

## 1. CERTIFICATION TO CUT TREES

Received, reviewed and checked supporting documents for issuance of certification to cut trees.

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| <b>Office or Division:</b>                                                                                                                                                                                                                    | Municipal Environment and Natural Resources Office                                                                          |                                                    |                            |                                                                                                                     |
| <b>Classification:</b>                                                                                                                                                                                                                        | Simple                                                                                                                      |                                                    |                            |                                                                                                                     |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                   | G2C – Government to Citizens                                                                                                |                                                    |                            |                                                                                                                     |
| <b>Who may avail:</b>                                                                                                                                                                                                                         | All Citizen                                                                                                                 |                                                    |                            |                                                                                                                     |
| <b>Checklist of Requirements</b>                                                                                                                                                                                                              |                                                                                                                             | <b>Where to Secure</b>                             |                            |                                                                                                                     |
| <b>1. Proof of Land Title</b> <ul style="list-style-type: none"> <li>Photocopy of Land Title</li> </ul> <b>2. Barangay Certification</b> <ul style="list-style-type: none"> <li>Number of Trees</li> <li>Type/kind of Trees to cut</li> </ul> |                                                                                                                             | Municipal Environment and Natural Resources Office |                            |                                                                                                                     |
| <b>CLIENT STEPS</b>                                                                                                                                                                                                                           | <b>AGENCY ACTION</b>                                                                                                        | <b>FEES TO BE PAID</b>                             | <b>PROCESSING TIME</b>     | <b>PERSON RESPONSIBLE</b>                                                                                           |
| 1. Present needed requirements                                                                                                                                                                                                                | 1. Receives, Check, and Records presented documents<br><br>Prepares Certification/Endorsement for Permit to Cut Trees       | <b>None</b>                                        | 5 minutes<br><br>2 minutes | <i>Receiving Clerk</i><br><br><b>MARICEL D. LAZARO R.Agr, MAST</b><br><br><i>MENRO OFFICE</i>                       |
| 2. Pays corresponding fee                                                                                                                                                                                                                     | 2.                                                                                                                          | <b>P 100.00 Per Tree</b><br><b>P 30.00 seal</b>    | 2 minutes                  | Treasurer 's Office<br><br><b>RENELA DERLA MARILYN DELA CRUZ</b>                                                    |
| 3. Receives Certification/ Endorsement for Permit to Cut Trees                                                                                                                                                                                | 3. Releases Certification/ Endorsement for Permit to Cut Trees<br><br>Advice client to Process Permit to Cut at CENRO Banga |                                                    | 2 minutes                  | <i>Receiving Clerk</i><br><br><b>MARICEL D. LAZARO R.Agr, MAST</b><br><br>CENRO Banga<br><br><i>PINKY MAGLASANG</i> |
| <b>TOTAL:</b>                                                                                                                                                                                                                                 |                                                                                                                             | <b>Php 130.00</b>                                  | <b>11 minutes</b>          |                                                                                                                     |

## 2. CERTIFICATION TO TRANSPORT CHARCOAL

Received, reviewed and checked supporting documents for issuance of certification to transport charcoal.

