



CITIZEN'S CHARTER NO. RO10-F-01. ISSUANCE OF SPECIAL LAND USE PERMIT (SLUP) FOR SHORT TERM LAND USE ONLY (NON-RENEWAL)

This permit authorize the holder to occupy, possess and managed in consideration of specified return, any public forest land for a specific use or purpose.

Office or Division:	DENR – CENR Office, PENR Office, and Regional Office
Classification:	Highly Technical
Type of Transaction	G2C - Government to Citizen
Who may avail:	Filipino Citizens and Corporations, associations, cooperatives or partnerships or a juridical person 60% of the capital of which is owned by Filipino Citizens whether private or public duly created and/or registered under Philippines laws, which is financially capable or has the capability to mobilize finances, to develop the area applied for FLAg.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Request letter Application form duly accomplished 2. Application fee of P500.00 per application 3. Geotagged Photos and Map of the area applied for, with technical description, coordinates (2) sets of longitude and latitude and tie point from the nearest landmark. 4. Detailed design of the project including facilities (Temporary/Permanent). 5. Pertinent documents showing proof that the applicant is a legitimate entity qualified to be a holder of a forestland tenurial instrument or agreement, as follows: <ul style="list-style-type: none"> ● For an individual applicant, certified copy of birth certificate or, if applicant is naturalized Filipino citizen, a certified copy of his/her Certificate of Naturalization. ● For an association, corporation, cooperative or partnership, certified copy of SEC registration certificate and Articles of Incorporation/partnership, 	<p>Requesting Party</p> <p>CENR Office</p> <p>Requesting Party</p> <p>Requesting Party</p> <p>Requesting Party</p>



<p>and a resolution of the corporate governing body (Board of Directors, Board of Trustees, etc.) designating the authorized representative of said corporation, association or partnership to apply/sign documents for and in behalf of the company.</p> <ul style="list-style-type: none"> • For an association or partnership, certified copy of registration from the appropriate registering agency. • For cooperative, certified copy of certificate of registration with the Cooperative Development Authority (CDA). <p>6. Indicative Management Plan indicating time frame of the project.</p> <p>7. Appropriate clearance from NCIP.</p> <p>8. BIR certification on the zonal valuation of the nearest commercial zone of the Barangay/Municipality or Province whichever is higher.</p> <p>9. Proof of financial capability to develop and manage the area applied for.</p> <p>10. Endorsement from CENRO and PENRO concerned.</p> <p>11. Endorsement from Local Government Units (LGUs).</p>		<p>Requesting Party</p> <p>Requesting Party</p> <p>Requesting Party</p> <p>Requesting Party</p> <p>DENR CENRO and PENRO</p> <p>LGU</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit letter request and application for renewal with attached supporting documents	1. Check completeness of application and receive. Forward the application to the Deputy CENR Officer/CENR Officer	None	1 hour and 30 minutes	Receiving Clerk
2. Receive Order of Payment and pay the required fees	2. Prepare Order of Payment 2.1. Accept payment and issue Official Receipt (OR) pursuant to	Php500.00	20 minutes	Receiving/Releasing/ RPS Technical Staff



	DAO No. 2004-16 dated June 15, 2004			Credit Officer
3. Receive OR	3. Review and refer the application to the Chief, RPS	None	1 hour	CENRO/CENR Officer
	3.1. Review and receive application. Forward application and instruct the Chief Forest Utilization to review/evaluate/referral-instruction to inspect/verification of SLUP	None	1 hour	Chief RPS/Chief FUU
4. Guide/accompany the Inspection Team to the Plant	4. Conduct biophysical assessment of the applied area with DENR CENRO/PENRO/RO Composite Team		7 days	Inspection Team
	5. Prepare biophysical assessment report with attachments (map/location), geo-tagged photos, land status certification/inventory of affected trees/species.		3 days	Inspection Team
	5.1. Review inspection report, prepare indorsement to the PENRO with recommendation to		1 hour	Chief, RPS



	<p>the CENRO and initial the document</p> <p>5.2. Receive and review the application and inspection report. Approve recommendation. Sign endorsement to PENRO.</p> <p>5.3. Record and release the application, supporting documents and endorsement to PENR Office</p>		<p>1 hour</p> <p>2 days or less depending in the location of the PENR Office</p>	<p>CENR Officer</p> <p>Releasing Clerk CENRO-PSU</p>
PENRO				
	<p>5.4. Receive documents and forward to Chief, Technical Services Division (TSD)</p> <p>5.5. Review, endorse application and prepare memorandum endorsement to Regional Office thru Chief, TSD for countersigning</p> <p>5.6. Review and sign the memorandum endorsement for</p>	<p>None</p> <p>None</p> <p>None</p>	<p>1 hour</p> <p>2 hours</p> <p>1 hour</p>	<p>Receiving/Releasing Clerk PENRO Records Unit</p> <p>Chief/Staff Concerned Unit/Section Chief, TSD</p> <p>PENR Officer</p>



	the Regional Executive Director (RED) 5.7. Record and release the application and supporting documents	None	3 days or less depending in the location of the Regional Office	Receiving/Releasing Clerk PENRO Records Unit
REGIONAL OFFICE				
	5.8 Receive documents and forward to LPDD	None	4 hours	<i>Receiving/Releasing Clerk RO Records Section/ORED/OARD-TS</i>
	5.9 Receive and record application, and forward to Chief, FUS	None	1 hour	<i>FUS Receiving Clerk, Regional Office</i>
	5.10 Conduct detailed review/evaluation/verification of prepared maps by the Surveys & Mapping Division as to the actual land status of the area applied.	None	5 days	<i>Chief/Staff, FUS, Regional Office</i>
	5.11 Prepare the Memorandum/Endorsement and Permit for the RED	None	2 hours	<i>Chief/Staff, FUS, Regional Office</i>
	5.12 Review/initial and forward the permit for the Regional Executive Director (RED)'s signature	None	2 hours	<i>ARD, TS, Regional Office</i>
	5.13 Sign/approve the permit	None	1 day	<i>RED, Regional Office</i>



	5.14 Record and release to the requesting party	None	1 day	<i>Releasing Clerk, Regional Office</i>
	CENRO SUB-TOTAL	Php500.00		<i>12 days, 5 hours and 50 minutes</i>
	PENRO SUB-TOTAL	None		<i>3 days and 4 hours</i>
	REGIONAL OFFICE SUB-TOTAL			<i>7 days and 9 hours</i>
	TOTAL	Php500.00		<i>22 days, 18 hours and 50 minutes</i>