

MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE

I. Mandate:

1. Formulate measures for the consideration of the sanggunian and provide technical assistance and support to the mayor, in carrying out measures to ensure the delivery of basic services and provision of adequate facilities relative to environment and natural resources services as provided for under Section 17 of the Local Government Code;
2. Develop plans and strategies and upon approval thereof by the mayor, implement the same, particularly those which have to do with environment and natural resources programs and projects which the mayor is empowered to implement and which the sanggunian is empowered to provide for under the Local Government Code;
3. In addition to the foregoing duties and functions, the environment and natural resources office shall:
 - (i) Establish, maintain, protect and preserve communal forests, watersheds, tree parks, mangroves, greenbelts and similar forest projects and commercial forest, like industrial tree farms and agro-forestry projects;
 - (ii) Provide extension services to beneficiaries of forest development projects and technical, financial and infrastructure assistance;
 - (iii) Manage and maintain seed banks and produce seedlings for forests and tree parks;
 - (iv) Provide extension services to beneficiaries of forest development projects and render assistance for natural resources-related conservation and utilization activities consistent with ecological balance;
 - (v) Manage and maintain seed banks and produce seedlings for forests and tree parks;
4. Be in the frontline of the delivery of services concerning the environment and natural resources, particularly in the renewal and rehabilitation of the environment during and in the aftermath of man-made and natural calamities and disasters;
5. Recommend to the sanggunian and advise the mayor on all matters relative to the protection, conservation, maximum utilization, application of appropriate technology and other matters related to the environment and natural resources.
6. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

- i. Share the responsibility in managing and improving water quality within the territorial jurisdiction by actively participating in all efforts related to water quality protection and rehabilitation.
- ii. Share the responsibility in the management and maintenance of air quality within the territorial jurisdiction.
- iii. Comply with the requirements of PD 1586 and its IRR.
- iv. Implement and enforce the provisions of RA 9003.
- v. Constantly monitor activities related to hazardous wastes within its territorial jurisdiction.
- vi. Others

II. Vision:

Improved management of forest and forestland, solid waste management, and other environmental issues.

III. Mission:

The office through proper governance and peoples participation shall promote the effective implementation of the solid waste management program and pertinent environmental laws.

To institutionalize responsible utilization, improvement, and protection of forest and forest covers in cognizant to the indigenous, national and local mandates of preserving the biodiversity of its environs towards a more proactive and resilient communities in the pursuit of sustainable development.

IV. Service Pledge:

Ensure the implementation of forest and forestland management program, solid waste management program and pertinent environmental laws.

MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE

The office is in the frontline on the delivery of services concerning all matters relative to the protection, conservation, maximum utilization, application of appropriate technology and other matters related to the environment and natural resources.

1. TECHNICAL ASSISTANCE ON SOLID WASTE MANAGEMENT PROGRAM AND FOREST AND FORESTLAND MANAGEMENT PROGRAM

Technical assistance like the following: Conduct IEC on environmental concerns, trainings, technical assistance to national line agencies on the implementation of programs.

Office:	Municipal Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to another government agency			
Who may avail:	Barangay LGUs, National Government Agencies			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Request letter duly approved by the Local chief Executive				Municipal Mayor's Office
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office front desk	1. Give the Log Book to the client	none	1 minute	<i>Administrative Aide II</i> MENRO
2. Submit the request letter, with notation / recommendation and or approval from the local chief executive	2. Receive the request letter	None	3 minutes	<i>Administrative Aide II</i> MENRO
3. Wait while the staff assess and coordinates the final schedule of the activity (training, IEC, advocacy)	3. Set schedule.	None	20 minutes	<i>Environmental Management Specialist I</i> MENRO or <i>Administrative Aide II</i> MENRO
4. Prepare venue and the needed materials.	4. Conduct the activity (training, IEC, advocacy) and prepare field report and or	none	2 days and 4 hours	<i>Environmental Management Specialist I</i> MENRO or <i>Aministrative Aide II</i> MENRO

	accomplishment report			
TOTAL			2 days, 4 hours and 24 minutes	

2. ASSISTANCE TO BARANGAY LGUS ON NURSERY ESTABLISHMENT

Another service provided by the MENRO is assistance to Barangay LGUs on nursery establishment which includes the provision of nursery supplies and materials like net mesh, seedling bags and forest tree seedlings.

Office:	Municipal Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to another government agency			
Who may avail:	Barangay LGUs			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Request letter duly approved by the Local chief Executive				Municipal Mayor's Office
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office front desk	1. Give the Log Book and assist the client	None	1 minute	<i>Administrative Aide II</i> MENRO
2. Submit the request letter with notation / recommendation and or approval from the chief executive	2. Receive the request letter	None	2 minutes	<i>Administrative Aide II</i> MENRO
3. Wait while the staff assess the request	3. Assess the availability of the requested items, inform the requesting entity of the status of their request, and or issue requested item if available.	None	30 minutes	<i>Environmental Management Specialist I</i> MENRO or <i>Administrative Aide II</i> MENRO

TOTAL	33 minutes
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3. RESPONDING TO COMPLAINTS RELATED TO VIOLATION OF ENVIRONMENTAL LAWS.

The Municipal government receives and responds to complaints related to the violation of environmental laws. These are referred to the Municipal Environment and Natural Resources Office for immediate investigation and disposition.

Office:	Municipal Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to citizen			
	G2G – Government to another government agency			
Who may avail:	Barangay LGUs, Any concern citizen			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Request/Complaint letter duly approved by the Local chief Executive				Municipal Mayor's Office
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office front desk	1. Give the Log Book and assist the client	None	1 minute	<i>Administrative Aide II</i> MENRO
2. Submit the request/complaint letter duly approved by the chief executive	2. Receive the request letter	None	2 minutes	<i>Administrative Aide II</i> MENRO
3. Wait while the staff assess the request/complaint for the schedule of onsite inspection or validation.	3. Assess the complaint / request and inform the requesting entity of the schedule for onsite inspection / validation.	None	20 minutes	<i>Environmental Management Specialist I</i> MENRO <i>Administrative Aide II</i> MENRO
4. Assist the validating team.	4. Conduct onsite inspection/validation	None	2 days	<i>Environmental Management Specialist I</i> MENRO <i>Administrative Aide II</i> MENRO

5. Follow up and receive report from the Mayor's Office	5.Prepare field report and submit to the Local Chief Executive	None	4 hours	<i>Environmental Management Specialist I</i> MENRO <i>Administrative Aide II</i> MENRO
TOTAL			2 days 4 hours and 23 minutes	