



CITIZEN'S CHARTER NO. RO-F-05. ISSUANCE OF TREE CUTTING AND/OR EARTH BALLING PERMIT FOR CONSTRUCTION OF ROADS, BRIDGES, FLOOD CONTROL AND OTHER INFRASTRUCTURE PROJECTS FOR PUBLIC PURPOSES BY NATIONAL GOVERNMENT AGENCIES (DPWH, DOTR, DepEd, DA, DOH, CHED, DOE, and NIA)

This Permit serves as proof of authorization for the removal/cutting and/or relocation of trees affected by projects of the National Government Agencies (DPWH, DOTR, DepEd, Da, DOH, CHED, DOE and NIA)

Office or Division:	Forest Utilization Section – Licenses, Patents and Deeds Division DENR National Capital Region	
Classification:	Highly Technical	
Type of Transaction:	G2G- Government to Government	
Who may avail:	NGA (DPWH, DOTr, DepED, DA, DOH, CHED, DOE and NIA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Application (1 original and 1 duplicate) and/or Duly accomplished application form		Requesting Party
2. LGU endorsement/Certification of No Objection from Sanggunian (1 original)		Barangay of Municipal LGU
3. Approved Land Tenorial Instrument (LTI)/Special Land Use Permit (SLUP), if within Timberland (1 photocopy)		Requesting Party
4. Approved Site Development Plan/Infrastructure Plan with tree charting (1 original)		Requesting Party
5. 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)		Environmental Management Bureau (EMB) Regional Office
7. Waiver/Consent of owner/s, if titled property (1 original)		Concerned lot owner



8. PAMB Clearance/Resolution, if within Protected Area (1 original)	PAMB
9. Payment of Fees Registration Fee (P 500.00) Oath Fee (P 36.00)	Requesting Party
Additional if within subdivisions	
9.Homeowners' Resolution (1 original)	Concerned Homeowners' Association
Additional if School/Organization	
10. PTA Resolution or Resolution from any organized group of No Objection and Reason for Cutting <u>for School/Organization</u> (1 original)	Requesting Party, School PTA, or Organization

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSONS RESPONSIBLE
1. Submit application and supporting documents	1. Check completeness of application and supporting documents. (Incomplete documents and or with inaccurate information to be returned immediately for re-filing)		45 mins.	<i>FUS Technical Personnel FUS Administrative Officer</i>
	1.1 Prepare and sign Order of Payment		15 mins.	<i>FUS Technical Personnel</i>
2. Receive Order of Payment and pay corresponding fee	1.2 Receive payment and issue Official Receipt (OR)	Oath fee- Php 36.00/ application Php 1,200.00/ha Inventory Fee (for 1 ha and above)	15 mins.	<i>Cashier</i>
3. Receive OR	1.3 Receive, record (including scanning) and forward to Chief FUS	None	45 mins.	<i>FUS Administrative Officer</i>
	2. Receive and assign inspector/s to conduct inspection	None	30 minutes	<i>Chief, FUS</i>



	3. Evaluate documents and prepare report/permit with attachments (map, geo-tagged photos and tally/inventory sheets) documentary requirements and Forward to Chief, FUS	None	1 working day	<i>FUS Technical personnel</i>
	4. Receive and conduct detailed evaluation/review of application and forward to Chief, LPDD	None	1 hour	<i>Subscribed by Chief, FUS</i>
	5. Review/initial and forward the permit to ARD-TS	None	2 hours	<i>Chief, LPDD</i>
	6. Review/and sign as recommending approval and forward the permit to Regional Executive Director (RED)'s signature	None	2 hours	<i>ARD-TS</i>
	7. Sign/approve the permit	None	1 working day	<i>RED Regional Office</i>
4. Receive the approved Tree Cutting/Balling Permit	8. Record and release approved Tree Cutting Permit to applicant, copy furnished to Conservation and Development Division and Enforcement Division	None	30 mins	<i>Receiving/Releasing General Record</i>
TOTAL:				
		Php 36.00/application Oath Fee Php 1,200.00/ha Inventory Fee (if applicable) = Php 1,236.00		3 days

***Forest charges shall be paid after the cutting of trees.