



Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

---

August 6, 2021

**PUBLIC ASSISTANCE DIVISION**

Office of the Vice-President of the Philippines  
7F-, Ben-Lor Building, 1184 Quezon Avenue  
Quezon City

**Dear Sir/Maam;**

This refers to the email of Ms. Melisa Rosales requesting assistance regarding her request for a tree cutting permit which was referred to this Office through your email dated July 13, 2021.

Please be informed that this Office has undertaken the following course of action to address the concern, to wit:

1. Through an email dated July 13, 2021 to Ms. Melisa Rosales, our staff asked for some additional details on the application since we do not received any application under her name. It was reiterated on July 14, 2021 since the client did not reply to the first email.
2. The client replied on July 23, 2021 providing the required additional details of her application. Accordingly, the application was requested by Ms. Zita Marquez, mother of Ms. Melisa Rosales to cut one (1) blown-down tree locally known as Bagorilao located in Brgy. Sayao, Mogpog, Marinduque. So, this Office informed Ms. Rosales about the status of the application, through an email on same date.
3. The request for tree cutting permit was applied on June 29, 2020 by Ms. Zita Marquez.
4. The tree was inspected on July 10, 2020 and it was ascertained that the Bagorilao tree was damaged by Typhoon "Tisoy" and found within the property of Ms. Zita Marquez in Barangay Sayao, Mogpog, Marinduque.
5. This Office through a Memorandum dated July 28, 2020 forwarded the request together with all the pertinent requirements to the Regional Office.
6. The request was also forwarded by the Regional Office to the Central Office through a Memorandum dated June 18, 2021 for the Secretary through the Office of the Undersecretary for Field Operations and Environment, attention the Forest Management Bureau (FMB) for approval.

7. The application was already approved on August 05, 2021 through issuance of Private Land Timber Permit (PLTP) No. RIVB-229-2021 by the Central Office.

#### IV. Attachments

- A. Copy of Email from the Public Assistance Division- Office of the Vice-President of the Philippines.
- B. Copy of Email to Melisa Rosales.
- C. Copy of Memorandum for the Secretary dated June 18, 2021.
- D. Copy of Endorsement to the Regional Office dated July 28, 2020
- E. Status Report of For. Don Gibson D. Mercado.

  
**IMELDA M. DIAZ**  
OIC-PENR Officer

Cc:

**Ms. Melisa Rosales**  
Brgy. Sayao, Mogpog, Marinduque  
[rmeliza905@gmail.com](mailto:rmeliza905@gmail.com)

**The DENR MIMAROPA Region**  
1515 L&S Bldg. Roxas Blvd.  
Ermita, Manila



## Request for Assistance (OVP210713 - 02)

**Public Assistance Div.** <publicassistance@ovp.gov.ph>

Tue, Jul 13, 2021 at 8:42 AM

To: "penromarinduque@denr.gov.ph" <penromarinduque@denr.gov.ph>, "mimaroparegion@denr.gov.ph" <mimaroparegion@denr.gov.ph>

Cc: "rmeliza905@gmail.com" <rmeliza905@gmail.com>

Dear Sir / Ma'am,

We received an e-mail from Ms. Melisa Rosales, requesting appropriate action relative to her pending application for a tree cutting permit. Details are found below.

As the agency in-charge, we are forwarding her concern to your office for such action as you may deem appropriate, in accordance with your usual procedures.

It would be greatly appreciated if you can update Ms. Rosales regarding her concern, copy furnished this office.

Maraming salamat po.

### PUBLIC ASSISTANCE DIVISION

Office of the Vice President of the Philippines

7F, Ben-Lor Building, 1184 Quezon Avenue, Quezon City

URL: [ovp.gov.ph](http://ovp.gov.ph)

Contact: 8370-1716 loc. 113



**From:** Melisa Rosales <[rmeliza905@gmail.com](mailto:rmeliza905@gmail.com)>

**Sent:** Thursday, July 8, 2021 10:56:34 AM

**To:** Vice President of the Philippines <[vp@ovp.gov.ph](mailto:vp@ovp.gov.ph)>

**Subject:**

Good morning vp leni magbakasakali lang po baka matulungan nyo kami about sa permit para makapagpa putol or lagare ng kahoy..nag apply pa po kami last year ng permit sa denr marinduque then ang sabi nasa regional na daw po pero 1 year na po hindi parin nmin nakukuha ang permit kasi nasa regional pa daw..nagtataka na po kmi kc almost 1 year pla mag process ng permit eh sarili nman po nmin lupa at kahoy npaka bagal ng process nila. Kailangan na po kasi namin ung kahoy kasi para ipa renovate ang aming bahay dahil noong nakaraan taon nagkaroon ng damage dhil sa bagyo..hanggang ngaun ang sabi po nsa regional prin daw po ang aming permit..sana po matulungan nyo kami maam leni..maraming salamat po god bless po

This message, including its attachments, is confidential or may contain sensitive information and it is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute, or use this email. You cannot use or forward any attachments in the email. Please notify the sender immediately by email if you have received this email by mistake and delete this email from your system.



