

## CITIZEN'S CHARTER NO. RO10-F-04- APPLICATION FOR LUMBER DEALER PERMIT (NEW)

Log/Lumber Dealer Permit is a document issued to a dealer of lumber, logs, polls or piles.

<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>	Any Filipino citizen of legal age, corporations and other private entities	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Application Form duly accomplished (1 Original)		Applicant/CENRO concerned
2. Payment of Administrative Fees per DAO 2004-16 (1 Certified true copy)		Applicant
3. Lumber Supply Contract from Legitimate Supplier (1 Original)		Applicant
4. Mayor's Permit/Business Permit (1 Certified true copy)		Mayor's Office
5. Certificate of Registration with DTI or SEC (1 Certified true copy)		Department of Trade and Industry
6. Articles of incorporation (if the applicant is a corporation) (1 Certified true copy)		Applicant
7. Business Plan/Program (1 Original)		Applicant
8. Tax Identification number of the applicant (1 Certified true copy)		BIR Office

<p>9. Latest Income Tax Return (Individual) or Corporate Annual Income Tax Return (Corporation) of two preceding years (1 Certified true copy)</p> <p>10. Tax Identification number of the applicant (1 Certified true copy)</p> <p>11. List of employees/laborers/employed with corresponding salary/SSS, if any (1 Original)</p>	<p>Applicant/Tree Planter/Tree Grower</p> <p>Applicant</p> <p>Applicant/Tree Planter/Tree Grower (Wood Processing Plant/ Subsisting Lumber Dealer)</p>
<p><b>DENR</b></p>	
<p>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 form)</p>	<p>CENR Office</p>
<p>2. Pictures of the proposed Lumber /stockyard duly inspected/verified by a competent forester/forest officer and attested by the concerned CENRO (1 Original form)</p>	<p>CENR Office</p>
<p>3. Certificate of Good Standing/no record of buying nor apprehended/suspended due to illegal activities (1 Original form)</p>	<p>CENR Office</p>
<p>4. Certification as to availability/capability to supply the contracted volume/lumber (1 Original)</p>	<p>CENR Office</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>CENRO</b>				
1. Submit application letter/endorsement together with the duly accomplished application form and all other pertinent requirements	1. Check completeness of the submitted documents. Receives and log-in application with complete requirements	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 Unit (FUU) to review/evaluate/referral-instruction to inspect/verification of proposed establishment/lumberyard	None	1 hour	Chief RPS/Chief FUU

2. Receive the Order of Payment and pay the required fees	2. Prepare Order of Payment for Administrative Fees	None	20 minutes	Receiving/Releasing Clerk/RPS Technical Staff
2.1 None	2.1. Accept the payment and issue Official Receipt (OR)	Application Fee – Php 600.00  Annual/License/Permit Fees – Php 480.00  Oath Fee – Php 36.00  Performance (cash) Bond – Php 1,000.00	20 minutes	Credit Officer
3. Guide/accompany the Inspection Team to the establishment	3. Conduct inspection of the establishment and prepare a report with attachments (map, 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	None	1 hour	Chief, RPS

<p>3.2 None</p> <p>3.3 None</p>	<p>indorsement to the PENRO with recommendation to the CENRO and initial the document</p> <p>3.2. Receive and review the application and inspection report. Approve recommendation. Sign endorsement to PENRO.</p> <p>3.3. Record and release the application, supporting documents and endorsement to PENR Office</p>	<p>None</p> <p>None</p>	<p>1 hour</p> <p>2 days</p>	<p>CENR Officer</p> <p>Releasing Clerk CENRO-PSU</p>
<p><b>PENRO</b></p>				
<p>3.4 None</p>	<p>3.4. Receive documents and forward to Chief, Technical Services Division (TSD)</p>	<p>None</p>	<p>1 hour</p>	<p>Receiving/Releasing Clerk PENRO Records Unit</p>

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</b>				
3.8 None	3.8 Receive documents and forward to LPDD	None	2 hours	<b>Shaina Myr A. Asum</b> <i>Receiving/Releasing Clerk RO Records Section</i>  <b>Swietenia Bacus</b> <i>Receiving/Releasing Clerk ORED</i>

				<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-II</p>
3.10 None	3.10 Conduct detailed review/evaluation/ verification of application	None	3 days	<p><b>Eva C. Lovete</b> DMO-III/FUS Chief</p> <p><b>Lory Jane J. Dejos</b> Forester-1</p>
3.11 None	3.11 Prepare the Memorandum/Endorsement and Certificate of Registration as Lumber Dealer (New& Renewal) for the Regional Executive	None	3 hours	<p><b>Eva C. Lovete</b> DMO-III/FUS Chief</p> <p><b>Lory Jane J. Dejos</b> Forester-1</p>

	Director (If all documents/ requirements are satisfactorily submitted and complied)			
3.12 None	3.12 Receive and review documents. Affix initial to the duplicate of prepared Certificate of Registration as Lumber Dealer (New& 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 Certificate of Registration (New & Renewal)	None	1 day	<b>Henry A. Adornado, PhD</b> <i>Regional Executive Director</i> <i>Regional Office</i>
3.15 None	3.15 Record, Control (barcode), and release approved Certificate of	None	30 minutes	<b>Abigail M. Alvarez</b> <i>Data Controller-I</i>



	Registration as Lumber Dealer (New& Renewal) to applicant, copy furnished to PENRO and CENRO. Copy of the Certificate may be forwarded through email.			<b>Lory Jane J. Dejos</b> Forester-1
4. Receive the approved permit				
	<b>CENRO SUB-TOTAL</b>	Php 2,116.00	9 days, 6 hours and 10 minutes	
	<b>PENRO SUB-TOTAL</b>	None	3 days and 4 hours	
	<b>REGIONAL OFFICE SUB-TOTAL</b>	None	5 days, 1 hour and 30 minutes	
	<b>TOTAL</b>	<b>Php 2,116.00</b>	<b>18 days, 3 hours and 40 minutes</b>	