

**ENVIRONMENT AND NATURAL RESOURCES OFFICE  
(ENRO)  
Bacolod City**

About the services:

- 1) A Certificate of Emission Test (CET) is issued by the Environment And Natural Resources Office (ENRO) after owner's vehicle passes the test for opacity

Office or Division :	ENVIRONMENT AND NATURAL RESOURCES OFFICE (ENRO)			
Classification :	<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> High Technical			
Type of Transaction :	<input checked="" type="checkbox"/> G2C – Government to Citizen <input checked="" type="checkbox"/> G2B – Government to Business Entity <input checked="" type="checkbox"/> G2G – Government to Government			
Who may avail :	All business clients / all vehicle owners			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Previous year's OR/CR from LTO-original &amp; Xerox copy</li> <li>• Present original copy of OR for payment</li> </ul>		LTO		
		CTO		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to ENRO and submit required documents for evaluation.	1. ENRO accepts the documents and evaluates	None	6 minutes	<b>Salvador Concepcion, Jr.</b> Staff  <b>Lembane S. Bandojo</b> Staff  <b>Angelica C. Agbones</b> Staff
2. Submit vehicle for testing and wait for the results.	2. ENRO authorized personnel to tests the vehicles	None	10 minutes	<b>Salvador Concepcion, Jr.</b> Staff  <b>Lembane S. Bandojo</b> Staff  <b>Angelica C. Agbones</b> Staff
3. If "Passed", receive the CET. If "Failed", have your vehicle cleaned and calibrated.	ENRO authorized personnel to record and released the CET	None	3 minutes	<b>Salvador Concepcion, Jr.</b> Staff  <b>Lembane S. Bandojo</b> Staff

				<b>Angelica C. Chua</b> Staff
			Total 19 minutes	

**2) Issuance of ENRO Clearance for Mayor’s Permit :**

**Clearance** is issued after submitting the documents which required by the ENRO

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Type of Transaction :	<input checked="" type="checkbox"/> G2C – Government to Citizen <input checked="" type="checkbox"/> G2B – Government to Business Entity <input checked="" type="checkbox"/> G2G – Government to Government
Who may avail :	All business clients / all vehicle owners

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>• Banks:               <ol style="list-style-type: none"> <li>1. Permit to Operate for Generating Set (if needed)- R.A. 8749</li> </ol> </li> </ul>	DENR-EMB
<ul style="list-style-type: none"> <li>• Laboratories/Hospitals/Maternity Clinic:               <ol style="list-style-type: none"> <li>1. Baciwa Certification for Water Source (If Deepweel-Water Permit from NWRB)</li> <li>2. Discharge Permit for Wastewater –R.A. 9275</li> <li>3. Permit to Operate for Generating Set – R.A. 8749</li> <li>4. ECC for Hazardous Waste Disposal Facility</li> <li>5. Hazardous Waste Generator Registration- R.A. 6969</li> </ol> </li> </ul>	BACIWA-Prime Water/DENR  DENR-EMB DENR-EMB DENR-EMB DENR-EMB
<ul style="list-style-type: none"> <li>• Boarding House               <ol style="list-style-type: none"> <li>1. Baciwa Certification for Water Source (If Deepweel-Water Permit from NWRB)</li> </ol> </li> </ul>	BACIWA-Prime Water/DENR
<ul style="list-style-type: none"> <li>• Pension House/Dormitories/Apartments:               <ol style="list-style-type: none"> <li>1. Baciwa Certification for Water Source (If Deepweel-Water Permit from NWRB)</li> <li>2. Discharge Permit for Wastewater- R.A. 9275</li> <li>3. Permit to Operate for Generating Set- R.A.8749</li> </ol> </li> </ul>	DENR-EMB DENR-EMB DENR-EMB
<ul style="list-style-type: none"> <li>• Hardware/Construction Supply w/ Sand and Gravel:               <ol style="list-style-type: none"> <li>1. Certificate of Accreditation as Dealer/ Trader And/For Retailer of Sand &amp; Gravel- R.A. 7942</li> </ol> </li> </ul>	DENR-MGB
<ul style="list-style-type: none"> <li>• Restaurant/Carenderia/Eatery/Bakeries/Resto Bar/Canteen:               <ol style="list-style-type: none"> <li>1. Baciwa Certification for the source of water (if deepweel-Water Permit from NWRB)</li> <li>2. Discharge Permit for Wastewater- R.A. 9275</li> <li>3. Permit to Operate for Generating Set – R.A. 8749 (If needed)</li> </ol> </li> </ul>	BACIWA-Prime Water/DENR  DENR-EMB DENR-EMB

