



DEPARTMENT OF ENVIRONMENT AND
NATURAL RESOURCES (DENR)

CITIZEN'S CHARTER
2024 (1st Edition)



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I. MANDATE (E.O. 192, s. 1987)

The Department is the primary agency responsible for the conservation, management, development, and proper use of the country's environment and natural resources, specifically forest and grazing lands, mineral resources, including those in reservation and watershed areas, and lands of the public domain, as well as the licensing and regulation of all natural resources as may be provided for by law in order to ensure equitable sharing of the benefits derived therefrom for the welfare of the present and future generations of Filipinos.

To accomplish this mandate, the Department shall be guided by the following objectives:

1. Assure the availability and sustainability of the country's natural resources through judicious use and systematic restoration or replacement, whenever possible;
2. Increase the productivity of natural resources in order to meet the demands for forest, mineral, and land resources if a growing population;
3. Enhance the contribution of natural resources for achieving national economic and social development;
4. Promote equitable access to natural resources by the different sectors of the population; and
5. Conserve specific terrestrial and marine areas representative of the Philippine natural and cultural heritage for present and future generations.

II. VISION

A nation enjoying and sustaining its natural resources and a clean and healthy environment.

III. MISSION

To mobilize our citizenry in protecting, conserving, and managing the environment and natural resources for the present and future generations.

IV. SERVICE PLEDGE

We, the Officials and employees of the Department of Environment and



Natural Resources, hereby pledge our commitment to:

- **Provide efficient, prompt, and corrupt- free services** tantamount to the **protection, conservation, management of the environment and natural resources**;
- **Ensure strict compliance to laws, rules and regulations and high degree of professionalism** in the conduct of the DENR business and non-business processes; and
- **Attend to all applicants or requesting parties who are within the premises of the office** prior to end of official working hours and during lunch break.



V. LIST OF SERVICES

DENR CENR, PENR AND REGIONAL OFFICES

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DENR CENR, PENR AND REGIONAL OFFICES
Administrative and Finance
(Internal and External Services)



CITIZEN'S CHARTER NO. RO-AF-01. ISSUANCE OF CERTIFICATION OF NO RECORDS/ APPEAL/MOTION FOR RECONSIDERATION, ETC.

This Certification is made upon request of DENR personnel, official or external party of No Records/Appeal/Motion for Reconsideration, etc. being filed in the DENR. The purpose for the request is included in the Certification.

Office or Division:	Records Unit/Section, DENR CENR, Implementing PENR, PENR and Regional Offices	
Classification:	Simple	
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government	
Who may avail:	Internal: Regular Employee of DENR, including its Bureaus and Attached Agencies External: Contract of Service Personnel, LGU and other government agencies or instrumentalities and private individuals	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished customer FOI request form (1 original)		Public Assistance Desk, Receiving Area or Records Unit/Section
2. Government issued ID (present 1 original)		Requesting Party
Additional if from other Government Sector		
3. Official Letter Request (1 original)		Requesting Party
Additional if Requesting Party is a representative		
4. SPA for representative (1 original, notarized)		Requesting Party, Private Lawyer or Notary Public



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit accomplished request form and complete requirements to Receiving/ Releasing Clerk	1. Receive, and check the completeness of submitted requirements, stamp the date and time on documents and forward all documents to action officer	None	5 min.	Receiving/Releasing Clerk Records Unit/Section
1.1. None	1.1. Verify all requirements and indicate amount to be paid in the Request Form	None	5 min.	Records Officer Records Unit/Section
1.2. None	1.2. Approve and sign Request Form	None	5 min.	Records Officer/Alternate Officer Records Unit/Section
1.3. None	1.3. Prepare Order of Payment	None	15 min.	Records Officer/Credit Officer CENRO Records Unit/Section Accounting Personnel PENRO/Regional Office Accounting Unit/Section MSD Chief



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.4. None	1.4. Approve Order of Payment	None	5min.	PENRO/Regional Office Accountant /CENR Officer or designated representative
2. Pay to the Cashier the Certification Fee	2. Accept payment and issue Official Receipt	Php 25.00 Certification Fees***	5 min.	Collecting Officer Credit Officer Cashier Unit/Section
2.1. None	2.1 Check the Official Receipt. Verify, prepare and affix initial the Certification * Regional Office Legal Division to verify record prepare and affix initial on the Certification (if applicable)	None	4 hours 1 day	Records Officer Records Unit/Section Chief Legal/ Designated staff
2.2. None	2.2. ** PENRO/CENRO Review and affix Initial on the Certification	None	10 min.	Chief Concerned Unit/Section



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
2.3None	2.3. Determine accuracy of the Certification and affix signature	None	5 min.	Head of Office or Records Officer or Designated Representative
3. Receive the approved Certification	3. Release the approved Certification to the client	None	10 min.	Receiving/Releasing Clerk Records Unit/Section
TOTAL:		Php 25.00 Certification Fees***	Simple	CENRO/PENRO 5 hours & 5 min. <i>Regional Office 1 day & 55 min.</i>

*If transaction is in the Regional Office

**If transaction is in the CENR, Implementing PENR, and PENR Offices

***Except when covered by Official Letter Request



CITIZEN'S CHARTER NO. RO-AF-02. AUTHENTICATION OF RECORD/S*

Authentication of record/s is made by a requesting party (DENR personnel, official or external clientele) for a certified true copy of a record/s issued by the DENR and being filed in the Records Unit/Section. The purpose for the request is included in the Request Form.

Office or Division:	Records Unit/Section, DENR CENR, Implementing PENR, PENR and Regional Offices
Classification:	Simple
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government
Who may avail:	Internal: Regular Employee of DENR, including its Bureaus and Attached Agencies External: Contract of Service Personnel, LGU and other government agencies or instrumentalities and private individuals
CHECKLIST OF REQUIREMENTS	
1. FOI Request Form (1 original)	Public Assistance Desk, Receiving Area or Records Unit/Section
2. Government issued ID (present 1 original)	Requesting Party
Additional if from the Government Sector	
3. Official Letter Request (1 original)	Requesting Party
Additional if Requesting Party is a representative	
4. SPA for representative (1 original, notarized)	Requesting Party, Private Lawyer, Public Attorney's Office (PAO) or Notary Public



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit accomplished request form and complete requirements to Receiving/ Releasing Clerk	1. Receive, check, and stamp date and time on document. Upload the document to Document Tracking System. Forward document to the concerned Action Officer	None	15 min.	Receiving/Releasing Clerk Records Unit/Section
1.1. None	<p>1.1. Check the availability of records.</p> <p>Process the request (photocopy and stamp "<i>Certified True Copy</i>") and sign the certification or documents.</p> <p>Indicate amount to be paid in the Request Form/Order of Payment.</p> <p>**Regional Office Authentication of Documents Legal Division – Land Claims and Conflicts</p>	None	<p>3 hours</p> <p>1 day</p>	<p>Records Officer Records Unit/Section</p> <p>PENRO/Regional Office Accountant /CENR Officer or designated representative Legal Staff Regional Office</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
2. Pay to the Cashier the Authentication Fee.	2. Accept payment and issue Official Receipt.	Php 50.00 Authentication Fee*** per set + Php 5.00 per page <i>(Internal Clients are free of Charge)</i>	10 min.	Collecting Officer Credit Officer Cashier Unit/Section
2.1. None	2.1 Check the Official Receipt and photocopy for filing.	None	5 min.	Records Officer Records Unit/Section
3.Receive Authenticated document/s	3.1 Release the approved Authenticated document/s to the Clients	None	5 min.	Receiving/Releasing Clerk Records Unit/Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	TOTAL:	Php 50.00 Authentication Fee*** per set + Php 5.00 per page	CENRO/PENRO: 3 hours & 35 min. If Land Claims and Conflicts documents in the Regional Office: 1 day & 35 min.	

*Confidential and Top Secret Documents are subject for approval of the Secretary and is not included in this process.

**If transaction is in the Regional Office

***Except those with Official Letter Request



CITIZEN'S CHARTER NO. RO-AF-05-06-07. PROCESSING OF PAYMENT OF CLAIMS

This process includes processing of Obligation Request and Status (ORS)/ Budget Utilization Request and Status (BURS) and Disbursement Voucher (DV), and preparation, processing and issuance of Checks/LDDAP-ADA and corresponding Advices. This process is used to pay an obligation to DENR employees, individuals, agencies or creditors for goods purchased and services rendered. *The documentary requirements may be subject to change should there be subsequent issuance/s on budgeting, accounting and auditing laws, rules and regulations by governing bodies.*

Office or Division:	Accounting, Budget and Cashier Units/Sections, Finance and Administrative Section/Division, DENR PENR and Regional Offices
Classification:	Complex
	Highly Technical
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government
Who may avail:	Internal: Officers and Employees External: Personnel under Contract of Service, Job Order, Service Provider and Supplier

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
General Requirement	
<ul style="list-style-type: none"> Disbursement Voucher (1 original, 2 duplicate copies) 	Requesting Party or Originating Office
<ul style="list-style-type: none"> Obligation Request and Status/Budget Utilization Request and Status (1 Original, 2 duplicate copies) 	Requesting Party or Originating Office or Budget Section/ Unit
<ul style="list-style-type: none"> All supporting documents (1 original, 1 duplicate copy) 	Requesting Party or Originating Office



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.0 Cash Advances	
1.1 Granting of Cash Advances	
<u>For all types of cash advances except for travel cash advances</u>	Personnel Section/Unit or Office Concerned
<ul style="list-style-type: none"> • Authority of the accountable officer issued by the Regional Executive Director indicating the maximum accountability and purpose of cash advance (for initial cash advance) 	Regional Executive Director
<ul style="list-style-type: none"> • Certification from the Chief Accountant that previous cash advances have been fully liquidated and accounted for in the books 	Accounting Section/Unit
<ul style="list-style-type: none"> • Approved application for bond and/or Fidelity Bond for the year for cash accountability of P5,001 above or other minimum amount that may be prescribed by the Bureau of the Treasury (upon set-up of new/renewed accountability) 	Bureau of Treasury
<u>Additional Documentary Requirements for Specific Transactions</u>	
1.1.1 Payroll Funds for Salaries, Allowances, Honoraria and Other Similar Expenses	
<ul style="list-style-type: none"> • Approved payroll or list of payees indicating their net pay 	Personnel Section/Unit
<ul style="list-style-type: none"> • Approved authority (presidential directive or legislative enactment) or legal basis to pay allowances/salaries/honoraria/fringe benefits 	Personnel Section/Unit or Office Concerned
1.1.2 Petty Cash Fund (PCF)	
<ul style="list-style-type: none"> • Approved estimate of petty expenses for one month (initial set-up) 	Requesting Party or Office Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.1.3 Field/Activity Current Operating Expenses (COE)/ Special Cash Advances	
<ul style="list-style-type: none"> Approved Budget for COE/ Special Cash Advances of the agency field office or agency activity in the field 	Requesting Party or Office Concerned
1.1.4 Traveling Expenses	
1.1.4.1 Local Travel	
<ul style="list-style-type: none"> Duly approved Office Order/Travel Order 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> Duly approved Itinerary of Travel 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> Certification from the Chief Accountant that previous cash advances have been fully liquidated and accounted for in the books 	Accounting Section/Unit
<ul style="list-style-type: none"> Quotation of plane fare for similar dates, from at least three airline companies/travel agencies or its equivalent. In case of less than three quotations, a certification by the claimant attesting to such circumstance, signed by his/her supervisor 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> Letter of invitation of the host/sponsoring agency/organization 	Requesting Party or Office Concerned
1.1.4.2 Foreign Travel	
<ul style="list-style-type: none"> Duly approved Office Order/Travel Order/Travel Authority 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> Duly approved Itinerary of Travel 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> Certification from the Chief Accountant that previous cash advances have been fully liquidated and accounted for in the books 	Accounting Section/Unit
<ul style="list-style-type: none"> Letter of invitation of the host/sponsoring country/agency/ organization 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> Flight itinerary issued by the airline ticketing office/travel agency 	Requesting Party or Office Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> Quotation of plane fare for similar dates, from at least three airline companies/travel agencies or its equivalent. In case of less than three quotations, a certification by the claimant attesting to such circumstance, signed by his/her supervisor 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> Where applicable, authority to claim representation expenses 	Requesting Party or Office Concerned
<i>In case of seminar/training:</i>	
<ul style="list-style-type: none"> Acceptance of nominee/s as participant/s (issued by the host country) 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> Programme Agenda and Logistics Information 	Requesting Party or Office Concerned
1.2 Replenishment of Petty Cash Fund	
<ul style="list-style-type: none"> Report on Paid Petty Cash Vouchers (RPPCV) 	Petty Cash Custodian
<ul style="list-style-type: none"> Petty Cash Vouchers (PCVs) duly accomplished, signed and approved 	Petty Cash Custodian
<ul style="list-style-type: none"> Approved purchase request with certificate of Emergency Purchase, if necessary 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> Bills, receipts, sales invoices 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> Certification of Expense not Requiring Receipt (CERR) (for expenses amounting to P300 or less) or Reimbursement Expense Receipts (RER) (for expenses amounting to more than P300 but not exceeding P1,000), pursuant to COA Circular No. 2017-001 dated June 19, 2017, as amended by COA Circular No. 2021-001 dated June 24, 2021, or other amount that may be prescribed in the future 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> Inspection and Acceptance Report (IAR) or Certificate of Inspection and Acceptance 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> Pre-/Post-Repair Inspection Report 	Requesting Party or Office Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> Waste Materials Report (WMR) in case of replacement/repair 	Property Officer/General Services Section
<ul style="list-style-type: none"> Approved trip ticket, for gasoline/fuel expenses, together with parking and toll fee receipts, if any (applicable for government vehicles only) 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> Canvass from at least three suppliers for purchases as prescribed (involving P2,000 and above or other amount that may be prescribed in the future), except for purchases made while on official travel 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> Summary/Abstract of Canvass 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> Inventory Custodian Slip (ICS) for semi-expendable items 	Requesting Party or Office Concerned
<p>For meals and snacks charged to PCF:</p>	
<ul style="list-style-type: none"> Notice of meeting with agenda/meeting's purpose 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> Minutes of Meeting 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> Attendance Sheet 	Requesting Party or Office Concerned
<p>1.3 Reimbursement of Traveling Expenses</p>	
<ul style="list-style-type: none"> Duly approved Office Order/Travel Order 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> Duly approved Itinerary of Travel 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> Letter of invitation of the host/sponsoring agency/organization 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> Approved Certificate of Travel Completed 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> Approved Revised Itinerary of Travel, if the previously approved itinerary was not followed 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> Copy of previously approved Itinerary of travel 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> Copy of Office Order and the Supplemental Office / Order or any proof supporting the change of schedule 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> Certificate of Appearance or Attendance or in the absence thereof, photocopy of the received copy of Memo Transmittal of Back to Office Report/Narrative 	Requesting Party or Office Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Report on trip undertaken/Report on Participation addressed to the Head of Office. The report, duly noted by the Head of Office or his authorized representative, shall contain, among others, the following information:</p> <ul style="list-style-type: none"> • Highlights of the training/activity; • Pictures preferably dated; • Plan of action for knowledge sharing; and • Recommendations 	
<ul style="list-style-type: none"> • Liquidation Report (if actual expenses exceed the cash advance granted) 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> • Certification from the Head of the Agency or any authorized approving official that: (a) the official missions/tasks cannot be performed by/or assigned to any other regular/permanent official and/or employee; and (b) the tasks/activities are necessary to fulfill the obligations as contained in his/her contract of service. The same certification shall also be required in official foreign travel as allowed in highly meritorious cases as specified in the general guidelines.(for Job Order/Contract of Service per COA Resolution 2021-044) 	Requesting Party or Office Concerned
<p><i>Additional Documentary Requirements</i></p>	
<p>1.3.1 Local Travel</p>	
<ul style="list-style-type: none"> • Paper/electronic plane, boat or bus/train tickets, terminal fee receipts, paper/electronic boarding passes or a passenger manifest certified by the concerned airline or shipping company 	Requesting Party or Office Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • Certification by the Head of Office as to the absolute necessity of the expenses together with the corresponding bills or receipts, if the expenses incurred for the official travel exceeded the prescribed rate per day (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bills and receipts) 	Head of Office/ Requesting Party or Office Concerned
<ul style="list-style-type: none"> • OR/eOR or CERR (for expenses amounting to P300 or less) or RER (for expenses amounting to more than P300 but not exceeding P1,000), pursuant to COA Circular No. 2017-001 dated June 19, 2017, as amended by COA Circular No. 2021-001 dated June 24, 2021, or other amount that may be prescribed in the future. In case of payment of toll fees, the CERR/RER shall be supported with the toll fee rates 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> • Hotel room/lodging bills with official receipts in the case of official travel to places within 50-kilometer radius from the Permanent Official Station, if the travel allowances being claimed include hotel room/lodging 	Requesting Party or Office Concerned
1.3.2 Foreign Travel	
<ul style="list-style-type: none"> • Paper/electronic plane, boat or bus/train tickets, terminal fee receipts, paper/electronic boarding passes or a passenger manifest certified by the concerned airline or shipping company. In the absence thereof other documents such as, but not limited to, a certified true copy of the passport showing the dates of entry and exit, duly stamped by the Immigration Office of the country of destination 	Requesting Party or Office Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
as indicated in the approved travel authority and itinerary of travel; or a passenger manifest certified by the concerned airline or shipping company	
<ul style="list-style-type: none"> • For reimbursement of actual travel expenses in excess of the prescribed rate: <ul style="list-style-type: none"> • Approval by the President • Certification from the Head of the Agency that it is absolutely necessary • Hotel room with official receipts (certification or affidavit of loss shall not be considered as an appropriate replacement for the required bills and receipts) • Bills/receipts for non-commutable representation expenses approved by the President or authorized officials 	Requesting Party or Office Concerned
2.0 Fund Transfers to Non-Government Organization/People's Organizations/ Civil Society Organizations (NGOs/POs/CSOs) except NGP	
2.1 Transfer of Funds	
<ul style="list-style-type: none"> • Duly approved Schedule of Fund Release to NGO/PO/CSO 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> • Approved Summary of Budgetary Requirements detailing the items of expenditure/ disbursement to be incurred in the program/project 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> • Performance security for infrastructure project 	Implementing Partner or Office
<ul style="list-style-type: none"> • Copy of signed Memorandum of Agreement (MOA) executed by and between the Government Agency and the NGO/PO/CSO 	Requesting Party or Office Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ● Certificate of Registration with the concerned government agencies, i.e. SEC, CDA or DOLE 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> ● Document showing that the NGO/PO/CSO has equity equivalent to 20% of the total project cost, which shall be in the form of labor, land for the project site, facilities, equipment and the like, to be used in the project 	Implementing Partner or Office
<ul style="list-style-type: none"> ● Copy of the OR/eOR/AR or equivalent issued by the NGOs/POs/CSOs to the Source Agency acknowledging receipt of funds transferred 	Implementing Partner or Office
<ul style="list-style-type: none"> ● Certification from the Accountant of the source agency that the previous fund transfer had been liquidated and accounted for in the books (staggered release) 	Accounting Section/Unit
<ul style="list-style-type: none"> ● NGO/PO proposal or application for funding accompanied by: <ul style="list-style-type: none"> - Authenticated copy of the latest Article of Incorporation or Articles of Cooperation as the case may be, showing the original incorporators/organizers and the Secretary's certificate for incumbent officers, together with the Certificate of Filing with the SEC/Certificate of Approval by the CDA - Audited financial reports for the past three years preceding the date of project implementation. For NGO/PO which has been in operation for less than three years, financial reports for the years in operation and proof of previous implementation of similar projects - Disclosure of other related business if any 	Implementing Partner or Office



