**ADMIN AND FINANCE SECTOR (INTERNAL AND EXTERNAL SERVICES)**

**ISSUANCE OF CERTIFICATION OF NO RECORDS / APPEAL / MOTION FOR RECONSIDERATION, ETC.**

**CHECKLIST OF REQUIREMENT**

1. Duly accomplished customer FOI request form (1 original)
2. Government issued ID (present 1 original)

**Additional if from other Government Sector**

1. Official Letter Request (1 original)

**Additional if Requesting Party is a representative**

1. SPA for representative (1 original, notarized)

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**AUTHENTICATION OF RECORD/S CHECKLIST OF REQUIREMENTS WHERE TO SECURE**

**CHECKLIST OF REQUIREMENT**

1. FOI Request Form (1 original)

2. Government issued ID (present 1 original)

**Additional if from the Government Sector**

3. Official Letter Request (1 original)

**Additional if Requesting Party is a representative**

4. SPA for representative (1 original, notarized)

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**PROCESSING OF PAYMENT OF CLAIMS**

**General Requirement**

● Disbursement Voucher (1 original, 3 duplicate)

● Obligation Request and Status (1 Original, 2 duplicate copies)

If Initial Contract of Communication/Telephone and Gasoline

● Contract (3 original)

● Annual Procurement Plan (APP), and any amendment thereto (1

certified Copy), or Certification from the Procurement Office that

the items procured are already included in the APP (1 original)

**If Supplier/Contractor/Service Provider**

A. Purchase Order (P.O.)

● Purchase Order/Contract Agreement (1 Original, 3 duplicate

copies)

● Purchase Request (1 Original, 2 duplicate copies)

**ADMIN AND FINANCE SECTOR (EXTERNAL SERVICES)**

**SALE OF BIDDING DOCUMENTS**

**CHECKLIST OF REQUIREMENT**

1. Present One (1) Valid Company Identification

2. Official Receipt (1 original)

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**FORESTRY SECTOR (EXTERNAL SERVICES)**

**ISSUANCE OF PRIVATE TREE PLANTATION REGISTRATION (PTPR)**

**CHECKLIST OF REQUIREMENT**

1. Letter of Application (1 original, 1 photocopy)

2. OCT, TCT, Judicial Title, CLOA, Tax Declared

Alienable and Disposable Lands (1 certified true copy)

3. Data on the number of seedlings planted, species and

area planted

**Additional if the applicant is a representative**

4. Special Power of Attorney (SPA) (1 original)

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**ISSUANCE OF CERTIFICATE OF VERIFICATION (COV) FOR THE TRANSPORT OF PLANTED TREES WITHIN PRIVATE LAND, NON-TIMBER FOREST PRODUCTS EXCEPT RATTAN, AND BAMBOO**

**CHECKLIST OF REQUIREMENT**

1. Request letter including the type of vehicle to be used and plate

number (1 original, 1 photocopy)

2. Certification that the forest products are harvested within the area

of the owner (for non-timber) (1 original)

3. Approved Tree Cutting Permit, if applicable (1 photocopy)

4. OR/CR of conveyance and Driver’s License (1 photocopy)

**Additional if the owner of the forest product is not the owner of the conveyance**

1. Certificate of Transport Agreement

**Additional if applicant is not the land owner**

2. Special Power of Attorney (SPA) (1 original)

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**ISSUANCE OF CERTIFICATE OF LUMBER ORIGIN (CLO) FOR PROCESSED LOGS/LUMBER FROM WOOD PROCESSING PLANT (WPP) TO OTHER WPP OR DESIRED DESTINATION**

**CHECKLIST OF REQUIREMENT**

1. Request letter (1 original, 1 photocopy)

2. Approved WPP Permit (1 photocopy

3. Approved Log/Lumber Supply Contract or Invoice Receipt

(1 photocopy)

**Additional if applicant is not the WPP owner**

4. Special Power of Attorney (SPA) (1 original)

**If the owner of the Lumber is not the owner of the Conveyance**

5. Certificate of Transport Agreement (CTA) (1 original, 1 photocopy)

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**APPLICATION FOR CHAINSAW REGISTRATION**

**CHECKLIST OF REQUIREMENT**

1. Official Receipt of Chainsaw Purchase (1 certified copy and

1 original for verification) or Affidavit of Ownership in case the

original copy is lost.

2. SPA if the applicant is not the owner of the chainsaw

3. Stencil Serial Number of Chainsaw

4. Duly accomplished Application Form

5. Detailed Specification of Chainsaw (e.g. brand, model,

engine capacity, etc.)

6. Notarized Deed of Absolute Sale, if transfer of ownership

(1 original)

7. Chainsaw to be registered

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**ISSUANCE OF TREE CUTTING AND/OR EARTHBALLING PERMIT FOR TREES AFFECTED BY PROJECTS OF NATIONAL GOVERNMENT AGENCIES (DPWH, DOTR, DepEd, DA, DOH, CHED, DOE, and NIA)**

**CHECKLIST OF REQUIREMENT**

1. Letter of Application (1 original)

2. LGU Endorsement/Certification of No Objection (1 original)

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 original)

4. Environmental Compliance Certificate (ECC)/Certificate of Non-

Coverage (CNC), if applicable. The DENR RO/EMB shall determine if the tree cutting activities will require ECC/CNC based on the extent of tree cutting operations, location (e.g. Environmentally Critical

Area), among others, if necessary (1 certified copy)

