

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

This Registration serve 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:	DENR Provincial Environment and Natural Resources Offices (PENRO)			
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)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Receipt of Chainsaw Purchase (1 original)		Requesting Party, Store or Dealer		
2. Stencil Serial Number of Chainsaw		Requesting Party		
3. Duly accomplished Application Form		PENR Office		
4. Detailed Specification of Chainsaw (e.g. brand, model, engine capacity, etc.)		Official Receipt, Package or the Physical Chainsaw		
5. Notarized Deed of Absolute Sale, if transfer of ownership (1 original)		Requesting party, Private Lawyer or Notary Public Office		
6. Actual chainsaw		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit application form and supporting documents to the PENR Office.	1. Check completeness of application and supporting documents. Receive and forward to PENRO Officer.	None	30 min.	Elizabeth L. Silveo <i>Receiving/Releasing Clerk</i> FUU

1.1 None	1.1. Receive and review application. Prepare and sign Order of Payment. Forward application to Technical Staff.	None	30 min.	Franz Norman J. Tianero <i>Collecting Officer</i> <i>Credit Officer</i>
2. Receive Order of Payment and pay corresponding fee.	1. Receive payment and issue Official Receipt (OR).	Php 500.00 Registration Fee	30 min.	Meyden T. Cabrera <i>Cashier I</i>
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 hour	<i>Technical Staff</i> FUU
3.1 None	3.1. Receive and review application. Affix initial on the duplicate copy. Forward to PENR Officer for approval.	None	30 min.	Julieta T. Gabayeron <i>Chief, TSD</i>
	3.2. Receive, review and approve Certificate of Registration.	None	1 hour	Vicente A. Sardina <i>PENR Officer</i>
	3.3. Record, assign control number and release Certification of Registration.	None	30 min.	Elizabeth L. Silveo <i>FUU/Receiving/</i> <i>Releasing</i> <i>Clerk/Records Unit</i>

4. Receive Certificate of Chainsaw Registration.		None		
TOTAL		Php 500.00	4 hours & 30 min.	