



DEPARTMENT OF ENVIRONMENT AND
NATURAL RESOURCES (DENR)
(REGION VIII)

Regional Citizen's Charter
2025 (1st Edition)



I. MANDATE (E.O. 192, s. 1987)

The Department is the primary agency responsible for the conservation, management, development, and proper use of the country's environment and natural resources, specifically forest and grazing lands, mineral resources, including those in reservation and watershed areas, and lands of the public domain, as well as the licensing and regulation of all natural resources as may be provided for by law in order to ensure equitable sharing of the benefits derived therefrom for the welfare of the present and future generations of Filipinos.

To accomplish this mandate, the Department shall be guided by the following objectives:

1. Assure the availability and sustainability of the country's natural resources through judicious use and systematic restoration or replacement, whenever possible;
2. Increase the productivity of natural resources in order to meet the demands for forest, mineral, and land resources if a growing population;
3. Enhance the contribution of natural resources for achieving national economic and social development;
4. Promote equitable access to natural resources by the different sectors of the population; and
5. Conserve specific terrestrial and marine areas representative of the Philippine natural and cultural heritage for present and future generations.

II. VISION

A nation enjoying and sustaining its natural resources and a clean and healthy environment.

III. MISSION

To mobilize our citizenry in protecting, conserving, and managing the environment and natural resources for the present and future generations.

IV. SERVICE PLEDGE

We, the Officials and employees of the Department of Environment and Natural Resources, hereby pledge our commitment to:

- **Provide efficient, prompt, and corrupt- free services** tantamount to the **protection, conservation, management of the environment and natural resources**;
- **Ensure strict compliance to laws, rules and regulations and high degree of professionalism** in the conduct of the DENR business and non-business processes; and
- **Attend to all applicants or requesting parties who are within the premises of the office** prior to end of official working hours and during lunch break.



DENR Citizen's Charter 2025 (1st Edition)

Region VIII

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DENR CENR, PENR AND REGIONAL OFFICES
Administrative and Finance
(Internal and External Services)



CITIZEN'S CHARTER NO. R8-AF-01. ISSUANCE OF CERTIFICATION OF NO RECORDS/APPEAL/MOTION FOR RECONSIDERATION, ETC.

This Certification is made upon request of DENR personnel, official or external party of No Records/Appeal/Motion for Reconsideration, etc. being filed in the DENR. The purpose for the request is included in the Certification.

Office or Division:	Records Unit/Section, DENR CENR, Implementing PENR, PENR and Regional Offices														
Classification:	Simple														
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 private individuals														
<table><tr><th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr><tr><td>1. Duly accomplished customer FOI request form (1 original)</td><td>Public Assistance Desk, Receiving Area or Records Unit/Section</td></tr><tr><td>2. Government issued ID (present 1 original)</td><td>Requesting Party</td></tr><tr><td>Additional if from other Government Sector</td><td></td></tr><tr><td>3. Official Letter Request (1 original)</td><td>Requesting Party</td></tr><tr><td>Additional if Requesting Party is a representative</td><td></td></tr><tr><td>4. SPA for representative (1 original, notarized)</td><td>Requesting Party, Private Lawyer or Notary Public</td></tr></table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	1. Duly accomplished customer FOI request form (1 original)	Public Assistance Desk, Receiving Area or Records Unit/Section	2. Government issued ID (present 1 original)	Requesting Party	Additional if from other Government Sector		3. Official Letter Request (1 original)	Requesting Party	Additional if Requesting Party is a representative		4. SPA for representative (1 original, notarized)	Requesting Party, Private Lawyer or Notary Public
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1. Duly accomplished customer FOI request form (1 original)	Public Assistance Desk, Receiving Area or Records Unit/Section														
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Additional if Requesting Party is a representative															
4. SPA for representative (1 original, notarized)	Requesting Party, Private Lawyer or Notary Public														



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit accomplished request form and complete requirements to Receiving/Releasing Clerk	1. Receive, and check the completeness of submitted requirements, stamp the date and time on documents and forward all documents to action officer	None	5 min.	<i>Receiving/Releasing Clerk</i> Records Unit/Section
1.1. None	1.1. Verify all requirements and indicate amount to be paid in the Request Form	None	5 min.	<i>AA I/Legal Division</i>
1.2. None	1.2. Approve and sign Request Form	None	5 min.	<i>AA I/Legal Division</i> Records Unit/Section
1.3. None	1.3. Prepare Order of Payment	None	15 min.	<i>AA I/Legal Division</i> CENRO Records Unit/Section <i>Accounting Personnel</i> PENRO/Regional Office Accounting Unit/Section MSD Chief



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.4. None	1.4. Approve Order of Payment	None	5 min.	PENRO/Regional Office Accountant/ CENR Officer or designated representative
2. Pay to the Cashier the Certification Fee	2. Accept payment and issue Official Receipt	Php 25.00 Certification Fees***	5 min.	<i>Collecting Officer/ Credit Officer</i> Cashier Unit/Section
2.1. None	2.1 Check the Official Receipt. Verify, prepare and initial the Certification * Regional Office Legal Division to verify record prepare and affix initial on the Certification (if applicable)	None	4 hrs 1 day	<i>Records Officer</i> Records Unit/Section <i>AA I/Legal Division</i> Chief Legal/Designated staff
2.2 . None	2.2. ** PENRO/CENRO Review and affix Initial on the Certification	None	10 min.	<i>Chief</i> Concerned Unit/Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
2.3None	2.3. Determine accuracy of the Certification and affix signature	None	5 min.	AA I/Legal Division Chief Legal/Designated staff Head of Office or Records Officer or Designated Representative
3. Receive the approved Certification	3. Release the approved Certification to the client	None	10 min.	AA I/Legal Division Receiving/ Releasing Clerk Records Unit/Section
TOTAL:		Php 25.00 Certification Fees***	Simple	CENRO/PENRO 5 hours & 5 min. Regional Office 1 day & 55 min.

*If transaction is in the Regional Office

**If transaction is in the CENR, Implementing PENR, and PENR Offices

***Except when covered by Official Letter Request



CITIZEN'S CHARTER NO. R8-AF-02. AUTHENTICATION OF RECORD/S*

Authentication of record/s is made by a requesting party (DENR personnel, official or external clientele) for a certified true copy of a record/s issued by the DENR and being filed in the Records Unit/Section. The purpose for the request is included in the Request Form.

Office or Division:	Records Unit/Section, DENR CENR, Implementing PENR, PENR and Regional Offices	
Classification:	Simple	
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 private individuals	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. FOI Request Form (1 original)		Public Assistance Desk, Receiving Area or Records Unit/Section
2. Government issued ID (present 1 original)		Requesting Party
Additional if from the Government Sector		
3. Official Letter Request (1 original)		Requesting Party
Additional if Requesting Party is a representative		
4. SPA for representative (1 original, notarized)		Requesting Party, Private Lawyer, Public Attorney's Office (PAO) or Notary Public



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit accomplished request form and complete requirements to Receiving/Releasing Clerk	1. Receive, check, and stamp date and time on document. Upload the document to the Document Tracking System. Forward document to the concerned Action Officer	None	15 min.	AA VI/Legal Division Receiving/Releasing Clerk Records Unit/Section
1.4. None	1.1. Check the availability of records. Process the request (photocopy and stamp " <i>Certified True Copy</i> ") and sign the certification or documents. Indicate amount to be paid in the Request Form/Order of Payment.	None	3 hours	Records Officer Records Unit Section AA VI/Legal Division PENRO/Regional Office Accountant/ CENR Officer or designated representative



	**Regional Office Authentication of Documents Legal Division – Land Claims and Conflicts		1 day	Legal Staff Regional Office
2. Pay to the Cashier the Authentication Fee.	2. Accept payment and issue Official Receipt.	Php 50.00 Authentication Fee*** per set + Php 5.00 per page <i>(Internal Clients are free of Charge)</i>	10 min.	<i>Collecting Officer/ Credit Officer</i> Cashier Unit/Section
2.1 . None	2.1 Check the Official Receipt and photocopy for filing.	None	5 min.	<i>AA VI/Legal Division</i> Records Unit/Section
3.Receive Authenticate d document/s	3.1 Release the approved Authenticated document/s to the Clients	None	5 min.	<i>AA VI/Legal Division</i> Records Unit/Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
TOTAL:		Php 50.00 Authentication Fee*** per set + Php 5.00 per page	CENRO/PENRO: 3 hours & 35 min. If Land Claims and Conflicts documents in the Regional Office: 1 day & 35 min.	

*Confidential and Top Secret Documents are subject for approval of the Secretary and is not included in this process.

**If transaction is in the Regional Office

***Except those with Official Letter Request



CITIZEN'S CHARTER NO. R8-AF-05-06-07. PROCESSING OF PAYMENT OF CLAIMS

This process includes processing of Obligation Request and Status (ORS)/ Budget Utilization Request and Status (BURS) and Disbursement Voucher (DV), and preparation, processing and issuance of Checks/LDDAP-ADA and corresponding Advices. This process is used to pay an obligation to DENR employees, individuals, agencies or creditors for goods purchased and services rendered. The documentary requirements may be subject to change should there be subsequent issuance/s on budgeting, accounting and auditing laws, rules and regulations by governing bodies.

The submission of complete supporting documents enumerated under each type of transaction does not preclude reasonable question on the funding, legality, regularity, necessity of economy of the expenditure or transaction, among others, and such questions may be raised by any of the signatories to the transaction. Item 3, 1st paragraph of COA Circular No. 92 389 dated November 3, 1992.

Office or Division:	Accounting, Budget and Cashier Units/Sections, Finance and Administrative Section/Division, DENR CENR, PENR and Regional Offices
Classification:	Complex
	Highly Technical
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government
Who may avail:	Internal: Officers and Employees External: Personnel under Contract of Service, Job Order, Service Provider and Supplier

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
General Requirement	
• Disbursement Voucher (1 original, 2 duplicate copies)	Requesting Party or Originating Office



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> Obligation Request and Status/Budget Utilization Request and Status (1 Original, 2 duplicate copies) 	Requesting Party or Originating Office or Budget Section/ Unit
<ul style="list-style-type: none"> All supporting documents (1 original, 1 duplicate copy) 	Requesting Party or Originating Office
1.0 Cash Advances	
1.1 Granting of Cash Advances	
<u>For all types of cash advances except for travel cash advances</u>	Personnel Section/Unit or Office Concerned
<ul style="list-style-type: none"> Authority of the accountable officer issued by the Regional Executive Director indicating the maximum accountability and purpose of cash advance (for initial cash advance) 	Regional Executive Director
<ul style="list-style-type: none"> Certification from the Chief Accountant that previous cash advances have been fully liquidated and accounted for in the books 	Accounting Section/Unit
<ul style="list-style-type: none"> Approved application for bond and/or Fidelity Bond for the year for cash accountability of P5,001 above or other minimum amount that may be prescribed by the Bureau of the Treasury (upon set-up of new/renewed accountability) 	Bureau of Treasury
<u>Additional Documentary Requirements for Specific Transactions</u>	
1.1.1 Payroll Funds for Salaries, Allowances, Honoraria and Other Similar Expenses	
<ul style="list-style-type: none"> Approved Contracts (for initial payment) 	Personnel Section/Unit



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> Approved payroll or list of payees indicating their net pay 	Personnel Section/Unit
<ul style="list-style-type: none"> Approved authority (presidential directive or legislative enactment) or legal basis to pay allowances/salaries/honoraria/fringe benefits 	Personnel Section/Unit or Office Concerned
<ul style="list-style-type: none"> Daily time records (DTR) approved by the supervisor 	Personnel Section/Unit
1.1.2 Petty Cash Fund (PCF)	
<ul style="list-style-type: none"> Approved estimate of petty expenses for one month (initial set-up) 	Requesting Party or Office Concerned
1.1.3 Field/Activity Current Operating Expenses (COE)	
<ul style="list-style-type: none"> Approved Budget for COE of the agency field office or agency activity in the field 	Requesting Party or Office Concerned
1.1.4 Traveling Expenses	
1.1.4.1 Local Travel	
<ul style="list-style-type: none"> Duly approved Office Order/Travel Order 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> Duly approved Itinerary of Travel 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> Certification from the Chief Accountant that previous cash advances have been fully liquidated and accounted for in the books 	Accounting Section/Unit
<ul style="list-style-type: none"> Letter of invitation of the host/sponsoring agency/organization (if applicable) 	Requesting Party or Office Concerned
1.1.4.2 Foreign Travel	
<ul style="list-style-type: none"> Duly approved Office Order/Travel Order/Travel Authority 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> Duly approved Itinerary of Travel 	Requesting Party or Office Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • Certification from the Chief Accountant that previous cash advances have been fully liquidated and accounted for in the books 	Accounting Section/Unit
<ul style="list-style-type: none"> • Letter of invitation of the host/ sponsoring country/agency/ organization 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> • Flight itinerary issued by the airline ticketing office/travel agency 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> • Copy of the United Nations Development Programme (UNDP) rate for the daily subsistence allowance (DSA) for the country of destination for the computation of DSA to be claimed 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> • Document to show the dollar to peso exchange rate at the date of grant of cash advance 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> • Quotation of plane fare for similar dates, from at least three airline companies/travel agencies or its equivalent. 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> • Where applicable, authority to claim representation expenses 	Requesting Party or Office Concerned
<i><u>In case of seminar/training:</u></i>	
<ul style="list-style-type: none"> • Acceptance of nominee/s as participant/s (issued by the host country) 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> • Programme Agenda and Logistics Information 	Requesting Party or Office Concerned
1.2 Replenishment of Petty Cash Fund	
<ul style="list-style-type: none"> • Report on Paid Petty Cash Vouchers (RPPCV) 	Petty Cash Custodian
<ul style="list-style-type: none"> • Petty Cash Vouchers (PCVs) duly accomplished, signed and approved 	Petty Cash Custodian
<ul style="list-style-type: none"> • Approved purchase request with certificate of Emergency Purchase, if necessary 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> • Bills, receipts, sales invoices 	Requesting Party or Office Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • Certification of Expense not Requiring Receipt (CERR) (for expenses amounting to P300 or less) or Reimbursement Expense Receipts (RER) (for expenses amounting to more than P300 but not exceeding P1,000), pursuant to COA Circular No. 2017-001 dated June 19, 2017, as amended by COA Circular No. 2021-001 dated June 24, 2021, or other amount that may be prescribed in the future 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> • Inspection and Acceptance Report (IAR) or Certificate of Inspection and Acceptance 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> • Pre-/Post-Repair Inspection Report 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> • Waste Materials Report (WMR) in case of replacement/repair 	Property Officer/General Services Section
<ul style="list-style-type: none"> • Approved trip ticket, for gasoline/fuel expenses. 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> • Canvass from at least three suppliers for purchases involving P1,000 and above except for purchases made while on official travel 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> • Summary/Abstract of Canvass 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> • Inventory Custodian Slip (ICS) for semi-expendable items (if applicable) 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> • For reimbursement of toll receipts <ul style="list-style-type: none"> • Toll Receipts • Trip tickets 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> • Such other supporting documents that may be required and/or required under the company policy depending on the nature of expenses 	Requesting Party or Office Concerned
For meals and snacks charged to PCF:	
<ul style="list-style-type: none"> • Notice of meeting with agenda/meeting's purpose 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> • Minutes of Meeting with Photo Documentation 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> • Attendance Sheet 	Requesting Party or Office Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.3 Reimbursement of Traveling Expenses	
• Duly approved Office Order/Travel Order	Requesting Party or Office Concerned
• Duly approved Itinerary of Travel	Requesting Party or Office Concerned
• Letter of invitation of the host/sponsoring agency/organization	Requesting Party or Office Concerned
• Approved Certificate of Travel Completed	Requesting Party or Office Concerned
• Approved Revised Itinerary of Travel, if the previously approved itinerary was not followed	Requesting Party or Office Concerned
• Copy of previously approved Itinerary of travel	Requesting Party or Office Concerned
• Copy of Office Order and the Supplemental Office / Order or any proof supporting the change of schedule	Requesting Party or Office Concerned
• Certificate of Appearance or Attendance	Requesting Party or Office Concerned
• Liquidation Report (if actual expenses exceed the cash advance granted)	Requesting Party or Office Concerned
• Certification from the Head of the Agency or any authorized approving official that: (a) the official missions/tasks cannot be performed by/or assigned to any other regular/permanent official and/or employee; and (b) the tasks/activities are necessary to fulfill the obligations as contained in his/her contract of service. The same certification shall also be required in official foreign travel as allowed in highly meritorious cases as specified in the general guidelines.(for Job Order/Contract of Service per COA Resolution 2021-044)	Requesting Party or Office Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Additional Documentary Requirements</i>	
1.3.1 Local Travel	
<ul style="list-style-type: none">Paper/electronic plane, boat or bus/train tickets, terminal fee receipts, paper/electronic boarding passes or a passenger manifest certified by the concerned airline or shipping company	Requesting Party or Office Concerned
<ul style="list-style-type: none">Certification by the Head of Office as to the absolute necessity of the expenses together with the corresponding bills or receipts, if the expenses incurred for the official travel exceeded the prescribed rate per day (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bills and receipts)	Head of Office/ Requesting Party or Office Concerned
<ul style="list-style-type: none">OR/eOR or CERR (for expenses amounting to P300 or less) or RER (for expenses amounting to more than P300 but not exceeding P1,000), pursuant to COA Circular No. 2017-001 dated June 19, 2017, as amended by COA Circular No. 2021-001 dated June 24, 2021, or other amount that may be prescribed in the future. In case of payment of toll fees, the CERR/RER shall be supported with the toll fee rates	Requesting Party or Office Concerned
<ul style="list-style-type: none">Hotel room/lodging bills with official receipts in the case of official travel to places within 50-kilometer radius from the Permanent Official Station, if the travel allowances being claimed include hotel room/lodging	Requesting Party or Office Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.3.2 Foreign Travel	
<ul style="list-style-type: none">• Paper/electronic plane, boat or bus/train tickets, terminal fee receipts, paper/electronic boarding passes or a passenger manifest certified by the concerned airline or shipping company. In the absence thereof other documents such as, but not limited to, a certified true copy of the passport showing the dates of entry and exit, duly stamped by the Immigration Office of the country of destination as indicated in the approved travel authority and itinerary of travel; or a passenger manifest certified by the concerned airline or shipping company	Requesting Party or Office Concerned
<ul style="list-style-type: none">• For reimbursement of actual travel expenses in excess of the prescribed rate:<ul style="list-style-type: none">• Approval by the President• Certification from the Head of the Agency that it is absolutely necessary• Hotel room with official receipts (certification or affidavit of loss shall not be considered as an appropriate replacement for the required bills and receipts)• Bills/receipts for non-commutable representation expenses approved by the President or authorized officials	Requesting Party or Office Concerned
<ul style="list-style-type: none">• Narrative report on trip undertaken/Report on Participation	Requesting Party or Office Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2.0 Fund Transfers to Non-Government Organization/People's Organizations/ Civil Society Organizations (NGOs/POs/CSOs) except NGP	
2.1 Release of Funds	
<ul style="list-style-type: none"> Approved Summary of Budgetary Requirements detailing the items of expenditure/ disbursement to be incurred in the program/project 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> List of priority projects which may be implemented by the NGO/PO/CSO posted in the PhilGEPS, agency website, bulletin board and the like 	Implementing Partner or Office
<ul style="list-style-type: none"> Accreditation of the NGO/PO/CSO by the Bids and Awards Committee (BAC) of the grantee agency 	Implementing Partner or Office
<ul style="list-style-type: none"> Result of evaluation of financial and technical capability of selected NGO/PO/CSO 	Implementing Partner or Office
<ul style="list-style-type: none"> Performance security for infrastructure project 	Implementing Partner or Office
<ul style="list-style-type: none"> Copy of signed Memorandum of Agreement (MOA) executed by and between the Government Agency and the NGO/PO/CSO 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> Document showing that the NGO/PO/CSO has equity equivalent to 20% of the total project cost, which shall be in the form of labor, land for the project site, facilities, equipment and the like, to be used in the project 	Implementing Partner or Office
<ul style="list-style-type: none"> Certification from the Accountant of the source agency that the previous fund transfer had been liquidated and accounted for in the books (staggered release) 	Accounting Section/Unit
<ul style="list-style-type: none"> NGO/PO/CSO proposal or application for funding accompanied by: 	Implementing Partner or Office



HECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none">- Certificate of Registration from Securities and Exchange Commission (SEC) or either Cooperative Development Authority (CDA) or Department of Labor Employment (DOLE) as the case may be- Authenticated copy of the latest Article of Incorporation or Articles of Cooperation as the case may be, showing the original incorporators/organizers and the Secretary's certificate for incumbent officers, together with the Certificate of Filing with the SEC/Certificate of Approval by the CDA- Audited financial reports for the past three years preceding the date of project implementation. For NGO/PO which has been in operation for less than three years, financial reports for the years in operation and proof of previous implementation of similar projects- Disclosure of other related business if any- Work and Financial Plan (WFP), and sources and Details of Proponent's Equity Participation in the Project- Complete project proposal approved/signed by officers- List and/or photographs of similar projects previously completed, if any, indicating the source of funds for implementation- Sworn affidavit of the secretary of the NGO/PO that none of its incorporators, organizers, directors or officers is an agent of or related by consanguinity or affinity up to the fourth degree to	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
the official of the agency authorized to process and/or approve propose MOA, and release funds	
2.2 Staggered Release of Funds to NGO/PO/CSO	
<ul style="list-style-type: none"> Duly approved Schedule of Fund Release to NGO/PO/CSO 	Implementing Partner or Office
<ul style="list-style-type: none"> Interim Fund Utilization Report on the previous release certified by the NGO/PO/CSO Accountant, approved by its President/Chairman and verified by the internal auditor or equivalent official of the GO showing a summary of expenses and a status report of accomplishment evidenced by pictures 	Implementing Partner or Office
<ul style="list-style-type: none"> List of beneficiaries of previous releases with their signatories signifying their acceptance/acknowledgement of the project funds/goods/services 	Implementing Partner or Office
3.0 Fund Transfers	
3.1 Transfer of Fund to Implementing Agency	
Source Agency	
<ul style="list-style-type: none"> Copy of duly signed MOA/Trust Agreement or its equivalent 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> Copy of Approved Program of Work (for infrastructure project) 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> Approved Project Expenditures or Estimated Expenses indicating the project objective and expected output (for projects other than infrastructure) 	Requesting Party or Office Concerned
<ul style="list-style-type: none"> For GOCCs/GFIs, Board Resolution ratifying the MOA or its equivalent in case of transfers not incorporated in the Corporate Operating Budget 	Requesting Party or Office Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
and/or beyond the signing authority of the Agency Head	
<ul style="list-style-type: none"> • Certification by the Chief Accountant that funds previously transferred to the Implementing Agency (IA) have been liquidated and accounted for in the books 	Accounting Section/Unit
<ul style="list-style-type: none"> • Copy of the OR/eOR or equivalent issued by the IA to the Source Agency acknowledging receipt of funds transferred (for post-audit activities) 	Implementing Partner or Office
<ul style="list-style-type: none"> • OR/eOR or equivalent from IA, if transfer of funds is thru List of Due and Demandable Accounts Payable Advice to it Accounts (LDDAPADA) 	Implementing Partner or Office
3.2 From Trust Fund to the Bureau of treasury/Source Agency for unspent balance/excess amount	
Implementing Agency	
<ul style="list-style-type: none"> • Report of Receipt, Disbursement and Fund Balance certified by the Chief Accountant and approved by the Head of the Office 	Accounting Section/Unit
<ul style="list-style-type: none"> • Contract, which may be a MOA, Trust Agreement or Memorandum of Understanding (MoU) governing the utilization of funds and disposition of any balance thereof after completion of the purpose the funds transferred 	Office Concerned
<ul style="list-style-type: none"> • Letter of IA to Source Agency to transfer the unexpended balance to the Bureau of treasury/Source Agency duly approved by the Source Agency, if the disposition thereof has not been provided in the MOA, Trust Agreement or MoU 	Office Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4.0 Salary	
4.1 Individual Claims	
4.1.1 First Salary	
For Regular Employees	
• Certified true copy of duly approved Appointment	Personnel Section/Unit
• Assignment/Re-Assignment order, if applicable	Personnel Section/Unit
• Certified copy of Oath of Office	Personnel Concerned
• Certificate of Assumption	Personnel Concerned
• Statement of Assets, Liabilities and Net Worth	Personnel Concerned
• Approved Daily Time Record (DTR)	Personnel Concerned
• TIN/Bureau of Internal Revenue (BIR) withholding certificate	Personnel Concerned
• Payroll Information on New Employee (PINE) or any equivalent document	Personnel Section/Unit
• Authority from the claimant and identification documents, if claimed by person other than the payee	Claimant
<u>Additional Requirements for transferee (from one government agency to another)</u>	
• Clearance from money, property and legal accountabilities from the previous office	Personnel Concerned
• Certified copy of paid disbursement voucher of last salary received and/or Certification by the Chief Accountant for the breakdown of last salary received and remittance of statutory deductions from previous office	Personnel Concerned
• Certificate of available leave credits	Personnel Concerned
• Service Records	Personnel Concerned
• BIR Certificate of Compensation Payment/Tax Withheld	Personnel Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Contract of Service and Job Order Workers	
<ul style="list-style-type: none"> Approved Contract for Contract of Service and Job Order Workers (Certified true copy for 1st claim) 	Personnel Concerned
<ul style="list-style-type: none"> Approved DTR 	Personnel Concerned
<ul style="list-style-type: none"> BIR withholding certificate/Certificate of Registration 	Personnel Concerned
<ul style="list-style-type: none"> Accomplishment Report 	Personnel Concerned
4.1.2 Salary (if Deleted from the Payroll)	
<ul style="list-style-type: none"> Approved DTR 	Personnel Concerned
<ul style="list-style-type: none"> Notice of Assumption 	Personnel Section/Unit
<ul style="list-style-type: none"> Approved Application for Leave, and Medical Certificate if on sick leave for five days or more and clearance if on leave for 30 days or more 	Personnel Concerned
4.1.3 Salary of Casual/Contractual Personnel, Charged to Personnel Services	
<ul style="list-style-type: none"> For accredited agencies by the CSC (for first claim) <ul style="list-style-type: none"> Certified copy of the pertinent contract/appointment Copy of the Report of Personnel Action (ROPA) of the pertinent contract/appointment marked received by the CSC 	Personnel Section/Unit
<ul style="list-style-type: none"> For other agencies (for first claim) <ul style="list-style-type: none"> Certified copy of the pertinent contract/appointment marked received by the CSC 	Personnel Section/Unit
<ul style="list-style-type: none"> Accomplishment Report 	Personnel Concerned
<ul style="list-style-type: none"> Approved DTR 	Personnel Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4.1.4 Salary Differentials due to Promotion and/or Step Increment	
<ul style="list-style-type: none"> • Certified true copy of Approved Appointment in case of promotion or Notice of Salary Adjustment (NOSA) for step increment/salary increase 	Personnel Section/Unit
<ul style="list-style-type: none"> • Certificate of Assumption 	
<ul style="list-style-type: none"> • Approved DTR or certification that the employee has not incurred leave without pay 	Personnel Section/Unit
4.1.5 Last Salary	
<ul style="list-style-type: none"> • Clearance from money, property and legal accountabilities 	Personnel Concerned
<ul style="list-style-type: none"> • Approved DTR 	Personnel Concerned
4.1.6 Salary due to Heirs of Deceased Employee	
<ul style="list-style-type: none"> • Clearance from money, property and legal accountabilities 	Personnel Concerned
<ul style="list-style-type: none"> • Approved DTR 	Personnel Concerned
<ul style="list-style-type: none"> • Additional Requirements: 	
<ul style="list-style-type: none"> • Death Certificate issued by the Philippine Statistics Authority (PSA) 	Claimant
<ul style="list-style-type: none"> • Marriage Certificate issued by PSA, if applicable 	Claimant
<ul style="list-style-type: none"> • Birth Certificate of surviving legal heirs issued by PSA 	Claimant
<ul style="list-style-type: none"> • Waiver of right of children 18 years and above, if applicable 	Claimant
<ul style="list-style-type: none"> • Designation of next-of-kin 	Claimant



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4.1.7 Salary during Maternity Leave	
<ul style="list-style-type: none"> • Certified true copy of approved Application for Maternity Leave 	Personnel Concerned
<ul style="list-style-type: none"> • Certified true copy of Maternity Leave Clearance 	Personnel Concerned
<ul style="list-style-type: none"> • Medical Certificate for Maternity Leave 	Personnel Concerned
<ul style="list-style-type: none"> • Certification as Solo Parent (for additional 15 days paid leave) 	Personnel Concerned
4.2 General claims through the Automated Teller Machine (ATM)	
<ul style="list-style-type: none"> • Salary Payroll 	Personnel Section/Unit
<ul style="list-style-type: none"> • Payroll Register (hard and soft copy) 	Cashier Section/Unit
<ul style="list-style-type: none"> • Letter to the bank to credit employees' account of their salaries or other claims stamped "Received" by the bank 	Cashier Section/Unit
<ul style="list-style-type: none"> • Validated deposits slips/LDDAP-ADA, if applicable 	Cashier Section/Unit
5.0 Allowances, Honoraria and Other Forms of Compensations	
5.1 Clothing/Uniform Allowance	
For Individual Claims	
<ul style="list-style-type: none"> • Certified true copy of approved appointment of new employees 	Personnel Section/Unit
<ul style="list-style-type: none"> • Certificate of Assumption (for new employee and those on leave without pay) 	Personnel Section/Unit
<ul style="list-style-type: none"> • Certificate of Non-payment from previous agency, for transferees 	Personnel Concerned
For General Claims	
<ul style="list-style-type: none"> • Clothing/Uniform Allowance Payroll 	Personnel Section/Unit
<ul style="list-style-type: none"> • Payroll Register (hard and soft copy) 	Cashier Section/Unit



