

Digital Bangsamoro Portal



User Manual

Wastewater Discharge Permit (Service Application)

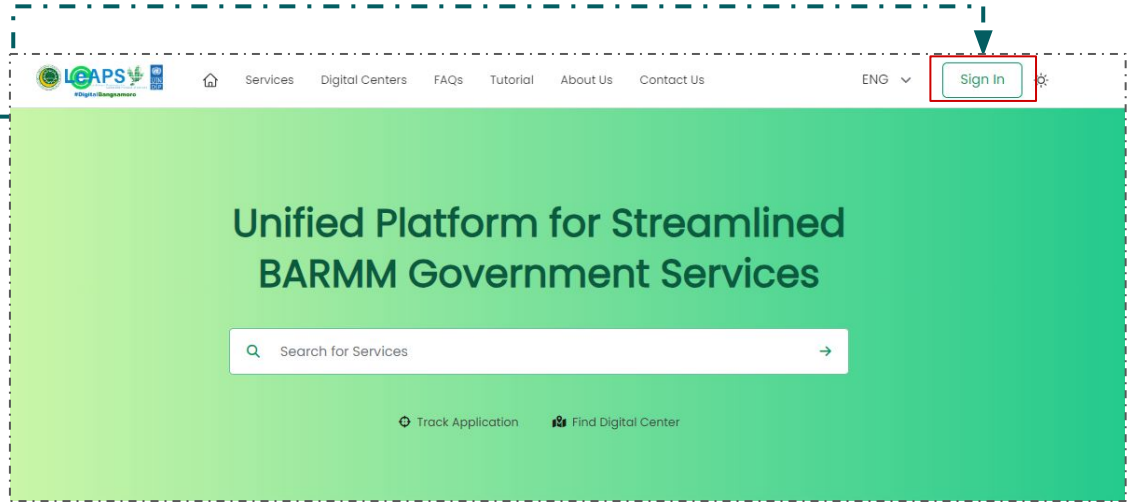
Landing Page

Step -01

Click on the “**Sign In**” Button to Login to the Portal

Citizen Panel

citizen.ph.orangebd.com



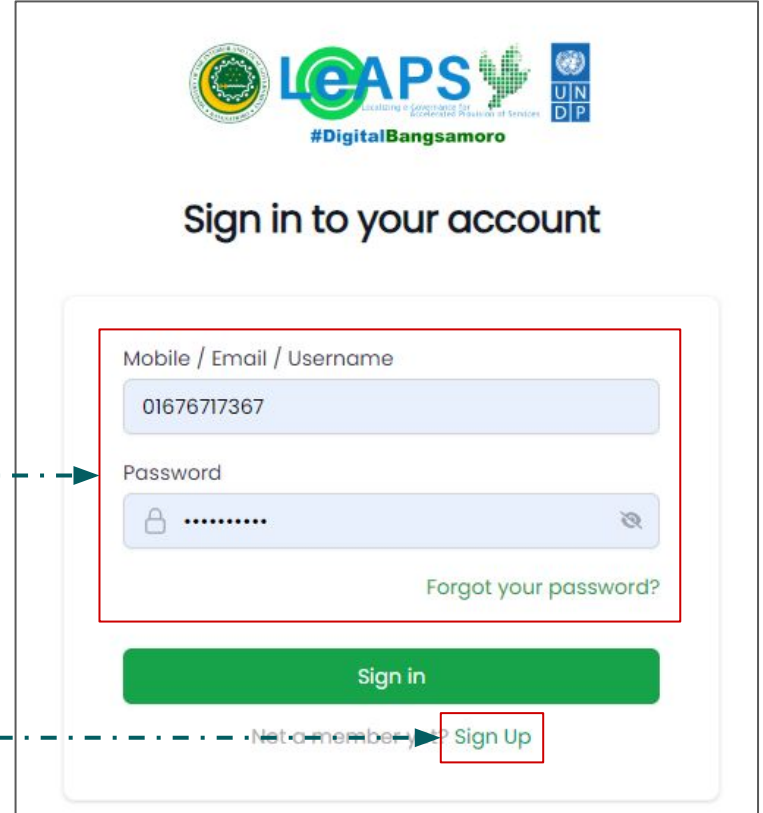
Login Page

Step -02

Input **Mobile / Email / Username**
& **Password**

Step -03

For New Users, Click on to **Sign-Up**
Button to Register



The screenshot shows the LeAPS login interface. At the top, there are logos for the Bangsamoro Government, LeAPS, and UNDP, along with the tagline 'Localizing a Government for Accelerating Prosperity of Seniors' and the hashtag #DigitalBangsamoro. The main heading is 'Sign in to your account'. Below this, there is a form with two input fields: 'Mobile / Email / Username' containing the number '01676717367' and 'Password' with masked characters. A link 'Forgot your password?' is positioned below the password field. A green 'Sign in' button is at the bottom of the form. Below the button, the text 'Not a member?' is followed by a 'Sign Up' button, which is highlighted with a red box. Dashed lines from the instruction boxes on the left point to the input fields and the 'Sign Up' button.

Mobile / Email / Username
01676717367

Password
.....

[Forgot your password?](#)

