



DEPARTMENT OF ENVIRONMENT AND  
NATURAL RESOURCES (DENR)

CITIZEN'S CHARTER

2026 (1<sup>st</sup> Edition)





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## **I. MANDATE (E.O. 192, s. 1987)**

The Department is the primary agency responsible for the conservation, management, development, and proper use of the country's environment and natural resources, specifically forest and grazing lands, mineral resources, including those in reservation and watershed areas, and lands of the public domain, as well as the licensing and regulation of all natural resources as may be provided for by law in order to ensure equitable sharing of the benefits derived therefrom for the welfare of the present and future generations of Filipinos.

To accomplish this mandate, the Department shall be guided by the following objectives:

1. Assure the availability and sustainability of the country's natural resources through judicious use and systematic restoration or replacement, whenever possible;
2. Increase the productivity of natural resources in order to meet the demands for forest, mineral, and land resources if a growing population;
3. Enhance the contribution of natural resources for achieving national economic and social development;
4. Promote equitable access to natural resources by the different sectors of the population; and
5. Conserve specific terrestrial and marine areas representative of the Philippine natural and cultural heritage for present and future generations.

## **II. VISION**

A nation enjoying and sustaining its natural resources and a clean and healthy environment.

## **III. MISSION**

To mobilize our citizenry in protecting, conserving, and managing the environment and natural resources for the present and future generations.



#### IV. SERVICE PLEDGE

We, the Officials and employees of the Department of Environment Natural Resources, hereby pledge our commitment to:

- **Provide efficient, prompt, and corrupt-free services** tantamount to the **protection, conservation, management of the environment and natural resources;**
- **Ensure strict compliance to laws, rules and regulations and high degree of professionalism** in the conduct of the DENR business and non-business processes; and
- **Attend to all applicants or requesting parties who are within the premises of the office** prior to end of official working hours and during lunch break.



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**DENR CENTRAL OFFICE**  
**Administrative and Finance**  
**(Internal and External Services)**



## CITIZEN'S CHARTER NO. CO-AF-01. AUTHENTICATION OF RECORD/S\*

Authentication of record/s is made upon request of a requesting party (DENR personnel, official or external clientele) for a certified true copy of a record/ records issued by the DENR and being filed in the Records Management Division. The purpose for the request is included in the Request Form.

<b>Office or Division:</b>	Records Management Division (RMD), DENR Central Office
<b>Classification:</b>	Simple
<b>Type of Transaction</b>	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government
<b>Who may avail:</b>	All Permanent, Casual and Contractual Personnel and Officials of DENR Central, Regional, PENR and CENR Offices, Bureaus (including Central and Regional Offices), and Head of Attached Agencies; and External Clientele
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Letter Request or Request Form (1 original)	Requesting Party, or Receiving Area, RMD
2. Government issued ID (present 1 original)	Requesting Party
<b>Additional if from the Government Sector</b>	
3. Official Letter Request (1 original)	Requesting Party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Accomplish Request Form and forward to Receiving/ Releasing Clerk.	1.1. Receive, check, and stamp date and time on document.	None	5 mins	Receiving/Releasing Clerk
	1.2. Upload the document to Document Action Tracking System.	None	5 mins	Receiving/Releasing Clerk
	1.3. Forward document to the concerned Action Officer.	None	5 mins	Receiving/Releasing Clerk



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.4. Check the availability of records, process the request, indicate amount to be paid in the Request Form.	None	15 mins	Action Officer/ Administrative Officer
	1.5. Approve and affix signature on the Request Form.	None	5 mins	Action Officer/ Administrative Officer Chief Administrative Officer
	1.6. Prepare Order of Payment and forward the same to requesting party.	None	5 mins	Receiving/Releasing Clerk
2. Receive the Order of Payment, and pay to the Cashier the Authentication Fee.	2.1. Accept payment and issue Official Receipt.	Php 50.00 <b>Authentication Fee**</b> per set + Php 5.00 /page	5 mins	Cashier Staff Cashier Section
	2.2. Check the Official Receipt and photocopy for filing.  Photocopy the requested documents, stamp "Certified True Copy" and affix initial on the stamp, and forward to Chief, RMD.	None	20 mins	Action Officer/ Administrative Officer RMD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME		PERSONS RESPONSIBLE	
	2.3. Sign in the stamped/certified documents.	None	Time	No. of Pages	Chief Administrative Officer RMD	
			30 mins	1-20		
			1 hr	21-50		
			2 hrs	51-100		
			4 hrs	101-200		
	2.4. Release the approved Authentication to the customer and forward the received Customer Request Form to Action Officer.	None	5 mins		Receiving/Releasing Clerk RMD	
3. Receive the authenticated documents/records.	3.1. File the Customer Request Form and attachments.	None	5 mins		<i>Action Officer/ Administrative Officer</i> RMD	
<b>TOTAL:</b>		<b>Php 50.00 Authentication Fee** per set + Php 5.00 per page</b>	<b>1-20 pages</b>		<b>1 hour &amp; 45 mins</b>	
			<b>21-50 pages</b>		<b>2 hours &amp; 15 mins</b>	
			<b>51-100 pages</b>		<b>3 hours &amp; 15 mins</b>	
			<b>101-200 pages</b>		<b>5 hours &amp; 15 mins</b>	
			<b>200+ pages</b>		<b>1 day, 1hr. &amp; 15 mins</b>	

\*Confidential and Top Secret Documents are subject for approval of the Secretary.

\*\*Except those with Official Letter Request



**CITIZEN'S CHARTER NO. CO-AF-02. ISSUANCE OF CERTIFICATION OF NO RECORDS/APPEAL/MOTION FOR RECONSIDERATION, ETC.**

This Service is made upon request of DENR personnel, official or external party for a Certification of No Records/ Appeal/ Motion for Reconsideration, etc. being filed in the DENR. The purpose for the request is included in the Certification.

<b>Office or Division:</b>	Records Management Division (RMD), DENR Central Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government	
<b>Who may avail:</b>	Internal: Permanent Employees of DENR Central, Regional, PENR and CENR Offices, Bureaus (including Central and Regional Offices), and Attached Agencies External: External Clientele who are authorized party or representative	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Duly accomplished customer request form (1 original)		Receiving Area, RMD, Basement
2. Government issued ID (present 1 original)		Requesting Party
<b>Additional if from the Government Sector</b>		
3. Official Letter Request (1 original)		Requesting Party
<b>Additional if applicant is a representative</b>		
4. SPA for representative (1 original, notarized)		Requesting Party, Private Lawyer or Notary Public



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Accomplish Request Form and forward to Receiving/Releasing Clerk.	1.1. Check the completeness of submitted requirements, stamp the date and time on documents and forward all documents to action officer.	None	5 mins	Receiving/Releasing Clerk RMD
	1.2. Verify all requirements, indicate amount to be paid in the Request Form, and verify availability of the requested document.	None	20 mins	Action Officer/ Administrative Officer RMD
	1.3. Approve and sign Request Form.	None	5 mins	Chief Administrative Officer RMD
	1.4. Prepare/Approve Order of Payment, and forward the same to requesting party.	None	5 mins	Action Officer/ Administrative Officer RMD
2. Pay to the Cashier the Certification Fee, and receive Official Receipt.	2.1. Accept payment and issue Official Receipt.	Php 25.00 <b>Certification Fee*</b>	5 mins	Action Officer/ Administrative Officer Cashier Section
3. Forward Official Receipt to RMD.	3.1. Check the Official Receipt and prepare the requested Certification.	None	15 mins	Action Officer/ Administrative Officer RMD



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	3.2. Determine accuracy and initial the Certification.	None	2 mins	Action Officer/ Administrative Officer RMD
	3.3. Determine accuracy of the Certification and affix signature.	None	5 mins	Chief Administrative Officer RMD
	3.4. Release the approved Certification to the customer.  Forward the received Request Form to Action Officer for filing.	None	5 mins	Receiving/Releasing Clerk RMD
4. Receive copy of the approved Certification.	4.1. File the Request Form.	None	5 mins	Action Officer/ Administrative Officer RMD
<b>TOTAL:</b>		<b>Php 25.00</b> Certification Fee	<b>1 hour &amp; 12 minutes</b>	

\*Except when covered by Official Letter Request



## CITIZEN'S CHARTER NO. CO-AF-03. PREPARATION AND ISSUANCE OF CERTIFICATE OF REMITTANCES FOR CONTRIBUTIONS AND LOAN PAYMENTS

The Certificate of Remittance is an official document issued by the Accounting Division for officials and employees requesting proof of payments for all remittance of mandatory deductions and loan payments made to Lending and Financing Institutions:

1. Government Service Insurance System (GSIS)
2. Philippine Health Insurance Contribution (Philhealth)
3. Home Development Mutual Fund/PAG-IBIG Fund
4. Mowel Fund
5. Project HOPE
6. DENREU

<b>Office or Division:</b>	Accounting Division-Financial and Management Service (AD-FMS), DENR Central Office	
<b>Classification:</b>	Simple (Loan)	
	Complex (Contributions)	
<b>Type of Transaction:</b>	G2G - Government to Business G2C - Government to Citizen	
<b>Who may avail:</b>	All Permanent, Casual and Contractual Personnel and Officials of DENR Central, Regional, Bureaus (including Central and Regional Offices) including those that are retired and transferred employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
None		None



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
<p>1. Request for issuance of Certificate of Remittances on Contributions and Loan Payments.</p>	<p>1.1. Record in the logbook the names of requesting officials and employees, period covered and type of certificate:</p> <p>Contribution and Amortization:</p> <ul style="list-style-type: none"> <li>• GSIS</li> <li>• Philhealth</li> <li>• PAG-IBIG</li> <li>• Mowel</li> <li>• Project HOPE</li> <li>• DENREU</li> </ul> <p>Loan Payment:</p> <ul style="list-style-type: none"> <li>• GSIS</li> <li>• PAG-IBIG</li> </ul>	<p>None</p>	<p>30 mins</p>	<p><i>Administrative Assistant</i> Accounting Division</p>
	<p>1.2. Retrieve the Index of Payment and remittance file for reference.</p> <p>Prepare the Certificate and affix initial.</p> <p>Forward to concerned Section Chief for review and initial.</p>	<p>None</p>	<p>1 day (Loan)</p> <p>3 days (Contribution)</p>	<p><i>Administrative Assistant</i> Accounting Division</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.3. Review the Certificate and affix initial.  Forward to the Dept. Chief Accountant for signature.	None	4 hours	<i>Accountant III</i> Remittance and Reconciliation Section, Accounting Division
	1.4. Sign the Certificate and return to the staff in charge for releasing.	None	3 hours	<i>Department Chief Accountant</i> Accounting Division
	1.5. Release the duly signed Certificate to concerned employees.	None	30 mins	<i>Administrative Assistant</i> Accounting Division
2. Receive Certificate.		None		
<b>TOTAL:</b>		None	<b>Simple (Loan)</b>	<b>2 days</b>
			<b>Complex (Contribution)</b>	<b>4 days</b>



## CITIZEN'S CHARTER NO. CO-AF-04. PROCESSING OF PAYMENT OF CLAIMS

This process includes processing of Obligation Request and Status (ORS)/ Budget Utilization Request and Status (BURS) and Disbursement Voucher (DV), and preparation, processing and issuance of Checks/LDDAP-ADA and corresponding Advices. This process is used to pay an obligation to DENR employees, individuals, agencies or creditors for goods purchased and services rendered. The documentary requirements are subject to changes due to subsequent issuance/s on budgeting, accounting and auditing laws, rules and regulations by governing bodies.

The submission of complete supporting documents enumerated under each type of transaction does not preclude reasonable questions on the funding, legality, regularity, necessity of economy of the expenditure or transaction, among others, and such questions may be raised by any of the signatories to the transaction. Item 3, 1st paragraph of COA Circular No. 92- 389 dated November 3, 1992.

<b>Office or Division:</b>	Accounting and Budget Divisions-Financial and Management Service, Cashier Section-General Services Division-Administrative Service, DENR Central Office	
<b>Classification:</b>	Complex*	
	Highly Technical**	
<b>Type of Transaction:</b>	G2G - Government to Government G2C - Government to Citizen G2B - Government to Business	
<b>Who may avail:</b>	Internal: DENR Central, Regional, PENR and CENR Offices, Staff Bureaus, Line Bureaus (including Central and Regional Offices), and Attached Agencies  External: Creditors, Contractors, Suppliers and Service Providers and Consultants	
<b>CHECKLIST OF REQUIREMENTS***</b>		<b>WHERE TO SECURE</b>
<b>General Requirements</b>		
Disbursement Voucher (DV), 2 Original Copies		Requesting Party/Office Concerned
Obligation Request and Status (ORS)/ Budget Utilization Request and Status (BURS), 3 Original Copies		Requesting Party/Office Concerned
All supporting documents (Original copies, except those as indicated)		



CHECKLIST OF REQUIREMENTS***	WHERE TO SECURE
<b>1.0 Cash Advances</b>	
<b>1.1 Granting of Cash Advances</b>	
<b><u>For all types of cash advances except for travel cash advances</u></b>	Personnel Section/Unit or Office Concerned
<ul style="list-style-type: none"> <li>Authority of the accountable officer issued by the Head of Office/Authorized Official indicating the maximum accountability and purpose of cash advance (for initial cash advance) (Special Order for Special Disbursing Officer/Petty Cash Custodian)</li> </ul>	Records Division/Designated Special Disbursing Officer (SDO)
<ul style="list-style-type: none"> <li>Special Order for the Special Event/Activity</li> </ul>	Records Division/End-User Office
<ul style="list-style-type: none"> <li>Certification from the Chief Accountant that previous cash advances have been fully liquidated and accounted for in the books</li> </ul>	Accounting Division
<ul style="list-style-type: none"> <li>Approved application for bond and/or Fidelity Bond for the year for cash accountability of P5,001 above or other minimum amount that may be prescribed by the Bureau of the Treasury (upon set-up of new/renewed accountability)</li> </ul>	Bureau of Treasury
<p align="center"><b><u>Additional Documentary Requirements for Specific Transactions</u></b></p>	
<b>1.1.1 Payroll Funds for Salaries, Allowances, Honoraria and Other Similar Expenses</b>	
<ul style="list-style-type: none"> <li>Approved payroll or list of payees indicating their net pay</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>Approved authority (presidential directive or legislative enactment) or legal basis to pay allowances/salaries/honoraria/fringe benefits</li> </ul>	Personnel Division or Office Concerned
<b>1.1.2 Petty Cash Fund (PCF)</b>	
<ul style="list-style-type: none"> <li>Approved estimate of petty expenses for one month (initial set-up)</li> </ul>	Requesting Party or Office Concerned



CHECKLIST OF REQUIREMENTS***	WHERE TO SECURE
<b>1.1.3 Field/Activity Current Operating Expenses (COE)/Special Cash Advances</b>	
<ul style="list-style-type: none"> <li>Approved Budget for COE/ Special Cash Advances of the agency field office or agency activity in the field</li> </ul>	Requesting Party or Office Concerned
<b>1.1.4 Traveling Expenses</b>	
<b>1.1.4.1 Local Travel</b>	
<ul style="list-style-type: none"> <li>Duly approved Travel Order</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>Duly approved Itinerary of Travel</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>Approved Special Order, if applicable (Photocopy)</li> </ul>	Requesting Party/Records Management Division
<ul style="list-style-type: none"> <li>Certification from the Chief Accountant that previous cash advances have been fully liquidated and accounted for in the books</li> </ul>	Accounting Division
<ul style="list-style-type: none"> <li>Quotation of plane fare for similar dates, from at least three airline companies/travel agencies or its equivalent. In case of less than three quotations, a certification by the claimant attesting to such circumstance, signed by his/her supervisor</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>Letter of invitation of the host/sponsoring agency/organization, if applicable</li> </ul>	Requesting Party or Office Concerned
<b>1.1.4.2 Foreign Travel</b>	
<ul style="list-style-type: none"> <li>Duly approved Travel Authority</li> </ul>	Office of the Secretary (for DENR Undersecretaries down to Employees) Office of the President (for the Secretary)
<ul style="list-style-type: none"> <li>Duly approved Itinerary of Travel</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>Certification from the Chief Accountant that previous cash advances have been fully liquidated and accounted for in the books</li> </ul>	Accounting Division
<ul style="list-style-type: none"> <li>Letter of invitation of the host/sponsoring country/agency/ organization</li> </ul>	Host Country
<ul style="list-style-type: none"> <li>Flight itinerary issued by the airline/ticketing office/travel agency</li> </ul>	Airline Company/Ticketing Office/Travel Agency



CHECKLIST OF REQUIREMENTS***	WHERE TO SECURE
<ul style="list-style-type: none"> <li>Quotation of plane fare for similar dates, from at least three airline companies/travel agencies or its equivalent. In case of less than three quotations, a certification by the claimant attesting to such circumstance, signed by his/her supervisor</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>Authority from the Office of the President to claim representation expenses, if applicable (photocopy)</li> </ul>	Office of the President
<i>In case of seminar/training:</i>	
<ul style="list-style-type: none"> <li>Acceptance of nominee/s as participant/s (issued by the host country)</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>Programme Agenda and Logistics Information</li> </ul>	Requesting Party or Office Concerned
<b>1.2 Replenishment of Petty Cash Fund</b>	
<ul style="list-style-type: none"> <li>Report on Paid Petty Cash Vouchers (RPPCV)</li> </ul>	Petty Cash Custodian
<ul style="list-style-type: none"> <li>Petty Cash Vouchers (PCVs) duly accomplished, signed and approved</li> </ul>	Petty Cash Custodian
<ul style="list-style-type: none"> <li>Approved purchase request with certificate of Emergency Purchase, if necessary</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>Bills, receipts, sales invoices</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>Certification of Expense not Requiring Receipt (CERR) (for expenses amounting to P300 or less) or Reimbursement Expense Receipts (RER) (for expenses amounting to more than P300 but not exceeding P1,000), pursuant to COA Circular No. 2017- 001 dated June 19, 2017, as amended by COA Circular No. 2021-001 dated June 24, 2021, or other amount that may be prescribed in the future</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>Inspection and Acceptance Report (IAR) or Certificate of Inspection and Acceptance</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>Pre-/Post-Repair Inspection Report</li> </ul>	Requesting Party or Office Concerned



CHECKLIST OF REQUIREMENTS***	WHERE TO SECURE
<ul style="list-style-type: none"> <li>Waste Materials Report (WMR) in case of replacement/repair (Certified copy)</li> </ul>	Property Management Section-PSMD
<ul style="list-style-type: none"> <li>Approved trip ticket, for gasoline/fuel expenses, together with parking and toll fee receipts, if any (applicable for government vehicles only)</li> </ul>	Motorpool Section-General Services Division (GSD)
<ul style="list-style-type: none"> <li>Canvass from at least three suppliers for purchases as prescribed (involving P1,000 and above or other amount that may be prescribed in the future), except for purchases made while on official travel</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>Summary/Abstract of Canvass</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>Inventory Custodian Slip (ICS) for semi-expendable items (Certified copy)</li> </ul>	PSMD
<b>1.3 Reimbursement of Traveling Expenses</b>	
<ul style="list-style-type: none"> <li>Duly approved Travel Order</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>Duly approved Itinerary of Travel</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>Letter of invitation of the host/sponsoring agency/organization, if applicable</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>Approved Certificate of Travel Completed</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>Approved Revised Itinerary of Travel, if the previously approved itinerary was not followed</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>Copy of previously approved Itinerary of travel</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>Copy of Special Order and the Supplemental Office / Order or any proof supporting the change of schedule</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>Certificate of Appearance or Attendance</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>Narrative Travel Report</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>Liquidation Report, if applicable</li> </ul>	Requesting Party or Office Concerned



CHECKLIST OF REQUIREMENTS***	WHERE TO SECURE
<ul style="list-style-type: none"> <li>• Certification from the Head of the Agency or any authorized approving official that: (a) the official missions/tasks cannot be performed by/or assigned to any other regular/permanent official and/or employee; and (b) the tasks/activities are necessary to fulfill the obligations as contained in his/her contract of service. The same certification shall also be required in official foreign travel as allowed in highly meritorious cases as specified in the general guidelines. (For individuals hired under Job Order/Contract of Service as per COA Resolution No. 2021-044)</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>• Copy of Contract of Service, if applicable</li> </ul>	Requesting Party or Office Concerned
<b><i>Additional Documentary Requirements</i></b>	
<b>1.3.1 Local Travel</b>	
<ul style="list-style-type: none"> <li>• Paper/electronic plane, boat or bus/train tickets, terminal fee receipts, paper/electronic boarding passes or a passenger manifest certified by the concerned airline or shipping company</li> </ul>	Requesting Party or Office Concerned or Airline Company/Ticketing Office/Taxi Driver
<ul style="list-style-type: none"> <li>• Certification by the Head of Office as to the absolute necessity of the expenses together with the corresponding bills or receipts, <b>if the expenses incurred for the official travel exceeded the prescribed rate per day</b> (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bills and receipts)</li> </ul>	Head of Office/ Requesting Party or Office Concerned



CHECKLIST OF REQUIREMENTS***	WHERE TO SECURE
<ul style="list-style-type: none"> <li>OR/eOR or CERR (for expenses amounting to P300 or less) or RER (for expenses amounting to more than P300 but not exceeding P1,000), pursuant to COA Circular No. 2017-001 dated June 19, 2017, as amended by COA Circular No. 2021-001 dated June 24, 2021, or other amount that may be prescribed in the future. In case of payment of toll fees, the CERR/RER shall be supported with the toll fee rates</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>Hotel room/lodging bills with official receipts in the case of official travel to places within 50-kilometer radius from the Permanent Official Station, if the travel allowances being claimed include hotel room/lodging</li> </ul>	Requesting Party or Office Concerned
<b>1.3.2 Foreign Travel</b>	
<ul style="list-style-type: none"> <li>Paper/electronic plane, boat or bus/train tickets, terminal fee receipts, paper/electronic boarding passes or a passenger manifest certified by the concerned airline or shipping company. In the absence thereof other documents such as, but not limited to, a certified true copy of the passport showing the dates of entry and exit, duly stamped by the Immigration Office of the country of destination as indicated in the approved travel authority and itinerary of travel; or a passenger manifest certified by the concerned airline or shipping company</li> </ul>	Requesting Party or Office Concerned or Airline Company/Ticketing Office/Taxi Driver
<ul style="list-style-type: none"> <li>For reimbursement of actual travel expenses in excess of the prescribed rate:             <ul style="list-style-type: none"> <li>Approval by the President</li> </ul> </li> </ul>	Office of the President



CHECKLIST OF REQUIREMENTS***	WHERE TO SECURE
<ul style="list-style-type: none"> <li>• Certification from the Head of the Agency that it is absolutely necessary</li> <li>• Hotel room with official receipts (certification or affidavit of loss shall not be considered as an appropriate replacement for the required bills and receipts)</li> <li>• Bills/receipts for non-commutable representation expenses approved by the President or authorized officials</li> </ul>	
<b>2.0 Fund Transfers to Non-Government Organization/People's Organizations/ Civil Society Organizations (NGOs/POs/CSOs) except NGP</b>	
<b>2.1 Transfer of Funds</b>	
<ul style="list-style-type: none"> <li>• Duly approved Schedule of Fund Release to NGO/PO/CSO (WFP)</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>• Approved Summary of Budgetary Requirements detailing the items of expenditure/ disbursement to be incurred in the program/project</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>• Performance security for infrastructure project</li> </ul>	Implementing Partner or Office
<ul style="list-style-type: none"> <li>• Copy of signed Memorandum of Agreement (MOA) executed by and between the Government Agency and the NGO/PO/CSO</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>• Certificate of Registration with the concerned government agencies, i.e. SEC, CDA or DOLE</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>• Document showing that the NGO/PO/CSO has equity equivalent to 20% of the total project cost, which shall be in the form of labor, land for the project site, facilities, equipment and the like, to be used in the project</li> </ul>	Implementing Partner or Office



CHECKLIST OF REQUIREMENTS***	WHERE TO SECURE
<ul style="list-style-type: none"><li>• Copy of the OR/eOR/AR or equivalent issued by the NGOs/POs/CSOs to the Source Agency acknowledging receipt of funds transferred</li></ul>	Implementing Partner or Office
<ul style="list-style-type: none"><li>• Certification from the Accountant of the source agency that the previous fund transfer had been liquidated and accounted for in the books (staggered release)</li></ul>	Accounting Division
<ul style="list-style-type: none"><li>• NGO/PO proposal or application for funding accompanied by:<ul style="list-style-type: none"><li>- Authenticated copy of the latest Article of Incorporation or Articles of Cooperation as the case may be, showing the original incorporators/organizers and the Secretary's certificate for incumbent officers, together with the</li><li>- Certificate of Filing with the SEC/Certificate of Approval by the CDA</li><li>- Audited financial reports for the past three years preceding the date of project implementation. For NGO/PO which has been in operation for less than three years, financial reports for the years in operation and proof of previous implementation of similar projects</li><li>- Disclosure of other related business if any</li><li>- Work and Financial Plan (WFP), and sources and Details of Proponent's Equity Participation in the Project</li><li>- Complete project proposal approved/signed by officers</li></ul></li></ul>	Implementing Partner or Office



CHECKLIST OF REQUIREMENTS***	WHERE TO SECURE
<ul style="list-style-type: none"> <li>- List and/or photographs of similar projects previously completed, if any, indicating the source of funds for implementation</li> <li>- Sworn affidavit of the secretary of the NGO/PO that none of its incorporators, organizers, directors or officers is an agent of or related by consanguinity or affinity up to the fourth degree to the official of the agency authorized to process and/or approve propose MOA, and release funds</li> </ul>	
<b>3.0 Fund Transfers to Implementing Agency (Included in the existing CC of C.O. as “Inter-Agency Fund Transfer”)</b>	
<b>3.1 Transfer of Fund</b>	
Source Agency	
<ul style="list-style-type: none"> <li>• Copy of duly signed MOA/Trust Agreement or its equivalent</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>• Copy of Approved Program of Work (for infrastructure project)</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>• Approved Project Expenditures or Estimated Expenses indicating the project objective and expected output (for projects other than infrastructure)</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>• For GCs/GFis, Board Resolution ratifying the MOA or its equivalent in case of transfers not incorporated in the Corporate Operating Budget and/or beyond the signing authority of the Agency Head</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>• Certification by the Chief Accountant that funds previously transferred to the Implementing Agency (IA) have been liquidated and accounted for in the books</li> </ul>	Accounting Division
<ul style="list-style-type: none"> <li>• Copy of the OR/eOR/AR or equivalent issued by the IA to the Source Agency acknowledging receipt of funds transferred (for post-audit activities)</li> </ul>	Implementing Partner or Office
<ul style="list-style-type: none"> <li>• OR/eOR/AR or equivalent from IA, if transfer of funds is thru List of Due and Demandable Accounts Payable Advice to it Accounts (LDDAP-ADA)</li> </ul>	Implementing Partner or Office



CHECKLIST OF REQUIREMENTS***	WHERE TO SECURE
<ul style="list-style-type: none"> <li>Acknowledgement Receipt for those recipients of research fund</li> </ul>	Implementing Partner or Office
<ul style="list-style-type: none"> <li>Copy of the OCT/TCT of the land where the project will be built and a certification from the implementing agency that the site is clear from impediments, e.g. informal settlers, legal claims of property ownership by other claimants, mountain obstruction, right of way</li> </ul>	Implementing Partner or Office
<b>3.3 From Trust Fund to the Bureau of treasury/Source Agency for unspent balance/excess amount</b>	
Implementing Agency	
<ul style="list-style-type: none"> <li>Report of Receipt, Disbursement and Fund Balance certified by the Chief Accountant and approved by the Head of the Office</li> </ul>	Accounting Division
<ul style="list-style-type: none"> <li>Contract, which may be a MOA, Trust Agreement or Memorandum of Understanding (MoU) governing the utilization of funds and disposition of any balance thereof after completion of the purpose the funds transferred</li> </ul>	Office Concerned
<ul style="list-style-type: none"> <li>Letter of IA to Source Agency to transfer the unexpended balance to the Bureau of treasury/Source Agency duly approved by the Source Agency, <b>if the disposition thereof has not been provided in the MOA, Trust Agreement or MoU</b></li> </ul>	Office Concerned
<b>4.0 Salary</b>	
<b>4.1 Individual Claims</b>	
<b>4.1.1 First Salary</b>	
For Regular Employees	
<ul style="list-style-type: none"> <li>Certificate of Appointment duly attested by the Civil Service Commission (CSC) or its equivalent</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>Assignment/Re-Assignment order, if applicable</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>Certified copy of Oath of Office</li> </ul>	Personnel Division



CHECKLIST OF REQUIREMENTS***	WHERE TO SECURE
• Certificate of Assumption	Personnel Division
• Statement of Assets, Liabilities and Net Worth	Personnel Division
• Approved Daily Time Record (DTR)	Personnel Division
• TIN/Bureau of Internal Revenue (BIR) withholding certificate	Personnel Division
• Payroll Information on New Employee (PINE) or any equivalent document	Personnel Division
• Authority from the claimant and identification documents, if claimed by person other than the payee	Personnel Division
<u>Additional Requirements for transferee (from one government agency to another)</u>	
• Clearance from money, property and legal accountabilities from the previous office	Personnel Division
• Certified copy of paid disbursement voucher of last salary received and/or Certification by the Chief Accountant for the breakdown of last salary received and remittance of statutory deductions from previous office	Personnel Division
• Certificate of leave credits	Personnel Division
• Service Records	Personnel Division
• BIR Certificate of Compensation Payment/Tax Withheld	Personnel Division
• Approved/paid Home Development Mutual Fund (HDMF) and PhilHealth Forms	Personnel Division
<u>For Contract of Service and Job Order Workers</u>	
• Approved Contract for Contract of Service and Job	Requesting Party or Office Concerned
• Certificate of Assumption	Requesting Party or Office Concerned
• Approved DTR	Requesting Party or Office Concerned
• BIR Form No. 1901	Requesting Party or Office Concerned
• Income Payee's Sworn Declaration of Gross Receipts/Sales	Requesting Party or Office Concerned
• Accomplishment Report	Requesting Party or Office Concerned



