



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

This Registration serve as a legal proof of ownership of chainsaw in the Philippines.

Office or Division:	DENR Community Environment and Natural Resources Offices (CENRO)			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government			
Who may avail:	Any citizen, private or public institution, agency or corporation e.g. mining companies, power corporations, school and universities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Receipt of Chainsaw Purchase (1 original)		Requesting Party, Store or Dealer		
2. Stencil Serial Number of Chainsaw		Requesting Party		
3. Duly accomplished Application Form		CENR Office		
4. Detailed Specification of Chainsaw (e.g. brand, model, engine capacity, etc.)		Official Receipt, Package or the Physical Chainsaw		
5. Notarized Deed of Absolute Sale, if transfer of ownership (1 original)		Requesting party, Private Lawyer or Notary Public Office		
6. Actual chainsaw		Requesting Party		
If no Official Receipt				
7. Certification that the requesting party is the owner of the chainsaw (1 original)		Barangay LGU		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit application form and supporting documents to the CENR Office.	1. Check completeness of application and supporting documents. Receive and forward to CENR Officer/Deputy CENR Officer.	None	30 min.	<i>Receiving/Releasing Clerk</i> CENRO Records Unit <i>Technical Staff</i> Regulation and Permitting Section (RPS)



	1.1. Receive and review application. Prepare and sign Order of Payment. Forward application to Technical Staff.	None	30 min.	<i>Chief RPS</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>Credit Officer CENR Office</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 hour	<i>Technical Staff RPS</i>
	3.1. Receive and review application. Affix initial on the duplicate copy. Forward to CENR Officer for approval.	None	30 min.	<i>Chief, RPS</i>
	3.2. Receive, review and approve Certificate of Registration.	None	1 hour	<i>CENR Officer</i>
	3.3. Record, assign control number and release Certification of Registration.	None	30 min.	<i>Receiving/Releasing Clerk CENRO Records Unit</i>
4. Receive Certificate of Chainsaw Registration.		None		
TOTAL		Php 500.00	4 hours & 30 min.	