Sign in

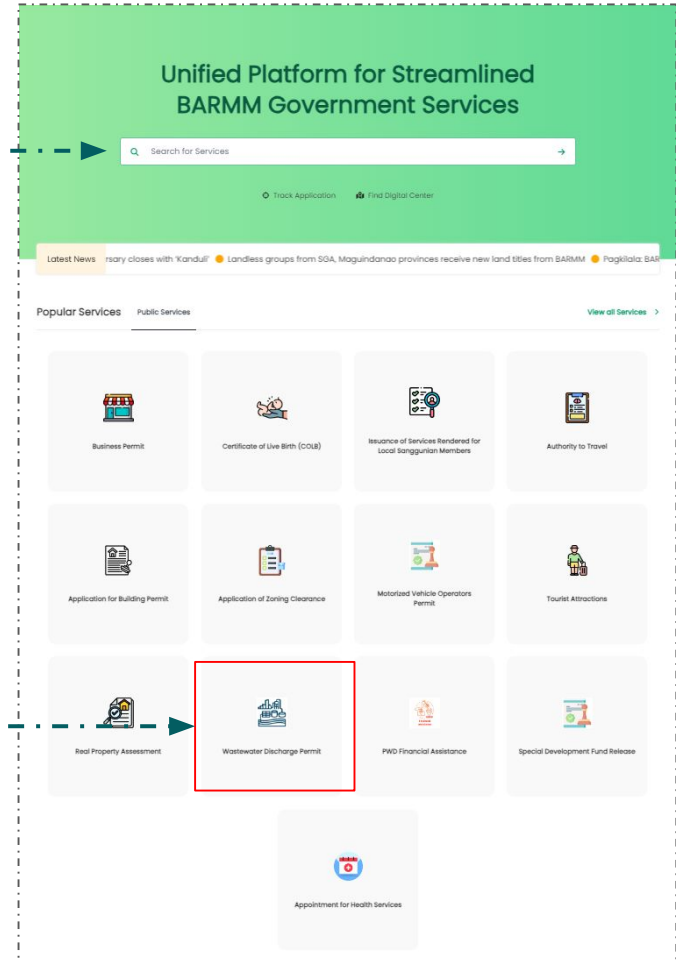
Not a member? **Sign Up**

Service Search

Step -04

User can **Search** the Service by
Typing Service Name

Users can also Click on the
Service Name to apply



Service Info

Step -05

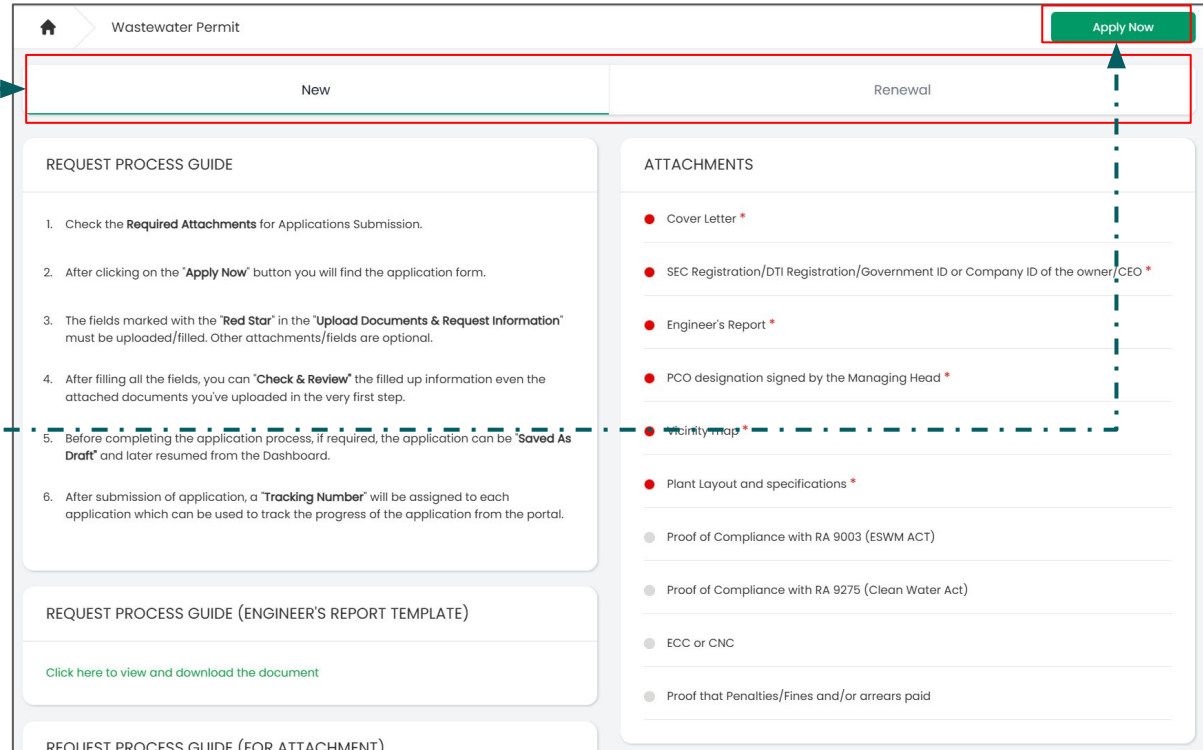
User can Select Type of Application by clicking on the Tab

Step -06

User can Click **Apply Now** Button to Proceed

Note

Users can also view the **Attachments** & **Request Process Guide** for Further information



Wastewater Permit

Apply Now

New Renewal

REQUEST PROCESS GUIDE

1. Check the **Required Attachments** for Applications Submission.
2. After clicking on the **"Apply Now"** button you will find the application form.
3. The fields marked with the **"Red Star"** in the **"Upload Documents & Request Information"** must be uploaded/filled. Other attachments/fields are optional.
4. After filling all the fields, you can **"Check & Review"** the filled up information even the attached documents you've uploaded in the very first step.
5. Before completing the application process, if required, the application can be **"Saved As Draft"** and later resumed from the Dashboard.
6. After submission of application, a **"Tracking Number"** will be assigned to each application which can be used to track the progress of the application from the portal.

