

CITIZEN'S CHARTER NO. RO-F-03. ISSUANCE OF CERTIFICATE OF VERIFICATION (COV) FOR THE TRANSPORT OF PLANTED AND NON-PREMIUM TREES WITHIN PRIVATE LAND, NON-TIMBER FOREST PRODUCTS EXCEPT RATTAN, AND WOOD PROCESSING PLANT (WPP) TO OTHER WPP

COV is a document to be presented when transporting non-timber forest products, planted and/or non-premium trees within private land, and semi-finished forest product from a WPP to another WPP.

Office or Division:	Regulation and Permitting Section, DENR CENRO
Classification:	Complex
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government
Who may avail:	Concerned Public Individual, Schools and Universities (Public and Private), ERDB, FPRDI and other Government Office, Wood Processing Plants (WPPs)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request letter (1 original, 1 photocopy)	Requesting Party
2. Tax Declaration or Land Title (1 photocopy)	Requesting Party, Assessor's Office, Registry of Deeds (ROD), NCIP, DAR
3. Certification that the forest products are harvested within the area of the owner (for non-timber) (1 original)	Barangay LGU
4. Approved Tree Cutting Permit, if applicable (1 photocopy)	Requesting Party or concerned DENR Office
If WPP to another WPP	
5. Supply Contract or Invoice Receipt (1 photocopy)	Requesting WPP
Additional if applicant is not the land owner	
6. 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 CENR Officer/Deputy CENR Officer	None	30 min.	<i>Receiving/Releasing Clerk</i> CENRO Records Unit
1.1. None	1.1. Receive and review application. Forward to Chief, RPS	None	30 min.	<i>Deputy CENR Officer/ CENR Officer</i>
1.2. None	1.2. Receive, review/evaluate request, and assign a team to conduct verification. Prepare Order of Payment	None	1 hour	<i>Chief</i> RPS
2. Receive Order of Payment and pay corresponding fees	2. Accept payment and issue Official Receipt to the client	Php 50.00/ truck load Certificate of Verification Fee Php 36.00 Oath Fee	30 min.	<i>Bill Collector</i> Cashier

CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3. Receive OR	3. Inspect the forest products in the area, and prepare Inspection Report, and draft Certificate of Verification (COV) and initial duplicate copy of COV.	None	1 day	<i>Inspection Officer</i> CENRO
3.1. None	3.1. Review inspection report and affix initial on the duplicate copy of COV. Forward to CENR Officer for approval.	None	1 hour	<i>Chief</i> RPS
3.2. None	3.2. Receive and review report. Sign and approve COV.	None	1 hour	<i>CENR Officer</i> CENRO
1.1. None	3.3. Release COV.	None	15 min.	<i>Receiving/Releasing Clerk</i> CENRO Records Unit
4. Receive COV.		None		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	TOTAL	Php 50.00/ truck load Certificate of Verification Fee Php 36.00 Oath Fee TOTAL Php 86.00 +	1 day, 4 hours & 45 min.	