DENR ADMINISTRATIVE ORDER  
No. 26  
Series of 1992

Subject: AMENDING MEMORANDUM CIRCULAR NO. 02  
SERIES OF 1981: APPOINTMENT/DESIGNATION OF  
POLLUTION CONTROL OFFICERS

Pursuant to paragraph 3 of Letter of Instruction No. 588, dated 19 August 1977,  
and by virtue of Presidential Decree No. 984 dated August 18, 1976 and Executive  
Order 192 dated 10 June 1987, Memorandum Circular No. 02, Series of 1981 of the  
National Pollution Control Commission is hereby amended to read, as follows:

Section 1. Objective - To effectively enforce the "Pollution Control Decree of 1976",  
otherwise known as PD 984, and its implementing rules and regulations by establishing  
linkages among the (1) Department of Environment and Natural Resources, (2) industrial  
establishments which are potential and actual sources of pollution and (3) local  
government agencies, and in order to carry out the national policy of maintaining a  
reasonable quality of the environment.

Section 2. Definition of Terms - As used in and for the purpose of these guidelines,  
the following terms and phrases shall have the corresponding meaning herein below  
stated:

a. "Department" means the Department of Environment and Natural Resources.

b. "Technical Person" shall include any licensed engineer or technologist with  
bachelor's degree in science or technology. It shall also construe to mean any  
technologist who has sufficient technical training, background, or any appropriate  
experience in pollution control technology, designing and/or operation of pollution  
control devices. Although he may not be a licensed engineer or a bachelor's  
degree holder in science or technology, his capability may have been determined  
by the Department and/or an engineering professional group in pollution control  
as equivalent to that of a technical person.

c. "Pollution Control Facility", "Pollution Control Device" or "Anti-pollution  
device" shall mean any structure, contrivance, facility, system, device or  
mechanism which can adequately control and/or abate liquid or gaseous wastes  
or sound pollution within the allowed quality of standards of the Department.

d. "Private Entities" shall include private individuals or corporations whose  
functions or activities fall within the meaning of Letter of Instruction 588.

e. "Environmental Unit" shall mean a unit or section of every government office or  
industrial establishment whose function is to attend and monitor their activities  
pertaining to the installation or construction of pollution source and control  
facilities with the end in view of ensuring their compliance with the air, noise and  
water quality standards and to handle other matters of environmental concerns
including protection activities such as solid waste management construction and maintenance of sewer systems, and other pollution control measures.

**Section 3. Appointment/Designation of Pollution Control Officers (PCOs)** - Industrial, commercial and manufacturing establishments and private entities, whose activities are potential and actual sources of water, air, and land pollution, shall each appoint and/or designate a Pollution Control Officer. Likewise, all provincial, municipal and city governments, shall each appoint/designate the same. Such appointment/designation shall be subject to accreditation by the Department in accordance with Section 8 of this Administrative Order.

**Section 4. Qualifications for Pollution Control Officer:**

- **a. Basic qualifications:** Must be a Filipino citizen, of good moral character, mentally and physically healthy, of legal age and must have a professional qualification corresponding to the type of treatment system being handled as described in Section 4.b.

- **b. Professional requirement**
  1. **Water pollution control systems:** For the operation of Wastewater Treatment Plant treating highly concentrated or toxic or voluminous wastewater and requiring the supervision or management of highly technical person, the officer must preferably be a registered Chemical, Mechanical, Mining or Sanitary Engineer or any registered engineer with master’s degree in Environmental Engineering or related field.
  2. **Air pollution control systems:** For the operation of air pollution facilities consisting of complex devices to control air pollutants from toxic, hazardous and/or highly pollutive plants, the officer must preferably be a registered Chemical or Mechanical Engineer.
  3. **Treatment for toxic and hazardous wastes:** For the operation of treatment systems for toxic and hazardous solid waste, the officer must preferably be a registered Chemical Engineer or Chemist.
  4. **Small or simple works:** For the operation of small or simple works, facilities or mechanical control devices such as septic tanks, or simple works to treat domestic sewage (for water pollution control), expansion chambers, impingement tanks, etc. (for air pollution control), or facilities for non-toxic solid waste, the officer could be any knowledgeable technical person with basic training in pollution control.