REQUEST PROCESS GUIDE (ENGINEER'S REPORT TEMPLATE)

[Click here to view and download the document](#)

REQUEST PROCESS GUIDE (FOR ATTACHMENT)

ATTACHMENTS

- Cover Letter *
- SEC Registration/DTI Registration/Government ID or Company ID of the owner/CEO *
- Engineer's Report *
- PCO designation signed by the Managing Head *
- ~~Security map *~~
- Plant Layout and specifications *
- Proof of Compliance with RA 9003 (ESWM ACT)
- Proof of Compliance with RA 9275 (Clean Water Act)
- ECC or CNC
- Proof that Penalties/Fines and/or arrears paid

Service Info

Note
User needs to complete 3 Steps to Apply

Step - 07
User can Click “**Select File**” Button to Upload Required Attachments

Step - 08
Users will click on the **Next** Button
To Proceed to next step

1

2

3

UPLOAD ATTACHMENTS

REQUEST INFORMATION

APPLICATION REVIEW

Office : Ministry of Environment, Natural Resources and Energy

Services

Wastewater Discharge Permit

New

UPLOAD ATTACHMENTS

INSTRUCTIONS

Maximum Upload File Size: 25 MB

●

Cover Letter *

Select File

●

SEC Registration/DTI Registration/Government ID or Company ID of the owner/CEO *

Select File

●

Engineer's Report *

Select File

●

PCO designation signed by the Managing Head *

Select File

●

Vicinity map *

Select File

●

Plant Layout and specifications *

Select File

●

Proof of Compliance with RA 9003 (ESWM ACT)

