












**SECSIME NO. RO-F-6. ISSUANCE OF TREE CUTTING PERMIT FOR PLANTED TREES (TENURED FORESTLAND OR PRIVATE LAND), OR TREES (PLANTED OR NATURALLY GROWN THAT POSE THREAT TO HUMAN LIVES AND PROPERTIES)**

<b>Office or Division:</b>	Records Unit/Section, DENR CENRO _____, Region ____ PENRO _____, Region ____ or Region <b><u>Licenses, patents and Deeds Division</u></b> Attached Agency:
<b>Classification:</b>	Highly Technical (Multi-Stage Processing)
<b>Type of Transaction:</b>	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government
<b>Who may avail:</b>	Any Filipino Citizen, private corporations, holders of tenurial instruments, Government Agencies
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<p><b>*Tree Cutting Permit (Pose danger in private/public places)</b></p> <p>1. Application letter (1 original)</p> <p>2. Tax declaration/OCT/TCT (1 Authenticated/Certified Copy with sketch Plan)</p> <p>3. LGU Endorsement /Certification of No Objection (1 original)</p> <p>4. Minutes and Attendance Sheet with pictures of Public Consultation (*Public places)</p> <p><b>*Special Private Land Timber Permit (for Planted Premium Species)</b></p> <p>1. Application letter (1 original)</p>	<p>➤ Requesting party</p> <p>➤ Requesting party</p> <p>➤ Concerned LGU (City/Municipal/Barangay)</p> <p>➤ Requesting Party/ concerned LGU (City/Municipal/Barangay)</p> <p>➤ Requesting party</p>







2. OCT/TCT (1 Authenticated/Certified Copy with sketch Plan) 3. LGU Endorsement /Certification of No Objection (1 original) 4. Special Power of Attorney (*additional if representative of private individual) (1 original, notarized) 5. Board Resolution and Secretary Certificate (*additional if representative of the corporation/organization (1 original/certified true copy)		<ul style="list-style-type: none"> <li>➤ Requesting party</li> <li>➤ Concerned LGU (City/Municipal/Barangay)</li> <li>➤ Requesting party</li> <li>➤ Requesting party</li> </ul>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
<b>LPDD</b>				
None	1. From the ARD for Technical Services, LPDD Clerk receives and updates records of the application documents and forward to Chief Licenses, Patents and Deeds Division.	None	45 minutes	<b>Receiving Officer</b>   <b>HELEN GRACE A. GARCISO</b> <b>DENNIS A. CAYA</b> MATH AIDE I                      LMO I
None	2. Receives and assign application documents to LPDD Action Officers.	None	30 minutes	<b>Chief, Licenses, Patents &amp; Deeds Division</b>  <b>MA. CLEA A. ARCEÑO</b> DMO V



None	3. Conduct detailed review/ evaluation of application documents and prepare the Tree Cutting Permit (TCP)/ Special Tree Cutting Permit (STCP) (for hazardous tree) or Special Private Land Timber Permit (SPLTP) (for premium planted trees) and Memorandum Instruction to concerned CENROs to supervise the cutting.	None	1 day	<p style="text-align: center;"><b>Action Officer</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">   <b>NESTOR G. GELAGA</b>            Chief, Tree Cutting Section/FMS II         </div> <div style="text-align: center;">   <b>CRYSTAL JADE M. LAPECIROS</b>            EMS I         </div> <div style="text-align: center;">   <b>JOCELYN B. BALBUENA</b>            FMS I         </div> </div> <p style="text-align: center;"><b>Chief, Licenses, Patents &amp; Deeds Division</b></p>
None	4. Review/initial the Permit and Memorandum, and forward to LPDD Clerk.	None	1 hour	<div style="text-align: center;">   <b>MA. CLEA A. ARCEÑO</b>            DMO V         </div>
None	5. Receives and forward the Permit and Memorandum to ARD for Technical Services clerk.		30 minutes	<p style="text-align: center;"><b>Releasing Officer</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">   <b>NEMFA RELIGIOSA J. CUYOS</b>            Admin Aide VI         </div> <div style="text-align: center;">   <b>JELI B. GATIS</b>            Clerk         </div> </div>



<b>Processing under LPDD (for approval) Sub-total:</b>				<b>1 day, 2 hours and 45 minutes</b>
None	<p>6. From the Office of Regional Executive Director (ORED), LPDD clerk receives, segregate and photocopy the approved Permits (copy furnished to PENRO and CENRO) and Memorandum and forward to Records Section.</p> <p>***Requires seedling replacement Ratio- 1:50 planted tree 1:100 naturally grown trees based on the Memorandum No. 2012-02 dated November 5, 2012 by then Secretary Ramon J. Paje.</p>	None	1 hour	<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> <p style="text-align: center;"><b>Releasing Officer</b></p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">   <b>NEMFA RELIGIOSA J. CUYOS</b>  Admin Aide VI </div> <div style="text-align: center;">   <b>JELI B. GATIS</b>  Clerk </div> </div>
<b>Approved Permit from ORED to LPDD to Records Sub-Total:</b>				<b>1 hour</b>
<b>TOTAL:</b>				<b>1 day, 3 hours and 45 minutes</b>

