

CITIZEN'S CHARTER NO. RO-F-07. ISSUANCE OF PRIVATE LAND TIMBER PERMIT (PLTP) FOR NON-PREMIUM SPECIES, OR SPECIAL PLTP (SPLTP) FOR PREMIUM/NATURALLY-GROWN TREES WITHIN PRIVATE/ TITLED LANDS

PLTP or SPLTP serves as the official authority to cut, gather and utilize naturally grown trees within private or titled lands. This shall not cover the trimming, pruning, cutting and removal of trees within power line corridors which no longer require to secure prior clearance or permit from, but with due notice to, the DENR Field Offices, pursuant to RA No. 11361, S. 2019. Further, the transport of logs derived therefrom shall require a transport permit consistent with existing rules and regulations.

All new applications and requests for extension of Tree Cutting and Earth-balling Permits for naturally growing trees shall be issued by the concerned DENR Regional Executive Director, **except cutting for public purposes of National Government Agencies which includes the DPWH, DOTr, DepEd, DA, DOH, CHED, DOE, and NIA** pursuant to DAO No. 2020-06, which shall be issued by the concerned Community Environment and Natural Resources Officer/implementing Provincial Environment and Natural Resources Officer (CENRO/Implementing PENRO). The issuance of these Permits for naturally growing trees shall be governed by existing laws, rules and regulations like E.O. No. 23 and other related guidelines.

| | | |
|---|---|------------------------|
| Office or Division: | Forest Utilization Section, Licenses Patents and Deeds Division | |
| Classification: | Highly Technical (Multi-Stage Processing) | |
| Type of Transaction: | G2B - Government to Business G2C - Government to Citizen | |
| Who may avail: | Concerned Public Individual, Administrator of Schools and Other Public Places | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| 1. Application Letter (1 original) | Requesting Party | |
| 2. Endorsement/Certification from concerned LGU interposing no objection to the cutting of trees under the following conditions (1 original): | Concerned LGU (City/Municipal/Barangay) | |
| a. If the trees to be cut falls within one barangay , an endorsement from the Barangay Captain shall be secured | Barangay LGU | |
| b. If the trees to be cut falls within more than one barangay , endorsement shall be secured either from the Municipal/City Mayor or all the Barangay Captains concerned | Municipal/City LGU or all Barangay LGUs | |

