



October 29, 2025

The President / CEO
Attention: **Appointed/Designated Pollution Control Officer/s (PCO/s)**

Subject: **Accredited Basic Training Course for PCOs (ONLINE)**
(EMB-Prescribed Module, CATEGORY A & B Establishments)

Dear Sir/Madam:

In this global pandemic, PCAPI Region 4A Chapter is in full support to the world's campaign of a "new normal" with virtual connection and reduced direct contact. Businesses worldwide are affected but still saddled with the challenge and requirement to comply with environmental laws. To help the businesses in our country cope up with their environmental compliance, PCAPI R4A is now transitioning from its traditional pen and paper trainings and seminar to its brand new and upgraded virtual trainings.

The Pollution Control Association of the Philippines, Inc. Region 4A is an DENR-EMB accredited training provider for PCO Trainings. And we are very happy to invite you to attend the **Online "Accredited Basic Training Course for Pollution Control Officers"** on **December 9-13, 2025**, through **ZOOM**. This course offering is in line with the 40-hour training requirement for the PCO Accreditation of Designated PCOs, as stipulated in the DENR Administrative Order (DAO) 2014-02 (Revised PCO Accreditation Guidelines) and EMB Memorandum Circular No. 2020-29 stating the guidelines for the conduct of Online Training for both PCOs and Managing Heads.

Similar to all face-to-face PCAPI 4A trainings in the past, this Online Basic Training for PCOs is a 5-days immersive training but will be tailored in the ZOOM platform and delivered in real-time streaming. This will be presented by accomplished and powerful resource persons and facilitated by PCAPI 4A's dynamic Training Team composed of its Facilitators, Training Director and Secretariat who will guide the PCO Trainee in their 5-day virtual training experience.

In this regard, we would like to invite your Company to send your designated PCO for accreditation with the EMB. Training fees are listed below and shall be inclusive of training handbook (to be couriered before the training schedule), access to electronic copy of presentation materials and training certificate.


Php **7,500.00/pax** VAT Inclusive PCAPI 4A MEMBER
Php **7,875.00/pax** VAT Inclusive PCAPI 4A NON-MEMBER

SLOTS ARE LIMITED, and REGISTRATION IS ON A FIRST-COME, FIRST-SERVED BASIS AFTER PAYMENT & CONFIRMATION.

For pre-registration, visit the **ONLINE REGISTRATION** thru this link: <https://www.pcapi-r4.org.ph/onlinetraining>
Please observe advised cut-off time so training materials can be shipped to you on time.

For additional queries, kindly contact: PCAPI Region IV-A Secretariat Office (0917-814-4751 / 0998-534-7850); E-mail Address: pcapi.calabarzon@gmail.com. Thank you very much and we look forward to see you in the virtual Training!

Very truly yours,


Rasmiah M. Malixi, EnP.
President, PCAPI Region IV-A Chapter

AS AN EMB-ACCREDITED TRAINING INSTITUTION, PCAPI 4A TRAINING USES AND DELIVERS COMPLETE EMB-PRESCRIBED SYLLABUS

Course Title: Basic Training Course for Pollution Control Officers (ON-LINE)

PROGRAM OVERVIEW

Capability building for new Pollution Control Officers (PCOs) to understand and implement the provisions of five (5) basic environmental regulations, environmental management and monitoring; environmental permitting, sampling and analysis; documentation and reporting; and the PCO responsibilities. We have carefully selected and tailored appropriate activities to help facilitate speaker-PCO and co-PCO interaction similar to that of face-to-face Training.

LEARNING OBJECTIVES

This training aims to develop the capacity of Pollution Control Officers (PCOs) in performing their functions, duties and responsibilities using accelerated learning techniques based on actual experiences and best practices.

Specifically, at the end of the 40 hours training, the participant shall have:

- Discussed climate change and be able to relate how a PCO can contribute to the mitigation and adaptation measures, within and beyond the frameworks of the Philippine Agenda on Sustainable Development, and the environmental regulations of the country;
- Discussed the salient features and requirements of relevant laws on environment such as PD 1586, RA 9003, 6969, 9275, 8749 and the implementing rules and regulations (IRRs); and be able to identify the violations raised to the Pollution Adjudication Board;
- Identify ALL compliance requirements of environmental laws, specific to their operations and able to prepare basic for the application of required environmental permits;
- Discussed the do's and don'ts of environmental sampling and have analyzed sample data;
- Identified possible causes of environmental incidents and enumerate the process of incident investigation;
- Articulated the requirements in the accreditation of PCOs per DAO 2014-02, and the PCO roles, functions, and value orientation;
- Done an exercise on the preparation of SMR and CMR; and
- Prepared a draft EMP and EMoP

