



**OFFICE OF THE MUNICIPAL
ENVIRONMENT and NATURAL
RESOURCES**

| PROCESSING OF CERTIFICATION FOR PERMIT TO CUT TREE/S | | | | |
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| All entities that would cut tree/s are required to secure certificate of no objection from the municipality. This should be done before cutting the tree/s and is allowed only after considering all existing Local and National Environmental Laws. | | | | |
| Office or Division: | Municipal Environment and Natural Resources | | | |
| Classification: | Complex | | | |
| Type of Transaction: | Government to Citizen Government to Business Government to Government | | | |
| Who may avail: | Any entity | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Barangay Certification Interposing No Objection 2. Photocopy of Land Title/FAAS/Deed of Sale or any proof of ownership 3. Authorization Letter if the applicant is not the owner 4. Picture of tree/s to cut 5. Community Tax Certificate/ Senior Citizen ID 6. Application Letter to cut tree/s 7. PTA Resolution & DepEd Approval to Cut Trees (for schools) 8. PAMB Clearance (if area is within the reforestation project of the DENR) | | Concerned Barangay Client Client Client Barangay/MTO/MSWDO Client School PAMB | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submission of Requirements | 1.1 Provide briefing and interview 1.2 Validate submitted documents | None | 3 minutes | William Ygaña – Forester I |
| 2. Inspection | 2.1 Actual site inspection and validation | None | 15 mins. to 1 hr. (depending on the distance of the | William Ygaña – Forester I |
| 3. Payment of Fees | 3.1 Receipt of payment & issuance of Official Receipt | Certification Fee (Php) 50.00 | 5 minutes | Municipal Treasurer's Office (MTO) |
| 4. Presentation of Official Receipt | 4.1 Acknowledge and file/record Official Receipt | None | 2 minutes | Gina C. Piloton - Admin. Aide III |
| 5. Preparation of Certification | 5.1 Prepare Certification | None | 3 minutes | Gina C. Piloton – Admin. Aide III Amado Rey D. Salvame - MENRO - Designate |
| | 5.2 Review and sign Certification | | 1 minute | |
| 6. Release of Certification | 6.1 Release approved Certification to cut tree/s | None | 1 minute | Gina C. Piloton - Admin. Aide III |
| TOTAL | | P 50.00 | 30 mins. to 1 and ½ hours (depending on the distance of the tree/s to be inspected) | |

