



CITIZEN'S CHARTER NO. RO10-F-05. SEEDLING DISTRIBUTION

Various organizations, schools, farmers and private individuals can request for tree seedlings to be planted in their respective community or schools or hills/ mountains.

Office or Division:	DENR – Conservation and Development Division/Section/Unit CENR Office/PENR Office/Regional Office			
Classification:	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail:	All requesting clientele			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter		Requesting Party		
2. Sketch map of planting site		Requesting Party		
3. Memorandum of Agreement		DENR Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit Request Letter with sketch map of planting site to the Receiving Area/Records Unit.	1. Receive the submitted request letter with location map and forward to the concerned section/unit	None	10 minutes	Receiving Clerk, <i>Conservation and Development Division/section/unit</i>
	2. Review/evaluate documents and prepare Memorandum of Agreements (MOA), Client Satisfaction Survey and Gate Pass	None	20 minutes	Section/Unit Staff



<p>2. Review and sign the MOA</p> <p>Fill-up the Gate Pass, Client Satisfaction Survey and submit to receiving clerk</p>	<p>3. Check and review the signed and filled-out documents (gate pass, etc.)</p> <p>Sign the Memorandum of Agreements (MOA) as witness</p>	None	15 minutes	Asst. Division Chief/Section/Unit Staff
	3.1 Review and initial MOA	None	20 minutes	<p>ARD for Technical Services (Regional Office)</p> <p>TSD, Chief (Field Office)</p>
	3.2 Forward MOA and gate pass for signature/ approval	None	30 minutes	<p>Regional Office: MOA is approved by the RED while the gate pass shall be approved by the CDD Chief</p> <p>Field Office: MOA and gate pass will be signed/approved by the CENRO or PENRO</p>
	3.3 Record the documents in the logbook	None	10 minutes	Section/Unit Staff
	3.4 Release Forest Seedlings to the requestee	None	20 minutes	Laborer
<p>3. Receive requested Forest Seedlings</p>	3.5 Mail the MOA to the requesting party	None	5 minutes	<p>PFMS/Unit Staff</p> <p><i>Releasing Clerk</i></p>
2 Hours and 10 minutes				

Note: Request can be submitted to the nearest PENRO/CENRO/Regional Office. Seedlings can be released even without the signed MOA as long as the gate pass has been approved by the Chief, CDD/CENR Officer/PENR Officer