

**Mines and Geosciences Bureau-Cordillera Administrative Region**

**FRONTLINE SERVICES**

<b>Name of Frontline Service</b> (1)	<b>Step by Step Procedure</b> (2)	<b>Employee Responsible</b> (3)	<b>Amount of Fees</b> (4)	<b>Documents to be presented by Client</b> (5)	<b>Processing Time</b> (6)
<b>1. Geo hazard Assessment Report for Housing Projects</b>	Proponent to submit request for GIS and Scheduling of GIS and payment of fees  Conduct of GIS by MGB  Preparation of GIR by MGB  Transmittal of GIR to applicant/project proponent  Preparation and Submission of GAR to EMB (3 copies) and MGB (1copy) by Proponent*  Review of GAR upon payment of review fee.	<b>Geology Division personnel</b>	<b>Php6,000.00</b>          Review is optional. For critical projects where EMB deems review is necessary	Request Letter and Map	1 hour      (1-5) days depending upon the area/size of the project  7 days   1 day

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<b>2. EGGAR</b> (without scoping)	Proponent submits EGGAR and pays Geological Verification (GV) Fee  Conduct of Geological Verification  Preparation of GVR & review of EGGAR  Transmittal of GVR to applicant  Preparation and Submission of Revised EGGAR to MGB	<b>Geology Division personnel</b>	<b>Php10,000.00/ha.</b>	Request letter and map	1 hour  (1-5) days depending upon the area/size of the project  5 days
<b>EGGAR</b> (with scoping)	Submission of Request for GSS, Scheduling of GSS and payment of GSS fee by applicant  Conduct of GSS by MGB  Preparation of GSSR by MGB  Transmittal of GSSR to Applicant/ Project Proponent  Preparation and Submission of EGGAR to MGB (by project proponent)  Review of EGGAR (upon payment of review fee);	<b>Geology Division personnel</b>	<b>Php6,000.00</b>	Request Letter and Map	1 hour  (1-5) days depending upon the area/size of the project.  7 days

	Endorsement to EMB				10 days
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<b>Processing of Permit to Install ME/EE Equipment</b>	<p>Company to inform the Mines and Geosciences Bureau-Regional Office of the proposed installation through telephone to the Safety Section;</p> <p>The company submits letter of application addressed to the Regional Director;</p> <p>Chief, Mine Environment and Safety Division (MESD)</p> <p>Chief, Safety Section for safety evaluation</p> <p>Site inspection/evaluation</p> <p>Submission/evaluation of requirements and if OK</p> <p>Payment of Fees</p> <p>Processing and approval of applications</p> <p>Chief, MESD</p> <p>Regional Director</p>	Safety Section personnel	Php500.00/plan	<p>Letter of application from concerned company</p> <p>Duly filled up application forms</p> <p>Three sets of the plan</p>	<p>3 days minimum</p> <p>4 days maximum</p>

	Company concerned				
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<b>Processing of Permit to Operate ME/EE Equipment</b>	<p>Company inform MGB of completed installation/project through telephone thru the safety section of the Mine environment and Safety Division</p> <p>Company to submit letter request address to the Regional Director, Chief, MESD Chief, Safety Section</p> <p>Site inspection and testing</p> <p>If OK, processing/approval of permits and payment of application fees</p> <p>Chief, MESD</p> <p>Regional Director</p> <p>Company concerned</p> <p>If not OK, reschedule</p>	Safety Section personnel	Php6,000.00 minimum of 3 working days or Php2,000 man per day in excess of three working days or which ever is higher	Request Letter	<p>2 days maximum</p> <p>7 days maximum</p>
<b>Processing of Temporary/Permanent Safety Engineer's/Inspector's Permit (New)</b>	Letter of application address to the Regional Director Chief, MESD Safety section personnel for safety evaluation	Safety Section personnel	<p>Php1,000.00 – Temporary Safety Inspector/Engineer's</p> <p>Php1,500 – Permanent</p>	<p>Safety inspectors permit:</p> <p>MGB application form; Certificate of Experience; High school/college</p>	2 days maximum