Select File

●

Proof of Compliance with RA 9275 (Clean Water Act)

Select File

●

ECC or CNC

Select File

●

Proof that Penalties/Fines and/or arrears paid

Select File

Next

Request Information

Step - 09

User will fill up “Application Form”

Step - 10

User will click on the **Next** Button to Proceed for Next Step

1

2

3

UPLOAD ATTACHMENTS

REQUEST INFORMATION

APPLICATION REVIEW

1

2

3

4

General Information

Employment and Operation Information

Source of Water Supply and Wastewater Generation

Product Information

CNC Issued

ECC Issued

CNC Number Only

ECC Number Only

TIN *

INSTRUCTION: Fill in all appropriate spaces. Note: Failure to complete this form may be sufficient ground for disapproval of the Permit application.

Name of Establishment/ Plant *

Est. Code *

Year Est. *

Year Est. (1800 to 2100)

Plant Address No. & Street Name *

Region *

Province *

Choose One

Choose One

Municipality / City *

Barangay *

Choose One

Choose One

Company Name *

Company Address *

Type of Industry *

Choose One

Certificate of Accreditation No:

Accreditation Date:

Select Date

Name of PCO *

Tel. No. & Cel. No.

Fax No.

Legal Classification *

Choose One

Ownership Terms (s)

Private

PO

Govt.

Previous

Next

Application Review

Note

User can review the filled up application form & Attachments

Note

Users can “**Save as Draft**” to apply later or **Edit** Button To Go back and edit the application

Step - 11

Users will click on the **Submit** Button To Apply

1

UPLOAD ATTACHMENTS

2

REQUEST INFORMATION

3

APPLICATION REVIEW

APPLICATION REVIEW

General information

CNC Issued
Voluptas debitis out

ECC Issued
Voluptatem consequat

TIN *
Laborum sunt saepe i

INSTRUCTION: Fill in all appropriate spaces. Note: Failure to complete this form may be sufficient ground for disapproval of the Permit application.

Name of Establishment/ Plant *
Skylark Company, Inc

Est. Code *
30891876

Year Est. *
2013

Plant Address No. & Street Name *
159/17/a/4/, Anandabazar, Masjid Road, North Shewrapara

Region *
Bangsamoro Autonomous Region in Muslim Mindanao

Province *
Lanao Del Sur

Municipality / City *
Butig

Barangay *
Butig Proper

Company Name *
Skylark Company, Inc

Company Address *
159/17/a/4/, Anandabazar, Masjid Road, North Shewrapara

Type of Industry *
Mining and Quarrying

Certificate of Accreditation No:
Cupidatat maxime cil

Accreditation Date:
[Not Provided]

Engineer's Report *

PCO designation signed by the Managing Head *

Vicinity map *

Plant Layout and specifications *

Proof of Compliance with RA 9003 (ESWM ACT)

Proof of Compliance with RA 9275 (Clean Water Act)

ECC or CNC

Proof that Penalties/Fines and/or arrears paid

Save as Draft

Edit

Submit

Applicant Dashboard

Note

User can go to All Application, To view the Application status and Download Certificate.

Note

Users can search the application by tracking ID and Service Name

Note

Users can click on the **Action** Buttons To Download Certificate, View Details, Current Status & Cancel Request

All Applications							
All Applications Applied Applications 28 Pending Applications 13 In Progress Applications 11 Rejected Applications 1 Completed Applications 3		All Requests Status All Status search					
Service Name	Office	Tracking ID	Apply	Ex. Delivery	Status	Action	
Wastewater Discharge Permit (New)	Ministry of Environment, Natural Resources and Energy, Ministry of Environment, Natural Resources and Energy	202508ff93e263	12.08.2025	11.09.2025	Completed	Download Certificate View Details View Current Status	