



## CITIZEN'S CHARTER NO. RO-F-07. ISSUANCE OF PRIVATE LAND TIMBER PERMIT (PLTP) FOR NON-PREMIUM SPECIES, OR SPECIAL PLTP (SPLTP) FOR PREMIUM/ NATURALLY-GROWN TREES WITHIN PRIVATE/ TITLED LANDS

PLTP or SPLTP serves as the official authority to cut naturally grown trees within private or titled lands. This shall not cover the trimming, pruning, cutting and removal of trees within power line corridors which no longer require to secure prior clearance or permit from, but with due notice to, the DENR Field Offices, pursuant to RA No. 11361, S. 2019. Further, the transport of logs derived therefrom shall require a transport permit consistent with existing rules and regulations.

All new applications and requests for extension of Tree Cutting and Earth-balling Permits for naturally growing trees shall be issued by the concerned DENR Regional Executive Director. The issuance of these Permits for naturally growing trees shall be governed by existing laws, rules and regulations like E.O. No. 23 and other related guidelines.

<b>Office or Division:</b>	Forest Utilization Section – Licenses, Patents and Deeds Division DENR National Capital Region	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business G2C - Government to Citizen	
<b>Who may avail:</b>	Concerned Public Individual, Administrator of Private Schools and Other Public Places	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Letter of Application (1 original and 1 duplicate) and/or Duly accomplished application form		Requesting Party
2. Authenticated copy of land title (OCT/TCT)/CLOA issued by the Land Registration Authority or Registry of Deeds (1 authenticated copy)		Land Registration Authority or Registry of Deed
3. Endorsement from concerned LGU interposing no objection to the cutting of trees under the following conditions (1 original):		
<b>a. If the trees to be cut falls within one barangay</b> , an endorsement from the Barangay Captain shall be secured		Barangay LGU
<b>b. If the trees to be cut falls within more than one barangay</b> , endorsement shall be secured either from the		Municipal/City LGU or all Barangay LGUs



Municipal/City Mayor or all the Barangay Captains concerned	
<b>c. If the trees to be cut fall within more than one municipality/city</b> , endorsement shall be secured either from the Provincial Governor or all the Municipal/City Mayors concerned	Provincial LGU or all Municipal/City LGUs
3. Payment of Fees a) oath fee (P 36.00) b) inventory fee (P 1,200.00/ha for applications involving 1 ha and above)	Requesting Party
4. Photographs of trees	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, <b>if necessary</b> (1 certified copy)	EMB Regional Office
<b>6. Additional if within subdivisions</b>	
Homeowners' Resolution (1 original)	Concerned Homeowners' Association
<b>Additional if application covers ten (10) hectares or larger</b>	
7. Utilization Plan with at least 50% of the area covered with forest trees (1 original)	
<b>Additional if covered by CLOA</b>	
8. Endorsement by local agrarian reform officer certifying that the area is covered by CLOA (1 original)	Municipal/City Agrarian Reform Office, Municipal/City Hall
<b>Additional if School/Organization</b>	
9. PTA Resolution or Resolution from any organized group of No Objection and Reason for Cutting <b>for School/Organization</b> (1 original)	Requesting Party, School PTA, or Organization



CLIENT STEPS	AGENCY ACTION	FEEES 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)	None	45 mins.	<i>FUS Technical Personnel FUS Administrative</i>
	1.1 Prepare and sign Order of Payment	None	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		45 mins.	<i>FUS Administrative Officer</i>
	2. Receive and assign inspector/s to conduct inspection		1 hour	<i>Chief, FUS</i>



4. Guide/accompany the inventory team to the site	3. Conduct inspection (100% inventory of trees) and prepare report/permit with attachments (map, geo-tagged photos and tally/inventory sheets) documentary requirements and Forward to Chief, FUS (Inspection in accordance to DMO No. 1991-08 and FMB Technical Bulletin No. 3) 4. Receive and conduct detailed evaluation/review of application and forward to Chief, LPDD		12 days	<i>FUS Technical personnel</i>
	5. Review/initial and forward the permit to ARD-TS		1 day	<i>Chief, LPDD</i>
	6. Review/and sign as recommending approval and forward the permit to Regional Executive Director (RED)'s signature		1 day	<i>ARD-TS</i>
	7. Sign/approve the permit		1 day	<i>RED Regional Office</i>
5. Receive the approved S/PLTP***	8. Record and release approved Tree Cutting Permit to applicant, copy furnished to Conservation and Development Division and Enforcement Division		30 minutes	<i>Receiving/Releasing General Record</i>



<b>TOTAL:</b>	<p style="text-align: center;"><b>Php 36.00/application Oath Fee</b></p> <p style="text-align: center;"><b>Php 1,200.00/ha Inventory Fee (if applicable)</b></p> <p style="text-align: center;"><b>= Php 1,236.00</b></p>	<b>15 days, 4 hours &amp; 30 mins.</b>
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\*\*\*Forest charges shall be paid after the cutting of trees.

<b>Validity of Permit Upon Receipt of S/PLTP</b>			
<b>Volume</b>	<b>Validity</b>	<b>Volume</b>	<b>Validity</b>
1 - 50 cu.m.	50 days	501 - 650 cu.m.	7 months
51 - 70 cu.m.	60 days	651 - 750 cu.m.	8 months
71 - 100 cu.m.	90 days	751 - 850 cu.m.	9 months
101 - 200 cu.m.	120 days	851 - 950 cu.m.	10 months
201 - 300 cu.m.	150 days	951 - 1000 cu.m.	11 months
301 - 500 cu.m.	6 months	1001 - up cu.m.	1 year
3. Firewood, branches and other recoverable wood wastes of timber (per cubic meter)		10.00	10.00