CHECKLIST OF REQUIREMENTS***	WHERE TO SECURE
<b>4.1.2 Salary (if Deleted from the Payroll)</b>	
<ul style="list-style-type: none"> <li>● Approved DTR</li> </ul>	Concerned Employee/Personnel Division Personnel
<ul style="list-style-type: none"> <li>● Notice of Assumption</li> </ul>	Concerned Employee/Personnel Division
<ul style="list-style-type: none"> <li>● Approved Application for Leave, and Medical Certificate if on sick leave for five days or more and clearance if on leave for 30 days or more</li> </ul>	Concerned Employee/Personnel Division
<b>4.1.3 Salary of Casual/Contractual Personnel, Charged to Personnel Services</b>	
<ul style="list-style-type: none"> <li>● For accredited agencies by the CSC (for first claim)               <ul style="list-style-type: none"> <li>● Certified copy of the pertinent contract/appointment</li> <li>● Copy of the Report of Personnel Action (ROPA) of the pertinent contract/appointment marked received by the CSC</li> </ul> </li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>● For other agencies (for first claim)               <ul style="list-style-type: none"> <li>● Certified copy of the pertinent contract/appointment marked received by the CSC</li> </ul> </li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>● Duly Approved Accomplishment Report</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>● Approved DTR</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>● Certificate of Assumption of Duty for the first salary</li> </ul>	Personnel Division
<b>4.1.4 Salary Differentials due to Promotion and/or Step Increment</b>	
<ul style="list-style-type: none"> <li>● Due to Promotion:               <ul style="list-style-type: none"> <li>● Certified copy of Approved Appointment</li> <li>● Certificate of Assumption</li> </ul> </li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>● Notice of Salary Adjustment (NOSA) for step increment/salary increase</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>● Approved DTR or certification that the employee has not incurred leave without pay</li> </ul>	Personnel Division



CHECKLIST OF REQUIREMENTS***	WHERE TO SECURE
<b>4.1.5 Last Salary</b>	
<ul style="list-style-type: none"> <li>• Clearance from money, property and legal accountabilities</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Approved DTR</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Authority to deduct accountabilities, if any</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Certification of available leave credits</li> </ul>	Personnel Division
<b>4.1.6 Salary due to Heirs of Deceased Employee</b>	
<ul style="list-style-type: none"> <li>• Death Certificate issued by the Philippine Statistics Authority (PSA) or Court Declaration in case of presumptive death or any evidence of circumstances of death, whichever is applicable.</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Marriage Certificate issued by PSA, if applicable</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Birth Certificate of surviving legal heirs issued by PSA</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Waiver of right of children 18 years and above, if applicable</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Designation of next-of-kin –               <ul style="list-style-type: none"> <li>• Affidavit of two disinterested parties that the deceased is survived by legitimate and illegitimate children (if any), natural, adopted or children of prior marriage</li> </ul> </li> </ul>	Personnel Division
<b>4.1.7 Salary during Maternity Leave</b>	
<ul style="list-style-type: none"> <li>• Certified copy of approved Application for Maternity Leave</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Certified copy of Maternity Leave Clearance</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Medical Certificate for Maternity Leave</li> </ul>	Personnel Division



CHECKLIST OF REQUIREMENTS***	WHERE TO SECURE
<ul style="list-style-type: none"> <li>• Certification as Solo Parent (for additional 15 days paid leave)</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Certificate of Assumption</li> </ul>	Personnel Division
<b>4.2 General claims through the Automated Teller Machine (ATM)</b>	
<ul style="list-style-type: none"> <li>• Approved Salary Payroll</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Approved Payroll Register (hard and soft copy)</li> </ul>	Cashier Section
<ul style="list-style-type: none"> <li>• Letter to the bank to credit employees' account of their salaries or other claims stamped "Received" by the bank</li> </ul>	Cashier Section
<ul style="list-style-type: none"> <li>• Validated deposits slips/LDDAP-ADA, if applicable</li> </ul>	Cashier Section
<b>5.0 Allowances, Honoraria and Other Forms of Compensations</b>	
<b>5.1 Clothing/Uniform Allowance</b>	
For Individual Claims	
<ul style="list-style-type: none"> <li>• Certificate of Assumption (for new employee and those on leave without pay)</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Certificate of Non-payment from previous agency, for transferees</li> </ul>	Concerned Employee
For General Claims	
<ul style="list-style-type: none"> <li>• Approved Clothing/Uniform Allowance Payroll</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Approved Payroll Register (hard and soft copy)</li> </ul>	Cashier Section
<ul style="list-style-type: none"> <li>• Letter to the bank to credit employees' account of their allowance</li> </ul>	Cashier Section
<ul style="list-style-type: none"> <li>• Validated deposit slips/LDDAP-ADA, if applicable</li> </ul>	Cashier Section
<b>5.2 Collective Negotiation Agreement (CNA) Incentive</b>	
<ul style="list-style-type: none"> <li>• Resolution signed by both parties incorporating the guidelines/criteria for granting CNA incentive</li> </ul>	DENREU
<ul style="list-style-type: none"> <li>• Copy of CNA</li> </ul>	K4/DENREU



CHECKLIST OF REQUIREMENTS***	WHERE TO SECURE
<ul style="list-style-type: none"> <li>Comparative statement of DBM approved level of operating expenses and actual operating expenses</li> </ul>	Budget Division
<ul style="list-style-type: none"> <li>Certification issued by the Head of Office on the total amount of unencumbered savings generated from the cost-cutting measures identified in the CNA which resulted from the joint efforts of labor and management and systems/productivity/income improvement</li> </ul>	Budget Division
<ul style="list-style-type: none"> <li>Proof that the planned programs/activities/projects have been implemented and completed in accordance with targets for the year</li> </ul>	Planning and Programming Division
<b>5.3 Honoraria</b>	
<b>5.3.1 Government Personnel Involved in Government Procurement</b>	
<ul style="list-style-type: none"> <li>Office Order creating and designating the BAC compositions and authorizing the members to collect honoraria</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>Minutes of BAC meetings</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>Notices of Award to the winning bidders of procurement activity being claimed</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>Certification that the procurement involves competitive bidding</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>Attendance sheet listing the names of attendees to the BAC meetings</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>Certification issued by the Chief Accountant that the amounts received by the recipient/s do not exceed 25% of the annual basic salaries pursuant to DBM Budget Circular No. 2004-5A dated October 7, 2005 and any future amendments thereof</li> </ul>	Accounting Division



CHECKLIST OF REQUIREMENTS***	WHERE TO SECURE
<b>5.3.2 Resource Person/Coordinator/Facilitator</b>	
<ul style="list-style-type: none"> <li>Office Order for their designation with authority to collect honorarium</li> </ul>	Human Resource Development Service/Concerned Office
<ul style="list-style-type: none"> <li>Special Order of the Training/Seminar</li> </ul>	Human Resource Development Service/Concerned Office
<ul style="list-style-type: none"> <li>Course Outline/Program</li> </ul>	Human Resource Development Service/Concerned Office
<ul style="list-style-type: none"> <li>Copy of the Letter/Invitation to Guest Resource Speaker/Persons (as accepted/conformed)</li> </ul>	Human Resource Development Service/Concerned Office
<ul style="list-style-type: none"> <li>Certification as to number of hours performed by the Resource Person/Coordinator/Facilitator</li> </ul>	Human Resource Development Service/Concerned Office
<ul style="list-style-type: none"> <li>Accomplishment/Power-point Presentation of the Resource Person/Coordinator/Facilitator</li> </ul>	Resource Person/Coordinator/Facilitator
<ul style="list-style-type: none"> <li>Attendance Sheet certified correct by the end-user</li> </ul>	Human Resource Development Service/Concerned Office
<ul style="list-style-type: none"> <li>Billing Statement with indicated Taxpayer Identification Number (T.I.N.) and bank details where to credit payment duly acknowledged by end-user</li> </ul>	Resource Person/Coordinator/Facilitator or Human Resource Development Service/Concerned Office
<ul style="list-style-type: none"> <li>Curriculum Vitae of the Resource Person/Coordinator/ Facilitator</li> </ul>	Resource Person/Coordinator/Facilitator
<b>5.5 Longevity Pay</b>	
<ul style="list-style-type: none"> <li>Service Record</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>Certification issued by the Personnel Officer that the claimant has not incurred more than 15 days of vacation leave without pay</li> </ul>	Personnel Division
<b>5.6 Loyalty Cash Award/Incentive/Service Recognition Award</b>	
For Individual Claims	
<ul style="list-style-type: none"> <li>Service Record</li> </ul>	Personnel Division



CHECKLIST OF REQUIREMENTS***	WHERE TO SECURE
<ul style="list-style-type: none"> <li>• Certificate of non-payment from previous office (for transferee)</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Certificate from HRO/U that the claimant has not incurred more than 50 days leave without pay within the preceding 5-year period, as the case may be, or proof of eligibility to receive incentive/service recognition (only certification that they are entitled to receive loyalty award was being issued by the personnel division)cc</li> </ul>	Personnel Division
<u>For General Claims</u>	
<ul style="list-style-type: none"> <li>• Loyalty Cash Award/ Incentive/Service Recognition Award Payroll</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Certificate from HRO/U that the claimants have not incurred more than 50 days leave without pay within the preceding 5-year period, as the case may be, or proof of eligibility to receive incentive/service recognition</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Payroll Register (hard and soft copy)</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Letter to the bank requesting to credit employees' account of their PIB claims</li> </ul>	Cashier Section
<ul style="list-style-type: none"> <li>• Validated Deposit Slips/LDDAP-ADA, if applicable</li> </ul>	Cashier Section
<b>5.7 Mid-Year/Year-End Bonus (YEB) and Cash Gift (CG)</b>	
<u>For Individual Claims</u>	
<ul style="list-style-type: none"> <li>• Clearance from money, property and legal accountabilities (retiree)</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Certificate of Assumption to Office (for new employee/transferee)</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Certification of no -payment from previous agency (for transferee)</li> </ul>	Personnel Division
<u>For General Claims</u>	
<ul style="list-style-type: none"> <li>• Bonus and/or CG Payroll</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Payroll Register (Hard and soft copy)</li> </ul>	Personnel Division



CHECKLIST OF REQUIREMENTS***	WHERE TO SECURE
<ul style="list-style-type: none"> <li>Letter to the bank to credit employees account of their Bonus and/or CG claims</li> </ul>	Cashier Section
<ul style="list-style-type: none"> <li>Validated Deposit slips/LDDAP-ADA, if applicable</li> </ul>	Cashier Section
<b>5.8 Monetization of Leave Credits</b>	
<ul style="list-style-type: none"> <li>Approved leave application with leave credit balance certified by the Human Resources Officer (Certified Copy)</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>Request for monetization of leave covering more than ten days duly approved by the Head of Office (Certified copy)</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>For monetization of 50 percent or more certified copy of:               <ul style="list-style-type: none"> <li>- Clinical abstract/medical procedures to be undertaken in case of health, medical and hospital needs</li> <li>- Barangay Certification in case of need for financial assistance brought by calamities, typhoons, fire, etc.</li> <li>- Justification on financial needs for the education of employee or children</li> </ul> </li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>Notice of Step Increment (NOSI), Certified copy</li> </ul>	Personnel Division
<b>5.9 Overtime Pay</b>	
<ul style="list-style-type: none"> <li>Overtime authority stating the necessity and urgency of the work to be done, names of personnel, the purpose of expected outputs, specific period of such services and the manner of compensating the same i.e. Compensatory Time Off or paid in cash</li> </ul>	Requesting Party/Office Concerned
<ul style="list-style-type: none"> <li>Overtime Work Program</li> </ul>	Requesting Party/Office Concerned
<ul style="list-style-type: none"> <li>Quantified Overtime Accomplishment duly signed by the employee and supervisor</li> </ul>	Requesting Party/Office Concerned
<ul style="list-style-type: none"> <li>Certificate of service or duly approved DTR</li> </ul>	Requesting Party/Office Concerned



CHECKLIST OF REQUIREMENTS***	WHERE TO SECURE
<b>5.10 Personnel Economic Relief Allowance (PERA)</b>	
<ul style="list-style-type: none"> <li>• Same requirements as those for payment of salaries (4.1.1, 4.1.2, 4.1.5-7 &amp; 4.2)</li> </ul>	Personnel Division
<b>5.11 Program on Awards and Incentives for Service Excellence (PRAISE)</b>	
<ul style="list-style-type: none"> <li>• Proof of eligibility to receive PRAISE award in accordance with CSC Memorandum Circular (MC) No. 01-2001 dated January 26, 2001 and any future amendments thereof</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Approved payroll</li> </ul>	Personnel Division
<b>5.12 Productivity Enhancement Incentive (PEI)</b>	
For Individual Claims	
<ul style="list-style-type: none"> <li>• Certification that the performance ratings for two semesters given to the personnel of the concerned division/office are at least satisfactory</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Certification from the Legal Office that the employee has no administrative charge</li> </ul>	Legal Affairs Service – Internal Affairs Division
For General Claims	
<ul style="list-style-type: none"> <li>• PEI Payroll</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• List of personnel dismissed within the year</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• List of personnel on absent without official leave (AWOL)</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Certification that the performance ratings for the two semesters given to the personnel of the concerned division/office are at least satisfactory</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Payroll register (hard and soft copy)</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Letter to the bank to credit employees' account of their PEI claims</li> </ul>	Cashier Section
<ul style="list-style-type: none"> <li>• Validated deposit slips/LDDAP-ADA, if applicable</li> </ul>	Cashier Section
<b>5.13 Representation and Transportation Allowance (RATA)</b>	
For Individual Claims	
<ul style="list-style-type: none"> <li>• Copy of Appointment/Office Order (1st payment)</li> </ul>	Personnel Division



CHECKLIST OF REQUIREMENTS***	WHERE TO SECURE
<ul style="list-style-type: none"> <li>• Certificate of Assumption (1st payment)</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Certificate or evidence of service rendered or Approved DTR</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Certification that the official/employee did not use government vehicle</li> </ul>	General Services Division
<ul style="list-style-type: none"> <li>• Certification on the Actual incurrence of RATA (for those with authorized monthly commutable representation and transportation allowance)</li> </ul>	Concerned Employee
For General Claims	
<ul style="list-style-type: none"> <li>• Approved RATA payroll</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Approved Payroll Register (hard and soft copy)</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Letter to the bank to credit employees' account of their RATA claims, if applicable stamped "Received" by the bank</li> </ul>	Cashier Section
<ul style="list-style-type: none"> <li>• Validated Deposit Slip/LDDAP-ADA, if applicable</li> </ul>	Cashier Section
<b>5.17 Special Counsel Allowance</b>	
<ul style="list-style-type: none"> <li>• Deputation by the Office of the Solicitor General (OSG) or Authority by the head of agency to assist the OSG, prosecutors, or provide legal representation to the agency or its personnel as its counsel, as the case may be (Photocopy)</li> </ul>	Office of the Solicitor General/Head of Agency
<ul style="list-style-type: none"> <li>• Certificate of Appearance issued by the Clerk of Court</li> </ul>	Lower Courts
<ul style="list-style-type: none"> <li>• Certification that the cases to be attended by the lawyer personnel are directly related to the nature/function of the particular office represented</li> </ul>	Legal Affairs Service
<ul style="list-style-type: none"> <li>• Certification that the case is not pursuant to Motion for Extension of postponement of hearing</li> </ul>	Legal Affairs Service



CHECKLIST OF REQUIREMENTS***	WHERE TO SECURE
<ul style="list-style-type: none"> <li>• Certification issued by the Chief Accountant that the amount being claimed is still within the limitation under the General Provisions of General Appropriations Act (GAA) of the amount per month</li> </ul>	Accounting Division
<b>5.18 Terminal Leave Benefits</b>	
<ul style="list-style-type: none"> <li>• Office Clearance from money, property and legal accountability from the Central Office and/or from the Regional Office of last assignment (Certified copy)</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Certified photocopy of employees leave card with computed leave credits as at last date of service by the Personnel Section/Unit</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Approved leave application (Certified copy)</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Complete service record (Certified copy)</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Statement of Assets, Liabilities and Net Worth (SALN) (Certified copy)</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Certified photocopy of appointment/NOSA showing the highest salary received if the salary under the last appointment is not the highest (Certified copy)</li> </ul>	Personnel Division
<ul style="list-style-type: none"> <li>• Computation of terminal benefits duly signed /certified by the Chief Accountant</li> </ul>	Accounting Division
<ul style="list-style-type: none"> <li>• Applicant's authorization (in affidavit form) to deduct all financial obligations with the employer</li> </ul>	Concerned Employee
<ul style="list-style-type: none"> <li>• In case of resignation, employee's letter of resignation duly accepted by the Head of the Office (Certified copy)</li> </ul>	Personnel Section/Unit
<ul style="list-style-type: none"> <li>• GSIS Clearance</li> </ul>	GSIS/Concerned Employee
<i>Additional requirements in case of death</i>	
<ul style="list-style-type: none"> <li>• Death certificate issued by PSA</li> </ul>	Claimant
<ul style="list-style-type: none"> <li>• Marriage Certificate issued by PSA</li> </ul>	Claimant



CHECKLIST OF REQUIREMENTS***	WHERE TO SECURE
<ul style="list-style-type: none"> <li>• Birth certificate of all surviving legal heirs issued by PSA</li> </ul>	Claimant
<ul style="list-style-type: none"> <li>• Designation of next-of-kin</li> </ul>	Claimant
<ul style="list-style-type: none"> <li>• Waiver of rights of children 18 years old and above, if applicable</li> </ul>	Claimant
<b>6.0 Other Expenditures</b>	
<b>6.1 Utility Expenses (Water and Electricity)</b>	
<ul style="list-style-type: none"> <li>• Statement of Account/Bill</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>• Invoice/Official Receipt or machine validated statement of account/bill</li> </ul>	Service Provider
<b>6.2 Telephone/Communication Expenses</b>	
<ul style="list-style-type: none"> <li>• Statement of Account/Bill</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>• Invoice/Official Receipt or machine validated statement of account/bill or collection and acknowledgement receipts.</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>• Certification by Head of Office or his authorized representatives that all National Direct Dial (NDD), National Operator Assisted Calls and International Operator Assisted Calls are official calls</li> </ul>	General Services Division
<ul style="list-style-type: none"> <li>• Authority from the Head of Office for entitlement to Mobile phone allowance, if applicable</li> </ul>	Office Concerned
<ul style="list-style-type: none"> <li>• Certification from the Chief Accountant and Property Officer that the employee was not issued a postpaid plan for mobile phone, if applicable</li> </ul>	Accounting Division and General Service Division



CHECKLIST OF REQUIREMENTS***	WHERE TO SECURE
<b>7.0 Extraordinary and Miscellaneous Expenses</b>	
<ul style="list-style-type: none"> <li>• Certification executed by the official concerned that the amount claimed was spent for the purpose and in the amount not exceeding the limit indicated in the general provisions of the GAA</li> </ul>	Concerned Official
<ul style="list-style-type: none"> <li>• Relevant Invoices/Receipts, if the amount claimed was spent for the purpose and in the amount exceeding the limit indicated in the general provisions of the GAA</li> </ul>	Concerned Official
<b>8.0 Procurement of Goods, Consulting Services and Infrastructure Projects (Regardless of Mode of Procurement)</b>	
For all types of procurement	
<ul style="list-style-type: none"> <li>• Certified copy of the page of the approved Annual Procurement Plan (APP) or Supplemental APP where the particular Goods, Consulting Services and/or Infrastructure Projects subject of payment is indicated.</li> </ul>	PSMD
<ul style="list-style-type: none"> <li>• Purchase Requisition (PR)</li> </ul>	Requesting Party/Office Concerned
<ul style="list-style-type: none"> <li>• Certified copy of the submitted Contract or Purchase Order stamped "Received" by COA of the documentary requirements required by COA Circular No. 2009-001 dated February 12, 2009 and COA Memorandum No. 2005-027 dated February 28, 2005 (Annex A-T) and any future amendments thereof</li> </ul>	Procurement Management Section, PSMD (breakdown)
<ul style="list-style-type: none"> <li>• Letter request for payment from contractor/supplier within indicated bank details where to credit payment if the same is not indicated in the Sales Invoice/ Statement of Account/Billing</li> </ul>	Contractor/Supplier/Service Provider



CHECKLIST OF REQUIREMENTS***	WHERE TO SECURE
<b>8.1 Infrastructure Projects</b>	
<i>Additional Documentary Requirements</i>	
<b>8.1.1 Advance Payment for Mobilization Cost</b>	
<ul style="list-style-type: none"> <li>Irrevocable Standby Letter of Credit/Security Bond/Bank Guarantee</li> </ul>	Contractor
<b>8.1.2 Progress Payments</b>	
<ul style="list-style-type: none"> <li>Statement of Work Accomplished (SWA)</li> </ul>	Contractor
<ul style="list-style-type: none"> <li>Progress Billing Statement</li> </ul>	Contractor
<ul style="list-style-type: none"> <li>Inspection Report by the Office Authorized Engineer/ Inspectorate Team</li> </ul>	Office Authorized Engineer /Inspectorate Team
<ul style="list-style-type: none"> <li>Results of Test Analysis, if applicable</li> </ul>	Contractor
<ul style="list-style-type: none"> <li>Contractor's Affidavit on payment of laborers and materials</li> </ul>	Contractor
<ul style="list-style-type: none"> <li>Pictures/Geotagged Photos, before, during and after construction of items of work especially the embedded items</li> </ul>	Office Authorized Engineer /Inspectorate Team
<ul style="list-style-type: none"> <li>Certificate of Percentage of completion</li> </ul>	Office Authorized Engineer /Inspectorate Team
<b>8.1.3 Final Payment</b>	
<ul style="list-style-type: none"> <li>As-Built Plans</li> </ul>	Contractor
<ul style="list-style-type: none"> <li>Final SWA</li> </ul>	Contractor
<ul style="list-style-type: none"> <li>Warranty Security</li> </ul>	Contractor
<ul style="list-style-type: none"> <li>Certificate of Completion</li> </ul>	Office Authorized Engineer /Inspectorate Team
<ul style="list-style-type: none"> <li>Copy of turn-over documents/transfer of project and facilities such as motor vehicles, laptops, and other equipment and furniture included in the contract to concerned government agency</li> </ul>	Contractor
<ul style="list-style-type: none"> <li>Certificate of Acceptance by the Office</li> </ul>	Head of Office
<ul style="list-style-type: none"> <li>Final Inspection Report of the Office authorized Engineers and/or Inspectorate Team</li> </ul>	Office Authorized Engineer /Inspectorate Team
<ul style="list-style-type: none"> <li>Statement of Time Elapsed</li> </ul>	Office Authorized Engineer /Inspectorate Team



CHECKLIST OF REQUIREMENTS***	WHERE TO SECURE
<ul style="list-style-type: none"> <li>• Pictures/Geotagged Photos before, during and after construction of items of work especially the embedded items</li> </ul>	Office Authorized Engineer /Inspectorate Team
<b>8.1.4 Release of Retention Money</b>	
<ul style="list-style-type: none"> <li>• Warranty security in form of cash, bank guarantee, irrevocable standby letter of credit from a commercial bank, GSIS or surety bond callable on demand</li> </ul>	Contractor
<ul style="list-style-type: none"> <li>• Certification from the end-user that the project is completed, inspected and accepted.</li> </ul>	Head of Office
<b>8.2 Consulting Services</b>	
<i>Additional Documentary Requirements</i>	
<ul style="list-style-type: none"> <li>• Copy of curriculum vitae of the consultant</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>• Copy of the Terms of Reference or Contract (for first payment)</li> </ul>	End User
<ul style="list-style-type: none"> <li>• Approved consultancy Progress/Final Reports, and/or output required under the contract</li> </ul>	End User
<ul style="list-style-type: none"> <li>• Progress/Final Billing</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>• Contract of Infrastructure Projects subject of Project Management Consulting Services</li> </ul>	End User
<b>8.3 Goods</b>	
<i>Additional Documentary Requirements</i>	
<b>8.3.1 Supplies, Materials, Equipment and Motor Vehicles</b>	
<ul style="list-style-type: none"> <li>• Original copy of Dealers/Suppliers' Invoices showing the quantity, description of the articles, unit and total value, duly signed by the dealer or his authorized representative</li> </ul>	Supplier
<ul style="list-style-type: none"> <li>• Results of Test Analysis, if applicable</li> </ul>	Supplier



CHECKLIST OF REQUIREMENTS***	WHERE TO SECURE
<ul style="list-style-type: none"> <li>• Tax receipts from the Bureau of Customs or the BIR indicating the exact specifications and/or serial number of the equipment procured by the government as proof of payment of all taxes and duties due on the same equipment, supplied or sold to the government (if applicable)</li> </ul>	Supplier
<ul style="list-style-type: none"> <li>• Delivery receipt duly received.</li> </ul>	PSMD
<ul style="list-style-type: none"> <li>• Inspection and Acceptance Report prepared by the Office inspector and signed by the Head of Office or his authorized representative</li> </ul>	Inspectorate Team
<ul style="list-style-type: none"> <li>• Property Acknowledgement Receipt (PAR) for equipment, Inventory Custodian Slip (ICS) for semi-expendables</li> </ul>	PSMD
<ul style="list-style-type: none"> <li>• Warranty Security for a minimum period of three months, in the case of expendable supplies, or a minimum period of one year in the case of semi-/non-expendable supplies, after acceptance by the procuring entity of the delivered supplies (optional for emergency cases and small value procurement)</li> </ul>	Supplier
<ul style="list-style-type: none"> <li>• Authority to purchase, in case of motor vehicles</li> </ul>	DBM
<ul style="list-style-type: none"> <li>• For Procurement of drugs and medicines               <ul style="list-style-type: none"> <li>- Certificate of product registration from Food and Drug Administration (FDA)</li> <li>- Certificate of good manufacturing practices from FDA</li> <li>- Batch release certificate from FDA</li> <li>- If the supplier is not the manufacturer, certification from the manufacturer that the supplier is an authorized distributor/dealer of the product/items</li> <li>- License to Operate from FDA with List of Sources (whether it is a manufacturer, importer, seller or distributor)</li> </ul> </li> </ul>	Supplier



CHECKLIST OF REQUIREMENTS***	WHERE TO SECURE
<ul style="list-style-type: none"> <li>- Certification by the Medical Officer that medicines and drugs requisitioned is included in the PNDF Current Edition</li> <li>- Delivery Receipt/Invoice bearing Lot Nos. and Expiry Dates of the drugs and medicines</li> </ul>	
<b>8.3.2 For Procurements of Fuel, Oil, and Lubricants</b>	
<ul style="list-style-type: none"> <li>- Billing/Statement of Account</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>- Vehicle Trip Ticket</li> </ul>	Driver on Duty
<ul style="list-style-type: none"> <li>- Fuel/Lubricants Requisition and Issue Slip</li> </ul>	Requesting Party or Originating Office
<ul style="list-style-type: none"> <li>- Fuel Consumption Report, if applicable</li> </ul>	General Services Division
<ul style="list-style-type: none"> <li>- Monthly Report of Official Travels, if applicable</li> </ul>	General Services Division
<b>8.3.3 For Procurement of Meals, Snacks, Accommodations for Meeting/Seminar/ Training/Workshop/Orientation</b>	
<ul style="list-style-type: none"> <li>- Special Order with Activity Design or Notice of Meeting</li> </ul>	Requesting Party or Originating Office, Regional Office
<ul style="list-style-type: none"> <li>- BAC Resolution</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>- PHILGEPS Bids Notice Abstract - RFQ (above 50k)</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>- 3 Quotations</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>- Abstract of Quotation</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>- Billing or Statement of Account</li> </ul>	Service Provider, Requesting Party or Originating Office
<ul style="list-style-type: none"> <li>- Attendance</li> </ul>	Requesting Party or Originating Office
<b>8.3.4 General Support Services (janitorial, security maintenance, garbage collection and disposal and similar services)</b>	
<ul style="list-style-type: none"> <li>● Performance Appraisal Report</li> </ul>	General Services Division
<ul style="list-style-type: none"> <li>● Statement of Account or Contractor's Bill</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>● Record of Attendance/Service</li> </ul>	Service Provider



