

CITIZEN'S CHARTER NO. RO10-F-02. ISSUANCE OF FOREST LAND-USE AGREEMENT (FLAg)

A 25-year contract between the government and a second party authorizing to temporarily occupy, manage and develop in consideration of a government share, any forestland of the public domain for specific use

Office or Division:	DENR – CENR Office to Regional Office	
Classification:	Highly Technical (Multi-Stage Processing)	
Type of Transaction	G2C - Government to Citizen	
Who may avail:	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 FLAg.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Request letter Application form duly accomplished Application fee of P500.00 per application(5 Original copies)	Requesting Party	
2. 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)	CENR Office	
3. Detailed design of the project including facilities (Temporary/Permanent) (5 Original copies)	Requesting Party	
4. 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:	Requesting Party	

<ul style="list-style-type: none"> ● For an individual applicant, a certified copy of birth certificate or, if the applicant is a naturalized Filipino citizen, a certified copy of his/her Certificate of Naturalization (5 Original copies) ● 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) ● For an association or partnership, a certified copy of registration from the appropriate registering agency (5 Original copies) ● For cooperative, certified copy of certificate of registration with the Cooperative Development Authority (CDA) (5 Original copies) 	
<p>5. Indicative Management Plan indicating time frame of the project (5 Original copies)</p>	<p>Requesting Party</p>
<p>6. Appropriate clearance from NCIP (5 Original copies)</p>	<p>Requesting Party</p>
<p>7. 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>Requesting Party</p>

8. Proof of financial capability to develop and manage the area applied for (e.g. Bank Statement within two (2) years) (5 Original copies)		Requesting Party		
9. Endorsement from CENRO and PENRO concerned (5 Original copies)		DENR CENRO and PENRO		
10. Resolution from Local Government Units (LGUs) (5 Original copies)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
CENRO				
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 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)	Php500.00	20 minutes	FUU Technical Staff/Proponent Credit Officer
2.1 None	2.1 Conduct pre-assessment to the area applied and submit report to CENRO	None	1 day	Chief, FUU

2.2 None	2.2 CENRO endorse the report to the Regional Office thru channel for subsequent scheduling of the bio-physical 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 inspection report, prepare indorsement to the PENRO with recommendation to the CENRO and initial the document	None	1 hour	Chief, RPS
3.3 None	3.3 Receive and review the application and inspection report. Approve recommendation. Sign endorsement to PENRO.	None	1 hour	CENR Officer
3.4 None	3.4. Record and release the application, supporting documents and endorsement to PENR Office	None	2 days	Releasing Clerk CENRO-PSU

PENRO				
3.5 None	3.5 Receive documents and forward to Chief, Technical Services Division (TSD)	None	1 hour	Receiving/Releasing Clerk PENRO Records Unit
3.6 None	3.6. 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
3.7 None	3.7. Review and sign the memorandum endorsement for the Regional Executive Director (RED)	None	1 hour	PENR Officer
3.8 None	3.8. Record and release the application and supporting documents	None	3 days	Receiving/Releasing Clerk PENRO Records Unit
REGIONAL OFFICE				
3.9 None	3.9 Receive documents and forward to LPDD	None	4 hours	Shaina Myr A. Asum <i>Receiving/Releasing Clerk</i> <i>RO Records Section</i> Swietenia Bacus

				<i>Receiving/Releasing Clerk ORED</i> Emilyn Sarceda <i>Receiving/Releasing Clerk OARD-TS</i> Vanessa Kate P. Paragas <i>Receiving/Releasing Clerk LPDD</i>
3.10 None	3.10 Receive and record application, and forward to Chief, FUS	None	1 hour	Abigail M. Alvarez <i>Data Controller-II</i>
3.11 None	3.11 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	Evelyn Bollozos <i>Chief LES</i> <i>Surveys and Mapping Division</i>
3.12 None	3.12. Conduct detailed review/evaluation/verification of prepared maps by the Surveys & Mapping Division	None	5 days	Eva C. Lovete <i>DMO-III/FUS Chief</i>

	as to the actual land status of the area applied.			Joana Marie S. Zata <i>EMS-I</i>
3.13 None	3.13 Prepare the Memorandum/Endorsement and Forest Land Use Agreement for the Regional Executive Director	None	4 hours	Eva C. Lovete <i>DMO-III/FUS Chief</i> Joana Marie S. Zata <i>EMS-I</i>
3.14 None	3.14 Receive and review documents, Affix initial to the duplicate of prepared FLAg, if in order. Forward to ARD for TS	None	1 hour	Dario P. Barbarona <i>Chief, LPDD</i>
3.15 None	3.15 Review/initial and forward for the Regional Executive Director (RED) signature	None	2 hours	Ronald D. Gadot <i>ARD - TS</i> <i>Regional Office</i>
3.16 None	3.16 Sign/approve memorandum and Forest Land Use Agreement	None	1 day	Henry A. Adornado, <i>Regional Executive Director</i> <i>Regional Office</i>
3.17 None	3.17 Record, Control (barcode), Notarize and release approved Forest Land Use Agreement to applicant, copy furnished to PENRO and CENRO. Copy of the	None	3 days	Abigail M. Alvarez <i>Data Controller-II</i>

	Agreement may be forwarded through email.			Lory Jane J. Dejos <i>Forester-I</i>
	CENRO SUB-TOTAL	Php500.00	<i>15 days, 5 hours and 10 minutes</i>	
	PENRO SUB-TOTAL	None	<i>3 days and 4 hours</i>	
	REGIONAL OFFICE SUB-TOTAL	None	<i>30 days and 4 hours</i>	
	TOTAL	Php500.00	<i>49 days, 5 hours and 10 minutes</i>	