



Applying for Voluntary Smoke-Testing and Securing Certificate of Compliance

ABOUT THE SERVICES

Ordinance No. 99-084 or the “Anti-Smoke Belching Ordinance” covers all and any types of motor vehicle-privately-operated, passenger or owner-driven-whether registered at the local Land Transportation Office (LTO) or elsewhere in the country as long as they traverse any highway, road or street within the territorial jurisdiction of the City of Naga.

Covered in this ordinance are tricycles or trimobiles registered and licensed by the local government of Naga City and Metro Naga municipalities whether passenger or non-passenger service, including stationary engines like generators, waterborne vehicles like motorboats and motor launchers, as well as agricultural equipment.

Owners and operators of these vehicles and stationary engines are required to pass the smoke testing and present a Certificate of Compliance before the LTO issues a License to Operate.

Department / Office:		CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Owners and operators of motor vehicles and stationary engines		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Voluntary Testing of Vehicle/Engine <ul style="list-style-type: none"> Actual vehicle or stationary engine to be tested 				
Issuance of Certificate of Compliance <ul style="list-style-type: none"> Testing Result Ticket Driver's License Registration documents of vehicle 		<ul style="list-style-type: none"> Land Transportation Office 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Voluntary Smoke Testing of Vehicle/Engine 1. Submit Vehicle for Testing Coordinate with the City ENRO regarding the schedule / availability of equipment and manpower. Bring the vehicle in front of the City Hall Compound. Applicant proceeds to ENRO and informs the staff that the vehicle/engine is ready for testing.			10 minutes	ENGR. ALEXANDER N. CANING CGDH I City ENRO JAYSON T. VARGAS Administrative Officer II / OIC Pollution and Waste Management Division EDGARDO C. PEÑA



				Administrative Aide III
	2. Actual Testing ENRO staff performs actual testing of vehicle/engine using duly approved and accredited Smoke Testing Equipment.		25 minutes	JAYSON T. VARGAS Administrative Officer II / OIC Pollution and Waste Management Division EDGARDO C. PEÑA Administrative Aide III
3. Receive Actual Testing Ticket Receive original copy of the testing result ticket and brings the same to the City ENRO for verification.			25 minutes	ENGR. ALEXANDER N. CANING CGDH I City ENRO
4. Payment of Fees Proceed to the City Treasurer's Office to pay the required amount and asks for an Official Receipt.			5 minutes	License Division CITY TREASURER'S OFFICE
	5. Recording of Official Receipt Go back to the City ENRO to have the Official Receipt recorded in the logbook.		3 minutes	JAYSON T. VARGAS Administrative Officer II / OIC Pollution and Waste Management Division IVY V. NACARIO Records Keeper (Casual)
6. Issuance of Certificate of Compliance a. Submit/Present the Result Ticket Submit the Smoke Testing result ticket to the ENRO staff who then verifies whether the result ticket has not yet expired. Tickets are valid for 2			25 minutes	ENGR. ALEXANDER N. CANING CGDH I City ENRO JAYSON T. VARGAS



months from the time actual testing was conducted.				Administrative Officer II / OIC Pollution and Waste Management Division
b. Payment of Fees Proceed to the City Treasurer's Office to pay the certification fee and asks for an Official Receipt.			5 minutes	Local Revenue Collection Officer CITY TREASURER'S OFFICE
	c. Issuance of Certificate of Compliance Applicant presents the Official Receipt to the City ENRO and receives the Certification.		5 minutes	ENGR. ALEXANDER N. CANING CGDH I City ENRO JAYSON T. VARGAS Administrative Officer II / OIC Pollution and Waste Management Division
TOTAL		P	243 minutes	

CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

Room 115, Multi-Purpose Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City

For more information, please contact:

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