





CITIZEN'S CHARTER PROCESS NO. 10

Name of Agency : **DENR PENRO South Cotabato**
 Frontline Service : Processing of Application for Issuance of Tree Cutting Permits/ Special Tree Cutting Permits
 (Public places, private lands, infrastructure projects, government projects)
 Schedule of Availability of Service : 8:00 AM – 5:00 PM, Monday to Friday
 How to Avail of the Service :

CUSTOMER ACTIVITY	DENR ACTION	OFFICE/PERSON RESPONSIBLE/LOCATION	DURATION	DOCUMENTARY REQUIREMENTS	AMOUNT OF FEES
CENRO to endorse all required documents	Receive documents and forward to Chief, RE Section	Receiving Clerk – Nohara S. Empao 2 nd floor 	5 minutes	All required documents composed of: 1. Letter application 2. LGU Endorsement/ Certification of No Objection (Municipality and Barangay) 3. Copy of Land Title (OCT/TCT) for Private Property 4. Photographs of trees to be removed 5. Site Development Plan and ECC for big projects Additional for IFMA: 1. Management Agreement 2. Integrated Annual Operations Plan 3. Five-year Development Plan For CBFMA: 1. Community Resource Management Framework 2. Five-year Work Plan	N/A
	Review and evaluate and endorse to PENRO	RE Section – Efren C. Hibaler Ground floor 	1 hour		N/A
	Review and Affix Initials	TS Division – Noraida B. Formacion Ground Floor 	5 minutes		N/A
	Review and approve CENRO recommendation and sign endorsement to RD	Office of the PENRO- Engr. Mama G. Samaon, Al Haj 2 nd floor 	15 minutes		N/A