



DENR CENR, PENR AND REGIONAL OFFICES
Admin and Finance Sector
(Internal and External Services)



CITIZEN'S CHARTER NO. RO-AF-01. ISSUANCE OF CERTIFICATION OF NO RECORDS/APPEAL/MOTION FOR RECONSIDERATION, ETC.

This Certification is made upon request of DENR personnel, official or external party of No Records/Appeal/Motion for Reconsideration, etc. being filed in the DENR. The purpose for the request is included in the Certification.

Office or Division:	Records Unit/Section, DENR CENR, PENR and Regional Offices
Classification:	Simple
	Complex
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government
Who may avail:	Internal: Regular Employee of DENR, including its Bureaus and Attached Agencies External: Contract of Service Personnel, LGU and other government agencies or instrumentalities and private individuals
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Duly accomplished customer request form (1 original)	Public Assistance Desk, Receiving Area or Records Unit/Section
2. Government issued ID (present 1 original)	Requesting Party
Additional if from the Government Sector	
3. Official Letter Request (1 original)	Requesting Party
Additional if Requesting Party is a representative	



4. SPA for representative (1 original, notarized)		Requesting Party, Private Lawyer or Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Accomplish request form and forward to Receiving/Releasing Clerk	1. Receive, and check the completeness of submitted requirements, stamp the date and time on documents and forward to all documents to action officer	None	5 min.	Gina A. Lopez <i>Administrative Officer I</i> <i>(Records Officer I)</i> Records Unit/Section
1.1. None	1.1. Verify all requirements and indicate amount to be paid in the Request Form	None	5 min.	Gina A. Lopez <i>Administrative Officer I</i> <i>(Records Officer)</i> Records Unit/Section
1.2. None	1.2. Approve and sign Request Form	None	5 min.	Gina A. Lopez <i>Administrative Officer I</i> <i>(Records Officer)</i> Records Unit/Section
1.3. None	1.3. Prepare/Approve Order of Payment	None	5 min.	Gina A. Lopez <i>Administrative Officer I</i> <i>(Records Officer)</i> Records Unit/Section



2. Pay to the Cashier the Certification Fee	1. Accept payment and issue Official Receipt	Certification Fees***: Php 25.00	5 min.	Cecilia Besana Credit Officer Marrielle Maye Gulmatico Cashier Unit/Section
1.1. None	2.1. Check the Official Receipt. Verify, prepare and initial the Certification	None	25 min. (Simple) 3 hours (Complex)	Gina A. Lopez <i>Administrative Officer I</i> (Records Officer) Records Unit/Section
2.2. None	1.2. Initial the Certification	None	5 min.	Pascual I. Ongco, Jr. LMO III/ Chief, RPS Section (RPS)
1.3. None	2.3. Determine accuracy of the Certification and affix signature	None	5 min.	Joel L. Navarra OIC-PENR, Officer Gina A. Lopez Administrative Officer I (Records Officer I) (CENR Office) Noemi C. Losbanes Chief, MSD or Reynold V. Escobar, Chief-TSD



2.4. None	1.4. Release the approved Certification to the customer and forward the received Customer Request Form to Action Officer	None	10 min.	Gina A. Lopez <i>Administrative Officer I</i> (Records Officer) Records Unit/Section
2. Receive the approved Certification	3. File the Customer Request Form	None	5 min.	Gina A. Lopez <i>Administrative Officer I</i> (Records Officer) Records Unit/Section
TOTAL:		Php 25.00	Simple	1 hour & 15min.
			Complex	3 hours & 50 min.

***Except when covered by Official Letter Request



CITIZEN'S CHARTER NO. RO-AF-02. AUTHENTICATION OF RECORD/S*

Authentication of record/s is made by a requesting party (DENR personnel, official or external clientele) for a certified true copy of a record/s issued by the DENR and being filed in the Records Unit/Section. The purpose for the request is included in the Request Form.

Office or Division:	Records Unit/Section, DENR CENR, PENR and Regional Offices	
Classification:	Simple	
	Complex	
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government	
Who may avail:	Internal: Regular Employee of DENR, including its Bureaus and Attached Agencies External: Contract of Service Personnel, LGU and other government agencies or instrumentalities and private individuals	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter Request/Request Form (1 original)		Public Assistance Desk, Receiving Area or Records Unit/Section
2. Government issued ID (present 1 original)		Requesting Party
Additional if from the Government Sector		
3. Official Letter Request(1 original)		Requesting Party
Additional if Requesting Party is a representative		



4. SPA for representative (1 original, notarized)		Requesting Party, Private Lawyer, Public Attorney's Office (PAO) or Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Accomplish request form and forward to Receiving/ Releasing Clerk.	1. Receive, check, and stamp date and time on document. Upload the document to Document Tracking System. Forward document to the concerned Action Officer	None	15 min.	Gina A. Lopez <i>Administrative Officer I</i> (Records Officer) Records Unit/Section
1.1. None	1.1. Check the availability of records. Process the request (photocopy and stamp " <i>Certified True Copy</i> ") and sign the certification or documents. Indicate amount to be paid in the Request	None	30 min. (Simple) 3 hours (Complex)	Gina A. Lopez <i>Administrative Officer I</i> (Records Officer) Records Unit/Section



	Form/Order of Payment.			
2. Pay to the Cashier the Authentication Fee.	2. Accept payment and issue Official Receipt.	Php 50.00 Authentication Fee** per set + Php 5.00 per page *Internal Clients are free of Charge	10 min.	Cecilia Besana Credit Officer Marielle Maye Gulmatico Cashier Unit/Section
1.2. None	1.2. Check the Official Receipt and photocopy for filing.	None	5 min.	Gina A. Lopez <i>Administrative Officer I</i> (Records Officer) Records Unit/Section
1.2. None	1.3. Release the approved Authentication to the customer and forward the received Customer Request Form to Action Officer.	None	5 min.	Gina A. Lopez <i>Administrative Officer I</i> (Records Officer) Records Unit/Section
3. Receive the approved Authentication.	3. File the Customer Request Form and attachments.	None	5 min.	Gina A. Lopez <i>Administrative Officer I</i> (Records Officer)



			Records Unit/Section
TOTAL:	Php 50.00 Certification Fee per set +	Simple	1 hour & 10 min.
	Php 5.00 per page	Complex	3 hours & 40 min.

*Confidential and Top Secret Documents are subject for approval of the Secretary.

**Except those with Official Letter Request



CITIZEN'S CHARTER NO. RO-AF-05-06-07. PROCESSING OF PAYMENT OF CLAIMS

This process includes processing of Obligation Request and Status (ORS) and Disbursement Voucher (DV), and preparation, processing and issuance of Checks/LDDAP-ADA and corresponding Advices. This process is used to pay an obligation to DENR employees, individuals, agencies or creditors for goods purchased and services rendered.

Office or Division:	Accounting, Budget and Cashier Units/Sections, Finance Section/Division, DENR CENR, PENR and Regional Offices
Classification:	Complex
	Highly Technical
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government
Who may avail:	Internal: Permanent Personnel External: Personnel under Contract of Service, Service Provider and Supplier

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE*
General Requirement	
<ul style="list-style-type: none"> Disbursement Voucher (1 original, 3 duplicate) 	Requesting Party or Originating Office
<ul style="list-style-type: none"> Obligation Request and Status (1 Original, 2 duplicate copies) 	Requesting Party or Originating Office
If Initial Contract of Communication/Telephone and Gasoline	
<ul style="list-style-type: none"> Contract (3 original) 	Service Provider, Requesting Party or Originating Office
<ul style="list-style-type: none"> Annual Procurement Plan (APP), and any amendment thereto (1 certified Copy), or Certification from the Procurement Office that the items procured are already included in the APP (1 original) 	Edna A. Escobar, Chief, GSS



If Supplier/Contractor/Service Provider	
A. Purchase Order (P.O.)	Complex
<ul style="list-style-type: none"> Purchase Order/Contract Agreement (1 Original, 3 duplicate copies) 	Edna A. Escobar(AOI, Supply Officer)
<ul style="list-style-type: none"> Purchase Request (1 Original, 3 duplicate copies) 	Requesting Party or Originating Office
<ul style="list-style-type: none"> BAC Resolution (1 original, 2 Photocopies) 	Bids And Awards Committee (BAC) Secretariat-Georlyn R. Bereber(Special Investigator I)
<ul style="list-style-type: none"> PHILGEPS Posting (if above 50K) (1 original, 2 Photocopies) 	Bids And Awards Committee (BAC) Secretariat-Relly A. Bocado
<ul style="list-style-type: none"> PhilGeps Registration and/or Certification from Procurement- that legal document from GPPB Reso No. 21-2017 dated 5/30/2017 are submitted and duly verified (1 original, 2 Photocopies) 	Bids And Awards Committee (BAC) Secretariat-Georlyn A. Bereber (Special Investigator I)
<ul style="list-style-type: none"> Agency Procurement Request/APR Form No. 02 (for supplies), In case supplies are not available at DBM, there must be a certificate of Non-availability of stock from PS-DBM (1 original, 2 Photocopies) 	Edna A. Escobar, (AOI, Supply Officer) Procurement section
<ul style="list-style-type: none"> Annual Procurement Plan (APP), and any amendment thereto (1 Certified Copy), or Certification from the Procurement Office (and/or BAC Secretariat) that the items procured are already included in the APP (1 original) 	Edna A. Escobar, (AOI, Supply Officer) Requesting Party/Procurement Section/ BAC Secretariat
<ul style="list-style-type: none"> Abstract of Quotations (2 Original) 	Georlyn Bereber (Special Investigator I) Requesting Party or Originating Office & BAC Secretariat
<ul style="list-style-type: none"> Quotations with Certification from Procurement Office that Supplier has Submitted Updated Eligibility Documents/Legal Documents (Alternative Method of Procurement), if shopping (3 Original Per Supplier) 	Service Provider
<ul style="list-style-type: none"> At least 1 Filled-Up Quotation, with Proof of Receipt of Quotation (1 original, 2 photocopies) 	Service Provider
<ul style="list-style-type: none"> Certificate of Posting in 3 Conspicuous Places (1 original, 2 photocopies) 	Georlyn Bereber (Special Investigator I);Relly Bocado (ISA II),Ma. Innah Borres-FT II-Bac Secretariat



<ul style="list-style-type: none"> Request for Quotations (1 original Per Supplier) 	Service Provider
<ul style="list-style-type: none"> Special Order, if Applicable (1 Photocopy) 	Requesting Party or Originating Office, Regional Office Or Central Office
<ul style="list-style-type: none"> Inspection and Acceptance Report (1 original, 2 Photocopies) 	Infa: Pascual I. Ongco Jr.(LMO III)/NGP: Mary Grace Molina-Planning Officer II Inspection and Acceptance Committee (IAC)
<ul style="list-style-type: none"> Sales Invoice/Delivery Receipt/Official Receipt (1 original, 2 Photocopies) 	Service Provider
<ul style="list-style-type: none"> Certificate Of Acceptance (1 original, 2 Photocopies) 	Requesting Party
B. P.O. Through Direct Contracting	
<ul style="list-style-type: none"> Purchase Request with Certification from the Procurement Office that the items procured are already included in the APP (1 Original, 3 duplicate copies) 	Requesting Party or Originating Office and Procurement Office
<ul style="list-style-type: none"> BAC Resolution (1 Original, 3 duplicate copies) 	Georlyn R. Bereber (Special Investigator I)BAC Secretariat
<ul style="list-style-type: none"> Quotations (1 Original, 3 duplicate copies) 	Service Provider
<ul style="list-style-type: none"> Distributor Certificate or Sworn Certificate of Guarantee Exclusive Distributorship Agreement (If Applicable) (2 photocopies) 	Service Provider Or Bac Secretariat
<ul style="list-style-type: none"> Inspection Report (1 Original, 3 duplicate copies) 	Infa: Pascual I. Ongco Jr.(LMO III)/NGP: Mary Grace Molina-Planning Officer II Inspection and Acceptance Committee (IAC)
<ul style="list-style-type: none"> Certificate of Acceptance (1 Original, 3 duplicate copies) 	Requesting Party
If Meals and Snacks For Seminar/Training	
<ul style="list-style-type: none"> Special Order or Notice of Meeting (1 original, 2 photocopies) 	Requesting Party or Originating Office, Regional Office Or Central Office
<ul style="list-style-type: none"> Purchase Request with Certification from the Procurement Office that the items procured are already included in the APP (1 Original, 2 photocopies) 	Requesting Party or Originating Office
<ul style="list-style-type: none"> RESO (1 original, 2 photocopies) 	BAC Secretariat Georlyn Bereber (Special Investigator I);Relly Bocado (ISA II),Ma. Innah Borres-FT II-Bac Secretariat



<ul style="list-style-type: none"> ● PHILGEPS BNA – RFQ (1 original, 2 photocopies) 	Georlyn Bereber (Special Investigator I);Relly Bocado (ISA II),Ma. Innah Borres-FT II-Bac Secretariat
<ul style="list-style-type: none"> ● 3 Quotations (1 original Per Supplier, 2 photocopies) 	Service Provider
<ul style="list-style-type: none"> ● APQ (1 original, 2 photocopies) 	Georlyn Bereber (Special Investigator I);Relly Bocado (ISA II),Ma. Innah Borres-FT II-Bac Secretariat
<ul style="list-style-type: none"> ● Certification from Procurement that legal document from GPPB Reso No. 21-2017 dated 5/30/2017 are submitted and duly verified (1 original), if applicable 	Edna A. Escobar, (AOI, Supply Officer) Procurement Section, Administrative Division
<ul style="list-style-type: none"> ● Contract (1 Original, 2 photocopies) 	Service Provider, Requesting Party or Originating Office
<ul style="list-style-type: none"> ● Billing or Statement of Account (1 original, 2 photocopies) 	Service Provider, Requesting Party or Originating Office
<ul style="list-style-type: none"> ● Menu (1 original, 2 photocopies) if applicable 	Service Provider, Requesting Party or Originating Office
<ul style="list-style-type: none"> ● Attendance (1 original, 2 photocopies) 	Requesting Party or Originating Office
<ul style="list-style-type: none"> ● Activity Report with Pictures (1 original, 2 photocopies) 	Requesting Party or Originating Office
If Job Order (J.O.)	
A. Repair of Vehicle/Equipment/Facilities	
<ul style="list-style-type: none"> ● Purchase Request with notation that it is included in the APP (1 original, 2 photocopies) 	Requesting Party or Originating Office
<ul style="list-style-type: none"> ● Pre-Repair Inspection Report (1 original, 2 Photocopies) 	Infa: Pascual I. Ongco Jr.(LMO III)/NGP: Mary Grace Molina-Planning Officer II Inspection Committee
<ul style="list-style-type: none"> ● BAC Resolution for Major Repairs (1 original, 2 Photocopies) 	Georlyn Bereber (Special Investigator I);Relly Bocado (ISA II),Ma. Innah Borres-FT II-Bac Secretariat BAC Secretariat
<ul style="list-style-type: none"> ● Abstract of Quotations (1 original, 2 Photocopies) 	Requesting Party or Originating Office & BAC Secretariat
<ul style="list-style-type: none"> ● Quotations (1 original Per Supplier, 2 Photocopies) 	Service Provider
<ul style="list-style-type: none"> ● Post Repair Inspection Report (1 original, 2 Photocopies) 	Edna A. Escobar, (AOI, Supply Officer) Property Unit/Section, General Services Section (GSS)
<ul style="list-style-type: none"> ● Certificate of Acceptance (1 original, 2 Photocopies) 	Requesting Party



