

1. Issuance of Authority to Dispose Solid Waste

This service entails granting legal permission or authorization to responsible entities for the proper disposal of solid waste materials.

Office or Division:	Municipal Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter (1 Original Copy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter of request to dispose solid waste address to the MENR Office.	1. Receive letter of request from the client.	None	5 minutes	<i>Administrative Aide - 1</i> Municipal Environment and Natural Resource Office
	2. Conduct assessment and validation of the types of waste to be dispose of.	None	4 hours	<i>Municipal Environment and Natural Resource Officer</i> Municipal Environment and Natural Resource Office
2. Pay the necessary fee at the Treasurer's Office.	2. Secure a photocopy of Official Receipt (OR) from the client.	₱ 200.00 per trip	10 minutes	<i>Municipal Environment and Natural Resource Officer</i> Municipal Environment and Natural Resource Office
1. Dispose solid waste to disposal sites (Sanitary Landfill, Processing Facility, and	1. Issue Authority to Dispose Solid Waste.	None	10 minutes	<i>Municipal Environment and Natural Resource Officer</i> Municipal Environment and Natural Resource Office

Composting Area).	2. Accompany the requesting client to the disposal site for the disposal of solid waste.	None	2 hours	<i>Municipal Environment and Natural Resource Officer</i> Municipal Environment and Natural Resource Office
2. Accomplish the CSS form and drop it in the feedback box.	4. Request Client to accomplish the Client's Satisfaction Survey (CSS)	None	10 min	Client will drop the Client's Satisfaction Survey (CSS) to the feedback box.
TOTAL:		₱ 200.00 per trip	6 hours & 35 minutes	