



CITIZEN'S CHARTER NO. R6-F-02.ISSUANCE OF LAND TENURE INSTRUMENTS (FLAG/FLAGT, IFMA, SIFMA, FLGMA AND CBFMA)

This service is made upon request of external party to sustainably managed and provide equitable access to forestland and forest resources and provide security of tenure to qualified persons to occupy, develop utilize and sustainably manage forestland through appropriate land use agreements consistent with Government Share/Users Fee.

Office or Division:	Forest Utilization Section -Licenses, Patents and Deeds Division, DENR Regional Office VI, Iloilo City
Classification:	Highly Technical
Type of Transaction	G2C - Government to Citizen, Government to Government, Government to Business
Who may avail:	External: External Clientele who are authorized party or representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>1.Duly Accomplished Application Form accompanied by the ff:</p> <p>1. a For an Individual applicant:</p> <ul style="list-style-type: none"> -Certified copy of Birth Certificate, or Certificate of Naturalization <p>1. b For Association, Corporation or partnership,</p> <ul style="list-style-type: none"> - certified copy of SEC registration <p>1.b.1 -Articles of Incorporation/partnership,</p> <p>1.b.2 -Resolution of the corporate governing body (Board of Directors, Board of Trustees,</p> <p>etc.) designating the authorized representative of said corporation, association or partnership to apply/sig documents for and in behalf of the company.</p> <p>1.c For cooperative</p>	<p>CENRO Level</p>



<p>-Certified copy of certificate of registration from the Cooperative Development Authority (CDA). (Note: No application for CBFMA)</p>	
<p>2. Payment of Application fee for FLAg / FLAgT / SLUP of P500.00, except for mining prospecting permit – P1.50/ha or a fraction thereof but not less than P600.00 (DAO No. 2004-16)</p> <p>Amount paid P_____</p> <p>O.R. Number _____</p> <p>Date paid _____</p> <p>2.2 IFMA – P0.60/hectare</p> <p>2.3 SIFMA – P1.00/hectare or fraction but not lower than P250.00</p> <p>2.4 FLGMA – P10.00/hectare or fraction but not less than P500.00/application</p>	<p>CENRO Level</p>
<p>3. NCIP Clearance (Certificate of Pre and Prior Consent)</p>	<p>Applicant (Office of the NCIP, Regional Office)</p>
<p>4. Map of the area applied for, with technical description, coordinates (2) sets of longitude and tie point from the nearest landmark. (Note: Inspection and Survey fees of P400.00/km. Plus the actual available and most economical transport cost of the survey team from the official station to site (DAO No. 2004 -16)</p>	<p>CENRO Level</p>
<p>5. Inspection Report duly signed by the inspecting officer attested by the CENR Officer concerned.</p>	<p>CENRO Level</p>
<p>6. Indicative Management Plan.</p>	<p>To be prepared by the Applicant in collaboration of Private Forester of</p>



	practitioner
7. Initial Environment Examination (IEE) as basis for the issuance of ECC	Applicant - Environmental Management Bureau (EMB Office)
8. BIR Certification on the zonal valuation of the nearest commercial zone of the Barangay/Municipality or Province whichever is higher. (for computation of the minimum entry fee-sec. 12.8 DAO 2004-59)	It can be downloaded thru the Internet
9. Proof of Financial Capability to develop and manage the area applied for.	Applicant
10. LGU/s Endorsement (Barangay, City/Municipality/Province) – (Resolution)	Applicant - Resolution to be requested by the applicant from the Local Government Unit (LGU)
11. For areas covered by specific laws, clearance/authorization from a governing body i.e. Palawan	N/A
12. Posting of Performance bond - twice the annual rental or users fee as the case maybe, but not less than P10, 000.00. Provided, that 50% of the computed bond deposit shall be posted in CASH and a balance in the form of surety bond with a duration of five (5) years renewable every five (5) years in case of lease or management agreement or coterminous of the Flag. (Note: No payment for CBFMA applicant)	Applicant to be paid to DENR-CENRO
13.a. The Government Share is computed based on the 5% of the nearest Zonal Value of the commercial zone of the nearest and adjacent barangay/municipality/city or province whichever is higher. The Government share be paid within thirty (30) days upon issuance of the FLAg. 13.b. IFMA- Government Share shall be registered between the holder and DENR immediately falling the approval of CDMP. 13.c SIFMA – first fifth year= free	Applicant to be paid to DENR-CENRO



