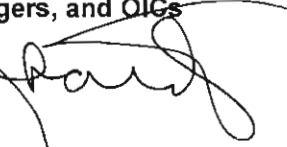




# PHILIPPINE ECONOMIC ZONE AUTHORITY

MEMORANDUM CIRCULAR NO. 2020-046

FOR : Economic Zone Locator Enterprises  
Residual Waste Haulers  
Economic Zone Administrators, Managers, and OIGs

FROM : BGen CHARITO B. PLAZA MNSA, PhD   
Director General

SUBJECT : Receiving of New and Late Renewal Residual Waste Hauler  
Registration Applications

DATE : 15 September 2020

**Open application for new and late renewal of RWH applications.** The applications for **new and late renewal** of registration as Residual Waste Hauler (RWH) will resume on **01 October 2020**. Late renewal includes those registrations that expired on or before 31 January 2020. Training certificate requirements are waived while the State of the Public Health Emergency (SPHE) is in place.

**No need to renew, extended validity in place for COR which expired on 30 June 2020.** The provisions of PEZA Memorandum Circular (MC) No. 2020-0028 are still in force such as the **extension of the validity** of registration of RWHs whose Certificate of Registration (COR) expired on 30 June 2020, filing of renewal applications within thirty (30) days upon lifting of the State of Public Health Emergency (SPHE) and waiving of the Training Certificate requirement.

**Online submission of applications.** With the threat of the corona virus transmission still looming, PEZA encourages online transactions to help prevent further transmission of the virus. Thus, all applicants (new and late renewal) for registration as RWH must submit the **complete documentary requirements** (*please see attached copy of the Citizens' Charter related to the Registration of RWH*) to the **respective electronic mails** of the Environmental Safety Group (ESG) or the Environment, Health and Safety Division (EHSD) who has jurisdiction in their respective province/region as follows:

REGION/PROVINCE	RECEIVING OFFICE	EMAIL ADDRESS
Laguna, Batangas, Rizal, Quezon, Metro Manila, Bulacan	ESG	ensd@peza.gov.ph
CAR, Region 1, Region 2 and Region 3 (except Bulacan)	BCEZ-EHSD	bcezehsd.grp@peza.gov.ph
Cavite	CEZ-EHSD	cezehsd@peza.gov.ph
Viz-Min	MEZ-EHSD	mezehsd@peza.gov.ph

**Virtual inspection of Materials Recovery Facility.** To avoid face to face transactions and ensure the safety of our clients and personnel, the conduct of site inspection shall be done remotely or through online platforms such as MS Teams or Skype. All findings and observations during the remote/virtual site inspection shall be complied within thirty (30) calendar days, otherwise, the application will be deemed cancelled.

For further inquiries, please send an email to [ensd@peza.gov.ph](mailto:ensd@peza.gov.ph).

For information and compliance of all concerned.

PEZA - DTS



1519-2020-00106

## 2. Processing of Application for Registration as Residual Waste Haulers (RWH)

<b>Office or Division:</b>	Head Office – Environmental Safety Group (ESG) Public Economic Zone (PEZ) (i.e. Baguio City Economic Zone, Cavite Economic Zone and Mactan Economic Zone) - Environment, Health and Safety Division (EHSD)
<b>Classification:</b>	Highly Technical – Multi-Stage
<b>Type of Transaction:</b>	G2B – Government to Business
<b>Who may avail:</b>	Residual Waste Haulers (RWH) applying for new or renewal of registration (renewal is every two [2] years).
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>Stage I - Conduct of Site Inspection and Issuance of Site Inspection Report</b>	
1. One (1) original duly accomplished Application Form for Accreditation as Residual Waste Hauler and notarized Anti-Graft Certificate	ESG / EHSD Downloadable at PEZA Website <a href="http://www.peza.gov.ph/index.php/pezadownloads/28-downloads/environment">http://www.peza.gov.ph/index.php/pezadownloads/28-downloads/environment</a>
2. One (1) copy each of the following: a. Valid Mayor's Permit b. Valid Certificate of Registration, Official Receipt, Deed of Sale or Lease Agreement (whichever is applicable) of the vehicle/s to be registered c. Colored pictures of the front, back and two sides of the vehicle/s to be registered d. Valid Notarized Memorandum of Agreement with a Sanitary Landfill (SLF) or Alternative Technology Facility (ATF) e. Environmental Compliance Certificate (ECC) of the SLF, and/or ECC and Validation/Verification Report issued by DOST-ITDI for ATF f. Proof of Training on Waste Management conducted within two (2) years from the date of application	RWH Applicant
3. One (1) original duly accomplished Specimen Signature of Authorized Personnel to Sign Gate Pass	RWH Applicant

