



CITIZEN'S CHARTER NO. RO-F-06. ISSUANCE OF TREE CUTTING AND/OR EARTH-BALLING PERMIT

This Permit serves as proof of authorization for the removal/cutting and/or relocation of trees that are posing danger to human lives and properties (but not immediate) and other development purpose.

Office or Division:	Licenses Patents and Deeds Division, DENR-NCR				
Classification:	Highly technical				
Type of Transaction:	G2G - Government to Government G2B - Government to Business G2C - Government to Citizen				
Who may avail:	Any Filipino citizen, private corporations, holders of tenurial instruments, Government Agencies				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Letter request addressed to the Regional Executive Director (Request should be signed by the owner of the property/ agency head) (1 original)			Requesting party		
2. Original copy of endorsement from Local Government Unit concerned regarding trees to be removed			LGU concerned		
3. Photographs of trees to be removed			Requesting party		
4. Sketch map showing the location of trees to be removed			Requesting party		
5. Environmental Compliance Certificate (ECC), if required and minutes of public consultation on the removal of trees			EMB Regional Office		
Additional requirement if private property and commercial purpose					
1. Authenticated copy of Transfer Certificate of Title (TCT) (to determine proof of ownership of the applicant)			Requesting party		
2. Site Development Plan (if applicable)			Requesting party		
3. Other document/s needed as per result from actual inspection			Requesting party		
CLIENT STEPS	AGENCY ACTION	FFFS TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE	

<p>1. Files application</p>	<p>1.1 Evaluates application re : completeness of documentary requirements indicating correctness and required /necessary information 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 Record Officer</p>	<p>None</p>	<p>15 min.</p>	<p><i>FUS Technical Personnel</i></p>
<p>2. Submits application letter with complete documentary requirements indicating correctness and required/necessary informations by the applicant or duly authorized representative</p>	<p>2.1. 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>2.2. Assigns documents for action to Technical Personnel</p>	<p>None</p>	<p>1 minute</p>	<p><i>Section Chief</i></p>
	<p>2.3. Conduct Inspection/geo-tagging/inventory/pre</p>	<p>None</p>	<p>5 days</p>	<p><i>FUS Technical Personnel</i></p>

		prepares report and permit or endorsement to DENR Central Office			
	2.4.	Reviews/initials submitted documents	None	20 minutes	<i>Section Chief</i>
	2.5.	Received documents and refer to DC- LPDD	None	2 minutes	<i>FUS Administrative Officer</i>
	2.6.	Reviews/initials submitted documents		1day	<i>Division Chief</i>
	2.7.	Reviews/initials submitted documents		1 day	<i>Assistant Regional Director for Technical Services</i>
	2.8.	Approves permit or endorsement to DENR Central Office		1 day	<i>Regional Executive Director</i>
3. Customer/Client receives permit or letter	3.1.	Releases approved permit or letter to Customer/client		2 minutes	<i>General Records</i>
TOTAL:			None	8 days and 42 minutes	