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> - Work and Financial Plan (WFP), and sources and Details of Proponent's Equity Participation in the Project - Complete project proposal approved/signed by officers - List and/or photographs of similar projects previously completed, if any, indicating the source of funds for implementation - Sworn affidavit of the secretary of the NGO/PO that none of its incorporators, organizers, directors or officers is an agent of or related by consanguinity or affinity up to the fourth degree to the official of the agency authorized to process and/or approve propose MOA, and release funds 	
3.0 Fund Transfers to Implementing Agency	
3.1 Transfer of Fund	
Source Agency	
<ul style="list-style-type: none"> ● Copy of duly signed MOA/Trust Agreement or its equivalent 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> ● Copy of Approved Program of Work (for infrastructure project) 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> ● Approved Project Expenditures or Estimated Expenses indicating the project objective and expected output (for projects other than infrastructure) 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> ● For GCs/GFIs, Board Resolution ratifying the MOA or its equivalent in case of transfers not incorporated in the Corporate Operating Budget and/or beyond the signing authority of the Agency Head 	Requesting Party or Office Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • Certification by the Chief Accountant that funds previously transferred to the Implementing Agency (IA) have been liquidated and accounted for in the books 	Accounting Section/Unit
<ul style="list-style-type: none"> • Copy of the OR/eOR/AR or equivalent issued by the IA to the Source Agency acknowledging receipt of funds transferred (for post-audit activities) 	Implementing Partner or Office
<ul style="list-style-type: none"> • OR/eOR/AR or equivalent from IA, if transfer of funds is thru List of Due and Demandable Accounts Payable Advice to it Accounts (LDDAPADA) 	Implementing Partner or Office
<ul style="list-style-type: none"> • Acknowledgement Receipt for those recipients of research fund 	Implementing Partner or Office
<ul style="list-style-type: none"> • Copy of the OCT/TCT of the land where the project will be built and a certification from the implementing agency that the site is clear from impediments, e.g. informal settlers, legal claims of property ownership by other claimants, mountain obstruction, right of way 	Implementing Partner or Office
3.3 From Trust Fund to the Bureau of treasury/Source Agency for unspent balance/excess amount	
Implementing Agency	
<ul style="list-style-type: none"> • Report of Receipt, Disbursement and Fund Balance certified by the Chief Accountant and approved by the Head of the Office 	Accounting Section/Unit
<ul style="list-style-type: none"> • Contract, which may be a MOA, Trust Agreement or Memorandum of Understanding (MoU) governing the utilization of funds and disposition of any balance thereof after completion of the purpose the funds transferred 	Office Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> Letter of IA to Source Agency to transfer the unexpended balance to the Bureau of treasury/Source Agency duly approved by the Source Agency, if the disposition thereof has not been provided in the MOA, Trust Agreement or MoU 	Office Concerned
4.0 Salary	
4.1 Individual Claims	
4.1.1 First Salary	
For Regular Employees	
<ul style="list-style-type: none"> Certificate of Appointment duly attested by the Civil Service Commission (CSC) or its equivalent 	Personnel Section/Unit
<ul style="list-style-type: none"> Assignment/Re-Assignment order, if applicable 	Personnel Section/Unit
<ul style="list-style-type: none"> Certified copy of Oath of Office 	Personnel Concerned
<ul style="list-style-type: none"> Certificate of Assumption 	Personnel Concerned
<ul style="list-style-type: none"> Statement of Assets, Liabilities and Net Worth 	Personnel Concerned
<ul style="list-style-type: none"> Approved Daily Time Record (DTR) 	Personnel Concerned
<ul style="list-style-type: none"> TIN/Bureau of Internal Revenue (BIR) withholding certificate 	Personnel Concerned
<ul style="list-style-type: none"> Payroll Information on New Employee (PINE) or any equivalent document 	Personnel Section/Unit
<ul style="list-style-type: none"> Authority from the claimant and identification documents, if claimed by person other than the payee 	Claimant
<u>Additional Requirements for transferee (from one government agency to another)</u>	
<ul style="list-style-type: none"> Clearance from money, property and legal accountabilities from the previous office 	Personnel Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • Certified copy of paid disbursement voucher of last salary received and/or Certification by the Chief Accountant for the breakdown of last salary received and remittance of statutory deductions from previous office 	Personnel Concerned
<ul style="list-style-type: none"> • Certificate of leave credits 	Personnel Concerned
<ul style="list-style-type: none"> • Service Records 	Personnel Concerned
<ul style="list-style-type: none"> • BIR Certificate of Compensation Payment/Tax Withheld 	Personnel Concerned
<ul style="list-style-type: none"> • Approved/paid Home Development Mutual Fund (HDMF) and PhilHealth Forms 	Personnel Concerned
<p>For Contract of Service and Job Order Workers</p>	
<ul style="list-style-type: none"> • Approved Contract for Contract of Service and Job Order Workers 	Personnel Concerned
<ul style="list-style-type: none"> • Certificate of Assumption 	Personnel Section/Unit
<ul style="list-style-type: none"> • Approved DTR 	Personnel Concerned
<ul style="list-style-type: none"> • BIR withholding certificate 	Personnel Concerned
<ul style="list-style-type: none"> • Accomplishment Report 	Personnel Concerned
<p>4.1.2 Salary (if Deleted from the Payroll)</p>	
<ul style="list-style-type: none"> • Approved DTR 	Personnel Concerned
<ul style="list-style-type: none"> • Notice of Assumption 	Personnel Section/Unit
<ul style="list-style-type: none"> • Approved Application for Leave, and Medical Certificate if on sick leave for five days or more and clearance if on leave for 30 days or more 	Personnel Concerned
<p>4.1.3 Salary of Casual/Contractual Personnel, Charged to Personnel Services</p>	
<ul style="list-style-type: none"> • For accredited agencies by the CSC (for first claim) • Certified copy of the pertinent contract/appointment 	Personnel Section/Unit



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • Copy of the Report of Personnel Action (ROPA) of the pertinent contract/appointment marked received by the CSC 	
<ul style="list-style-type: none"> • For other agencies (for first claim) • Certified copy of the pertinent contract/appointment marked received by the CSC 	Personnel Section/Unit
<ul style="list-style-type: none"> • Duly Approved Accomplishment Report 	Personnel Concerned
<ul style="list-style-type: none"> • Approved DTR 	Personnel Concerned
<ul style="list-style-type: none"> • Certificate of Assumption of Duty for the first salary 	Personnel Concerned
4.1.4 Salary Differentials due to Promotion and/or Step Increment	
<ul style="list-style-type: none"> • Due to Promotion: • Certified copy of Approved Appointment • Certificate of Assumption 	Personnel Section/Unit
<ul style="list-style-type: none"> • Notice of Salary Adjustment (NOSA) for step increment/salary increase 	Personnel Section/Unit
<ul style="list-style-type: none"> • Approved DTR or certification that the employee has not incurred leave without pay 	Personnel Section/Unit
4.1.5 Last Salary	
<ul style="list-style-type: none"> • Clearance from money, property and legal accountabilities 	Personnel Concerned
<ul style="list-style-type: none"> • Approved DTR 	Personnel Concerned
<ul style="list-style-type: none"> • Authority to deduct accountabilities, if any 	Personnel Concerned
<ul style="list-style-type: none"> • Certification of available leave credits 	Personnel Section/Unit
4.1.6 Salary due to Heirs of Deceased Employee	
<ul style="list-style-type: none"> • Death Certificate issued by the Philippine Statistics Authority (PSA) or Court Declaration in case of 	Claimant



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
presumptive death or any evidence of circumstances of death, whichever is applicable.	
<ul style="list-style-type: none"> • Marriage Certificate issued by PSA, if applicable 	Claimant
<ul style="list-style-type: none"> • Birth Certificate of surviving legal heirs issued by PSA 	Claimant
<ul style="list-style-type: none"> • Waiver of right of children 18 years and above, if applicable 	Claimant
<ul style="list-style-type: none"> • Designation of next-of-kin – • Affidavit of two disinterested parties that the deceased is survived by legitimate and illegitimate children (if any), natural, adopted or children of prior marriage 	Claimant
4.1.7 Salary during Maternity Leave	
<ul style="list-style-type: none"> • Certified copy of approved Application for Maternity Leave 	Personnel Concerned
<ul style="list-style-type: none"> • Certified copy of Maternity Leave Clearance 	Personnel Concerned
<ul style="list-style-type: none"> • Medical Certificate for Maternity Leave 	Personnel Concerned
<ul style="list-style-type: none"> • Certification as Solo Parent (for additional 15 days paid leave) 	Personnel Concerned
<ul style="list-style-type: none"> • Certificate of Assumption 	Personnel Concerned
4.2 General claims through the Automated Teller Machine (ATM)	
<ul style="list-style-type: none"> • Approved Salary Payroll 	Personnel Section/Unit
<ul style="list-style-type: none"> • Approved Payroll Register (hard and soft copy) 	Cashier Section/Unit
<ul style="list-style-type: none"> • Letter to the bank to credit employees' account of their salaries or other claims stamped "Received" by the bank 	Cashier Section/Unit
<ul style="list-style-type: none"> • Validated deposits slips/LDDAP-ADA, if applicable 	Cashier Section/Unit



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5.0 Allowances, Honoraria and Other Forms of Compensations	
5.1 Clothing/Uniform Allowance	
For Individual Claims	
<ul style="list-style-type: none"> • Certificate of Assumption (for new employee and those on leave without pay) 	Personnel Section/Unit
<ul style="list-style-type: none"> • Certificate of Non-payment from previous agency, for transferees 	Personnel Concerned
For General Claims	
<ul style="list-style-type: none"> • Approved Clothing/Uniform Allowance Payroll 	Personnel Section/Unit
<ul style="list-style-type: none"> • Approved Payroll Register (hard and soft copy) 	Cashier Section/Unit
<ul style="list-style-type: none"> • Letter to the bank to credit employees' account of their allowance 	Cashier Section/Unit
<ul style="list-style-type: none"> • Validated deposit slips/LDDAP-ADA, if applicable 	Cashier Section/Unit
5.2 Collective Negotiation Agreement (CNA) Incentive	
<ul style="list-style-type: none"> • Resolution signed by both parties incorporating the guidelines/criteria for granting CNA incentive 	DENREU/DENREA
<ul style="list-style-type: none"> • Copy of CNA 	K4/DENREU/DENREA
<ul style="list-style-type: none"> • Comparative statement of DBM approved level of operating expenses and actual operating expenses 	Budget Section/Unit
<ul style="list-style-type: none"> • Certification issued by the Head of Office on the total amount of unencumbered savings generated from the cost-cutting measures identified in the CNA which resulted from the joint efforts of labor and management and systems/productivity/income improvement 	Budget Section/Unit
<ul style="list-style-type: none"> • Proof that the planned programs/activities/projects have been implemented and completed in accordance with targets for the year 	Planning and Management Division/Section



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5.3 Honoraria	
5.3.1 Government Personnel Involved in Government Procurement	
<ul style="list-style-type: none"> Office Order creating and designating the BAC compositions and authorizing the members to collect honoraria 	BAC Secretariat
<ul style="list-style-type: none"> Minutes of BAC meetings 	BAC Secretariat
<ul style="list-style-type: none"> Notices of Award to the winning bidders of procurement activity being claimed 	BAC Secretariat
<ul style="list-style-type: none"> Certification that the procurement involves competitive bidding 	BAC Secretariat
<ul style="list-style-type: none"> Attendance sheet listing the names of attendees to the BAC meetings 	BAC Secretariat
<ul style="list-style-type: none"> Certification issued by the Chief Accountant that the amounts received by the recipient/s do not exceed 25% of the annual basic salaries pursuant to DBM Budget Circular No. 2004-5A dated October 7, 2005 and any future amendments thereof 	Accounting Section/Unit
5.3.2 Resource Person/Coordinator/Facilitator	
<ul style="list-style-type: none"> Office Order for their designation with authority to collect honorarium 	Human Resource Development Section
<ul style="list-style-type: none"> Authority to Conduct the Training/Seminar and the participants 	Human Resource Development Section
<ul style="list-style-type: none"> Course Outline/Program 	Human Resource Development Section
<ul style="list-style-type: none"> Copy of the Letter/Invitation to Guest Resource Speaker/Persons (as accepted/conformed) 	Human Resource Development Section
<ul style="list-style-type: none"> Certification issued by the Chief Accountant that the amounts received by the recipient/s do not exceed the limits pursuant to DBM BC No. 2007-001 dated April 23, 2007 and any future amendments thereof 	Accounting Section/Unit



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5.3.2 Special Projects	
<ul style="list-style-type: none"> Office Order for the creation of the Special Project Team 	Office Concerned
<ul style="list-style-type: none"> Special Project Plan 	Office Concerned
<ul style="list-style-type: none"> Terms of Reference 	Office Concerned
<ul style="list-style-type: none"> Accomplishment Report/Certificate of Completion of project deliverables 	Office Concerned
<ul style="list-style-type: none"> Certificate of acceptance by the Head of Office of the deliverables per project component 	Office Concerned
<ul style="list-style-type: none"> Certification issued by the Chief Accountant that the amounts received by the recipient/s do not exceed 25% of the annual basic salaries pursuant to DBM BC No. 2007-2 dated October 1, 2007 and any future amendments thereof 	Accounting Section/Unit
5.5 Longevity Pay	
<ul style="list-style-type: none"> Service Record 	Personnel Section/Unit
<ul style="list-style-type: none"> Certification issued by the Personnel Officer that the claimant has not incurred more than 15 days of vacation leave without pay 	Personnel Section/Unit
5.6 Loyalty Cash Award/Incentive/Service Recognition Award	
For Individual Claims	
<ul style="list-style-type: none"> Service Record 	Personnel Section/Unit
<ul style="list-style-type: none"> Certificate of non-payment from previous office (for transferee) 	Personnel Concerned
<ul style="list-style-type: none"> Certificate from HRO/U that the claimant has not incurred more than 50 days leave without pay within the preceding 5-year period, as the case may be, or proof of eligibility to receive incentive/service recognition 	Personnel Section/Unit