	<p>If qualified and complete requirements,</p> <p>Processing and permit preparation;</p> <p>Chief, MESD Regional Director Company Concerned</p> <p>If not qualified back to applicant</p> <p>If requirements are incomplete, Back to company concerned</p>		Safety inspector's/Engineer	diploma or certificate of last school attended; and Three copies of 2x2 ID picture	
<b>Processing of Purchaser's License (New)</b>	<p>Letter of application address to the Regional Director Chief, MESD, Safety section for safety evaluation</p> <p>If OK, applicant to pay fees, if OK, endorsement preparation Chief, Safety Section Chief, MESD Regional Director Chief, FEO, Camp Crame</p> <p>If not OK, Back to applicant/company</p>	Safety Section personnel	Php300.00	<p>PNP Form 6A: Provincial commander endorsement Clearances from Barangay, judge/Court, Prosecutor, Municipal chief of Police, NBI; Mining permit of the area; MTP, MCL, QP/L Operating Agreement Blasting Scheme report prepared by a EM justifying the legitimate use of explosives in mining property; Plan of magazines; Location Map MGB explosives magazine inspection report; and MGB-Explosives magazines inspection</p>	2 days maximum

				report (optional) MGB-Explosives magazine inspection report.	
<b>Processing of Purchaser's License (Renewal)</b>	<p>Letter of application address to the Regional Director Chief, MESD safety section personnel will conduct safety evaluation</p> <p>If OK, endorsement preparation by the Chief, Safety section to be initialed by the Chief, MESD and to be signed by the Regional Director</p> <p>Application to be endorsed to the Chief, FEO, Camp Crame</p> <p>If not OK, application will be returned back to the applicant/company</p>	Safety Section personnel	<b>Php300.00</b>	<p>PNP form 6A:</p> <p>Provincial commander Indorsement; Clearances from Barangay/Judge, Court, Prosecutor, Municipal Chief of Police, NBI; Depending on the findings of the latest inspection report (optional) Annual consumption</p>	2 days maximum
<b>Processing of Foreman's License (New)</b>	<p>Applicant submits his application letter to the Mines and Geosciences Bureau – CAR.</p> <p>Safety section of the MESD will evaluate, If OK, applicant to pay fees and take written examination.</p> <p>If passed, Chief of the Safety Section will prepare endorsement to be initialed by the Chief, MESD and to be signed by the Regional Director of the MGB-CAR;</p> <p>Endorsed to the Chief, FEO, Camp</p>	Safety Section personnel	Php 500.00 per applicant	<p>PNP form A;</p> <p>Provincial commander endorsement; Clearances from Barangay, Judge/Court, Prosecutor, Municipal chief of Police, NBI; Mining permit of the area: MTP, MCL, QP/L; Copy of purchaser's license Certificate of employment (present and previous); Certification of a mining engineer regarding the</p>	2 days maximum

