

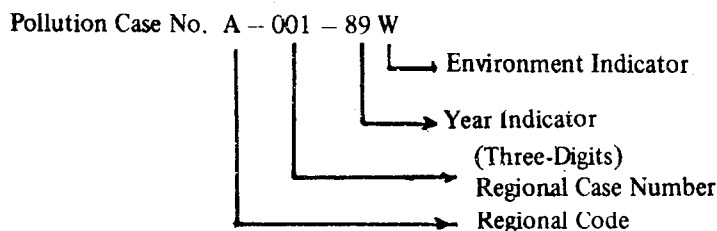
DENR ADMINISTRATIVE ORDER
NO. 8

SUBJECT: Docketing of Pollution Cases and Numbering of Permits.

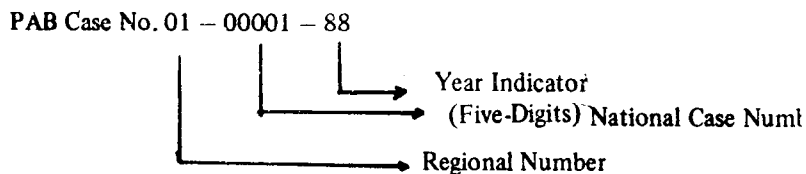
Pursuant to Section 9 of PAB Resolution No. 1 series of 1987 and in line with the PAB system of the disposition of cases and as a result of the consultative seminar/workshop with the Regional Technical Directors held on 22 November 1988 at Peirolab Bldg., Mines and GeoSciences Bureau, the following convention of docketing of cases and numbering permits shall be adopted:

A. DOCKETING OF CASES

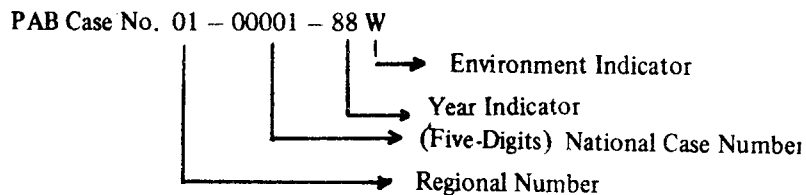
1. For cases brought to the attention of the regional office, it should be docketed as:



2. For cases elevated to the PAB, the Secretariat will likewise docket the case as they come in the manner should be below:

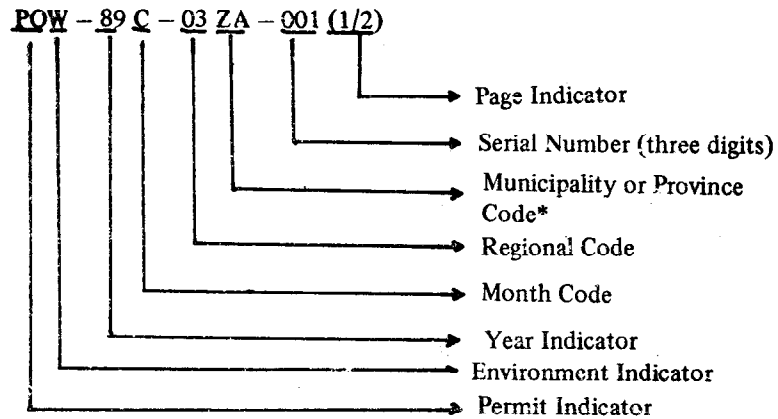


3. For cases initiated by PAB (those which are environmentally critical cases:



B. PERMITTING

1. For permits, the numbering below shall be adopted:



C. CODE LEXICON/EXPLANATION

a. Environment Indicator

- | | |
|---------------------|--------------------|
| A - Air Pollution | S - Solid Waste |
| W - Water Pollution | T - Toxic Waste |
| N - Noise Pollution | O - Odor Pollution |

* Note: The Environment Indicator reflects as many categories as may be affected, i.e.

- | | |
|-----------------|--------------------------------------|
| A - 001 - 88 WA | - means water and air pollution case |
| A - 001 - 88 A | - means air pollution case only |

b. Year Indicator - The last two digits of the year/indicates the year the permit is valid.

c. Region Code

Regional Level Code (For use by Regional Office only)	Regional Number (For use by PAB only)	Regional Office
A	01	1
B	02	2
C	03	3
D	04	4
E	05	5
F	06	6
G	07	7
H	08	8

I	09	9
J	10	10
K	11	11
L	12	12
M	13	NCR
N	14	CAR

For NCR – Municipality Code
For Regions – Province Code

- d. **Case Number** – Sequential numbering of cases as they arise i.e. 1, 2, 3, 4, 5, 6 etc.
- e. **Page Indicator** – Page number with respect to the total number of pages that a particular permit has. *If it is only a one page permit, this indicator could be written off.*
- f. **Serial Number** – Sequential numbering of firms applying for permits in a particular municipality or province.
- g. **Municipality or Province Code** – The first two letters of the municipality or province where the firm is located. The regional office can devise its own code for the municipalities under its jurisdiction provided that the code should not be more than two letters.
- h. **Month Code** – The month of the year when the particular permit will expire, for a one year regular permit. For temporary permits, the expiry date shall be clearly indicated just below the permit number.
- i. **Permit Indicator** – Type of permit being issued such as:
 - PO – Permit to Operate
 - AC – Authority to Construct
 - PC – Pollution Clearance (the month indicator may be written off)
 - CE – Certificate of Exemption (the month indicator may be written off)

This order shall take effect immediately and shall remain in force unless revoked in writing.

FULGENCIO S. FACTORAN, JR.
Secretary

Recommending Approval:

DR. CELSO R. ROQUE
Undersecretary for Environment and Research

Signed on February 10, 1989