



CITIZEN'S CHARTER NO. R6-F-03.ISSUANCE OF WOOD PROCESSING PLANT PERMIT (WPP) – RESAW/SAWMILL/RE-SAWMILL/CHIPPER

Wood Processing Plant is a mechanical device, machine, combination of machines or set up used for the treatment of wood poles and piles, or for the conversion of logs and other raw materials into lumber, veneer, plywood, wall board, black board, wood cement board, paper board, pulp, paper, wood chips, or for the processing of other finished wood products. The permit is issued to owners and operators of existing wood processing plant that may apply for and be granted a Wood Processing Plant Permit.

Office or Division:	Forest Utilization Section -Licenses, Patents and Deeds Division, DENR Regional Office VI, Iloilo City	
Classification:	Complex	
Type of Transaction	G2B - Government to Business G2C – Government to Citizen	
Who may avail:	External: External Clientele who are authorized party or representative	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.Application Fee: 600.00 Permit fees: a. DRC below 24 cubic meters=P/900.00 b. 24 cubic meters to 47 cubic meters = P/ 1,080.00 c. above 47 cubic meters =P/ 1,200.00		CENRO jurisdiction where the WPP is located
2. Duly accomplished application form with notation by authorized DENR collecting officer on the Official Receipt number and the date of payment of the application;		CENRO
3. Certificate of Registration of Articles of Incorporation, Partnership or Cooperation as the case maybe, duly certified by SEC (new);		Applicant - Any Registry Office (CDA, SEC, DOLE)
4. In case of single proprietorship, a copy of Certificate of Registration with		Applicant (DTI Office)



the DTI;	
5. Document reflecting proof of Filipino citizenship such as Birth Certificate or Certificate of Naturalization;	Applicant (NSO or Local Civil Registrar)
6. Authorization issued by the corp., partnership, association or proprietor in favor of the person signing the application;	Applicant
7. Environmental Compliance Certificate or Certificate of Non-Coverage, as the case maybe, issued by the EMB pursuant to DAO 96-37	EMB Office
8. Sworn statement of the applicant declaring the source of wood raw materials for a period of five (5) years supported by documents such as but not limited to supply contracts or other appropriate proof of availability and legitimacy of wood source;	
9. Business Plan/ Feasibility Study, in collaboration with Private Forester/Private Practitioner	Applicant
10. Clearance from the USEC for Field Operations (memo dated July 11, 2014)	DENR Endorsement of documents to Central Office
11. Geo-tagged photographs of sources of raw materials (e.g. CTPO holder), machineries & equipment, installed CCTV, among others (memo dated April 07, 2014)	
12. Performance Bond – P/720.00/cu.m based on daily rated capacity but not less than P/6,000.00	
Additional if from the Government Sector	
Additional if applicant is a representative	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
PENRO endorsed Completed Staff Work (CSW) for the application of wood processing plant (WPP)-Resaw/ Sawmill / Re-Sawmill 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	2 hours	<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	20 min.	<i>Receiving Personnel, FUS</i>
	Reviews and assigns to Personnel concerned the documents/communications	None	20 min.	<i>Chief, Forest Utilization Section</i>
	Conducts site visit/inspection of the wood processing plant site. Reviews, evaluates and conducts data analysis on the documents	None	4 days	<i>LPDD FUS Staff</i>



	<p>If incomplete documents</p> <p>Prepares communications/documents/applications with discrepancies to be returned to the CENRO thru the PENRO concerned for appropriate action</p>	<p>If complete documents</p> <p>Prepares endorsement of application to the DENR Central Office thru the Forest management Bureau (FMB) for approval</p>			
	Reviews and Evaluates all communications/documents acted by the Personnel Concerned				
	<p>Initials communications to applications/documents with discrepancies to be returned to PENROs/ CENROs for rectification/compliance</p>	<p>Initials all endorsement of application to the DENR Central Office thru the Forest Management Bureau (FMB) for approval</p>	None	1 day	<i>Chief, Forest Utilization Section</i>
	Reviews and initial communications to applications/documents with discrepancies to be returned to PENROs/CENROs for rectification/compliance / Reviews and Initials all communications/endorsement acted by the Personnel concerned		None	2 hours	<i>Chief, LPD Division</i>



	Reviews and Initials communications to applications/documents with discrepancies to be returned to PENROs/ CENROs for rectification/ compliance	Reviews and Initials all communications/endorsement acted by the Personnel concerned	None	30 min.	ARD for Technical Services
	Signs communications to/endorsement applications/documents with discrepancies to be returned to PENROs/CENROs for rectification/compliance/Signscommunications/endorsement acted by the Personnel concerned		None	1 hour	<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/	Releases to Records Section the approved communications/endorsement for DENR Central Office to Records Section for mailing	None	20 min	<i>Releasing Personnel, LPDD-FUS</i>



	compliancefor mailing			
	Releases all communications for mailing to DENR Central Office/PENRO's and CENRO's	None	20 min	<i>Records Section, Regional Office</i>
		TOTAL:	7 days	