





SECSIME NO. BAG-01. DONATION OF FIREWOOD



Description: The donation of firewood is made upon request of DENR personnel, official or external party for Firewood to be used.

Office or Division:	Licenses Unit, Regulation and Permitting Section DENR CENRO Baguio, Benguet, Region CAR	
Classification:	Simple	
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government	
Who may avail:	Internal: Regular Employee of DENR, including Bureaus and Attached Agencies External: Contract of Service personnel, LGU and other government agencies or instrument and private individuals	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished customer request form (1 original)	Public Assistance Desk, Receiving Area or Records Unit/Section	
2. Government issued ID (present 1 original)	Requesting Party	
Additional if from the Government Sector		
3. Official Letter Request (1 original)	Requesting Party	
Additional if Requesting Party is a representative		
4. SPA for representative (1 original, notarized)	Requesting Party, Private Lawyer or Notary Public	






CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit Letter Request or filled PACD Form	1. Receives and enter into C-DATS	None	3 Minutes	<p>JEANNIE DURLAO <i>Admin. Asst.</i> Receiving/Releasing Unit Office of the CENR Officer</p> 
1.1. None	1.1. Refer to Regulations & Permitting Section	None	2 Minutes	<p>ENGR. LEANDRO L. DE JESUS <i>OIC, CENR Officer</i> Office of the CENR Officer</p> 



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.2. None	1.2. Refer to Licenses Unit	None	2 Minutes	MA. LOURDES A. OSBUCAN <i>LMO III</i> Regulatory and Permitting Section 
1.3. None	1.3. Assign to concerned employee for action and coordination with Requestee.	None	2 Minutes	MYRNA V. ANTONIO <i>Forester II</i> Licenses Unit Regulatory and Permitting Section 
2. Report to CENR Office for processing	2. Prepare Order of Payment and Transport Payment	None	30 Minutes	Licenses Staff Licenses Unit Regulatory and Permitting Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3. Pay Transport Permit fee and Firewood fee then submits OR.	3. Accept payment and issue Official Receipt	Firewood fee: Php 800/ cu.m Certification Fee: Php 50	5 Minutes	THAMMAR ROSE PUL-AGAN <i>Credit Officer I</i> Cahier Unit Administrative Section 
3.1. None	3.1. Sign Certification thru Channel	None	15 Minutes	ENGR. LEANDRO L. DE JESUS <i>OIC, CENR Officer</i> Office of the CENR Officer 
3.2. None	3.2. Scan document for C-DATS then release document to licenses	None	5 Minutes	PATRICIA PAULINO <i>Admin. Asst.</i> Receiving/Releasing Unit Office of the CENR Officer 



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
4. Receives Firewood and Transport Permit	4. Attach dry seal, releases Transport Permit Oversee loading activity.	None	30 Minutes	Licenses Staff Licenses Unit Regulatory and Permitting Section
TOTAL:		Firewood fee: Php 800/ cu.m Certification Fee: Php 50	Simple	1 Hour, 34 Minutes