



## Securing Certificate of Non-Coverage / ECC Endorsement

### ABOUT THE SERVICE

All projects are generally required to secure environmental clearance or an “Environmental Compliance Certificate (ECC)”.

If the proposed project is considered outside the purview of the Philippine Environmental Impact Statement Co (EIS) System, a Certificate of Non- Coverage or Certificate of Exemption is issued to the proponent.

Projects that are classified as environmentally critical or are located in environmentally critical areas are required to secure Environmental Clearance Certificate from the Department of Environment and Natural Resources (DENR) with the endorsement of the Community ENRO.

<b>Department / Office:</b>		<b>CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizens G2B - Government to Businesses		
<b>Who may avail</b>		Any Resident		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
• Letter of Application				
• Zoning/ Area Clearance/Locational Clearance		• City Planning and Development Office (CPDO)		
• IEE/ Expanded EIS/IEE Checklist				
• Certified Photocopy of TCT/OCT/TD (Proof of Ownership)				
• Pictures of Site/ Area (with caption)				
• Vicinity and/ or Location Map/ Topo Map				
• Plans and details of Project Installation/ Structures				
• Survey Plan of Project Area signed by the Geodetic Engineer				
• Certification from DAR, if agricultural land		• Department of Agrarian Reform		
• Endorsement from Concerned LGUs (Barangay Captain/ Mayor)		• Barangay Hall/ City Hall		
• Profile/ Bio-data of the IEE/ EIS Preparer				
• Accountability by Statement of Project Proponent & Preparer				
• Environmentally Critical Area (ECA) Certification		• Environment and Natural Resources Officer and/or CENRO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit requirements.  Submit all the documentary requirements.		P	2 minutes	IVY V. NACARIO Records Keeper (Casual)
	2. Ocular Inspection.  ENRO Senior Environment Management Specialist schedules		Within 1 day	JASON T. VARGAS Administrative Officer II  ROBERTO I.



	an ocular inspection of the proposed project site. An inspection Report us prepared.			SANCHEZ, JR. Administrative Aide I / PWMD Inspector (Casual)  VICTOR M. FAUSTO Metro Aide I
3. Status of Application Inquiry After 1 day, follow-up on the status of his/her application.			5 minutes	IVY V. NACARIO Records Keeper (Casual)
	4. Preparation and Approval of Certification.  If no problem were identified during the ocular inspection, an officer prepares the certification or ECC endorsement, and the Clerk secures the signature of the ENRO Chief and the City Mayor.		30 minutes	JASON T. VARGAS Administrative Officer II  IVY V. NACARIO Records Keeper (Casual)
5. Payment of Fees.  Proceed to the City Treasurer's Office to pay the required certification fees. Secure an official receipt.		Endorsement Certification Fee P 30.00 plus documentary stamp  Research Fee / Inspection Fee P 50.00	5 minutes	Local Revenue Collection Officer CITY TREASURER'S OFFICE
	6. Issuance of Certification  Present your Official Receipt and get a copy of the certification.		1 minute	IVY V. NACARIO Records Keeper (Casual)
<b>TOTAL</b>		P 80.00	1 day and 43 mins.	

**CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**

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



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