*replied*





Don Gibson Mercado &lt;dongibsonmercado@gmail.com&gt;

---

**Status of Cutting Permit**

2 messages

---

**Don Gibson Mercado** <dongibsonmercado@gmail.com>  
To: rmeliza905@gmail.com

Tue, Jul 13, 2021 at 9:23 AM

Good morning Maam Melisa.

I am Don Gibson Mercado po, Staff of PENRO Marinduque.

Gusto lang po naming malaman ang possible date nung application ninyo as well as yung location po. Gusto din po sana naming malaman kung kayo po mismo yung nag apply or may iba pa pong nakapangalan. Gagamitin po namin yung mga information nato para po verify namin yung status nung request ninyo.

—

Thank you and God Bless!!

From: Don Gibson D. Mercado, RPF  
Forester I  
DENR-Marinduque

---

**Meliza Rosales** <rmeliza905@gmail.com>  
To: Don Gibson Mercado <dongibsonmercado@gmail.com>

Fri, Jul 23, 2021 at 10:57 AM

Good day ngayon ko lang po nabasa email sir yung mother ko po ang naka pangalan Zita Marquez Sayao Mogpog Marinduque

Salamat God Bless

[Quoted text hidden]



Don Gibson Mercado &lt;dongibsonmercado@gmail.com&gt;

---

**Status of Cutting Permit**

5 messages

---

**Don Gibson Mercado** <dongibsonmercado@gmail.com>  
To: rmeliza905@gmail.com

Wed, Jul 14, 2021 at 8:18 AM

Good Morning Maam Melisa

This is Don Gibson Mercado, staff of DENR PENRO Marinduque.

We would like to reiterate our previous email dated July 13, 2021, requesting some additional information regarding your request for cutting permit, such as:

1. Other names of the possible applicants (representative, if there's any)
2. Location of trees
3. Possible date of application

This information will help us verify your request's status and conduct further actions regarding the matter.

--

Thank you and God Bless!!

From: Don Gibson D. Mercado, RPF  
Forester I  
DENR-Marinduque

---

**Meliza Rosales** <rmeliza905@gmail.com>  
To: Don Gibson Mercado <dongibsonmercado@gmail.com>

Fri, Jul 23, 2021 at 11:43 AM

Dear Sir,

Good day!

Regarding your email last July 14, 2021, herewith is the details you needed.

1. It was under the name of Mrs. Zita L. Marquez
2. Located at Sayao Mogpog Marinduque
3. Applied last July 2020

Thank You.

[Quoted text hidden]

---

**Don Gibson Mercado** <dongibsonmercado@gmail.com>  
To: Meliza Rosales <rmeliza905@gmail.com>

Fri, Jul 23, 2021 at 12:41 PM

Please be informed that we already coordinated the application of Ms. Zita Marquez in the Regional Office. We will update you once we have already been informed about the current status of your request.  
Feel free to query to this email whenever you want and we will try to assist you with whatever assistance you may seek.

[Quoted text hidden]

---

**Meliza Rosales** <rmeliza905@gmail.com>  
To: Don Gibson Mercado <dongibsonmercado@gmail.com>

Fri, Jul 23, 2021 at 2:06 PM

This is the same reply we've got in your office since 2020 but until now wala parin po hindi naman daw po matagal kumuha ng permit sabi ng kamag anak namin sa penro sa Mindanao kasi it's personal use.

God Bless

[Quoted text hidden]

7/26/2021

Gmail - Status of Cutting Permit

**Don Gibson Mercado** <dongibsonmercado@gmail.com>

Fri, Jul 23, 2021 at 2:36 PM

To: Meliza Rosales <rmeliza905@gmail.com>

Maam per information from Regional Office they already forwarded the application to Forest Management Bureau (FMB) (see attached PDF).

