

CITIZEN'S CHARTER NO. RO-F-01. ISSUANCE OF CERTIFICATE OF TREE PLANTATION OWNERSHIP (CTPO)

This Certificate shows the ownership of plantations or planted trees within private, titled lands or tax declared alienable and disposable lands. The issuance of CTPO does not require a 100% inventory but just an ocular inspection in the area. Tree inventory for permits (e.g. TCP or PLTP) is a process conducted separately from the inspection for CTPO per existing DENR policies, rules and regulations.

Office/Division:	DENR Provincial Environment and Natural Resources Offices (PENRO)			
Classification:	Complex to Highly Technical			
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen			
Who may Avail of the Service:	Any Person, Government and Private Corporations, and Non-Government Organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (1 original, 1 photocopy)		Requesting Party		
2. Title or Tax Declaration (1 photocopy)		Requesting Party, Assessor's Office, Registry of Deeds (ROD), NCIP, DAR		
Additional if the applicant is a representative				
3. 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 PENRO.	1. Check completeness, receive, record, and forward the request to Records Officer.	None	20 mins.	Elizabeth L. Silveo <i>Receiving Clerk</i>
	1.1. Issue order of payment			
2. Receive Order of Payment and pay corresponding fee to Collecting Officer.	2. Accept payment and issue Official Receipt to the client.	Php 1200.00 Tree Inventory Fee	20 min.	Franz Norman J. Tianero <i>Collecting Officer</i>

				<i>Credit Officer</i>
	2.1. Receive documents, and OR. Assign to Section or Unit concerned	None	30 min.	Vicente A. Sardina <i>PENR Officer</i>
3.	3. Receive documents and assign concerned personnel		10 mins.	Marlo A. Alli <i>Chief, FUU</i>
4.	4. Conduct ocular field inspection with client, and prepare and sign report. Forward to Chief, FUU.	None	5 days (complex) 10 days (highly technical)	<i>Inspection Team</i>
	4.1. Receive and review report. Prepare two (4) copies of CTPO, sign documents, and forward to Chief RPS	None	2 hours	Marlo A. Alli <i>Chief, FUU</i>
	4.2. Receive and review report. Sign documents and forward to TSD Chief	None	1 hour	Marlo A. Alli <i>Chief, FUU</i>
	4.3. Receive, review report and recommend the documents to PENR Officer		1 hour	Julieta T. Gabayeron <i>Chief</i> <i>TSD</i>
	4.4. Receive and review report. Approve and sign CTPO.	None	1 hour	Vicente A. Sardina <i>PENR Officer</i>

	4.5. Release the CTPO to the client and retain file copies	None	30 min.	Elizabeth L. Silveo <i>Releasing Clerk</i>
5. Receive approved CTPO		None		
TOTAL:		Php 1200.00	5 days, 6 hours & 50 min. – 10 days, 6 hours & 50 min.	