






SECSIME NO. _____. ISSUANCE OF CERTIFICATE OF REGISTRATION AS LUMBER AND OTHER WOOD PRODUCTS IMPORTER






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.

Office or Division:	Regional Office, Licenses Patents and Deeds Division/ CENRO, PENRO	
Classification:	Complex – 7 Working days	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	External: Private individuals or Corporation	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished application form	Public Assistance Desk or Receiving Area	
2. An authenticated photostatic copy of registration as single proprietorship, partnership or corporation from the Department of Trade and Industry (DTI) and/or Securities and Exchange Commission (SEC); (New Applicant)	Requesting Party/ DTI /SEC	
3. A sales/supply contract between the agent, contractor or dealer and the foreign exporter of wood material at least for one (1) year, duly authenticated by the Philippine Commercial Attache/Embassy at the country of origin of wood materials;	Requesting Party	
4. A certificate from the Philippine Wood Producers Association (PWPA) that the type or kind and volume of a particular wood material(s) the agent, contractor or dealer intends to import within current year are well within the importation rationalization program of total "allowable capacity measure";	Requesting Party/ PWPA	
5. Updated Certificate of Good Standing issued by Philippine Wood Producers Association (PWPA) and/or Cebu Furniture Foundation (CFIF) Incorporated	Requesting Party/ CFIF	







6. Monthly Report on Wood Importation and Disposition (renewal)		Requesting Party		
7. Regulatory fees		Requesting Party		
<ul style="list-style-type: none"> • Application fee - ₱600.00 • Permit fee -₱ 480.00 • Performance bond -₱12,000.00, in case of Surety Bond, the cash bond shall be doubled) (New applicant) 		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. None	1. Receive and record the application	None	45 min.	<p>Receiving Officer</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  HELEN GRACE A. GARCISO MATH AIDE I </div> <div style="text-align: center;">  DENNIS A. CAYA LMO I </div> </div>
	1.1 Initial review of document and refer to Action Officer	None	5 min.	<p>Chief, Licenses, Patents & Deeds Division</p> <div style="text-align: center;">  MA. CLEA A. ARCEÑO DMO V </div>



	<p>1.2 Review/evaluate application document, if document complete prepare CR as Lumber and other wood products and endorsement to Regional Executive Director.</p> <p><i>Note: If there's a lacking document prepare letter to the proponent for compliance copy furnished the concerned PENRO/CENRO</i></p>	None	1 day	<p style="text-align: center;">Action Officer</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>JEANIE P. NARCA Chief, Forest Utilization Section/ ECOMS II</p> </div> <div style="text-align: center;">  <p>JOEL T. VECERA ECOMS II</p> </div> </div>
	1.3 Final review of documents and counter sign certificate and endorsement	None	30 min.	<p style="text-align: center;">Chief, Licenses, Patents & Deeds Division</p> <div style="text-align: center;">  <p>MA. CLEA A. ARCEÑO DMO V</p> </div>
	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 style="text-align: center;">Releasing Officer</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>NEMFA RELIGIOSA CUYOS Admin Aide VI</p> </div> <div style="text-align: center;">  <p>JELI B. GATIS Clerk</p> </div> </div>
Processing under LPDD (For Approval) Sub-TOTAL:			Complex	1 day and 2 hours and 20 min.



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
2. 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 style="text-align: center;">Receiving Officer</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  HELEN GRACE A. GARCISO MATH AIDE I </div> <div style="text-align: center;">  DENNIS A. CAYA LMO I </div> </div> <p style="text-align: center;">Releasing Officer</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  NEMFA RELIGIOSA J. CUYOS Admin Aide VI </div> <div style="text-align: center;">  JELI B. GATIS Clerk </div> </div>
Approved Permit from ORED to LPDD to Records Sub-TOTAL:				1 hour
TOTAL			Complex	1 day and 3 hours and 20 min.