











SECSIME NO. R4A-ORD-02. LEGAL ACTION ON ENVIRONMENTAL POLLUTION COMPLAINT




Anyone may file environmental pollution complaint thru Email of the Bureau, 8888 Hotline, thru Phone Call, News among many other platforms.

Office or Division:	Office of the Regional Director – Legal Section			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government			
Who may Avail:	Anyone			
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
Files Complaint data personally or through mail/email thru phone calls, 8888, emails, and news	Receive and record in the logbook and Route/Endorse complaint to EMED and/or PEMO	None	1 hour	<i>Records Section Admin and Finance Division</i>  MARIFE G. PEÑANO Personnel Officer






	Investigation and Draft of Investigation Report with recommendation for issuance of Notice of Violation (NOV) and/or Invitations for Technical Conference	None	1 Day	<p><i>EMED Inspectors/ Inspection Teams PEMU Personnel)</i></p>  <p>ADAN J. UMIPIG PEMO CAVITE</p>  <p>AIDA D. PERALTA PEMO LAGUNA</p>  <p>LUISA M. GARCIA PEMO BATANGAS</p>  <p>IGNACIA A. BALICAS PEMO RIZAL</p>  <p>GLICERIA S. VERZO PEMO QUEZON</p>
	Draft Notice of Violation (NOV) and/or Invitations for Technical Conference	None	3 Days	<p>OIC, Legal Section Office of the Regional Director Atty. Ayagil Dela Cruz</p>  <p>Legal Researcher Mellicent D. Malubay</p> 





	Review and affix initial to Notice of Violation (NOV) and/or Invitations for Technical Conference and forward to Regional Director for approval.	None	1 day	OIC, Legal Section Office of the Regional Director Atty. Ayagil Dela Cruz 
	Approves Report, signs Notice of Violation and invitations for technical conference and endorse to Legal Unit for Technical conference scheduling	None	1 day	REGIONAL DIRECTOR Noemi A. Paranada 
	Technical Conference Scheduling and forwarding to Records for Releasing	None	1 day	EMS1, Legal Section Billy Joe Andres 




	Holding of Technical Conference, Issuance of Commitment Order / Order of Penalty	None	1 day	OIC, Legal Section Office of the Regional Director Atty. Ayagil Dela Cruz 
	Facilitate Signing of all parties and forwards to the Regional Director for signature of Order of Penalty/Decision	None	Depends on response of parties	Legal Aide 
	Approval of Order of Technical Conference	None	1 day	REGIONAL DIRECTOR Noemi A. Paranada 



	Validates Compliance based on the concurred commitment sheet	None	(*Depends on the Turn Around Time)	EMED/PEMU Personnel
	Drafting of Cease and Desist / Lifting Order / Endorsement to Other government agencies / LGU for appropriate action within their jurisdiction	None	1 day	OIC, Legal Section Office of the Regional Director Atty. Ayagil Dela Cruz 
	Approval of Orders	None	1 day	REGIONAL DIRECTOR Noemi A. Paranada 
	Records and Release Order of Penalty/Decision and/or	None	5 days	Records Personnel Marife Penano



	letter endorsement to government agencies concern.			
Respondent, Complainant, and other stakeholders receives copy of Order of Penalty/Decision and/or letter endorsement to concerned government agencies/LGU			1 day	
TOTAL:		N/A	20 working Days	Highly Technical