



## 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, Implementing PENR/CENR Office	
<b>Classification:</b>	Highly Technical	
<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>		<b>WHERE TO SECURE</b>
1. Application Letter (1 original)		Requesting Party
2. LGU Endorsement/Certification of No Objection/Resolution (1original)		Concerned LGU (City/Municipal/Barangay)
<b>Additional if within Subdivisions</b>		
3. Homeowner's Resolution (1 original)		Homeowner's Association
<b>Additional if School/Organization</b>		
4. 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
1. Submit letter request and complete requirements	1. Check completeness of application and supporting documents, and receive, record (including scanning) and forward the application to Deputy CENR Officer/ CENR/PENR Officer. Provide Requesting Party an acknowledgement receipt of the documents.	None	50 min.	<i>Receiving/Releasing Clerk</i> Implementing PENRO/CENRO Records Unit
1.1. None	1.1. Receive, review and refer the application to Chief, RPS.	None	1 hour	<i>Deputy CENR Officer/ CENR/PENR Officer</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
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.	None	30 min.	<i>Staff in-charge RPS</i>
1.4. None	1.4. Approve Order of Payment and forward to Requesting Party.	None	10mins	Accountant /CENR Officer or designated representative
2. Pay certification and oath fee	2. Accept payment and issue Official Receipt (OR).	Php 50.00/ Certification Fee  Php 36.00/ application Oath Fee  Php 1,200.00/ha Inventory Fee* (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	<i>Staff in-charge/ Inspection Team RPS</i>
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	None	15 working days or less depending on the location and size of	<i>Inspection Team RPS</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	PENR/CENR Office. Forward to Chief, RPS/TSD.  (Inspection in accordance to DMO No. 1991-08 and FMB Technical Bulletin No. 3)		the area/urgency	
4.1. None	3.1. Review the inspection report and submit recommendation to PENR/CENR Officer.	None	1 hour	Chief RPS/TSD
4.2. None	3.2. Receive and review the application and inspection report. Approve the Tree Cutting Permit (TCP)	None	1 hour	PENR/CENR Officer
3.3. None	4.3. Record and release approved Tree Cutting Permit to requesting party, copy furnished to PENRO and CENRO	None	30 min.	Receiving/Releasing Clerk Implementing PENRO/CENRO Records Unit
3.4. Receive the approved Tree Cutting Permit		None		
<b>TOTAL</b>		Php 50.00/ Certification Fee  Php 36.00/ application Oath Fee	16 days & 6 hours  <i>TAT does not include waiting time and is the minimum processing time up to twenty (20) working days</i>	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
		Php 1,200.00/ha Inventory Fee*		

\*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)

Note: Forest charges shall be paid after the cutting of trees.