



CITIZEN'S CHARTER NO. RO-F-03b. ISSUANCE OF CERTIFICATE OF LUMBER ORIGIN (CLO) FOR PROCESSED LOGS/LUMBER FROM WOOD PROCESSING PLANT TO OTHER WPP OR DESIRED DESTINATION/S

CLO is a document to secure/present when transporting processed logs or lumber from WPP to another WPP or desired destination

Office or Division:	Regulation and Permitting Section, DENR Implementing PENR/CENR Office		
Classification:	Complex		
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen		
Who may avail:	Concerned Public Individual, Wood Processing Plants (WPPs)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Request letter (1 original, 1 photocopy)			Requesting Party
2. Approved WPP Permit (1 photocopy)			Requesting Party
2. Approved Log/Lumber Supply Contract or Invoice Receipt (1 photocopy)			Requesting WPP
Additional if applicant is not the WPP owner			
3. Special Power of Attorney (SPA) (1 original)			Requesting Party, Private Lawyer or Notary Public
If the owner of the Lumber is not the owner of the Conveyance			
4. Certificate of Transport Agreement (CTA) (1 original, 1 photocopy)			Requesting Party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit request letter and	1. Check completeness of request and supporting documents,	None	30 min.	<i>Receiving/Releasing Clerk</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
supporting documents	receive application and forward to PENR/CENR Officer/Deputy CENR Officer			<i>CENRO/Implementing PENRO Records Unit</i>
1.1. None	1.1. Receive and review application. Forward to Chief RPS (CENRO)/Chief TSD (Implementing PENRO)	None	30 min.	<i>PENR/CENR Officer/ Deputy 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 RPS (CENRO)/Chief TSD (Implementing PENRO)</i>
2. Receive Order of Payment and pay corresponding fees	2. Accept payment and issue Official Receipt to the client	Php 50.00/ truck load Php 36.00 Oath Fee per application Php 360.00 Scaling fee *	30 min.	<i>Bill Collector Cashier</i>
3. Receive OR	3. Inspect the forest products in the area, and prepare Inspection Report, and draft Certificate of Lumber Origin (CLO) and initial duplicate copy of CLO.	None	2 days or less depending on the location and volume of forest products	<i>Inspection Officer CENRO/Implementing PENRO</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3.1. None	3.1. Review inspection report and affix initial on the duplicate copy of CLO. Forward to the PENR/CENR Officer for approval.	None	1 hour	Chief RPS (CENRO)/Chief TSD (Implementing PENRO)
3.2. None	3.2. Receive and review report. Sign and approve CLO.	None	1 hour	<i>PENR/CENR Officer</i>
3.3. None	3.3. Release CLO.	None	15 min.	<i>Receiving/Releasing Clerk CENRO/Implementing PENRO Records Unit</i>
4. Receive CLO		None		
TOTAL:		Php 50.00/ truck load	2 days, 4 hours & 45 min.	
		Php 36.00 Oath Fee per application Php 360.00 Scaling Fee Php 446.00 +	<i>TAT does not include waiting time and is the minimum processing time up to seven (7) working days</i>	

*Fees and charges are based on DAO 2004-16.