

DENR Memorandum Order
No. 02
January 13, 1995

**SUBJECT : Non-acceptance or Return of Incomplete Applications
For Environment and Natural Resources-based
Licenses, Permits, Clearances and Other DENR Services.**

In the interest of the service, and in order to streamline the processing/evaluation of application from the public for environment and natural resources-based licenses, permits, clearances and all other DENR public services, and in order to eliminate complaints in connection with delays in processing, all DENR units, officials and personnel are hereby reminded to comply with the Civil Service Rules and Regulations on Ethical Standards, particularly on the prescribed period to act on documents received.

Likewise, all DENR units, officials and personnel are hereby directed not to accept applications for licenses, permits, etc. unless the pre-requisite fees and documents are complete. In cases when requirements arise as a result of preliminary evaluation, the applicant will be informed officially, and the application folder will be sent back to the applicant together with said official notice.

Applications will only be accepted again after satisfactory compliance with : the additional requirements.

For immediate compliance.

ANGEL C. ALCALA
Secretary