



## 2. Special Collection of Solid Waste

The PG-ENRO can provide special waste collection service to institutional areas not included in its regular service areas.

<b>Office or Division:</b>	Office of the Provincial Government - Environment and Natural Resources Officer / Environmental Management Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G- Government to Government
<b>Who may avail:</b>	PGB satellite offices; government offices; schools

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter addressed to: EnP. RAPHAEL C. DE LEON OIC - PG-ENRO Capitol, Balanga City, Bataan  (1 copy. If request is made thru e-mail [pgenro@bataan.gov.ph], contact details must be provided.)		Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits or sends request letter	1.1 Receives and logs request letter (if walk-in) / Sends acknowledgement, prints and logs request letter (if e-mail)	None	5 minutes (walk-in) / 10 minutes (e-mail)	<i>Administrative Aide II</i> Environmental Management Section
	1.2 Attaches tracking slip and endorses request letter to Department Head	None	2 minutes	<i>Administrative Aide II</i> Environmental Management Section
	1.3 Reviews and approves request  1.3a If approved, proceed to step 2 1.3b If disapproved, inform client of the reason why the request cannot be accommodated	None	5 minutes	<i>Department Head</i>
2. Responds to queries and agrees on a schedule of collection	2.1 Coordinates and organizes waste collection	None	1 day	<i>Community Development Assistant I</i> Environmental Management Section
	2.2 Inspects service area and sets schedule of collection	None		<i>Utility Foreman</i> Environmental Management Section
3. Sets out segregated waste and extends necessary assistance	3. Travels on site and collects solid waste on schedule	None	2 hours	<i>Driver II</i> <i>Utility Worker I</i> Environmental Management Section
<b>TOTAL for Walk-in Request</b>		<b>None</b>	<b>1 day, 2 hours, 12 minutes</b>	
<b>TOTAL for Email Request</b>		<b>None</b>	<b>1 day, 2 hours, 17 minutes</b>	