



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





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





2. REPORT/COMPLAINT RECEIVED BY THE MENRO OFFICE RELATIVE TO ILLEGAL CUTTING OF TREES, ILLEGAL FISHING, AND OTHER VARIOUS ACTIVITIES PUNISHABLE UNDER MUNICIPAL ORDINANCES AND NATIONAL LAWS (WITH THE ASSISTANCE OF THE PNP – TUBIGON, DENR, OR BFAR).

Any person has the right to report and complaint (thru verbal, mobile phone or social media) any illegal activities committed within the territorial jurisdiction of the municipality.

Office or Division:	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C - Government to Public Transact			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Contact with the MENRO Office (any means of communication above-mentioned)	Verify and investigate the report/complaint		To be scheduled (not more than three days)	Mr. Romeo D. Geronimo, Jr.
	If report/complaint appears sufficient evidence, composite team will be organized for the apprehension		Schedule of action will depend on the availability of the government agencies concerned	