

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 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:	Regulation and Permitting Section, DENR CENR Office (or Implementing PENR Office) to PENR Office to Regional Office	
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. LGU Endorsement/Certification of No Objection (1 original)		Concerned LGU (City/Municipal/Barangay)
3. Endorsement from concerned LGU interposing no objection to the cutting of trees under the following conditions (1 original):		
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
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 or Registry of Deeds (ROD)
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 for School/Organization (1 original)	Requesting Party, School PTA, or Organization

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
CENRO				

1. Submit letter request and supporting documents.	1. Check completeness of application and supporting documents, and receive, record (including scanning) and forward the application to Deputy CENR Officer/ CENR Officer. Provide Requesting Party an acknowledgement receipt of the documents.	None	50 min.	<i>Receiving/Releasing Clerk</i> CENRO Records Unit
	1.1. Receive, review and refer the application to Chief, RPS.	None	1 hour	<i>Deputy CENR Officer/ CENR Officer</i> CENRO
	1.2. Receive and review the application, and assign inspection team to conduct site inspection.	None	30 min.	<i>Chief</i> RPS
	1.3. Prepare Order of Payment. Forward the same to Requesting Party.	None	30 min.	<i>Staff in-charge</i> RPS
2. Pay certification and oath fee.	2. Accept payment and issue Official Receipt (OR).	Php 50.00/ certification Fee Php 36.00/ application Oath Fee Php 1,200.00/ha	30 min.	<i>Credit Officer</i> CENRO

		Inventory Fee** (for 1 ha and above)		
3. Receive OR.	3. Accept the OR. Schedule the inspection.	None	Within 1 working day (depends on availability of team, bulk of requests and schedule)	<i>Staff in-charge/ Inspection Team RPS</i>
4. Guide/accompany the inventory team to the site.	4. Conduct inspection of the area (100% inventory of trees) and prepare report with attachments (map, geo-tagged photos and tally sheets) and endorsement to PENR Office. Forward to Chief, RPS. (Inspection in accordance to DMO No. 1991-08 and FMB Technical Bulletin No. 3)	None	15 working days or less depending on the location and size of the area	<i>Inspection Team RPS</i>
4.1. None	1.1. Review the inspection report and submit recommendation to CENRO.	None	1 hour	<i>Chief RPS</i>
4.2. None	1.2. Receive and review the application and inspection report. Approve	None	1 working day	<i>CENR Officer CENRO</i>

		recommendation. Sign the endorsement to PENR Office.			
4.3. None	1.3.	Record and release the application, supporting documents and endorsement to PENR Office.	None	3 working days or less depending on the location of PENR Office (calendar days if courier, plus batching up)	<i>Receiving/Releasing Clerk CENRO Records Unit</i>
PENRO					
4.4. None	1.4.	Receive documents and forward to PENRO	None	2 hours (batching up of documents)	<i>Receiving/Releasing Clerk PENRO Records Section</i>
4.5. None	1.5.	Receive and review documents. Evaluate documents. Draft and sign the endorsement for Regional Office.	None	1 day (batching up documents)	<i>PENR Officer Chief, TSD PENRO</i>
4.6. None	1.6.	Review, evaluate application and prepare memorandum endorsement to Regional Office through Chief, TSD for countersigning.	None	2 hours	<i>Chief/Staff Concerned Unit/Section Chief TSD</i>
4.7. None	1.7.	Review and sign the memorandum	None	1 hour	<i>PENR Officer PENRO</i>

	endorsement for the Regional Executive Director (RED).			
4.8. None	1.8. Record and release the application and supporting documents.	None	3 working days or less depending on the location of Offices 5 working days for islands or mountain areas (calendar days if courier, plus batching up)	<i>Receiving/Releasing Clerk</i> PENRO Records Section
REGIONAL OFFICE (RO)				
4.9. None	1.9. Receive documents and forward to Regional Executive Director.	None	1 hour	<i>Receiving/Releasing Clerk</i> RO Records Section
4.10. None	1.10. Receive and review documents. Forward to ARD for Technical Services (ARD for TS).	None	1 working day (batching up of documents)	<i>RED</i> Regional Office
4.11. None	1.11. Receive and review documents. Forward to License, Patents and Deeds Division (LPDD).	None	4 hours (batching up of documents)	<i>ARD for TS</i> Regional Office

4.12. None	1.12. Receive and review documents. Forward to assigned Staff.	None	1 hour (batching up of documents)	<i>Chief, LPDD,</i> Regional Office
4.13. None	1.13. Conduct detailed review/evaluation of application.	None	4 working days (or more depending on the bulk of permits received)	<i>Chief/Staff, FUS,</i> Regional Office
4.14. None	1.14. Prepare the Tree Cutting Permit (TCP) and Memorandum Instruction to concerned CENRO to supervise the cutting.	None	4 hours	<i>Chief/Staff, FUS,</i> Regional Office
4.15. None	1.15. 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)	<i>Chief, LPDD,</i> Regional Office
4.16. None	1.16. Review/initial and forward the permit and memorandum for the Regional Executive Director (RED)'s signature	None	4 hours (batching up of documents)	<i>ARD, TS,</i> Regional Office
4.17. None	1.17. Sign/approve the permit and memorandum instruction	None	1 working day (batching up of documents)	<i>RED,</i> Regional Office

4.18. None	1.18. 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.	<i>Receiving/Releasing Clerk</i> RO Records Section
2. Receive the approved S/PLTP***		None		

<i>CENRO SUB-TOTAL</i>	<i>Php 86.00</i>	<i>19 days, 4 hrs & 50 mins</i>
<i>PENRO SUB-TOTAL</i>	<i>None</i>	<i>4 days & 5 hrs</i> <i>6 days & 5 hrs (for relatively remote areas)</i>
<i>IMPLEMENTING PENRO SUB-TOTAL</i>	<i>Php 86.00</i>	<i>24 days, 1 hr & 50 mins</i> <i>26 days, 1 hr & 50 mins (for relatively remote areas)</i>
<i>REGIONAL OFFICE SUB-TOTAL</i>	<i>None</i>	<i>3 days & 2 hours</i>
TOTAL	Php 50.00/ certification Certification Fee Php 36.00/ application Oath Fee Php 1,200.00/ha Inventory Fee** (for 1 ha and above)	32 days, 4 hrs & 20 mins (for relatively non-remote areas) to 34 days, 4 hrs & 20 mins (for relatively remote areas)

**The approval of the Tree Cutting Permit may take longer than the expected processing time if complex issues were identified in the course of the processing. The Undersecretary for Field Operations, Assistant Secretaries for Field Operations and/or the Forest Management Bureau may, from time to time, conduct inquiries, research or consultations in relation to the application/request.*

**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