



Department of Environment and Natural Resources
ENVIRONMENTAL MANAGEMENT BUREAU

ANNEX B
Citizen's Charter

V. Service Matrix

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)
Processing of New/Renewal application for Wastewater Discharge Permit (WWDP)	Clients	<p>New:</p> <ul style="list-style-type: none"> - Water billing statement for the whole year - Official Receipt for Load Based Fee (The Order of Payment for the corresponding Permit Fee and Wastewater Discharge Fee (if applicable) will be caused after evaluation of your application by EMB-CAR staff for completeness) - Official Receipt for Application Fee - Notarized Application - Letter of Designation or Appointment of PCO by the Managing Head - Engineers Report (Signed by PME/ChE/Sanitary Engr.) with at least containing the following: <ul style="list-style-type: none"> * Name of project or business; * Brief description of manufacturing process involved; * Production capacity, quality or volume and the generic name of the products; * The nature and character of the applicant's wastewater and its physical and chemical composition; * Total daily volume of discharge of raw wastewater; * Treatment process and estimated treatment efficiency; The expected quality of the effluent and other discharge shall meet the Effluent standards of the DENR; * The total daily volume of water consumption and discharge of final treated wastewater effluent; * The name of receiving body of water and its official water classification and in case of land discharge, the nearest receiving body of water and its official water classification; * Information on flow measurement equipment and procedure; * Pollution prevention/Environmental Management System plan or program; and * State the cost incurred in the installation and maintenance of wastewater treatment facility, if any * Drawing requirements in 50cm x 90cm paper sign and sealed by the PME/ChE/Sanitary Engr. <ul style="list-style-type: none"> - Vicinity Map of the Plant; - The wastewater line layout from the wastewater sources to the WTF; and - Plan and elevation drawings of the WTF as built with complete specifications. - ECC/CNC - DENR ID number as hazardous waste generator (if any) 	<p>1. Receipt of the Wastewater Discharge Permit (WWDP) application through the Online Permitting and Monitoring System (OPMS) and routing to Chief, AWWPS for designation of case handler</p>	Within 30 working days upon receipt of complete requirements and payments	<p>Fee: ₱55.00 PD 1856 Fee: ₱10.00 Documentary Stamp Tax: ₱30.00</p> <p>Permit Fee:</p> <ul style="list-style-type: none"> * Zero Discharge: ₱2,000.00/year * Below 10 m3/day: ₱2,000.00/year (w/o Heavy Metals) ₱2,600.00/year (w/ Heavy Metals) * >10 m3/day - 30 m3/day: ₱2,200.00/year (w/o Heavy Metals) ₱2,800.00/year (w/ Heavy Metals) * >30 m3/day - 100 m3/day: ₱2,500.00/year (w/o Heavy Metals) ₱3,100.00/year (w/ Heavy Metals) * >100 m3/day - 150 m3/day: ₱2,500.00/year (w/o Heavy Metals) ₱3,100.00/year (w/ Heavy Metals) * >150 m3/day: ₱3,300.00/year (w/o Heavy Metals) ₱3,900.00/year (w/ Heavy Metals) <p>Wastewater Discharge Fee (if applicable)</p>	<p>Marvin Clarke Karsten Balanon EMS II</p>
			<p>2. Chief, AWWPS designate to Case Handler</p>			<p>Cynthia E. Romero AWWP Section Chief</p>
			<p>3. Technical Staff</p> <ul style="list-style-type: none"> - Evaluates completeness of documentary requirements. Non-conforming document will be returned to applicant through the system - Conducts inspection and water sampling (if necessary), Prepares Inspection Report - Assessment of Fees (Permit & Wastewater Discharge) - Draft Review Process Report (RPR) and WWDP 			<p>Nestor B. Pociis Jr. EMS I</p>
			<p>4. Receives payment and issuance of Official Receipt</p>			<p>Brenda A. Paneda EMS II</p>
			<p>5. Review RPR and draft WWDP and endorse the same to the Chief</p>			<p>Richard M. Wangag SEMS</p>
			<p>6. Review RPR and draft of WWDP and endorse the same to the RD</p>			<p>Alice B. Guerrero SEMS</p>
			<p>7. Approves/Disapproves WWDP application</p>			<p>Aldrick B. Kewan Engr. III</p>
						<p>Fara Marie L. Tangangco Cashier</p>
						<p>Cynthia E. Romero AWWP Section Chief</p>
						<p>Nestor M. Donaol OIC, Chief CPD</p>
						<p>Ma. Victoria V. Abrera Regional Director</p>
		<p>Renewal:</p> <ul style="list-style-type: none"> - Proof of compliance to permit conditions - Notarized Application - Letter of Designation or Appointment of PCO by the Managing Head - DENR ID number as hazardous waste generator (if any) - Copy of recent Laboratory result of water sampling of abstracted water and effluent water - Copy of Module 1.3 of the submitted Self-Monitoring reports (SMRs) for the recent years - Copy of the latest Wastewater Discharge Permit 	<p>1. Receipt of the Wastewater Discharge Permit (WWDP) application through the Online Permitting and Monitoring System (OPMS) and routing to Chief, AWWPS for designation of case handler</p>	Within 30 working days upon receipt of complete requirements and payments	<p>Filing Fee: ₱55.00 PD 1856 Fee: ₱10.00 Documentary Stamp Tax: ₱30.00</p> <p>Permit Fee:</p> <ul style="list-style-type: none"> * Zero Discharge: ₱2,000.00/year * Below 10 m3/day: ₱2,000.00/year (w/o Heavy Metals) ₱2,600.00/year (w/ Heavy Metals) * >10 m3/day - 30 m3/day: ₱2,200.00/year (w/o Heavy Metals) ₱2,800.00/year (w/ Heavy Metals) * >30 m3/day - 100 m3/day: ₱2,500.00/year (w/o Heavy Metals) ₱3,100.00/year (w/ Heavy Metals) * >100 m3/day - 150 m3/day: ₱2,500.00/year (w/o Heavy Metals) ₱3,100.00/year (w/ Heavy Metals) * >150 m3/day: ₱3,300.00/year (w/o Heavy Metals) ₱3,900.00/year (w/ Heavy Metals) <p>Wastewater Discharge Fee (if applicable)</p>	<p>Marvin Clarke Karsten Balanon EMS II</p>
		<p>2. Chief, AWWPS designate to Case Handler</p>	<p>Cynthia E. Romero AWWP Section Chief</p>			
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