<ul style="list-style-type: none"> ● PHILGEPS Posting (above 50K) (1 original, 2 photocopies) 	Edna A. Escobar, (AOI, Supply Officer) Procurement Section
<ul style="list-style-type: none"> ● Certificate of Posting of Award (1 original, 2 photocopies) 	Edna A. Escobar, (AOI, Supply Officer) Procurement Section
<ul style="list-style-type: none"> ● Certification from Procurement that legal document from GPPB Reso No. 21-2017 dated 5/30/2017 are submitted and duly verified (1 original) 	Edna A. Escobar, (AOI, Supply Officer) Procurement Section
<ul style="list-style-type: none"> ● Waste Materials Report (1 original, 2 Photocopies) 	
<ul style="list-style-type: none"> ● Certificate of Availability of Funds (1 original, 2 photocopies) 	Ruby B. Frio (Accountant III), Jovie B. Buenchuchillo (Budget Officer II) Budget and Accounting Section
B. Printing	
<ul style="list-style-type: none"> ● Purchase Request with notation that it is included in the APP (1 original, 2 photocopies) 	Requesting Party or Originating Office
<ul style="list-style-type: none"> ● Layout, E-Copy of Document to be Printed, or Source of Layout (1 original, Digital Copy) 	Requesting Party or Originating Office
<ul style="list-style-type: none"> ● BAC Resolution (1 original, 2 Photocopies) 	Georlyn Bereber (Special Investigator I); Relly Bocado (ISA II), Ma. Innah Borres-FT II-Bac Secretariat BAC Secretariat
<ul style="list-style-type: none"> ● Abstract of Quotations (1 original, 2 Photocopies) 	Requesting Party or Originating Office & BAC Secretariat
<ul style="list-style-type: none"> ● PHILGEPS Posting (above 50K) (1 original, 2 photocopies) 	Edna A. Escobar, (AOI, Supply Officer) Procurement Section
<ul style="list-style-type: none"> ● Certificate of Posting of Award (1 original, 2 photocopies) 	Edna A. Escobar, (AOI, Supply Officer) Procurement Section



<ul style="list-style-type: none"> • Certification from Procurement that legal document from GPPB Reso No. 21-2017 dated 5/30/2017 are submitted and duly verified (1 original), if applicable 	Edna A. Escobar, (AOI, Supply Officer) Procurement Section
<ul style="list-style-type: none"> • Quotations (1 original Per Supplier, 2 Photocopies) 	Service Provider
<ul style="list-style-type: none"> • Inspection Report (1 original, 2 Photocopies) 	Infra: Pascual I. Ongco Jr.(LMO III)/NGP: Mary Grace Molina-Planning Officer II Inspection And Acceptance Committee (IAC)
<ul style="list-style-type: none"> • Certificate of Acceptance (1 original, 2 Photocopies) 	Requesting Party
If Agency Procurement Request (APR)	
<ul style="list-style-type: none"> • Purchase Request (1 original, 2 photocopies) 	Requesting Party or Originating Office
<ul style="list-style-type: none"> • Certificate of Availability of Funds (1 original, 2 photocopies) 	Ruby B. Frio (Accountant III),Jovie B. Buenchuchillo (Budget Officer II) Budget and Accounting Section
If Contract	
<ul style="list-style-type: none"> • Notarized Contract (1 original, 2 photocopies) 	Requesting Party or Originating Office, BAC Secretariat or Service Provider
<ul style="list-style-type: none"> • Purchase Request (1 original, 2 photocopies) 	Requesting Party or Originating Office
<ul style="list-style-type: none"> • PHILGEPS Posting (50K and above) (1 original, 2 photocopies) 	Edna A. Escobar, (AOI, Supply Officer) Procurement Section
<ul style="list-style-type: none"> • Certificate of Posting of Award (1 original, 2 photocopies) 	Edna A. Escobar, (AOI, Supply Officer) Procurement Section
<ul style="list-style-type: none"> • Certification from Procurement that legal document from GPPB Reso No. 21-2017 dated 5/30/2017 are submitted and duly verified (1 original), if applicable 	Edna A. Escobar, (AOI, Supply Officer) Procurement Section
<ul style="list-style-type: none"> • TOR (1 original, 2 photocopies) 	Requesting Party or Originating Office
<ul style="list-style-type: none"> • Letter Intent/Proposal (1 original, 2 photocopies) 	Service Provider
<ul style="list-style-type: none"> • Curriculum Vitae with Personal Data Sheet (1 original, 2 photocopies) 	Service Provider
<ul style="list-style-type: none"> • Letter Request for Payment (For Resource Person, Documentor, or Facilitator) (1 original, 2 Photocopies) 	Service Provider



<ul style="list-style-type: none"> Evaluation Report (for Resource Person, Documentor or Facilitator) (1 original, 2 Photocopies) 	Requesting Party
<ul style="list-style-type: none"> Certificate of Acceptance (1 original, 2 Photocopies) 	Requesting Party
<ul style="list-style-type: none"> Certificate of Availability of Funds (1 original, 2 photocopies) 	Ruby B. Frio (Accountant III), Jovie B. Buenchuchillo (Budget Officer II) Budget and Accounting Section
<ul style="list-style-type: none"> Actual Output (3 photocopies, if applicable) 	Service Provider
If Salaries of Contract of Service	
<ul style="list-style-type: none"> Notarized Contract (1 original or certified true copy and 2 photocopies for the first payment only) 	Requesting Party or Originating Office, BAC Secretariat or Service Provider
<ul style="list-style-type: none"> Duly Accomplished Daily Time Record (DTR) (1 original, 2 Photocopies) 	Cherry May N. Calderon (Planning Officer I) Personnel Unit/Section
<ul style="list-style-type: none"> Travel Order, if applicable (3 photocopies) 	Requesting Party
<ul style="list-style-type: none"> Accomplishment Report (1 original, 2 Photocopies) 	Requesting Party
<ul style="list-style-type: none"> S.O, if Applicable (1 original, 2 Photocopies) 	DENR Central, Regional, PENR and/or CENR Office
<ul style="list-style-type: none"> MCLE Certification, if Lawyer (1 original, 2 Photocopies) 	Service Provider
<ul style="list-style-type: none"> Written Concurrence from COA, if Lawyer (1 original, 2 Photocopies), if applicable (based on COA Circular 2021-003 dated July 16, 2021) 	Commission On Audit (COA)
<ul style="list-style-type: none"> Deputation of OSG, if Lawyer (1 original, 2 Photocopies) 	Office of the Solicitor General (OSG)
<ul style="list-style-type: none"> Acquiescence from OSG, if Lawyer (3 Photocopies) 	Office of the Solicitor General (OSG)
If Mandatory Expenses	
A. Water and Electricity	
<ul style="list-style-type: none"> Billing Statement (1 original, 2 Photocopies) 	Service Provider
B. Communication/Telephone	
<ul style="list-style-type: none"> Billing/Statement of Account (1 original, 2 Photocopies) 	Service Provider
<ul style="list-style-type: none"> Certification that Phone Calls are official in nature (1 original, 2 Photocopies) 	Requesting Party or Originating Office
<ul style="list-style-type: none"> Contract (1 original for first payment only) 	Service Provider Or Requesting Party
C. Gasoline	
<ul style="list-style-type: none"> Billing/Statement of Account (1 original, 2 Photocopies) 	Service Provider



<ul style="list-style-type: none"> • Vehicle Trip Ticket (1 original, 2 Photocopies) 	Driver In Duty
<ul style="list-style-type: none"> • Contract (1 original for first payment only) 	Service Provider Or Requesting Party
<ul style="list-style-type: none"> • Fuel/Lubricants Requisition and Issue Slip (1 original, 2 Photocopies) 	Requesting Party or Originating Office
<ul style="list-style-type: none"> • Fuel Consumption Report, if applicable 	Edna A. Escobar, (AOI, Supply Officer) General Services Section/Supply Officer
<ul style="list-style-type: none"> • Monthly Report of Official Travels, if applicable 	Edna A. Escobar, (AOI, Supply Officer) General Services Section/Supply Officer/Drivers
If Government Share For Mandatory Deductions	
<ul style="list-style-type: none"> • List of Personnel with Corresponding Amount of Government Share (1 original, 2 Photocopies) 	Cherry May N. Calderon/ Cecilia Besana/ Analie Medina/ Michael Agustin Personnel Section/Unit-Administrative Division/Section or Accounting Unit/Section-Finance Section/Division
If TEV (Local)	
A. Approved Travel Order (1 original, 2 Photocopies)	Requesting Party or Originating Office and CENR Officer, PENR Officer or Regional Executive Director (RED)
B. Itinerary (1 original, 2 Photocopies)	Requesting Party or Originating Office
C. Special Order, if Applicable (3 Photocopies)	Gregoria Alenaje-CENR Officer, Joel L. Navarra- PENR Officer, RED, Usec or Secretary
D. Additional Requirement For Reimbursement	
<ul style="list-style-type: none"> • Travel Report (1 original, 2 Photocopies) 	Requesting Party or Originating Office
<ul style="list-style-type: none"> • Certificate of Travel Completed (1 original, 2 Photocopies) 	Requesting Party or Originating Office
<ul style="list-style-type: none"> • Certificate of Appearance (1 original, 2 Photocopies) 	Destination Office
<ul style="list-style-type: none"> • Tickets (1 original, 2 Photocopies) 	Airline Company
<ul style="list-style-type: none"> • PAL/Cebu Pacific or any other Airline TO (1 original, 2 Photocopies) 	Requesting Party or Originating Office, and RED
<ul style="list-style-type: none"> • Boarding Pass (1 original, 2 Photocopies) 	Airline Company
<ul style="list-style-type: none"> • Terminal Fee Ticket/Stub (1 original, 2 Photocopies) 	Airline Company



<ul style="list-style-type: none"> • Certificate of Expenses not Requiring Receipt (1 original, 2 Photocopies) 	Requesting Party or Originating Office
<ul style="list-style-type: none"> • Receipt from Accommodation, if applicable (1 original, 2 Photocopies) 	Accommodation Provider
If Cash Advances	
<ul style="list-style-type: none"> • Special Order of SDO/Allotment Letter (3 Photocopies) 	PENR Officer or RED
<ul style="list-style-type: none"> • Certificate of No Unliquidated Cash Advance (1 original, 2 Photocopies) 	Accounting Unit/Section, Finance Section/Division
<ul style="list-style-type: none"> • Authority from the Head of Office to Grant the Cash Advance, if applicable 	Joel L. Navarra-OIC, PENR Officer Head Of Office
<ul style="list-style-type: none"> • Activity Design and Budgetary Requirements/Budget Estimates, if applicable 	Joel L. Navarra-OIC, PENR Officer End-user/s
If Replenishment of Petty Cash Fund	
<ul style="list-style-type: none"> • Report on Paid Petty Cash Vouchers (1 original, 2 photocopies) 	Marrielle Maye Gulmatico (Acting Cashier) Petty Cash Custodian
<ul style="list-style-type: none"> • Petty Cash Vouchers (1 original, 2 photocopies) 	Marrielle Maye Gulmatico (Acting Cashier) Petty Cash Custodian
<ul style="list-style-type: none"> • Special Order, if First Payment (1 original, 2 photocopies) 	Gina A. Lopez,AOI (Records Officer) Records Unit
<ul style="list-style-type: none"> • Official Receipts/Sales Invoices (1 original, 2 photocopies) 	Supplier
<ul style="list-style-type: none"> • Petty Cash Replenishment Report (1 original, 2 photocopies) 	Concerned Special Disbursing Officer (SDO)
<ul style="list-style-type: none"> • Approved Purchase Request (1 original, 2 photocopies) 	Requesting Party/Concerned Office
<ul style="list-style-type: none"> • Certificate of Emergency Purchase (1 original, 2 photocopies) 	Requesting Party/Concerned Office
<ul style="list-style-type: none"> • Certificate of Inspection and Acceptance (1 original, 2 photocopies) 	Marrielle Maye Gulmatico (Credit Officer) Inspection & Pre-Acceptance Committee (IPC)
<ul style="list-style-type: none"> • Report of Waste Materials, in case of repair (1 original, 2 photocopies) 	Edna A. Escobar, (AOI, Supply Officer) GSS
<ul style="list-style-type: none"> • Approved Trip Ticket for Gasoline Expenses (1 original, 2 photocopies) 	Edna A. Escobar, (AOI, Supply Officer) GSS



<ul style="list-style-type: none"> • Three (3) Quotations from Suppliers (1 original, 2 photocopies) if Php1,000 above-single transaction 	Suppliers
<ul style="list-style-type: none"> • Abstract of Quotations (1 original, 2 photocopies) 	Requesting Party/Concerned Office

If eNGP/CBFM Contracts

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE**
A. Payment of 15% Mobilization Fee	
<ul style="list-style-type: none"> • Endorsement Memorandum (1 original, 2 photocopies) 	Concerned CENRO/Requesting Party
<ul style="list-style-type: none"> • Letter of Intent (1 original, 2 photocopies), if applicable 	PO's/Requesting Party
<ul style="list-style-type: none"> • Annual Procurement Plan (APP) (1 Certified Copy) 	Edna A. Escobar, (AOI, Supply Officer) Procurement Unit or Section
<ul style="list-style-type: none"> • Notarized MOA with WFP, Mode of Payment & GIS Map (1 original, 2 photocopies) 	Requesting Party or Originating Office
<ul style="list-style-type: none"> • Site Development Plan 	Concerned CENRO
<ul style="list-style-type: none"> • Purchase Request / Job Request (1 original, 2 photocopies), if applicable 	Requesting Party or Originating Office
<ul style="list-style-type: none"> • BAC Resolution – Mode of Procurement (1 original, 2 Photocopies) 	Georlyn Bereber (Special Investigator I);Relly Bocado (ISA II),Ma. Innah Borres-FT II-Bac Secretariat BAC Secretariat
<ul style="list-style-type: none"> • Proof of Posting of RFQ at 3 conspicuous places (1 original, 2 Photocopies), if applicable 	Georlyn Bereber (Special Investigator I);Relly Bocado (ISA II),Ma. Innah Borres-FT II-Bac Secretariat BAC Secretariat
<ul style="list-style-type: none"> • Quotations (1 original Per Service Provider, 2 Photocopies) if applicable 	Service Provider
<ul style="list-style-type: none"> • Abstract of Quotations (1 original, 2 Photocopies), if applicable 	Requesting Party or Originating Office & BAC Secretariat
<ul style="list-style-type: none"> • BAC Resolution – Award approved by HOPE (1 original, 2 Photocopies) 	Georlyn Bereber (Special Investigator I);Relly Bocado (ISA II),Ma. Innah Borres-FT II-Bac Secretariat BAC Secretariat
<ul style="list-style-type: none"> • Notice of Award received by Service Provider (1 original, 2 Photocopies) 	Requesting Party or Originating Office & BAC Secretariat