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For General Claims	
<ul style="list-style-type: none"> Loyalty Cash Award/ Incentive/Service Recognition Award Payroll 	Personnel Section/Unit
<ul style="list-style-type: none"> Certificate from HRO/U that the claimants have not incurred more than 50 days leave without pay within the preceding 5-year period, as the case may be, or proof of eligibility to receive incentive/service recognition 	Personnel Section/Unit
<ul style="list-style-type: none"> Payroll Register (hard and soft copy) 	Cashier Section/Unit
<ul style="list-style-type: none"> Letter to the bank requesting to credit employees' account of their PIB claims 	Cashier Section/Unit
<ul style="list-style-type: none"> Validated Deposit Slips/LDDAP-ADA, if applicable 	Cashier Section/Unit
5.7 Mid-Year/Year-End Bonus (YEB) and Cash Gift (CG)	
For Individual Claims	
<ul style="list-style-type: none"> Clearance from money, property and legal accountabilities (retiree) 	Personnel Concerned
<ul style="list-style-type: none"> Certificate of Assumption to Office (for new employee/transferee) 	Personnel Concerned
<ul style="list-style-type: none"> Certification of no -payment from previous agency (for transferee) 	Personnel Concerned
For General Claims	
<ul style="list-style-type: none"> Bonus and/or CG Payroll 	Personnel Section/Unit
<ul style="list-style-type: none"> Payroll Register (Hard and soft copy) 	Cashier Section/Unit
<ul style="list-style-type: none"> Letter to the bank to credit employees account of their Bonus and/or CG claims 	Cashier Section/Unit
<ul style="list-style-type: none"> Validated Deposit slips/LDDAP-ADA, if applicable 	Cashier Section/Unit
5.8 Monetization of Leave Credits	
<ul style="list-style-type: none"> Approved leave application with leave credit balance certified by the Human Resources Officer 	Personnel Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> Request for monetization of leave covering more than ten days duly approved by the Head of Office 	Personnel Concerned
<ul style="list-style-type: none"> For monetization of 50 percent or more: <ul style="list-style-type: none"> Clinical abstract/medical procedures to be undertaken in case of health, medical and hospital needs Barangay Certification in case of need for financial assistance brought by calamities, typhoons, fire, etc. Justification on financial needs for the education of employee or children 	Personnel Concerned
5.9 Overtime Pay	
<ul style="list-style-type: none"> Overtime authority stating the necessity and urgency of the work to be done, names of personnel, the purpose of expected outputs, specific period of such services and the manner of compensating the same i.e. Compensatory Time Off or paid in cash 	Office Concerned
<ul style="list-style-type: none"> Overtime Work Program 	Office Concerned
<ul style="list-style-type: none"> Quantified Overtime Accomplishment duly signed by the employee and supervisor 	Office Concerned
<ul style="list-style-type: none"> Certificate of service or duly approved DTR 	Office Concerned
5.10 Personnel Economic Relief Allowance (PERA)	
<ul style="list-style-type: none"> Same requirements as those for payment of salaries (4.1.1, 4.1.2, 4.1.5-7 & 4.2) 	Personnel Section/Unit
5.11 Program on Awards and Incentives for Service Excellence (PRAISE)	
<ul style="list-style-type: none"> Proof of eligibility to receive PRAISE award in accordance with CSC Memorandum Circular (MC) 	Personnel Section/Unit



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
No. 01-2001 dated January 26, 2001 and any future amendments thereof	
<ul style="list-style-type: none"> Approved payroll 	Personnel Section/Unit
5.12 Productivity Enhancement Incentive (PEI)	
For Individual Claims	
<ul style="list-style-type: none"> Certification that the performance ratings for two semesters given to the personnel of the concerned division/office are at least satisfactory 	Personnel Section/Unit
<ul style="list-style-type: none"> Certification from the Legal Office that the employee has no administrative charge 	Legal Division
For General Claims	
<ul style="list-style-type: none"> PEI Payroll 	Personnel Section/Unit
<ul style="list-style-type: none"> List of personnel dismissed within the year 	Personnel Section/Unit
<ul style="list-style-type: none"> List of personnel on absent without official leave (AWOL) 	Personnel Section/Unit
<ul style="list-style-type: none"> Certification that the performance ratings for the two semesters given to the personnel of the concerned division/office are at least satisfactory 	Personnel Section/Unit
<ul style="list-style-type: none"> Payroll register (hard and soft copy) 	Cashier Section/Unit
<ul style="list-style-type: none"> Letter to the bank to credit employees' account of their PEI claims 	Cashier Section/Unit
<ul style="list-style-type: none"> Validated deposit slips/LDDAP-ADA, if applicable 	Cashier Section/Unit
5.13 Representation and Transportation Allowance (RATA)	
For Individual Claims	
<ul style="list-style-type: none"> Copy of Appointment/Office Order (1st payment) 	Personnel Section/Unit
<ul style="list-style-type: none"> Certificate of Assumption (1st payment) 	Personnel Concerned
<ul style="list-style-type: none"> Certificate or evidence of service rendered or Approved DTR 	Personnel Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • Certification that the official/employee did not use government vehicle 	General Services Section
<ul style="list-style-type: none"> • Certification on the Actual incurrence of RATA (for those with authorized monthly commutable representation and transportation allowance) 	Personnel Concerned
For General Claims	
<ul style="list-style-type: none"> • Approved RATA payroll 	Personnel Section/Unit
<ul style="list-style-type: none"> • Approved Payroll Register (hard and soft copy) 	Cashier Section/Unit
<ul style="list-style-type: none"> • Letter to the bank to credit employees' account of their RATA claims, if applicable stamped "Received" by the bank 	Cashier Section/Unit
<ul style="list-style-type: none"> • Validated Deposit Slip/LDDAP-ADA, if applicable 	Cashier Section/Unit
5.17 Special Counsel Allowance	
<ul style="list-style-type: none"> • Deputation by the Office of the Solicitor General (OSG) or Authority by the head of agency to assist the OSG, prosecutors, or provide legal representation to the agency or its personnel as its counsel, as the case may be 	Office of the Solicitor General/Head of Agency
<ul style="list-style-type: none"> • Certificate of Appearance issued by the Clerk of Court 	Lower Courts
<ul style="list-style-type: none"> • Certification that the cases to be attended by the lawyer personnel are directly related to the nature/function of the particular office represented 	Office Concerned
<ul style="list-style-type: none"> • Certification issued by the Chief Accountant that the amount being claimed is still within the limitation under the General Provisions of General Appropriations Act (GAA) of the amount per month 	Accounting Section/Unit
5.18 Terminal Leave Benefits	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> Office Clearance from money, property and legal accountability from the Central Office and/or from the Regional Office of last assignment 	Personnel Section
<ul style="list-style-type: none"> Ombudsman Clearance/ Certificate 	Office of the Ombudsman
<ul style="list-style-type: none"> Certified photocopy of employees leave card with computed leave credits as at last date of service by the Personnel Section/Unit 	Personnel Section/Unit
<ul style="list-style-type: none"> Approved leave application 	Personnel Section/Unit
<ul style="list-style-type: none"> Complete service record 	Personnel Section/Unit
<ul style="list-style-type: none"> Statement of Assets, Liabilities and Net Worth (SALN) 	Personnel Section/Unit
<ul style="list-style-type: none"> Certified photocopy of appointment/NOSA showing the highest salary received if the salary under the last appointment is not the highest 	Personnel Section/Unit
<ul style="list-style-type: none"> Computation of terminal benefits duly signed /certified by the Chief Accountant 	Accounting Section/Unit
<ul style="list-style-type: none"> Applicant's authorization (in affidavit form) to deduct all financial obligations with the employer 	Personnel Concerned
<ul style="list-style-type: none"> In case of resignation, employee's letter of resignation duly accepted by the Head of the Office. 	Personnel Section/Unit
<ul style="list-style-type: none"> GSIS Clearance 	Personnel Concerned
<i>Additional requirements in case of death</i>	
<ul style="list-style-type: none"> Death certificate issued by PSA 	Claimant
<ul style="list-style-type: none"> Marriage Certificate issued by PSA 	Claimant
<ul style="list-style-type: none"> Birth certificate of all surviving legal heirs issued by PSA 	Claimant
<ul style="list-style-type: none"> Designation of next-of-kin 	Claimant
<ul style="list-style-type: none"> Waiver of rights of children 18 years old and above, if applicable 	Claimant



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
6.0 Other Expenditures	
6.1 Utility Expenses	
<ul style="list-style-type: none"> • Statement of Account/Bill 	Service Provider
<ul style="list-style-type: none"> • Invoice/Official Receipt or machine validated statement of account/bill 	Service Provider
6.2 Telephone/Communication Expenses	
<ul style="list-style-type: none"> • Statement of Account/Bill 	Service Provider
<ul style="list-style-type: none"> • Invoice/Official Receipt or machine validated statement of account/bill or collection and acknowledgement receipts. 	Service Provider
<ul style="list-style-type: none"> • Certification by Head of Office or his authorized representatives that all National Direct Dial (NDD), National Operator Assisted Calls and International Operator Assisted Calls are official calls 	General Services Section
<ul style="list-style-type: none"> • Authority from the Head of Office for entitlement to Mobile phone allowance 	Personnel Section/ Personnel Concerned
<ul style="list-style-type: none"> • Certification from the Chief Accountant and Property Officer that the employee was not issued a postpaid plan for mobile phone. 	Account Section/Unit and General Service Section
7.0 Extraordinary and Miscellaneous Expenses	
<ul style="list-style-type: none"> • Certification executed by the official concerned that the amount claimed was spent for the purpose and in the amount not exceeding the limit indicated in the general provisions of the GAA 	Regional Executive Director
<ul style="list-style-type: none"> • Relevant Invoices/Receipts, if the amount claimed was spent for the purpose and in the amount exceeding the limit indicated in the general provisions of the GAA 	Regional Executive Director
<ul style="list-style-type: none"> • Minutes of the meeting if used for the purpose of meetings, seminars and conferences 	Regional Executive Director
<ul style="list-style-type: none"> • Attendance Sheet 	Regional Executive Director



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
8.0 Procurement of Goods, Consulting Services and Infrastructure Projects (Regardless of Mode of Procurement)	
For all types of procurement	
<ul style="list-style-type: none"> • Certified copy of the page of the approved Annual Procurement Plan (APP) or Supplemental APP where the particular Goods, Consulting Services and/or Infrastructure Projects subject of payment is indicated. 	BAC Secretariat
<ul style="list-style-type: none"> • Purchase Requisition (PR) 	Requesting Party/Office Concerned
<ul style="list-style-type: none"> • Certified copy of the submitted Contract or Purchase Order stamped "Received" by COA of the documentary requirements required by COA Circular No. 2009-001 dated February 12, 2009 and COA Memorandum No. 2005-027 dated February 28, 2005 (Annex A-T) and any future amendments thereof 	Procurement Section/Administrative Unit
<ul style="list-style-type: none"> • Letter request for payment from contractor/supplier 	Contractor/Supplier/Service Provider
<ul style="list-style-type: none"> • Copy of Transmittal of Bidding Documents stamped received by COA 	BAC Secretariat
8.1 Infrastructure Projects	
<i>Additional Documentary Requirements</i>	
8.1.1 Advance Payment for Mobilization Cost	
<ul style="list-style-type: none"> • Irrevocable Standby Letter of Credit/Security Bond/Bank Guarantee 	Contractor
8.1.2 Progress Payments	
<ul style="list-style-type: none"> • Statement of Work Accomplished (SWA) 	Contractor
<ul style="list-style-type: none"> • Progress Billing Statement 	Contractor
<ul style="list-style-type: none"> • Inspection Report by the Office Authorized Engineer/ Inspectorate Team 	Office Authorized Engineer /Inspectorate Team
<ul style="list-style-type: none"> • Results of Test Analysis, if applicable 	Contractor



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> Contractor's Affidavit on payment of laborers and materials 	Contractor
<ul style="list-style-type: none"> Pictures/Geotagged Photos, before, during and after construction of items of work especially the embedded items 	Office Authorized Engineer /Inspectorate Team
<ul style="list-style-type: none"> Certificate of Percentage of completion 	Office Authorized Engineer /Inspectorate Team
8.1.3 Final Payment	
<ul style="list-style-type: none"> As-Built Plans 	Contractor
<ul style="list-style-type: none"> Final SWA 	Contractor
<ul style="list-style-type: none"> Warranty Security 	Contractor
<ul style="list-style-type: none"> Certificate of Completion 	Office Authorized Engineer /Inspectorate Team
<ul style="list-style-type: none"> Copy of turn-over documents/transfer of project and facilities such as motor vehicles, laptops, and other equipment and furniture included in the contract to concerned government agency 	Contractor
<ul style="list-style-type: none"> Certificate of Acceptance by the Office 	Head of Office
<ul style="list-style-type: none"> Final Inspection Report of the Office authorized Engineers and/or Inspectorate Team 	Office Authorized Engineer /Inspectorate Team
<ul style="list-style-type: none"> Statement of Time Elapsed 	Office Authorized Engineer /Inspectorate Team
<ul style="list-style-type: none"> Pictures/Geotagged Photos before, during and after construction of items of work especially the embedded items 	Office Authorized Engineer /Inspectorate Team
8.1.4 Release of Retention Money	
<ul style="list-style-type: none"> Warranty security in form of cash, bank guarantee, irrevocable standby letter of credit from a commercial bank, GSIS or surety bond callable on demand 	Contractor
<ul style="list-style-type: none"> Certification from the end-user that the project is completed, inspected and accepted. 	Head of Office



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
8.2 Consulting Services	
<i>Additional Documentary Requirements</i>	
<ul style="list-style-type: none"> • Copy of curriculum vitae of the consultant 	Service Provider
<ul style="list-style-type: none"> • Copy of the Terms of Reference or Contract (for first payment) 	End User
<ul style="list-style-type: none"> • Approved consultancy Progress/Final Reports, and/or output required under the contract 	End User
<ul style="list-style-type: none"> • Progress/Final Billing 	Service Provider
<ul style="list-style-type: none"> • Contract of Infrastructure Projects subject of Project Management Consulting Services 	End User
8.3 Goods	
<i>Additional Documentary Requirements</i>	
8.3.1 Supplies, Materials, Equipment and Motor Vehicles	
<ul style="list-style-type: none"> • Original copy of Dealers/Suppliers' Invoices showing the quantity, description of the articles, unit and total value, duly signed by the dealer or his authorized representative 	Supplier
<ul style="list-style-type: none"> • Results of Test Analysis, if applicable 	Supplier
<ul style="list-style-type: none"> • Tax receipts from the Bureau of Customs or the BIR indicating the exact specifications and/or serial number of the equipment procured by the government as proof of payment of all taxes and duties due on the same equipment, supplied or sold to the government (if applicable) 	Supplier
<ul style="list-style-type: none"> • Delivery receipt duly received. 	General Service Section/ Administrative Unit
<ul style="list-style-type: none"> • Inspection and Acceptance Report prepared by the Office inspector and signed by the Head of Office or his authorized representative 	Inspectorate Team



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ● Property Acknowledgement Receipt (PAR) for equipment, Inventory Custodian Slip (ICS) for semi-expendables 	General Service Section/ Property Unit
<ul style="list-style-type: none"> ● Warranty Security for a minimum period of three months, in the case of expendable supplies, or a minimum period of one year in the case of semi-/non-expendable supplies, after acceptance by the procuring entity of the delivered supplies (optional for emergency cases and small value procurement) 	Supplier
<ul style="list-style-type: none"> ● Authority to purchase, in case of motor vehicles 	DBM
<ul style="list-style-type: none"> ● For Procurement of drugs and medicines <ul style="list-style-type: none"> - Certificate of product registration from Food and Drug Administration (FDA) - Certificate of good manufacturing practices from FDA - Batch release certificate from FDA - If the supplier is not the manufacturer, certification from the manufacturer that the supplier is an authorized distributor/dealer of the product/items - License to Operate from FDA with List of Sources (whether it is a manufacturer, importer, seller or distributor) - Certification by the Medical Officer that medicines and drugs requisitioned is included in the PNDF Current Edition - Delivery Receipt/Invoice bearing Lot Nos. and Expiry Dates of the drugs and medicines 	Supplier



