

LIST OF REQUIRED DOCUMENTS WITHIN CBFM UNIT IN LPDD

Requirement for CBFMA application

1. Letter of Intent to apply for CBFMA
2. PO resolution authorizing the PO President to apply for CBFMA
3. PO Certificate of registration (SEC, DOLE, CDA)
4. List of officers and members duly signed by the President and the Secretary
5. Organizational structure
6. GIS map of the proposed CBFM area prepared and signed by the GIS Specialist (from LPDD) certified by ARD for Technical Services and approved by RED
7. LGU resolutions endorsing their CBFMA application (Brgy and Municipal)
8. Certificate of Non-Overlap
9. CBFM Agreement (in parchment paper)
10. Constitution and By-Laws
11. Complete Staff Work
12. E-copy of shape files

Requirements to harvest planted trees (CSC areas)

1. Letter request from the CSC holder
2. Inspection Report of Inspecting Forest Officers
3. Tree Inventory Tally Sheets duly subscribed
4. Stand and Stock Table duly subscribed
5. Tree Chart Map
6. CENRO certification stating that the area is outside a CBFMA area
7. LGU endorsement (Brgy and Municipal)
8. CS Agreement (photocopy)
9. CSC map (photocopy)
10. Geo-tagged pictures duly subscribed (First tree, Last tree and Panoramic view)
11. E-copy of the Inventory tally sheets, Stand Stock Table, geo-tagged pictures, tree chart map (CD/DVD/USB)
12. Affidavit of heirship or similar documents duly subscribed (If the applicant is not the CSC Holder)

Requirements for Permit to Cut Planted trees (CBFMA)

1. Letter of Request
2. SB Resolution endorsing the application of the PO to cut planted trees
3. Barangay Resolution endorsing the application of the PO to cut planted trees
4. Existing Land-Use Map
5. Envisioned Land-Use Map
6. Rehabilitation Area Map
7. Protection and Production Area Map
8. PO Organizational Chart
9. List of Officers and Members
10. CBFM Agreement
11. Minutes of the Meeting During the CRMF and 5 Year Work Plan Ratification
12. PO Resolution Approving the Harvesting Operation and Their Benefit-Sharing Scheme
13. Certificate of Registration
14. Inspection Report of Inspecting Forest Officers
15. Geo-tagged Photos of the Tree plantation Applied for Cutting signed by the inspecting officers duly subscribed by the CENR Officer (1st tree, Last tree and Panoramic views)
16. E-Copy of the Tree Inventory Tally Sheets and Stand Stock Table signed by the inspecting officers duly subscribed by the CENR Officer
17. Affirmed/Updated CRMF and 5 Year Work Plan
18. CNC/ECC