



## CITIZEN'S CHARTER NO. RO10-F-03- ISSUANCE OF WOOD PROCESSING PLANT (WPP) PERMIT (RENEWAL)

Wood Processing Plant (WPP) Permit is the permit to operate Wood Processing Plant and other wood industry establishments.

<b>Office or Division:</b>	DENR-CENRO to Central Office	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C- Government to Citizen	
<b>Who may avail:</b>	WPP Holders	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>APPLICANT</b>		
1. Written application for renewal and duly accomplished prescribed application form	Requesting Party	
2. Payment of fees	Concern CENRO Office	
3. Performance Bond	Cash Bond (DENR-CENRO) Surety Bond – Insurance Company	
4. Environmental Compliance Certificate (ECC) to include provisions on the installation of web-based CCTV cameras; Permit to operate	Office of the EMB	
5. Business Plan/Program duly prepared under the supervision of a Registered Forester	Proponent Registered Private Forester	
5.1. Monthly Lumber production and disposition report		
6. Inventory of Stocks of Lumber/Logs	WPP Holder/Registered Forester/CENRO	
7. Mayor's Permit/Business permit/DTI Clearance or SEC Registration	Inspecting officer/CENRO	
8. Tax Identification Number	LGU/DTI/SEC	



9. Income Tax Return (ITR) for 2 preceding years	BIR Office			
10. Five (5) Year Log Supply Contract with Inventory data /sworn statement and declaring sources and legitimacy of raw materials	Requesting Party/Applicant/BIR Office			
11. List of personnel indicating salary/SSS number, if any.	Requesting Party			
<b>DENR</b>				
1. Map of the area with a scale of 1:10:00	CENR Office			
2. Subscribe and Sworn Field Verification/Validation Report	CENR Office			
3. Geotagged photos of trees inventoried, machineries, equipment's and CCTV cameras	CENR Office			
4. Certificate of Good Standing; no record of buying nor apprehended/suspended due to illegal activities				
<b>CLIENT/EMPLOYEES STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 Planning & Support Unit (PSU)
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 DAO No. 2004-16 dated June 15, 2004	None  Application fee - 600.00 Annual License/Permit Fees  • Php 900.00 (DRC below 24 cu.m.)	20 minutes	Receiving/Releasing/ RPS Technical Staff  Credit Officer



		<ul style="list-style-type: none"> <li>• Php 1,080.00 (DRC 24-27 <i>cu.m.</i>)</li> <li>• Php 1,200.00 (DRC above 47 <i>cu.m.</i>)</li> </ul> <p>Oath Fee – 36.00</p> <p>Performance Bond – (720.00/<i>cu.m.</i> but not less than 6,000.00 (if cash).</p>		
3. Receive OR	3. Review and refer the application to the Chief, RPS	None	1 hour	Deputy 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 WPP plant	None	1 hour	Chief RPS/Chief FUU



<p>4. Guide/accompany the Inspection Team to the Plant</p>	<p>4. Conduct inspection of the establishment (wood processing plant subject for renewal) and prepare report with attachments (map (location), geo-tagged photos and inventory of stock balance with tally sheet and stand and stock table.</p> <p>4.1. Review inspection report, prepare indorsement to the PENRO with recommendation to the CENRO and initial the document</p> <p>4.2. Receive and review the application and inspection report. Approve recommendation. Sign endorsement to PENRO.</p> <p>4.3. Record and release the application, supporting documents and endorsement to PENR Office</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>7 days</p> <p>1 hour</p> <p>1 hour</p> <p>2 days or less depending in the location of the PENR Office</p>	<p>Inspection Team</p> <p>Chief, RPS</p> <p>CENR Officer</p> <p>Releasing Clerk CENRO-PSU</p>
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<b>PENRO</b>				
	4.4. Receive documents and forward to Chief, Technical Services Division (TSD)	None	1 hour	Receiving/Releasing Clerk PENRO Records Unit
	4.5. Review, endorse application and prepare memorandum endorsement to Regional Office thru Chief, TSD for countersigning	None	2 hours	Chief/Staff Concerned Unit/Section Chief, TSD
	4.6. Review and sign the memorandum endorsement for the Regional Executive Director (RED)	None	1 hour	PENR Officer
	4.7. 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
<b>REGIONAL OFFICE (RO)</b>				
	4.8 Receive documents and forward to LPDD	None	4 hours	Receiving/Releasing Clerk RO Records Section/ORED/OARD-TS



	4.9 Receive and record application, and forward to Chief, FUS	None	1 hour	FUS Receiving Clerk, Regional Office
	4.10 Conduct detailed review/evaluation/verification of application	None	3 days	Chief/Staff, FUS, <i>Regional Office</i>
	4.11 Prepare the Memorandum/Endorsement for the Secretary thru USEC and Attention Director FMB.	None	2 hours	Chief/Staff, FUS, <i>Regional Office</i>
	4.12 Review/initial and forward the memorandum for the Regional Executive Director (RED)'s signature	None	2 hours	ARD, TS, Regional Office
	4.13 Sign/approve the memorandum	None	1 day	<i>RED</i> , Regional Office
	4.14 Record and release Memorandum for FMB.	None	3 days or less	<i>Releasing Clerk</i> , Regional Office
	<b>CENRO SUB-TOTAL</b>	Php 2,256.00 (DRC below 24 cu.m.) Php 2,436.00 (DRC 24-27 cu.m.) Php 2,556.00 (DRC above 47 cu.m.)	9 days, 5 hours and 50 minutes	
	<b>PENRO SUB-TOTAL</b>	None	3 days and 4 hours	
	<b>REGIONAL OFFICE SUB-TOTAL</b>	None	7 days and 9 hours	



	<b>TOTAL</b>	<b>Php 2,256.00 (DRC below 24 cu.m.)</b> <b>Php 2,436.00 (DRC 24- 27 cu.m.)</b> <b>Php 2,556.00 (DRC above 47 cu.m.)</b>	<b>19 days, 18 hours and 50 minutes</b>
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Note: Approval/completion of transaction is at the CENTRAL OFFICE.

**Remarks:** Number of processing days may increase depending in the location, unexpected issues that may arise from the application, availability of manpower, peace and order situation of the area.