

CITIZEN'S CHARTER NO. RO10-F-05. SEEDLING DISTRIBUTION

Various organizations, schools, farmers and private individuals can request for forest tree/ornamental seedlings to be planted in their respective community or schools or hills/ mountains.

Office or Division:	DENR – <i>Conservation and Development Division/Section/Unit</i> CENR Office/PENR Office/Regional Office			
Classification:	Simple			
Type of Transaction	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business			
Who may avail:	All requesting clientele			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter (1 original)		Requesting Party		
2. Sketch map of planting site (1 original)		Requesting Party		
3. Order of Release (1 original)		DENR Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit Request Letter with sketch map of planting site to the Receiving Area/Records Unit.	1. Records Unit receives the request letter with attached sketch map of the planting site, stamped receive the documents, input to the Document Monitoring System, and routes	None	10 minutes	<i>Ma. Theresa A. Migallon</i> Receiving and Releasing Clerk Records Unit DENR-10

	to the Office of the Regional Executive Director (ORED).			
1.1 none	1.1. ORED receives the documents, forwards to RED and releases to OARD-TS.	None	10 minutes	<p>Ivy D. Tabamo Receiving Clerk Office of the RED</p> <p>Wildelyn F. Fernandez Releasing Clerk Office of the RED</p>
1.2 none	1.2. OARD-TS receives the documents, forwards to ARD TS and releases to the OCDD.	None	10 minutes	<p>Mariche F. Rebuta Receiving and Releasing Clerk Office of the ARD-TS</p>
1.3 none	1.3. OCDD receives the documents, forwards to Chief, CDD and releases to PFMS.	None	10 minutes	<p>Jogie B. Abejo Receiving/Releasing Clerk CDD - DENR 10</p>
1.4 none	1.4. PFMS receives the documents, forwards to Chief, PFMS and releases to PFMS staff for appropriate action.	None	10 minutes	<p>Analie L. Uayan Chief, PFMS - CDD - DENR 10</p>

1.5 none	<p>1.5. PFMS staff reviews/evaluates the completeness of the request and checks the availability of the seedlings/species to accommodate.</p> <p>1.5.1 (a) For Walk-in Clientele, PFMS staff immediately inform the requesting party on the available seedlings.</p> <p>1.5.2 (b) For Non-Walk-In Clientele, PFMS staff prepares letter response, reflecting the available seedlings (number and species) and the schedule for pick-up/release, for approval by the RED</p>	None	10 minutes	<p>Regan L. Dahang Staff, PFMS - CDD - DENR 10</p> <p>Regan L. Dahang Staff, PFMS - CDD - DENR 10</p>
1.6 none	1.6. PFMS staff prepares the Order of Release/Agreement and Gate Pass for approval	None	10 minutes	<p>Regan L. Dahang Staff, PFMS - CDD - DENR 10</p>
1.7 none	1.7. PFMS Chief reviews and recommends for approval the Order of Release/Agreement and Gate Pass	None	10 minutes	<p>Analie L. Uayan Chief, PFMS - CDD - DENR 10</p>

1.8 none	1.8. CDD Chief approves the Order of Release/Agreement and Gate Pass	None	10 minutes	Roel G. Dahonog OIC-Chief, CDD - DENR 10
1.9 none	1.9. PFMS staff releases the seedlings, provides copy of approved Order of Release/Agreement and Gate Pass (to be presented to the Security Guard on duty	None	10 minutes	Regan L. Dahang Staff, PFMS - CDD - DENR 10
2. Fill-out the Client Satisfaction Survey Form	2. PFMS Staff assist the requesting Clientele to accomplish the Client Satisfaction Survey Form	None	5 minutes	Regan L. Dahang Staff, PFMS - CDD - DENR 10
For Walk-In Clientele = 1 Hour and 45 minutes For Non-Walk-In Clientele = 1 day 1 Hour and 35 minutes				