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> Letter to the bank to credit employees' account of their allowance 	Cashier Section/Unit
<ul style="list-style-type: none"> Validated deposit slips/LDDAP-ADA, if applicable 	Cashier Section/Unit
5.2 Collective Negotiation Agreement (CNA) Incentive	
<ul style="list-style-type: none"> Resolution signed by both parties incorporating the guidelines/criteria for granting CNA incentive 	DENREU/DENREA
<ul style="list-style-type: none"> Copy of CNA 	K4/DENREU/DENREA
<ul style="list-style-type: none"> Comparative statement of DBM approved level of operating expenses and actual operating expenses 	Budget Section/Unit
<ul style="list-style-type: none"> Certification issued by the Head of Office on the total amount of unencumbered savings generated from the cost-cutting measures identified in the CNA which resulted from the joint efforts of labor and management and systems/productivity/income improvement 	Budget Section/Unit
<ul style="list-style-type: none"> Proof that the planned programs/activities/projects have been implemented and completed in accordance with targets for the year 	Planning and Management Division/Section
5.3 Honoraria	
5.3.1 Government Personnel Involved in Government Procurement	
<ul style="list-style-type: none"> Office Order creating and designating the BAC compositions and authorizing the members to collect honoraria 	BAC Secretariat
<ul style="list-style-type: none"> Minutes of BAC meetings 	BAC Secretariat
<ul style="list-style-type: none"> Notices of Award to the winning bidders of procurement activity being claimed 	BAC Secretariat
<ul style="list-style-type: none"> Certification that the procurement involves competitive bidding 	BAC Secretariat



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> Attendance sheet listing the names of attendees to the BAC meetings 	BAC Secretariat
<ul style="list-style-type: none"> Certification issued by the Chief Accountant that the amounts received by the recipient/s do not exceed 25% of the annual basic salaries pursuant to DBM Budget Circular No. 2004-5A dated October 7, 2005 and any future amendments thereof 	Accounting Section/Unit
5.3.2 Resource Person/Coordinator/Facilitator	
<ul style="list-style-type: none"> Office Order 	Human Resource Development Section
<ul style="list-style-type: none"> Coordinator's report on lecture's schedule 	Human Resource Development Section
<ul style="list-style-type: none"> Course Syllabus/Program of Lectures 	Human Resource Development Section
<ul style="list-style-type: none"> DTR in case of claims by the coordinator and facilitators 	Human Resource Development Section
<ul style="list-style-type: none"> PDS/CV reflecting current salaries/Latest Payslip 	Human Resource Development Section
<ul style="list-style-type: none"> Certification from Program Manager/s as to no. of hours and compliance with the tasked assigned 	Office Concerned
5.3.2 Special Projects	
<ul style="list-style-type: none"> Performance Evaluation plan formulated by project management used as basis for rating the performance of members 	Office Concerned
<ul style="list-style-type: none"> Office Order designating members of the special project 	Office Concerned
<ul style="list-style-type: none"> Special Project Plan 	Office Concerned
<ul style="list-style-type: none"> Terms of Reference 	Office Concerned
<ul style="list-style-type: none"> Certificate of Completion of project deliverables 	Office Concerned
<ul style="list-style-type: none"> Authority to collect honoraria 	Office Concerned
<ul style="list-style-type: none"> Certificate of acceptance by the Head of Office of the deliverables per project component 	Office Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5.4 Longevity Pay	
<ul style="list-style-type: none"> Service Record 	Personnel Section/Unit
<ul style="list-style-type: none"> Certification issued by the Personnel Officer that the claimant has not incurred more than 15 days of vacation leave without pay 	Personnel Section/Unit
5.5 Loyalty Cash Award/Incentive/Service Recognition Award	
For Individual Claims	
<ul style="list-style-type: none"> Service Record 	Personnel Section/Unit
<ul style="list-style-type: none"> Certificate of non-payment from previous office (for transferee) 	Personnel Concerned
<ul style="list-style-type: none"> Certificate from HRO/U that the claimant has not incurred more than 50 days authorized vacation leave without pay within 10-year period or aggregate of more than 25 days authorized vacation leave without pay within the 5-year period, as the case may be 	Personnel Section/Unit
For General Claims	
<ul style="list-style-type: none"> Loyalty Cash Award/ Incentive/Service Recognition Award Payroll 	Personnel Section/Unit
<ul style="list-style-type: none"> Payroll Register (hard and soft copy) 	Cashier Section/Unit
<ul style="list-style-type: none"> Letter to the bank requesting to credit employees' account of their PIB claims 	Cashier Section/Unit
<ul style="list-style-type: none"> Validated Deposit Slips/LDDAP-ADA, if applicable 	Cashier Section/Unit
5.6 Mid-Year/Year-End Bonus (YEB) and Cash Gift (CG)	
For Individual Claims	
<ul style="list-style-type: none"> Clearance from money, property and legal accountabilities (retiree) 	Personnel Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • Certification from head of Office that the employee is qualified to receive the YEB and CG benefits pursuant to existing DBM Budget Circular 	Personnel Concerned
For General Claims	
<ul style="list-style-type: none"> • Bonus and/or CG Payroll 	Personnel Section/Unit
<ul style="list-style-type: none"> • Payroll Register (Hard and soft copy) 	Cashier Section/Unit
<ul style="list-style-type: none"> • Letter to the bank to credit employees account of their Bonus and/or CG claims 	Cashier Section/Unit
<ul style="list-style-type: none"> • Validated Deposit slips/LDDAP-ADA, if applicable 	Cashier Section/Unit
5.7 Monetization of Leave Credits	
<ul style="list-style-type: none"> • Approved leave application (10 days) with leave credit balance certified by the Human Resources Officer 	Personnel Concerned
<ul style="list-style-type: none"> • Request for monetization of leave covering more than ten days duly approved by the Head of Office 	Personnel Concerned
<ul style="list-style-type: none"> • For monetization of 50 percent or more: <ul style="list-style-type: none"> - Clinical abstract/medical procedures to be undertaken in case of health, medical and hospital needs - Barangay Certification in case of need for financial assistance brought by calamities, typhoons, fire, etc. 	Personnel Concerned
5.8 Overtime Pay	
<ul style="list-style-type: none"> • Overtime authority stating the necessity and urgency of the work to be done, names of personnel, the purpose of expected outputs, specific period of such services and the manner of compensating the same i.e. Compensatory Time Off or paid in cash 	Office Concerned
<ul style="list-style-type: none"> • Overtime Work Program 	Office Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> Quantified Overtime Accomplishment duly signed by the employee and supervisor 	Office Concerned
<ul style="list-style-type: none"> Certificate of service or duly approved DTR 	Office Concerned
5.9 Personnel Economic Relief Allowance (PERA)	
<ul style="list-style-type: none"> Same requirements as those for payment of salaries (4.1.1, 4.1.2, 4.1.5-7 & 4.2) 	Personnel Section/Unit
5.10 Program on Awards and Incentives for Service Excellence (PRAISE)	
<ul style="list-style-type: none"> Proof of eligibility to receive PRAISE award in accordance with CSC Memorandum Circular (MC) No. 01-2001 dated January 26, 2001 and any future amendments thereof 	Personnel Section/Unit
<ul style="list-style-type: none"> Approved payroll 	Personnel Section/Unit
5.11 Productivity Enhancement Incentive (PEI)	
For Individual Claims	
<ul style="list-style-type: none"> Certification that the performance ratings for two semesters given to the personnel of the concerned division/office are at least satisfactory 	Personnel Section/Unit
<ul style="list-style-type: none"> Certification from the Legal Office that the employee has no administrative charge 	Legal Division
For General Claims	
<ul style="list-style-type: none"> PEI Payroll 	Personnel Section/Unit
<ul style="list-style-type: none"> List of personnel who were suspended either preventively or as a penalty as a result of an administrative charge within the year for which PEI is paid, regardless of the duration (except if the penalty meted out is only a reprimand) 	Personnel Section/Unit



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> List of personnel dismissed within the year 	Personnel Section/Unit
<ul style="list-style-type: none"> List of personnel on absent without official leave (AWOL) 	Personnel Section/Unit
<ul style="list-style-type: none"> Certification that the performance ratings for the two semesters given to the personnel of the concerned division/office are at least satisfactory 	Personnel Section/Unit
<ul style="list-style-type: none"> Payroll register (hard and soft copy) 	Cashier Section/Unit
<ul style="list-style-type: none"> Letter to the bank to credit employees' account of their PEI claims 	Cashier Section/Unit
<ul style="list-style-type: none"> Validated deposit slips/LDDAP-ADA, if applicable 	Cashier Section/Unit
5.12 Representation and Transportation Allowance (RATA)	
For Individual Claims	
<ul style="list-style-type: none"> Copy of Appointment/Office Order (1st payment) 	Personnel Section/Unit
<ul style="list-style-type: none"> Certificate of Assumption (1st payment) 	Personnel Concerned
<ul style="list-style-type: none"> Certificate or evidence of service rendered or Approved DTR 	Personnel Concerned
<ul style="list-style-type: none"> Certification that the official/employee did not use government vehicle 	General Services Section
<ul style="list-style-type: none"> Certification on the Actual incurrence of RATA (for those with authorized monthly commutable representation and transportation allowance) 	Personnel Concerned
For General Claims	
<ul style="list-style-type: none"> RATA payroll 	Personnel Section/Unit
<ul style="list-style-type: none"> Payroll Register (hard and soft copy) 	Cashier Section/Unit
<ul style="list-style-type: none"> Letter to the bank to credit employees' account of their RATA claims, if applicable stamped "Received" by the bank 	Cashier Section/Unit
<ul style="list-style-type: none"> Validated Deposit Slip/LDDAP-ADA, if applicable 	Cashier Section/Unit



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5.13 Special Counsel Allowance	
<ul style="list-style-type: none"> Deputation by the Office of the Solicitor General (OSG) or Authority by the head of agency to assist the OSG, prosecutors, or provide legal representation to the agency or its personnel as its counsel, as the case may be 	Office of the Solicitor General/Head of Agency
<ul style="list-style-type: none"> Certificate of Appearance issued by the Clerk of Court 	Lower Courts
<ul style="list-style-type: none"> Certification that the cases to be attended by the lawyer personnel are directly related to the nature/function of the particular office represented 	Office Concerned
<ul style="list-style-type: none"> Certification issued by the concerned lawyer and the Chief Accountant that the amount being claimed is still within the limitation under the General Provisions of General Appropriations Act (GAA) of the amount per month 	Concerned Lawyer/Accounting Section/Unit
<ul style="list-style-type: none"> Court Order Proceeding or Court Calendar 	Lower Courts
<ul style="list-style-type: none"> Certification that the case is not pursuant to motion for extension or postponement in accordance with General Provisions of GAA 	Concerned Lawyer
5.14 Terminal Leave Benefits	
<ul style="list-style-type: none"> Office Clearance from money, property and legal accountability from the Central Office and/or from the Regional Office of last assignment (consistent with DENR MC 2024-03) 	Personnel Section



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • Certified photocopy of employees leave card with computed leave credits as at last date of service by the Personnel Section/Unit 	Personnel Section/Unit
<ul style="list-style-type: none"> • Approved leave application 	Personnel Section/Unit
<ul style="list-style-type: none"> • Complete service record 	Personnel Section/Unit
<ul style="list-style-type: none"> • Statement of Assets, Liabilities and Net Worth (SALN) 	Personnel Section/Unit
<ul style="list-style-type: none"> • Certified photocopy of appointment/NOSA showing the highest salary received if the salary under the last appointment is not the highest 	Personnel Section/Unit
<ul style="list-style-type: none"> • Computation of terminal benefits duly signed /certified by the Chief Accountant 	Accounting Section/Unit
<ul style="list-style-type: none"> • Applicant's authorization (in affidavit form) to deduct all financial obligations with the employer 	Personnel Concerned
<ul style="list-style-type: none"> • Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her (RA No. 3019) 	Personnel Concerned
<ul style="list-style-type: none"> • In case of resignation, employee's letter of resignation duly accepted by the Head of the Office. 	Personnel Section/Unit
<ul style="list-style-type: none"> • GSIS Clearance 	Personnel Concerned
<i>Additional requirements in case of death</i>	
<ul style="list-style-type: none"> • Death certificate issued by PSA 	Claimant
<ul style="list-style-type: none"> • Marriage Certificate issued by PSA 	Claimant
<ul style="list-style-type: none"> • Birth certificate of all surviving legal heirs issued by PSA 	Claimant
<ul style="list-style-type: none"> • Designation of next-of-kin 	Claimant
<ul style="list-style-type: none"> • Waiver of rights of children 18 years old and above, if applicable 	Claimant



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5.15 Subsistence, Laundry and Quarters Allowances	
<ul style="list-style-type: none"> Payroll of personnel entitled to claim subsistence, laundry and quarters allowance 	Personnel Section/Unit
<ul style="list-style-type: none"> Approved DTR 	Personnel Section/Unit
<ul style="list-style-type: none"> Authority to collect (for initial claim) 	Personnel Section/Unit
6.0 Other Expenditures	
6.1 Utility Expenses	
<ul style="list-style-type: none"> Statement of Account/Bill 	Service Provider
<ul style="list-style-type: none"> Invoice/Official Receipt or machine validated statement of account/bill 	Service Provider
6.2 Telephone/Communication Expenses	
<ul style="list-style-type: none"> Statement of Account/Bill 	Service Provider
<ul style="list-style-type: none"> Invoice/Official Receipt or machine validated statement of account/bill or collection and acknowledgement receipts. 	Service Provider
<ul style="list-style-type: none"> Certification by Head of Office or his authorized representatives that all National Direct Dial (NDD), National Operator Assisted Calls and International Operator Assisted Calls are official calls 	General Services Section
7.0 Extraordinary and Miscellaneous Expenses	
<ul style="list-style-type: none"> Receipt and/or other documents evidencing disbursement, if there are available, or in lieu thereof, certification executed by the official concerned that the expenses sought to be reimbursed have been incurred for any of the purposes contemplated under the provisions of the GAA in relation to or by reasons of his position, in case of NGAs 	Regional Executive Director
<ul style="list-style-type: none"> Other supporting documents as are necessary depending on the nature of expense charged 	Regional Executive Director



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
8.0 Procurement of Goods, Consulting Services and Infrastructure Projects (Regardless of Mode of Procurement)	
For all types of procurement	
<ul style="list-style-type: none"> • Authenticated photocopy of the approved Annual Procurement Plan (APP) and any amendment thereto or Certification from the Procurement Office that the items procured are already included in the APP 	BAC Secretariat
<ul style="list-style-type: none"> • Approved contract supported by the following documents which are required under COA Circular No. 2009-001 dated February 12, 2009 and COA Memorandum No. 2005-027 dated February 28, 2005 to be submitted to the Auditor's Office within five days from the execution of the contract: <ul style="list-style-type: none"> • Invitation to Apply for Eligibility to Bid • Letter of Intent • Result of Eligibility Check/Screening • Bidding Documents enumerated under Section 17.1 of the Revised IRR of RA No. 9184 which includes a complete set of approved plans/drawings and technical specifications for infrastructure projects, complete technical description of equipment, aircraft and accessories, scope, and Terms of Reference (TOR) for consultancy services • Minutes of Pre-Bid Conference, [Approved budget for Contract (ABC) Php 1.0 million and above] • Agenda and/or Supplemental Bulletins, if any • Bidders Technical and Financial Proposals 	Procurement Section/Administrative Unit



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none">• Minutes of Bid Opening• Abstract of Bids• Post-Qualification Report of Technical Working Group• BAC Resolution declaring winning bidder• Notice of Post Qualification• BAC Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of the BAC recommending award of contract• Notice of Award• Performance Security• Program of Work and Detailed Estimates• Notice to Proceed, indicating the date of receipt by the contractor• Detailed Breakdown of the BAC• Copy of the Approved PERT/CPM Network Diagram and detailed computations of contract time• Detailed Breakdown of the Contract Cost:<ul style="list-style-type: none">- Including the detailed breakdown of estimates and/or unit cost analysis/ derivation for each work item expressed in volume/area/lump-sum/lot for infrastructure projects- Indicating the following, among others, for consultancy services:<ul style="list-style-type: none">• Schedule of basic rates certified by the consultant with a sworn statement	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • Derivation of the billing factor/multiplier certified by the consultant with a sworn statement • Detailed breakdown of reimbursable costs based on agreed fixed rates and actual costs - Indicating costs and dates of acquisition of the equipment, quantities and cost of materials, spare parts, and supplies furnished by the contractor for janitorial/security/maintenance services - Indicating the monthly lease payment and period of lease for lease contracts 	
<ul style="list-style-type: none"> • Copy of Advertisement of Invitation to Bid/Request for expression of interest <ul style="list-style-type: none"> • Print out copy of advertisement posted in Phil GEPS • Certification form from the Head of BAC Secretariat on the posting of advertisement at conspicuous places • Print out copies of advertisement posted in agency website, if any 	BAC Secretariat
<ul style="list-style-type: none"> • Documentary requirements under Section 23.1 and 25.2.b for infrastructure projects, 23.1 and 15.2a for goods and 24.1 and 25.2c for consulting services, of the Revised IRR of RA No. 9184 	BAC Secretariat
<ul style="list-style-type: none"> • Minutes of Pre-procurement Conference for projects costing above Php 5.0 million for infrastructure, Php 2.0 million and above for goods, and Php1.0 million and above for consulting services 	BAC Secretariat



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> Bids Evaluation Report 	BAC Secretariat
<ul style="list-style-type: none"> Ranking of short listed bidders for consulting services 	BAC Secretariat
<ul style="list-style-type: none"> Post Qualification Evaluation Report 	BAC Secretariat
<ul style="list-style-type: none"> Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PhilGEPS 	BAC Secretariat
<ul style="list-style-type: none"> Evidence of invitation of three observers in all stages of the procurement process pursuant to Section 13.1 of the Revised IRR of RA No. 9184 	BAC Secretariat
<ul style="list-style-type: none"> Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities 	Requesting Party/Office Concerned
8.1 Infrastructure Projects	
<i>Additional Documentary Requirements</i>	
<ul style="list-style-type: none"> Letter request from contractor for advance/progress/final payment of for substitution in case of release of retention money 	Requesting Party/Office Concerned
<ul style="list-style-type: none"> Common to progress/final payment <ul style="list-style-type: none"> SWA/Progress Billing Inspection Report by the Agency's Authorized Engineer Result of Test Analysis, if applicable Statement of Time Elapsed Monthly Certificate of Payment Contractor's Affidavit on payment of laborers and materials Pictures, before, during and after construction of items of work especially the embedded items Photocopy of vouchers of all previous payment Certificate of completion 	Requesting Party/Office Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
8.1.1 Advance Payment for Mobilization Cost	
<ul style="list-style-type: none"> Irrevocable Standby Letter of Credit/Security Bond/Bank Guarantee 	Contractor
<ul style="list-style-type: none"> Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof 	Requesting Party/Office Concerned
8.1.2 Variation Order/Change Order/Extra Work Order	
<ul style="list-style-type: none"> Additional documents enumerated under Annex B of COA Memorandum No. 2005-027 dated February 28, 2005 required to be submitted to the Office of the Auditor for the review/evaluation of the changes in the contract: <ul style="list-style-type: none"> Copy of Approved Change Order (CO)/Extra Work Order (EWO) Copy of the approved original plans indicating the affected portion(s) of the project and duly revised plans and specifications, if applicable, indicating the changes made which shall be color coded Copy of the agency's report establishing the necessity/justification(s) for the need of such CO and/or EWO which shall include: (a) the computation as to the quantities of the additional works involved per item indicating the specific stations where such work are needed; (b) the date of inspection conducted and the results of such inspection; (c) a detailed estimate of the unit cost of such items 	End User



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>of work for new unit costs including those expressed in volume/area/lump-sum/lot</p> <ul style="list-style-type: none">• Copy of the approved/revised PERT/CPM Network Diagram which shall be color coded, reflecting the effect of additional/deductive time on the contract period and the corresponding detailed computations for the additional/deductive time for the subject Change Order/Extra Work Order• Copy of the approved detailed breakdown of contract cost for the variation order• Copy of the COA Technical Evaluation Report for the original contract• If the Variation Order to be reviewed is not the last variation order, all of the above requirements for all previously approved variation orders, if not yet reviewed, otherwise, copy of the COA Technical Evaluation report for the previously approved variation orders• Additional performance security in the prescribed form and amount if variation order exceeds 10 percent of the original contract cost• Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof	
8.1.3 Progress Payments	
<ul style="list-style-type: none">• Statement of Work Accomplished (SWA)	Contractor



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> Progress Billing and corresponding request for progress payment for work accomplished 	Contractor
<ul style="list-style-type: none"> Inspection Report by the Office Authorized Engineer/ Inspectorate Team 	Office Authorized Engineer /Inspectorate Team
<ul style="list-style-type: none"> Results of Test Analysis, if applicable 	Contractor
<ul style="list-style-type: none"> Pictures/Geotagged Photos, before, during and after construction of items of work especially the embedded items 	Office Authorized Engineer /Inspectorate Team
8.1.4 Final Payment	
<ul style="list-style-type: none"> As-Built Plans 	Contractor
<ul style="list-style-type: none"> Final SWA 	Contractor
<ul style="list-style-type: none"> Warranty Security 	Contractor
<ul style="list-style-type: none"> Certificate of Completion 	Office Authorized Engineer /Inspectorate Team
<ul style="list-style-type: none"> Copy of turn-over documents/transfer of project and facilities such as motor vehicles, laptops, and other equipment and furniture included in the contract to concerned government agency 	Contractor
<ul style="list-style-type: none"> Certificate of Acceptance by the Office 	Head of Office
<ul style="list-style-type: none"> Final Inspection Report of the Office authorized Engineers and/or Inspectorate Team 	Office Authorized Engineer /Inspectorate Team
<ul style="list-style-type: none"> Statement of Time Elapsed 	Office Authorized Engineer /Inspectorate Team
<ul style="list-style-type: none"> Pictures/Geotagged Photos before, during and after construction of items of work especially the embedded items 	Office Authorized Engineer /Inspectorate Team
8.1.5 Release of Retention Money	
<ul style="list-style-type: none"> Warranty security in form of cash, bank guarantee, irrevocable standby letter of credit from a commercial bank, GSIS or surety bond callable on demand 	Contractor



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • Certification from the end-user that the project is completed, inspected and accepted. 	Head of Office
8.2 Consulting Services	
<i>Additional Documentary Requirements</i>	
<ul style="list-style-type: none"> • Additional documents under Annex D of COA Memorandum No. 2005-027 dated February 28, 2005 required to be submitted to the Auditor's Office within five days from the execution of the contract: <ul style="list-style-type: none"> • If not in the Terms of Reference, appropriate approved documents indicating the expected outputs/deliverables • Copy of the Approved Manning Schedule indicating the names and positions of the consultants and staff and the extent of their participation in the project • Copy of the curriculum vitae of the consultants and staff 	End User
<ul style="list-style-type: none"> • Letter request for payment from the consultant 	End User
<ul style="list-style-type: none"> • Approved consultancy Progress/Final Reports, and/or output required under the contract 	End User
<ul style="list-style-type: none"> • Progress/Final Billing 	Service Provider
<ul style="list-style-type: none"> • Contract of Infrastructure Projects subject of Project Management Consulting Services 	End User
8.3 Goods	
<i>Additional Documentary Requirements</i>	
8.3.1 Supplies, Materials, Equipment and Motor Vehicles	
<ul style="list-style-type: none"> • Original copy of Dealers/Suppliers' Invoices showing the quantity, description of the articles, unit and total value, duly signed by the dealer or his authorized 	Supplier



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
representative and indicating receipt by the proper agency official of items delivered	
<ul style="list-style-type: none"> • Results of Test Analysis, if applicable 	Supplier
<ul style="list-style-type: none"> • Tax receipts from the Bureau of Customs or the BIR indicating the exact specifications and/or serial number of the equipment procured by the government as proof of payment of all taxes and duties due on the same equipment, supplied or sold to the government (if applicable) 	Supplier
<ul style="list-style-type: none"> • Additional Documents required under Annexes F and S of COA Memorandum No. 2005-027 dated February 28, 2005 required to be submitted within five days upon execution of the contract: <ul style="list-style-type: none"> • Certificate of Exclusive Distributorship, if applicable • Sample and brochures/photographs, if applicable • For imported items: <ul style="list-style-type: none"> - Consular Invoice/Pro-forma invoice of the foreign supplier with the corresponding details - Home Consumption Value of the items - Breakdown of the expenses incurred in the Importation 	Supplier
<ul style="list-style-type: none"> • Inspection and Acceptance Report prepared by the Office inspector and signed by the Head of Office or his authorized representative 	Inspectorate Team
<ul style="list-style-type: none"> • Property Acknowledgement Receipt (PAR) for equipment, Inventory Custodian Slip (ICS) for semi-expendables 	General Service Section/ Property Unit



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none">• Warranty Security for a minimum period of three months, in the case of expendable supplies, or a minimum period of one year in the case of semi-/non-expendable supplies, after acceptance by the procuring entity of the delivered supplies (optional for emergency cases and small value procurement)	Supplier
<ul style="list-style-type: none">• Authority to purchase, in case of motor vehicles	DBM
<ul style="list-style-type: none">• For Procurement of drugs and medicines<ul style="list-style-type: none">- Certificate of product registration from Food and Drug Administration (FDA)- Certificate of good manufacturing practices from FDA- Batch release certificate from FDA- If the supplier is not the manufacturer, certification from the manufacturer that the supplier is an authorized distributor/dealer of the product/items- License to Operate from FDA with List of Sources (whether it is a manufacturer, importer, seller or distributor)- Certification by the Medical Officer that medicines and drugs requisitioned is included in the PNDF Current Edition- Delivery Receipt/Invoice bearing Lot Nos. and Expiry Dates of the drugs and medicines	Supplier



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof 	Requesting Party/Office Concerned
8.3.2 For Procurements of Fuel, Oil, and Lubricants	
<ul style="list-style-type: none"> Billing/Statement of Account 	Service Provider
<ul style="list-style-type: none"> Vehicle Trip Ticket 	Driver on Duty
<ul style="list-style-type: none"> Fuel/Lubricants Requisition and Issue Slip 	Requesting Party or Originating Office
<ul style="list-style-type: none"> Fuel Consumption Report, if applicable 	General Services Section/Administrative Unit
<ul style="list-style-type: none"> Monthly Report of Official Travels, if applicable 	General Services Section/ Administrative Unit /Drivers
8.3.3 For Procurement of Meals, Snacks, Accommodations for Meeting/Seminar/ Training/Workshop/Orientation	
<ul style="list-style-type: none"> Special Order with Activity Design or Notice of Meeting 	Requesting Party or Originating Office, Regional Office
<ul style="list-style-type: none"> BAC Resolution 	BAC Secretariat
<ul style="list-style-type: none"> PHILGEPS Bids Notice Abstract – RFQ (above 50k) 	BAC Secretariat
<ul style="list-style-type: none"> 3 Quotations 	Service Provider
<ul style="list-style-type: none"> Abstract of Quotation 	BAC Secretariat
<ul style="list-style-type: none"> Billing or Statement of Account 	Service Provider, Requesting Party or Originating Office
<ul style="list-style-type: none"> Attendance 	Requesting Party or Originating Office
<ul style="list-style-type: none"> Activity report / minutes of meeting with photo documentation 	Requesting Party or Originating Office
<ul style="list-style-type: none"> Inspection and Acceptance Report 	Inspectorate Team



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
8.3.4 General Support Services (janitorial, security maintenance, garbage collection and disposal and similar services)	
<ul style="list-style-type: none">• Additional documents under Annex H to K and P of COA Memorandum No. 2005-027 dated February 28, 2005 required to be submitted to the Auditor's Office within five days from the execution of the contract:• For Janitorial/Security/Maintenance Services<ul style="list-style-type: none">- Appropriate approved documents indicating the following:<ul style="list-style-type: none">▪ The number of personnel involved and their corresponding rates/salary▪ Schedule of work and places of assignment or station/visits indicating, among others, the number of hours per visit▪ The type and number of equipment to be served (in case of visitorial maintenance service)- The scaled floor plans of the building and other area/s covered by the service contract (for janitorial services)- The group classification of personnel to determine the Equivalent Equipment Monthly Statutory Minimum Wage Rate in accordance with the applicable Rules implementing RA No. 6727- Approved documents indicating the minimum requirements of the agency on the number of	End User



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>security personnel to be involved in the project (for security service contract)</p> <ul style="list-style-type: none">- The population of the agency where the services are rendered (for security services controls)- Detailed description of the maintenance services to be rendered or activities to be performed (for maintenance service contracts)● For Garbage Collection and Disposal<ul style="list-style-type: none">- Complete description/specifications (brand name, model, make/country of origin, hp, piston displacement, capacity) and number of units of dump trucks to be used- Complete descriptions/specifications (age, condition, brand, etc.) and number of units of all other equipment to be rented/used- Appropriate approved documents containing the terms and conditions, whether operated or bare rental for heavy equipment, whether per trip or package deal; and other relevant condition- The designated dumpsite/location of dumpsite (if provided in a separate document)- The Measurement in kilometers of the total distance covered by one complete route for all the required routes to be traveled- Estimated volume in cubic meters of garbage to be hauled from area of operation, including the basis for such estimates	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> - In case where the type of contract differs from the usual per trip contract basis, sufficient justification and comparative analysis between the type of contract adopted against the basic per trip type of contract • For forwarding/shipping/hauling contract <ul style="list-style-type: none"> - The type/kind and technical description of the mode of transportation used - The point of origin and description including the estimated distance/s if transported by land - The estimated weight and volume of cargoes involved 	
• Performance Appraisal Report	End User
• Statement of Account or Contractor's Bill	Service Provider
• Certificate of Acceptance	End User
• Record of Attendance/Service	Service Provider
• Proof of remittance to concerned government agencies [BIR/Social Security System (SSS)/ECC/Pag-ibig/PhilHealth]	Service Provider
• Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof	Requesting Party/Office Concerned
8.3.5 Rental Contracts for Property	
• List of prevailing comparable property within the vicinity (for first claim)	Administrative Division/Management Services Division
• Vicinity map (for first claim)	Administrative Division/Management Services Division



