

**APPLICATION FOR  
RECOGNITION OF PCO  
TRAINING ORGANIZATIONS /  
INSTITUTIONS  
(BASIC TRAINING MODULE)  
(CONSISTENT WITH RA 11032)**

**EMB RECOGNITION SCHEME FOR PCO  
TRAINING ORGANIZATIONS / INSTITUTIONS  
(DAO 2014-02, ANNEX 5)**



# SUBMISSION OF APPLICATION



# SUBMISSION OF APPLICATION

No.	CUSTOMER ACTIVITY	EMB ACTION	OFFICE / PERSON RESPONSIBLE/ LOCATION	DURATION	DOCUMENTARY REQUIREMENTS
1	Submission of application  Additional requirements	Receives submission	EMB Records Section	30 minutes	Application letter with required attachment  Letter from EMB with attached additional requirements
		Forwards documents to Office of the Director	EMB Records Section	30 minutes	Disposition Form

# SUBMISSION OF APPLICATION

No.	CUSTOMER ACTIVITY	EMB ACTION	OFFICE / PERSON RESPONSIBLE/ LOCATION	DURATION	DOCUMENTARY REQUIREMENTS
		Receives application documents	Office of the Director, EMB	15 minutes	
		Reviews submission and forwards the same to the EQMD	Office of the Director, EMB	3 hours and 45 minutes	Disposition form
		Receives application document	Environmental Quality Management Division (EQMD)	15 minutes	
		Reviews submission and forwards the same to the WQMS	EQMD	3 hours and 45 minutes	Disposition form

# SUBMISSION OF APPLICATION

No.	CUSTOMER ACTIVITY	EMB ACTION	OFFICE / PERSON RESPONSIBLE/ LOCATION	DURATION	DOCUMENTARY REQUIREMENTS
		Receives application document	Water Quality Management Section (WQMS)	15 mins	
		Checks completeness (Screening) of application document and forwards accomplished checklist to WQMS Evaluation Team	WQMS - Engr. Jan Andrew Schnell (to be replaced by Secretariat)	2 hours and 45 minutes	- Evaluation Checklist - Disposition Form

# REVIEW AND EVALUATION



# EVALUATION AND REVIEW (FOR COMPLETE SUBMISSIONS)

No.	CUSTOMER ACTIVITY	EMB ACTION	OFFICE / PERSON RESPONSIBLE/ LOCATION	DURATION	DOCUMENTARY REQUIREMENTS
		Evaluates and reviews application document	Water Quality Management Section (WQMS) - Evaluation Team - WQMS, Chief	5 days	
		If required documents are complete and satisfactory the evaluation team shall recommend issuance of Certificate of Recognition to the EMB Director and forwards the same to the EQMD Chief		3 hours	Disposition form
		Prepares draft EMB letter and Certificate of Recognition and Pre-order of payment for the processing fee	- Secretariat	1 hour	Draft EMB letter and Certificate of Recognition



# EVALUATION AND REVIEW (FOR INCOMPLETE AND UNSATISFACTORY SUBMISSIONS)

No.	CUSTOMER ACTIVITY	EMB ACTION	OFFICE / PERSON RESPONSIBLE/ LOCATION	DURATION	DOCUMENTARY REQUIREMENTS
		Evaluates and reviews application document	Water Quality Management Section (WQMS)	5 days)	
		If required documents are incomplete and unsatisfactory, draft official communication to the applicant for compliance of identified deficiencies and forwards the same to the EQMD Chief	- Evaluation Team - WQMS, Chief	3 hours	Disposition form
		Prepares letter	- Secretariat	1 hour	Draft letter

# EVALUATION AND REVIEW

No.	CUSTOMER ACTIVITY	EMB ACTION	OFFICE / PERSON RESPONSIBLE/ LOCATION	DURATION	DOCUMENTARY REQUIREMENTS
		Receives recommendation	Environmental Quality Management Division (EQMD)	15 minutes	
		Reviews recommendation  Approves and forwards documents to the Office of the Director  Disapproves and returns documents to the WQMS	EQMD Chief	3 hours and 45 minutes	Disposition form

# EVALUATION AND REVIEW

No.	CUSTOMER ACTIVITY	EMB ACTION	OFFICE / PERSON RESPONSIBLE/ LOCATION	DURATION	DOCUMENTARY REQUIREMENTS
		Receives recommendation	Office of the Director, EMB	2 days	
		Reviews recommendation	Office of the Director, EMB		
		Approves recommendation and signs EMB letter and Certificate of Recognition			Signed EMB letter and Certificate of Recognition
		Disapproves recommendation and returns documents to EQMD			Disposition form

# ISSUANCE OF CERTIFICATE OF RECOGNITION



# ISSUANCE OF CERTIFICATE OF RECOGNITION

No.	CUSTOMER ACTIVITY	EMB ACTION	OFFICE / PERSON RESPONSIBLE/ LOCATION	DURATION	DOCUMENTARY REQUIREMENTS
		Forwards signed document/s to Records Section	Office of the Director, EMB	15 minutes	Disposition form
		Sends official communication (EMB letter) and pre-order of payment to applicant	EMB Records Section	2.5 hours	
2	Submits Pre-order of Payment	Prepares Order of Payment (OP) and forwards the signed OP to the Cashier's Office	EMB Accounting Section	30 minutes	Order of Payment
3	Payment of fees	Issuance of official receipt	EMB Cashier's Office	15 minutes	PhP 1,000.00
		Release of Certificate of Recognition	EMB Records Section	30 minutes	Official Receipt