| | |
|---|--|
| c. If the trees to be cut fall within more than one municipality/city , endorsement shall be secured either from the Provincial Governor or all the Municipal/City Mayors concerned | Provincial LGU or all Municipal/City LGUs |
| 3. Authenticated copy of Land Title/CLOA issued by LRA or Registry of Deeds, whichever is applicable with approved sketch map of the area applied for | Land Registration Authority (LRA)/Registry of Deeds (ROD) |
| 4. Environmental Compliance Certificate (ECC)/Certificate of Non-Coverage (CNC), if applicable. The DENR RO/EMB shall determine if the tree cutting activities will require ECC/CNC based on the extent of tree cutting operations, location (e.g. Environmentally Critical Area), among others, if necessary (1 certified copy) | EMB Regional Office |
| Additional if application covers ten (10) hectares or larger | |
| 5. Utilization Plan with at least 50% of the area covered with forest trees (1 original) | Requesting Party |
| Additional if covered by CLOA | |
| 6. Endorsement by local agrarian reform officer interposing No Objection (1 original) | Municipal/City Agrarian Reform Office, Municipal/City Hall |
| Additional if School/Organization | |
| 7. PTA Resolution or Resolution from any organized group of No Objection and Reason for Cutting (1 original) | Requesting Party, School PTA, or Organization |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSONS RESPONSIBLE |
|-----------------------------|--|-----------------|-----------------|---|
| REGIONAL OFFICE (RO) | | | | |
| 4.9. None | 1.1. Receive documents and forward to Regional Executive Director. | None | 1 hour | PINKY C. PEÑAFIEL <i>Administrative Assistant</i> / <i>Records Unit</i> <i>Administrative Division</i> |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSONS RESPONSIBLE |
|---------------------|--|------------------------|--|---|
| 4.10. None | 1.2. Receive and review documents. Forward to ARD for Technical Services (ARD for TS). | None | 1 working day (batching up of documents) | LIVINO B. DURAN <i>Regional Executive Director</i> |
| 4.11. None | 1.3. Receive and review documents. Forward to License, Patents and Deeds Division (LPDD). | None | 4 hours (batching up of documents) | RAUL L. LORILLA <i>Assistant Regional Director for Technical Services</i> |
| 4.12. None | 1.4. Receive and review documents. Forward to assigned Staff. | None | 1 hour (batching up of documents) | ATTY. ELIZUR G. MILITAR <i>Chief, Licenses, Patents and Deeds Division (LPDD)</i> |
| 4.13. None | 1.5. Conduct detailed review/evaluation of application. | None | 4 working days (or more depending on the bulk of permits received) | MERCEDITA G. LASTICA <i>Chief, Forest Utilization Section (FUS)</i> |
| 4.14. None | 1.6. Prepare the Tree Cutting Permit (TCP) and Memorandum Instruction to concerned CENRO to supervise the cutting. | None | 4 hours | REBECCA P. BRETaña <i>Development Management Office (DMO) II Forest Utilization Section (FUS)</i> |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSONS RESPONSIBLE |
|--------------|--|-----------------|--------------------------------------|--|
| | | | | <p>JEAMEE C. ALARCON <i>Development Management Office (DMO) I Forest Utilization Section (FUS)</i></p> <p>SARAH JANE S. SILOMENIO <i>Development Management Office (DMO) I Forest Utilization Section (FUS)</i></p> <p>RIZZA B. GALLEGO <i>Technical Support Staff Forest Utilization Section (FUS)</i></p> |
| 4.15. None | 1.7. Receive and review documents. Affix initial to the duplicate of draft permit, if in order. Forward to ARD for TS. | None | 1 hour (batching up of documents) | <p>ATTY. ELIZUR G. MILITAR <i>Chief, Licenses, Patents and Deeds Division (LPDD)</i></p> |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSONS RESPONSIBLE |
|-----------------------------------|--|------------------------|---|---|
| 4.16. None | 1.8. Review/initial and forward the permit and memorandum for the Regional Executive Director (RED)'s signature | None | 4 hours (batching up of documents) | RAUL L. LORILLA <i>Assistant Regional Director for Technical Services</i> |
| 4.17. None | 1.9. Sign/approve the permit and memorandum instruction | None | 1 working day (batching up of documents) | LIVINO B. DURAN <i>Regional Executive Director</i> |
| 4.18. None | 1.10. Record and release approved S/PLTP to applicant, copy furnished to PENRO and CENRO. Copy of S/PLTP may be forwarded through email. | None | 30 min. | RHODA MONROY <i>Administrative Assistant III Records Unit Administrative Division</i> |
| 2. Receive the approved S/PLTP*** | | None | | |

| | | |
|------------------------|------------------|--|
| CENRO SUB-TOTAL | Php 86.00 | 20 days, 4 hrs & 20 min. |
| PENRO SUB-TOTAL | None | 4 days & 5 hrs 6 days & 5 hrs (for relatively remote areas) |

| | | |
|-------------------------------------|--|---|
| IMPLEMENTING PENRO SUB-TOTAL | Php 86.00 | 25 days, 1 hr & 20 min. 27 days, 1 hr & 20 min. (for relatively remote areas) |
| REGIONAL OFFICE SUB-TOTAL | None | 7 days 7 hrs & 30min. |
| TOTAL | Php 50.00/ certification Certificatio n Fee Php 36.00/ application Oath Fee Php 1,200.00/ha Inventory Fee* ** | 33 working days & 50 min. (for relatively non-remote areas) to 35 working days & 50 min. (for relatively remote areas) |

*Inventory Fee plus actual, available and most economical transport cost of the inventory team from its official station to site (based on DAO 2004-16)

**Forest charges shall be paid after the cutting of trees.

| Validity of Permit Upon Receipt of S/PLTP | | | |
|--|-----------------|-----------------|-----------------|
| Volume | Validity | Volume | Validity |
| 1 - 50 cu.m. | 50 days | 501 - 650 cu.m. | 7 months |
| 51 - 70 cu.m. | 60 days | 651 - 750 cu.m. | 8 months |

| | | | |
|-----------------|----------|------------------|-----------|
| 71 - 100 cu.m. | 90 days | 751 - 850 cu.m. | 9 months |
| 101 - 200 cu.m. | 120 days | 851 - 950 cu.m. | 10 months |
| 201 - 300 cu.m. | 150 days | 951 - 1000 cu.m. | 11 months |
| 301 - 500 cu.m. | 6 months | 1001 - up cu.m. | 1 year |

Note: All naturally grown trees cut and harvested inside private and public/forest lands shall also be subjected to payment of forest charges pursuant to RA No. 7161 (Sec. 6, p3)