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none">• Cost benefits analysis	End user/ Unit concerned
<ul style="list-style-type: none">• Request for payment	End user/ Unit concerned
<ul style="list-style-type: none">• Additional documents under Annex L, N and O of COA Memorandum No. 2005-027 dated February 28, 2005 required to be submitted to the Auditor's Office within five days from the execution of the contract<ul style="list-style-type: none">• For Privately-owned office/building<ul style="list-style-type: none">- Complete copy of the building floor plans indicating in shaded colors the rentable space- Copy of the Certificate of Occupancy of the building or appropriate approved documents showing the date the building was constructed or age of the building- Complete description of the building as to type, kind and class including its component parts and equipment facilities such as, but not limited to, parking areas, elevators, air-conditioning systems, firefighting equipment, etc.- Copy of the Master Deed Declaration and Restrictions in case of lease/rental of office condominiums• For equipment rental/lease/purchase contract<ul style="list-style-type: none">• Agency evaluation of equipment utilization• Pertinent data of area of operation	End user/ Unit concerned
<ul style="list-style-type: none">• Market study (for new contracts)	End user/ Unit concerned
<ul style="list-style-type: none">• Bills/Invoices	Contractor



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof 	Requesting Party/Office Concerned
8.3.6 Repair and Maintenance of Aircrafts, Watercrafts, Equipment and Motor Vehicles	
<ul style="list-style-type: none"> Additional documents under Annex Q and R of COA Memorandum No. 2005-027 dated February 28, 2005 required to be submitted to the Auditor's Office within five days from the execution of the contract <ul style="list-style-type: none"> Copy of the pre-repair evaluation report and approved detailed plans by the agency showing in sufficient detail the scope of work/extent of repair to be done Copy of the latest service bulletin, in case of aircraft Report of waste materials Copy of document indicating the history of repair 	End User
<ul style="list-style-type: none"> Bills/Invoices 	Supplier
<ul style="list-style-type: none"> Pre-Repair Inspection Report 	Inspectorate Team
<ul style="list-style-type: none"> Post-Repair Inspection Report 	Inspectorate Team
<ul style="list-style-type: none"> Warranty Certificate 	Supplier
<ul style="list-style-type: none"> Certificate of Acceptance 	End User
<ul style="list-style-type: none"> Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof 	Requesting Party/Office Concerned
8.3.7 Advertising Expenses	
<ul style="list-style-type: none"> Bill/Statement of Account 	Supplier



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> Copy of newspaper clippings evidencing publication and/or CD/DVD in case of TV/Radio commercial 	Requesting Party
<ul style="list-style-type: none"> Copy of Approved Office Media Plan, if any 	Requesting Party
9.0 Cultural and Athletic Activities	
<ul style="list-style-type: none"> Budget estimates approved by the Head of Office 	Office Concerned
<ul style="list-style-type: none"> Office Order 	Regional Executive Director
<ul style="list-style-type: none"> Same requirements under procurement depending on the nature of expense and the mode of procurement adopted 	
10.0 Human Resource Development and Training Program	
<ul style="list-style-type: none"> Budget Estimates Approved by the Head of Office 	Office Concerned
<ul style="list-style-type: none"> Schedule of Training Approved by the Head of Office 	Office Concerned
<ul style="list-style-type: none"> Training Design 	Office Concerned
<ul style="list-style-type: none"> Statements of Account/Bills/Invoices 	Supplier
<ul style="list-style-type: none"> Official Receipts 	Supplier
<ul style="list-style-type: none"> Office Order/Terms of Reference 	Office Concerned
<ul style="list-style-type: none"> Training Report with photo documentation 	Office Concerned

If eNGP/CBFM Contracts

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Obligation of eNGP/CBFM Contract	
General Requirements	
<ul style="list-style-type: none"> Certified Copy of Annual Procurement Plan (APP) 	Procurement Section/Administrative Unit
<ul style="list-style-type: none"> Notarized MOA/Contract with WFP, Mode of Payment & GIS Map 	Concerned Office/Requesting Party
<ul style="list-style-type: none"> Site Development Plan 	Concerned Office/Requesting Party
<ul style="list-style-type: none"> Purchase Request 	Concerned Office/Requesting Party



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Notice of Award received by Service Provider	Procurement Section/Administrative Unit
• Notice to Proceed received by Service Provider	Procurement Section/Administrative Unit
• Philgeps Posting of Award/Contract/Proceed	BAC Secretariat
• Performance Security	Peoples Organization/Requesting Party
<i>Additional Documentary Requirements</i>	
<i>For Public Bidding</i>	
• BAC Resolution – Mode of Procurement (if there's a change in mode of procurement)	BAC Secretariat
• Copy of Transmittal of Bidding Documents stamped received by COA	BAC Secretariat
<i>For Community Participation</i>	
• Endorsement Memorandum for payment from CENRO/Implementing PENRO	Concerned Office/Requesting Party
• Letter of Intent	Peoples Organization/Requesting Party
• Proof of Posting of RFQ at 3 conspicuous places	BAC Secretariat
• Quotations	Procurement Section/Administrative Unit
• Abstract of Quotations	Procurement Section/Administrative Unit
• LEGAL REQUIREMENTS Certificate of Registration from SEC/CDA/DOLE a. Certification from the service provider that none of its incorporators, organizers, directors or officials is an agent or related by consanguinity or affinity up to the fourth civil degree to the HOPE, members of BAC or other authorized officials Disclosure of related business, if any and extent of ownership therein	BAC Secretariat
• TECHNICAL REQUIREMENTS a. List of completed contracts similar to the procurement	BAC Secretariat
• FINANCIAL REQUIREMENTS a. Certificate that the service provider has an existing bank account / photocopy of Bank Book	BAC Secretariat



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
b. Updated Audited Financial Statements Certification that it has financial management system that maintains sets of book of accounts	
B. Payment of 15% Mobilization Fee	
• Letter Request for release of 15% Mobilization fee	Peoples Organization/Requesting Party
• Copy of MOA/Contract with WFP	Concerned Office/Requesting Party
• Irrevocable Standby Letter of Credit/Security Bond/Bank Guarantee	Peoples Organization/Requesting Party
C. Progress Billing	
• PO Request for Inspection/Validation and payment	Peoples Organization/Requesting Party
• Statement of Work Accomplished	Peoples Organization/Requesting Party
• Endorsement/Memorandum for payment from CENRO/Implementing PENRO	Concerned Office
• Letter Request to the COA Resident Auditor for the validation of the accomplishment	Concerned Office (Technical-eNGP)
• List of Beneficiaries	Concerned Office (NGP Coordinator/Site Team Leader)
• Parceliarized Plantation Map	Concerned Office (GIS Team/eNGP Unit)
• Certificate of Completion	Concerned Office
• Copy of MOA/Contract with WFP	Concerned Office/Requesting Party
• Inspection Report with Geotagged Photos	Inspectorate Team
D. Final Payment	
• Request for Inspection and Final Payment	Peoples Organization/Requesting Party
• Final Statement of Work Accomplished	Peoples Organization/Requesting Party
• Endorsement/Memorandum for payment from CENRO/Implementing PENRO	Concerned Office
• Letter Request to the COA Resident Auditor for the validation of the accomplishment	Concerned Office (Technical-eNGP)
• List of Beneficiaries	Concerned Office (NGP Coordinator/Site Team Leader)



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Parceliarized Plantation Map	Concerned Office (GIS Team/eNGP Unit)
• Certificate of Completion and Acceptance	Concerned Office
• Copy of MOA/Contract with WFP	Concerned Office/Requesting Party
• Final Inspection Report with Geotagged Photos	Inspectorate Team
E. Release of Retention fee	
• Letter Request for Release of Retention Fee	Peoples Organization/Requesting Party
• Endorsement/Memorandum for payment from CENRO/Implementing PENRO	Concerned Office
• Evaluation Report that the PO Plantation attained at least 85% Survival Rate	Concerned Office
• Certificate of Final Acceptance	Head of Procuring Entity
• Affidavit of Completion	Peoples Organization/Requesting Party
• Project Completion Report	Concerned Office (Technical-eNGP)
• Letter of Final Turn Over (after 3 rd year Protection and Maintenance of Established Plantation (PMEP))	Peoples Organization/Requesting Party
• Certificate of Site Development	Concerned Office (Technical-eNGP)
F. Progress Payment for Seedling Production (non-Comprehensive Site Development (CSD))	
• PO Request for Inspection/Validation and payment	Peoples Organization/Requesting Party
• Endorsement/Memorandum for payment from CENRO/Implementing PENRO	Concerned Office (Technical-eNGP)
• Statement of Work Accomplishment	Peoples Organization/Requesting Party
• Letter Request to the COA Resident Auditor for the validation of the accomplishment	Concerned Office (Technical-eNGP)
• Inspection Report with Nursery Tally Sheet and Geotagged Photos	Composite Inspection Team
• Copy of MOA/Contract with WFP	Concerned Office (Technical-eNGP)
• Same requirements under procurement depending on the nature of expense and the mode of procurement adopted	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
G. Additional Requirements for seedling procurement (non-CSD)	
<ul style="list-style-type: none"> • Delivery Receipt /Seedlings Acknowledgement Receipt 	Seedling Supplier
<ul style="list-style-type: none"> • Same requirements under procurement depending on the nature of expense and the mode of procurement adopted 	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit ORS/ BURS with DV and complete supporting documents to Budget Unit/Section.	1. Review completeness of documents, receive and record in Logbook/ electronic tracking system the ORS/BURS, and forward documents to the concerned Processor.	None	30 min.	Receiving/Releasing Clerk Budget Unit/Section
1.1. None	1.1. Review, check fund availability and allotment, record and assign number in the ORS/BURS Control Book/RAOD, and affix initial on ORS/BURS. Forward to Chief Budget Officer.	None	2 hours (Complex) 4 hours (Highly technical)	Budget Staff Budget Unit/Section



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.2. None	1.2. Review documents and sign Box B of ORS/BURS.	None	2 hours (Complex) 4 hours (Highly technical)	Chief Budget Officer Budget Unit/Section or Designated OIC
1.3. None	1.3. Update record in Logbook/ electronic tracking and forward the documents to Accounting Unit/Section/ Concerned Office.	None	1 hour	Receiving/Releasing Clerk Budget Unit/Section
1.4. None	1.4. Check completeness of supporting documents, receive, record in Logbook / electronic tracking system, assign DV number and forward to concerned Accounting Staff.	None	1 hour.	Receiving/Releasing Clerk Accounting Unit/Section
1.5. None	1.5. Process DV as to completeness of supporting documents, cash availability, and	None		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	amount claimed proper. Compute and deduct applicable taxes. Prepare Certificate of Tax Withheld and record particulars of DV in Individual Index Card. Prepare Journal Entry (Box B) and affix initial in DV. Forward to Chief Accountant for review and approval.		1 day 4 hours (Complex) 3 days (Highly technical)	Accounting Staff Accounting Unit/Section
1.6. None	1.6. Review DV and sign Box C of DV, and forward to Receiving/Releasing Clerk.	None	1 day (Complex) 2 days (Highly technical)	Accountant III or Accountant II or Accountant I or Designated OIC



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.7. None	1.7. Release DV and other documents to approving authority based on Manual of Authorities.	None	1 hour	Receiving/Releasing Clerk Accounting Unit/Section
1.8. None	1.8. Receive and batch up ORS/BURS, DV and supporting documents. Sign Box D of the DV. Forward to Receiving/Releasing Clerk.	None	1 day	
	Regional Office <i>Personnel Services</i>			<i>DC FD or ARD MS or RED or ARD TS or Designated OIC</i>
	<i>MOOE and CO Up to P500k and PS Remittances regardless of amount</i>			<i>DC FD or DC AD or Designated OIC</i>
	<i>MOOE Remittances regardless of amount</i>			<i>DC FD or ARD MS or ARD TS or Designated OIC</i>
	<i>MOOE and CO Up to P 5M</i>			<i>ARD MS or RED or ARD TS or Designated OIC</i>
	<i>MOOE and CO Above P 5M</i>			<i>RED or ARD MS or ARD TS or Designated OIC</i>
	PENRO <i>Personnel Services, MOOE and CO</i>			<i>DC MSD or DC TSD or PENRO or Designated OIC</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	<i>PS and MOOE Remittances</i>			<i>DC MSD or PENRO or Designated OIC</i>
1.9. None	1.9. Receive documents and forward to Cashier or Accounting Unit/Section	None	30 min.	Receiving/Releasing Clerk <i>Office of Approving Authority</i>
1.10. None	1.10. Receive DV, ORS/BURS and other supporting documents, review and record in logbook/ Electronic tracking system	None	30 min.	<i>Receiving/Releasing Clerk</i> Cashier Section/Unit <i>Receiving/Releasing Clerk</i> Accounting Section/Unit
1.11. None	1.11. Batch-up DVs into batch/folder. Forward to assigned/concerned staff.	None	1 hour	<i>Receiving/Releasing Clerk</i> Cashier Section/Unit <i>Receiving/Releasing Clerk</i> Accounting Section/Unit
1.12. None	1.12. Prepare Checks, ACIC or LDDAP-ADA. Forward to Chief Accountant or Head of Cashier.	None	4 hours	Accounting Staff Accounting Unit/Section Cashier Staff Cashier Section/Unit



CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.13. None	<p>1.13 Check completeness of signature on DV and the amount on the check and ACIC and/or LDDAP-ADA.</p> <p>Sign/Certify/Counter sign/Approve check and ACIC and /or LDDAP-ADA.</p> <p><i>(The signing, certifying, countersigning, and approving authority in the Regional and PENR Officer may sign simultaneously to ensure timely payment of transactions.)</i></p> <p>FOR SIGNING / CERTIFYING AUTHORITY</p>	None	1 day	
	<p>FOR CHECKS, ACIC AND ADA</p> <p>(PS, MOOE and CO – regardless of amount)</p> <p><u>REGIONAL OFFICE</u></p>			<p><i>Cashier III or Cashier II or Cashier I</i></p>



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	<u>PENR OFFICE</u>			<i>Cashier or Designated Cashier</i>
	FOR LDDAP (PS, MOOE and CO – regardless of amount) <u>REGIONAL OFFICE</u>			<i>Accountant III or Accountant II or Accountant I or Designated OIC</i>
	<u>PENR OFFICE</u>			<i>Accountant or Designated OIC</i>
	FOR COUNTERSIGNING / APPROVING AUTHORITY			
	FOR CHECKS AND ADA (PS– regardless of amount) <u>REGIONAL OFFICE</u>			<i>ARD MS or RED or Designated OIC</i>
	<u>PENR OFFICE</u>			<i>PENR Officer or Designated OIC</i>
	FOR ACIC <u>REGIONAL OFFICE</u>			<i>DC AD or ARD MS or Designated OIC</i>
	<u>PENR OFFICE</u>			<i>DC MSD or PENRO or Designated OIC</i>



CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	MOOE/CO - Up to Php5M <u>REGIONAL OFFICE</u>			ARD MS or ARD TS or RED or Designated OIC
	MOOE/CO – Above Php5M <u>REGIONAL OFFICE</u>			RED or ARD MS or ARD TS or Designated OIC
	MOOE/CO– regardless of amount <u>PENR OFFICE</u>			PENR Officer or DC MSD or DC TSD or Designated OIC
	FOR LDDAP (PS - regardless of amount) <u>REGIONAL OFFICE</u>			DC FD or ARD MS or RED or Designated OIC
	<u>PENR OFFICE</u>			DC MSD or DC TSD or PENR Officer or Designated OIC
	MOOE/CO - Up to Php5M <u>REGIONAL OFFICE</u>			DC FD or ARD MS or RED or Designated OIC
	MOOE/CO – Above Php5M <u>REGIONAL OFFICE</u>			ARD MS or ARD TS or RED or Designated OIC



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	MOOE/CO – regardless of amount <u>PENR OFFICE</u>			<i>DC MSD or DC TSD or PENR Officer or Designated OIC</i>
1.14. None	1.14 Forward to Cashier.	None	15 min.	Receiving/Releasing Clerk Office of Approving Authorities
1.15. None	1.15 Receive and Record signed Check/ ADA and ACIC, and forward to cashier staff.	None	15 min.	Receiving/Releasing Clerk Cashier Section/Unit
1.16. None	1.16 Record particulars in Checks and Advices to Debit Account Disbursement Record, Report of Checks Issued and Cancelled (RCIC)/Report of ADA Issued (RADAI). <i>Inform the clientele if the check is ready for pick-up, or the ADA was already prepared for them to issue OR upon crediting</i>	None	2 hours.	Cashier Staff Cashier Section/Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	<i>payment to their account.</i>			
1.17. Proceed to Cashier Unit/Section and present necessary documents to claim the check and/or validated ADA and issue Official Receipt, if applicable	1.17 Release Check/ADA to customer/bank with tax certificate (supplier) if applicable.	None	30 min.	Cashier Cashier Section/Unit
TOTAL:		None	Complex	6 days, 4 hours and 30 mins
			Highly Technical	9 days, 5 hours and 30 mins

*All documents are assumed to be from or submitted to the Administrative Division/Section/Unit considering that this process flow starts with the payment, and that the Administrative Division has its separate processes for procurement.

**CLASSIFICATION:**

Complex	Highly Technical
<ul style="list-style-type: none">• Cash Advances• Salary• Allowances, Honoraria and Other Forms of Compensations• Other expenditures• Extraordinary and Miscellaneous Expenses• Cultural and Athletic Activities• Human Resource Development and Training Program	<ul style="list-style-type: none">• Fund Transfers to Non-Government Organization/People's Organizations/ Civil Society Organizations (NGOs/POs/CSOs) except NGP• Fund Transfers to Implementing Agency• Procurement of Goods, Consulting Services and Infrastructure Projects (Regardless of Mode of Procurement)• eNGP/CBFM Contracts

Rule VII, Section 2(b) of the Joint Memorandum Circular No. 2019-001 or the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 11032 states that:

“xxx

The Government office or agency shall not process deficient or incomplete applications or request, and shall only process an application or request if it is complete. In case the application or requests is deficient, the processing time as provided under the Act and these Rules shall only commence once the applicant or requesting party has rectified the deficiency.

For processes that involve several stages with corresponding prescribed requirements, the processing time for each stage commences on the date/time that the applicant has satisfactorily completed the requirements for the previous stage and has submitted all the requirements for the subsequent stage being applied for.”



DENR CENR, PENR AND REGIONAL OFFICES
Administrative and Finance
(External Services)



CITIZEN'S CHARTER NO. R8-AF-03. SALE OF BIDDING DOCUMENTS

The Sale of Bidding Documents are documents issued to prospective bidders of certain goods or services. The Bidders may be asked to pay a fee to recover the cost for the preparation and development of the Bidding Documents pursuant to the Guidelines on the Sale of the Bidding Documents. The BAC shall issue the bidding documents to the prospective bidders upon payment of the corresponding cost thereof.

Office or Division:	Bids and Awards Committee (BAC) Secretariat, Procurement Section/Unit, DENR PENR and Regional Offices	
Classification:	Simple	
Type of Transaction:	G2B - Government to Business	
Who may avail:	Prospective Bidder/s	
CHECKLIST OF REQUIREMENT		WHERE TO SECURE
1. Present One (1) Valid Company Identification Card		Prospective Bidder Company
2. Official Receipt (1 original)		Cashier Unit/Section, DENR PENR or Regional Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit copy of Official Receipt as proof of payment as indicated in the invitation to bid (ITB) for the Bidding Documents.	1. Receive copy of Official Receipt and issue copy of the Bidding Documents.	Please refer to the table of fees below.	15 minutes	<i>BAC Secretariat</i> Procurement Section/Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
2. Receive copy of Bidding Documents, register in the logbook and acknowledge receipt of Bidding Documents.	2. Release Bidding Documents and Maintain registry of Bidders who purchased the Bidding Documents.		15 minutes	<i>BAC Secretariat</i> Procurement Section
	TOTAL:	Please refer to the table of fees below.	30 min.	

**Fees of Bidding Documents based on Section 5.0, Appendix 8 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.*

Approved Budget for the Contract (Php)	Maximum Cost of Bidding Documents (Php)
500, 000 and below	500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00



DENR CENR, PENR AND REGIONAL OFFICES
Forestry
(External Services)



CITIZEN'S CHARTER NO. R8-F-01. ISSUANCE OF PRIVATE TREE PLANTATION REGISTRATION (PTPR)

This Certificate shows the ownership of plantations or planted trees within private, titled lands or tax declared alienable and disposable lands. The issuance of PTPR requires inventory and ocular inspection in the area. Tree inventory for permits (e.g. TCP or PLTP) is a process conducted separately from the inspection for PTPR per existing DENR policies, rules and regulations.

Office/Division:	Regulation and Permitting Section, DENR Implementing PENR/CENR Office	
Classification:	Highly Technical	
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen	
Who may avail:	Filipino Citizen/ Individual or Sole Proprietorship; Private Corporation duly registered with the Securities and Exchange Commission (SEC); Partnership or Association duly registered with SEC; Owners and operators of existing wood processing plants, provided however, that they shall file individual applications for wood processing plants which are independently operated in separate locations; within Alienable and Disposable Lands (A&D)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Application (1 original, 1 photocopy)		Requesting Party
2. OCT, TCT, Judicial Title, CLOA, Tax Declared Alienable and Disposable Lands (1 certified true copy)		Requesting Party, Assessor's Office, Registry of Deeds (ROD), NCIP, DAR
3. Data on the number of seedlings planted, species and area planted		Requesting Party
4. Additional Requirement		
if the applicant is a representative		
Special Power of Attorney (SPA) (1 original)		Requesting Party, Private Lawyer, or Notary Public



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit letter request and supporting documents to CENRO.	1. Check completeness of application and supporting documents, and receive, record (including scanning) and forward the application to Deputy CENR / CENR Officer. Provide Requesting Party an acknowledgement receipt of the documents.	None	50 min.	Chief/Technical Staff Regulation and Permitting Section (RPS) Receiving/Releasing Clerk, CENRO Records Unit
1.1. None	1.1. Receive and review the application, and assign inspection team to conduct site inspection.	None	30 min.	Chief RPS
2. Guide/accompany the inventory team to the site	2. Conduct inspection of the area (100% inventory of trees) and prepare report with attachments (map, geo-tagged photos and tally sheets). Forward to Chief, RPS.	None	15 working days	Inspection Team RPS
2.1. None	2.1. Evaluate and review the application. And forward to Forest Utilization Unit (FUU)/RPS.	None	4 hours	Chief RPS (CENRO)/ Chief TSD (Implementing PENRO)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
2.2. None	2.2. Receive and review application. Prepare two (2) copies of PTPR and affix initial on the file copy, and forward to Chief, RPS.	None	4 hours	Chief FUU(CENRO) Chief RPS (Implementing PENRO)
2.3. None	2.3. Receive and review the application and inspection report and submit recommendation to CENRO/ Implementing PENRO	None	1 hour	Chief RPS/TSD Implementing PENRO
2.4. None	2.4. Receive and review application. Approve and sign PTPR.	None	1 hour	CENR Officer CENRO / Implementing PENRO
3. Receive approved PTPR	4. Record and release approved PTPR to applicant	None	30 min.	Receiving/Releasing Clerk CENRO Records Unit
TOTAL:		None	16 days, 3 hours and 50 min.	



CITIZEN'S CHARTER NO. R8-F-03a. ISSUANCE OF CERTIFICATE OF VERIFICATION (COV) FOR THE TRANSPORT OF PLANTED TREES WITHIN PRIVATE LAND, NON-TIMBER FOREST PRODUCTS EXCEPT RATTAN AND BAMBOO

COV is a document to be presented when transporting planted trees within private lands not registered under the Private Tree Plantation Registration and/or non-premium trees, non-timber forest products (except rattan and bamboo).

Office or Division:	Regulation and Permitting Section, DENR Implementing PENR/CENR Office	
Classification:	Complex	
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government	
Who may avail:	Concerned Individual, Timber Dealers, Schools and Universities, ERDB, FPRDI and other Government Office, Wood Processing Plants (WPPs) permittee.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Request letter indicating the following: (1 original, 1 photocopy) a. Type of forest product b. Species c. Estimated volume/quantity d. Type of conveyance and plate number e. Name and address of the consignee/destination f. Date of transport		Requesting Party
2. Certification that the forest products are harvested within the area of the owner (for non-timber) (1 original)		Barangay LGU
3. Approved Tree Cutting Permit for timber (1 photocopy)		Requesting Party or concerned DENR Office



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. OR/CR of conveyance and Driver's License (1 photocopy)	Requesting Party
5. Additional Requirement	
if the owner of the forest product is not the owner of the conveyance	
Certificate of Transport Agreement (1 original)	Requesting Party
if applicant is not the land owner	
Special Power of Attorney (SPA) (1 original)	Requesting Party, Private Lawyer or Notary Public

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit request letter and supporting documents	1. Check completeness of request and supporting documents, receive application and forward to PENR/CENR Officer/Deputy CENR Officer	None	30 min.	<i>Receiving/Releasing Clerk CENRO/Implementing PENRO Records Unit</i>
1.1. None	1.1. Receive and review application. Forward to Chief RPS (CENRO)/Chief TSD (Implementing PENRO)	None	30 min.	<i>PENR/CENR Officer/ Deputy CENR Officer</i>
1.2. None	1.2. Receive, review/evaluate request, and assign a team to conduct verification.	None	1 hour	<i>Chief RPS (CENRO)/Chief TSD (Implementing PENRO)</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.3 None	1.3. Prepare and approve Order of Payment	None	1 hour	<i>CENR Officer/Accountant for implementing PENRO</i>
2. Receive Order of Payment and pay corresponding fees	2. Accept payment and issue Official Receipt to the client	Php 50.00/ truck load Certificate of Verification Fee Php 36.00 Oath Fee per application Php 360.00 Inspection fee *	30 min.	<i>Bill Collector/ Cashier for implementing PENRO</i>
3. Receive OR	3. Inspect the forest products in the area, and prepare Inspection Report, and Certificate of Verification (COV) and affix initial duplicate copy of COV.	None	5 days	<i>Inspection Officer CENRO/Implementing PENRO</i>
3.1. None	3.1. Review inspection report and affix initial on the duplicate copy of COV. Forward to the PENR/CENR Officer for approval.	None	1 hour	Chief RPS (CENRO)/Chief TSD (Implementing PENRO)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3.2. None	3.2. Receive and review report. Sign and approve COV.	None	1 hour	<i>CENR/PENR Officer</i>
3.3. Receive COV.	3.3. Record and release approved COV.	None	15 min.	<i>Receiving/Releasing Clerk CENRO/Implementing PENRO Records Unit</i>
TOTAL:		Php 50.00/ truck load Certificate of Verification Fee Php 36.00 Oath Fee per application Php 360.00 Inspection Fee Php 446.00 +	5 days, 5 hours & 45 min.	

*Fees and charges are based on DAO 2004-16



CITIZEN'S CHARTER NO. R8-F-03b. ISSUANCE OF CERTIFICATE OF LUMBER ORIGIN (CLO) FOR PROCESSED LOGS/LUMBER FROM WOOD PROCESSING PLANT TO OTHER WPP OR DESIRED DESTINATION/S

CTO/CLO is a document to secure/present when transporting processed logs or lumber from WPP to another WPP or desired destination

Office or Division:	Regulation and Permitting Section, DENR Implementing PENR/CENR Office	
Classification:	Complex	
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen	
Who may avail:	Concerned Individual, Wood Processing Plants (WPPs) permittee, Registered Lumber Dealers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Request letter indicating the following: (1 original, 1 photocopy) g. Species, Dimension (Lumber), Number of pieces/poles and volume h. Name and Place of loading/Lumber Origin i. Type of conveyance and plate number j. Date of transport k. Name and address of the consignee/destination l. Source of Forest Product (Permit/Agreement/Imported Product)		Requesting Party
2. Approved WPP Permit or Certificate of Registration as Lumber/Timber Dealer (1 photocopy)		Requesting Party
3. Approved Log/Lumber Supply Contract or Invoice Receipt (1 photocopy)		Requesting Party



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Additional Requirement	
if applicant is not the WPP owner	
Special Power of Attorney (SPA) (1 original)	Requesting Party, Private Lawyer or Notary Public
If the owner of the Lumber is not the owner of the Conveyance	
Certificate of Transport Agreement (CTA) (1 original, 1 photocopy)	Requesting Party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit request letter and supporting documents	1. Check completeness of request and supporting documents, receive application and forward to PENR/CENR Officer/Deputy CENR Officer	None	30 min.	<i>Receiving/Releasing Clerk CENRO/Implementing PENRO Records Unit</i>
1.1. None	1.1. Receive and review application. Forward to Chief RPS (CENRO)/Chief TSD (Implementing PENRO)	None	30 min.	<i>PENR/CENR Officer/ Deputy CENR Officer</i>
1.2. None	1.2. Receive, review/evaluate request, and assign a team to conduct verification.	None	1 hour	<i>Chief RPS (CENRO)/Chief TSD (Implementing PENRO)</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.3. None	1.3. Prepare and approve Order of Payment	None	1 hour	<i>CENRO/Accountant for implementing PENRO</i>
2. Receive Order of Payment and pay corresponding fees	2. Accept payment and issue Official Receipt to the client	Php 50.00/ truck load Php 36.00 Oath Fee per application Php 360.00 Scaling fee *	30 min.	<i>Bill Collector/ Cashier for Implementing PENRO</i>
3. Receive OR	3. Inspect the forest products in the area, and prepare Inspection Report, and Certificate of Timber/Lumber Origin (CTO/CLO) and affix initial duplicate copy of CTO/CLO	None	5 days	<i>Inspection Officer CENRO/Implementing PENRO</i>
3.1. None	3.1. Review inspection report and affix initial on the duplicate copy of CTO/CLO. Forward to the PENR/CENR Officer for approval.	None	1 hour	Chief RPS (CENRO)/Chief TSD (Implementing PENRO)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3.2. None	3.2. Receive and review report. Sign and approve CTO/CLO.	None	1 hour	<i>PENR/CENR Officer</i>
4. Receive CTO/ CLO	4. Record and release approved CTO/CLO.	None	15 min.	<i>Receiving/Releasing Clerk CENRO/Implementing PENRO Records Unit</i>
TOTAL:		Php 50.00/ truck load Php 36.00 Oath Fee per application Php 360.00 Scaling Fee Php 446.00 +	5 days, 5 hours & 45 min.	