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| <b>Office or Division:</b>                                                                                                                                                                                                                          | Municipal Environment and Natural Resources Office                                                                                               |                                                    |                            |                                                                                                                     |
| <b>Classification:</b>                                                                                                                                                                                                                              | Simple                                                                                                                                           |                                                    |                            |                                                                                                                     |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                         | G2C – Government to Citizens                                                                                                                     |                                                    |                            |                                                                                                                     |
| <b>Who may avail:</b>                                                                                                                                                                                                                               | All Citizen                                                                                                                                      |                                                    |                            |                                                                                                                     |
| <b>Checklist of Requirements</b>                                                                                                                                                                                                                    |                                                                                                                                                  | <b>Where to Secure</b>                             |                            |                                                                                                                     |
| <b>1. Proof of Land Title</b> <ul style="list-style-type: none"> <li>• Photocopy of Land Title</li> </ul> <b>2. Barangay Certification</b> <ul style="list-style-type: none"> <li>• Number of Trees</li> <li>• Type/kind of Trees to cut</li> </ul> |                                                                                                                                                  | Municipal Environment and Natural Resources Office |                            |                                                                                                                     |
| <b>CLIENT STEPS</b>                                                                                                                                                                                                                                 | <b>AGENCY ACTION</b>                                                                                                                             | <b>FEES TO BE PAID</b>                             | <b>PROCESSING TIME</b>     | <b>PERSON RESPONSIBLE</b>                                                                                           |
| 1. Present needed requirements                                                                                                                                                                                                                      | 1. Receives, Check, and Records presented documents<br><br>Prepares Certification for Quarry                                                     | <b>None</b>                                        | 5 minutes<br><br>2 minutes | <i>Receiving Clerk</i><br><br><b>MARICEL D. LAZARO R.Agr, MAST</b><br><br><i>MENRO OFFICE</i>                       |
| 2. Pays corresponding fee                                                                                                                                                                                                                           | 2.                                                                                                                                               | <b>P 100.00 Per Tree</b><br><b>P 30.00 seal</b>    | 2 minutes                  | Treasurer 's Office<br><br><b>1.RENELA DERLA</b><br><b>2. MARILYN DELA CRUZ</b>                                     |
| 3.Receives Certification/ Endorsement for Permit to Transport Charcoal                                                                                                                                                                              | 3. Releases Certification/ Endorsement for Permit to Transport Charcoal<br><br>Advice client to Process Permit Transport Charcoal at CENRO Banga |                                                    | 2 minutes                  | <i>Receiving Clerk</i><br><br><b>MARICEL D. LAZARO R.Agr, MAST</b><br><br>CENRO Banga<br><br><i>PINKY MAGLASANG</i> |
| <b>TOTAL:</b>                                                                                                                                                                                                                                       |                                                                                                                                                  | <b>Php 130.00</b>                                  | <b>11 minutes</b>          |                                                                                                                     |

### 3. CERTIFICATION TO PERMIT TO QUARRY

Received, reviewed and checked supporting documents for issuance of certification to permit to quarry.

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| <b>Office or Division:</b>                                                                                                              | Municipal Environment and Natural Resources Office                                                                                                         |                                                    |                            |                                                                                                                   |
| <b>Classification:</b>                                                                                                                  | Simple                                                                                                                                                     |                                                    |                            |                                                                                                                   |
| <b>Type of Transaction:</b>                                                                                                             | G2C – Government to Citizens                                                                                                                               |                                                    |                            |                                                                                                                   |
| <b>Who may avail:</b>                                                                                                                   | All Citizen                                                                                                                                                |                                                    |                            |                                                                                                                   |
| <b>Checklist of Requirements</b>                                                                                                        |                                                                                                                                                            | <b>Where to Secure</b>                             |                            |                                                                                                                   |
| 1. Photocopy of Land Title<br>2. Barangay Resolution of No. Objection<br>3. Picture of Quarry<br>4. Field Verification Report from PEMO |                                                                                                                                                            | Municipal Environment and Natural Resources Office |                            |                                                                                                                   |
| <b>CLIENT STEPS</b>                                                                                                                     | <b>AGENCY ACTION</b>                                                                                                                                       | <b>FEES TO BE PAID</b>                             | <b>PROCESSING TIME</b>     | <b>PERSON RESPONSIBLE</b>                                                                                         |
| 1. Present needed requirements                                                                                                          | 1. Receives, Check, and Records presented documents<br><br>Prepares Certification/Endorsement for Permit to Transport Charcoal                             | <b>None</b>                                        | 5 minutes<br><br>2 minutes | <i>Receiving Clerk</i><br><br><b>MARICEL D. LAZARO R.Agr, MAST</b><br><br><i>MENRO OFFICE</i>                     |
| 2. Pays corresponding fee                                                                                                               | 2.                                                                                                                                                         | <b>P 100.00 Per Tree</b><br><b>P 30.00 seal</b>    | 2 minutes                  | Treasurer's Office<br><br><b>1. RENELA DERLA</b><br><b>2. MARILYN DELA CRUZ</b>                                   |
| 3. Receives Certification for Permit to Quarry                                                                                          | 3. Releases Certification for Permit to Quarry<br><br>Advice client to Process Permit Quarry at Provincial Environment and Natural Resources Office (PEMO) |                                                    | 2 minutes                  | <i>Receiving Clerk</i><br><br><b>MARICEL D. LAZARO R.Agr, MAST</b><br><br>PEMO<br><br><b>SIEGFRED M. FLAVIANO</b> |
| <b>TOTAL:</b>                                                                                                                           |                                                                                                                                                            | <b>Php 130.00</b>                                  | <b>11 minutes</b>          |                                                                                                                   |

#### 4. MENRO CLEARANCE

Received, reviewed and checked supporting documents for issuance of MENRO certification.

