

## 19-012: Permit to Operate Air Pollution Sources and Corresponding Air Pollution Control Facilities (New)

Pursuant to DENR Administrative Order No. 2000-81, otherwise known as the Implementing Rules and Regulations of the Philippine Clean Air Act of 1999, all sources of air pollution subject to the guidelines shall have a Permit to Operate issued by the Director. The permits shall cover emission limitations for the regulated air pollutants to help attain and maintain the ambient air quality standards.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                      |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|--|
| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Clearance and Permitting Division                                                                    |  |
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Highly Technical                                                                                     |  |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | G2G - Government to Government, G2B - Government to Business, and/or G2C - Government to Citizen     |  |
| <b>Who May Avail:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Business Operators that which Operates Air Pollution Source Equipment/Air Pollution Control Facility |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>WHERE TO SECURE</b>                                                                               |  |
| Application Letter                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | EMB Regional Office                                                                                  |  |
| Application Form duly accomplished/Notarized                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | EMB Regional Office                                                                                  |  |
| Engineer's Report duly signed by a registered Engineer covering the ff: <ol style="list-style-type: none"> <li>1. Process of the plant covering its operations and descriptions</li> <li>2. Process Flow of APSE/APCF</li> <li>3. List of APSE &amp; corresponding APCF [including its capacity and usage</li> <li>4. Specific Fuel Consumption (L/kw-hr) for generator set and boilers; Raw Material Capacity (ricemills, etc)</li> <li>5. Plant Machinery Layout/Manual of Equipment/Technical Drawing</li> <li>6. Pictures of APSE/APCF(Colored)</li> </ol> Environmental Management Plan (Air Pollution Management) | To be prepared by applicant                                                                          |  |
| Vicinity Map/Sketch Map                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | To be prepared by applicant                                                                          |  |
| Accredited Pollution Control Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | EMB Regional Office                                                                                  |  |
| Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | EMB Regional Office                                                                                  |  |
| Certificate of Zoning Clearance/Location Clearance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | To be secured by applicant at Local Government Unit                                                  |  |
| DTI or SEC or Cooperative Registration Certificate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | To be secured by applicant at DTI/SEC                                                                |  |