*Fees and charges are based on DAO 2004-16



CITIZEN'S CHARTER NO. R8-F-04. APPLICATION FOR CHAINSAW REGISTRATION

This Registration serves as a legal proof of ownership, use and possession of chainsaw in the Philippines. The DENR shall issue different permits or certifications for the purchase or import, manufacture, selling, re-selling, disposal, distribution, transfer of ownership, lease, rental or lending of chainsaws.

Office or Division:	Regulation and Permitting Section, DENR Implementing PENR/CENR Office		
Classification:	Simple		
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government		
Who may avail:	Holder of Timber License Agreement, Production Sharing Agreement, Co-production Sharing Agreement, or a Private Land Timber Permit/Special Private Land Timber Permit, CBFMA, IFMA, SIFMA, or other tenurial instruments; Orchard or tree farmer; Industrial tree farmer; Licensed wood processor and the chainsaw shall be used for the cutting of timber that has been legally sold to said applicant; Anyone who shows satisfactory proof that the possession and/or use of a chainsaw is for a legal purpose; and Agencies of the government, GOCCs that use chainsaws in some aspects of their functions (except for Palawan where the jurisdiction falls with PCSD); CTPO/PTPR holders.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Duly accomplished Application Form		Implementing PENR/CENR Office	
2. Official Receipt of Chainsaw Purchase (1 certified copy and 1 original for verification) or Affidavit of Ownership in case the original copy is lost.		Requesting Party, Store or Dealer	
3. SPA if the applicant is not the owner of the chainsaw		Requesting Party	
4. Detailed Specification of Chainsaw (brand, model, engine capacity, Serial Number.)		Requesting Party, Store or Dealer	
5. Notarized Deed of Absolute Sale, if transfer of ownership (1 original)		Requesting party, Private Lawyer or Notary Public Office	
6. Chainsaw to be registered		Requesting Party	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
7. Additional Requirements	
if Tenurial Instrument holder	
Certified True Copy of Forest Tenure Agreement	Requesting Party
if Business Owner	
Business Permit (1 photocopy)	Requesting Party
if Registered as Private Tree Plantation Owner	
Certificate of Registration	Requesting Party
if the applicant shows satisfactory proof that the possession and/or use of a chainsaw is for a legal purpose	
Business Permit from LGU or affidavit that the chainsaw is needed in applicants/profession/work and will be used for legal purpose (1 photocopy)	Requesting Party
if licensed Wood Processor	
Wood processing plant permit (1 photocopy)	Requesting Party
if government, and GOCC	
Certification from the Head of Office or his/her authorized representative that chainsaws are owned/possessed by the office and use for legal purposes (specify)	Requesting Party
If renewal of registration	
Latest Certificate of Chainsaw Registration (1 Photocopy)	Requesting Party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit application form and supporting documents to the Implementing PENR/CENR Office.	1. Check completeness of application and supporting documents, and receive, record (including scanning) and forward the application to PENR/CENR Officer/Deputy	None	30 min.	Receiving/Releasing Clerk CENRO/Implementing PENRO Records Unit Technical Staff RPS/TSD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	CENR Officer. Provide Requesting Party an acknowledgement receipt of the documents.			
1.1. None	1.1. Receive and review application. Forward application to Technical Staff. Prepare Order of Payment.	None	30 mins	<i>Chief RPS (CENRO)/Chief TSD (Implementing PENRO)</i>
1.2 None	1.2. Approve Order of Payment.	None	30 mins	<i>CENR Officer/Accountant for Implementing PENRO</i>
2. Receive Order of Payment and pay corresponding fee.	2. Receive payment and issue Official Receipt (OR).	Php 500.00 Registration Fee *	30 min.	<i>Bill Collector/ Cashier</i>
3. Receive OR.	3. Receive application. Conduct verification of supporting documents and inspection of chainsaw. Prepare Certification and initial on the duplicate copy.	None	1 day	<i>Technical Staff RPS/TSD</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3.1. None	3.1. Receive and review application. Affix initial on the duplicate copy. Forward to PENR/CENR Officer for approval.	None	2 hours	<i>Chief RPS (CENRO)/Chief TSD (Implementing PENRO)</i>
3.2. None	3.2. Receive, review and approve Certificate of Registration.	None	1 day	<i>PENR/CENR Officer</i>
4. Receive Certificate of Chainsaw Registration.	4. Record, assign control number and release Certification of Registration.	None	30 min.	<i>Receiving/Releasing Clerk CENRO/Implementing PENRO Records Unit</i>
TOTAL		Php 500.00 Registration Fee	2 days, 4 hours & 30 min.	

*Fees and charges are based on DAO 2004-16



CITIZEN'S CHARTER NO. R8-F-05. ISSUANCE OF TREE CUTTING AND/OR EARTH BALLING PERMIT FOR TREES AFFECTED BY PROJECTS OF NATIONAL GOVERNMENT AGENCIES (DPWH, DOTr, DepEd, DA, DOH, CHED, DOE, and NIA)

This Permit serves as proof of authorization for the removal/cutting and/or relocation of trees affected by projects of the National Government Agencies (DPWH, DOTr, DepEd, DA, DOH, CHED, DOE and NIA)

Office or Division:	Regulation and Permitting Section, Implementing PENR/CENR Office	
Classification:	Complex	
Type of Transaction:	G2G - Government to Government	
Who may avail:	National Government Agencies (DPWH, DOTr, DepEd, DA, DOH, CHED, DOE, and NIA)*	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Application (1 original)		Requesting Party
2. LGU Endorsement/Certification of No Objection (1 original)		Concerned LGU (City/Municipal/Barangay)
3. Approved Site Development Plan/Infrastructure Plan with tree charting indicating the geotagged location of individual trees affected by the project, to be numbered sequentially, as basis of validation by the DENR during actual cutting operations (1 Certified true Copy)		Requesting Party
4. Environmental Compliance Certificate (ECC)/Certificate of Non-Coverage (CNC), whichever is applicable. (1 certified copy)		Environmental Management Bureau (EMB) Regional Office
5. NCIP Clearance (FPIC/CP/CNO, whichever is applicable)		NCIP
6. Waiver/Consent of owner/s, if titled property, if applicable (1 original)		Concerned lot owner
7. PAMB Clearance/Resolution, if within Protected Area (1 original)		PAMB



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit the request/ application with complete supporting documents*	1. Check completeness of application and supporting documents, and receive, record and forward the application to PENR/ CENR Officer/Deputy CENR Officer. Provide Requesting Party an acknowledgement receipt of the documents.	None	50 min.	<i>Receiving/Releasing Clerk, CENRO/Implementing PENRO Records Unit</i>
1.1. None	1.1. Review and refer the application to Chief, RPS/TSD.	None	1 hour	<i>PENR/CENR Officer/ Deputy CENR Officer</i>
1.2. None	1.2. Receive and review application, and assign inspection team to conduct site inspection.	None	30 mins.	<i>Chief RPS (CENRO)/Chief TSD (Implementing PENRO)</i>
1.3. None	1.3. Prepare Order of Payment.	None	15 mins.	<i>Staff in-charge RPS/TSD</i>
1.4.	1.4 Approve Order of Payment	None	15 Mins	<i>CENR Officer/Accountant for Implementing PENRO</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
2. Pay Application oath and/or Certification Fee	2. Accept payment and issue Official Receipt (OR)	Php 50.00/ Certification Fee Php 36.00/ application Oath Fee **	30 mins.	<i>Credit Officer</i>
3. Receive and forward the OR to RPS.	3. Accept the OR and schedule the ocular inspection/ validation.	None	1 hour	<i>Staff in-charge/ Inspection Team RPS/TSD</i>
4. Guide/accompany the inventory team to the site.	4. Conduct ocular inspection/validation of the area and prepare endorsement to Implementing PENR/ CENR Officer.	None	2 days	<i>Inspection Team RPS/TSD</i>
4.1. None	4.1. Review the inspection report. Prepare cutting permit, initial and forward to the Chief, RPS/TSD for review and initial.	None	1 hour	<i>Chief/Technical Staff Concerned Unit/Section,</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
4.2. None	4.2. Receive and Review, initial and forward the cutting permit to the Implementing PENR/ CENR Officer/Deputy CENR Officer.	None	1 hour	<i>Chief RPS (CENRO)/Chief TSD (Implementing PENRO)</i>
4.3. None	4.3. Review and sign/approve the Tree Cutting Permit (TCP).	None	1 hour	<i>PENR/CENR Officer/ Deputy CENR Officer</i>
5. Receive approved TCP	5. Record and release, the approved TCP.		30 min.	<i>Receiving/Releasing Clerk, CENRO/Implementing PENRO Records Unit</i>
TOTAL:		Php 50.00/ Certification Fee Php 36.00/ application Oath Fee **	2 days, 7 hours & 50 min.	

*Prior to the application, NGA shall submit their proposal/requirements to the CENR/Implementing PENR Office.

**Forest charges may apply to all naturally growing trees

Note: Seedling replacement shall be complied by the requesting agency after the cutting



CITIZEN'S CHARTER NO. R8-F-06. ISSUANCE OF TREE CUTTING PERMIT FOR PLANTED TREES AND NATURALLY GROWING TREES FOUND WITHIN PUBLIC PLACES (PLAZA, PUBLIC PARKS, SCHOOL PREMISES OR POLITICAL SUBDIVISIONS) FOR PURPOSES OF PUBLIC SAFETY

This Permit serves as proof of authorization for the removal/cutting of trees in public places (Plaza, Public Parks, School Premises or Political Subdivisions for purposes of public safety).

Office or Division:	Regulation and Permitting Section, Implementing PENR/CENR Office			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business			
Who may avail:	Any Filipino citizen, Local Government Units (LGUs), Schools, Homeowners			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Application Letter (1 original)			Requesting Party	
2. LGU Endorsement/Certification of No Objection/Resolution (1 original)			Concerned LGU (City/Municipal/Barangay)	
3. Additional Requirements				
if within Subdivisions				
Homeowner's Resolution (1 original/1 Certified True Copy)			Homeowner's Association	
if School/Organization				
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
1. Submit letter request and complete requirements	1. Check completeness of application and supporting documents, and receive, record (including scanning) and forward the application to Deputy CENR Officer/ CENR/PENR Officer.	None	50 min.	<i>Receiving/Releasing Clerk</i> Implementing PENRO/CENRO Records Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	Provide Requesting Party an acknowledgement receipt of the documents.			
1.1. None	1.1. Receive, review and refer the application to Chief, RPS.	None	1 hour	<i>Deputy CENR Officer/ CENR/PENR Officer</i>
1.2. None	1.2. Receive and review the application, and assign inspection team to conduct site inspection.	None	30 min.	<i>Chief RPS</i>
1.3. None	1.3. Prepare Order of Payment.	None	30 min.	<i>Staff in-charge RPS</i>
1.4. None	1.4. Approve Order of Payment and forward to Requesting Party.	None	10mins	Accountant /CENR Officer or designated representative
2. Pay certification and oath fee	2. Accept payment and issue Official Receipt (OR).	Php 50.00/ Certification Fee Php 36.00/ application Oath Fee Php 1,200.00/ha Inventory Fee* (for 1 ha and above)	30 min.	<i>Credit Officer</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3. Receive and forward the OR to RPS.	3. Accept the OR. Schedule the inspection.	None	1 day	<i>Staff in-charge/ Inspection Team RPS</i>
4. Guide/accompany the inventory team to the site.	4. Conduct inspection of the area (100% inventory of trees) and prepare duly subscribed and sworn report with attachments (map, geo-tagged photos and tally sheets) and endorsement to PENR/CENR Office. Forward to Chief, RPS/TSD. (Inspection in accordance to DMO No. 1991-08 and FMB Technical Bulletin No. 3)	None	15 days	<i>Inspection Team RPS</i>
4.1. None	4.1 Review the inspection report and submit recommendation to PENR/CENR Officer.	None	1 hour	<i>Chief RPS/TSD</i>
4.2. None	4.2 Receive and review the application and inspection report. Approve the Tree Cutting Permit (TCP)	None	1 hour	<i>PENR/CENR Officer</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
2. Receive the approved Tree Cutting Permit	5. Record and release approved Tree Cutting Permit to requesting party	None	30 min.	<i>Receiving/Releasing Clerk</i> Implementing PENRO/CENRO Records Unit
TOTAL		Php 50.00/ Certification Fee Php 36.00/ application Oath Fee Php 1,200.00/ha Inventory Fee*(for 1 ha and above)	16 days & 6 hours	

*Fees and charges are based on DAO 2004-16

Note: Forest charges shall be paid after the cutting of trees.



CITIZEN'S CHARTER NO. R8-F-07. ISSUANCE OF PRIVATE LAND TIMBER PERMIT (PLTP) FOR NON-PREMIUM SPECIES, OR SPECIAL PLTP (SPLTP) FOR PREMIUM/NATURALLY-GROWN TREES WITHIN PRIVATE/ TITLED LANDS

PLTP or SPLTP serves as the official authority to cut, gather and utilize naturally grown trees within private or titled lands. This shall not cover the trimming, pruning, cutting and removal of trees within power line corridors which no longer require to secure prior clearance or permit from, but with due notice to, the DENR Field Offices, pursuant to RA No. 11361, S. 2019. Further, the transport of logs derived therefrom shall require a transport permit consistent with existing rules and regulations.

All new applications and requests for extension of Tree Cutting and Earth-balling Permits for naturally growing trees shall be issued by the concerned DENR Regional Executive Director, **except cutting for public purposes of National Government Agencies which includes the DPWH, DOTr, DepEd, DA, DOH, CHED, DOE, and NIA** pursuant to DAO No. 2020-06, which shall be issued by the concerned Community Environment and Natural Resources Officer/implementing Provincial Environment and Natural Resources Officer (CENRO/Implementing PENRO). The issuance of these Permits for naturally growing trees shall be governed by existing laws, rules and regulations like E.O. No. 23 and other related guidelines.

Office or Division:	Regulation and Permitting Section, DENR CENR Office (or Implementing PENR Office) to PENR Office to Regional Office	
Classification:	Highly Technical (Multi-Stage Processing)	
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen	
Who may avail:	Concerned Individual and Schools	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Letter (1 original)		Requesting Party
2. Endorsement/Certification from concerned LGU interposing no objection to the cutting of trees under the following conditions (1 original):		Concerned LGU (City/Municipal/Barangay)
a. If the trees to be cut falls within one barangay , an endorsement from the Barangay Captain shall be secured		Barangay LGU



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
b. If the trees to be cut falls within more than one barangay, endorsement shall be secured either from the Municipal/City Mayor or all the Barangay Captains concerned	Municipal/City LGU or all Barangay LGUs
c. If the trees to be cut fall within more than one municipality/city, endorsement shall be secured either from the Provincial Governor or all the Municipal/City Mayors concerned	Provincial LGU or all Municipal/City LGUs
3. Authenticated copy of Land Title/CLOA issued by LRA or Registry of Deeds, whichever is applicable	Land Registration Authority (LRA)/Registry of Deeds (ROD)
4. Environmental Compliance Certificate (ECC)/Certificate of Non-Coverage (CNC), whichever is applicable. (1 certified copy)	EMB Regional Office
5. Additional Requirements	
if application covers ten (10) hectares or larger	
Utilization Plan with at least 50% of the area covered with forest trees (1 original)	Requesting Party
if covered by CLOA	
Endorsement by local agrarian reform officer interposing No Objection (1 original)	Municipal/City Agrarian Reform Office, Municipal/City Hall
if School/Organization	
PTA Resolution or Resolution from any organized 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
CENRO				
1. Submit letter request and supporting documents.	1 Check completeness of application and supporting documents, and receive, record (including scanning) and	None	50 min.	Receiving/Releasing Clerk CENRO Records Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	forward the application to Deputy CENR Officer/ CENR Officer.			
1.1. None	1.1. Receive, review and refer the application to Chief, RPS.	None	1 hour	<i>Deputy CENR Officer/ CENR Officer CENRO</i>
1.2. None	1.2. Receive and review the application, and assign inspection team to conduct site inspection.	None	30 min.	<i>Chief RPS</i>
1.3. None	1.3. Prepare Order of Payment.	None	15 min.	<i>Staff in-charge RPS</i>
1.4. None	1.4. Approve Order of Payment	None	15 min.	<i>CENR Officer</i>
2. Pay certification and oath fee.	2. Accept payment and issue Official Receipt (OR).	Php 50.00/ Certification Fee Php 36.00/ application Oath Fee Php 1,200.00/ha Inventory Fee*	30 min.	<i>Credit Officer CENRO</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3. Receive OR.	3. Accept the OR. Schedule the inspection.	None	1 day	<i>Staff in-charge/ Inspection Team RPS</i>
4. Guide/accompany the inventory team to the site.	4. Conduct inspection of the area (100% inventory of trees to be cut) and prepare report duly subscribed and sworn with attachments (geo-tagged photos tally sheets and with approved sketch/GIS map of the area applied for) and endorsement to PENR Office. Forward to Chief, RPS. (Inspection in accordance to DMO No. 1991-08 and FMB Technical Bulletin No. 3)	None	15 days	<i>Inspection Team RPS</i>
4.1. None	5.1. Review the inspection report and submit recommendation to CENRO.	None	1 hour	<i>Chief RPS</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
4.2. None	5.2. Receive and review the application and inspection report. Approve recommendation. Sign the endorsement to PENR Office.	None	1 day	<i>CENR Officer</i>
4.3. None	5.3. Record and release the application, supporting documents and endorsement to PENR Office.	None	3 days	<i>Receiving/Releasing Clerk CENRO Records Unit</i>
PENRO				
4.4. None	5.4. Receive documents and forward to PENRO	None	2 hours	<i>Receiving/Releasing Clerk PENRO Records Section</i>
4.5. None	5.5. Receive and assign documents.	None	2 hours	<i>PENR Officer</i>
4.6. None	5.6. Review, evaluate application and prepare memorandum endorsement to Regional Office through Chief, TSD for initial.	None	1 day	<i>Chief/Staff Concerned Unit/Section Chief TSD</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
4.7. None	5.7. Review and sign the memorandum endorsement for the Regional Executive Director (RED).	None	1 hour	<i>PENR Officer</i>
4.8. None	5.8. Record and release the application and supporting documents.	None	5 days	<i>Receiving/Releasing Clerk</i> PENRO Records Section
REGIONAL OFFICE (RO)				
4.9. None	5.9. Receive documents and forward to Regional Executive Director.	None	1 hour	Receiving/Releasing Clerk RO Records Section
4.10. None	5.10. Receive and assign/refer documents. Forward to ARD for Technical Services (ARD-TS).	None	3 hours	RED Regional Office
4.11. None	5.11. Receive and review documents. Forward to License, Patents and Deeds Division (LPDD).	None	2 hours	ARD for TS Regional Office
4.12. None	5.12. Receive and review documents. Forward to assigned Staff.	None	1 day	Chief, LPDD, Regional Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
4.13. None	5.13. Conduct detailed review/evaluation of application.	None	5 days	Chief/Staff, FUS, Regional Office
4.14. None	5.14. Prepare the PLTP/ SPLTP with attachment (Memorandum Endorsement/ Instruction)	None	4 hours	
4.15. None	5.15. Receive and review documents. Affix initial to the duplicate permit, if in order. Forward to ARD-TS.	None	1 hour	Chief, LPDD, Regional Office
4.16. None	5.16. Review and affix initial and forward the permit and memorandum for the Regional Executive Director (RED)'s signature	None	4 hours	ARD-TS, Regional Office
4.17. None	5.17. Approve the permit and sign memorandum	None	1 day	RED, Regional Office
5. Receive the approved PLTP/SPLTP	6. Record and release approved PLTP/SPLTP to applicant.	None	30 min.	Receiving/Releasing Clerk RO Records Section



CENRO SUB-TOTAL	Php 86.00	20 days, 4 hrs & 20 min.
PENRO SUB-TOTAL	None	6 days & 5 hrs
IMPLEMENTING PENRO SUB-TOTAL	Php 86.00	27 days, 1 hr & 20 min.
REGIONAL OFFICE SUB-TOTAL	None	8 days 7 hrs & 30min.
TOTAL	Php 50.00/ certification Certification Fee Php 36.00/ application Oath Fee Php 1,200.00/ha Inventory Fee* **	36 days & 50 min.

*Fees and charges are based on DAO 2004-16

**Forest charges shall be paid after the cutting of trees.



Validity of Permit Upon Receipt of S/PLTP			
Volume	Validity	Volume	Validity
1 - 50 cu.m.	50 days	501 - 650 cu.m.	7 months
51 - 70 cu.m.	60 days	651 - 750 cu.m.	8 months
71 - 100 cu.m.	90 days	751 - 850 cu.m.	9 months
101 - 200 cu.m.	120 days	851 - 950 cu.m.	10 months
201 - 300 cu.m.	150 days	951 - 1000 cu.m.	11 months
301 - 500 cu.m.	6 months	1001 - up cu.m.	1 year

Note: All naturally grown trees cut and harvested inside private and public/forest lands shall also be subjected to payment of forest charges pursuant to RA No. 7161 (Sec.



CITIZEN'S CHARTER NO. R8-F-08. ISSUANCE OF SPECIAL LAND USE PERMIT (SLUP)

This 3-year permit (non-renewable) serves as an authorization to temporarily occupy, possess and manage any public forestland for a specific use or purpose.

Office or Division:	DENR CENRO or Implementing PENRO to Regional Office		
Classification:	Highly Technical (Multi-Stage Processing)		
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government		
Who may avail:	<ul style="list-style-type: none">• Any Filipino Citizen• Private Corporations, Partnership or association		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Duly Accomplished Application Form (1 original)		Requesting Party	
2. Geotagged photos and Map of the area applied for with technical description, coordinates and tie point from the nearest landmark		CENR Office/Implementing PENRO	
3. Pertinent documents showing proof that the applicant is a legitimate entity qualified to be a holder of a forestland tenurial instrument or agreement, as follows: ➤ For an individual applicant, certified copy of birth certificate or, if applicant is naturalized Filipino citizen, a certified copy of his/her Certificate of Naturalization ➤ For an association, corporation, cooperative or partnership, certified copy of SEC/CDA Registration Certificate and Articles of Incorporation/partnership, and a resolution of the corporate governing body (Board of Directors, Board of Trustees, etc.) designating the authorized representative of said corporation, association or partnership to apply/sign documents for and in behalf of the company		Requesting Party PSA SEC/CDA	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Income Tax Return (ITR) for the last two (2) years	BIR
5. Proof of Financial Capability to manage and develop the area applied for	Bank
6. Indicative Management Plan using the prescribed format	Requesting Party
7. Application fee of Php 500.00	CENR Office/Implementing PENRO
8. Performance Bond	CENR Office/Implementing PENRO
9. Free and Prior Inform Consent/NCIP Certification/CNO	NCIP
10. BIR Certification of Zonal Valuation of the nearest commercial zone of the municipality	BIR
11. ECC/IEE/CNC	EMB
12. LGU endorsement	B/MLGU
13. Government share/rental/user's fee shall be paid within 30 days upon issuance of SLUP	Requesting Party
14. Endorsement from CENRO and PENRO	CENRO/PENRO



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
CENRO				
1. Submit application form with attached supporting documents	1. Check completeness of application and supporting documents, receive and forward the application to Deputy CENR Officer/CENR Officer	None	1 hour	Receiving Clerk
2. Receive Order of Payment and pay the required fees	2. Prepare Order of Payment 2.1 Accept payment and issue Official Receipt	Php 500.00/ Application Fee	20 minutes 20 minutes	<i>Receiving/Releasing/ RPS Technical staff Credit Officer</i>
3. Receive OR	3. Receive, review and refer the application to Chief, RPS	None	1 hour	<i>Deputy CENR Officer/CENR Officer</i>
	3.1 Receive and review the application and assign technical personnel to conduct the inspection/verification of SLUP site	None	1 hour	<i>Chief, RPS/Chief FUU</i>
4. Guide/Accompany the inspection team to the site	4. Conduct biophysical assessment of the applied area by the DENR composite team (CENRO/PENRO/RO reps)	None	6 days	<i>Inspection Team</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	4.1 Prepare biophysical assessment report with attachments (map/location), geotagged photos, land status certification/inventory of affected trees	None	1 day	<i>Inspection Team</i>
	4.2 Review the inspection report , prepare endorsement to PENRO with categorical recommendation and submit to CENRO	None	1 hour	Chief, RPS
	4.3 Receive and review the application documents and inspection report. Approve the recommendation. Sign the endorsement to PENRO	None	1 hour	CENR Officer
	4.4 Record and release the application supporting documents and endorsement to PENR Office	None	2 days	Releasing Clerk CENRO Records Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
PENRO	4.5 Receive documents and forward to Chief, Technical Services Division (TSD)	None	1 hour	<i>Receiving/Releasing PENRO Records Unit</i>
	4.6 Review, evaluate application and prepare memorandum endorsement to Regional Office thru Chief, TSD for countersigning	None	2 hours	<i>Chief/Staff Concerned Unit/Section Chief, TSD</i>
	4.7 Review and sign the memorandum endorsement for the Regional Executive Director	None	1 hour	PENR Officer
	4.8 Record and release the application and supporting documents	None	2 days	Receiving/Releasing Clerk PENRO Records Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
REGIONAL OFFICE	4.9 Receive and record application documents and forward to Regional Executive Director	None	1 hour	<i>Receiving/Releasing Regional Office Records Section</i>
	4.10 Refer the application documents to Office of the Assistant Regional Director for Technical Services	None	4 hours	<i>Office of the Regional Executive Director</i>
	4.11 Receive and forward application documents to Licenses Patents and Deeds Division	None	2 hours	<i>Assistant Regional Director for Technical Services</i>
	4.12 Receive, review and refer application documents to Forest Utilization Section	None	2 hours	<i>Chief, Licenses Patents and Deeds Division</i>
	4.13 Receive and record application documents and forward to Chief, FUS	None	30 minutes	<i>Receiving/Releasing Clerk FUS</i>
	4.14 Review/evaluation/field verification of prepared map by SMD as to the actual land status of the area applied	None	5 days	<i>Chief, Forest Utilization Section/Action Officer</i>
	4.15 Prepare report of inspection, Special Land Use Permit (SLUP) and memorandum recommending the approval and submit the same to Chief, LPDD	None	1 day & 5 hours	<i>Chief, Forest Utilization Section/Action Officer</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	4.16 Review the report and other supporting documents and affix his/her initial on the Special Land Use Permit (SLUP)	None	2 hours	<i>Chief, Licenses Patents and Deeds Division</i>
	4.17 Review, approve the memorandum endorsement and initial the Permit and forward for RED's signature	None	2 hours	<i>Assistant Regional Director for Technical Services</i>
	4.18 Sign/approve the Special Land Use Permit and forward to Records	None	1 day	<i>Regional Executive Director</i>
	4.19 Record and release the approved permit to the proponent by mail/pick up, copy furnished to PENRO and CENRO	None	1 day	<i>Receiving/Releasing Clerk, RO Records Section</i>
CENRO SUB-TOTAL		Php 500.00	9 days, 5 hours & 40 minutes	
PENRO SUB-TOTAL		None	2 days & 4 hours	
REGIONAL OFFICE SUB-TOTAL		None	8 days, 18 hours & 30 minutes	
TOTAL		Php 500.00	20 days, 4 hours & 10 minutes	

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CITIZEN'S CHARTER NO. R8-F-09. ISSUANCE OF FOREST LAND USE AGREEMENT (FLAg)

A 25-year contract between the government as first party and a second party/or a person authorizing the latter to temporarily occupy, manage and develop in consideration of a government share, any forestland of the public domain for specific use.

