

2. Request of Recyclable Products

This service is designed to promote sustainability and reduce environmental impact by offering consumers access to products that are made from recycled materials or are easily recyclable. This initiative focuses on encouraging the production and consumption of goods that contribute to a circular economy, where materials are reused, recycled, or repurposed rather than being disposed of as waste.

Office or Division:	Municipal Environment and Natural Resources Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter (1 Original Copy)		Client		
Request Form for Recyclable Product (1 Original Copy)		LGU Tagoloan - Municipal Environment and Natural Resource Office (MENRO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for the provision of recyclable products such as Eco-Bricks, Eco-Hollow Blocks and Plastic Lumber.	1. Receive a letter of request from the client.	None	5 minutes	<i>Administrative Aide - 1</i> Municipal Environment and Natural Resource Office
	1.2 Endorse to Mayor for approval and instruction.	None	1 day	<i>Municipal Environment and Natural Resource Officer</i> Municipal Environment and Natural Resource Office
	1.3 Endorse to MENRO for further instruction.	None	10 minutes	<i>Municipal Mayor</i> Mayor's Office

	4. Inform the client for the status of the request.	None	5 minutes	<i>Administrative Aide - 1</i> Municipal Environment and Natural Resource Office
2. Pay the corresponding fees.	2.1 Secure Official Receipt of payment.	Eco-bricks ₱ 7.00 Eco-hollow Blocks ₱ 9.00	30 minutes	<i>Municipal Treasurer</i> Municipal Treasurer's Office
3. Present the Official Receipt to MENRO.	3.1 Photocopy the Official Receipt.	None	5 minutes	<i>Administrative Aide - 1</i> Municipal Environment and Natural Resource Office
	3.2 Deliver the recyclable products	None	2 hours	<i>Administrative Aide - 1</i> Municipal Environment and Natural Resource Office
4. Accomplish the CSS form and drop it in the feedback box.	4. Request Client to accomplish the Client's Satisfaction Survey (CSS)	None	10 minutes	Client will drop the Client's Satisfaction Survey (CSS) to the feedback box.
TOTAL:		None	1 day, 3 hours, & 5 minutes	

Note: If the directive on the Endorsement Letter of the Municipal Mayor is **FREE OF CHARGE**, then **SKIP STEP 2**.