




CITIZEN'S CHARTER PROCESS No. 10

Name of Agencies : DENR Central Office
DENR Regional Office
Provincial Environment and Natural Resources Office (PENRO)
Community Environment and Natural Resources Office (CENRO)
Forest Management Bureau (FMB)


Frontline Service : Processing of Application for Issuance of Tree Cutting Permits/Special Tree Cutting Permits
(Public places, private lands, infrastructure projects, government projects)

Schedule of Availability of Service : 8:00-5:00, Monday to Friday

How to Avail of the Service :


No. [A]	CUSTOMER ACTIVITY [B]	DENR ACTION [C]	OFFICE/PERSON RESPONSIBLE/ LOCATION [D]	DURATION [E]	DOCUMENTARY REQUIREMENTS [F]	AMOUNT OF FEES [G]
1	Submit application letter with corresponding documentary requirements to the CENRO concerned 	Receive the application 	Receiving Clerk	5 minutes	<ol style="list-style-type: none"> 1. Letter application 2. LGU Endorsement/ Certification of No Objection (Municipality and Barangay) 3. Copy of Land Title (OCT/TCT) for Private Property 4. Photographs of trees to be removed 5. Site Development Plan and ECC for big projects <p>Additional for IFMA:</p> <ol style="list-style-type: none"> 1. Management Agreement 2. Integrated Annual Operations Plan 3. Five-year Development Plan <p>For CBFMA:</p> <ol style="list-style-type: none"> 1. Community Resource Management Framework 2. Five-year Work Plan 	P 36.00 Oath Fee DAO 2004-16
		Conduct review on the completeness of the submitted documentary requirements and forward to CENRO if complete 	Forestry Specialist I / Chief Utilization Unit	15 minutes		

		Issue Order/Instruction to conduct inventory/inspection and forward to Chief, FMS ↓	CENRO	5 minutes		
		Assign Inspecting Officer to conduct inventory/inspection ↓	Chief, FMS	10 minutes		
		Prepare Order of Payment ↓	CENRO Cashier	5 minutes		
		Sign Order of Payment ↓	CENRO	5 minutes		
		Release Order of Payment ↓	Clerk	5 minutes		
2	Receive Order of Payment ↓					
3	Pay inventory fee for planted and naturally growing trees but no payment required for less than 20 trees or if inventory will be conducted by the customer →	Accept payment and issue Official Receipt ↓	CENRO Cashier	5 minutes	Official Receipt	
		Conduct 100% inventory or inspection of the area and prepare Inspection Report with geo-tagged photos to be submitted to Chief, FMS, except those with Certificate of Tree Plantation Ownership (CTPO) ↓	Inspection Personnel, (3-5 individuals)	4 hours to 5 days depending on the location and size of the area and schedule of inspection	If Inventory undertaken by customer: • Timber Inventory/Inspection Report with Tally Sheet/Stand and Stock Table, and Pictures " Tree Charting Map	P 1,200/ha Inventory Fee (100% inventory) DAO 2004-16
		Review Inspection Report and submit recommendation to CENRO ↓	Chief, FMS	1 hour		
		Review and approve Inspection Report and sign endorsement to PENRO ↓	CENRO	10 minutes		

<p>PENRO Level</p> <p>Receive documents and forward to Chief, FMS</p> 	Receiving Clerk	5 minutes		
<p>Review and evaluate and endorse to PENRO</p> 	Chief, FMS	1 hour		
<p>Review and approve CENRO recommendation and sign endorsement to RD</p> 	PENRO	15 minutes		
<p>Regional Level</p> <p>Receive documents and forward to ARD for Technical Services</p> 	Receiving Clerk	5 minutes		
<p>Forward to Chief, FRCD for review and evaluation</p> 	ARD for Technical Services	5 minutes		
<p>Review documents and prepare endorsement to ARD for Technical Services</p> 	Chief, FRCD	1 hour		
<p>Review and sign endorsement to the RD</p> 	ARD for Technical Services	15 minutes		
<p>Review and approve endorsement to Forest Management Bureau indicating that copy to be furnished to the USEC for Field Operations</p> 	Regional Director	30 minutes		
<p>Release endorsement to OSEC through USEC Field Operations, CC FMB</p> 	Records Section, Regional Office	5 minutes		
<p>Central Office Level</p> <p>Receive and forward documents to OSEC</p> 	Records Unit Chief, Central Office	5 minutes		