Office or Division:	DENR CENRO or Implementing PENRO to Regional Office		
Classification:	Highly Technical (Multi-Stage Processing)		
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government		
Who may avail:	• Any Filipino Citizen • Private Corporations, Partnership or association		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Application Form		Requesting Party	
2. Income Tax Receipts for the last two (2) years		BIR	
3. Proof of Financial Capability to manage and develop the area applied for		Bank	
4. Indicative Management Plan using the prescribed format		Requesting Party	
5. Application fee of Php 500.00		CENR Office/Implementing PENRO	
6. Performance Bond		CENR Office/Implementing PENRO	
7. Free and Prior Inform Consent/NCIP Certification/CNO		NCIP	
8. BIR Certification of Zonal Valuation of the nearest commercial zone of the municipality		BIR	
9. ECC/IEE/CNC		EMB	
10. LGU endorsement		B/MLGU	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
11. Geotagged photos and Map of the area applied for with technical description, coordinates and tie point from the nearest landmark	CENR Office/Implementing PENRO
12. Pertinent documents showing proof that the applicant is a legitimate entity qualified to be a holder of a forestland tenurial instrument or agreement, as follows: <ul style="list-style-type: none">➤ For an individual applicant, certified copy of birth certificate or, if applicant is naturalized Filipino citizen, a certified copy of his/her Certificate of Naturalization➤ For an association, corporation, cooperative or partnership, certified copy of SEC/CDA Registration Certificate and Articles of Incorporation/partnership, and a resolution of the corporate governing body (Board of Directors, Board of Trustees, etc.) designating the authorized representative of said corporation, association or partnership to apply/sign documents for and in behalf of the company	Requesting Party
13. Government share/rental/user's fee shall be paid within 30 days upon issuance of FLAg	Requesting Party
14. Submission of CDMP within three (3) months upon issuance of FLAg	Requesting Party
15. Endorsement from CENRO and PENRO	CENRO/PENRO



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
CENRO				
1. Submit application form with attached supporting documents	1. Check completeness of application and supporting documents, receive and forward the application to Deputy CENR Officer/CENR Officer	None	1 hour	Receiving Clerk
2. Receive Order of Payment and pay the required fees	2. Prepare Order of Payment 2.1 Accept payment and issue Official Receipt (OR) pursuant to DAO 2004-16 dated June 15,2004	Php 500.00/ Application Fee	20 minutes 20 minutes	<i>Receiving/Releasing RPS Technical staff</i> <i>Credit Officer</i>
3. Receive OR	3. Receive, review and refer the application to Chief, RPS	None	1 hour	<i>Deputy CENR Officer/CENR Officer</i>
	3.1 Receive and review the application and assign technical personnel to conduct the inspection/verification of FLAg site	None	1 hour	<i>Chief, RPS/Chief FUU</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
4. Guide/Accompany the inspection team to the site	4. Conduct biophysical assessment of the applied area by the DENR composite team (CENRO/PENRO/RO reps)	None	6 days	<i>Inspection Team</i>
	4.1 Prepare biophysical assessment report with attachments (map/location), geotagged photos, land status certification/inventory of affected trees	None	1 day	<i>Inspection Team</i>
	4.2 Review the inspection report , prepare endorsement to PENRO with categorical recommendation and submit to CENRO	None	1 hour	Chief, RPS
	4.3 Receive and review the application documents and inspection report. Approve the recommendation. Sign the endorsement to PENRO	None	1 hour	CENR Officer
	4.4 Record and release the application supporting documents and endorsement to PENR Office	None	2 days	Releasing Clerk CENRO Records Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
PENRO	4.5 Receive documents and forward to Chief, Technical Services Division (TSD)	None	1 hour	<i>Receiving/Releasing PENRO Records Unit</i>
	4.6 Review, evaluate application and prepare memorandum endorsement to Regional Office thru Chief, TSD for countersigning	None	2 hours	<i>Chief/Staff Concerned Unit/Section</i> <i>Chief, TSD</i>
	4.7 Review and sign the memorandum endorsement for the Regional Executive Director	None	1 hour	PENR Officer
	4.8 Record and release the application and supporting documents	None	2 days	Receiving/Releasing Clerk PENRO Records Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
REGIONAL OFFICE	4.9 Receive and record application documents and forward to Regional Executive Director	None	1 hour	<i>Receiving/Releasing Regional Office Records Section</i>
	4.10 Refer the application documents to Office of the Assistant Regional Director for Technical Services	None	4 hours	<i>Office of the Regional Executive Director</i>
	4.11 Receive and forward application documents to Licenses Patents and Deeds Division	None	2 hours	<i>Assistant Regional Director for Technical Services</i>
	4.12 Receive, review and refer application documents to Forest Utilization Section	None	2 hours	<i>Chief, Licenses Patents and Deeds Division</i>
	4.13 Receive and record application documents and forward to Chief, FUS	None	30 minutes	<i>Receiving/Releasing Clerk FUS</i>
	4.14 Review/evaluation/field verification of prepared maps by SMD as to the actual land status of the area applied	None	5 days	<i>Chief, Forest Utilization Section/ Action Officer</i>
	4.15 Prepare report of inspection, Forest Land Use Agreement (FLAg) and memorandum recommending the approval and submit the same to Chief, LPDD	None	1 day & 5 hours	<i>Chief, Forest Utilization Section/ Action Officer</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	4.16 Review the report and other supporting documents and affix his/her initial on the Forest Land Use Agreement (FLAg)	None	2 hours	<i>Chief, Licenses Patents and Deeds Division</i>
	4.17 Review, approve the memorandum endorsement and initial the tenurial instrument and forward for RED's signature	None	2 hours	<i>Assistant Regional Director for Technical Services</i>
	4.18 Sign/approve the Forest Land Use Agreement and forward to Records	None	1 day	<i>Office of the Regional Executive Director</i>
	4.19 Record and release the approved permit to the proponent by mail/pick up, copy furnished to PENRO and CENRO	None	1 day	<i>Receiving/Releasing Regional Office Records Section</i>
CENRO SUB-TOTAL		Php 500.00	9 days, 5 hours & 40 minutes	
PENRO SUB-TOTAL		None	2 days & 4 hours	
REGIONAL OFFICE SUB-TOTAL		None	8 days, 18 hours & 30 minutes	
TOTAL		Php 500.00	20 days, 4 hours & 10 minutes	

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CITIZEN'S CHARTER NO. R8-F-10. ISSUANCE OF CERTIFICATE OF REGISTRATION AS LUMBER DEALER

This Permit serves as Certificate of registration as Lumber Dealer to applicants engaged in the trade of lumber sawn products.

Office or Division:	DENR CENRO to Regional Office	
Classification:	Highly Technical (Multi-Stage Processing)	
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government	
Who may avail:	<ul style="list-style-type: none">• Any Filipino Citizen• Private Corporations, Partnership or association	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished application form (1 original)		Requesting Party
2. Lumber Supply Contract entered into by the applicant with a registered sawmill/mini-sawmill operators/lumber dealers (1 original)		Requesting Party
3. Business Plan		Requesting Party
4. Updated Mayor's Permit or Business Permit with a certification from the city or municipal treasurer stating that the operation of the intended does not violate any existing ordinance of said municipality/city		LGU concerned
5. Income Tax Return for the last two (2) years (if for renewal)		BIR
6. Monthly Report on Lumber Purchases and disposal (export and local lumber) duly attested by CENRO concerned (if renewal)		Requesting Party
7. Pictures of Business Establishment including Lumber Yard		Requesting Party



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
8. If the applicant is a Corporation, partnership or association, a copy of the Articles of Incorporation, partnership as the case maybe, duly certified by the SEC	SEC
9. In case of single proprietorship, a copy of CR with the Department of Trade and Industry (DTI)	DTI
10. Authorization/Board Resolution issued by the Corporation, Partnership, Association or Proprietor in favor of the person signing the application	Requesting Party
11. If the applicant is a holder of WPP/Regular Mini-Sawmill permit, present copy of approved WPP permit	Requesting Party
12. Proof of payment for registration fee, permit fee, oath fee pursuant to DAO 18, Series of 1993 and Forestry bond either cash (P1,000) or Surety bond ((P1,250)	DENR
13. Authenticated copy of import documents covering the imported commodities	Requesting Party
14. Certification of adequate cash deposit from a bank and affidavit of the applicant stating that said deposit shall be used solely for the intended business	Bank/Requesting Party



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
CENRO				
1. Submit application form and supporting documents	1. Check completeness of application and supporting documents, receive and forward the application to Deputy CENR Officer/CENR Officer Prepare Order of Payment	None	1 hour	Receiving/Releasing Clerk/OD Technical Staff Regulation and Permitting Section (RPS)
2. Pay application, registration, oath fee and cash bond (DAO 2004-16)	2. Accept payment and issue Official Receipt (OR)	Php 1,116.00/regulatory fees: - Php 600.00/application fee - Php 480/Registration fee - Php 36.00/Oath fee Php 1,000/Cash bond	1 hour	<i>Credit Officer</i>
3. Receive OR	3. Receive, review and refer the application to Chief, RPS	None	1 hour	<i>Deputy CENR Officer/ CENR Officer</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
4. Review and refer the application documents to the action man	4. Receive and review the application and assign technical personnel to conduct the inspection	None	2 hours	Chief, RPS
5. Guide/Accompany the technical staff to the site	5. Conduct inspection of the area and prepare report with attachments (map, geotagged photos) and endorse to PENRO, forward to Chief, RPS	None	8 days	Technical Staff Regulation and Permitting Section (RPS)
	5.1 Review the inspection report and submit recommendation to CENRO	None	2 hours	Chief, RPS
	5.2 Receive and review the application documents and inspection report. Approve the recommendation. Sign the endorsement to PENRO	None	2 hours	CENR Officer
	5.3 Record and release the application supporting documents and endorsement to PENR Office	None	2 days	Receiving/Releasing Clerk CENRO Records Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
PENRO	5.4 Receive documents and forward to Chief, Technical Services Division (TSD)	None	1 hour	<i>Receiving/Releasing PENRO Records Section</i>
	5.5 Review, evaluate application and prepare memorandum endorsement to Regional Office thru Chief, TSD for countersigning	None	5 hours	<i>Chief/Staff Concerned Unit/Section Chief, TSD</i>
	5.6 Review and sign the memorandum endorsement for the Regional Executive Director	None	2 hours	PENR Officer
	5.7 Record and release the application and supporting documents	None	3 days	Receiving/Releasing Clerk PENRO Records Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
REGIONAL OFFICE	5.8 Receive and record application documents and forward to Regional Executive Director	None	1 hour	<i>Receiving/Releasing Regional Office Records Section</i>
	5.9 Refer the application documents to Office of the Assistant Regional Director for Technical Services	None	1 hour	<i>Office of the Regional Executive Director</i>
	5.10 Receive and forward application documents to Licenses Patents and Deeds Division	None	1 hour	<i>Assistant Regional Director for Technical Services</i>
	5.11 Receive, review and refer application documents to Forest Utilization Section	None	2 hours	<i>Chief, Licenses Patents and Deeds Division</i>
	5.12 Receive and record application documents and forward to Chief, FUS	None	30 minutes	<i>Receiving/Releasing Clerk FUS</i>
	5.13 Evaluate the completeness and correctness of the submitted requirements based on the checklist	None	5 hours	<i>Chief, Forest Utilization Section/ Action Officer</i>
	5.14 Recommends for the conduct of field verification/inspection and prepares report of inspection, Certificate of Registration as lumber dealer and memorandum recommending the approval and submit the same to Chief, LPDD	None	5 days	<i>Chief, Forest Utilization Section/Action Officer</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	5.15 Review the report and other supporting documents and affix his/her initial on the Certificate of Registration as Lumber Dealer	None	2 hours	<i>Chief, Licenses Patents and Deeds Division</i>
	5.16 Approve the memorandum endorsement, initial the COR as lumber dealer and forward for RED's signature	None	2 hours	<i>Assistant Regional Director for Technical Services</i>
	5.17 Sign/approve the Certificate of Registration as Lumber Dealer for new and renewal and forward to Records	None	1 day	<i>Office of the Regional Executive Director</i>
	5.18 Record and release the approved permit to the proponent by mail/pick up, copy furnished to PENRO and CENRO	None	2 hours	<i>Receiving/Releasing Regional Office Records Section</i>
CENRO SUB-TOTAL		Php 2, 116.00	10 days & 9 hours	
PENRO SUB-TOTAL		None	3 days & 8 hours	
REGIONAL OFFICE SUB-TOTAL		None	6 days, 16 hours & 30 minutes	
TOTAL		Php 2,116.00	20 days, 9 hours & 30 minutes	

*



CITIZEN'S CHARTER No. R8-F-11. PROVISION FOR TECHNICAL ASSISTANCE IN RELATION TO SEEDLING REQUEST.

This Service is made upon request of the public to provide assistance conducted in relation to seedling request within Regional Office VIII.

Office or Division	NGP Regional Coordinating Office, Conservation and Development Division, DENR- Region VIII			
Classification	Complex			
Type of Transaction	G2B- Government to Business G2C- Government to Citizen G2G- Government to Government			
Who may avail:	Internal and External			
Checklist of Requirements		Where to Secure		
1. Request letter		Requesting Party		
Clients Steps	Agency Action	Fees to be Paid	Processing Time	Persons Responsible
1. Submits letter request addressed to the Regional Executive Director of DENR-Region VIII thru the NGP Coordinating Office	1. Receives the letter and forwards to the Office of the Regional Executive Director for appropriate action.	None	10 Min.	<i>Receiving/Releasing Regional Office Records Section</i>
	2. Refers document for action to the Regional NGP Coordinator, National Greening Program.	None	15 Min.	<i>Receiving/Releasing Regional Office Records Section</i>



Clients Steps	Agency Action	Fees to be Paid	Processing Time	Persons Responsible
	3. Refers Action to the assigned Action Officer for appropriate action.	None	15 Min.	NGP Coordinator
	4. The Action Officer reviews and evaluates the document. If; how many seedlings requested, seedlings requested available in the Nursery, and assess the location of the proposed planting site.	None	30 Min.	NGP Tech. Staff (Action Officer)
	5. If requesting party are private planters and the seedling is available proceed to step 8.	None	5 Min.	NGP Tech. Staff (Action Officer)
	6. If requesting party requires technical assistance for provision of seedlings as well as identification of planting site it will be referred to CENROs with jurisdiction.	None	15 Min.	NGP Tech. Staff (Action Officer)
	7. Notify the client that request was indorsed to Field Office/ CENRO.	None	10 Min.	NGP Tech. Staff (Action Officer)



Clients Steps	Agency Action	Fees to be Paid	Processing Time	Persons Responsible
	8. The action Officer will prepare provision of seedlings or Request and Issue Slip (RIS) 3 copies.	None	20 Min.	NGP Tech. Staff (Action Officer)
	9. Review and Approval of Request and Issue Slip (RIS) 3 copies.	None	10 Min.	Regional/CENRO NGP Coordinator
	10. The Action Officer coordinate/notify the client for approval of request and schedule for the release of Request and Issue Slip (RIS), Tree Planting Activity Report Form (1 copy and to be submitted after the activity via email or hand-carry) and hauling of seedlings.	None	20 Min.	NGP Tech. Staff (Action Officer)
2. Receive the Request and Issue Slip (RIS) and Tree Planting activity Form at the Regional NGP Coordinating Office	11. Release of Request and Issue Slip (RIS) and Tree Planting Activity Form.	None	15 Min.	NGP Tech. Staff (Action Officer)



Clients Steps	Agency Action	Fees to be Paid	Processing Time	Persons Responsible
3. Get the requested seedlings at the Regional/Clonal Nursery	12. Release of seedling per Seedling Request and Issue Slip (RIS) received by the client and assist in the hauling from the Regional Office Nursery/Clonal Nursery	None	15 Min.	Nursery In-charge/ Farm Worker
	TOTAL	NONE	3 HOURS	

Note: *Travel time from the Regional Office to the Regional Nurseries is not included. Also, time span in hauling of seedlings which is dependent to pleasure of the requesting party to transport the requested seedlings. Time of Notification to requesting party depends if they can be reached thru cellphones easily.*



CITIZEN'S CHARTER NO. R8-F-12. PROCESSING AND ENDORSEMENT OF WOOD PROCESSING PLANT (WPP) PERMIT (NEW)

Wood Processing Plant (WPP) Permit is the permit to operate Wood Processing Plant and other wood industry establishments.

Office or Division:	DENR CENRO to Regional Office	
Classification:	Highly Technical	
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen	
Who may avail:	WPP permit holders	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished application form		Requesting Party
2. Application permit/permit fee (Official receipt as proof of payment)		Requesting Party
3. Copy of Certificate of Registration, Articles of Incorporation, Partnership or Corporation, as the case may be		Requesting Party
4. Authorization issued by the Corporation, Partnership or Association in favor of the person signing the application		Requesting Party
5. Feasibility Study/Business Plan		Requesting Party
6. Business Permit issued by the Municipal/City Mayor		C/MLGU
7. Copy of the Environmental Compliance Certification (ECC) issued by the Environmental Management Bureau (EMB) and all pertinent permits and requirements stipulated therein;		EMB
8. Proof of sustainable sources of legally cut logs for a period of at least 5 years, supported by the following:		Requesting Party
1. For Local Wood Raw Materials:		
1.1 At least 5% Tree Inventory of the forest/private tree plantation that includes under oath, narrative report, tally sheets, stand and stock table, geotagged photographs, and map of the area		Requesting Party/CENRO/Implementing PENRO
1.2 Electronic Copy of the inventory data in MS Excel format		Requesting Party/CENRO/Implementing PENRO



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.3 Under Oath validation report of the PENRO/RO as to the availability and sustainability of the volume of raw materials covered by a Log Supply Contract duly approved by the Regional Executive Director (RED)	PENRO/RO
1.4 In case the source of raw materials is coming from the forest plantations a copy of tenure instrument (i.e. IFMA, CBFMA etc) a copy of harvesting permit	Requesting Party
1.5 In case the source of raw materials is coming from private tree plantations, a copy of Certificate of Tree Plantation Ownership (CTPO or Private Tree Plantation Registration (PTPR) and corresponding Map of the area	Requesting Party
1.6 Monthly Production and Disposition Report duly attested by the CENRO	Requesting Party/CENRO/Implementing PENRO
2. For Imported Wood Materials:	
2.1 Certificate of Registration as Log/Veneer/Lumber Importer	Requesting Party
2.2 Original copy of Log/Veneer/Lumber Supply Contract duly approved by the concerned Regional Executive Director	Requesting Party/RO
9. For individual persons, documents reflecting proof of Filipino Citizen such as Birth Certificate or Naturalization	PSA
10. Evidence of ownership of machineries	Requesting Party
11. GIS generated map with corresponding geotagged photos showing the location of WPP	Requesting Party/CENRO/Implementing PENRO
12. Certification from the Regional Office that the WPP is not within the illegal hotspot area	DENR-RO



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
CENRO				
1. Submit application form and supporting documents	1. Check completeness of application and supporting documents, receive and forward the application to Deputy CENR Officer/CENR Officer	None	1 hour and 30 minutes	Receiving/ Releasing Clerk/OD
2. Receive Order of Payment and pay the required fees)	1. Prepare Order of Payment 2. Accept payment and issue Official Receipt (OR)	None Php 600.00/Application fee Php 36.00/Oath fee Php 720.00/cu.m but not less than 6,000 (if cash)/Performance bond Annual License/Permit fees: - Php 900.00 (DRC below 24 cu.m.) - Php 1,080 (DRC 24-27 cu.m.) - Php 1,200 (DRC above 47 cu.m.)	20 minutes 1 hour	<i>RPS Technical Staff</i> <i>Credit Officer</i>
3. Receive OR	3. Receive, review and refer the application to Chief, RPS	None	1 hour	<i>Deputy CENR Officer/CENR Officer</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
4. Review and refer the application documents to the action man	4. Receive and review the application and assign technical personnel to conduct the inspection	None	2 hours	Chief, RPS
5. Guide/Accompany the technical staff to the plant	5. Conduct inspection of the establishment (Wood Processing Plant subject for renewal) and prepare report with attachments (map, geotagged photos and inventory of stock balance with tally sheet and stand and stock table) and endorse to PENRO, forward to Chief, RPS	None	8 days	Technical Staff Regulation and Permitting Section (RPS)
	5.1 Review the inspection report and submit recommendation to CENRO	None	2 hours	Chief, RPS
	5.2 Receive and review the application documents and inspection report. Approve the recommendation. Sign the endorsement to PENRO	None	2 hours	CENR Officer
	5.3 Record and release the application supporting documents and endorsement to PENR Office	None	2 days	Receiving/Releasing Clerk CENRO Records Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
PENRO	5.4 Receive documents and forward to Chief, Technical Services Division (TSD)	None	1 hour	<i>Receiving/Releasing PENRO Records Section</i>
	5.5 Review, evaluate application and prepare memorandum endorsement to Regional Office thru Chief, TSD for countersigning	None	5 hours	<i>Chief/Staff</i> <i>Concerned Unit/Section</i> <i>Chief, TSD</i>
	5.6 Review and sign the memorandum endorsement for the Regional Executive Director	None	2 hours	PENR Officer
	5.7 Record and release the application and supporting documents	None	3 days	Receiving/Releasing Clerk PENRO Records Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
REGIONAL OFFICE	5.8 Receive and record application documents and forward to Regional Executive Director	None	1 hour	<i>Receiving/Releasing Regional Office Records Section</i>
	5.9 Refer the application documents to Office of the Assistant Regional Director for Technical Services	None	1 hour	<i>Office of the Regional Executive Director</i>
	5.10 Receive and forward application documents to Licenses Patents and Deeds Division	None	1 hour	<i>Assistant Regional Director for Technical Services</i>
	5.11 Receive, review and refer application documents to Forest Utilization Section	None	2 hours	<i>Chief, Licenses Patents and Deeds Division</i>
	5.12 Receive and record application documents and forward to Chief, FUS	None	30 minutes	<i>Receiving/Releasing Clerk/FUS</i>
	5.13 Evaluate the completeness and correctness of the submitted requirements based on the checklist	None	5 hours	<i>Chief, Forest Utilization Section/Action Officer</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	5.14 Recommends for the conduct of field verification/inspection and prepares report of inspection, CSW and memorandum endorsement for the SEC thru USEC and Attention FMB Director, submit the same to Chief, LPDD	None	5 days	<i>Chief, Forest Utilization Section/Action Officer</i>
	5.15 Review the report and other supporting documents and affix his/her initial on the Memorandum endorsement	None	2 hours	<i>Chief, Licenses Patents and Deeds Division</i>
	5.16 Review/initial the memorandum endorsement and forward for RED's signature	None	2 hours	<i>Assistant Regional Director for Technical Services</i>
	5.17 Sign/approve the Memorandum Endorsement for SEC and forward to Records	None	1 day	<i>Office of the Regional Executive Director</i>
	5.18 Record and release the memorandum endorsement for FMB	None	2 hours	<i>Receiving/Releasing Regional Office Records Section</i>
CENRO SUB-TOTAL		Php 2, 116.00	10 days, 9 hours & 50 minutes	
PENRO SUB-TOTAL		None	3 days & 8 hours	
REGIONAL OFFICE SUB-TOTAL		None	6 days, 16 hours & 30 minutes	
TOTAL		Php 2,116.00	20 days, 10 hours & 20 minutes	



DENR CENR, PENR AND REGIONAL OFFICES
Land
(External Services)



CITIZEN'S CHARTER NO. R8-L-01. ISSUANCE OF CERTIFICATION OF LAND CLASSIFICATION STATUS*

This Certification is being issued based from the land records/status and projection in the land classification map for alienability or disposability of the land being applied for. This Certification does not construe ownership and is for reference only.

Office or Division:	Regulation and Permitting Section, DENR Implementing PENR/CENR Office	
Classification:	Highly Technical **	
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government	
Who may avail:	Banks, Corporations, Private Associations e.g. Surveying Firms; Realtors'/Developers' Corporations, Land Owners, LGUs, DPWH, Philippine Port Authority, Department of Tourism, DepEd and other stakeholders	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Request Form (1 original, 1 duplicate copy)		Implementing PENRO/CENRO Records Office or Public Assistance Desk
2. Any document showing the identity of the lot (1 photocopy)		End-user or Assessor's Office
3. Sketch Plan with Complete Technical Description (1 original)		Geodetic Engineer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. File application with complete supporting documents to the Implementing PENRO/CENRO Receiving Area/Records Unit.	1. Check completeness of application and supporting documents and receive the request, record in logbook and/or Document Tracking System, and forward to RPS.	None	30 min.	<i>Receiving/Releasing Clerk</i> Implementing PENRO/CENRO Records Unit
1.1. None	1.1. Receive request and prepare Order of Payment	None	30 min.	<i>Technical Staff</i> Regulation and Permitting Section (RPS)
1.2. None	1.2. Approve Order of Payment and forward the same to client.	None	10min.	<i>Accountant</i> <i>(Implementing PENRO)</i> <i>CENRO or Designated Representative</i>
2. Receive Order of Payment and pay corresponding fee.	2. Receive payment and issue and photocopy Official Receipt.	Certification Fees Php 25.00	30 min.	<i>Bill Collector</i> Cashier



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3. Receive Official Receipt and forward the same to Technical Staff, RPS.	3. Receive copy of official receipt. Verify and project the lot, and prepare and sign the Certification. Forward the Certification and supporting documents, if any, to Chief, RPS/TSD.	None	4 days	<i>Technical Staff</i> RPS
3.1. None	3.1. Receive, review and sign the Certification and forward to PENR/CENR Officer.	None	30 min.	<i>Chief</i> RPS/TSD
3.2. None	3.2. Receive, review, sign and approve the Certification.	None	1 hour	<i>PENR/CENR Officer</i>
4. Receive the Certification.	4. Record and release documents.	None	15 min.	<i>Receiving/Releasing Clerk</i> PENRO/CENRO Records Unit
TOTAL:		Certification Fees***: Php 25.00	4 days, 3 hours & 25 min.	

* *Except judicial titling*

** *Sec 9.b.1 of R.A. 11032*



CITIZEN'S CHARTER NO. R8-L-02. ISSUANCE OF SURVEY AUTHORITY

This document is an authority given to private Geodetic Engineers (GEs) for the survey of public lands for land titling.

Office or Division:	Regulation and Permitting Section, DENR Implementing PENRO, CENRO
Classification:	Highly Technical
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen
Who may avail:	Private Geodetic Engineers and Land owners

CHECKLIST OF REQUIREMENTS*	WHERE TO SECURE
1a. Duly accomplished Letter-Request Form from the land owner requesting for survey authority and authorizing certain private GE to conduct the survey (1 original) <i>or</i>	Land Owner/Geodetic Engineer
1b. Duly accomplished Letter-Request Form from the GE on behalf of his/her client (1 original)	Land Owner/Geodetic Engineer
2. Any proof of claim or acquisition of the property	Land Owner/LGU
• Latest, Updated Tax declaration for the last year (1 certified copy)	Assessor's Office
• Deed of Sale (1 photocopy with accompanying Original Copy)	Land Owner
• Extra Judicial Settlement (1 original)	Land Owner, Private Lawyer, Public Attorney's Office, or LGU
• Waiver of Rights (1 original)	Land Owner
• Other documents	Land Owner/LGU



CHECKLIST OF REQUIREMENTS*	WHERE TO SECURE
<i>*Note: DENR may request for additional documents or combination of documents mentioned above depending on the situation of the application/request</i>	
3. Survey Authority <u>form</u> duly signed by the applicant and private Geodetic Engineer (1 original, 1 duplicate copy)	Concerned Implementing PENR/CENR Office
4. Certification of Land Classification Status	Concerned Implementing PENR/CENR Office
5. Scheme of subdivision from GE (1 photocopy)	Geodetic Engineer
6. Certification from the Regional Trial Court concerned that there is no pending land registration case involving the parcel being applied for (1 original)	Regional Trial Court having Jurisdiction
7. Certification from barangay that there is no record of claims and conflict (1 original, 1 duplicate)	Office of the Barangay Captain having Jurisdiction
8. Copy of Approved Survey Plan with Technical Description (if with previously approved surveys) (1 blueprint copy)	Geodetic Engineer, Land Owner, or Concerned DENR Regional Office
9. Certification of Lot Status (whether titled or not) and land status from LRA (if the municipality is under cadastral proceedings or if there is an old survey) (Private Survey) (1 original, 1 duplicate copy)	Land Registration Authority (LRA) Central Office, Quezon City



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit Letter Request to the Implementing PENR/CENR Office with complete supporting requirements	1. Check completeness of supporting documents based on the checklist, and receive and enter into the record book. Forward to RPS	None	1 hour	<i>Records Officer</i> Implementing PENRO/ CENRO Records Unit
1.1. None	1.1 Receive documents check and verify the lot status in the LAMS allocation book or index card whether covered by any public land application or not	None	2 hours	<i>Records Officer</i> Implementing PENRO/ CENRO Records Unit
1.2. None	1.2. Receive request. Prepare Order of Payment	None	30 min.	<i>Technical Staff</i> Regulation and Permitting Section (RPS)
1.3. None	1.3. Approve Order of Payment and forward the same to client.	None	10 min.	<i>Accountant</i> <i>(Implementing PENRO)</i> <i>CENRO or Designated Representative</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
2. Receive Order of Payment and pay corresponding fees	2. Accept payment, issue Official Receipt (OR) to the applicant	>Php 200.00 Field Inspection Deposit*	30 min.	<i>Bill collector</i> Cashier
3. Receive OR	3. Photocopy and attach OR in the request, and record OR number in the Survey Authority form. Forward to Chief, RPS/TSD.	None	30 min.	<i>Technical Staff</i> RPS
3.1. None	3.1. Receive request, and assign Land Management Inspector (LMI)/Deputized Public Land Inspector (DPLI)	None	30 min.	<i>Chief</i> RPS/TSD
3.2. None	3.2. Conduct field investigation, prepare and submit Investigation report with recommendation, and forward the same to Chief, RPS/TSD	None	7 days	<i>LMI/DPLI</i> RPS/TSD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3.3. None	3.3. Receive and review request, report, and affix signature in the Survey Authority, and forward to PENR/CENR Officer	None	30 min.	<i>Chief RPS/TSD</i>
3.4. None	3.4. Review documents/ reports, and approve and sign Survey Authority	None	30 min.	<i>PENR/CENR Officer</i>
3.5. None	3.5. Assign control number on Survey Authority and enters into the record book	None	30 min.	<i>Records Officer Implementing PENRO/CENRO Records Unit</i>
4. Receive Survey Authority, sign in the duplicate copy	4. Release Survey Authority to client/GE	None	15 min.	<i>Records Officer Implementing PENRO/ CENRO Records Unit</i>
TOTAL:		>Php 200.00 Field Inspection Deposit	7 days, 6 hours & 55min.	

Note: 1. Excluding provinces covered by DMC No. 2019-10

2. Additional documents may be required for Baguio City per DMC 2007-11

**Computation:**

***Field Inspection Deposit = (11 x H) + (1 x K) + 110**

where

H = area in hectares per survey plan; a fraction of a hectare is considered one hectare

K = road network distance in kilometers of the survey site from the provincial district office or the official station of inspector



CITIZEN'S CHARTER NO. R8-L-03. APPLICATION FOR FREE PATENT (AGRICULTURAL)*

Free Patent Application is a mode of acquiring ownership of a certain parcel of alienable and disposable land.