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
8.3.2 For Procurements of Fuel, Oil, and Lubricants	
- Billing/Statement of Account	Service Provider
- Vehicle Trip Ticket	Driver on Duty
- Fuel/Lubricants Requisition and Issue Slip	Requesting Party or Originating Office
- Fuel Consumption Report, if applicable	General Services Section/Administrative Unit
- Monthly Report of Official Travels, if applicable	General Services Section/ Administrative Unit /Drivers
8.3.3 For Procurement of Meals, Snacks, Accommodations for Meeting/Seminar/ Training/Workshop/Orientation	
- Special Order with Activity Design or Notice of Meeting	Requesting Party or Originating Office, Regional Office
- BAC Resolution	BAC Secretariat
- PHILGEPS Bids Notice Abstract – RFQ (above 50k)	BAC Secretariat
- 3 Quotations	Service Provider
- Abstract of Quotation	BAC Secretariat
- Billing or Statement of Account	Service Provider, Requesting Party or Originating Office
- Attendance	Requesting Party or Originating Office
- Activity report / minutes of meeting with photo documentation	Requesting Party or Originating Office
- Inspection and Acceptance Report	Inspectorate Team
8.3.4 General Support Services (janitorial, security maintenance, garbage collection and disposal and similar services)	
● Performance Appraisal Report	End User
● Statement of Account or Contractor's Bill	Service Provider
● Record of Attendance/Service	Service Provider



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • Proof of remittance to concerned government agencies [BIR/Social Security System (SSS)/ECC/Pag-ibig/PhilHealth] 	Service Provider
8.3.5 Rental Contracts for Property	
<ul style="list-style-type: none"> • List of prevailing comparable property within the vicinity (for first claim) 	Administrative Division/Management Services Division
<ul style="list-style-type: none"> • Vicinity map (for first claim) 	Administrative Division/Management Services Division
<ul style="list-style-type: none"> • Cost benefits analysis 	End user/ Unit concerned
<ul style="list-style-type: none"> • Market study (for new contracts) 	End user/ Unit concerned
<ul style="list-style-type: none"> • Bills/Invoices 	Contractor
<ul style="list-style-type: none"> • Certificate of Occupancy (space/building) (for first claim) 	Administrative Division/Management Services Division
8.3.6 Repair and Maintenance of Aircrafts, Watercrafts, Equipment and Motor Vehicles	
<ul style="list-style-type: none"> • Bills/Invoices 	Supplier
<ul style="list-style-type: none"> • Pre-Repair Inspection Report 	Inspectorate Team
<ul style="list-style-type: none"> • Post-Repair Inspection Report 	Inspectorate Team
<ul style="list-style-type: none"> • Repair History of Property 	General Service Section/Administrative Unit
<ul style="list-style-type: none"> • Waste Materials Report 	General Service Section/Property Unit
<ul style="list-style-type: none"> • Warranty Certificate 	Supplier
<ul style="list-style-type: none"> • Certificate of Acceptance 	End User
8.3.7 Advertising Expenses	
<ul style="list-style-type: none"> • Bill/Statement of Account 	Supplier
<ul style="list-style-type: none"> • Copy of newspaper clippings evidencing publication and/or CD/DVD in case of TV/Radio commercial 	Requesting Party
<ul style="list-style-type: none"> • Copy of Approved Office Media Plan, if any 	Requesting Party
9.0 Cultural and Athletic Activities	
<ul style="list-style-type: none"> • Budget estimates approved by the Head of Office 	Office Concerned
<ul style="list-style-type: none"> • Office Order 	Regional Executive Director



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • Same requirements under procurement depending on the nature of expense and the mode of procurement adopted 	
10.0 Human Resource Development and Training Program	
<ul style="list-style-type: none"> • Budget Estimates Approved by the Head of Office 	Office Concerned
<ul style="list-style-type: none"> • Schedule of Training Approved by the Head of Office 	Office Concerned
<ul style="list-style-type: none"> • Training Design 	Office Concerned
<ul style="list-style-type: none"> • Statements of Account/Bills/Invoices 	Supplier
<ul style="list-style-type: none"> • Official Receipts 	Supplier
<ul style="list-style-type: none"> • Office Order/Terms of Reference 	Office Concerned
<ul style="list-style-type: none"> • Training Report with photo documentation 	Office Concerned

If eNGP/CBFM Contracts

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Obligation of eNGP/CBFM Contract	
General Requirements	
<ul style="list-style-type: none"> • Certified Copy of Annual Procurement Plan (APP) 	Procurement Section/Administrative Unit
<ul style="list-style-type: none"> • Notarized MOA/Contract with WFP, Mode of Payment & GIS Map 	Concerned Office/Requesting Party
<ul style="list-style-type: none"> • Site Development Plan 	Concerned Office/Requesting Party
<ul style="list-style-type: none"> • Purchase Request 	Concerned Office/Requesting Party
<ul style="list-style-type: none"> • Notice of Award received by Service Provider 	Procurement Section/Administrative Unit
<ul style="list-style-type: none"> • Notice to Proceed received by Service Provider 	Procurement Section/Administrative Unit
<ul style="list-style-type: none"> • Philgeps Posting of Award/Contract/Proceed 	BAC Secretariat



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> Performance Security 	Peoples Organization/Requesting Party
<p><i>Additional Documentary Requirements</i></p>	
<p><i>For Public Bidding</i></p>	
<ul style="list-style-type: none"> BAC Resolution – Mode of Procurement (if there's a change in mode of procurement) 	BAC Secretariat
<ul style="list-style-type: none"> Copy of Transmittal of Bidding Documents stamped received by COA 	BAC Secretariat
<p><i>For Community Participation</i></p>	
<ul style="list-style-type: none"> Endorsement Memorandum for payment from CENRO/Implementing PENRO 	Concerned Office/Requesting Party
<ul style="list-style-type: none"> Letter of Intent 	Peoples Organization/Requesting Party
<ul style="list-style-type: none"> Proof of Posting of RFQ at 3 conspicuous places 	BAC Secretariat
<ul style="list-style-type: none"> Quotations 	Procurement Section/Administrative Unit
<ul style="list-style-type: none"> Abstract of Quotations 	Procurement Section/Administrative Unit
<ul style="list-style-type: none"> LEGAL REQUIREMENTS Certificate of Registration from SEC/CDA/DOLE <ol style="list-style-type: none"> Certification from the service provider that none of its incorporators, organizers, directors or officials is an agent or related by consanguinity or affinity up to the fourth civil degree to the HOPE, members of BAC or other authorized officials Disclosure of related business, if any and extent of ownership therein 	BAC Secretariat
<ul style="list-style-type: none"> TECHNICAL REQUIREMENTS <ol style="list-style-type: none"> List of completed contracts similar to the procurement 	BAC Secretariat
<ul style="list-style-type: none"> FINANCIAL REQUIREMENTS <ol style="list-style-type: none"> Certificate that the service provider has an existing bank account / photocopy of Bank Book 	BAC Secretariat



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
b. Updated Audited Financial Statements Certification that it has financial management system that maintains sets of book of accounts	
B. Payment of 15% Mobilization Fee	
<ul style="list-style-type: none"> • Letter Request for release of 15% Mobilization fee 	Peoples Organization/Requesting Party
<ul style="list-style-type: none"> • Copy of MOA/Contract with WFP 	Concerned Office/Requesting Party
<ul style="list-style-type: none"> • Irrevocable Standby Letter of Credit/Security Bond/Bank Guarantee 	Peoples Organization/Requesting Party
C. Progress Billing	
<ul style="list-style-type: none"> • PO Request for Inspection/Validation and payment 	Peoples Organization/Requesting Party
<ul style="list-style-type: none"> • Statement of Work Accomplished 	Peoples Organization/Requesting Party
<ul style="list-style-type: none"> • Endorsement/Memorandum for payment from CENRO/Implementing PENRO 	Concerned Office
<ul style="list-style-type: none"> • Letter Request to the COA Resident Auditor for the validation of the accomplishment 	Concerned Office (Technical-eNGP)
<ul style="list-style-type: none"> • List of Beneficiaries 	Concerned Office (NGP Coordinator/Site Team Leader)
<ul style="list-style-type: none"> • Parceliarized Plantation Map 	Concerned Office (GIS Team/eNGP Unit)
<ul style="list-style-type: none"> • Certificate of Completion 	Concerned Office
<ul style="list-style-type: none"> • Copy of MOA/Contract with WFP 	Concerned Office/Requesting Party
<ul style="list-style-type: none"> • Inspection Report with Geotagged Photos 	Inspectorate Team
D. Final Payment	
<ul style="list-style-type: none"> • Request for Inspection and Final Payment 	Peoples Organization/Requesting Party
<ul style="list-style-type: none"> • Final Statement of Work Accomplished 	Peoples Organization/Requesting Party
<ul style="list-style-type: none"> • Endorsement/Memorandum for payment from CENRO/Implementing PENRO 	Concerned Office
<ul style="list-style-type: none"> • Letter Request to the COA Resident Auditor for the validation of the accomplishment 	Concerned Office (Technical-eNGP)
<ul style="list-style-type: none"> • List of Beneficiaries 	Concerned Office (NGP Coordinator/Site Team Leader)



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> Parceliarized Plantation Map 	Concerned Office (GIS Team/eNGP Unit)
<ul style="list-style-type: none"> Certificate of Completion and Acceptance 	Concerned Office
<ul style="list-style-type: none"> Copy of MOA/Contract with WFP 	Concerned Office/Requesting Party
<ul style="list-style-type: none"> Final Inspection Report with Geotagged Photos 	Inspectorate Team
E. Release of Retention fee	
<ul style="list-style-type: none"> Letter Request for Release of Retention Fee 	Peoples Organization/Requesting Party
<ul style="list-style-type: none"> Endorsement/Memorandum for payment from CENRO/Implementing PENRO 	Concerned Office
<ul style="list-style-type: none"> Evaluation Report that the PO Plantation attained at least 85% Survival Rate 	Concerned Office
<ul style="list-style-type: none"> Certificate of Final Acceptance 	Head of Procuring Entity
<ul style="list-style-type: none"> Affidavit of Completion 	Peoples Organization/Requesting Party
<ul style="list-style-type: none"> Project Completion Report 	Concerned Office (Technical-eNGP)
<ul style="list-style-type: none"> Letter of Final Turn Over (after 3rd year Protection and Maintenance of Established Plantation (PMEP)) 	Peoples Organization/Requesting Party
<ul style="list-style-type: none"> Certificate of Site Development 	Concerned Office (Technical-eNGP)
F. Progress Payment for Seedling Production (non-Comprehensive Site Development (CSD))	
<ul style="list-style-type: none"> PO Request for Inspection/Validation and payment 	Peoples Organization/Requesting Party
<ul style="list-style-type: none"> Endorsement/Memorandum for payment from CENRO/Implementing PENRO 	Concerned Office (Technical-eNGP)
<ul style="list-style-type: none"> Statement of Work Accomplishment 	Peoples Organization/Requesting Party
<ul style="list-style-type: none"> Letter Request to the COA Resident Auditor for the validation of the accomplishment 	Concerned Office (Technical-eNGP)
<ul style="list-style-type: none"> Inspection Report with Nursery Tally Sheet and Geotagged Photos 	Composite Inspection Team
<ul style="list-style-type: none"> Copy of MOA/Contract with WFP 	Concerned Office (Technical-eNGP)
<ul style="list-style-type: none"> Same requirements under procurement depending on the nature of expense and the mode of procurement adopted 	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
G. Additional Requirements for seedling procurement (non-CSD)	
<ul style="list-style-type: none"> • Delivery Receipt /Seedlings Acknowledgement Receipt 	Seedling Supplier
<ul style="list-style-type: none"> • Same requirements under procurement depending on the nature of expense and the mode of procurement adopted 	

CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit ORS/BURS with DV and complete supporting documents to Budget Unit/Section.	1. Review completeness of documents, receive and record in Logbook/electronic tracking system the ORS/BURS, and forward documents to the concerned Processor.	None	30 min.	Receiving/Releasing Clerk Budget Unit/Section
1.1. None	1.1. Review, check fund availability and allotment, record and assign number in the ORS/BURS Control Book/RAOD, and affix initial on ORS/BURS. Forward to Chief Budget Officer.	None	2 hours (Complex) 4 hours (Highly technical)	Budget Staff Budget Unit/Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.2. None	1.2. Review documents and sign Box B of ORS/BURS.	None	2 hours (Complex) 4 hours (Highly technical)	Chief Budget Officer Budget Unit/Section or Designated OIC
1.3. None	1.3. Update record in Logbook/ electronic tracking and forward the documents to Accounting Unit/Section/ Concerned Office.	None	1 hour	Receiving/Releasing Clerk Budget Unit/Section
1.4. None	1.4. Check completeness of supporting documents, receive, record in Logbook / electronic tracking system, assign DV number and forward to concerned Accounting Staff.	None	1 hour.	Receiving/Releasing Clerk Accounting Unit/Section
1.5. None	1.5. Process DV as to completeness of supporting documents, cash availability, and	None		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	<p>amount claimed proper.</p> <p>Compute and deduct applicable taxes.</p> <p>Prepare Certificate of Tax Withheld and record particulars of DV in Individual Index Card.</p> <p>Prepare Journal Entry (Box B) and affix initial in DV.</p> <p>Forward to Chief Accountant for review and approval.</p>		<p>1 day 4 hours (Complex)</p> <p>3 days (Highly technical)</p>	<p>Accounting Staff</p> <p>Accounting Unit/Section</p>
1.6. None	1.6. Review DV and sign Box C of DV, and forward to Receiving/Releasing Clerk.	None	<p>1 day (Complex)</p> <p>2 days (Highly technical)</p>	<p>Accountant III or Accountant II or Accountant I or Designated OIC</p>



CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.7. None	1.7. Release DV and other documents to approving authority based on Manual of Authorities.	None	1 hour	Receiving/Releasing Clerk Accounting Unit/Section
1.8. None	1.8. Receive and batch up ORS/BURS, DV and supporting documents. Sign Box D of the DV. Forward to Receiving/Releasing Clerk.	None	1 day	
	Regional Office Personnel Services			DC FD or ARD MS or RED or ARD TS or Designated OIC
	MOOE and CO Up to P500k and PS Remittances regardless of amount			DC FD or DC AD or Designated OIC
	MOOE Remittances regardless of amount			DC FD or ARD MS or ARD TS or Designated OIC
	MOOE and CO Up to P 5M			ARD MS or RED or ARD TS or Designated OIC
	MOOE and CO Above P 5M			RED or ARD MS or ARD TS or Designated OIC
	PENRO Personnel Services, MOOE and CO			DC MSD or DC TSD or PENRO or Designated OIC



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	<i>PS and MOOE Remittances</i>			<i>DC MSD or PENRO or Designated OIC</i>
1.9. None	1.9. Receive documents and forward to Cashier or Accounting Unit/Section	None	30 min.	Receiving/Releasing Clerk <i>Office of Approving Authority</i>
1.10. None	1.10. Receive DV, ORS/BURS and other supporting documents, review and record in logbook/ Electronic tracking system	None	30 min.	<i>Receiving/Releasing Clerk</i> Cashier Section/Unit <i>Receiving/Releasing Clerk</i> Accounting Section/Unit
1.11. None	1.11. Batch-up DVs into batch/folder. Forward to assigned/concerned staff.	None	1 hour	<i>Receiving/Releasing Clerk</i> Cashier Section/Unit <i>Receiving/Releasing Clerk</i> Accounting Section/Unit
1.12. None	1.12. Prepare Checks, ACIC or LDDAP-ADA. Forward to Chief Accountant or Head of Cashier.	None	4 hours	Accounting Staff Accounting Unit/Section Cashier Staff Cashier Section/Uni



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.13. None	<p>1.13 Check completeness of signature on DV and the amount on the check and ACIC and/or LDDAP-ADA.</p> <p>Sign/Certify/Counter sign/Approve check and ACIC and /or LDDAP-ADA.</p> <p><i>(The signing, certifying, countersigning, and approving authority in the Regional and PENR Officer may sign simultaneously to ensure timely payment of transactions.)</i></p> <p>FOR SIGNING / CERTIFYING AUTHORITY</p> <hr/> <p>FOR CHECKS, ACIC AND ADA</p> <p>(PS, MOOE and CO – regardless of amount)</p> <p><u>REGIONAL OFFICE</u></p>	None	1 day	<p><i>Cashier III or Cashier II or Cashier I</i></p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	<u>PENR OFFICE</u>			<i>Cashier or Designated Cashier</i>
	FOR LDDAP (PS, MOOE and CO – regardless of amount) <u>REGIONAL OFFICE</u>			<i>Accountant III or Accountant II or Accountant I or Designated OIC</i>
	<u>PENR OFFICE</u>			<i>Accountant or Designated OIC</i>
	FOR COUNTERSIGNING / APPROVING AUTHORITY			
	FOR CHECKS AND ADA (PS– regardless of amount) <u>REGIONAL OFFICE</u>			<i>ARD MS or RED or Designated OIC</i>
	<u>PENR OFFICE</u>			<i>PENR Officer or Designated OIC</i>
	FOR ACIC <u>REGIONAL OFFICE</u>			<i>DC AD or ARD MS or Designated OIC</i>
	<u>PENR OFFICE</u>			<i>DC MSD or PENRO or Designated OIC</i>



CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	MOOE/CO - Up to Php5M <u>REGIONAL OFFICE</u>			<i>ARD MS or ARD TS or RED or Designated OIC</i>
	MOOE/CO – Above Php5M <u>REGIONAL OFFICE</u>			<i>RED or ARD MS or ARD TS or Designated OIC</i>
	MOOE/CO– regardless of amount <u>PENR OFFICE</u>			<i>PENR Officer or DC MSD or DC TSD or Designated OIC</i>
	FOR LDDAP (PS - regardless of amount) <u>REGIONAL OFFICE</u>			<i>DC FD or ARD MS or RED or Designated OIC</i>
	<u>PENR OFFICE</u>			<i>DC MSD or DC TSD or PENR Officer or Designated OIC</i>
	MOOE/CO - Up to Php5M <u>REGIONAL OFFICE</u>			<i>DC FD or ARD MS or RED or Designated OIC</i>
	MOOE/CO – Above Php5M <u>REGIONAL OFFICE</u>			<i>ARD MS or ARD TS or RED or Designated OIC</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	MOOE/CO – regardless of amount <u>PENR OFFICE</u>			<i>DC MSD or DC TSD or PENR Officer or Designated OIC</i>
1.14. None	1.14 Forward to Cashier.	None	15 min.	Receiving/Releasing Clerk Office of Approving Authorities
1.15. None	1.15 Receive and Record signed Check/ ADA and ACIC, and forward to cashier staff.	None	15 min.	Receiving/Releasing Clerk Cashier Section/Unit
1.16. None	1.16 Record particulars in Checks and Advices to Debit Account Disbursement Record, Report of Checks Issued and Cancelled (RCIC)/Report of ADA Issued (RADAI). <i>Inform the clientele if the check is ready for pick-up, or the ADA was already prepared for them to issue OR upon crediting</i>	None	2 hours.	Cashier Staff Cashier Section/Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	<i>payment to their account.</i>			
1.17. Proceed to Cashier Unit/Section and present necessary documents to claim the check and/or validated ADA and issue Official Receipt, if applicable	1.17 Release Check/ADA to customer/bank with tax certificate (supplier) if applicable.	None	30 min.	Cashier Cashier Section/Unit
TOTAL:		None	Complex	6 days, 4 hours and 30 mins
			Highly Technical	9 days, 5 hours and 30 mins

*All documents are assumed to be from or submitted to the Administrative Division/Section/Unit considering that this process flow starts with the payment, and that the Administrative Division has its separate processes for procurement.



