

## CITIZEN'S CHARTER NO. RO10-F-03- ISSUANCE OF WOOD PROCESSING PLANT (WPP) PERMIT (RENEWAL)

Wood Processing Plant (WPP) Permit is the permit to operate Wood Processing Plant and other wood industry establishments.

<b>Office or Division:</b>	DENR-CENRO to Regional Office	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C- Government to Citizen	
<b>Who may avail:</b>	WPP Holders	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. Application letter/endorsement for renewal and duly accomplished prescribed application form (1 Original)	Requesting Party/Concern CENRO Office	
2. Previously approved WPP permit (1 Certified true copy)	Requesting Party/Concern CENRO Office	
3. Authorization issued by the corporation, partnership or association in favor of the person signing the application, if applicable. (1 Original or 1 certified copy of the original)	Requesting Party/Concern CENRO Office	
4. Payment of fees (application fee/permit fee per DAO 2004-16 and 2021-05) (1 certified copy of the original)	Concern CENRO Office	
5. Performance Bond ( DAO 2004-16) (1 certified copy of the original)	Cash Bond (DENR-CENRO) Surety Bond – Insurance Company	
6. Business Plan/Program duly prepared under the supervision of a Registered Forester (1 Original)	Proponent Registered Private Forester	

7. Monthly production and disposition report duly attested by the CENRO (1 Original)	WPP Holder/Registered Forester/CENRO
8. Mayor's Permit/Business permit /DTI Clearance or SEC Registration (1 Original form or 1 certified copy of the original)	LGU/DTI/SEC
9. Environmental Compliance Certificate (ECC) to include provisions on the installation of web-based CCTV cameras; Permit to operate (1 Certified true copy)	EMB
10. Proof of sustainable sources of legally cut logs for a period of 5 years to include among others; Original of Log/Veneer/Lumber Supply Contracts, timber inventory data with under oath Narrative report, tally sheets, Stand and Stock table, Geotagged photos, Copy of tenurial instruments with harvesting permit and/or Certificate of Tree Plantation Ownership/Private Tree Plantation Registration, under oath validation report of the PENRO/Regional Office as to availability and sustainability of the contracted volume per executed Log Supply Contracts (1 Original)	Inspecting officer/CENRO
11. Audited Financial Statement certified reputable accounting firm (1 Original)	WPP Holder/Registered Forester/CENRO
12. List of personnel indicating their sex, positions and SSS number, if any (1 Original)	WPP Holder
13. Application and all above requirements must be submitted 60 days prior the expiration of the previous permit, otherwise treated as new	WPP Holder

<b>DENR</b>				
1. GIS generated map of the area with a scale of 1:10:00 with corresponding geotagged photos showing the location of the WPP and with Certification from the CENRO concerned that the WPP is not within the illegal logging hotspot (1 Original)		CENR Office		
2. Subscribe and Sworn Field Verification/Validation Report (Inventory of Stocks of Lumber/Logs) (1 Original)		CENR Office		
3. Geotagged photos of trees inventoried, machineries, equipments and CCTV cameras duly certified by the CENRO (1 Original)		CENR Office		
4. Certificate of Good Standing; no record of buying nor apprehended/suspended due to illegal activities (1 Original)		CENR Office		
5. Performance Assessment re: Compliance with all the terms and conditions stipulated in the previously approved permit (1 Original)		CENR Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>CENRO</b>				
1. Submit letter request and application for renewal with attached supporting documents	1. Check completeness of application and receive. Forward the application to the Deputy CENR Officer/CENR Officer	None	1 hour and 30 minutes	Receiving Clerk Planning & Support Unit (PSU)

1.1 None	1.1. Review and refer the application to the Chief, RPS	None	1 hour	Deputy CENRO/CENR Officer
1.2 None	1.2. Review and receive applications. Forward application and instruct the Chief Forest Utilization to review/evaluate/referral-instruction to inspect/verification of WPP plant	None	1 hour	Chief RPS/Chief FUU
2. Receive Order of Payment and pay the required fees	2. Prepare Order of Payment		20 minutes	Receiving/Releasing/ RPS Technical Staff
2.1 None	2.1 Accept payment and issue Official Receipt (OR) pursuant to DAO No. 2004-16 dated June 15, 2004	Application fee - 600.00 Annual License/Permit Fees <ul style="list-style-type: none"> <li>• Php 900.00 (DRC below 24 cu.m.)</li> <li>• Php 1,080.00 (DRC 24-27 cu.m.)</li> <li>• Php 1,200.00 (DRC above 47 cu.m.) (wood based/treating plants operating</li> </ul>	20 minutes	Credit Officer

