



## CITIZEN'S CHARTER NO. RO-F-06. ISSUANCE OF TREE CUTTING PERMIT FOR PLANTED TREES AND NATURALLY GROWING TREES FOUND WITHIN PUBLIC PLACES (PLAZA, PUBLIC PARKS, SCHOOL PREMISES OR POLITICAL SUBDIVISIONS) FOR PURPOSES OF PUBLIC SAFETY

This Permit serves as proof of authorization for the removal/cutting of trees in public places (Plaza, Public Parks, School Premises or Political Subdivisions for purposes of public safety).

<b>Office or Division:</b>	Regulation and Permitting Section, DENR CENRO to Regional Office
<b>Classification:</b>	Highly Technical (Multi-Stage Processing)
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business
<b>Who may avail:</b>	Any Filipino citizen, Local Government Units (LGUs), Schools, Homeowners
<b>CHECKLIST OF REQUIREMENTS</b>	
1. Application Letter (1 original)	Requesting Party
2. LGU Endorsement/Certification of No Objection (1 original)	Concerned LGU (City/Municipal/Barangay)
3. Report duly signed by the forest officers who conducted the timber inventory of trees to be cut, to include the result of 100% timber inventory	
<b>Additional if within Subdivisions</b>	
4. Homeowner's Resolution (1 original)	Homeowner's Association
<b>Additional if School/Organization</b>	
5. PTA Resolution or Resolution from any organize group of No Objection and Reason for Cutting (1 original)	Requesting Party, School PTA, or Organization

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
<b>CENRO</b>				
1. Submit letter request and supporting documents	1. Check completeness of application and supporting documents, and receive, record (including scanning) and forward the application to	None	50 min.	<i>Receiving/Releasing Clerk</i> CENRO Records Unit



	Deputy CENR Officer/ CENR Officer. Provide Requesting Party an acknowledgement receipt of the documents.			
1.1. None	1.1. Receive, review and refer the application to Chief, RPS.	None	1 hour	<i>Deputy CENR Officer/ CENR Officer CENRO</i>
1.2. None	1.2. Receive and review the application, and assign inspection team to conduct site inspection.	None	30 min.	<i>Chief RPS</i>
1.3. None	1.3. Prepare Order of Payment. Forward the same to Requesting Party.	None	30 min.	<i>Staff in-charge RPS</i>
2. Pay certification and oath fee	2. Accept payment and issue Official Receipt (OR).	Php 50.00/ certification <b>Certification Fee</b>  Php 36.00/ application <b>Oath Fee</b>  Php 1,200.00/ha <b>Inventory Fee**</b> (for 1 ha and above)	30 min.	<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	<i>Staff in-charge/ Inspection Team RPS</i>



			requests and schedule)	
4. Guide/accompany the inventory team to the site.	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 PENR Office. Forward to Chief, RPS.  (Inspection in accordance to DMO No. 1991-08 and FMB Technical Bulletin No. 3)	None	15 working days or less depending on the location and size of the area	<i>Inspection Team</i> RPS
4.1. None	2.1. Review the inspection report and submit recommendation to CENRO.	None	1 hour	<i>Chief</i> RPS
4.2. None	2.2. Receive and review the application and inspection report. Approve recommendation. Sign the endorsement to PENR Office.	None	1 hour	<i>Deputy/CENR Officer</i> CENRO
2.3. None	4.3. Record and release the application, supporting documents and endorsement to PENR Office.	None	3 working days or less depending on the location of PENR Office (calendar days if courier, plus batching up)	<i>Receiving/Releasing Clerk</i> CENRO Records Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSONS RESPONSIBLE
<b>PENRO</b>				
4.4. None	2.4. Receive documents and forward to PENRO	None	2 hours (batching up of documents)	<i>Receiving/Releasing Clerk</i> PENRO Records Section
4.5. None	2.5. Receive and review documents. Evaluate documents. Draft and sign the endorsement for Regional Office.	None	1 day (batching up documents)	<i>PENR Officer Chief, TSD</i> PENRO
4.6. None	2.6. Review, evaluate application and prepare memorandum endorsement to Regional Office through Chief, TSD for countersigning.	None	2 hours	<i>Chief/Staff</i> Concerned Unit/Section  <i>Chief</i> TSD
4.7. None	2.7. Review and sign the memorandum endorsement for the Regional Executive Director (RED).	None	1 hour	<i>PENR Officer</i> PENRO
4.8. None	2.8. Record and release the application and supporting documents to the Regional Office.	None	3 working days or less depending on the location of Offices  5 working days for islands or mountain areas	<i>Receiving/Releasing Clerk</i> PENRO Records Section



