







## SECSIME NO. KAL-01. ISSUANCE OF CERTIFICATION OF TREE PLANTING ACTIVITY

Description: This process is in compliance to PD 1153/RA 10176.




<b>Office or Division:</b>	Office of the PENRO DENR PENRO Kalinga, Region CAR			
<b>Classification:</b>	Simple to Complex			
<b>Type of Transaction:</b>	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government			
<b>Who may avail:</b>	Internal: Regular Employee of DENR Kalinga External: Contract of Service Personnel,			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. Letter Request for certification of tree planting activity</li> <li>2. Picture of tree planting activity</li> <li>3. Attendance sheet, if any</li> <li>4. Inspection/verification report</li> </ol>		Requesting Party Requesting Party PENRO OPCEN Inspection Team-PENRO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
<ol style="list-style-type: none"> <li>1. Inspection report by personnel from Technical Services Division of trees planted based on the request for certification of tree planting activity</li> </ol>	<ol style="list-style-type: none"> <li>1. Receive and check completeness of documents and forward to PENRO for approval</li> </ol>	None	3 min	 <b>DHEA SIBAYAN (JO)</b> <i>Receiving/Releasing Clerk</i> <i>Office of the PENRO</i>





2.None	2. Review documents and recommend for payment of certification fee	None	5 min	 <b>NOEL M. BARRIENTOS</b> <i>OIC, PENR Officer</i>
3.None	3. Order of Payment for the requestee to pay at the Cashier Section	None	5 min	 <b>DEAH SIBAYAN (JO)</b> <i>Receiving/Releasing Clerk Office of the PENRO</i>
4.None	4. Receive payment and issue official receipt to customer and present the OR to the Office of the PENRO	Php 50.00	5 min	 <b>MAGDALENA S. SAKING</b> <i>AO I (Cashier I)</i>



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5.None	5. Receive OR and reflect on the certification of tree planting activity and forward to TSD for initial and PENRO for approval	None	5 min	 <b>JUMELLIE A. DAVID</b> Computer Operator Office of the PENRO
6.None	6. Initial the document	None	2 min	 <b>APOLINARIO B. BAGGAY</b> Chief, TSD
7.None	7. Approve the certification	None	2 min	 <b>NOEL M. BARRIENTOS</b> OIC, PENR Officer



8.None	8. Record and forward to Records Section for release of document	None	2 min	 <b>DEAH SIBAYAN</b> <i>Office of the PENRO</i>
9.Receive Certification	9. Sort, record and stamp "Released" and issue acknowledgement receipt/or copy of the document for signature of requesting officer	None	3 min	 <b>RHODORA B. BOCLONGAN</b> <i>AO I (Records Officer I)</i>
	<b>TOTAL</b>	<b>None</b>	<b>Simple</b>	<b>32 Minutes</b>