Office or Division:	Regulation and Permitting Section, DENR CENRO to PENRO
Classification:	Highly Technical (Multi-Stage Processing)
Type of Transaction	G2C - Government to Citizen
Who may avail:	All natural born Filipino and with dual citizenship Filipino

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Free Patent Application and prescribed forms (1 original)	Concerned CENR/Implementing PENR Offices
1.1. Notarized SPA (in case the application is filed by a representative or by the heirs of the original applicant)	Land Owner/Notary Public
2. Tax declaration in the name of the applicant. If the tax declaration is in the name of the applicant's predecessor-in-interest, any of the following documents shall be presented: 2.1. Deed of Sale 2.2. Extra Judicial Settlement 2.3. Waiver of Rights 2.4. Deed of Donation or other form of monuments of ownership	Assessor's Office Land Owner, Notary Public, or LGU
3. Certification of status of land from LRA, if the municipality is under cadastral proceedings or if there is an old survey (Private and Original Survey) (1 photocopy)	Land Registration Authority (LRA) Central Office, Quezon City
4. Documentary Stamp (to be attached in the application form)	BIR or Post Office



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
DOCUMENTS TO BE SECURED BY THE CENRO / IMPLEMENTING PENRO	
1. Copy of approved Survey Plan / Cadastral Map	Concerned Regional/CENR Office
2. Technical Description / V-37	Concerned CENR/Implementing PENR Offices
3. Certification that the land applied for is alienable and disposable (1 original, 1 photocopy)	Concerned CENR/Implementing PENR Offices

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME (CALENDAR DAYS)	PERSONS RESPONSIBLE
CENRO				
1. Submit accomplished Application Form to the CENR Office with complete supporting requirements. Applicant may also submit the application through email or courier, where, applicable, the applicant may also apply online or through LMI/SI/DPLI. **	1. Check completeness of application. If found in order, register, allocate, index and assign application number. Scan, encode and upload records in LAMS.	None	1 Day	<i>LMO /</i> <i>RPS</i> <i>Staff</i> CENRO Records Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME (CALENDAR DAYS)	PERSONS RESPONSIBLE
1.1. None	1.1. Prepare Order of Payment	None	2 hrs.	<i>Staff</i> CENRO Records Unit
1.2. None	1.2. Approve Order of Payment and forward the same to client.	None	2 hrs.	<i>CENRO or Designated Representative</i>
2. Receive Order of Payment and pay corresponding fees	2. Accept payment, issue Official Receipt (OR) to the applicant	Php 150.00 Application Fee	2 hrs.	Bill collector Cashier
3. Receive (OR) and forward the same to Records Unit/Section	3. Accept OR, indicate OR number, amount paid, and date in the application form and forward the application to Chief, RPS	None	2 hrs.	<i>Staff</i> CENRO Records Unit
3.1. None	3.1. Review application. Assign Land Management Inspector (LMI)/Deputized Public Land Inspector (DPLI) for inspection/ investigation	None	10 Days	<i>Chief</i> RPS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME (CALENDAR DAYS)	PERSONS RESPONSIBLE
3.2. None	3.2. Prepare posting of notices at the barangay, municipal, or provincial hall where the property is situated.	None	5 Days	<i>LMI/DPLI</i> <i>CENR Officer</i> CENRO
3.3. None	3.3. Travel to the barangay, municipality or province.	None	2 days	<i>LMI/DPLI</i> CENRO
3.4. None	3.4. Posting of Notices in the Barangay Hall and take geo-tagged photo. Simultaneously conduct investigation on the land being applied for.	None	15 days posting of Notices in the municipal bldg. hall & in the brgy. hall where the land applied for is located. (Section 9.2.2.) Notice of posting may also be made in the website in the concerned LGU.	<i>LMI/DPLI</i> CENRO



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME (CALENDAR DAYS)	PERSONS RESPONSIBLE
3.5. None	3.5. Prepare, sign and submit investigation report, and forward to LMO I (Annex E of IRR)	None	3 days	<i>DPLI/LMI</i> CENRO
3.6. None	3.6. Screen the carpeta and prepare V-37/certified lot data computation, Order of Award, and Judicial Form, and forward to Geodetic Engineer (GE).	None	28 Days	<i>LMO I/Cartographer/ Encoder</i> <i>whoever is available</i> RPS CENRO
3.7. None	3.7. Verify and certify the correctness of the Technical Description and forward to Chief, RPS	None	20 Days	<i>GE</i> RPS
3.8. None	3.8. Do final screening of carpeta and forward to CENRO for recommendation.	None	10 Days	<i>Chief</i> RPS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME (CALENDAR DAYS)	PERSONS RESPONSIBLE
3.9. None	3.9. Review and Affix initial file copy of Patent and Sign Indorsement to PENRO for approval.	None	20 Days	<i>CENR Officer</i> CENRO
3.10. None	3.10. Transmit carpeta to PENRO	None	5 days	<i>Records Officer</i> CENRO Records Unit
PENRO				
3.11. None	3.11. Receive the carpeta and forward to Chief, RPS. Update data in LAMS, if applicable.	None	1 day	<i>Records Officer</i> PENRO Records Section
3.12. None	3.12. Receive and review the carpeta, and forward to Chief, Technical Services Division (TSD).	None	1 day	<i>Chief</i> RPS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME (CALENDAR DAYS)	PERSONS RESPONSIBLE
3.13. None	3.13. Do the final review of carpeta, initial file copy of Free Patent, and forward to PENRO for approval of application and issuance of Patent.	None	1 day	<i>Chief</i> TSD
3.14. None	3.14. Sign Order of Approval and Free Patent. Forward to PENRO Records for numbering.	None	1 day	<i>PENR Officer</i> PENRO
3.15. None	3.15. Assign Patent Number/ Indexing, prepare transmittal letter and forward to PENRO for signature.	None	1 day	<i>Records Officer/Staff</i> PENRO Records Section
3.16. None	3.16. Sign transmittal letter and forward to PENRO records for transmittal to Registry of Deeds (ROD).			<i>PENR Officer</i> PENRO



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME (CALENDAR DAYS)	PERSONS RESPONSIBLE
3.17. None	3.17. Scan the order of Approval, signed Free Patent and transmittal letter. Upload to Land Administration and Management System (LAMS). Transmit documents to ROD, and copy furnish the client.	None	5 days	Liaison Officer PENRO Records Section
CENRO TOTAL		Php 150.00	120 Calendar days for the processing time of patent pursuant to R.A. 11573	
PENRO TOTAL		None	10 Calendar days as per DAO 2021-38 (IRR)	
For Implementing PENRO*** TOTAL		Php 150.00	130 Calendar Days (120 Calendar Days Processing + 10 Calendar Days Review/Approval/Disapproval and Transmittal)	
If the approving authority is the PENRO Processing of Patent – 120 calendar days Review, Approval/Disapproval of patent – 5 calendar days Transmittal to ROD – 5 calendar days				

*Application covers below 5 hectares



****The filing of application may also be done in the Barangay where titling operation is on-going consistent with DAO No. 2019-08.**

******For Implementing PENRO, they shall absorb the function of the CENRO***

Note:

This service is under the following laws:

- *Commonwealth Act No. 141 or the “Public Land Act” (1936)*
- *Republic Act No. 782 or the “An Act to Grant Free Patents to Occupants of Public Agricultural Land since or prior to July Fourth, Nineteen Hundred and Forty-Five” (1945)*
- *Republic Act No. 11231 or the “Agricultural Free Patent Reform Act” (2018)*
 - *Republic Act No. 11573 (see title)*

**There is an existing MOA with the DENR and the LRA to resolve the difficulties in obtaining the certification.*

Certification of status of land from LRA may be submitted by the applicant w/in 90 calendar days from the filing of application. Failure of the applicant to submit the Certification w/in the prescribed period shall cause the rejection of the application w/o prejudice to the refiling of the same.

In cases where the subject application is covered by a cadastral subdivision plan (CSD), the LRA Certification shall be waived provided that the applicant indicates in the application that no petition for judicial titling has been filed.



CITIZEN'S CHARTER NO. R8-L-04. APPLICATION FOR FREE PATENT (RESIDENTIAL)

Free Patent Application is a mode of acquiring ownership of a certain parcel of alienable and disposable land.

Office or Division:	Regulation and Permitting Section, DENR CENRO to PENRO
Classification:	Highly Technical (Multi-Stage Processing)
Type of Transaction:	G2C - Government to Citizen
Who may avail:	All natural born and naturalized Filipino

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Free Patent Application and prescribed forms (1 original)	Concerned CENR/Implementing PENR Offices
2. Any of the following document showing identity of land and claims of ownership	Land Owner/LGU
• Tax declaration if applicable (1 certified copy)	Assessor's Office
• Deed of Sale/Deed of donation/Deed of transfer (1 photocopy, present original copy) *if applicable	Land Owner, Notary Public, or LGU
• Extra Judicial Settlement (1 photocopy) *if applicable	Land Owner, Notary Public, or LGU
• Waiver of Rights, Barangay certification (1 photocopy) *if applicable	Land Owner, Notary Public, or LGU
3. Affidavit of at least two (2) disinterested person residing in the area	Land Owner, Notary Public, or LGU
4. Certification from the Municipal Circuit/Regional Trial Court (MCTC/RTC) concerned that there is no pending land registration case involving the parcel being applied for (1 original, 1 photocopy)	Land Owner, or Municipal Circuit/Regional Trial Court (MCTC/RTC) having Jurisdiction
5. Approved Survey Plan with Technical Description/Form V37 (if covered with isolated survey) (1 certified copy)	Concerned CENR/Implementing PENR Offices



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
6. Certification of status of land from LRA, if the municipality is under cadastral proceedings or if there is an old survey (Private and Original Survey) (1 photocopy)	Land Registration Authority (LRA) Central Office, Quezon City
7. Certification that the land applied for is alienable and disposable (1 original, 1 photocopy)	Concerned CENR/Implementing PENR Offices
8. Documentary Stamp (4 pieces) (2-Affidavits, 1-Application Form, 1-Notice of Posting)	BIR or Post Office
9. Certification from LGU that the area applied for is zoned as Residential (1 original), or approved CLUP, if applicable (1 photocopy)	LGU
10. Latest photograph of land and house (preferably geo-tagged)	Land owner

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
CENRO				
1. Submit accomplished Application Form to the CENR Office with complete supporting requirements	1. Check completeness of application. If found in order, register, allocate, index and assign application number. Scan, encode and upload records in LAMS.	None	1 day	LMO / RPS Staff CENRO Records Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
Applicant may also submit the application through email or courier, where, applicable, the applicant may also apply online or through LMI/SI/DPLI.				
1.1. None	1.1. Prepare Order of Payment	None	2 hrs.	<i>Staff</i> CENRO Records Unit
1.2. None	1.2. Approve Order of Payment and forward the same to client.	None	2 hrs.	<i>CENRO or Designated Representative</i>
2. Receive Order of Payment and pay corresponding fees	2. Accept payment, issue Official Receipt (OR) to the applicant	Php 50.00 Application Fee	2 hrs.	Bill collector Cashier
3. Receive (OR) and forward the same to Records Unit/Section	3. Accept OR, indicate OR number, amount paid, and date in the application form and forward the application to Chief, RPS	None	2 hrs.	<i>Staff</i> CENRO Records Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3.1. None	3.1. Review application. Assign Land Management Inspector (LMI)/Deputized Public Land Inspector (DPLI) for inspection/ investigation	None	1 day	<i>Chief RPS</i>
3.2. None	3.2. Prepare posting of notices at the barangay, municipal, or provincial hall where the property is situated.	None	1 day	<i>LMI/DPLI CENR Officer CENRO</i>
3.3. None	3.3. Travel to the barangay, municipality or province.	None	2 days	<i>LMI/DPLI CENRO</i>
3.4. None	3.4. Posting of Notices in the Barangay Hall and take geo-tagged photo.	None	15 days (per DAO 2010-12)	<i>LMI/DPLI CENRO</i>
3.5. None	3.5. Prepare Certification for the proof of posting and forward to the CENR Officer for Approval	None	2 days	<i>DPLI/LMI CENRO</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3.6. None	3.6. Approve Certification of proof of posting	None	1 day	<i>CENR Officer</i>
3.7. None	3.7. Conduct investigation on the land being applied for. Prepare, sign and submit investigation report, and forward to LMO I.	None	30 days	<i>LMI/DPLI CENRO</i>
3.8. None	3.8. Screen the carpeta and prepare V37/certified lot data computation, Order of Award, and Judicial Form, and forward to Geodetic Engineer (GE).	None	21 days	<i>LMO I/Cartographer/ Encoder whoever is available RPS</i>
3.9. None	3.9. Verify and certify the correctness of the Technical Description and forward to Chief, RPS	None	15 days	<i>GE RPS</i>
3.10. None	3.10. Do final screening of carpeta and forward to CENRO for recommendation.	None	10 days	<i>Chief RPS</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3.11. None	3.11. Review and affix initial on file copy of Patent and Sign Indorsement to PENRO for approval.	None	15 days	<i>CENR Officer</i> CENRO
3.12. None	3.12. Transmit carpeta to PENRO	None	5 days	<i>Records Officer</i> CENRO Records Unit
PENRO				
3.13. None	3.13. Receive the carpeta and forward to Chief, RPS. Update data in LAMS, if applicable.	None	2 hours	<i>Records Officer</i> PENRO Records Section
3.14. None	3.14. Receive and review the carpeta, and forward to Chief, Technical Services Division (TSD).	None	2 hours	<i>Chief</i> RPS
3.15. None	3.15. Do the final review of carpeta, initial file copy of Free Patent, and forward to PENRO for approval of application and issuance of Patent.	None	2 days	<i>Chief</i> TSD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3.16. None	3.16. Review and sign Order of Approval and Free Patent. Forward to PENRO Records for numbering.	None	2 days	<i>PENR Officer</i>
3.17. None	3.17. Assign Patent Number/ Indexing, prepare transmittal letter and forward to PENRO for signature.	None	2 hours	<i>Records Officer/Staff</i> PENRO Records Section
3.18. None	3.18. Sign transmittal letter and forward to PENRO records for transmittal to Registry of Deeds (ROD).			<i>PENR Officer</i>
3.19. None	3.19. Scan the order of Approval, signed Free Patent and transmittal letter. Upload to Land Administration and Management System (LAMS).	None	5 days	<i>Liaison Officer</i> PENRO Records Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	Transmit documents to ROD, and copy furnish the client.			
<i>CENRO SUB-TOTAL</i>		<i>Php 50.00</i>	<i>120 Calendar days for the processing time of patent pursuant to R.A. 10023</i>	
<i>PENRO TOTAL</i>		<i>None</i>	<i>10 working days (5 working days for Review/Approval/Disapproval + 5 working days transmittal to ROD per DAO 2019-11)</i>	
<i>For Implementing PENRO TOTAL</i>		<i>Php 50.00</i>	<i>120 Calendar Days Processing + 10 Working Days for Review/Approval/Disapproval and Transmittal to ROD</i>	

If the approving authority is the PENRO

Processing of Patent	– 120 calendar days
Review, Approval/Disapproval of patent	– 5 working days
Transmittal to ROD	– 5 working days

****for Implementing PENRO, they shall absorb the function of the CENRO**

This service is under the following laws:

- *Republic Act No. 10023 or “An Act Authorizing the Issuance of Free Patents to Residential Lands” (2009)*



Notes:

- *One (1) application per applicant for Residential Free Patent.*
- *The maximum area for the application of Residential Free Patent is:*
 - *200 sq. m. for highly urbanized cities*
 - *500 sq. m. for other cities*
 - *750 sq. m. for first to second class municipalities*
 - *1,000 sq. m. for third and below/all others.*
- *Per RA No. 10023, the **CENR Office is allowed a maximum of 120 calendar days** to process the application of RFPA, while the **PENR Officer is allowed a maximum of five (5) working days** to do the same*








CITIZEN'S CHARTER NO. R8-L-05. PROCEDURE FOR APPROVAL OF SURVEY PLANS THROUGH LAMS PHILIPPINES SYSTEM APPLICATION.





The process applies to the Approval of Survey Plans.

Office or Division:	Surveys and Mapping Division – Original and Other Surveys Section DENR Regional Office VIII		
Classification:	Simple		
Type of Transaction:	G2B – Government to Business G2C - Government to Citizen G2G – Government to Government		
Who May Avail:	Banks, Corporations, Private Associations, e.g. Surveying Firms; Realtors'/ Developers Corporations. Land Owners, LGUs, DPWH, Philippine Port Authority, Department of Tourism, DepEd and other Stakeholders		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Transmittal of Survey returns.		Land Records Section (front Desk)	
2. Digital Lodgments Survey Data (DLSD)		Data Server LAMS PHILIPPINES application	
3. Survey Plan (Original)		Assessor's Office & ROD	
4. Field Notes Cover duly notarized with CTC No. date and place of issue.			
5. Traverse Computation/setting of corners			
6. Boundary Computation			
7. Lot Data Computation			
8. Certified true copy of TCT/OCT from ROD (6 months validity)			
9. Latest Tax Declaration (Certified copy from Assessor or by G.E) (6 months validity)			
10. Deed of Sale any forms of conveyance (if any)			
11. Certified Blueprint copy of previous survey (if any) & photocopy of LDC of the mother lot			
12. SPA of authorized representative who signed for conformity on plan			





No.	CUSTOMER ACTIVITY	DENR ACTION	AMOUNT OF FEES	DURATION	PERSON RESPONSIBLE
1	Submit survey returns for verification and approval Upload Digital Land Survey Data (DLSD) in the Kiosk using Geodetic Engineer's license code 	Receive and encode Marginal information Complete survey returns and order of payment 	₱ 20.00 Minimum. Depends on the no. of lots & corners	15 minutes	<i>Engineering Aide/ Engineer II</i>
2		Send SMS to the applicant that the transaction was received and in process 		Instantaneous	SYSTEM GENERATED
3		Prepare Order of Payment for verification fee Record/Release Pending SR & Accept Re- Submitted SRs		10 minutes	<i>Office Support Staff</i>
4	Pay the verification fee and Payment at the Cashier's Section 	Accept payment and Issue Official receipt, Order of payment and Cash official receipt		5 minutes	<i>Credit Officer</i>







No.	CUSTOMER ACTIVITY	DENR ACTION	AMOUNT OF FEES	DURATION	PERSON RESPONSIBLE
5	Official receipt	Record official receipt no., amount paid and date issued on the survey envelope. Forward the survey envelope to the preliminary screening. 		5 minutes	<i>Engineering Aide</i>
6		Research & Encode lot reference of survey returns <ul style="list-style-type: none"> • If lot has no record on file, return said SR to Front Desk/Data Encoder.  <ul style="list-style-type: none"> • Survey returns shall be forwarded to the Projection/Verification 		10 minutes	<i>Math Aide I</i> <i>Cartographer I/</i> <i>Asst. Sys. Ad., LAMS</i>
7	Request for Certification of No Record Pending Survey Returns/Envelope	Sends SMS to Client/GE that said lot has no record on file and inform them to request for Certification of No Record.  		10 minutes	<i>Office Support Staff</i>







No.	CUSTOMER ACTIVITY	DENR ACTION	AMOUNT OF FEES	DURATION	PERSON RESPONSIBLE
8		<p>Project and verify to LC Map determine if within A&D or Timberland; with previously approved survey or encroached with adjoining lots</p>  <ul style="list-style-type: none">• If found not in order, said Survey Returns shall be forwarded to Front Desk/Data Encoder		30 minutes	<i>Cartographer II</i> <i>Cartographer I</i> <i>Math Aide II</i> <i>EMS I</i>
9	Depends on the number of lots contained in SR	 <ul style="list-style-type: none">• Lot Data Computation, Verification to be forwarded to Final Verification, Depends on the number of lots contained in SR		50 minutes	<i>Cartographer IV</i> <i>Math Aide II</i> <i>Cartographer I</i>






No.	CUSTOMER ACTIVITY	DENR ACTION	AMOUNT OF FEES	DURATION	PERSON RESPONSIBLE
10	Withdraw Survey Returns/Effect corrections/Submits deficiencies as noted. 	Sends sms to Geodetic Engineer/Clientele as to the status of their submittal. Pending Survey Returns/Survey Envelope 		10 minutes	<i>Office Support Staff</i> <i>Computer Operator I</i>
11		Final checking/review/countersign of survey returns and referred to the Chief, Original & Other Surveys Section for Recommending verification. If there are still noted deficiencies, forward the same to the Front Desk, otherwise, it will be transmitted to the Chief, Original and Other Surveys Section for initial.		30 minutes	<i>Engineer II</i> <i>Engineer II</i> <i>Engineer II</i>
12		Recommending Approval of Survey Returns and referred to the Chief Surveys and Mapping Division for recommending approval 		20 minutes	<i>Engr. III/ Chief, OOSS</i>



NO.	CUSTOMER ACTIVITY	DENR ACTION	AMOUNT OF FEES	DURATION	PERSON RESPONSIBLE
13		 Release of SRs to the Chief Surveys & Mapping Division and if found with deficiencies, forward the same to the Front Desk for GE's compliance.		5 minutes	<i>Clerk II</i> <i>Office Support Staff</i>
14		Signs and recommends for approval of the survey returns. If pending, forward the same to the Front Desk/Data Encoder for GE's compliance. 		20 minutes	<i>Asst. Chief SMD/ DMO IV</i>
15		Release of SRs to the Office of the SMD for approval 		5 minutes	<i>Clerk II</i> <i>Office Support Staff</i>
16		Sign and approve the survey plan 		20 minutes	<i>Chief, SMD</i>



NO.	CUSTOMER ACTIVITY	DENR ACTION	AMOUNT OF FEES	DURATION	PERSON RESPONSIBLE
17		Send SMS to Clienteles/Geodetic Engineers that the survey plan has been approved or pending for compliance. 		Instantaneous	SYSTEM GENERATED
18		Assignment of Survey Number of the approved Survey Plan/Final lettering & Corrections of plans & Forwarded to Front Desk 		10 minutes	<i>Office Support Staff EMS I</i>
19	Request or Secure Sepia and Blue print copies of Approved Survey Plan  Special Power of Attorney from G.E Memorandum List approved survey plan	Release approved survey plan G.E/Clienteles Transmit the Complete Survey Records /Survey Returns of the approved survey plan to the Land Records Section for filing and safe keeping.		10 minutes	<i>Office Support Staff Computer Operator I</i>
TOTAL			₱ 20.00 minimum	2 hours 65 mins.	



DENR CENR, PENR AND REGIONAL OFFICES
Biodiversity Sector
(External Services)



CITIZEN'S CHARTER NO. R8-B-01. CERTIFICATE OF WILDLIFE REGISTRATION

Office or Division:	Licenses Patents and Deeds Division, DENR Regional Office VIII, Tacloban City			
Classification:	Highly Technical			
Type of Transaction	G2C – Government to Citizen G2G - Government to Government			
Who may avail:	Internal: Permanent Employees of DENR Central, Regional, PENR and CENR Offices, Bureaus (including Regional and Central Offices), attached Agencies External: External Clientele who are authorized party or representative			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly accomplished application form (to be secured at the DENR Regional office);			Requesting party	
2. Documentary stamp (to be affixed on the Certificate of Wildlife Registration);			Requesting party	
3. Inventory List of Wildlife;			Concerned CENRO	
4. Registration fee;			Requesting party	
5. Proof for the legal acquisition of wildlife;			Requesting party	
6. Inspection Report (inspection of facility and inventory of wildlife using the prescribed form)			Regional Office (Joint inspection of RO, PENRO and CENRO Representative)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submission of requirements and forward to the receiving /releasing clerk	Received the submitted requirements, stamp the date and time on documents and forward all documents to CENRO	none	30 min.	CENRO Receiving Clerks



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	Referral of Application, together with its documents to RPS		30 min.	<i>RPS, Chief Wildlife permitting Section of CENRO</i>
	Forward Memorandum-Endorsement of Application including with its supporting documents to PENRO		15 min.	<i>CENR Officer/CENRO Releasing Clerk</i>
	Receive by PENRO Receiving Clerk		15 min.	<i>PENRO Receiving Clerk</i>
	Referral of Application, together with its documents to TS		30 min.	<i>PENRO Office</i>
	Evaluate/Review Documents conducted by PENRO		3 days	<i>PENRO Technical Service Division Chief</i>
	Forward Memorandum-endorsement of the Application including supporting documents to the Regional Office		30 min.	<i>PENRO and CENRO Releasing Clerk</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	Receives the submitted requirements, stamp the date and time on documents and forward all documents to LPDD Chief		30 min.	<i>Receiving/ Receiving Clerk Licenses Patents and Deeds Division</i>
	Refers the documents to WRPS for processing		30 min.	<i>Chief, LPDD Licenses Patents and Deeds Division</i>
	Evaluates the documents, if the documents are in order prepare CWR, endorsement to the RED, PENRO and letter to the permittee		2 days, 4 hours & 45 minutes	<i>DMO II/ Action Officer Wildlife Resources and Permitting Section (WRPS)</i> <i>Chief, Wildlife Resources and Permitting Section (WRPS) Licenses Patents and Deeds Division</i>
	Conduct inspection of the Facility and Inventory of Wildlife species for Registration		5 days, 7 hours and 30 min.	<i>WRPS, PENRO & CENRO Representative</i>
Payment of Fees	Receive payment of Permit Fees	P 50.00	15 min.	Regional Office Cashier



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	Reviews and initial the endorsement, and CWR for the signature of the ARD for Technical Services		7 hours	Chief, LPDD Licenses Patents and Deeds Division
	Reviews and initial the endorsement and CWR for the signature of the Regional Executive Director		5 Hours & 30 min.	ARD for Technical Services, Office of the ARD for Technical Services
	Signs the Endorsements and CWR and receive by client and indorse to client		5 Hours & 30 min.	Regional Executive Director, Office of the Regional Executive Director
TOTAL:			14 days	



Note:

This service is under the following laws:

- R.A. No. 9147
- DAO No. 2004-15
- Joint DENR-DA-PCSD AD #01, s. 2004, May 18, 2004
- DAO 2004-58, August 31, 2004
- DAO 2004-60, September 27, 2004
- DAO 2004-62, October 12, 2004
- TB No. 2013-04, May 21, 2013



CITIZEN'S CHARTER NO. R8-B-02. WILDLIFE FARM PERMIT

Office or Division:	Licenses Patents and Deeds Division, DENR Regional Office VIII, Tacloban City	
Classification:	Highly Technical	
Type of Transaction	G2C – Government to Citizen G2G - Government to Government	
Who may avail:	Internal: Permanent Employees of DENR Central, Regional, PENR and CENR Offices, Bureaus (including Regional and Central Offices), attached Agencies External: External Clientele who are authorized party or representative	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished application form (to be secured at the DENR Regional office);		Requesting party
2. Documentary stamp (to be affixed on the Wildlife Farm Permit);		Requesting party
3. Inventory List of Wildlife;		Requesting party
4. Copy of Certificate of Registration from appropriate Government Agencies such as the Security of Exchange Commission (SEC), Cooperative Development Authority (CDA), etc.		Requesting party
5. Proof of Scientific expertise (list of qualification and manpower);		Requesting party
6. Financial plan showing the financial capability to go into breeding;		Requesting party
7. Proposed facility design;		Requesting party
8. Prior Clearance from the affected communities, i.e. concerned LGU		Concerned LGU



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submission of requirements and forward to the receiving /releasing clerk	Received the submitted requirements, stamp the date and time on documents and forward all documents to CENRO	none	30 min.	<i>CENRO Receiving Clerks</i>
	Referral of Application, together with its documents to RPS		30 min.	<i>RPS, Chief Wildlife permitting Section of CENRO</i>
	Forward Memorandum-Endorsement of Application including with its supporting documents to PENRO		15 min.	<i>CENR Officer/CENRO Releasing Clerk</i>
	<i>Received by PENRO Receiving Clerk</i>		15 min	<i>PENRO Receiving Clerk</i>
	Referral of Application, together with its documents to TS		30 min.	<i>PENRO Office</i>
	Evaluate/Review Documents conducted by PENRO		3 days	<i>PENRO Technical Service Division Chief</i>
	Forward Memorandum-endorsement of the Application including supporting documents to the Regional Office		30 min.	<i>PENRO and CENRO Releasing Clerk</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	Receives the submitted requirements, stamp the date and time on documents and forward all documents to LPDD Chief		30 min.	<i>Receiving/ Receiving Clerk Licenses Patents and Deeds Division</i>
	Refers the documents to WRPS for processing		30 min.	<i>Chief, LPDD Licenses Patents and Deeds Division</i>
	Evaluates the documents, if the documents are in order prepare CWR, endorsement to the RED, PENRO and letter to the permittee		2 days, 4 hours & 45 minutes	<i>DMO II/ Action Officer Wildlife Resources and Permitting Section (WRPS)</i> <i>Chief, Wildlife Resources and Permitting Section (WRPS) Licenses Patents and Deeds Division</i>
	Conduct inspection of the Facility and Inventory of Wildlife species for Registration		6 days, 7 hours and 30 min.	<i>WRPS, PENRO & CENRO Representative</i>
Payment of Fees	Receive payment of Permit Fee Processing Fee	P 2,500.00 500.00	15 min.	Regional Office Cashier



CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	Reviews and initial the endorsement, and WFP for the signature of the ARD for Technical Services		7 hours	Chief, LPDD Licenses Patents and Deeds Division
	Reviews and initial the endorsement and WFP for the signature of the Regional Executive Director		7 Hours & 30 min.	ARD for Technical Services, Office of the ARD for Technical Services
	Signs the Endorsements and WFP and receive by client and indorse to client		5 Hours & 30 min.	Regional Executive Director, Office of the Regional Executive Director
TOTAL:			15 days, 2 hours	

Note:

This service is under the following laws:

- R.A. No. 9147
- DAO No. 2004-15
- Joint DENR-DA-PCSD AD #01, s. 2004, May 18, 2004
- DAO 2004-58, August 31, 2004
- DAO 2004-60, September 27, 2004
- DAO 2004-62, October 12, 2004
- TB No. 2013-04, May 21, 2013



CITIZEN'S CHARTER NO. R8-B-03. ISSUANCE OF LOCAL TRANSPORT PERMIT (Wildlife)

Permit authorizing individual to bring, carry or ship wildlife, by-products or derivatives acquired from legal sources from the point of origin to final destination within the country.

