

**USER MANUAL**

**FOR**

**TREE CUTTING PERMIT**

**ONLINE SYSTEM**

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## I. Introduction

The **Tree Cutting Permit (TCP)** Online System is a streamlined, web-based platform that simplifies the process of applying for and managing tree cutting permits. Users can register, submit applications with details about the trees and location, and upload necessary documents. The system allows for easy review and approval by local authorities, with notifications sent to applicants about their application status. Payment for permits can be made directly through the system, and digital permits are issued once approved.

The system also tracks compliance with permit conditions and generates reports for monitoring purposes. It's designed to be user-friendly and accessible across devices, ensuring an efficient and transparent process for all users

## II. System Requirements

### *Browser Compatibility*

- ✓ Mozilla Firefox
- ✓ Google Chrome
- ✓ Microsoft Edge
- ✓ Opera



### *Internet Connection*

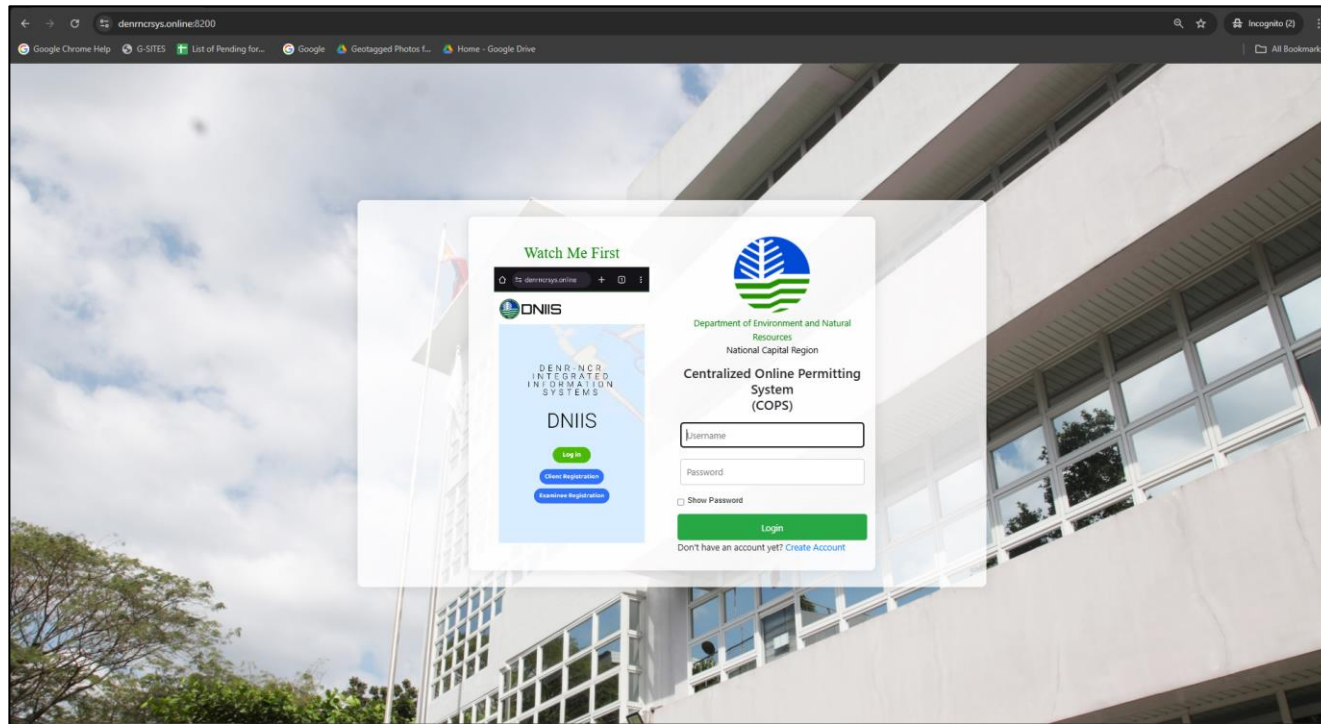
- ✓ For desktop users: At least 5mpbs or higher to view website smoothly
- ✓ For mobile users: 3G or higher is preferred for decent browsing speed

