CITIZEN'S CHARTER NO. R3-F-09. ISSUANCE OF CERTIFICATE OF REGISTRATION AS LUMBER DEALER (New & Renewal)

This Permit serves as proof of authorization to be a dealer of wood products (local) as evaluated by DENR in accordance with Republic Act No. 1239 dated June 8, 1955 and Memorandum Order No. 13 dated August 20, 1986

Office/Division:	DENR CENRO/PENRO to Regional Office
Classification:	Complex
Type of Transaction:	G2B - Government to Business
	G2C - Government to Citizen
Who may Avail of the Service:	Any Filipino Citizen, private corporation
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Duly accomplished application form (1 original, 4 photocopies)	CENRO/PENRO
2. Mayor's Permit (5 photocopies)	LGU
3. Income Tax Return for the last two (2) years (5 photocopies)	Bureau of Internal Revenue (BIR)
4. DTI Certificate/SEC Certificate (5 photocopies)	Department of Trade and Industry (DTI)
5. Lumber Supply Contract from legitimate supplier (certified photocopies)	Legitimate Supplier / Requesting Party
6. Geotagged photo of the proposed lumber yard (5 copies)	Requesting Party in coordination with PENRO/CENRO
7. Business Plan (1 original, 4 photocopies)	Requesting Party
8. Performance Evaluation Report (for renewal only)	CENRO/PENRO
9. Fees (Php2,116.00)	CENRO/PENRO

Client Steps	Agency Action	Fees To Be Paid	Processing Time	Persons Responsible
CENRO				
1. Submit duly accomplished Application Form and supporting documents to CENRO.	1. Check completeness of documents, receive, record, and forward the request to concerned unit.	None	15 minutes	*Receiving/Releasing Clerk, CENRO Records Unit*
	2. Receive documents, prepare Order of Payment, and assign personnel to inspect/verify the request.	None	30 min.	Technical Staff/Chief, RPS
2. Receive Order of Payment and pay corresponding fee to the CENRO Bill Collector.	3.Accept payment and issue Official Receipt to the client.	Application Fee – Php 600.00 Registration Fee – Php 480.00 Oath Fee – Php 36.00 Cash Bond –Php 1,000.00) (*per DAO 2004-16)*	30 min.	*Bill Collector , Cashier*
	4. Evaluate the application and schedule for inspection.	None	45 min.	*Inspection Team*
3. Assist the inspection team	5. Conduct inspection and take geotagged photo of the lumber yard, prepare inspection report	None	3 days	Inspection Team/Technical Personnel
	6. Review the inspection report and endorsed to CENRO.	None	40 min.	Chief, RPS
	7. Endorse the application and forward to PENR Office	None	40 min.	CENRO
	8. Record and release the endorsement to PENRO	None	1 day	*Receiving/Releasing Clerk, CENRO Records Unit*
Sub-Total 2 days 3 hours 50 minutes				

PENRO				
	9.Receive documents and forward to Chief, TSD	None	20 min.	*Receiving/Releasing Clerk, PENRO Records Unit*
	10.Review and prepare Memorandum/Endorsement to RO for approval	None	2 hrs.	Chief, TSD, PENRO
	11.Record and release the endorsement to RO (with complete requirements)	None	1 day	*Receiving/Releasing Clerk, PENRO Records Unit*
		Sub-Total	**1 day, 2 hours & 20 min.**	
Regional Office				
	12. Received application and forward to Chief, LPDD	None	15 minutes	*Receiving/Releasing Clerk, RO Records Unit*
	13. Review, evaluate the completeness of the application and prepare Certificate of Registration as Lumber Dealer and endorse to RED thru ARD for Technical Services for signature	None	2 hrs.	Chief, LPDD Chief, Technical Staff
	14. Review, countersign Certificate of Registration as Lumber Dealer and sign Memorandum and endorse to RED for approval	None	45 min.	ARD for Technical Services
	15. Review and sign the Certificate of Registration as Lumber Dealer as Lumber Dealer	None	45 min.	Regional Executive Director
	16.Record and release the Certificate of Registration as Lumber Dealer	None	10 min	*Receiving/Releasing Clerk, RO Records Unit*
4.Receive Certificate of Registration as Lumber Dealer				Permittee
	Sub-Total	**Local - Php 2,116**	**3 hrs and 55 minutes**	
	CENRO SUB-TOTAL	**4 days, 3 hours and 20 minutes**		
	PENRO SUB-TOTAL	**1 day, 2 hours and 20 minutes**		
	REGIONAL OFFICE SUB-TOTAL	**3 hours and 55 minutes**		
	TOTAL	**5 days, 9 hours and 35 minutes**		