CLASSIFICATION:

Complex	Highly Technical
<ul style="list-style-type: none">● Cash Advances● Salary● Allowances, Honoraria and Other Forms of Compensations● Other expenditures● Extraordinary and Miscellaneous Expenses● Cultural and Athletic Activities● Human Resource Development and Training Program	<ul style="list-style-type: none">● Fund Transfers to Non-Government Organization/People's Organizations/ Civil Society Organizations (NGOs/POs/CSOs) except NGP● Fund Transfers to Implementing Agency● Procurement of Goods, Consulting Services and Infrastructure Projects (Regardless of Mode of Procurement)● eNGP/CBFM Contracts

Rule VII, Section 2(b) of the Joint Memorandum Circular No. 2019-001 or the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 11032 states that:

“xxx

The Government office or agency shall not process deficient or incomplete applications or request, and shall only process an application or request if it is complete. In case the application or requests is deficient, the processing time as provided under the Act and these Rules shall only commence once the applicant or requesting party has rectified the deficiency.

For processes that involve several stages with corresponding prescribed requirements, the processing time for each stage commences on the date/time that the applicant has satisfactorily completed the requirements for the previous stage and has submitted all the requirements for the subsequent stage being applied for.”



DENR CENR, PENR AND REGIONAL OFFICES
Administrative and Finance
(External Services)



CITIZEN'S CHARTER NO. RO-AF-03. SALE OF BIDDING DOCUMENTS

The Sale of Bidding Documents are documents issued to prospective bidders of certain goods or services. The Bidders may be asked to pay a fee to recover the cost for the preparation and development of the Bidding Documents pursuant to the Guidelines on the Sale of the Bidding Documents. The BAC shall issue the bidding documents to the prospective bidders upon payment of the corresponding cost thereof.

Office or Division:	Bids and Awards Committee (BAC) Secretariat, Procurement Section/Unit, DENR PENR and Regional Offices		
Classification:	Simple		
Type of Transaction:	G2B - Government to Business		
Who may avail:	Prospective Bidder/s		
CHECKLIST OF REQUIREMENT		WHERE TO SECURE	
1. Present One (1) Valid Company Identification Card		Prospective Bidder Company	
2. Official Receipt (1 original)		Cashier Unit/Section, DENR PENR or Regional Office	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit copy of Official Receipt as proof of payment as indicated in the invitation to bid (ITB) for the Bidding Documents.	1. Receive copy of Official Receipt and issue copy of the Bidding Documents.	Please refer to the table of fees below.	15 minutes	BAC Secretariat Procurement Section/Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
2. Receive copy of Bidding Documents, register in the logbook and acknowledge receipt of Bidding Documents.	2. Release Bidding Documents and Maintain registry of Bidders who purchased the Bidding Documents.		15 minutes	BAC Secretariat Procurement Section/Unit
	TOTAL:	Please refer to the table of fees below.	30 min.	

**Fees of Bidding Documents based on Section 5.0, Appendix 8 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.*

Approved Budget for the Contract (Php)	Maximum Cost of Bidding Documents (Php)
500, 000 and below	500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00



DENR CENR, PENR AND REGIONAL OFFICES
Forestry
(External Services)



CITIZEN'S CHARTER NO. RO-F-01. ISSUANCE OF PRIVATE TREE PLANTATION REGISTRATION (PTPR)

This Certificate shows the ownership of plantations or planted trees within private, titled lands or tax declared alienable and disposable lands. The issuance of PTPR requires inventory and ocular inspection in the area. Tree inventory for permits (e.g. TCP or PLTP) is a process conducted separately from the inspection for PTPR per existing DENR policies, rules and regulations.

Office/Division:	Regulation and Permitting Section, DENR Implementing PENR/CENR Office	
Classification:	Highly Technical	
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen	
Who may Avail of the Service:	Filipino Citizen/ Individual or Sole Proprietorship; Private Corporation duly registered with the Securities and Exchange Commission (SEC); Partnership or Association duly registered with SEC; Owners and operators of existing wood processing plants, provided however, that they shall file individual applications for wood processing plants which are independently operated in separate locations; within Alienable and Disposable Lands (A&D)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Application (1 original, 1 photocopy)	Requesting Party	
2. OCT, TCT, Judicial Title, CLOA, Tax Declared Alienable and Disposable Lands (1 certified true copy)	Requesting Party, Assessor's Office, Registry of Deeds (ROD), NCIP, DAR	
3. Data on the number of seedlings planted, species and area planted	Requesting Party	
4. Additional Requirement		
if the applicant is a representative		
Special Power of Attorney (SPA) (1 original)	Requesting Party, Private Lawyer, or Notary Public	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit letter request and supporting documents to CENRO.	1. Check completeness of application and supporting documents, and receive, record (including scanning) and forward the application to Deputy CENR / CENR Officer. Provide Requesting Party an acknowledgement receipt of the documents.	None	50 min.	Chief/Technical Staff Regulation and Permitting Section (RPS) Receiving/Releasing Clerk, CENRO Records Unit
1.1. None	1.1. Receive and review the application, and assign inspection team to conduct site inspection.	None	30 min.	Chief RPS
2. Guide/accompany the inventory team to the site	2. Conduct inspection of the area (100% inventory of trees) and prepare report with attachments (map, geo-tagged photos and tally sheets). Forward to Chief, RPS.	None	15 working days	Inspection Team RPS
2.1. None	2.1. Evaluate and review the application. And forward to Forest Utilization Unit (FUU)/RPS.	None	4 hours	Chief RPS (CENRO)/ Chief TSD (Implementing PENRO)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
2.2. None	2.2. Receive and review application. Prepare two (2) copies of PTPR and affix initial on the file copy, and forward to Chief, RPS.	None	4 hours	Chief FUU(CENRO) Chief RPS (Implementing PENRO)
2.3. None	2.3. Receive and review the application and inspection report and submit recommendation to CENRO/Implementing PENRO	None	1 hour	Chief RPS/TSD Implementing PENRO
2.4. None	2.4. Receive and review application. Approve and sign PTPR.	None	1 hour	CENR Officer CENRO / Implementing PENRO
3. Receive approved PTPR	4. Record and release approved PTPR to applicant	None	30 min.	Receiving/Releasing Clerk CENRO Records Unit
TOTAL:		None	16 days, 3 hours and 50 min.	



CITIZEN'S CHARTER NO. RO-F-03a. ISSUANCE OF CERTIFICATE OF VERIFICATION (COV) FOR THE TRANSPORT OF PLANTED TREES WITHIN PRIVATE LAND, NON-TIMBER FOREST PRODUCTS EXCEPT RATTAN AND BAMBOO

COV is a document to be presented when transporting planted trees within private lands not registered under the Private Tree Plantation Registration and/or non-premium trees, non-timber forest products (except rattan and bamboo).

Office or Division:	Regulation and Permitting Section, DENR Implementing PENR/CENR Office	
Classification:	Complex	
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government	
Who may avail:	Concerned Individual, Timber Dealers, Schools and Universities, ERDB, FPRDI and other Government Office, Wood Processing Plants (WPPs) permittee.	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Request letter indicating the following: (1 original, 1 photocopy) <ul style="list-style-type: none"> a. Type of forest product b. Species c. Estimated volume/quantity d. Type of conveyance and plate number e. Name and address of the consignee/destination f. Date of transport 	Requesting Party
	2. Certification that the forest products are harvested within the area of the owner (for non-timber) (1 original)	Barangay LGU
	3. Approved Tree Cutting Permit for timber (1 photocopy)	Requesting Party or concerned DENR Office



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. OR/CR of conveyance and Driver's License (1 photocopy)	Requesting Party
5. Additional Requirement	
if the owner of the forest product is not the owner of the conveyance	
Certificate of Transport Agreement (1 original)	Requesting Party
if applicant is not the land owner	
Special Power of Attorney (SPA) (1 original)	Requesting Party, Private Lawyer or Notary Public

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit request letter and supporting documents	1. Check completeness of request and supporting documents, receive application and forward to PENR/CENR Officer/Deputy CENR Officer	None	30 min.	<i>Receiving/Releasing Clerk CENRO/Implementing PENRO Records Unit</i>
1.1. None	1.1. Receive and review application. Forward to Chief RPS (CENRO)/Chief TSD (Implementing PENRO)	None	30 min.	<i>PENR/CENR Officer/ Deputy CENR Officer</i>
1.2. None	1.2. Receive, review/evaluate request, and assign a team to conduct verification.	None	1 hour	<i>Chief RPS (CENRO)/Chief TSD (Implementing PENRO)</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.3 None	1.3. Prepare and approve Order of Payment	None	1 hour	<i>CENR Officer/Accountant for implementing PENRO</i>
2. Receive Order of Payment and pay corresponding fees	2. Accept payment and issue Official Receipt to the client	<p>Php 50.00/ truck load Certificate of Verification Fee</p> <p>Php 36.00 Oath Fee per application</p> <p>Php 360.00 Inspection fee *</p>	30 min.	<i>Bill Collector/ Cashier for implementing PENRO</i>
3. Receive OR	3. Inspect the forest products in the area, and prepare Inspection Report, and Certificate of Verification (COV) and affix initial duplicate copy of COV.	None	5 days	<i>Inspection Officer CENRO/Implementing PENRO</i>
3.1. None	3.1. Review inspection report and affix initial on the duplicate copy of COV. Forward to the PENR/CENR Officer for approval.	None	1 hour	Chief RPS (CENRO)/Chief TSD (Implementing PENRO)



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3.2. None	3.2. Receive and review report. Sign and approve COV.	None	1 hour	<i>CENR/PENR Officer</i>
3.3. Receive COV.	3.3. Record and release approved COV.	None	15 min.	<i>Receiving/Releasing Clerk CENRO/Implementing PENRO Records Unit</i>
TOTAL:		Php 50.00/ truck load Certificate of Verification Fee Php 36.00 Oath Fee per application Php 360.00 Inspection Fee Php 446.00 +	5 days, 5 hours & 45 min.	

*Fees and charges are based on DAO 2004-16



CITIZEN'S CHARTER NO. RO-F-03b. ISSUANCE OF CERTIFICATE OF TIMBER/LUMBER ORIGIN (CTO/CLO) FOR PROCESSED LOGS/LUMBER FROM WOOD PROCESSING PLANT (WPP) TO OTHER WPP OR DESIRED DESTINATION/S

CTO/CLO is a document to secure/present when transporting processed logs or lumber from WPP to another WPP or desired destination

Office or Division:	Regulation and Permitting Section, DENR Implementing PENR/CENR Office
Classification:	Complex
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen
Who may avail:	Concerned Individual, Wood Processing Plants (WPPs) permittee, Registered Lumber Dealers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request letter indicating the following: (1 original, 1 photocopy) <ul style="list-style-type: none"> g. Species, Dimension (Lumber), Number of pieces/poles and volume h. Name and Place of loading/Lumber Origin i. Type of conveyance and plate number j. Date of transport k. Name and address of the consignee/destination l. Source of Forest Product (Permit/Agreement/Imported Product) 	Requesting Party
2. Approved WPP Permit or Certificate of Registration as Lumber/Timber Dealer (1 photocopy)	Requesting Party
3. Approved Log/Lumber Supply Contract or Invoice Receipt (1 photocopy)	Requesting Party



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Additional Requirement	
if applicant is not the WPP owner	
Special Power of Attorney (SPA) (1 original)	Requesting Party, Private Lawyer or Notary Public
If the owner of the Lumber is not the owner of the Conveyance	
Certificate of Transport Agreement (CTA) (1 original, 1 photocopy)	Requesting Party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit request letter and supporting documents	1. Check completeness of request and supporting documents, receive application and forward to PENR/CENR Officer/Deputy CENR Officer	None	30 min.	<i>Receiving/Releasing Clerk CENRO/Implementing PENRO Records Unit</i>
1.1. None	1.1. Receive and review application. Forward to Chief RPS (CENRO)/Chief TSD (Implementing PENRO)	None	30 min.	<i>PENR/CENR Officer/ Deputy CENR Officer</i>
1.2. None	1.2. Receive, review/evaluate request, and assign a team to conduct verification.	None	1 hour	<i>Chief RPS (CENRO)/Chief TSD (Implementing PENRO)</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.3. None	1.3. Prepare and approve Order of Payment	None	1 hour	<i>CENRO/Accountant for implementing PENRO</i>
2. Receive Order of Payment and pay corresponding fees	2. Accept payment and issue Official Receipt to the client	Php 50.00/ truck load Php 36.00 Oath Fee per application Php 360.00 Scaling fee *	30 min.	<i>Bill Collector/ Cashier for Implementing PENRO</i>
3. Receive OR	3. Inspect the forest products in the area, and prepare Inspection Report, and Certificate of Timber/Lumber Origin (CTO/CLO) and affix initial duplicate copy of CTO/CLO	None	5 days	<i>Inspection Officer CENRO/Implementing PENRO</i>
3.1. None	3.1. Review inspection report and affix initial on the duplicate copy of CTO/CLO. Forward to the PENR/CENR Officer for approval.	None	1 hour	Chief RPS (CENRO)/Chief TSD (Implementing PENRO)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3.2. None	3.2. Receive and review report. Sign and approve CTO/CLO.	None	1 hour	<i>PENR/CENR Officer</i>
4. Receive CTO/ CLO	4. Record and release approved CTO/CLO.	None	15 min.	<i>Receiving/Releasing Clerk CENRO/Implementing PENRO Records Unit</i>
TOTAL:		Php 50.00/ truck load Php 36.00 Oath Fee per application Php 360.00 Scaling Fee Php 446.00 +	5 days, 5 hours & 45 min.	

*Fees and charges are based on DAO 2004-16



CITIZEN'S CHARTER NO. RO-F-04. APPLICATION FOR CHAINSAW REGISTRATION

This Registration serves as a legal proof of ownership, use and possession of chainsaw in the Philippines. The DENR shall issue different permits or certifications for the purchase or import, manufacture, selling, re-selling, disposal, distribution, transfer of ownership, lease, rental or lending of chainsaws.

