



Republic of the Philippines
Department of Environment and Natural Resources
Region IV- MIMAROPA

COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

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February 18, 2022

MEMORANDUM

FOR : The Regional Executive Director
DENR-MIMAROPA Region
L&S Building, 1515 by Roxas Blvd., Ermita, Manila

THRU : The Provincial Environment and Natural Resources Officer – Palawan
Sta. Monica, Puerto Princesa City

FROM : The Community Environment and Natural Resources Officer

SUBJECT : **VARIOUS SERVICES AND PROCESSES IN THIS JURISDICTION**

With due respect, submitting the attachment consisting ten (10) pages is the list of services along with the corresponding processes being attended to in this jurisdiction. This is compliance to the call-up memorandum of the Assistant Regional Director (ARD) for Management Services Donna Mayor-Gordove, CESO IV, dated February 11, 2022. Our references hereon are the DENR's Citizen's Charter and the SECSIME.

Please acknowledge the receipt hereof. Thank you.

DENR CENRO
TAYTAY, PALAWAN
RELEASED
BY: *li*
DATE: **FEB 18 2022** *0538*



ALAN L. VALLE



**VARIOUS SERVICES IN DENR-CENRO TAYTAY-EL NIDO, PALAWAN
WITH THE CORRESPONDING PROCESSES IN ACCORDANCE WITH THE
SECSIME AND DENR'S CITIZEN'S CHARTER**

A. Administrative and Support Section

SERVICE	PROCESS	RESPONSIBLE
Issuance of Certification of No Records/Appeal/ Motion of Reconsideration, Etc. (RO-AF-01)	1. Accomplish request with attachment of complete requirements	Customer
	2. Receive and check the completeness of requirements, stamp the date and time on the request and enter into the log book and providing Document Action Information Form	Support Services Staff (Receiving Clerk)
	3. Verify all requirement and indicate amount to be paid in the Request Form	Records Officer
	4. Approve and sign Request Form	Records Officer
	5. Prepare/Approve Order of Payment	Support Services Staff/Records Officer/CENRO
	6. Pay Certification fee to the Cashier and issue Official Receipt	Customer/Credit Officer
	7. Check the Official Receipt. Verify and affix recommending initial in the draft Certification	Support Services Staff/Records Officer
	8. Affix recommendatory initial in the Certification	Records Officer/Section Chief
	9. Determine accuracy of the Certification and affix signature	CENRO
	10. Release the certification and forward the received Customer Request Form to Action Officer	Support Services Staff (Releasing Clerk)/Records Unit
	11. Receive the Certification	Customer
	12. File the Customer Request Form	Support Services Staff/Records Unit
Document Authentication for General Circulation	1. Accomplish Request Form and attach complete requirements	Customer

Documents (RO-AF-02)	2. Receive, check, and stamp date and time on the request. Upload the document to Document Tracking System and provide Document Action Information Form	Support Services Staff (Receiving Clerk)
	3. Check the availability of records and process the request (photocopy and stamp "Certified True Copy") and sign the certification or documents. Indicate the amount to be paid in the Request Form and Prepare Order of Payment	Support Services Staff and Records Officer
	4. Pay the Certification fee, accept the payment and issue Official Receipt	Customer/Credit Officer
	5. Check the Official Receipt and reproduce(photocopying) for filing purposes	Support Services Staff
	6. Release (stamp) the authenticated document	Support Services Staff (Releasing Clerk)
	7. Receive the requested authenticated document	Customer
	8. File the Customer Request Form and attachments	Support Services Staff
Prepared:  MARIANOR LILANG, JR. Development Management Officer IV		

