CITIZEN’S CHARTER NO. CO-AF-01. ISSUANCE OF CERTIFICATION OF NO RECORDS/APPEAL/MOTION FOR RECONSIDERATION, ETC.

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| CLIENT STEPS |
| 1. Accomplish Request Form and forward to Receiving/ Releasing Clerk. |
| Wait for the verifications of all requirements, prepare for the amount to be paid in the request form. |
| 2. Pay to the Cashier the Certification Fee and receive Official Receipt. |
| 3. Forward Official Receipt to RMD. |
| 4. Receive copy of the approved Certification. |

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Description automatically generatedCITIZEN’S CHARTER NO. CO-AF-02. AUTHENTICATION OF RECORD/S\*

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| CLIENT STEPS |
| 1. Accomplish Request Form and forward to Receiving/ Releasing Clerk. |
| 2. Receive the Order of Payment and pay to the Cashier the Authentication Fee. |
| 3. Receive authenticated documents/records. |

SALE OF BIDDING DOCUMENTS

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| CLIENT STEPS |
| 1. Submit copy of Official Receipt as proof of payment as indicated in the invitation to bid (ITB) for the Bidding Documents. |
| 2. Receive copy of Bidding Documents, register in the logbook and acknowledge receipt of Bidding Documents |

ISSUANCE OF PRIVATE TREE PLANTATION REGISTRATION (PTPR)

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| CLIENT STEPS |
| 1. Submit letter request and supporting documents to CENRO. |
| 2. Guide/accompany the inventory team to the site |
| 3. Receive approved PTPR |

ISSUANCE OF CERTIFICATE OF VERIFICATION (COV) FOR THE TRANSPORT OF PLANTED TREES WITHIN PRIVATE LAND, NON-TIMBER

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| CLIENT STEPS |
| 1. Submit request letter and supporting documents |
| 2. Receive Order of Payment and pay corresponding fees |
| 3. Receive OR |
| 4. Receive COV. |

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

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| CLIENT STEPS |
| 1. Submit request letter and supporting documents |
| 2. Receive Order of Payment and pay corresponding fees |
| 3. Receive OR |
| 4. Receive CLO |

APPLICATION FOR CHAINSAW REGISTRATION

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| CLIENT STEPS |
| 1. Submit application form and supporting documents to the Implementing PENR/CENR Office. |
| 2. Receive Order of Payment and pay corresponding fee. |
| 3. Receive OR. |
| 4. Receive Certificate of Chainsaw Registration. |

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)

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| CLIENT STEPS |
| 1. Submit the request/ application with complete supporting documents\* |
| 2. Pay Application oath and/or Certification Fee |
| 3. Receive and forward the OR to RPS. |
| 4. Guide/accompany the inventory team to the site. |
| 5. Receive approved TCP |

**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)**

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| CLIENT STEPS |
| 1. Submit letter request and complete requirements |
| 2. Pay certification and oath fee |
| 3. Receive and forward the OR to RPS. |
| 4. Guide/accompany the inventory team to the site. |
| 4.1. Receive the approved Tree Cutting Permit |

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

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| CLIENT STEPS |
| 1. Submit letter request and supporting documents. |
| 2. Pay certification and oath fee. |
| 3. Receive OR. |
| 4. Guide/accompany the inventory team to the site. |
| 5. Receive the approved S/PLTP\*\*\* |

**ISSUANCE OF CERTIFICATION OF LAND CLASSIFICATION STATUS**

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| CLIENT STEPS |
| 1. File application with complete supporting documents to the Implementing PENRO/CENRO Receiving Area/Records Unit. |
| 2. Receive Order of Payment and pay corresponding fee. |
| 3. Receive Official Receipt and forward the same to Technical Staff, RPS. |
| 4. Receive the Certification. |

**ISSUANCE OF SURVEY AUTHORITY**

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| CLIENT STEPS |
| 1. Submit Letter Request to the Implementing PENR/CENR Office with complete supporting requirements |
| 2. Receive Order of Payment and pay corresponding fees |
| 3. Receive OR |
| 4. Receive Survey Authority, sign in the duplicate copy, and forward the same to the Records Officer for filing. |

**APPLICATION FOR FREE PATENT (AGRICULTURAL)**

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| CLIENT STEPS |
| 1. Submit accomplished Application Form to the CENR Office with complete supporting requirements Applicant may also submit the application through email or courier, where, applicable, the applicant may also apply online or through LMI/SI/DPLI. \* |
| 2. Receive Order of Payment and pay corresponding fees |
| 3. Receive (OR) and forward the same to Records Unit/Section |

**APPLICATION FOR FREE PATENT (RESIDENTIAL)**

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| CLIENT STEPS |
| 1. Submit accomplished Application Form to the CENR Office with complete supporting requirements Applicant may also submit the application through email or courier, where, applicable, the applicant may also apply online or through LMI/SI/DPLI. |
| 2. Receive Order of Payment and pay corresponding fees |
| 3. Receive (OR) and forward the same to Records Unit/Section |