<ul style="list-style-type: none"> ● Notice to Proceed received by Service Provider (1 original, 2 Photocopies) 	Requesting Party or Originating Office & BAC Secretariat
<ul style="list-style-type: none"> ● Philgeps Posting of Award/Contract/Proceed (1 original, 2 Photocopies) 	Georlyn Bereber (Special Investigator I); Rely Bocado (ISA II), Ma. Innah Borres-FT II-Bac Secretariat BAC Secretariat
<ul style="list-style-type: none"> ● Request for release of 15% Mobilization fee (1 original, 2 Photocopies) 	PO's/Requesting Party
<ul style="list-style-type: none"> ● Performance Security 	Service Provider
<ul style="list-style-type: none"> ● LEGAL REQUIREMENTS <ol style="list-style-type: none"> a. Based on the updated GPPB Issuance as of October 22, 2021 (GPPB Resolution No. 18-2021) b. Certificate of Registration from SEC/CDA/DOLE (3 photocopies) c. Certification from the leader of the service provider that none of its incorporators, organizers, directors or officials is an agent or related by consanguinity or affinity up to the fourth civil degree to the HOPE, members of BAC or other authorized officials (1 original, 2 Photocopies) d. Disclosure of related business, if any and extent of ownership therein (1 original, 2 Photocopies) 	Service Provider/ ORIGINATING OFFICE/ BAC SECRETARIAT
<ul style="list-style-type: none"> ● TECHNICAL REQUIREMENTS <ol style="list-style-type: none"> a. List of completed contracts similar to the procurement (1 original, 2 Photocopies) 	Service Provider
<ul style="list-style-type: none"> ● FINANCIAL REQUIREMENTS <ol style="list-style-type: none"> a. Certificate that the service provider has an existing bank account (1 original, 2 Photocopies) / 3 photocopies of Bank Book b. Updated Audited Financial Statements (1 original, 2, Photocopies) 	Service Provider



c. Certification that it has financial management system that maintains sets of book of accounts (1 original, 2 Photocopies)	
B. Progress Billing	
• Endorsement/Memorandum (1 original, 2 photocopies)	Concerned CENRO
• Letter Request to the Auditor for the validation of the accomplishment (1 original, 2 photocopies)	Concerned CENRO & PENRO (Technical-eNGP)
• Geotagged Photos of the validated Accomplishment of Activities (Per Beneficiary/ Family) (1 original, 2 photocopies)	Joint Validating Team of PENRO & CENRO, Concerned Site Team Leader and PO/Families
• Statement of Account (1 original, 2 photocopies)	Payee/Contractor
• List of Beneficiaries (1 original, 2 photocopies)	CENRO (NGP Coordinator/Site Team Leader)
• Parceliarized Plantation Map (Maintained & Protected) (1 original, 2 photocopies)	GIS Team/eNGP Unit
• Certificate of Completion and Acceptance (1 original, 2 photocopies), if applicable	Concerned CENRO
• Approved Memorandum of Agreement (2 photocopies)	PENRO (Technical-eNGP)
• Request for Inspection and Payment (1 original, 2 Photocopies)	Service Provider
• Statement of Work Accomplished (1 original, 2 Photocopies)	Service Provider
• Notarized Narrative Report and Notarized Inspection and Acceptance Report (IAR in Matrix form) with attached Validation/ Accomplishment Report (1 original, 2 photocopies)	Requesting Party or Originating Office Joint Validating Team of PENRO & CENRO
• Certificate of Acceptance (1 original, 2 Photocopies)	Requesting Party or Originating Office
• Fund Utilization Report with attached payroll, if with labor (1 original, 2 Photocopies), if applicable	Service Provider
C. Release of Retention fee	
• Endorsement/Memorandum (1 original, 2 photocopies)	Concerned CENRO



<ul style="list-style-type: none"> • PO Request for the release of Retention Fee (1 original, 2 photocopies) 	Contracted PO/Family
<ul style="list-style-type: none"> • Third Party Evaluation Report that the PO Plantation attained at least 85% Survival Rate (2 photocopies) (Per DAO 2019-03, this is applicable for 100 hectares and above. In-house validation applies for 99 hectares and below) 	Third Party Contracted/Regional Office
<ul style="list-style-type: none"> • Certificate of Final Inspection and Acceptance Report (1 original, 2 photocopies) 	JIC
<ul style="list-style-type: none"> • Certificate of Final Acceptance (1 original, 2 photocopies) 	HOPE
<ul style="list-style-type: none"> • Completed Parceliarized Plantation Map (1 original, 2 photocopies) 	France Lyndon Garde (FTII/GIS GIS Team/eNGP Unit
<ul style="list-style-type: none"> • Photo Copy of Affidavit of Completion (2 photocopies) 	Marilyn Caragayan PENRO (Technical-eNGP)
<ul style="list-style-type: none"> • Photo Copy of Certificates of Completion and Acceptance (2 photocopies) 	Marilyn Caragayan PENRO (Technical-eNGP)
<ul style="list-style-type: none"> • Photo copy of Obligation Requests and Status (2 photocopies) 	Marilyn Caragayan PENRO (Technical-eNGP)
<ul style="list-style-type: none"> • Photo Copy of Memorandum of Agreements (2 photocopies) 	Marilyn Caragayan PENRO (Technical-eNGP)
<ul style="list-style-type: none"> • Photo Copy of Notice to Proceeds (2 photocopies) 	Marilyn Caragayan PENRO (Technical-eNGP)
<ul style="list-style-type: none"> • Inspection/Validation Report of Third Party Validators indicating the survival rate for Sites with area of 100 has and above (1 original, 2 Photocopies) 	Requesting Party or Originating Office
<ul style="list-style-type: none"> • Inspection/Validation Report of Regional/PENRO composite team indicating the survival rate for Sites with area of below 100 has (1 original, 2 Photocopies) 	Requesting Party or Originating Office
<ul style="list-style-type: none"> • Fund Utilization Report/Schedule of Payment, if applicable (1 original, 2 Photocopies) 	Requesting Party or Originating Office
<ul style="list-style-type: none"> • Project Completion Report (1 original, 2 Photocopies) 	Requesting Party or Originating Office
<ul style="list-style-type: none"> • Letter of FINAL Turn Over (1 original, 2 Photocopies) 	Service Provider



<ul style="list-style-type: none"> • Certificate of FINAL Acceptance (1 original, 2 Photocopies) 	Requesting Party or Originating Office
<ul style="list-style-type: none"> • Geo-tagged photos of validation and accomplished activities (1 original, 2 Photocopies) 	Requesting Party or Originating Office
<ul style="list-style-type: none"> • Certificate of Site Development (1 original, 2 Photocopies) 	Requesting Party or Originating Office
D. Progress Payment for Seedling Production	
<ul style="list-style-type: none"> • Endorsement/Memorandum (1 original, 2 photocopies) 	Concerned CENRO
<ul style="list-style-type: none"> • PO Request for Inspection/Validation and payment (1 original, 2 photocopies) 	PO's/Requesting Party
<ul style="list-style-type: none"> • Statement of Work Accomplishment (1 original, 2 photocopies) 	PO's/Requesting Party
<ul style="list-style-type: none"> • Letter Request to the Auditor for the validation of the accomplishment (1 original, 2 photocopies) 	Marilyn Caragayan Concerned CENRO & PENRO (Technical-eNGP)
<ul style="list-style-type: none"> • Validation Report / Accomplishment (1 original, 2 photocopies) 	Mary Grace Molina Joint Validating Team of PENRO & CENRO
<ul style="list-style-type: none"> • Nursery Tally Sheet (1 original, 2 photocopies) 	Mary Grace Molina Joint Validating Team of PENRO & CENRO
<ul style="list-style-type: none"> • Geotagged Photos of Nurseries (per plot) (1 original, 2 photocopies) 	Mary Grace Molina Joint Validating Team of PENRO & CENRO, Concerned Site Team Leader and PO/Families
<ul style="list-style-type: none"> • Statement of Account (1 original, 2 photocopies) 	PO's/Requesting Party
<ul style="list-style-type: none"> • Proposed list of Beneficiaries/Families (1 original, 2 photocopies) 	Marilyn Caragayan CENRO (NGP Coordinator/Site Team Leader)
<ul style="list-style-type: none"> • Photo copy of Approved Memorandum of Agreement (2 photocopies) 	Marilyn Caragayan PENRO (Technical-eNGP)
<ul style="list-style-type: none"> • Photo copy of Approved Obligation Request (2 photocopies) 	Marilyn Caragayan PENRO (Technical-eNGP)
E. Additional if seedlings were procured	
<ul style="list-style-type: none"> • Seedlings Acknowledgement Receipt (1 original, 2 photocopies) 	Seedling Supplier
<ul style="list-style-type: none"> • Certificate of Registration of Seedling Supplier (1 original, 2 photocopies) 	Seedling Supplier



<ul style="list-style-type: none"> • Delivery Receipt duly received by the PO (1 original, 2 photocopies) 	Seedling Supplier & PO
<ul style="list-style-type: none"> • Business Permit of Seedling Supplier (1 original, 2 photocopies) 	Seedling Supplier

If Infrastructure Projects

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE**
<ul style="list-style-type: none"> • Letter request from the contractor for inspection (if applicable) and released of advance/progress/final payment or for substitution in case of release of retention money (1 original, 2 photocopies) 	Contractor/Payee/Requesting Party
<ul style="list-style-type: none"> • Statement of Work Accomplishment/Progress Billing (1 original, 2 photocopies) 	Contractor/Payee/Requesting Party
<ul style="list-style-type: none"> • Inspection Report by the Agency's Authorized Engineer (1 original, 2 photocopies) 	Agency's Authorized Engineer/ Inspectorate Team
<ul style="list-style-type: none"> • Result of Test Analysis, if applicable (1 original, 2 photocopies) 	Contractor/Payee/Requesting Party
<ul style="list-style-type: none"> • Statement of Time Elapsed (1 original, 2 photocopies) 	Agency's Authorized Engineer/ Inspectorate Team
<ul style="list-style-type: none"> • Monthly Certificate of Payment (1 original, 2 photocopies) 	Agency's Authorized Engineer/ Inspectorate Team
<ul style="list-style-type: none"> • Contractor's Affidavit on payment of laborers and materials (1 original, 2 photocopies) 	Contractor/Payee/Requesting Party
<ul style="list-style-type: none"> • Pictures, before, during and after construction of items of work especially the embedded items (1 original, 2 photocopies) 	Agency's Authorized Engineer/ Inspectorate Team
<ul style="list-style-type: none"> • Photocopy of vouchers of all previous payments (2 photocopies) 	GSU/Accounting Michael Agustin , Eden Japsay
<ul style="list-style-type: none"> • Certificate of Completion (1 original, 2 photocopies) 	Requesting Party (e.g CENRO)
<ul style="list-style-type: none"> • Certificate of Acceptance 	HOPE/Authorized Representatives



<ul style="list-style-type: none"> Letter request from the Agency to the Auditor for the inspection and payment for the work accomplished by the contractor (1 original, 2 photocopies) 	HOPE/Authorized Representatives
A. If advance payment (additional requirements)	
<ul style="list-style-type: none"> Any security in the form of cash, bank guarantee, irrevocable standby letter of credit from a commercial bank, GSIS or surety bond callable on demand (amount equivalent to the released MF) (1 original, 2 photocopies) 	Contractor/Payee/Requesting Party
<ul style="list-style-type: none"> Notarized Contract (1 original, 2 photocopies) 	BAC Secretariat/GSU
<ul style="list-style-type: none"> Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof (1 original, 2 photocopies) 	BAC Secretariat/GSU
B. If final payment (additional requirements)	
<ul style="list-style-type: none"> As-built Plan (1 original, 2 photocopies) 	Contractor/Payee/Requesting Party
<ul style="list-style-type: none"> Warranty security (1 original, 2 photocopies) 	Contractor/Payee/Requesting Party
<ul style="list-style-type: none"> Clearance from the Provincial Treasurer that the corresponding sand and gravel fees have been paid, if applicable (1 original, 2 photocopies) 	Contractor/Payee/Requesting Party
<ul style="list-style-type: none"> Copy of turn over documents/transfer of project and facilities such as motor vehicle, laptops, other equipment and furniture included in the contract to concerned government agency (1 original, 2 photocopies) 	Requesting Party
C. If Release of Retention Money (additional requirements)	
<ul style="list-style-type: none"> Certification from the Requesting Party that the project is completed and inspected (1 original, 2 photocopies) 	Requesting Party
<ul style="list-style-type: none"> Certification of final inspection and acceptance report (1 original, 2 photocopies) 	Agency's Authorized Engineer/ Inspectorate Team



<ul style="list-style-type: none"> • Certificate of Final Acceptance (1 original, 2 photocopies) 	HOPE/Authorized Representatives
<ul style="list-style-type: none"> • Any security in the form of cash, bank guarantee, irrevocable standby letter of credit from a commercial bank, GSIS or surety bond callable on demand, if applicable (1 original, 2 photocopies) 	Contractor/Payee/Requesting Party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSONS RESPONSIBLE
1. Submit DV and ORS with complete supporting documents to Budget Unit/Section.	1. Review completeness of documents, receive and record in Logbook the DV and ORS, and forward documents to the concerned Processor.	None	20 min.	Marielle Maye Gulmatico / Jovie Buenchuchillo <i>Receiving/Releasing Clerk</i> Budget Unit/Section
	1.1. Review, check fund availability and allotment, record and assign number in the ORS Control Book, and initial ORS. Forward to Chief Budget Officer.	None	1 hour	Marielle Maye Gulmatico / Jovie Buenchuchillo <i>Budget Staff</i> Budget Unit/Section
	1.2. Review documents and sign Box B of ORS.	None	30 min.	Jovie Buenchuchillo <i>(Budget Officer II)</i> <i>Chief Budget Officer</i> Budget Unit/Section