B. Regulation and Permitting Section

Issuance of certification of land status and/or certification of survey claimant RO-L-01	1. File application with complete supporting documents	Customer
	2. Receive the request, record in logbook and/or Document Tracking System, and forward to Records Unit	Support Services Staff (Receiving clerk)
	3. Receive the documents, and check the lot status in the Land Administration and Management System (LAMS), allocation book or index card. Forward to Technical Staff.	Records Officer
	4. Receive request and prepare Order of Payment and forward the same to client.	Support Services Staff
	5. Receive Order of Payment and pay corresponding fee. Pay additional fee if the request includes Certification of Survey Claimant.	Credit Officer/Customer
	6. Receive payment and issue Official Receipt	Credit Officer

	7. Receive Official Receipt and forward the same to Technical Staff, RPS and Records Unit for projection and verification.	Technical (RPS) Staff/Records Officer
	8. Project the lot and verify land status and/or survey claimant of the area, prepare certification, and forward to CENR Officer.	Technical (RPS) Staff/Records Officer
	9. Receive, review, sign and approve the Certification.	CENRO
	10. Record and release documents.	Support Services Staff (Releasing clerk)
	11. Receive the Certification by the applicant.	Customer
Issuance of Survey Authority RO-L-02	1. Submit Letter Request with complete supporting requirements	Customer
	2. Check completeness of supporting documents based on the checklist, and receive and enter into the record book. Forward to RPS	Support Services Staff (Receiving Clerk)
	3. Receive request. Prepare Order of Payment and forward the same to client	RPS Staff
	4. Receive Order of Payment and pay corresponding fees.	Customer
	5. Accept payment, issued Official Receipt (OR) to the applicant	Credit Officer
	6. Photocopy and attach OR in the request, and record OR number in the Survey Authority form. Forward to Chief, RPS.	RPS Staff
	7. Receive request, and assign Land Management Inspector (LMI) Deputy Public Land Inspector (DPLI).	RPS Chief
	8. Conduct field investigation, prepare and submit Investigation Report with recommendation, and forward the same to Chief, RPS.	SI/LMI/DPLI
	9. Submit the document for endorsement of the CENRO to the PENRO for issuance of clearance by the Regional Office.	RPS Chief
	10. Endorse the issued clearance on the issuance of Survey Authority	Regional Office
	11. Receive the clearance from the Regional Office and instruct RPS to facilitate the issuance of Survey Authority	CENRO
	12. Inform the customer to proceed to the CENR Office together with his/her Geodetic Engineer for the signing of the Survey Authority permit	RPS
	13. Approve and sign Survey Authority, and forward to CENRO Records for release.	CENRO

	14. Assign the control number on Survey Authority and enter it into the record book.	Records Officer
	15. Release Survey Authority to client/GE.	Support Services Staff (Releasing Clerk)
	16. Receive Survey Authority, sign the duplicate copy, and forward the same to Records Officer for filing.	Customer/ Support Services Staff (Releasing Clerk)
Application for Free patent (Agricultural)	1. Submit accomplished Application Form to the CENR Office with complete supporting requirements	Customer
	2. Check completeness of application. If found in order, register, allocate, index and assign application number. Scan, encode and upload records in LAMS.	Records Officer
	3. Prepare Order of Payment and forward the same client.	Support Services Staff
	4. Accept payment, issue Official Receipt (OR) to the applicant.	Credit Officer
	5. Receive Official Receipt and forward the same to Records Unit/Section	Customer
	6. Accept OR, indicate OR number, amount paid, and date in the application form and forward the application to Chief, RPS	Records Officer/Support Services Staff
	7. Review application. Assign Land Management Inspector (LMI) Deputy Public Land Inspector (DPLI) for inspection and investigation.	Technical (RPS) Staff
	8. Prepare posting of notices at the barangay, municipal, or provincial hall where the property is situated.	Technical (RPS) Staff
	9. Travel to the barangay, municipality of province.	Technical (RPS) Staff
	10. Posting of Notices in the Barangay Hall.	BLGU/RPS Staff
	11. Simultaneously conduct investigation on the land being applied for.	SI/LMI/DPLI
	12. Get the signed proof of posting from the Barangay fifteen (15) days after posting, and prepare, sign and submit investigation report, and forward to LMO I.	Technical (RPS) Staff
	13. Screen the carpeta and prepare V37/certified lot data computation, Order of Award, and Judicial Form, and forward to Geodetic Engineer (GE).	Land Management Officer I
	14. Verify and certify the correctness of the Technical Description and forward the Chief, RPS.	Geodetic Engineer

