



CITIZEN'S CHARTER NO. R6-F-08. TECHNICAL REVIEW OF RESOLUTIONS ON APPREHENDED FOREST PRODUCTS

This Service is made upon receipt of the case folder of apprehended and seized illegal forest products including conveyances, tools, and equipment from the DENR PENR Offices with complete supporting documents pursuant to DENR Administrative Order No. 97-32. This process is prelude to the preparation of Order of Confiscation/Release by the Legal Division for approval of the Regional Executive Director.

Office or Division:	Enforcement Division, DENR Regional Office VI, Iloilo City	
Classification:	Highly Technical	
Type of Transaction	G2G-Government to Government	
Who may avail:	Internal: Employee/s of DENR PENROs/ CENROs	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none">1. Spot/Incident/Apprehension Report duly signed2. Apprehension Receipt duly signed with attached tally sheet of apprehended forest products3. For abandoned forest products or with unknown claimants, Notice of Apprehension posted4. Investigation report with photo-documentation5. Turn-over Receipt or Certification from non-DENR apprehending officers6. Seizure Order duly signed7. Notice/s of Hearing8. For abandoned forest products or unknown claimants, Notices of Hearing posted three (3) times a week for three consecutive weeks in at least three (3) public places9. Affidavits of apprehending officers, witnesses and violators, other certification or permits which may support the claims of violators10. Minutes of Administrative Hearing and Attendance Sheet		DENR PENR/ CENR Office having jurisdiction of the case.



11. DENR Confirmation, Sworn Statement and Undertaking of the claimant, and Payment of bond (cash or surety) equivalent to 125% value of conveyance if the owner requested for temporary release of conveyance 12. Resolution prepared and signed by the Hearing Officer 13. Certification as to the market value of the apprehended items (Reference in the booking of properties) (Optional)				
Additional if from the Government Sector				
None				
Additional if applicant is a representative				
14. Special Power of Attorney for the representative/s of the respondent/s if the counsel attended the Administrative Hearing		Respondent/s or Legal Counsel		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. After the termination of Administrative Adjudication Proceedings (AAP) in the CENR/PENR Offices, forward the case folder with complete supporting documents to the Regional Office through Memorandum.	1.1. Receives from the Office of the ARD for Technical Services and log (stamp the date and time on documents) and forward to the Office of the Chief Enforcement Division	None	30 mins.	<i>Receiving/ Releasing Staff, Enforcement Division</i>
None	1.2. Review the resolution of the case and gives instruction to staff	None	1 day	<i>Chief, Enforcement Division/ OIC</i>



	who will handle the technical review in the routing slip			
None	1.3. Forward the case folder to the Monitoring Officer for control and indexing.	None	30 mins	<i>Receiving/ Releasing Staff, Enforcement Division</i>
None	1.4. Encode the case details in the database and assign case number. Refer the case folder to the assigned staff (action man) indicated in the routing slip	None	2 hours	<i>Monitoring Officer, Enforcement Division</i>
None	1.5. Review all documents contained in the case folder: a. If with lacking documents or inconsistencies in information, prepare draft memorandum to PENROs for their compliance.	None	10 days	<i>Action Man/ Technical Personnel, Enforcement Division</i>



	b. If with complete documents and consistent information, prepare draft memorandum to Legal Division stating the result of the technical review.			
None	1.6. Review the draft Memorandum. Indicate "OK" for the finalization of the Memorandum, otherwise, mark "REDRAFT". Return the document to the action man.	None	5 days	<i>Chief, Enforcement Division</i>
None	1.7. Finalize/ Redraft the Memorandum for approval of the Chief, Enforcement Division	None	3 hours	<i>Action Man/ Technical Personnel, Enforcement Division</i>
None	1.8. Approve the memorandum: a. Memorandum to DePENROs for	None	2 days	<i>Chief, Enforcement Division</i>



	their compliance, affix initial in the second copy, or b. Memorandum to Legal Division for issuance of decision of the case, sign the Memorandum.			
None	1.9. Release the Memorandum to the Office of the ARD for Technical Services or to Legal Division	None	2 hours	<i>Receiving/Releasing Staff, Enforcement Division</i>
TOTAL:		None	19 days	