

## CITIZEN'S CHARTER NO. RO10-F-01. ISSUANCE OF SPECIAL LAND USE PERMIT (SLUP) FOR SHORT-TERM LAND USE ONLY (NON-RENEWAL)

This permit authorizes the holder to occupy, possess and manage in consideration of specified return, any public forest land for a specific use or purpose.

<b>Office or Division:</b>	DENR – CENR Office, PENR Office, and Regional Office	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction</b>	G2C - Government to Citizen	
<b>Who may avail:</b>	Filipino Citizens and Corporations, associations, cooperatives or partnerships or a juridical person 60% of the capital of which is owned by Filipino Citizens whether private or public duly created and/or registered under Philippines laws, which is financially capable or has the capability to mobilize finances, to develop the area applied for SLUP.	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ol style="list-style-type: none"> <li>1. Application form duly accomplished and notarized (5 Original copies)</li> <li>2. Application fee of P500.00 per application (5 Original copies)</li> <li>3. Geotagged Photos and Map of the area applied for, with technical description, coordinates (2) sets of longitude and latitude and tie point from the nearest landmark (5 Original copies)</li> <li>4. Detailed design of the project including facilities (Temporary/Permanent) (5 Original copies)</li> <li>5. Pertinent documents showing proof that the applicant is a legitimate entity qualified to be a holder of a forestland tenurial instrument or agreement, as follows: <ul style="list-style-type: none"> <li>● For an individual applicant, a certified copy of birth certificate or, if the applicant is a naturalized Filipino</li> </ul> </li> </ol>		<p>Requesting Party</p> <p>CENR Office</p> <p>Requesting Party</p> <p>Requesting Party</p> <p>Requesting Party</p>

<p>citizen, a certified copy of his/her Certificate of Naturalization. (5 Original copies)</p> <ul style="list-style-type: none"> <li>● For an association, corporation, cooperative or partnership, certified copy of SEC registration certificate and Articles of Incorporation/partnership, and a 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/sign documents for and in behalf of the company (5 Original copies)</li> <li>● For an association or partnership, a certified copy of registration from the appropriate registering agency (5 Original copies)</li> <li>● For cooperative, certified copy of certificate of registration with the Cooperative Development Authority (CDA) (5 Original copies)</li> </ul> <p>6. Indicative Management Plan indicating time frame of the project (5 Original copies)</p> <p>7. Appropriate clearance from NCIP (5 Original copies)</p> <p>8. BIR certification on the zonal valuation of the nearest commercial zone of the Barangay/Municipality or Province whichever is higher (5 Original copies)</p> <p>9. Proof of financial capability to develop and manage the area applied for (e.g. Bank Statements for the last three consecutive years) (5 Original copies)</p> <p>10. Endorsement from CENRO and PENRO concerned (5 Original copies)</p> <p>11. Resolution from Local Government Units (LGUs). (5 Original copies)</p>	<p>Requesting Party</p> <p>Requesting Party</p> <p>Requesting Party</p> <p>Requesting Party</p> <p>DENR CENRO and PENRO</p> <p>LGU</p>
---	--

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
<b>CENRO</b>				
1. Submit duly filled-up and notarized application form together with all pertinent requirements in 5 copies/case folders	1. Check completeness of application based on Checklist of requirements and stamped receive. Forward the application to the Deputy CENR Officer/CENR Officer, Chief, RPS and Chief, FUU	None	1 hour and 30 minutes	Receiving Clerk
1.1 None	1.1 Review of Application/Documents submitted and refer the application/case folder to the concerned technical staff	None	1 hour	Chief FUU and Technical staff
1.2 None	1.2 Prepare Order of Payment	None	20 minutes	FUU Technical
2. Pay the required fees	2. Accept payment and issue Official Receipt (OR) pursuant to DAO No. 2004-16 dated June 15, 2004	Php500.00	20 minutes	Credit Officer
2.1. None	2.1 Conduct pre-assessment to the area applied and submit a report to CENRO.	None	1 day	Chief, FUU