<ul style="list-style-type: none"> <li>• Water Refilling Station: <ol style="list-style-type: none"> <li>1. Baciwa Certification for Water Source (If deepweel-Water Permit at NWRB)</li> </ol> </li>   <li>• Gasoline Station: <ol style="list-style-type: none"> <li>1. Baciwa Certification for the source of water (if deepweel-Water Permit from NWRB)</li> <li>2. Discharge Permit for Waste Water (For washing &amp; Greasing) – R.A. 9275</li> <li>3. Permit to Operate for Generating Set- R.A. 8749 (If needed)</li> <li>4. ECC/CNC</li> </ol> </li>   <li>• Junk Shop/Spare Parts/Second Hand; <ol style="list-style-type: none"> <li>1. Book of Stocks</li> <li>2. Affidavit – ‘Not to engaged in buying of Used Lead Acid Batteries’</li> </ol> </li>   <li>• Funeral Homes/Funeral Parlor:: <ol style="list-style-type: none"> <li>1. Baciwa Certification for Water Source (If Deepweel-Water Permit from NWRB)</li> <li>2. Discharge Permit for Wastewater- R.A. 9275</li> <li>3. Permit to Operate for Generating Set- R.A. 8749</li> <li>4. ECC / CNC</li> </ol> </li>   <li>• Repair Shop (Aircon/Refrigeration Services): <ol style="list-style-type: none"> <li>1. DTI Certificate of Accreditation</li> <li>2. TESDA Certificate for Technician – NCI or NCII</li> </ol> </li>   <li>• Charcoal Dealer/Supplier/Retailer: <ol style="list-style-type: none"> <li>1. Certificate of Verification (COV)</li> <li>2. Certificate of Transport Agreement (CTA)</li> <li>3. Certificate of Accreditation as Retailer/Supplier/ Dealer</li> </ol> </li>   <li>• Cold Storage: <ol style="list-style-type: none"> <li>1. Baciwa Certification for the source of water (if deepweel-Water Permit from NWRB)</li> <li>2. Discharge Permit for Wastewater- R.A. 9275</li> <li>3. Permit to Operate for Generating Set- R.A. 8749 (If needed)</li> </ol> </li>   <li>• Ice Plant: <ol style="list-style-type: none"> <li>1. Baciwa Certification for the source of water (if deepweel-Water Permit from NWRB)</li> <li>2. Discharge Permit for Wastewater- R.A. 9275</li> <li>3. Permit to Operate for Generating Set- R.A. 8749</li> <li>4. ECC/CNC</li> </ol> </li>   <li>• Emission Testing Center:</li> </ul>	<p style="text-align: center;">BACIWA-Prime Water/DENR</p> <p style="text-align: center;">BACIWA-Prime Water/DENR DENR-EMB</p> <p style="text-align: center;">DENR-EMB DENR-EMB</p> <p style="text-align: center;">Law Office</p> <p style="text-align: center;">BACIWA-Prime Water/DENR DENR-EMB DENR-EMB DENR-EMB</p> <p style="text-align: center;">DTI TESDA</p> <p style="text-align: center;">CENRO CENRO CENRO</p> <p style="text-align: center;">BACIWA-Prime Water/DENR DENR-EMB DENR-EMB</p> <p style="text-align: center;">BACIWA-Prime Water/DENR DENR-EMB DENR/EMB DENR-EMB</p> <p style="text-align: center;">DENR-EMB</p>
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<p>1. ECC / CNC</p> <ul style="list-style-type: none"> <li>• Lumber Yard: <ol style="list-style-type: none"> <li>1. Certificate of Registration as Lumber Dealer</li> <li>2. Permit to Operate (Circular Saw, Ban Saw etc.- Air Pollution Source Installation-APSI)- R.A. 8749</li> </ol> </li> <li>• KTV/Videoke Bar: <ol style="list-style-type: none"> <li>1. Baciwa Certification for the source of water (If deepwell-Water Permit form NWRB)</li> <li>2. Discharge Permit for Waste Water- R.A. 9275 - If there is a serving/cooking of foods inside the Establishment</li> <li>3. Affidavit-“State to voluntarily tone down the volume of the machine at 10:00 PM – C.O.</li> </ol> </li> <li>• Schools: <ol style="list-style-type: none"> <li>1. Baciwa Certification for the source of water (if deepweel-Water Permit from NWRB)</li> <li>2. Discharge Permit for Wastewater –(If there is canteen) R.A. 9275</li> <li>3. Permit to Operate for Generating Set- R.A. 8749</li> </ol> </li> <li>• Machine Shop w/ Transformer: <ol style="list-style-type: none"> <li>1. Polychlorinated Biphenyl Registration (PCB’S Registration)- R.A. 6969</li> <li>2. Permit to Operate for Generating Set (Air Pollution Source) - R.A. 8749</li> </ol> </li> <li>• Laundry Shop: <ol style="list-style-type: none"> <li>1. Baciwa Certification for the source of water (if deepweel-Water Permit from NWRB)</li> <li>2. Discharge Permit for Wastewater – R.A. 9275</li> </ol> </li> <li>• Malls/Markets: <ol style="list-style-type: none"> <li>1. Baciwa Certification for