

CITIZEN'S CHARTER NO. R11-F-04. ISSUANCE OF WOOD PROCESSING PLANT PERMITS

This Permit serves as proof of authorization to enterprises or individuals to operate a Wood Processing Plant (mini-sawmill, veneering, wood treatment)

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. Log Supply Contract for five (5) years per EO no. 23 s. 2011		Requesting Party	
3. Annual Business Plan		Requesting Party	
4. Project Feasibility Study of the proposed mill (new application)		Requesting Party	
5. Mayor’s Permit or Business Permit updated		LGU concerned	
6. Copy of his income tax return (if for renewal)		BIR	
7. Audited financial statement certified by a reputable accounting firm		Requesting Party	
8. Location Clearance approved by appropriate Local Government Units		LGU concerned	
9. Permit to Operate from the Environment Management Bureau of the DENR (renewable)		EMB	
10.Environmental Clearance Certificate (ECC) for new application		EMB	

11. Report of production monthly indicating the volume and logs purchased and processed and disposition of production to be prepared by the concerned permittee, checked by the scaler and attested by the CENRO concerned	Requesting Party
12. 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
13. In case of single proprietorship, a copy of CR with the Department of Trade and Industry	DTI
14. For individual persons, document reflecting proof of Filipino citizenship such as Birth Certificate or Certificate of Naturalization	Requesting Party
15. Authorization/Board Resolution issued by the Corp., Partnership, Association or Proprietor in favor of the person signing the application	Requesting Party
16. Proof of ownership of machineries. If machinery's are second hand a copy of the deed of sale in favor of the applicant with the sales invoice from the original owner	Requesting Party
17. List of personnel and/or employees indicating their positions, SSS Nos. if any	Requesting Party
18. 2x2 picture of the applicant (2 pcs.) and xerox copy of Identification Card	Requesting Party
19. GIS-generated map with a scale of 1:10,000 Re: location for hotspot areas of the subject wood processing plant facilities (Memorandum dated 10 July 2018 of Atty. Juan Miguel Cuna, USEC for field Operations)	CENRO concerned
20. Certificate of Good Standing to be executed by the concerned CENRO stating among others that the subject WPPs are compliant to forestry	CENRO concerned

laws, rules and regulations and has never been involved in any illegal activities				
21. Completed Staff Work		CENRO concerned		
22. Authenticated/certified xerox copies of supporting documents for wood processing plant permit per Memorandum dated 05 August 2018 of Nonito M. Tamayo, FMB Director)		Requesting Party		
23. Certification issued by CENRO concerned re: Installation of CCTV within the premises of the applicant/permittee		CENRO concerned		
24. Geotagged photos of the establishment per Memorandum dated July 10, 2018 of Atty. Angelica Go, ASEC Mindanao		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 36.00/	30 min.	<i>Credit Officer</i>

		application Oath Fee Depends on its DRC(minimum of 2,200.00) Annual Permit Fee 720.00/cu.m but not less than 6,000.00 Performance bond		
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	None	10 days or less depending on the location of the area*	<i>Technical Staff Regulation and Permitting Section (RPS)</i>

	endorsement to PENR Office. Forward to Chief, RPS.			
	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 PENRO Records Section</i>
	4.5 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>

	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 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 endorsement for the approval of the application to the USEC for Field Operations	None	4 hours	<i>Chief/Staff, FUS,</i> Regional Office

	4.13 Review/initial and forward the endorsement to the Assistant Regional Director for Technical Services (ARD, TS)	None	2 hours	Chief, LPDD, Regional Office
	4.14 Review/initial and forward the endorsement for the Regional Executive Director (RED)'s signature	None	2 hours	ARD, TS, Regional Office
	4.15 Sign the endorsement for approval of the WPP application	None	1 day	RED, Regional Office
	4.16 Record and release the endorsement to the Office of the USEC for Field Operations	None	1day	Receiving/Releasing Clerk RO Records Section
5. Receive the approved Wood Processing Permit after Approval of the USEC for Field Operations		None		
CENRO SUB-TOTAL		Php 8,836.00	13 days, 4 hours & 30 min.	
PENRO SUB-TOTAL		None	3 days & 4 hours	
REGIONAL OFFICE SUB-TOTAL		None	5 days & 10 hours & 30 min.	
TOTAL		Php 8,836.00	21 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.*