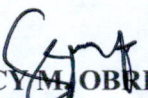
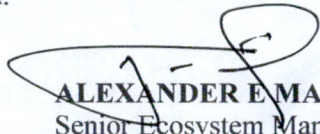
	<p>15. Do final screening of the carpeta and forward to CENRO for recommendation.</p> <p>16. Review and initial file copy of Patent and Sign Indorsement to PENRO for approval.</p> <p>17. Transmit carpeta to PENRO.</p>	<p>Technical (RPS) Chief</p> <p>CENRO</p> <p>Records Office/Support Services Staff</p>
Application for Free Patent (Residential)	<p>1. Submit accomplished application form to the CENR Office with complete supporting requirements</p> <p>2. Check completeness of application. If found in order, register, allocate, index and assign application number. Scan, encode and upload records in LAMS.</p> <p>3. Prepare Order of Payment and forward the same to client.</p> <p>4. Accept Order of payment, issued Official /receipt (OR) to the applicant.</p> <p>5. Receive Official Receipt and forward the same to Records Unit</p> <p>6. Accept OR, indicate OR number, amount paid, and date in the application form and forward the application to Chief, RPS.</p> <p>7. Review application. Assign Land Management Inspector (LMI)/Deputy Public Land Inspector (DPLI) for inspection and investigation.</p> <p>8. Prepare posting of notices at the barangay, municipal, or provincial hall where the property is situated.</p> <p>9. Travel to the barangay, municipality or province.</p> <p>10. Posting of Notice in the Barangay Hall.</p> <p>11. Get the signed proof of posting from the Barangay fifteen (15) days after posting.</p> <p>12. Conduct investigation on the land being applied for. Prepare, sign and submit investigation report, and forward to LMO I.</p> <p>13. Screen the carpeta and prepare V37/certified lot data computation, Order of Award, and Judicial Form, and forward to Geodetic Engineer (GE).</p> <p>14. Verify and certify the correctness of the Technical Description and forward to Chief, RPS.</p> <p>15. Do final screening of carpeta and forward to CENRO for recommendation.</p>	<p>Customer</p> <p>Records Officer</p> <p>Support Services Staff</p> <p>Customer/Credit Officer</p> <p>Customer</p> <p>Records Officer</p> <p>Chief, RPS</p> <p>RPS Staff</p> <p>RPS Staff</p> <p>BLGU/RPS Staff</p> <p>RPS Staff</p> <p>SI/LMI/DPLI</p> <p>Land Management Officer I</p> <p>Geodetic Engineer</p>

	16. Review and initial file copy of Patent and Sign Indorsement to PENRO for approval. 17. Transmit carpeta to PENRO.	Chief, RPS CENRO Records Officer/ Support Services Staff
Issuance of Private Tree Plantation Registration (PTPR)	1. Submission of letter request and supporting documents to CENRO 2. Check completeness, receive, record, and forward the request to CENR Officer 3. Receive application and forward to the Chief, Regulation and Permitting Section (RPS) 4. Conduct ocular field inspection, and prepare and sign report. Forward to Chief RPS. 5. Receive documents, prepare Order of Payment, and assign personnel to inspect/verify the request. 6. Receive Order of Payment and pay corresponding fee to the CENRO Cashier 7. Accept payment and issue Official Receipt to the client 8. Receive OR 9. Conduct ocular inspection, and prepare and sign report. Forward to Chief, RPS 10. Evaluate and review report and forward to Forest Utilization Unit (FUU) 11. Receive and review report. Prepare two (2) copies of PTPR and initial on the file copy, and forward to Chief, RPS 12. Receive and review report. Initial file copy and forward to CNR Officer 13. Receive and review report. Approve and sign PTPR. 14. Release the PTPR to the client and retain file copy 15. Receive approved PTPR	Customer Support Services Staff (Receiving Clerk) CENR Officer RPS Staff RPS Chief, RPS Staff Customer Credit Officer Customer RPS Staff RPS Chief FUU Staff RPS Chief CENRO Support Services Staff (Releasing clerk) Customer
Issuance of Certification	1. Submit letter request with supporting documents 2. Check completeness of the request and supporting documents, and forward the application to DMO IV/Deputy CENRO	Customer Support Services Staff (Receiving clerk)

