



10. Issuance of Quarry Permit/ Industrial Sand and Gravel Permit

A Quarry Permit is a document granted to a qualified person for the extraction and utilization of quarry resources on public or private lands not exceeding five (5) hectares. If the proponent also has a crushing plant, the permit to be issued is Industrial Sand and Gravel Permit (ISGP). All applications for Quarry Permit and ISGP shall go through the Provincial Mining Regulatory Board (PMRB) prior to the approval of the Provincial Governor. The PG-ENRO serves as the Secretariat of the PMRB.

Office or Division:	Provincial Government - Environment and Natural Resources Office / Mines and Geosciences Section
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen / G2B - Government to Business entity
Who may avail:	Any qualified person as defined by Section 3 (aq) of RA 7942 or the Philippine Mining Act of 1995

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Initial Requirements (1 copy each) <ul style="list-style-type: none"> - Notarized application form - Proof of ownership of project site, if private land - Survey Plan duly signed by MGB accredited Geodetic Engineer - No objection from Barangay - No objection from City/Municipal Government - Environmental Compliance Certificate (ECC) Additional/Supplemental Requirements (1 copy each) <ul style="list-style-type: none"> - Proof of technical competence - Proof of financial capability - Utilization and Development Work Program - Social Development and Management Program - Integrated Environmental Protection Enhancement Program (EPEP) - Final Mine Rehabilitation and Decommissioning Plan - NCIP Certification (if applicable) - Surety bond 	PG-ENRO Applicant Applicant Barangay LGU where the project is located City/Municipal LGU where the project is located DENR-EMB Region 3 Applicant Applicant Applicant Applicant Applicant Applicant NCIP Regional/Provincial Office Applicant



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application form and initial requirements, and agrees on schedule of ocular inspection	1.1 Receives application form and initial requirements	None	5 minutes	<i>Community Development Assistant I Mines and Geosciences Section</i>
	1.2 Reviews application form and initial requirements, and sets schedule of ocular inspection	None	15 minutes	<i>EMS II Mines and Geosciences Section</i>
	1.3 Prepares order of payment	None	5 minutes	<i>CDA I Mines and Geosciences Section</i>
	1.4 Reviews and signs order of payment	None	3 minutes	<i>OIC, PG-ENRO</i>
	Issues order of payment	None	1 minute	<i>CDA I Mines and Geosciences Section</i>
2. Receives order of payment and pays corresponding fees	2. Processes payment and issues O.R.	Application Fee PHP 5,000		<i>Provincial Treasurer's Office Staff</i>
3. Presents O.R.	3. Photocopies O.R. and records O.R. number	None	5 minutes	<i>Community Development Assistant I Mines and Geosciences Section</i>
4. Joins ocular inspection on schedule	4. Travels on site and conducts ocular inspection	None	4 hours	<i>Driver I Community Development Assistant I EMS I EMS II Mines and Geosciences Section</i>
5. Receives endorsement letter	5.1 Prepares endorsement letter to DENR-MGB R3 for Area Status/ Clearance	None	5 minutes	<i>CDA I Mines and Geosciences Section</i>
	5.2 Reviews and signs endorsement letter	None	3 minutes	<i>Department Head</i>
	5.3 Releases copy of endorsement letter	None	1 minute	<i>Community Development Assistant I Mines and Geosciences Section</i>
6. Submits endorsement letter with attachments	6. Receives and processes application	None		<i>DENR-MGB R3 Staff</i>



7. Submits Area Status/Clearance	7.1 Receives and checks Area Status/Clearance	None	3 minutes	<i>Community Development Assistant I</i> Mines and Geosciences Section
	7.2 Prepares Notice of Posting (NOP)	None	15 minutes	EMS II Mines and Geosciences Section
	7.3 Reviews and signs NOP	None	5 minutes	Department Head
	7.4 Distributes NOP to concerned agencies	None	1 day	Community Development Assistant I Mines and Geosciences Section
8. Submits additional requirements	8.1 Receives additional requirements	None	5 minutes	Community Development Assistant I Mines and Geosciences Section
	8.2 Reviews and evaluates additional requirements	None	5 days	<i>Environmental Management Specialist II</i> Mines and Geosciences Section
	8.3 Prepares Notice of Meeting (NOM) for PMRB members and invitation letters for proponent and other invitees	None	15 minutes	<i>Environmental Management Specialist II</i> Mines and Geosciences Section
	8.4 Reviews and signs NOM and invitation letters	None	10 minutes	OIC, PG-ENRO
	8.5 Sends out NOM and invitation letters	None	1 day	<i>Community Development Assistant I</i> Mines and Geosciences Section
9. Receives invitation letter and attends PMRB meeting	9. Conducts PMRB meeting and deliberates application (can be more than 1 meeting depending on outcome of deliberation)	None	1 day	<i>Provincial Mining Regulatory Board</i>
10. Submits additional/remaining documents as required by the PMRB	10.1 Receives additional documents	None	5 minutes	<i>Community Development Assistant I</i> Mines and Geosciences Section
	10.2 Reviews and evaluates additional documents	None	2 days	<i>Environmental Management Specialist II</i> Mines and Geosciences Section
	10.3 Prepares the minutes of the meeting, and the PMRB Resolution	None	4 hours	<i>Environmental Management Specialist II</i> Mines and Geosciences Section
	10.4 Sends the minutes of meeting and PMRB Resolution to the Board members for review and approval.	None	1 day	<i>Community Development Assistant I</i> Mines and Geosciences Section
	10.5 Prepares Quarry Permit/ISGP	None	15 minutes	<i>Environmental Management Specialist II</i> Mines and Geosciences Section



	10.6 Reviews and signs Quarry Permit/ISGP (Recommending Approval)	None	10 minutes	Department Head
	10.7 Endorses Quarry Permit/ISGP, approved PMRB Resolution and attachments to Provincial Legal Office	None	15 minutes	<i>Community Development Assistant I</i> Mines and Geosciences Section
	10.8 Reviews and evaluates application and permit	None		<i>Provincial Legal Office Staff</i>
	10.9 Endorses Quarry Permit/ISGP and attachments to Provincial Governor's Office	None		
	10.10 Reviews and approves quarry permit	None		<i>Provincial Governor</i>
11. Receives and has notarized Quarry Permit/ISGP	11. Issues/releases approved Quarry Permit/ISGP	None	5 minutes	<i>Community Development Assistant I</i> Mines and Geosciences Section
12. Submits notarized permit and receives client copy	12. Receives and files notarized permit, transmits copy to Provincial Legal Office	None	10 minutes	<i>Community Development Assistant I</i> Mines and Geosciences Section
TOTAL:		PHP 5,000	11 days, 10 hours and 36 minutes (Exclusive of processing times for the following: - PTO - DENR-MGB - Legal - PGO - Other agencies, as required - 30 days posting requirement - Additional PMRB meetings, as needed)	