| Mayor's Business Permit/Brgy. Business Permit                      |                                                            | To be secured by applicant at Local Government Unit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                  |                    |           |        |     |        |     |        |     |        |     |        |          |          |                            |            |           |        |     |        |       |           |
|--------------------------------------------------------------------|------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------|--------|-----|--------|-----|--------|-----|--------|-----|--------|----------|----------|----------------------------|------------|-----------|--------|-----|--------|-------|-----------|
| PAB Clearance, if applicable.                                      |                                                            | Secured from Pollution Adjudication Board                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                  |                    |           |        |     |        |     |        |     |        |     |        |          |          |                            |            |           |        |     |        |       |           |
| CLIENT STEPS                                                       | AGENCY ACTION                                              | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | PROCESSING TIME  | PERSON RESPONSIBLE |           |        |     |        |     |        |     |        |     |        |          |          |                            |            |           |        |     |        |       |           |
| Inquire for the POA or Permit to Operate Application (New/Renewal) | Provide the application form and checklist of requirements | <p>Filing Fee - 600.00<br/>           Documentary Stamp Tax – 30.00<br/>           Permit Fee – (DAO 2016-28 : Providing for New Fees and Charges for Various Services of the Environmental Management Bureau)</p> <p><b>PERMIT FEE</b></p> <p>VIII. STEAM BOILERS AND OIL HEATERS</p> <table border="1"> <thead> <tr> <th>Rated Horsepower</th> <th>Permit Fee</th> </tr> </thead> <tbody> <tr> <td>Up to 100</td> <td>280.00</td> </tr> <tr> <td>200</td> <td>380.00</td> </tr> <tr> <td>300</td> <td>560.00</td> </tr> <tr> <td>400</td> <td>750.00</td> </tr> <tr> <td>500</td> <td>940.00</td> </tr> <tr> <td>Over 500</td> <td>1,130.00</td> </tr> </tbody> </table> <p>IX. OTHER FUEL BURNING INSTALLATION</p> <table border="1"> <thead> <tr> <th>Rated Surface Area, Sq. M.</th> <th>Permit Fee</th> </tr> </thead> <tbody> <tr> <td>Up to 0.9</td> <td>280.00</td> </tr> <tr> <td>1.8</td> <td>380.00</td> </tr> </tbody> </table> | Rated Horsepower | Permit Fee         | Up to 100 | 280.00 | 200 | 380.00 | 300 | 560.00 | 400 | 750.00 | 500 | 940.00 | Over 500 | 1,130.00 | Rated Surface Area, Sq. M. | Permit Fee | Up to 0.9 | 280.00 | 1.8 | 380.00 | 1 Day | CPD Staff |
| Rated Horsepower                                                   | Permit Fee                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                  |                    |           |        |     |        |     |        |     |        |     |        |          |          |                            |            |           |        |     |        |       |           |
| Up to 100                                                          | 280.00                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                  |                    |           |        |     |        |     |        |     |        |     |        |          |          |                            |            |           |        |     |        |       |           |
| 200                                                                | 380.00                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                  |                    |           |        |     |        |     |        |     |        |     |        |          |          |                            |            |           |        |     |        |       |           |
| 300                                                                | 560.00                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                  |                    |           |        |     |        |     |        |     |        |     |        |          |          |                            |            |           |        |     |        |       |           |
| 400                                                                | 750.00                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                  |                    |           |        |     |        |     |        |     |        |     |        |          |          |                            |            |           |        |     |        |       |           |
| 500                                                                | 940.00                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                  |                    |           |        |     |        |     |        |     |        |     |        |          |          |                            |            |           |        |     |        |       |           |
| Over 500                                                           | 1,130.00                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                  |                    |           |        |     |        |     |        |     |        |     |        |          |          |                            |            |           |        |     |        |       |           |
| Rated Surface Area, Sq. M.                                         | Permit Fee                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                  |                    |           |        |     |        |     |        |     |        |     |        |          |          |                            |            |           |        |     |        |       |           |
| Up to 0.9                                                          | 280.00                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                  |                    |           |        |     |        |     |        |     |        |     |        |          |          |                            |            |           |        |     |        |       |           |
| 1.8                                                                | 380.00                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                  |                    |           |        |     |        |     |        |     |        |     |        |          |          |                            |            |           |        |     |        |       |           |