	3. Receive and review the application and, and forward to Chief, RPS.	CENRO
	4. Receive application. Assign registered Forester/Third Party to the site.	RPS Chief
	5. Accompany/guide the registered Forester/Third Party to the Site	Customer
	6. Conduct field verification, inspection and scaling. Prepare certification.	RPS Staff
	7. Release duly certification	Support Services Staff (Releasing clerk)
	8. Receive copy of certification	Customer
	9. Submit copy of the Certification to the CENRO	Support Services Staff
Issuance of Certificate of Verification (COV)	1. Submit request letter and supporting documents	Customer
	2. Check completeness of request and supporting documents, receive application and forward to CENR Officer/Deputy CENR Officer	Support Services Staff (Receiving Clerk)
	3. Receive and review application. Forward to Chief, RPS	CENRO
	4. Receive, review/evaluate request, and assign a team to conduct verification.	RPS Chief
	5. Prepare Order of Payment	Support Services Staff
	6. Receive Order of Payment and pay corresponding fees	Customer
	7. Accept payment and issue official Receipt to the client	Credit Officer
	8. Receive OR	Customer
	9. Inspect the forest products in the area, and prepare Inspection Report and draft Certificate of Verification (CoV) and initial duplicate copy of CoV.	Technical (RPS) Staff
	10. Review inspection report and affix initial in the duplicate copy of CoV. Forward to CENR Officer for approval.	RPS Chief
	11. Receive and review report. Sign and approve CoV.	CENRO
	12. Release CoV.	Support services Staff (Releasing Clerk)
	13. Receive CoV.	Customer
Issuance of tree cutting and/or earth balling permit for DPWH projects	1. Submit the request application with complete supporting documents to CENR Office	Customer
	2. Check completeness of applications, and forward	Support Services Staff

	to Deputy CENR Officer/CENR Officer	(Receiving Clerk)
	3. Review and refer the application to Chief, RPS	CENRO
	4. Receive and review application. Forward application and instruct Chief of concerned Unit/Section to process permit.	RPS Chief
	5. Conduct field inspection, inventory and scaling. Prepare sign and submit report.	Technical (RPS) Staff
	6. Review report. Prepare cutting permit, initial and forward to the Chief, RPS for review and initial.	Technical (RPS) Staff
	7. Review, initial and forward the cutting permit to the Deputy CENR Officer/CENR Officer.	RPS Chief
	8. Review and sign/ approve the Tree Cutting Permit (TCP).	CENRO
	9. Record ad release, the approved TCP.	Support Services Staff (Releasing Clerk)
	10. Receive TCP.	Customer
Issuance of Tree Cutting Permit for planted trees (tenured forestland or private land), or trees (planted or naturally grown) that pose threat to human lives and properties	1. Submit letter request and supporting documents	Customer
	2. Check completeness of application and supporting documents, and receive and forward the application to Deputy CENR Officer/CENR Officer.	Support Services Staff (Receiving Clerk)
	3. Prepare Order of Payment	Support Services Staff
	4. Pay certification and oath fee.	Customer
	5. Accept payment and issue Official Receipt (OR)	Credit Officer
	6. Receive OR	Customer
	7. Receive, review and refer the application to Chief, RPS	Technical (RPS) Staff
	8. Receive and review the application, and assign inspection team to conduct site inspection.	RPS Chief
	9. Guide/accompany the inventory team to the site	Customer
	10. Conduct inspection of the area and prepare report with attachment (map, geo-tagged photos and tally sheets) and endorsement to PENR Office. Forward to Chief, RPS.	Technical (RPS) Staff
	11. Review the inspection report and submit recommendation to CENRO.	RPS Chief
	12. Receive and review the application and inspection report. Approve recommendation. Sign the endorsement to PENRO Office.	CENRO
	13. Record and release the application, supporting	Support Services Staff

