







## SECSIME NO. ABR-03.REQUEST FOR SEEDLINGS FOR TREE PLANTING



Description: Provision of seedlings for tree planting activity within the province

<b>Office or Division:</b>	Conservation Development Section Technical Services Division DENR PENRO Abra, Region CAR			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government			
<b>Who may avail:</b>	External : NGOs/ Academe/ other NGAs/ LGUs			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request letter indicating number of seedlings requested and the activity where such is needed			Requesting Party	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submit request and documentary requirements	1. Receives request and documentary requirements	None	5 mins.	 RONALYN T. BALLA Records Officer
	1.1. Forwards to the Office of the PENRO for instruction	None	5 mins.	





				MARCELO G. BUMIDANG PENRO
	1.2 Review/ evaluate. Forwards to the Conservation and Development Section	None	10 mins.	 CARLITO B. BARBERO OIC TSD Chief/ SvEMS
	2. Review and verify availability of requested plantable seedlings at the PENRO nursery  <b>If YES (plantable seedlings available),</b>  a. Prepare reply letter to the requesting party informing availability of requested seedlings. Inform schedule of turn-over for proper documentation and provision of technical assistance to participants	None	<b>2 hours</b>  (Duration of time depending on the availability of requested seedlings)	 LEONIE MAE B. BOBITA DMO II



	<p>of the tree planting activity.</p> <p>b. Prepare turn-over documents and report.</p>			
	<p><b>If NO (no available plantable seedlings at PENRO)</b></p> <p>a. Prepare Memorandum to CENRO concerned for consideration of the request and further appropriate action.</p> <p>b. Prepare reply letter to the requestee informing the non-availability of plantable seedlings at PENRO. Inform concerned for their appropriate action.</p>	<p>None</p>		 <p>LEONIE MAE B. BOBITA DMO II</p>
<p>Receives letter reply.</p> <p>Set schedule of turn-over.</p>	<p>3. Signs the reply letter and approves the request/turn-over documents.</p> <p>In case of non-availability, signs Memorandum and letter reply.</p>	<p>None</p>	<p>5 mins</p>	 <p>MARCELO G. BUMIDANG PENRO</p>



Receives the requested seedlings.	4. Oversee the turn-over of seedlings. Provide technical assistance on proper tree planting techniques to the requesting party.  5. Submit report to PENRO.	None	30 mins	 CARLITO B. BARBERO OIC TSD Chief/ SvEMS   LEONIE MAE B. BOBITA DMO II
<b>TOTAL:</b>		<b>Php 0.00</b>	<b>Simple</b>	<b>2 hrs. 55 min.</b>