Office or Division:	Regulation and Permitting Section, DENR Implementing PENR/CENR Office
Classification:	Simple
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government
Who may avail:	Holder of Timber License Agreement, Production Sharing Agreement, Co-production Sharing Agreement, or a Private Land Timber Permit/Special Private Land Timber Permit, CBFMA, IFMA, SIFMA, or other tenurial instruments; Orchard or tree farmer; Industrial tree farmer; Licensed wood processor and the chainsaw shall be used for the cutting of timber that has been legally sold to said applicant; Anyone who shows satisfactory proof that the possession and/or use of a chainsaw is for a legal purpose; and Agencies of the government, GOCCs that use chainsaws in some aspects of their functions (except for Palawan where the jurisdiction falls with PCSD); CTPO/PTPR holders.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Application Form	Implementing PENR/CENR Office
2. Official Receipt of Chainsaw Purchase (1 certified copy and 1 original for verification) or Affidavit of Ownership in case the original copy is lost.	Requesting Party, Store or Dealer
3. SPA if the applicant is not the owner of the chainsaw	Requesting Party
4. Detailed Specification of Chainsaw (brand, model, engine capacity, Serial Number.)	Requesting Party, Store or Dealer
5. Notarized Deed of Absolute Sale, if transfer of ownership (1 original)	Requesting party, Private Lawyer or Notary Public Office
6. Chainsaw to be registered	Requesting Party



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
8. Additional Requirements	
if Tenorial Instrument holder	
Certified True Copy of Forest Tenure Agreement	Requesting Party
if Business Owner	
Business Permit (1 photocopy)	Requesting Party
if Registered as Private Tree Plantation Owner	
Certificate of Registration	Requesting Party
if the applicant shows satisfactory proof that the possession and/or use of a chainsaw is for a legal purpose	
Business Permit from LGU or affidavit that the chainsaw is needed in applicants/profession/work and will be used for legal purpose (1 photocopy)	Requesting Party
if licensed Wood Processor	
Wood processing plant permit (1 photocopy)	Requesting Party
if government, and GOCC	
Certification from the Head of Office or his/her authorized representative that chainsaws are owned/possessed by the office and use for legal purposes (specify)	Requesting Party
If renewal of registration	
Latest Certificate of Chainsaw Registration (1 Photocopy)	Requesting Party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit application form and supporting documents to the Implementing PENR/CENR Office.	1. Check completeness of application and supporting documents, and receive, record (including scanning) and forward the application to PENR/CENR Officer/Deputy	None	30 min.	<i>Receiving/Releasing Clerk CENRO/Implementing PENRO Records Unit Technical Staff RPS/TSD</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	CENR Officer. Provide Requesting Party an acknowledgement receipt of the documents.			
1.1. None	1.1. Receive and review application. Forward application to Technical Staff. Prepare Order of Payment.	None	30 mins	<i>Chief RPS (CENRO)/Chief TSD (Implementing PENRO)</i>
1.2 None	1.2. Approve Order of Payment.	None	30 mins	<i>CENR Officer/Accountant for Implementing PENRO</i>
2. Receive Order of Payment and pay corresponding fee.	2. Receive payment and issue Official Receipt (OR).	Php 500.00 Registration Fee *	30 min.	<i>Bill Collector/ Cashier</i>
3. Receive OR.	3. Receive application. Conduct verification of supporting documents and inspection of chainsaw. Prepare Certification and initial on the duplicate copy.	None	1 day	<i>Technical Staff RPS/TSD</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3.1. None	3.1. Receive and review application. Affix initial on the duplicate copy. Forward to PENR/CENR Officer for approval.	None	2 hours	<i>Chief RPS (CENRO)/Chief TSD (Implementing PENRO)</i>
3.2. None	3.2. Receive, review and approve Certificate of Registration.	None	1 day	<i>PENR/CENR Officer</i>
4. Receive Certificate of Chainsaw Registration.	4. Record, assign control number and release Certification of Registration.	None	30 min.	<i>Receiving/Releasing Clerk CENRO/Implementing PENRO Records Unit</i>
TOTAL		Php 500.00 Registration Fee	2 days, 4 hours & 30 min.	

*Fees and charges are based on DAO 2004-16



CITIZEN'S CHARTER NO. RO-F-05. ISSUANCE OF SPECIAL/TREE CUTTING AND/OR EARTH BALLING PERMIT FOR TREES AFFECTED BY PROJECTS OF NATIONAL GOVERNMENT AGENCIES (DPWH, DOTr, DepEd, DA, DOH, CHED, DOE, and NIA)

This Permit serves as proof of authorization for the removal/cutting and/or relocation of trees affected by projects of the National Government Agencies (DPWH, DOTr, DepEd, DA, DOH, CHED, DOE and NIA)

Office or Division:	Regulation and Permitting Section, Implementing PENR/CENR Office	
Classification:	Complex	
Type of Transaction:	G2G - Government to Government	
Who may avail:	National Government Agencies (DPWH, DOTr, DepEd, DA, DOH, CHED, DOE, and NIA)*	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Application (1 original)	Requesting Party	
2. LGU Endorsement/Certification of No Objection (1 original)	Concerned LGU (City/Municipal/Barangay)	
3. Approved Site Development Plan/Infrastructure Plan with tree charting indicating the geotagged location of individual trees affected by the project, to be numbered sequentially, as basis of validation by the DENR during actual cutting operations (1 Certified true Copy)	Requesting Party	
4. Environmental Compliance Certificate (ECC)/Certificate of Non-Coverage (CNC), whichever is applicable. (1 certified copy)	Environmental Management Bureau (EMB) Regional Office	
5. NCIP Clearance (FPIC/CP/CNO, whichever is applicable)	NCIP	
6. Waiver/Consent of owner/s, if titled property, if applicable (1 original)	Concerned lot owner	
7. PAMB Clearance/Resolution, if within Protected Area (1 original)	PAMB	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit the request/application with complete supporting documents*	1. Check completeness of application and supporting documents, and receive, record and forward the application to PENR/CENR Officer/Deputy CENR Officer. Provide Requesting Party an acknowledgement receipt of the documents.	None	50 min.	<i>Receiving/Releasing Clerk, CENRO/Implementing PENRO Records Unit</i>
1.1. None	1.1. Review and refer the application to Chief, RPS/TSD.	None	1 hour	<i>PENR/CENR Officer/ Deputy CENR Officer</i>
1.2. None	1.2. Receive and review application, and assign inspection team to conduct site inspection.	None	30 mins.	<i>Chief RPS (CENRO)/Chief TSD (Implementing PENRO)</i>
1.3. None	1.3. Prepare Order of Payment.	None	15 mins.	<i>Staff in-charge RPS/TSD</i>
1.4.	1.4 Approve Order of Payment	None	15 Mins	<i>CENR Officer/Accountant for Implementing PENRO</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
2. Pay Application oath and/or Certification Fee	2. Accept payment and issue Official Receipt (OR)	Php 50.00/ Certification Fee Php 36.00/ application Oath Fee **	30 mins.	<i>Credit Officer</i>
3. Receive and forward the OR to RPS.	3. Accept the OR and schedule the ocular inspection/ validation.	None	1 hour	<i>Staff in-charge/ Inspection Team RPS/TSD</i>
4. Guide/accompany the inventory team to the site.	4. Conduct ocular inspection/validation of the area and prepare endorsement to Implementing PENR/ CENR Officer.	None	2 days	<i>Inspection Team RPS/TSD</i>
4.1. None	4.1. Review the inspection report. Prepare cutting permit, initial and forward to the Chief, RPS/TSD for review and initial.	None	1 hour	<i>Chief/Technical Staff Concerned Unit/Section,</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
4.2. None	4.2. Receive and Review, initial and forward the cutting permit to the Implementing PENR/ CENR Officer/Deputy CENR Officer.	None	1 hour	<i>Chief RPS (CENRO)/Chief TSD (Implementing PENRO)</i>
4.3. None	4.3. Review and sign/approve the Tree Cutting Permit (TCP).	None	1 hour	<i>PENR/CENR Officer/ Deputy CENR Officer</i>
5. Receive approved TCP	5. Record and release, the approved TCP.		30 min.	<i>Receiving/Releasing Clerk, CENRO/Implementing PENRO Records Unit</i>
TOTAL:		Php 50.00/ Certification Fee Php 36.00/ application Oath Fee **	2 days, 7 hours & 50 min.	

*Prior to the application, NGA shall submit their proposal/requirements to the CENR/Implementing PENR Office.

**Forest charges may apply to all naturally growing trees

Note: Seedling replacement shall be complied by the requesting agency after the cutting



CITIZEN'S CHARTER NO. RO-F-06. ISSUANCE OF TREE CUTTING PERMIT FOR PLANTED TREES AND NATURALLY GROWING TREES FOUND WITHIN PUBLIC PLACES (PLAZA, PUBLIC PARKS, SCHOOL PREMISES OR POLITICAL SUBDIVISIONS) FOR PURPOSES OF PUBLIC SAFETY

This Permit serves as proof of authorization for the removal/cutting of trees in public places (Plaza, Public Parks, School Premises or Political Subdivisions for purposes of public safety).

Office or Division:	Regulation and Permitting Section, Implementing PENR/CENR Office			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business			
Who may avail:	Any Filipino citizen, Local Government Units (LGUs), Schools, Homeowners			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Application Letter (1 original)			Requesting Party	
2. LGU Endorsement/Certification of No Objection/Resolution (1original)			Concerned LGU (City/Municipal/Barangay)	
3. Additional Requirements if within Subdivisions				
Homeowner's Resolution (1 original/1 Certified True Copy)			Homeowner's Association	
if School/Organization				
PTA Resolution or Resolution from any organize group of No Objection and Reason for Cutting (1 original)			Requesting Party, School PTA, or Organization	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit letter and request and complete requirements	1. Check completeness of application and supporting documents, and receive, record (including scanning) and forward the application to Deputy CENR Officer/ CENR/PENR Officer. Provide Requesting Party an	None	50 min.	<i>Receiving/Releasing Clerk</i> Implementing PENRO/CENRO Records Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	acknowledgement receipt of the documents.			
1.1. None	1.1. Receive, review and refer the application to Chief, RPS.	None	1 hour	<i>Deputy CENR Officer/ CENR/PENR Officer</i>
1.2. None	1.2. Receive and review the application, and assign inspection team to conduct site inspection.	None	30 min.	<i>Chief RPS</i>
1.3. None	1.3. Prepare Order of Payment.	None	30 min.	<i>Staff in-charge RPS</i>
1.4. None	1.4. Approve Order of Payment and forward to Requesting Party.	None	10mins	<i>Accountant /CENR Officer or designated representative</i>
2. Pay certification and oath fee	2. Accept payment and issue Official Receipt (OR).	Php 50.00/ Certification Fee Php 36.00/ application Oath Fee Php 1,200.00/ha Inventory Fee* (for 1 ha and above)	30 min.	<i>Credit Officer</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3. Receive and forward the OR to RPS.	3. Accept the OR. Schedule the inspection.	None	1 day	<i>Staff in-charge/ Inspection Team RPS</i>
4. Guide/accompany the inventory team to the site.	4. Conduct inspection of the area (100% inventory of trees) and prepare duly subscribed and sworn report with attachments (map, geo-tagged photos and tally sheets) and endorsement to PENR/CENR Office. Forward to Chief, RPS/TSD. (Inspection in accordance to DMO No. 1991-08 and FMB Technical Bulletin No. 3)	None	15 days	<i>Inspection Team RPS</i>
4.1. None	m. Review the inspection report and submit recommendation to PENR/CENR Officer.	None	1 hour	<i>Chief RPS/TSD</i>
4.2. None	n. Receive and review the application and inspection report. Approve the Tree Cutting Permit (TCP)	None	1 hour	<i>PENR/CENR Officer</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
2. Receive the approved Tree Cutting Permit	5. Record and release approved Tree Cutting Permit to requesting party	None	30 min.	<i>Receiving/Releasing Clerk</i> Implementing PENRO/CENRO Records Unit
TOTAL		Php 50.00/ Certification Fee Php 36.00/ application Oath Fee Php 1,200.00/ha Inventory Fee*(for 1 ha and above)	16 days & 6 hours	

*Fees and charges are based on DAO 2004-16

Note: Forest charges shall be paid after the cutting of trees.



CITIZEN'S CHARTER NO. RO-F-07. ISSUANCE OF PRIVATE LAND TIMBER PERMIT (PLTP) FOR NON-PREMIUM SPECIES, OR SPECIAL PLTP (SPLTP) FOR PREMIUM NATURALLY-GROWN TREES WITHIN PRIVATE/ TITLED LANDS

PLTP or SPLTP serves as the official authority to cut, gather and utilize naturally grown trees within private or titled lands. This shall not cover the trimming, pruning, cutting and removal of trees within power line corridors which no longer require to secure prior clearance or permit from, but with due notice to, the DENR Field Offices, pursuant to RA No. 11361, S. 2019. Further, the transport of logs derived therefrom shall require a transport permit consistent with existing rules and regulations.

All new applications and requests for extension of Tree Cutting and Earth-balling Permits for naturally growing trees shall be issued by the concerned DENR Regional Executive Director, **except cutting for public purposes of National Government Agencies which includes the DPWH, DOTr, DepEd, DA, DOH, CHED, DOE, and NIA** pursuant to DAO No. 2020-06, which shall be issued by the concerned Community Environment and Natural Resources Officer/implementing Provincial Environment and Natural Resources Officer (CENRO/Implementing PENRO). The issuance of these Permits for naturally growing trees shall be governed by existing laws, rules and regulations like E.O. No. 23 and other related guidelines.

Office or Division:	Regulation and Permitting Section, DENR CENR Office (or Implementing PENR Office) to PENR Office to Regional Office	
Classification:	Highly Technical (Multi-Stage Processing)	
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen	
Who may avail:	Concerned Individual and Schools	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Letter (1 original)		Requesting Party
2. Endorsement/Certification from concerned LGU interposing no objection to the cutting of trees under the following conditions (1 original):		Concerned LGU (City/Municipal/Barangay)
a. If the trees to be cut falls within one barangay , an endorsement from the Barangay Captain shall be secured		Barangay LGU



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
b. If the trees to be cut falls within more than one barangay , endorsement shall be secured either from the Municipal/City Mayor or all the Barangay Captains concerned	Municipal/City LGU or all Barangay LGUs
c. If the trees to be cut fall within more than one municipality/city , endorsement shall be secured either from the Provincial Governor or all the Municipal/City Mayors concerned	Provincial LGU or all Municipal/City LGUs
3. Authenticated copy of Land Title/CLOA issued by LRA or Registry of Deeds, whichever is applicable	Land Registration Authority (LRA)/Registry of Deeds (ROD)
4. Environmental Compliance Certificate (ECC)/Certificate of Non-Coverage (CNC), whichever is applicable. (1 certified copy)	EMB Regional Office
5. Additional Requirements	
if application covers ten (10) hectares or larger	
Utilization Plan with at least 50% of the area covered with forest trees (1 original)	Requesting Party
if covered by CLOA	
Endorsement by local agrarian reform officer interposing No Objection (1 original)	Municipal/City Agrarian Reform Office, Municipal/City Hall
if School/Organization	
PTA Resolution or Resolution from any organized group of No Objection and Reason for Cutting (1 original)	Requesting Party, School PTA, or Organization

CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
CENRO				
1. Submit letter request and supporting documents.	1 Check completeness of application and supporting documents, and receive, record (including scanning) and	None	50 min.	<i>Receiving/Releasing Clerk</i> CENRO Records Unit



