



CITIZEN'S CHARTER NO. RO-F-06. ISSUANCE OF TREE CUTTING PERMIT FOR PLANTED TREES (TENURED FORESTLAND OR PRIVATE LAND), OR TREES (PLANTED OR NATURALLY GROWN) THAT POSE THREAT TO HUMAN LIVES AND PROPERTIES

This Permit serves as proof of authorization for the removal/cutting of trees in public and private places that pose danger to the human lives and/or properties as evaluated by DENR, or trees that are planted within tenured forestland or private land.

Office or Division:	Forest Utilization Section, Licenses, Patents and Deeds Division			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business			
Who may avail:	Any Filipino citizen, private corporations, holders of tenurial instruments, Government Agencies			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Application Letter (1 original)			Requesting Party	
2. LGU Endorsement/Certification of No Objection (1 original)			Concerned LGU (City/Municipal/Barangay)	
Additional if Private Property				
3. OCT/TCT (1 certified copy or 1 photocopy with accompanying owner's copy)			Requesting Party or Registry of Deeds (ROD)	
Additional if School/Organization				
4. PTA Resolution or Resolution from any organize group of No Objection and Reason for Cutting (1 original)			Requesting Party, School PTA, or Organization	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit letter request and supporting documents to FUS	1. Check completeness of application and supporting documents (IF application is incomplete documentary requirements/incorrect data information shall be returned immediately to	None	30 min.	<i>Technical Staff</i> Forest Utilization Section



	the applicant. Receive application			FUS Administrative Officer
	1.1 Receive and review the application, and assign inspector/s to conduct site inspection.	None	30 min.	Chief FUS
2. Guide/accompany the inventory team to the site.	2. Conduct inspection of the area and prepare report with attachments (map, geo-tagged photos and tally sheets), permit and Forward to Chief, FUS	None	10 days or less depending on the location of the area*	<i>FUS technical staff</i>
	2.1. Review the inspection report/ permit and forward to Chief, LPDD for review	None	1 hour	Subscribed by Chief, FUS
	2.2. Review, initial and forward the permit to ARD-TS	None	1 hour	<i>Chief, LPDD</i>
	2.3. Receive permit and sign as recommending approval and forward to RED.	None	1 hour	<i>ARD-TS</i>
	2.4. Sign /approve the permit	None	1 hour	<i>Regional Executive Director</i>



	2.5. Record and release approved Permit to applicant, copy furnished Conservation and Development Division and concerned Field Office	None	30 min.	<i>Receiving/Releasing Clerk RO Records Section</i>
3. Receive the approved Tree Cutting Permit		None		
TOTAL		None	<i>10 days 5 hours and 30 minutes</i>	

**Number of processing days may increase depending on the location, unexpected issues that may arise from the application, availability of manpower, peace and security situation, and weather condition in the area.*