	1.3. Record ORS and forward the documents to Accounting Unit/Section.	None	30 min.	Marielle Maye Gulmatico <i>Receiving/Releasing Clerk</i> Budget Unit/Section
	1.4. Review documents, receive, record in Logbook, assign DV number and forward DV and ORS with complete supporting documents to concerned Accounting Staff.	None	30 min.	Michael Agustin / Eden Japsay <i>Receiving/Releasing Clerk</i> Accounting Unit/Section
	1.5. Review documents. Process DV as to completeness of supporting documents, validity and correctness of claims. Compute and deduct applicable taxes. Prepare Certificate of Tax Withheld and record particulars of DV in Individual Index Card.	None	3 hours (complex) 4 hours (highly technical)	Michael Agustin / Eden Japsay <i>Accounting Staff</i> Accounting Unit/Section



	<p>Prepare Journal Entry (Box B) and affix initial in DV.</p> <p>Forward to Chief Accountant for review and approval.</p>			
	<p>1.6. Review DV and sign Box C of DV, and forward to Receiving/Releasing Clerk.</p>	None	2 hours	<p>Ruby B. Frio Chief Accountant Accounting Unit/Section</p>
	<p>1.7. Release DV and other documents to approving authority based on Manual of Authorities.</p>	None	1 hour	<p>Michael Agustin / Eden Japsay Accounting Staff Receiving/Releasing Clerk Accounting Unit/Section</p>
	<p>1.8. Receive and batch up ORS, DV and supporting documents. Sign Box D of the DV. Forward to Receiving/Releasing Clerk.</p>	None	1 day	<p>Joel Navarra PENR Officer (PENRO)</p>



	1.9. Receive documents and forward to Cashier or Accounting Unit/Section	None	30 min.	Michael Agustin / Eden Japsay PENRO Staff Receiving/Releasing Clerk
	1.10. Receive DV, ORS and other supporting documents, review and record in logbook and forward to concerned Cashier Staff or Accounting Staff	None	30 min.	Michael Agustin / Eden Japsay Receiving/Releasing Clerk Cashier Section/Unit Receiving/Releasing Clerk Accounting Section/Unit
	1.11. Batch-up DVs into batch/folder. Forward to assigned/concerned staff.	None	1 hour	Michael Agustin / Eden Japsay Receiving/Releasing Clerk Accounting Section/Unit Receiving/Releasing Clerk Cashier Section/Unit
	1.12. Prepare Checks or LDDAP-ADA. Forward to Chief Accountant or Head of Cashier.	None	1 hour	Cecilia A. Besana /Marielle Maye Gulmatico Accounting Staff Accounting Unit/Section Cashier Staff Cashier Section/Unit



	1.13. Sign Box No. 1 of LDDAP. Sign Checks and ADA.	None	30 min.	Marielle Maye Gulmatico / Ruby B. Frio For LDDAP, <i>Chief Accountant</i> Accounting Unit/Section For Checks and ADA, <i>Head</i> Cashier Section/Unit
	1.14. Forward to approving authority based on Manual of Authority.	None	15 min.	<i>Marielle Maye A. Gulmatico</i> <i>Receiving/Releasing Clerk</i> Accounting Section/Unit
	1.15. Sign Checks and LLDAP-ADA.	None	15 min.	<i>Joel L. Navarra/ Noemi C. Losbanes</i> <i>PENRO or authorized DC</i> (PS regardless of amount, MOOE-CO regardless of amount) PENRO level



				<p><i>ARD MS</i> (MOOE-CO up to Php 1M and PS regardless of amount)</p> <p><i>ARD MS or RED</i> (PS regardless of amount)</p> <p><i>ARD MS</i> (MOOE-CO up to Php 1M) (MOOE-CO above Php 1M)</p> <p>Regional level</p>
	1.16. Forward to Cashier.	None	15 min.	<p><i>Michael Agustin / Eden Japsay</i></p> <p><i>Receiving/Releasing Clerk</i> Office of the PENRO,</p>
	1.17. Receive and check the balance of Notice of Cash Allocation (NCA) against the total amount of the DV processed.	None	15 min.	<p><i>Marielle Maye A. Gulmatico</i> <i>Cashier Staff</i> Cashier Section/Unit</p>
	1.18. Record all details in Index Card.	None	5 min.	<p><i>Marielle Maye A. Gulmatico</i> <i>Cashier Staff</i></p>



				Cashier Section/Unit
	1.19. Record particulars in Report of Checks Issued and Cancelled (RCIC)/Report of ADA Issued (RADAI). Forward to approving authority.	None	1 hour & 30 min.	Marielle Maye A. Gulmatico Cashier Staff Cashier Section/Unit
	1.20. Countersign Check and ACIC based on Manual of Authorities. Forward to Cashier.	None	10 min.	Noemi C. Losbanes/ Joel L. Navarra Chief, MSD or PENR Officer
	1.21. Record receipt of Check/ADA and forward to cashier staff.	None	5 min.	Marielle Maye A. Gulmatico Receiving/Releasing Clerk Cashier Section/Unit
	1.22. Record Check/ADA particulars in the Check Register. Inform the clientele if the check is ready for pick-up, or the ADA was already prepared	None	30 min.	Marielle Maye A. Gulmatico Cashier Cashier Section/Unit or



	for them to issue OR upon crediting payment to their account.			Requesting Party
	1.23. Release Check/ADA to customer/bank with tax certificate (supplier).	None	15 min.	Marielle Maye A. Gulmatico Cashier Cashier Section/Unit
	1.24. Receive LDDAP-ADA and/or Advice/ACIC and supporting documents. For LDDAP-ADA, transfer amount to respective accounts.	None	Not earlier than 24 hours but not later than 48 hours for Land Bank and DBP. Crediting may take longer for other servicing banks.	Staff Land Bank of the Philippines or Development Bank of the Philippines (DBP) or any other servicing banks
2. If Service Provider, issue Official Receipt and sign in Cash Book and Box E of DV.				
TOTAL:		None	Complex (1-day bank time)	3 days, 7 hours & 55 min.
			Highly Technical (1-day bank time)	4 days & 55 min.



		Complex (2-day bank time)	4 days, 7 hours & 55 min.
		Highly Technical (2-day bank time)	5 days & 55 min.
		<p>*Turn-around time (TAT) depends on the availability of signatories.</p> <p>*Other factors such as the availability of cash/funds and the bulk of transactions during end of quarter and year-end may cause the Turn-around time (TAT) to be longer.</p>	

*All documents are assumed to be from or submitted to the Admin Division/Section/Unit considering that this process flow starts with the payment, and that the Admin Division has its separate processes for procurement.

Processing time is based on the assumption that all documents are **complete and proper, and that there are no issues identified. Documents that have issues will be forwarded back to the concerned office and processing time shall be paused. **Processing time includes the turnaround time of servicing bank (1 to 2 days) which is beyond the control of DENR.**

Complex		Highly Technical
<ul style="list-style-type: none"> ● TEV ● Utilities ● Agency Procurement Request (APR) ● Mandatory Expenses ● Government Share for Mandatory Deductions ● Cash Advances 	<ul style="list-style-type: none"> ● Contract ● Procurement of goods and services ● Salaries ● PO through Direct Contracting ● Meals and Snacks for Seminar/Training ● TEV (Local) ● Replenishment of Petty Cash Fund 	Consulting Services



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CITIZEN'S CHARTER NO. RO-AF-03. SALE OF BIDDING DOCUMENTS

The Sale of Bidding Documents are documents issued to prospective bidders of certain goods or services. The Bidders may be asked to pay a fee to recover the cost for the preparation and development of the Bidding Documents pursuant to the Guidelines on the Sale of the Bidding Documents. The BAC shall issue the bidding documents to the prospective bidders upon payment of the corresponding cost thereof.

Office or Division :	Bids and Awards Committee (BAC) Secretariat, Procurement Section/Unit, DENR PENR and Regional Offices		
Classification :	Simple		
Type of Transaction:	G2B - Government to Business		
Who may avail :	Prospective Bidder/s		
CHECKLIST OF REQUIREMENT		WHERE TO SECURE	
1. Present One (1) Valid Company Identification Card		Prospective Bidder Company	
2. Official Receipt (1 original)		Cashier Unit/Section, DENR PENR or Regional Office	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit letter of intent, present original and submit copy of Official Receipt as proof of payment as indicated in the invitation to bid (ITB) for the Bidding Documents.	1. Receive copy of Official Receipt and issue copy of the Bidding Documents.	Please refer to the table of fees below.	15 minutes	BAC Secretariat: Georlyn R. Bereber <i>Special Investigator I</i> Relly A. Bocado <i>ISA II</i> Cherry May N. Calderon



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
				<i>Planning Officer I/HRMO</i> Ma. Innah S. Borres <i>FT I</i> Angel Lou D. De Asis <i>Admin Aide VI</i>
2. Receive copy of Bidding Documents, register in the logbook and acknowledge receipt of Bidding Documents.	2. Maintain registry of Bidders who purchased the Bidding Documents.		15 minutes	BAC Secretariat:) Georlyn R. Bereber <i>Special Investigator I</i> Relly A. Bocado <i>ISA II</i> Cherry May N. Calderon <i>Planning Officer I/HRMO</i> Ma. Innah S. Borres <i>FT I</i> Angel Lou D. De Asis <i>Admin Aide VI</i>
	TOTAL :	Please refer to the table of fees below.		30 min.



**Fees of Bidding Documents based on Section 5.0, Appendix 8 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.*

Approved Budget for the Contract (Php)	Maximum Cost of Bidding Documents (Php)
500, 000 and below	500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00



**DENR CENR, PENR AND REGIONAL OFFICES
Forestry Sector
(External Services)**



CITIZEN'S CHARTER NO. RO-F-01. ISSUANCE OF PRIVATE TREE PLANTATION REGISTRATION (PTPR)

This Certificate shows the ownership of plantations or planted trees within private, titled lands or tax declared alienable and disposable lands. The issuance of PTPR requires inventory and ocular inspection in the area. Tree inventory for permits (e.g. TCP or PLTP) is a process conducted separately from the inspection for PTPR per existing DENR policies, rules and regulations.

Office/Division:	Regulation and Permitting Section, DENR CENRO/Implementing PENRO
Classification:	Highly Technical
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen
Who may Avail of the Service:	Filipino Citizen/ Individual or Sole Proprietorship; Private Corporation duly registered with the Securities and Exchange Commission (SEC); Partnership or Association duly registered with SEC; Owners and operators of existing wood processing plants, provided however, that they shall file individual applications for wood processing plants which are independently operated in separate locations; within Alienable and Disposable Lands (A&D)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Letter of Application (1 original, 1 photocopy)	Requesting Party
2. OCT, TCT, Judicial Title, CLOA, Tax Declared Alienable and Disposable Lands (1 certified true copy)	Requesting Party, Assessor's Office, Registry of Deeds (ROD), NCIP, DAR
3. Data on the number of seedlings planted, species and area planted	Requesting Party
4. Endorsement from concerned LGU interposing no objection to the cutting of tree 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	Municipal/City LGU or all Barangay LGUs



be secured either from the Municipal/City Mayor or all the Barangay Captains concerned	
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
Additional if the applicant is a representative	
5. 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 letter request and supporting documents to CENRO.	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.	<p>Pascual I. Ongco, Jr. LMO III/ Chief, RPS Section (RPS)</p> <p>Gina A. Lopez Administrative Officer I (Records Officer I) Records Unit</p>
	1.1. Receive and review the application, and assign inspection team to conduct site inspection.	None	30 min.	<p>Pascual I. Ongco, Jr. LMO III/ Chief, RPS</p>



2. Guide/accompany the inventory team to the site	2. Conduct inspection of the area (100% inventory of trees) and prepare report with attachments (map, geo-tagged photos and tally sheets). 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	Aiban F. Castillo Forest Technician I RPS Staff
	2.1. Evaluate and review the application. And forward to Forest Utilization Unit (FUU).	None	4 hours	Pascual I. Ongco, Jr. LMO III/ Chief, RPS
	2.2. Receive and review application. Prepare two (2) copies of PTPR and initial on the file copy, and forward to Chief, RPS.	None	3 hours	Fe L. Maceda Forester II/ Chief, FUU
	2.3. Receive and review the application and inspection report and submit recommendation to CENRO/ Implementing PENRO	None	1 hour	Pascual I. Ongco, Jr. LMO III/ Chief, RPS



	2.4. Receive and review application. Approve and sign PTPR.	None	1 hour	Joel L. Navarra OIC- PENR Officer
	2.5. Record and release approved PTPR to applicant	None	30 min.	Gina A. Lopez <i>Administrative Officer I</i> <i>Records Officer IPENRO</i> <i>Records Unit</i>
3. Receive approved PTPR				
TOTAL:		None	16 days, 3 hrs and 50 min. **Additional time may be needed depending on the location and size of area, and bulk of transactions received.	



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).

Office or Division:	Regulation and Permitting Section, DENR Implementing PENR/CENR Office
Classification:	Complex
Type of Transaction:	G2B - Government to Business G2C - GovernmenttoCitizen G2G -Government to Government
Who may avail:	Concerned Public Individual, Schools and Universities (Public and Private), ERDB, FPRDI and other Government Office, Wood Processing Plants (WPPs)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request letter (1 original, 1 photocopy)	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, if applicable (1 photocopy)	Requesting Party or concerned DENR Office
Additional if applicant is not the land owner	
4. 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.	<p>Gina A. Lopez Administrative Officer I <i>Records Officer I</i> <i>PENRO Records Unit</i></p>
1.1. None	1.1. Receive and review application. Forward to Chief RPS (CENRO)/Chief TSD (Implementing PENRO)	None	30 min.	<p>Joel L. Navarra <i>OIC-PENR Officer</i></p>
1.2. None	1.2. Receive, review/evaluate request, and assign a team to conduct verification. Prepare Order of Payment	None	1 hour	<p>Pascual I. Ongco, Jr. <i>LMO III/ Chief, RPS</i> <i>Reynold V. Escobar</i> <i>OIC-Chief, TSD</i></p>
2. Receive Order of Payment and pay corresponding fees	2. Accept payment and issue Official Receipt to the client	<p>Php 50.00/ truck load Certificate of Verification Fee</p> <p>Php 36.00 Oath Fee per application</p> <p>Php 360.00 Inventory fee</p>	30 min.	<p>Cecilia Besana <i>Bill Collector</i></p> <p>Marielle Maye Gulmatico Cashier</p>



3. Receive OR	3. Inspect the forest products in the area, and prepare Inspection Report, and draft Certificate of Verification (COV) and initial duplicate copy of COV.	None	3 days or less depending on the location and volume of forest products	Aiban F. Castillo <i>Forest Technician I</i> <i>RPS Staff</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	Pascual I. Ongco, Jr. LMO III/ Chief, RPS Reynold V. Escobar OIC-Chief, TSD
3.2. None	3.2. Receive and review report. Sign and approve COV.	None	1 hour	Joel L. Navarra <i>OIC-PENR Officer</i>
1.1. None	3.3. Release COV.	None	15 min.	GINA A. LOPEZ <i>Administrative Officer I</i> <i>(Records Officer)</i> <i>PENRO Records Unit</i>
4. Receive COV.		None		
		Php 50.00/ truck load	3 days, 4 hours & 45 min.	



