



CITIZEN'S CHARTER NO. RO-F-04. APPLICATION FOR CHAINSAW REGISTRATION

This Registration serve as a legal proof of ownership, use and possession of chainsaw in the Philippines. The DENR shall issue different permits or certifications for the purchase or import, manufacture, selling, re-selling, disposal, distribution, transfer of ownership, lease, rental or lending of chainsaws.

Office or Division:	Department of Environment and Natural Resources Office (DENR-NCR)
Classification:	Complex
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government
Who may avail:	Holder of Timber License Agreement, Production Sharing Agreement, Co-production Sharing Agreement, or a Private Land Timber Permit/Special Private Land Timber Permit, CBFMA, IFMA, SIFMA, or other tenurial instruments; Orchard or tree farmer; Industrial tree farmer; Licensed wood processor and the chainsaw shall be used for the cutting of timber that has been legally sold to said applicant; Anyone who shows satisfactory proof that the possession and/or use of a chainsaw is for a legal purpose; and Agencies of the government, GOCCs that use chainsaws in some aspects of their functions (except for Palawan where the jurisdiction falls with PCSD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished application form (1original)	Forest Utilization Section – Licenses, Patents and Deeds Division
2. Detailed specification of chainsaw to be registered(brand, model, engine capacity, serial no.) purpose of use areas/location where it is to be used, name of owner, date of purchase, and name of dealer (present 1 original)	Requesting Party
3. Proof of ownership of chainsaw (sales invoice, deed of sale etc)	Requesting Party
4. Copy of certificate of tree plantation ownership(For orchard or fruit tree farmer or industrial tree farmer only)	Requesting Party
5. Certification from Brgy. Captain concerned that the applicant is an orchard or tree farmer (For orchard or fruit tree farmer or industrial tree farmer only)	Requesting Party

6. Copy of approved Wood Processing Plant (For licensed Wood Processor only)		Requesting Party		
7. Certification from Head of Office or his/her authorized representative that chainsaws are owned/possessed by the office and used for legal purpose-specify (For agencies of the government, government-owned and controlled corporation only)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Files application letter	<p>1.1. Evaluates application re: completeness of documentary requirements indicating correctness and required/necessary informations for such application</p> <p>1.2. Application with incomplete documentary requirements/incorrect data information shall be returned immediately to the applicant</p> <p>1.3. Application with complete documentary requirements/correct data information shall be received by FUS Administrative Officer</p>	None	15 min.	<i>Forest Utilization Section Technical Personnel</i>
2. Payment of Permit Fee	2.1. Accept Payment and Issues Receipt	Php 500.00 (Registration fee)	10 min.	<i>Cashier</i>

<p>3. Submits application letter with complete documentary requirements indicating correctness and required/necessary informations for such application from the applicant or his duly authorized representative</p>	<p>3.1. Received documents and refer to SC-FUS (Receiving of application is done in the FUS for convenience of clients/customers as the General Records in DENR-NCR National Ecology Center and the Section is in North Avenue, Quezon City)</p>	<p>None</p>	<p>2 minutes</p>	<p><i>FUS Administrative Officer</i></p>
	<p>3.2. Assigns documents for action to Technical Personnel</p>	<p>None</p>	<p>1 minute</p>	<p><i>Section Chief</i></p>
	<p>3.3. Conduct inspection/geo-tagging/preparation of reports/permit and submit to Chief-FUS</p>	<p>None</p>	<p>1 day</p>	<p><i>FUS Technical Personnel</i></p>
	<p>3.4. Evaluate documents submitted and subscribed reports</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Section Chief</i></p>
	<p>3.5. Received documents and refer to DC-LPDD</p>	<p>None</p>	<p>2 minutes</p>	<p><i>FUS Administrative Officer</i></p>
	<p>3.6. Reviews/initials submitted documents</p>	<p>None</p>	<p>1 day</p>	<p><i>Division Chief</i></p>

	3.7. Reviews/initials submitted documents	None	1 day	<i>Assistant Regional Director for Technical Services</i>
	3.8. Approves permit	None	1 day	<i>Regional Executive Director</i>
4. Customer/ Client receives Permit.	4.1 Releases approved permit to Customer/client	None	2 minutes	General Records
TOTAL		Php 500.00	4 days and 42 minutes	