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	forward the application to Deputy CENR Officer/ CENR Officer.			
1.1. None	1.1. Receive, review and refer the application to Chief, RPS.	None	1 hour	<i>Deputy CENR Officer/ CENR Officer CENRO</i>
1.2. None	1.2. Receive and review the application, and assign inspection team to conduct site inspection.	None	30 min.	<i>Chief RPS</i>
1.3. None	1.3. Prepare Order of Payment.	None	15 min.	<i>Staff in-charge RPS</i>
1.4. None	1.4. Approve Order of Payment	None	15 min.	<i>CENR Officer</i>
2. Pay certification and oath fee.	2. Accept payment and issue Official Receipt (OR).	Php 50.00/ Certification Fee Php 36.00/ application Oath Fee Php 1,200.00/ha Inventory Fee*	30 min.	<i>Credit Officer CENRO</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3. Receive OR.	3. Accept the OR. Schedule the inspection.	None	1 day	<i>Staff in-charge/ Inspection Team RPS</i>
4. Guide/accompany the inventory team to the site.	4. Conduct inspection of the area (100% inventory of trees to be cut) and prepare report duly subscribed and sworn with attachments (geo-tagged photos tally sheets and with approved sketch/GIS map of the area applied for) and endorsement to PENR Office. Forward to Chief, RPS. (Inspection in accordance to DMO No. 1991-08 and FMB Technical Bulletin No. 3)	None	15 days	<i>Inspection Team RPS</i>
4.1. None	5.1. Review the inspection report and submit recommendation to CENRO.	None	1 hour	<i>Chief RPS</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
4.2. None	5.2. Receive and review the application and inspection report. Approve recommendation. Sign the endorsement to PENR Office.	None	1 day	<i>CENR Officer</i>
4.3. None	5.3. Record and release the application, supporting documents and endorsement to PENR Office.	None	3 days	<i>Receiving/Releasing Clerk CENRO Records Unit</i>
PENRO				
4.4. None	5.4. Receive documents and forward to PENRO	None	2 hours	<i>Receiving/Releasing Clerk PENRO Records Section</i>
4.5. None	5.5. Receive and assign documents.	None	2 hours	<i>PENR Officer</i>
4.6. None	5.6. Review, evaluate application and prepare memorandum endorsement to Regional Office through Chief, TSD for initial.	None	1 day	<i>Chief/Staff Concerned Unit/Section Chief TSD</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
4.7. None	5.7. Review and sign the memorandum endorsement for the Regional Executive Director (RED).	None	1 hour	<i>PENR Officer</i>
4.8. None	5.8. Record and release the application and supporting documents.	None	5 days	<i>Receiving/Releasing Clerk PENRO Records Section</i>
REGIONAL OFFICE (RO)				
4.9. None	5.9. Receive documents and forward to Regional Executive Director.	None	1 hour	Receiving/Releasing Clerk RO Records Section
4.10. None	5.10. Receive and assign/refer documents. Forward to ARD for Technical Services (ARD-TS).	None	3 hours	RED Regional Office
4.11. None	5.11. Receive and review documents. Forward to License, Patents and Deeds Division (LPDD).	None	2 hours	ARD for TS Regional Office
4.12. None	5.12. Receive and review documents. Forward to assigned Staff.	None	1 day	Chief, LPDD, Regional Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
4.13. None	5.13. Conduct detailed review/evaluation of application.	None	5 days	Chief/Staff, FUS, Regional Office
4.14. None	5.14. Prepare the PLTP/SPLTP with attachment (Memorandum Endorsement/Instruction)	None	4 hours	
4.15. None	5.15. Receive and review documents. Affix initial to the duplicate permit, if in order. Forward to ARD-TS.	None	1 hour	Chief, LPDD, Regional Office
4.16. None	5.16. Review and affix initial and forward the permit and memorandum for the Regional Executive Director (RED)'s signature	None	4 hours	ARD-TS, Regional Office
4.17. None	5.17. Approve the permit and sign memorandum	None	1 day	RED, Regional Office
5. Receive the approved PLTP/SPLTP	6. Record and release approved PLTP/SPLTP to applicant.	None	30 min.	Receiving/Releasing Clerk RO Records Section



CENRO SUB-TOTAL	Php 86.00	20 days, 4 hrs & 20 min.
PENRO SUB-TOTAL	None	6 days & 5 hrs
IMPLEMENTING PENRO SUB-TOTAL	Php 86.00	27 days, 1 hr & 20 min.
REGIONAL OFFICE SUB-TOTAL	None	8 days 7 hrs & 30min.
TOTAL	Php 50.00/ certification Certification Fee Php 36.00/ application Oath Fee Php 1,200.00/ha Inventory Fee* **	36 days & 50 min.

*Fees and charges are based on DAO 2004-16

**Forest charges shall be paid after the cutting of trees.



Validity of Permit Upon Receipt of S/PLTP			
Volume	Validity	Volume	Validity
1 - 50 cu.m.	50 days	501 - 650 cu.m.	7 months
51 - 70 cu.m.	60 days	651 - 750 cu.m.	8 months
71 - 100 cu.m.	90 days	751 - 850 cu.m.	9 months
101 - 200 cu.m.	120 days	851 - 950 cu.m.	10 months
201 - 300 cu.m.	150 days	951 - 1000 cu.m.	11 months
301 - 500 cu.m.	6 months	1001 - up cu.m.	1 year

Note: All naturally grown trees cut and harvested inside private and public/forest lands shall also be subjected to payment of forest charges pursuant to RA No. 7161 (Sec.



DENR CENR, PENR AND REGIONAL OFFICES
Land
(External Services)



CITIZEN'S CHARTER NO. RO-L-01. ISSUANCE OF CERTIFICATION OF LAND CLASSIFICATION STATUS*

This Certification is being issued based from the land records/status and projection in the land classification map for alienability or disposability of the land being applied for. This Certification does not construe ownership and is for reference only.

Office or Division:	Regulation and Permitting Section, DENR Implementing PENR/CENR Office	
Classification:	Highly Technical **	
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government	
Who may avail:	Banks, Corporations, Private Associations e.g. Surveying Firms; Realtors'/Developers' Corporations, Land Owners, LGUs, DPWH, Philippine Port Authority, Department of Tourism, DepEd and other stakeholders	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Request Form (1 original, 1 duplicate copy)	Implementing PENRO/CENRO Records Office or Public Assistance Desk	
2. Any document showing the identity of the lot (1 photocopy)	End-user or Assessor's Office	
3. Sketch Plan with Complete Technical Description (1 original)	Geodetic Engineer	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. File application with complete supporting documents to the Implementing PENRO/CENRO Receiving Area/Records Unit.	1. Check completeness of application and supporting documents and receive the request, record in logbook and/or Document Tracking System, and forward to RPS.	None	30 min.	<i>Receiving/Releasing Clerk</i> Implementing PENRO/CENRO Records Unit
1.1. None	1.1. Receive request and prepare Order of Payment	None	30 min.	<i>Technical Staff</i> Regulation and Permitting Section (RPS)
1.2. None	1.2. Approve Order of Payment and forward the same to client.	None	10min.	<i>Accountant (Implementing PENRO)</i> <i>CENRO or Designated Representative</i>
2. Receive Order of Payment and pay corresponding fee.	2. Receive payment and issue and photocopy Official Receipt.	Certification Fees Php 25.00	30 min.	<i>Bill Collector</i> Cashier



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3. Receive Official Receipt and forward the same to Technical Staff, RPS.	3. Receive copy of official receipt. Verify and project the lot, and prepare and sign the Certification. Forward the Certification and supporting documents, if any, to Chief, RPS/TSD.	None	4 days	<i>Technical Staff</i> RPS
3.1. None	3.1. Receive, review and sign the Certification and forward to PENR/CENR Officer.	None	30 min.	<i>Chief</i> RPS/TSD
3.2 None	3.2. Receive, review, sign and approve the Certification.	None	1 hour	<i>PENR/CENR Officer</i>
4. Receive the Certification.	4. Record and release documents.	None	15 min.	<i>Receiving/Releasing Clerk</i> PENRO/CENRO Records Unit
TOTAL:		Certification Fees***: Php 25.00	4 days, 3 hours & 25 min.	

* Except judicial titling

** Sec 9.b.1 of R.A. 11032



CITIZEN'S CHARTER NO. RO-L-02. ISSUANCE OF SURVEY AUTHORITY

This document is an authority given to private Geodetic Engineers (GEs) for the survey of public lands for land titling.

Office or Division:	Regulation and Permitting Section, DENR Implementing PENRO, CENRO
Classification:	Highly Technical
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen
Who may avail:	Private Geodetic Engineers and Land owners

CHECKLIST OF REQUIREMENTS*	WHERE TO SECURE
1a. Duly accomplished Letter-Request Form from the land owner requesting for survey authority and authorizing certain private GE to conduct the survey (1 original) <i>or</i>	Land Owner/Geodetic Engineer
1b. Duly accomplished Letter-Request Form from the GE on behalf of his/her client (1 original)	Land Owner/Geodetic Engineer
2. Any proof of claim or acquisition of the property	Land Owner/LGU
<ul style="list-style-type: none"> • Latest, Updated Tax declaration for the last year (1 certified copy) 	Assessor's Office
<ul style="list-style-type: none"> • Deed of Sale (1 photocopy with accompanying Original Copy) 	Land Owner
<ul style="list-style-type: none"> • Extra Judicial Settlement (1 original) 	Land Owner, Private Lawyer, Public Attorney's Office, or LGU
<ul style="list-style-type: none"> • Waiver of Rights (1 original) 	Land Owner
<ul style="list-style-type: none"> • Other documents 	Land Owner/LGU



CHECKLIST OF REQUIREMENTS*	WHERE TO SECURE
<p><i>*Note: DENR may request for additional documents or combination of documents mentioned above depending on the situation of the application/request</i></p>	
<p>3. Survey Authority <u>form</u> duly signed by the applicant and private Geodetic Engineer (1 original, 1 duplicate copy)</p>	<p>Concerned Implementing PENR/CENR Office</p>
<p>4. Certification of Land Classification Status</p>	<p>Concerned Implementing PENR/CENR Office</p>
<p>5. Scheme of subdivision from GE (1 photocopy)</p>	<p>Geodetic Engineer</p>
<p>6. Certification from the Regional Trial Court concerned that there is no pending land registration case involving the parcel being applied for (1 original)</p>	<p>Regional Trial Court having Jurisdiction</p>
<p>7. Certification from barangay that there is no record of claims and conflict (1 original, 1 duplicate)</p>	<p>Office of the Barangay Captain having Jurisdiction</p>
<p>8. Copy of Approved Survey Plan with Technical Description (if with previously approved surveys) (1 blueprint copy)</p>	<p>Geodetic Engineer, Land Owner, or Concerned DENR Regional Office</p>
<p>9. Certification of Lot Status (whether titled or not) and land status from LRA (if the municipality is under cadastral proceedings or if there is an old survey) (Private Survey) (1 original, 1 duplicate copy)</p>	<p>Land Registration Authority (LRA) Central Office, Quezon City</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit Letter Request to the Implementing PENR/CENR Office with complete supporting requirements	1. Check completeness of supporting documents based on the checklist, and receive and enter into the record book. Forward to RPS	None	1 hour	<i>Records Officer</i> Implementing PENRO/ CENRO Records Unit
1.1. None	1.1 Receive documents check and verify the lot status in the LAMS allocation book or index card whether covered by any public land application or not	None	2 hours	<i>Records Officer</i> Implementing PENRO/ CENRO Records Unit
1.2. None	1.2. Receive request. Prepare Order of Payment	None	30 min.	<i>Technical Staff</i> Regulation and Permitting Section (RPS)
1.3. None	1.3. Approve Order of Payment and forward the same to client.	None	10 min.	<i>Accountant</i> (Implementing PENRO) CENRO or Designated Representative



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
2. Receive Order of Payment and pay corresponding fees	2. Accept payment, issue Official Receipt (OR) to the applicant	>Php 200.00 Field Inspection Deposit*	30 min.	<i>Bill collector</i> Cashier
3. Receive OR	3. Photocopy and attach OR in the request, and record OR number in the Survey Authority form. Forward to Chief, RPS/TSD.	None	30 min.	<i>Technical Staff</i> RPS
3.1. None	3.1. Receive request, and assign Land Management Inspector (LMI)/Deputized Public Land Inspector (DPLI)	None	30 min.	<i>Chief</i> RPS/TSD
3.2. None	3.2. Conduct field investigation, prepare and submit Investigation report with recommendation, and forward the same to Chief, RPS/TSD	None	7 days	<i>LMI/DPLI</i> RPS/TSD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3.3. None	3.3. Receive and review request, report, and affix signature in the Survey Authority, and forward to PENR/CENR Officer	None	30 min.	<i>Chief RPS/TSD</i>
3.4. None	3.4. Review documents/reports, and approve and sign Survey Authority	None	30 min.	<i>PENR/CENR Officer</i>
3.5. None	3.5. Assign control number on Survey Authority and enters into the record book	None	30 min.	<i>Records Officer</i> Implementing PENRO/CENRO Records Unit
4. Receive Survey Authority, sign in the duplicate copy	4. Release Survey Authority to client/GE	None	15 min.	<i>Records Officer</i> Implementing PENRO/CENRO Records Unit
TOTAL:		>Php 200.00 Field Inspection Deposit	7 days, 6 hours & 55min.	

Note: 1. Excluding provinces covered by DMC No. 2019-10
 2. Additional documents may be required for Baguio City per DMC 2007-11



Computation:

***Field Inspection Deposit = (11 x H) + (1 x K) + 110**

where

H = area in hectares per survey plan; a fraction of a hectare is considered one hectare

K = road network distance in kilometers of the survey site from the provincial district office or the official station of inspector



CITIZEN'S CHARTER NO. RO-L-03. APPLICATION FOR FREE PATENT (AGRICULTURAL)*

Free Patent Application is a mode of acquiring ownership of a certain parcel of alienable and disposable land.

Office or Division:	Regulation and Permitting Section, DENR CENRO to PENRO
Classification:	Highly Technical (Multi-Stage Processing)
Type of Transaction	G2C - Government to Citizen
Who may avail:	All natural born Filipino and with dual citizenship Filipino

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Free Patent Application and prescribed forms (1 original)	Concerned CENR/Implementing PENR Offices
1.1. Notarized SPA (in case the application is filed by a representative or by the heirs of the original applicant)	Land Owner/Notary Public
2. Tax declaration in the name of the applicant. If the tax declaration is in the name of the applicant's predecessor-in-interest, any of the following documents shall be presented: 2.1. Deed of Sale 2.2. Extra Judicial Settlement 2.3. Waiver of Rights 2.4. Deed of Donation or other form of monuments of ownership	Assessor's Office Land Owner, Notary Public, or LGU
3. Certification of status of land from LRA, if the municipality is under cadastral proceedings or if there is an old survey (Private and Original Survey) (1 photocopy)	Land Registration Authority (LRA) Central Office, Quezon City
4. Documentary Stamp (to be attached in the application form)	BIR or Post Office



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
DOCUMENTS TO BE SECURED BY THE CENRO / IMPLEMENTING PENRO	
1. Copy of approved Survey Plan / Cadastral Map	Concerned Regional/CENR Office
2. Technical Description / V-37	Concerned CENR/Implementing PENR Offices
3. Certification that the land applied for is alienable and disposable (1 original, 1 photocopy)	Concerned CENR/Implementing PENR Offices

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME (CALENDAR DAYS)	PERSONS RESPONSIBLE
CENRO				
1. Submit accomplished Application Form to the CENR Office with complete supporting requirements. Applicant may also submit the application through email or courier, where, applicable, the applicant may also apply online or through LMI/SI/DPLI. **	1. Check completeness of application. If found in order, register, allocate, index and assign application number. Scan, encode and upload records in LAMS.	None	1 Day	<i>LMO /</i> <i>RPS</i> <i>Staff</i> CENRO Records Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME (CALENDAR DAYS)	PERSONS RESPONSIBLE
1.1. None	1.1. Prepare Order of Payment	None	2 hrs.	<i>Staff</i> CENRO Records Unit
1.2. None	1.2. Approve Order of Payment and forward the same to client.	None	2 hrs.	<i>CENRO or Designated Representative</i>
2. Receive Order of Payment and pay corresponding fees	2. Accept payment, issue Official Receipt (OR) to the applicant	Php 150.00 Application Fee	2 hrs.	Bill collector Cashier
3. Receive (OR) and forward the same to Records Unit/Section	3. Accept OR, indicate OR number, amount paid, and date in the application form and forward the application to Chief, RPS	None	2 hrs.	<i>Staff</i> CENRO Records Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME (CALENDAR DAYS)	PERSONS RESPONSIBLE
3.1. None	3.1. Review application. Assign Land Management Inspector (LMI)/Deputized Public Land Inspector (DPLI) for inspection/investigation	None	10 Days	<i>Chief RPS</i>
3.2. None	3.2. Prepare posting of notices at the barangay, municipal, or provincial hall where the property is situated.	None	5 Days	<i>LMI/DPLI CENR Officer CENRO</i>
3.3. None	3.3. Travel to the barangay, municipality or province.	None	2 days	<i>LMI/DPLI CENRO</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME (CALENDAR DAYS)	PERSONS RESPONSIBLE
3.4. None	<p>3.4. Posting of Notices in the Barangay Hall and take geo-tagged photo.</p> <p>Simultaneously conduct investigation on the land being applied for.</p>	None	<p>15 days posting of Notices in the municipal bldg. hall & in the brgy. hall where the land applied for is located. (Section 9.2.2.)</p> <p>Notice of posting may also be made in the website in the concerned LGU.</p>	LMI/DPLI CENRO
3.5. None	3.5. Prepare, sign and submit investigation report, and forward to LMO I (Annex E of IRR)	None	3 days	DPLI/LMI CENRO



