

CITIZEN'S CHARTER PROCESS NO. 5

Name of Agency : DENR (CENRO)
 Frontline Service : Issuance of Certificate of Verification (Cutting and Transporting of Planted and Non Premium Trees within Private Land)
 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	Submits request and documentary requirements in Column F	Receives request and documentary requirements	Receiving Clerk	4 Hours	Request letter Photocopy of Tax Declaration or Land Title	
		Refers to Chief, FMS	CENRO			
		Reviews and evaluates request	Chief, FMS			
		Reviews and assigns Forest Ranger to conduct inspection of trees to be cut/transported	Chief, Utilization Unit			
		Conducts actual inspection of the forest products in the area and prepares Inspection Report including Order of Payment	Forest Ranger/Utilization Unit	4 Hours		
		Reviews Inspection Report and signs Order of Payment	Chief, FMS	2 Hours		
	Pays Certificate of Verification Fee and Oath Fee	Issues Official Receipt (O.R.)	Bill Collector	4 Hours		Certificate of Verification Certificate of Verification Fee- P50.00
	Presents OR to Utilization Unit	Prepares Certificate of Verification and initials	Chief, FMS, chief Utilization Unit			
		Approves Certificate of Verification	CENRO			
	Receives Certificate of Verification	Releases Certificate of Verification	Releasing Clerk			
		Note : FMS personnel shall monitor/check the hauling of the forest products				

