






CITIZEN'S CHARTER NO. RO-F-03a. ISSUANCE OF CERTIFICATE OF VERIFICATION (COV) FOR THE TRANSPORT OF PLANTED TREES WITHIN PRIVATE LAND, NON-TIMBER FOREST PRODUCTS EXCEPT RATTAN AND BAMBOO





COV is a document to be presented when transporting planted trees within private lands not registered under the Private Tree Plantation Registration and/or non-premium trees, non-timber forest products (except rattan and bamboo).




Office or Division:	Regulation and Permitting Section, DENR Implementing PENR/CENR Office		
Classification:	Complex		
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government		
Who may avail:	Concerned Public Individual, Lumber Dealers, Schools and Universities (Public and Private), ERDB, FPRDI and other Government Office, Wood Processing Plants (WPPs)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Request letter including the type of vehicle to be used and plate number (1 original, 1 photocopy)	Requesting Party		
2. Certification that the forest products are harvested within the area of the owner (for non-timber) (1 original)	Barangay LGU		
3. Approved Tree Cutting Permit, if applicable (1 photocopy)	Requesting Party or concerned DENR Office		
4. OR/CR of conveyance and Driver's License (1 photocopy)	Requesting Party		
Additional if the owner of the forest product is not the owner of the conveyance			
1. Certificate of Transport Agreement	Requesting Party		
Additional if applicant is not the land owner			




2. Special Power of Attorney (SPA) (1 original)	Requesting Party, Private Lawyer or Notary Public
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit request letter and supporting documents	1. Check completeness of request and supporting documents, receive application and forward to PENR/CENR Officer/Deputy CENR Office	None	30 min.	 <p>Arnold B, Inserto <i>Forester I</i> <i>Licensing Unit</i></p>  <p>Leo A. Cuare <i>Forester I</i> <i>Licensing Unit</i></p>  <p>Prescilla L. Legada <i>FT II</i> <i>Licensing Unit</i></p>

CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
				<div><p>Jose S. Sotillo <i>FT II</i> <i>Licensing Unit</i></p></div> <div><p>Mytha Mae B. Daquila <i>FT I</i> <i>Licensing Unit</i></p></div> <div><p>Niña Quely N. Nadua <i>Records Officer I</i> <i>Records Unit</i></p></div>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.1. None	1.1. Receive and review application. Forward to Chief RPS (CENRO)/Chief TSD (Implementing PENRO)	None	30 min.	 <p>Merlene B. Aborka <i>PENR Officer</i></p>
1.2. None	1.2. Receive, review/evaluate request, and assign a team to conduct verification. Prepare Order of Payment	None	1 hour	 <p>Imafe N. Ejar <i>DMO III/Chief, RPS</i></p>  <p>Engr. Jurlie D. Zubiaga <i>Chief, Technical Services Division</i></p>  <p>Leo A. Cuare <i>Forester I Licensing Unit</i></p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
				 <p>Prescilla L. Legada <i>FT II</i> <i>Licensing unit</i></p>  <p>Jose S. Sotillo <i>FT II</i> <i>Licensing Unit</i></p>
2. Receive Order of Payment and pay corresponding fees	2. Accept payment and issue Official Receipt to the client	Php 50.00/ truck load Certificate of Verification Fee Php 36.00 Oath Fee per application Php 360.00 Inspection fee *	30 min.	 <p>Jean A. Oquendo <i>Credit Officer I</i> <i>Cashiering Unit</i></p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3. Receive OR	3. Inspect the forest products in the area, and prepare Inspection Report, and draft Certificate of Verification (COV) and initial duplicate copy of COV.	None	3 days or less depending on the location and volume of forest products	 <p>Arnold B. Inserto <i>Forester I</i> <i>Licensing Unit</i></p>  <p>Leo A. Cuare <i>Forester I</i> <i>Licensing Unit</i></p>  <p>Prescilla L. Legada <i>FT II</i> <i>Licensing Unit</i></p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
				<i>Chief, Technical Services Division</i>
3.2. None	3.2. Receive and review report. Sign and approve COV.	None	1 hour	 Merlene B. Aborka <i>PENR Officer</i>
3.3. None	3.3. Release COV.	None	15 min.	 Niña Quely N. Nadua <i>Records Officer I</i> <i>Records Unit</i>
4. Receive COV.		None		
TOTAL:		Php 50.00/ truck load	3 days, 4 hours & 45 min.	

CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
		Certificate of Verification Fee Php 36.00 Oath Fee per application Php 360.00 Inspection Fee Php 446.00 +		<i>TAT does not include waiting time and is the minimum processing time up to seven (7) working days</i>

*Fees and charges are based on DAO 2004-16