



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

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

<b>Office or Division:</b>	DENR-CENRO to Regional Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	Any Filipino citizen of legal age, corporations and other private entities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Application Form duly accomplished 2. Mayor's Permit/Business Permit 3. Certificate of Registration with DTI 4. List of employees/laborers/employed with corresponding salary/SSS 5. Latest Income Tax Return (Individual) or Corporate Annual Income Tax Return (Corporation) of two preceding years 6. Log Supply Contract 7. Pictures of the proposed log/stockyard duly inspected/verified by a competent forester/forest officer 8. Payment of Administrative Fees 9. Business Plan/Program		Applicant Mayor's Office Department of Trade and Industry Applicant  BIR Office  Applicant/Tree Planter/Tree Grower CENRO concern  CENRO Office Applicant/Registered Forester		
<b>CLIENT/EMPLOYEES STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of intent/application together with the requirements	1. Check completeness of the submitted documents. Receives and log-in application with complete requirements	None	1 hour and 30 minutes	Receiving Clerk Planning & Support Unit (PSU)
	1.1. Prepare Order of Payment for Administrative Fees	None	20 minutes	Receiving/Releasing Clerk/RPS Technical Staff



<p>2. Receive the Order of Payment and pay the required fees</p>	<p>2. Accept the payment and issue Official Receipt (OR)</p>	<p>Application Fee – Php 600.00 License/Permit Fees – Php 480.00 Oath Fee – Php 36.00 Performance ( cash) Bond – Php 1,000.00</p>		<p>Credit Officer</p>
<p>3. Receive OR</p>	<p>3. Review and refer the application to the Chief, RPS</p> <p>3.1. Review and receive application. Forward application and instruct the Chief Forest Utilization Unit (FUU) to review/evaluate/referral-instruction to inspect/verification of proposed establishment/lumberyard</p>	<p>None</p> <p>None</p>	<p>1 hour</p> <p>1 hour</p>	<p>Deputy CENRO/CENR Officer</p> <p>Chief RPS/Chief FUU</p>
<p>4. Guide/accompany the Inspection Team to the establishment</p>	<p>4. Conduct inspection of the establishment and prepare report with attachments (map, geo-tagged photos and inventory of stock balance with tally sheet and stand and stock table).</p> <p>4.1. Review inspection report, prepare indorsement to the PENRO with recommendation</p>	<p>None</p> <p>None</p>	<p>7 days</p> <p>1 hour</p>	<p>Inspection Team</p> <p>Chief, RPS</p>



	to the CENRO and initial the document			
	4.2. Receive and review the application and inspection report. Approve recommendation. Sign endorsement to PENRO.	None	1 hour	CENR Officer
	4.3. Record and release the application, supporting documents and endorsement to PENR Office	None	2 days or less depending in the location of the PENR Office	Releasing Clerk CENRO-PSU
<b>PENRO</b>				
	4.4. Receive documents and forward to Chief, Technical Services Division (TSD)	None	1 hour	Receiving/Releasing Clerk PENRO Records Unit
	4.5. Review, endorse application and prepare memorandum endorsement to Regional Office thru Chief, TSD for countersigning	None	2 hours	Chief/Staff Concerned Unit/Section Chief, TSD
	4.6. Review and sign the memorandum endorsement for the Regional Executive Director (RED)	None	1 hour	PENR Officer
	4.7. Record and release the application and supporting documents	None	3 days or less depending in the location of	Receiving/Releasing Clerk PENRO Records Unit



			the Regional Office	
<b>REGIONAL OFFICE</b>				
	4.8 Receive documents and forward to LPDD	None	2 hours	Receiving/Releasing Clerk RO Records Section/ORED/OARD-TS
	4.9 Receive and record application, and forward to Chief, FUS	None	1 hour	FUS Receiving Clerk, Regional Office
	4.10 Conduct detailed review/evaluation/verification of application	None	3 days	Chief/Staff, FUS, Regional Office
	4.11 Prepare the permit and memorandum	None	2 hours	Chief/Staff, FUS, Regional Office
	4.12. Review/initial and forward the memorandum for the Regional Executive Director (RED's) signature	None	2 hours	ARD, TS, Regional Office
	4.13 Sign/approve the memorandum	None	1 day	RED, Regional Office
	4.14 Record and release the permit	None	30 minutes	FUS Clerk Regional Office
5. Receive the approved permit				
	<b>CENRO SUB-TOTAL</b>	Php 2,116.00	9 days, 5 hours and 50 minutes	
	<b>PENRO SUB-TOTAL</b>	None	3 days and 4 hours	
	<b>REGIONAL OFFICE SUB-TOTAL</b>	None	4 days, 7 hours and 30 minutes	
	<b>TOTAL</b>	<b>Php 2,116.00</b>	<b>16 days, 17 hours and 20 minutes</b>	



**Remarks:** Number of processing days may increase depending in the location, unexpected issues that may arise from the application, availability of manpower, peace and order situation and weather condition of the area.