TOTAL	Php 36.00 Oath Fee per application Php 360.00 Inventory Fee Php 446.00 +	
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Fees and charges are based on DAO 2004-16



CITIZEN'S CHARTER NO. RO-F-03b. ISSUANCE OF CERTIFICATE OF LUMBER ORIGIN (CLO) FOR PROCESSED LOGS/ LUMBER FROM WOOD PROCESSING PLANT TO OTHER WPP OR DESIRED DESTINATION/S

CLO is a document to secure/present when transporting processed logs or lumber from WPP to another WPP or desired destination

Office or Division:	Regulation and Permitting Section, DENR Implementing PENR/CENR Office	
Classification:	Complex	
Type of Transaction:	G2B - Government to Business G2C - GovernmenttoCitizen	
Who may avail:	Concerned Public Individual, Wood Processing Plants (WPPs)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Request letter (1 original, 1 photocopy)	Requesting Party	
2. Approved WPP Permit (1 photocopy)	Requesting Party	
3. Approved Log/Lumber Supply Contract or Invoice Receipt (1 photocopy)	Requesting WPP	
Additional if applicant is not the WPP owner		
4. Special Power of Attorney (SPA) (1 original)	Requesting Party, Private Lawyer or Notary Public	
If the owner of the Lumber is not the owner of the Conveyance		
5. Certificate of Transport Agreement (CTA) (1 original, 1 photocopy)	Requesting Party	



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.	Gina A. Lopez <i>Administrative Officer I Records Officer I Records Unit</i>
1.1. None	1.1. Receive and review application. Forward to Chief RPS (CENRO)/Chief TSD (Implementing PENRO)	None	30 min.	Joel L. Navarra <i>OIC-PENR Officer</i>
1.2. None	1.2. Receive, review/evaluate request, and assign a team to conduct verification. Prepare Order of Payment	None	1 hour	Pascual I. Ongco, Jr. <i>LMO III/ Chief, RPS Reynold V. Escobar OIC-Chief, TSD</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 Php 36.00 Oath Fee per application Php 360.00 Scaling fee	30 min.	Cecilia Besana/Marielle Maye Gulmatico Cashier



3. Receive OR	3. Inspect the forest products in the area, and prepare Inspection Report, and draft Certificate of Lumber Origin (CLO) and initial duplicate copy of CLO.	None	2 days or less depending on the location and volume of forest products	Aiban f. Castillo <i>Forest Technician I</i> <i>RPS Staff</i>
3.1. None	3.1. Review inspection report and affix initial on the duplicate copy of CLO. Forward to the PENR/CENR Officer for approval.	None	1 hour	Pascual I. Ongco, Jr. LMO III/ Chief, RPS Reynold V. Escobar OIC-Chief, TSD
3.2. None	3.2. Receive and review report. Sign and approve CLO.	None	1 hour	Joel L. Navarra <i>OIC-PENR Officer</i>
3.3. None	3.3. Release CLO.	None	15 min.	Gina A. Lopez Administrative Officer I <i>Records Officer IPENRO</i> <i>Records Unit</i>
4. Receive CLO		None		
		Php 50.00/ truck load Php 36.00 Oath Fee per application	2 days, 4 hours & 45 min.	



TOTAL	Php 360.00 Scaling Fee Php 446.00 +	
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Fees and charges are based on DAO 2004-16



CITIZEN'S CHARTER NO. RO-F-04. APPLICATION FOR CHAINSAW REGISTRATION

This Registration serves as a legal proof of ownership, use and possession of chainsaw in the Philippines. The DENR shall issue different permits or certifications for the purchase or import, manufacture, selling, re-selling, disposal, distribution, transfer of ownership, lease, rental or lending of chainsaws.

Office or Division:	Regulation and Permitting Section, DENR Implementing PENR/CENR Office		
Classification:	Simple		
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government		
Who may avail:	Holder of Timber License Agreement, Production Sharing Agreement, Co-production Sharing Agreement, or a Private Land Timber Permit/Special Private Land Timber Permit, CBFMA, IFMA, SIFMA, or other tenurial instruments; Orchard or tree farmer; Industrial tree farmer; Licensed wood processor and the chainsaw shall be used for the cutting of timber that has been legally sold to said applicant; Anyone who shows satisfactory proof that the possession and/or use of a chainsaw is for a legal purpose; and Agencies of the government, GOCCs that use chainsaws in some aspects of their functions (except for Palawan where the jurisdiction falls with PCSD); PTPR holders.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Official Receipt of Chainsaw Purchase (1 certified copy and 1 original for verification) or Affidavit of Ownership in case the original copy is lost.		Requesting Party, Store or Dealer	
2. SPA if the applicant is not the owner of the chainsaw		Concerned LGU (City/Municipal/Barangay)	
3. Stencil Serial Number of Chainsaw		Requesting Party	
4. Duly accomplished Application Form		Implementing PENR/CENR Office	
5. Detailed Specification of Chainsaw (e.g. brand, model, engine capacity, etc.)		Official Receipt, Package or the Physical Chainsaw	
6. Notarized Deed of Absolute Sale, if transfer of ownership (1 original)		Requesting party, Private Lawyer or Notary Public Office	
Additional if Tenurial Instrument holder			
7. Certified True Copy of Forest Tenure Agreement		Requesting Party	
Additional if Business Owner			
8. Business Permit (1 photocopy)		Requesting Party	



Additional if Registered as Private Tree Plantation Owner	
9. Certificate of Registration	Requesting Party
Additional if the applicant shows satisfactory proof that the possession and/or use of a chainsaw is for a legal purpose	
10. Business Permit from LGU or affidavit that the chainsaw is needed in applicants/profession/work and will be used for legal purpose (1 photocopy)	Requesting Party
Additional if licensed Wood Processor	
11. Wood processing plant permit (1 photocopy)	
Additional if government, and GOCC	
12. Certification from the Head of Office or his/her authorized representative that chainsaws are owned/possessed by the office and use for legal purposes (specify)	Requesting Party
If the application is for renewal of registration	
1. Duly accomplished application form	Implementing PENR/CENR Office
2. Latest Certificate of Chainsaw Registration (1 Photocopy)	Requesting Party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit application form and supporting documents to the Implementing PENR/CENR Office.	1. Check completeness of application and supporting documents, and receive, record (including scanning) and forward the application to PENR/CENR Officer/Deputy CENR Officer. Provide Requesting Party an acknowledgement receipt of the documents.	None	30 min.	<p>Gina A. Lopez Administrative Officer I (Records Officer I) PENRO Records Unit</p> <p>Aiban F. Castillo FT I</p>



1.1. None	1.1. Receive and review application. Prepare and sign Order of Payment. Forward application to Technical Staff.	None	1 hour	Pascual I. Ongco, Jr. LMO III/ Chief, RPS Reynold V. Escobar OIC-Chief, TSD
2. Receive Order of Payment and pay corresponding fee.	2. Receive payment and issue Official Receipt (OR).	Php 500.00 Registration Fee	30 min.	Cecilia Besana Acting Credit Officer
3. Receive OR.	3. Receive application. Conduct verification of supporting documents and inspection of chainsaw. Prepare Certification and initial on the duplicate copy.	None	1 working day	Aiban F. Castillo Forest Technician I RPS Staff
3.1. None	3.1. Receive and review application. Affix initial on the duplicate copy. Forward to PENR/CENR Officer for approval.	None	2 hours	Pascual I. Ongco, Jr. LMO III/ Chief, RPS Reynold V. Escobar OIC-Chief, TSD
3.2. None	3.2. Receive, review and approve Certificate of Registration.	None	1 working day	Joel L. Navarra OIC-PENR Officer
3.3. None	3.3. Record, assign control number and release Certification of Registration.	None	30 min.	Gina a Lopez Administrative Officer I Records Officer I PENRO Records Unit
4. Receive Certificate of Chainsaw Registration.		None		



TOTAL	Php 500.00 Registration Fee	2 days, 4 hours & 30 min.
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Fees and charges are based on DAO 2004-16



CITIZEN'S CHARTER NO. RO-F-05. CITIZEN'S CHARTER NO. RO-F-05-ISSUANCE OF TREE CUTTING AND/OR EARTH BALLING PERMIT FOR TREES AFFECTED BY PROJECTS OF NATIONAL GOVERNMENT AGENCIES (DPWH, DOTR, DepEd, DA, DOH, CHED, DOE, and NIA)

This Permit serves as proof of authorization for the removal/cutting and/or relocation of trees affected by projects of the National Government Agencies (DPWH, DOTR, DepEd, Da, DOH, CHED, DOE and NIA)

Office or Division:	Regulation and Permitting Section, Implementing PENR/CENR Office		
Classification:	Highly Technical		
Type of Transaction:	G2G - Government to Government		
Who may avail:	National Government Agencies (DPWH, DOTR, DepEd, DA, DOH, CHED, DOE, and NIA)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter of Application (1 original)		Requesting Party	
2. LGU Endorsement/Certification of No Objection (1 original)		Barangay or Municipal LGU	
3. Approved Site Development Plan/Infrastructure Plan with tree charting (1 original)		Requesting Party	
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)		Environmental Management Bureau (EMB) Regional Office	
5. Free, Prior and Informed Consent (FPIC), if applicable		Indigenous Community and NCIP	
6. Waiver/Consent of owner/s, if titled property (1 original)		Concerned lot owner	
7. PAMB Clearance/Resolution, if within Protected Area (1 original)		PAMB	
8. Report duly signed by the forest officers who conducted the inventory of trees to be cut, to include the result of 100% inventory		Requesting Party /Implementing PENR/CENRO Personnel	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit the request/application with	1. Check completeness of application and supporting documents,	None	50 min.	Gina A. Lopez <i>Administrative Officer I</i> <i>(Records Officer I)</i>



complete supporting documents	and receive, record and forward the application to PENR/CENR Officer/Deputy CENR Officer. Provide Requesting Party an acknowledgement receipt of the documents.			<i>PENRO Records Unit</i>
1.1. None	1.1. Review and refer the application to Chief, RPS/TSD.	None	1 hour	Joel L. Navarra <i>OIC-PENR Officer</i>
1.2. None	1.2. Receive and review application, and assign inspection team to conduct site inspection.	None	30 mins.	Pascual I. Ongco, Jr. LMO III/ Chief, RPS Reynold V. Escobar OIC-Chief, TSD
1.3. None	1.3. Prepare Order of Payment. Forward the same to the Requesting Party.	None	30 mins.	Aiban F. Castillo <i>Forest Technician I</i> <i>RPS Staff</i>



2. Pay Application oath and/or Certification Fee	2. Accept payment and issue Official Receipt (OR)	Php 50.00/ certification Certification Fee (if applicable) Php 36.00/ application Oath Fee Php 1,200.00/ha Inventory Fee** (for 1 ha and above)	30 mins.	Cecilia Besana/Marielle Maye Gulmatico Cashier
3. Receive and forward the OR to RPS.	3. Accept the OR. Schedule the inspection.	None	Within 1 working day (depends on availability of team, bulk of requests and schedule)	Aiban F. Castillo Forest Technician I RPS Staff



<p>4. Guide/accompany the inventory team to the site.</p>	<p>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 Implementing PENR/ CENR Officer.</p> <p>(Inspection in accordance to DMO No. 1991-08 and FMB Technical Bulletin No. 3)</p>	<p>None</p>	<p>15 working days or less depending on the location and size of the area</p>	<p>Aiban F. Castillo Forest Technician I RPS Staff</p>
<p>4.1. None</p>	<p>4.1. Review the inspection report. Prepare cutting permit, initial and forward to the Chief, RPS/TSD for review and initial.</p>	<p>None</p>	<p>1 hour</p>	<p>Fe L. Maceda Forester II/ Chief, FUU</p>
<p>4.2. None</p>	<p>4.2. Receive and Review, initial and forward the cutting permit to the Implementing PENR/ CENR Officer/Deputy CENR Officer.</p>	<p>None</p>	<p>1 hour</p>	<p>Pascual I. Ongco, Jr. LMO III/ Chief, RPS Reynold V. Escobar OIC-Chief, TSD</p>
<p>4.3. None</p>	<p>4.3. Review and sign/approve the Tree Cutting Permit (TCP).</p>	<p>None</p>	<p>1 hour</p>	<p>Joel L. Navarra OIC-PENR Officer</p>



	4.4. Record and release, the approved TCP.		30 min.	Gina A. Lopez Administrative Officer I (Records Officer I) <i>PENRO Records Unit</i>
5. Receive approved TCP		None		
TOTAL:		Php 50.00/ certification Certification Fee*** Php 36.00/ application Oath Fee Php 1,200.00/ha Inventory Fee***	16 days, 6 hrs & 50 mins	

*Prior to the application, NGA shall submit their proposal/requirements to the CENR Office.

***Forest charges may apply to all naturally growing trees

***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)

Php 1,200.00/ha- Inventory Fee** (for 1 ha and above)



CITIZEN'S CHARTER NO. RO-F-06. ISSUANCE OF TREE CUTTING PERMIT FOR PLANTED TREES AND NATURALLY GROWING TREES FOUND WITHIN PUBLIC PLACES (PLAZA, PUBLIC PARKS, SCHOOL PREMISES OR POLITICAL SUBDIVISIONS) FOR PURPOSES OF PUBLIC SAFETY

This Permit serves as proof of authorization for the removal/cutting of trees in public places (Plaza, Public Parks, School Premises or Political Subdivisions for purposes of public safety).

