

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;		Concerned CENRO/Implementing PENRO
2. Application Fee: Fees (Application – P600.00; Registration – P480.00; Oath – P36.00; Certification – P50.00/picture) Performance (Cash) Bond- P1,000.00 (for new applicant only)		Concerned CENRO/Implementing PENRO
3. Mayor's Permit;		Concerned Local Government Unit (LGU) Office
4. Latest Income Tax Return;		Office of the Bureau of Internal Revenue (BIR)
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 applicant 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)- Corporation ;		Office of the Security and Exchange Commission (SEC)
9. Certificate of Registration with the DTI (single proprietorship);		Office of the Department of Trade Industry (DTI)
Additional:		

10. 1 pc. 2 x 2 picture of the applicant		Applicant		
Additional if applicant is a representative				
11.Special Power of Attorney (SPA) and/or Board Resolution of the Company		Applicant		
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 Tracking System for numbering and monitoring purposes; Transmits documents/communications to the Office of the Regional Executive Director for eventual routing	None	15 mins.	PINKY C. PENAFIEL <i>Administrative Assistant I Records Unit</i>
	Receive and review documents. Forward to ARD for Technical Services (ARD for TS).	None	1 hour	LIVINO B.DURAN <i>Regional Executive Director</i>
	Receive and review documents. Forward to License, Patents and Deeds Division (LPDD).	None	1 hour	RAUL L. LORILLA <i>Assistant Regional Director for Technical Services</i>
	Receive and review documents. Forward to assigned Staff.	None	2 hours	ATTY. ELIZUR G. MILITAR <i>Chief, Licenses, Patents and Deeds Division (LPDD)</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	15 mins.	MYLA P. PAMILLO <i>Administrative Aide VI Forest Utilization Section</i>
	Reviews and assigns to Personnel concerned the documents/communications		None	1 working day	MERCEDITA G. LASTICA <i>Chief, FUS</i>
	Review and evaluate the submitted documents.		None	4 working days	REBECCA P. BRETANA <i>Development Management Officer (DMO) II Forest Utilization Section (FUS)</i>
	If incomplete documents Prepares communications/ Memorandum to the concerned CENRO/Implementing PENRO for compliance of	If complete documents Prepares the following documents for approval of the Regional Executive Director: - Certificate of Registration as Lumber Dealer; -Terms and Conditions of Certificate of Registration as Lumber Dealer			JEAMEE C. ALARCON <i>Development Management Officer (DMO) I Forest Utilization Section (FUS)</i>
					SARAH JANE S. SILOMENIO <i>Development Management Officer (DMO) I Forest Utilization Section (FUS)</i>

	lacking requirements and/or correction of the submitted documents	-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			RIZZA B. GALLEGO <i>Technical Support Staff Forest Utilization Section (FUS)</i>
	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 the following documents for approval of the Regional Executive Director -Certificate of Registration as Lumber Dealer -Terms and Conditions 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	None	1 working day	MERCEDITA G. LASTICA <i>Chief, FUS</i>

		letter of acceptance Summary of documents acted			
	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		None	2 hours	ATTY. ELIZUR G. MILITAR <i>Chief, Licenses, Patents and Deeds Division (LPDD)</i>
	Reviews and Initials communications to applications/documents with discrepancies to be returned to PENROs/ CENROs for rectification/ compliance	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	None	1 hour	RAUL L. LORILLA <i>Assistant Regional Director for Technical Services</i>

	<p>Signs communications /applications/documents with discrepancies to be returned to PENROs/ CENROs for rectification/ compliance.</p> <p>Signs documents of Certificate of Registration as Lumber Dealer with attachment :</p> <ul style="list-style-type: none"> -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 		None	1 hour	<p>LIVINO B.DURAN Regional Executive Director</p>
	<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>	<p>Releases approved Certificate of Registration as Lumber Dealer and attachment for mailing:</p> <ul style="list-style-type: none"> -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 	None	15 mins.	<p>MYLA P. PAMILLO Administrative Aide VI Forest Utilization Section</p>

		-Letter to the Permittee with a copy of returned letter of acceptance			
	Releases all communications for mailing to PENROs/CENROs and permittee		None	15 mins.	RHODA MONROY <i>Administrative Assistant III Records Unit</i>
			TOTAL:	7 days	

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)