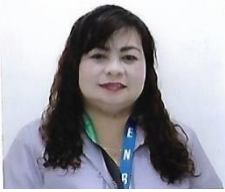










## SECSIME NO. \_\_\_\_\_. ISSUANCE OF WATER PERMIT APPLICATION PROCESSING

<b>Office or Division:</b>	Records Unit/Section, DENR CENRO _____, Region ____ PENRO _____, Region ____ or Region <u>LPDD Water Resources Utilization Section</u> Attached Agency: <b>National Water Resources Board</b>
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government
<b>Who may avail:</b>	Internal: DENR personnel, permanent or job order External: Private, LGU and other government agencies or instrumentalities and private individuals
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>1. Accomplished Water Permit Application Form</li> <li>2. Proof of Land Ownership where the sources emanates</li> <li>3. Certificate of Registration</li> <li>4. Vicinity Map</li> <li>5. Brief Description (How water will be used)</li> <li>6. Well Drilling data (Deep well)</li> <li>7. Certificate of Potability Test (For Municipal use, Recreation)</li> <li>8. Environmental Compliance Certificate (except for refilling stations, Level I and II water system)</li> <li>9. Sangguniang Bayan Resolution (LGU-managed)</li> </ol>	<p>Unit/Section –CENRO Focal Person, NWRB websites</p> <p>Requesting party</p> <p>Requesting party (DTI, SEC., DOLE, CDA) DENR (upon ground verification)</p> <p>Requesting party Well drillers Department of Health</p> <p>Environmental Management Bureau (Banilad, Mandaue City) LGU- (where the source is located)</p>






CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Accomplish request form and forward to Receiving CENRO/RO	1. From the Office of the ARD for Technical Services, LPDD Receiving Clerk receives application document, records and forward to LPDD Chief	None	45 min.	<p style="text-align: center;"><b>Receiving Officer</b></p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">   <b>HELEN GRACE A. GARCISO</b>            MATH AIDE I         </div> <div style="text-align: center;">   <b>DENNIS A. CAYA</b>            LMO I         </div> </div>
	2. LPDD Chief referred the application documents to Action Officer (WRUS).	None	5 min.	<p style="text-align: center;"><b>Chief, Licenses, Patents &amp; Deeds Division</b></p> <div style="text-align: center;">   <b>MA. CLEA A. ARCEÑO</b>            DMO V         </div>
	3. Action Officer reviews/evaluates document and conduct ground verification (if necessary) if the required documents are complete the applicant is advise to pay the filing fee according to classification of water use.		2 days	<p style="text-align: center;"><b>Action Officer</b></p> <div style="text-align: center;">   <b>NESTOR G. GELAGA Chief, Water Resource</b>            Water Utilization Section/FMS II         </div>



				 <b>CRYSTAL JADE M. LAPECIROS</b> EMS I	 <b>RAFAEL J. OLODIN</b> FMS II/GIS Operator
Pay the Filling Fee (Thru Postal Money Order)		Level I and II Php 550.00  Level III and Commercial, Recreation and Others; Php 7, 200.00		<b>POST OFFICE</b> Pier 1, Cebu City	
	4. Prepare endorsement to National Water Resources Board and forward to LPDD Chief for review and Countersigning		1 hr.	<b>Action Officer</b>  <b>NESTOR G. GELAGA</b> Chief, Water Resource Water Utilization Section/ FMS II	



	<p>5. LPDD Chief reviews the draft endorsement and returns to Action Officer for preparation of final endorsement, and Action Officer prepares the final endorsement to National Water Resources Board for countersigning by ARD for Technical Services</p>		<p>5 min.</p>	<p style="text-align: center;"><b>Action Officer</b></p> <div style="text-align: center;">  <p><b>NESTOR G. GELAGA</b> Chief, Water Resource Water Utilization Section/FMS II</p> </div>
	<p>8. From the Office of the RED, LPDD Clerk receives and records the approved Endorsement and forwards to Record Section for releasing/transmit to NWRB Manila copy furnished the applicant.</p>		<p>1 hour</p>	<p style="text-align: center;"><b>Releasing Officer</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p><b>NEMFA RELIGIOSA CUYOS</b> Admin Aide VI</p> </div> <div style="text-align: center;">  <p><b>JELI B. GATIS</b> Clerk</p> </div> </div>
<p><b>TOTAL:</b></p>		<p>Level I and II Php 550.00</p> <p>Level III, Recreation, Commercial and Others Php 7, 200.00</p>		<p><b>2 days, 2 hours and 55 minutes</b></p>