Office or Division:	Regulation and Permitting Section, DENR CENRO to Regional Office	
Classification:	Highly Technical (Multi-Stage Processing)	
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business	
Who may avail:	Any Filipino citizen, Local Government Units (LGUs), Schools, Homeowners	
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. Report duly signed by the forest officers who conducted the timber inventory of trees to be cut, to include the result of 100% timber inventory		
Additional if within Subdivisions		
4. Homeowner's Resolution (1 original)	Homeowner's Association	
Additional if School/Organization		
5. PTA Resolution or Resolution from any organize group of No Objection and Reason for Cutting (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	None	50 min.	Gina A. Lopez <i>Administrative Officer I</i> <i>(Records Officer I)</i> Records Unit/Section



	Deputy CENR Officer/ CENR Officer. Provide Requesting Party an acknowledgement receipt of the documents.			
1.1. None	1.1. Receive, review and refer the application to Chief, RPS.	None	1 hour	Joel L. Navarra <i>OIC-PENR Officer</i>
1.2. None	1.2. Receive and review the application, and assign inspection team to conduct site inspection.	None	30 min.	Pascual I. Ongco, Jr. <i>LMO III/ Chief, RPS</i>
1.3. None	1.3. Prepare Order of Payment. Forward the same to Requesting Party.	None	30 min.	Aiban F. Castillo <i>FT I</i>
2. Pay certification and oath fee	2. Accept payment and issue Official Receipt (OR).	Php 50.00/ certification Certification Fee Php 36.00/ application Oath Fee Php 1,200.00/ha Inventory Fee** (for 1 ha and above)	30 min.	Cecilia Besana <i>Acting Credit Officer</i> Marielle Maye Gulmatico <i>Acting Cashier</i>
3. Receive and forward the OR to RPS.	3. Accept the OR. Schedule the inspection.	None	Within 1 working day (depends on availability of team, bulk of	Aiban F. Castillo <i>FT I</i>



			requests and schedule)	
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	Aiban F. Castillo <i>Forest Technician I</i> <i>RPS Staff</i>
4.1. None	4.1. Review the inspection report and submit recommendation to CENRO.	None	1 hour	Pascual I. Ongco, Jr <i>LMO III/ Chief, RPS</i>
4.2. None	4.2. Receive and review the application and inspection report. Approve recommendation. Sign the endorsement to PENR Office.	None	1 hour	Joel L. Navarra <i>OIC-PENR Officer</i>
4.3. None	4.3. 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)	Gina A. Lopez <i>Administrative Officer I</i> <i>(Records Officer I)</i> <i>Records Unit/Section</i>



PENRO				
4.4. None	4.4. Receive documents and forward to PENRO	None	2 hours (batching up of documents)	Gina A. Lopez Administrative Officer I Records Officer I PENRO Records Section
4.5. None	4.5. Receive and review documents. Evaluate documents. Draft and sign the endorsement for Regional Office.	None	1 day (batching up documents)	Joel L. Navarra OIC-PENR Officer/ Reynold V. Escobar OIC-Chief, TSD
4.6. None	4.6. Review, evaluate application and prepare memorandum endorsement to Regional Office through Chief, TSD for countersigning.	None	2 hours	Fe. L. Maceda Forester II/ Chief, FUU Reynold V. Escobar OIC-Chief, TSD
4.7. None	4.7. Review and sign the memorandum endorsement for the Regional Executive Director (RED).	None	1 hour	Joel I. Navarra OIC-PENR-Officer
4.8. None	4.8. Record and release the application and supporting documents to the Regional Office.	None	3 working days or less depending on	Gina A. Lopez Administrative Officer I Records Officer I PENRO Records Unit



			<p>the location of Offices</p> <p>5 working days for islands or mountain areas</p> <p>(calendar days if courier, plus batching up)</p>	
REGIONAL OFFICE (RO)				
4.9. None	4.9. Receive documents and forward to Regional Executive Director.	None	4 hours (batching up of documents)	Pinky C. Peñafiel Administrative Officer II Administrative Division
4.10. None	4.10. Receive and review documents. Forward to ARD for Technical Services (ARD for TS).	None	1 working day (batching up of documents)	Livino B. Duran Regional Executive Director
4.11. None	4.12. Receive and review documents. Forward to License, Patents and Deeds Division (LPDD).	None	4 hours (batching up of documents)	Raul L. Lorilla <i>ARD for Technical Services</i>
4.13. None	4.14. Receive and review documents. Forward to assigned Staff.	None	1 hour (batching up of documents)	Atty. Elizur G. Militar <i>Chief, Licences Patents and Deeds Division (LPDD)</i>
4.15.	4.16. Conduct detailed review/evaluation of application.	None	4 working days (or more depending on the bulk of	Sharcel N. Gallego <i>DMO IV /Concurrent Chief, Forest Utilization Section (FUS)</i>



			permits received)	LPDD
4.17.	4.18. Prepare the Tree Cutting Permit (TCP) and Memorandum Instruction to concerned CENRO to supervise the cutting.	None	4 hours	Rebecca P. Bretaña DMOII Forest Utilization Section (FUS) LPDD Jeamee C. Alarcon DMOI Forest Utilization Section (FUS) LPDD Sarah Jane S.Silomenio DMOI Forest Utilization Section (FUS)LPDD Rizza B. Gallego Technical Support Staff
4.19.	4.20. Review/initial and forward the permit and memorandum to Assistant Regional Director for Technical Services (ARD, TS)	None	1 hour (batching up of documents)	Atty. Elizur G. Militar Chief, Licences Patents and Deeds Division (LPDD)
4.21. None	4.22. Review/initial and forward the permit and memorandum for the Regional Executive Director (RED)'s signature	None	4 hours (batching up of documents)	Raul L. Lorilla ARD for Technical Services
4.23. None	4.24. Sign/approve the permit and memorandum instruction	None	1 working day (batching up of documents)	Livino B. Duran Regional Executive Director



4.25. None	4.26. Record and release approved Tree Cutting Permit to applicant, copy furnished to PENRO and CENRO	None	30 min.	Rhoda Monroy <i>Administrative Officer II</i> <i>Records Unit</i> <i>Administrative Division</i>
4.27. Receive the approved Tree Cutting Permit	4.28.	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)	



**Number of processing days may increase depending on the location, unexpected issues that may arise from the application, availability of manpower, peace and security situation, and weather condition in the area.*

**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.



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



<p>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</p>	<p>Municipal/City LGU or all Barangay LGUs</p>
<p>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</p>	<p>Provincial LGU or all Municipal/City LGUs</p>
<p>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)</p>	<p>EMB Regional Office</p>
<p>Additional if application covers ten (10) hectares or larger</p>	
<p>5. Utilization Plan with at least 50% of the area covered with forest trees (1 original)</p>	<p>Requesting Party or Registry of Deeds (ROD)</p>
<p>Additional if covered by CLOA</p>	
<p>6. Endorsement by local agrarian reform officer interposing No Objection (1 original)</p>	<p>Municipal/City Agrarian Reform Office, Municipal/City Hall</p>
<p>Additional if School/Organization</p>	
<p>7. PTA Resolution or Resolution from any organized group of No Objection and Reason for Cutting for School/Organization (1 original)</p>	<p>Requesting Party, School PTA, or Organization</p>



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.	Gina A. Lopez Administrative Officer I Records Officer I CENRO Records Unit
	1.1. Receive, review and refer the application to Chief, RPS.	None	1 hour	Joel L. Navarra OIC-PENR Officer
	1.2. Receive and review the application, and assign inspection team to conduct site inspection.	None	30 min.	Pascual I. Ongco, Jr. LMO III/ Chief, RPS
	1.3. Prepare Order of Payment. Forward the same to Requesting Party.	None	30 min.	Aiban F. Castillo Forest Technician I RPS Staff
2. Pay certification and oath fee.	2. Accept payment and issue Official Receipt (OR).	Php 50.00/ certification Certification Fee Php 36.00/ application Oath Fee	30 min.	Cecilia Besana/Marielle Maye Gulmatico Cashier



		Php 1,200.00/ha 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)	Aiban F. Castillo Forest Technician I RPS Staff
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	Aiban F. Castillo Forest Technician I RPS Staff
4.1. None	4.1. Review the inspection report and submit recommendation to CENRO.	None	1 hour	Pascual I. Ongco, Jr. LMO III/ Chief, RPS



4.2. None	4.2. Receive and review the application and inspection report. Approve recommendation. Sign the endorsement to PENR Office.	None	1 working day	Joel L. Navarra <i>OIC-PENR Officer</i>
4.3. None	4.3. 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)	Gina A. Lopez <i>Administrative Officer I</i> <i>Records Officer I</i> <i>Records</i>
PENRO				
4.4. None	4.4. Receive documents and forward to PENRO	None	2 hours (batching up of documents)	Gina A. Lopez <i>Administrative Officer I</i> <i>(Records Officer I)</i> <i>Records Unit/Section</i>
4.5. None	4.5. Receive and review documents. Evaluate documents. Draft and sign the endorsement for Regional Office.	None	1 day (batching up documents)	
4.6. None	4.6. Review, evaluate application and prepare memorandum endorsement to	None	2 hours	Pascual I. Ongco, Jr. <i>LMO III/Chief, RPS</i> Reynold V. Escobar <i>OIC-Chief, TSD</i>



	Regional Office through Chief, TSD for countersigning.			
4.7. None	4.7. Review and sign the memorandum endorsement for the Regional Executive Director (RED).	None	1 hour	Joel L. Navarra OIC-PENR Officer
4.8. None	4.8. 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)	Gina A. Lopez Administrative Officer I (Records Officer I) Records Unit/Section
REGIONAL OFFICE (RO)				
4.9. None	4.9. Receive documents and forward to Regional Executive Director.	None	1 hour	Pinky C. Peñafiel Administrative Officer II Administrative Division Regional Office
4.10. None	4.10. Receive and review documents. Forward to ARD for Technical Services (ARD for TS).	None	1 working day (batching up of documents)	Livino B. Duran Regional Executive Director
4.11. None	4.11. Receive and review documents. Forward	None	4 hours	Raul L. Lorilla



	to License, Patents and Deeds Division (LPDD).		(batching up of documents)	ARD for Technical Services
4.12. None	4.12. Receive and review documents. Forward to assigned Staff.	None	1 hour (batching up of documents)	Atty. Elizur G. Militar Chief, Licenses Patents and Deeds Division LPDD
4.13. None	4.13. Conduct detailed review/evaluation of application.	None	4 working days (or more depending on the bulk of permits received)	Sharcel N. Gallego DMO IV/Concurrent Chief, Forest Utilization Section (FUS) LPDD
4.14. None	4.14. Prepare the Tree Cutting Permit (TCP) and Memorandum Instruction to concerned CENRO to supervise the cutting.	None	4 hours	Rebecca P. Bretaña DMOII Forest Utilization Section (FUS) LPDD Jeamee C. Alarcon DMOI Forest Utilization Section (FUS) LPDD Sarah Jane S.Silomenio DMOI Forest Utilization Section (FUS)LPDD Rizza B. Gallego Technical Support Staff



4.15. None	4.15. 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)	Atty. Elizur G. Militar Chief, Licenses Patents and Deeds Division LPDD
4.16. None	4.16. Review/initial and forward the permit and memorandum for the Regional Executive Director (RED)'s signature	None	4 hours (batching up of documents)	Raul L. Lorilla ARD for Technical Services
4.17. None	4.17. Sign/approve the permit and memorandum instruction	None	1 working day (batching up of documents)	Livino B. Duran Regional Executive Director
4.18. None	4.18. 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.	Rhoda Monroy Administrative Officer II Records Unit Administrative Division
5. Receive the approved S/PLTP***		None		

CENRO SUB-TOTAL	<i>Php 86.00</i>	<i>19 days, 4 hrs & 50 mins</i>
PENRO SUB-TOTAL	<i>None</i>	<i>4 days & 5 hrs 6 days & 5 hrs (for relatively remote areas)</i>
IMPLEMENTING PENRO SUB-TOTAL	<i>Php 86.00</i>	<i>24 days, 1 hr & 50 mins 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



DENR CENR, PENR AND REGIONAL OFFICES
Lands Sector
(External Services)



CITIZEN'S CHARTER NO. RO-L-01. ISSUANCE OF CERTIFICATION OF LAND STATUS AND/OR CERTIFICATION OF SURVEY CLAIMANT

This Certification is being issued based from the land records/status and projection in the land classification map for alienability or disposability of the land being applied for. The requesting party may also request for the Certification of Survey Claimant for additional fee. This Certification does not construe ownership and is for reference only.

Office or Division:	Regulation and Permitting Section, DENR CENRO	
Classification:	Highly Technical	
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government	
Who may avail:	Banks, Corporations, Private Associations e.g. Surveying Firms; Realtors'/Developers' Corporations, Land Owners, LGUs, DPWH, Philippine Port Authority, Department of Tourism, DepEd and other stakeholders	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Request Form (1 original, 1 duplicate copy)	CENRO Records Office or Public Assistance Desk	
2. Any document showing the identity of the lot (1 photocopy)	End-user or Assessor's Office	
3. Sketch Plan with Complete Technical Description(1 original)	Geodetic Engineer	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. File application with complete supporting documents to the CENRO Receiving Area/Records Unit.	1. Check completeness of application and supporting documents and receive the request, record in logbook and/or Document Tracking System, and forward to Records Unit.	None	30 min.	<p align="center">Gina A. Lopez <i>Administrative Officer I (Records Officer I)</i> Records Unit/Section</p>
1.1. None	1.1. Receive documents, and check the lot status in the Land Administration and Management System (LAMS), allocation book or index card. Forward to Technical Staff.	None	30 min.	<p align="center">Gina A. Lopez <i>Administrative Officer I (Records Officer I)</i> Records Unit/Section</p>
1.2. None	1.2. Receive request and prepare Order of Payment and forward the same to client.	None	30 min.	<p align="center">Gina A. Lopez <i>Administrative Officer I (Records Officer I)</i> Records Unit/Section</p>
2. Receive Order of Payment and pay corresponding fee. Pay additional fee if the request includes	2. Receive payment and issue and photocopy Official Receipt.	Php 20.00/lot + Php 10.00/ additional lot	30 min.	<p align="center">Cecilia Besana Credit Officer</p> <p align="center">Marielle Maye Gulmatico Cashier</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
Certification of Survey Claimant.		<p>Certification Fee of Status</p> <p>Php 30.00</p> <p>Documentary Stamp</p> <p><i>Additional if for Certificate of Survey Claimant:</i></p> <p>Php 20.00/lot + Php 10.00/ additional lot</p> <p>Certification Fee of Survey Claimant</p>		
3. Receive Official Receipt and forward the same to Technical Staff, RPS.	3. Receive copy of official receipt.	None	1 day (without issue)	<p>Gina A. Lopez Administrative Officer I (Records Officer I) Records Unit/Section</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	<p>Verify and project the lot, and prepare and sign the Certification.</p> <p>(*If area falls within boundary line of Timberland and A&D, near rivers, creeks and shoreline, and other special cases).</p> <p>Conduct actual ground verification, plot coordinates in map, and prepare and sign report.</p> <p>Forward the Certification and supporting documents, if any, to Chief, RPS.</p>		<p>4 days (if with issue*)</p>	
3.1. None	3.2. Receive, review and sign the Certification and forward to CENR Officer.	None	30 min.	<p>Pascual I. Ongco Jr. LMOIII Chief,RPS</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3.3. None	3.3. Receive, review, sign and approve the Certification.	None	1 hour	Joel L. Navarra <i>OIC-PENR Officer</i>
3.4. None	3.4. Record and release documents.	None	15 min.	Gina A. Lopez <i>Administrative Officer I (Records Officer I) Records Unit/Section</i>
4. Receive the Certification.				
TOTAL:		Php 20.00/lot + Php 10.00/ additional lot Certification Fee of Status Php 30.00 Documentary Stamp	Without issues	1 day, 3 hours & 45 min.