TRAINING DELIVERY APPROACHES:

- Real-time streamed videos and Q&A
- Use of ready reference, PCAPI 4A Training Manual (Hard-copy)
- Self-directed activities
- Sectoralized group exercises
- Interactive on-line games

SCHEDULE:
December 9-13, 2025

Training Platform
(Application):
ZOOM

DURATION:
5 days (8am-5pm)
Training: 40 Hours

CRITERIA FOR CATEGORIZATION OF ESTABLISHMENTS

CRITERIA	CATEGORY A	CATEGORY B
Chemical Usage, Storage, and/or Handling	Using, storing, and/or handling chemicals which are not listed in Annex 1 of this Order	Using, storing, and/or handling chemicals which are listed in Annex 1 of this Order regardless of quantity
Hazardous Waste Generated	Small quantity generators as defined in Annex 2 of this Order	<ul style="list-style-type: none"> • Large quantity generators as defined in Annex 2 of this Order • Accredited Transporter; or • Accredited Treatment, Storage, and Disposal (TSD) Facility
Air Emissions	<ul style="list-style-type: none"> • Boilers <50 HP • Diesel generators < 300 kW • APSE <10 tons/yr of an air pollutant regulated under RA 8749, or establishments not required to undergo stack sampling 	<ul style="list-style-type: none"> • Small, medium, large-sized, or environmentally significant existing source as defined in EMB MC 2007-003; or • Establishments required to undergo stack sampling
Solid Waste Generated	Generates more than 30 kg/day of aggregate solid waste	<ul style="list-style-type: none"> • Centralized MRF; or • Solid waste treatment or processing facilities; or • Sanitary Landfill or with sanitary landfill
Water Discharge	< 30 m3/day and with effluent quality parameters not listed in Annex 3 if this quarter	<ul style="list-style-type: none"> • > 30m3/day; or • With effluent quality parameters listed in Annex 3 of this Order; or • Classified as Strong Wastewater (with influent BOD ≥ 3,000mg/L); or • Transporter or treater of wastewater, sewage and/or seepage
Sludge Generated	n/a	Transporter or treater of sludge

QUALIFICATION REQUIREMENTS FOR PCOs

CRITERIA	CATEGORY A	CATEGORY B
BASIC QUALIFICATIONS	<ul style="list-style-type: none"> • Filipino citizen, of legal age, with good moral character, and mentally and physically healthy • Full time employee of the establishment where he/she is being appointed/designated as PCO • Has completed the basic PCO training course by an EMB-recognized training organization/ institution within the last three (3) years 	<ul style="list-style-type: none"> • Filipino citizen, of legal age, with good moral character, and mentally and physically healthy • Full time employee of the establishment where he/she is being appointed/designated as PCO • Has completed the basic PCO training course by an EMB-recognized training organization/ institution within the last three (3) years
MINIMUM COMPETENCY REQUIREMENTS (Any of the following)	<ul style="list-style-type: none"> • Graduate of any related technical course • Had reached third year in tertiary level education • Had been with the establishment for at least three (3) years in a supervisory position or in a responsible position or equivalent experience • <u>A store manager, retail station manager, or building administrator</u> of, but not limited to, fast-food stores, gasoline stations, and condominiums may be designated as PCO provided he/she possesses the minimum competency requirements • <u>Owner/manager</u> REGARDLESS of professional qualification may be designated as PCO for Category A establishments provided he/she possesses the Basic Requirements 	<ul style="list-style-type: none"> • Licensed engineers/chemists with at least two (2) years relevant experience in environmental management • Professionals in the field of engineering or physical and natural sciences with at least three (3) years relevant experience in environmental management • Other professionals of appropriate discipline with at least five (5) years relevant experience in environmental management

WHO CAN BE THE MANAGING HEAD (MH) OF THE ESTABLISHMENT?

Maybe any of the following:

- CEO / President / GM
- Highest Filipino ranking officer
- Internally determined by the Management
- Ideally has supervisory functions over the work of the PCO



NOT ALL TRAININGS ARE CREATED EQUAL

WHY TRAIN WITH PCAPI 4A?

“The Gold Standard in PCO Training”

- ✓ Accredited Training Institution by EMB since 2014.
- ✓ Recipient, Outstanding Training Institution (EMB 4A)
- ✓ Hall of Fame Awardee, Best PCAPI Chapter by PCAPI National Chapter
- ✓ Organizational Member of International Society of Sustainability Professionals, 2019
- ✓ Most trusted training provider by domestic and multinational companies in the Philippines
- ✓ Membership-based NGO. We exist to serve our co-PCOs and create a community of PCOs driven with excellence and integrity.



