



# PHILIPPINE ECONOMIC ZONE AUTHORITY

MEMORANDUM CIRCULAR NO. 2021-054

FOR : Residual Waste Haulers  
Economic Zone Locator Enterprises  
Economic Zone Administrators, Managers, and OICs  
Environmental Health and Safety Divisions

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

SUBJECT : Renewal of Registration as Residual Waste Hauler

DATE : 17 September 2021

All PEZA-registered Residual Waste Haulers (RWHs) whose Certificates of Registration (CoRs) expired during the ongoing State of Public Health Emergency are requested to submit their application for renewal within the period provided in Section 1. We request all PEZA-registered enterprises and PEZA Zone Offices to advise the RWH transacting with their offices of the renewal period. The application forms may be downloaded from the PEZA website through this link: <http://peza.gov.ph/documents/rwhapplication.pdf>

### Section 1. RENEWAL PERIOD and VALIDITY

For efficient processing of applications for renewal, the following renewal period shall be observed based on the CoR's expiration:

CoR's Expiration	Renewal Period
30 June 2020	01 to 29 October 2021
31 January 2021	03 to 29 November 2021
30 June 2021	01 to 22 December 2021

The extension of the validity of CoRs shall be on the last day of the renewal period indicated in the table above, thus the validity and the renewal period is dependent on the expiration date of the COR. RWHs who will not be able to submit their application within their designated renewal period shall be deemed expired, and the RWH shall not be allowed to haul wastes from PEZA ecozone enterprises until their certificates are renewed.

### Section 2. PENALTY

The Php 1,000 penalty for late renewal shall be waived if the RWH submits its renewal application within the renewal period mentioned above. For example, a RWH whose COR expired in 30 June 2020 who submitted their application in October 29 will not be imposed a penalty of Php Php 1000. However, in the event that the RWH is not able to submit their application within their designated renewal period, the penalty shall be in effect.



### Section 3. SUBMISSION OF APPLICATION

Given the threat of COVID-19, **submission of all applications for renewal of registration as RWH shall be done through email** of the Environmental Safety Group (ESG) or the Environment, Health and Safety Division (EHSD) who has jurisdiction over the Materials Recovery Facility (MRF) of the RWH as follows:

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

All renewal applications must have the complete requirements (except for the Training Certificate) as stated in the Citizens' Charter for the Processing of Application for Registration as Residual Waste Hauler (**attached as ANNEX A**). **Incomplete application/requirements shall not be processed and/or accepted.** Payment instructions shall be provided once the renewal application is evaluated as complete.

### Section 4. TRAINING CERTIFICATE

Since mass gathering (i.e. community gatherings, training activities, etc.) is still prohibited during the extended State of Public Health Emergency, the **training certificate requirement shall be waived** until further notice.

### Section 5. SITE INSPECTION

To further avoid the transmission of COVID-19 and ensure the safety of our staff and clients, **the conduct of site inspection shall be done remotely or through online platforms** such as MS Teams, Zoom, etc. In this regard, we are requesting the RWH to have a gadget capable of these online platforms and secure a stable internet connection in their facilities during the scheduled virtual inspection.

All findings and observations during the remote/virtual site inspection are requested to be complied with within thirty (30) calendar days from date of inspection consistent with the Citizens' Charter, otherwise, the application will be deemed cancelled.

### Section 6. CLAIMING OF CERTIFICATES

Instructions for claiming of the hard copy of the CoR and Vehicle Pass/es shall be provided through email once all the requirements/findings/observations during the remote/virtual site inspection have been complied with.

### Section 7. INQUIRIES

For further inquiries, please send an email to ESG or to the EHSD who has jurisdiction over the RWH based on location of the Materials Recovery Facility (MRF) as provided in Section 3. Since we value the safety of our clients and our staff, **we highly discourage our clients from visiting our offices during this pandemic unless extremely necessary.**

For information, compliance and guidance of all concerned.

## 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.