	<p>Crame,</p> <p>If not qualified, back to the applicant,</p> <p>If failed, back to applicant/company</p>			<p>applicants' qualification and experiences (Appendix k); Location Map; and Duly filled up MGB information sheet form (appendix l)</p>	
<p><b>Processing of Foreman's License (Renewal)</b></p>	<p>Applicant submits his application letter to the Mines and Geosciences Bureau – CAR.</p> <p>Safety section of the MESD will evaluate the application;</p> <p>If OK, the applicant will pay the required fees;</p> <p>The Chief, Safety Section will prepare the endorsement to be initialed by the Chief, MESD and to be signed by the Regional Director;</p> <p>Application to be endorsed to the Chief, FEO, Camp Crame;</p> <p>If not OK, application will be returned to the applicant/company</p>	<p>Safety Section personnel</p>	<p><b>Php 500.00 per applicant</b></p>	<p>PNP Form 6A;          Provincial commander indorsement;          Clearances from Barangay, Judge/Court, Prosecutor, Municipal Chief of Police, NBI;          Copy of company purchaser's license;          Certification of a licensed Mining Engr. Regarding the need to renew the applicant's license, with the confirmation of the employer; and          Copy of employer's Purchaser's License.</p>	<p>2 days maximum</p>
<p><b>Processing of Application for Financial or Technical Assistance Agreement (FTAA)</b></p>	<p>Applicant files application for Financial or Technical Assistance Agreement (FTAA) to the Mines and Geosciences Bureau Regional Office for preliminary evaluation;</p> <p>The Mining Recorder and Licensing Section of the Office will evaluate the document if in order, forwards it to the survey section for plotting;</p>	<p>Mining Recorder and Licensing Section (MRLS) personnel</p>	<p>Php60.00/hectare but not less than          Php50,000.00/application</p>	<p>Complete mandatory acceptance requirements</p>	<p>2 weeks</p>

	<p>One Stop shop committee prepares the area status clearance;</p> <p>The Office will endorse the application to NCIP for NCIP Certification; LGU.</p> <p>MGB prepares notices for publication, posting and radio announcement of the application.</p> <p>Local and National newspapers and radio station will post and publish notices.</p> <p>The MGB Regional Office will do the final evaluation, and review of the application.</p> <p>MGB Regional Office forwards the application to MGB-Central Office for clearance and approval.</p> <p>MGB-CO forwards to DENR Secretary for final review, endorsement and approval by the President;</p> <p>MGB-CO for numbering then send it back to MGB-Regional Office;</p> <p>Registration and releasing of permits.</p>	<p>MRLS personnel, Mining Operations Officer, and Regional Director</p>	<p>Php5,000.00 for MGB Php1,000.00 each for FMS, LMS and PAWCZM.</p> <p>(Applicant pays the rate prescribed by the advertiser)</p> <p>Php50,000.00/contract</p>	<p>Endorsement from MGB-Regional Office on the application for Certification Pre-Condition</p> <p>Notice prepared by MGB-Regional Office</p> <p>Complete mandatory and processing requirement</p> <p>Clearance from MGB-Central Office</p> <p>Proof of payment of occupation fee</p>	<p>4 weeks</p> <p>8 weeks</p> <p>1 week</p> <p>2 weeks</p> <p>4 weeks</p> <p>4 weeks</p>
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<b>Processing of Application for Exploration Permit (EP)</b>	Applicant files application for Exploration Permit to the Mines and Geosciences Bureau Regional Office for preliminary evaluation;	Mining Recorder and Licensing Section (MRLS) personnel	Php60.00/hectare but not less than 50,000.00/appln.	Complete mandatory acceptance requirements	2 weeks
	The Mining Recorder and Licensing Section of the Office will evaluate the document if in order, forwards it to the survey section for plotting;				
	One Stop shop committee prepares the area status clearance;				
	The Office will endorse the application to NCIP for NCIP Certification; LGU.				
MGB prepares notices for publication, posting and radio announcement of the application.		Php5,000.00 for MGB Php1,000.00 each for FMS, LMS and PAWCZM.	Endorsement from MGB-Regional Office on the application for Certification Pre-Condition	4 weeks	
Local and National newspapers and radio station will post and publish notices.		(Applicant pays the rate prescribed by the advertiser)	Notice prepared by MGB-Regional Office	8 weeks	
The MGB Regional Office will do the final evaluation, and review of the application.		MRLS personnel,		Complete mandatory and	1 week