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
		<p><i>Additional if for Certificate of Survey Claimant:</i></p> <p>Php 20.00/lot + Php 10.00/ additional lot</p> <p>Certification Fee of Survey Claimant</p> <p>TOTAL Php 50.00 +</p> <p>If with Certificate of Survey Claimant: Php 70.00 +</p>	<p>With issues</p>	<p>4 days, 3 hours & 45 min.</p>



CITIZEN'S CHARTER NO. RO-L-02. ISSUANCE OF SURVEY AUTHORITY

This document is an authority given to private Geodetic Engineers (GEs) for the survey of public lands.

Office or Division:	Regulation and Permitting Section, DENR CENRO	
Classification:	Highly Technical	
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen	
Who may avail:	Private Geodetic Engineers and Land owners	
	CHECKLIST OF REQUIREMENTS*	WHERE TO SECURE
	1a. Duly accomplished Letter-Request Form from the land owner requesting for survey authority and authorizing certain private GE to conduct the survey(1 original)or	Land Owner/Geodetic Engineer
	1b. Duly accomplished Letter-Request Form from the GE on behalf of his/her client (1 original)	Land Owner/Geodetic Engineer
	2. Any proof of claim or acquisition of the property	Land Owner/LGU
	<ul style="list-style-type: none"> • Latest, Updated Tax declaration for the last year (1 certified copy) 	Assessor's Office
	<ul style="list-style-type: none"> • Deed of Sale (1 photocopy with accompanying Original Copy) 	Land Owner
	<ul style="list-style-type: none"> • Extra Judicial Settlement (1 original) 	Land Owner, Private Lawyer, Public Attorney's Office, or LGU
	<ul style="list-style-type: none"> • Waiver of Rights (1 original) 	Land Owner
	<ul style="list-style-type: none"> • Other documents 	Land Owner



**Note: DENR may request for additional documents or combination of documents mentioned above depending on the situation of the application/request*

3. Survey Authority <u>form</u> duly signed by the applicant and private Geodetic Engineer (1 original, 1 duplicate copy)	Concerned CENR Office
4. Certification of Land Status ²⁰	Concerned CENR Office
5. Scheme of subdivision from GE (1 photocopy)	Geodetic Engineer
6. Certification from the Regional Trial Court concerned that there is no pending land registration case involving the parcel being applied for(1 original)	Regional Trial Court having Jurisdiction
7. Certification from barangay that there is no record of claims and conflict (1 original, 1 duplicate)	Office of the Barangay Captain having Jurisdiction
8. Copy of Approved Survey Plan with Technical Description (if with previously approved surveys) (1 blueprint copy)	Geodetic Engineer, Land Owner, or Concerned DENR Regional Office
9. Certification of status of land from LRA (if the municipality is under cadastral proceedings or if there is an old survey) (Private Survey)(1 original, 1 duplicate copy)	Land Registration Authority (LRA) Central Office, Quezon City
10. Lot Status (whether titled or not) (1 original)	Land Registration Authority (LRA) Central Office, Quezon City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit LetterRequest to the CENR Office with complete supporting requirements	1. Check completeness of supporting documents based on the checklist, and receive and enter into the record book. Forward to RPS	None	1 hour	Gina A. Lopez Administrative Officer I (Records Officer I) Records Unit/Section



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.1. None	1.1. Receive request. Prepare Order of Payment and forward the same to client	None	40 min.	Edgar Alba Engineering Aide Regulation and Permitting Section (RPS)
2. Receive Order of Payment and pay corresponding fees	2. Accept payment, issue Official Receipt(OR) to the applicant	>Php 200.00 Field Inspection Deposit*	30 min.	Cecilia Besana Credit Officer Marielle Maye Gulmatico Cashier
3. Receive OR	3. Photocopy and attach OR in the request, and record OR number in the Survey Authority form. Forward to Chief, RPS.	None	30 min.	Edgar Alba Engineering Aide Regulation and Permitting Section (RPS)
3.1. None	3.1. Receive request, and assign Land Management Inspector (LMI)/Deputized Public Land Inspector (DPLI)	None	30 min.	Pacual I. Ongco LMOIII/Chief,RPS
3.2. None	3.2. Conduct field investigation, prepare and submit Investigation report with recommendation, and forward the same to Chief, RPS	None	3 days or more depending on the location and size of the area	Rosien C. Osental <i>Land Management Officer II</i> Rubi Ann R. Baskiñas <i>Land Management Officer I</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
				<p><i>PENRO Office:</i></p> <p>Georlyn R. Bereber <i>Special Investigator I</i></p> <p>Sandra S. Palmes <i>DPLI</i></p> <p>Von Ryan O. Delfin <i>LMI</i></p> <p>Ma. Sheena B. Victoriano <i>LMI</i></p> <p><i>CENRO Office</i></p> <p>Roxanne V. Parreñas- <i>LMO I</i></p> <p>Francis Neil Falsis- <i>Special Investigator I</i></p> <p>Rowena B. Cartujano- <i>LMI</i></p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3.3. None	3.5. Receive and review request, report, and affix signature in the Survey Authority, and forward to CENRO	None	30 min.	Pascual I. Ongco LMO III Chief, RPS
3.6. None	3.6. Review documents/ reports, and approve and sign Survey Authority, and forward to CENRO Records for releasing	None	30 min.	Pascual I. Ongco LMOII Chief, RPS
3.7. None	3.7. Assign control number on Survey Authority and enters into the record book	None	30 min.	Gina A. Lopez <i>Administrative Officer I</i> <i>(Records Officer I)</i> Records Unit/Section
3.8. None	3.8. Release Survey Authority to client/GE	None	15 min.	Gina A. Lopez <i>Administrative Officer I</i> <i>(Records Officer I)</i> Records Unit/Section
4. Receive Survey Authority, sign in the duplicate copy, and forward the same to the Records Officer for filing.				
TOTAL:		>Php 200.00	3 days, 4 hours& 55min.	



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
		Field Inspection Deposit	or more depending on the location and size of the area	

Computation:

***Field Inspection Deposit = (11 x H) + (1 x K) + 110**

where

H = area in hectares per survey plan; a fraction of a hectare is considered one hectare

K = road network distance in kilometers of the survey site from the provincial district office or the official station of inspector



CITIZEN'S CHARTER NO. RO-L-03. APPLICATION FOR FREE PATENT (AGRICULTURAL)

Free Patent Application is a mode of acquiring ownership of a certain parcel of alienable and disposable land.

Office or Division:	Regulation and Permitting Section, DENR CENRO to PENRO	
Classification:	Highly Technical (Multi-Stage Processing)	
Type of Transaction	G2C - Government to Citizen	
Who may avail:	All natural born Filipino and with dual citizenship Filipino	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished Free Patent Application and prescribed forms (1 original)	CENR Office/PENR Office	
1.1. Notarized SPA (in case the application is filed by a representative or by the heirs of the original applicant)	Land Owner/Notary Public	
2. Tax declaration in the name of the applicant. If the tax declaration is in the name of the applicant's predecessor-in-interest, any of the following documents shall be presented: 2.1. Deed of Sale 2.2. Extra Judicial Settlement 2.3. Waiver of Rights 2.4. Deed of Donation or other form of monuments of ownership	Assessor's Office Land Owner, Notary Public, or LGU	
3. Certification of status of land from LRA, if the municipality is under cadastral proceedings or if there is an old survey (Private and Original Survey) (1 photocopy)*	Land Registration Authority (LRA) Central Office, Quezon City	
4. Documentary Stamp (to be attached in the application form)	BIR, Post Office or DENR	



DOCUMENTS TO BE SECURED BY THE CENRO / IMPLEMENTING PENRO	
1.Copy of approved Survey Plan / Cadastral Map	Concerned Regional/CENR Office
2.Technical Description / V-37	Engineering Aide Edgar Alba
3.Certification that the land applied for is alienable and disposable (1 original, 1 photocopy)	Engr. Sheanne Angelette D. Solis

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
CENRO				
<p>1. Submit accomplished Application Form to the CENR Office with complete supporting requirements</p> <p>Applicant may also submit the application through email or courier. Where, applicable, the applicant may also apply online.</p> <p>The filing of application may also be done in the Barangay where titling operation is on-going consistent with DAO No. 2019-08.</p>	<p>1.Check completeness of application. If found in order, register, allocate, index and assign application number. Scan, encode and upload records in LAMS.</p>	None	3 hours	<p>LMO I Roxanne V. Parreñas RPS CENRO Staff</p> <p>LMO II, Rosien C. Osental RPS PENRO Staff</p> <p>Gina A. Lopez Administrative Officer I (Records Officer I) Records Unit/Section</p>



1.1.None	1.1.Prepare Order of Payment and forward the same to client	None	30 min.	Gina A. Lopez <i>Administrative Officer I</i> <i>(Records Officer I)</i> Records Unit/Section
2.Receive Order of Payment and pay corresponding fees	2.Accept payment, issue Official Receipt (OR) to the applicant	Php 150.00 Applicati on Fee	30 min.	Cecilia Besana Credit Officer Marielle Maye Gulmatico Cashier
3.Receive (OR) and forward the same to Records Unit/Section	3.Accept OR, indicate OR number, amount paid, and date in the application form and forward the application to Chief, RPS	None	1 hour	Gina A. Lopez <i>Administrative Officer I</i> <i>(Records Officer I)</i> Records Unit/Section
3.1.None	3.1.Review application. Assign Land Management Inspector (LMI)/Deputized Public Land Inspector (DPLI) for inspection/investigation	None	3 hours	Pascual I. Ongco, Jr. <i>Land management Officer III</i> Chief RPS PENRO
3.2.None	3.2.Prepare posting of notices at the barangay, municipal, or provincial hall where the property is situated.	None	2 days	Rosien C. Osental <i>Land Management Officer II</i> Rubi Ann R. Baskiñas <i>Land Management Officer I</i>



			<p><i>PENRO Office:</i></p> <p><i>Georlyn R. Bereber</i> <i>Special Investigator I</i></p> <p><i>Sandra S. Palmes</i>-DPLI</p> <p><i>Von Ryan O. Delfin</i>-LMI</p> <p><i>Ma. Sheena B. Victoriano</i>-LMI</p> <p><i>CENRO Office</i></p> <p><i>Roxanne V. Parreñas</i>-LMO I</p> <p><i>Francis Neil Falsis</i>-Special Investigator I</p> <p><i>Rowena B. Cartujano</i>- LMI</p>
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3.3.None	3.3.Travel to the barangay, municipality or province.	None	2 days	<p>Rosien C. Osental Land Management Officer II</p> <p>Rubi Ann R. Baskiñas Land Management Officer I</p> <p>PENRO Office:</p> <p>Georlyn R. Bereber Special Investigator I</p> <p>Sandra S. Palmes-DPLI</p> <p>Von Ryan O. Delfin-LMI</p> <p>Ma. Sheena B. Victoriano-LMI</p> <p>CENRO Office</p> <p>Roxanne V. Parreñas-LMO I</p> <p>Francis Neil Falsis-Special Investigator I</p> <p>Rowena B. Cartujano- LMI</p>
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<p>3.4.None</p>	<p>3.4.Posting of Notices in the Barangay Hall.</p> <p>Simultaneously <u>conduct</u> investigation on the land being applied for.</p>	<p>None</p>	<p>15 days posting of Notices in the municipal bldg. hall & in the brgy. hall where the land applied for is located. (Section 9.2.2.)</p> <p>Notice of posting may also be made in the website in the concerned LGU.</p>	<p>Rosien C. Osental Land Management Officer II</p> <p>Rubi Ann R. Baskiñas Land Management Officer I</p> <p>PENRO Office:</p> <p>Georlyn R. Bereber Special Investigator I</p> <p>Sandra S. Palmes DPLI</p> <p>Von Ryan O. Delfin LMI</p> <p>Ma. Sheena B. Victoriano LMI</p> <p>CENRO Office</p> <p>Roxanne V. Parreñas LMO I</p> <p>Francis Neil Falsis Special Investigator I</p> <p>Rowena B. Cartujano LMI</p>
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<p>3.5.None</p>	<p>3.5.Get the signed proof of posting from the Barangay fifteen (15) days after posting, and prepare, sign and submit investigation report, and forward to LMO I</p>	<p>None</p>	<p>5 days</p>	<p>Rosien C. Osental <i>Land Management Officer II</i></p> <p>Rubi Ann R. Baskiñas <i>Land Management Officer I</i></p> <p>PENRO Office:</p> <p>Georlyn R. Bereber <i>Special Investigator I</i></p> <p>Sandra S. Palmes <i>DPLI</i></p> <p>Von Ryan O. Delfin <i>LMI</i></p> <p>Ma. Sheena B. Victoriano- <i>LMI</i></p> <p>CENRO Office</p> <p>Roxanne V. Parreñas <i>LMO I</i></p> <p>Francis Neil Falsis <i>Special Investigator I</i></p> <p>Rowena B. Cartujano <i>LMI</i></p>
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3.6.None	3.6.Screen the carpeta and prepare V37/certified lot data computation, Order of Award, and Judicial Form, and forward to Geodetic Engineer (GE).	None	10 days	LMO I, Roxanne V. Parreñas CENRO LMO-II, Rosien C. Osental PENRO Engineering Aide Edgar Alba PENRO
3.7.None	3.7.Verify and certify the correctness of the Technical Description and forward to Chief, RPS	None	5 days	Engr. Sheanne Angelette D. Solis Geodetic Engineer RPS
3.8.None	3.8.Do final screening of carpeta and forward to CENRO for recommendation.	None	5 days	Rodrigo D. Diego SVEMS./Chief RPS CENRO Pascual I. Ongco, Jr. LMO-III/Chief, RPS, PENRO
3.9.None	3.9.Review and initial file copy of Patent and Sign Indorsement to PENRO for approval.	None	3 days	Gregoria Alenaje OIC- CENR Officer CENRO mambusao
3.10.None	3.10.Transmit carpeta to PENRO	None	3 days or less depending on the location of	Gina A. Lopez Administrative Officer I (Records Officer I) Records Unit/Section



PENRO			the PENR Office	
3.11.None	3.11.Receive the carpeta and forward to Chief, RPS. Update data in LAMS, if applicable.	None	4 hours	Gina A. Lopez <i>Administrative Officer I (Records Officer I) Records Unit/Section</i>
3.12.None	3.12.Receive and review the carpeta, and forward to Chief, Technical Services Division (TSD).	None	1 day	Pascual I. Ongco, Jr. <i>Land Management Officer III Chief, RPS</i>
3.13.None	3.13.Do the final review of carpeta, initial file copy of Free Patent, and forward to PENRO for approval of application and issuance of Patent.	None	1 day & 4 hours	Reynold V. Escobar <i>Chief TSD</i>
3.14.None	3.14.Sign Order of Approval and Free Patent. Forward to PENRO Records for numbering.	None	2 days	Joel L. Navarra <i>PENR Officer</i>



