







## SECSIME NO. IFU-03. ISSUANCE OF TREE CUTTING PERMIT FOR PLANTING TREES (TENURED FORESTLAND OR PRIVATE LAND), OR TREES (PLANTED OR NATURALLY GROWN) THAT POSE THREAT TO HUMAN LIVES AND PROPERTIES

Description: 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.

<b>Office or Division:</b>	PENRO Ifugao, Technical Services Division, region CAR			
<b>Classification:</b>	Highly Technical (Multi-Stage Processing)			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G – Government to Government G2B-Government to Business			
<b>Who may avail:</b>	All 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
<b>PENRO</b>				
1. None  (CENRO indorses complete documents to PENRO)	1.Receive documents and forward to Chief, Technical Services Division (TSD)	None	20 min.	 NOREEN K. NABOKIAG <i>Records officer</i> <i>PENRO Records Section</i>



2.None	2. Review, evaluate application and prepare memorandum endorsement to Regional Office through Chief, TSD for countersigning.	None	30 min.	 <p>WILSON C. PANAG <i>Chief Utilization</i></p>
3. None	3. Review and sign the memorandum endorsement for the Regional Executive Director (RED).	None	1 hour	 <p>ERNESTO M. ATON <i>PENR Officer</i></p>
4. None	4. Record and release the application and supporting documents.	None	3 days or less depending on the location of Regional Office	 <p>NOREEN K. NABOKIAG <i>Records Officer/Staff PENRO Records Section</i></p>
PENRO-SUB-TOTAL		None	Highly Technical	1 hour 50 minutes (+3 days or less indorsement to RO)