



CITIZEN'S CHARTER NO. RO-F-05. ISSUANCE OF TREE CUTTING PERMIT FOR DPWH PROJECTS*

This Permit serves as proof of authorization for the removal/cutting and/or relocation of trees affected by DPWH projects.

Office or Division:	DENR Community Environment and Natural Resources Offices (CENRO)			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Department of Public Works and Highways (DPWH) Regional or District Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application letter (1 original)	DPWH Regional or District Office			
2. LGU endorsement/Certification of No Objection <i>from Sanggunian</i> (1 original)	Barangay or Municipal LGU			
3. Approved Land Tenorial Instrument (LTI) for public land/Special Land Use Permit (SLUP) (1 photocopy)	DPWH or concerned DENR Office			
4. Approved Site Development Plan/Infrastructure Plan (1 original)	DPWH Regional or District Office			
5. Appropriate Certificate of Non-Coverage or Environmental Compliance Certificate (CNC/ECC) (1 photocopy)	Environmental Management Bureau (EMB) Regional Office			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit the request/application with complete supporting documents to CENR Office.	1. Check completeness of application, and forward to Deputy CENR Officer/ CENR Officer.	None	30 min.	<i>Receiving/Releasing Clerk,</i> CENRO Records Unit <i>Technical Staff</i> RPS
	1.1. Review and refer the application to Chief, RPS.	None	1 hour	<i>Deputy CENR Officer/</i> <i>CENR Officer</i>
	1.2. Receive and review application. Forward	None	1 hour	<i>Chief</i> RPS



	application and instruct Chief of concerned Unit/Section to process permit.			
	1.3. Conduct field validation, inventory and scaling. Prepare, sign and submit report.	None	2 days	<i>Inspection Team Concerned Unit/Section</i>
	1.4. Review report. Prepare cutting permit, initial and forward to the Chief, RPS for review and initial.	None	2 hours	<i>Chief/Technical Staff Concerned Unit/Section</i>
	1.5. Review, initial and forward the cutting permit to the Deputy CENR Officer/CENR Officer.	None	1 hour	<i>Chief RPS</i>
	1.6. Review and sign/approve the Tree Cutting Permit (TCP).	None	1 hour	<i>Deputy CENR Officer/ CENR Officer</i>
	1.7. Record and release, the approved TCP.	None	30 min.	<i>Receiving/Releasing Clerk, CENRO Records Unit</i>
2. Receive TCP.		None		
TOTAL:		None	2 days & 7 hours	

*Prior to the application, DPWH shall submit their proposal to the CENR Office. Forest charges shall be computed after the actual cutting of trees.