

1. Issuance of Certification for Quarry Permit

The Certification is issued as a requirement for the issuance of quarry permit, specifically certifying that the quarry site is outside of the one (1) kilometer radius of any government structures.

Office or Division:	Provincial Engineer's Office (PEO) - Planning, Designing, Programming and Monitoring (PDPM) Division			
Classification:	Complex			
Type of Transaction:	G2B - Government-to-Business			
Who may avail:	Quarry permittees whose quarry is within Davao del Norte Province			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request (1 original)		Provincial Environment and Natural Resources (PENRO)		
Sketch Plan of Quarry Site (1 original)		Provincial Environment and Natural Resources (PENRO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request from PENRO with the attached Sketch Plan of the Quarry Site.	1.1. Check all documents submitted, verify request and issue Order of Payment.	None	3 Minutes	<i>Admin. Assistant III</i> PEO - Planning, Designing, Programming and Monitoring (PDPM) Division
2. Present Order of Payment and pay to Provincial Treasurer's Office (PTO) - Cashier.	2.1. Process payment and issue Official Receipt (O.R.).	Inspection Fee per sand and gravel quarry - PHP 1,000.00 Certification Fee - PHP 200.00	10 Minutes	<i>Cashier</i> Window 1 - Provincial Treasurer's Office
3. Return to PEO-PDPM Division and present O.R..	3.1. Schedule site inspection.	None	5 Minutes	<i>Engineering Assistant</i> PEO - PDPM Division
4. Accompany the inspector to the site.	4.1. Conduct site inspection.	None	1 Day	<i>Survey Team</i> PEO - PDPM Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.2. Prepare Certification and have it signed by the Provincial Engineer.	None	5 Minutes	<i>Engineer III</i> PEO - PDPM Division
5. Receive Certification.				<i>Admin. Assistant III</i> PEO - PDPM Division
	TOTAL:	Inspection Fee per sand and gravel quarry - PHP 1,000.00 Certification Fee - PHP 200.00	1 Day, 23 Minutes	