**Section 5. Duties and Responsibilities of an Accredited Pollution Control Officer**

- **a.** The accredited Pollution Control Officer shall have the following duties and responsibilities:
  1. Attend to the requirements of the establishment or agency prior to the construction or installation of pollution control facilities including the
application and securing of necessary pollution permits and renewal thereof;

(2) Monitor activities pertaining to the installation or construction of pollution source and control facilities with the end in view of ensuring their compliance with the air, noise and water quality standards; the PCO and the head of establishment shall be held responsible for any violations of PD 984 and its implementing rules and regulations committed by establishment where the officer is employed;

(3) Supervise the proper operation and maintenance of pollution control facilities of the establishment or agency;

(4) Report within reasonable time to the Department the breakdown of any pollution control facility, and the estimated and actual date of completion/repair and operation;

(5) Promptly submit validated/certified as correct by the General Manager periodic reports as stipulated in Section 7 hereof or as required by the Department (otherwise, said reports shall not be accepted as evidence in a pollution case);

(6) As a liaison officer with the Department, he shall keep himself abreast with the requirements of the Department and the latest available technology on the prevention, control and abatement of pollution;

(7) Maintain liaison with the city/provincial/municipal or local pollution control officers;

(8) Attend the meetings for Pollution Control Officers which may from time to time be called by the Department;

(9) Facilitate compliance of the establishment he represents with the requirements that may from time to time be prescribed by the Department;

(10) Recommend to the management the installation and operation of additional equipment for the pollution abatement facilities; and

(11) Handle other matters of environmental concern as required by his employer.

b. The accredited Pollution Control Officer of the local government shall have the following duties and responsibilities:

(1) Implement devolved function to LGU and/or coordinate the pollution control and prevention activities within the city, municipality or province, including environmental protection activities such as solid waste management construction and maintenance of sewer systems, and other pollution control activities. Consistent with the provisions of the Local Government Code the officer can seek assistance from the field offices of
DENR regarding violations or non-compliance with the pollution control requirements and rules and regulations.

(2) Upon verification that pollution control requirements are complied with, recommend the filing of all applications for building and/or business permit in coordination with municipal, city or provincial development staff or engineering office for pollution permit applications and application for location and zoning clearance, particularly on manufacturing, industrial and commercial establishments.

(3) Cooperate with national/regional officials of the Department in the enforcement/implementation of environmental protection and pollution control laws, rules and regulations.

Section 6. Employment Status - Pollution Control Officers shall be employed on a full time basis except in firms not meeting the category or having lower capacities and/or discharge volume than those listed in Annex "B" where a part-time PCO may be appointed designated or employed.

Section 7. Periodic Reporting. - All accredited private Pollution Control Officers shall submit a periodic report to the respective Regional Officer of the Department every quarter, or as often as maybe required, based on the operation and maintenance of pollution source and control facilities concerned.

The report shall be in accordance with the format specified in Annex "C".

Section 8. Accreditation of Pollution Control Officer - All Pollution Control Officers shall be accredited by the Department. The accreditation shall be based on the qualifications set forth in Section 4 and shall observe the following procedure:

a. The company/LGU shall apply for the accreditation of its appointed or designated Pollution Control Officer at the respective Regional Offices of the Department within thirty (30) days from the date of designation and/or appointment, or any date prescribed by the Department. The application shall be accompanied by the curriculum vitae and/or other supporting documents showing proof of appointee's qualification e.g. trainings on environment, etc;

b. The Secretary or a duly designated official of DENR shall approve/disapprove the accreditation of the appointed/designated Pollution Control Officer within thirty (30) days from the receipt of application;

c. As proof of approval, a "Certificate of Accreditation" (Annex "D") shall be sent to the firm and the PCO. The said PCO, however, shall be required to attend an orientation program according to Section 12 of this order;

d. For disapproved applications the Department shall officially inform the firm of the reason(s) and direct said firm to submit deficiencies and/or appoint another Pollution Control Officer; and
e. The DENR Regional Office shall furnish the Environmental Management Bureau a copy of the approved "Certificates of Accreditation" and disapproved applications. EMB shall be the main repository of accreditation records and may develop a PCO database for the purpose. EMB shall be responsible for periodic reporting to the Office of the Secretary.

