

CITIZEN'S CHARTER NO. RO-F-06. ISSUANCE OF TREE CUTTING PERMIT FOR PLANTED TREES (TENURED FORESTLAND OR PRIVATE LAND), OR TREES (PLANTED OR NATURALLY GROWN) THAT POSE THREAT TO HUMAN LIVES AND PROPERTIES

This Permit serves as proof of authorization for the removal/cutting of trees in public and private places that pose danger to the human lives and/or properties as evaluated by DENR, or trees that are planted within tenured forestland or private land.




Office or Division:	Regulation and Permitting Section, DENR CENRO to Regional Office	
Classification:	Highly Technical (Multi-Stage Processing)	
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business	
Who may avail:	Any Filipino citizen, private corporations, holders of tenurial instruments, Government Agencies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Letter (1 original)	Requesting Party	
2. LGU Endorsement/Certification of No Objection (1 original)	Concerned LGU (City/Municipal/Barangay)	
Additional if Private Property		
3. OCT/TCT (1 certified copy or 1 photocopy with accompanying owner's copy)	Requesting Party or Registry of Deeds (ROD)	
Additional if School/Organization		
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
CENRO				
1. Submit letter request and supporting documents	1. Check completeness of application and supporting documents, and receive and forward the application	None	30 min.	<i>Technical Staff</i> Regulation and Permitting Section (RPS)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	to Deputy CENR Officer/CENR Officer. Prepare Order of Payment.			<i>Receiving/Releasing Clerk</i> CENRO Records Unit
2. Pay certification and oath fee	2. Accept payment and issue Official Receipt (OR).	Php 50.00/ certification Certification Fee Php 36.00/ application Oath Fee	30 min.	<i>Credit Officer</i>
3. Receive OR.	3. Receive, review and refer the application to Chief, RPS.	None	1 hour	<i>Deputy CENR Officer/ CENR Officer</i> CENRO
3.1. None	3.1. Receive and review the application, and assign inspection team to conduct site inspection.	None	30 min.	<i>Chief</i> RPS
4. Guide/accompany the inventory team to the site.	4. Conduct inspection of the area and prepare report with attachments (map, geo-tagged photos and tally sheets) and endorsement to PENR Office. Forward to Chief, RPS.	None	10 days or less depending on the location of the area*	<i>Inspection Team</i> CENRO

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
4.1. None	4.1. Review the inspection report and submit recommendation to CENRO.	None	1 hour	<i>Chief RPS</i>
4.2. None	4.2. Receive and review the application and inspection report. Approve recommendation. Sign the endorsement to PENR Office.	None	1 hour	<i>CENR Officer CENRO</i>
4.3. None	4.3. Record and release the application, supporting documents and endorsement to PENR Office.	None	3 days or less depending on the location of PENR Office	<i>Receiving/Releasing Clerk CENRO Records Unit</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
PENRO				
4.4. None	4.4. Receive documents and forward to Chief, Technical Services Division (TSD)	None	10 minutes	<div data-bbox="2028 363 2212 597" data-label="Image"> </div> <p data-bbox="1978 602 2262 727">Cindy B. Tagum <i>Admin Aide I</i> Receiving</p> <div data-bbox="2028 769 2212 1003" data-label="Image"> </div> <p data-bbox="1891 1013 2349 1138">March Aries G. Bernadas <i>Receiving/Computer</i> Operator</p> <p data-bbox="2053 1182 2195 1263">PENRO Section</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
4.5. None	4.5. Review, evaluate application and prepare memorandum endorsement to Regional Office through Chief, TSD for countersigning.	None	2 hours	 <p>Diomedes S. Padua <i>Chief, RPS</i></p>  <p>Cesar A. Guevarra, Ph.D <i>Chief, TSD</i></p>
4.6. None	4.6. Review and sign the memorandum endorsement for the Regional Executive Director (RED).	None	1 hour	 <p>Mamutur D. Cariga <i>PENR Officer</i> PENRO</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
4.7. None	4.7. Record and release the application and supporting documents.	None	3 days or less depending on the location of Regional Office	 <p>Suraida Z. Macarampat <i>Engineering Aide I</i> Releasing Clerk</p>  <p>Susan H. Bongaitan <i>Admin Aide VI</i> Records Officer</p>
REGIONAL OFFICE (RO)				
4.8. None	4.8. Receive documents and forward to Forest Utilization Section (FUS)	None	1 hour	<i>Receiving/Releasing Clerk</i> RO Records Section
4.9. None	4.9. Receive and record application and forward to Chief, FUS.	None	30 min.	<i>FUS Receiving Clerk,</i> Regional Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
4.10. None	4.10. Conduct detailed review/evaluation of application.	None	1 day	<i>Chief/Staff, FUS, Regional Office</i>
4.11. None	4.11. Prepare the Tree Cutting Permit (TCP) and Memorandum Instruction to concerned CENRO to supervise the cutting.	None	4 hours	<i>Chief/Staff, FUS, Regional Office</i>
4.12. None	4.12. Review/initial and forward the permit and memorandum to Assistant Regional Director for Technical Services (ARD, TS)	None	2 hours	<i>Chief, LPDD, Regional Office</i>
4.13. None	4.13. Review/initial and forward the permit and memorandum for the Regional Executive Director (RED)'s signature	None	2 hours	<i>ARD, TS, Regional Office</i>
4.14. None	4.14. Sign/approve the permit and memorandum instruction	None	1 day	<i>RED, Regional Office</i>
4.15. None	4.15. Record and release approved Tree Cutting Permit to applicant, copy furnished to PENRO and CENRO	None	30 min.	<i>Receiving/Releasing Clerk RO Records Section</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
5. Receive the approved Tree Cutting Permit		None		
	<i>CENRO SUB-TOTAL</i>	<i>Php 86.00</i>	<i>13 days, 4 hours & 30 min.</i>	
	<i>PENRO SUB-TOTAL</i>	<i>None</i>	<i>3 days & 4 hours</i>	
	<i>REGIONAL OFFICE SUB-TOTAL</i>	<i>None</i>	<i>3 days & 2 hours</i>	
	TOTAL	Php 50.00/ certification Certification Fee Php 36.00/ application Oath Fee TOTAL Php 86.00 +	20 days, 2 hours & 30 min.	

**Number of processing days may increase depending on the location, unexpected issues that may arise from the application, availability of manpower, peace and security situation, and weather condition in the area.*