Office or Division:	DENR CENRO / Implementing PENRO			
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 corporation/government agencies			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly accomplished application form;			CENR/PENRO Office	
2. Documents supporting the legal possession or acquisition of wildlife;			Requesting Party	
3. Phytosanitary Certificate (for plants) or Veterinary Quarantine Certificate (for animals) from the concerned DA Office.			Bureau of Plant Industry (BPI)/Bureau of Animal Industry (BAI)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit request letter and supporting documents	1. Check completeness of request and supporting documents	None	30 mins.	<i>Technical Staff Regulation and Permitting Section (RPS)</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.1. Receive application and forward to CENRO/Implementing PENRO	None	10 mins	<i>Receiving/Releasing Clerk Records Unit</i>
2. Pay corresponding fee	2. Prepare and issue Order of payment; Accept payment and issue Official Receipt	Permit Fee: Php 100.00	30 mins	<i>Staff Regulation and Permitting Section (RPS) Bill collector/Cashier/Credit Officer</i>
	2.1 Review and refer the application to TSD/Chief, RPS	None	1 hour	<i>CENRO / Implementing PENRO</i>
	2.2 Receive and review the application, and assign inspection team to conduct site inspection	None	30 mins	<i>Chief, RPS</i>
3. Guide/accompany the inspection team to the site	3. Conduct inspection /Inventory of wildlife and submit inspection report to Chief, RPS prepare two (2) copies of LTP (with complete requirements). Initial on the file copy	None	3 days	<i>Inspection Team</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	3.1 Receive and evaluate the inspection report/application, supporting documents. Initial on the file copy of LTP	None	2 hours	Chief, RPS
	3.2 Review the application, Initial on the LTP file copy	None	2 hours	Chief RPS / TSD/ CENRO
	3.3 Transmit the application together with the complete documents to the PENRO	None	1 day	CENRO Liaison Officer
	3.4 Approve/sign the LTP	None	1 hour	PENRO / Implementing PENRO
	3.5 Release the approved LTP. Copy furnished concerned Regional/Field Office(s)	None	30 mins.	Receiving/Releasing Clerk PENRO Records Unit



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
4. Release of approved LTP	4. Release the approved LTP to the client	None	5 mins	<i>Releasing Clerk</i>
	4.1 Provide copy of Client Satisfaction Survey Form to be filled out by the client upon receipt of permit	None	0 min.	<i>Releasing Clerk</i>
TOTAL :		Php 100.00	4 days, 8 hours and 15 minutes	



CITIZEN'S CHARTER NO. R8-B-04. AFFIDAVIT OF UNDERTAKING (AU), MEMORANDUM OF AGREEMENT (MOA) WITH THE DENR AND ISSUANCE OF GRATUITOUS PERMIT (GP)

Gratuitous Permit is a privilege given to an individual, academe, research institution, or organization to capture/harvest and transport wildlife species from the natural habitat for scientific and other authorized purposes.

Office or Division:	Licenses Patents and Deeds Division, DENR Regional Office VIII, Tacloban City	
Classification:	Complex	
Type of Transaction	G2C – Government to Citizen G2G - Government to Government	
Who may avail:	General: Individual, Academe, Research Institution, or Organization Specific: 1. <u>For conduct of Scientific Research on wildlife</u> - Foreign Entity/Institution/Individual or a Filipino Citizen affiliated with a foreign institution 2. <u>For Conservation Breeding or Propagation Activities and other Wildlife Conservation/Research Projects</u> - Local Non-Government/Academic Institutions 3. <u>For purposes of thesis and dissertation</u> - Students affiliated with local academic institutions and other government initiated or implemented research or scientific projects	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Research Project Proposal		Applicant/Requesting Party
2. Institution's Profile, if applicable;		Applicant/Requesting Party
3. Endorsement Letter - If Institution - Head of the Institution, or - If individual researcher - from the recognized expert or a research institution or a conservation organization; - If student applicant - from concerned dean		Applicant/Requesting Party



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Payment of application and processing fees	Applicant/Requesting Party
5. In case collection of wildlife is necessary - prior clearance from the affected neighborhood/communities, i.e. concerned LGUs, recognized head of the indigenous people in accordance with RA 8371, or Protected Area Management Board	LGU, NCIP/PAMB
Additional Requirements for Conservation Breeding or Propagation Activities, and other Wildlife Conservation/Researched Projects	
1. Affidavit of Undertaking by the applicant shall be submitted to the RED concerned. 2. Habitat rehabilitation, protection and management plan for re-introduction and restocking of captive-bed/propagated individuals (for conservation breeding projects only)	Applicant/Requesting party



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit the request/application with complete supporting documents directly to Regional Office or thru PENRO/CENRO	1.1. Receive the application/documents, stamp the date, assign control number and log the same in the Division's Tracking System. 1.2. Forward the application/documents to the Chief, LPDD	none	5 min.	<i>Receiving/Releasing Clerk Licenses Patents and Deeds Division (LPDD)</i>
	2. Review and refer the application to Chief, WRPS	none	5 min.	<i>Chief, LPDD Licenses Patents and Deeds Division</i>
	3. Receive, review, schedule inspection and assign to personnel concerned the application/documents for processing.	none	5 min.	<i>Chief, Wildlife Resources and Permitting Section Licenses Patents and Deeds Division</i>
	Evaluation of the completeness of the submitted requirements	none	1 day	<i>DMO II/ Action Officer Wildlife Resources and Permitting Section</i>



CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	If the applicant documents are found in order prepare and approve order of Payment and forward the same to the requesting party	In case the requirements are not complete , the application shall be returned immediately informing the applicant of the deficiencies	none	5 min.	<p><i>DMO II/ Action Officer Wildlife Resources and Permitting Section</i></p> <p><i>Chief, Wildlife Resources and Permitting Section Licenses Patents and Deeds Division</i></p> <p><i>Chief, LPDD Licenses Patents and Deeds Division</i></p>
	Accept payment and issue official receipt		GP- Php100.00	5 min.	<i>Credit Officer Cashiering Section</i>
	Process document/Prepare the GP/MOA and endorsement for review of the chief, LPDD		none	3 days	<i>DMO II/ Action Officer Wildlife Resources and Permitting Section</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
				<i>Chief, Wildlife Resources and Permitting Section Licenses Patents and Deeds Division</i>
	Reviews and initial the endorsement, and MOA/GP for the signature of the ARD for Technical Services		30 min	<i>Chief, Wildlife Resources and Permitting Section Licenses Patents and Deeds Division</i> <i>Chief, LPDD Licenses Patents and Deeds Division</i>
	Reviews and initial the endorsement and MOA/GP for the signature of the Regional Executive Director		10 min.	<i>ARD for Technical Services, Office of the ARD for Technical Services</i>
	Signs the Endorsement and MOA/GP		5 min.	<i>Regional Executive Director, Office of the Regional Executive Director</i>
TOTAL:		Ph/100.00	4 days, 1 hour & 10 min.	



CITIZEN'S CHARTER NO. R8-B-05. ISSUANCE OF SPECIAL LOCAL TRANSPORT PERMIT (SLTP) (Wildlife)

This permit authorizing any person or entity with a valid Wildlife Special Use Permit (WSUP) may apply for a Special Local Transport Permit (SLTP) for the in-country conveyance of accredited/registered wildlife, wildlife by-products and/or derivatives therefrom for shows, exhibitions and educational purposes, such as training, teaching and similar learning events. An SLTP shall authorize the multiple journey and round-trip transport of wildlife, wildlife by-products and/or derivatives specified therein from the facility of origin to place/s of destination and vice-versa for a period not to exceed three (3) months.

Note: Each transport shall be accompanied by the original copy of the WSUP, invitation or engagement letter, contract or written agreement indicating the date and venue of the show, exhibition or educational event.

Office or Division:	DENR PENRO Office	
Classification:	Simple to Complex	
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government	
Who may avail:	Wildlife Farm Permit (WFP)/Certificate of Wildlife Registration (CWR Holder)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished application form;		PENRO Office
2. Certified true copy of the WSUP and other document/s supporting the legal possession/acquisition of the wildlife species/specimen for WSUP; and		Regional Office
3. Copy of an invitation or engagement letter, contract or written agreement indicating the date and venue of the show, exhibition or educational event.		The facilitator of the exhibit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit request letter and supporting documents	1. Check completeness of request and supporting documents	None	30 mins.	<i>Technical Staff Regulation and Permitting Section (RPS)</i>
	1.1. Receive application and forward to PENRO/CENRO	None	10 mins	<i>Receiving/Releasing Clerk PENRO Records Unit</i>
2. Pay corresponding fee.	2. Prepare and issue Order of payment Accept payment and issue OR	Application and Processing Fee: Php 300.00 Inspection Fee: Php 500.00 Permit Fee: 1 week or less: Php 200 2 weeks: Php 250 3 weeks: Php 300 1 month: Php 500 2 months: Php 750 3 months: Php 1,000.00 None	30mins	<i>Staff Regulation and Permitting Section (RPS) Bill collector/Cashier/Credit Officer</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	2.1. Review and refer the application to TSD/Chief, RPS	None	1 hour	<i>PENR Officer</i>
	2.2. Receive and review the application, and assign inspection team to conduct site inspection	None	30 mins	<i>Chief, RPS</i>
3. Guide/accompany the inspection team to the site	3. Conduct inspection/inventory of wildlife and submit inspection report to Chief, RPS prepare two (2) copies of SLTP (with complete requirements). Initial on the file copy	None	3 days	<i>Inspection Team</i>
	3.1. Receive and evaluate the inspection report/application, supporting documents. Initial on the file copy of SLTP.	None	2 hours	<i>Chief, RPS</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	3.2. Review the application, Initial on the SLTP file copy.	None	2 hours	<i>TSD</i>
	3.3 Transmit the application together with the complete documents to the PENRO	None	1 day	<i>CENRO Liason Officer</i>
	3.4 Approve/sign the LTP	None	1 hour	<i>PENRO / Implementing PENRO</i>
	3.5 Release the approved LTP. Copy furnished concerned Regional/Field Office(s)	None	30 mins.	<i>Receiving/Releasing Clerk PENRO Records Unit</i>
4. Release of approved SLTP	4. Release the approved SLTP to the client	None	5 mins	<i>Releasing Clerk</i>
	4.1 Provide copy of Client Satisfaction Survey Form to be filled out by the client upon receipt of permit	None	0 min.	<i>Releasing Clerk</i>
TOTAL :			4 days, 8 hours and 15 minutes	



CITIZEN'S CHARTER NO. R8-B-06. APPLICATION FOR PROTECTED AREA MANAGEMENT BOARD (PAMB) CLEARANCE FOR CONDUCT OF RESEARCH ON MARINE ECOSYSTEM/SPECIES DENSITY/SIGHTING

Description: This PAMB Clearance is made upon request of the proponents of Projects with in Protected Areas. The purpose for the request for PAMB Clearance is to confirm if the project will proceed or cancelled.

Office or Division:	Protected Area Management and Biodiversity Conservation Section, Conservation and Development Division, DENR-R8 Regional Office			
Classification:	Simple to Complex			
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government			
Who may avail:	External: Proponents of Projects within the Protected Area			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Project proposal/Feasibility Study/Research Proposal (1 original)		Requesting Party		
2. Request letter for PAMB Clearance (1 original)		Requesting Party		
Additional if from the Government Sector				
3. Official Letter Request (1 original)		Requesting Party		
Additional if Requesting Party is a representative				
4. SPA for representative (1 original, notarized)		Requesting Party, Private Lawyer or Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
Regional Office to PENRO				
1. Submission of project/research proposal and letter request for PAMB clearance by the proponent to DENR Receiving Clerk	1. Receive documents and forward to the Office of the Regional Executive Director	None	5 mins.	<i>Receiving/Releasing Clerk</i> RO Records Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.1	1.1. Receive, and check the completeness of submitted requirements, stamp the date and time on documents and refers to RED for evaluation	None	5 mins.	<i>Receiving Clerk</i> Office of the Regional Executive Director
1.2 None	1.2 Evaluates and refers to ARD-TS for evaluation and appropriate action	None	2 hrs.	<i>Regional Executive Director</i> Regional Office
1.3 None	1.3 Records and forwards all documents to ARD-TS	None	5 mins.	<i>Receiving Clerk</i> Office of the Regional Executive Director



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.4 None	1.4 Receives and records the document. Refers the documents to ARD-TS for evaluation	None	5 mins.	<i>Receiving Clerk</i> Office of ARDTS
1.5 None	1.5 Evaluates and refers to CDD for evaluation and appropriate action	None	2 hrs.	Assistant Regional Executive Director for Technical Services
1.6 None	1.6 Forwards the request to CDD	None	5 min.	<i>Receiving Clerk</i> Office of ARDTS
1.7 None	1.7 Receives, records, and forwards the document to the CDD Chief	None	5 min.	<i>Receiving/Releasing Clerk (CDD)</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.8 None	1.8 Evaluates the document and forwards to PAMBCS for necessary action	None	2 hrs.	Chief, Conservation and Development Division (CDD)
1.9 None	1.9 Reviews document and instructs PAMBCS staff to prepare memo for RED's approval	None	2 hrs.	Section Chief, Protected Area Management and Biodiversity Conservation Section (PAMBCS), CDD
1.10 None	1.10 Receives and records the memo and attached document (Letter request, Project Proposal/ Feasibility Study)	None	5 min.	<i>Receiving/Releasing Clerk</i> (CDD)
1.11 None	1.11 Reviews and put his initial on the memo	None	15 min.	Chief, Conservation and Development Division (CDD)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.12 None	1.12 Forwards the memo and attached documents to ARD- TS	None	5 min.	<i>Receiving/Releasing Clerk (CDD)</i>
1.13 None	1.13 Receives and records the document	None	5 min.	<i>Receiving Clerk Office of ARDTS</i>
1.14 None	1.14 Reviews the memo and attached documents (Letter request, Project Proposal/ Feasibility Study) and endorse to RED's office for his approval	None	15 min.	<i>Assistant Regional Director for Technical Services</i>
1.15 None	1.15Forwards the memo and attached documents to RED's office	None	5 min.	<i>Receiving Clerk Office of ARDTS</i>
1.16 None	1.16 Receives, records and forwards to RED for his approval	None	5 min.	<i>Receiving Clerk Office of the Regional Executive Director</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.17 None	1.17 Evaluates attached documents and signs memo (Letter request, Project Proposal/ Feasibility Study)	None	2 hrs.	<i>Regional Executive Director</i> Regional Office
1.18 None	1.18 Forwards the signed memo and attached documents (Letter request, Project Proposal/ Feasibility Study) to Records Office for release to PENRO	None	5 mins.	<i>Receiving Clerk</i> Office of the Regional Executive Director
1.19 None	1.19 Record and release the memo and attached documents	None	4 working days (Calendar days of courier)	Receiving/Releasing Clerk DENR RO8 Records Section
	TOTAL		5 days, 3hours and 15 minutes	



DENR CENR, PENR AND REGIONAL OFFICES
Water Sector
(External Services)



CITIZEN'S CHARTER NO. R8-W-01. ACCEPTANCE OF WATER PERMIT APPLICATION AND ENDORSEMENT TO THE NATIONAL WATER RESOURCES BOARD (NWRB)

This Process serves as pre-evaluation of water permit application and endorsement to the NWRB for further evaluation, processing and issuance of water permit.

Office or Division:	Licensees, Patents and Deeds Division	
Classification:	Complex	
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government	
Who may avail:	<ul style="list-style-type: none"> • Filipino Citizen • Associations duly registered and corporation organized under the law of the Philippines with at least 60% capital is owned by Filipino citizen/s • Government entities and instrumentalities, including government-owned and controlled corporations 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Application addressed to the Executive Director of NWRB thru the Regional Executive Director of DENR RO		Requesting Party
2. Duly accomplished Water Permit Application (WPA) form - notarized		Requesting Party
3. Duly accomplished Notice of WPA form		Requesting Party
4. Proof of ownership (legal land title, right to use, lease agreement, deed of donation) on which the water source is situated. If within timberland, authority from DENR (SLUP, GSUP or other tenurial instrument		Requesting Party
5. List of beneficiaries with corresponding area (in hectare) and tax declaration certified by Municipal/Provincial Assessor		Requesting Party



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
6. Certificate of registration from relevant agencies: <ul style="list-style-type: none"> • Corporation/Partnership – SEC Registration • Single proprietorship – Certificate of Registration from DTI • Cooperative - Certificate of Registration from CDA • Water District – Certificate of Conformance from LWUA • Barangay Waterworks Association – Certificate of Registration 	Requesting Party (SEC, DTI, CDA, LWUA)
7. Environmental Compliance Certificate or Certificate of Non-coverage	Environmental Management Bureau (EMB)
8. Bacteriological Test and Physico-Chemical Test (if failed, attached duly notarized manifestation letter stating water treatment process)	EVRMC, DOST, private service provider accredited by DOH
9. Clearance from BFAD or any agency accredited by BFAD (for bottled water)	BFAD
10. Brief Description of the Project	Requesting Party
11. Well Drilling Data (pumping test, well log data, water analysis). For existing well (depth of the pipe, diameter of the pipe, horsepower of motor pump used)	Certified Driller of NWRB, requesting party (if existing well)
12. Certificate of Registration from DOE (for power generation use)	DOE
13. Endorsement of the Project from DOE (for power generation use)	DOE



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit the duly accomplished Water Permit Application with attached requirements to WRUS	Check completeness of application and supporting documents and conduct water source verification (if necessary). If found complete, the applicant is advised to pay the application/filling fee	None	1 hour	Chief/Staff, WRUS
		None	5 minutes	Chief/Staff, WRUS
2. Provide guide/assistance during verification (if necessary)	2. Conduct verification as scheduled (if necessary)	None	3 days	Chief/Staff, WRUS
3. Pay the application /filling fee in a form of Postal Money Order (PMO)		Municipal (Level I & II) – Php 500.00 Irrigation (Communal/Individual) – Php 550.00 Irrigation (National/Corp.), Power generation, Fisheries, Livestock raising, Industrial, Recreational & Other use – Php 7,200.00 Penalty – Php 1,000.00		Post Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Enclose the PMO to the application documents	4.1 Receive and record the application, attached the Document Tracking System and forward to the Office of the RED	None	10 minutes	Receiving Clerk, Records Section
	4.2 Forward the application to Office of the ARD-TS	None	10 minutes	Clerk, Office of the RED
	4.3 Route the same to LPDD	None	10 minutes	Clerk, Office of the ARD - TS
	4.4 LPDD Chief forward the application documents to WRUS instruction	None	15 minutes	Chief, LPDD
	4.5 WRUS draft endorsement to NWRB for review of LPDD Chief	None	30 minutes	Clerk, Office of the LPDD
	4.6 LPDD Chief review the draft endorsement and return to WRUS for final printing	None	10 minutes	Chief, WRUS
	4.7 Endorsement to NWRB for counter/signatures of the WRUS Chief, the LPDD Chief, the ARD-TS and signature of the RED	None	1 day	Chief, LPDD
	4.8 Forward the application with endorsement to Records Section ready for release to NWRB	None	1 day	Chief, WRUS Chief, LPDD ARD-TS RED Clerk, ORED Records Officer



	Php 500.00 – 7,200.00 for Application Fee*	4 days, 2 hours & 40 minutes
	Php 1,000.00 for Penalty**	<i>TAT does not include waiting time and is the minimum processing time up to seven (7) working days</i>

* Depending on the classification of water use

** Penalty for appropriating water without permit or penalty for drilling without permit (for existing well)



Feedback and Complaints Mechanism

FEEDBACK AND COMPLAINTS MECHANISMS

How to send a feedback?	<ol style="list-style-type: none">1. Get a copy of the DENR Client Feedback Form.2. Answer the DENR Client Feedback Form.3. Fill out the Commendation and/or Complaint portion of the Form.4. Drop it in the designated drop box near the Public Assistance and Complaint Desk (PACD). <p>Client can also share their feedback or complaints using the online survey form by scanning the QR code posted on conspicuous areas of DENR offices or by visiting the link https://bit.ly/2024DENRFeedback</p>
How feedback is processed?	<p>Every Friday, the Public Assistance and Complaints Desk Officer (PACDO) shall open the drop box, and compile and record all feedback submitted.</p> <p>Feedback requiring answers shall be forwarded to the relevant offices and where they are required to answer within three (3) days upon receipt of the feedback.</p> <p>The answer of the concern office shall be then relayed to the client.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number and email address:</p> <p>(053) 832-0825 ored8@yahoo.com</p> <p>Atty. Johann Hein B. Arpon Attorney II, Legal Division</p> <p>Atty. Rex L. Flores Attorney II, Legal Division</p>



How to file complaints?	<ol style="list-style-type: none"> 1. Get a copy of the DENR Feedback Form. 2. Fill out the client information 3. Answer the Complaint portion. 4. Drop the accomplished DENR Feedback Form at the designated drop box in front of the Public Assistance Complaint Desk 5. Complaints can also be filed via telephone through the DENR Action Center/Hotline with mobile number 0939-902-0805 or 0939-918-0169. Make sure to provide the following information: <ul style="list-style-type: none"> • Name of person being complained • Position/Office • Incident • Evidence
How complaints are processed?	<p>The Public Assistance Complaints Desk Officer (PACDO) shall open the DENR Feedback drop box on a weekly basis and evaluate each complaint. The complaints shall be classified according to gravity.</p> <p>Upon evaluation, and approval of the SCIS (for Central Office) and Regional Strategic Communication and Initiatives Group (for Regional Offices) the PACDO shall forward the complaint to the relevant office for their appropriate action.</p>
Contact Information of Anti-Red Tape Authority (ARTA)	<p>4th and 5th Floor NFA Building, NFA Compound, Visayas Avenue, QC</p> <p>Hotline: 888</p> <p>Contact No.: (02) 8478-5091, 8478-5093, 8478-5099</p> <p>Email: info@arta.gov.ph and complaints@arta.gov.ph</p> <p>Web: http://arta.gov.ph/fileacomplaint/complaint-form/</p>



Contact Information of Presidential Complaint Center (PCC)	Bahay Ugnayan, J.P. Laurel Street Malacañang, Manila Hotline:8888 Contact No. (02) 8736 8645, 8736 8603 Email: pcc@malacanang.gov.ph Web: https://osetc.gov.ph/agency/presidential-complain-center-pcc/
Contact Information of Contact Center ng Bayan (CCB)	Text: 0908 881 6565 Contact No.: 1-6565* (Php 5.00 + VAT per call anywhere in the Philippines via PLDT landlines) Email: email@contactcenterngbayan.gov.ph Web: www.contactcenterngbayan.gov.ph www.facebook.com/civilservicegovph
Contact Center of the Office of the Ombudsman (OMB)	Ombudsman Building, Agham Road, North Triangle, Diliman, Quezon City Contact No.: (02) 89262-OMB (662) Text Hotline: 0926 6994 703 Trunkline: (02) 8479-7300 Email: pab@ombudsman.gov.ph



List of Offices

Office	Address	Contact No.	Email Address
DENR Central Office	Visayas Avenue, Diliman, Quezon City	(02) 8-920-0689 0917-868-3367 0917-885-3367	aksyonkalikasan@denr.gov.ph actioncenter@denr.gov.ph
DENR NCR	National Ecology Center, East Avenue, Quezon City	(2) 8876-1484 Loc. 1206	denrncrored@gmail.com denr.ncr.rscig@gmail.com
MEO West		(2) 8256-1690	
MEO North		(2) 8251-1863	
MEO East		(2) 8855-6350	
MEO South		(2) 8252-8292	
CAR	Pacdal, Baguio City	(074) 442-4531 0998-589-5974	car@denr.gov.ph
PENRO Abra	Casamata Hill, Bangued, Abra	(074) 752-8252	penroabra@denr.gov.ph
PENRO Apayao	San Isidro, Luna, Apayao		penroapayao@denr.gov.ph
PENRO Benguet	Wangal, La Trinidad, Benguet	(074) 665-7038	penrobenguet@denr.gov.ph
PENRO Ifugao	Bannit, Payawan, Lamut, Ifugao		penroifugao@denr.gov.ph
PENRO Kalinga	Bulanao, Tabuk City, Kalinga	(074) 627-5118	penrokalinga@denr.gov.ph



Office	Address	Contact No.	Email Address
PENRO Mt. Province	NIA Compound, Caluttit, Bontoc, Mt. Province	(074) 604-0079	penromountainprovince@denr.gov.ph
CENRO Bangued	Casamata Hill, Bangued, Abra	(074) 614-5884	cenrobangued@denr.gov.ph
CENRO Lagangilang	Lagangilang, Abra		cenrolangangilang@denr.gov.ph
CENRO Calanasan	Payanan, San Gregorio, Luna, Apayao		cenrocalanasan@denr.gov.ph
CENRO Conner	Bullan, Conner, Apayao		cenroconner@denr.gov.ph
CENRO Baguio	DENR Compound, Gibraltar, Baguio City	(074) 447-0398	cenrobaguio@denr.gov.ph
CENRO Buguias	Km. 21, Atok, Benguet		cenrobuguias@denr.gov.ph
CENRO Lamut	Bannit Payawan, Lamut, Ifugao		cenrolamut@denr.gov.ph
CENRO Alfonso Lista	Namillangan, Alfonso Lista, Ifugao		cenroalfonsolista@denr.gov.ph
CENRO Pinukpuk	Pinukpuk Junction, Pinukpuk, Kalinga		cenropinukpuk@denr.gov.ph
CENRO Tabuk	Dagupan Centro, Tabuk City, Kalinga	(074) 627-5243	cenrotabuk@denr.gov.ph
CENRO Paracelis	Poblacion, Paracelis, Mt. Province		cenroparacelis@denr.gov.ph
CENRO Sabangan	Cabunagan, Balaoa, Mt. Province		cenrosabangan@denr.gov.ph



Office	Address	Contact No.	Email Address
REGION I	Government Center, Brgy. Sevilla, City of San Fernando, La Union	(072) 242-0704 / (072) 607-8461	denr1ored@yahoo.com rpao1sfc@yahoo.com
PENRO Ilocos Norte	PFDPIN Bldg., Laoag City, Ilocos Norte	(072) 888-2975 VOIP 2423	penroilocosnorte@denr.gov.ph
PENRO Ilocos Sur	Gobernor Reyes Street Vigan City, Ilocos Sur	(072) 888-2975 VOIP 2427	penroilocossur@denr.gov.ph
PENRO La Union	Government Center, Sevilla City of San Fernando, La Union	(072) 888-2975 VOIP 2434	penrolaunionsfc@yahoo.com.ph
PENRO Pangasinan	DENR Compound, AB Fernandez West, Dagupan City, Pangasinan	(072) 888-2975 VOIP 2430	penropang@denr.gov.ph
CENRO Bangui	Brgy. Manayon, Bangui, Ilocos Norte	(077) 600 3661	
CENRO Laoag City	Brgy. Barrit, Laoag City, Ilocos Norte	(077) 772 0970	
CENRO Tagudin	CENRO Tagudin, Ilocos Sur	0915 287 7084	
CENRO Bantay (Vigan City)	Gomez St., Vigan, Ilocos Sur	(077) 674 0549	
CENRO Alaminos	Pob. Alaminos City, Pangasinan	(075) 632 3174; 552 7020	
CENRO Dagupan City	Bonuan, Tondaligan, Dagupan City, Pangasinan	(075) 529 2823; 529 2824	
CENRO Urdaneta	Brgy. Anonas West, Urdaneta City, Pangasinan	(075) 696 1065	



Office	Address	Contact No.	Email Address
REGION II	14 Dalan Na Pagayaya Corner Angicacua, Regional Government Center, Carig Sur Tuguegarao City	0965-065-5607	
PENRO Batanes	DENR Building, PENRO Compound, Basco 3900 Batanes DENR Building, PENRO Compound, Basco 3900 Batanes	0917-822-6183 0998-565-9285	penrobatanes@gmail.com
PENRO Cagayan	Bagay Road, Tuguegarao City, Cagayan	0906-353-8607 0907-907-3688	
PENRO Isabela	Osmena Highway, Bulan Compound, Ilagan City, Isabela	0915-480-8856	
PENRO Nueva Viscaya	Datacom Capitol Building, Capitol Street, Capitol Compound, Bayombong, Nueva Vizcaya	0917-301-6196	
PENRO Quirino	DENR Compound, National Highway, Andres Bonifacio, Diffun 3401 Quirino	0956-280-2769	
CENRO Alcala	Maharlika Highway, Baybayog, Alcala, Cagayan	(078) 822 8562	
CENRO Aparri	Punta, Aparri 3515 Cagayan	0906 577 1213;	cenroaparri@yahoo.com
CENRO Sanchez Mira	National Highway, Sanchez Mira, 3518 Cagayan	(078) 822 9354	
CENRO Solana	Barangay Nangalisan, Solana, Cagaya	0917 4528 453;	cenrosolana@gmail.com
CENRO Cabagan	National H-way at Cansan, Cabagan, Isabela	(078) 636 3089	



Office	Address	Contact No.	Email Address
CENRO Cauayan	Cauayan City, Isabela	(078) 652 2203	
CENRO Naguillan	Naguilian, Isabela	0915 0020 429;	cenronaguilian@denr.gov.ph
CENRO Palanan	Barangay Centro West, Palanan, Isabela	0997 8936 900;	denrpalanan@gmail.com
CENRO San Isidro	Daang Maharlika Highway; 3310 San Isidro, Isabela	(078) 682.7579	
CENRO Aritao	CENRO Compound, Banganan, Aritao 3704 Nueva Vizcaya	(078) 299 1145	
CENRO Dupax	DENR Building, CENRO Compound, Lamo, Dupax Del Sur 3707 Nueva Vizcaya	(078) 808 1094	
CENRO Diffun	DENR Compound, National Highway, Andres Bonifacio, Diffun 3401 Quirino	(078) 694 7084	
CENRO Nagtipunan	Brgy. Dipantan, Nagtipunan, Quirino	0997 3384 274; 0927 5269 198;	nagtipunandenr@gmail.com
REGION III	Diosdado P. Macapagal Government Center, Maimpis, City of San Fernando, Pampanga	(045) 455-3648 0945-368-5303	r3@denr.gov.ph dac_r3@yahoo.com
PENRO Aurora	National Highway, DENR-PENRO Compound, Baler, Aurora	(042) 724-6630 (+63) 977-832-2956	penrobaler@denr.gov.ph penroauroraplanning@gmail.com denr_penro_baler@yahoo.com
PENRO Bataan	<i>Bataan Government Center, Pilar, Bataan</i>	(047) 633-5406 (+63) 928-284-5031	penrobataan@denr.gov.ph



