













## SECSIME NO. R4A-EMED-07. SOLID WASTE MANAGEMENT MONITORING

<b>Office or Division:</b>		Environmental Management Bureau CALABARZON Region - Environmental Monitoring and Enforcement Division (EMED) – Solid Waste Management Section		
<b>Classification:</b>		Highly Technical		
<b>Type of Transaction:</b>		G2B - Government to Business G2G - Government to Government		
<b>Who may Avail:</b>		External: Industrial Firms (Public or Private) Concerned		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. N/A		N/A		
<b>Additional if from the Government Sector</b>				
2. N/A		N/A		
<b>Additional if Requesting Party is a representative</b>				
3. N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. LGU / Industry file request for inspection	1.1 Receive request for inspection		15 minutes	<i>Records Section, FAD</i>   <b>MARIFE G. PEÑANO</b> Records Officer    Josel Mae Amonelo SWM Staff
	1.2 Forward the request to ORD		30 minutes	







	1.3 Forward the request to RD		30 minutes	ORD Staff  Laila S. Tomaro
	1.4 Receive and review the request		4 hours	REGIONAL DIRECTOR Noemi A. Paranada
	1.5 Forward the request with instruction to ORD staff		30 minutes	
	1.6 Forward the request with instruction to Chief, EMED		15 minutes	ORD Staff  Laila S. Tomaro
	1.7 Receive and Forward to Chief, SWM Section for appropriate action		15 minutes	<i>Division Chief (EMED)</i>  <b>Engr. Jessie A. Conde</b>







	1.8 Receive, review, and Forward to SWM Staff for inspection/monitoring		15 minutes	Chief, SWMS Corazon C. Gasapos 
2. Inspection Monitoring (Requested / as per Work Plan) (Assumption - TO is approved)	2.1 Courtesy Call with the LGU		2 hours	SWM Staff 
	2.2 Interview/ Monitoring /Inspection of SWM Facilities; compliance to RA 9003		6 hours	Ruby Sarmiento
	2.3 Prepare monitoring report and Memo to RD		8 hours	
	2.4 Forward to Section Chief, SWM for review and further instruction		15 minutes	Lexter Sandoval  Mark Fungo







				 Zara Aday
	2.5 Review and revise report		1 hour	Chief, SWMS Corazon C. Gasapos
	2.5a Return to SWM staff for additional input and instruction		15 minutes	
	2.5a.1 Prepare report with additional comments		4 hours	SWM Staff
	2.5a.2 Prepare Letter to LGU / Industry monitored re result of findings		1 hour	
	2.5b Forward to Chief, SWM Section for final review and revision of report/ letter to LGU / industry concerned		15 minutes	Ruby Sarmiento  Lexter Sandoval







				 Mark Fungo  Zara Aday
	2.6 Affix signature of Chief, SWM Section to the report and letter		15 minutes	Chief, SWMS Corazon C. Gasapos
	2.7 Forward to Chief, EMED for review and signature of report/ letter		15 minutes	
	2.8 Affix signature of Chief, EMED to the report and letter		15 minutes	<i>Division Chief</i> (EMED)
	2.9 Forward the report/letter to RD for signature		15 minutes	 <b>Engr. Jessie A. Conde</b>







	2.10 Affix signature of RD to the report/ letter		30 minutes	REGIONAL DIRECTOR Noemi A. Paranada
	2.11a Forward the signed letter to Records for release		15 minutes	
	2.11a.1 Release the signed letter to concerned LGU / Industry copy furnished SWM Section		15 minutes	<i>Records Section, FAD</i>  <b>MARIFE G. PEÑANO</b> Personnel Officer
	2.11b Return the signed report to SWM for indorsement to CO		15 minutes	REGIONAL DIRECTOR Noemi A. Paranada 
	2.12 Receive the signed report		15 minutes	SWM Staff 
	2.13 Preparation of memo - indorsement to Central Office		1 hour	
	2.14 Forward to Chief, SWM Section memo -		15 minutes	Ruby Sarmiento



	indorsement to Central Office			 Lexter Sandoval  Mark Fungo  Zara Aday
	2.15 Affix initial signature of Chief, SWM Section		15 minutes	Chief, SWMS Corazon C. Gasapos
	2.16 Forward to Chief, EMED for initial signature		15 minutes	



	2.17 Affix initial signature of Chief, EMED to the memo- indorsement to Central Office		15 minutes	<p><i>Division Chief (EMED)</i></p>  <p><b>Engr. Jessie A. Conde</b></p>
	2.18 Forward the memo- indorsement to RD for signature		15 minutes	<p>REGIONAL DIRECTOR Noemi A. Paranada</p> 
	2.19 Affix signature of RD to the report and letter		30 minutes	
	2.20 Forward the signed memo- indorsement to Records for release		15 minutes	
	2.21 Release the signed memo- indorsement to Central Office copy furnished SWM Section		15 minutes	
	1.4.b.9 Forward to Records for barcode		30 minutes	<p>ORD Staff</p>  <p>Laila S. Tomaro</p>
	1.4.b.10 Barcode and release the letter and indorsement to CO copy furnished SWM Section		30 minutes	<p><i>Records Section, FAD</i></p>  <p><b>MARIFE G. PEÑANO</b> Records Officer</p>





2. LGU receives the letter with the action taken / result of investigation				
	<b>TOTAL:</b>	<b>N/A</b>	<b>4 days and 4 hours</b>	<b>Complex Transaction</b>