	<p>MGB Regional Office forwards the application to MGB-Central Office for clearance and approval, then back to MGB-Regional Office</p> <p>Registration and releasing of permits.</p>	<p>Mining Operations Officer, and Regional Director</p>	<p>Php5,000.00/permit</p>	<p>processing requirement</p> <p>Clearance from MGB-Central Office</p> <p>Proof of payment of occupation fee (Php75.00/hectare or a fraction thereof paid to LGU)</p>	<p>4 weeks</p>
<p><b>Processing of Application for Mineral Production Sharing Agreement (MPSA)</b></p>	<p>Applicant files application for Mineral Production Sharing Agreement (MPSA) to the Mines and Geosciences Bureau Regional Office for preliminary evaluation;</p> <p>The Mining Recorder and Licensing Section of the Office will evaluate the document if in order, forwards it to the survey section for plotting;</p> <p>One Stop shop committee prepares the area status clearance;</p> <p>The Office will endorse the application to NCIP for NCIP Certification; LGU.</p> <p>MGB prepares notices for publication, posting and radio announcement of the application.</p> <p>Local and National newspapers and radio station will post and publish</p>	<p>Mining Recorder and Licensing Section (MRLS) personnel</p>	<p>Php60.00/hectare but not less than 50,000.00/appl'n.</p> <p>Php5,000.00 for MGB Php500.00 each for FMS, LMS and PAWCZM.</p> <p>(Applicant pays the rate prescribed by the advertiser)</p>	<p>Complete mandatory acceptance requirements</p> <p>Endorsement from MGB-Regional Office on the application for Certification Pre-Condition</p> <p>Notice prepared by MGB-Regional Office</p>	<p>2 weeks</p> <p>4 weeks</p> <p>8 weeks</p>

	<p>notices.</p> <p>The MGB Regional Office will do the final evaluation, and review of the application.</p> <p>MGB Regional Office forwards the application to MGB-Central Office for clearance and approval.</p> <p>MGB-Central Office forwards to DENR Secretary for approval;</p> <p>MGB-Central Office for numbering then sends it back to MGB-Regional Office;</p> <p>Registration and releasing of permits.</p>	MRLS personnel, Mining Operations Officer, and Regional Director		<p>Complete mandatory and processing requirement</p>	<p>2 weeks</p> <p>4 weeks</p> <p>4 weeks</p>
			Php20,000.00/contract	<p>Clearance from MGB-Central Office</p> <p>Proof of payment of occupation fee (Php75.00/hectare paid to LGU)</p>	
<b>Issuance of Ore Transport Permit (OTP)</b>	<p>Applicant files application (MGB Form No. 12-1) in 4 sets on a request for certification for one sample not exceeding two (2) metric tons for assay and pilot test purposes.</p> <p>The Monitoring and Technical Services Section (MTSS) of the Office checks requirements and</p>	MTSS personnel	<p>Application fee Php2,000.00 (metallic) Php1,000.00 (non-metallic)</p> <p>Certification Fee Php500.00</p> <p>Verification of Ore Stockpile -</p>	<p>Letter of application</p> <p>Plate numbers of vehicles used for transport</p> <p>Concentrate Delivery Report if applicable.</p>	<p>1 Day</p>

	<p>issues order of payment for application and verification fees.</p> <p>Applicant pays required fees to the cashier.</p> <p>MTSS accepts applications, notifies applicant of verification of ore stockpile.</p> <p>Personnel from the Monitoring and Technical Services section conduct verification/assessment/evaluation; prepares report and recommends for approval/disapproval of application and forward report and application on Certification to the Regional Director for approval.</p> <p>The Regional Director through the MTSS issues the Ore Transport Permit (OTP) on Certification to the applicant.</p>		Php2,000.00/man/day		<p>1 Day</p> <p>2 Days</p> <p>1 Day</p>
<b>Projection/Verification of Survey/Sketch Plans</b>	<p>Receives communication; prepares order of payment upon receipt of sketch plans</p> <p>Applicant pays to the cashier</p> <p>Plot/Sketch to mining claims Map/tenement map</p> <p>Scale: 1:4000</p>	Survey Section Personnel	<p>Certification Fee – Php 50.00</p> <p>Projection Fee – Php 120.00</p>	Letter request from applicant	1-3 Days (depending upon the number of