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME (CALENDAR DAYS)	PERSONS RESPONSIBLE
3.6. None	3.6. Screen the carpeta and prepare V-37/certified lot data computation, Order of Award, and Judicial Form, and forward to Geodetic Engineer (GE).	None	28 Days	<i>LMO I/Cartographer/ Encoder whoever is available</i> RPS CENRO
3.7. None	3.7. Verify and certify the correctness of the Technical Description and forward to Chief, RPS	None	20 Days	GE RPS
3.8. None	3.8. Do final screening of carpeta and forward to CENRO for recommendation.	None	10 Days	Chief RPS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME (CALENDAR DAYS)	PERSONS RESPONSIBLE
3.9. None	3.9. Review and Affix initial file copy of Patent and Sign Indorsement to PENRO for approval.	None	20 Days	<i>CENR Officer</i> CENRO
3.10. None	3.10. Transmit carpeta to PENRO	None	5 days	<i>Records Officer</i> CENRO Records Unit
PENRO				
3.11. None	3.11. Receive the carpeta and forward to Chief, RPS. Update data in LAMS, if applicable.	None	1 day	<i>Records Officer</i> PENRO Records Section
3.12. None	3.12. Receive and review the carpeta, and forward to Chief, Technical Services Division (TSD).	None	1 day	<i>Chief</i> RPS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME (CALENDAR DAYS)	PERSONS RESPONSIBLE
3.13. None	3.13. Do the final review of carpeta, initial file copy of Free Patent, and forward to PENRO for approval of application and issuance of Patent.	None	1 day	<i>Chief TSD</i>
3.14. None	3.14. Sign Order of Approval and Free Patent. Forward to PENRO Records for numbering.	None	1 day	<i>PENR Officer PENRO</i>
3.15. None	3.15. Assign Patent Number/ Indexing, prepare transmittal letter and forward to PENRO for signature.	None	1 day	<i>Records Officer/Staff PENRO Records Section</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME (CALENDAR DAYS)	PERSONS RESPONSIBLE
3.16. None	3.16. Sign transmittal letter and forward to PENRO records for transmittal to Registry of Deeds (ROD).			<i>PENR Officer</i> PENRO
3.17. None	3.17. Scan the order of Approval, signed Free Patent and transmittal letter. Upload to Land Administration and Management System (LAMS). Transmit documents to ROD, and copy furnish the client.	None	5 days	<i>Liaison Officer</i> PENRO Records Section
<i>CENRO TOTAL</i>		<i>Php 150.00</i>	<i>120 Calendar days for the processing time of patent pursuant to R.A. 11573</i>	
<i>PENRO TOTAL</i>		<i>None</i>	<i>10 Calendar days as per DAO 2021-38 (IRR)</i>	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME (CALENDAR DAYS)	PERSONS RESPONSIBLE
<i>For Implementing PENRO*** TOTAL</i>		<i>Php 150.00</i>	<i>130 Calendar Days (120 Calendar Days Processing + 10 Calendar Days Review/Approval/Disapproval and Transmittal)</i>	
If the approving authority is the PENRO Processing of Patent – 120 calendar days Review, Approval/Disapproval of patent – 5 calendar days Transmittal to ROD – 5 calendar days				

**Application covers below 5 hectares*

***The filing of application may also be done in the Barangay where titling operation is on-going consistent with DAO No. 2019-08.*

****For Implementing PENRO, they shall absorb the function of the CENRO*

Note:

This service is under the following laws:

- *Commonwealth Act No. 141 or the “Public Land Act” (1936)*
- *Republic Act No. 782 or the “An Act to Grant Free Patents to Occupants of Public Agricultural Land since or prior to July Fourth, Nineteen Hundred and Forty-Five” (1945)*
- *Republic Act No. 11231 or the “Agricultural Free Patent Reform Act” (2018)*
- Republic Act No. 11573 (see title)

**There is an existing MOA with the DENR and the LRA to resolve the difficulties in obtaining the certification.*

Certification of status of land from LRA may be submitted by the applicant w/in 90 calendar days from the filing of application. Failure of the applicant to submit the Certification w/in the prescribed period shall cause the rejection of the application w/o prejudice to the re-filing of the same.

In cases where the subject application is covered by a cadastral subdivision plan (CSD), the LRA Certification shall be waived provided that the applicant indicates in the application that no petition for judicial titling has been filed.



CITIZEN'S CHARTER NO. RO-L-04. APPLICATION FOR FREE PATENT (RESIDENTIAL)

Free Patent Application is a mode of acquiring ownership of a certain parcel of alienable and disposable land.

Office or Division:	Regulation and Permitting Section, DENR CENRO to PENRO
Classification:	Highly Technical (Multi-Stage Processing)
Type of Transaction	G2C - Government to Citizen
Who may avail:	All natural born and naturalized Filipino

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Free Patent Application and prescribed forms (1 original)	Concerned CENR/Implementing PENR Offices
2. Any of the following document showing identity of land and claims of ownership	Land Owner/LGU
<ul style="list-style-type: none"> ● Tax declaration if applicable (1 certified copy) 	Assessor's Office
<ul style="list-style-type: none"> ● Deed of Sale/Deed of donation/Deed of transfer (1 photocopy, present original copy) *if applicable 	Land Owner, Notary Public, or LGU
<ul style="list-style-type: none"> ● Extra Judicial Settlement (1 photocopy) *if applicable 	Land Owner, Notary Public, or LGU
<ul style="list-style-type: none"> ● Waiver of Rights, Barangay certification (1 photocopy) *if applicable 	Land Owner, Notary Public, or LGU
3. Affidavit of at least two (2) disinterested person residing in the area	Land Owner, Notary Public, or LGU
4. Certification from the Municipal Circuit/Regional Trial Court (MCTC/RTC) concerned that there is no pending land registration case involving the parcel being applied for (1 original, 1 photocopy)	Land Owner, or Municipal Circuit/Regional Trial Court (MCTC/RTC) having Jurisdiction
5. Approved Survey Plan with Technical Description/Form V37 (if covered with isolated survey) (1 certified copy)	Concerned CENR/Implementing PENR Offices



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
6. Certification of status of land from LRA, if the municipality is under cadastral proceedings or if there is an old survey (Private and Original Survey) (1 photocopy)	Land Registration Authority (LRA) Central Office, Quezon City
7. Certification that the land applied for is alienable and disposable (1 original, 1 photocopy)	Concerned CENR/Implementing PENR Offices
8. Documentary Stamp (4 pieces) (2-Affidavits, 1-Application Form, 1-Notice of Posting)	BIR or Post Office
9. Certification from LGU that the area applied for is zoned as Residential (1 original), or approved CLUP, if applicable (1 photocopy)	LGU
10. Latest photograph of land and house (preferably geo-tagged)	Land owner

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
CENRO				
1. Submit accomplished Application Form to the CENR Office with complete supporting requirements	1. Check completeness of application. If found in order, register, allocate, index and assign application number. Scan, encode and upload records in LAMS.	None	1 day	<i>LMO / RPS</i> <i>Staff</i> CENRO Records Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
Applicant may also submit the application through email or courier, where, applicable, the applicant may also apply online or through LMI/SI/DPLI.				
1.1. None	1.1. Prepare Order of Payment	None	2 hrs.	Staff CENRO Records Unit
1.2. None	1.2. Approve Order of Payment and forward the same to client.	None	2 hrs.	CENRO or Designated Representative
2. Receive Order of Payment and pay corresponding fees	2. Accept payment, issue Official Receipt (OR) to the applicant	Php 50.00 Application Fee	2 hrs.	Bill collector Cashier
3. Receive (OR) and forward the same to Records Unit/Section	3. Accept OR, indicate OR number, amount paid, and date in the application form and forward the application to Chief, RPS	None	2 hrs.	Staff CENRO Records Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3.1. None	3.1. Review application. Assign Land Management Inspector (LMI)/Deputized Public Land Inspector (DPLI) for inspection/ investigation	None	1 day	<i>Chief RPS</i>
3.2. None	3.2. Prepare posting of notices at the barangay, municipal, or provincial hall where the property is situated.	None	1 day	<i>LMI/DPLI CENR Officer CENRO</i>
3.3. None	3.3. Travel to the barangay, municipality or province.	None	2 days	<i>LMI/DPLI CENRO</i>
3.4. None	3.4. Posting of Notices in the Barangay Hall and take geo-tagged photo.	None	15 days (per DAO 2010-12)	<i>LMI/DPLI CENRO</i>
3.5. None	3.5. Prepare Certification for the proof of posting and forward to the CENR Officer for Approval	None	2 days	<i>DPLI/LMI CENRO</i>
3.6. None	3.6. Approve Certification of proof of posting	None	1 day	<i>CENR Officer</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3.7. None	3.7. Conduct investigation on the land being applied for. Prepare, sign and submit investigation report, and forward to LMO I.	None	30 days	<i>LMI/DPLI CENRO</i>
3.8. None	3.8. Screen the carpeta and prepare V37/certified lot data computation, Order of Award, and Judicial Form, and forward to Geodetic Engineer (GE).	None	21 days	<i>LMO I/Cartographer/ Encoder whoever is available RPS</i>
3.9. None	3.9. Verify and certify the correctness of the Technical Description and forward to Chief, RPS	None	15 days	<i>GE RPS</i>
3.10. None	3.10. Do final screening of carpeta and forward to CENRO for recommendation.	None	10 days	<i>Chief RPS</i>
3.11. None	3.11. Review and affix initial on file copy of Patent and Sign Indorsement to PENRO for approval.	None	15 days	<i>CENR Officer CENRO</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3.12. None	3.12. Transmit carpeta to PENRO	None	5 days	<i>Records Officer CENRO Records Unit</i>
PENRO				
3.13. None	3.13. Receive the carpeta and forward to Chief, RPS. Update data in LAMS, if applicable.	None	2 hours	<i>Records Officer PENRO Records Section</i>
3.14. None	3.14. Receive and review the carpeta, and forward to Chief, Technical Services Division (TSD).	None	2 hours	<i>Chief RPS</i>
3.15. None	3.15. Do the final review of carpeta, initial file copy of Free Patent, and forward to PENRO for approval of application and issuance of Patent.	None	2 days	<i>Chief TSD</i>
3.16. None	3.16. Review and sign Order of Approval and Free Patent. Forward to PENRO Records for numbering.	None	2 days	<i>PENR Officer</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3.17. None	3.17. Assign Patent Number/Indexing, prepare transmittal letter and forward to PENRO for signature.	None	2 hours	<i>Records Officer/Staff</i> PENRO Records Section
3.18. None	3.18. Sign transmittal letter and forward to PENRO records for transmittal to Registry of Deeds (ROD).			<i>PENR Officer</i>
3.19. None	3.19. Scan the order of Approval, signed Free Patent and transmittal letter. Upload to Land Administration and Management System (LAMS). Transmit documents to ROD, and copy furnish the client.	None	5 days	<i>Liaison Officer</i> PENRO Records Section
<i>CENRO SUB-TOTAL</i>		<i>Php 50.00</i>	<i>120 Calendar days for the processing time of patent pursuant to R.A. 10023</i>	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	<i>PENRO TOTAL</i>	<i>None</i>	<i>10 working days (5 working days for Review/Approval/Disapproval + 5 working days transmittal to ROD per DAO 2019-11)</i>	
	<i>For Implementing PENRO TOTAL</i>	<i>Php 50.00</i>	<i>120 Calendar Days Processing + 10 Working Days for Review/Approval/Disapproval and Transmittal to ROD</i>	

If the approving authority is the PENRO	
Processing of Patent	– 120 calendar days
Review, Approval/Disapproval of patent	– 5 working days
Transmittal to ROD	– 5 working days

***for Implementing PENRO, they shall absorb the function of the CENRO*

This service is under the following laws:

- *Republic Act No. 10023 or “An Act Authorizing the Issuance of Free Patents to Residential Lands” (2009)*



Notes:

- *One (1) application per applicant for Residential Free Patent.*
- *The maximum area for the application of Residential Free Patent is:*
 - *200 sq. m. for highly urbanized cities*
 - *500 sq. m. for other cities*
 - *750 sq. m. for first to second class municipalities*
 - *1,000 sq. m. for third and below/all others.*
- *Per RA No. 10023, the **CENR Office is allowed a maximum of 120 calendar days** to process the application of RFPA, while the **PENR Officer is allowed a maximum of five (5) working days** to do the same*



Feedback and Complaints Mechanism

FEEDBACK AND COMPLAINTS MECHANISMS	
How to send a feedback?	<ol style="list-style-type: none">1. Get a copy of the Client Satisfaction Survey (CSR) Form.2. Answer the CSR Form.3. Check the Feedback and/or Commendation portion of the CSR Form.4. Drop it in the designated drop box in front of the Public Assistance Unit Office.
How feedback is processed?	<p>Every Friday, the Public Assistance Complaints Desk Officer (PACDO) shall open the drop box, and compile and record all feedback submitted.</p> <p>Feedback requiring answers shall be forwarded to the relevant offices and where they are required to answer within three (3) days upon receipt of the feedback.</p> <p>The answer of the concern office shall be then relayed to the client.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number and email address:</p> <p>8927 6336</p> <p>scis.smcrd@denr.gov.ph</p> <p>Julie Gorospe Ibuan Stakeholder Management and Conflict Resolution Division</p>



<p>How to file complaints?</p>	<ol style="list-style-type: none">1. Get a copy of the DENR Feedback Form.2. Fill out the client information3. Answer the Complaint portion.4. Drop the accomplished DENR Feedback Form at the designated drop box in front of the Public Assistance Complaint Desk5. Complaints can also be filed via telephone. Make sure to provide the following information:<ul style="list-style-type: none">● Name of person being complained● Position/Office● Incident● Evidence
<p>How complaints are processed?</p>	<p>The Public Assistance Complaints Desk Officer (PACDO) shall open the DENR Feedback drop box on a weekly basis and evaluate each complaint. The complaints shall be classified according to gravity.</p> <p>Upon evaluation, and approval of the SCIS (for Central Office) and Regional Strategic Communication and Initiatives Group (for Regional Offices) the PACDO shall forward the complaint to the relevant office for their appropriate action.</p>



Contact Information of Anti-Red Tape Authority (ARTA)	4 th and 5 th Floor NFA Building, NFA Compound, Visayas Avenue, QC Hotline: 888 Contact No.: (02) 8478-5091, 8478-5093, 8478-5099 Email: info@arta.gov.ph and complaints@arta.gov.ph Web: http://arta.gov.ph/fileacomplaint/complaint-form/
Contact Information of Presidential Complaint Center (PCC)	Bahay Ugnayan, J.P. Laurel Street Malacañang, Manila Hotline:8888 Contact No. (02) 8736 8645, 8736 8603 Email: pcc@malacanang.gov.ph Web: https://osetc.gov.ph/agency/presidential-complain-center-pcc/
Contact Information of Contact Center ng Bayan (CCB)	Text: 0908 881 6565 Contact No.: 1-6565* (Php 5.00 + VAT per call anywhere in the Philippines via PLDT landlines) Email: email@contactcenterngbayan.gov.ph Web: www.contactcenterngbayan.gov.ph www.facebook.com/civilservicegovph
Contact Center of the Office of the Ombudsman (OMB)	Ombudsman Building, Agham Road, North Triangle, Diliman, Quezon City Contact No.: (02) 89262-OMB (662) Text Hotline: 0926 6994 703 Trunkline: (02) 8479-7300 Email: pab@ombudsman.gov.ph



List of Offices

REGION X	DENR, Region 10, Macabalan, Cagayan de Oro City	(088) 861 - 2593 (088) 856 - 822 0955 - 142 - 9501	r10@denr.gov.ph denrxactioncenter@gmail.com
PENRO Bukidnon	Capitol Drive, Malaybalay City, Bukidnon	(088) 8132104	penrobukidnon@denr.gov.ph
PENRO Camiguin	Lakas, Poblacion, Mambajao, Camiguin	(088) 3870040	penrocamiguin@denr.gov.ph
PENRO Lanao del Norte	Tubod, Lanao del Norte	(088) 2276070	penrolanaodelnorte@denr.gov.ph
PENRO Misamis Occidental	Capitol Complex, Oroquieta City, Misamis Occidental	(088) 5450464	penromisamisoccidental@denr.gov.ph
PENRO Misamis Oriental	Malasag Heights, Cugman, Cagayan de Oro City	(088) 8552318	penromisamisoriental@denr.gov.ph
CENRO Valencia City	Valencia City Integrated Bus Terminal, Valencia City, Bukidnon	(088) 8282096	cenrovalencia@denr.gov.ph
CENRO Manolo	Fortich Manolo Fortich, Bukidnon	(088) 2282495	cenromanolofortich@denr.gov.ph
CENRO Don Carlos	Don Carlos, Bukidnon	(088) 2262632	cenrodoncarlos@denr.gov.ph
CENRO Talakag	Talakag, Bukidnon		cenrotalakag@denr.gov.ph
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CENRO Kolambugan	Kolambugan, Lanao Del Norte	(063) 3554431	cenrokolambugan@denr.gov.ph
CENRO Oroquieta City	Misamis Occidental Capitol Complex, Oroquieta City, Misamis Occidental	(088) 5312003	cenrooroquieta@denr.gov.ph
CENRO Ozamiz City	Gango, Ozamiz City	(088) 5211253	cenroozamiz@denr.gov.ph
CENRO Initao	Jampason, Initao, Misamis Oriental	(088) 855 - 2347	cenroinitao@denr.gov.ph
CENRO Gingoog City	Dugenio St., Gingoog City, Misamis Oriental	(088) 427421	cenrogingoog@denr.gov.ph