

CITIZEN'S CHARTER NO. R11-F-02. ISSUANCE OF CERTIFICATE OF REGISTRATION AS LUMBER DEALER

This Permit serves as Certificate of registration as Lumber Dealer to applicants engaged in the trade of finished forest products.

Office or Division:	DENR CENRO to Regional Office			
Classification:	Highly Technical (Multi-Stage Processing)			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business			
Who may avail:	Any Filipino citizen, private corporations, partnership or association			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly accomplished application form (1 original)			Requesting Party	
2. Lumber Supply Contract entered into by the applicant with a registered sawmill/mini-sawmill operators/lumber dealers (1 original)			Requesting Party	
3. Annual Business Plan			Requesting Party	
4. Mayor's Permit or Business Permit updated			LGU concerned	
5. Copy of his income tax return (if for renewal)			BIR	
6. Monthly report on Lumber purchases and disposal (export and local lumber) duly attested by CENRO concerned (if for renewal)			Requesting Party	
7. Two (2) copies of pictures of business establishment including lumber yard			Requesting Party	
8. If the applicant is a corporation, partnership or association, a copy of the latest Articles of Incorporation, partnership as the case maybe, duly certified by the SEC			SEC	
9. In case of single proprietorship, a copy of CR with the Department of Trade and Industry			DTI	
10. Authorization/Board Resolution issued by the Corp., Partnership, Association or Proprietor in favor of the person signing the application			Requesting Party	
11. If the applicant is a holder of WPP/Regular/Mini-sawmill permit, present copy of approved WPP permit			Requesting Party	
12. Latest passport size colored picture (3.5x4.5 cm) of the applicant			Requesting Party	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
CENRO				

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 application, registration, oath fee and cash bond cash bond (DAO 2004-16)	2. Accept payment and issue Official Receipt (OR).	Php 600.00/ application Application Fee Php 480.00/ application Registration Fee Php 36.00/ application Oath Fee Php 1,000.00/ application Cash bond	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>
4.	4. Receive and review the application, and assign inspection team to conduct site inspection.	None	30 min.	<i>Chief</i> RPS
5. Guide/accompany the technical staff to the site.	5. Conduct inspection of the area and prepare report with attachments (map, geo-tagged photos) and	None	10 days or less depending on the location of the area*	<i>Technical Staff</i> Regulation and Permitting Section (RPS)

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

	5.6. Review and sign the memorandum endorsement for the Regional Executive Director (RED).	None	1 hour	<i>PENR Officer</i>
	5.7. Record and release the application and supporting documents.	None	3 days or less depending on the location of Regional Office	<i>Receiving/Releasing Clerk PENRO Records Section</i>
REGIONAL OFFICE (RO)				
	5.8. Receive documents and forward to Office of the Assistant Regional Director for Technical Services	None	1 hour	<i>Receiving/Releasing Clerk RO Records Section</i>
	5.9. Receive documents and forward to Forest Utilization Section (FUS)	None	1 hour	<i>Receiving/Releasing Clerk Office of The ARED for Technical Services</i>
	5.10. Receive and record application and forward to Chief, FUS.	None	30 min.	<i>FUS Receiving Clerk, Regional Office</i>
	5.11. Conduct detailed review/evaluation of application.	None	3 days	<i>Chief/Staff, FUS, Regional Office</i>
	5.12. Prepare the Certificate of registration as Lumber Dealer together with its terms and conditions	None	4 hours	<i>Chief/Staff, FUS, Regional Office</i>
	5.13. Review/initial and forward the permit to Assistant Regional	None	2 hours	<i>Chief, LPDD, Regional Office</i>

	Director for Technical Services (ARD, TS)			
	5.14. Review/initial and forward the permit for the Regional Executive Director (RED)'s signature	None	2 hours	ARD, TS, Regional Office
	5.15. Sign/approve the permit and memorandum instruction	None	1 day	RED, Regional Office
	5.16. Record and release approved Certificate of Registration as Lumber Dealer to applicant, copy furnished to PENRO and CENRO	None	30 min.	Receiving/Releasing Clerk RO Records Section
6. Receive the approved Certificate of Registration as Lumber Dealer		None		
CENRO SUB-TOTAL		Php 2,116.00	13 days, 4 hours & 30 min.	
PENRO SUB-TOTAL		None	3 days & 4 hours	
REGIONAL OFFICE SUB-TOTAL		None	4 days & 10 hours & 30 min.	
TOTAL		Php 2,116.00	20 days & 19 hours	

**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.*