

City Environment & Natural Resources Office (CENRO)

Office or Division:	City Environment & Natural Resources Office (CENRO)
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Service Description

Service Provided:	Information, Education, and Communication on the Environmental Laws Campaign
Simple, Complex, or Highly Technical	Simple
Internal or External	External
Who may avail of Service	Private & Public Entities [Barangays, Business Establishments, Industries, Institutions, Organizations, and Schools]

CITIZEN'S CHARTER

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application Form	City Environment & Natural Resources Office (CENRO)
Request letter indicating the proposed date, venue, and contact details	Proponent
Proof of identity [1 Original, 1 Photocopy]	Proponent

Client Steps (List Of Transactions to Get Service)	Fees To Be Paid	Maximum Processing Time	Person Responsible
1. Submission of the required documents to the IEC Desk Officer	N/A	10 Minutes	IEC Desk Officer Nelly Grace Agpaoa Mylene Quiambao
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	N/A	4 hours to 2 Days	IEC Desk Officer Nelly Grace Agpaoa Mylene Quiambao