|                            |            | <table border="1"> <tr> <td>2.7</td> <td>560.00</td> </tr> <tr> <td>3.5</td> <td>750.00</td> </tr> <tr> <td>4.6</td> <td>940.00</td> </tr> <tr> <td>Over 4.6</td> <td>1,130.00</td> </tr> </table>                                                                                                                                                                                                                                                         | 2.7                        | 560.00     | 3.5       | 750.00 | 4.6     | 940.00 | Over 4.6 | 1,130.00 |           |        |           |        |           |          |  |  |
|----------------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|------------|-----------|--------|---------|--------|----------|----------|-----------|--------|-----------|--------|-----------|----------|--|--|
| 2.7                        | 560.00     |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |            |           |        |         |        |          |          |           |        |           |        |           |          |  |  |
| 3.5                        | 750.00     |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |            |           |        |         |        |          |          |           |        |           |        |           |          |  |  |
| 4.6                        | 940.00     |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |            |           |        |         |        |          |          |           |        |           |        |           |          |  |  |
| Over 4.6                   | 1,130.00   |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |            |           |        |         |        |          |          |           |        |           |        |           |          |  |  |
|                            |            | <p>X. ELECTRIC FURNACES AND OVENS</p> <table border="1"> <thead> <tr> <th>Per Kilowatt</th> <th>Permit Fee</th> </tr> </thead> <tbody> <tr> <td>Up to 75</td> <td>280.00</td> </tr> <tr> <td>125</td> <td>380.00</td> </tr> <tr> <td>175</td> <td>560.00</td> </tr> <tr> <td>225</td> <td>750.00</td> </tr> <tr> <td>325</td> <td>940.00</td> </tr> <tr> <td>Over 325</td> <td>1,130.00</td> </tr> </tbody> </table>                                       | Per Kilowatt               | Permit Fee | Up to 75  | 280.00 | 125     | 380.00 | 175      | 560.00   | 225       | 750.00 | 325       | 940.00 | Over 325  | 1,130.00 |  |  |
| Per Kilowatt               | Permit Fee |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |            |           |        |         |        |          |          |           |        |           |        |           |          |  |  |
| Up to 75                   | 280.00     |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |            |           |        |         |        |          |          |           |        |           |        |           |          |  |  |
| 125                        | 380.00     |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |            |           |        |         |        |          |          |           |        |           |        |           |          |  |  |
| 175                        | 560.00     |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |            |           |        |         |        |          |          |           |        |           |        |           |          |  |  |
| 225                        | 750.00     |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |            |           |        |         |        |          |          |           |        |           |        |           |          |  |  |
| 325                        | 940.00     |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |            |           |        |         |        |          |          |           |        |           |        |           |          |  |  |
| Over 325                   | 1,130.00   |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |            |           |        |         |        |          |          |           |        |           |        |           |          |  |  |
|                            |            | <p>XI. WASTE DESTRUCTION FACILITIES</p> <table border="1"> <thead> <tr> <th>Grate Surface Area, Sq. M.</th> <th>Permit Fee</th> </tr> </thead> <tbody> <tr> <td>Up to 75</td> <td>280.00</td> </tr> <tr> <td>125</td> <td>380.00</td> </tr> <tr> <td>175</td> <td>560.00</td> </tr> <tr> <td>225</td> <td>750.00</td> </tr> <tr> <td>325</td> <td>940.00</td> </tr> <tr> <td>Over 325</td> <td>1,130.00</td> </tr> </tbody> </table>                       | Grate Surface Area, Sq. M. | Permit Fee | Up to 75  | 280.00 | 125     | 380.00 | 175      | 560.00   | 225       | 750.00 | 325       | 940.00 | Over 325  | 1,130.00 |  |  |
| Grate Surface Area, Sq. M. | Permit Fee |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |            |           |        |         |        |          |          |           |        |           |        |           |          |  |  |
| Up to 75                   | 280.00     |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |            |           |        |         |        |          |          |           |        |           |        |           |          |  |  |
| 125                        | 380.00     |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |            |           |        |         |        |          |          |           |        |           |        |           |          |  |  |
| 175                        | 560.00     |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |            |           |        |         |        |          |          |           |        |           |        |           |          |  |  |
| 225                        | 750.00     |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |            |           |        |         |        |          |          |           |        |           |        |           |          |  |  |
| 325                        | 940.00     |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |            |           |        |         |        |          |          |           |        |           |        |           |          |  |  |
| Over 325                   | 1,130.00   |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |            |           |        |         |        |          |          |           |        |           |        |           |          |  |  |
|                            |            | <p>XII. AIR POLLUTION CONTROL INSTALLATION</p> <table border="1"> <thead> <tr> <th>Capacity, cu./min.</th> <th>Permit Fee</th> </tr> </thead> <tbody> <tr> <td>Up to 100</td> <td>280.00</td> </tr> <tr> <td>101-500</td> <td>380.00</td> </tr> <tr> <td>501-1000</td> <td>560.00</td> </tr> <tr> <td>1001-3000</td> <td>750.00</td> </tr> <tr> <td>3001-4500</td> <td>940.00</td> </tr> <tr> <td>Over 4500</td> <td>1,130.00</td> </tr> </tbody> </table> | Capacity, cu./min.         | Permit Fee | Up to 100 | 280.00 | 101-500 | 380.00 | 501-1000 | 560.00   | 1001-3000 | 750.00 | 3001-4500 | 940.00 | Over 4500 | 1,130.00 |  |  |
| Capacity, cu./min.         | Permit Fee |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |            |           |        |         |        |          |          |           |        |           |        |           |          |  |  |
| Up to 100                  | 280.00     |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |            |           |        |         |        |          |          |           |        |           |        |           |          |  |  |
| 101-500                    | 380.00     |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |            |           |        |         |        |          |          |           |        |           |        |           |          |  |  |
| 501-1000                   | 560.00     |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |            |           |        |         |        |          |          |           |        |           |        |           |          |  |  |
| 1001-3000                  | 750.00     |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |            |           |        |         |        |          |          |           |        |           |        |           |          |  |  |
| 3001-4500                  | 940.00     |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |            |           |        |         |        |          |          |           |        |           |        |           |          |  |  |
| Over 4500                  | 1,130.00   |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |            |           |        |         |        |          |          |           |        |           |        |           |          |  |  |
|                            |            | 8.PROCESS EQUIPMENT                                                                                                                                                                                                                                                                                                                                                                                                                                        |                            |            |           |        |         |        |          |          |           |        |           |        |           |          |  |  |



