










SECSIME NO. RO-F-7. ISSUANCE OF PRIVATE LAND TIMBER PERMIT (PLTP) FOR NON-PREMIUM SPECIES OR SPECIAL PRIVATE LAND TIMBER PERMIT (SPLTP) FOR PREMIUM/NATURALLY GROWN TREES WITHIN PRIVATE/TITLED LAND

Office or Division:	Records Unit/Section, DENR CENRO _____, Region ____ PENRO _____, Region ____ or Region <u>Licenses, patents and Deeds Division</u> Attached Agency:	
Classification:	Highly Technical (Multi-Stage Processing)	
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government	
Who may avail:	Any Filipino Citizen, private corporations, holders of tenurial instruments, Government Agencies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
*Special Private Land Timber Permit (for Planted Premium Species) 1. Application letter (1 original) 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"> ➤ Requesting party ➤ Requesting party ➤ Concerned LGU (City/Municipal/Barangay) ➤ Requesting party ➤ Requesting party









CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
<p>LPDD</p> <p>None</p>	<p>1. From the ARD for Technical Services, LPDD clerk receives, updates records of the application documents and forward to Chief Licenses, Patents and Deeds Division.</p>	<p>None</p>	<p>45 minutes</p>	<p style="text-align: center;">Receiving Officer</p> <div style="display: flex; justify-content: space-around;">   </div> <p style="text-align: center;"> HELEN GRACE A. GARCISO DENNIS A. CAYA MATH AIDE I LMO </p>
<p>None</p>	<p>2. Receive and assign application documents to LPDD Action Officers.</p>	<p>None</p>	<p>30 minutes</p>	<p style="text-align: center;">Chief, Licenses, Patents & Deeds Division</p> <div style="text-align: center;">  </div> <p style="text-align: center;">MA. CLEA A. ARCEÑO DMO V</p>



None	3. Conduct detailed review/ evaluation of the application documents and prepare the Memorandum endorsement to USEC for Field Operations and Environment	None	1 day	<p style="text-align: center;">Action Officer</p> <div style="text-align: center;"><p>NESTOR G. GELAGA Chief, Tree Cutting Section/FMS II</p></div> <div style="display: flex; justify-content: space-around;"><div style="text-align: center;"><p>CRYSTAL JADE M. LAPECIROS EMS I</p></div><div style="text-align: center;"><p>JOCELYN B. BALBUENA FMS I</p></div></div>
None	4. Review/initial the Memorandum endorsement and forward to LPDD Clerk.	None	1 hour	<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>



None	5. Receives and forward the Memorandum endorsement to ARD for Technical Services clerk.		30 minutes	<p style="text-align: center;">Releasing Officer</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  NEMFA RELIGIOSA CUYOS Admin Aide VI </div> <div style="text-align: center;">  JELI B. GATIS Clerk </div> </div>
Processing under LPDD (for approval) Sub-total:		None		1 day, 2 hours and 45 minutes
None	6. From the Office of Regional Executive Director (ORED), LPDD clerk receives, segregate and photocopy the approved endorsement (copy furnished to PENRO and 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>
Processing time for releasing of the approved endorsement. Sub-total:				1 hour
TOTAL:				1 day, 3 hours and 45 minutes

