

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.

Office or Division:	DENR PENRO Guimaras to Central Office			
Classification:	Highly Technical (Multi-Stage Processing)			
Type of Transaction:	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)		
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 receive and forward the application to PENR Officer. Prepare Order of Payment.	None	30 min.	Elizabeth L. Silveo <i>Receiving/Releasing Clerk</i>
2. Pay certification and oath fee.	2. Accept payment and issue Official Receipt (OR).	Php 50.00/ certification Certification	30 min.	Franz Norman J. Tianero <i>Collecting Officer</i> <i>Credit Officer</i>

		Fee		
		Php 36.00/ application Oath Fee		
3. Receive OR.	3. Receive, review and refer the application to Chief, FUU.	None	1 hour	Elizabeth L. Silveo <i>Receiving/Releasing Clerk</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> PENR Office
	4.1. Review the inspection report and submit recommendation to PENRO.	None	3 hours	Marlo A. Alli <i>Chief, FUU</i>
	4.2. Receive and review the application and inspection report. Approve recommendation. Sign the endorsement to PENR Office.	None	2 hours	Vicente A. Sardina <i>PENR Officer</i>
	4.3. Receive documents and forward to Chief, Technical Services Division (TSD)	None	1 hour	Sharon F. Nava <i>Receiving/Releasing Clerk,</i> <i>TSD</i>

	4.4. Review, evaluate application and prepare memorandum endorsement to Regional Office through Chief, TSD for countersigning.	None	2 hours	Julieta T. Gabayeron <i>Chief, TSD</i>
	4.5. Review and sign the memorandum endorsement for the Regional Executive Director (RED).	None	2 hours	Vicente A. Sardina <i>PENR Officer</i>
	4.6. 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 Section
REGIONAL OFFICE (RO)				
	4.7. Receive documents and forward to Forest Utilization Section (FUS)	None	1 hour	<i>Receiving/Releasing Clerk</i> RO Records Section
	4.8. Receive and record application and forward to Chief, FUS.	None	30 min.	<i>FUS Receiving Clerk,</i> Regional Office
	4.9. Conduct detailed review/evaluation of application.	None	2 days	<i>Chief/Staff, FUS,</i> Regional Office
	4.10. Prepare the Memorandum endorsement for Director, FMB.	None	4 hours	<i>Chief/Staff, FUS,</i> Regional Office
	4.11. Review/initial and forward the permit and memorandum to Assistant Regional Director for	None	2 hours	<i>Chief, LPDD,</i> Regional Office

	Technical Services (ARD, TS)			
	4.12. Review/initial and forward the permit and memorandum for the Regional Executive Director (RED)'s signature	None	2 hours	<i>ARD, TS, Regional Office</i>
	4.13. Sign/approve the permit and memorandum instruction	None	1 day	<i>RED, Regional Office</i>
	4.14. Record and release Memorandum for FMB.	None	3 days or less	<i>Releasing Clerk, Regional Office</i>

FOREST MANAGEMENT BUREAU (FMB)				
	4.15. Receive and record the PLTP/SPLTP application papers and documentary requirements referred to FMB Director for appropriate action.	None	15 min.	<i>Unit Chief Records Unit – FMB</i>
	4.16. Receive and record the same for the Director's instruction to the Chief of Forest Resources Management Division (FRMD).	None	1 hour	<i>Director FMB</i>
	4.17. Receive and assign the documents to Forest Resource-Use and Assessment Section for review and CSW formulation.	None	1 hour	<i>Division Chief Forest Resources Management Division (FRMD) – FMB</i>
	4.18. Receive and record the	None	1 hour	<i>Section Chief</i>

	documents. Assign the documents and provides instruction to the concerned Action Officer of the Section.			Forest Resource-Use and Assessment Section (FR-UAS) – FRMD, FMB
	4.19. Review and evaluate the PLTP/SPLTP application and its attached documentary requirements and drafts corresponding action documents (i.e. CSW, draft PLTP/SPLTP) for approval of the Undersecretary for Field Operations.	None	7 days	<i>Action Officer</i> FMB
	4.20. Review the draft action documents and affix initial if found in order.	None	1 hour	<i>Section Chief</i> FR-UAS – FRMD, FMB
	4.21. Review the draft action documents and affix initial if found in order.	None	1 hour	<i>Division Chief</i> FRMD – FMB
	4.22. Review the draft action documents and affix initial if found in order.	None	1 hour	<i>Assistant Director</i> FMB
	4.23. Review and affix signature on the Memorandum endorse the PLTP/SPLTP for approval.	None	1 hour	<i>Director</i> FMB
	4.24. Record the documents and forward to the Receiving Unit, Records Management Division, DENR Central	None	15 min.	<i>Chief</i> Records Unit, FMB

	Office.			
CENTRAL OFFICE				
	4.25. Receive documents from Records Management Division (RMD), DENR Central Office, record in logbook and DATS, and forward to the Undersecretary for Field Operations (Usec. FO)	None	1 hour	<i>Receiving/Releasing Clerk Office of the Undersecretary for Field Operations (OUFO)</i>
	4.26. Receive the Tree Cutting Permit /Track/Accept Document from Records Division and records the document in the logbook.	None	1 hour	<i>IEC Officer/ Messenger OUFO</i>
	4.27. Review the Tree Cutting Permit.*	None	5 days	<i>Chief of Staff OUFO</i>
	4.28. Sign the Tree Cutting Permit	None		<i>Undersecretary for FO</i>
	4.29. Seal/date the Tree Cutting Permit and Track/Release the documents to FMB for releasing.	None		<i>Messenger/ Technical Support Specialist OUFO</i>
FOREST MANAGEMENT BUREAU (FMB)				
	4.30. Receive the approved permit from DENR Records Management Division for numbering and releases to the applicant /proponent.	None	30 min. + 2 days travel time to Regional Office	<i>Chief Records Unit, FMB</i>

	Original copy - Applicant Copy 1 - Regional Office Copy 2 - PENRO Copy 3 - PENRO			
<i>PENRO SUB-TOTAL</i>		<i>Php 86.00</i>	<i>13 days, 7 hours & 30 min.</i>	
<i>REGIONAL OFFICE SUB-TOTAL</i>		<i>None</i>	<i>7 days & 1 hour & 30 min.</i>	
<i>FMB SUB-TOTAL</i>		<i>None</i>	<i>10 days</i>	
<i>CENTRAL OFFICE SUB-TOTAL</i>		<i>None</i>	<i>5 days & 2 hours</i>	
TOTAL		Php 86.00	36 days & 19 hours	

**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.*