

ANNEX B
Citizen's Charter Template

Service Applied For	Who may avail	Documentary Requirements	Detailed Steps and Duration	Maximum Processing Time	Processing Fee in Php	Person in Charge (Position, Unit, Division)
Registration for Importer of Recyclable Materials	Importer of Recyclable Materials	<ol style="list-style-type: none"> 1. Filled-up Importer Registry Sheet 2. Duly notarized affidavit attesting to the truth, accuracy and genuineness of all information, documents and records contained and attached in the application form 3. Copy of Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) 4. Pollution Control Officer Accreditation Certificate 5. Photograph(s) of the warehouse/facility showing proper storage and labeling (Sec. 6 of DAO 2013-22) of the imported recyclable materials 6. Emergency/Contingency Plan 7. Purchase Order 	<p>APPLICANT: Submit application together with the documentary requirements to EMB Central Office</p> <p>EMB CENTRAL OFFICE:</p> <ol style="list-style-type: none"> 1. Request payment from the applicant and have the photocopy of the receipt and attach to the application. 2. Receive application by the EMB Record Section (1 working day) 3. EQMD receive application and route to appropriate section (1 working day) Hazardous Waste Management Section (HWMS): 4. a. Inspect the facility; b. Evaluate application; c. Prepare inspection, evaluation report & Importer Registry Certificate; d. Sign inspection report & evaluation report and endorse together with the Importer Registry Certificate [HWMS Evaluator] (14 working days) 5. Review/Sign inspection & evaluation report [Chief, HWMS] (1 working days); 6. Review/Sign inspection & evaluation report and endorse to Office of the Director [Chief, EQMD] (1 working days); 7. Review/Sign Importer Registry Certificate [EMB Director] (2 working days); 8. Released signed Importer Registry Certificate [Record Section] 	20 working days	Php 7,000.00	EMB Cashier Section EMB Record Section Environmental Quality Management Division (EQMD) Hazardous Waste Management Section (HWMS) EVALUATORS (Maria Leonie Lynn Ruiz, Elizabeth Cariño, Julito Tangalin, Irvin Cadavona, Patrick Cristobal, Santini Quiocson, Ma. Clarisse Diaz, Rasheila Yanina Antasuda) Geri Geronimo Sañez Chief, HWMS Renato Cruz Chief, Environmental Quality Management Division (EQMD) Engr. Metodio Turbella Director EMB Records Section