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| <b>Office or Division:</b>                                                                                                              | Municipal Environment and Natural Resources Office                                  |                                                    |                            |                                                                          |
| <b>Classification:</b>                                                                                                                  | Simple                                                                              |                                                    |                            |                                                                          |
| <b>Type of Transaction:</b>                                                                                                             | G2C – Government to Citizens                                                        |                                                    |                            |                                                                          |
| <b>Who may avail:</b>                                                                                                                   | All Citizen                                                                         |                                                    |                            |                                                                          |
| <b>Checklist of Requirements</b>                                                                                                        |                                                                                     | <b>Where to Secure</b>                             |                            |                                                                          |
| 1.Environment Compliance Certificate (ECC) from EMB XII (Resort, Cemetery, Poultry, Piggery, Subdivision ,etc.)<br>2.Barangay Clearance |                                                                                     | Municipal Environment and Natural Resources Office |                            |                                                                          |
| <b>CLIENT STEPS</b>                                                                                                                     | <b>AGENCY ACTION</b>                                                                | <b>FEES TO BE PAID</b>                             | <b>PROCESSING TIME</b>     | <b>PERSON RESPONSIBLE</b>                                                |
| 1. Present needed requirements                                                                                                          | 1. Receives, Check, and Records presented documents<br><br>Prepares MENRO Clearance | <b>None</b>                                        | 5 minutes<br><br>2 minutes | Receiving Clerk<br><br><b>MARICEL D. LAZARO R.Agr, MAST MENRO OFFICE</b> |
| 2. Pays corresponding fee                                                                                                               | 2.                                                                                  | <b>P 100.00 Per Tree<br/>P 30.00 seal</b>          | 2 minutes                  | Treasurer 's Office<br><br><b>1.RENELA DERLA<br/>2.MARILYN DELA CRUZ</b> |
| 3. Receives Certification for MENRO Clearance                                                                                           | 3. Releases MENRO Clearance                                                         |                                                    | 2 minutes                  | Receiving Clerk<br><br><b>MARICEL D. LAZARO R.Agr, MAST MENRO OFFICE</b> |
| <b>TOTAL:</b>                                                                                                                           |                                                                                     | <b>Php 130.00</b>                                  | <b>11 minutes</b>          |                                                                          |

## 5. CERTIFICATION TO TRANSPORT ROUND LOG AND LUMBER

Received, reviewed and checked supporting documents for issuance of transport Round Log and Lumber.

