

CITIZEN'S CHARTER NO. RO-F-02. ISSUANCE OF SELF-MONITORING FORM (SMF)

SMF is a legal document required to accompany the transport of harvested timber from tree plantation with Certificate of Private Tree Plantation Ownership (CTPO).

Office or Division:	DENR Provincial Environment and Natural Resources Offices (PENRO) Guimaras			
Classification:	Complex			
Type of Transaction	G2C - Government to Citizen			
Who may avail:	Any CTPO holder			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request letter from the proponent for issuance of SMF (1 original, 1 photocopy)			Requesting Party	
2. CTPO (1 photocopy)			Requesting Party or PENRO concerned	
Additional if applicant is not the owner of forest products				
3. Special Power of Attorney (1 original, 1 photocopy)			Requesting Party, Private Lawyer, or Notary Public	
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit letter request with supporting documents.	1. Check completeness of request and supporting documents, and forward the application to PENRO. Prepare Order of Payment and forward the same to client.	None	30 min.	Marlo A. Alli <i>Chief, FUU</i> <i>Receiving Clerk/ Records Unit</i>
2. Pay corresponding fee.	2. Accept fees and issue Official Receipt.	Php 50.00/ truck load Certification Fee + Php 36.00 Oath Fee + Php 360 .00	30 min.	Franz Norman J. Tianero <i>Collecting Officer</i> <i>Credit Officer</i>

		Inspection/ Verification Fee		
2.1 None	2.1. Receive and review the application, and forward Chief, RPS.	None	30 min.	Marlo A. Alli <i>Chief, FUU</i>
	2.2. Receive application. Assign personnel to conduct inspection and scaling.	None	15 min.	Marlo A. Alli <i>Chief, FUU</i>
3. Accompany/guide the verifying team to the site.	3. Conduct field verification, inspection and scaling. Prepare and submit pre-loading report.	None	2 days	<i>Inspecting Officer</i> RPS
	3.1. Prepare SMF and affix signature of verifying officer.	None	1 hour	<i>Inspecting Officer</i> FUU
	3.2. Subscribe the duly prepared SMF for PENRO's signature.	None	30 min.	Julieta T. Gabayeron <i>Chief, TSD</i>
	3.3. Review and approve SMF.	None	1 hour	Vicente A. Sardina <i>PENR Officer</i>
	3.4. Release duly SMF.	None	15 min.	Elizabeth L. Silveo <i>Releasing Clerk</i>
4. Receive Copy of the SMF.				

TOTAL:	P 446.00	2 days, 4 hours & 30 min.
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