Below are the contact information of the FMB :

Landline: (632) 8928-9313/ 8927-4788

Website: [forestry.denr.gov.ph](http://forestry.denr.gov.ph)

Email: [fmbdenr@mozcom.com](mailto:fmbdenr@mozcom.com)

[Quoted text hidden]



**Zita I. Marquez.PDF**

11014K





**JUN 18 2021**

**MEMORANDUM FOR THE SECRETARY**

**THRU** : The Undersecretary for Field Operations and Environment

**ATTENTION** : The Director  
Forest Management Bureau

**FROM** : The Regional Executive Director

**SUBJECT** : **REQUEST OF MRS. ZITA L. MARQUEZ FOR PERMIT TO CUT/UTILIZE ONE (1) NATURALLY GROWN BAGORILAO TREE FELLED BY TYPHOON TISOY WITHIN A PRIVATE LAND COVERED BY TCT NO. CARP2015000106 LOCATED IN BARANGAY SAYAO, MOGPOG, MARINDUQUE**

Respectfully forwarded is the request of Mrs. Zita L. Marquez for issuance of permit to cut/utilize one (1) naturally grown Bagorilao tree felled by Typhoon Tisoy within a private land covered by Transfer Certificate of Title (TCT) No. CARP2015000106 located in Barangay Sayao, Mogpog, Marinduque.

Review and evaluation of the submitted documents supporting the request for permit to cut/utilize naturally grown tree disclosed the following:

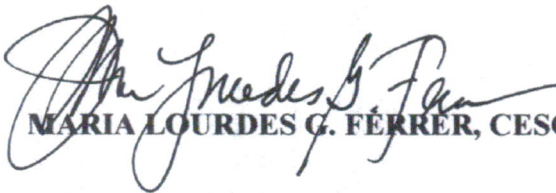
1. Mrs. Zita L. Marquez, in her letter dated 26 June 2020 addressed to OIC-PENRO Marinduque requested for issuance of permit to cut/utilize one (1) Bagorilao tree felled by Typhoon Tisoy located in Barangay Sayao, Mogpog, Marinduque.
2. The applicant submitted the following documentary requirements to support the application, to wit:
  - 2.1 Authenticated copy of TCT No. CARP2015000106 registered in the name of Mrs. Zita L. Marquez for a parcel of land situated in Brgy. Sayao, Mogpog, Marinduque; and
  - 2.2 Certification dated 24 June 2020 issued by Punong Barangay Supremo DLC. Jornadal of Sayao, Mogpog, Marinduque.
3. The Inspection/Inventory Report dated 10 July 2020 of the technical personnel of PENRO Marinduque stated the following:
  - 3.1 That one (1) Bagorilao tree felled by Typhoon Tisoy with total gross volume of 0.54 cu.m. was inventoried within a private land covered by TCT No. CARP2015000106 located in Barangay Sayao, Mogpog, Marinduque; and
  - 3.2 The geo-tagged photographs, tally sheet and tree charting map are attached to the report.

Analysis and evaluation of the submitted inventory data/tally sheet indicated that one (1) naturally grown Bagorilao tree felled by Typhoon Tisoy with corresponding gross volume of **0.50 cu. m.** or net harvestable volume of **0.35 cu. m.** after deducting the 30% allowance for internal defects and harvesting inefficiency, is requested to be cut/utilize within the private land. The volume of the tree was computed following the Regional Volume Equation shown below:

SPECIES	NO. OF TREE/S INVENTORIED	GROSS VOLUME (cu.m.)	NET VOLUME (cu.m.)
Bagorilao	1	0.50	0.35
TOTAL	1	0.50	0.35

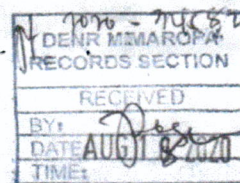
The request for cutting permit for one (1) naturally grown Bagorilao tree felled by Typhoon Tisoy is hereby being submitted to the Central Office for approval, in concurrence with the recommendations of PENRO Marinduque pursuant to applicable DENR laws, rules and regulations.

FOR INFORMATION AND CONSIDERATION OF THE SECRETARY.

