



CITIZEN'S CHARTER NO. RO-F-04. APPLICATION FOR CHAINSAW REGISTRATION

This Registration serves as a legal proof of ownership, use and possession of chainsaw in the Philippines. The DENR shall issue different permits or certifications for the purchase or import, manufacture, selling, re-selling, disposal, distribution, transfer of ownership, lease, rental or lending of chainsaws.

Office or Division:	Regulation and Permitting Section, DENR Implementing PENR/CENR Office		
Classification:	Simple		
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government		
Who may avail:	Holder of Timber License Agreement, Production Sharing Agreement, Co-production Sharing Agreement, or a Private Land Timber Permit/Special Private Land Timber Permit, CBFMA, IFMA, SIFMA, or other tenurial instruments; Orchard or tree farmer; Industrial tree farmer; Licensed wood processor and the chainsaw shall be used for the cutting of timber that has been legally sold to said applicant; Anyone who shows satisfactory proof that the possession and/or use of a chainsaw is for a legal purpose; and Agencies of the government, GOCCs that use chainsaws in some aspects of their functions (except for Palawan where the jurisdiction falls with PCSD); CTPO/PTPR holders.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Duly accomplished Application Form		Implementing PENR/CENR Office	
2. Official Receipt of Chainsaw Purchase (1 certified copy and 1 original for verification) or Affidavit of Ownership in case the original copy is lost.		Requesting Party, Store or Dealer	
3. SPA if the applicant is not the owner of the chainsaw		Requesting Party	
4. Detailed Specification of Chainsaw (brand, model, engine capacity, Serial Number.)		Requesting Party, Store or Dealer	
5. Notarized Deed of Absolute Sale, if transfer of ownership (1 original)		Requesting party, Private Lawyer or Notary Public Office	
6. Chainsaw to be registered		Requesting Party	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
8. Additional Requirements	
if Tenurial Instrument holder	
Certified True Copy of Forest Tenure Agreement	Requesting Party
if Business Owner	
Business Permit (1 photocopy)	Requesting Party
if Registered as Private Tree Plantation Owner	
Certificate of Registration	Requesting Party
if the applicant shows satisfactory proof that the possession and/or use of a chainsaw is for a legal purpose	
Business Permit from LGU or affidavit that the chainsaw is needed in applicants/profession/work and will be used for legal purpose (1 photocopy)	Requesting Party
if licensed Wood Processor	
Wood processing plant permit (1 photocopy)	Requesting Party
if government, and GOCC	
Certification from the Head of Office or his/her authorized representative that chainsaws are owned/possessed by the office and use for legal purposes (specify)	Requesting Party
If renewal of registration	
Latest Certificate of Chainsaw Registration (1 Photocopy)	Requesting Party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit application form and supporting documents to the Implementing PENR/CENR Office.	1. Check completeness of application and supporting documents, and receive, record (including scanning) and forward the application to PENR/CENR Officer/Deputy	None	30 min.	<i>Receiving/Releasing Clerk CENRO/Implementing PENRO Records Unit</i> <i>Technical Staff RPS/TSD</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	CENR Officer. Provide Requesting Party an acknowledgement receipt of the documents.			
1.1. None	1.1. Receive and review application. Forward application to Technical Staff. Prepare Order of Payment.	None	30 mins	<i>Chief RPS (CENRO)/Chief TSD (Implementing PENRO)</i>
1.2 None	1.2. Approve Order of Payment.	None	30 mins	<i>CENR Officer/Accountant for Implementing PENRO</i>
2. Receive Order of Payment and pay corresponding fee.	2. Receive payment and issue Official Receipt (OR).	Php 500.00 Registration Fee *	30 min.	<i>Bill Collector/ Cashier</i>
3. Receive OR.	3. Receive application. Conduct verification of supporting documents and inspection of chainsaw. Prepare Certification and initial on the duplicate copy.	None	1 day	<i>Technical Staff RPS/TSD</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3.1. None	3.1. Receive and review application. Affix initial on the duplicate copy. Forward to PENR/CENR Officer for approval.	None	2 hours	<i>Chief RPS (CENRO)/Chief TSD (Implementing PENRO)</i>
3.2. None	3.2. Receive, review and approve Certificate of Registration.	None	1 day	<i>PENR/CENR Officer</i>
4. Receive Certificate of Chainsaw Registration.	4. Record, assign control number and release Certification of Registration.	None	30 min.	<i>Receiving/Releasing Clerk CENRO/Implementing PENRO Records Unit</i>
TOTAL		Php 500.00 Registration Fee	2 days, 4 hours & 30 min.	

*Fees and charges are based on DAO 2004-16