CHECKLIST OF REQUIREMENTS***	WHERE TO SECURE
<ul style="list-style-type: none"> <li>• Proof of remittance to concerned government agencies [BIR/Social Security System (SSS)/ECC/Pag-ibig/PhilHealth]</li> </ul>	Service Provider
<b>8.3.5 Rental Contracts for Property</b>	
<ul style="list-style-type: none"> <li>• List of prevailing comparable property within the vicinity (for first claim)</li> </ul>	Administrative Division/Management Services Division
<ul style="list-style-type: none"> <li>• Vicinity map (for first claim)</li> </ul>	Administrative Division/Management Services Division
<ul style="list-style-type: none"> <li>• Cost benefits analysis</li> </ul>	End user/ Unit concerned
<ul style="list-style-type: none"> <li>• Market study (for new contracts)</li> </ul>	End user/ Unit concerned
<ul style="list-style-type: none"> <li>• Bills/Invoices</li> </ul>	Contractor
<ul style="list-style-type: none"> <li>• Certificate of Occupancy (space/building) (for first claim)</li> </ul>	Administrative Division/Management Services Division
<b>8.3.6 Repair and Maintenance of Aircrafts, Watercrafts, Equipment and Motor Vehicles</b>	
<ul style="list-style-type: none"> <li>• Bills/Invoices</li> </ul>	Supplier
<ul style="list-style-type: none"> <li>• Pre-Repair Inspection Report</li> </ul>	Inspectorate Team
<ul style="list-style-type: none"> <li>• Post-Repair Inspection Report</li> </ul>	Inspectorate Team
<ul style="list-style-type: none"> <li>• Repair History of Property</li> </ul>	General Service Section/Administrative Unit
<ul style="list-style-type: none"> <li>• Waste Materials Report</li> </ul>	General Service Section/Property Unit
<ul style="list-style-type: none"> <li>• Warranty Certificate</li> </ul>	Supplier
<ul style="list-style-type: none"> <li>• Certificate of Acceptance</li> </ul>	End User
<b>8.3.7 Advertising Expenses</b>	
<ul style="list-style-type: none"> <li>• Bill/Statement of Account</li> </ul>	Supplier
<ul style="list-style-type: none"> <li>• Copy of newspaper clippings evidencing publication and/or CD/DVD in case of TV/Radio commercial</li> </ul>	Requesting Party
<ul style="list-style-type: none"> <li>• Copy of Approved Office Media Plan, if any</li> </ul>	Requesting Party



CHECKLIST OF REQUIREMENTS***	WHERE TO SECURE
<b>9.0 Cultural and Athletic Activities</b>	
<ul style="list-style-type: none"> <li>• Budget estimates approved by the Head of Office</li> </ul>	Office Concerned
<ul style="list-style-type: none"> <li>• Office Order</li> </ul>	Regional Executive Director
<ul style="list-style-type: none"> <li>• Same requirements under procurement depending on the nature of expense and the mode of procurement</li> </ul>	
<b>10.0 Human Resource Development and Training Program</b>	
<ul style="list-style-type: none"> <li>• Budget Estimates Approved by the Head of Office</li> </ul>	Office Concerned
<ul style="list-style-type: none"> <li>• Schedule of Training Approved by the Head of Office</li> </ul>	Office Concerned
<ul style="list-style-type: none"> <li>• Training Design</li> </ul>	Office Concerned
<ul style="list-style-type: none"> <li>• Statements of Account/Bills/Invoices</li> </ul>	Supplier
<ul style="list-style-type: none"> <li>• Official Receipts</li> </ul>	Supplier
<ul style="list-style-type: none"> <li>• Office Order/Terms of Reference</li> </ul>	Office Concerned
<ul style="list-style-type: none"> <li>• Training Report with photo documentation</li> </ul>	Office Concerned

\*\*\*Based on Commission on Audit (COA) Circular 2012-001 dated June 14, 2012 Revised Guidelines and Documentary Requirements for Common Government Transactions. Checklist of Documentary Requirements are uploaded and downloadable in the DENR Website under E-Library Section (Financial and Management Service)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
<b>Budget Division</b>				
1. Submit Disbursement Voucher (DV) and Obligation Request and Status (ORS) signed by the Head, Requesting Office/Authorized Representative with complete supporting Documents to Budget Division for review and evaluation	1.1. Receive and record in Logbook all DV and ORS with complete supporting documents, sort into categories and forward to concerned Processor or Controller assigned per Office	None	1 hour	<i>Receiving / Releasing Clerk Budget Division</i>  <i>Administrative Assistant II</i>  <i>Budget Data Management Assistant</i>
	1.2. Review/check the accuracy of the prepared DV and ORS and the completeness of the supporting documents.	None	5 hours (Complex)	<i>Processor/Controller Budget Division</i>  <b>REGULAR PROGRAMS SECTION</b>
	1.3. Verify availability of allotment, encode in the ORS system, indicate generated number in the ORS, and initial Box B and forward to the Administrative Officer IV, Chief/Section, Chief/Assistant, Chief, Budget Division in accordance with Manual of Authority.	None	2 days & 3 hours (Highly Technical)	<i>Administrative Officer IV</i> <i>Administrative Officer II</i> <i>Administrative Assistant II</i> <i>Data Management Officer</i>  <b>FOREIGN-ASSISTED AND LOCALLY FUNDED</b>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
				<p><b>PROJECTS AND SPECIAL PROGRAMS SECTION</b>  <b>Administrative Officer IV</b>  <b>Administrative Officer II</b>  <b>Administrative Assistant II</b></p> <p><b>Project Evaluation Officer</b>  <b>LINE BUREAUS,</b>  <b>ATTACHED AGENCIES</b>  <b>AND PERSONNEL</b>  <b>SERVICES BENEFIT SECTION</b>  <b>Administrative Officer IV</b>  <b>Administrative Officer II</b></p>
	1.4. Review and Sign Box B of ORS and forward to Receiving and Releasing Clerk.	None	<p>5 hours (Complex)</p> <p>2 days &amp; 3 hours (Highly Technical)</p>	<p><b>Chief/Designated In-Charge</b>  <i>(No limit)</i></p> <p><b>OIC Chief, Budget Division</b></p> <p><b>Assistant Chief/ Designated Assistant Chief</b>  <i>(Up to Php 2,000,000.00)</i></p> <p><b>Assistant Division Chief</b></p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
				<p><b><i>Supervising Administrative Officer</i></b></p> <p><b><i>Administrative Officer V/ Designated Section Chief (Up to Php 200,000.00)</i></b></p> <p><b><i>Regular Programs Section Administrative Officer V</i></b></p> <p><b><i>Line Bureaus, Attached Agencies And Personnel Services Benefit Section Administrative Officer V</i></b></p> <p><b><i>Foreign – Assisted and Locally Funded Projects and Special Programs Section</i></b></p> <p><b><i>In-Charge, Section Chief Administrative Officer IV</i></b></p> <p><b><i>Administrative Officer IV (Up to Php 10,000.00) Budget Division</i></b></p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.5. Batch up several DV and ORS into categories per kind of claim and forward to the Accounting Division.	None	1 hour	<b><i>Receiving/Releasing Clerk</i></b> <b><i>Budget Division</i></b> <b><i>Administrative Assistant II</i></b> <b><i>Budget Data Management Assistant</i></b>
<b>Accounting Division</b>				
	1.6. Check completeness of supporting documents as per Checklist of Documentary Requirements (CDR)	None	2 hours	<b>Accounting Division</b>  <b><i>Admin. Assistant II</i></b> <b><i>Accounting Assistant</i></b>
	1.7. Receive DV/Payroll with signed ORS/BURS and complete supporting documents (SDs) in the logbook of the Budget/End-User.	None		
	1.8. Stamp "Received", indicate time and date of receipt, initials on the received portion of the DV and assigns DV/Payroll number.	None		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.9. Record the DV number and date, name of payee, particulars and amount in the logbook, Accounting Division - Document Tracking (AD-DT) and monitoring database.	None	2 hours	
	1.10. Attached accomplished the AD-DT to the DV and forwards to designated processors	None		
	1.11. Indicate the date and time of receipt in the AD-DT	None	4 hours (Complex)  1 day & 5 hours (Highly Technical)	<b>Accounting Division</b>  <b><i>Financial Analyst</i></b> <b><i>Administrative Assistant II</i></b> <b><i>Administrative Assistant</i></b> <b><i>III</i></b> <b><i>Accountant II</i></b>
	1.12. Process DVs as to completeness and propriety of supporting documents	None		
	1.13. Compute for applicable taxes, if any.	None		
	1.14. Prepare Certificate of Taxes Withheld (BIR Form 2307), if applicable.	None		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.15. Prepare Accounting Entries in Box B of DV.	None		
	1.16. Affix initial in Box C of DV.	None		
	1.17. Accomplish the AD-DT and monitoring database by indicating the date and time when the processing was completed	None		
	1.18. Forward DVs with approved ORS, AD-DT and supporting documents to the designated staff for indexing.	None		
	1.19. Indicate the date and time of receipt in the AD-DT	None	2 hours	<b>Accounting Division</b>  <b><i>Accounting Assistant</i></b> <b><i>Administrative Assistant</i></b> <b><i>II</i></b> <b><i>Data Management Officer</i></b>
	1.20. Record DV date and number, particulars and amount in individual index of payment.	None		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.21. Affix initial in Box C of DV.	None		
	1.22. Accomplish the AD-DT and the monitoring database by indicating the date and time when the indexing was completed.	None		
	1.23. Forward DVs with approved ORS, AD-DT with SDs to the Chief Accountant/ Asst. Chief Accountant / Chief Disbursement Section/ Accountant II for review and signature in Box C (based on manual of authorities).	None		
	1.24. Indicate the date and time of receipt in the AD-DT	None	5 hours (Complex)	<b>Accounting Division</b>  <b>Accountant II</b> <b>(up to Php 20,000.00)</b>  <b>OIC Chief, Disbursement</b> <b>Section</b> <b>Accountant III</b> <b>(up to Php 200,000.00)</b>
	1.25. Review DVs with approved ORS and SDs	None		
	1.26. Sign/Certify Box C of DV based on the Manual of Authorities.	None		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.27. Accomplish the AD-DT and monitoring database by indicating the date and time of approval.	None	1 hour	<b>Accountant IV - Assistant Division Chief/Designated Assistant Division Chief (up to Php 2M)</b>  <b>Department Chief Accountant/ In-Charge, Accounting Division (No limit)</b>
	1.28. Forward the duly signed DVs and SDS to the Releasing Staff.	None		
	1.29. Indicate the date and time of release in the AD-DT and monitoring database and detach the AD-DT	None		<b>Accounting Division</b>  <b>Administrative Assistant II</b>
	1.30. Stamp "Released"; indicate time and date in the DV.	None		
	1.31. Release the duly signed DVs together with complete SDs to Approving Authority.	None		
<b>Office of Approving Authority per Manual of Authority</b>				
	1.32. Receive signed DV, approved ORS and supporting documents. Record in logbook. Forward	None	30 mins	Receiving/Releasing Clerk  <b>Office of the Approving Authority based on Manual of Authorities, as follows****:</b>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	<p>to approving authority for signature and approval</p> <p>Record in logbook.</p> <p>Forward to approving authority for signature and approval.</p>			<p><b>Personnel Services</b>  <i>Director HRDS/AS/FMS or ASEC HR/Admin/Finance or Designated OIC (Regardless of amount)</i></p> <p><b>MOOE/CO</b>  <i>Director AS/FMS or Designated OIC (up to Php 5M)</i></p> <p><i>Supervising ASEC or ASEC Admin/Finance or Designated OIC (up to Php 20M)</i></p> <p><i>Supervising USEC or USEC Finance or Secretary or Designated OIC (Regardless of amount)</i></p> <p><b>Transfer of Funds</b>  <i>Director FMS/AS or Designated OIC (up to Php 5M)</i></p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
				<p><i>ASEC Finance/Admin or Designated OIC (up to Php 20M)</i></p> <p><i>USEC Finance or Secretary or Designated OIC (Regardless of Amount)</i></p> <p><b>Remittance-PS</b> <i>Director FMS/AS or Designated OIC (Regardless of Amount)</i></p>
	1.33. Receive documents, review, and sign Box D of DV. Forward to Receiving/Releasing Clerk.	None	7 hours (complex)  3 days & 7hours  (highly technical)	Approving Authority based on Manual of Authorities
	1.34. Release approved DV to the Accounting Division	None	30 mins	Receiving/Releasing Clerk  Office of Approving Authority based on Manual of Authorities



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
<b>Accounting Division</b>				
	1.35. Receive approved DV, ORS and supporting documents, and record in the logbook	None	1 hour	<b>Accounting Division</b> <b>Administrative Assistant II</b>
	1.36. Prepare LDDAP-ADA spell out and forward to the approving Officer	None	2 hours and 30 minutes	
	1.37. Certifying Officer review and sign LDDAP	None	2 hours (complex)  4 hours (highly technical)	<b>Accounting Division</b> <b>Accountant II</b> <b>(up to Php 20,000.00)</b>  <b>OIC Chief, Disbursement Section</b> <b>Accountant III</b> <b>(up to Php 200,000.00)</b>  <b>Accountant IV - Assistant Division Chief/Designated Assistant Division Chief</b> <b>(up to Php 2M)</b>  <b>Department Chief Accountant/ In-Charge, Accounting Division</b> <b>(No limit)</b>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.38. Released ADA to Cashier	None	30 mins	<b>Accounting Division</b> <b>Administrative Assistant II</b>
<b>Cashier Section</b>				
	1.39. Receive and record in Logbook the approved LDDAP-ADA, DV, ORS and/or other supporting documents.  Check completeness of signatories on the DVs, ORS and/or LDDAP-ADA and forward to concerned Cashier Staff.	None	30 mins	<b>Cashier Section</b> <b>Office Support Staff</b> <b>Administrative Officer I</b> <b>Messenger</b>
	1.40. Check the account/funding source and balance of Notice of Cash Allocation (NCA) against amount of the DV.  Prepare Check and record in the Check and Advice to Debit Account Disbursement Record (CkADADRec.)	None	30 mins	<b>Cashier Section</b> <b>Administrative Officer V</b> <b>Administrative Officer I</b>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.41. Prepare Advice of Checks Issued and Cancelled (ACIC) for Checks and LDDAP-ADA.	None	1 hour	<b>Cashier Section</b> <b>Administrative Officer I</b>
	1.42. Record Check/LDDAP-ADA particulars in the Index of Payment and indicate Check/LDDAP-ADA number, date, bank name and account number in the portion E of the DV.	None	1 hour	<b>Cashier Section</b> <b>Office Support Staff</b> <b>Administrative Officer I</b> <b>Messenger</b>
	1.43. Review and sign the Check and the ADA portion of LDDAP-ADA, and ACIC.	None	1 hour	<b>Cashier Section</b> <b>Administrative Officer V</b> <b>Administrative Officer I</b>
	1.44. Record in the Logbook and forward Check/LDDAP- ADA with supporting documents and corresponding ACIC to Approving Officials based on Manual of Authorities.	None	30 mins	<b>Cashier Section</b> <b>Administrative Officer I</b>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
<b>Office of Approving Authority</b>				
	1.45. Receive Check/ADA, DV and other supporting documents and corresponding ACIC from Cashier Section.	None	30 mins	<p>Receiving/Releasing Clerk Office of the Approving Authority based on Manual of Authorities</p> <p><b>LDDAP</b> <i>Personnel Services</i> <i>Director FMS/AS or Designated OIC (Regardless of amount)</i></p> <p><b>MOOE/CO</b> <i>Director FMS/AS or Designated OIC (up to Php 5M)</i></p> <p><i>ASEC Finance or Designated OIC (up to Php 20M)</i></p> <p><i>USEC Finance or Secretary or Designated OIC (Regardless of amount)</i></p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
				<p><b>CHECKS/ADA</b>  <b>Personnel Services</b>  <i>Director FMS/AS or Designated OIC (Regardless of amount)</i></p> <p><b>MOOE/CO</b>  <i>Director AS/FMS or Designated OIC (up to Php 5M)</i></p> <p><i>ASEC Admin/Finance or Designated OIC (up to Php 20M)</i>  <i>USEC Admin/Finance or Secretary or Designated OIC (Regardless of amount)</i></p>
	1.46. Countersign Check and approve the LDDAP-ADA based on Manual of Authorities, and corresponding ACIC.	None	5 hours (complex)  3 days & 7 hours (Highly technical)	Approving Authority based on Manual of Authorities



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.47. Forward the signed/ approved Check/LDDAP- ADA with supporting documents and corresponding ACIC to cashier Unit.	None	30 mins	Receiving/Releasing Clerk  Office of the Approving Authority based on Manual of Authorities
	1.48. Receive the approved LDDAP-ADA with supporting documents and the corresponding ACIC and records in the Logbook. For checks, receive the signed checks, DV and supporting documents and the corresponding ACIC and records the particular in the check register	None	30 mins	<b>Cashier Section</b>  <b>Office Support Staff</b>  <b>Administrative Officer I</b>  <b>Messenger</b>
	1.49. Prepare the receiving copy and soft copy of LDDAP- ADA and the corresponding ACIC for check and LDDAP-ADA to be forwarded to LBP	None	2 hours & 30 mins	<b>Cashier Section</b>  <b>Administrative Officer I</b>  <b>Administrative Officer I</b>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	<p>For checks, receive the signed checks, DV and supporting documents and the corresponding ACIC and records the particular in the check register</p> <p>Forward to LBP the approved LDDAP- ADA/Checks along with the corresponding advices</p>			
	<p>1.50. Inform the claimants/payee that the check is ready for pick-up/ the LDDAP-ADA was forwarded to the bank and to issue OR and to receive the Tax Certificate upon crediting payment to their account.</p>	None	20 mins	<p><b>Cashier Section</b></p> <p><b>Administrative Officer I</b></p>
	<p>1.51. For Checks, release Check and Tax Certificate to the payee and sign the box E portion of the DV and attach the OR to the DV.</p>	None	10 mins	<p><b>Cashier Section</b></p> <p><b>Administrative Officer I</b></p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
2. Receive check and sign Box E of the DV (Checks) or Check bank account (LDDAP-ADA).  Issue Official Receipt to Cashier, and pick up tax certificate, if applicable.  Sign in box E of DV (LDDAP-ADA).		None		
	<b>TOTAL</b>	None	<b>Complex</b>	<b>7 working days</b>
			<b>Highly Technical</b>	<b>20 working days</b>



**CLASSIFICATION:**

<b>*Complex Transactions</b>	
<ul style="list-style-type: none"> <li>● Remittances of Contributions and Loan Payments to Agencies for Mandatory Deductions and Various Lending/Financing Institutions</li> <li>● Water/Electricity Expenses</li> <li>● Registration fees for Training/Seminar/Workshop and Membership Dues and Contributions to Organizations</li> <li>● Funding Checks to Regional Offices/Bureaus/PENROs</li> <li>● Land Bank – Payroll Registry for salaries and other personnel benefits of permanent employees and payment for service rendered of individuals hired under contract of service</li> <li>● Payroll for Services rendered under Contract of Service</li> </ul>	<ul style="list-style-type: none"> <li>● Registration and Insurance of Motor Vehicles (LTO / GSIS)</li> <li>● Catering Services (below P 50,000.00)</li> <li>● Laundry Expenses</li> <li>● Advertising Expenses</li> <li>● Fidelity Bond</li> <li>● Travelling Expenses - Pre-travel (Local and Foreign)</li> <li>● Grant of cash advance for petty cash and special events/activity</li> </ul>
<b>**Highly Technical Transactions</b> (requires further verification, more time to process, bulk documents to validate, needs additional supporting documents, with tax implications)	
<ul style="list-style-type: none"> <li>● Payroll Salaries, wages, and other personnel benefits (RATA, etc.) and compensation of permanent (as to issuance of ORS by Budget Division)</li> <li>● Janitorial/Security Services</li> <li>● Travelling Expenses -Reimbursement (Local and Foreign)</li> <li>● Replenishment of Petty Cash</li> <li>● Fuel, Oil and Lubricants Expenses</li> <li>● Communication and Telephone Expenses</li> <li>● Postage and Courier Expenses (JRS, etc.)</li> <li>● Lease of Venue (Food and Accommodation)</li> <li>● Subscription Expenses (IT Software, Newspaper, etc.)</li> <li>● Special Counsel Allowance</li> <li>● Honorarium</li> <li>● Catering Services (P50,000.00) and above</li> </ul>	<ul style="list-style-type: none"> <li>● Purchase of Supplies and Equipment</li> <li>● Repairs and Maintenance of Building, Motor Vehicle, Equipment etc.</li> <li>● Construction of Buildings and Other Structures</li> <li>● Consultancy - Individual and Firms</li> <li>● Lease/Rental of Real Property Inter-Agency Fund Transfer</li> <li>● Printing and Publication</li> <li>● Rental (printer/copier, etc.)</li> <li>● Scholarship Expenses (tuition, stipend, etc.)</li> <li>● Plane fare</li> <li>● Legal Services (OSG allowances)</li> </ul>



**Notes:**

- 1. Processing time excludes 24 to 48 bank waiting hours**
- 2. Processing time is on the assumption that all documents are complete and proper and that no other matters/ meetings are attended to by the signatories.**
- 3. Rule VII, Section 2(b) of the Joint Memorandum Circular No. 2019-001 or the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 11032 states that:**

*“xxx The Government office or agency shall not process deficient or incomplete applications or request, and shall only process an application or request if it is complete. In case the application or requests is deficient, the processing time as provided under the Act and these Rules shall only commence once the applicant or requesting party has rectified the deficiency.*

*For processes that involve several stages with corresponding prescribed requirements, the processing time for each stage commences on the date/time that the applicant has satisfactorily completed the requirements for the previous stage and has submitted all the requirements for the subsequent stage being applied for.”*



**DENR CENTRAL OFFICE**  
**Administrative and Finance**  
**(External Services)**



## CITIZEN'S CHARTER NO. CO-AF-05. SALE OF BIDDING DOCUMENTS

The Bidders may be asked to pay a fee to recover the cost for the preparation and development of the Bidding Documents pursuant to the Guidelines on the Sale of the Bidding Documents. The BAC shall issue the bidding documents to the prospective bidders upon payment of the corresponding cost thereof.

<b>Office or Division:</b>	Bids and Awards Committee (BAC) Secretariat, DENR Central Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Who may avail:</b>	Prospective Bidder/s			
<b>CHECKLIST OF REQUIREMENT</b>		<b>WHERE TO SECURE</b>		
1. Official Receipt (1 photocopy with accompanying original)		Cashier, DENR Central Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Present original and submit copy of Official Receipt as proof of payment as indicated in the invitation to bid (IB) of the Bidding Documents.	1.1. Receive copy of Official Receipt, and issue Copy of the Bidding Documents.	Please refer to the table of fees below.	10 mins	<i>BAC Secretariat</i> PSMD



2. Receive copy of Bidding Documents, fill out the bidder's registration form and acknowledge receipt of Bidding Documents.	2.1. Maintain registry of Bidders who purchased the Bidding Documents.		10 mins	BAC Secretariat PSMD
<b>TOTAL:</b>		Please refer to the table of fees below.	<b>20 minutes</b>	

*\* Fees of Bidding Documents based on Section 5.0, Appendix 8 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.*

Approved Budget for the Contract (Php)	Maximum Cost of Bidding Documents (Php)
500, 000 and below	500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00



**DENR CENTRAL OFFICE**  
**Human Resource and Development**  
**(Internal Services)**



## CHARTER NO. CO-HRDS-01. APPLICATION FOR ISSUANCE OF NOMINATION AND TRAVEL AUTHORITY FOR LOCAL AND FOREIGN STUDY

The Issuance of Nomination and Travel Authority/Special Order is done in compliance with Executive Order No. 77, as well as other administrative issuances by the Office of the President and Department of Environment and Natural Resources.

The Nomination Letter is an official document submitted to the sponsoring agencies/organizations indicating the official nominees authorized to participate in the local and international studies. The Special Order authorizes government employees to pursue studies on official time, while the Travel Authority authorizes government employees the permission to travel outside the country.

<b>Office or Division:</b>	Career Development Division - Strategy Management and Organizational Transformation Office (CDD-SMOTO)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2G-Government to Government
<b>Who may avail:</b>	Internal: All Permanent Employees and Officials of DENR Central, Regional, PENR and CENR Offices, Bureaus (including Central and Regional Offices), and Attached Agencies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Memorandum addressed to the Chair of the Human Resource Development Committee (HRDC), attention: HRDC Secretariat, endorsed by Head of Office with justification on how the travel complies with minimum criteria for travel pursuant to EO 77 and other DENR requirements (for foreign study). The Memorandum shall be concurred by supervising USec and/or ASec (1 original/printed/ photocopy);	<ul style="list-style-type: none"> <li>• Head of Office where applicant is reporting for duty</li> <li>• Office of the supervising USec/ASec</li> </ul>
2. Resolution from HRDC counterpart (Region/Bureau/Attached Agency) nominating the applicant (1 original/printed/ photocopy);	<ul style="list-style-type: none"> <li>• Central Office/Region/Bureau/Attached Agency nominating the applicant</li> </ul>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Invitation letter disseminated by the DENR/sponsoring agency (1 original/printed/ photocopy);	<ul style="list-style-type: none"> <li>• DENR Central Office</li> <li>• Sponsoring Organization/Agency</li> </ul>
4. Nomination letter from the head of agency and acceptance from the sponsoring agency (if applicable) (1 original/printed/ photocopy);	<ul style="list-style-type: none"> <li>• Head of Agency (Nomination)</li> <li>• Sponsoring Agency (Acceptance)</li> </ul>
5. Service Record (1 original/printed/ photocopy);	<ul style="list-style-type: none"> <li>• Personnel Division and its counterparts in the Region/Bureau/Attached Agency</li> </ul>
6. Certificate of No Pending Administrative Case (1 original/printed/ photocopy);	<ul style="list-style-type: none"> <li>• Legal Division/Authorized signatory</li> </ul>
<p>7. Certification from the Director supervising Human Resources/Assistant Regional Director for Management Service/Assistant Director (Region/Bureau/Attached Agency) stating (1 original/printed/ photocopy):</p> <p>a. That the applicant has no pending scholarship nomination;</p> <p>b. That the applicant has not been a delinquent scholar from a previous scholarship grant; and</p> <p>c. That the applicant has submitted all the required reports from previous foreign travels;</p>	<ul style="list-style-type: none"> <li>• Director supervising Human Resources/Assistant Regional Director for Management Service/Assistant Director (Region/Bureau/Attached Agency)</li> </ul>
8. Updated Personal Data Sheet with work experience sheet, duly signed by authorized person administering Oath (1 original/printed/photocopy); and	<ul style="list-style-type: none"> <li>• Applicant</li> </ul>
9. Self-certification of official travel history for the past 24 months (1 original/printed/ photocopy).	<ul style="list-style-type: none"> <li>• Applicant</li> </ul>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit the complete documentary requirements, with concurrence from the Supervising Undersecretary or Supervising Assistant Secretary	1.1. Receive the request for nomination and/or travel authority/special order, check the completeness of the documentary requirements and attach a checklist of requirements.  Note that requests with incomplete documentary requirements will be returned to the applicant/concerned office with an attached checklist.	None	10 mins	<i>CDD Staff/ CDD Receiving Area</i>
	1.2. Conduct initial evaluation and forward the request and the attached documentary documents to the responsible Section.	None	2 hours	<i>CDD Chief</i>
	1.3. Evaluate the documents and draft the Complete Staff Work (CSW) of the request/s, to be deliberated by the Human Resource Development Committee (HRDC).	None	2 days	<i>Intellectual Capital Management Section (ICMS) Action Officer</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	<p>If HRDC meeting:</p> <ul style="list-style-type: none"> <li>• Powerpoint presentation</li> <li>• Notice of Meeting for HRDC</li> <li>• HRDC Resolution</li> </ul> <p>If HRDC referendum:</p> <ul style="list-style-type: none"> <li>• Memorandum for HRDC Members</li> <li>• Action Sheet</li> <li>• HRDC Resolution</li> <li>• Certification</li> </ul> <p>Prepare a draft Nomination Letter.</p>			
	<p>1.4. If HRDC Referendum, sign the Memorandum for HRDC Members.</p> <p>Review and comment further on the CSW.</p>	None	2 hours	<i>CDD Chief</i>
	<p>1.5. Deliberate the applications received and select the most suitable applicants for study trips.</p>	None	1 day	<i>Human Resource Development Committee (HRDC)</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	<p>Sign the HRDC Resolution after deliberation and receipt of the final draft of HRDC Resolution prepared by the HRDC Secretariat.</p>			
	<p>1.6. If approved, finalize the Nomination Letter, including Minutes of the Meeting (if HRDC meeting).</p> <p>If not approved, prepare a Memorandum informing the requestor/s on the result of the deliberation.</p> <p>Submit CSW documents to the CDD Chief, for review.</p>	None	4 hours	<p><i>Intellectual Capital Management Section (ICMS) Action Officer</i></p>
	<p>1.7. Final review and affix initial on the Nomination Letter and Memorandum for non-selected applicants.</p> <p>Affix signature on the Minutes of the Meeting (if HRDC meeting).</p> <p>Endorse the documents to the SMOTO Director.</p>	None	2 hours	<p><i>CDD Chief</i></p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	<p>1.8. Affix initial on the Nomination Letter.</p> <p>Sign the Memorandum for non-selected applicants and Minutes of the Meeting (if HRDC meeting).</p>	None	4 hours	<i>SMOTO Director</i>
	1.9. Sign the Nomination letter and forward to the CDD.	None	3 days	<i>Undersecretary supervising HRDS</i>
2. Receive a copy of the signed documents (Nomination Letter/Memorandum).	2.1. Forward the signed documents (Nomination Letter/ Memorandum) to the applicant and HRD counterparts.			
3. Submit to the HRDC Secretariat the Memorandum with attachments (copy of the acceptance letter from the Sponsoring Agency/Organizer and duly accomplished Service Obligation Contract).	3.1. Receive the Memorandum with attachments (copy of the acceptance letter from the Sponsoring Agency/Organizer and duly accomplished Service Obligation Contract).	None	10 mins	<i>CDD Staff/ CDD Receiving Area</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	<p>3.2. Check completeness and accuracy of the Service Obligation Contract.</p> <p>Draft covering Memorandum, Travel Authority (foreign study)/ Special Order (local study), and forward the documents, including the Service Obligation Contract, to the Division Chief, for review and initial.</p>	None	4 hours	<p><i>Intellectual Capital Management Section (ICMS) Action Officer</i></p>
	<p>3.3. Perform final review on the documents and affix initial.</p>	None	2 hours	<p><i>CDD Chief</i></p>
	<p>3.4. Affix initial on the documents and forward to the Office of the Undersecretary supervising HRDS.</p>	None	4 hours	<p><i>SMOTO Director</i></p>
	<p>3.5. Sign the Covering Memorandum and Special Order (local study), and affix initial on the Travel Authority (foreign study).</p>	None	3 days	<p><i>Undersecretary supervising HRDS</i></p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	<p>Endorse the documents to the Office of the Secretary.</p> <p>For local study, forward the signed Special Order to the Records Management Division for numbering.</p>			
	<p>3.6. Sign the Travel Authority The staff under the Office of the Secretary shall release it to CDD.</p> <p>For local study, forward the barcoded Special Order to the Records Management Division.</p>	None	7 days	<i>Department Secretary</i>
4. Receive the signed copy of the documents.	<p>4.1. Receive signed copies of the documents and release them to concerned parties, copy furnished concerned office.</p> <p>Forward to the responsible Section the file copies, for safekeeping.</p>	None	10 mins	<i>CDD Staff/ CDD Receiving Area</i>
<b>TOTAL:</b>		<b>None</b>	<b>19 days &amp; 30 minutes</b>	



## CITIZEN'S CHARTER NO. CO-HRDS-02. ISSUANCE OF AUTHORITY TO ENGAGE IN LIMITED PRACTICE OF PROFESSION

This *Authority* is issued to authorize a DENR employee or official to engage in limited private practice of profession in accordance with Sec.7(2) of R.A. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees and Sec. 136 of the 2017 Omnibus Rules on Appointments and Other Human Resources Actions Revised 2018). Authorization shall be renewed annually.