3.15.None	3.15.Assign Patent Number/ Indexing, prepare transmittal letter and forward to PENRO for signature.	None	2 days	Gina A. Lopez <i>Administrative Officer I</i> <i>(Records Officer I)</i> Records Unit/Section
3.16.None	3.16.Sign transmittal letter and forward to PENRO records for transmittal to Registry of Deeds (ROD).			<i>Joel L. Navarra</i> PENRO
3.17.None	3.17.Scan the order of Approval, signed Free Patent and transmittal letter. Upload to Land Administration and Management System (LAMS). Transmit documents to ROD, and copy furnish the client.	None	5 days	Gina A. Lopez <i>Administrative Officer I</i> <i>(Records Officer I)</i> Records Unit/Section
<i>CENRO SUB-TOTAL</i>		<i>Php 50.00</i>	<i>66 days (+ up to 32 additional processing days due extreme case where corrections or revisions on the details of the patentee needs to be done or when the signatories are suddenly replaced which will result into further review)</i>	
<i>PENRO SUB-TOTAL</i>		<i>None</i>	<i>12 days</i>	



	Php 50.00	120 days maximum
	+ Transfer fee of Php 10.00 per hectare but not less than Php 100.00, if applicable	
TOTAL:	Php 50.00 - 150.00	
If the approving authority is the PENRO		
Processing of Patent	- 120 calendar days	
Review, Approval/Disapproval of patent	- 5 calendar days	
Transmittal to ROD	- 5 calendar days	
If the approving authority is the Regional Executive Director (RED)		
Processing of Patent	- 110 calendar days	
Review, Approval/Disapproval of patent	- 25 calendar days	
Transmittal to ROD	- 10 calendar days	
If the approving authority is the DENR Secretary		
Processing of Patent	- 90 calendar days	
Review, Approval/Disapproval of patent	- 35 calendar days	
Transmittal to ROD	- 15 calendar days	



Note:

- *Transfer fee shall be paid when the lot is transferred during the processing of the application. The fee shall be paid based on where the application is being processed during the transfer i.e. CENR or PENR Office.*

This service is under the following laws:

- *Commonwealth Act No. 141 or the “Public Land Act” (1936)*
- *Republic Act No. 782 or the “An Act to Grant Free Patents to Occupants of Public Agricultural Land since or prior to July Fourth, Nineteen Hundred and Forty-Five” (1952)*
- *Republic Act No. 11231 or the “Agricultural Free Patent Reform Act” (2018)*

**There is an existing MOA with the DENR and the LRA to resolve the difficulties in obtaining the certification.*

Certification of status of land from LRA may be submitted by the applicant w/in 90 calendar days from the filing of application. Failure of the applicant to submit the Certification w/in the prescribed period shall cause the rejection of the application w/o prejudice to the refiling of the same.

In cases where the subject application is covered by a cadastral subdivision plan (CSD), the LRA Certification shall be waived provided that the applicant indicates in the application that no petition for judicial titling has been filed.



CITIZEN'S CHARTER NO. RO-L-04. APPLICATION FOR FREE PATENT (RESIDENTIAL)

Free Patent Application is a mode of acquiring ownership of a certain parcel of alienable and disposable land.

Office or Division:	Regulation and Permitting Section, DENR CENRO to PENRO	
Classification:	Highly Technical (Multi-Stage Processing)	
Type of Transaction	G2C - Government to Citizen	
Who may avail:	All natural born and naturalized Filipino	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished Free Patent Application and prescribed forms (1 original)	CENR Office/PENRO	
2. Any document showing identity of land and claims of ownership	Land Owner/LGU	
• Tax declaration (1 certified copy)	Assessor's Office	
• Deed of Sale (1 photocopy, present original copy) *if applicable	Land Owner, Notary Public, or LGU	
• Extra Judicial Settlement (1 photocopy) *if applicable	Land Owner, Notary Public, or LGU	
• Waiver of Rights (1 photocopy) *if applicable	Land Owner, Notary Public, or LGU	
3. Certification from the Municipal Circuit/Regional Trial Court (MCTC/RTC) concerned that there is no pending land registration case involving the parcel being applied for (1 original, 1 photocopy)	Land Owner, or Municipal Circuit/Regional Trial Court (MCTC/RTC) having Jurisdiction	
4. Approved Survey Plan with Technical Description/Form V37 (if covered with isolated survey) (1 certified copy)	CENR Office/PENR Office	
5. Certification of status of land from LRA, if the municipality is under cadastral proceedings or if there is an old survey (Private and Original Survey) (1 photocopy)	Land Registration Authority (LRA) Central Office, Quezon City	
6. Certification that the land applied for is alienable and disposable (1 original, 1 photocopy)	Engr. Sheanne Angelette D. Solis	



7. Documentary Stamp (4 pieces) (2-Affidavits, 1-Application Form, 1-Notice of Posting)	BIR, Post Office, DENR
8. Certification from LGU that the area applied for is zoned as Residential (1 original), or approved CLUP, if applicable (1 photocopy)	LGU
9. Latest photograph of land and house (preferably geo-tagged)	Land owner

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
CENRO				
1. Submit accomplished Application Form to the CENR Office with complete supporting requirements	1. Check completeness of application. If found in order, register, allocate, index and assign application number. Scan, encode and upload records in LAMS.	None	3 hours	<p>Roxanne V. Parreñas <i>Land Management Officer I</i> CENRO-RPS</p> <p>Rosien C. Osental <i>Land Management Officer II</i> PENRO-RPS</p> <p>Gina A. Lopez <i>Administrative Officer I (Records Officer I)</i> Records Unit/Section</p>
1.1. None	1.1. Prepare Order of Payment and forward the same to client	None	30 min.	<p>Gina A. Lopez <i>Administrative Officer I (Records Officer I)</i> Records Unit/Section</p>



2. Receive Order of Payment and pay corresponding fees	2. Accept payment, issue Official Receipt (OR) to the applicant	Php 50.00 Application Fee	30 min.	Cecilia A. Besana Cashier
3. Receive (OR) and forward the same to Records Unit/Section	3. Accept OR, indicate OR number, amount paid, and date in the application form and forward the application to Chief, RPS	None	1 hour	Gina A. Lopez <i>Administrative Officer I</i> <i>(Records Officer I)</i> Records Unit/Section
3.1. None	3.1. Review application. Assign Land Management Inspector (LMI)/Deputized Public Land Inspector (DPLI) for inspection/investigation	None	3 hours	Rodrigo D. Diego, JR <i>Chief, RPS-CENRO</i> Pascual I. Ongco, JR. <i>Chief, RPS-PENRO</i>
3.2. None	3.2. Prepare posting of notices at the barangay, municipal, or provincial hall where the property is situated.	None	1 day	Rosien C. Osental <i>Land Management Officer II</i> Rubi Ann R. Baskiñas <i>Land Management Officer I</i> PENRO Office: Georlyn R. Bereber <i>Special Investigator I</i>



				<p>Sandra S. Palmes <i>DPLI</i></p> <p>Von Ryan O. Delfin <i>LMI</i></p> <p>Ma. Sheena B. Victoriano <i>LMI</i></p> <p>CENRO Office</p> <p>Roxanne V. Parreñas <i>LMO I</i></p> <p>Francis Neil Falsis <i>Special Investigator I</i></p> <p>Rowena B. Cartujano <i>LMI</i></p>
3.3. None	3.3. Travel to the barangay, municipality or province.	None	2 days	<p>Rosien C. Osental <i>Land Management Officer II</i></p> <p>Rubi Ann R. Baskiñas <i>Land Management Officer I</i></p> <p>PENRO Office:</p> <p>Georlyn R. Bereber <i>Special Investigator I</i></p>



				<p>Sandra S. Palmes DPLI</p> <p>Von Ryan O. Delfin LMI</p> <p>Ma. Sheena B. Victoriano LMI</p> <p>CENRO Office</p> <p>Roxanne V. Parreñas LMO I</p> <p>Francis Neil Falsis Special Investigator I</p> <p>Rowena B. Cartujano LMI</p>
3.4. None	3.4. Posting of Notices in the Barangay Hall.	None	15 days (per DAO 2010-12)	<p>Rosien C. Osental Land Management Officer II</p> <p>Rubi Ann R. Baskiñas Land Management Officer I</p> <p>PENRO Office:</p> <p>Georlyn R. Bereber Special Investigator I</p>



				Sandra S. Palmes-DPLI Von Ryan O. Delfin-LMI Ma. Sheena B. Victoriano-LMI CENRO Office Roxanne V. Parreñas-LMO I Francis Neil Falsis-Special Investigator I Rowena B. Cartujano-LMI
3.5. None	3.5. Get the signed proof of posting from the Barangay fifteen (15) days after posting.	None	3 days	Rosien C. Osental <i>Land Management Officer II</i> Rubi Ann R. Baskiñas <i>Land Management Officer I</i> PENRO Office: Georlyn R. Bereber <i>Special Investigator I</i> Sandra S. Palmes-DPLI



				Von Ryan O. Delfin-LMI Ma. Sheena B. Victoriano-LMI CENRO Office Roxanne V. Parreñas-LMO I Francis Neil Falsis-Special Investigator I Rowena B. Cartujano-LMI
3.6. None	3.6. Conduct investigation on the land being applied for. Prepare, sign and submit investigation report, and forward to LMO I.	None	30 days	Rosien C. Osental <i>Land Management Officer II</i> Rubi Ann R. Baskiñas <i>Land Management Officer I</i> PENRO Office: Georlyn R. Bereber <i>Special Investigator I</i> Sandra S. Palmes-DPLI Von Ryan O. Delfin-LMI



				Ma. Sheena B. Victoriano-LMI CENRO Office Roxanne V. Parreñas-LMO I Francis Neil Falsis-Special Investigator I Rowena B. Cartujano-LMI
3.7. None	3.7. Screen the carpeta and prepare V37/certified lot data computation, Order of Award, and Judicial Form, and forward to Geodetic Engineer (GE).	None	10 days	Roxanne V. Parreñas LMO I/ CENRO Rosien C. Osental LMO II/PENRO Edgar Alba Engineering Aide Gina A. Lopez Administrative Officer I (Records Officer I) Records Unit/Section
3.8. None	3.8. Verify and certify the correctness of the Technical Description and forward to Chief, RPS	None	5 days	Engr. Sheanne Angelette D. Solis Geodetic Engineer



				RPS
3.9. None	3.9. Do final screening of carpeta and forward to CENRO for recommendation.	None	5 days	Rodrigo D. Diego, Jr. SVEMS/ Chief, RPS- CENRO Mambusao
3.10. None	3.10. Review and initial file copy of Patent and Sign Indorsement to PENRO for approval.	None	3 days	<i>Gregoria Alenaje</i> OIC –CENR Officer Mambusao
3.11. None	3.11. Transmit carpeta to PENRO	None	3 days or less depending on the location of the PENR Office	Gina A. Lopez <i>Administrative Officer I</i> <i>(Records Officer I)</i> Records Unit/Section
PENRO				
3.12. None	3.12. Receive the carpeta and forward to Chief, RPS. Update data in LAMS, if applicable.	None	2 hours	Gina A. Lopez <i>Administrative Officer I</i> <i>(Records Officer I)</i> Records Unit/Section
3.13. None	3.13. Receive and review the carpeta, and forward to Chief, Technical Services Division (TSD).	None	2 hours	Pascual I. Ongco, JR. <i>LMO III</i> Chief, RPS
3.14. None	3.14. Do the final review of carpeta, initial file copy of Free Patent, and forward to PENRO for approval of application	None	2 days	Reynold V. Escobar <i>Chief TSD</i> PENRO Capiz



	and issuance of Patent.			
3.15. None	3.15. Review and sign Order of Approval and Free Patent. Forward to PENRO Records for numbering.	None	2 days	Joel L. Navarra OIC-PENR Officer
3.16. None	3.16. Assign Patent Number/Indexing, prepare transmittal letter and forward to PENRO for signature.	None	2 hours	Gina A. Lopez <i>Administrative Officer I</i> <i>(Records Officer I)</i> Records Unit/Section
3.17. None	3.17. Sign transmittal letter and forward to PENRO records for transmittal to Registry of Deeds (ROD).			Joel L. Navarra OIC- PENR Officer
3.18. None	3.18. Scan the order of Approval, signed Free Patent and transmittal letter. Upload to Land Administration and Management System (LAMS). Transmit documents to ROD, and copy furnish the client.	None	5 days	Gina A. Lopez <i>Administrative Officer I</i> <i>(Records Officer I)</i> Records Unit/Section



<p style="text-align: center;"><i>CENRO SUB-TOTAL</i></p>	<p style="text-align: center;"><i>Php 50.00</i></p>	<p><i>78 days (+ up to 32 additional processing days due extreme case were corrections or revisions on the details of the patentee needs to be done or when the signatories are suddenly replaced which will result into further review)</i></p>
<p style="text-align: center;"><i>PENRO SUB-TOTAL</i></p>	<p style="text-align: center;"><i>None</i></p>	<p><i>10 working days</i></p>
<p style="text-align: center;">TOTAL:</p>	<p style="text-align: center;"> Php 50.00 Application Fee + Transfer fee of Php 100.00 for lands not exceeding 1,000 sq. m., if applicable TOTAL Php 50.00 – 150.00 </p>	<p style="text-align: center;">125 days maximum</p>
<p>If the approving authority is the PENRO</p> <p>Processing of Patent – 120 calendar days</p> <p>Review, Approval/Disapproval of patent – 5 calendar days</p>		



Transmittal to ROD	– 5 calendar days
If the approving authority is the Regional Executive Director (RED)	
Processing of Patent	– 110 calendar days
Review, Approval/Disapproval of patent	– 25 calendar days
Transmittal to ROD	– 10 calendar days
If the approving authority is the DENR Secretary	
Processing of Patent	– 90 calendar days
Review, Approval/Disapproval of patent	– 35 calendar days
Transmittal to ROD	– 15 calendar days

This service is under the following laws:

- *Republic Act No. 10023 or “An Act Authorizing the Issuance of Free Patents to Residential Lands” (2009)*

Notes:

- *Transfer fee shall be paid when the lot is transferred during the processing of the application. The fee shall be paid based on where the application is being processed during the transfer i.e. CENR or PENR Office.*
- *One (1) application per applicant for Residential Free Patent.*
- *The maximum area for the application of Residential Free Patent is:*
 - *200 sq. m. for highly urbanized cities*
 - *500 sq. m. for other cities*
 - *750 sq. m. for first to second class municipalities*
 - *1,000 sq. m. for third and below/all others.*



- Per RA No. 10023, the **CENR Office is allowed a maximum of 120 calendar days** to process the application of RFPA, while the **PENR Officer is allowed a maximum of five (5) working days** to do the same.