

## CITIZEN'S CHARTER NO. R11-F-06. ISSUANCE OF RESOURCE USE PERMIT IN THE EXERCISE OF THE RIGHTS OF INDIGENOUS COMMUNITIES WITHIN ANCESTRAL DOMAIN TITLED AREA (NEW)

In anticipation for indigenous peoples (IP) invoking and exercising their utilization rights to timber and non-timber products under Sec.7 and 57 of RA 8371 or the Indigenous People's Rights Act of 1997, the indigenous people's organization will ultimately seek DENR's approval to harvest timber and non-timber products within their ancestral domain titled area. An actual case happened in CADT (R-11-CADT-MON-0703-0007) in 2008-2009 where the Unified Tribal Council of Elders and Leaders of the Mandaya, Manobo, Mangguangan and Dibabawon tribes of Monkayo was granted cutting permit for Carribean Pine planted by the former TLA. In another development, a proposition was aired by a representative of the Ata-Manobo tribes of Kapalong and Talaingod early this 2020 for them exercise such privilege to commercialize timber and non-timber products. In the absence of DENR policy on the matter, the procedure on granting Resource-use Permit in CBFM shall be used to the very least. The NCIP shall have the oversight function in the implementation of the plan.

<b>Office or Division:</b>	CENRO, PENRO to Regional Office		
<b>Classification:</b>	Highly Technical (Multi-Stage Processing)		
<b>Type of Transaction:</b>	G2C - Government to Citizen G2PO - Government to Indigenous People's Organization		
<b>Who may avail:</b>	External : Indigenous people's organizations (IPO) who are holders of registered Certificate of Ancestral Doman Title		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1.	Application letter signed by the authorized representative of the IPO	Ancestral Domain Mgt. Office or council of elders of the IPO	
2.	IPO resolution with indorsement of Municipal Tribal Council allowing harvesting and indicating that harvesting of forest resources is within the legitimized Ancestral Domain Sustainable Development and Protection Plan.	Council of elders and Municipal Tribal Council	
3.	e-Copy of approved ADSDPP	Indigenous Peoples Organization (IPO)	
4.	5-year Work Plan w/ required maps, data, charts & sheets, regulatory mechanisms and benefit and responsibility-sharing scheme as provided for in NCIP AO No. 2, S-2018	Indigenous Peoples Organization (IPO)	
5.	ECC application or approved ECC	DENR EMB	
<b>Additional from the Government Sector</b>			
6.	Copy of approved CADT	NCIP or ROD	
7.	Authenticated copy of LGU SB resolution legitimizing the ADSDPP	LGU Sangguniang Bayan Secretary	
8.	Copy of Certificate of Registration of IPO as corporate entity or cooperative	SEC/CDA	
<b>Additional requirement party is a representative</b>			
9.	SPA or Authorization thru a resolution by the tribal council	Council of Elders/BOD	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
<b>CENRO</b>				
1. File letter of intent with FYWP with request for issuance of Resource Use Permit (RUP)	1. Review requirements against checklist.		20 mins, assuming no other transaction on queue	CENRO RPS Staff <i>Receiving/Releasing Clerk</i>
2. Client receipt of copy	2. Stamp receive, time and date and release owner's copy		20 mins, assuming no other transaction on queue	CENRO Records Unit
	2.1 Forwards application (folder) to CENRO for referral		20 mins, assuming no other transaction on queue	CENRO
	2.2 Acts on the application and attached documents		4 hours, assuming no other transaction on queue	RPS Chief
	2.3 Conducts site inspection, geotagging, project evaluation and submit report		1 day excluding travel time provided no other transaction on queue	RPS staff
	2.4 Acts on the report and findings. Prepare indorsement.		3 hours assuming no other transaction on queue	RPS Chief
	2.5 Prepares letter to applicant for the negative findings		2 hours assuming no other transaction on queue	<i>RPS Chief</i>
	2.6 Signs and send out letter to applicant for the negative findings		20 mins assuming no other transaction on queue	<i>CENRO</i>

