



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

Office or Division:	Municipal Environment & Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	Barangay Level and Sangguniang Kabataan			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
Certified Photocopy of the following:				
Request Form (Indicate schedule of activity) (1 copy)		MENRO		
Barangay Annual Budget (for Clean & Green) (1 copy)		Barangay Level		
Supporting Documents		Barangay Level		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a request form and Inquire about the requirements.	1. Issue request form and list of requirements.	None	2 Minutes	Office Staff MENRO
2. Get advice and schedule of the activity.	2. Receive request form	None	2 Minutes	Office Staff MENRO
3. Get advice and schedule for site inspection	3. Conduct inspection of the area	None	30 Minutes	Office Staff 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	Office Staff MENRO
5. Claim certificate and sign on the logbook to acknowledge receipt.	5. Issue Clean and Green Certificate	None	2 Minutes	Office Staff MENRO
TOTAL:		None	39 Minutes	