

CITIZEN'S CHARTER NO. R11-F-07. REQUEST FOR TECHNICAL ASSISTANCE IN THE CONDUCT OF FOREST/TIMBER RESOURCES INVENTORY

For forest planning purposes, tree farmers, private tree plantation owners, and peoples organizations/indigenous POs seeks technical assistance with DENR-CENRO to determine the quantity and value of their timber and other forest resources. The DENR-CENRO therefore undertakes forest resources inventory and documentation.

Office or Division:	DENR CENRO		
Classification:	Highly Technical		
Type of Transaction:	G2C - Government to Citizen G2G – Government to Government G2PO - Government to Peoples Organizations		
Who may avail:	External : Owners of private tree plantation, forest resources managers (ISF, CBFM and CADT holders), OGAs and LGUs		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1.	Letter or resolution requesting CENRO for technical assistance	Requesting Party	
2.	a) Proof of ownership (copy of title, tax declaration or deed of sale) in case of private land; b) CLOA in case of communal ownership under DAR; c) CS, CBFM, FLMA or CADT in case of timberland	Requesting Party	
3.	Sketch and location map	Requesting Party	
4.	BLGU certification on the existence and ownership of the subject resources if not indicated in the tax declaration.		
5	Certificate of no-objection from co-owners (in case of CLOA)	BARC	
Additional from the Government Sector			
6.	Copy of Certificate of Registration (corporate or cooperative)	SEC/CDA/NCIP	
Additional requirement party is a representative			
7.	Authorization/Board Resolution issued by the Corp., Partnership, Association or Proprietor in favor of the person signing the application	Owner/BOD/Council of Elders	

CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
CENRO				
1. Filing of letter request and submit required documents	1. Check attached requirements against checklist.		10 mins, assuming no other transaction on queue	Technical Staff Regulation and Permitting Section (RPS)
2. Client receipt of copy	2. Stamp received, time and date and release owner's copy		5 mins, assuming no other transaction on queue	CENRO Records Officer
	2.1 Forwards letter request to CENRO for referral		20 mins, assuming no other transaction on queue	CENRO
	2.2 Acts on the application and attached documents		30 mins, assuming no other transaction on queue	RPS section chief
3. Receive Order of Payment and Credit officer	3. Make assessment and issue Order of Payment	5% intensity – P60/ha 10% - P120/ha 20% - P240/ha 100%-P1,200/ha DAO 2004-16 6-15-2004	20 mins, assuming no other transaction on queue	RPS section chief
4. Receive Official Receipt	4. Accept payment and issue Official Receipt (OR).		7 mins, assuming no other transaction on queue	Credit Officer
5. Photocopy OR and attach to the letter	5. Prepares detailed workplan for the field inventory		1 day, assuming no other transaction on queue or intervention	RPS section chief

	5.1 Issue memo and travel order to field personnel		1 hour assuming no other transaction on queue	CENR Officer
	5.2 Establish forest camp, conducts inventory, tree numbering and geotagging		dependent on the size of area, % intensity and the variety of resources e.g. 3 has. per day at 100% intensity per team for even-aged mono culture plantation	field personnel
	5.3 Prepare tally sheet, stand and stock table and submit report		2 to 4 days dependent on the variety of resources inventoried and volume of data	CENRO RPS staff
	5.4 Checks the report, signs, sworn and subscribe the Stand and Stock Table and prepare draft letter for signature of CENRO		4 hours assuming no other transaction on queue	CENRO RPS Chief
	5.5 Review report and signs letter to requesting party with attach the Stand and Stock Table (SST)		20 mins assuming no other transaction on queue	CENRO
	5.6 Quality assurance of final action : Recheck completeness of documents and entries for errors or omissions.		10 mins assuming no other transaction on queue	Records officer

	5.7 Inform requesting party thru SMS		3 mins	RPS Chief
6. Receive letter and SST	6. Log, stamp and release to requesting party		10 mins assuming no other transaction on queue	CENRO Records Section
<i>CENRO SUB-TOTAL</i>		<i>Php 1,720.00</i>	<i>4 days, 1 hr. & 17 mins to 6 days, 1 hr and 17 mins excluding field work</i>	
<i>PENRO SUB-TOTAL</i>		<i>None</i>	<i>3 days & 4 hours</i>	
<i>REGIONAL OFFICE SUB-TOTAL</i>		<i>None</i>	<i>4 days & 10 hours & 30 min.</i>	
TOTAL		Php 2,116.00	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.*