

## 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.

<b>Office or Division:</b>	Forest Utilization Section -Licenses, Patents and Deeds Division, DENR Regional Office VI, Iloilo City	
<b>Classification:</b>	Complex	
<b>Type of Transaction</b>	G2C - Government to Citizen, Government to Business	
<b>Who may avail:</b>	External: External Clientele who are authorized party or representative	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
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)	
<b>Additional:</b>		
10. 1 pc. 2 x 2 picture of the applicant	Applicant	
<b>Additional if applicant is a representative</b>		
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 min.	<i>Regional Records Unit</i>
	Receive and review documents. Forward to ARD for Technical Services (ARD for TS).	None	1 hour	<i>Regional Executive Director</i>
	Receive and review documents. Forward to License, Patents and Deeds Division (LPDD).	None	1 hour.	<i>ARD for Technical services</i>
	Receive and review documents. Forward to assigned Staff.	None	2 hours.	<i>Chief, 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.	<i>Receiving Personnel, FUS</i>

	Reviews and assigns to Personnel concerned the documents/communications		None	1 working day	<i>Chief, Forest Utilization Section</i>
	Review and evaluate the submitted documents.				
	<b>If incomplete documents</b> Prepares communications/ Memorandum to the concerned CENRO/Implementing PENRO for compliance of lacking requirements and/or correction of the submitted documents	<b>If complete documents</b> 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 -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	4 working days	<i>LPDD FUS Staff</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	None	1 working day	<i>Chief, Forest Utilization Section</i>

		<ul style="list-style-type: none"> <li>-Letter to the Permittee providing copy of approved Certificate of Registration as Lumber Dealer</li> <li>-Letter to the Permittee with a copy of returned letter of acceptance</li> <li>-Summary of documents acted</li> </ul>			
	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.	<i>Chief, LPD Division</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 <ul style="list-style-type: none"> <li>-Terms and Condition of Certificate of Registration as Lumber Dealer</li> <li>-Memo to the PENRO concerned endorsing copy of Approved Certificate of Registration as Lumber Dealer</li> <li>-Letter to the Permittee providing copy of approved Certificate of Registration as Lumber Dealer</li> <li>-Letter to the Permittee with a copy of returned letter of acceptance</li> </ul>	None	1 hour	ARD for Technical Services
	Signs communications /applications/documents with discrepancies to be returned to PENROs/ CENROs for rectification/ compliance.  Signs documents of Certificate of Registration as Lumber Dealer with attachment :		None	1 hour	<i>Regional Executive Director</i>

	-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				
	Releases to Records Section the approved communications to applications/documents with discrepancies to be returned to PENROs/ CENROs for rectification/ compliance for mailing	Releases approved Certificate of Registration as Lumber Dealer and attachment for mailing: -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	15 min.	<i>Releasing Personnel, LPDD-FUS</i>
	Releases all communications for mailing to PENROs/CENROs and permittee		None	15 min.	<i>Records Section, Regional Office</i>
			<b>TOTAL:</b>	<b>7 days</b>	

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)

