

# CITIZEN'S CHARTER NO. R11-F-01. ISSUANCE OF EXPORT AUTHORITY FOR FOREST PRODUCTS

This Permit serves as an authorization to export finished and semi-finished forest products.

<b>Office or Division:</b>	DENR CENRO to Regional Office			
<b>Classification:</b>	Highly Technical (Multi-Stage Processing)			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business			
<b>Who may avail:</b>	Any Filipino citizen, private corporations, partnership or association			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Sales invoice of lumber were bought			Requesting Party	
1. Copy of sawmill permit if exporter is the holder thereof			Requesting Party	
2. Auxiliary invoice			Requesting Party	
3. Certificate of Lumber Origin (for natural grown)/Certificate of Verification Clearance (planted)			CENRO concerned	
4. Certificate of Registration as Lumber Dealer if exporter is the holder thereof			Requesting Party	
5. Certification with geo tagged photos of the loading of forest products in its corresponding container vans			CENRO concerned	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
<b>CENRO</b>				

1. Submit application form and supporting documents	1. Check completeness of application and supporting documents, and receive and forward the application to Deputy CENR Officer/CENR Officer.  Prepare Order of Payment.	None	30 min.	<i>Technical Staff</i> Regulation and Permitting Section (RPS)  <i>Receiving/Releasing Clerk</i> CENRO Records Unit
2. Pay certification fee	2. Accept payment and issue Official Receipt (OR).	Php 50.00/ application <b>Certification Fee</b>	30 min.	<i>Credit Officer</i>
3. Receive OR.	3. Receive, review and refer the application to Chief, RPS.	None	1 hour	<i>Deputy CENR Officer/ CENR Officer</i>
	3.1. Receive and review the application, and assign inspection team to conduct site inspection and inventory.	None	30 min.	<i>Chief</i> RPS
4. Guide/accompany the technical staff to the site.	4. Conduct inspection/inventory and prepare report with Certificate of Verification (CVC) and endorsement to PENR Office. Forward to Chief, RPS.	None	4 days or less depending on the location of the area*	<i>Technical Staff</i> Regulation and Permitting Section (RPS)

	4.1. Review the inspection report and CVC and submit recommendation to CENRO.	None	1 hour	Chief RPS
	4.2. Receive and review the application and inspection report. Approve CVC. Sign the endorsement to PENR Office.	None	1 hour	CENR Officer
	4.3. Record and release the application, supporting documents and endorsement to PENR Office.	None	3 days or less depending on the location of PENR Office	Receiving/Releasing Clerk CENRO Records Unit
<b>PENRO</b>				
	4.4. Receive documents and forward to Chief, Technical Services Division (TSD)	None	1 hour	Receiving/Releasing Clerk PENRO Records Section
	4.5. Review, evaluate application and prepare memorandum endorsement to Regional Office through Chief, TSD for countersigning.	None	2 hours	Chief/Staff Concerned Unit/Section  Chief TSD

	4.6. Review and sign the memorandum endorsement for the Regional Executive Director (RED).	None	1 hour	<i>PENR Officer</i>
	4.7. Record and release the application and supporting documents.	None	3 days or less depending on the location of Regional Office	<i>Receiving/Releasing Clerk</i> PENRO Records Section
<b>REGIONAL OFFICE (RO)</b>				
	4.8. Receive documents and forward to Office of the Assistant Regional Director for Technical Services	None	1 hour	<i>Receiving/Releasing Clerk</i> RO Records Section
	4.9. Receive documents and forward to Forest Utilization Section (FUS)	None	1 hour	<i>Receiving/Releasing Clerk</i> <i>Office of The ARED for Technical Services</i>
	4.10. Receive and record application and forward to Chief, FUS.	None	30 min.	<i>FUS Receiving Clerk,</i> Regional Office
	4.11. Conduct detailed review/evaluation of application.	None	3 days	<i>Chief/Staff, FUS,</i> Regional Office
	4.12. Prepare the Export Authority	None	4 hours	<i>Chief/Staff, FUS,</i> Regional Office

	4.13. Review/initial and forward the permit to Assistant Regional Director for Technical Services (ARD, TS)	None	2 hours	Chief, LPDD, Regional Office
	4.14. Review/initial and forward the permit for the Regional Executive Director (RED)'s signature	None	2 hours	ARD, TS, Regional Office
	4.15. Sign/approve the permit	None	1 day	RED, Regional Office
	4.16. Record and release approved Export Authority to applicant, copy furnished to PENRO and CENRO	None	30 min.	Receiving/Releasing Clerk RO Records Section
5. Receive the approved Export Authority		None		
CENRO SUB-TOTAL		Php 50.00	7 days, 4 hours & 30 min.	
PENRO SUB-TOTAL		None	3 days & 4 hours	
REGIONAL OFFICE SUB-TOTAL		None	4 days & 10 hours & 30 min.	
<b>TOTAL</b>		<b>Php 50.00</b>	<b>14 days &amp; 19 hours</b>	

*\*Number of processing days may increase depending on the location, unexpected issues that may arise from the application, availability of manpower, peace and security situation, and weather condition in the area.*