

CITY ENVIRONMENT AND MANAGEMENT OFFICE

Gil Fernando Ave. corner Aquilina St., Sto. Niño, Marikina City
 Tel. Nos.: 948-1204/ 05
 Department Head : Gloria C. Buenaventura



SERVICES OFFERED :

Procedure/Client Step	Office/Person responsible	Location of the Office	Processing time
APPLICATION FOR HAKOT KUYAGOT a) Request thru phone @ 948-1204 to 05 b) Client description of garbage to be collected c) Inspection of CEMO enforcer if necessary d) Recording for schedule e) Collection on Sunday f) Remarks/Status of collection by dispatching section	Admin Staff Admin Staff Ricky De Guzman Loida De la Cruz Bayani Cruz/ Danilo De Leon Loida De la Cruz	Gil Fernando Avenue, Agora Complex, Sto. Niño Marikina City	Request receive
APPLICATION FOR SPECIAL TRIPS a) Personal request at CEMO b) Inspection of CEMO enforcer c) Order of payment upon approval d) Payment at City Treasurer's Office Eng'g. or MSP e) Photocopy of order of payment & receipt for CEMO file f) Schedule of collection by the dispatching section g) Collection within a week h) Remarks/ Status of collection by the dispatching section	Socorro Josef/ Loda De la Cruz Ricky De Guzman Socorro Josef/ Loida De la Cruz Minerva Marcelo/ Admin Staff Admin Staff Bayani Cruz/ Danilo De Leon Socorro Josef	CEMO	1-2 days

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<p>CONDUCT OF ENVIROMENTAL MANAGEMENT SEMINAR a) Applicant with application form go to CEMO for the schedule of seminar b) Assign personnel sign the application indication the date of seminar c) Seminar is from 9:00 am to 12:00 nn weekdays d) Issuance of certificate of attendance after seminar</p>	<p>Aries Dueñas/ Godofredo Josef/ Melinda Mamaril Renan Mateo/ Carlos Pangilinan Department Head</p>	<p>CEMO</p>	<p>Nearest available schedule date</p>
<p>APPLICATION OF DUMPING PERMIT FOR BUSINESS ESTABLISHMENT a) Client requirements (business permit with latest official receipt, photocopy of driver's license and registration of vehicle to be used) b) Application for dumping permit to be filled up by the client available @ dispatching section c) Issuance of dumping permit</p>	<p>Bayani Cruz/ Danilo De Leon Department Head</p>	<p>CEMO</p>	<p>1-2 days</p>
<p>BUY BACK CENTER a) Bring your recyclables at buy back center from Monday to Friday at CEMO compound b) Sorting and weigh-in of recyclables c) Payment on the amount of recyclables at cemo admin</p>	<p>Minerva Marcelo Socorro Josef</p>	<p>CEMO</p>	<p>On the spot payment on worth of recyclables</p>
<p>USE OF TRANSFER STATION a. Present dumping permit b. Inspection of waste by dispatcher as to proper segregation c. Acceptance to waste for dumping</p>	<p>Bayani Cruz/ Danilo De Leon Rex Reyes/ Paulo Serioso</p>	<p>CEMO</p>	<p>Upon Approval</p>
<p>REQUEST FOR COMPOST FERTILIZER a. Request thru phone or by formal request letter for schools and Barangay b. For private individuals 15,000 pesos per kilo as per city Ordinance (pick -up)</p>			<p>1 day</p>

<p>Lakbay Aral/ Research</p> <p>a. Request letter thru personal submission, thru fax at 948-1205 or thru email at marikinacemo@yahoo.com</p> <p>b. Approval of request</p> <p>c. Confirmation of request by phone or by email</p> <p>d. Lakbay Aral, Orientation and on site visit by CEMO personnel</p>	<p>Department head Loida Dela Cruz</p> <p>Renan Mateo/ Carlos Pangilinan</p>		<p>1 to 2 days</p>
<p>Request for resource speaker</p> <p>a. Formal letter of request address to the Department Head stating the purpose, date, venue and target audience</p> <p>b. Approval/ Confirmation of Request</p>	<p>Department Head</p>		<p>1 to 2 days</p>

For recommendations, suggestions and complaints, contact the department head concerned or the City Personnel Office.