

## 1. Issuance of Clean and Green Certificate

All Barangay Levels and Sangguniang Kabataan are generally required to conduct clean and green activity such as, cleaning of waterways, cleaning of shorelines, declogging of canals and trimming of trees in their respective areas to secure Clean and Green Certificate

<b>Office or Division:</b>	Municipal Environment & Natural Resources Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may Avail:</b>	Barangay Level and Sangguniang Kabataan			
<b>CHECKLIST OF REQUIREMENT/S</b>		<b>WHERE TO SECURE</b>		
<b>Certified Photocopy of the following:</b>				
Request Form (Indicate schedule of activity) (1 copy)		MENRO		
Barangay Annual Budget (for Clean & Green) (1 copy)		Barangay Level		
Supporting Documents		Barangay Level		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Get a request form and Inquire about the requirements.	1. Issue request form and list of requirements.	None	2 Minutes	<i>OfficeStaff</i> MENRO
2. Get advice and schedule of the activity.	2. Receive request form	None	2 Minutes	<i>OfficeStaff</i> MENRO
3. Get advice and schedule for site inspection	3. Conduct inspection of the area	None	30 Minutes	<i>OfficeStaff</i> MENRO
4. Comply and submit all requirements for review, assessment and validation.	4. Check the submitted documents. (If no problem, certification must be issued, if there are deficiencies, please comply with the requirements.	None	3 Minutes	<i>OfficeStaff</i> MENRO
5. Claim certificate and sign on the logbook to acknowledge receipt..	5. Issue Clean and Green Certificate	None	2 Minutes	<i>OfficeStaff</i> MENRO
<b>TOTAL:</b>		None	39 Minutes	