



CITIZEN'S CHARTER NO. R6-F-02.ISSUANCE OF LAND TENURE INSTRUMENTS (FLAG/FLAGT, IFMA, SIFMA, FLGMA AND CBFMA)

This service is made upon request of external party to sustainably managed and provide equitable access to forestland and forest resources and provide security of tenure to qualified persons to occupy, develop utilize and sustainably manage forestland through appropriate land use agreements consistent with Government Share/Users Fee.

Office or Division:	Forest Utilization Section -Licenses, Patents and Deeds Division, DENR Regional Office VI, Iloilo City	
Classification:	Highly Technical	
Type of Transaction	G2C - Government to Citizen, Government to Government, Government to Business	
Who may avail:	External: External Clientele who are authorized party or representative	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.Duly Accomplished Application Form/Letter intent (CBFMA) accompanied by the ff: 1. a For an Individual applicant: -Certified copy of Birth Certificate, or Certificate of Naturalization 1. b For Association, Corporation or partnership, - certified copy of SEC registration 1.b.1 -Articles of Incorporation/partnership (original or authenticated copy), 1.b.2 -Resolution of the corporate governing body (Board of Directors, Board of Trustees, etc.) designating the authorized representative of said corporation, association or partnership to apply/sign documents for and in behalf of the company, and PO Resolution (CBFMA) (original). 1.c For cooperative -Certified copy of certificate of registration from the Cooperative Development Authority (CDA). (Note: No application for CBFMA)		CENRO Level/Implementing PENRO
2. Payment of Application fee for FLAg / FLAgT / SLUP of P500.00, (DAO No. 2004-16 Amount paid P _____ O.R. Number _____		CENRO Level/Implementing PENRO



Date paid _____ 2.2 IFMA – P0.60/hectare 2.3 SIFMA – P1.00/hectare or fraction but not lower than P250.00 2.4 FLGMA – P10.00/hectare or fraction but not less than P500.00/application 2.5 CBFMA -application fee not applicable	
3. NCIP Clearance (Certificate of Pre and Prior Consent or Non-overlap)	Applicant (Office of the NCIP, Regional Office) with endorsement from the Office
4. Map of the area applied for, with technical description, coordinates (2) sets of longitude and tie point from the nearest landmark. (DAO No. 2004 -16)	CENRO Level/Implementing PENRO
5. Inspection Report duly signed by the inspecting officer attested by the CENR Officer concerned.(Chief, of the Section or Technical Division Chief in case of Implementing PENRO)	CENRO Level/Implementing PENRO
6. Indicative Management Plan.	To be prepared by the Applicant in collaboration of Private Forester of practitioner
7. Initial Environment Examination (IEE) as basis for the issuance of ECC	Applicant - Environmental Management Bureau (EMB Office)
8. BIR Certification on the zonal valuation of the nearest commercial zone of the Barangay/Municipality or Province whichever is higher. (for computation of the minimum entry fee-sec. 12.8 DAO 2004-59)	It can be downloaded thru the Internet
9. Proof of Financial Capability to develop and manage the area applied for.	Applicant
10. LGU/s Endorsement (Barangay, City/Municipality/Province) – (Resolution) Brgy. Reso-for project implemented in 1 Brgy., Municipal Resolution if project. covered by 2 Brgys., Provincial Resolution for projects covered by 2 Municipalities	Applicant - Resolution to be requested by the applicant from the Local Government Unit (LGU)
11. For areas covered by specific laws, clearance/authorization from a governing body i.e. Palawan	N/A
12. Posting of Performance bond - twice the annual rental or users fee as the case maybe, but not less than P10, 000.00. Provided, that 50% of the computed bond deposit shall be posted in CASH and a balance in the form of surety bond with a duration of five (5) years renewable every five (5) years in case of lease or management agreement or coterminous of the Flag.	Applicant to be paid to DENR-CENRO/Implementing PENRO



