







# 1 CITIZEN'S CHARTER PROCESS NO. 10

Name of Agency : DENR PENRO Laguna – Technical Services Division  
 Frontline Service : Processing of Application for Issuance of Tree Cutting Permits / Special Tree Cutting Permits





(Public places, private lands, infrastructure projects, government projects)

Schedule of Availability of Service : 8:00AM – 5:00PM, Monday to Friday

How to Avail the Service

No. [A]	CUSTOMER ACTIVITY [B]	DENR ACTION [C]	PERSON RESPONSIBLE [D]	DURATION [E]	DOCUMENTARY REQUIREMENTS [F]	AMOUNT OF FEES [G]
1	Submit application letter with corresponding documentary requirements	Receive documents and forward to Chief, Technical Services Division	 LEONISA D. EVARISTO Records Officer	5 minutes	1. Letter Application 2. LGU Endorsement / Certification of No Objection (Municipality/Barangay) 3. Copy of Land Title (OCT/TCT) for Private Property 4. Photos of trees to be removed 5. Site Development Plan and ECC for big projects	
		Indorse the request to GCD for review of the completeness of the submitted documents required	 DIVINA A. VILLALUZ Chief, TSD	5 minutes		
		Review the completeness of the submitted documents then Assign Inspecting Officer to conduct field inventory / inspection	 MARILYN M. TAMOLANG Supervising EMS	15-30 minutes		
		Conduct 100% inventory or inspection of the area. Prepare Inspection Report with Geo-Tagged photos to be submitted to Chief, GCD Section except those with Certificate of Tree Plantation Ownership (CTPO)	 ROSALINDA DUEÑAS Forest Technician II	1 day (1-2 hectares)		
		Prepare Order of Payment by the inspecting officers	 DIVINA A. VILLALUZ Chief, TSD	5 minutes		
		Signs Order of Payment	 DIVINA A. VILLALUZ Chief, TSD	5 minutes		
					If inventory undertaken by customer: <ul style="list-style-type: none"> <li>• Timber</li> </ul> Inventory/Inspection Report with Tally Sheet/Stand & Stock Table, and Pictures <ul style="list-style-type: none"> <li>• Tree Charting Map</li> </ul>	₱ 1,200 per ha. Inventory Fee (100% Inventory) DAO 2004-16

## 2 CITIZEN'S CHARTER PROCESS NO. 10

No. [A]	CUSTOMER ACTIVITY [B]	DENR ACTION [C]	PERSON RESPONSIBLE [D]	DURATION [E]	DOCUMENTARY REQUIREMENTS [F]	AMOUNT OF FEES [G]
2	Pay inventory fee for planted and naturally grown trees but no payment required for less than 20 trees or if inventory will be conducted by the customer	Accept payment and issue Official Receipt	 <b>MARVIN JOHN P. ARAN</b> Credit Officer I	5 minutes	Official Receipt	
		Review and approve Inspection Report. Prepare memorandum to TSD for approval	 <b>MARILYN M. TAMOLANG</b> Supervising EMS	15 minutes		
		Final review of the report for PENRO approval. Prepare endorsement to Regional Office.	 <b>DIVINA A. VILLALUZ</b> Chief, TSD	5 minutes		
		Review and endorse to Regional Office	 <b>ELEAZAR S. ALAIRA</b> OIC, PENRO	5 minutes		