



CITIZEN'S CHARTER NO. R6-F-01.ISSUANCE OF CERTIFICATE OF REGISTRATION AS LUMBER DEALER

This service is made upon request of external party willing to engage, intend to engage in dealer or selling lumber.

Office or Division:	Forest Utilization Section -Licenses, Patents and Deeds Division, DENR Regional Office VI, Iloilo City	
Classification:	Complex	
Type of Transaction	G2C - Government to Citizen, Government to Business	
Who may avail:	External: External Clientele who are authorized party or representative	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application form duly accomplished;		CENRO Level
2. Application Fee: Fees (Application – P600.00; Registration – P480.00; Oath – P36.00; Certification – P50.00/picture).		CENRO
3. Mayor's Permit;		Applicant
4. Latest Income Tax Return;		Applicant
5. Lumber Supply Contract (LSC) with a validity period of at least one (1) year; (renewal), new application-validity (3) years		Applicant
6. Business Plan duly prepared by the application in collaboration with a registered forester (private practitioner);		Applicant
7. Two (2) copies of pictures of Business Establishment including the Lumberyard;		Applicant
8. Articles of Incorporation, Partnership or association duly certified by the SEC (new);		Applicant
9. Certificate of Registration with the DTI (single proprietorship);		Applicant
Additional if applicant is a representative		
1.Special Power of Attorney (SPA)		



Board resolution of the Company				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
CENRO thru PENRO submits Completed Staff Work (CSW) application for Certificate of Registration as Lumber Dealer to the Regional Office	Receives the applications/documents for logging the same in the Division's Tracking System for numbering and monitoring purposes; Transmits documents/communications to the Division Chief for eventual routing	None	20 min.	<i>Receiving Clerk, LPDD</i>
	Evaluates all incoming documents/communications and routes the same for appropriate action	None	20 min.	<i>Chief, LPD Division</i>
	Receives the applications/documents for logging the same in the Section's Tracking System for numbering and monitoring purposes; Transmits documents/communications to the Section Chief for eventual routing	None	10 min.	<i>Receiving Personnel, FUS</i>
	Reviews and assigns to Personnel concerned the documents/communications	None	1 hour	<i>Chief, Forest Utilization Section</i>
	Conduct validation/site visit to the lumberyard and to check the available lumber stock. Reviews, evaluates and conducts data analysis on the documents			
	<p>If incomplete documents Prepares communications / documents / applications with discrepancies to be returned to the CENRO thru the</p> <p>If complete documents Prepares Certificate of Registration as Lumber Dealer and attachment for approval of the Regional Executive Director -Terms and Condition of Certificate of Registration as Lumber Dealer -Memo to the PENRO concerned</p>	None	1 working days 2	<i>LPDD FUS Staff</i>



	<p>PENRO concerned for appropriate action</p>	<p>endorsing copy of Approved Certificate of Registration as Lumber Dealer -Letter to the Permittee providing copy of approved Certificate of Registration as Lumber Dealer -Letter to the Permittee with a copy of returned letter of acceptance - Summary of documents acted</p>			
<p>Reviews and Evaluates all communications/documents acted by the Personnel Concerned</p>					
	<p>Initials communications to applications/documents with discrepancies to be returned to PENROs/ CENROs for rectification/ compliance</p>	<p>Initials all documents of Certificate of Registration as Lumber Dealer and attachment for approval of the Regional Executive Director -Terms and Condition of Certificate of Registration as Lumber Dealer -Memo to the PENRO concerned endorsing copy of Approved Certificate of Registration as Lumber Dealer -Letter to the Permittee providing copy of approved Certificate of Registration as Lumber Dealer -Letter to the Permittee with a copy of returned letter of acceptance - Summary of documents acted</p>	<p>None</p>	<p>1 day</p>	<p><i>Chief, Forest Utilization Section</i></p>



	<p>Reviews and Initials communications /applications/documents with discrepancies to be returned to PENROs/ CENROs for rectification/ compliance; Reviews and initials Certificate of Registration as Lumber Dealer and attachment for signature of ARD for Technical Services and Regional Executive Director</p>	None	4 hours	<i>Chief, LPD Division</i>	
	<p>Reviews and Initials communications to applications/documents with discrepancies to be returned to PENROs/ CENROs for rectification/ compliance</p>	<p>Reviews and initials documents of Certificate of Registration as Lumber Dealer with attachment for approval of the Regional Executive Director -Terms and Condition of Certificate of Registration as Lumber Dealer -Memo to the PENRO concerned endorsing copy of Approved Certificate of Registration as Lumber Dealer -Letter to the Permittee providing copy of approved Certificate of Registration as Lumber Dealer -Letter to the Permittee with a copy of returned letter of acceptance - Summary of documents acted</p>	None	20 min.	ARD for Technical Services
	<p>Signs communications /applications/documents with discrepancies to be returned to PENROs/ CENROs for rectification/ compliance. Signs documents of Certificate of Registration as Lumber Dealer with attachment : -Terms and Condition of Certificate of Registration as</p>	None	10 min.	<i>Regional Executive Director</i>	



	<p>Lumber Dealer -Memo to the PENRO concerned endorsing copy of Approved Certificate of Registration as Lumber Dealer</p> <p>-Letter to the Permittee providing copy of approved Certificate of Registration as Lumber Dealer</p> <p>-Letter to the Permittee with a copy of returned letter of acceptance</p> <p>-Summary of documents acted</p>			
Releases to Records Section the approved communications to applications/documents with discrepancies to be returned to PENROs/ CENROs for rectification/ compliance for mailing	<p>Releases approved Certificate of Registration as Lumber Dealer and attachment for mailing:</p> <p>-Terms and Condition of Certificate of Registration as Lumber Dealer</p> <p>-Memo to the PENRO concerned endorsing copy of Approved Certificate of Registration as Lumber Dealer</p> <p>-Letter to the Permittee providing copy of approved Certificate of Registration as Lumber Dealer</p> <p>-Letter to the Permittee with a copy of returned letter of acceptance</p> <p>-Summary of documents acted</p>	None	20 min.	<i>Releasing Personnel, LPDD-FUS</i>
Releases all communications for mailing to PENROs/CENROs and permittee		None	20 min.	<i>Records Section, Regional Office</i>
		TOTAL:	6 days& 7 hours	

This service is under the following rules:



- RA No. 1239, FAO No. 26, series of 1956, Memorandum Order No. 13, series of 1986, DAO No. 08, series of 1994, DAO No. 18 (Administrative Fine), DENR Regional Circular Bo. 97-182, series of 1997, Lumber Supply Contract (LSC)
- DAO No. 8 (LCS at least 12 months) and DMC No. 18, series of 1993 (Approval of LSC)