

## CITIZEN'S CHARTER NO. RO-F-05. ISSUANCE OF TREE CUTTING AND/OR EARTHBALLING PERMIT FOR DPWH PROJECTS\*

This Permit serves as proof of authorization for the removal/cutting and/or relocation of trees affected by DPWH projects.

| <b>Office or Division:</b>  | Regulation and Permitting Section, DENR CENRO                              |
|---|--|
| <b>Classification:</b>  | Highly Technical   |
| <b>Type of Transaction:</b>   | G2G - Government to Government   |
| <b>Who may avail:</b>   | Department of Public Works and Highways (DPWH) Regional or District Office |
| CHECKLIST OF REQUIREMENTS   | WHERE TO SECURE  |
| 1. Application letter (1 original)  | DPWH Regional or District Office   |
| 2. LGU endorsement/Certification of No Objection <i>from Sanggunian</i> (1 original)                          | Barangay or Municipal LGU  |
| 3. Approved Land Tenurial Instrument (LTI)/Special Land Use Permit (SLUP), if within Timberland (1 photocopy) | DPWH or concerned DENR Office  |
| 4. Approved Site Development Plan/Infrastructure Plan with tree charting (1 original)                         | DPWH Regional or District Office   |
| 5. Appropriate Certificate of Non-Coverage or Environmental Compliance Certificate (CNC/ECC) (1 photocopy)    | Environmental Management Bureau (EMB) Regional Office                      |
| 6. Free, Prior and Informed Consent (FPIC), if applicable   | Indigenous Community and NCIP  |
| 7. Waiver/Consent of owner/s, if titled property (1 original)   | Concerned lot owner  |
| 8. 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 to CENR Office. | 1. Check completeness of application, and forward to Deputy CENR Officer/ CENR Officer. | None            | 30 min.         | <i>Receiving/Releasing Clerk,</i><br>CENRO Records Unit<br><br><i>Technical Staff</i><br>RPS |

| <b>CLIENT STEPS</b> | <b>AGENCY ACTION</b>   | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSONS RESPONSIBLE</b>   |
|---------------------|--|------------------------|------------------------|--|
| 1.1. None           | 1.1. Review and refer the application to Chief, RPS.   | None                   | 1 hour                 | <i>Deputy CENR Officer/<br/>CENR Officer</i>                       |
| 1.2. None           | 1.2. Receive and review application. Forward application and instruct Chief of concerned Unit/Section to process permit. | None                   | 1 hour                 | <i>Chief<br/>RPS</i>   |
| 1.3. None           | 1.3. Conduct field validation, inventory and scaling. Prepare, sign and submit report.                                   | None                   | 2 days                 | <i>Inspection Team<br/>Concerned Unit/Section</i>                  |
| 1.4. None           | 1.4. Review report. Prepare cutting permit, initial and forward to the Chief, RPS for review and initial.                | None                   | 2 hours                | <i>Chief/Technical Staff<br/>Concerned Unit/Section,<br/>CENRO</i> |
| 1.5. None           | 1.5. Review, initial and forward the cutting permit to the Deputy CENR Officer/CENR Officer.                             | None                   | 1 hour                 | <i>Chief<br/>RPS</i>   |
| 1.6. None           | 1.6. Review and sign/approve the Tree Cutting Permit (TCP).  | None                   | 1 hour                 | <i>Deputy CENR Officer/<br/>CENR Officer</i>                       |

| <b>CLIENT STEPS</b> | <b>AGENCY ACTION</b>                       | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b>      | <b>PERSONS RESPONSIBLE</b>                              |
|---------------------|--|------------------------|-----------------------------|---|
| 1.7. None           | 1.7. Record and release, the approved TCP. | None                   | 30 min.                     | <i>Receiving/Releasing Clerk,</i><br>CENRO Records Unit |
| 2. Receive TCP.     |  | None                   |                             |   |
| <b>TOTAL:</b>       |  | <b>None</b>            | <b>2 days &amp; 7 hours</b> |   |

\*Prior to the application, DPWH shall submit their proposal/requirements to the CENR Office.