



Office on Municipal Environment and Natural Resources

External Services



1. ISSUANCE OF CERTIFICATION FOR CUTTING PERMIT OF PLANTED TREES TO CENRO MIDSAYAP

Certifications provide specific information and will be used for any legal transactions and purposes.

Office of Division	MENRO			
Classification	Simple			
Type of Transaction	Government to Client			
Who may Avail	All			
CHECKLIST OF REQUIREMENTS:			WHERE TO SECURE:	
<ul style="list-style-type: none"> ○ Barangay Certification ○ Photocopy of the Proof of ownership/Land title, Deed of sale ○ Picture ○ Chainsaw Permit 			Barangay Concerned From the owner From the owner From the owner/ DENR	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Logging in of client for office recording purposes	Evaluate, verify and assess the documents	1-50 Hills 100.00	10 minutes	Environmental Management Specialist II/ MENRO Designate
2. Present all documents	Issue order of payment at MTO	51-250 Hills 300.00		
	Prepare certification	251 Hills and above 2.00/hill		
	Secure office file copy and release the certification			
	TOTAL		10 minutes	



2. ISSUANCE OF CERTIFICATION FOR TRANSPORT PERMITS OF PLANTED TREES TO CENRO MIDSAYAP

Certifications provide specific information and will be used for any legal transactions and purposes.

Office of Division	MENRO			
Classification	Simple			
Type of Transaction	Government to Citizen			
Who may Avail	All			
CHECKLIST OF REQUIREMENTS:			WHERE TO SECURE:	
<ul style="list-style-type: none"> ○ Barangay certification ○ Photocopy of the Proof of ownership/Land title Deed of sale ○ Picture ○ Volume/sizes of assorted formed lumber ○ Name of the driver and plate # of the unit 			Barangay Concerned From the Owner From the Owner From the Owner From the Owner	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Logging in of client for office recording purposes	Evaluate, verify and assess the documents	100	10 minutes	Environmental Management Specialist II/ MENRO Designate
2. Present all documents	Issue order of payment at MTO			
	Prepare certification			
	Secure office file copy and release the certification			
	TOTAL	P 100.00	10 minutes	



3. ISSUANCE OF ENDORSEMENTS FOR CHAINSAW REGISTRATION TO CENRO MIDSAYAP

Certifications provide specific information and will be used for any legal transactions and purposes.

Office of Division	MENRO			
Classification	Simple			
Type of Transaction	Government to Client			
Who may Avail	All			
CHECKLIST OF REQUIREMENTS:			WHERE TO SECURE:	
<ul style="list-style-type: none"> ○ Barangay Certification ○ Official Receipt/ Buyer and Seller Agreement ○ Cedula ○ Chainsaw Serial Number 			Barangay Concerned From the Owner Barangay Concerned From the Owner	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Logging in of client for office recording purposes	Evaluate, verify and assess the documents	500.00	10 minutes	Environmental Management Specialist II/ MENRO Designate
2. Present all documents	Issue order of payment at MTO			
	Prepare endorsement			
	Secure office file copy and release the certification			
TOTAL		P 500.00	10 minutes	



4. ISSUANCE OF ENDORSEMENT OR RECOMMENDATION FOR SAG PERMIT AS REQUISITE IN OBTAINING MAYORS PERMIT

Certifications provide specific information and will be used for any legal transactions and purposes.

Office of Division	MENRO			
Classification	Complex			
Type of Transaction	Government to Client			
Who may Avail	All			
CHECKLIST OF REQUIREMENTS:			WHERE TO SECURE:	
<ul style="list-style-type: none"> ○ Duly Accomplished Application Form ○ Location or Sketch Map Plan of the Area duly signed by the Geodetic Engineer ○ Proof of Ownership or Land Title ○ Written Consent or Permission from the Land Owners and surface Owners of the Area applied and its adjacent lot ○ Area Clearance <ul style="list-style-type: none"> ● <i>Barangay Clearance and Resolution Interposing No Objection</i> ● <i>PAMB Clearance</i> ● <i>DPWH Clearance</i> ● <i>NIA Clearance</i> ● <i>NCIP Clearance</i> ○ Four (4) Colored Pictures Position in the Quarry Area (North, East, West & South) ○ SB Resolution 			PMRB (Province) Licensed Geodetic Engineer From the Owner From the Land Owners Brgy. Council of the Area Location PAMB/ DENR, Midsayap DPWH 2 nd District of Cotabato NIA Office, Amas, Kidapawan City NCIP Office, Libungan, Cotabato From the Owner Quarry Site SB Office, LGU Alamada	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Logging in of client for office recording purposes	Evaluate, verify and assess the documents	500.00	10 minutes	Environmental Management Specialist II/ MENRO Designate
2. Present all documents	Conduct inspection of the area		3 hours	
	Issuance of order slip for payment at MTO and preparation of endorsement/recommendation		5 minutes	
	Secure office file copy and release the endorsement/recommendation			
	TOTAL	P 500.00	3 hours & 15 minutes	



5. ISSUANCE OF ESWM CERTIFICATE FOR BUSINESS PERMIT

Certifications provide specific information and will be used for any legal transactions and purposes.

Office of Division	MENRO			
Classification	Simple			
Type of Transaction	Government to Client			
Who may Avail	All			
CHECKLIST OF REQUIREMENTS:			WHERE TO SECURE:	
<ul style="list-style-type: none"> ○ Application Form ○ DTI Permit ○ Proof of Payment/ OR 			BPLO From the Owner/ DTI Sub-Office MTO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Logging in of client for office recording purposes	Evaluate, verify and assess the documents	100.00	5 minutes	Environmental Management Specialist II/ MENRO Designate
2. Present all documents	Recording/ Logging in of the Client/ Owner			
	Preparation and issuance of certificate			
TOTAL		P 100.00	5 minutes	