

## CITIZEN'S CHARTER NO. R6-F-03.ISSUANCE OF WOOD PROCESSING PLANT PERMIT (WPP) – RESAW/SAWMILL/RE-SAWMILL/CHIPPER

Wood Processing Plant is a mechanical device, machine, combination of machines or set up used for the treatment of wood poles and piles, or for the conversion of logs and other raw materials into lumber, veneer, plywood, wall board, black board, wood cement board, paper board, pulp, paper, wood chips, or for the processing of other finished wood products. The permit is issued to owners and operators of existing wood processing plant that may apply for and be granted a Wood Processing Plant Permit.

<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>	G2B - Government to Business G2C – Government to Citizen	
<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 Fee: 600.00 Permit fees: a. DRC below 24 cubic meters=P/900.00 b. 24 cubic meters to 47 cubic meters = P/ 1,080.00 c. above 47 cubic meters =P/ 1,200.00		DENR CENRO/Implementing PENRO
2. Duly accomplished application form		DENR CENRO/Implementing PENRO
3. Copy of Certificate of Registration of Articles of Incorporation, Partnership or Cooperation as the case maybe;		Any Registry Office (CDA, SEC, DOLE)
4. Business Permit issued by the Municipal/City Mayor;		Concerned Local Government Unit (LGU)
5. For individual persons, documents reflecting proof of Filipino citizenship such as Birth Certificate or Certificate of Naturalization;		Applicant (NSO or Local Civil Registrar)
6. Authorization issued by the Corporation, Partnership or Association in favor of the person signing the application;		Applicant
7. Copy of the Environmental Compliance Certificate issued by the Environmental management Bureau (EMB) and all pertinent permits and requirements stipulated therein		Office of the Environmental Management Bureau (EMB) 6
8. Business Plan/ Feasibility Study, in collaboration with Private Forester/Private Practitioner		Applicant

<p>9. Proof of sustainable sources of legally cut logs for a period of at least 5 years, supported by the following documents:</p> <p><b><u>FOR IMPORTED WOOD RAW MATERIALS</u></b></p> <ul style="list-style-type: none"> <li>- Certificate of Registration as Log/Veneer/Lumber Importer; and</li> <li>- Original copy of Log/Veneer/Lumber Supply Contracts duly approved by the concerned Regional Executive Director.</li> </ul> <p><b><u>FOR LOCAL WOOD RAW MATERIALS</u></b></p> <ul style="list-style-type: none"> <li>- Original copy of Log/Veneer/Lumber Supply Contracts duly approved by the concerned Regional Executive Director;</li> <li>- At least 5% Tree Inventory of the forest/private tree plantation that includes under oath, narrative report, tally sheets, stand and stock table, geo-tagged photographs, and map of the area;</li> <li>- Electronic copy of the inventory data in MS Excel format;</li> <li>- Under oath validation report of the PENRO/RO as to the availability and sustainability of the volume of raw material covered by a Log/Veneer/Lumber Supply Contract duly approved by the Regional Executive Director;</li> <li>- In case the source of raw materials is coming from forest plantations, a copy of tenure instrument (i. e. IFMA/CADT/CBFMA, etc.) and a copy of harvesting permit; and</li> <li>- In case the source of raw materials is coming from private tree plantations, a copy of Certificate of Tree Plantation Ownership (CTPO) and corresponding map of the area</li> </ul>	Applicant
<p>10. Evidence of ownership of machineries;</p>	Applicant
<p>11. GIS generated map with corresponding geo-tagged photos showing the location of WPP; and</p>	DENR

12. Certification from the Regional Office that the WPP is not within the illegal logging hotspot area.		DENR		
13. Performance Bond – P/720.00/cu. m based on daily rated capacity but not less than P/6,000.00				
<b>Additional for renewal</b>				
14. Certificate of Good Standing to be executed by the concerned CENRO/Implementing PENRO stating among others that the subject WPP has never been involved in any illegal logging activities in the past				
15. Certification from the concerned CENRO/Implementing PENRO that the WPP has already installed the required CCTV Camera		DENR CENRO or Implementing PENRO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	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 day	<i>Chief, Forest Utilization Section</i>
	Reviews and evaluates the submitted documents.				
	<b>If incomplete documents or for renewal</b> Prepares communications/documents/applications with discrepancies to be returned to the CENRO thru the PENRO concerned for appropriate	<b>If new application and complete documents</b> Prepares endorsement of application to the DENR Central Office thru the Forest management Bureau (FMB) for approval	None	4 days	<i>LPDD FUS Staff</i>

	action; Prepares permit for approval of the RED				
	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; Initial permit for approval of the RED	Initials all endorsement of application to the DENR Central Office thru the Forest Management Bureau (FMB) for approval	None	1 day	<i>Chief, Forest Utilization Section</i>
	Reviews and initial communications to applications/documents with discrepancies to be returned to PENROs/CENROs for rectification/compliance / Reviews and Initials all communications/endorsement acted by the Personnel concerned		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 Initial permit for approval of the RED	Reviews and Initials all communications/endorsement acted by the Personnel concerned	None	1 hour	ARD for Technical Services
	Signs communications to/endorsement applications/documents with discrepancies to be returned to PENROs/CENROs for rectification/compliance/Sign communications/endorsement acted by the Personnel concerned; Approves the Permit		None	1 hour	<i>Regional Executive Director</i>

	Releases to Records Section the approved communications to applications/documents with discrepancies to be returned to PENROs/ CENROs for rectification/ compliance for mailing; Release to Records Unit the approved permit	Releases to Records Section the approved communications/endorsement for DENR Central Office to Records Section for mailing	None	15 min.	<i>Releasing Personnel, LPDD-FUS</i>
	Releases all communications for mailing to DENR Central Office/PENRO's and CENRO's		None	15 min.	<i>Records Section, Regional Office</i>
			<b>TOTAL:</b>	<b>7 days</b>	