

ISSUANCE OF GOVERNOR'S CERTIFICATION FOR TREE CUTTING PERMIT

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Submit Tree Cutting Request	Receives the Application request		1 minute	-	PENR Staff	PENR Office , Capitol Annex building
	-	Evaluate and verify of submitted requirements	Request letter addressed to the Provincial Governor for the issuance of Certification with attachments as follows: a.) Photocopies of land title where the tree/s are situated	10 minutes	-		
	-	Schedule for joint pre-inspection and marking of trees	b.) Sketch map/plan of the titled property c.) Pictures of the whole tree/s being requested for cutting d.) Barangay Certification - that the subject/s tree/s is situated within his/her lot area	4 hours	-		
	-	Conduct of joint-inspection and actual marking of trees		within the day	-		
							Variable-based on the request. Time depends on the availability of vehicle and distance and consider other factors (road condition, etc.)

		Prepare evaluation reports which will be the basis for the preparation of Governor's Clearance	Request letter addressed to the Provincial Governor for the issuance of Certification with attachments as follows: a.) Photocopies of land title where the tree/s are situated b.) Sketch map/plan of the titled property c.) Pictures of the whole tree/s being requested for cutting d.) Barangay Certification - that the subject/s tree/s is situated within his/her lot area	30 minutes	-	PENR Staff	PENR Office , Capitol Annex building
		Endorse for Governor's Approval		variable	-	Provincial Governor	PGO 2nd Floor Capitol, Main Building
2	Pay Certification Fee	Receive Payment for Certification		variable	-	Certification Fee based on Benguet Revenue Code Provincial Treasury Office- Tax Mapping Division personnel - TM I, II & IV	First Floor, Main Capitol Building
3	Receive Governor's Certification	Issue of Governor's Certification	Official Receipt	2 minutes	-	PENR Staff	PENR Office, Capitol Building Annex

PROCESSING OF PERMITS: COMMERCIAL SAND AND GRAVEL and QUARRY PERMIT

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Submit request for Sand and Gravel permit and Quarry permit	Receives applicant from duly accomplished by applicant	Mandatory requirements 1. Application letter address to the Hon. Governor 2. Survey plan of the applied area (max. of 5 hectares) 3. Application form duly accomplished by applicants; 4. Endorsement from concerned;	5 minutes	-	PENRO LGU Staff	PENR Office , Capitol Annex building
2	Pay fees for commercial or Industrial Permit	Payment of fees at the PTO: a) Commercial b) Industrial	<ul style="list-style-type: none"> • Barangay Council Endorsement/ clearance • Municipal Council Endorsement/ Clearance /Permit 5. Provincial Permit /Clearance 6. Area Status and Clearance (MGB -CAR) 7. Protected Area Management Board (PAMB) clearance (if within Protected Area) 8. Environmental Compliance Certificate (ECC) (DENR-EMB-CAR) 9. Surety Bond 10. Work program/safety Health Environment Program 11. Copy of the duly registered Article of Partnership or Articles of Incorporation and by Laws in case of Corporation or Partnership; DTI- for Sole-proprietor 12. Original copy of the registered Special Power of Attorney, if the application is filed by an agent of the applicant 13. DPWH clearance 	10 minutes	Based on the Revenue Code	PTO Land Tax	First Floor, Main Capitol Building
3	Comply Requirement	Request client to comply with Mandatory requirements		Depends on how the applicant process the mandatory requirements	-	PENR Staff	PENR Office , Capitol Annex building
	-	Inspection and evaluation of the applied area by the TWG-PMRB LGU Benguet		1 day	-		

	<p>-</p> <p>Preparation of inspection and evaluation report as basis for the PMRB Resolution to issue the permit</p>	<p>Mandatory requirements</p> <ol style="list-style-type: none"> 1. Application letter address to the Hon. Governor 2. Survey plan of the applied area (max. of 5 hectares) 3. Application form duly accomplished by applicants; 4. Endorsement from concerned; <ul style="list-style-type: none"> • Barangay Council Endorsement/ clearance • Municipal Council Endorsement/ Clearance /Permit 5. Provincial Permit /Clearance 6. Area Status and Clearance (MGB -CAR) 7. Protected Area Management Board (PAMB) clearance (if within Protected Area) 	<p>8 hours</p>	<p>-</p> <p>PENR Staff</p>	<p>PENR Office , Capitol Annex building</p>
	<p>-</p> <p>Preparation of permit with complete attachment and forward to the Governor for evaluation and approval</p>	<ol style="list-style-type: none"> 8. Environmental Compliance Certificate (ECC) (DENR-EMB-CAR) 9. Surety Bond 10. Work program/safety Health Environment Program 11. Copy of the duly registered Article of Partnership or Articles of Incorporation and by Laws in case of Corporation or Partnership; DTI- for Sole-proprietor 12. Original copy of the registered Special Power of Attorney, if the application is filed by an agent of the applicant 13. DPWH clearance 	<p>30 minutes within one day plus registration to PMRB</p>	<p>-</p> <p>Provincial Governor</p>	<p>PGO 2nd Floor Capitol, Main Building</p>
<p>4</p>	<p>Receive Processing Permit</p> <p>Release or issuance of permit</p>	<p>Official Receipt</p>	<p>5 minutes</p>	<p>Certification Fee based on Benguet Revenue Code</p> <p>PENR Staff</p>	<p>PENR Office, Capitol Building Annex</p>