2.2 None	2.2 Endorse the report to the Regional Office thru channel for subsequent scheduling of the biophysical assessment by the composite team	None	2 days	Chief, FUU
3. Guide/accompany the Inspection Team to the Plant	3. Conduct biophysical assessment of the applied area with DENR CENRO/PENRO/RO Composite Team	None	7 days	Inspection Team
3.1 None	3.1 Prepare biophysical assessment report with attachments (map/location), geo-tagged photos, land status certification/inventory of affected trees/species.	None	3 days	Inspection Team
3.2 None	3.2 Review biophysical assessment report	None	2 hours	Chief, FUU/Chief, RPS
3.3 None	3.3 Prepare and initial indorsement to the PENRO together with all requirements/case folder/reports with favorable recommendation by the CENRO	None	1 hour	Chief, FUU
3.4 None	3.4. Receive and review the application and biophysical assessment report. Approved/ signed the	None	1 hour	CENR Officer

	endorsement/recommendation to the PENRO			
3.5 None	3.5. Record and release the application, supporting documents and endorsement to PENR Office	None	2 days	Releasing Clerk CENRO-PSU
<b>PENRO</b>				
3.6 None	3.6. Receive documents and forward to Chief, Technical Services Division (TSD)	None	1 hour	Receiving/Releasing Clerk PENRO Records Unit
3.7 None	3.7. Review, endorse application and prepare memorandum endorsement to Regional Office thru Chief, TSD for countersigning	None	2 hours	Chief/Staff Concerned Unit/Section Chief, TSD
3.8 None	3.8. Review and sign the memorandum endorsement for the Regional Executive Director (RED)	None	1 hour	PENR Officer
3.9 None	3.9. Record and release the application and supporting documents	None	3 days	Receiving/Releasing Clerk PENRO Records Unit
<b>REGIONAL OFFICE</b>				
3.10 None	3.10 Receive documents and forward to LPDD	None	4 hours	<b><i>Shaina Myr A. Asum</i></b> <i>Receiving/Releasing Clerk</i> <i>RO Records Section</i>

				<p style="text-align: center;"><b>Swietenia Bacus</b> <i>Receiving/Releasing Clerk ORED</i></p> <p style="text-align: center;"><b>Emilyn Sarceda</b> <i>Receiving/Releasing Clerk OARD-TS</i></p> <p style="text-align: center;"><b>Vanessa Kate P. Paragas</b> <i>Receiving/Releasing Clerk LPDD</i></p>
3.11 None	3.11 Receive and record application, and forward to Chief, FUS	None	1 hour	<p style="text-align: center;"><b>Abigail M. Alvarez</b> <i>Data Controller-II</i></p>
3.12 None	3.12 Refer the attached maps to Surveys and Mapping Division for review/evaluation/verification and issuance of Land Classification Status per Memorandum dated September 23, 2019 of USEC for Field Operations , Atty. Juan Miguel T. Cuna	None	20 days	<p style="text-align: center;"><b>Evelyn Bollozos</b> <i>Chief LES</i> <i>Surveys and Mapping Division</i></p>
3.13 None	3.13 Conduct detailed review/evaluation/verification of prepared maps by the Surveys &	None	5 days	<p style="text-align: center;"><b>Eva C. Lovete</b> <i>DMO-III/FUS Chief</i></p>

	Mapping Division as to the actual land status of the area applied.			<b>Joana Marie S. Zata</b> <i>EMS-I</i>
3.14 None	3.14 Prepare the Memorandum/Endorsement and Special Land Use Permit (SLUP) for the RED	None	4 hours	<b>Eva C. Lovete</b> <i>DMO-III/FUS Chief</i>  <b>Joana Marie S. Zata</b> <i>EMS-I</i>
3.15 None	3.15 Receive and review documents, Affix initial to the duplicate of prepared Special Land Use Permit, if in order, Forward to ARD for TS	None	1 hour	<b>Dario P. Barbarona</b> <i>Chief, LPDD</i>
3.16 None	3.16 Review/initial and forward the Special Land Use Permit for the Regional Executive Director (RED)'s signature	None	2 hours	<b>Ronald D. Gadot</b> <i>ARD - TS</i> <i>Regional Office</i>
3.17 None	3.17 Sign/approve the Memorandum and Special Land Use Permit	None	1 day	<b>Henry A. Adornado</b> <i>Regional Executive Director</i> <i>Regional Office</i>

3.18 None	3.18 Record, Control (barcode), Notarize and release approved Special Land Use Permit to applicant, copy furnished to PENRO and CENRO, Copy of the Permit may be forwarded through email.	None	3 days	<b>Abigail M. Alvarez</b> <i>Data Controller-II</i>  <b>Lory Jane J. Dejos</b> <i>Forester-I</i>
	<b>CENRO SUB-TOTAL</b>	Php500.00		<i>15 days, 7 hours and 10 minutes</i>
	<b>PENRO SUB-TOTAL</b>	None		<i>3 days and 4 hours</i>
	<b>REGIONAL OFFICE SUB-TOTAL</b>	None		<i>30 days and 4 hours</i>
	<b>TOTAL</b>	<b>Php500.00</b>		<b><i>49 days, 7 hours and 10 mins</i></b>