<b>Office or Division:</b>	Personnel Division-Human Resource Development Service (PD-HRDS)			
<b>Classification:</b>	Complex			
<b>Type of Transaction</b>	G2G - Government to Government			
<b>Who may avail:</b>	Plantilla appointees/employees in the DENR			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request letter endorsed/noted by recommending authority (Service Director/Head of Office/Regional Executive Director/Bureau Director) (1 original)		Requesting employee		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submit request for Authority to engage in limited Practice of Profession	1.1. Receive request and review request	None	20 mins	<i>Administrative Officer V PD-HRDS</i>
	1.2. If in order, prepare <i>Authority</i> and memorandum endorsing the request to the approving authority, affix initials on the documents, and forward the same to the Chief, PD-HRDS			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.3. Review and evaluate documents. If in order, affix initial on the endorsement memorandum and <i>Authority</i> , and forward the documents to the Director, HRDS	None	4 hours	Chief Administrative Officer <i>PD-HRDS</i>
	1.4. Review and evaluate documents. If in order, affix initial on the endorsement memorandum and <i>Authority</i> , and forward the documents to the Assistant Secretary supervising HRDS	None	4 hours	<i>OIC Director, HRDS</i>
	1.5. Review and evaluate documents. If in order,  If the requesting employee is a 3 <sup>rd</sup> level Official/Division Chief, sign the endorsement memorandum and affix initial on the draft <i>Authority</i> . Then, forward the documents to the Undersecretary supervising HRDS  If requesting employee is below Division Chief, sign <i>Authority</i> and forward documents to the Personnel Division (skip Action No. 5)	None	1 day	Assistant Secretary <i>Human Resources and Sectoral Initiatives</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.6. Review and evaluate documents. If in order, sign <i>Authority</i> and forward the documents to the Personnel Division.	None	3 days	Undersecretary <i>Organizational Transformation and Human Resources</i>
	1.7. Release signed <i>Authority</i>  If requesting employee is from the DENR Central Office, release signed <i>Authority</i> to the requesting employee  If the requesting employee is from a Regional Office/Bureau, send signed <i>Authority</i> through the Records Management Division	None	15 mins	<i>Administrative Officer V PD-HRDS</i>
2. Receive approved <i>Authority</i>				
<b>TOTAL:</b>		None	<b>2 days &amp; 35 minutes</b> (if requesting employee is below Division Chief); <b>5 days &amp; 35 minutes</b> (if requesting employee is a 3 <sup>rd</sup> level official or a Division Chief)	



## CITIZEN'S CHARTER NO. CO-HRDS-03. ISSUANCE OF CERTIFICATE OF EMPLOYMENT (COE) / CERTIFICATE OF EMPLOYMENT AND COMPENSATION (CEC)

The COE and CEC are prepared to verify a present/former employee's employment status and/or compensation and other remunerations.

<b>Office or Division:</b>	Personnel Division-Human Resource Development Service (PD-HRDS)	
<b>Classification:</b>	Simple	
<b>Type of Transaction</b>	G2G - Government to Government	
<b>Who may avail:</b>	Plantilla appointees/employees in the DENR	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
None		None
<b>Additional if Requesting Party is a representative</b>		
Authorization Letter/Slip		Requesting employee

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Fill out the Personnel Records Request Form (Google Forms) and enter the necessary information for such request.	1.1. Check if the entered data in the request form is complete. Retrieve the employee's service card and copy of payroll (if CEC). Then, prepare and print the Certification, affix initial, and submit Certification to the Administrative Officer V for review	None	15 mins	<i>Administrative Officer IV</i> PD- HRDS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.2. Review the Certification. If in order, affix initials and submit the Certification to the Chief, PD-HRDS	None	15 mins	<i>Administrative Officer V</i> PD-HRDS
	1.3. Review the Certification.  If requesting employee is a third-level Official, affix initials on the draft Certification, and forward documents to the Director, HRDS  If the requesting employee is a rank-and-file employee, sign the Certification and forward the same to the Administrative Officer for releasing (skip Action No.4)	None	15 mins	Chief Administrative Officer <i>PD-HRDS</i>
	1.4. Sign the Service Record and forward the same to the Administrative Officer for releasing	None	15 mins	OIC Director, <i>HRDS</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.5. Release signed Certification to the requesting employee (if hard copy was requested) or send signed Certification via email (if electronic copy was requested)	None	15 mins	<i>Administrative Officer IV PD- HRDS</i>
2. Receive the Certification on the file copy or acknowledge receipt of Certification via email				
<b>TOTAL:</b>		None	<b>1 hour &amp; 15 minutes</b>	



## CITIZEN'S CHARTER NO. CO-HRDS-04. ISSUANCE OF PERSONAL TRAVEL AUTHORITY

This Certification is made upon request of DENR personnel, official or external party of No Records/Appeal/Motion for Reconsideration, etc. being filed in the DENR. The purpose for the request is included in the Certification.

<b>Office or Division:</b>	Personnel Division- Human Resource Development Service
<b>Classification:</b>	Simple
<b>Type of Transaction</b>	G2G - Government to Government
<b>Who may avail:</b>	Plantilla appointees/Employees in the DENR
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Request for Personal Travel Authority 1.1 If the Requesting Party is a DENR Central Office rank-and-file employee: Request Letter/Memorandum noted by the Immediate Supervisor/Service Director 1.2 If the Requesting Party is a DENR Central Office official: Request Letter/Memorandum 1.3 If the Requesting Party is from the Regional Offices, Bureaus, and Attached Agencies: Request for Personal Travel Authority Form through their office's focal person on Personal Travel Authority	Requesting employee
2. Approved Leave form (1 original, except if the Requesting Party is from Regional Office in which case 1 photocopy or scanned copy is valid)	Requesting employee (form downloadable in the DENR website)



<b>Additional if the travel period is 30 days and more</b>				
1. Office Clearance (Central Office employees: original; ROs, Bureaus, AAs: scanned copy)		Requesting employee (form downloadable in the DENR website)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submit request for Personal Travel Authority (PTA) and requirements to the Personnel Division  For Requesting Parties from ROs, Bureaus and AAs: submit request through their office's focal person for PTA	1.1. Receive request from employee/ PTA focal person and review the completeness of requirements	None	10 mins	<i>Administrative Officer II PD-HRDS</i>
	1.2. Prepare PTA, affix initials, and forward documents to the Chief, Compensation, Benefits and Welfare Section.			
	1.3. Review documents. If in order, affix initial on the PTA and forward the documents to the Chief, Personnel Division	None	10 mins	<i>Administrative Officer V Chief, Compensation, Benefits and Welfare Section PD-HRDS</i>
	1.4. Review and evaluate documents. If in order, affix initial on the PTA, and forward the documents to the Director, HRDS	None	10 mins	<i>Chief Administrative Officer PD-HRDS</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	<p>1.5. Review and evaluate documents. If in order, affix initial on the PTA, and forward the documents to:</p> <p>a. If Requesting Party is an Assistant Secretary, Service Director, Regional Executive Director, Bureau Director, Regional Director, Assistant Regional Director, or Assistant Bureau Director: documents are forwarded to the Supervising Assistant Secretary/ Undersecretary</p> <p>b. If rank-and-file employees: documents are forwarded to the Assistant Secretary supervising HRDS (skip Action No.1.6)</p>	None	10 mins	OIC Director, <i>HRDS</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.6. Supervising Assistant Secretary/ Undersecretary approves/disapproves PTA request. Documents are forwarded to the Assistant Secretary supervising HRDS	None	7 hours	Requesting Party's Supervising Assistant Secretary/ Undersecretary
	<p>1.7. Review documents. If in order and</p> <p>a. If Requesting Party is an Asec, Service Director, Regional Executive Director, Bureau Director, Regional Director, Assistant Regional Director, or Assistant Bureau Director, affix initial on the PTA, and forward the documents to the Undersecretary supervising HRDS</p> <p>b. If other employees, sign the PTA. Forward the same to the Administrative Officer of the Personnel Division for release (skip Action No. 1.8)</p>	None	10 mins	Assistant Secretary <i>Human Resources and Sectoral Initiatives</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	<p>1.8. Review documents. If in order,</p> <p>a. If the Requesting Party is below Undersecretary, sign the PTA. Forward the documents to the Administrative Officer of the Personnel Division for release (skip Action No. 1.9)</p> <p>b. If the Requesting Party is an Undersecretary, endorse the documents to the Secretary</p>	None	1 day	<p>Undersecretary <i>Organizational Transformation and Human Resources</i></p>
	<p>1.9. Review documents. If in order, sign the PTA. Forward the documents to the Administrative Officer of the Personnel Division for release.</p>	None	1 day	DENR Secretary
	<p>1.10. Releasing of PTA</p> <p>a. If the Requesting Party is from the Central Office, release signed PTA via email/hardcopy</p>	None	10 mins	<p>Administrative Officer II <i>PD-HRDS</i></p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	b. If the Requesting Party is not from the DENR Central Office, send PTA to PTA focal persons through email.			
2. Receive signed Personal Travel Authority (through PTA focal person if not from DENR Central Office)				
<b>TOTAL:</b>		<b>None</b>	<b>3 days</b>	



## CITIZEN'S CHARTER NO. CO-HRDS-05. ISSUANCE OF SERVICE RECORD

The Service Record documents an employee's employment history in the government service, including dates of employment, position titles, and place of assignment, as well as salary adjustments, leaves without pay and records of separation.

<b>Office or Division:</b>	Personnel Division- Human Resource Development Service (PD-HRDS)			
<b>Classification:</b>	Simple			
<b>Type of Transaction</b>	G2G - Government to Government			
<b>Who may avail:</b>	Plantilla appointees/employees in the DENR			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Additional if Requesting Party is a representative</b>				
Authorization Letter/Slip		Requesting employee		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Fill out the Personnel Records Request Form (Google Forms)	1.1. Check if the entered data in the request form is complete. Retrieve the employee's employment records. Then, prepare and print the Service Record. Submit the document to the Administrative Officer V for review.	None	15 mins	<i>Administrative Officer IV</i> PD- HRDS
	1.2. Review the Service Record, affix initials and submit the Certification to the Chief, PD-HRDS	None	15 mins	<i>Administrative Officer V</i> PD- HRDS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	<p>1.3. Review the Service Record</p> <p>If requesting employee is a third-level Official, affix initials on the draft Service Record, and forward documents to the Director, HRDS</p> <p>If the requesting employee is a rank-and-file employee, sign the Service Record and forward the same to the Administrative Officer for releasing (skip Action No. 4)</p>	None	15 mins	Chief Administrative Officer <i>PD-HRDS</i>
	1.4. Sign the Service Record and forward the same to the Administrative Officer for releasing	None	15 mins	OIC Director, <i>HRDS</i>
	1.5. Release signed Service Record to the requesting employee (if hardcopy was requested) or send signed Certification via email (if electronic copy was requested)	None	15 mins	Administrative Officer IV <i>PD-HRDS</i>
2. Receive the Service Record on the file copy or acknowledge receipt of Certification via email				
<b>TOTAL:</b>		None	<b>1 hour &amp; 15 minutes</b>	



**DENR CENTRAL OFFICE**  
**Knowledge and Information System**  
**(Internal Services)**



## CITIZEN'S CHARTER NO. CO-KISS-01. IT TECHNICAL SUPPORT

This support serves as a proof undertaking requests of personnel located within the DENR Central Office that needs IT assistance.

<b>Office or Division:</b>	Network Infrastructure Management Division (NIMD) - Knowledge and Information Systems Service, DENR Central Office	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction</b>	G2G - Government to Government	
<b>Who may avail:</b>	All Permanent, Casual and Contractual Personnel and Officials of DENR Central Office	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Accomplished Incident Form or Request Form		NIMD (6 <sup>th</sup> Floor - for hardcopy or online thru servicedesk.denr.gov.ph)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Contact IT Service Desk / and/or submit to NIMD personnel the accomplished form	1.1. Verify name, office and location of the end-user.  Gather details of the incident/request and troubleshoot the issue over the phone.  If a problem is not resolved over the phone, forward to Level 2 Support for the next level of support or if onsite support is needed.	None	20 mins	<u><b>Level 1 Support</b></u> <b>Service Desk</b>  PC Technician



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.2. Level 2 Support staff will call back the end-user for verification or check the status/condition of the reported issue on the physical location.	None	2 hours	<p><b><u>Level 2 Support</u></b>  <b>Technical Support</b></p> <p>Administrative Assistant III            Network Hardware Specialist II            PC Technician (2)            Computer Maintenance Technician</p> <p><b>IT Asset Management</b></p> <p>Administrative Assistant III            Network Hardware Specialist II            Network Hardware Specialist I            Project Monitoring and Evaluation Officer (2)</p> <p><b>Network Management</b></p> <p>Administrative Assistant III            Network Hardware Specialist I</p>
	*1.2.1. (When needed) Escalate problems (when required) to the next level of support apply/make changes required on the issue	None	1 hour	<p><b>Escalation Support</b></p> <p>Computer Programmer III (2)            Information System Analyst III</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	*1.2.2. (When needed) Reported concerns will be forwarded to Chief, NIMD for final recommendations and approval	None	25 mins	<p style="text-align: center;"><b>Division Chief</b> Information Technology Officer II</p>
	1.3. Issue resolution. Apply necessary steps to solve the issue.	None	1 day	<p style="text-align: center;"><b><u>Level 2 Support</u></b> <b>Technical Support</b></p> <p style="text-align: center;">Administrative Assistant III Network Hardware Specialist II PC Technician (2) Computer Maintenance Technician</p> <p style="text-align: center;"><b>IT Asset Management</b></p> <p style="text-align: center;">Administrative Assistant III Network Hardware Specialist II Network Hardware Specialist I Project Monitoring and Evaluation Officer (2)</p> <p style="text-align: center;"><b>Network Management</b></p> <p style="text-align: center;">Administrative Assistant III Network Hardware Specialist I</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
2. Acknowledge incident form and provide survey feedback.	2.1. File/Record the resolve ticket.	None	15 mins	<p><b><u>Level 2 Support</u></b>  <b>Technical Support</b></p> <p>Administrative Assistant III            Network Hardware Specialist II            PC Technician (2)            Computer Maintenance Technician</p> <p><b>IT Asset Management</b></p> <p>Administrative Assistant III            Network Hardware Specialist II            Network Hardware Specialist I            Project Monitoring and Evaluation Officer (2)</p> <p><b>Network Management</b></p> <p>Administrative Assistant III            Network Hardware Specialist I</p>
<b>TOTAL:</b>		None	<b>1 day &amp; 4 hours</b>	



**DENR CENTRAL OFFICE**  
**Knowledge and Information System**  
**(Internal and External Services)**



## CITIZEN'S CHARTER NO. CO-KISS-02. PROVISION OF ENVIRONMENT AND NATURAL RESOURCES (ENR) DATA/STATISTICS

The clients are provided with their requested ENR data/statistics.

<b>Office or Division:</b>	Statistics and Data Resource Management Division - Knowledge and Information Systems Service (SDRMD-KISS), DENR Central Office	
<b>Classification:</b>	Complex Highly Technical - <i>Data/Statistics not readily available in SDRMD</i>	
<b>Type of Transaction:</b>	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government	
<b>Who may avail:</b>	Internal: Employees of DENR Central, Bureaus, Attached Agencies, Regional, PENR and CENR Offices External: Academe, researchers, general public, business entities and other government agencies	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Filled-up Request Form		Administrative staff at SDRMD, 6 <sup>th</sup> floor DENR Central Office  or fill-up Google form thru link: <a href="http://bit.ly/ENRDataProvisionServiceRequestForm">http://bit.ly/ENRDataProvisionServiceRequestForm</a>  or email address: <a href="mailto:sdrmd@denr.gov.ph">sdrmd@denr.gov.ph</a>
<b>Additional if from the Government Sector</b>		
2. Official Letter Request (1 original)		Requesting Party



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish Request Form and forward to Receiving/ Releasing Clerk.  <i>(Request via mail, email or phone call)</i>	1.1. Receive and record the request and forward to Assistant Division Chief  <i>[Acknowledge the mail, email or phone request and record the request. SDRMD shall provide request form to be accomplished by the client]</i>	None	5 mins	Administrative Staff SDRMD
	1.2. Assign to Section Chief/Action Officer concerned	None	5 mins	Assistant Division Chief <i>(Section Chief in case that the Assistant Division Chief is not available)</i>
	1.3. Review the availability of the requested ENR data/ statistics in SDRMD	None	1 hour	Action Officers
	1.3.1 . <b>For Complex</b> , prepare the ENR data/statistics requested and submit to Assistant Division Chief (Section Chief in case that the Assistant Division Chief is not available) for review.	None	4 days	Action Officers



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3.2. <b>For Highly Technical</b> and if data/statistics are not readily available, prepare and send a memo request to the concerned DENR office/s for a copy of the ENR data/statistics requested by the client.	None	2 days	Action Officers
	1.3.2.1. Concerned DENR Office/s prepare and submit requested ENR data/statistics to KISS-SDRMD for review and consolidation	None	10 days	Concerned Office/s (Bureaus, Attached Agencies, Other DENR Offices)
	1.3.2.2. Consolidate and prepare the ENR data/statistics submitted by the DENR concerned office relevant to the request and submit the same to Assistant Division Chief (Section Chief in case that the Assistant Division Chief is not available) for review	None	3 days	Action Officers



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4. Review the information prepared and submit to the approving Official for Approval.	None	4 hours	Assistant Division Chief <i>(Section Chief in case that the Assistant Division Chief is not available)</i>
	1.5. Review and affix date and signature on the document.	None	1 day <i>(Complex and Highly Technical)</i>	Division Chief
	1.5.1. Review and affix signature.	None	1 day <i>(Complex and Highly Technical)</i>	Director KISS
	1.5.2. Review and affix signature.	None	2 days <i>(Highly Technical)</i>	USec for FISCC/ DENR Secretary
	1.6. Record and forward requested data/statistics to client in printed form/email.	None	5 mins	Administrative Staff
2. Receive requested data/statistics and provide survey feedback.				
<b>TOTAL:</b>		None	<b>Complex - 6 days, 5 hours &amp; 15 mins.</b>	
			<b>Highly Technical - 19 days, 5 hours &amp; 15mins.</b>	



**DENR CENTRAL OFFICE**  
**Legal Affairs**  
**(Internal and External Services)**



## CITIZEN'S CHARTER NO. CO-LAS-01. ISSUANCE OF CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE

This Certification serves as a proof whether a requesting employee or official of the DENR has a pending administrative case filed against him/her in the Department itself based on records of the DENR Central Office. The purpose for the request is included in the Certification.

<b>Office or Division:</b>	Internal Affairs Division-Legal Affairs Service (IAD-LAS), DENR Central Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government	
<b>Who may avail:</b>	<b>Internal:</b> All Regular/Permanent, Casual and Contractual Employees and Officials of DENR Central, Regional, PENR and CENR Offices, and Bureaus (including Central and Regional Offices)  <b>External:</b> Heirs, Family Members of Deceased DENR personnel	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Accomplished Request Form (1 original)		IAD-LAS
<b>Additional if Application for Bond</b>		
2. Filled up Application Form for Bond (1 photocopy) or		Requesting Party
3. Photocopy of the draft Special Order designating the requesting party as Special Disbursing Officer (1 photocopy)		Requesting Party
<b>Additional if Travel Abroad</b>		
4. Travel Authority (1 photocopy) or		HRDS, DENR Central Office
5. Invitation (1 photocopy)		Host country or sponsor
<b>Additional if Scholarship</b>		
6. Invitation (1 photocopy)		Host country or sponsor



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Get and accomplish request form, and submit form together with the documentary requirements (in person or via e-mail at <a href="mailto:request.iad@gmail.com">request.iad@gmail.com</a> )	1.1. Receive the accomplished form and the documentary requirements.	None	1 day	<i>Administrative Assistant or Records Officer IAD-LAS</i>
	1.2. Check if details provided on the request form are complete and if the submitted documentary requirements are compliant.	None		
	1.3. Record request in the database	None		
	1.4. Check the IAD-LAS inventory/database of DENR personnel with pending administrative case/s, to verify whether the Requesting Party has a pending Administrative Case or none.	None		
	1.5. Draft Certification indicating the result of the verification, and assign control number.	None		
	1.6. Confirm the verification.	None	1 day	<i>Special Investigator II IAD-LAS</i>
	1.7. Review the draft Certification and affix initials, and return the same to the Administrative Assistant	None		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.8. Receive the draft Certification with initial and print the final copy of the Certification.	None	1 day	<i>Administrative Assistant IAD-LAS</i>
	1.9. Forward the draft and final copy of the Certification to the Division Chief.	None		
	1.10. Review and sign the Certification.	None		<i>Division Chief, Assistant Division Chief, or Any Authorized Person IAD-LAS</i>
	1.11. Affix date and dry seal to the Certification.	None		<i>Administrative Assistant IAD-LAS</i>
	1.12. Update record in the database.	None		
	1.13. Inform the Requesting Party of the availability of the Certification.	None		
	1.14. Release Certification to the Requesting Party, and provide client satisfaction survey form.	None		
2. Receive Certification and fill-out survey form.	2.1. Get receiving copy of the Certification for file.	None		
<b>TOTAL:</b>		<b>None</b>	<b>3 days</b>	



**DENR CENTRAL OFFICE  
STRATEGIC COMMUNICATION AND INITIATIVES  
(Internal and External Services)**



## CITIZEN'S CHARTER NO. CO-SCIS-01. MEDIA REQUEST FOR INTERVIEW OF DENR OFFICIALS.

This process details the procedure for requests of media to interview DENR officials on DENR policies, programs, projects, including environmental issues and other subject matters within the mandate of the Department.

<b>Office or Division:</b>	Public Information Division-Strategic Communication and Initiatives Service (PIDSCIS), DENR Central Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government
<b>Who may avail:</b>	External Clients: DENR beat reporters and members of the media
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Official request letter sent to the SCIS PID office/Emailed to the SCIS-Office of the Director ( <a href="mailto:scis@denr.gov.ph">scis@denr.gov.ph</a> ) or PID ( <a href="mailto:scis.pid@denr.gov.ph">scis.pid@denr.gov.ph</a> ) / or sent via SMS (Text) or Viber	Requesting Party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
<p>1. Request the interview of a DENR official thru email, phone call, SMS (text)/Viber message or request letter on DENR policies, programs, projects, including environmental issues.</p> <p>Request letter addressed to the SCIS Director, emailed to <a href="mailto:scis@denr.gov.ph">scis@denr.gov.ph</a> or <a href="mailto:scis.pid@denr.gov.ph">scis.pid@denr.gov.ph</a> or sent via SMS (text)/Viber message of the assigned Public Relations Officer/SCIS Official/staff indicating</p>	<p>1.1. Receive request letter</p> <p>a. If request is emailed, print/forward to PID Chief; b. If request is sent through text/Viber, forward to PID Chief; c. If request is through a phone call, ask for a letter request thru email or to fill out a request form and then send thru email.</p> <p>Determine legitimacy of media requesting the interview by asking the following:</p> <p>a. Media network/organization of client b. Topic/subject matter to be discussed</p>	None	1 hour	<p><i>Chief PID-SCIS</i></p> <p><i>Public Relations Officer/Public Relations Assistant PID-SCIS</i></p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
<p>the above details and the following (if applicable):</p> <ul style="list-style-type: none"> <li>a. Preferred DENR official to be interviewed</li> <li>b. Preferred schedule of interview</li> <li>c. Guide questions or talking points for the interviewee</li> <li>d. Format of interview - taped, live, online, email or phone-patch</li> <li>e. Schedule of airing of the story including station/network/time</li> </ul>	<ul style="list-style-type: none"> <li>c. Purpose of interview/prompt of the new story</li> <li>d. Program/ program host/ airing schedule</li> <li>e. Other interviewees to determine the angle of the story</li> </ul>			
	<p>1.2. Draft or request an interview briefer from the appropriate/concerned office when all information is complete with the guide questions/talk points provided.</p>	None	1 day	<p><i>Public Relations Officer/Public Relations Assistant</i> PID-SCIS</p>
	<p>1.3. Prepare EDATS and Request for Interview of DENR Officials form (CO-PID.FO.005) using prescribed format and submit to Chief, PID.</p>	None	10 mins	<p><i>Administrative Assistant III</i> PID-SCIS</p>
	<p>1.4. Initial the EDATS and the Request for Interview of DENR Officials form (CO-PID.FO.005) and endorse request to SCIS Director</p>	None	5 mins	<p><i>Chief</i> PID-SCIS</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.5. Approve request and sign the EDATS and the Request for Interview of DENR Officials form (CO-PID.FO.005). Forward to Chief of Staff and Supervising Undersecretary for Strategic Communications	None	10 mins	<i>Director SCIS</i>
	1.6. Review and approve/disapprove request and sign the EDATS and the Request for Interview of DENR Officials form (CO-PID.FO.005) and return to SCIS-PID	None	30 mins	<i>Chief of Staff and Supervising Undersecretary for Strategic Communications Office of the Secretary</i>
	1.7. a. If interview request is approved, forward/email approved EDATS form and request letter to concerned head of office.  b. If interview request is disapproved, send regrets to the requesting party stating the reason for the disapproval of their request and close the transaction.	None	10 mins	<i>Public Relations Assistant PID-SCIS</i>
	1.8. Follow up request from concerned office	None	30 mins	<i>Public Relations Officer PID-SCIS</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.9. Act on request through any of the following: a. Confirm the approval of requested interview b. If not available, request for change in schedule and other details, or c. Assign alternate resource person.	None	1 day	<i>Head of Office            DENR Central, regional,            PENR and CENR            Offices, Bureaus and            Attached Agencies</i>
	1.10. Finalize arrangements for the actual interview with the resource person or alternate.  a. If the resource person is available, proceed to 1.10  b. If the resource person is not available, inform the requesting media and close the transaction.	None	30 mins	<i>Public Relations            Officer            PID-SCIS</i>
	1.11. Inform requesting media of approval of request and confirm arrangements made with the resource person.	None	10 mins	<i>Public Relations            Officer            PID-SCIS</i>
2. Confirm schedule and venue/platform of interview	2.1. Coordinate and finalize logistics for the interview	None	1 day	<i>Public Relations            Officer            PID-SCIS</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3. Conduct the interview	3.1. a. If the venue is in DENR, bring media to venue and record the interview. b. If the venue is outside DENR (studio, other location, etc.), assist resource person to venue, if needed. c. If interview is aired live or on scheduled date, inform the Development Communication Division for monitoring purposes. d. If interview is conducted through a virtual platform (e.g. Zoom, Google Meet), assist the resource person and record the interview.	None	1 day	<i>Public Relations Officer PID-SCIS</i>
<b>TOTAL:</b>		None	4 days, 3 hours & 15 minutes	



**DENR CENR, PENR AND REGIONAL OFFICES**  
**Administrative and Finance**  
**(Internal and External Services)**



## CITIZEN'S CHARTER NO. RO-AF-01. AUTHENTICATION OF RECORD/S\*

Authentication of record/s is/are made by a requesting party (DENR personnel, official, or external clientele) for a certified true copy of a record/s issued by the DENR.

