



CITIZEN'S CHARTER NO. R6-B-04. ISSUANCE OF PERMIT FOR REGISTRATION AS IMPORTER/EXPORTER OF WOOD MATERIALS

This Service is made upon request of external party for a Wood Exportation/Importation Permit to rationalize the development of the wood based industries in order to continuously provide the Wood supply needed of the country and a stop gap measures until such time that the local supply from natural and plantation can adequately meet the local towards economic growth.

Office or Division:	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. Duly signed application form (pre-formatted)	CENRO
2. Authenticated copy of registration as cooperative, single proprietorship, partnership or corporation from the Cooperative Development Authority, Department of Trade in Industry (DTI) and/or Security and Exchange Commission (SEC)	Applicant
3. Electronic copy of Purchase Order between the foreign supplier and the Agent, Contractor or Dealer for the procurement, sell or supply wood materials to be imported	Applicant
4. Payment of the following fees: Application fee: P3,000.00 Cash Bond: P12,000.00 (In case of surety bond, 50% of the bond deposit shall be posted in CASH and the balance in the form of surety bond. Provided that the face value of the surety bond shall be increased by 25%)	Applicant
5. List of specific species of wood and its scientific names for imported products belonging to AHTN Code No. 44.03 (Wood in the rough, whether or not stripped of bark or sapwood, or roughly squared) and 44.07 (Wood sawn or chipped	Applicant - Bureau of custom (local)



lengthwise, sliced or peeled, whether or not planed, sanded or end-jointed of a thickness exceeding 6mm)				
Additional:				
1. Copy of 1 x 1 picture of the applicant		Applicant		
7. Inspection Report (under oath)		CENRO level		
Additional if applicant is a representative				
8. Board Resolution authorizing a certain person to represent in behalf of the corporation/company		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
CENRO thru PENRO submits Completed Staff Work (CSW) application for Wood Importation / Exportation Wood Materials 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.	PINKY C. PENAFIEL <i>Administrative Assistant I, Records Unit Administrative Division</i>
	Refers all incoming applications/documents to the Office ARD TS	None	1 hour	LIVINO B. DURAN <i>Regional Executive Director</i>
	Receive documents/applications for referral to concerned Division		1 hour	RAUL L. LORILLA <i>Assistant Regional Director for Technical Services</i>



	Refer incoming applications/documents and routes the same for appropriate action to concerned Sections	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 min.	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>
	Reviews, evaluates and conducts data analysis on the documents			REBECCA P. BRETANA <i>Development Management Officer (DMO) II Forest Utilization Section (FUS)</i>
	<p>If incomplete documents Prepares communications / documents / applications with discrepancies to be returned to the CENRO thru the PENRO concerned for appropriate action</p> <p>If complete documents Prepares the Certificate of Registration as Importer/Exporter of Wood Materials including its attachments such as letter addressed to the permittee, acknowledgment, terms and conditions for approval of the Regional Executive Director</p>	None	4 days	JEAMEE C. ALARCON <i>Development Management Officer (DMO) I Forest Utilization Section (FUS)</i>



					<p>SARAH JANE S. SILOMENIO Development Management Officer (DMO) I Forest Utilization Section (FUS)</p> <p>RIZZA B. GALLEGO Technical Support Staff Forest Utilization Section (FUS)</p>
	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 Certificate of Registration as Importer/Exporter of Wood Materials including its attachments such as letter addressed to the permittee, acknowledgment, terms and conditions for approval of the Regional Executive Director	None	1 day	<p>MERCEDITA G. LASTICA Chief, FUS</p>
	Reviews and Initials communications to applications /documents with discrepancies to be returned to PENROs / CENROs for rectification / compliance; Reviews and initials Certificate of Registration as Importer/Exporter of Wood Materials for signature of		None	2 hours	<p>ATTY. ELIZUR G. MILITAR Chief, Licenses, Patents and Deeds Division (LPDD)</p>



	ARD for Technical Services and Regional Executive Director				
	Reviews and initials communications / documents with discrepancies to be returned to PENROs / CENROs for rectification / compliance	Reviews and initials the Certificate of Registration as Importer/Exporter of Wood Materials including other attachments such as letter addressed to the permittee, acknowledgment, terms and conditions for approval of the Regional Executive Director	None	1 hour	RAUL L. LORILLA <i>Assistant Regional Director for Technical Services</i>
	Signs communications documents with discrepancies to be returned to PENROs/ CENROs for rectification/ compliance. Signs documents for Certificate of Registration as Importer/Exporter of Wood Materials		None	1 hour	LIVINO B. DURAN <i>Regional Executive Director</i>
	Releases to Records Section the approved communications / documents with discrepancies to be returned to PENROs / CENROs for rectification / compliance	Releases to Records Section the approved permit for Registration as Importer/Exporter of Wood Materials and its attachment	None	15 mins.	MYLA P. PAMILLO <i>Administrative Aide VI Forest Utilization Section</i>
	Releases all communications for mailing to PENROs/CENROs and permittee		None	15 mins.	RHODA MONROY <i>Administrative Assistant III</i>



				<i>Records Unit Administrative Division</i>
	TOTAL:	NONE		7 days

This service is under the following rules:

- RA No. 1239, PD 705 and DAO 99-46, Series of 1999
- DENR Administrative Order No. 2021-06