO) ACCREDITATION

Pursuant to Section 3 of DENR Administrative Order (DAO) No. 2014-02, establishments, local government units (LGUs), development authorities, government owned and controlled corporations and other public establishment that discharge solids, liquid, or gaseous wastes to the environment or whose activities, products or services are actual and/or potential sources of land, water, or air pollution shall secure the accreditation of Pollution Control Officers (PCOs).




Accordingly, through this permitting procedure, the Department shall encourage the adoption of waste minimization and waste treatment technologies when such technologies are deemed cost effective.

Office or Division:	Clearance and Permitting Division
Classification:	Highly Technical Transaction
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government
Who may avail:	Establishments whose activities, products or services are actual and/or potential sources of land, water, or air pollution
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Duly Accomplished Pollution Control Officer (PCO) Accreditation Application Form	Applicant (New / Renewal Application)
2. Copy of the appointment /designation of the Pollution Control Officer (PCO) of the plant/establishment The appointment of full-time PCO is mandatory for all industrial/manufacturing establishments with capitalization of One Million Pesos and above, while those with less than One Million Pesos capitalization may appoint a PCO on a part-time basis (NPCC Memorandum Circular No. 02, Series of 1981, otherwise known as implementing Guidelines of LOI No. 588 dated August 1977).	Applicant (New Application)






3. Certificate of 40 hours Basic PCO Training signed by the respective EMB Regional Director (Conducted by EMB – recognized training organization/ institution issued within the last three (3) years)	Applicant (New Application)			
4. Certificate of Training (8 hours training for the basic environmental laws) for the Managing Head	Applicant (New / Renewal Application)			
5. Updated Resume with 2x2 picture	Applicant (New Application)			
6. Photocopy of College Diploma and/or Transcript of Records	Applicant (New Application)			
7. Signed and Notarized Affidavit of Joint Undertaking of the PCO and the Managing Head	Applicant (New / Renewal Application)			
8. For Category B establishments, include the valid Professional Regulation Commission license, if applicable.	Applicant (New Application)			
9. For the owner who acts as PCO of the establishment, include the Proof of Ownership (SEC/DTI)	Applicant (New Application)			
10. Latest Certificate of PCO Accreditation	Applicant (Renewal Application)			
11. PCO latest Training Certificate (if any)	Applicant (Renewal Application)			
12. Proof of compliance in Environmental Laws	Applicant (Renewal Application)			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
Apply for the PCO Accreditation and submit the complete requirements via e-mail at pcoaccreditation_embr4a@yahoo.com	Receives and evaluates the application for the completion of the requirements. If the requirements are complete, endorse to the Unit Admin for drafting. <i>*If incomplete, return the</i>	NONE	2 DAYS	CASEHANDLER / EVALUATOR (CPD PCO PERMITTING STAFF)






	<i>application to the client.</i>			 Karmela Inna Mae C. Medrano  Rae Nikka May C. Pablo
NONE	Reviews the endorsed application, encodes all the evaluated application to the Database System for record purposes and drafts the Certificate of Accreditation together with the PCO Responsibilities.	NONE	2 DAYS	UNIT ADMIN  Rosalyn DC Yabut
NONE	Reviews the Accreditation Application and documentary requirements. If no correction/comment, endorse the application to	NONE	3 DAYS	SECTION CHIEF



	<p>CPD Chief recommending for approval.</p> <p><i>*If with correction/comment. re-route the application back to the Casehandler / Evaluator for any appropriate action.</i></p>			 <p>Rolly B. Cuasing</p>
NONE	<p>Reviews the Accreditation Application, recommends for approval, and endorse to the Regional Director.</p> <p><i>*If with correction/comment, re-route the application back to the Section Chief for any appropriate action.</i></p>	NONE	4 DAYS	<p>OIC, Division Chief, CPD</p>  <p>Robert Angelo M. Metin</p>
NONE	<p>Reviews, approves, and signs the clearance/certificate, or if disapproves, re-route the application to CPD for any appropriate action</p>	NONE	3 DAYS	<p>Regional Director</p>  <p>Noemi A. Paranada</p>
Pay the corresponding fees at EMB CALABARZON Cashier	Receives payment of the Processing Fee.	Processing Fee = Php 500.00	30 MINUTES	EMB CALABARZON CASHIER



				 Linda Esperanza
				 Grace G. Gargoles
Provide the Official Receipt to the Records Section for Pick-up of the PCO Accreditation Certificate.	Releases the signed and approved PCO Accreditation Certificate together with the PCO responsibilities.	NONE	30 MINUTES	RECORDS/RELEASING  Marife G. Peñano



TOTAL:	Processing Fee = ₱500.00	Highly Technical	14 working Days and 1 hour
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