### III. Getting Started

#### a. Log In

##### Step 1: Accessing the System

Go to <https://denrnrcsys.online:8200/>



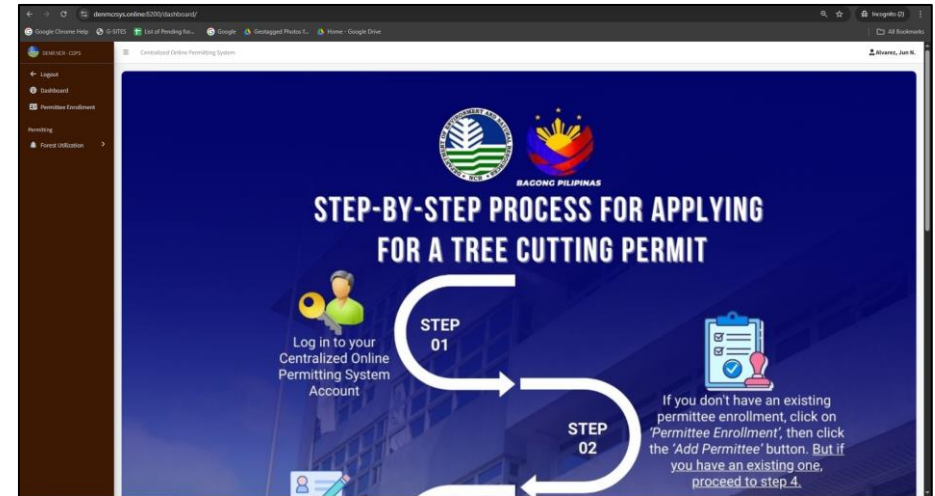
##### Step 2: Logging In

Enter your Username and Password then click 'Log In'

## b. Dashboard

### Overview of the Main Interface:

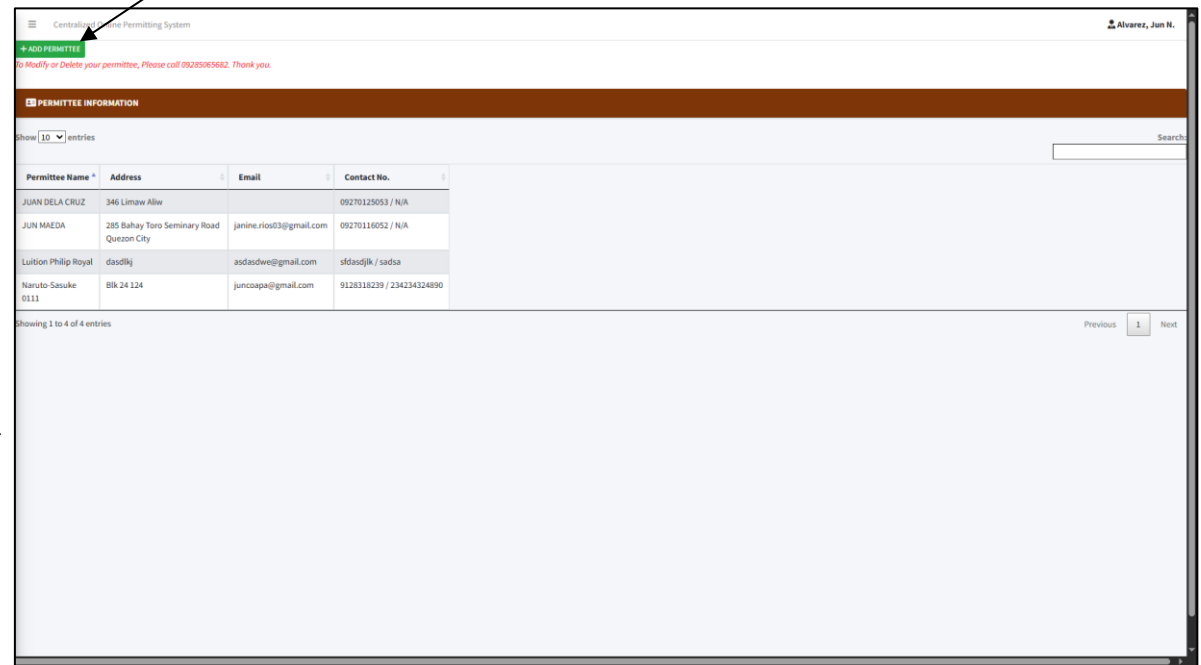
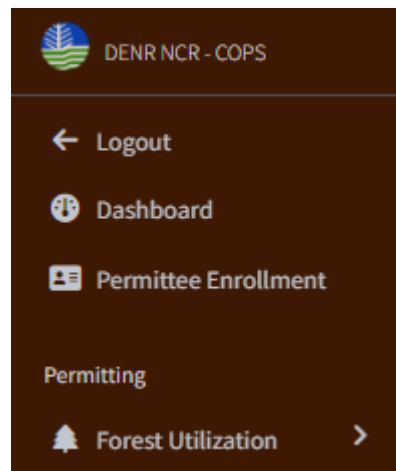
- ♦ To assist applicants, the dashboard provides a detailed, step-by-step guide for the tree cutting permit application process.



