

### Office on Municipal Environment and Natural Resources

**External Services** 



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

Office of Division	MENRO			
Classification	-	-		
		Simple		
Type of Transaction Who may Avail	All	Government to Client		
		Te.		O SECURE:
CHECKLIST		13.		U SECORE.
<ul> <li>Barangay Certification</li> <li>Photocopy of the Proof of ownership/Land title, Deed of sale</li> <li>Picture</li> <li>Chainsaw Permit</li> </ul>		Barangay Concerned From the owner From the owner From the owner/ DENR		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol> <li>Logging in of client for office recording purposes</li> <li>Present all documents</li> </ol>	Evaluate, verify and assess the documents Issue order of payment at MTO Prepare certification	1-50 Hills 100.00 51-250 Hills 300.00 251 Hills and above 2.00/hill	10 minutes	Environmental Management Specialist II/ MENRO Designate
	Secure office file copy and release the certification			
	TOTAL		10 minutes	



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

Office of Division	MENRO				
Classification	Simple				
Type of Transaction	Government to	Government to Citizen			
Who may Avail	All	All			
CHECKLIS	<b>FOF REQUIREMEN</b>	TS:	WHERE T	O SECURE:	
<ul> <li>Barangay certification</li> <li>Photocopy of the Proof of ownership/Land title Deed of sale</li> <li>Picture</li> <li>Volume/sizes of assorted formed lumber</li> <li>Name of the driver and plate # of the unit</li> </ul>		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	
<ol> <li>Logging in of client for office recording purposes</li> <li>Present all documents</li> </ol>	Evaluate, verify and assess the documents Issue order of payment at MTO Prepare certification Secure office file copy and release the certification	100	10 minutes	Environmental Management Specialist II/ MENRO Designate	
	TOTAL	P 100.00	10 minutes		