<p>4. One (1) copy of the latest Sketch Map of the applicant's facility</p> <p>5. Geotagged photos reflecting the requirements in the Inspection Checklist for the Materials Recovery Facility and Vehicles (if applicable)</p> <p>6. One (1) copy of the Official Receipt as proof of payment for the Application Fee</p>	<p>RWH Applicant</p> <p>RWH Applicant</p> <p>RWH Applicant</p>			
<p><b>Stage II - Processing and Issuance of Certificate of Registration (CoR) and Vehicle Pass/es to Residual Waste Haulers</b></p>				
<p>One (1) complete set of proof (e.g. pictures and documents) of full compliance based on the conducted site inspection or on the submitted geotagged photos reflecting the requirements in the Inspection Checklist for the Materials Recovery Facility and Vehicles</p>	<p>RWH Applicant</p>			
<p><b>CLIENT STEPS</b></p>	<p><b>AGENCY ACTIONS</b></p>	<p><b>FEE S TO BE PAID</b></p>	<p><b>PROCESS ING TIME</b></p>	<p><b>PERSON RESPONSIBLE</b></p>
<p><b>Stage I - Conduct of Site Inspection and Issuance of Site Inspection Report</b></p>				

<p>1. Submit complete documentary requirements to ESG/EHSD manually or through email.</p> <p>1.2 Payment of fees based on order of payment</p>	<p>1. Review completeness and validate the original copies of the submitted documents, and, if complete:</p> <p>1.1. Issue order of payment</p> <p>1.2. Encode the details of the applicants, including the facility and vehicles, in the database</p>	<p>Php 5,000.00 + Php 50.00 for every additional vehicle to be registered in excess of five (5)</p> <p>Late submission of application for renewal will be fined in the amount of Php 1,000</p>	<p>1 day</p>	<p><i>ESG / EHSD Staff</i></p>
--	--	--	--------------	--------------------------------

<p>2. Confirm availability on the set schedule site inspection or submits required geotagged photos manually or through email</p>	<p>2. Prepare for Site Inspection:  2.1. Assign case handler  2.2. Evaluates the submitted application document  2.3. Schedule site inspection and inform applicant the schedule of the site inspection or inform applicant to submit geotagged photos reflecting the requirements in the Inspection Checklist for the Materials Recovery Facility and Vehicles</p>	<p>None</p>	<p>5 days</p>	<p><i>ESG / EHSD DC  ESG / EHSD Staff (Case Handler)</i></p> <p><i>ESG / EHSD Staff (Case Handler)</i></p>
<p>3. Receives inspection checklist and complies with the requirements, if applicable.</p>	<p>3. Conducts site inspection or reviews submitted geotagged photos by:  3.1. Validating the applicant's Materials Recovery Facility (if applicable), vehicles, and personnel against the Inspection Checklist;  3.2. Discussing findings, recommendations and requirements to the applicant; and,  3.3. Providing a copy of the inspection checklists with</p>	<p>None</p>	<p>1 Day</p>	<p><i>ESG / EHSD Staff</i></p>

	recommendations and list of requirements (if any) to the applicant.			
<b>Stage 1 Total</b>		None	7 days	
<b>Stage II - Processing and Issuance of Certificate of Registration (CoR) and Vehicle Pass/es to Residual Waste Haulers</b>				
1. Submits one (1) complete set of proof (e.g. pictures and documents) of full compliance based on the conducted site inspection and/or documents and photos review manually or through email	<p>1. Officially receives the submitted proof of compliance.</p> <p>1.1. If ESG conducted the site inspection and/or review of submitted geotagged photos, endorse to ESG Case Handler</p> <p>1.2. If EHSD conducted the site inspection and/or review of submitted geotagged photos, endorse to ESG</p>	None	1 day	<i>ESG / EHSD Staff</i>
	2. Prints or prepares the Certificate of Registration (CoR) and Vehicle Pass/es and forward (manually or through email) to ESG DC for signature	None	4 hours	<i>ESG Staff (Case Handler)</i>
	3. Signs/e-signs the CoR and forward (manually or through email) to DDG for Policy and Planning for approval, and, signs/e-signs the VP/s	None	4 hours	<i>ESG DC</i>

	4. Signs/e-signs the CoR, and, return to ESG for release	None	4 hours	<i>DDG for Policy and Planning</i>
2. Accepts the CoR and VP/s by signing the Conforme and Logbook or acknowledged receipt through email	5. Releases the CoR and VP/s manually or through email	None	4 hours	<i>ESG Staff</i>
<b>Stage 2 Total</b>		None	3 days	
<b>TOTAL:</b>		<b>None</b>	<b>10 days</b>	

Processing of Application for Registration as Residual Waste Haulers is qualified for multi-stage processing.