Each step outlines the necessary requirements, instructions for submission, and updates on the application status. Users are encouraged to follow the process in sequence to avoid delays or rejections.

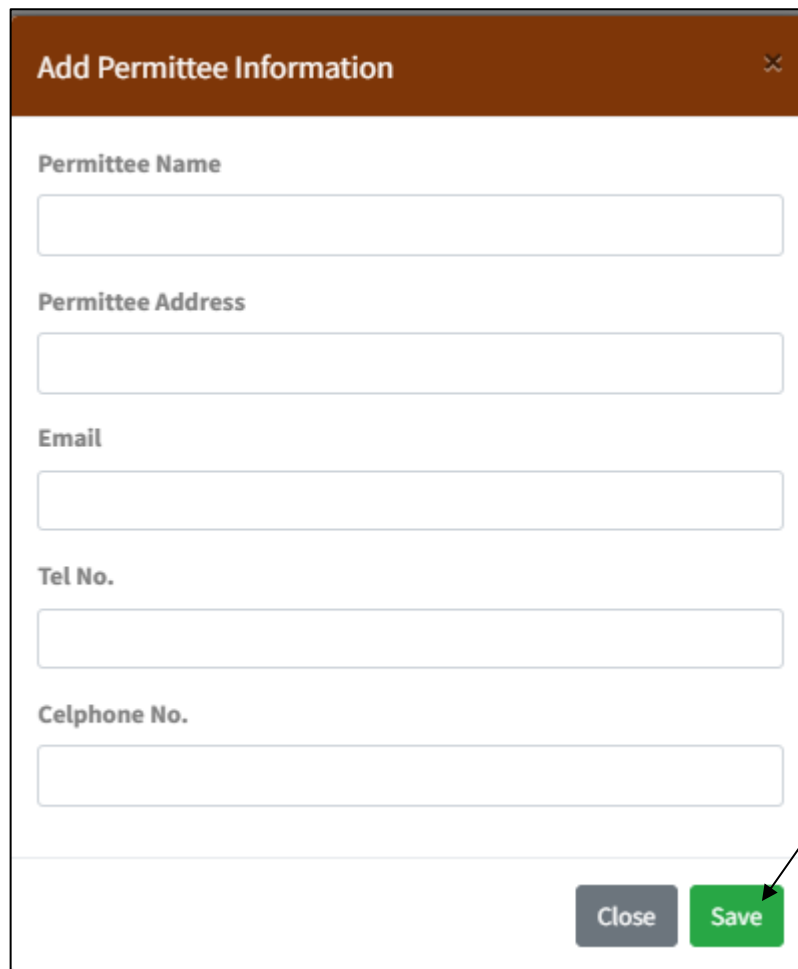
### c. Permittee Enrollment

Before you can apply for a tree cutting permit on behalf of an organization or company, you are required to complete the permittee enrollment process. If your organization is not yet registered, navigate to the 'Permittee Enrollment' section on the dashboard and click the **+ ADD PERMITTEE** button. This will direct you to the permittee registration form, where you must provide the necessary organizational details and submit the form for approval.



