



CITIZEN'S CHARTER NO. RO-F-05. ISSUANCE OF TREE CUTTING AND/OR EARTHBALLING PERMIT FOR DPWH PROJECTS*

This Permit serves as proof of authorization for the removal/cutting and/or relocation of trees affected by DPWH projects.

Office or Division:	Licenses Patents and Deeds Division, DENR-NCR
Classification:	simple
Type of Transaction:	G2G - Government to Government
Who may avail:	Department of Public Works and Highways (DPWH) Regional or District Office

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Appropriate infrastructure plan with tree charting (e.g Road Alignment Plan, Building Plan) indicating the geotagged location of individual trees affected by the project, to be numbered sequentially, and shall be vetted by the by the DPWH as basis of validation by the DENR during actual cutting operations	DPWH Regional or District Office
2. Appropriate Environmental Clearance (CNC/ECC)	Environmental Management Bureau (EMB) Regional Office
3. Endorsement from concerned Local Government Units (1 original)	LGU concerned
4. Waiver/Consent corresponding to appropriate infrastructure plan in the case of tree cutting within private lands (1 original); and	DPWH Regional or District Office
5. Appropriate Land Tenure Instruments (LTIs) for tree cutting within forestlands	Not applicable

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Files application	1.1 Evaluates application re: completeness of documentary requirements indicating correctness and required/necessary information for such application 1.2 Application with incomplete documentary	None	15 min.	<i>FUS Technical Personnel</i>

	<p>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>			
2. Submits application letter with complete documentary requirements indicating correctness and required/necessary informations by the applicant or duly authorized representative	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)	None	2 minutes	<i>FUS Administrative Officer</i>
	2.2. Assigns documents for action to Technical Personnel	None	1 minute	<i>Section Chief</i>
	2.3. Prepares report and permits	None	1 day	<i>FUS Technical Personnel</i>
	2.4. Reviews/initials submitted documents	None	10 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		4 hours	<i>Division Chief</i>
	2.7.	Reviews/initials submitted documents		4 hours	<i>Assistant Regional Director for Technical Services</i>
	2.8.	Approves permit		4 hours	<i>Regional Executive Director</i>
3. Customer/Client receives permit	3.1.	Releases approved permit to Customer/client		2 minutes	<i>General Records</i>
TOTAL:			None	2 days: 4 hours and 32 minutes	