Section 9. Categories of Pollution Control Officers - A Pollution Control Officer shall be categorized according to the responsibilities/restrictions and based on the corresponding additional requirements. The PCO category will be noted in the Certificate of Accreditation and the PCO shall only act according to its corresponding responsibility/restriction as described herein:

a. Pollution Control Officer I

(1) **Responsibility/Restriction**: Shall only be in-charge of the operation of the pollution control systems of a single establishment belonging to the classification of relatively less pollutive establishment as enumerated in Section 5 and/or which is considered small or simple works as defined in Section 4.b(4) or as determined by the Department.

(2) **Additional requirement**: Over and above the qualifications set forth in Section 4, the applicant PCO I should have attended at least one (1) training/seminar/workshop on pollution control sanctioned by the Department within the past three (3) years.

b. Pollution Control Officer II

(1) **Responsibility/Restriction**: Shall only be in-charge of the operation of a single establishment belonging to the classification of a relatively more pollutive establishment and/or the operation of a pollution control system as defined in either Section 4.b(1), 4.b(2) and 4.b(3) or as determined by the Department;

(2) **Additional requirement**: Over and above the qualifications set forth in Section 4, the applicant PCO II should have attended at least five (5) trainings/seminars/workshops on pollution control sanctioned by the Department within the past eight (8) years.

c. Pollution Control Officer III

(1) **Responsibility/Restriction**: Shall be responsible for the performance of the pollution control systems i.e. combination of treatment systems as defined in Section 4.b(1), 4.b(2) and 4.b(3) and the plant PCO of an establishment classified as highly pollutive or to an establishment with two or more plant locations where every plant location has a designated/accredited PCO or as determined by the Department.

(2) **Additional requirements**: Over and above the qualifications set forth in Section 4, the applicant PCO III shall meet the following additional requirements:
i. Shall be a registered chemist, chemical, mechanical, mining, sanitary engineer or any registered engineer with at least eighteen (18) units in graduate course in environmental engineering or any related fields; and

ii. Shall have attended at least ten (10) trainings/seminars / workshops on pollution control or environmental management sanctioned by the Department within the past twelve (12) years.

Section 10. Accreditation of Environmental Units - Corporation with Environmental Units may request the Department for accreditation. Upon accreditation the Corporate Environmental Unit shall have the following functions:

a. supervise all Pollution Control Officers of the corporation
b. represent the Pollution Control Officers
c. formulate environmental programs for the corporation
d. other functions as may be allowed by the Department.

Section 11. Transitory Tenure of Accreditation - Upon effectivity of these guidelines, all establishments as described in Section 3, hereof shall each appoint/designate a Pollution Control Officer. A transition period of two (2) years may be given to establishments whose current PCO’s do not meet the required category especially those of complex and highly pollutive establishments. As such, their accreditation is temporary in nature and, therefore, shall be subject to automatic revocation by the Department if conditions warrant such decision.

Section 12. Organization and Orientation Programs - In order for Pollution Control Officers to effectively carry out their functions, the Department shall conduct from time to time appropriate orientation and/or training courses to keep them abreast with recent pollution control laws, rules and regulations, policies and programs, and technologies.

Any establishment failing to designate/appoint PCO shall be fined or penalized in accordance with Section 106 of the NPCC Rules and Regulations or Section 9 of P.D. 984.

Accredited Pollution Control Officers are encouraged to organize themselves at the provincial, regional and national levels for effective coordination with government and activities.

Section 13. Revocation and Suspension of Accreditation of Pollution Control Officers - The following shall be considered as violations of Pollution Control Officers:

a. Submission of false documents and/or reports;

b. Failure to perform the functions as indicated in Section 5 of this Administrative Order; and

c. Verifiable negligence of the PCO (such as failure to submit the necessary report/recommendations to management to address their company’s pollution...
problem) resulting to the application of penalty to the firm such as closure and/or fine due to violation of pollution control laws, rules and regulations; and

d. Suspension of the PCO more than once.