#### d. Add Permittee Information

After clicking the *'Add Permittee'* button, the *'Add Permittee Information'* form will appear. Fill out the form with accurate details such as the permittee name, address, email, and other required information.



The image shows a web form titled "Add Permittee Information" with a brown header bar. The form contains five input fields: "Permittee Name", "Permittee Address", "Email", "Tel No.", and "Celphone No.". At the bottom right, there are two buttons: a grey "Close" button and a green "Save" button. An arrow points from the "Save" button to the text on the right.

After filling out the form, click the **'Save'** button to store the entered information.

## Permittee Information

After completing the registration in the Permittee Enrollment section, you can view the registered details in the 'Permittee Information' section.

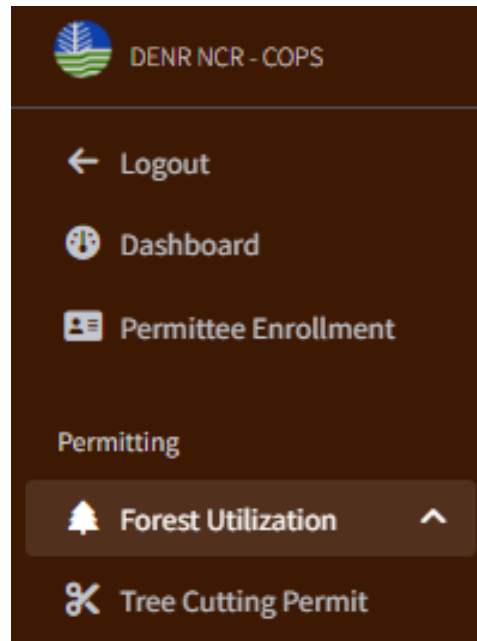
PERMITTEE INFORMATION			
Show 10 entries			
Permittee Name ▲	Address	Email	Contact No.
JUAN DELA CRUZ	346 Limaw Aliw		09270125053 / N/A
JUN MAEDA	285 Bahay Toro Seminary Road Quezon City	janine.rios03@gmail.com	09270116052 / N/A
Luition Philip Royal	dasdlkj	asdasdwe@gmail.com	sfdasdljk / sadsa
Naruto-Sasuke 0111	Blk 24 124	juncoapa@gmail.com	9128318239 / 234234324890

*To Modify or Delete your permittee, Please call 09285065682. Thank you.*

If you encounter any issues or concerns, such as incorrect information entered during the permittee registration, you can call this number (0928-506-5682) for assistance.



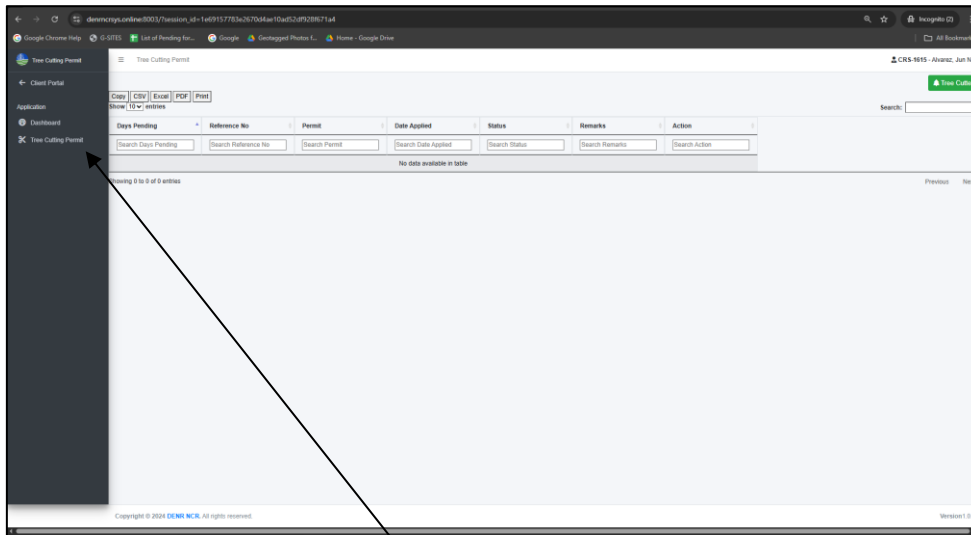
Once your permittee information is complete and accurate, click on the 'Forest Utilization' button to proceed.