#### 3. ISSUANCE OF ENDORSEMENTS FOR CHAINSAW REGISTRATION TO CENRO MIDSAYAP

Classification         Simple           Type of Transaction         Government to Client           Who may Avail         All           CHECKLIST OF REQUIREMENTS:         WHERE TO SECURE:           Barangay Certification         Barangay Concerned           Official Receipt/ Buyer and Seller Agreement         Barangay Concerned           Chedula         Chainsaw Serial Number         Barangay Concerned           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         Issue order of payment at MTO         500.00         10 minutes         Environmental Management Specialist II/ MENRO Designate           2. Present all documents         Issue order of payment at MTO         500.00         10 minutes         Environmental Management Specialist II/ MENRO Designate	Office of Division	MENRO			
Type of TransactionGovernment to ClientWho may AvailAllCHECKLIST OF REQUIREMENTS:WHERE TO SECURE:•Barangay CertificationBarangay Concerned•Official Receipt/ Buyer and Seller AgreementFrom the Owner•CedulaBarangay Concerned•Chainsaw Serial NumberFEES TOCLIENT STEPSAGENCY ACTIONFEES TO BE PAIDPROCESSING TIMEPERSON1. Logging in of client for office recording purposesEvaluate, verify and assess the documentsFOULD IN TIMERESPONSIBLE2. Present all documentsIssue order of payment at MTO500.0010 minutesEnvironmental Management Specialist II/ MENRO Designate2. Present all documentsSecure office file copy and release the certification500.0010 minutesEnvironmental Management Specialist II/ MENRO	Classification	Simple	-		
CHECKLIST OF REQUIREMENTS:WHERE TO SECURE:•Barangay CertificationBarangay Concerned•Official Receipt/ Buyer and Seller AgreementBarangay Concerned•CedulaChainsaw Serial NumberBarangay Concerned•Chainsaw Serial NumberFEES TOBarangay Concerned•CLIENT STEPSAGENCY ACTIONFEES TO BE PAIDPROCESSING TIMEPERSON RESPONSIBLE1. Logging in of client for office recording purposesEvaluate, verify and assess the documentsFEES TO BE PAIDPROCESSING TIMEPERSON RESPONSIBLE2. Present all documentsIssue order of payment at MTO500.0010 minutesEnvironmental Management Specialist II/ MENRO Designate2. Present all documentsSecure office file copy and release the certificationSecure office file copy and release the certification10 minutes	Type of Transaction				
o       Barangay Certification         o       Official Receipt/ Buyer and Seller Agreement         o       Cedula         o       Chainsaw Serial Number         EllENT STEPS       AGENCY ACTION         FEES TO BE PAID       PROCESSING TIME         1. Logging in of client for office recording purposes       Evaluate, verify and assess the documents         2. Present all documents       Issue order of payment at MTO         Prepare endorsement       500.00         10 minutes       Environmental Management Specialist II/ MENRO Designate					
• Barangay Certification       • Official Receipt/ Buyer and Seller Agreement       • From the Owner         • Cedula       • Chainsaw Serial Number       • Barangay Concerned         • CLIENT STEPS       AGENCY ACTION       FEES TO BE PAID       PROCESSING       PERSON RESPONSIBLE         1. Logging in of client for office recording purposes       Evaluate, verify and assess the documents       Issue order of payment at MTO       FOULTION       Environmental Management         2. Present all documents       Issue order of payment at MTO       500.00       10 minutes       Environmental Management         Secure office file copy and release the certification       Secure office file copy and release       500.00       10 minutes       Environmental Management	CHECKLIST	OF REQUIREMENT	rs:	WHERE T	O SECURE:
CLIENT STEPSACTIONBE PAIDTIMERESPONSIBLE1. Logging in of client for office recording purposesEvaluate, verify and assess the documents	<ul> <li>Official Receipt/ Buyer and Seller Agreement</li> <li>Cedula</li> </ul>		From the Owner Barangay Concerned		
for office recording purposesand assess the documentsand assess the documentsEnvironmental Management2. Present all documentsIssue order of payment at MTO500.0010 minutesEnvironmental Management Specialist II/ MENRO DesignatePrepare endorsementSecure office file copy and release the certificationSecure office file copy and release the certification10 minutes	CLIENT STEPS	-			
copy and release the certification	for office recording purposes 2. Present all	and assess the documents Issue order of payment at MTO Prepare	500.00	10 minutes	Management Specialist II/ MENRO
		copy and release	P 500.00	10 minutes	



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

Office of Division	MENRO				
Classification	Complex				
Type of Transaction	Government to Client				
Who may Avail All					
CHECKLIST	OF REQUIREMENT	rs:	WHERE TO SECURE:		
<ul> <li>Location or Ske</li> </ul>			PMRB (Province) Licensed Geodetic Engineer		
<ul> <li>Proof of Ownership or Land Title</li> <li>Wrtitten Consent or Permission from the Land Owners and surface Owners of the Area applied and its adjacent lot</li> </ul>		From the Owner From the Land Owners			
<ul> <li>Area Clearance</li> <li>Barangay Clearance and Resolution Interposing No Objection</li> <li>PAMB Clearance</li> <li>DPWH Clearance</li> <li>NIA Clearance</li> <li>NCIP Clearance</li> <li>Sour (4) Colored Pictures Position in the Quarry Area (North, East, West &amp; South)</li> <li>SB Resolution</li> </ul>		Brgy. Council of the Area Location PAMB/ DENR, Midsayap DPWH 2 <sup>nd</sup> 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		10 minutes		
2. Present all documents	Conduct inspection of the area		3 hours	Environmental	
	Issuance of order slip for payment at MTO and preparation of endorsement/reco mmendation	500.00	5 minutes	Management Specialist II/ MENRO Designate	
	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

Office of Division	MENRO				
Classification	Simple				
Type of Transaction		Government to Client			
Who may Avail	All				
CHECKLIST	OF REQUIREMENT	rs:	WHERE T	O SECURE:	
<ul> <li>Application Form</li> <li>DTI Permit</li> <li>Proof of Payment/ OR</li> </ul>			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				
2. Present all documents	Recording/ Logging in of the Client/ Owner	100.00	5 minutes	Environmental Management Specialist II/ MENRO Designate	
	Preparation and issuance of certificate				
	TOTAL	P 100.00	5 minutes		