



CITIZEN'S CHARTER NO. RO-F-03a. ISSUANCE OF CERTIFICATE OF VERIFICATION (COV) FOR THE TRANSPORT OF PLANTED TREES WITHIN PRIVATE LAND, NON-TIMBER FOREST PRODUCTS EXCEPT RATTAN AND BAMBOO

COV is a document to be presented when transporting planted trees within private lands not registered under the Private Tree Plantation Registration and/or non-premium trees, non-timber forest products (except rattan and bamboo).

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| Office or Division: | Regulation and Permitting Section, DENR Implementing PENR/CENR Office | |
| Classification: | Complex | |
| Type of Transaction: | G2B - Government to Business G2C - Government to Citizen G2G - Government to Government | |
| Who may avail: | Concerned Individual, Timber Dealers, Schools and Universities, ERDB, FPRDI and other Government Office, Wood Processing Plants (WPPs) permittee. | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| 1. Request letter indicating the following: (1 original, 1 photocopy) <ul style="list-style-type: none"> a. Type of forest product b. Species c. Estimated volume/quantity d. Type of conveyance and plate number e. Name and address of the consignee/destination f. Date of transport | | Requesting Party |
| 2. Certification that the forest products are harvested within the area of the owner (for non-timber) (1 original) | | Barangay LGU |
| 3. Approved Tree Cutting Permit for timber (1 photocopy) | | Requesting Party or concerned DENR Office |



| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|--|---|
| 4. OR/CR of conveyance and Driver's License (1 photocopy) | Requesting Party |
| 5. Additional Requirement | |
| if the owner of the forest product is not the owner of the conveyance | |
| Certificate of Transport Agreement (1 original) | Requesting Party |
| if applicant is not the land owner | |
| Special Power of Attorney (SPA) (1 original) | Requesting Party, Private Lawyer or Notary Public |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSONS RESPONSIBLE |
|---|---|-----------------|-----------------|--|
| 1. Submit request letter and supporting documents | 1. Check completeness of request and supporting documents, receive application and forward to PENR/CENR Officer/Deputy CENR Officer | None | 30 min. | <i>Receiving/Releasing Clerk CENRO/Implementing PENRO Records Unit</i> |
| 1.1. None | 1.1. Receive and review application. Forward to Chief RPS (CENRO)/Chief TSD (Implementing PENRO) | None | 30 min. | <i>PENR/CENR Officer/ Deputy CENR Officer</i> |
| 1.2. None | 1.2. Receive, review/evaluate request, and assign a team to conduct verification. | None | 1 hour | <i>Chief RPS (CENRO)/Chief TSD (Implementing PENRO)</i> |



| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSONS RESPONSIBLE |
|--|---|--|-----------------|---|
| 1.3 None | 1.3. Prepare and approve Order of Payment | None | 1 hour | <i>CENR Officer/Accountant for implementing PENRO</i> |
| 2. Receive Order of Payment and pay corresponding fees | 2. Accept payment and issue Official Receipt to the client | Php 50.00/ truck load Certificate of Verification Fee Php 36.00 Oath Fee per application Php 360.00 Inspection fee * | 30 min. | <i>Bill Collector/ Cashier for implementing PENRO</i> |
| 3. Receive OR | 3. Inspect the forest products in the area, and prepare Inspection Report, and Certificate of Verification (COV) and affix initial duplicate copy of COV. | None | 5 days | <i>Inspection Officer CENRO/Implementing PENRO</i> |
| 3.1. None | 3.1. Review inspection report and affix initial on the duplicate copy of COV. Forward to the PENR/CENR Officer for approval. | None | 1 hour | Chief RPS (CENRO)/Chief TSD (Implementing PENRO) |



| CLIENT STEPS | AGENCY ACTION | FEEES TO BE PAID | PROCESSING TIME | PERSONS RESPONSIBLE |
|-------------------|--|--|--------------------------------------|--|
| 3.2. None | 3.2. Receive and review report. Sign and approve COV. | None | 1 hour | <i>CENR/PENR Officer</i> |
| 3.3. Receive COV. | 3.3. Record and release approved COV. | None | 15 min. | <i>Receiving/Releasing Clerk CENRO/Implementing PENRO Records Unit</i> |
| TOTAL: | | Php 50.00/ truck load Certificate of Verification Fee Php 36.00 Oath Fee per application Php 360.00 Inspection Fee Php 446.00 + | 5 days, 5 hours & 45 min. | |

*Fees and charges are based on DAO 2004-16