









SECSIME NO. R4A-EMED-02. PROCESS FLOW OF MONITORING OF FIRMS/INDUSTRIES WITH COMPLAINTS (HAZARDOUS WASTE MANAGEMENT)

Office or Division:	Environmental Management Bureau CALABARZON Region - Environmental Monitoring and Enforcement Division (EMED) – Chemicals and Hazardous Waste Monitoring Section (CHWMS)			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government			
Who may Avail:	External: Industrial Firms (Public or Private), Concerned and Affected Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. N/A		N/A		
Additional if from the Government Sector				
2. N/A		N/A		
Additional if Requesting Party is a representative				
3. N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. None	1. Receive complaints thru phone calls, 8888, emails, and news (Endorse complaint to Chemicals and Hazardous Waste Monitoring Section)	None	1 Day	<i>Records Section Admin and Finance Division</i>  MARIFE G. PEÑANO Personnel Officer





2. None	2. Conduct Investigation	None	1 Day	<p><i>Inspectors</i> Chemicals and Hazardous Waste Monitoring Section (CHWMS)</p>  

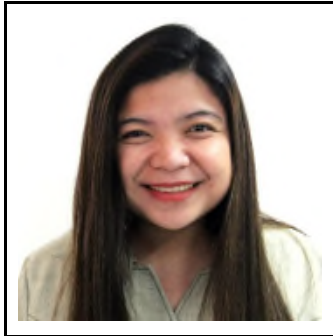


				
3. None	3. Investigation Report Preparation	None	3 Days	<p><i>Technical Staff</i> Chemicals and Hazardous Waste Monitoring Section (CHWMS)</p>  



4. None	4. Review of the Prepared Investigation Report	None	2 Days	<p><i>Section Chief</i> Chemicals and Hazardous Waste Monitoring Section (CHWMS)</p> 
4.1 None	4.1 With Revision of Investigation Report	None		Back to Step 3
5. None	5. Evaluation, Recommendation, and Approval of Report	None	2 Days	<p><i>Division Chief</i> Environmental Monitoring and Enforcement Division (EMED)</p> 



6. None	6. Invitation for Technical Conference	None	1 Day	<i>Legal Section</i> Office of the Regional Director 
TOTAL:		N/A	Highly Technical	10 Days