












EMB IX SECSIME PROCESS NO. 1. Receipt of SWM-Related Documents from LGUs, Institutions, Clients, PEMU
 Service Information

Office or Division:		Solid Wastes Management Section - EMED, EMB IX		
Classification:		Simple		
Type of Transaction:		G2C- Government to Citizens, and G2G- Government to Government		
Who may avail:		External Customers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client sends email of document thru internet to the EMB9 RO Email acct.	1. EMB9 Planning Information System Unit (PISMU) downloads email from client, forwards the printed and softcopy to Records Receiving Section.	N/A	Within one to five (1-5) minutes	 Kriselle Doll B. Somocor <i>MIS Staff</i>
2. Client Mails documents thru slow mail or fast mail carrier. 3. Provincial Environmental Management Units (for Zamboanga del Norte and Zamboanga del Sur) sends documents to EMB9 Regional Office.	2. Records Receiving Section receives document and records metadata in database. 3. Forwards document to RD's Secretary.	N/A	Within one to five (1-5) minutes	 Jerry John Torres <i>Records Officer</i>  Jerry John C. Torres <i>Records Receiving Personnel</i>



4. Clients/Representative personally brings documents (reports/letter requests, plans, etc., to EMB9 Office)	4. Receives documents; Enters documents in Document Tracking System. Forwards to OIC, RD.	N/A	Within one (1) hour	 Riza E. Lim <i>ORD Secretary</i>
	5. Transmits the document to the Chief, EMED.	N/A	Within ten (10) min	 Engr. Alex D. Jimenez <i>OIC, Regional Director</i>
	6. Routes document to Chief, SWMS for further action.	N/A	Within ten (10) min	 Engr. Christopher N. Fernandez <i>Chief, Envi. Monitoring & Enforcement Division</i>
	7. Designates technical staff to act on the client's document / request.	N/A	Within ten (10) min	 Rene S. Giron <i>Chief, Solid Waste Mgt. Section</i>
	8. Acts on the client's document / request either thru letter-reply or drafts memo for RD's signature in case the request / document concerns action at the field level (PEMU / CEMU)	N/A	Within ten (10) min	 Karen C. Tandang <i>Regional SWM Coordinator / Sr. Staff</i>



	9. Acts on the client's document / request either thru letter-reply or drafts memo for RD's signature in case the request / document concerns action at the field level (PEMU / CEMU)	N/A	Within ten (10) min	 Orlando Johann D. Tantoco SWM Staff / EnMO
--	---	-----	---------------------	---