3. Receive letter and acts on the negative findings			Time dependent on applicant's action	
4. Re-file FYWP with request for issuance of Resource Use Permit	4. Review documents re-filed against checklist		10 mins assuming no other transaction on queue	RPS staff
	4.1 Received re-filed FYWP and issue owner's copy		10 mins assuming no other transaction on queue	CENRO Records Officer
	4.2 Send out letters for deliberation schedule and process		20 mins assuming no other transaction on queue	CENRO
5. Preparation for deliberation			3 days	CENRO RPS staff
	5.1 Conduct of joint deliberation of FYWP and documentation		1 day assuming no other transaction on queue	CENRO
	5.2 Prepare deliberation report and allow IPO to make the final adjustments		1 day assuming no other transaction on queue	CENRO RPS staff
6. Receive and adjust 5 yr. WP	6. Return 5-yr Work Plan to IPO		open time but must be within 3 days	CENRO RPS Chief

7. Submit final form of FYWP	7. Receive and review final form of FYWP		20 mins assuming no other transaction on queue	CENRO RPS Chief
	7.1 Prepare indorsement and recommend affirmation of FYWP and issuance of RUP		10 mins assuming no other transaction on queue	CENRO RPS Chief
	7.2 Affirm FYWP and sign indorsement		10 mins assuming no other transaction on queue	CENRO
	7.3 Quality assurance of final action : Recheck completeness of documents and entries for errors or omissions.		25 mins assuming no other transaction on queue	CENRO Records Officer
	7.4 Transmit to PENRO and advise IPO to provide copy of FYWP to LGU		open travel time	CENRO Liaison officer
<b>PENRO</b>				
	7.4 Quality check of application (whole set) and stamp/log and forward to PENRO		20 mins assuming no other transaction on queue	PENRO Records Officer
	7.5 Refer FYWP w/ application for RUP to TSD		60 mins assuming no other transaction on queue	PENRO
	7.6 Acts on the application and prepare 2nd indorsement for RED		120 mins. assuming no other transaction on queue	RPS Chief & TSD Chief
	7.7 Review and signs 2nd Indorsement		10 mins assuming no other transaction on queue	PENRO

	7.8 Quality assurance of final action, logs and release documents.		25 mins assuming no other transaction on queue	PENRO Records Officer
	7.9 Transmit to Regional Office		open travel time	CENRO Liaison officer
<b>Regional Office</b>				
	7.10 Quality check of application (whole set) and stamp and log (E-DATS)		25 mins assuming no other transaction on queue	Regional Records Section
	7.11 Forwards to ARD TS for referral to LPDD		5 mins assuming no other transaction on queue	ARD TS
	7.12 Acts on the application and prepare ARD TS memo, Resource use Permit and notice to applicant		2.5 days assuming no other transaction on queue	LPDD Chief
	7.13 Sign memo for RED, and initials Resource-use Permit and letter notice to applicant		10 mins assuming no other transaction on queue	ARD TS
	7.14 Quality assurance of final action : review of entries for errors or omissions.		10 mins assuming no other transaction on queue	Internal Quality Control
	7.15 Approves Resource-use Permit and signs letter notice to applicant		10 mins assuming no other transaction on queue	RED
	7.16 Notify applicant thru SMS		3 minutes	LPDD Chief
	7.17 Log, stamp release and		10 mins assuming no other transaction on queue	Regional Records Section

	7.18 Transmit to PENRO & CENRO		Open travel time	
	7.19 Received issued Certificate of Registration and inform applicant thru SMS		3 mins assuming no other transaction on queue	CENRO Records officer
8. Receive the Certificate of Registration and signs product/service acceptance form	Prepare product/service acceptance form and release RUP to applicant		5 mins assuming no other transaction on queue	CENRO Records officer

<i>CENRO SUB-TOTAL</i>	<i>None</i>	<i>13.5 days, 2 hrs and 22.4 mins to 13.5 days and 3 hrs. and 33 mins (w/ negative findings)</i>
<i>PENRO SUB-TOTAL</i>	<i>None</i>	<i>3 hrs. and 54 mins.</i>
<i>REGIONAL OFFICE SUB-TOTAL</i>	<i>None</i>	<i>2.5 days and 48 mins.</i>
<b>TOTAL</b>		<b>16 days, 7 hours to 16 days 7 hrs &amp; 45 mins</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.*