

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



(1) NAME OF DEPARTMENT/AGENCY/LGU: MENRO & MESWM OFFICE, LGU-TUBIGON, BOHOL

(2) SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020: Yes No

(3) LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) ¹	Specific Provision in the Governing Law(s) as Basis ²	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
Garbage collection	RA 9003 (Ecological Solid Waste Management Act of 2000)	Section 10. Role of LGUs in Solid Waste Management. <i>'that the collection non-recyclable materials and special wastes shall be responsibility of the municipality or city.'</i>	January 26, 2001	Two weeks after publication in at least 2 newspapers of general circulation	
Garbage Collection Fee (for Paying client)	RA 9003 (Ecological Solid Waste Management Act of 2000)	Section 12 [Subsec. 4]. City and Municipal ESWM Board. <i>'Recommend measures to generate</i>	January 26, 2001	Two weeks after publication in at least 2 newspapers of general circulation	

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



		<i>resources, funding and implementation of projects and activities as specified in the duly approved solid waste management plans.'</i>			
Report/complaints received by the office (enforcement of the provisions of RA 9003)	RA 9003 (Ecological Solid Waste Management Act of 2000)	Section 10. Role of LGUs in Solid Waste Management. <i>'the LGUs shall be primarily responsible for the implementation and enforcement of the provisions of this Act within their respective jurisdictions.'</i>	January 26, 2001	Two weeks after publication in at least 2 newspapers of general circulation	
Request for inspection to cut trees	PD 705 (Forestry Reform Code of the Phils.)	Section 68. Cutting, gathering and/or collecting timber or other products without license. <i>'Any person who shall cut, gather, collect, or remove timber or other forest products from any forest land, or timber from alienable and disposable public lands, or from private lands, without any authority</i>	May 19, 1975	May 19, 1975	

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



		<i>under a license agreement, lease, license or permit, shall be guilty of qualified theft . . .'</i>			
Report/complaint received relative to violations punishable under PD 705	PD 705 (Forestry Reform Code of the Phils.)	Section 80. Arrest, Institutions of criminal actions. <i>'The Department Head may deputize any member or unit of the Philippine Constabulary, police agency, barangay or barrio official, or any qualified person to protect the forest and exercise the power or authority provided for in the preceding paragraph.'</i>	May 19, 1975	May 19, 1975	

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



(4) SERVICE INFORMATION PER GOVERNMENT SERVICE³

GOVERNMENT SERVICE: <u>Garbage collection (Municipal Ecological Solid Waste Management (MESWM) Office under the MENRO Office)</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
None	RA 9003	Garbage truck collectors is scheduled to collect solid wastes six days a week from different barangays.	Section 10 of RA 9003. Role of LGUs in Solid Waste Management. <i>'that the collection non-recyclable materials and special wastes shall be responsibility of the municipality or city.'</i>	None	None
TOTAL					

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: Garbage collection fee for paying client (Municipal Ecological Solid Waste Management (MESWM) Office under the MENRO Office)

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Applicant/s will fill-up application form	RA 9003	<ol style="list-style-type: none"> 1. Applicants will fill-up request form; 2. Interview the Applicant on the situation of their solid wastes on their household; 3. MESWM personal will set schedule for inspection of the house of the applicant; 4. The Applicant's house will be scheduled for inspection (not more than three days); 5. If the inspection is okay, Applicant will be instructed to pay the Garbage Collection Fee at the Office of the Municipal Treasurer. If not okay, the application will be disapproved; 	Municipal Ordinance No. 2015-07-416 otherwise known as the Revised Revenue Code of Tubigon, Province of Bohol. Chapter V, Article A. Service Charge for Garbage Collection	5 minutes (after approval of the inspection)	P 100.00 per month
TOTAL				5 mins	

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: Report/complaints received by the office for the enforcement of the provisions of RA 9003 (Municipal Ecological Solid Waste Management (MESWM) Office under the MENRO Office)

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
None	RA 9003	<ol style="list-style-type: none"> 1. Verify and investigate the report/complaint (not later than 3 days); 2. If report/complaint appears sufficient evidence, LIT personnel (and others) will be organized for the apprehension; 3. Schedule of action will depend on the availability of the government agencies concerned; 	<p>Section 10 of RA 9003. Role of LGUs in Solid Waste Management. <i>'the LGUs shall be primarily responsible for the implementation and enforcement of the provisions of this Act within their respective jurisdictions.'</i></p>	None	None
TOTAL					

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: <u>Request for inspection to cut trees (MENRO Office)</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Applicants fill-up inspection form	PD 705	<ol style="list-style-type: none"> 1. Interview the Applicant on the area for inspection; 2. Applicant will be contacted for the inspection date (not later than 3 days from the date of interview); 3. After the inspection, Applicant will receive the inspection report for the cutting of trees application; 	PD 705 in consonance with Municipal Ordinance No. 2019-11-506 otherwise known as the Natural Ecosystems Preservation Fee of Tubigon, Bohol. Rule V, Ecosystems Preservation Fee	5 minutes after the inspection has been conducted	None
TOTAL				5 minutes	

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: Report/complaints received relative to violations punishable under PD 705 (MENRO Office)

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
None	RA 705	1. Verify and investigate the report/complaint (not later than 3 days); 2. If report/complaint appears sufficient evidence, composite team composed of local government unit offices and national government agencies will be organized for the apprehension;	Section 80 of PD 705. Arrest, Institutions of criminal actions. <i>'The Department Head may deputize any member or unit of the Philippine Constabulary, police agency, barangay or barrio official, or any qualified person to protect the forest and exercise the power or authority provided for in the preceding paragraph.'</i>	None	None
TOTAL					