<b>Office or Division:</b>	Records Unit/Section, DENR CENR, Implementing PENR, PENR, and Regional Offices	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2B–Government to Business G2C - Government to Citizen G2G–Government to Government	
<b>Who may avail:</b>	Internal: Employee of DENR, including its Bureaus and Attached Agencies External: Contract of Service Personnel, LGU and other government agencies or instrumentalities and private individuals, Corporations, Cooperatives, Associations, and other interested parties	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Letter Request (1 original)		Public Assistance and Complaints Desk, Receiving Area or Records Unit/Section
2. Government-issued ID (present 1 original)		Requesting Party
<b>Additional if Requesting Party is a representative</b>		
3. SPA for representative (1 original, notarized)		Requesting Party, Private Lawyer, Public Attorney's Office (PAO) or Notary Public



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit letter request to Records Unit/Section and receive acknowledgment receipt	1.1. Receive, check, and stamp the date and time on the document. Upload the document to the Document Tracking System and issue acknowledgement receipt. Forward document to the concerned Action Officer	None	30 mins	Receiving/Releasing Clerk Records Unit/Section
	1.2. Check the availability of records. *  Process the request (photocopy and stamp " <i>Certified True Copy</i> ") and sign the certification or document	None	1 day	Records Officer Records Unit/Section
	1.3. Prepare the Order of Payment.	None	40 mins	Records Officer Records Unit/Section
	1.4. Approve Order of Payment	None	20 mins	PENRO/Regional Office Accountant/CENR Officer or designated representative



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
<p>2. Receive the order of payment from the accountant (if implementing PENRO) or CENRO or designated representative (if CENRO) and pay the corresponding fee at the cashier/credit officer.</p> <ul style="list-style-type: none"> <li>• <i>Secure Official Receipt</i></li> </ul> <p><i>Note: Processing time will resume only upon receipt of payment **</i></p>	<p>2.1. Accept payment and issue an official receipt.</p>	<p>Php 50.00  <b>Authentication Fee</b>  per set +  Php 5.00 per page    <i>(Internal Clients are free of charge.)</i></p>	<p>30 mins</p>	<p>Collecting Officer  Credit Officer  Cashier Unit/Section</p>
<p>3. Receive the official receipt, and forward the same to the Records Unit/Section.</p> <p><i>Note: Processing time will resume only upon presentation of proof of payment **</i></p>	<p>3.1. Check the official receipt, and photocopy it for filing.</p>	<p>None</p>	<p>5 mins</p>	<p>Records Officer  Records Unit/Section</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	3.2. Notify the client for the release of the documents	None	30 mins	Records Officer Records Unit/Section
4. Receive authenticated document(s) from Records Unit/Section and sign in the duplicate copy	4.1. Release the approved authenticated document(s) to the clients.	None	15 mins	Receiving/Releasing Clerk Records Unit/Section
<b>TOTAL:</b>		Php 50.00 <b>Authentication Fee</b> per set + Php 5.00 per page	<b>1 day, 2 hours &amp; 50 minutes</b>	

\*If not centralized records—the records officer shall coordinate with the concerned division to check availability of documents

\*\* *It is understood that the processing time will be interrupted if the Requesting Party fails to come to the Office for the payment of fees and receipt of the Certification, despite notice through text, calls, and e-mail.*



## CITIZEN'S CHARTER NO. RO-AF-02. ISSUANCE OF CERTIFICATION OF NON-AVAILABILITY OF RECORDS.

This document certifies that after a diligent and exhaustive search, no record is available or appears on file.

<b>Office or Division:</b>	Records Unit/Section, DENR CENR, Implementing PENR, PENR, and Regional Offices	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2B–Government to Business G2C - Government to Citizen G2G–Government to Government	
<b>Who may avail:</b>	Internal: Employee of DENR, including its Bureaus and Attached Agencies External: Contract of Service Personnel, LGU and other government agencies or instrumentalities and private individuals, Corporations, Cooperatives, Associations, and other interested parties	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Letter Request (1 original)		Requesting Party
2. Government-issued ID (present 1 original)		Requesting Party
<b>Additionally, if the requesting party is a representative</b>		
3. SPA for representative (1 original, notarized)		Requesting Party, Private Lawyer or Notary Public

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit letter request to Records Unit/Section and receive acknowledgment receipt.	1.1. Receive, and check the completeness of submitted requirements, stamp the date and time on documents, issue acknowledgement receipt, and forward all documents to action officer	None	30 mins	Receiving/Releasing Clerk Records Unit/Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.2. Verify all requirements and indicate amount to be paid in the Request Form	None	30 mins	Records Officer Records Unit/Section
	1.3. Prepare Order of Payment	None	40 mins	Records Officer Records Unit/Section
	1.4. Approve Order of Payment	None	20 mins	PENRO/Regional Office Accountant/CENR Officer or designated representative
<p>2. Receive Order of Payment from the Accountant (if PENRO or Region), CENRO, or designated representative (if CENRO), and pay the corresponding fee at the Cashier/Credit Officer.</p> <ul style="list-style-type: none"> <li>• <i>Secure Official Receipt</i></li> </ul> <p><i>Note: Processing time will resume only upon receipt of payment *</i></p>	2.1. Accept payment and issue an official receipt.	<p>Php 25.00</p> <p><b>Certification Fees</b></p>	30 mins	Collecting Officer Credit Officer Cashier Unit/Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3. Receive the Official Receipt and forward the same to the Records Unit/Section.  <i>Note: Processing time will resume only upon presentation of proof of payment *</i>	3.1. Check the official receipt. Verify and prepare the certification** and forward to Records Officer	None	1 day	Administrative Staff Concerned Division/Section/Unit
	3.2. Review and sign the certification, notify the client for the release of the certification, and forward to the releasing clerk	None	1 hour	Records Officer
4. Receive the approved Certification from Records Unit/Section and sign in the duplicate copy	4.1. Record and release documents	None	15 mins	Receiving/Releasing Clerk Records Unit/Section
<b>TOTAL:</b>		<b>Php 25.00 Certification Fees</b>	<b>1 day, 3 hours, &amp; 45 minutes</b>	

*\* It is understood that the processing time will be interrupted if the Requesting Party fails to come to the Office for the payment of fees and receipt of the Certification, despite notice through text, calls, and e-mail.*

\*\*Preparation of Certification:

- Records Unit/Section - If in cases of centralized records
- Concerned Division - If not centralized records



## CITIZEN'S CHARTER NO. RO-AF-03. PROCESSING OF PAYMENT OF CLAIMS

This process includes processing of Obligation Request and Status (ORS)/Budget Utilization Request and Status (BURS) and Disbursement Voucher (DV), and preparation, processing, and issuance of Checks/LDDAP-ADA and corresponding Advices. This process is used to pay an obligation to DENR employees, individuals, agencies, or creditors for goods purchased and services rendered. *The documentary requirements may be subject to change should there be subsequent issuance(s) of budgeting, accounting, and auditing laws, rules, and regulations by governing bodies.*

The submission of complete supporting documents enumerated under each type of transaction does not preclude reasonable questions on the funding, legality, regularity, or necessity of economy of the expenditure or transaction, among others, and such questions may be raised by any of the signatories to the transaction. *Item 3, 1<sup>st</sup> paragraph of COA Circular No. 92-389 dated November 3, 1992.*

<b>Office or Division:</b>	Accounting, Budget and Cashier Units/Sections, Finance and Administrative Section/Division, DENR PENR and Regional Offices
<b>Classification:</b>	Complex
	Highly Technical
<b>Type of Transaction:</b>	G2B–Government to Business G2C - Government to Citizen G2G–Government to Government
<b>Who may avail:</b>	Internal: Officers and Employees External: Personnel under Contract of Service, Job Order, Service Provider and Supplier



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
General Requirement	
<ul style="list-style-type: none"> <li>Disbursement Voucher (1 original, 2 duplicate copies)</li> </ul>	Requesting Party or Originating Office
<ul style="list-style-type: none"> <li>Obligation Request and Status/Budget Utilization Request and Status (1 Original, 2 duplicate copies)</li> </ul>	Requesting Party or Originating Office or Budget Section/ Unit
<ul style="list-style-type: none"> <li>All supporting documents (1 original, 1 duplicate copy)</li> </ul>	Requesting Party or Originating Office
<b>1.0 Cash Advances</b>	
<b>1.1 Granting of Cash Advances</b>	
<u>For all types of cash advances except for travel cash advances</u>	Personnel Section/Unit or Office Concerned
<ul style="list-style-type: none"> <li>Authority of the accountable officer issued by the Regional Executive Director indicating the maximum accountability and purpose of cash advance (for initial cash advance)</li> </ul>	Regional Executive Director
<ul style="list-style-type: none"> <li>Certification from the Chief Accountant that previous cash advances have been fully liquidated and accounted for in the books</li> </ul>	Accounting Section/Unit
<ul style="list-style-type: none"> <li>Approved application for bond and/or Fidelity Bond for the year for cash accountability of P5,001 above or other minimum amount that may be prescribed by the Bureau of the Treasury (upon set-up of new/renewed accountability)</li> </ul>	Bureau of Treasury
<u>Additional Documentary Requirements for Specific Transactions</u>	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>1.1.1 Payroll Funds for Salaries, Allowances, Honoraria and Other Similar Expenses</b>	
<ul style="list-style-type: none"> <li>• Approved Contracts (for initial payment)</li> </ul>	Personnel Section/Unit
<ul style="list-style-type: none"> <li>• Approved payroll or list of payees indicating their net pay</li> </ul>	Personnel Section/Unit
<ul style="list-style-type: none"> <li>• Approved authority (presidential directive or legislative enactment) or legal basis to pay allowances/salaries/honoraria/fringe benefits</li> </ul>	Personnel Section/Unit or Office Concerned
<ul style="list-style-type: none"> <li>• Daily time records (DTR) approved by the supervisor</li> </ul>	Personnel Section/Unit
<b>1.1.2 Petty Cash Fund (PCF)</b>	
<ul style="list-style-type: none"> <li>• Approved estimate of petty expenses for one month (initial set-up)</li> </ul>	Requesting Party or Office Concerned
<b>1.1.3 Field/Activity Current Operating Expenses (COE)</b>	
<ul style="list-style-type: none"> <li>• Approved Budget for COE of the agency field office or agency activity in the field</li> </ul>	Requesting Party or Office Concerned
<b>1.1.4 Traveling Expenses</b>	
<b>1.1.4.1 Local Travel</b>	
<ul style="list-style-type: none"> <li>• Duly approved Office Order/Travel Order</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>• Duly approved Itinerary of Travel</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>• Certification from the Chief Accountant that previous cash advances have been fully liquidated and accounted for in the books</li> </ul>	Accounting Section/Unit
<ul style="list-style-type: none"> <li>• Letter of invitation of the host/sponsoring agency/organization (if applicable)</li> </ul>	Requesting Party or Office Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>1.1.4.2 Foreign Travel</b>	
<ul style="list-style-type: none"> <li>● Duly approved Office Order/Travel Order/Travel Authority</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>● Duly approved Itinerary of Travel</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>● Certification from the Chief Accountant that previous cash advances have been fully liquidated and accounted for in the books</li> </ul>	Accounting Section/Unit
<ul style="list-style-type: none"> <li>● Letter of invitation of the host/sponsoring country/agency/organization</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>● Flight itinerary issued by the airline ticketing office/travel agency</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>● Copy of the United Nations Development Programme (UNDP) rate for the daily subsistence allowance (DSA) for the country of destination for the computation of DSA to be claimed</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>● Document to show the dollar-to-peso exchange rate at the date of grant of cash advance</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>● Quotation of plane fare for similar dates, from at least three airline companies/travel agencies or their equivalent.</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>● Where applicable, authority to claim representation expenses</li> </ul>	Requesting Party or Office Concerned
<u><i>In case of seminar/training:</i></u>	
<ul style="list-style-type: none"> <li>● Acceptance of nominee/s as participant/s (issued by the host country)</li> </ul>	Requesting Party or Office Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>Programme Agenda and Logistics Information</li> </ul>	Requesting Party or Office Concerned
<b>1.2 Replenishment of Petty Cash Fund</b>	
<ul style="list-style-type: none"> <li>Report on Paid Petty Cash Vouchers (RPPCV)</li> </ul>	Petty Cash Custodian
<ul style="list-style-type: none"> <li>Petty Cash Vouchers (PCVs) duly accomplished, signed and approved</li> </ul>	Petty Cash Custodian
<ul style="list-style-type: none"> <li>Approved purchase request with certificate of Emergency Purchase, if necessary</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>Bills, receipts, sales invoices</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>Certification of Expense not Requiring Receipt (CERR) (for expenses amounting to P300 or less) or Reimbursement Expense Receipts (RER) (for expenses amounting to more than P300 but not exceeding P1,000), pursuant to COA Circular No. 2017-001 dated June 19, 2017, as amended by COA Circular No. 2021-001 dated June 24, 2021, or other amount that may be prescribed in the future</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>Inspection and Acceptance Report (IAR) or Certificate of Inspection and Acceptance</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>Pre-/Post-Repair Inspection Report</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>Waste Materials Report (WMR) in case of replacement/repair</li> </ul>	Property Officer/General Services Section
<ul style="list-style-type: none"> <li>Approved trip ticket for gasoline/fuel expenses.</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>Canvass from at least three suppliers for purchases involving P1,000 and above, except for purchases made while on official travel</li> </ul>	Requesting Party or Office Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>• Summary/Abstract of Canvass</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>• Inventory Custodian Slip (ICS) for semi-expendable items (if applicable)</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>• For reimbursement of toll receipts               <ul style="list-style-type: none"> <li>• Toll Receipts</li> <li>• Trip tickets</li> </ul> </li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>• Such other supporting documents that may be required and/or required under the company policy depending on the nature of expenses</li> </ul>	Requesting Party or Office Concerned
For meals and snacks charged to PCF:	
<ul style="list-style-type: none"> <li>• Notice of meeting with agenda/meeting's purpose</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>• Minutes of Meeting with Photo Documentation</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>• Attendance Sheet</li> </ul>	Requesting Party or Office Concerned
<b>1.3 Reimbursement of Traveling Expenses</b>	
<ul style="list-style-type: none"> <li>• Duly approved Office Order/Travel Order</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>• Duly approved Itinerary of Travel</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>• Letter of invitation of the host/sponsoring agency/organization</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>• Approved Certificate of Travel Completed</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>• Approved Revised Itinerary of Travel, if the previously approved itinerary was not followed</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>• Copy of previously approved Itinerary of travel</li> </ul>	Requesting Party or Office Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>• Copy of Office Order and the Supplemental Office Order or any proof supporting the change of schedule</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>• Certificate of Appearance or Attendance</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>• Liquidation Report (if actual expenses exceed the cash advance granted)</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>• Certification from the Head of the Agency or any authorized approving official that (a) the official missions/tasks cannot be performed by or assigned to any other regular/permanent official and/or employee and (b) the tasks/activities are necessary to fulfill the obligations as contained in his/her contract of service. The same certification shall also be required in official foreign travel as allowed in highly meritorious cases as specified in the general guidelines (for Job Order/Contract of Service per COA Resolution 2021-044)</li> </ul>	Requesting Party or Office Concerned
<i>Additional Documentary Requirements</i>	
<b>1.3.1 Local Travel</b>	
<ul style="list-style-type: none"> <li>• Paper/electronic plane, boat or bus/train tickets; terminal fee receipts; paper/electronic boarding passes; or a passenger manifest certified by the concerned airline or shipping company</li> </ul>	Requesting Party or Office Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>• Certification by the Head of Office as to the absolute necessity of the expenses together with the corresponding bills or receipts, <b>if the expenses incurred for the official travel exceeded the prescribed rate per day</b> (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bills and receipts)</li> </ul>	Head of Office/Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>• OR/eOR or CERR (for expenses amounting to P300 or less) or RER (for expenses amounting to more than P300 but not exceeding P1,000), pursuant to COA Circular No. 2017-001 dated June 19, 2017, as amended by COA Circular No. 2021-001 dated June 24, 2021, or other amount that may be prescribed in the future. In case of payment of toll fees, the CERR/RER shall be supported with the toll fee rates</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>• Hotel room/lodging bills with official receipts in the case of official travel to places within 50-kilometer radius from the Permanent Official Station, if the travel allowances being claimed include hotel room/lodging</li> </ul>	Requesting Party or Office Concerned
<b>1.3.2 Foreign Travel</b>	
<ul style="list-style-type: none"> <li>• Paper/electronic plane, boat, or bus/train tickets; terminal fee receipts; paper/electronic boarding passes; or a passenger manifest certified by the concerned airline or shipping company. In the</li> </ul>	Requesting Party or Office Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>absence thereof other documents such as, but not limited to, a certified true copy of the passport showing the dates of entry and exit, duly stamped by the Immigration Office of the country of destination as indicated in the approved travel authority and itinerary of travel, or a passenger manifest certified by the concerned airline or shipping company</p>	
<ul style="list-style-type: none"> <li>● For reimbursement of actual travel expenses in excess of the prescribed rate:             <ul style="list-style-type: none"> <li>● Approval by the President</li> <li>● Certification from the Head of the Agency that it is absolutely necessary</li> <li>● Hotel room with official receipts (certification or affidavit of loss shall not be considered as an appropriate replacement for the required bills and receipts)</li> <li>● Bills/receipts for non-commutable representation expenses approved by the President or authorized officials</li> </ul> </li> </ul>	<p>Requesting Party or Office Concerned</p>
<ul style="list-style-type: none"> <li>● Narrative report on trip undertaken/Report on Participation</li> </ul>	<p>Requesting Party or Office Concerned</p>
<p><b>2.0 Fund Transfers to Non-Government Organization/People's Organizations/Civil Society Organizations (NGOs/POs/CSOs) except NGP</b></p>	
<p><b>2.1 Release of Funds</b></p>	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>Approved Summary of Budgetary Requirements detailing the items of expenditure/disbursement to be incurred in the program/project</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>A list of priority projects which may be implemented by the NGO/PO/CSO posted in the PhilGEPS, agency website, bulletin board and the like</li> </ul>	Implementing Partner or Office
<ul style="list-style-type: none"> <li>Accreditation of the NGO/PO/CSO by the Bids and Awards Committee (BAC) of the grantee agency</li> </ul>	Implementing Partner or Office
<ul style="list-style-type: none"> <li>Result of evaluation of financial and technical capability of selected NGO/PO/CSO</li> </ul>	Implementing Partner or Office
<ul style="list-style-type: none"> <li>Performance security for infrastructure project</li> </ul>	Implementing Partner or Office
<ul style="list-style-type: none"> <li>Copy of signed Memorandum of Agreement (MOA) executed by and between the Government Agency and the NGO/PO/CSO</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>Document showing that the NGO/PO/CSO has equity equivalent to 20% of the total project cost, which shall be in the form of labor, land for the project site, facilities, equipment and the like, to be used in the project</li> </ul>	Implementing Partner or Office
<ul style="list-style-type: none"> <li>Certification from the Accountant of the source agency that the previous fund transfer had been liquidated and accounted for in the books (staggered release)</li> </ul>	Accounting Section/Unit
<ul style="list-style-type: none"> <li>NGO/PO/CSO proposal or application for funding accompanied by:</li> </ul>	Implementing Partner or Office



<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"><li>- Certificate of Registration from Securities and Exchange Commission (SEC) or either Cooperative Development Authority (CDA) or Department of Labor Employment (DOLE), as the case may be</li><li>- Authenticated copy of the latest Article of Incorporation or Articles of Cooperation as the case may be, showing the original incorporators/organizers and the Secretary's certificate for incumbent officers, together with the Certificate of Filing with the SEC/Certificate of Approval by the CDA</li><li>- Audited financial reports for the past three years preceding the date of project implementation. For NGOs/POs that have been in operation for less than three years, financial reports for the years in operation and proof of previous implementation of similar projects</li><li>- Disclosure of other related business if any</li><li>- Work and Financial Plan (WFP), and sources and Details of the Proponent's Equity Participation in the Project</li><li>- Complete project proposal approved/signed by officers</li><li>- List and/or photographs of similar projects previously completed, if any, indicating the source of funds for implementation</li><li>- Sworn affidavit of the secretary of the NGO/PO that none of its incorporators, organizers, directors or officers is an agent of or related by consanguinity or affinity up to the fourth degree to</li></ul>	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
the official of the agency authorized to process and/or approve the proposed MOA and release funds	
<b>2.2 Staggered Release of Funds to NGO/PO/CSO</b>	
<ul style="list-style-type: none"> <li>• Duly approved Schedule of Fund Release to NGO/PO/CSO</li> </ul>	Implementing Partner or Office
<ul style="list-style-type: none"> <li>• Interim Fund Utilization Report on the previous release certified by the NGO/PO/CSO Accountant, approved by its President/Chairman and verified by the internal auditor or equivalent official of the GO showing a summary of expenses and a status report of accomplishment evidenced by pictures</li> </ul>	Implementing Partner or Office
<ul style="list-style-type: none"> <li>• List of beneficiaries of previous releases with their signatories signifying their acceptance/acknowledgement of the project funds/goods/services</li> </ul>	Implementing Partner or Office
<b>3.0 Fund Transfers</b>	
<b>3.1 Transfer of Fund to Implementing Agency</b>	
Source Agency	
<ul style="list-style-type: none"> <li>• Copy of duly signed MOA/Trust Agreement or its equivalent</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>• Copy of Approved Program of Work (for infrastructure project)</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>• Approved Project Expenditures or Estimated Expenses indicating the project objective and expected output (for projects other than infrastructure)</li> </ul>	Requesting Party or Office Concerned

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>For GOCCs/GFIs, a board resolution ratifying the MOA or its equivalent in case of transfers not incorporated in the Corporate Operating Budget and/or beyond the signing authority of the Agency Head</li> </ul>	Requesting Party or Office Concerned
<ul style="list-style-type: none"> <li>Certification by the Chief Accountant that funds previously transferred to the Implementing Agency (IA) have been liquidated and accounted for in the books</li> </ul>	Accounting Section/Unit
<ul style="list-style-type: none"> <li>Copy of the OR/eOR or equivalent issued by the IA to the Source Agency acknowledging receipt of funds transferred (for post-audit activities)</li> </ul>	Implementing Partner or Office
<ul style="list-style-type: none"> <li>OR/eOR or equivalent from IA, if transfer of funds is thru List of Due and Demandable Accounts Payable Advice to it Accounts (LDDAPADA)</li> </ul>	Implementing Partner or Office
<b>3.2 From Trust Fund to the Bureau of treasury/Source Agency for unspent balance/excess amount</b>	
Implementing Agency	
<ul style="list-style-type: none"> <li>Report of Receipt, Disbursement and Fund Balance certified by the Chief Accountant and approved by the Head of the Office</li> </ul>	Accounting Section/Unit
<ul style="list-style-type: none"> <li>Contract, which may be a MOA, Trust Agreement or Memorandum of Understanding (MoU) governing the utilization of funds and disposition of any balance thereof after completion of the purpose for which the funds transferred</li> </ul>	Office Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>Letter of IA to Source Agency to transfer the unexpended balance to the Bureau of treasury/Source Agency duly approved by the Source Agency, <b>if the disposition thereof has not been provided in the MOA, Trust Agreement or MoU</b></li> </ul>	Office Concerned
<b>4.0 Salary</b>	
<b>4.1 Individual Claims</b>	
<b>4.1.1 First Salary</b>	
For Regular Employees	
<ul style="list-style-type: none"> <li>Certified true copy of duly approved Appointment</li> </ul>	Personnel Section/Unit
<ul style="list-style-type: none"> <li>Assignment/Re-Assignment order, if applicable</li> </ul>	Personnel Section/Unit
<ul style="list-style-type: none"> <li>Certified copy of Oath of Office</li> </ul>	Personnel Concerned
<ul style="list-style-type: none"> <li>Certificate of Assumption</li> </ul>	Personnel Concerned
<ul style="list-style-type: none"> <li>Statement of Assets, Liabilities and Net Worth</li> </ul>	Personnel Concerned
<ul style="list-style-type: none"> <li>Approved Daily Time Record (DTR)</li> </ul>	Personnel Concerned
<ul style="list-style-type: none"> <li>TIN/Bureau of Internal Revenue (BIR) withholding certificate</li> </ul>	Personnel Concerned
<ul style="list-style-type: none"> <li>Payroll Information on New Employee (PINE) or any equivalent document</li> </ul>	Personnel Section/Unit
<ul style="list-style-type: none"> <li>Authority from the claimant and identification documents, if claimed by person other than the payee</li> </ul>	Claimant
<u>Additional Requirements for transferee (from one government agency to another)</u>	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>Clearance from money, property and legal accountabilities from the previous office</li> </ul>	Personnel Concerned
<ul style="list-style-type: none"> <li>Certified copy of paid disbursement voucher of last salary received and/or Certification by the Chief Accountant for the breakdown of last salary received and remittance of statutory deductions from previous office</li> </ul>	Personnel Concerned
<ul style="list-style-type: none"> <li>Certificate of available leave credits</li> </ul>	Personnel Concerned
<ul style="list-style-type: none"> <li>Service Records</li> </ul>	Personnel Concerned
<ul style="list-style-type: none"> <li>BIR Certificate of Compensation Payment/Tax Withheld</li> </ul>	Personnel Concerned
<p>For Contract of Service and Job Order Workers</p>	
<ul style="list-style-type: none"> <li>Approved Contract for Contract of Service and Job Order Workers (Certified true copy for 1<sup>st</sup> claim)</li> </ul>	Personnel Concerned
<ul style="list-style-type: none"> <li>Approved DTR</li> </ul>	Personnel Concerned
<ul style="list-style-type: none"> <li>BIR withholding certificate/Certificate of Registration</li> </ul>	Personnel Concerned
<ul style="list-style-type: none"> <li>Accomplishment Report</li> </ul>	Personnel Concerned
<p><b>4.1.2 Salary (if Deleted from the Payroll)</b></p>	
<ul style="list-style-type: none"> <li>Approved DTR</li> </ul>	Personnel Concerned
<ul style="list-style-type: none"> <li>Notice of Assumption</li> </ul>	Personnel Section/Unit
<ul style="list-style-type: none"> <li>Approved Application for Leave, and Medical Certificate if on sick leave for five days or more and clearance if on leave for 30 days or more</li> </ul>	Personnel Concerned
<p><b>4.1.3 Salary of Casual/Contractual Personnel, Charged</b></p>	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p align="center"><b>to Personnel Services</b></p>	
<ul style="list-style-type: none"> <li>● For accredited agencies by the CSC (for first claim)               <ul style="list-style-type: none"> <li>● Certified copy of the pertinent contract/appointment</li> <li>● Copy of the Report of Personnel Action (ROPA) of the pertinent contract/appointment marked received by the CSC</li> </ul> </li> </ul>	<p>Personnel Section/Unit</p>
<ul style="list-style-type: none"> <li>● For other agencies (for first claim)               <ul style="list-style-type: none"> <li>● Certified copy of the pertinent contract/appointment marked received by the CSC</li> </ul> </li> </ul>	<p>Personnel Section/Unit</p>
<ul style="list-style-type: none"> <li>● Accomplishment Report</li> </ul>	<p>Personnel Concerned</p>
<ul style="list-style-type: none"> <li>● Approved DTR</li> </ul>	<p>Personnel Concerned</p>
<p><b>4.1.4 Salary Differentials due to Promotion and/or Step Increment</b></p>	
<ul style="list-style-type: none"> <li>● Certified true copy of Approved Appointment in case of promotion or Notice of Salary Adjustment (NOSA) for step increment/salary increase</li> </ul>	<p>Personnel Section/Unit</p>
<ul style="list-style-type: none"> <li>● Certificate of Assumption</li> </ul>	
<ul style="list-style-type: none"> <li>● Approved DTR or certification that the employee has not incurred leave without pay</li> </ul>	<p>Personnel Section/Unit</p>
<p><b>4.1.5 Last Salary</b></p>	
<ul style="list-style-type: none"> <li>● Clearance from money, property and legal accountabilities</li> </ul>	<p>Personnel Concerned</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>Approved DTR</li> </ul>	Personnel Concerned
<b>4.1.6 Salary due to Heirs of Deceased Employee</b>	
<ul style="list-style-type: none"> <li>Clearance from money, property and legal accountabilities</li> </ul>	Personnel Concerned
<ul style="list-style-type: none"> <li>Approved DTR</li> </ul>	Personnel Concerned
<ul style="list-style-type: none"> <li>Additional Requirements:</li> </ul>	
<ul style="list-style-type: none"> <li>Death Certificate issued by the Philippine Statistics Authority (PSA)</li> </ul>	Claimant
<ul style="list-style-type: none"> <li>Marriage Certificate issued by PSA, if applicable</li> </ul>	Claimant
<ul style="list-style-type: none"> <li>Birth Certificate of surviving legal heirs issued by PSA</li> </ul>	Claimant
<ul style="list-style-type: none"> <li>Waiver of right of children 18 years and above, if applicable</li> </ul>	Claimant
<ul style="list-style-type: none"> <li>Designation of next-of-kin</li> </ul>	Claimant
<b>4.1.7 Salary during Maternity Leave</b>	
<ul style="list-style-type: none"> <li>Certified true copy of approved Application for Maternity Leave</li> </ul>	Personnel Concerned
<ul style="list-style-type: none"> <li>Certified true copy of Maternity Leave Clearance</li> </ul>	Personnel Concerned
<ul style="list-style-type: none"> <li>Medical Certificate for Maternity Leave</li> </ul>	Personnel Concerned
<ul style="list-style-type: none"> <li>Certification as Solo Parent (for additional 15 days paid leave)</li> </ul>	Personnel Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>4.2 General claims through the Automated Teller Machine (ATM)</b>	
<ul style="list-style-type: none"> <li>Salary Payroll</li> </ul>	Personnel Section/Unit
<ul style="list-style-type: none"> <li>Payroll Register (hard and soft copy)</li> </ul>	Cashier Section/Unit
<ul style="list-style-type: none"> <li>Letter to the bank to credit employees' account of their salaries or other claims stamped "Received" by the bank</li> </ul>	Cashier Section/Unit
<ul style="list-style-type: none"> <li>Validated deposits slips/LDDAP-ADA, if applicable</li> </ul>	Cashier Section/Unit
<b>5.0 Allowances, Honoraria and Other Forms of Compensations</b>	
<b>5.1 Clothing/Uniform Allowance</b>	
For Individual Claims	
<ul style="list-style-type: none"> <li>Certified true copy of approved appointment of new employees</li> </ul>	Personnel Section/Unit
<ul style="list-style-type: none"> <li>Certificate of Assumption (for new employee and those on leave without pay)</li> </ul>	Personnel Section/Unit
<ul style="list-style-type: none"> <li>Certificate of Non-payment from previous agency, for transferees</li> </ul>	Personnel Concerned
For General Claims	
<ul style="list-style-type: none"> <li>Clothing/Uniform Allowance Payroll</li> </ul>	Personnel Section/Unit
<ul style="list-style-type: none"> <li>Payroll Register (hard and soft copy)</li> </ul>	Cashier Section/Unit
<ul style="list-style-type: none"> <li>Letter to the bank to credit employees' account of their allowance</li> </ul>	Cashier Section/Unit
<ul style="list-style-type: none"> <li>Validated deposit slips/LDDAP-ADA, if applicable</li> </ul>	Cashier Section/Unit
<b>5.2 Collective Negotiation Agreement (CNA) Incentive</b>	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>Resolution signed by both parties incorporating the guidelines/criteria for granting CNA incentive</li> </ul>	DENREU/DENREA
<ul style="list-style-type: none"> <li>Copy of CNA</li> </ul>	K4/DENREU/DENREA
<ul style="list-style-type: none"> <li>Comparative statement of DBM approved level of operating expenses and actual operating expenses</li> </ul>	Budget Section/Unit
<ul style="list-style-type: none"> <li>Certification issued by the Head of Office on the total amount of unencumbered savings generated from the cost-cutting measures identified in the CNA which resulted from the joint efforts of labor and management and systems/productivity/income improvement</li> </ul>	Budget Section/Unit
<ul style="list-style-type: none"> <li>Proof that the planned programs/activities/projects have been implemented and completed in accordance with targets for the year</li> </ul>	Planning and Management Division/Section
<b>5.3 Honoraria</b>	
<b>5.3.1 Government Personnel Involved in Government Procurement</b>	
<ul style="list-style-type: none"> <li>Office Order creating and designating the BAC compositions and authorizing the members to collect honoraria</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>Minutes of BAC meetings</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>Notices of Award to the winning bidders of procurement activity being claimed</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>Certification that the procurement involves competitive bidding</li> </ul>	BAC Secretariat



