










SECSIME NO. CAL-01. ISSUANCE OF TREE CUTTING PERMIT


Description: Processing of Application for Issuance of Tree Cutting Permits/Special Tree Cutting Permits (Public places, private lands, infrastructure projects, government projects)

Office or Division:	Regulations and Permitting Section, DENR CENRO Calanasan, Apayao, Region CAR
Classification:	Highly Technical
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government
Who May Avail:	General Public
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished application letter (1 original)	Public Assistance Desk, Receiving Area or Records Unit/Section
2. LGU Endorsement/ Certification of No Objection (Municipality and Barangay)	
3. Copy of Land Title (OCT/TCT) for Private Property	
4. Photographs of Trees to be removed	
5. Site Development Plan and ECC for big projects (For Infra and Government Projects)	
Additional for IFMA:	
1. Management Agreement	
2. Integrated Annual Operations Plan	
3. Five-year Development Plan	
Additional for CBFMA:	
1. Community Resource Management Framework	
2. Five-year work plan	
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	PERSON RESPONSIBLE
1. Submit application letter with corresponding documentary requirements to the CENRO concerned	1. Receive the application	Php 36.00 Oath Fee DAO 2004-16 Php 50.00 Application Fee	5 minutes	 JUDITH M. BALUNGDAY Admin. Aide VI
	2. Conduct review on the completeness of the submitted documentary requirements and forward to CENRO if complete	None	5 minutes	 JOSEPH M. BUYAG FORESTER I
	Issue Order/Instruction to conduct inventory/inspection and forward to Chief, CDLU	None	5 minutes	 RAUL T. CASTRO OIC, CENR Officer

	3. Assign Inspecting Officer to conduct inventory/inspection	None	10 minutes	 RONALD B. VALERA ENGINEER II/OIC LMO III
	4. Prepare Order of Payment	None	5 minutes	 JOSEPH M. BUYAG FORESTER I
	5. Sign Order of Payment	None	5 minutes	 RAUL T. CASTRO OIC, CENR Officer
2. Receive Order of Payment				

3. Pay inventory fee for planted and naturally growing trees but no payment required for less than 20 trees or if inventory will be conducted by the customer	7. Accept payment and issue Official Receipt	Php 1,200.00/ha inventory fee	5 minutes	 JERLIZ PEARL D. DULDULAO Credit Officer I
	8. Conduct 100% inventory or inspection of the area and prepare Inspection Report with geo-tagged photos to be submitted to Chief, CDLU, except those with Certificate of Tree Plantation Ownership (CTPO)		5 days depending on the location and size of the area and schedule of inspection	Inspection Personnel, (3-5 individuals) FOREST RANGERS AND FOREST TECHNICIAN
	9. Review Inspection Report and submit recommendation to CENRO	None	30 minutes	 JOSEPH M. BUYAG FORESTER I
	10. Review and approve Inspection Report and sign endorsement to PENRO	None	10 minutes	 RAUL T. CASTRO OIC, CENR Officer

4. PENRO Receive report for initial/signature	11. Release Report to PENRO	None	20 minutes	 <p>JUDITH M. BALUNGDAY Admin. Aide VI</p>
	TOTAL:	Php 86.00 + Php 1,200.00/ha	5 days, 1 hour, 45 minutes	