







SECSIME NO. KAL-03. SPECIAL LAND USE PERMIT


Description: This process is in compliance with Section 57 of Presidential Decree No. 705, otherwise known as the Revised Forestry Code of the Philippines to serve as a proof to occupy a portion of a public forest.

Office or Division:	Management Services Division DENR PENRO Kalinga, Region CAR			
Classification:	Simple to Complex			
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government			
Who may avail:	Any Filipino citizen, private corporations, and government agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> Duly accomplished application form and other supporting documents, OR of application fee, ECC, FPIC, indorsement of LGU Map, of area with technical description, indicative management plan, indorsement of CENRO 		End-User CENRO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. CENRO submit folder of the completed application form for Special Land Use Permit	1. Receive the application and indorsement from CENRO and forward to Regulation and Permitting Section	None	5 min.	 RHODORA B. BOCLONGAN AO I (Records Officer I)



2.None	2. Review inspection report, technical description of map and completeness of documents; Affix initial and forward to Chief	None	1 hour	 <i>DANIEL C. IYADAN</i> <i>DMO III</i> <i>Regulation and Permitting Section</i>
3.None	3. Final review of documentary requirements, affix initial and prepare indorsement to regional office	None	30 min	 <i>APOLINARIO B. BAGGAY</i> <i>DMO V/Chief, TSD</i>
4.None	4. Review documents and sign indorsement for the regional office	None	20 min	 <i>NOEL M. BARRIENTOS</i> <i>OIC, PENRO</i>



5.None (Forward documents to Regional Office)	5. Sort, record and release complete and final documents to the Regional Office	None	30 min	 <i>RHODORA B. BOCLONGAN</i> <i>AO I (Records Officer I)</i>
	TOTAL	None	Simple - Complex	2 hours 25 minutes