

109. COMPLAINTS AGAINST ENVIRONMENTAL CONCERNS***DESCRIPTION OF THE SERVICE :***

Inspection of livestock farms and other industries that have complaints on liquid waste disposed to bodies of water, emission of nuisance odor and burning of solid waste.

REQUIREMENT:

- * Written complaint addressed to the City Administrator

FEE:

- * No fee

PROCEDURE :

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN-CHARGE
1. Receives and records the letter complaint endorsed by the City Administrator	5 minutes	THELMA DIMAANO <i>Admin. Aide VI</i>
2. Sets schedule for inspection	10 minutes	CESAR LEDESMA <i>Public Service Officer IV</i>
3. Conducts inspection and gives instruction to the owner on control measures to prevent pollution	30 minutes	ROBERTO VIRREY <i>Public Service Officer II</i> ROMEO TUMAMBING <i>Public Service Officer III</i>
4. Prepares inspection report	5 minutes	CESAR LEDESMA <i>Public Service Officer IV</i>

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN-CHARGE
5. Submits Inspection Report to the City Administrator's Office	30 minutes	LORNA AFRICA <i>OIC, CENR Officer</i>
6. The City Administrator's Office endorses back the inspection report with notation		
7. Conducts re-inspection to check compliance of the establishment owner with the instruction given to him/her	2 hours	ROBERTO VIRREY <i>Public Service Officer II</i> ROMEO TUMAMBING <i>Public Service Officer III</i>
8. Prepares monitoring report	5 minutes	CESAR LEDESMA <i>Public Service Officer IV</i>
9. Endorses it to the City Administrator for proper action	30 minutes	LORNA AFRICA <i>OIC, CENR Officer</i>