



## CITIZEN'S CHARTER NO. RO-F-02. ISSUANCE OF SELF-MONITORING FORM (SMF)

SMF is a legal document required to accompany the transport of harvested timber from tree plantation with Certificate of Private Tree Plantation Ownership (CTPO).

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|--|---|--|
| <b>Office or Division:</b>   | Regulation and Permitting Section, DENR CENRO |  |
| <b>Classification:</b>   | Complex                                       |  |
| <b>Type of Transaction</b>   | G2C - Government to Citizen                   |  |
| <b>Who may avail:</b>  | Any CTPO holder                               |  |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b>                             |
| 1. Request letter from the proponent for issuance of SMF (1 original, 1 photocopy) |   | Requesting Party                                   |
| 2. CTPO (1 photocopy)  |   | Requesting Party or CENRO concerned                |
| <b>Additional if applicant is not the owner of forest products</b>                 |   |  |
| 3. Special Power of Attorney (1 original, 1 photocopy)                             |   | Requesting Party, Private Lawyer, or Notary Public |

| CLIENT STEPS  | AGENCY ACTION  | FEES TO BE PAID                                      | PROCESSING TIME | PERSONS RESPONSIBLE  |
|---|--|--|-----------------|--|
| 1. Submit letter request with supporting documents. | 1. Check completeness of request and supporting documents, and forward the application to DMO IV/Deputy CENRO.<br><br>Prepare Order of Payment and forward the same to client. | None   | 30 min.         | <i>Chief/Technical Staff</i><br>Regulation and Permitting Section (RPS)<br><br><i>Receiving/Releasing Clerk,</i><br>CENRO Records Unit |
| 2. Pay corresponding fee.                           | 2. Accept fees and issue Official Receipt.   | Php 50.00/<br>truck load<br><b>Certification Fee</b> | 30 min.         | <i>Credit Officer</i><br>CENRO   |



| CLIENT STEPS                                       | AGENCY ACTION  | FEES TO BE PAID  | PROCESSING TIME                      | PERSONS RESPONSIBLE  |
|--|--|--|--------------------------------------|--|
| 2.1. None  | 2.1. Receive and review the application, and forward Chief, RPS.                             | None   | 30 min.                              | <i>Deputy CENR Officer/<br/>CENR Officer</i>                         |
| 2.2. None  | 2.2. Receive application. Assign personnel to conduct inspection and scaling.                | None   | 15 min.                              | <i>Chief,<br/>RPS</i>  |
| 3. Accompany/guide the verifying team to the site. | 3. Conduct field verification, inspection and scaling. Prepare and submit preloading report. | None   | 2 days                               | <i>Inspecting Officer<br/>RPS</i>                                    |
| 3.1. None  | 3.1. Prepare SMF and affix signature of verifying officer.                                   | None   | 1 hour                               | <i>Chief/Staff<br/>RPS</i>   |
| 3.2. None  | 3.2. Subscribe the duly prepared SMF for CENRO's signature.                                  | None   | 30 min.                              | <i>Deputy CENR Officer/<br/>CENR Officer/<br/>Any chief assigned</i> |
| 3.3. None  | 3.3. Review and approve SMF.   | None   | 1 hour                               | <i>CENR Officer<br/>CENRO</i>  |
| 3.4. None  | 3.4. Release duly SMF.   | None   | 15 min.                              | <i>Receiving/Releasing<br/>Clerk,<br/>CENRO Records Unit</i>         |
| 4. Receive Copy of the SMF.                        |  |  |                                      |  |
| <b>TOTAL:</b>                                      |  | <b>Php 50.00/<br/>truck load<br/>Certification<br/>Fee</b> | <b>2 days, 4 hours &amp; 30 min.</b> |  |