



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





**MUNICIPAL DISASTER
RISK REDUCTION AND
MANAGEMENT OFFICE
(MDRRMO)
ADMINISTRATIVE SERVICES**





2. REQUEST FOR HAZARD CERTIFICATION (HAZARDOUS TREE)

Help and assess in the elimination of hazardous trees in the barangay.

Office or Division:	MDRRMO			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Hazard Certification from the Barangay		Barangay where the said tree is located		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter request to the MDRRMO	Receipt letter and coordinate with the MENRO Office for site inspection.	None	1-3 minutes	MDRRMO Staff
1. Wait for the status of the request	Site inspection conducted by the MDRRMO and MENRO	None	1 day	MDRRMO & MENRO
3.Wait for the status of the request	Evaluation and issue certification	None	10 minutes	MDRRMO, MENRO
4.				
TOTAL:		None	1 day &13 minutes	