



## CITIZEN'S CHARTER NO. R6-LD-03. ISSUANCE OF ORDER OF FINALITY OF DECISION IN FORESTRY CASES

This service is made upon request of Parties involved in the case.

<b>Office or Division:</b>	Legal Division, DENR , Regional Office VI, Iloilo City			
<b>Classification :</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen (Request for Order of Finality)			
<b>Who may avail:</b>	PENR/CENR Officer			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request on Issuance of Order of Finality through Memoranda		Legal Division		
<b>Additional if from the Government Sector</b>				
<b>Additional if applicant is a representative</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. File written request for issuance of Order of Finality either through Motion or Manifestation with proof of receipt/ registry return card from all parties concerned	1. Receive the request and forward it to the Chief, Legal Division for initial evaluation and assignment	None	20 min.	Administrative Aide VI
	2. Evaluate initially the request and assign to handling lawyer or legal assistant for preparation of draft order	None	3 days	Chief, Legal Division
	3. Check with the unit records officer for the records of the case if the Decision was appealed or under Motion for Reconsideration and/or the same has	None	4 days	Assigned Lawyer/ Legal Assistant



	become final or 15 days have lapsed upon receipt of the parties			
	4. Draft Order of Finality of Decision if the same has become final or letter for the requesting party informing him/her that the Decision is still under appeal	None	3 day	Assigned Lawyer/ Legal Assistant
	5. Review Order or letter, make correction when necessary, and give instruction to print it in final form	None	4 days	Chief, Legal Division
	6. Re-draft or re-print the final form of Order or letter, affix initial and endorse to the Chief, Legal Division for approval and initial	None	20 min.	Assigned Lawyer/ Legal Assistant
	7. Affix initial to the Order or letter and endorsed to the Regional Executive Director for signature	None	20 min.	Chief, Legal Division
	8. Review and sign the Order or letter	None	3 days	Regional Executive Director
	9. Record the signed Order or letter in the outgoing log, retain an original copy for file and send it to the requesting party through registered mail copy furnished the PENRO/CENRO	None	2 days	Administrative Aide VI
2. Requesting party receive mailed Order of Finality of Decision or letter denying the request				
<b>TOTAL:</b>		<b>None</b>	<b>20 days</b> <b>Waiting time of 15 days from the last day of filing of MR/Appeal thru registered mail</b>	