	documents and endorsement to PENRO.	(Releasing Clerk)
Issuance of Private Land Timber Permit (PLTP) for non premium species, or Special Private Land Timber Permit (SPLTP) for premium/naturally grown trees within private/titled lands	<ol style="list-style-type: none"> 1. Submit letter request and supporting documents. 2. Check completeness of application and supporting documents, and receive and forward the application to Deputy CENR Officer/CENR Officer. 3. Prepare Order of Payment 4. Pay certification and oath fee 5. Accept payment and issue Official Receipt (OR) 6. Receive Official Receipt 7. Receive review refer the application to Chief, RPS 8. Receive and review the application, and assign inspection team to conduct site inspection 9. Guide/accompany the inventory team to the site 10. Conduct inspection of the area and prepare report with attachment (map, geo-tagged photos and tally sheets) and endorsement to PENR Office. Forward to Chief, RPS. 11. Review the inspection report and submit recommendation to CENRO. 12. Receive and review the application and inspection report. Approve recommendation. Sign the endorsement to PENR Office. 13. Record and release the application, supporting documents and endorsements to PENR Office. 	<p>Customer</p> <p>Support Services Staff (Receiving Clerk)</p> <p>Support Services Staff</p> <p>Customer</p> <p>Credit Officer</p> <p>Customer</p> <p>CENRO</p> <p>RPS Chief</p> <p>Customer</p> <p>Technical (RPS) Staff</p> <p>RPS Chief</p> <p>CENRO</p> <p>Support Services Staff (Releasing Clerk)</p>
Quarry Permit/Commercial Sand and Gravel Permit	<ol style="list-style-type: none"> 1. Submit application (MGB Form Mo 8-3, 8-3A, 8-4 or 8-4A) Regional Office/PMRB concerned 2. Secure payment of the filing and processing fees (Annex 5-A) 3. The applicant shall submit at least two (2) sets of the mandatory requirements: <ul style="list-style-type: none"> • Location Map/Sketch Plan • Area Clearance from the government agencies/LGU • Work Program • An application (MGB Form No. 16-04) for or a CEMCRR • ECC • Proof of technical competence • Proof of financial capability • Photocopy of Articles of Incorporation/Partnership/Association, By-Laws and Certificate of Registration <p>*The Provincial Governor shall approve the application</p>	<p>Customer</p>

Government Gratuitous Permit	The Gratuitous Permit Application shall be filed and submitted to the PMRB 1. Submit Application Form (MGB Form No. 8-3B) 2. Project Proposal 3. Sketch Map/Location Plan 4. ECC 5. EPEP 6. Area Status/Clearance from MGB *The Provincial Governor/City Mayor shall approve the application	Customer
Private Gratuitous Permit	The Gratuitous Permit Application shall be filed and submitted to the PMRB 1. Submit Application Form (MGB Form No 8-3B) 2. Proof of Land Ownership 3. Sketch Map/Location Plan	Customer
<div>Prepared:  PRECYM OBRIQUE Forest Technician II</div> <div>Checked:  ALEXANDER E. MANCIO Senior Ecosystem Management Specialist Chief, Regulation and Permitting Section</div>		

Nothing more follows