



## 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).

<b>Office or Division:</b>	DENR Community Environment and Natural Resources Offices (CENRO)			
<b>Classification:</b>	Complex			
<b>Type of Transaction</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Any CTPO holder			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request letter from the proponent for issuance of SMF (1 original, 1 photocopy)			Requesting Party	
2. CTPO (1 photocopy)			Requesting Party or CENRO concerned	
<b>Additional if applicant is not the owner of forest products</b>				
3. Special Power of Attorney (1 original, 1 photocopy)			Requesting Party, Private Lawyer, or Notary Public	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submit letter request with supporting documents.	1. Check completeness of request and supporting documents, and forward the application to DMO IV/Deputy CENRO.  Prepare Order of Payment and forward the same to client.	None	30 min.	<i>Chief/Technical Staff Regulation and Permitting Section (RPS)</i>  <i>Receiving/Releasing Clerk, CENRO Records Unit</i>
2. Pay corresponding fee.	2. Accept fees and issue Official Receipt.	Php 50.00/ truck load <b>Certification Fee</b>	30 min.	<i>Credit Officer</i>



	2.1. Receive and review the application, and forward Chief, RPS.	None	30 min.	<i>Deputy CENR Officer/ CENR Officer</i>
	2.2. Receive application. Assign personnel to conduct inspection and scaling.	None	15 min.	<i>Chief, RPS</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 RPS</i>
	3.1. Prepare SMF and affix signature of verifying officer.	None	1 hour	<i>Chief/Staff RPS</i>
	3.2. Subscribe the duly prepared SMF for CENRO's signature.	None	30 min.	<i>Deputy CENR Officer/ CENR Officer/ Any chief assigned</i>
	3.3. Review and approve SMF.	None	1 hour	<i>CENR Officer</i>
	3.4. Release duly SMF.	None	15 min.	<i>Receiving/Releasing Clerk, CENRO Records Unit</i>
4. Receive Copy of the SMF.				
<b>TOTAL:</b>		<b>P 50.00</b>	<b>2 days, 4 hours &amp; 30 min.</b>	