








SECSIME NO. R4A-EMED-11. PROVINCIAL ENVIRONMENTAL MANAGEMENT UNIT (PEMU) ACTION ON ENVIRONMENTAL COMPLAINT

Office or Division:	Environmental Management Bureau Calabarzon Region - Environmental Monitoring and Enforcement Division (EMED) – Provincial Environmental Management Unit (PEMU) Cavite, Laguna, Batangas, Rizal and Quezon			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business 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. Files Complaint data personally or through mail/email	1. Receive complaints thru phone calls, 8888, emails, and news (Endorse complaint to OIC, EIA-CMS)	None	30 minutes	<i>Records Section, FAD</i>
	2. Receive and record in the logbook and forward to PEMO			 MARIFE G. PENANO Records Officer PEMO STAFF



	3. Review, verify, discuss, and route the complaint to Technical Staff for immediate investigation/inspection			OIC, PEMO Cavite Adan J. Umipig 
				OIC, PEMO Laguna Aida D. Peralta 
				OIC, PEMO Batangas Luisa M. Garcia 
				OIC, PEMO Rizal Ignacia Balicas 



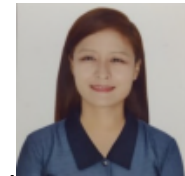
				<p>OIC, PEMO Quezon Gliceria S. Verzo</p> 
	<p>4. Coordinate with the complainants, respondents concerned LGU. (if necessary) and conduct investigation</p> <p>Relative to compliance to the Environmental Laws PD 1586, RA 9275, RA 8749, RA6969 RA9003 and other Environmental Laws</p> <p>Preparation of Investigation Report Preparation and drafting of Notice of Violation (if non-compliant) and draft invitations for Technical Conference (TC).</p>	<p>None</p>	<p>. 7 Days</p>	<p>OIC, PEMO Cavite Adan J. Umipig</p>  <p>PEMU Cavite Staff</p>  <p>Ryza Deron</p>  <p>Sam Fabro</p>



Mary Antonette P.
Agawa



John Carlo T. Saul



Elaine Joy Q. Avila
OIC, PEMO Laguna
Aida D. Peralta



PEMU Laguna Staff



Laureana C. Estorque



Pelagia Q. Afable



Digna L. Loria



Severina Verna P.
Oandasan



Alma Vida Lanting



OIC, PEMO
Batangas
Luisa M. Garcia



PEMU Batangas Staff



Marcelina Padullo



Jonalyn Ramillo







Romiseth Perez



Rachel Magboo



				 <p>Agnes D. Manalo</p>
				<p>OIC, PEMO Rizal Ignacia Balicas</p>  <p>PEMU Rizal Staff</p>  <p>Josie Pudiquit</p>  <p>Freddaleen V. Golla</p>



OIC, PEMO Quezon
Gliceria S. Verzo



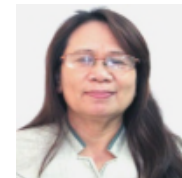
PEMU Quezon
Staff



Melvin C. Fiegalan







Ma. Teresa V. Terrobias







Estrella L. Fiecas





				 Jenny M. Yacon  Eduard G. Panergo
	Review of the Investigation Report, draft invitations for Technical Conference, and draft Notice of Violation (if non-compliant)	None	3 Days	OIC, PEMO Cavite Adan J. Umipig 
				OIC, PEMO Laguna Aida D. Peralta 



				<p>OIC, PEMO Batangas Luisa M. Garcia</p> 
				<p>OIC, PEMO Rizal Ignacia Balicas</p> 
				<p>OIC, PEMO Quezon Gliceria S. Verzo</p> 
	<p>Evaluation, Recommendation, and Approval of Investigation Report</p>	<p>None</p>	<p>3 Days</p>	<p><i>Division Chief (EMED)</i></p> 



	Approval of Investigation Report	None	Two (2) Days	OIC, Regional Director Noemi A. Paranada 
	Review and approval of drafted invitations for Technical Conference (TC) and Notice of Violation (NOV) for the Regional Director's approval	None	One (1) day	OIC, Legal Division Office of the Regional Director Atty. Ayagil Dela Cruz 
TOTAL:		N/A	Highly Technical	17 Days