








## SECSIME NO. RO-\_\_\_\_\_. ISSUANCE OF CERTIFICATE OF REGISTRATION AS LUMBER DEALER






This Certification is made upon request of DENR personnel, official or external party of No Records/Appeal/Motion for Reconsideration, etc. being filed in the DENR. The purpose for the request is included in the Certification.

<b>Office or Division:</b>	Regional Office, Licenses Patents and Deeds Division/ CENRO, PENRO	
<b>Classification:</b>	Complex – 7 Working days	
<b>Type of Transaction:</b>	G2C - Government to Citizen	
<b>Who may avail:</b>	External: Private individuals or Corporation	
<b>CHECKLIST OF REQUIREMENTS</b>		
<b>WHERE TO SECURE</b>		
1. Duly accomplished application form	Public Assistance Desk or Receiving Area	
2. Lumber Supply Contract entered into by and between applicant and legitimate lumber supplier(s) duly approved by the Regional Executive Director concerned;	Requesting Party	
3. Updated Mayor's Permit	Requesting Party, Municipal/City LGU	
4. Business and Management Plan (New Applicant)	Requesting Party	
5. Updated Certificate of Registration issued by DTI/SEC (New Applicant)	Requesting Party/DTI/SEC	
6. Latest Income Tax Return; (for the last 3 years) (New Applicant)	Requesting Party/BIR	
7. Monthly report on Lumber Handled (renewal)	Requesting Party	
8. Regulatory fees	Requesting Party	
<ul style="list-style-type: none"> <li>• Application fee - ₱600.00</li> <li>• Permit fee - ₱480.00</li> <li>• Performance bond - ₱1,000.00</li> </ul>		





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. None	1. Receive and record the application	None	45 min.	<p style="text-align: center;"><b>Receiving Officer</b></p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">   <b>HELEN GRACE A. GARCISO</b>            MATH AIDE I         </div> <div style="text-align: center;">   <b>DENNIS A. CAYA</b>            LMO I         </div> </div>
	1.1 Initial review of document and refer to Action Officer	None	5 min.	<p style="text-align: center;"><b>Chief, Licenses, Patents &amp; Deeds Division</b></p> <div style="text-align: center;">   <b>MA. CLEA A. ARCEÑO</b>            DMO V         </div>
	1.2 Review /evaluate application document, if document complete prepare CR as Lumber Dealer and endorsement to Regional Executive Director  <i><b>Note:</b> If there's a lacking document prepare letter to the proponent for compliance copy furnished the concerned PENRO/CENRO</i>	None	1 day	<p style="text-align: center;"><b>Action Officer</b></p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">   <b>JEANIE P. NARCA</b>            Chief, Forest Utilization Section/ ECOMS II         </div> <div style="text-align: center;">   <b>JOEL T. VECERA</b>            ECOMS II         </div> </div>



	1.3 Final review of documents and counter sign certificate and endorsement	None	30 min.	<p><b>Chief, Licenses, Patents &amp; Deeds Division</b></p>  <p><b>MA. CLEA A. ARCEÑO</b> DMO V</p>
	1.4 Record documents and forward to ARD for Technical Services for counter signature prior to the approval of the Regional Executive Director	None	1 hour	<p><b>Releasing Officer</b></p>   <p><b>NEMFA RELIGIOSA J. CUYOS</b> Admin Aide VI</p> <p><b>JELI B. GATIS</b> Clerk</p>
<b>Processing under LPDD (For Approval) Sub-TOTAL:</b>			<b>Complex</b>	<b>1 day and 2 hours and 20 min.</b>
1. None	1.5 From Office of the Regional Executive Director (ORED) LPDD Clerk receive, segregate and photocopy the approved Permit (copy furnished to CENRO and forward to Records Section.	None	1 hour	<p><b>Receiving Officer</b></p>   <p><b>HELEN GRACE A. GARCISO</b> MATH AIDE I</p> <p><b>DENNIS A. CAYA</b> LMO I</p>



				<b>Releasing Officer</b>	
				 NEMFA RELIGIOSA J. CUYOS Admin Aide VI	 JELI B. GATIS Clerk
<b>Approved Permit from ORED to LPDD to Records</b>				<b>1 hour</b>	
<b>Sub-TOTAL:</b>					
<b>TOTAL:</b>			<b>Complex</b>	<b>1 day and 3 hours and 20 min</b>	