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>Attendance sheet listing the names of attendees to the BAC meetings</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>Certification issued by the Chief Accountant that the amounts received by the recipient(s) do not exceed 25% of the annual basic salaries pursuant to DBM Budget Circular No. 2004-5A dated October 7, 2005, and any future amendments thereof</li> </ul>	Accounting Section/Unit
<b>5.3.2 Resource Person/Coordinator/Facilitator</b>	
<ul style="list-style-type: none"> <li>Office Order</li> </ul>	Human Resource Development Section
<ul style="list-style-type: none"> <li>Coordinator's report on lecture's schedule</li> </ul>	Human Resource Development Section
<ul style="list-style-type: none"> <li>Course Syllabus/Program of Lectures</li> </ul>	Human Resource Development Section
<ul style="list-style-type: none"> <li>DTR in case of claims by the coordinator and facilitators</li> </ul>	Human Resource Development Section
<ul style="list-style-type: none"> <li>PDS/CV reflecting current salaries/Latest Payslip</li> </ul>	Human Resource Development Section
<ul style="list-style-type: none"> <li>Certification from Program Manager(s) as to the number of hours and compliance with the tasks assigned</li> </ul>	Office Concerned
<b>5.3.2 Special Projects</b>	
<ul style="list-style-type: none"> <li>The performance evaluation plan formulated by project management used as basis for rating the performance of members</li> </ul>	Office Concerned
<ul style="list-style-type: none"> <li>Office Order designating members of the special project</li> </ul>	Office Concerned
<ul style="list-style-type: none"> <li>Special Project Plan</li> </ul>	Office Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>• Terms of Reference</li> </ul>	Office Concerned
<ul style="list-style-type: none"> <li>• Certificate of Completion of project deliverables</li> </ul>	Office Concerned
<ul style="list-style-type: none"> <li>• Authority to collect honoraria</li> </ul>	Office Concerned
<ul style="list-style-type: none"> <li>• Certificate of acceptance by the Head of Office of the deliverables per project component</li> </ul>	Office Concerned
<b>5.4 Longevity Pay</b>	
<ul style="list-style-type: none"> <li>• Service Record</li> </ul>	Personnel Section/Unit
<ul style="list-style-type: none"> <li>• Certification issued by the Personnel Officer that the claimant has not incurred more than 15 days of vacation leave without pay</li> </ul>	Personnel Section/Unit
<b>5.5 Loyalty Cash Award/Incentive/Service Recognition Award</b>	
For Individual Claims	
<ul style="list-style-type: none"> <li>• Service Record</li> </ul>	Personnel Section/Unit
<ul style="list-style-type: none"> <li>• Certificate of non-payment from previous office (for transferee)</li> </ul>	Personnel Concerned
<ul style="list-style-type: none"> <li>• Certificate from HRO/U that the claimant has not incurred more than 50 days authorized vacation leave without pay within 10-year period or aggregate of more than 25 days authorized vacation leave without pay within the 5-year period, as the case may be</li> </ul>	Personnel Section/Unit
For General Claims	
<ul style="list-style-type: none"> <li>• Loyalty Cash Award/ Incentive/Service Recognition Award Payroll</li> </ul>	Personnel Section/Unit



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>Payroll Register (hard and soft copy)</li> </ul>	Cashier Section/Unit
<ul style="list-style-type: none"> <li>Letter to the bank requesting to credit employees' account of their PIB claims</li> </ul>	Cashier Section/Unit
<ul style="list-style-type: none"> <li>Validated Deposit Slips/LDDAP-ADA, if applicable</li> </ul>	Cashier Section/Unit
<b>5.6 Mid-Year/Year-End Bonus (YEB) and Cash Gift (CG)</b>	
For Individual Claims	
<ul style="list-style-type: none"> <li>Clearance from money, property and legal accountabilities (retiree)</li> </ul>	Personnel Concerned
<ul style="list-style-type: none"> <li>Certification from head of Office that the employee is qualified to receive the YEB and CG benefits pursuant to existing DBM Budget Circular</li> </ul>	Personnel Concerned
For General Claims	
<ul style="list-style-type: none"> <li>Bonus and/or CG Payroll</li> </ul>	Personnel Section/Unit
<ul style="list-style-type: none"> <li>Payroll Register (Hard and soft copy)</li> </ul>	Cashier Section/Unit
<ul style="list-style-type: none"> <li>Letter to the bank to credit employees account of their Bonus and/or CG claims</li> </ul>	Cashier Section/Unit
<ul style="list-style-type: none"> <li>Validated Deposit slips/LDDAP-ADA, if applicable</li> </ul>	Cashier Section/Unit
<b>5.7 Monetization of Leave Credits</b>	
<ul style="list-style-type: none"> <li>Approved leave application (10 days) with leave credit balance certified by the Human Resources Officer</li> </ul>	Personnel Concerned
<ul style="list-style-type: none"> <li>Request for monetization of leave covering more than ten days duly approved by the Head of Office</li> </ul>	Personnel Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>● For monetization of 50 percent or more:               <ul style="list-style-type: none"> <li>- Clinical abstract/medical procedures to be undertaken in case of health, medical and hospital needs</li> <li>- Barangay Certification in case of need for financial assistance brought by calamities, typhoons, fire, etc.</li> </ul> </li> </ul>	Personnel Concerned
<b>5.8 Overtime Pay</b>	
<ul style="list-style-type: none"> <li>● Overtime authority stating the necessity and urgency of the work to be done, names of personnel, the purpose of expected outputs, the specific period of such services, and the manner of compensating the same, i.e., Compensatory Time Off or paid in cash</li> </ul>	Office Concerned
<ul style="list-style-type: none"> <li>● Overtime Work Program</li> </ul>	Office Concerned
<ul style="list-style-type: none"> <li>● Quantified Overtime Accomplishment duly signed by the employee and supervisor</li> </ul>	Office Concerned
<ul style="list-style-type: none"> <li>● Certificate of service or duly approved DTR</li> </ul>	Office Concerned
<b>5.9 Personnel Economic Relief Allowance (PERA)</b>	
<ul style="list-style-type: none"> <li>● Same requirements as those for payment of salaries (4.1.1, 4.1.2, 4.1.5-7 &amp; 4.2)</li> </ul>	Personnel Section/Unit
<b>5.10 Program on Awards and Incentives for Service Excellence (PRAISE)</b>	
<ul style="list-style-type: none"> <li>● Proof of eligibility to receive PRAISE award in accordance with CSC Memorandum Circular (MC) No. 01-2001 dated January 26, 2001, and any future amendments thereof</li> </ul>	Personnel Section/Unit



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>Approved payroll</li> </ul>	Personnel Section/Unit
<b>5.11 Productivity Enhancement Incentive (PEI)</b>	
For Individual Claims	
<ul style="list-style-type: none"> <li>Certification that the performance ratings for two semesters given to the personnel of the concerned division/office are at least satisfactory</li> </ul>	Personnel Section/Unit
<ul style="list-style-type: none"> <li>Certification from the Legal Office that the employee has no administrative charge</li> </ul>	Legal Division
For General Claims	
<ul style="list-style-type: none"> <li>PEI Payroll</li> </ul>	Personnel Section/Unit
<ul style="list-style-type: none"> <li>List of personnel who were suspended either preventively or as a penalty as a result of an administrative charge within the year for which PEI is paid, regardless of the duration (except if the penalty meted out is only a reprimand)</li> </ul>	Personnel Section/Unit
<ul style="list-style-type: none"> <li>List of personnel dismissed within the year</li> </ul>	Personnel Section/Unit
<ul style="list-style-type: none"> <li>List of personnel on absent without official leave (AWOL)</li> </ul>	Personnel Section/Unit
<ul style="list-style-type: none"> <li>Certification that the performance ratings for the two semesters given to the personnel of the concerned division/office are at least satisfactory</li> </ul>	Personnel Section/Unit
<ul style="list-style-type: none"> <li>Payroll register (hard and soft copy)</li> </ul>	Cashier Section/Unit
<ul style="list-style-type: none"> <li>Letter to the bank to credit employee's account for their PEI claims</li> </ul>	Cashier Section/Unit



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>Validated deposit slips/LDDAP-ADA, if applicable</li> </ul>	Cashier Section/Unit
<b>5.12 Representation and Transportation Allowance (RATA)</b>	
For Individual Claims	
<ul style="list-style-type: none"> <li>Copy of Appointment/Office Order (1st payment)</li> </ul>	Personnel Section/Unit
<ul style="list-style-type: none"> <li>Certificate of Assumption (1st payment)</li> </ul>	Personnel Concerned
<ul style="list-style-type: none"> <li>Certificate or evidence of service rendered or Approved DTR</li> </ul>	Personnel Concerned
<ul style="list-style-type: none"> <li>Certification that the official/employee did not use government vehicle</li> </ul>	General Services Section
<ul style="list-style-type: none"> <li>Certification on the Actual incurrence of RATA (for those with authorized monthly commutable representation and transportation allowance)</li> </ul>	Personnel Concerned
For General Claims	
<ul style="list-style-type: none"> <li>RATA payroll</li> </ul>	Personnel Section/Unit
<ul style="list-style-type: none"> <li>Payroll Register (hard and soft copy)</li> </ul>	Cashier Section/Unit
<ul style="list-style-type: none"> <li>Letter to the bank to credit employee's account of their RATA claims, if applicable, stamped "Received" by the bank</li> </ul>	Cashier Section/Unit
<ul style="list-style-type: none"> <li>Validated Deposit Slip/LDDAP-ADA, if applicable</li> </ul>	Cashier Section/Unit
<b>5.13 Special Counsel Allowance</b>	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>• Deputation by the Office of the Solicitor General (OSG) or Authority by the head of agency to assist the OSG or prosecutors or provide legal representation to the agency or its personnel as its counsel, as the case may be</li> </ul>	Office of the Solicitor General/Head of Agency
<ul style="list-style-type: none"> <li>• Certificate of Appearance issued by the Clerk of Court</li> </ul>	Lower Courts
<ul style="list-style-type: none"> <li>• Certification that the cases to be attended by the lawyer personnel are directly related to the nature/function of the particular office represented</li> </ul>	Office Concerned
<ul style="list-style-type: none"> <li>• Certification issued by the concerned lawyer and the Chief Accountant that the amount being claimed is still within the limitation under the General Provisions of General Appropriations Act (GAA) of the amount per month</li> </ul>	Concerned Lawyer/Accounting Section/Unit
<ul style="list-style-type: none"> <li>• Court Order Proceeding or Court Calendar</li> </ul>	Lower Courts
<ul style="list-style-type: none"> <li>• Certification that the case is not pursuant to motion for extension or postponement in accordance with General Provisions of GAA</li> </ul>	Concerned Lawyer
<b>5.14 Terminal Leave Benefits</b>	
<ul style="list-style-type: none"> <li>• Office Clearance from money, property and legal accountability from the Central Office and/or from the Regional Office of last assignment (consistent with DENR MC 2024-03)</li> </ul>	Personnel Section



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>• Certified photocopy of the employee's leave card with computed leave credits as of last date of service by the Personnel Section/Unit</li> </ul>	Personnel Section/Unit
<ul style="list-style-type: none"> <li>• Approved leave application</li> </ul>	Personnel Section/Unit
<ul style="list-style-type: none"> <li>• Complete service record</li> </ul>	Personnel Section/Unit
<ul style="list-style-type: none"> <li>• Statement of Assets, Liabilities and Net Worth (SALN)</li> </ul>	Personnel Section/Unit
<ul style="list-style-type: none"> <li>• Certified photocopy of appointment/NOSA showing the highest salary received if the salary under the last appointment is not the highest</li> </ul>	Personnel Section/Unit
<ul style="list-style-type: none"> <li>• Computation of terminal benefits duly signed/certified by the Chief Accountant</li> </ul>	Accounting Section/Unit
<ul style="list-style-type: none"> <li>• Applicant's authorization (in affidavit form) to deduct all financial obligations with the employer</li> </ul>	Personnel Concerned
<ul style="list-style-type: none"> <li>• Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her (RA No. 3019)</li> </ul>	Personnel Concerned
<ul style="list-style-type: none"> <li>• In case of resignation, the employee's letter of resignation is duly accepted by the Head of the Office.</li> </ul>	Personnel Section/Unit
<ul style="list-style-type: none"> <li>• GSIS Clearance</li> </ul>	Personnel Concerned
<p><i>Additional requirements in case of death</i></p>	
<ul style="list-style-type: none"> <li>• Death certificate issued by PSA</li> </ul>	Claimant
<ul style="list-style-type: none"> <li>• Marriage Certificate issued by PSA</li> </ul>	Claimant



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>• Birth certificate of all surviving legal heirs issued by PSA</li> </ul>	Claimant
<ul style="list-style-type: none"> <li>• Designation of next-of-kin</li> </ul>	Claimant
<ul style="list-style-type: none"> <li>• Waiver of rights of children 18 years old and above, if applicable</li> </ul>	Claimant
<b>5.15 Subsistence, Laundry and Quarters Allowances</b>	
<ul style="list-style-type: none"> <li>• Payroll of personnel entitled to claim subsistence, laundry and quarters allowance</li> </ul>	Personnel Section/Unit
<ul style="list-style-type: none"> <li>• Approved DTR</li> </ul>	Personnel Section/Unit
<ul style="list-style-type: none"> <li>• Authority to collect (for initial claim)</li> </ul>	Personnel Section/Unit
<b>6.0 Other Expenditures</b>	
<b>6.1 Utility Expenses</b>	
<ul style="list-style-type: none"> <li>• Statement of Account/Bill</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>• Invoice/official receipt or machine-validated statement of account/bill</li> </ul>	Service Provider
<b>6.2 Telephone/Communication Expenses</b>	
<ul style="list-style-type: none"> <li>• Statement of Account/Bill</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>• Invoice/official receipt or machine-validated statement of account/bill or collection and acknowledgement receipts.</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>• Certification by Head of Office or his authorized representatives that all National Direct Dial (NDD), National Operator Assisted Calls and International Operator Assisted Calls are official calls</li> </ul>	General Services Section
<b>7.0 Extraordinary and Miscellaneous Expenses</b>	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>• Receipt and/or other documents evidencing disbursement, if there are available, or in lieu thereof, certification executed by the official concerned that the expenses sought to be reimbursed have been incurred for any of the purposes contemplated under the provisions of the GAA in relation to or by reasons of his position, in case of NGAs</li> </ul>	Regional Executive Director
<ul style="list-style-type: none"> <li>• Other supporting documents as are necessary depending on the nature of expense charged</li> </ul>	Regional Executive Director
<b>8.0 Procurement of Goods, Consulting Services and Infrastructure Projects (Regardless of Mode of Procurement)</b>	
For all types of procurement	
<ul style="list-style-type: none"> <li>• Authenticated photocopy of the approved Annual Procurement Plan (APP) and any amendment thereto or Certification from the Procurement Office that the items procured are already included in the APP</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>• Approved contract supported by the following documents, which are required under COA Circular No. 2009-001 dated February 12, 2009, and COA Memorandum No. 2005-027 dated February 28, 2005, to be submitted to the Auditor's Office within five days from the execution of the contract:             <ul style="list-style-type: none"> <li>• Invitation to Apply for Eligibility to Bid</li> <li>• Letter of Intent</li> <li>• Result of Eligibility Check/Screening</li> </ul> </li> </ul>	Procurement Section/Administrative Unit



<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"><li>● Bidding Documents enumerated under Section 17.1 of the Revised IRR of RA No. 9184, which includes a complete set of approved plans/drawings and technical specifications for infrastructure projects, complete technical description of equipment, aircraft and accessories, scope, and Terms of Reference (TOR) for consultancy services</li><li>● Minutes of Pre-Bid Conference, [Approved budget for Contract (ABC) Php 1.0 million and above]</li><li>● Agenda and/or Supplemental Bulletins, if any</li><li>● Bidders' Technical and Financial Proposals</li><li>● Minutes of Bid Opening</li><li>● Abstract of Bids</li><li>● Post-Qualification Report of Technical Working Group</li><li>● BAC Resolution declaring winning bidder</li><li>● Notice of Post Qualification</li><li>● BAC Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of the BAC recommending award of contract</li><li>● Notice of Award</li><li>● Performance Security</li></ul>	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"><li>● Program of Work and Detailed Estimates</li><li>● Notice to Proceed, indicating the date of receipt by the contractor</li><li>● Detailed Breakdown of the BAC</li><li>● Copy of the Approved PERT/CPM Network Diagram and detailed computations of contract time</li><li>● Detailed Breakdown of the Contract Cost:<ul style="list-style-type: none"><li>- Including the detailed breakdown of estimates and/or unit cost analysis/derivation for each work item expressed in volume/area/lump-sum/lot for infrastructure projects</li><li>- Indicating the following, among others, for consultancy services:<ul style="list-style-type: none"><li>● Schedule of basic rates certified by the consultant with a sworn statement</li><li>● Derivation of the billing factor/multiplier certified by the consultant with a sworn statement</li><li>● Detailed breakdown of reimbursable costs based on agreed fixed rates and actual costs</li></ul></li><li>- Indicating costs and dates of acquisition of the equipment, quantities and cost of materials, spare parts, and supplies</li></ul></li></ul>	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>furnished by the contractor for janitorial/security/maintenance services</p> <ul style="list-style-type: none"> <li>- Indicating the monthly lease payment and period of lease for lease contracts</li> </ul>	
<ul style="list-style-type: none"> <li>● Copy of Advertisement of Invitation to Bid/Request for expression of interest               <ul style="list-style-type: none"> <li>● Print out copy of advertisement posted in PhilGEPS.</li> <li>● Certification form from the Head of BAC Secretariat on the posting of advertisement at conspicuous places</li> <li>● Print out copies of advertisement posted in agency website, if any</li> </ul> </li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>● Documentary requirements under Section 23.1 and 25.2.b for infrastructure projects, 23.1 and 15.2a for goods and 24.1 and 25.2c for consulting services, of the Revised IRR of RA No. 9184</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>● Minutes of Pre-procurement Conference for projects costing above Php 5.0 million for infrastructure, Php 2.0 million and above for goods, and Php 1.0 million and above for consulting services</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>● Bids Evaluation Report</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>● Ranking of shortlisted bidders for consulting services</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>● Post Qualification Evaluation Report</li> </ul>	BAC Secretariat



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>● Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PhilGEPS</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>● Evidence of invitation of three observers in all stages of the procurement process pursuant to Section 13.1 of the Revised IRR of RA No. 9184</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>● Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities</li> </ul>	Requesting Party/Office Concerned
<b>8.1 Infrastructure Projects</b>	
<i>Additional Documentary Requirements</i>	
<ul style="list-style-type: none"> <li>● Letter request from contractor for advance/progress/final payment of for substitution in case of release of retention money</li> </ul>	Requesting Party/Office Concerned
<ul style="list-style-type: none"> <li>● Common to progress/final payment               <ul style="list-style-type: none"> <li>● SWA/Progress Billing</li> <li>● Inspection Report by the Agency's Authorized Engineer</li> <li>● Result of Test Analysis, if applicable</li> <li>● Statement of Time Elapsed</li> <li>● Monthly Certificate of Payment</li> <li>● Contractor's Affidavit on payment of laborers and materials</li> <li>● Pictures before, during, and after construction of items of work especially the embedded items</li> </ul> </li> </ul>	Requesting Party/Office Concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>● Photocopy of vouchers of all previous payment</li> <li>● Certificate of completion</li> </ul>	
<b>8.1.1 Advance Payment for Mobilization Cost</b>	
<ul style="list-style-type: none"> <li>● Irrevocable Standby Letter of Credit/Security Bond/Bank Guarantee</li> </ul>	Contractor
<ul style="list-style-type: none"> <li>● Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof</li> </ul>	Requesting Party/Office Concerned
<b>8.1.2 Variation Order/Change Order/Extra Work Order</b>	
<ul style="list-style-type: none"> <li>● Additional documents enumerated under Annex B of COA Memorandum No. 2005-027 dated February 28, 2005, are required to be submitted to the Office of the Auditor for the review/evaluation of the changes in the contract:             <ul style="list-style-type: none"> <li>● Copy of Approved Change Order (CO)/Extra Work Order (EWO)</li> <li>● Copy of the approved original plans indicating the affected portion(s) of the project and duly revised plans and specifications, if applicable, indicating the changes made, which shall be color-coded</li> <li>● Copy of the agency's report establishing the necessity/justification(s) for the need of such CO and/or EWO, which shall include: (a) the computation as to the quantities of the additional works involved per item, indicating</li> </ul> </li> </ul>	End User



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>the specific stations where such work are needed; (b) the date of inspection conducted and the results of such inspection; (c) a detailed estimate of the unit cost of such items of work for new unit costs, including those expressed in volume/area/lump-sum/lot</p> <ul style="list-style-type: none"><li>● Copy of the approved/revised PERT/CPM Network Diagram which shall be color-coded, reflecting the effect of additional/deductive time on the contract period and the corresponding detailed computations for the additional/deductive time for the subject Change Order/Extra Work Order</li><li>● Copy of the approved detailed breakdown of contract cost for the variation order</li><li>● Copy of the COA Technical Evaluation Report for the original contract</li><li>● If the Variation Order to be reviewed is not the last variation order, all of the above requirements for all previously approved variation orders, if not yet reviewed; otherwise, copy of the COA Technical Evaluation report for the previously approved variation orders</li><li>● Additional performance security in the prescribed form and amount if variation order exceeds 10 percent of the original contract cost</li></ul>	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof</li> </ul>	
<b>8.1.3 Progress Payments</b>	
<ul style="list-style-type: none"> <li>Statement of Work Accomplished (SWA)</li> </ul>	Contractor
<ul style="list-style-type: none"> <li>Progress Billing and corresponding request for progress payment for work accomplished</li> </ul>	Contractor
<ul style="list-style-type: none"> <li>Inspection Report by the Office Authorized Engineer/Inspectorate Team</li> </ul>	Office Authorized Engineer/Inspectorate Team
<ul style="list-style-type: none"> <li>Results of Test Analysis, if applicable</li> </ul>	Contractor
<ul style="list-style-type: none"> <li>Pictures/Geotagged Photos, before, during and after construction of items of work especially the embedded items</li> </ul>	Office Authorized Engineer/Inspectorate Team
<b>8.1.4 Final Payment</b>	
<ul style="list-style-type: none"> <li>As-Built Plans</li> </ul>	Contractor
<ul style="list-style-type: none"> <li>Final SWA</li> </ul>	Contractor
<ul style="list-style-type: none"> <li>Warranty Security</li> </ul>	Contractor
<ul style="list-style-type: none"> <li>Certificate of Completion</li> </ul>	Office Authorized Engineer /Inspectorate Team
<ul style="list-style-type: none"> <li>Copy of turn-over documents/transfer of project and facilities such as motor vehicles, laptops, and other equipment and furniture included in the contract to concerned government agency</li> </ul>	Contractor
<ul style="list-style-type: none"> <li>Certificate of Acceptance by the Office</li> </ul>	Head of Office



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>Final Inspection Report of the Office authorized Engineers and/or Inspectorate Team</li> </ul>	Office Authorized Engineer/Inspectorate Team
<ul style="list-style-type: none"> <li>Statement of Time Elapsed</li> </ul>	Office Authorized Engineer/Inspectorate Team
<ul style="list-style-type: none"> <li>Pictures/Geotagged Photos before, during and after construction of items of work especially the embedded items</li> </ul>	Office Authorized Engineer/Inspectorate Team
<b>8.1.5 Release of Retention Money</b>	
<ul style="list-style-type: none"> <li>Warranty security in form of cash, bank guarantee, irrevocable standby letter of credit from a commercial bank, GSIS, or surety bond callable on demand</li> </ul>	Contractor
<ul style="list-style-type: none"> <li>Certification from the end-user that the project is completed, inspected, and accepted.</li> </ul>	Head of Office
<b>8.2 Consulting Services</b>	
<i>Additional Documentary Requirements</i>	
<ul style="list-style-type: none"> <li>Additional documents under Annex D of COA Memorandum No. 2005-027 dated February 28, 2005 required to be submitted to the Auditor's Office within five days from the execution of the contract:             <ul style="list-style-type: none"> <li>If not in the Terms of Reference, appropriate approved documents indicating the expected outputs/deliverables</li> <li>Copy of the Approved Manning Schedule indicating the names and positions of the consultants and staff and the extent of their participation in the project</li> </ul> </li> </ul>	End User



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>• Copy of the curriculum vitae of the consultants and staff</li> </ul>	
<ul style="list-style-type: none"> <li>• Letter request for payment from the consultant</li> </ul>	End User
<ul style="list-style-type: none"> <li>• Approved consultancy Progress/Final Reports, and/or output required under the contract</li> </ul>	End User
<ul style="list-style-type: none"> <li>• Progress/Final Billing</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>• Contract of Infrastructure Projects subject of Project Management Consulting Services</li> </ul>	End User
<b>8.3 Goods</b>	
<i>Additional Documentary Requirements</i>	
<b>8.3.1 Supplies, Materials, Equipment and Motor Vehicles</b>	
<ul style="list-style-type: none"> <li>• Original copy of Dealers/Suppliers' Invoices showing the quantity, description of the articles, unit and total value, duly signed by the dealer or his authorized representative and indicating receipt by the proper agency official of items delivered</li> </ul>	Supplier
<ul style="list-style-type: none"> <li>• Results of Test Analysis, if applicable</li> </ul>	Supplier
<ul style="list-style-type: none"> <li>• Tax receipts from the Bureau of Customs or the BIR indicating the exact specifications and/or serial number of the equipment procured by the government as proof of payment of all taxes and duties due on the same equipment, supplied or sold to the government (if applicable)</li> </ul>	Supplier
<ul style="list-style-type: none"> <li>• Additional documents required under Annexes F and S of COA Memorandum No. 2005-027 dated</li> </ul>	Supplier



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>February 28, 2005, are required to be submitted within five days upon execution of the contract:</p> <ul style="list-style-type: none"> <li>● Certificate of Exclusive Distributorship, if applicable</li> <li>● Samples and brochures/photographs, if applicable</li> <li>● For imported items:               <ul style="list-style-type: none"> <li>- Consular Invoice/Pro-forma invoice of the foreign supplier with the corresponding details</li> <li>- Home Consumption Value of the items</li> <li>- Breakdown of the expenses incurred in the Importation</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>● Inspection and Acceptance Report prepared by the Office inspector and signed by the Head of Office or his authorized representative</li> </ul>	Inspectorate Team
<ul style="list-style-type: none"> <li>● Property Acknowledgement Receipt (PAR) for equipment, Inventory Custodian Slip (ICS) for semi-expendables</li> </ul>	General Service Section/Property Unit
<ul style="list-style-type: none"> <li>● Warranty Security for a minimum period of three months, in the case of expendable supplies, or a minimum period of one year, in the case of semi-/non-expendable supplies, after acceptance by the procuring entity of the delivered supplies (optional for emergency cases and small value procurement)</li> </ul>	Supplier
<ul style="list-style-type: none"> <li>● Authority to purchase, in case of motor vehicles</li> </ul>	DBM



