



CITIZEN'S CHARTER NO. RO-F-05. ISSUANCE OF 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:	Highly Technical		
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)	Barangay or Municipal LGU		
3. Approved Site Development Plan/Infrastructure Plan with tree charting (1 original)	Requesting Party		
4. Environmental Compliance Certificate (ECC)/Certificate of Non-Coverage (CNC), if applicable. The DENR RO/EMB shall determine if the tree cutting activities will require ECC/CNC based on the extent of tree cutting operations, location (e.g. Environmentally Critical Area), among others, if necessary (1 certified copy)	Environmental Management Bureau (EMB) Regional Office		
5. Free, Prior and Informed Consent (FPIC), if applicable	Indigenous Community and NCIP		
6. Waiver/Consent of owner/s, if titled property (1 original)	Concerned lot owner		
7. PAMB Clearance/Resolution, if within Protected Area (1 original)	PAMB		
8. Report duly signed by the forest officers who conducted the inventory of trees to be cut, to include the result of 100% inventory	Requesting Party /Implementing PENR/CENRO Personnel		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit the request/application with	1. Check completeness of application and	None	50 min.	<i>Receiving/Releasing Clerk,</i>



complete supporting documents	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.			<i>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. Forward the same to the Requesting Party.	None	30 mins.	<i>Staff in-charge RPS/TSD</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 Certification Fee (if applicable) Php 36.00/ application Oath Fee Php 1,200.00/ha Inventory Fee** (for 1 ha and above)	30 mins.	<i>Credit Officer</i>
3. Receive and forward the OR to RPS.	3. Accept the OR. Schedule the inspection.	None	Within 1 working day (depends on availability of team, bulk of requests and schedule)	<i>Staff in-charge/ Inspection Team RPS/TSD</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
4. Guide/accompany the inventory team to the site.	<p>4. Conduct inspection of the area (100% inventory of trees) and prepare report with attachments (map, geo-tagged photos and tally sheets) and endorsement to Implementing PENR/ CENR Officer.</p> <p>(Inspection in accordance to DMO No. 1991-08 and FMB Technical Bulletin No. 3)</p>	None	15 working days or less depending on the location and size of the area	<i>Inspection Team RPS/TSD</i>
2.1. 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>
2.2. 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>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSONS RESPONSIBLE
2.3. None	4.3. Review and sign/approve the Tree Cutting Permit (TCP).	None	1 hour	<i>PENR/CENR Officer/ Deputy CENR Officer</i>
	4.4. Record and release, the approved TCP.		30 min.	Receiving/Releasing Clerk, <i>CENRO/Implementing PENRO Records Unit</i>
3. Receive approved TCP		None		
TOTAL:		Php 50.00/ certification Certification Fee*** Php 36.00/ application Oath Fee Php 1,200.00/ha Inventory Fee***	16 days, 6 hrs & 50 mins	

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

***Forest charges may apply to all naturally growing trees

***Inventory Fee plus actual, available and most economical transport cost of the inventory team from its official station to site (based on DAO 2004-16)

Php 1,200.00/ha- Inventory Fee** (for 1 ha and above)