



**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	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 36.00 Oath Fee DAO 2004-16



		<p>Conduct review on the completeness of the submitted documentary requirements and forward to CENRO if complete</p> 	Forestry Specialist I / Chief Utilization Unit	15 minutes		
		<p>Issue Order/Instruction to conduct inventory/inspection and forward to Chief, FMS</p> 	CENRO	5 minutes		
		<p>Assign Inspecting Officer to conduct inventory/inspection</p> 	Chief, FMS	10 minutes		
		<p>Prepare Order of Payment</p> 	CENRO Cashier	5 minutes		
		<p>Sign Order of Payment</p> 	CENRO	5 minutes		
2	<p>Receive Order of Payment</p>  	<p>Release Order of Payment</p>	Clerk	5 minutes		
3	<p>Pay inventory fee for planted and naturally growing trees but no payment required for less than 20 trees or if inventory will be</p> 	<p>Accept payment and issue Official Receipt</p> 	CENRO Cashier	5 minutes	Official Receipt	

conducted by the customer	<p>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)</p> 	Inspection Personnel, (3-5 individuals)	1 day (1-2 hectares)	<p>If Inventory undertaken by customer:</p> <ul style="list-style-type: none"> <li>• Timber Inventory/Inspection Report with Tally Sheet/Stand and Stock Table, and Pictures</li> <li>• Tree Charting Map</li> </ul>	P 1,200/ha Inventory Fee (100% inventory) DAO 2004-16
	<p>Review Inspection Report and submit recommendation to CENRO</p> 	Chief, FMS	1 hour		
	<p>Review and approve Inspection Report and sign endorsement to PENRO</p> 	CENRO	10 minutes		
	<p><b>PENRO Level</b> 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><b>Regional Level</b> Receive documents and forward to ARD for Technical Services</p> 	Receiving Clerk	5 minutes		

<p>Forward to Chief, FRCD for review and evaluation</p> 	<p>ARD for Technical Services</p>	<p>5 minutes</p>		
<p>Review documents and prepare endorsement to ARD for Technical Services</p> 	<p>Chief, FRCD</p>	<p>1 hour</p>		
<p>Review and sign endorsement to the RD</p> 	<p>ARD for Technical Services</p>	<p>15 minutes</p>		
<p>Review and approve endorsement to Forest Management Bureau indicating that copy to be furnished to the USEC for Field Operations</p> 	<p>RD</p>	<p>30 minutes</p>		
<p>Release endorsement to FMB, copy furnished USEC for Field Operations</p> 	<p>Records Section, Regional Office</p>	<p>5 minutes</p>		
<p><b>Central Office Level</b> Receive and forward documents to Director, FMB</p> 	<p>Records Unit Chief</p>	<p>5 minutes</p>		
<p>Review and assign to NFMD Division Chief</p> 	<p>FMB Director</p>	<p>5 minutes</p>		
<p>Review and assign to Section Chief</p>	<p>NFMD Division Chief</p>	<p>10 minutes</p>		

					
		Review and assign to Action Man/Forest Management Specialist	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	4 hours	
					
		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 USEC for Staff Bureaus	Director	10 minutes	
					
		Release to USEC for Staff Bureaus	Records Unit, FMB	5 minutes	
					
		Receive and forward to USEC for Staff Bureaus	Receiving Clerk	5 minutes	
					

		Review and forward to USEC for Field Operations 	USEC for Staff Bureaus	1 day
		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 approve/sign Clearance to Issue Permit to Cut 	USEC for Field Operations	15 minutes

	<p>Release Clearance to Issue Permit to Cut to Records, FMB</p> 	<p>Releasing Clerk, USEC for Field Operations</p>	<p>5 minutes</p>		
	<p>Receive Clearance to Issue Permit to Cut and transmit to Regional Office concerned</p> 	<p>Records Unit, FMB</p>	<p>5 minutes</p>		
	<p><b>Regional Level</b> Receive Clearance to Issue Permit to Cut and forward to RD</p> 	<p>Records Section, Regional Office</p>	<p>5 minutes</p>		
	<p>Assign to ARD for Technical Services for preparation of Tree Cutting Permit</p>  <p>Assign to Forest Resources Conservation Division</p> 	<p>RD</p> <p>ARD for Technical Services</p>	<p>10 minutes</p>		
	<p>Prepare Tree Cutting Permit and forward to RD for approval</p> 	<p>ARD for Technical Services</p>	<p>1 hour</p>		
	<p>Sign Tree Cutting Permit</p> 	<p>RD</p>	<p>5 minutes</p>		
	<p>Release Tree Cutting Permit to Customer copy furnished CENRO concerned</p>	<p>Records Section, Regional Office</p>	<p>5 minutes</p>		

4	Receive Tree Cutting Permit					
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