



CITIZEN'S CHARTER NO. RO-F-01. ISSUANCE OF CERTIFICATE OF TREE PLANTATION OWNERSHIP (CTPO)

This Certificate shows the ownership of plantations or planted trees within private, titled lands or tax declared alienable and disposable lands. The issuance of CTPO does not require a 100% inventory but just an ocular inspection in the area. Tree inventory for permits (e.g. TCP or PLTP) is a process conducted separately from the inspection for CTPO per existing DENR policies, rules and regulations.

Office/Division:	DENR Community Environment and Natural Resources Offices (CENRO)			
Classification:	Complex to Highly Technical			
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen			
Who may Avail of the Service:	Any Person, Government and Private Corporations, and Non-Government Organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (1 original, 1 photocopy)		Requesting Party		
2. Title or Tax Declaration (1 photocopy)		Requesting Party, Assessor's Office, Registry of Deeds (ROD), NCIP, DAR		
Additional if the applicant is a representative				
3. Special Power of Attorney (SPA) (1 original)		Requesting Party, Private Lawyer, or Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit letter request and supporting documents to CENRO.	1. Check completeness, receive, record, and forward the request to CENR Officer.	None	1 hour	<i>Chief/Technical Staff Regulation and Permitting Section (RPS) Receiving/Releasing Clerk, CENRO Records Unit</i>
	1.1. Receive application and forward to the Chief,	None	2 hours	<i>CENR Officer</i>



	Regulation and Permitting Section (RPS).			
	1.2. Receive documents, prepare Order of Payment, and assign personnel to inspect/verify the request.	None	30 min.	<i>Chief RPS</i>
2. Receive Order of Payment and pay corresponding fee to the CENRO Cashier.	2. Accept payment and issue Official Receipt to the client.	Php 50.00 Special Certification Fee	30 min.	<i>Bill Collector Cashier</i>
3. Receive OR.	3. Conduct ocular field inspection, and prepare and sign report. Forward to Chief, RPS.	None	4 days (complex) 5 days (highly technical)	<i>Inspection Team</i>
	3.1. Evaluate and review report. And forward to Forest Utilization Unit (FUU).	None	4 hours	<i>Chief RPS</i>
	3.2. Receive and review report. Prepare two (2) copies of CTPO and initial on the file copy, and forward to Chief, RPS.	None	3 hours	<i>Chief FUU</i>



	3.3. Receive and review report. Initial file copy and forward to CENR Officer.	None	1 hour	<i>Chief RPS</i>
	3.4. Receive and review report. Approve and sign CTPO.	None	1 hour	<i>CENR Officer</i>
	3.5. Release the CTPO to the client and retain file copy.	None	30 min.	<i>Receiving/Releasing Clerk CENRO Records Unit</i>
4. Receive approved CTPO		None		
TOTAL:		Php 50.00	5 days, 5 hours & 30 min. – 6 days, 5 hours & 30 min.	