






SECSIME CHARTER NO. RO-06. RESPONSE TO A REPORT ON ALLEGED ILLEGAL CUTTING OF TREES



Description: Investigation to a report on alleged illegal cutting of trees.

Office or Division:	Enforcement Division, Technical Services, Region CAR			
Classification:	Simple to Complex			
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government			
Who may avail:	Internal: Regular Employee of DENR, including its Bureaus and Attached Agencies External: Contract of Service Personnel, LGU and other government agencies or instrumentalities and/or private individuals			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter-complaint/request for investigation 2. Picture or geotagged photos of the area of cutting/trees felled and the feller, if any		From the complaining/requesting party		
1. Request Form		Public Assistance Desk, Receiving Area or Enforcement Division		
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE




<ol style="list-style-type: none"> 1. Submit Letter-complaint or request; or 2. Call from a tipster thru DENR Hotline 	<ol style="list-style-type: none"> 1. Receives and records the complaint/request; or 2. and forward to the Chief of the Division 	None	10 mins.	 <i>Receiving/ Releasing In-Charge</i>
	<ol style="list-style-type: none"> 3. Determines the veracity of the complaint and give instruction to Surveillance and Investigation Section (SIS) 	none	20 mins.	 Manuel P. Magkachi <i>OIC, Chief, Enforcement Division</i>
	<ol style="list-style-type: none"> 4. Verify with the permitting Division/Section. In the absence of a tree cutting permit, coordinate with concerned CENRO and organize an Inspection Team 		30 mins.	 Chief, Surveillance and Investigation Section
	<ol style="list-style-type: none"> 5. Conducts a Joint Inspection with concerned CENRO personnel/PNP/BLGU 		4 hours	In-charge ED/CENRO personnel/BLGU/PNP
			Within 24 hours	Joint Inspection team headed by Chief, SIS






	6. Submit Spot Report to RED		after inspection, except during holidays or weekends wherein the submission of Spot Report shall be the first hour of the next working day	
	7. Review report and give instruction to ARDTS then to ED		2 hours	 RED/ARD for Technical Services
	8. Evaluate report for case build-up		1 hour	 For. Manuel P. Magkachi <i>OIC, Chief, Enforcement Division</i>
	9. Prepare a full blown		3 days	





	<p>investigation report, proper documentation and collate supporting documents such as Certification that there is no issued Tree Cutting Permit, Inventory and Scaling of the Trees/lumber cut, Seizure Receipt, Affidavit of Witnesses and Affidavit of the Apprehending Officer). Indorse investigation report with complete attached to Legal Division thru channels.</p> <p>In cases where there is a written complaint, prepare an acknowledgement letter to complaining party.</p>			<p>Chief, Surveillance and Investigation Section</p>
	<p>10. Review/evaluate the investigation report and check the completeness of the supporting documents. Initials the acknowledgment letter and the indorsement of the case to Legal Division</p>		<p>30 mins</p>	 <p>Manuel P. Magkachi <i>OIC, Chief, Enforcement Division</i></p>



	11. Review and evaluate the investigation report. Initials and/or Signs/ Approves the acknowledgment and indorsement letters		1 hour	 ARD for TS & RED
Receives the acknowledgement Letter	12. Releases the Acknowledgement Letter sender or requesting party		15 min.	 Edna A. Lipas <i>Receiving/ Releasing</i>
	13. Release the complete documents to Legal Division		15 min.	 Edna A. Lipas <i>Receiving/ Releasing</i>
TOTAL:			5 days & 2 hrs.	