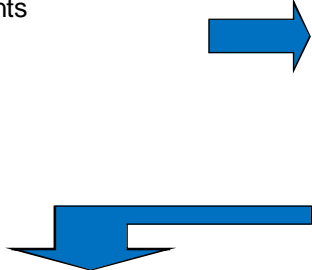












CITIZEN'S CHARTER PROCESS NO. 3

Name of Agency : **DENR Community Environment and Natural Resources (CENRO)**
Frontline Service : **Issuance of Certificate of Tree Plantation Ownership (CTPO) for not more than 1,000 Hectares**
Schedule of Availability of Service : **8:00-5:00, Monday to Friday**
How to Avail of the Service :

No. (A)	CUSTOMER ACTIVITY (B)	DENR ACTION (C)	OFFICE/PERSON RESPONSIBLE/ LOCATION (D)	DURATION (E)	DOCUMENTARY REQUIREMENTS (F)
1	Submit request and documentary requirements 	Receive request and records  Give instruction to the Chief, FMS  Assign personnel to inspect/verify the request and prepare Order of Payment	Receiving Clerk CENRO Chief, FMS	5 minutes 5 minutes 30 minutes	1. Letter Request 2. Title or Tax Declaration 3. Pictures of the site
2	Pay corresponding fee 	Issue Official Receipt  Conduct inspection in the area  Plot coordinates on individual and control maps and prepare map  Prepare and sign report 	Bill Collector Chief, Forest Eng'g & Infra Unit Inspection/Evaluation Team	15 Minutes 4 hours to 5 days depending on the location of inspection area and schedule of inspection 1 day 1 day	
		Evaluate and review report  Prepare CTPO and initial file copy 	Chief, FMS Chief, FMS, Chief Utilization Unit	4 hours 10 minutes	

		Approve CTPO 	CENRO	1 day	
		Release CTPO to client.	Releasing Clerk	5 minutes	
3	Receive CTPO				

AMOUNT OF FEES (G)
Php 50.00