|                                 |                                                                                                                                                                                                                                                                               | <p>For other materials:</p> <table border="1"> <thead> <tr> <th>Rated Capacity, MT/hr/equipment</th> <th>Permit Fee</th> </tr> </thead> <tbody> <tr> <td>Up to 1</td> <td>380.00</td> </tr> <tr> <td>5</td> <td>560.00</td> </tr> <tr> <td>10</td> <td>750.00</td> </tr> <tr> <td>Over 10</td> <td>1,130.00</td> </tr> </tbody> </table> <p>XIII. FOR ODOROUS RAW MATERIALS</p> <table border="1"> <thead> <tr> <th>Rated Capacity, kg/hr</th> <th>Permit Fee</th> </tr> </thead> <tbody> <tr> <td>Up to 100</td> <td>400.00</td> </tr> <tr> <td>500</td> <td>600.00</td> </tr> <tr> <td>1000</td> <td>750.00</td> </tr> <tr> <td>Over 1000</td> <td>1,200.00</td> </tr> </tbody> </table> <p>XIV. OTHER SOURCES OF AIR POLLUTION WHICH DO NOT FALL UNDER ANY OF THE ABOVE SCHEDULE</p> <p style="text-align: right;">Permit Fee<br/>= 500.00</p> <p>XV. Rental for other sampling/testing equipment<br/>For Ambient (per sampling) = 10,000.00<br/>For Stack (per sampling) = 10,000.00</p> | Rated Capacity, MT/hr/equipment | Permit Fee | Up to 1 | 380.00 | 5 | 560.00 | 10 | 750.00 | Over 10 | 1,130.00 | Rated Capacity, kg/hr | Permit Fee | Up to 100 | 400.00 | 500 | 600.00 | 1000 | 750.00 | Over 1000 | 1,200.00 |  |  |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|------------|---------|--------|---|--------|----|--------|---------|----------|-----------------------|------------|-----------|--------|-----|--------|------|--------|-----------|----------|--|--|
| Rated Capacity, MT/hr/equipment | Permit Fee                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                 |            |         |        |   |        |    |        |         |          |                       |            |           |        |     |        |      |        |           |          |  |  |
| Up to 1                         | 380.00                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                 |            |         |        |   |        |    |        |         |          |                       |            |           |        |     |        |      |        |           |          |  |  |
| 5                               | 560.00                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                 |            |         |        |   |        |    |        |         |          |                       |            |           |        |     |        |      |        |           |          |  |  |
| 10                              | 750.00                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                 |            |         |        |   |        |    |        |         |          |                       |            |           |        |     |        |      |        |           |          |  |  |
| Over 10                         | 1,130.00                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                 |            |         |        |   |        |    |        |         |          |                       |            |           |        |     |        |      |        |           |          |  |  |
| Rated Capacity, kg/hr           | Permit Fee                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                 |            |         |        |   |        |    |        |         |          |                       |            |           |        |     |        |      |        |           |          |  |  |
| Up to 100                       | 400.00                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                 |            |         |        |   |        |    |        |         |          |                       |            |           |        |     |        |      |        |           |          |  |  |
| 500                             | 600.00                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                 |            |         |        |   |        |    |        |         |          |                       |            |           |        |     |        |      |        |           |          |  |  |
| 1000                            | 750.00                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                 |            |         |        |   |        |    |        |         |          |                       |            |           |        |     |        |      |        |           |          |  |  |
| Over 1000                       | 1,200.00                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                 |            |         |        |   |        |    |        |         |          |                       |            |           |        |     |        |      |        |           |          |  |  |
|                                 | <p>Check for the completeness of the requirements</p> <ul style="list-style-type: none"> <li>- <b><i>If incomplete, return the application to the client.</i></b></li> <li>- <b><i>If complete, prepare the payment of permit fee/ Revenue Monitoring Form</i></b></li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1 Day                           | CPD Staff  |         |        |   |        |    |        |         |          |                       |            |           |        |     |        |      |        |           |          |  |  |