5. Free, Prior and Informed Consent (FPIC), if applicable

6. Waiver/Consent of owner/s, if titled property, if applicable (1 original)

7. PAMB Clearance/Resolution, if within Protected Area (1 original)

**ISSUANCE OF TREE CUTTING PERMIT FOR PLANTED TREES AND NATURALLY GROWING TREES FOUND WITHIN PUBLIC PLACES (PLAZA, PUBLIC PARKS, SHOOL PREMISES OR POLITICAL SUBDIVISIONS FOR PURPOSES OF PUBLIC SAFETY)**

**CHECKLIST OF REQUIREMENT**

1. Application Letter (1 original)

2. LGU Endorsement/Certification of No Objection/Resolution (1original)

**Additional if within Subdivisions**

3. Homeowner's Resolution (1 original)

**Additional if School/Organization**

4. PTA Resolution or Resolution from any organize group of No

Objection and Reason for Cutting (1 original)

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**ISSUANCE OF PRIVATE LAND TIMBER PERMIT (PLTP) FOR NON-PREMIUM SPECIES, OR SPECIAL PLTP (SPLTP) FOR PREMIUM/NATURALLY-GROWN TREES WITHIN PRIVATE/TITLED LANDS**

**CHECKLIST OF REQUIREMENT**

1. Application Letter (1 original)

2. Endorsement/Certification from concerned LGU interposing no objection to the cutting of trees under the following conditions (1

original):

1. **If the trees to be cut falls within one barangay,** an endorsement from the Barangay Captain shall be secured
2. **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
3. **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

3. Authenticated copy of Land Title/CLOA issued by LRA or Registry of Deeds, whichever is applicable with approved sketch map of the area applied for

4. Environmental Compliance Certificate (ECC)/Certificate of Non-Coverage (CNC), if applicable. The DENR RO/EMB shall determine if the tree cutting activities will require ECC/CNC based on the extent of tree cutting operations, location (e.g. Environmentally Critical Area), among others, if necessary (1 certified copy)

**Additional if application covers ten (10) hectares or larger**

5. Utilization Plan with at least 50% of the area covered with forest trees (1 original)

**Additional if covered by CLOA**

6. Endorsement by local agrarian reform officer interposing No Objection (1 original)

**Additional if School/Organization**

7. PTA Resolution or Resolution from any organized group of No Objection and Reason for Cutting (1 original)

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**LANDS SECTOR (EXTERNAL SERVICES)**

**ISSUANCE OF CERTIFICATION OF LAND CLASSIFICATION STATUS**

**CHECKLIST OF REQUIREMENT**

1. Request Form (1 original, 1 duplicate copy)

2. Any document showing the identity of the lot (1 photocopy)

3. Sketch Plan with Complete Technical Description (1 original)

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**ISSUANCE OF SURVEY AUTHORITY**

**CHECKLIST OF REQUIREMENT**

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) or

1b. Duly accomplished Letter-Request Form from the GE on behalf of his/her client (1 original)

2. Any proof of claim or acquisition of the property

• Latest, Updated Tax declaration for the last year (1 certified copy)

• Deed of Sale (1 photocopy with accompanying Original Copy)

• Extra Judicial Settlement (1 original)

• Waiver of Rights (1 original)

• Other documents

*\*Note: DENR may request for additional documents or combination of documents mentioned above depending on the situation of the application/request*

3. Survey Authority form duly signed by the applicant and private Geodetic Engineer (1 original, 1 duplicate copy)

4. Certification of Land Classification Status

5. Scheme of subdivision from GE (1 photocopy)

6. Certification from the Regional Trial Court concerned that there is no pending land registration case involving the parcel being applied for (1 original)

7. Certification from barangay that there is no record of claims and conflict (1 original, 1 duplicate)

8. Copy of Approved Survey Plan with Technical Description (if with previously approved surveys) (1 blueprint copy)

9. Certification of status of land from LRA (if the municipality is under cadastral proceedings or if there is an old survey) (Private Survey) (1 original, 1 duplicate copy)

10. Lot Status (whether titled or not) (1 original)

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**APPLICATION FOR FREE PATENT (AGRICULTURAL)**

**CHECKLIST OF REQUIREMENT**

1. Duly accomplished Free Patent Application and prescribed forms (1 original)

1.1. Notarized SPA (in case the application is filed by a representative or by the heirs of the original applicant)

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

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)

4. Documentary Stamp (to be attached in the application form)

**DOCUMENTS TO BE SECURED BY THE CENRO / IMPLEMENTING PENRO**

1. Copy of approved Survey Plan / Cadastral Map

2. Technical Description / V-37

3. Certification that the land applied for is alienable and disposable (1 original, 1 photocopy)

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**APPLICATION FOR FREE PATENT (RESIDENTIAL)**

**CHECKLIST OF REQUIREMENT**

1. Duly accomplished Free Patent Application and prescribed forms (1 original)

2. Any of the following document showing identity of land and claims of ownership

• Tax declaration if applicable (1 certified copy)

• Deed of Sale/Deed of donation/Deed of transfer (1 photocopy, present original copy) \*if applicable

• Extra Judicial Settlement (1 photocopy) \*if applicable

• Waiver of Rights, Barangay certification (1 photocopy) \*if applicable

3. Affidavit of at least two (2) disinterested person residing in the area

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)

5. Approved Survey Plan with Technical Description/Form V37 (if covered with isolated survey) (1 certified copy)

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)

7. Certification that the land applied for is alienable and disposable (1 original, 1 photocopy)

8. Documentary Stamp (4 pieces) (2-Affidavits, 1-Application Form, 1-Notice of Posting)

9. Certification from LGU that the area applied for is zoned as Residential (1 original), or approved CLUP, if applicable (1 photocopy)

10.Latest photograph of land and house (preferably geo-tagged)