<p>6th to 10th year=300/ha 11th year onwards = 500/ha. 13.d FLGMA = 40.00/ha and fraction 13.e CBFMA = Government Share is free</p>				
<p>14. Submission of Comprehensive Management Development Plan (CDMP) is within six (6) months from the issuance of the FLAg. For FLAgT application CDMP is submitted upon filing of application</p>		<p>Applicant to be submitted to DENR CENRO</p>		
<p>15. Certification of no outstanding nor anticipated issues from any sector against the tree cutting (Public Consultation)</p>		<p>LGU(Brgy. /Municipal) and other sectors present in the locality</p>		
<p>16. Certificate of No Objection to the cutting of trees from the LGU (Brgy., Municipal and Provincial) and/or Endorsement</p>		<p>Applicant-LGU(Brgy. /Municipal)</p>		
<p>17. Municipal Clearance/Certification manifesting that the project tourism facilities is within the FLUP/CLUP and approved tourism framework of the locality.</p>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
<p>CENRO thru PENRO submits Completed Staff Work (CSW) application of Land Tenure Instrument (FLAg/FLAgT, IFMA, SIFMA, SLUP,</p>	<p>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</p>	<p>None</p>	<p>20 min.</p>	<p>Receiving Clerk, LPDD</p>



FLGMA and CBFMA to the Regional Office						
	Evaluates all incoming applications / documents and routes the same for appropriate action	None	1 day	<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>		
	Conducts site assessment validation of the applied area/Reviews and assigns to Personnel concerned the documents/communications	None	4 days	<i>Chief, Forest Utilization Section</i>		
	Reviews, evaluates and conducts data analysis on the documents					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> If incomplete documents Prepares communications / documents / applications with discrepancies to be returned to the CENRO thru the PENRO concerned </td> <td style="width: 50%; vertical-align: top;"> If complete documents -Prepares endorsement of Land tenure Instrument application to DENR Central Office for review of Forest Management Bureau (FMB) and endorsed to USEC for field Operation for approval of Agreement (FLAg, FLAgT, IFMA, SIFMA, FLGMA and CBFMA) </td> </tr> </table>	If incomplete documents Prepares communications / documents / applications with discrepancies to be returned to the CENRO thru the PENRO concerned	If complete documents -Prepares endorsement of Land tenure Instrument application to DENR Central Office for review of Forest Management Bureau (FMB) and endorsed to USEC for field Operation for approval of Agreement (FLAg, FLAgT, IFMA, SIFMA, FLGMA and CBFMA)	None	20 days	<i>LPDD FUS Staff</i>
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	for appropriate action				
	Reviews and Evaluates all communications/documents acted by the Personnel Concerned				
	Initials communications to applications/documents with discrepancies to be returned to PENROs/ CENROs for rectification/compliance	-Initials endorsement of Land Tenure Applications acted by the concerned personnel for signature of ARD for Technical Services and Regional Executive Director	None	10 days	<i>Chief, Forest Utilization Section</i>
	Reviews and Initials communications to applications/documents with discrepancies to be returned to PENROs/ CENROs for rectification/compliance; Reviews and Initials endorsement of Land tenure Applications acted by the Section Chief for signature of ARD for Technical Services and Regional Executive Director for submission to the Central Office		None	2 days	<i>Chief, LPD Division</i>
	Reviews and Initials communications to applications/docume	Reviews and Initials endorsement of Land tenure Applications and endorsed to the Central Office	None	2 days	ARD for Technical Services



	nts with discrepancies to be returned to PENROs/ CENROs for rectification/ compliance				
	Signs communications / documents with discrepancies to be returned to PENROs/ CENROs for rectification/ compliance; Signs endorsement of Land tenure Applications and endorsed to the Central Office		None	1 day	<i>Regional Executive Director</i>
	Releases to Records Section the approved communications to applications/documents with discrepancies to be returned to PENROs/ CENROs for rectification/ compliance for mailing	-Releases to Records Section the approved endorsement of Land tenure Applications to DENR Central Office	None	30 min.	<i>Releasing Personnel, LPDD-FUS</i>
	Releases all communications for mailing to PENROs/CENROs DENR Central Office		None	30 min.	Records Section, Regional Office
			TOTAL:	40 days 5 hour & 30 min	