|                                                                                       |                                                                                                                                                                 |  |        |                 |
|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------|-----------------|
| Submission of Permit to Operate – Air and supporting documents                        | <i>(DPPOS), Order of Payment (Accounting Section) and let the client pay the corresponding fee (Cashier).</i>                                                   |  |        |                 |
| Pay for the appropriate amount to the cashier.                                        | Copy the OR # to the attached checklist of requirements.<br><i>Let the client forward the application to the Records Section)</i>                               |  | 1 Day  | CPD Staff       |
| The client will submit the application and required documents to the Records Section. | Receive and forward the application and supporting documents to the Office of the Chief, CPD                                                                    |  | 1 Day  | Records Officer |
|                                                                                       | CPD Clerk records and forwards the application for Permit to Operate to the Chief, DPPOS                                                                        |  | 1 Day  | CPD Clerk       |
|                                                                                       | Chief, DPPOS forwards to CPD Clerk and case handler for data-basing/ recording and processing of documents.                                                     |  |        | C, DPPOS        |
|                                                                                       | Receive, record and evaluate the POA application.<br><br>Check the submitted/ attached SMR's (Renewal Applications); and<br><br>Conduct facility inspection and |  | 3 Days | CPD Staff       |



|                                                                                                   |                                                                                                                                                                                                                                                                                                                                             |  |               |                     |
|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------|---------------------|
|                                                                                                   | <p>validation of APSE/APCF if necessary and prepares the report.</p> <ul style="list-style-type: none"> <li>- <b><i>If found with derogatory findings, the case handler prepares a Letter Directive</i></b></li> </ul> <p><b><i>If in accordance with the submitted documents, the case handler prepares the Permit to Operate)</i></b></p> |  |               |                     |
| <p>The client receives and comply the requirements stipulated in the issued Letter Directive.</p> | <p>The case handler verifies the correctness/ completeness of the compliance and prepares Permit to Operate and forward to the Chief, DPPOS</p>                                                                                                                                                                                             |  | <p>1 Day</p>  | <p>CPD Staff</p>    |
|                                                                                                   | <p>CPD Clerk records and forwards to the Chief, DPPOS for review and evaluation.</p>                                                                                                                                                                                                                                                        |  | <p>1 Day</p>  | <p>Clerk</p>        |
|                                                                                                   | <p>Conducts substantive review/evaluation of the documents and affix initials to the Permit to Operate – Air (POA).</p>                                                                                                                                                                                                                     |  | <p>3 Days</p> | <p>Chief, DPPOS</p> |
|                                                                                                   | <p>CPD Clerk records and forwards the POA to the Chief,</p>                                                                                                                                                                                                                                                                                 |  | <p>1 Day</p>  | <p>Clerk</p>        |



|                                          |                                                                                                           |                                                         |        |                 |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------|--------|-----------------|
|                                          | Clearance and Permitting Division for signature and recommends approval.                                  |                                                         |        |                 |
|                                          | Signs and Recommends approval of the Permit to Operate – Air (POA).                                       |                                                         |        | Chief, CPD      |
|                                          | CPD Clerk records and forwards the Permit to Operate to the Office of the Regional Director for approval. |                                                         | 5 Days | Clerk           |
|                                          | Approves the Permit to Operate and forward to CPD staff for release.                                      |                                                         |        | OIC, RD         |
|                                          | ORD staff records and forward the approved WDP to CPD Clerk.                                              |                                                         | 1 Day  | ORD Staff       |
|                                          | CPD Clerk forwards to the case handler for recording/ data base.                                          |                                                         |        | CPD Staff       |
|                                          | Records and releases through mail the approved permit to the client.                                      |                                                         |        | Records Officer |
| Receives the approved Permit to Operate. |                                                                                                           |                                                         |        |                 |
| <b>TOTAL:</b>                            |                                                                                                           | Filing Fee - 600.00<br>Documentary Stamp<br>Tax – 30.00 |        |                 |



**EMB**

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|  |  | Permit Fee –<br>(DAO 2016-28 :<br>Providing for New<br>Fees and Charges for<br>Various Services of<br>the Environmental<br>Management Bureau) | <b>20 Working<br/>Days</b> |  |
|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|--|