		<i>independently shall be treated as separate unit)</i> Oath Fee – 36.00 Performance Bond – (720.00/cu.m. but not less than 6,000.00 (if cash).		
3. Guide/accompany the Inspection Team to the Plant	3. Conduct inspection of the establishment (wood processing plant subject for renewal) and prepare a report with attachments (map (location), geo-tagged photos and inventory of stock balance with tally sheet and stand and stock table.	None	7 days	Inspection Team
3.1 None	3.1. Review inspection report, prepare indorsement to the PENRO with recommendation to the CENRO and initial the document	None	1 hour	Chief, RPS
3.2 None	3.2. Receive and review the application and inspection report. Approve recommendation. Sign endorsement to PENRO.	None	1 hour	CENR Officer

3.3 None	3.3. Record and release the application, supporting documents and endorsement to PENR Office	None	2 days	Releasing Clerk CENRO-PSU
<b>PENRO</b>				
3.4 None	3.4. Receive documents and forward to Chief, Technical Services Division (TSD)	None	1 hour	Receiving/Releasing Clerk PENRO Records Unit
3.5 None	3.5. 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
3.6 None	3.6. Review and sign the memorandum endorsement for the Regional Executive Director (RED)	None	1 hour	PENR Officer
3.7 None	3.7. Record and release the application and supporting documents	None	3 days	Receiving/Releasing Clerk PENRO Records Unit
<b>REGIONAL OFFICE (RO)</b>				
3.8 None	3.8 Receive documents and forward to LPDD	None	4 hours	<b>Shaina Myr A. Asum</b> <i>Receiving/Releasing Clerk RO Records Section</i>

				<p><b>Swietenia Bacus</b> Receiving/Releasing Clerk ORED</p> <p><b>Emilyn Sarceda</b> Receiving/Releasing Clerk OARD-TS</p> <p><b>Vanessa Kate P. Paragas</b> Receiving/Releasing Clerk LPDD</p>
3.9 None	3.9 Receive and record application, and forward to Chief, FUS	None	1 hour	<p><b>Abigail M. Alvarez</b> Data Controller-1</p>
3.10 None	3.10 Conduct detailed review/evaluation/verification of application	None	3 days	<p><b>Eva C. Lovete</b> DMO-III/Chief-FUS</p>
3.11 None	3.11 Prepare the Memorandum/Endorsement and Wood Processing Plant Permit (Renewal) for the Regional Executive Director (If all documents/	None	4 hours	<p><b>Eva C. Lovete</b> DMO-III/Chief-FUS</p>

	requirements are satisfactorily submitted and complied)			
3.12 None	3.12 Receive and review documents. Affix initial to the duplicate of prepared Wood Processing Plant Permit (Renewal), if in order. Forward to ARD for TS	None	1 hour	<b>Dario P. Barbarona</b> <i>Chief, LPDD - R.O</i>
3.13 None	3.13 Review/initial and forward t for the Regional Executive Director (RED)'s signature	None	2 hours	<b>Ronald D. Gadot</b> <i>ARD - TS</i> <i>Regional Office</i>
3.14 None	3.14 Sign/approve the Wood Processing Plant Permit (Renewal)	None	1 day	<b>Henry A. Adornado</b> <i>Regional Executive Director</i> <i>Regional Office</i>
3.15 None	3.15 Record, Control (barcode) and release approved Wood Processing Plant 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-1</i>
	<b>CENRO SUB-TOTAL</b>	Php 2,256.00 (DRC below 24 cu.m.) Php 2,436.00 (DRC 24-27 cu.m.)	9 days, 4 hours and 10 minutes	



		Php 2,556.00 (DRC above 47 <i>cu.m.</i> )	
	<b>PENRO SUB-TOTAL</b>	None	3 days and 4 hours
	<b>REGIONAL OFFICE SUB-TOTAL</b>	None	7 days and 12 hours
	<b>TOTAL</b>	<b>Php 2,256.00 (DRC below 24 <i>cu.m.</i>)</b> <b>Php 2,436.00 (DRC 24-27 <i>cu.m.</i>)</b> <b>Php 2,556.00 (DRC above 47 <i>cu.m.</i>)</b>	<b>21 days, 4 hours and 10 minutes</b>