



## CITIZEN'S CHARTER NO. RO10-F-04- APPLICATION FOR LUMBER DEALER PERMIT (NEW)

Log/Lumber Dealer Permit is a document issued to a dealer of lumber, logs, polls or piles.

<b>Office or Division:</b>	DENR-CENRO to Regional Office	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C-Government to Citizen	
<b>Who may avail:</b>	Any Filipino citizen of legal age, corporations and other private entities	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Application Form duly accomplished	Applicant	
2. Mayor's Permit/Business Permit	Mayor's Office	
3. Certificate of Registration with DTI	Department of Trade and Industry	
4. List of employees/laborers/employed with corresponding salary/SSS	Applicant	
5. Latest Income Tax Return (Individual) or Corporate Annual Income Tax Return (Corporation) of two preceding years	BIR Office	
6. Log Supply Contract	Applicant/Tree Planter/Tree Grower	
7. Pictures of the proposed log/stockyard duly inspected/verified by a competent forester/forest officer	CENRO concern	
8. Payment of Administrative Fees	CENRO Office	
9. Business Plan/Program	Applicant/Registered Forester	



CLIENT/EMPLOYEES STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of intent/application together with the requirements	1. Check completeness of the submitted documents. Receives and log-in application with complete requirements	None	1 hour and 30 minutes	Receiving Clerk Planning & Support Unit (PSU)
	1.1. Prepare Order of Payment for Administrative Fees	None	20 minutes	Receiving/Releasing Clerk/RPS Technical Staff
2. Receive the Order of Payment and pay the required fees	2. Accept the payment and issue Official Receipt (OR)	Application Fee – Php 600.00  License/Permit Fees – Php 480.00  Oath Fee – Php 36.00  Performance ( cash) Bond –  Php 1,000.00		Credit Officer
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 Unit (FUU) to review/evaluate/referral-	None	1 hour	Chief RPS/Chief FUU



	instruction to inspect/verification of proposed establishment/lumberyard			
4. Guide/accompany the Inspection Team to the establishment	4. Conduct inspection of the establishment and prepare report with attachments (map, geo-tagged photos and inventory of stock balance with tally sheet and stand and stock table).	None	7 days	Inspection Team
	4.1. Review inspection report, prepare indorsement to the PENRO with recommendation to the CENRO and initial the document	None	1 hour	Chief, RPS
	4.2. Receive and review the application and inspection report. Approve recommendation. Sign endorsement to PENRO.	None	1 hour	CENR Officer
	4.3. Record and release the application, supporting documents and endorsement to PENR Office	None	2 days or less depending in the location of the PENR Office	Releasing Clerk CENRO-PSU



<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</b>				
	4.8 Receive documents and forward to LPDD	None	2 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, Regional Office
	4.11 Prepare the permit and memorandum	None	2 hours	Chief/Staff, FUS, Regional Office
	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	RED, Regional Office
	4.14 Record and release the permit	None	30 minutes	FUS Clerk Regional Office
5. Receive the approved permit				
	<b>CENRO SUB-TOTAL</b>	Php 2,116.00	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	4 days,7 hours and 30 minutes	
	<b>TOTAL</b>	<b>Php 2,116.00</b>	<b>16 days, 17 hours and 20 minutes</b>	

**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.