Receive and forward documents to USEC/ASEC Field Operations 	Receiving Clerk, OSEC	5 minutes		
Receive and forward documents to FMB 	Receiving Clerk, ASEC/USEC Field Operations	5 minutes		
Receive documents and forward to Director 	Records Unit, FMB	5 minutes		
Receive documents and forward to FRMD for action 	Receiving Clerk, Director	5 minutes		
Receive documents and forward to FRMD Division Chief 	Receiving Clerk, FRMD	5 minutes		
Review and assign to Section Chief 	FRMD Division Chief	10 minutes		
Review and assign to Action Man/Forest 	Section Chief	15 minutes		
Review, evaluate and conduct data analysis and prepare Memorandum Endorsement to USEC for Field Operations with draft clearance to RD to issue tree cutting permit and forward to Section Chief 	Action Man/ Forest Management Specialist	10 working days		
Review and forward to Division Chief 	Section Chief	15 minutes		
Review and forward to Assistant Director 	Division Chief	15 minutes		
Review and forward to Director 	Assistant Director	30 minutes		
Review and sign Memorandum Endorsement to ASEC for Field Operations 	Director	10 minutes		

Receive and forward to Chief of Staff for ASEC for Field Operations 	Receiving Clerk	5 minutes		
Refer to Technical Staff for review and processing 	Chief of Staff	5 minutes		
Review documents and prepare and initial Memorandum with attached Clearance to Issue Permit to Cut and forward to Chief of Staff 	Technical Staff	1 hour		
Review and initial Memorandum and Clearance to Issue Permit to Cut and forward to ASEC for Field Operations 	Chief of Staff	30 minutes		
Review and sign Memorandum and initial Clearance to Issue Permit to Cut and forward to USEC for Field Operations 	ASEC for Field Operations	15 minutes		
Review and request Clearance to Issue Permit to Cut 	USEC for Field Operations	15 minutes		
Release Clearance to Issue Permit to Cut to OSEC 	Releasing Clerk, USEC for Field Operations	5 minutes		
Receive documents 	Receiving Clerk, OSEC	5 minutes		
Review Clearance and forward to Secretary 	Technical Staff/HEA, OSEC	30 minutes		
Approve/Disapprove clearance to issue permit 	Secretary	*within the prescribed CSC period*		
Release to USEC Field Operations 	Receiving Clerk, OSEC	5 minutes		

	Receive Clearance 	Receiving Clerk, USEC Field Operations	5 minutes		
	Sign Clearance for RD to issue permit 	USEC for Field Operations	15 minutes		
	Forward to FMB for releasing to concerned Region 	Receiving Clerk, USEC for Field Operations	5 minutes		
	Receive Clearance to Issue Permit to Cut and transmit to Regional Office concerned 	Records Unit, FMB	5 minutes		
	Regional Level Receive Clearance to Issue Permit to Cut and forward to RD 	Records Section, Regional Office	5 minutes		
	Assign to ARD for Technical Services for preparation of Tree Cutting Permit 	Regional Director	10 minutes		
	Assign to Forest Resources Conservation Division 	ARD for Technical Services			
	Prepare Tree Cutting Permit and forward to RD for approval 	ARD for Technical Services	1 hour		
	Sign Tree Cutting Permit 	Regional Director	5 minutes		
	 Release Tree Cutting Permit to Customer copy furnished CENRO concerned	Records Section, Regional Office	5 minutes		
4	Receive Tree Cutting Permit				