CITIZEN'S CHARTER NO. RO-F-06. ISSUANCE OF TREE CUTTING PERMIT FOR PLANTED TREES (TENURED FORESTLAND OR PRIVATE LAND), OR TREES (PLANTED OR NATURALLY GROWN) THAT POSE THREAT TO HUMAN LIVES AND PROPERTIES

This Permit serves as proof of authorization for the removal/cutting of trees in public and private places that pose danger to the human lives and/or properties as evaluated by DENR, or trees that are planted within tenured forestland or private land.

Office or Division:	Implementing DENR Provincial Environment and Natural Resources Office (PENRO) and Community Environment and Natural Resources Office (CENRO)
Classification:	Highly Technical (Multi-Stage Processing)
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business
Who may avail:	Any Filipino citizen, private corporations, holders of tenurial instruments, Government Agencies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Letter (1 original)	Requesting Party
2. LGU Endorsement/Certification of No Objection (1 original)	Concerned LGU (City/Municipal/Barangay)
Additional if Private Property	
3. OCT/TCT (1 certified copy or 1 photocopy with accompanying owner's copy)	Requesting Party or Registry of Deeds (ROD)
Additional if School/Organization	
4. PTA Resolution or Resolution from any organize group of No Objection and Reason for Cutting (1 original)	Requesting Party, School PTA, or Organization

CLIENT STEPS CENRO	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit letter request and supporting documents	1. Check completeness of application and supporting documents, and receive and forward the application to Deputy CENR Officer/CENR Officer. Prepare Order of Payment.	None	30 min.	*Technical Staff* Regulation and Permitting Section (RPS) *Receiving/Releasing Clerk* CENRO Records Unit

2. Pay certification and oath fee	2. Accept payment and issue Official Receipt (OR).	Php 50.00/ certification **Certification Fee** Php 36.00/ application **Oath Fee**	30 min.	*Credit Officer*
3. Receive OR.	3. Receive, review and refer the application to Chief, RPS. 3.1. Receive and review the application, and assign inspection team to conduct site inspection.	None None	1 hour 30 min.	*Deputy CENR Officer/ CENR Officer* *Chief* RPS
4. Guide/accompany the inventory team to the site.	4. Conduct inspection of the area and prepare report with attachments (map, geo-tagged photos and tally sheets) and endorsement to PENR Office. Forward to Chief, RPS.	None	10 days or less depending on the location of the area*	*Inspection Team*
	4.1. Review the inspection report and submit recommendation to CENRO.	None	1 hour	*Chief* RPS

	4.2	Receive and review the application and inspection report. Approve recommendation. Sign the endorsement to PENR Office.	None	1 hour	*CENR Officer*
	4.3	Record and release the application, supporting documents and endorsement to PENR Office.	None	3 days or less depending on the location of PENR Office	*Receiving/Releasing Clerk* *CENRO Records Unit*
PENRO					
	4.4	Receive documents and forward to Chief, Technical Services Division (TSD)	None	1 hour	*Receiving/Releasing Clerk* PENRO Records Section
	4.5	Review, evaluate application and prepare memorandum endorsement to Regional Office through Chief, TSD for countersigning.	None	2 hours	*Chief/Staff* Concerned Unit/Section *Chief* TSD
	4.6	Review and sign the memorandum endorsement for the Regional Executive Director (RED).	None	1 hour	*PENR Officer*

	4.7 Record and release the application and supporting documents.	None	3 days or less depending on the location of Regional Office	*Receiving/Releasing Clerk* PENRO Records Section
REGIONAL OFFICE (RO)				
	4.8 Receive documents and forward to Forest Utilization Section (FUS)	None	1 hour	*Receiving/Releasing Clerk* RO Records Section
	4.9 Receive and record application and forward to Chief, FUS.	None	30 min.	*FUS Receiving Clerk,* Regional Office
	4. 10 Conduct detailed review/evaluation of application.	None	1 day	*Chief/Staff, FUS,* Regional Office
	4.11 Prepare the Tree Cutting Permit (TCP) and Memorandum Instruction to concerned CENRO to supervise the cutting.	None	4 hours	*Chief/Staff, FUS,* Regional Office
	4.12 Review/initial and forward the permit and memorandum to Assistant Regional Director for Technical Services (ARD, TS)	None	2 hours	*Chief, LPDD,* Regional Office

	4.13 Review/initial and forward the permit and memorandum for the Regional Executive Director (RED)'s signature	None	2 hours	*ARD, TS,* Regional Office
	4. 14 Sign/approve the permit and memorandum instruction	None	1 day	*RED,* Regional Office
	4. 15 Record and release approved Tree Cutting Permit to applicant, copy furnished to PENRO and CENRO	None	30 min.	*Receiving/Releasing Clerk* RO Records Section
5. Receive the approved Tree Cutting Permit		None		
	CENRO SUB-TOTAL	*Php 86.00*	*13 days, 4 hours & 30 min.*	
	PENRO SUB-TOTAL	*None*	*3 days & 4 hours*	
	REGIONAL OFFICE SUB-TOTAL	*None*	*3 days & 2 hours*	
	TOTAL	**Php 86.00**	**20 days, 2 hours & 30 min.**	

**Number of processing days may increase depending on the location, unexpected issues that may arise from the application, availability of manpower, peace and security situation, and weather condition in the area.*