

**CHECKLIST OF REQUIREMENTS FOR
(IFMA-SIFMA-FLGMA)**

Name of Applicant: _____
 Represented by: _____
 Location: _____
 Area in hectares: _____
 Nature of Application: _____

	CHECKLIST	COMPLIANCE	DATE
1	Duly Accomplished Application Form accompanied by the ff:		
1.a	For an Individual applicant: - Certified copy of Birth Certificate, or Certificate of Naturalization		
1.b	For Association, Corporation or partnership, - Certified copy of SEC registration		
1.b.1	- Articles of Incorporation/partnership,		
1.b.2	- Resolution of the corporate governing body (Board of Directors, Board of Trustees, etc.) designating the authorized representative of said corporation, association or partnership to apply/sig documents for and in behalf of the company.		
1.c	For cooperative - Certified copy of certificate of registration from the Cooperative Development Authority (CDA).		
2	Payment of Application fee of P500.00, except for mining prospecting permit – P1.50/ha or a fraction thereof but not less than P600.00 (DAO No. 2004-16 Amount paid P _____ O.R. Number _____ Date paid _____		
3	NCIP Clearance (Certificate of Pre and Prior Consent)		
4	Map of the area applied for, with technical description, coordinates (2) sets of longitude and tie point from the nearest landmark. (Note: Inspection and Survey fees of P400.00/km. Plus the actual available and most economical transport cost of the survey team from the official station to site (DAO No. 2004-16)		
5	Inspection Report duly signed by the inspecting officer attested by the CENR Officer concerned.		
6	Indicative Management Plan.		
7	Initial Environment Examination (IEE) as basis for the issuance of ECC.		
8	BIR Certification on the zonal valuation of the nearest commercial zone of the Barangay/Municipality or Province whichever is higher. (for computation of the minimum entry fee-sec. 12.8 DAO 2004-59)		
9	Proof of Financial Capability to develop and manage the area applied for.		
10	LGU/s Endorsement (Barangay, City/Municipality/Province) – (Resolution)		
11	For areas covered by specific laws, clearance/authorization from a governing body i.e. Palawan		
12	Posting of Performance bond - twice the annual rental or users fee as the case maybe, but not less than P10, 000.00. Provided, that 50% of the computed bond deposit shall be posted in CASH and a balance in the form of surety bond with a duration of five (5) years renewable every five (5) years in case of lease or management agreement or cotermious of the Flag.		
13	The Government Share is computed based on the 5% of the nearest Zonal Value of the commercial zone of the nearest and adjacent barangay/municipality/city or province whichever is higher. The Government share be paid within thirty (30) days upon issuance of the FLAg. For Energy Project, Government Share/Users Fee is 3,000 per hectare.		
13.a	SLUP rental is based on the DAO 2004-16 (not applicable anymore) 1 ha or less - 90.00 over 1 ha-5 has - 180.00 per hectare or fraction thereof over 5 hectares - 300.00 per hectare or fraction thereof		
13.b	Updating of Rental for SLUP/FLAg – it shall be based on 3% assessed/re-assessed value of the land and 1% appraised/re-appraised		

	value of improvement every 5 years thereafter.		
14	Submission of Comprehensive Management Development Plan (CDMP) six (6) months from the issuance of the FLAg. For FLAgT- CDMP is submitted upon filing of application		
15	Certification of no outstanding nor anticipated issues from any sector against the tree cutting (Public Consultation)		
16	Certificate of No Objection to the cutting of trees from the LGU (Brgy., Municipal and Provincial) and/or Endorsement		
17.	Municipal Clearance/Certification manifesting that the proposed tourism facilities are within the ambit of FLUP and approved tourism framework for the locality.		

Governing Regulations – FAO No. 8-3, Series of 1941 as amended by DAO No. 18, series of 1993, DAO No. 2004-28 dated August 25, 2004 and DAO No. 2004-59 dated August 31, 2004.

(Other related instructions/directives):

1. *Memorandum of Secretary Michael T. Defensor dated January 26, 2005, - Suspending the Implementation of DENR Administrative Order (DAO No. 2004-59) Rules and Regulations Governing the Special Uses of ForestLands (FLAg);*
2. *Memorandum from the Secretary dated April 10, 2006- refrain the issuance/approving 25 years forestry leases, permits, contracts, and related agreements, henceforth, said documents shall be forwarded to the Office of Secretary for Approval through the USEC for Environment and Forestry, however, RED is authorized to approve 3 years Special Land Use Permits;*
3. *Memorandum from USEC and Staff Bureaus dated June 3, 2009 relative to the **additional requirement** on the **Certification Precondition from the NCIP**;*
4. *Memo. of USEC for Field Operations dated **August 23, 2013** – “ application for SLUP and Tree Cutting Permit cannot be processed as one. Cutting permit may only be processed if there is already an established tenure over the subject area.”*
5. *Memorandum from OIC-Office of the USEC for Field Operations dated **August 16, 2013** – Suspension on the processing and Issuance of new and renewal of SLUP including other Lawful Purposes Permits (OLPs);*
6. *Memorandum of USEC for Field Operations dated **November 29, 2013** - Lifting the suspension on the issuance of SLUPs including Other Lawful Purposes permits (OLPs); thus item no. 2 stated that Non-renewal of SLUPs/OLPs, should there be a need to extend validity of these permits, the applicant should apply for FLAg/FLAgT of 1993, DAO No. 2004-16 and DAO No. 2004-59 dated August 31, 2004*
7. *Memorandum Order No. 2011-02 dated March 15, 2011 – Requiring the submission of Tourism Development Plan (TDP) duly approved by the dept. of Tourism and Comprehensive Devt and Management Plan for FLAgT Applicants.*
8. *Memorandum dated May 16, 2017 – Clarification on the submission of TDP as a requirement in the issuance of FLAgT. That in view to simplify the process regarding FLAgT, the applicant shall no longer be required to submit an approved TDP as a requisite requirement, instead a clearance/certification to be issued by the municipal tourism officer must be submitted. The certification should manifest that the proposed or existing tourism facilities is within the ambit of the forest land use plan as incorporated in the CLUP and approved tourism framework plan for the locality.*