

INITIAL MANDATORY REQUIREMENTS

The initial mandatory requirements, in 3 sets - one (1) original and two (2) photocopies, shall be submitted as condition precedent in the filing of an application for Governor's Permit.

- 1) Notarized Letter of Intent with Application;
- 2) Three (3) Blueprint copies, one (1) soft copy (in USB) and the original survey plan (Bureau of Land-Form No. 1) of the area applied for duly signed and sealed by a deputized geodetic engineer by the Bureau, with the following documents attached:
 - a. Lot Data Computations on a separate sheet duly signed by the deputized geodetic engineer;
 - b. Latitude and longitude of corner "1" on a separate sheet duly signed by the deputized geodetic engineer;
 - c. Computations of conversion from Geographic to Grid and vice-versa of reference monument and corner "1" on a separate sheet duly signed by the deputized geodetic engineer;
 - d. A certification issued by the deputized Geodetic Engineer that the area applied for does not encroached/overlapped any private property. The deputized geodetic engineer shall be required to indicate the date of the survey; his/her professional licensed number, the duration of validity, including the Professional Tax Receipt (PTR) number on the survey plan;

Application involving private land:

- a. Certified True copy of Transfer Certificate of Title or Original Certificate of Title
 - b. Notarized Affidavit of Lot Owners Consent
 - c. Certification from DAR that the area is not covered By CARP program
 - d. Lot title and the applied area should be reflected in the survey plan including topographic map.
- 3) Proof of technical competence including, among others, curricula vitae and track records in mining operations and environmental management of the technical personnel who shall undertake the activities in accordance with the submitted Work Program and EPEP;
 - 4) Proof of financial capability to undertake the activities pursuant to Work Program and EPEP, such as the following:
 - a. For individuals - Statement of assets and liabilities duly sworn in accordance with existing laws, credit lines/bank certificate and income tax return for the preceding three (3) years; and
 - b. For corporations, partnerships, associations or cooperatives - Latest Audited Financial Statement, and where applicable, Annual Report for the preceding year, credit lines, bank guarantees, bank certificate and/or similar negotiable instruments.
 - 5) Photocopy of Articles of Incorporation/ Partnership/Association, By-Laws, Certificate of Registration, duly certified by the SEC or authorized Government agency(ies) concerned for corporations, partnerships, associations or cooperatives, and notarized Secretary's Certificate or Board Resolution assigning an authorized representative or liaison officer;
 - 6) Work Program prepared and signed by a licensed Mining Engineer/Geologist; *to be process after area clearance*
 - 7) Official Receipt for Payment of Filing Fee

Provided that in case of a new application, an applicant shall be allowed to file only one application in a year.

OTHER MANDATORY REQUIREMENTS QUARRY, SAND AND GRAVEL, GUANO AND GEMSTONE GATHERING PERMITS

- 8) Area Clearance from *DENR-MGB(R6)*
- 9) Land Status/Classification from *DENR-PENRO*
- 10) Five (5) colored pictures of the applied area including panoramic angles;
- 11) Resolution from the Sangguniang Barangay, stating among others that the barangay interposes no objection to the area subject of the application and that the proposed extraction will not adversely affect any proposed, ongoing or existing project of the barangay; notarized and duly signed by the members present
- 12) Resolution creating the Barangay Monitoring Committee and has funds allocated for monitoring purposes, notarized and duly signed by the members present
- 13) Approved City/Municipal Monitoring Committee
- 14) Resolution from Sangguniang Bayan/ Panlungsod;
- 15) Comprehensive Technical Report on the outcome of the previous operations prepared by Mining Engineer and Geologist (*Renewal/New with previous permit*)
- 16) Certificate of Registration (*New*)/Excise Tax Clearance(*renewal*) from the *Bureau of Internal Revenue*;
 - a) Summary of Excise Tax Payments with ORs(*renewal*)
 - b) Notarized Sworn Ending Inventory(*renewal*)
 - c) Certification of Production Report from PEMO (*renewal*)
- 17) Certification of Posting of the endorsed Notice of Application by the concerned offices/agencies
 - a) PENRO
 - b) CENRO
 - c) CITY/MUNICIPALITY
 - d) BARANGAY
If Private Land;
 - e) MARO
 - f) PARO
- 18) Environmental Compliance Certificate w/ initial Environmental Exam Report from *DENR-EMB*
 - a) Certificate of Approval of Mineral Reserve from *DENR-MGB(R6)*
- 19) Certificate as to compliance of MRF requirement (*P/MRFC*)
- 20) Certificate of Exemption(new) or CEMCRR(renewal) from *PEMO*
- 21) Approved Social Development Management Plan (SDMP) w/ Certificate of Approval from *PEMO*
 - a) MRFC Certificate of 50% SDMP Lodging
 - b) Brgy. Resolution endorsing the proposed SDMP, notarized & duly signed by members present
 - c) Brgy. Resolution acknowledging the actual implementation of the previous SDMP, notarized & duly signed by members present (renewal)
 - d) If SDMP is unified with NOMPAL, Certification dated as to compliance in the lodging of funds
- 22) Annual/Environmental Protection Enhancement Program(EPEP) with Certificate of Approval from *MRFC*
- 23) Certification as to payment of Real Property Tax from Prov'l/Mun/City Assessor with receipt
- 24) Restoration/Rehabilitation Plan (*with format at PEMO*)
- 25) **For Industrial Sand and Gravel Application** ; Work Program signed by a licensed mining engineer or licensed geologist, duly supported with Site Development, Zoning Clearance, photos of mechanical processing facilities designed by a mechanical engineer, original copy of Certified True Copy of land title where the processing plant shall be installed, and land owner's consent, if applicable,;
 - a. Affidavit of Undertaking, in case of Agreement on Mechanical Processing Equipment/Facility
 - b. Approved Design of the Electrical and Mechanical Plans for the Mechanical Processing Requirement for Industrial Sand and Gravel Extraction Project
- 26) **For Quarry Application**
 - a) Certificate as to the status of land from CENRO
 - b) Certificate of Tree Inventory from CENRO w/ Geo-Tagged
 - c) Laboratory Analysis Result on sample on materials to be applied for indicating the specific gravity for purposes of conversion from metric tons to cubic meters
- 27) Official Receipts for other Administrative Fees and Charges.
- 28) Surety Bond with SEC Registration and or Business Permit (*20,000/hect*) to be submitted after *PMRB* deliberation
- 29) Five extra Blueprint copies of Survey Plan w/ Lot Data Computation
- 30) Notarized Special Power of Attorney
- 31) Other documents that may be required by the approving authority.