















SECSIME NO. R4A-EMED-05. EVALUATION OF TEN (10) – YEAR SOLID WASTE MANAGEMENT PLAN

Office or Division:		Environmental Management Bureau CALABARZON Region - Environmental Monitoring and Enforcement Division (EMED) – Solid Waste Management Section		
Classification:		Highly Technical		
Type of Transaction:		G2G - Government to Government		
Who may Avail:		External: Industrial Firms (Public or Private)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 10-Year SWM Plans		LGUs		
2. Request Letter		to be prepared by the requesting party (LGU)		
Additional if from the Government Sector				
3. N/A		N/A		
Additional if Requesting Party is a representative				
4. N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. LGUs submit their 10-Year SWM Plans for evaluation	1.1 Endorses the 10-Year SWM Plan for submission to EMB Regional Office		1 day	<p>PEMU's</p> <div style="display: flex; flex-wrap: wrap; justify-content: space-around;"> <div style="text-align: center;">  ADAN J. UMIPIG PEMO CAVITE </div> <div style="text-align: center;">  AIDA D. PERALTA PEMO LAGUNA </div> <div style="text-align: center;">  LUISA M. GARCIA PEMO BATANGAS </div> <div style="text-align: center;">  IGNACIA A. BALICAS PEMO RIZAL </div> <div style="text-align: center;">  GLICERIA S. VERZO PEMO QUEZON </div> </div>







	1.2 Receives 10- Year SWM Plan. Forwards submitted plans to EMED		1 hour	<p><i>Records Section</i> Admin and Finance Division</p>  <p>MARIFE G. PEÑANO Personnel Officer</p>
	1.3 Receives the submitted 10-Year SWM Plan and forwards it to OIC, EMED for instructions		30 minutes	<p>EMED Staff</p>  <p>Josel Mae Amonelo EMED Staff</p>
	1.4 Forwards 10- Year SWM Plan to the Chief, SWMS		1 day	 <p>Lexter Sandoval</p>






	1.5 Forwards submitted 10-Year SWM Plan to an Evaluator		2 hours	Chief, SWMS Corazon C. Gasapos 
	1.6 Conducts evaluation of the 10-year SWM plan by EMB Personnel		15 days	Evaluators  Lexter Sandoval  Ruby Sarmiento
	1.6A If 10-year SWM plan is evaluated to be complete and fit for endorsement for approval of the National Solid Waste Management Commission (NSWMC); preparation for endorsement letter to EMB Central Office		1 day	Evaluators  Ruby Sarmiento






	<p>1.6B If 10-year SWM Plan is evaluated to be incomplete and for revision; preparation of endorsement letter to the LGU for the return and revision of the submitted 10-year SWM plan</p>			 <p>Lexter Sandoval</p>  <p>Mark Fungo</p>  <p>Zara Aday</p>
	<p>1.7 Reviews and affixes signature on the evaluated 10-year SWM Plan and initial on the attached endorsement letter</p>		<p>1 day</p>	<p>Chief, SWMS Corazon C. Gasapos</p> 




	1.8 Forwards the evaluated 10-year SWM Plan with corresponding endorsement letter to OIC, EMED		2 hours	Chief, SWMS Corazon C. Gasapos 
	1.9 Reviews and affixes signature on the evaluated 10-year SWM Plan and initial on the attached endorsement letter		1 day	<i>Division Chief</i> Environmental Monitoring and Enforcement Division (EMED)  Engr. Jessie A. Conde
	1.10 Forwards evaluated 10-year SWM Plan with corresponding endorsement letter to the Office of the Regional Director		30 minutes	EMED Staff  Josel Mae Amonelo



	1.11 Receives evaluated 10-year SWM with corresponding endorsement letter to the Office of the Regional Director		1 hour	ORD Staff  Laila S. Tomaro
	1.10 Reviews evaluated plan and affixes signature on the corresponding endorsement		2 days	REGIONAL DIRECTOR Noemi A. Paranada 
	1.11 Barcodes and stamps date signed to the evaluated 10-year SWM Plan with its endorsement letter for the LGU and forwards them to Solid Waste Management Section of EMED		2 hours	ORD Staff 
	1.12A Scans the signed and barcoded letter by the section concerned for records		1 hour	Laila S. Tomaro



	1.12B Forwards letter to the Records Unit for releasing		1 hour	
	1.13 Releases the letter of evaluation		30 minutes	<i>Records Section Admin and Finance Division</i>  MARIFE G. PEÑANO Personnel Officer
2. LGU receives the letter of evaluation				
TOTAL:		N/A	20 working Days	Highly Technical