



# CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

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## VISION STATEMENT

The City of Baliwag is the center for trade and commerce, education, and technological advancement within the region with God-centered, empowered and healthy people living in a sustainable environment under a pro-active governance

## MISSION STATEMENT

The Local Government of Baliwag shall implement policies and program that will promote a fully functional e-government, business-friendly environment, competitive quality of education, and active people participation through a professional bureaucracy with government personnel willing to do the extra mile in public service.

## GOAL

Improve the performance of Baliwag in economic dynamism, government transparency and efficiency, infrastructure development, health and social services, environmental management and participatory governance

**DUGONG  
BALIWAG  
PUSONG  
BALIWAG**

*Serbisyong May Malasakit*

# CITIZENS CHARTER

## 1. Certification (Environmental Inspection Clearance/ No Objection Clearance)

<b>Office or Division:</b>	City Environment and Natural Resources Office (CENRO)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Client			
<b>Who may avail:</b>	Establishment/ Schools/ Hospitals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Environmental Inspection Clearance</b> <ul style="list-style-type: none"> <li>EIC Form</li> <li>Barangay Certificate</li> <li>Zoning Permit</li> <li>Updated Business Permit</li> <li>ECC/CNC</li> </ul> <b>No Objection Clearance</b> <ul style="list-style-type: none"> <li>Barangay Certificate</li> <li>Business Name</li> <li>Business Permit</li> <li>Barangay Resolution</li> <li>Land Title</li> <li>Zoning Permit</li> <li>Farm Design/PCO/Drainage</li> <li>Picture of Septage Tank</li> </ul>		<b>Municipal Environment &amp; Natural Resources Office</b>  <b>Location:</b> Baliwag Climate Change Center, DRT Highway, Pagala, Baliwag, Bulacan  <b>Contact No:</b> 798-0391 loc. (3676)  <i>For online queries &amp; transaction, you may send thru:</i>  <b>Email address:</b> menro_baliwag@yahoo.com  <b>FB Page:</b> www.facebook.com/menrobaliwag/		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register at MENRO Logbook. Choose which services to avail	1. Assist the client in filling-up EIC/ No objection form	NONE	5 mins	Admin Staff
2. Submit the necessary documents	2. Schedule the inspection date	NONE	5 mins	Admin Staff Monitoring Team
3. Wait for the scheduled inspection	3. Ocular inspection, (If passed, endorse to admin)	NONE	1 hour	Monitoring Team
4. Wait for the certification	4. Prepare the certification and endorse to MA's office and Mayor's Office for signatories	NONE	1 day	Admin Staff Monitoring Team
5. Claim the certification	5. Release of certificate	NONE	2 mins	Admin Staff

## 2. Endorsement Letter (Tree cutting permit)

<b>Office or Division:</b>	City Environment and Natural Resources Office (CENRO)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Client			
<b>Who may avail:</b>	Applicable to all			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Request Letter for tree cutting</li> <li>Certification from barangay (no objection for tree cutting)</li> <li>Land Title</li> <li>Sketch Plan</li> <li>Picture of the trees</li> <li>Referendum (for HOA only)</li> </ul>		<b>Municipal Environment &amp; Natural Resources Office</b>  <b>Location:</b> Baliwag Climate Change Center, DRT Highway, Pagala, Baliwag, Bulacan  <b>Contact No:</b> 798-0391 loc. (3676)  <i>For online queries &amp; transaction, you may send thru:</i>  <b>Email address:</b> menro_baliwag@yahoo.com  <b>FB Page:</b> www.facebook.com/menrobaliwag/		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register at MENRO Logbook. Choose which services to avail	1. Assist the client in filling-up Tree cutting form	NONE	5 mins	Admin Staff
2. Submit the necessary documents	2. Prepare the endorsement letter and forward to MA's office for signatory	NONE	5 mins	Admin Staff
3. Wait for the signed endorsement letter	3. Forward the endorsement letter to CENRO	NONE	1 day	Admin Staff