





















SECSIME NO. R4A-ORD-03. SUBMISSION OF SELF-MONITORING REPORTS AND COMPLIANCE MONITORING -REPORTS

DAO 2003-27 (Self-Monitoring Report System) requires all firms satisfying the criteria as enunciated in Annex A (Industry Classification Requiring the Services of Accredited Pollution Control Officers) and Annex B (Firms that should have full-time Pollution Control Officers) of DAO 1992-26 are required to submit regular Self-Monitoring Report.

Office or Division:	ORD- Planning and Information System Management Unit (PISMU)			
Classification:	Highly Technical Transaction			
Type of Transaction:	G2B - Government to Business G2G - Government to Government			
Who may Avail:	All firms requiring the services of Accredited Pollution Control Officers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. SMR		Not applicable		
1. Module 0. General Information Sheet		To be prepared by PCO/ Managing Head		
2. Module 1. General Information		To be prepared by PCO/ Managing Head		
3. Module 2. RA 6969		To be prepared by PCO/ Managing Head		
4. Module 3. RA 9275		To be prepared by PCO/ Managing Head		
5. Module 4. RA 8749		To be prepared by PCO/ Managing Head		
6. Module 5. PD 1586		To be prepared by PCO/ Managing Head		
7. Module 6. Others		To be prepared by PCO/ Managing Head		
8. Attachments		To be prepared by PCO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit the duly accomplished and notarized Self Monitoring Report via hard copy, electronic mail or Online Self-Monitoring Report.	PISMU staffs will check if the SMR is complete. If found incomplete, SMR will be returned to the client to rectify the report.		3 minutes	  Patrick Delos Reye Gysielle Alejandro










2. Evaluation of the SMR.	PISMU staffs will accept/acknowledge the submission of SMR and route to EMED for further evaluation. Upon routing, updating of database will also be undertaken.		5 minutes	 Patrick Delos Reve:  Gysielle Alejandro
	During the evaluation by the EMED staffs, if the data on the SMR was found insufficient, inconsistent, or the results exceeded the DENR standards, a Notice of Deficiency (NOD)/Letter Directive (LD) shall be prepared and will be endorsed to their respective Section Chiefs within 15 days upon receipt of the SMR.		Within 15 days	<p>EMED Evaluator</p>  Aira Mae Dela Torre  Angieneth Arnes  April Joy Laban  Angelica Erce  Ariane Mae Ferido  Charlene Mae Era  Brian Carlo Tejada  Cristian Jocson  Cynthia Nicas  Czarina Isabelle Dolendo  Froilan Fernandez  Ian Endangan  Jane Valerie Alquisar  Jay Mar Olitoquit





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	PISMU staff will check the firms that failed to submit or with late submission of SMR during the reporting period. An Evaluation Report/Notice of Violation will be drafted and will be endorsed to OIC, PISMU.			 Patrick Delos Reyes  Gysielle Alejandro
	Signs the Evaluation Report and affix initial in NOD/LD if any, and will endorse to the Office of the Regional Director for approval.		1 Day	 Carmela Dotimas  Ayagil Dela Cruz  Jessie A. Conde
	Review and recommends action on the evaluation report and NOD/LD.		1 Day	 Faina C. Ifurung
	Approves/Signs the Evaluation Report and NOD/LD and forward to EMED for release.		1 Day	 Noemi A. Paranada



	<p>Forwards NOD/LD to Record's Section for release/ mailing and endorse the Evaluation Report to concerned sections for filing.</p> <p>Records and release original copy of the Evaluation Report, SMR and NOD/LD, for filing to Records Section</p>		1 Day	 Marife Peñano
	<p>Records and release/mail Notice of Deficiency (NOD)/Letter Directive ((LD).</p>		1 Day	 Marife Penano
TOTAL:			20 Working Days	Highly Technical Transaction