the source of water (if deepweel-Water Permit from NWRB)</li> <li>2. Discharge Permit for Wastewater- R.A. 9275</li> <li>3. Permit to Operate for Generating Set (Gen Set)</li> <li>4. ECC/CNC</li> </ol> </li> <li>• PUJ/Taxi/Trucking (For Diesel only): <ol style="list-style-type: none"> <li>1. OR/CR</li> <li>2. O.R-Payment for Voluntary Emission</li> </ol> </li> </ul>	<p style="text-align: center;">CENRO DENR-EMB</p> <p style="text-align: center;">BACIWA-Prime Water/DENR DENR-EMB</p> <p style="text-align: center;">Law Office</p> <p style="text-align: center;">BACIWA-Prime Water/DENR DENR-EMB</p> <p style="text-align: center;">DENR-EMB</p> <p style="text-align: center;">DENR-EMB</p> <p style="text-align: center;">DENR-EMB</p> <p style="text-align: center;">BACIWA-Prime Water/DENR DENR-EMB</p> <p style="text-align: center;">BACIWA-Prime Water/DENR DENR-EMB DENR-EMB DENR-EMB</p> <p style="text-align: center;">LTO CTO</p>
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<ul style="list-style-type: none"> <li>• Car Wash: <ol style="list-style-type: none"> <li>1. Baciwa Certification for the source of water (if deepweel-Water Permit from NWRB)</li> <li>2. Discharge Permit for Wastewater- R.A. 9275</li> </ol> </li>   <li>• Commercial Building (depends on the usage of the building): <ol style="list-style-type: none"> <li>1. Baciwa Certification for the source of water (if deepweel-Water Permit from NWRB)</li> <li>2. Discharge Permit for Wastewater- R.A. 9275</li> <li>3. Permit to Operate for Generating Set (Gen Set) R.A. 9749</li> </ol> </li>   <li>• Poultry/Livestock: <ol style="list-style-type: none"> <li>1. Baciwa Certification for the source of water (if deepweel-Water Permit from NWRB)</li> <li>2. Discharge Permit for Wastewater – R.A. 9275</li> <li>4. ECC</li> </ol> </li>   <li>• Processing/Batching/Manufacturing Plant: <ol style="list-style-type: none"> <li>1. Baciwa Certification for the source of water (if deepweel-Water Permit from NWRB)</li> <li>2. Discharge Permit for Wastewater</li> <li>3. Permit to Operate for Generating Set (Gen Set)</li> <li>4. ECC</li> </ol> </li>   <li>• Cell Site: <ol style="list-style-type: none"> <li>1. Permit to Operate for Generating Set (Gen Set) (if needed) – R.A. 8749</li> <li>2. CNC</li> </ol> </li>   <li>• Resorts: <ol style="list-style-type: none"> <li>1. Baciwa Certification for the source of water (if deepweel-Water Permit from NWRB)</li> <li>2. Discharge Permit for Wastewater</li> <li>3. Permit to Operate for Generating Set (Gen Set)</li> <li>4. ECC/CNC</li> <li>5. Foreshore :Lease Application (If needed)</li> </ol> </li>   <li>• Other Business: <ol style="list-style-type: none"> <li>1. Applicable Requirements</li> </ol> </li> </ul>	<p style="text-align: center;">BACIWA-Prime Water/DENR DENR-EMB</p> <p style="text-align: center;">BACIWA-Prime Water/DENR DENR-EMB DENR-EMB</p> <p style="text-align: center;">BACIWA-Prime Water/DENR DENR-EMB DENR-EMB</p> <p style="text-align: center;">BACIWA-Prime Water/DENR DENR-EMB DENR-EMB DENR-EMB</p> <p style="text-align: center;">DENR-EMB</p> <p style="text-align: center;">DENR-EMB</p> <p style="text-align: center;">BACIWA-Prime Water/DENR DENR-EMB DENR-EMB DENR-EMB CENRO</p> <p style="text-align: center;">Baciwa-Prime Water/DENR</p>
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CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Proceed to ENRO for the evaluation of the kind of business	1. ENRO accepts the documents and evaluates	None	3 minutes	<b>Salvador Concepcion, Jr.</b> Staff  <b>Lembane S. Bandojo</b> Staff  <b>Angelica C. Agbones</b> Staff
2. Submit the documents that required by ENRO	2. ENRO Head/authorized personnel inspect the business location (If Needed)	None	3 minutes	<b>Salvador Concepcion, Jr.</b> Staff  <b>Lembane S. Bandojo</b> Staff  <b>Angelica C. Agbones</b> Staff
4. Approval	3. ENRO Head/authorized personnel sign a clearance for Mayor's Permit	None	1 minute	<b>Engr. Joel P. Vergara</b> Officer-In-Charge  <b>Salvador Concepcion, Jr.</b> Staff  <b>Lembane S. Bandojo</b> Staff  <b>Angelica C. Agbones</b> Staff
5. Releasing	4. Authorized personnel assigned to record and released the Business Permit Clearance	None	3 minutes	<b>Salvador Concepcion, Jr.</b> Staff  <b>Lembane S. Bandojo</b> Staff  <b>Angelica C. Agbones</b> Staff
Total			10 minutes	