

OFFICE OF THE MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICER

The Municipal Environment and Natural Resources Office pledges to establish, maintain and preserve a clean, safe and sound environment for the benefit of the townspeople, thus, making Bauang a healthy place to live in.

MR. WILSON SAMUEL CALUZA

MENRO

Service Schedule

MONDAY-FRIDAY 8:00 AM - 5:00 PM (Office Schedule)

DAILY (Garbage Collection)

FRONTLINE SERVICES

1. Garbage Collection Services
2. Special Garbage Collection
3. Endorsement/Recommending approval for application for Business Permit
4. Dispersal of Seedling
5. Responding to complaints related to pollution, Sanitation and Violation of Environmental Laws

1. GARBAGE COLLECTION SERVICES

The Municipal Environment and Natural Resource Office regularly collect solid wastes from residences and commercial establishments. For this purpose, it operates and maintains Garbage Collection Teams. Roving team (Ecological Police) also apply the same areas for the enforcement of the existing environmental laws.

Requirements:

Fees: Varies in every Barangay

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
General Public	Collects Garbage at the designated collection point	3 hours	Freddie Sandaga Jeffrey Calagnas Vic Carreon
	Proceeds to Sanitary Landfill	1 hour	

2. SPECIAL GARBAGE COLLECTION

Business establishments and other entities can avail the services of the disposal facility of the municipality on special cases beyond the scheduled collection period of solid waste.

Requirements:

Request Letter

Fees: P250.00 per trip (Minimum Fee)

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Sign in client logbook	Interview the client and advise him/her to pay the required fee at the Municipal Treasury Office	10 minutes	MENRO Staff
	Inform the personnel in-charge in garbage collection	10 minutes	
Pay the required fee	Issue official receipt	10 minutes	
Return to the Office and present official receipt	Dispatch personnel to designated collection area	30 minutes	

3. ENDORSEMENT/RECOMMENDING APPROVAL FOR APPLICATION FOR BUSINESS PERMIT

Requirements:
Request Letter

Fees:

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Sign in client logbook	Assess the application for business permit and other supporting documents	5 minutes	MENRO Staff
	Conduct briefing/ orientation on sanitation and solid waste management	10 minutes	Marlyn dela Cruz Wilfredo Costales
Pay the required fee	Sign the application form and release the same to the client	2 minutes	Wilson Samuel C. Caluza

4. DISPERSAL OF SEEDLING

Requirements:
Request Letter

Fees:

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Sign in client logbook and present request letter	Receive and record the request	5 minutes	MENRO Staff
	Site inspection/validation	10 minutes	Raymundo Baltazar
	Review and approval of the request	2 minutes	Wilson Samuel C. Caluza
Proceed with the staff in-charge to the Municipal Nursery at Brgy. Acao or Pugo	Release seedlings to the client	1 hour	Raymundo Baltazar Rudy Fontanos

5. RESPONDING TO COMPLAINTS RELATED TO POLLUTION, SANITATION AND VIOLATION OF ENVIRONMENTAL LAWS

The municipal government receives complaint/s related to pollution, environmental laws, sanitation and nuisances from residents and business establishments. These are referred to the Municipal Environment and Natural Resources Office and/or Municipal Health Office for immediate investigation and disposition.

Requirements:
Request Letter

Fees:

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Sign in client logbook and present request letter		5 minutes	MENRO Staff
Approach MENRO personnel for complaints	Discuss the issue with complainants	30 minutes	Marlyn M. dela Cruz Wilfredo Costales Wilson C. Caluza
	Schedule date of inspection and dialogue with concerned parties	5 minutes	Wilson Samuel C. Caluza
Sign in client logbook and present request letter		5 minutes	MENRO Staff