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| <b>Office or Division:</b>                                                                                                                                                                                                                                            | Municipal Environment and Natural Resources Office                                                                                                                         |                                                    |                        |                                                                                                                 |
| <b>Classification:</b>                                                                                                                                                                                                                                                | Simple                                                                                                                                                                     |                                                    |                        |                                                                                                                 |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                           | G2C – Government to Citizens                                                                                                                                               |                                                    |                        |                                                                                                                 |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                 | All Citizen                                                                                                                                                                |                                                    |                        |                                                                                                                 |
| <b>Checklist of Requirements</b>                                                                                                                                                                                                                                      |                                                                                                                                                                            | <b>Where to Secure</b>                             |                        |                                                                                                                 |
| 1. Proof of Land Ownership <ul style="list-style-type: none"> <li>• Photocopy of Land Title</li> </ul> 2. Barangay Certification <ul style="list-style-type: none"> <li>• Cubic Meter (Log)</li> <li>• Bd.Ft (Lumber)</li> <li>• Type/Kind of Trees to cut</li> </ul> |                                                                                                                                                                            | Municipal Environment and Natural Resources Office |                        |                                                                                                                 |
| <b>CLIENT STEPS</b>                                                                                                                                                                                                                                                   | <b>AGENCY ACTION</b>                                                                                                                                                       | <b>FEES TO BE PAID</b>                             | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                                                                                       |
| 1. Present needed requirements                                                                                                                                                                                                                                        | 1. Receives, Check, and Records presented documents<br><br>Prepares Certification/Endorsement for Permit to Transport Round Log and Lumber                                 | <b>None</b>                                        | 5 minutes              | <i>Receiving Clerk</i><br><br><b>MARICEL D. LAZARO R.Agr, MAST</b>                                              |
|                                                                                                                                                                                                                                                                       |                                                                                                                                                                            |                                                    | 2 minutes              | <i>MENRO OFFICE</i>                                                                                             |
| 2. Pays corresponding fee                                                                                                                                                                                                                                             | 2.                                                                                                                                                                         | <b>P 2.00 per Bd.Ft.</b>                           | 2 minutes              | <b>Treasurer 's Office</b><br><br><b>1.RENELA DERLA</b><br><b>2.MARILYN DELA CRUZ</b>                           |
| 3. Receives Certification/Endorsement for Permit to Transport Round Log and Lumber                                                                                                                                                                                    | 3. Releases Certification/Endorsement for Permit to Transport Round Log and Lumber<br><br>Advice client to Process Permit to Transport Round Log and Lumber at CENRO-Banga |                                                    | 2 minutes              | <i>Receiving Clerk</i><br><br><b>MARICEL D. LAZARO R.Agr, MAST</b><br><br>CENRO Banga<br><b>PINKY MAGLASANG</b> |
| <b>TOTAL:</b>                                                                                                                                                                                                                                                         |                                                                                                                                                                            | <b>Php 130.00</b>                                  | <b>11 minutes</b>      |                                                                                                                 |

## 6. CERTIFICATION FOR CHAINSAW REGISTRATION

Received, reviewed and checked supporting documents for issuance of Chainsaw Registration.

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| <b>Office or Division:</b>                                                                            | Municipal Environment and Natural Resources Office                                                                       |                                                    |                            |                                                                                                                 |
| <b>Classification:</b>                                                                                | Simple                                                                                                                   |                                                    |                            |                                                                                                                 |
| <b>Type of Transaction:</b>                                                                           | G2C – Government to Citizens                                                                                             |                                                    |                            |                                                                                                                 |
| <b>Who may avail:</b>                                                                                 | All Citizen                                                                                                              |                                                    |                            |                                                                                                                 |
| <b>Checklist of Requirements</b>                                                                      |                                                                                                                          | <b>Where to Secure</b>                             |                            |                                                                                                                 |
| 1. Picture of OR/CR of chainsaw<br>2. Picture of Chainsaw's Chase Number<br>3. Barangay Certification |                                                                                                                          | Municipal Environment and Natural Resources Office |                            |                                                                                                                 |
| <b>CLIENT STEPS</b>                                                                                   | <b>AGENCY ACTION</b>                                                                                                     | <b>FEES TO BE PAID</b>                             | <b>PROCESSING TIME</b>     | <b>PERSON RESPONSIBLE</b>                                                                                       |
| 1. Present needed requirements                                                                        | 1. Receives, Check, and Records presented documents<br><br>Prepares Certification for Chainsaw Registration              | <b>None</b>                                        | 5 minutes<br><br>2 minutes | <i>Receiving Clerk</i><br><br><b>MARICEL D. LAZARO R.Agr, MAST</b><br><br><i>MENRO OFFICE</i>                   |
| 2. Pays corresponding fee                                                                             | 2.                                                                                                                       | <b>P 130.00 (Certification Fee)</b>                | 2 minutes                  | Treasurer's Office<br><br><b>1.RENELA DERLA</b><br><b>2.MARILYN DELA CRUZ</b>                                   |
| 3.Receives Certification for Chainsaw Registration                                                    | 3. Releases Certification for Chainsaw Registration<br><br>Advice client to Process Chainsaw Registration at CENRO-Banga |                                                    | 2 minutes                  | <i>Receiving Clerk</i><br><br><b>MARICEL D. LAZARO R.Agr, MAST</b><br><br>CENRO-Banga<br><i>PINKY MAGLASANG</i> |
| <b>TOTAL:</b>                                                                                         |                                                                                                                          | <b>Php 130.00</b>                                  | <b>11 minutes</b>          |                                                                                                                 |