



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





**MUNICIPAL
ENVIRONMENT AND
NATURAL RESOURCES
OFFICE (MENRO)
ADMINISTRATIVE SERVICES**





1. REQUEST FOR PRE-INSPECTION TO CUT TREES (IN COORDINATION WITH MDRRMC)

Any person can request for inspection as pre-requisite for their application for cutting permit at the CENRO/DENR.

Office or Division:	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to Public Transact G2B – Government to Business Entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate from the Barangay concerned that the latter interposed no objection to such request.		Barangay		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill-up request form	Interview the Applicant on the area for inspection	None	5 minutes	Mr. Geomar Mara
	Applicant will be contacted for the inspection date	None	10 minutes	Mr. Geomar Mara
	After the inspection, Applicant will receive the inspection report (together with the certificate issued by the MDRRM)	None	10 minutes	Mr. Romeo D. Geronimo, Jr.
Fill-out the Client Satisfaction Rating Form				
END OF TRANSACTION				

NOTE: The 25-minute processing time is for one client being served at one time. The time is extended when there are two or more clients.