









CITIZEN'S CHARTER PROCESS NO. 6

Name of Agency : DENR Community Environment and Natural Resources (CENRO)
Frontline Service : Application for Chainsaw Registration
Schedule of Availability of Service : 8:00-5:00, Monday to Friday
How to Avail of the Service :

No. (A)	CUSTOMER ACTIVITY (B)	DENR ACTION (C)	OFFICE/PERSON RESPONSIBLE/ LOCATION (D)	DURATION (E)	DOCUMENTARY REQUIREMENTS (F)	AMOUNT OF FEES (G)	
1	Accomplish prescribed form for Chainsaw Registration  	Receive application form and supporting documents  Prepare and sign Order of Payment	CENRO Receiving Personnel CENRO Focal Person/ Chief FMS/ Forester	4 Hours	1. Official Receipt 2. Stencil Serial Number of Chainsaw 3. Duly accomplished Application Form 4. Detailed Specification of Chainsaw (e.g. brand, model, engine capacity, etc.)	Php 500.00	
2	Pay to the Cashier the registration fee and forward copy of OR to the CENRO Focal Person  	Conduct verification of supporting documents and inspection of chainsaw.  Prepare and initial Certificate of Registration  Approve Certificate of Registration  Record, assign control number and release Certificate of Registration	Chief FMS/ Forester CENRO Releasing Clerk				
3	Receive Certificate of Registration						