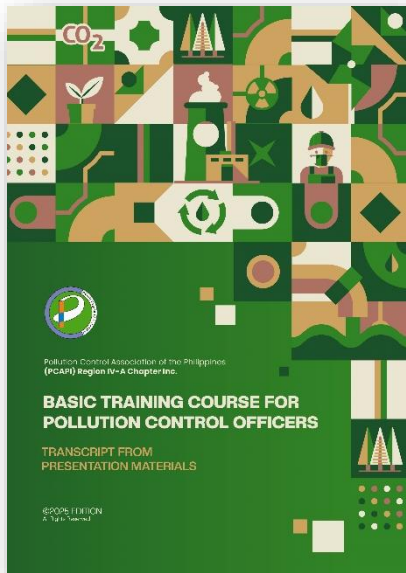
POWERFUL. COMPLETE. EFFECTIVE.

“Effective and informative modules. All in all, a worth it experience and learnings. Facilitators and staffs are approachable.”

“The seminar/ training is not boring. The training is both intellectually and morally/ spiritually enriching.”

“Speakers and facilitators are approachable, really helping PCOs with concerns and issues. As new PCO, I'm inspired to participate in any environmental activities at any levels.”

“The training has a balance between the technical know-how and work-virtue.”

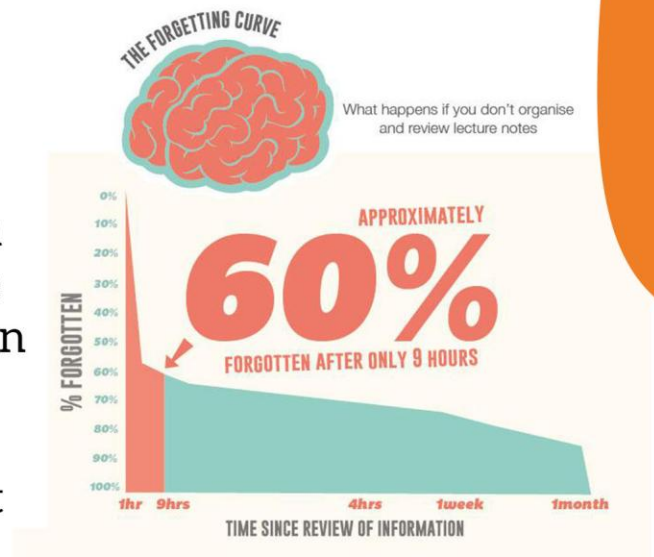


PCAPI 4A TRAINING MANUAL

- 305-page soft-bound book
- Training Outline
- Bulleted highlights of each presentation
- Key environmental laws and IRRs as referenced in the lectures
- Sample permit forms and tables
- Summary table guides

WHY USE A HARDCOPY MANUAL IN AN ONLINE TRAINING?

According to studies, if you don't organize and review your notes within the first 9 hours, 60% of what you have learned will be forgotten. Writing down and reviewing your notes is important because you may not have any ideas how to apply what you have learned at the point when you receive the information.



(Infograph source: Westminster Bridge Student Accomodation)

MODE OF PAYMENT

Deposit through Bank:

Account Name : **PCAPI - REGION 4A CHAPTER, INC.**
Account No : **0911-0147-42**
Name of Bank : Bank of the Philippine Islands (BPI)
Branch : Los Baños, Laguna
VAT TIN No. : 008-429-752-000

CONTACT US

 Dave Dela Cruz

 0917-8144751
0998-5347850

 pcapi.calabarzon@gmail.com

**TO RECEIVE A CONFIRMATION OF YOUR REGISTRATION SLOT,
PLEASE EMAIL DEPOSIT SLIP OR PROOF OF PAYMENT ON OR BEFORE **NOVEMBER 28, 2025****



WE PLANT. WE NURTURE. TOGETHER.

PCAPI-R4A is proud to collaborate with trailblazing and reputable partners for our reforestation efforts towards more sustainable success for forests and communities in selected areas in CALABARZON.

Starting in 2021, we supported the planting and growth of 2,323 indigenous trees in Real, Quezon and Antipolo, Rizal by adopting more than 1 hectare of forest through our partners Haribon Foundation and Fostering People's Education, Empowerment and Enterprise (FPE3).

Choose PCAPI-R4A. Together we can do more!



PAWIKAN PROJECT

In partnership with Brgy Labac & Naic LGU in Cavite

Annual Support for NAIC Menro / Brgy Labac and other coastal brgy to help conserve the Nesting area and Hatching Project for Pawikans

50,000 Php / year worth of supplies (net, flashlights, tent, etc.) needed for Pawikan Patrol Group and for Conservation Initiatives in the area to be given every August for the next 10 years with Annual Review of the board considering organization's financial status.

