CITIZEN'S CHARTER NO. RO-F-05. ISSUANCE OF TREE CUTTING AND/OR EARTHBALLING PERMIT FOR DPWH PROJECTS*

This Permit serves as proof of authorization for the removal/cutting and/or relocation of trees affected by DPWH projects.

Office or Division:	Regulation and Permitting Section, DENR CENRO
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government
Who may avail:	Department of Public Works and Highways (DPWH) Regional or District Office

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application letter (1 original)	DPWH Regional or District Office
2. LGU endorsement/Certification of No Objection *from Sanggunian* (1 original)	Barangay or Municipal LGU
3. Approved Land Tenurial Instrument (LTI)/Special Land Use Permit (SLUP), if within Timberland (1 photocopy)	DPWH or concerned DENR Office
4. Approved Site Development Plan/Infrastructure Plan with tree charting (1 original)	DPWH Regional or District Office
5. Appropriate Certificate of Non-Coverage or Environmental Compliance Certificate (CNC/ECC) (1 photocopy)	Environmental Management Bureau (EMB) Regional Office
6. Free, Prior and Informed Consent (FPIC), if applicable	Indigenous Community and NCIP
7. Waiver/Consent of owner/s, if titled property (1 original)	Concerned lot owner
8. PAMB Clearance/Resolution, if within Protected Area (1 original)	PAMB

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit the request/ application with complete supporting documents to CENR Office.	1. Check completeness of application, and forward to Deputy CENR Officer/ CENR Officer.	None	30 min.	*Receiving/Releasing Clerk,* CENRO Records Unit *Technical Staff* RPS

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.1. None	1.1. Review and refer the application to Chief, RPS.	None	1 hour	*Deputy CENR Officer/ CENR Officer*
1.2. None	1.2. Receive and review application. Forward application and instruct Chief of concerned Unit/Section to process permit.	None	1 hour	*Chief RPS*
1.3. None	1.3. Conduct field validation, inventory and scaling. Prepare, sign and submit report.	None	2 days	*Inspection Team* Concerned Unit/Section
1.4. None	1.4. Review report. Prepare cutting permit, initial and forward to the Chief, RPS for review and initial.	None	2 hours	*Chief/Technical Staff* Concerned Unit/Section, CENRO
1.5. None	1.5. Review, initial and forward the cutting permit to the Deputy CENR Officer/CENR Officer.	None	1 hour	*Chief RPS*
1.6. None	1.6. Review and sign/approve the Tree Cutting Permit (TCP).	None	1 hour	*Deputy CENR Officer/ CENR Officer*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.7. None	1.7. Record and release, the approved TCP.	None	30 min.	*Receiving/Releasing Clerk,* CENRO Records Unit
2. Receive TCP.		None		
TOTAL:		**None**	**2 days & 7 hours**	

*Prior to the application, DPWH shall submit their proposal/requirements to the CENR Office.