  
MARIA LOURDES G. FERRER, CESO III







July 28, 2020

**MEMORANDUM**

**FOR :** The Regional Executive Director  
DENR MIMAROPA REGION

**THRU :** The Assistant Regional Director for Technical Services

**FROM :** The In-Charge, Office of the PENRO

**SUBJECT :** **REQUEST FOR THE ISSUANCE OF CLEARANCE TO CUT/UTILIZE ONE (1) BAGORILAO TREE BY ZITA L. MARQUEZ LOCATED AT BRGY. SAYAO, MOGPOG, MARINDUQUE**

Respectfully forwarded is the request of Zita L. Marquez to cut and utilize one (1) Bagorilao tree situated within the private land identified as Lot No. 11136-D, Bsd.-04-003300 (AR) covered by Transfer Certificate of Title (TCT) No. CARP2015000106 located in Brgy. Sayao, Mogpog, Marinduque.

Based on the inspection/verification conducted by our personnel, the tree was damaged by Typhoon. The lumber to be derived therefrom, with an approximate volume of 0.54 cu.m. (228.96 bd.ft.), will be used for the repair of their house.

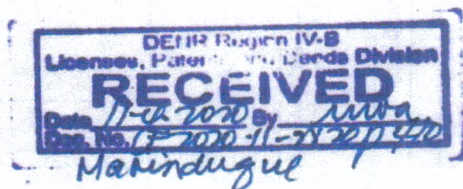
For your further verification and evaluation, attached are documents/requirements to support this application.

1. Inspection/verification Report dated July 10, 2020;
2. Tally Sheet;
3. Stand and Stock Table;
4. Geo-tagged photos;
5. GIS Map showing the relative position of the trees;
6. Letter Request dated June 29, 2020;
7. Certification of Barangay LGU;
8. Authenticated Copy of Title.

For consideration and approval.

"For and in the absence of the PENRO"

**ENGR. CYNTHIA U. LOZANO**  
Chief, Technical Services Division  
In-Charge, Office of the PENRO







July 26, 2021

**MEMORANDUM**

**FOR : The OIC-PENR Officer  
Boac, Marinduque**

**THRU : The Chief, Technical Services Division**

**FROM : Forester I**

**SUBJECT : EMAIL OF MELISA ROSALES REQUESTING FOR ASSISTANCE  
FROM THE OFFICE OF THE VICE-PRESIDENT (OVP210713-02)  
REGARDING CUTTING PERMIT APPLICATION**

**I. Reference**

This refers to the email of Ms. Melisa Rosales to the Public Assistance Division- Office of the Vice-President of the Philippines requesting assistance regarding her request for a tree cutting permit.

**II. Background**

On July 08, 2021, Ms. Melisa Rosales sent an email to the Public Assistance Division (PAD) - Office of the Vice-President of the Philippines seeking assistance to follow up on the status of her request for Tree Cutting Permit. The concern was endorsed by the PAD through email dated July 13, 2021 to the DENR MIMAROPA Region and this Office.

Through an email dated July 13, 2021 to Ms. Melisa Rosales, the undersigned asked for some additional details on the application since we do not have any application named after the client. It was reiterated on July 14, 2021 since the client did not reply to the first email.

The client replied on July 23, 2021 providing the required additional details of her application. Accordingly, the application was requested by Ms. Zita Marquez, mother of Ms. Melisa Rosales to cut one (1) blown-down tree locally known as Bagorilao located in Brgy. Sayao, Mogpog, Marinduque.

The undersigned verified the status of the request and gathered the following information, to wit:

1. On June 29, 2020 by Ms. Zita Marquez, applied for Tree Cutting Permit which was referred for inspection to Forest Ranger Leopoldo Lucernas.
2. Per inspection report dated July 10, 2020 of Forest Ranger Leopoldo Lucernas, it was ascertained that the Bagorilao Tree were damaged by Typhoon "Tisoy" and found within the property of Ms. Zita Marquez in Barangay Sayao, Mogpog, Marinduque.

3. it was forwarded to the regional office through a Memorandum dated July 28, 2020 together with all the pertinent requirements.

4. the request was forwarded by the Regional office to the Central office through a Memorandum dated June 18, 2021 addressed to the Office of the Undersecretary for field Operations and Environment, attention the Forest Management Bureau (FMB) for approval.

### **III. Action taken**

1. The undersigned already informed Melisa Rosales about the status of the application of Ms. Zita Marques through an email on July 23, 2021.

### **IV. Attachments**

- A. Copy of Email form the Publica Assistance Division- Office of the Vice- President of the Philippines.
- B. Copy of Email to Melisa Rosales.
- C. Copy of Memorandum for the Secretary Dated June 18, 2020
- D. Copy of Endorsement to the Regional Office dated July 28, 2020.

  
**DON GIBSON D. MERCADO, RPF**  
Forester I