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>● For Procurement of drugs and medicines               <ul style="list-style-type: none"> <li>- Certificate of product registration from Food and Drug Administration (FDA)</li> <li>- Certificate of good manufacturing practices from FDA</li> <li>- Batch release certificate from FDA</li> <li>- If the supplier is not the manufacturer, certification from the manufacturer that the supplier is an authorized distributor/dealer of the product/items</li> <li>- License to Operate from FDA with List of Sources (whether it is a manufacturer, importer, seller or distributor)</li> <li>- Certification by the Medical Officer that medicines and drugs requisitioned is included in the PPDF Current Edition</li> <li>- Delivery Receipt/Invoice bearing Lot Nos. and Expiry Dates of the drugs and medicines</li> </ul> </li> </ul>	Supplier
<ul style="list-style-type: none"> <li>● Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof</li> </ul>	Requesting Party/Office Concerned
<b>8.3.2 For Procurements of Fuel, Oil, and Lubricants</b>	
<ul style="list-style-type: none"> <li>● Billing/Statement of Account</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>● Vehicle Trip Ticket</li> </ul>	Driver on Duty
<ul style="list-style-type: none"> <li>● Fuel/Lubricants Requisition and Issue Slip</li> </ul>	Requesting Party or Originating Office
<ul style="list-style-type: none"> <li>● Fuel Consumption Report, if applicable</li> </ul>	General Services Section/Administrative Unit



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>Monthly Report of Official Travels, if applicable</li> </ul>	General Services Section/Administrative Unit/Drivers
<b>8.3.3 For Procurement of Meals, Snacks, Accommodations for Meeting/Seminar/ Training/Workshop/Orientation</b>	
<ul style="list-style-type: none"> <li>Special Order with Activity Design or Notice of Meeting</li> </ul>	Requesting Party or Originating Office, Regional Office
<ul style="list-style-type: none"> <li>BAC Resolution</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>PHILGEPS Bids Notice Abstract - RFQ (above 50k)</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>3 Quotations</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>Abstract of Quotation</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>Billing or Statement of Account</li> </ul>	Service Provider, Requesting Party or Originating Office
<ul style="list-style-type: none"> <li>Attendance</li> </ul>	Requesting Party or Originating Office
<ul style="list-style-type: none"> <li>Activity report / minutes of meeting with photo documentation</li> </ul>	Requesting Party or Originating Office
<ul style="list-style-type: none"> <li>Inspection and Acceptance Report</li> </ul>	Inspectorate Team
<b>8.3.4 General Support Services (janitorial, security maintenance, garbage collection and disposal and similar services)</b>	
<ul style="list-style-type: none"> <li>Additional documents under Annex H to K and P of COA Memorandum No. 2005-027 dated February 28, 2005, required to be submitted to the Auditor's Office within five days from the execution of the contract:</li> </ul>	End User



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"><li>● For Janitorial/Security/Maintenance Services<ul style="list-style-type: none"><li>- Appropriate approved documents indicating the following:<ul style="list-style-type: none"><li>▪ The number of personnel involved and their corresponding rates/salary</li><li>▪ Schedule of work and places of assignment or station/visits indicating, among others, the number of hours per visit</li><li>▪ The type and number of equipment to be served (in case of visitorial maintenance service)</li></ul></li><li>- The scaled floor plans of the building and other area/s covered by the service contract (for janitorial services)</li><li>- The group classification of personnel to determine the Equivalent Equipment Monthly Statutory Minimum Wage Rate in accordance with the applicable Rules implementing RA No. 6727</li><li>- Approved documents indicating the minimum requirements of the agency on the number of security personnel to be involved in the project (for security service contract)</li><li>- The population of the agency where the services are rendered (for security services controls)</li></ul></li></ul>	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"><li>- Detailed description of the maintenance services to be rendered or activities to be performed (for maintenance service contracts)</li><li>● For Garbage Collection and Disposal<ul style="list-style-type: none"><li>- Complete description/specifications (brand name, model, make/country of origin, hp, piston displacement, capacity) and number of units of dump trucks to be used</li><li>- Complete descriptions/specifications (age, condition, brand, etc.) and number of units of all other equipment to be rented/used</li><li>- Appropriate approved documents containing the terms and conditions, whether operated or bare rental for heavy equipment, whether per trip or package deal, and other relevant conditions</li><li>- The designated dumpsite/location of dumpsite (if provided in a separate document)</li><li>- The Measurement in kilometers of the total distance covered by one complete route for all the required routes to be traveled</li><li>- Estimated volume in cubic meters of garbage to be hauled from area of operation, including the basis for such estimates</li><li>- In case where the type of contract differs from the usual per-trip contract basis, sufficient justification and comparative analysis between the type of contract</li></ul></li></ul>	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>adopted against the basic per-trip type of contract</p> <ul style="list-style-type: none"> <li>● For forwarding/shipping/hauling contract               <ul style="list-style-type: none"> <li>- The type/kind and technical description of the mode of transportation used</li> <li>- The point of origin and description, including the estimated distance(s) if transported by land</li> <li>- The estimated weight and volume of cargoes involved</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>● Performance Appraisal Report</li> </ul>	End User
<ul style="list-style-type: none"> <li>● Statement of Account or Contractor's Bill</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>● Certificate of Acceptance</li> </ul>	End User
<ul style="list-style-type: none"> <li>● Record of Attendance/Service</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>● Proof of remittance to concerned government agencies [BIR/Social Security System (SSS)/ECC/Pag-ibig/PhilHealth]</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>● Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof</li> </ul>	Requesting Party/Office Concerned
<b>8.3.5 Rental Contracts for Property</b>	
<ul style="list-style-type: none"> <li>● List of prevailing comparable property within the vicinity (for first claim)</li> </ul>	Administrative Division/Management Services Division
<ul style="list-style-type: none"> <li>● Vicinity map (for first claim)</li> </ul>	Administrative Division/Management Services Division



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>● Cost-benefit analysis</li> </ul>	End user/Unit concerned
<ul style="list-style-type: none"> <li>● Request for payment</li> </ul>	End user/Unit concerned
<ul style="list-style-type: none"> <li>● Additional documents under Annex L, N and O of COA Memorandum No. 2005-027 dated February 28, 2005, are required to be submitted to the Auditor's Office within five days from the execution of the contract</li> <li>● For privately owned office/building               <ul style="list-style-type: none"> <li>- Complete copy of the building floor plans indicating in shaded colors the rentable space</li> <li>- Copy of the Certificate of Occupancy of the building or appropriate approved documents showing the date the building was constructed or age of the building</li> <li>- Complete description of the building as to type, kind and class, including its component parts and equipment facilities, such as, but not limited to, parking areas, elevators, air-conditioning systems, firefighting equipment, etc.</li> <li>- Copy of the Master Deed Declaration and Restrictions in case of lease/rental of office condominiums</li> </ul> </li> <li>● For equipment rental/lease/purchase contract               <ul style="list-style-type: none"> <li>● Agency evaluation of equipment utilization</li> <li>● Pertinent data of area of operation</li> </ul> </li> </ul>	End user/Unit concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>Market study (for new contracts)</li> </ul>	End user/Unit concerned
<ul style="list-style-type: none"> <li>Bills/Invoices</li> </ul>	Contractor
<ul style="list-style-type: none"> <li>Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof</li> </ul>	Requesting Party/Office Concerned
<b>8.3.6 Repair and Maintenance of Aircrafts, Watercraft, Equipment and Motor Vehicles</b>	
<ul style="list-style-type: none"> <li>Additional documents under Annex Q and R of COA Memorandum No. 2005-027 dated February 28, 2005, are required to be submitted to the Auditor's Office within five days from the execution of the contract               <ul style="list-style-type: none"> <li>Copy of the pre-repair evaluation report and approved detailed plans by the agency showing in sufficient detail the scope of work/extent of repair to be done</li> <li>Copy of the latest service bulletin, in case of aircraft</li> <li>Report of waste materials</li> <li>Copy of document indicating the history of repair</li> </ul> </li> </ul>	End User
<ul style="list-style-type: none"> <li>Bills/Invoices</li> </ul>	Supplier
<ul style="list-style-type: none"> <li>Pre-Repair Inspection Report</li> </ul>	Inspectorate Team
<ul style="list-style-type: none"> <li>Post-Repair Inspection Report</li> </ul>	Inspectorate Team



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>Warranty Certificate</li> </ul>	Supplier
<ul style="list-style-type: none"> <li>Certificate of Acceptance</li> </ul>	End User
<ul style="list-style-type: none"> <li>Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof</li> </ul>	Requesting Party/Office Concerned
<b>8.3.7 Advertising Expenses</b>	
<ul style="list-style-type: none"> <li>Bill/Statement of Account</li> </ul>	Supplier
<ul style="list-style-type: none"> <li>Copy of newspaper clippings evidencing publication and/or CD/DVD in case of TV/Radio commercial</li> </ul>	Requesting Party
<ul style="list-style-type: none"> <li>Copy of Approved Office Media Plan, if any</li> </ul>	Requesting Party
<b>9.0 Cultural and Athletic Activities</b>	
<ul style="list-style-type: none"> <li>Budget estimates approved by the Head of Office</li> </ul>	Office Concerned
<ul style="list-style-type: none"> <li>Office Order</li> </ul>	Regional Executive Director
<ul style="list-style-type: none"> <li>Same requirements under procurement depending on the nature of expense and the mode of procurement adopted</li> </ul>	
<b>10.0 Human Resource Development and Training Program</b>	
<ul style="list-style-type: none"> <li>Budget Estimates Approved by the Head of Office</li> </ul>	Office Concerned
<ul style="list-style-type: none"> <li>Schedule of Training Approved by the Head of Office</li> </ul>	Office Concerned
<ul style="list-style-type: none"> <li>Training Design</li> </ul>	Office Concerned
<ul style="list-style-type: none"> <li>Statements of Account/Bills/Invoices</li> </ul>	Supplier
<ul style="list-style-type: none"> <li>Official Receipts</li> </ul>	Supplier



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>Office Order/Terms of Reference</li> </ul>	Office Concerned
<ul style="list-style-type: none"> <li>Training Report with photo documentation</li> </ul>	Office Concerned

**If eNGP/CBFM Contracts**

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>A. Obligation of eNGP/CBFM Contract</b>	
General Requirements	
<ul style="list-style-type: none"> <li>Certified Copy of Annual Procurement Plan (APP)</li> </ul>	Procurement Section/Administrative Unit
<ul style="list-style-type: none"> <li>Notarized MOA/Contract with WFP, Mode of Payment &amp; GIS Map</li> </ul>	Concerned Office/Requesting Party
<ul style="list-style-type: none"> <li>Site Development Plan</li> </ul>	Concerned Office/Requesting Party
<ul style="list-style-type: none"> <li>Purchase Request</li> </ul>	Concerned Office/Requesting Party
<ul style="list-style-type: none"> <li>Notice of Award received by Service Provider</li> </ul>	Procurement Section/Administrative Unit
<ul style="list-style-type: none"> <li>Notice to Proceed received by Service Provider</li> </ul>	Procurement Section/Administrative Unit
<ul style="list-style-type: none"> <li>Philgeps Posting of Award/Contract/Proceed</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>Performance Security</li> </ul>	Peoples Organization/Requesting Party
<i>Additional Documentary Requirements</i>	
<b><i>For Public Bidding</i></b>	
<ul style="list-style-type: none"> <li>BAC Resolution - Mode of Procurement (if there's a change in mode of procurement)</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>Copy of Transmittal of Bidding Documents stamped received by COA</li> </ul>	BAC Secretariat
<b><i>For Community Participation</i></b>	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>● Endorsement Memorandum for payment from CENRO/Implementing PENRO</li> </ul>	Concerned Office/Requesting Party
<ul style="list-style-type: none"> <li>● Letter of Intent</li> </ul>	People's Organization/Requesting Party
<ul style="list-style-type: none"> <li>● Proof of Posting of RFQ at 3 conspicuous places</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>● Quotations</li> </ul>	Procurement Section/Administrative Unit
<ul style="list-style-type: none"> <li>● Abstract of Quotations</li> </ul>	Procurement Section/Administrative Unit
<ul style="list-style-type: none"> <li>● LEGAL REQUIREMENTS Certificate of Registration from SEC/CDA/DOLE               <ol style="list-style-type: none"> <li>a. Certification from the service provider that none of its incorporators, organizers, directors or officials is an agent or related by consanguinity or affinity up to the fourth civil degree to the HOPE, members of BAC, or other authorized officials; disclosure of related business, if any and extent of ownership therein</li> </ol> </li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>● TECHNICAL REQUIREMENTS               <ol style="list-style-type: none"> <li>a. List of completed contracts similar to the procurement</li> </ol> </li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>● FINANCIAL REQUIREMENTS               <ol style="list-style-type: none"> <li>a. Certificate that the service provider has an existing bank account / photocopy of Bank Book</li> <li>b. Updated Audited Financial Statements Certification that it has financial management system that maintains sets of book of accounts</li> </ol> </li> </ul>	BAC Secretariat
<b>B. Payment of 15% Mobilization Fee</b>	
<ul style="list-style-type: none"> <li>● Letter Request for release of 15% Mobilization fee</li> </ul>	People's Organization/Requesting Party
<ul style="list-style-type: none"> <li>● Copy of MOA/Contract with WFP</li> </ul>	Concerned Office/Requesting Party



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>Irrevocable Standby Letter of Credit/Security Bond/Bank Guarantee</li> </ul>	People's Organization/Requesting Party
<b>C. Progress Billing</b>	
<ul style="list-style-type: none"> <li>PO Request for Inspection/Validation and payment</li> </ul>	People's Organization/Requesting Party
<ul style="list-style-type: none"> <li>Statement of Work Accomplished</li> </ul>	People's Organization/Requesting Party
<ul style="list-style-type: none"> <li>Endorsement/Memorandum for payment from CENRO/Implementing PENRO</li> </ul>	Concerned Office
<ul style="list-style-type: none"> <li>Letter Request to the COA Resident Auditor for the validation of the accomplishment</li> </ul>	Concerned Office (Technical-eNGP)
<ul style="list-style-type: none"> <li>List of Beneficiaries</li> </ul>	Concerned Office (NGP Coordinator/Site Team Leader)
<ul style="list-style-type: none"> <li>Parcelized Plantation Map</li> </ul>	Concerned Office (GIS Team/eNGP Unit)
<ul style="list-style-type: none"> <li>Certificate of Completion</li> </ul>	Concerned Office
<ul style="list-style-type: none"> <li>Copy of MOA/Contract with WFP</li> </ul>	Concerned Office/Requesting Party
<ul style="list-style-type: none"> <li>Inspection Report with Geotagged Photos</li> </ul>	Inspectorate Team
<b>D. Final Payment</b>	
<ul style="list-style-type: none"> <li>Request for Inspection and Final Payment</li> </ul>	People's Organization/Requesting Party
<ul style="list-style-type: none"> <li>Final Statement of Work Accomplished</li> </ul>	People's Organization/Requesting Party
<ul style="list-style-type: none"> <li>Endorsement/Memorandum for payment from CENRO/Implementing PENRO</li> </ul>	Concerned Office
<ul style="list-style-type: none"> <li>Letter Request to the COA Resident Auditor for the validation of the accomplishment</li> </ul>	Concerned Office (Technical-eNGP)
<ul style="list-style-type: none"> <li>List of Beneficiaries</li> </ul>	Concerned Office (NGP Coordinator/Site Team Leader)



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>Parcelized Plantation Map</li> </ul>	Concerned Office (GIS Team/eNGP Unit)
<ul style="list-style-type: none"> <li>Certificate of Completion and Acceptance</li> </ul>	Concerned Office
<ul style="list-style-type: none"> <li>Copy of MOA/Contract with WFP</li> </ul>	Concerned Office/Requesting Party
<ul style="list-style-type: none"> <li>Final Inspection Report with Geotagged Photos</li> </ul>	Inspectorate Team
<b>E. Release of Retention fee</b>	
<ul style="list-style-type: none"> <li>Letter Request for Release of Retention Fee</li> </ul>	People's Organization/Requesting Party
<ul style="list-style-type: none"> <li>Endorsement/Memorandum for payment from CENRO/Implementing PENRO</li> </ul>	Concerned Office
<ul style="list-style-type: none"> <li>Evaluation Report that the PO Plantation attained at least 85% Survival Rate</li> </ul>	Concerned Office
<ul style="list-style-type: none"> <li>Certificate of Final Acceptance</li> </ul>	Head of Procuring Entity
<ul style="list-style-type: none"> <li>Affidavit of Completion</li> </ul>	People's Organization/Requesting Party
<ul style="list-style-type: none"> <li>Project Completion Report</li> </ul>	Concerned Office (Technical-eNGP)
<ul style="list-style-type: none"> <li>Letter of Final Turnover (after 3<sup>rd</sup> Year of Protection and Maintenance of Established Plantation (PMEP))</li> </ul>	People's Organization/Requesting Party
<ul style="list-style-type: none"> <li>Certificate of Site Development</li> </ul>	Concerned Office (Technical-eNGP)
<b>F. Progress Payment for Seedling Production (non-Comprehensive Site Development (CSD))</b>	
<ul style="list-style-type: none"> <li>PO Request for Inspection/Validation and payment</li> </ul>	People's Organization/Requesting Party
<ul style="list-style-type: none"> <li>Endorsement/Memorandum for payment from CENRO/Implementing PENRO</li> </ul>	Concerned Office (Technical-eNGP)
<ul style="list-style-type: none"> <li>Statement of Work Accomplishment</li> </ul>	People's Organization/Requesting Party



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>Letter Request to the COA Resident Auditor for the validation of the accomplishment</li> </ul>	Concerned Office (Technical-eNGP)
<ul style="list-style-type: none"> <li>Inspection Report with Nursery Tally Sheet and Geotagged Photos</li> </ul>	Composite Inspection Team
<ul style="list-style-type: none"> <li>Copy of MOA/Contract with WFP</li> </ul>	Concerned Office (Technical-eNGP)
<ul style="list-style-type: none"> <li>Same requirements under procurement depending on the nature of expense and the mode of procurement adopted</li> </ul>	
<b>G. Additional Requirements for seedling procurement (Non-CSD)</b>	
<ul style="list-style-type: none"> <li>Delivery Receipt Seedlings Acknowledgement Receipt</li> </ul>	Seedling Supplier
<ul style="list-style-type: none"> <li>Same requirements under procurement depending on the nature of expense and the mode of procurement adopted</li> </ul>	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit ORS/BURS with DV and complete supporting documents to the Budget Unit/Section.	1.1. Review the completeness of documents, receive and record in the logbook/electronic tracking system the ORS/BURS, and forward documents to the concerned processor.	None	30 mins	Receiving/Releasing Clerk Budget Unit/Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.2. Review, check fund availability and allotment, record and assign number in the ORS/BURS Control Book/RAOD, and affix initials on ORS/BURS. Forward to Chief Budget Officer.	None	2 hours (Complex)  4 hours (Highly technical)	Budget Staff Budget Unit/Section
	1.3. Review documents and sign Box B of ORS/BURS.	None	2 hours (Complex)  4 hours (Highly technical)	Chief Budget Officer Budget Unit/Section or Designated OIC
	1.4. Update the record in the logbook/electronic tracking and forward the documents to the accounting unit/section/concerned office.	None	1 hour	Receiving/Releasing Clerk Budget Unit/Section
	1.5. Check completeness of supporting documents, receive, record in logbook/electronic tracking system, assign	None	1 hour	Receiving/Releasing Clerk Accounting Unit/Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	DV number, and forward to concerned accounting staff.			
	<p>1.6. Process DV as to completeness of supporting documents, cash availability, and proper amount claimed.</p> <p>Compute and deduct applicable taxes.</p> <p>Prepare the Certificate of Tax Withheld and record particulars of DV in the Individual Index Card.</p> <p>Prepare the journal entry (Box B) and affix the initial in DV.</p> <p>Forward to Chief Accountant for review and approval.</p>	None	<p>1 day 4 hours (Complex)</p> <p>3 days (Highly technical)</p>	<p>Accounting Staff</p> <p>Accounting Unit/Section</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.7. Review DV and sign Box C of DV, and forward to Receiving/Releasing Clerk.	None	1 day (Complex)  2 days (Highly technical)	Accountant III or Accountant II or Accountant I or Designated OIC
	1.8. Release DV and other documents to the approving authority based on the Manual of Authorities.	None	1 hour	Receiving/Releasing Clerk Accounting Unit/Section
	1.9. Receive and batch up ORS/BURS, DV, and supporting documents. Sign Box D of the DV. Forward to Receiving/Releasing Clerk.	None	1 day	
	<b>Regional Office</b> <i>Personnel Services</i>			<i>DC FD or ARD MS or RED or ARD TS or Designated OIC</i>
	<i>MOOE and CO</i> <i>Up to P500k and PS</i> <i>Remittances regardless of amount</i>			<i>DC FD or DC AD or Designated OIC</i>
	<i>MOOE</i>			<i>DC FD or ARD MS or ARD TS or Designated OIC</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	<i>Remittances regardless of amount</i>			
	<i>MOOE and CO Up to P 5M</i>			<i>ARD MS or RED or ARD TS or Designated OIC</i>
	<i>MOOE and CO Above P 5M</i>			<i>RED or ARD MS or ARD TS or Designated OIC</i>
	<b>PENRO</b> <i>Personnel Services, MOOE and CO</i>			<i>DC MSD or DC TSD or PENRO or Designated OIC</i>
	<i>PS and MOOE Remittances</i>			<i>DC MSD or PENRO or Designated OIC</i>
	1.10. Receive documents and forward to Cashier or Accounting Unit/Section	None	30 mins	Receiving/Releasing Clerk Office of Approving Authority
	1.11. Receive DV, ORS/BURS, and other supporting documents; review and record in logbook/electronic tracking system	None	30 mins	<i>Receiving/Releasing Clerk Cashier Section/Unit</i>  <i>Receiving/Releasing Clerk Accounting Section/Unit</i>
	1.12. Batch up DVs into a batch/folder. Forward to assigned/concerned staff.	None	1 hour	<i>Receiving/Releasing Clerk Cashier Section/Unit</i>  <i>Receiving/Releasing Clerk Accounting Section/Unit</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.13. Prepare Checks, ACIC or LDDAP-ADA. Forward to Chief Accountant or Head of Cashier.	None	4 hours	Accounting Staff Accounting Unit/Section Cashier Staff Cashier Section/Uni
	1.14. Check completeness of signature on DV and the amount on the check and ACIC and/or LDDAP-ADA.  Sign/Certify/Counter sign/Approve check and ACIC and/or LDDAP-ADA.  <i>(The signing, certifying, countersigning, and approving authority in the Regional and PENR Officer may sign simultaneously to ensure timely payment of transactions.)</i>	None	1 day	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	<b>FOR SIGNING/CERTIFYING AUTHORITY</b>			
	<b>FOR CHECKS, ACIC, AND ADA</b> (PS, MOOE, and CO—regardless of amount) <u>REGIONAL OFFICE</u>			<i>Cashier III or Cashier II or Cashier I</i>
	<u>PENR OFFICE</u>			<i>Cashier or Designated Cashier</i>
	<b>FOR LDDAP</b> (PS, MOOE, and CO—regardless of amount) <u>REGIONAL OFFICE</u>			<i>Accountant III or Accountant II or Accountant I or Designated OIC</i>
	<u>PENR OFFICE</u>			<i>Accountant or Designated OIC</i>
	<b>FOR COUNTERSIGNING / APPROVING AUTHORITY</b>			
	<b>FOR CHECKS AND ADA</b> (PS—regardless of amount) <u>REGIONAL OFFICE</u>			<i>ARD MS or RED or Designated OIC</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	<u>PENR OFFICE</u>			<i>PENR Officer or Designated OIC</i>
	<b>FOR ACIC</b> <u>REGIONAL OFFICE</u>			<i>DC AD or ARD MS or Designated OIC</i>
	<u>PENR OFFICE</u>			<i>DC MSD or PENRO or Designated OIC</i>
	MOOE/CO - Up to Php5M <u>REGIONAL OFFICE</u>			<i>ARD MS or ARD TS or RED or Designated OIC</i>
	MOOE/CO - Above Php5M <u>REGIONAL OFFICE</u>			<i>RED or ARD MS or ARD TS or Designated OIC</i>
	MOOE/CO—regardless of amount <u>PENR OFFICE</u>			<i>PENR Officer or DC MSD or DC TSD or Designated OIC</i>
	<b>FOR LDDAP</b> (PS - regardless of amount) <u>REGIONAL OFFICE</u>			<i>DC FD or ARD MS or RED or Designated OIC</i>
	<u>PENR OFFICE</u>			<i>DC MSD or DC TSD or PENR Officer or Designated OIC</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	MOOE/CO - Up to Php5M <u>REGIONAL OFFICE</u>			<i>DC FD or ARD MS or RED or Designated OIC</i>
	MOOE/CO - Above Php5M <u>REGIONAL OFFICE</u>			<i>ARD MS or ARD TS or RED or Designated OIC</i>
	MOOE/CO—regardless of amount <u>PENR OFFICE</u>			<i>DC MSD or DC TSD or PENR Officer or Designated OIC</i>
	1.15. Forward to Cashier.	None	15 mins	Receiving/Releasing Clerk Office of Approving Authorities
	1.16. Receive and record signed checks/ADAs and ACICs, and forward to cashier staff.	None	15 mins	Receiving/Releasing Clerk Cashier Section/Unit
	1.17. Record particulars in Checks and Advices to Debit Account Disbursement Record, Report of Checks Issued and Cancelled (RCIC)/Report of ADA Issued (RADAI).  <i>Inform the clientele if the check is ready for</i>	None	2 hours	Cashier Staff Cashier Section/Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	<i>pickup, or the ADA was already prepared for them to issue OR upon crediting payment to their account.</i>			
2. Proceed to Cashier Unit/Section and present necessary documents to claim the check and/or validated ADA and issue Official Receipt, if applicable	2.1. Release Check/ADA to customer/bank with tax certificate (supplier) if applicable.	None	30 mins	Cashier Cashier Section/Unit
<b>TOTAL:</b>		<b>None</b>	<b>Complex</b>	<b>6 days, 4 hours, &amp; 30 mins</b>
			<b>Highly Technical</b>	<b>9 days, 5 hours, &amp; 30 mins</b>

\*All documents are assumed to be from or submitted to the Administrative Division/Section/Unit considering that this process flow starts with the payment, and that the Administrative Division has its separate processes for procurement.



**CLASSIFICATION:**

Complex	Highly Technical
<ul style="list-style-type: none"> <li>● Cash Advances</li> <li>● Salary</li> <li>● Allowances, Honoraria and Other Forms of Compensations</li> <li>● Other expenditures</li> <li>● Extraordinary and Miscellaneous Expenses</li> <li>● Cultural and Athletic Activities</li> <li>● Human Resource Development and Training Program</li> </ul>	<ul style="list-style-type: none"> <li>● Fund Transfers to Non-Government Organization/People's Organizations/ Civil Society Organizations (NGOs/POs/CSOs) except NGP</li> <li>● Fund Transfers to Implementing Agency</li> <li>● Procurement of Goods, Consulting Services and Infrastructure Projects (Regardless of Mode of Procurement)</li> <li>● eNGP/CBFM Contracts</li> </ul>

Rule VII, Section 2(b) of the Joint Memorandum Circular No. 2019-001, or the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 11032, states that:

“xxx

*The government office or agency shall not process deficient or incomplete applications or requests and shall only process an application or request if it is complete. In case the application or request is deficient, the processing time as provided under the Act and these Rules shall only commence once the applicant or requesting party has rectified the deficiency.*

*NOTE: For processes that involve several stages with corresponding prescribed requirements, the processing time for each stage commences on the date/time that the applicant has satisfactorily completed the requirements for the previous stage and has submitted all the requirements for the subsequent stage being applied for.”*



**DENR CENR, PENR, AND REGIONAL OFFICES**  
**Administrative and Finance**  
**(External Services)**



## CITIZEN'S CHARTER NO. RO-AF-04. SALE OF BIDDING DOCUMENTS

The Sale of Bidding Documents are documents issued to prospective bidders of certain goods or services. The bidders may be asked to pay a fee to recover the cost for the preparation and development of the bidding documents pursuant to the guidelines on the sale of the bidding documents. The BAC shall issue the bidding documents to the prospective bidders upon payment of the corresponding cost thereof.

<b>Office or Division:</b>	Bids and Awards Committee (BAC) Secretariat, Procurement Section/Unit, DENR PENR and Regional Offices
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B–Government to Business
<b>Who may avail:</b>	Prospective Bidder/s
<b>CHECKLIST OF REQUIREMENT</b>	
<b>WHERE TO SECURE</b>	
1. Present One (1) Valid Company Identification Card	Prospective Bidder Company
2. Official Receipt (1 original)	Cashier Unit/Section, DENR PENR, or Regional Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit a copy of the official receipt as proof of payment as indicated in the invitation to bid (ITB) for the bidding documents.	1.1 Receive a copy of the Official Receipt and issue a copy of the Bidding Documents.	Please refer to the table of fees below.	15 minutes	BAC Secretariat Procurement Section/Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
2. Receive a copy of the bidding documents, register in the logbook, and acknowledge receipt of the bidding documents.	2.1. Release Bidding Documents and Maintain registry of Bidders who purchased the Bidding Documents.	None	15 minutes	BAC Secretariat Procurement Section/Unit
	<b>TOTAL:</b>	Please refer to the table of fees below.	<b>30 minutes</b>	

*\*Fees of bidding documents are based on Section 5.0, Appendix 8 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.*

Approved Budget for the Contract (Php)	Maximum Cost of Bidding Documents (Php)
500,000 and below	500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00



**DENR CENR, PENR AND REGIONAL OFFICES**  
**Forestry**  
**(External Services)**



## CITIZEN'S CHARTER NO. RO-F-01. ISSUANCE OF CERTIFICATE OF CHAINSAW REGISTRATION

This Registration serves as legal proof of ownership, use, and possession of a chainsaw in the Philippines. The DENR shall issue different permits or certifications for the purchase or import, manufacture, selling, re-selling, disposal, distribution, transfer of ownership, lease, rental, or lending of chainsaws.