The following actions shall be taken with regards to the abovementioned violations by a Pollution Control Officer:

a. First violation : strict warning

b. Second violation : revocation of accreditation

An accreditation is suspended due to the following circumstances:

a. the establishment has a pending pollution case due to the negligence on the part of the PCO; and

b. uncooperative attitude of the PCO.

In the event that the PCO is under suspension, the firm is held responsible for designating a temporary substitute within one (1) week from receipt of suspension notice.

Section 14. Effectivity - This Administrative Order shall take effect immediately and shall form part of the permitting system as provided for in the 1978 Rules and Regulations Implementing P.D. 984 and shall supersede all previous provisions found to be inconsistent herewith.

(Sgd.) FULGENCIO S. FACTORAN
Secretary

Recommending Approval

(Sgd.) DELFIN J. GANAPIN, JR.
Assistant Secretary
ANNEX "A"

INDUSTRY CLASSIFICATIONS REQUIRING THE SERVICES
OF ACCREDITED POLLUTION CONTROL OFFICERS

1. Livestock Production

2. Mining
   a) Metallic
   b) Non-metallic

3. Food Manufacturing
   a) Slaughtering
   b) Rice, Corn and Flour Milling
   c) Vegetable and Animal Oil Processing
   d) Sugar Milling/Refining
   e) Animal Feeds Manufacturing
   f) Miscellaneous Food Manufacturing

4. Beverage Manufacturing
   a) Distillery
   b) Brewery and Winery
   c) Carbonated Drinks Manufacturing

5. Tobacco Manufacturing

6. Textile Manufacturing
   a) Carpets and Ropes Manufacturing
   b) Miscellaneous Textile Manufacturing

7. Leather and Leather Products

8. Wood Processing Plants
   a) Sawmill/Lumber Mill
   b) Miscellaneous Wood Processing

9. Paper and Paper Products

10. Chemical and Chemical-Based Products

11. Non-Metallic and Mineral Products
    a) Ceramics
    b) Glass
    c) Cement
    d) Miscellaneous Non-Metallic Mineral Products

12. Metal Industries
    a) Iron and Steel
    b) Non-Ferrous
    c) Fabrication
d) Machinery Products  
e) Electrical Appliance and Supplies  
f) Transportation Manufacture/Repair  
g) Miscellaneous Metal Industries

13. Electricity, Gas  
a) Electricity Generation and Distribution  
b) Gas Liquid Fuel Manufacture

14. Pharmaceutical Industries

15. Electronics Industries

**Note:** Other industrial classifications not listed above which are potential/actual sources of pollution shall require the services of accredited Pollution Control Officers.
Firms that should have full-time Pollution Control Officer

1. Those with wastewater discharge volume of 100 m$^3$/day or more
2. Those with total capacity equal or more than
   a) Steam Boilers and Oil Heaters
      
      | Rated Hp | kg/hr cap. (Steam) | kcal/hr (Steam) | kcal/hr (Oil) |
      |-----------|--------------------|-----------------|---------------|
      | 400 Hp    | 6273               | 3374            | 3000          |
   b) Other Fuel-burning Installations
      
      | Grate Surface Area m$^2$ | Solid Fuels kg/hr | Oil li/hr | Gas m$^3$/hr |
      |--------------------------|-------------------|-----------|-------------|
      | 3.5                      | 473               | 473       | 474         |
   c) Electric Furnace and Ovens
      
      | kw (Capacity, kg/hr) | Steel | Bronze | Iron |
      |----------------------|-------|--------|------|
      | 225                  | 375   | 680    | 405  |
   d) Incinerators
      
      | Grate Surface Area (m$^2$) | Capacity (kg/hr) |
      |---------------------------|------------------|
      | 3.5                        | 475              |
   e) Air Pollution Control Installations
      
      Capacity
      Equal to or more than 257 m$^3$/min.
   f) Process Equipment
      
      Raw materials rated capacity
      10 MT/hr
   g) Odorous raw materials
      
      Rated capacity
      1,000 kg/hr
POLLUTION CONTROL OFFICER QUARTERLY REPORT
Period Covered ______________