(Note: No payment for CBFMA applicant)				
13.a. The Government Share is computed based on the 5% of the nearest Zonal Value of the commercial zone of the nearest and adjacent barangay/municipality/city or province whichever is higher. The Government share be paid within thirty (30) days upon issuance of the FLAg. 13.b. IFMA- Government Share shall be registered between the holder and DENR immediately falling the approval of CDMP. 13.c SIFMA – first fifth year= free 6 th to 10 th year=300/ha 11 th year onwards = 500/ha. 13.d FLGMA = 40.00/ha and fraction 13.e CBFMA = Government Share is free		Applicant to be paid to DENR-CENRO		
14. Submission of Comprehensive Management Development Plan (CDMP) is within six (6) months from the issuance of the FLAg. For FLAgT application CDMP is submitted upon filing of application		Applicant to be submitted to DENR CENRO/implementing PENRO		
15. Approve DOT plan prepared by LGU or Certification (if there is no approved plan).				
18. Other requirements for FLAg: 1. Certificate of Registration of the applicant as a renewable energy developer for hydroelectric power plant 2. Hydropower Energy Service Contract 3. Water Permits 4. Clearance		Issued by DOE (RA No. 9513) Between DOE and applicant Issued by NWRB From CAAP (for wind energy project)		
19. Audited financial statement for the last preceding years (IFMA/SIFMA)		Certified Public Accountant		
20. List of Officers and Members		People's Organization		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE



CENRO thru PENRO submits Completed Staff Work (CSW) application of Land Tenure Instrument (FLAg/FLAgT, IFMA, SIFMA, SLUP, FLGMA and CBFMA to the Regional Office	Receives the applications/documents for logging the same in the Division's Tracking System for numbering and monitoring purposes; Transmits documents/communications to the Division Chief for eventual routing	None	20 min.	<i>Records</i>
	Refers all incoming applications/documents to ARD TS	None	20 min.	<i>RED</i>
	Receive documents/applications for referral to concerned Division		20 min.	<i>ARD TS</i>
	Refer incoming applications / documents and routes the same for appropriate action to concerned Sections	None	1 day	<i>Chief, LPD Division</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	10 min.	<i>Receiving Personnel, FUS</i>
	Conducts site assessment validation of the applied area/Reviews and assigns to Personnel concerned the documents/communications	None	4 days	<i>Chief, Forest Utilization Section</i>
	Refers map of tenure application to (OCM) and then LESS for verification	None	25 days	Chief, LPDD
	Reviews, evaluates and conducts data analysis on the documents			
	If incomplete documents Prepares communications / documents If complete documents -Prepares agreement and Memorandum of forest tenure Instrument application to the Chief, FUS for review of	None	4 days	<i>LPDD FUS Staff</i>



	applications with discrepancies to be returned to the CENRO thru the PENRO concerned for appropriate action	Agreement (FLAg, FLAgT, IFMA, SIFMA, FLGMA and CBFMA)			
	Reviews and Evaluates all communications/documents acted by the Personnel Concerned				
	Correct or Initials communications to applications/documents with discrepancies to be returned to PENROs/ CENROs for rectification/ compliance	-correct or Initials endorsement of Land Tenure Applications acted by the concerned personnel for signature of the Chief, LPDD	None	1 day	<i>Chief, Forest Utilization Section</i>
	Reviews and Initials communications to applications/documents with discrepancies to be returned to PENROs/ CENROs for rectification/ compliance; Reviews and Initials endorsement of forest tenure Applications acted by the Section Chief for signature of RED.		None	2 days	<i>Chief, LPD Division</i>
	Reviews and Initials communications to applications/documents with discrepancies to be returned to PENROs/ CENROs	Reviews and Initials endorsement of forest tenure Applications and endorsed to the RED	None	2 days	ARD for Technical Services



	for rectification/ compliance				
	Signs communications / documents with discrepancies to be returned to PENROs/ CENROs for rectification/ compliance; Approve forest tenure Applications		None	1 day	<i>Regional Executive Director</i>
	Return documents to LPDD for record and securing of files copy		None	1 day	<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	-Releases to Records Section the approved forest tenure Applications to PENRO/CENRO	None	30 min.	<i>Releasing Personnel, LPDD-FUS</i>
	Releases all communications for mailing to PENROs/CENROs DENR Central Office		None	30 min.	Records Section, Regional Office
			TOTAL:	46 days 2 hours & 10 min.	