



Republic of the Philippines
LAGUNA LAKE DEVELOPMENT AUTHORITY

01 July 2020

MEMORANDUM CIRCULAR NO. 07
Series of 2020

SUBJECT: EXTENSION OF DEADLINES AND ALTERNATIVE MODES OF FILING AND SUBMISSIONS

The Laguna Lake Development Authority (LLDA) has previously announced the extension of filing for Discharge Permit renewals and submission of reportorial requirements like Self Monitoring Reports (SMRs) within thirty (30) days after work resumption, or until June 30, 2020 without the imposition of penalties.

In light of the continuous imposition of varying levels of General Community Quarantine within the Laguna de Bay Region due to the COVID-19 pandemic and the need to comply with social distancing requirements and other public health measures, the Authority encourages its clients to take advantage of the alternative modes of submission and filing of permits, clearances, reports and other documents and payment of the fees and charges due thereon. Also, to further avoid crowding at the LLDA office and minimize the exposure of its workforce and clients alike to the COVID-19, the Authority hereby adjusts the deadlines, as follows:

1. Adjusted Deadlines

1.1. Discharge Permits and Self Monitoring Reports

The new deadlines for the filing of renewal of Discharge Permits and submission of Self Monitoring Reports for those whose schedule is from March 15, 2020 up to June 30, 2020 are as follows:

Geographic Location	Original Deadline of Filing/ Submission	New Deadline of Filing/Submission
Santa Rosa City, Laguna	March 18, 2020	July 22, 2020
Pateros, Metro Manila	April 01, 2020	July 22, 2020
Morong, Rizal	April 08, 2020	July 22, 2020
Cabuyao City, Laguna	April 15, 2020	July 22, 2020
Taguig City	May 06, 2020	July 29, 2020
Teresa, Rizal	May 13, 2020	July 29, 2020
Calamba City, Laguna	May 20, 2020	July 29, 2020
Muntinlupa City	June 03, 2020	July 31, 2020
Antipolo City, Rizal	June 10, 2020	July 31, 2020
Sto. Tomas, Batangas	June 24, 2020	July 31, 2020

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Fines and penalties will not be charged if payments of assessed permit fees and charges are made on or before the extended deadlines as shown above.

For Discharge Permits which expires within the month of July 2020, renewal of application is extended for a period of thirty (30) days from the expiry date without incurring penalties. Likewise, submission of Self Monitoring Reports scheduled for July 2020 is extended for a period of thirty (30) days from original date of submission, without incurring penalties.

1.2. Permit to Operate a Fishpen or Fishcage

Pursuant to Memorandum Circular No. 2020-04 dated 16 June 2020, it is reiterated that the deadline for CY 2020 registration of fishpens and fishcages in Laguna de Bay is July 31, 2020 without incurring surcharge.

1.2.1. Surcharge for late payment of Fishpen and Fishcage Fees for CY 2019 and previous years

Surcharge amounting to 2.5% per month of delay in the payment of fishpen and fishcage fees for CY 2019 and previous years shall not be imposed during the time when Metro Manila was under Enhanced Community Quarantine (ECQ) from March 15 to May 31, 2020, until July 31, 2020.

2. Alternative Modes of Application, Submission and Payment of Fees and Charges

To promote efficiency and to transition to the exclusive use, as applicable, of electronic submission and payment procedures as the new normal, filing of application and report submission, as well as payment transactions for some of LLDA services shall be made electronically as follows:

2.1. Online Application for LLDA Clearance

While the manual applications for LLDA Clearance are available in our frontline services, clients are encouraged to file the application electronically through the LLDA-Online Clearance and Content Management System (LLDA-OCCMS).

The link for Conditional LLDA Clearance application is: LLDAonline.ph

2.2. Online Submission of Self Monitoring Reports

Submission of Quarterly Self Monitoring Reports may be filed online through the electronic filing system. Voluminous reports which exceed 100 pages may be filed manually or via mail or courier.

The link for online SMR submission is: Onlineservices.llda.gov.ph/OSMR

2.3. Online Payment System

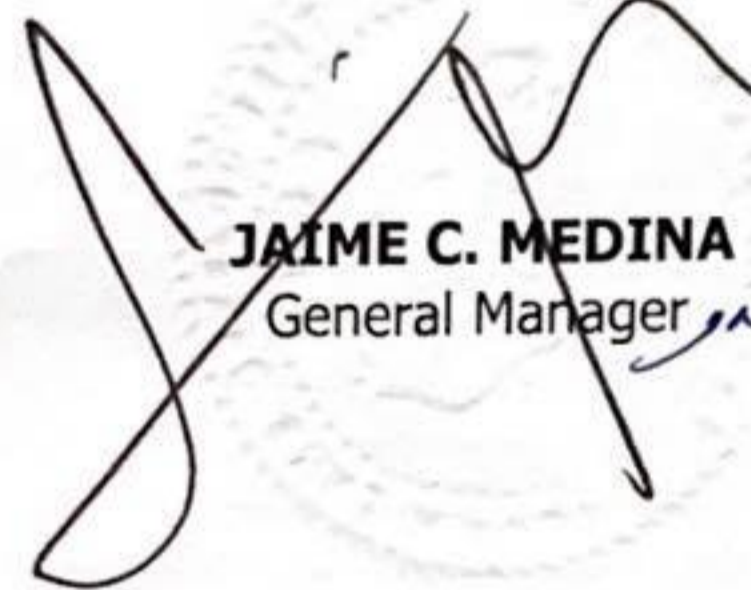
Option to pay electronically the corresponding permit fees and other regulatory service transactions is available through the electronic payment portal of Landbank of the Philippines Inc. (LBPI). Statement of Account or approved assessment must be secured before proceeding with the transaction.

The LBPI online facility link is: <https://www.lbp-eservices.com/egps/portal/index.jsp>.

In general, the Authority shall continue to make further adjustments in some of its services, processes and operations to make health and safety a top priority for clients, stakeholders and LLDA staff. Updates shall be posted on the LLDA website, www.llda.gov.ph, and official Facebook page, <https://www.facebook.com/LLDAofficial/>.

Due to the alternative work arrangement for some of our staff, the public is encouraged to contact us for specific concerns or email their queries to the concerned LLDA Offices using the telephone numbers and email addresses provided in this link: <http://llda.gov.ph/contact-us/>.

This Memorandum Circular shall take effect immediately and remain in force unless otherwise revoked, amended or superseded.



JAIME C. MEDINA
General Manager