A dropdown menu will appear. From the list of option, click on *'Tree Cutting Permit'*.

## e. Tree Cutting Permit Dashboard

After clicking, you will be redirected to the Tree Cutting Permit dashboard.



Click on 'Tree Cutting Permit' on the left side of the screen.

A screenshot of a web form titled 'DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES - NCR PREFORMATTED APPLICATION FOR TREE-CUTTING, EARTH-BALLING, AND/OR PRUNING PERMIT'. The form is divided into several sections: 'Application Type' with a dropdown menu showing 'Tree-Cutting Permit', 'Tree-Earth-Balling Permit', and 'Tree-Pruning Permit'; 'General Information' with fields for 'Address' and 'Contact Number'; 'Application Information' with a 'Purpose' dropdown menu showing 'Development/Construction', 'Quality to Invest/Contribute to property', and 'Other'; and 'Tree Information' with fields for 'Tree Location', 'Private Property', 'Subdivision', and 'School/Organization'. The form is dated 'May 20, 2025'.

The 'Preformatted Application for Tree-Cutting, Earth-Balling, and/or Pruning Permit' form will then appear.

Fill out this form completely. Make sure that all the information you provide is accurate, including the application type, general information, application details, tree information, and other required fields.

After completing the first part of the form, proceed to the second section by clicking on '2 - Attachments'.

Click on 'Choose Files', select the correct file based on the required documents, and then click 'Upload'.

ATTACHMENTS				
SPA / Authorization Letter	Choose Files	No file chosen	Upload	Remove
Land title (OCT/TCT)	Choose Files	No file chosen	Upload	Remove
If property is leased (Lease Agreement)	Choose Files	No file chosen	Upload	Remove
If property is sold (Deed of Sale)	Choose Files	No file chosen	Upload	Remove
If property is owned by Corporation (General Information Sheet)	Choose Files	No file chosen	Upload	Remove
Barangay Certificate of No Objection	Choose Files	No file chosen	Upload	Remove
Site Development Plan with overlaid location of affected trees	Choose Files	No file chosen	Upload	Remove
Photograph of trees	Choose Files	No file chosen	Upload	Remove
ECCCNC	Choose Files	No file chosen	Upload	Remove
If within Subdivision (Certificate of No Objection from HOA)	Choose Files	No file chosen	Upload	Remove
If within public space (HOA Board Resolution)	Choose Files	No file chosen	Upload	Remove
PTA Resolution (if within school)	Choose Files	No file chosen	Upload	Remove
Utilization Plan (if area covers 10 ha or larger)	Choose Files	No file chosen	Upload	Remove
Endorsement by local Agrarian reform (if covered by CLOA)	Choose Files	No file chosen	Upload	Remove

☐ I/We understand that the filing of this application does not convey the authority to the undersigned to cut, earth-bail, and/or prune the trees subject of my application until such Permit is issued by your office.

☐ I/We further understand that any false statement, misinterpretation, and/or misdeclaration stated herein shall be a ground for denial and/or revocation of my application without prejudice to the filing of appropriate legal action.

☐ I/We solemnly swear upon my/our oath, depose and say, that I/we have thoroughly read the foregoing application, and each and every statement in said application is true and correct to the best of my knowledge and belief.

Submit

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After that, click the 'Submit' button.

After uploading all the required attachments, carefully read the section at the bottom of the form to ensure that you understand and agree with the information provided. Once confirmed, check these three boxes to proceed.

Then, click the 'OK' button to confirm.

denrnrcsys.online:8003 says

Press OK to confirm Create.

OK Cancel