Office	Address	Contact No.	Email Address
PENRO Bulacan	Citta di Oro Subdivision, Brgy. Sta. Rita, Guiguinto, Bulacan	(044) 794-7090	penrobulacan@denr.gov.ph
PENRO Nueva Ecija	Government Center, Palayan City, Nueva Ecija	(044) 463-4739	penronuevaecija@denr.gov.ph
PENRO Pampanga	Brgy. San Antonio, Guagua, Pampanga	(045) 436-5779	penropampanga@denr.gov.ph penropampanga@gmail.com
PENRO Tarlac	MacArhtur Highway, Paraiso, Tarlac City	(045) 985-5928 (045) 985-3486	penrotarlac@denr.gov.ph
PENRO Zambales	Palanginan, Iba, Zambales	(047) 811-1339 (047) 821-1294	penrozambales@denr.gov.ph
CENRO Casiguran	Provincial Capitol Compound, Casiguran, Aurora	(+63)930-957-7996	cenrcasiguran@denr.gov.ph cenrocasiguran@yahoo.com.ph
CENRO Dingalan	Brgy. Caragsacan, Dingalan, Aurora	(042)727-5263	cenrodingalan@denr.gov.ph
CENRO Bagac	Brgy. Binukawan, Bagac, Bataan	(+63)968-225-1674	cenrobagac@denr.gov.ph cenrobagacbataan@yahoo.com.ph
CENRO Dinalupihan	Roosevelt, Dinalupihan, Bataan	(047) 237-6639	cenrodinalupihan@denr.gov.ph cenrodinalupihan@yahoo.com.ph
CENRO Guiguinto	Brgy. Sta. Cruz, Guiguinto, Bulacan	(044) 795-0788	cenroguiguinto@denr.gov.ph cenro_tabang@yahoo.com
CENRO Baliuag	DRT Highway, Brgy. Pagala, Baliwag, Bulacan	(044) 764-6057 (+63)905-626-4213 (+63) 962-061-6526	cenrobaliuag@denr.gov.ph cenrosanrafaelbulacan@yahoo.com



Office	Address	Contact No.	Email Address
CENRO Cabanatuan City	Capitol Compound, Cabanatuan City, Nueva Ecija	(044) 940-9695 (044) 411-1496 (044) 456-2234	cenrocabanatuan@denr.gov.ph cenro_cabcity@yahoo.com
CENRO Muñoz	Brgy. Maligaya, Science City of Muñoz, Nueva Ecija	(044) 803-9014	cenromunoz@denr.gov.ph cenromunoz@yahoo.com.ph
CENRO Camiling	Romulo Highway, Camiling, Tarlac	(045) 491-5736 (045) 456-0160	cenrocamiling@denr.gov.ph cenrocamiling@yahoo.com.ph
CENRO Capas	Death March Monument, Cut-Cut II, Capas, Tarlac	(045) 982-6637 (+63) 910-946-6656	cenrocapas@denr.gov.ph cenrocapas@gmail.com
CENRO Olongapo City	Ohio St., Upper Kalaklan, Olongapo City, Zambales	(047) 224-2669	cenroolongapo@denr.gov.ph
CENRO Masinloc	Brgy. Sta. Rita, Masinloc, Zambales	(047) 821-1294	cenromasinloc@denr.gov.ph
REGION IV-A	Mayapa Main Road Brgy. Mayapa, Calamba City, Laguna	0956-182-5774 09199-874-4369 Landline Trunkline No. (049) 540-DENR (3367) (049) 554-9840 - 48 local - 121 IP Phone Trunkline No. 8249-DENR (3367), 8248-DENR (3367) Local 2625	r4a@denr.gov.ph
PENRO Cavite	Brgy. Gregorio, Trece Martires City, Cavite	(046) 430 5201 0908-194-3573	penrocavite@denr.gov.ph



Office	Address	Contact No.	Email Address
PENRO Laguna	Brgy. Lalakay, Los Baños, Laguna	(049) 536-5889 / 536-3854	penrolaguna@denr.gov.ph
PENRO Batangas	Solomon Rd. Sitio Hospital, Kumintang Ibaba, Batangas City	(043) 723-4399	penrobatangas@denr.gov.ph
PENRO Rizal	Don Hilario Cruz Ave., Brgy San Juan, Taytay Rizal	02) 286-6173 - TSD 286-6172 - Admin 286 6170 - PENR Office	penrorizal@denr.gov.ph
PENRO Quezon	Iyam Lucena City, Quezon	(042) 373-5524 / 710-3133	penroquezon@denr.gov.ph
CENRO Sta. Cruz, Laguna	Brgy. Duhat, Sta.Cruz, Laguna	(049) 536-8903	cenrostacruz@denr.gov.ph
CENRO Lipa City, Batangas	Brgy. Marawoy, Lipa City	(043) 774-2976	cenrolipa@denr.gov.ph
CENRO Calaca, Batangas	Vizconde St., Poblacion, Calaca, Batangas	(043) 424-0162	cenrocalaca@denr.gov.ph
CENRO Calauag, Quezon	Brgy. Sabang Dos, Calauag, Quezon	(042) 717-7205 (042) 717-4870 0964-756-1383	cenrocalauag@denr.gov.ph
CENRO Catanauan, Quezon	Brgy. 9, Catanauan, Quezon	(042) 315-8236	cenrocatanauan@denr.gov.ph
CENRO Tayabas, Quezon	Brgy. PotoI, Tayabas City, Quezon	(0917) 154-2303	cenrotayabas@denr.gov.ph



Office	Address	Contact No.	Email Address
CENRO Real, Quezon	Real Poblacion, Real, Quezon	(042) 536-6093 / 536-7200	cenroreal@denr.gov.ph
REGION IV-B	6th Floor, Tower 2, Parañaque Integrated Terminal Exchange (PITX) No. 1 Kennedy Road, Barangay Tambo, Parañaque City	(02) 7002-3114(02) 8248-3367(02)8249-3367 loc 2701	mimaroparegion@denr.gov.ph denr8888mimaropa@yahoo.com
PENRO Marinduque	Capitol Compound., Brgy. Bangbangan, Boac, Marinduque, 4900	(042) 332-1490 (042) 332-0727	penromarinduque@denr.gov.ph
PENRO Occidental Mindoro	Brgy. Payompon, Mamburao, Occidental Mindoro	(043) 458-9885	penroocc.mindoro@denr.gov.ph planningoccmndo@gmail.com
PENRO, Oriental Mindoro	Sitio II, Ilang-ilang St., Brgy. Suqui, Calapan City 5200	(043) 288-3017 (043) 288-7441	penroor.mindoro@denr.gov.ph penroomindoro@gmail.com penro_orientalmin@yahoo.com
PENRO Palawan	Brgy. Sta. Monica, Pto. Princesa City, Palawan	(048) 433-5638 (048) 434-8791	penropalawan@denr.gov.ph
PENRO Romblon	Formilleza Street, Brgy. Tabing Dagat, Odiongan, Romblon	(042) 567-5030	penroromblon@denr.gov.ph
CENRO Sablayan, Occidental Mindoro	National H-way, So. Balud, Brgy. Sto. Niño, Sablayan, Occidental Mindoro	0917-514-4938	cenrosablayan@denr.gov.ph
CENRO San Jose, Occidental Mindoro	National Hi-way, Brgy. Labangan, San Jose, Occidental Mindoro	(043) 457-0236	cenrosanjose@denr.gov.ph



Office	Address	Contact No.	Email Address
CENRO Roxas, Oriental Mindoro	Purok Camia II, Brgy. San Mariano, Roxas, Oriental Mindoro	0977-624-5970 0917-169-0232	cenroroxasormindoro@denr.gov.ph cenroroxas_orientalmin@yahoo.com
CENRO Socorro, Oriental Mindoro	PASI II, Socorro, Oriental Mindoro	(043) 288-55-17	cenrosocorro@denr.gov.ph
CENR Officer, Brooke's Point, Palawan	Brgy. Poblacion, Brooke's Point, Palawan	0917-502-8961	cenrobrookespoint@denr.gov.ph cenrobrkspt@gmail.com
CENRO, Coron, Palawan	Brgy. Poblacion 6, Coron, Palawan	0917-504-2633	cenrocoron@denr.gov.ph
CENRO Pto. Princesa City, Palawan	Brgy. Sta. Monica, Pto. Princesa City, Palawan	0917-504-2633	cenrocoron@denr.gov.ph
CENRO Pto. Princesa City, Palawan	Brgy. Sta. Monica, Pto. Princesa City, Palawan	(048) 433-06-60	cenropuertoprincesa@denr.gov.ph
CENRO, Quezon, Palawan	Poblacion, Quezon, Palawan	0917-160-4920	cenroquezon@denr.gov.ph
CENRO Roxas, Palawan	Sandoval Street, Brgy. 3, Poblacion Roxas, Palawan	0917-502-8647	cenroroxaspalawan@denr.gov.ph
CENR Officer, Taytay, Palawan	Poblacion, Taytay, Palawan	0917-158-9399 0917-506-6106	cenrotaytay@denr.gov.ph



Office	Address	Contact No.	Email Address
REGION V	DENR Regional Office No. 5, Regional Center Site, Rawis Legaspi City	431-3126 voip 2800 2801	red_reg5@yahoo.com
PENRO Albay	Lapu-lapu st., Legaspi City	(052) 480-7295 w/ fax (052) 742-2019	penro_albay@yahoo.com denrpenroalbay@gmail.com
PENRO Camarines Norte	Pamorangon, Daet, Camarines Norte	440-0727 440-0737	penro.camnorte@yahoo.com
PENRO Camarines Sur	Panganiban Drive, Naga City	(054) 811 – 0430 VOIP 6525	penro_camsur@yahoo.com.ph
PENRO Catanduanes	San Isidro Village, Virac, Catanduanes	(052) 740-5735	denrcatanduanespenro@yahoo.com.ph
PENRO Masbate	Airport Road, Masbate City	333-3393	denr_penro_mbt@yahoo.com
PENRO Sorsogon	B. Flores St. Burabod, Sorsogon City	(056) 421-5545 (056) 311-8730 (056) 311-8747	denr_sorcite@yahoo.com.ph
CENRO Guinobatan	Morera, Guinobatan, Albay		cenroguinobatan.denr@gmail.com cenroguinobatan@yahoo.com.ph
CENRO Iriga	Sta. Cruz Sur, Iriga City	871-5685 456-0901 w/ fax	denr5cenroiriga@yahoo.com records_cenroiriga@yahoo.com



Office	Address	Contact No.	Email Address
CENRO Sipocot	South Centro Sipocot, Camarines Sur	450-6044 w/ fax 881-3652	cenrosipocot@yahoo.com.ph
CENRO Goa	Catagbacan, Goa, Camarines Sur	453-1383 453-1594 w/ fax	cenrogoa@yahoo.com.ph
CENRO San Jacinto	Along National Road, Brgy. Burgos, San Jacinto, Masbate City	533-6104	denrcenrosj@gmail.com
REGION VI	Pepita Aquino Street, Port Area, Iloilo City	(033) 329-4724	r6@denr.gov.ph
PENRO, Aklan	Bliss Site, Kalibo, Aklan	(036) 268- 41-02	penroaklan@denr.gov.ph
PENRO, Antique	Maybato Sur, San Jose, Antique	(036) 641-54-18	denr_ant@yahoo.com
PENRO, Capiz	Primier de Mayo St. Roxas City, Capiz	(036) 621- 60-69	penrocapiz@gmail.com
PENRO, Guimaras	San Miguel, Jordan, Guimaras	(033) 581 -29- 91	denrguim@yahoo.com
PENRO, Iloilo	Old Rotary Park, Brgy. Concepcion Iloilo City	(033) 331-28-30	denr6_iloilo@yahoo.com
PENRO, Negros Occidental	Brgy. 39, Bacolod City	(034) 435 74-11	penrneg@yahoo.com
CENRO Boracay	Brgy. Manoc-manoc, Boracay, Malay Aklan	(034) 288-97-27	cenroboracay@denr.gov.ph
CENRO, Culasi	Centro Poblacion, Culasi, Antique	033) 641-3593 / 0917-716-7256	cenroculasi@denr.gov.ph



Office	Address	Contact No.	Email Address
CENRO, Belison	Poblacion, Belison, Antique	(036) 641-04-26	cenrobelison@yahoo.com
CENRO Mambusao	Mambusao Government and Business Center, Villareal Highway, Poblacion Proper, Mambusao Capiz	(036) 651 90-67	cenromambusaobackup@gmail.com
CENRO, Barotac Nuevo	Brgy. Tabucan, Barotac Nuevo, Iloilo	hotline number 09129778129	cenrobarotac@yahoo.com
CENRO, Guimbal	Brgy. Guibongan, Miag-ao, Iloilo	hotline number 09683018397	cenroiloilo@denr.gov.ph
CENRO, Sara	San Nicolas, San Dionisio, Iloilo	09153265754	denrcenrosara@yahoo.com
CENRO, Bago City	Bantayan Park, Brgy. Poblacion, Bago City, Negros Occidental	(034) 445 8433 0985 134 0303	cenrobago@denr.gov.ph
CENRO, Cadiz City	Sitio Narra, Barangay Tinampa-an, Cadiz City, Negros Occidental	(034) 454 1262 (02) 703 9171	cenrocadiz@denr.gov.ph
<i>CENRO, Kabankalan City</i>	Zayco Subd., Kabankalan City, Negros Occ.	VOIP # 2946	cenrokabankalancity@yahoo.com
REGION VII	2nd Floor, Administrative Bldg., DENR-7, Sudlon, Lahug, Cebu City	(+6332) 328 3335 to 36	redDENR7@yahoo.com r7@denr.gov.ph
PENRO Bohol	Cortes, Bohol	(038) 411-0228	penro_bohol@yahoo.com penrobohol@denr.gov.ph
PENRO Cebu	Greenplains Subd., Banilad, Mandaue City	(032) 236-5732	penrocebu@denr.gov.ph penrocebu@yahoo.com



Office	Address	Contact No.	Email Address
PENRO Negros Oriental	Larena Drive, Dumaguete City, Negros Oriental	(035) 522-0219 422-1560	penronegrosoriental@denr.gov.ph penronegros@yahoo.com
PENRO Siquijor	Port Area, Larena, Siquijor	(035) 377-2029	penrosiquijor@denr.gov.ph denrpenrosiquijor@yahoo.com
CENRO Tagbilaran City	New Capitol Site, Tagbilaran City, Bohol	(038) 411-2357	cenrotagbilaran@denr.gov.ph ricariel@yahoo.com rsplbohol@gmail.com
CENRO Talibon	San Jose, Talibon, Boho	9173246520	cenrotalibon@denr.gov.ph cenro_talibon@yahoo.com
CENRO Argao	Lamacan, Argao, Cebu	(032) 367-7411	cenroargao@denr.gov.ph cenroargao_cebu@yahoo.com
CENRO Cebu City	Arellano Blvd. cor. V. Sotto St., Pier 3 Area, Cebu City	(032) 253-6733	cenrocebu@denr.gov.ph cenro_cebucity@yahoo.com
CENRO Ayungon	Tiguib, Ayungon, Negros Oriental	(035) 404-0829	cenroayungon@denr.gov.ph cenro1_ayungon@yahoo.com
CENRO Dumaguete City	Larena Drive, Dumaguete City, Negros Oriental	(035) 225-0660	cenrodumaguete@denr.gov.ph denrodumaguete@yahoo.com.ph
REGION VIII	DENR Regional Office 8, Sto. Niño Extension, Tacloban City	(053) 832-0825 (053) 832-0281 (+63) 968-550-5909 (+63) 927-310-9374	ored8@yahoo.com r8@denr.gov.ph
PENRO Leyte	Baras, Candahug, Palo, Leyte	(053) 832-4283	penroleyte@yahoo.com
PENRO Southern Leyte	Capitol Compound Site, Brgy. Asuncion Maasin City, S. Leyte	(053) 802-5936	denrpenrosouthernleyte@ymail.com penroso.leyte@denr.gov.ph
PENRO Biliran	Brgy. Larrazabal, Naval, Biliran	(053) 500-4115	penrobiliran@yahoo.com



Office	Address	Contact No.	Email Address
PENRO Samar	Catbalogan City, Samar	(055) 543-8122	catbpenro@yahoo.com penrosamar@denr.gov.ph
PENRO Eastern Samar	Capitol Site Brgy. Alang-alang, Borongan, Eastern Samar	(055) 560-9374	penroborongan@yahoo.com.ph
PENRO Northern Samar	UEP Compound, Catarman, N. Samar	(055) 251-7117	penro.nsam@gmail.com
CENRO Palo	Government Center, Candahug, Palo Leyte	(053) 888-1291	cenropalo@gmail.com
CENRO Baybay	Zone 23, Magsaysay St. Baybay City, Leyte	(053) 335-3644	cenrobaybaycity@gmail.com
CENRO Ormoc	Poblacion, Albuera, Leyte	(053) 561-8074	cenro.albuera@yahoo.com
CENRO Maasin	Capitol Site Brgy. Asuncion, Maasin City, Southern Leyte	(053) 570-3429	denr_cenromsn@yahoo.com cenromaasin@denr.gov.ph
CENRO San Juan	Brgy. Sto. Jose, San Juan, Southern Leyte	(053) 577-6562	cenro_san_juan@yahoo.com cenrosanjuan@denr.gov.ph
CENRO Catbalogan	Brgy. Poblacion, Catbalogan City, Samar	(055) 543-9618	cenrocatbalogan@yahoo.com
CENRO Sta. Rita	Brgy. San Juan, Sta Rita, Samar		cenrostarita@yahoo.com
CENRO Borongan	Capitol Site Brgy. Alang-alang, Borongan, Eastern Samar	(055) 560-9389	denr_cenroborongan@yahoo.com
CENRO Dolores	Brgy. 10, Dolores, Eastern Samar		denrcenrodol_esam@yahoo.com



Office	Address	Contact No.	Email Address
CENRO Catarman	UEP Compound, Catarman, N Samar	(055) 832-2196	cenro.catarman@yahoo.com
CENRO Pambujan	Brgy. 8, Pambujan, Northern Samar	(055) 832-2196	cenro.pambujan@gmail.com
REGION IX	2ND Floor, DENR Bldg., Pres. Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City	(062) 945-0870 (062) 945-0914 Tel Fax: (062) 945-0945 0948-1471-250	denr_r9@yahoo.com rscig.denr9@gmail.com
PENRO Zamboanga del Norte	Sta. Filomina, Dipolog City, Zamboanga del Norte	(065) 212 - 6750	
PENRO Zamboanga Del Sur	V. Sagun St., Gatas Dist., Pagadian City	(062) 214-1455	
PENRO, Sibugay	Poblacion Ipil, Zamboanga - Sibugay	(062) 955-2507	
CENRO, Piñan	Piñan, Zamboanga del Norte	(0955) 413-9704	
CENRO, Liloy	Baybay, Liloy, Zamboanga del Norte	(0909) 285-9934	
CENRO, Manukan	Poblacion, Manukan, Zamboanga del Norte	(065) 212-2767	
CENRO, Siocon	Siocon, Zamboanga del Norte	(065) 212-5505	
CENRO, Guipos	Katipunan, Guipos, Zamboanga del Sur	(0938) 135-9347	



Office	Address	Contact No.	Email Address
CENRO, Ramon Magsaysay	Ramon Magsaysay Zamboanga del Sur	(062) 214-1453	
CENRO, Imelda	Poblacion Imelda, Zamboanga - Sibugay	(062) 957-6468	
CENRO, Kabasalan	Kabasalan, Zamboanga - Sibugay	(062) 957-6495	
CENRO, Zamboanga City	Gen. Alvarez St., Zone IV, Zamboanga City	(062) 993-7479	
REGION X	DENR, Region 10, Macabalan, Cagayan de Oro City	(088) 861 - 2593 (088) 856 - 822 0955 - 142 - 9501	r10@denr.gov.ph denrxactioncenter@gmail.com
PENRO Bukidnon	Capitol Drive, Malaybalay City, Bukidnon	(088) 8132104	penrobukidnon@denr.gov.ph
PENRO Camiguin	Lakas, Poblacion, Mambajao, Camiguin	(088) 3870040	penrocamiguin@denr.gov.ph
PENRO Lanao del Norte	Tubod, Lanao del Norte	(088) 2276070	penrolanaodelnorte@denr.gov.ph
PENRO Misamis Occidental	Capitol Complex, Oroquieta City, Misamis Occidental	(088) 5450464	penromisamisoccidental@denr.gov.ph
PENRO Misamis Oriental	Malasag Heights, Cugman, Cagayan de Oro City	(088) 8552318	penromisamisoriental@denr.gov.ph
CENRO Valencia City	Valencia City Integrated Bus Terminal, Valencia City, Bukidnon	(088) 8282096	cenrovalencia@denr.gov.ph



Office	Address	Contact No.	Email Address
CENRO Manolo	Fortich Manolo Fortich, Bukidnon	(088) 2282495	cenromanoloftich@denr.gov.ph
CENRO Don Carlos	Don Carlos, Bukidnon	(088) 2262632	cenrodoncarlos@denr.gov.ph
CENRO Talakag	Talakag, Bukidnon		cenrotalakag@denr.gov.ph
CENRO Iligan City	4th East Ext., Rosario Heights, Tubod, Iligan City, Lanao del Norte	(063) 2231058 2212823	cenroiligan@denr.gov.ph
CENRO Kolambugan	Kolambugan, Lanao Del Norte	(063) 3554431	cenrokolambugan@denr.gov.ph
CENRO Oroquieta City	Misamis Occidental Capitol Complex, Oroquieta City, Misamis Occidental	(088) 5312003	cenrooroquieta@denr.gov.ph
CENRO Ozamiz City	Gango, Ozamiz City	(088) 5211253	cenroozamiz@denr.gov.ph
CENRO Initao	Jampason, Initao, Misamis Oriental	(088) 855 - 2347	cenroinitao@denr.gov.ph
CENRO Gingoog City	Dugenio St., Gingoog City, Misamis Oriental	(088) 427421	cenrogingoog@denr.gov.ph
REGION XI	Km. 7, Lanang, Davao City	(082) 233-2779 (082) 234-5599 (FAX) 234-0811 IP Phone 3500 0906-378-8784 0947-611-6083	oredenrxi@yahoo.com.ph r11@denr.gov.ph ureport.denr11@gmail.com
PENRO Davao Oriental	Government Center, Dahican, Mati, Davao Oriental	(087)388-3275	denrxi2mati@hotmail.com penrodavaooriental@denr.gov.ph



Office	Address	Contact No.	Email Address
PENRO Davao Del Norte	Km. 55, National Hiway, Tagum City, Davao del Norte	(084) 216-6302	denrpenro_ddn@yahoo.com penrodavaodelnorte@denr.gov.ph
PENRO Davao De Oro	Benjamin Bautista Sr. Training Center, Malita Davao Occidental	0935-984-5466	penro.comval@gmail.com penrodavaodeoro@denr.gov.ph
PENRO Davao Del Sur	Prk. 2 Brgy. Poblacion Nabunturan, Comval	(082) 553-2009	denrpenro_delsur@yahoo.com penrodavaodelsur@denr.gov.ph
PENRO Davao Occidental	Benjamin Bautista Sr. Training Center, Malita Davao Occidental	0977-826-8900	denrpenrodavaooccidental@gmail.com penrodavaooccidental@denr.gov.ph
CENRO Baganga	Lambajon, Baganga, Davao Oriental	0917-120-4106	cenrobaganga@denr.gov.ph cenrobaganga@yahoo.com
CENRO Manay	San Ignacio, Manay, Davao Oriental	0955-3125729	cenromanay@denr.gov.ph cenroxi2cmanay@gmail.com
CENRO Mati	Magsaysay, Mati, Davao Oriental	(087)388-3569	cenromati@denr.gov.ph cenromati@yahoo.com
CENRO Lupon	Lupon, Davao Oriental	(087) 808-0132	cenrolupon@denr.gov.ph cenro_denrlupon@yahoo.com
CENRO New Corella	Brgy. Magdum, Tagum City	(084) 400-6348	cenronewcorella@denr.gov.ph bingcparilla@yahoo.com
CENRO Panabo	Km 55 National Highway, Tagum City	(084) 823 - 2011	cenropanabo@denr.gov.ph denr11cenropanabo@yahoo.com
CENRO Maco	Anislagan, Maco, Comval Province	0908-242-8899	cenromaco@denr.gov.ph cenromaco@yahoo.com
CENRO Monkayo	Poblacion Monkayo, Compostela Valley Province	0977-826-8193	cenromonkayo@denr.gov.ph cenromonkayo@yahoo.com
CENRO Digos	Mabini Super Highway, Digos City	(082) 553-8758	cenrodigos@denr.gov.ph denr.digos@gmail.com
CENRO Malalag	Malalag, Davao del Sur	(082) 272-0244	cenromalalag@denr.gov.ph cenro_malalag@yahoo.com



Office	Address	Contact No.	Email Address
CENRO Davao City	Gov. Chavez St., Davao City	(082) 228-2557	cenrodavao@denr.gov.ph cenroeast@yahoo.com
REGION XII	Aurora St., City of Koronadal, South Cotabato	(083)228-6225 - 26	red_reg12@yahoo.com r12@denr.gov.ph
PENRO, Cotabato Province	Quirino Drive, Kidapawan City, N. Cotabato	(064)557-1412 0927-1472091	penroxiikidapawancity@gmail.com
PENRO, South Cotabato	Martinez St., Koronadal, South Cotabato	(083)228-3502 0928-9717791	penro.southcotabato@yahoo.com sha_msu88a@yahoo.com
PENRO, Sarangani Province	Alabel, Sarangani Province	(083)508-2008 (083)508-2009 0917-4842013	denrpenro_alabel@yahoo.com.ph
PENRO, Sultan Kudarat Province	Isulan, Sultan Kudarat	(064)471-0321 0917-7004705	denr_penrosk@yahoo.com dzarshim22@gmail.com
CENRO, Midsayap, Cotabato	Pob. 3, Lapu lapu St., Midsayap, North Cotabato	(064)471-1867 0998-9581716	cenromidsayap@gmail.com
CENRO, Matalam, Cotabato	Municipal Bldg., Matalam, North Cotabato	(064)288-13670919-4502877	cenromidsayap@gmail.com
CENRO, Kiamba, Sarangani	Kiamba, Sarangani Province	(083)509-4020 0908-2626272	cenrokiamba4a@gmail.com
CENRO, Glan, Sarangani	Sto. Niño St. Pob., Glan Sarangani	(083)225-8011 0999-5359157	cenro_glan@yahoo.com rosalindabc@yahoo.com
CENRO, General Santos City	Buayan, General Santos	(083)225-9040 0916-2732342	denrcenrogensan@gmail.com
CENRO, Banga, South Cotabato	San Vicente, Banga South Cotabato	(083)239-2754	cenrobanga_surallah@yahoo.com



Office	Address	Contact No.	Email Address
CENRO, Tacurong City	Bo. 2, EJC Montilla Tacurong City, Sultan Kudarat	(064)229-8658 0945-1105928	cenrotacurong@yahoo.com.ph
CENRO, Kalamansig, Sultan Kud.	Poblacion Kalamansig, Sultan Kudarat	(064)204-6051 09173521845	cenrokalamansig@yahoo.com
REGION XIII	Ambago, Butuan City	(085) 341-1996 VOIP 3900 (085) 815-2277 0907-909-9608	r13@denr.gov.ph denrcaraga13hotline@yahoo.com
PENRO Agusan del Norte	Brgy. Tiniwisan Butuan City	(085) 345-5831 VOIP 3922	penroagusandelnorte@denr.gov.ph
PENRO Agusan del Sur	Patin-ay Properidad, Agusan del Sur	(085) 343-7308 VOIP 3926	penroagusandelsur@denr.gov.ph
PENRO Surigao del Norte	Barangay San Juan, Surigao City	(086) 826-8160 VOIP 3936	penrosurigaodelnorte@denr.gov.ph
PENRO Surigao del Sur	Telaje, Tandag, Surigao del Sur	(086) 211-2227 VOIP 3931	penrosurigaodelsur@denr.gov.ph
PENRO Dinagat Islands	Sta. Cruz, San Jose, Province of Dinagat Island	0907 417 5841	penrodinagat@denr.gov.ph
CENRO Nasipit	Agusan Norte, Talisay, Nasipit, Agusan del Norte	(085) 343-2872	cenronasipit@denr.gov.ph
CENRO Tubay	Agusan Norte, Nat'l. Highway, Doña Rosario, Tubay, Agusan del Norte	0910 025 6271; 0917 6240 667	cenrotubay@denr.gov.ph
CENRO Bayugan	Maygatasan, Bayugan City, Agusan del Sur	(085) 343-6191	cenrobayugan@denr.gov.ph



Office	Address	Contact No.	Email Address
CENRO Talacogon	Del Monte, Talacogon, Agusan del Sur	0909 287 3336	cenrotalacogon@denr.gov.ph
CENRO Bunawan	San Isidro, Bunawan, Agusan del Sur	0999 531 3045	cenrobunawan@denr.gov.ph
CENRO Loreto	Poblacion, Loreto, Agusan del Sur	0909 527 1666	cenroloreto@denr.gov.ph
CENRO Tubod	Surigao del Norte, Upper Libas, Tagana-a, Surigao del Norte	(086) 826 1308; 0998 530 3530; 0910 094 9474	cenrotubod@denr.gov.ph
CENRO Lianga	Poblacion, Lianga, Surigao del Sur	0919 239 0714	cenrolianga@denr.gov.ph
CENRO Bislig	Maharlika, Bislig City, Surigao del Sur	0939 878 4171	cenrobislig@denr.gov.ph
CENRO Cantilan	Poblacion Cantilan, Surigao del Sur	0929 974 1629	cenrorcantilan@denr.gov.ph