



Department of Environment and Natural Resources  
**Environmental Management Bureau**  
*DENR Compound, Visayas Avenue, Diliman, Quezon City*  
*Tel. Nos. 4264338/ 4264339; Fax Nos. 4264335/ 4264340*

## **GUIDE FOR ELR APPLICANT**

1. Read carefully and follow instructions in accomplishing the ELR Form 1.
2. Read and understand the DAO 98-63.
3. Accomplish all items in ELR Form 1 with the complete information being sought for based on DAO 98-63.
4. In case of doubt, verify using the DAO 98-63 or seek assistance from the Secretariat.
5. Prepare the necessary attachments as specified in the ELR Form 1.
6. Review if all items are answered completely and correctly.
7. Have the application document notarized by certified notary public.
8. Reproduce application document in duplicate.
9. Prepare Letter of Transmittal addressed to the EMB Director, Environmental Management Bureau, DENR Compound, Visayas Avenue, Diliman, Quezon City
10. Submit the original and duplicate copies of the application document personally or thru courier to Environmental Management Bureau, DENR Compound, Visayas Avenue, Diliman, Quezon City.