A. General Information

1. Name of firm/establishment:

2. Plant address/location:

3. Nature of business:

4. Plant Operation: Average _____ Hrs/day _____ days/week
   Maximum _____ Hrs/day _____ days/week

5. Amount of raw materials processed and finished products produced during this period:
<table>
<thead>
<tr>
<th>Raw material</th>
<th>Amount (tons)</th>
<th>Finished Products</th>
<th>Amount (tons)</th>
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B. Water Pollution Control:

6. Sources of Wastewater:
   - Domestic: ___________________________ m³/day
   - Process: ___________________________ m³/day
   - Cooling: ___________________________ m³/day
   - Washing: (a) Equipment ____________ m³/day
              (b) Floor ____________ m³/day

7. Wastewater Treatment Processes:
   - a) Design Capacity of WTP (m³/day): _________________
b) Date the treatment plant was built: ________________

c) Schematic Diagram of Treatment Process:
   (Indicate wastewater flow directions and rates and the different treatment units involved in the process). Please attach scheme.

d) No. of hours operation of the system per day ________________
   per week ________________

e) No. of hours "operational stoppage" during the period:
   1) Whole system ______________________
   2) Major sections/appurtenances _____________________

8. Sludge Management:
   Quantity of sludge produced _____ m³/day or tons/day
   Method used for sludge thickening : _____________________
   Method used for sludge treatment : _____________________
   Method used for sludge disposal : _____________________
   Frequency of disposal : _____________________

9. Elaboration:
   (Indicate any breakdown of equipment/motor/pump, etc., problems encountered in the operation/improvements undertaken.)

10. Wastewater Characteristics:
    (Attach result of monthly physical and chemical laboratory analysis on the WTP, for Metal bearing wastes include Heavy Metal Analysis, for textiles, bottle washing and other industries using detergent in its process operation activity include detergent analysis.)
Physical & Chemical Analysis should include the ff:

a) Color : _______________________

b) Temperature OC : _______________________

c) pH : _______________________

d) Suspended Solids (mg/L) : _______________________

e) BOD (mg/L) : _______________________

f) Oil/grease (mg/L) : _______________________

g) __________________ : _______________________

C. Air Pollution Control:

11. Elaboration:

(Indicate any breakdown of equipment motor, pump, etc. problems encountered in the operation/improvements undertaken.)

D. Remarks

Prepared & Submitted by:

_______________________
Pollution Control Officer

Date Prepared ___________

Attested by:

_______________________
Name of Firm:  
Plant Address/Location:  
Nature of Business:

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<th>FUEL BURNING STATIONARY SOURCE INSTALLATIONS</th>
<th>Air Pollution Source Installations</th>
<th>No. of Hrs. of Operation</th>
<th>Amount of Fuel Consumed</th>
<th>Corresponding Air pollution Control Device</th>
<th>No. of Hrs. of Operation</th>
<th>Air Contaminants Monitored / Analyzed</th>
<th>Concentrations of Contaminants</th>
<th>Means of Disposal</th>
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Name of Firm: 
Plant Address/Location: 
Nature of Business: 

### PROCESS EQUIPMENT

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<td>Air Pollution Source Installations</td>
<td>No. of Hrs. of Operation</td>
<td>Raw Materials Processed</td>
<td>Corresponding Air pollution Control Device</td>
<td>No. of Hrs. Of Operation</td>
<td>Air Contaminants Monitored / Analyzed</td>
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Republic of the Philippines
Department of Environment and Natural Resources
Region _____, ____________________

COA No. ________________

CERTIFICATE OF ACCREDITATION

Pursuant to Section 7, Administrative Order No. 26, series of 1992 dated June 29, 1992 of the Department of Environment and Natural Resources and having substantially met all the requirements prescribed therein

___________________________

is hereby duly accredited as

Pollution Control Officer

of

_____________________________ __________________________
(Name of firm, individual owner)                 Plant address

Granted this _____ day of ________________ in the year of our Lord nineteen hundred and _____.

Recommending Approval:                      Approved:

___________________________ _______________________
Regional Technical Director                 Regional Executive Director
Environment Sector