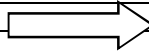
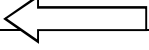


**CITIZEN'S CHARTER PROCESS NO. 4**

**Name of Agency** : DENR (CENRO)  
**Frontline Service** : Issuance of Certificate of Verification (Cutting/Transport Non-Wood Forest Products within Private Land e.g. Bamboo, Vines, Nipa, etc.)  
**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 ↓ Refers to Chief, FMS ↓ Reviews and evaluates request. ↓ Reviews and assigns Forest Ranger to conduct inspection ↓ Conducts actual inspection of the forest products in the area and prepares Inspection Report including Order of Payment ↓ Reviews Inspection Report and signs Order of Payment	Receiving Clerk CENRO Chief, FMS Chief, Utilization Unit Forest Ranger/Utilization Unit Chief, FMS	4 Hours	Request letter Photocopy of Tax Declaration or Land Title Certification from the Barangay Captain		
2	Pays Certificate of Verification Fee and Oath Fee 	Issues Official Receipt (O.R.) ↓ Prepares Certificate of Verification and initials ↓ Approves Certificate of Verification ↓ Releases Certificate of Verification	Bill Collector/Cashier Chief, FMS, Chief, Utilization Unit CENRO		4 Hours	Certificate of Verification Fee- P50.00 Oath Fee - P36.00	
3	Receives Certificate of Verification 	Releases Certificate of Verification	Releasing Clerk				
		Note : FMS personnel shall monitor/check the hauling of the non-wood forest products					