

MUNICIPAL ENVIRONME

STEP	APPLICANT/CLIENT	SERVICE PROVIDER
PROCESSING OF CERTIFICATION FOR PERMIT TO CUT TREE/S		
1	Present required documents	Provide briefing and interview
		Review submitted documents
		Actual site inspection and validation
2	Pay Fees and Charges	Receipt of payment & issuance of Official Receipt
3	Present Official Receipt	Acknowledge and record OR
		Encode and print Certification
		Review and sign Certification
4	Claim the Certification	Release approved Certification to cut tree/s
END OF TRANSACTION		
TOTAL TIME: 46 MINUTES TO 1 HR. & 26 MINUTES (DEPENDING ON THE LOCATION OF SI		

ENVIRONMENT AND NATURAL RESOURCES OFFICE

PROCESSING TIME	PERSON IN CHARGE	FEES	REMARKS
5 minutes	MENR Officer	None	
20 mins. to 1 hr. (depends on the distance of the area)	MENRO Staff	None	
10 minutes	Municipal Treasurer's Office (MTO)	(Php) 50.00	
10 minutes	MENRO Staff	None	
	MENR Officer	None	
1 minute	MENRO Staff	None	
(E INSPECTION)			