



December 21, 2022

MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA Region

THRU : The Assistant Regional Director for Management Services

ATTENTION : The Chief, Planning and Management Division

FROM : The OIC – PENR Officer

SUBJECT : **SUBMISSION OF THE SECOND SEMESTER,
CY 2022 MONITORING REPORTS ON THE
STREAMLINING OF THE DEPARTMENT SERVICES PER
CITIZEN'S CHARTER**

In compliance with the Memorandum from the DENR Interim Director for Internal Audit Service and Sub-CART Head on SPICS regarding the Streamlining and Process Improvement of the Agency's Critical Services covering all Government-to-Citizens (G2C), Government-to-Business (G2B), and Government-to-Government (G2G) transactions as declared in the agency's Citizen's Charter, respectfully submitted the filled-out Second Semester, CY 2022 Streamlining Monitoring Forms as well as the Means of Verifications (MOVs) of the DENR-PENRO Marinduque using the prescribed templates for the following services, to wit:

a. Admin & Finance Services

- RO-AF-01. Issuance of Certification of No Records/Appeal/Motion for Reconsideration, etc.
- RO-AF-02. Document Authentication for General Circulation Documents
- RO-AF-03. Sale of Bidding Documents
- RO-AF-05-06-07. Processing of Payment of Claims

b. Forestry Services

- RO-F-01. Issuance of Private Tree Plantation Registration (PTPR)
- RO-F-03a. Issuance of Certificate of Verification (COV) for the Transport of Planted Trees Within Private Land, Non-Timber Forest Products Except Rattan and Bamboo
- RO-F-03b. Issuance of Certificate of Lumber Origin (CLO) for Processed Logs/Lumber from Wood Processing Plant (WPP) to Other WPP or Desired Destination
- RO-F-04. Application for Chainsaw Registration
- RO-F-05. Issuance of Tree Cutting and/or Earthballing Permit for Trees Affected by Projects of National Government Agencies (DPWH, DOTR, DepEd, DA, DOH, CHED, DOE, and NIA)
- RO-F-06. Issuance of Tree Cutting Permit for Planted Trees and Naturally Growing Trees Found Within Public Places (Plaza, Public Parks, School Premises or Political Subdivisions for Purposes of Public Safety)
- RO-F-07. Issuance of Private Land Timber Permit (PLTP) for Non-Premium Species, or Special PLTP (SPLTP) for Premium/Naturally-Grown Trees Within Private/Titled Lands

c. Lands Services

- RO-L-01. Issuance of Certification of Land Status and/or Certification of Survey Claimant
- RO-L-02. Issuance of Survey Authority
- RO-L-03. Application for Free Patent (Agricultural)
- RO-L-04. Application for Free Patent (Residential)

SPICS Monitoring Forms (in pdf and excel formats) and MOVs can be viewed and downloaded via this Google Drive link:

https://drive.google.com/drive/folders/1PbiQvoe_2p2BDew_rFT1414wVfuIXrMd?usp=share_link.

For information and record.


IMELDA M. DIAZ