

CITIZEN'S CHARTER NO. RO-F-06. ISSUANCE OF TREE CUTTING PERMIT FOR PLANTED TREES (TENURED FORESTLAND OR PRIVATE LAND), OR TREES (PLANTED OR NATURALLY GROWN) THAT POSE THREAT TO HUMAN LIVES AND PROPERTIES

This Permit serves as proof of authorization for the removal/cutting of trees in public and private places that pose danger to the human lives and/or properties as evaluated by DENR, or trees that are planted within tenured forestland or private land.

Office or Division:	DENR PENRO Guimaras to Regional Office VI			
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, private corporations, holders of tenurial instruments, Government Agencies			
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)	
Additional if Private Property				
3. OCT/TCT (1 certified copy or 1 photocopy with accompanying owner's copy)			Requesting Party or Registry of Deeds (ROD)	
Additional if School/Organization				
4. 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
PENRO				
1. Submit letter request and supporting documents	1. Check completeness of application and supporting documents and forward the application to the PENR Officer	None	30 min.	Technical Staff FUU

	Prepare Order of Payment.			
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.	Franz Norman J. Tianero <i>Collecting Officer</i> <i>Credit Officer</i>
3. Receive OR.	3. Receive, review and refer the application to Chief, FUU.	None	1 hour	Vicente A. Sardina <i>PENR Officer</i>
	3.1. Receive and review the application, and assign inspection team to conduct site inspection.	None	30 min.	Marlo A. Alli <i>Chief, FUU</i>
4. Guide/accompany the inventory team to the site.	4. Conduct inspection of the area and prepare report with attachments (map, geo-tagged photos and tally sheets) and endorsement to PENR Office. Forward to Chief, FUU.	None	10 days or less depending on the location of the area*	<i>Inspection Team</i>
	4.1. Review the inspection report and submit recommendation TSD Chief	None	1 hour	Marlo A. Alli <i>Chief, FUU</i>
	4.2. Receive and review the application and Inspection report. Approve	None	1 hour	Julieta T. Gabayeron <i>Chief, TSD</i>

	recommendation. Sign the endorsement to PENR Office			
	4.3. Review and sign the memorandum endorsement for the Regional Executive Director (RED).	None	1 hour	Vicente A. Sardina <i>PENR Officer</i>
	4.4. Record and release the application and supporting documents.	None	3 days or less depending on the location of Regional Office	Erle Edward M. Hibionada <i>Receiving/Releasing Clerk</i> PENRO Records Unit
REGIONAL OFFICE (RO)				
	4.5. Receive documents and forward to Forest Utilization Section (FUS)	None	1 hour	<i>Receiving/Releasing Clerk</i> RO Records Section
	4.6. Receive and record application and forward to Chief, FUS.	None	30 min.	<i>FUS Receiving Clerk,</i> Regional Office
	4.7. Conduct detailed review/evaluation of application.	None	1 day	<i>Chief/Staff, FUS,</i> Regional Office
	4.8. Prepare the Tree Cutting Permit (TCP) and Memorandum Instruction to concerned PENRO to supervise the cutting.	None	4 hours	<i>Chief/Staff, FUS,</i> Regional Office

	4.9. Review/initial and forward the permit and memorandum to Assistant Regional Director for Technical Services (ARD, TS)	None	2 hours	Chief, LPDD, Regional Office
	4.10. Review/initial and forward the permit and memorandum for the Regional Executive Director (RED)'s signature	None	2 hours	ARD, TS, Regional Office
	4.11. Sign/approve the permit and memorandum instruction	None	1 day	RED, Regional Office
	4.12. Record and release approved Tree Cutting Permit to applicant, copy furnished to PENRO and PENRO	None	30 min.	Receiving/Releasing Clerk RO Records Section
5. Receive the approved Tree Cutting Permit		None		
PENRO SUB-TOTAL		<i>Php 86.00</i>	<i>13 days, 4 hours & 30 min.</i>	
REGIONAL OFFICE SUB-TOTAL		<i>None</i>	<i>3 days & 2 hours</i>	
TOTAL		Php 86.00	20 days, 2 hours & 30 min.	

**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.*