



4. Issuance of Clearance for the New and Renewal Motorcycle Franchise

The Office of the Municipal Environment and Natural Resources issues Clearance for the Motorcycle Franchise to the motorcycle owner in compliance to Republic Act No 9003 which adopted by the Municipal Ordinance NO 096 known as the Comprehensive Ecological Solid Management to minimize dumping of waste anywhere while the vehicle is in motion.

Office or Division:	Office of the Municipal Environment and Natural Resources Officer			
Classification:	Simple			
Type of Transaction:	G2B-Government to Business/ G2C- Government to Citizen			
Who may avail:	All Residents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Garbage Bins (2 pcs)		Clients		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit complete requirements at the Office of the MENRO	1. Receive the requirements	None	1 Minute	<i>Staff In charge</i> Office of the Municipal Environment and Natural Resources Officer
	1.1 Conduct inspection and documentation	None	5 Minutes	<i>Staff In charge</i> Office of the Municipal Environment and Natural Resources Officer
	1.2 Record Information in the Log-book	None	2 Minutes	<i>Staff In charge</i> Office of the Municipal Environment and Natural Resources Officer
	1.3 Labeling of the Garbage Bins	None	2 Minutes	<i>Staff In charge</i> Office of the Municipal Environment and Natural Resources Officer
	1.4 Approval of the garbage bins	None	1 Minute	<i>Senior Environmental Management Specialist</i> Office of the Municipal Environment and Natural Resources Officer
2. Claim approved clearance	2. Release approved clearance	None	1 Minute	<i>Staff In charge</i> Office of the Municipal Environment and Natural Resources Officer
TOTAL:		None	12 Minutes	