

CITIZEN'S CHARTER NO. R11-F-03. ISSUANCE OF SPECIAL LAND USE PERMIT

This Permit serves as an authorization to temporarily occupy, possess and manage any public forest land for a specific use or purpose.

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. Map of the applied area; including the technical description, longitude and latitude coordinates, and tie point from the nearest landmark		Requesting Party	
3. Pertinent documents showing proof that the applicant is a legitimate entity qualified to be a holder of a forestland Tenorial Instrument or Agreement		Requesting Party	
4. For an individual applicant, certified copy of Birth Certificate or, certified copy of Certificate of Naturalization		PSA	
5. For an association, corporation, cooperative or partnership; certified copy of Securities & Exchange Commission (SEC) Registration Certificate, Articles of Incorporation/Partnership, and Resolution of the corporate governing body (Board of Directors, Board of Trustees, etc.) designating the authorized representative of said corporation, association or partnership to apply/sign documents for and in behalf of the company		Requesting Party/SEC	
6. For cooperative, certified copy of Certificate of Registration with the Cooperative Development Authority (CDA)		CDA	
7. Environmental Compliance Certificate (ECC), issued by the Environmental Management Bureau of DENR		EMB	
8. Appropriate clearance from the National Commission on Indigenous Peoples (NCIP)		NCIP	
9. Proof of Financial Capability to develop and manage the applied area		Requesting Party	

10. Authorization/Board Resolution issued by the Corp., Partnership, Association or Proprietor in favor of the person signing the application			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 fee, annual rental fee, 1% of the total cost of improvement and performance bond	2. Accept payment and issue Official Receipt (OR).	Php 500.00/ application Application Fee based on the recent BIR zonal value of the nearest commercial zone of the barangay/municipality/ city or province whichever is higher Annual rental Fee twice the annual rental or user fee, as the case maybe, but not less than P10,000.00 provided, that 50% of the computed bond deposit shall be posted in cash and the balance in the form of Surety bond co-terminus to a permit provided further that the face value of the surety bond shall be increased by 25% Cash bond	30 min.	<i>Credit Officer</i>

		1% of the total cost of improvement		
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.	None	30 min.	<i>Chief RPS</i>
4. Guide/accompany the technical staff to the site.	4. Conduct inspection of the area and prepare report with attachments (map, geo-tagged photos) and endorsement to PENR Office. Forward to Chief, RPS.	None	10 days or less depending on the location of the area*	<i>Technical Staff Regulation and Permitting Section (RPS)</i>
	4.1 Review the inspection report and submit recommendation to CENRO.	None	1 hour	<i>Chief RPS</i>
	4.2 Receive and review the application and inspection report. Approve recommendation. Sign the endorsement to PENR Office.	None	1 hour	<i>CENR Officer</i>
	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	<i>Receiving/Releasing Clerk CENRO Records Unit</i>

PENRO				
	4.4 Receive documents and forward to Chief, Technical Services Division (TSD)	None	1 hour	<i>Receiving/Releasing Clerk</i> PENRO Records Section
	4.5 Review, evaluate application and prepare memorandum endorsement to Regional Office through Chief, TSD for countersigning.	None	2 hours	<i>Chief/Staff</i> Concerned Unit/Section <i>Chief</i> 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
REGIONAL OFFICE (RO)				
	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</i> <i>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	4 days	Chief/Staff, FUS, Regional Office
	4.12 Prepare the Special Land Use Permit with its terms and conditions	None	4 hours	Chief/Staff, FUS, 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 and memorandum instruction	None	1 day	RED, Regional Office
	4.16 Record and release approved Special Land Use Permit to applicant, copy furnished to PENRO and CENRO	None	30 min.	Receiving/Releasing Clerk RO Records Section
5. Receive the approved SLUP		None		
CENRO SUB-TOTAL			13 days, 4 hours & 30 min.	
PENRO SUB-TOTAL			3 days & 4 hours	
REGIONAL OFFICE SUB-TOTAL			4 days & 10 hours & 30 min.	

TOTAL	21 days & 19 hours
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**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.*