			(calendar days if courier, plus batching up)	
<b>REGIONAL OFFICE (RO)</b>				
2.9. None	4.9. Receive documents and forward to Regional Executive Director.	None	4 hours (batching up of documents)	<i>Receiving/Releasing Clerk</i> RO Records Section
4.10. None	2.10. Receive and review documents. Forward to ARD for Technical Services (ARD for TS).	None	1 working day (batching up of documents)	<i>RED</i> Regional Office
2.11. None	2.12. Receive and review documents. Forward to License, Patents and Deeds Division (LPDD).	None	4 hours (batching up of documents)	<i>ARD for TS</i> Regional Office
2.13. None	2.14. Receive and review documents. Forward to assigned Staff.	None	1 hour (batching up of documents)	<i>Chief, LPDD,</i> Regional Office
2.15.	2.16. Conduct detailed review/evaluation of application.	None	4 working days (or more depending on the bulk of permits received)	<i>Chief/Staff, FUS,</i> Regional Office
2.17.	2.18. Prepare the Tree Cutting Permit (TCP) and Memorandum Instruction	None	4 hours	<i>Chief/Staff, FUS,</i> Regional Office



	to concerned CENRO to supervise the cutting.			
2.19.	2.20. Review/initial and forward the permit and memorandum to Assistant Regional Director for Technical Services (ARD, TS)	None	1 hour (batching up of documents)	<i>Chief, LPDD, Regional Office</i>
2.21. None	2.22. Review/initial and forward the permit and memorandum for the Regional Executive Director (RED)'s signature	None	4 hours (batching up of documents)	<i>ARD, TS, Regional Office</i>
2.23. None	2.24. Sign/approve the permit and memorandum instruction	None	1 working day (batching up of documents)	<i>RED, Regional Office</i>
2.25. None	2.26. Record and release approved Tree Cutting Permit to applicant, copy furnished to PENRO and CENRO	None	30 min.	<i>Receiving/Releasing Clerk RO Records Section</i>
2.27. Receive the approved Tree Cutting Permit	2.28.	None		
<b>CENRO SUB-TOTAL</b>		<i>Php 86.00</i>	<i>19 days, 4 hrs &amp; 50 mins</i>	
<b>PENRO SUB-TOTAL</b>		<i>None</i>	<i>4 days &amp; 5 hrs 6 days &amp; 5 hrs (for relatively remote areas)</i>	
<b>IMPLEMENTING PENRO SUB-TOTAL</b>		<i>Php 86.00</i>	<i>24 days, 1 hr &amp; 50 mins 26 days, 1 hr &amp; 50 mins (for relatively remote areas)</i>	



<i>REGIONAL OFFICE SUB-TOTAL</i>	<i>None</i>	<i>3 days &amp; 2 hours</i>
<b>TOTAL</b>	<b>Php 50.00/ certification Certification Fee</b>  <b>Php 36.00/ application Oath Fee</b>  <b>Php 1,200.00/ha Inventory Fee** (for 1 ha and above)</b>	<b>32 days, 4 hrs &amp; 20 mins (for relatively non-remote areas) to 34 days, 4 hrs &amp; 20 mins (for relatively remote areas)</b>

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

*\*\*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)*

*\*\*\*Forest charges shall be paid after the cutting of trees.*