

CITIZEN'S CHARTER PROCESS NO. 6

Name of Agency : DENR (CENRO)  
 Frontline Service : APPLICATION FOR CHAINSAW REGISTRATION  
 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	Accomplishes prescribed form for Chainsaw Registration	Receives application form and supporting documents	CENRO Receiving Personnel	4 Hours	1. Official Receipt	
		Prepares and signs Order of Payment	CENRO Focal Person/ Chief FMS/Forester		2. Stencil Serial Number of Chainsaw	
2	Pays to the Cashier the registration fee and forwards copy of OR to the CENRO Focal Person	Conducts verification of supporting documents and inspection of chainsaw. Prepare Certificate of Registration and initials	Chief FMS/Forester		3. Duly accomplished Application Form	
		Approves Certificate of Registration	CENRO		4. Detailed Specification of Chainsaw (e.g. brand, model, engine capacity, etc.)	P500.00 per chainsaw
		Records, assigns control number and releases Certificate of Registration	Releasing Clerk			
3	Receives Certificate of Registration					