<b>Office or Division:</b>	Regulation and Permitting Section, DENR Implementing PENR/CENR Office	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2B–Government to Business G2C - Government to Citizen G2G - Government to Government	
<b>Who may avail:</b>	Holder of Timber License Agreement, Production Sharing Agreement, Co-production Sharing Agreement, or a Private Land Timber Permit/Special Private Land Timber Permit, CBFMA, IFMA, SIFMA, or other tenurial instruments; Orchard or tree farmer; Industrial tree farmer; Licensed wood processor, and the chainsaw shall be used for the cutting of timber that has been legally sold to said applicant; Anyone who shows satisfactory proof that the possession and/or use of a chainsaw is for a legal purpose; and Agencies of the government and GOCCs that use chainsaws in some aspects of their functions (except for Palawan where the jurisdiction falls with PCSD); CTPO/PTPR holders,	
<b>CHECKLIST OF REQUIREMENTS (FOR NEW APPLICATION)</b>		<b>WHERE TO SECURE</b>
1. Duly accomplished Application Form		Implementing PENR/CENR Office
2. Permit to purchase Chainsaw (1 photocopy)		Requesting Party/DENR Office where the permit was secured
3. Official Receipt of Chainsaw Purchase (1 certified copy and 1 original for verification) or Affidavit of Ownership in case the original copy is lost.		Requesting Party, Store or Dealer
4.. SPA if the applicant is not the owner of the chainsaw		Requesting Party
5. Detailed Specification of Chainsaw (brand, model, engine capacity, Serial Number)		Requesting Party, Store or Dealer
6. Notarized Deed of Absolute Sale, if there is a transfer of ownership (1 original)		Requesting party: Private Lawyer or Notary Public Office
7. Chainsaw to be registered		Requesting Party



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>8. Additional Requirements</b>	
<b>if Tenurial Instrument holder</b>	
Forest Tenure Agreement (1 certified true copy)	Requesting Party/DENR
<b>if Business Owner</b>	
Business Permit (1 photocopy and present the original)	Requesting Party/LGU
<b>if Registered as Private Tree Plantation Owner</b>	
Certificate of Registration (CTPO/PTPR)(1 photocopy)	Requesting Party/DENR
<b>if the applicant shows satisfactory proof that the possession and/or use of a chainsaw is for a legal purpose</b>	
Business Permit from LGU or affidavit that the chainsaw is needed in the applicant's profession/work and will be used for a legal purpose (1 photocopy and present the original)	Requesting Party/LGU/Notary Public
<b>if licensed Wood Processor</b>	
Wood processing plant permit (1 photocopy)	Requesting Party/DENR
<b>if the government and GOCC</b>	
Certification from the Head of Office or his/her authorized representative that chainsaws are owned/possessed by the office and used for legal purposes (specify) (photocopy and present original)	Requesting Party/Government Office Concerned
<b>If Orchard or Fruit tree farmer or Industrial tree farmer</b>	
Certification from the Barangay that the applicant is an orchard tree farmer or industrial tree farmer (1 certified true copy)	Requesting Party



<b>CHECKLIST OF REQUIREMENTS (FOR RENEWAL OF REGISTRATION)</b>	<b>WHERE TO SECURE</b>
1. Duly accomplished Application Form	Implementing PENR/CENR Office
2. Latest Certificate of Chainsaw Registration (1 Photocopy)	Requesting Party/DENR
3. Chainsaw to be registered	Requesting Party
4. SPA if the applicant is not the owner of the chainsaw	Requesting Party

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submit a duly accomplished application form and supporting documents to the Implementing PENR/CENR Office Receiving Area and receive acknowledgment receipt	1.1. Check the completeness of application and supporting documents, and receive, record, and issue acknowledgement receipt, and forward the application to the PENR/CENR Officer.	None	1 hour	<i>Receiving/Releasing Clerk CENRO/Implementing PENRO Records Unit</i>
	1.2. Review document and refer to Chief/Regulation and Permitting Section (RPS)/Technical Services Division (TSD), then TSD refers to RPS (for Implementing PENRO)	None	1 hour	<i>PENR/CENR Officer  Implementing PENRO/CENRO</i>
	1.3. Receive and review documents, then forward to Technical Staff.	None	1 hour	<i>Chief RPS (CENRO)/Chief TSD (Implementing PENRO)</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.4. Prepare Order of Payment	None	40 mins	<i>RPS Technical Staff/Accounting Staff</i>
	1.5. Approve the Order of Payment and forward the same to the client	None	20 mins	<i>Accountant for implementing PENRO CENR Officer or Designated Representative</i>
<p>2. Receive the Order of Payment from the Accountant (if implementing PENRO) or CENRO or designated representative (if CENRO) and pay the corresponding fee at the Cashier/Credit Officer.</p> <ul style="list-style-type: none"> <li>• <i>Secure Official Receipt</i></li> </ul> <p><i>Note: Processing time will resume only upon receipt of payment**</i></p>	2.1. Accept payment and issue an Official Receipt (OR).	Php 500.00 Registration Fee *	30 mins	<i>Bill Collector/ Cashier for Implementing PENRO</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
<p>3. Receive the Official Receipt and forward the same to <i>RPS/TSD</i></p> <p><i>Note: Processing time will resume only upon presentation of proof of payment**</i></p>	3.1. Check the Official Receipt and photocopy for filing	None	5 mins	<i>Technical Staff RPS</i>
4. Present the Chainsaw for inspection in the designated area.**	4.1. Conduct verification of supporting documents and inspection of the chainsaw. Prepare 3 copies of the Certificate of Registration and forward to RPS, then forward to Chief TSD (Implementing PENRO)	None	3 days	<i>Technical Staff RPS</i>
	4.2. Receive and review documents and forward to the PENR/CENR Officer for approval.	None	1 hour	<i>Chief RPS (CENRO)/Chief TSD (Implementing PENRO)</i>
	4.3. Receive, review, and sign the Certificate of Registration, then forward it to the Records Unit.	None	1 day	<i>PENR/CENR Officer</i>
	4.4. Notify the client for the release of the Certificate of Registration	None	30 mins	Records Officer Records Unit/Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
5. Receive Certificate of Chainsaw Registration from Records Unit/ Section and sign the duplicate copy	5.1. Record and release the Certificate of Registration.	None	15 mins	<i>Receiving/Releasing Clerk CENRO/Implementing PENRO Records Unit</i>
<b>TOTAL</b>		<b>Php 500.00 Registration Fee</b>	<b>4 days, 6 hours &amp; 20 minutes</b>	

\*Fees and charges are based on DAO 2004-16

\*\* *It is understood that the processing time will be interrupted if the Requesting Party fails to come to the Office for the payment of fees, bring the chainsaw, and receipt of the certification, despite notice through text, e-mail, and other forms of written communication.*



## CITIZEN'S CHARTER NO. RO-F-02. ISSUANCE OF PRIVATE TREE PLANTATION REGISTRATION (PTPR)

This certificate shows the ownership of plantations or planted trees within private, titled lands or tax-declared alienable and disposable lands. The plantations subject to PTPR are those that will register plantations immediately following the planting of seedlings (DAO No. 2020-18); hence, PTPR cannot be issued for private lands with existing plantations and mature trees ready for harvesting. This process requires inventory and ocular inspection in the area. Tree inventory for permits (e.g. TCP or PLTP) is a process conducted separately from the inspection for PTPR per existing DENR policies, rules, and regulations.

<b>Office/Division:</b>	Regulation and Permitting Section, DENR Implementing PENR/CENR Office	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B–Government to Business G2C - Government to Citizen	
<b>Who may avail:</b>	Filipino Citizen/Individual or Sole Proprietorship; Private Corporation duly registered with the Securities and Exchange Commission (SEC); Partnership or Association duly registered with SEC; Owners and operators of existing wood processing plants, provided, however, that they shall file individual applications for wood processing plants which are independently operated in separate locations within Alienable and Disposable Lands (A&D)	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Letter of Application (1 original, 1 photocopy)		Requesting Party
2. Original Certificate of Title (OCT), Transfer Certificate of Title (TCT), Judicial Title, Certificate of Land Ownership Award (CLOA), Tax Declared Alienable and Disposable Lands (1 certified true copy)		Requesting Party, Assessor's Office, Registry of Deeds (ROD)
3. Data on the number of seedlings planted, species, and area planted		Requesting Party
<b>4. Additional Requirement</b>		
<b>if the applicant is a representative</b>		
Special Power of Attorney (SPA) (1 original)		Requesting Party, Private Lawyer, or Notary Public



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit letter request and supporting documents to the Implementing PENRO/CENRO Receiving Area and receive an acknowledgment receipt	1.1. Check the completeness of the application and supporting documents, receive, record, and issue acknowledgement receipt, and forward the application to the PENR/CENR Officer.	None	1 hour	Receiving/Releasing Clerk, Implementing PENRO/ CENRO Records Unit
	1.2. Review document and refer to the Chief/Regulation and Permitting Section (RPS)/Technical Services Division (TSD), then TSD refers to RPS (for Implementing PENRO)	None	1 hour	PENR/CENR Officer  Implementing PENRO/ CENRO
	1.3. Receive and review the document, and assign the inspection team to conduct the site inspection.	None	1 hour	Chief RPS
	1.4. Notify the client of the schedule of conduct of inspection through text, e-mail, and other forms of written communication.	None	30 mins	Inspection Team RPS
2. Confirm/acknowledge receipt of Notification for the schedule of the	2.1. Conduct inspection of the area (100% inventory of trees) and prepare inspection report with categorical recommendations and	None	15 working days	Inspection Team RPS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
inspection and Guide/accompany the inventory team to the site.*	attachments (map, geo-tagged photos, and tally sheets). Prepare 2 copies of PTPR. Forward to RPS.			
	2.2. Evaluate and review the documents, Chief FUU forwards to RPS in CENRO/Chief RPS to Chief TSD for implementing PENRO	None	1 day	Chief FUU/RPS (CENRO)/Chief TSD (Implementing PENRO)
	2.3. Receive and review the documents and forward to CENRO/Implementing PENRO	None	1 hour	Chief RPS/TSD Implementing PENRO
	2.4. Receive and review documents. Approve and sign PTPR and forward to Records Unit	None	1 day	CENR Officer CENRO / Implementing PENRO
	2.5. Receive the document and notify the client of the release of the PTPR	None	30 mins	Records Officer Records Unit/Section
2. Receive approved PTPR from the Records Unit/ Section and sign the duplicate copy.	2.1. Record and release the approved PTPR to the applicant	None	30 mins	Receiving/Releasing Clerk CENRO Records Unit/Section
<b>TOTAL:</b>		None	<b>17 days, 5 hours, &amp; 30 minutes</b>	

*\*It is understood that the processing time will be interrupted if the Requesting Party is not available on the scheduled inspection date and fails to come to the Office to receive the PTPR despite notice through text, e-mail, and other forms of written communication.*



## CITIZEN'S CHARTER NO. RO-F-03. ISSUANCE OF CERTIFICATE OF TIMBER/LUMBER ORIGIN (CTO/CLO) FOR PROCESSED LOGS/LUMBER FROM WOOD PROCESSING PLANT (WPP) TO OTHER WPP OR DESIRED DESTINATION/S

CTO/CLO is a document to secure/present when transporting processed logs or lumber from WPP to another WPP or desired destination

<b>Office or Division:</b>	Regulation and Permitting Section, DENR Implementing PENR/CENR Office	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B–Government to Business G2C - Government to Citizen	
<b>Who may avail:</b>	Concerned Individual, Wood Processing Plants (WPPs) permittee, Registered Lumber Dealers	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Duly accomplished CTO/CLO form* (6 copies)		Implementing PENR/CENR Office
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>2. Additional Requirement</b>		
<b>If applicant is not the WPP owner</b>		
Special Power of Attorney (SPA) (1 original)		Requesting Party, Private Lawyer or Notary Public
<b>If the owner of the Lumber is not the owner of the Conveyance</b>		
Certificate of Transport Agreement (CTA) (1 original, 1 photocopy)		Requesting Party



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit a duly accomplished CTO/CLO form and supporting documents to the Implementing PENRO/CENRO Receiving Area and receive an acknowledgment receipt	1.1. Check completeness of the submitted documents, receive issue acknowledgement receipt, and forward to PENR/CENR Officer	None	1 hour	<i>Receiving/Releasing Clerk Implementing PENRO/CENRO Records Unit</i>
	1.2. Review documents and refer to Chief/Regulation and Permitting Section (RPS)/Technical Services Division (TSD) then TSD refers to RPS (for Implementing PENRO)	None	1 hour	<i>PENR/CENR Officer Implementing PENRO/CENRO</i>
	1.3. Receive and review the documents, and assign an inspection team to conduct a site inspection.	None	1 hour	<i>Chief RPS (CENRO)/Chief TSD (Implementing PENRO)</i>
	1.4. Prepare Order of Payment	None	40 mins	<i>RPS Technical Staff/Accounting Staff</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.5. Approve the order of Payment and forward the same to the client	None	20 mins	<i>Accountant for implementing PENRO</i>  <i>CENR Officer or Designated Representative/</i>
2. Receive Order of Payment from Accountant (if implementing PENRO) or CENRO or designated representative (if CENRO) and Pay corresponding fee at the Cashier/Credit Officer.  • <i>Secure Official Receipt</i>  <i>Note: Processing time will resume only upon receipt of payment</i> <b>**</b>	2.1. Accept payment and issue an official receipt to the client	Php 50.00/ truck load  Php 36.00 Oath Fee per application  Php 360.00 Scaling fee *	30 mins	<i>Bill Collector/ Cashier for Implementing PENRO</i>
3. Receive the official receipt and forward the same to RPS <i>Technical Staff at CENRO/ Implementing PENRO</i>	3.1. Check the Official Receipt and photocopy for filing	None	5 mins	<i>Technical Staff RPS</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
<p><i>Note: Processing time will resume only upon presentation of proof of payment**</i></p>				
	<p>3.2. Inspect the forest products in the area, and prepare Inspection Report with categorical recommendations (Geo-tagged photos of Forest Products, Conveyance, and tally sheets); fill out the necessary details in the CTO/CLO forms, and forward to RPS, then forward to Chief TSD (Implementing PENRO)</p>	<p>None</p>	<p>10 days</p>	<p><i>Inspection Team Implementing PENRO/CENRO</i></p>
	<p>3.3. Review documents and forward to the PENR/CENR Officer for approval.</p>	<p>None</p>	<p>1 hour</p>	<p>Chief RPS (CENRO)/Chief TSD (Implementing PENRO)</p>
	<p>3.4. Receive, review documents and sign the attestation of the CTO/CLO, for submission via e-mail to Forest Management Bureau (FMB)</p>	<p>None</p>	<p>1 day</p>	<p><i>PENR/CENR Officer</i></p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	3.5. review, evaluate application documents and confirm issuance of CTO/CLO, then send back to Implementing PENRO/CENRO	None	2 days	Chief FRUAS/FRMD Forest Management Bureau
	3.6. Notify the client of the notarization of the CTO/CLO form	None	30 mins	Records Officer Records Unit/Section
4. Get the CTO/CLO form from the Record Unit/Section, sign the Conforme, have it notarized, and return all copies of the CTO/CLO form to the Record Unit Section.	4.1 Provide the client with all CTO/CLO copies for notarization	None	15 mins	<i>Receiving/Releasing Clerk CENRO/Implementing PENRO Records Unit</i>
5. Receive the client/shipper's copy of CTO/CLO from the Records Unit Section and sign the DENR copies	5.1. Record and release the approved client/shipper's copy of CTO/CLO.	None	15 mins	<i>Receiving/Releasing Clerk CENRO/Implementing PENRO Records Unit</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
		Php 50.00 per truck load	<b>13 days, 6 hours &amp; 35 minutes</b>	
		Php 36.00 Oath Fee per application		
<b>TOTAL:</b>		<b>Php 446.00</b> +		

Reference: DAO Nos. 07 s, 1994, 2007-31 and 2022-10

\*Fees and charges are based on DAO 2004-16

\*\* *It is understood that the processing time will be interrupted if the Requesting Party fails to come to the Office for the payment of fees to receive the CTO/CLO, despite notice through text, e-mail, and other forms of written communication.*



**CITIZEN’S CHARTER NO. RO-F-04. ISSUANCE OF CERTIFICATE OF VERIFICATION (COV) FOR THE TRANSPORT OF PLANTED TREES WITHIN PRIVATE LAND, NON-TIMBER FOREST PRODUCTS EXCEPT RATTAN AND BAMBOO**

COV is a document to be presented when transporting planted trees within private lands not registered under the Private Tree Plantation Registration and/or non-premium trees and non-timber forest products (except rattan and bamboo).

<b>Office or Division:</b>	Regulation and Permitting Section, DENR Implementing PENR/CENR Office
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B–Government to Business G2C - Government to Citizen G2G–Government to Government
<b>Who may avail:</b>	Timber Dealers, Schools and Universities, ERDB, FPRDI, and other Government Offices, Wood Processing Plants (WPPs) permittee, and other interested persons.

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Request letter indicating the following: (1 original, 1 photocopy) <ul style="list-style-type: none"> <li>a. Type of forest product</li> <li>b. Species</li> <li>c. Estimated volume/quantity</li> <li>d. Type of conveyance and plate number</li> <li>e. Name and address of the consignee/destination</li> <li>f. Date of transport</li> </ul>	Requesting Party
2. Certification that the forest products are harvested within the area of the owner (for non-timber) (1 original)	Barangay LGU
3. Approved Tree Cutting Permit for timber (1 photocopy)	Requesting Party or concerned DENR Office
4. OR/CR of conveyance and Driver’s License (1 photocopy)	Requesting Party



<b>5. Additional Requirement</b>	
<b>If the owner of the forest product is not the owner of the conveyance</b>	
Certificate of Transport Agreement (1 original)	Requesting Party
<b>If the applicant is not the landowner</b>	
Special Power of Attorney (SPA) (1 original)	Requesting Party, Private Lawyer or Notary Public

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submit request letter and supporting documents to the Implementing PENRO/CENRO Receiving Area and receive an acknowledgment receipt	1.1. Check completeness of request and supporting documents, receive application, issue acknowledgement receipt, and forward to PENR/CENR Officer.	None	1 hour	<i>Receiving/Releasing Clerk</i>  Implementing PENRO/ CENRO Records Unit
	1.2. Review document and refer to Chief/Regulation and Permitting Section (RPS)/Technical Services Division (TSD) then TSD refers to RPS (for Implementing PENRO)	None	1 hour	<i>PENR/CENR Officer/ Deputy Implementing PENRO/CENRO</i>
	1.3. Receive and review the document, and assign the inspection team to conduct the site inspection.	None	1 hour	<i>Chief RPS (CENRO)/Chief TSD (Implementing PENRO)</i>
	1.4. Prepare Order of Payment	None	40 mins	<i>RPS Technical Staff/Accounting Staff</i>



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.5. Approve the Order of Payment and forward the same to the client	None	20 mins	<i>Accountant for implementing PENRO</i>  <i>CENR Officer or Designated Representative/</i>
2. Receive Order of Payment from the Accountant (if implementing PENRO) or CENRO or designated representative (if CENRO) and pay the corresponding fee at the Cashier/Credit Officer.  • <i>Secure Official Receipt</i>  <i>Note: Processing time will resume only upon receipt of payment**</i>	2.1 Accept payment and issue an Official Receipt to the client	Php 50.00/truckload Certificate of Verification Fee  Php 36.00 Oath Fee per application  Php 360.00 Inspection fee *	30 mins	<i>Bill Collector/ Cashier for implementing PENRO</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
<p>3. Receive the official receipt and forward the same to the Technical Staff of RPS.</p> <p><i>Note: Processing time will resume only upon presentation of proof of payment**</i></p>	3.1. Check the Official Receipt and photocopy for filing	None	5 mins	<i>Technical Staff RPS</i>
	3.2. Notify the client of the schedule of conduct of inspection through text, e-mail, and other forms of written communication.	None	30 mins	Inspection Team RPS
4. Confirm/acknowledge receipt of the notification for the schedule of inspection and Guide/accompany the inspection team to the site	4.1. Inspect the forest products in the area, and prepare an Inspection Report with categorical recommendations (Geo-tagged photos of Forest Products, Conveyance, and tally sheets) and prepare Certificate of Verification (COV), then forward to RPS, then forward to Chief TSD (Implementing PENRO)	None	10 days	<i>Inspection Team CENRO/Implementing PENRO</i>
	4.2 Review documents, then forward to the PENR/CENR Officer for approval.	None	1 hour	Chief RPS (CENRO)/Chief TSD (Implementing PENRO)



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	4.3. Receive and review documents, sign the COV, then forward to the Records Unit	None	1 day	<i>CENR/PENR Officer</i>
	4.4. Notify the client through text, e-mail, and other forms of written communication for the release of the COV.	None	30 mins	Records Officer Records Unit/Section
5. Receive COV from Records Unit/Section and sign in the duplicate copy	5.1. Record and release approved COV.	None	15 mins	<i>Receiving/Releasing Clerk</i> <i>CENRO/Implementing</i> <i>PENRO Records Unit</i>
		Php 50.00/ truck load Certificate of Verification Fee  Php 36.00 Oath Fee per application  Php 360.00 Inspection Fee	<b>11 days, 6 hours, &amp; 50 minutes</b>	
<b>TOTAL:</b>		<b>Php 446.00 +</b>		

\*Fees and charges are based on DAO 2004-16

\*\* *It is understood that the processing time will be interrupted if the Requesting Party failed to come to the Office for the payment of fees, not available on the scheduled inspection date and failed to receive the Certification, despite notice thru text, e-mail, and other forms of written communications.*



## CITIZEN'S CHARTER NO. RO-F-05. ISSUANCE OF PRIVATE LAND TIMBER PERMIT (PLTP) FOR NATURALLY-GROWN TREES WITHIN PRIVATE/TITLED LANDS

PLTP serves as the official authority to cut, gather, and utilize naturally grown trees within private or titled lands. This shall not cover the trimming, pruning, cutting, and removal of trees within power line corridors, which no longer require to secure prior clearance or a permit from, but with due notice to, the DENR Field Offices, pursuant to RA No. 11361, S. 2019. Further, the transport of logs derived therefrom shall require a transport permit consistent with existing rules and regulations. **This permit is subject to post-issuance conditions such as seedling replacement (pursuant to DMO 2012-02) and payment of forest charges for naturally grown trees (pursuant to DAO 2021-11)\*.**

<b>Office or Division:</b>	Regulation and Permitting Section, DENR CENR Office (or Implementing PENR Office) to PENR Office to Regional Office	
<b>Classification:</b>	Highly Technical (Multi-Stage Processing)	
<b>Type of Transaction:</b>	G2B—Government to Business G2C - Government to Citizen	
<b>Who may avail:</b>	Private land owners	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Application Letter (1 original)		Requesting Party
2. Endorsement/Certification from concerned LGU interposing no objection to the cutting of trees under the following conditions (1 original):		Concerned LGU (City/Municipal/Barangay)
a. <b>If the trees to be cut falls within one barangay</b> , an endorsement from the Barangay Captain shall be secured		Barangay LGU
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
b. <b>If the trees to be cut falls within more than one barangay</b> , endorsement shall be secured either from the Municipal/City Mayor or all the Barangay Captains concerned		Municipal/City LGU or all Barangay LGUs



c. <b>If the trees to be cut fall within more than one municipality/city</b> , endorsement shall be secured either from the Provincial Governor or all the Municipal/City Mayors concerned	Provincial LGU or all Municipal/City LGUs
3. Authenticated copy of Land Title/CLOA issued by LRA or Registry of Deeds, whichever is applicable	Land Registration Authority (LRA)/Registry of Deeds (ROD)
4. Sketch map of the area applied for	Requesting Party
5. Environmental Compliance Certificate (ECC)/Certificate of Non-Coverage (CNC) or any document from EMB, whichever is applicable. (1 certified copy)	EMB Regional Office
6. Report duly signed by the forest officers who conducted the timber inventory of trees to be cut, to include results of the 100% timber inventory, i.e., Tally sheets and a Stand and Stock Table of trees to be affected, geo-tagged photos (1 photocopy)	Requesting Party/DENR
<b>7. Additional Requirements</b>	
<b>if application covers ten (10) hectares or larger</b>	
Utilization Plan with at least 50% of the area covered with forest trees (1 original)	Requesting Party
<b>if covered by CLOA</b>	
Endorsement by local agrarian reform officer interposing No Objection (1 original)	Municipal/City Agrarian Reform Office, Municipal/City Hall
<b>if School/Organization</b>	
PTA Resolution or Resolution from any organized group of No Objection and Reason for Cutting (1 original)	Requesting Party, School PTA, or Organization
<b>if the applicant is not the registered owner</b>	
Deed of conveyances, if applicable	Requesting Party
<b>if filed by a representative</b>	
Special Power of Attorney (SPA)	Requesting Party



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
<b>CENRO</b>				
1. Submit the application letter and supporting documents to the CENRO/Implementing PENRO* Receiving Area and receive acknowledgment receipt	1.1. Check the completeness of the application and supporting documents, receive, record, and issue an acknowledgement receipt, and forward the application to the CENR Officer.	None	1 hour	<i>Receiving/Releasing Clerk CENRO Records Unit</i>
	1.2. Review documents and refer to Chief, RPS.	None	1 hour	<i>CENR Officer</i>
	1.3. Receive and review the documents, and assign an inspection team to conduct a site inspection.	None	1 hour	<i>Chief RPS</i>
	1.4. Prepare the Order of Payment.	None	40 mins	<i>Staff in-charge RPS</i>
	1.5. Approve the Order of Payment and forward the same to the client	None	20 mins	<i>CENR Officer or Designated Representative</i>
2. Receive the Order of Payment from the CENR Officer or designated representative and pay corresponding fee at the Credit Officer.  • <i>Secure Official Receipt</i>	2.1. Accept payment and issue an Official Receipt (OR).	Php 50.00/ Certification Fee  Php 36.00/ application/ Oath Fee	30 mins	<i>Credit Officer</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
<i>Note: Processing time will resume only upon receipt of payment ***</i>		Php 1,200.00/ha Inventory Fee **		
3. Receive the Official Receipt and forward the same to RPS Staff in-charge/Inspection Team	3.1. Accept the OR photocopy for filing	None	30 mins	Staff in-charge/ Inspection Team RPS
<i>Note: Processing time will resume only upon presentation of proof of payment ***</i>	3.2. Review documents and submit a recommendation to the CENR Officer.	None	2 days	Chief RPS
	3.3. Receive and review documents. Sign recommendation and endorsement to the PENR Office	None	1 day	CENR Officer
	3.4. Record and release the application, supporting documents, and endorsement to the PENR Office.	None	3 days	Receiving/Releasing Clerk CENRO Records Unit
<b>PENRO</b>				
	3.5. Receive documents and forward to PENR Officer	None	2 hours	Receiving/Releasing Clerk PENRO Records Section



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
	3.6. Receive and assign the documents to the Chief TSD	None	2 hours	<i>PENR Officer</i>
	3.7. Receive and assign the documents to the Chief RPS	None	2 hours	<i>Chief TSD</i>
	3.8. Receive and review documents and assign to Technical Staff	None	2 hours	<i>Chief RPS</i>
	3.9. Review and evaluates the documents and prepare an endorsement memorandum to the Regional Office, then forward to the Chief RPS	None	1 day	<i>Technical Staff</i>
	3.10. Review and evaluates the documents, then forward them to Chief TSD	None	1 day	<i>Chief, RPS</i>
	3.11. Review and evaluates the documents, then forward them to the PENR Officer	None	1 day	<i>Chief, TSD</i>
	3.12. Review and sign the memorandum endorsement for the Regional Executive Director (RED), then forward it to the records unit	None	1 day	<i>PENR Officer</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	3.13. Record and release the documents endorsing the approval of the application with the supporting documents to the Regional Office.	None	5 days	<i>Receiving/Releasing Clerk</i> PENRO Records Section
<b>REGIONAL OFFICE (RO)</b>				
	3.14. Receive documents and forward to the Regional Executive Director (RED)	None	1 hour	Receiving/Releasing Clerk RO Records Section
	3.15. Receive and forward documents to the ARD for Technical Services (ARD-TS).	None	2 hours	RED
	3.16. Receive and forward documents to the License, Patents, and Deeds Division (LPDD).	None	2 hours	ARD for TS
	3.17. Receive and forward documents to Chief Forest Utilization Section (FUS).	None	2 hours	Chief, LPDD
	3.18. Receive the documents and assign to Technical Staff	None	2 hours	Chief, FUS
	3.19. Conduct a detailed review/evaluation of the application and prepare the PLTP with attachment (Memorandum Endorsement/Instruction) and forward to the Chief LPDD.	None	6 days	Technical/Staff, FUS, Chief FUS



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
	3.20. Receive and review documents, then forward to ARD-TS.	None	4 hours	Chief, LPDD
	3.21. Receive and Review documents and forward to the RED	None	1 day	ARD-TS,
	3.22. Review and Approve the PLTP and sign the memorandum, then forward to LPDD	None	2 days	RED
	3.23. Record, assign a control number to PLTP, and then forward to the Records Unit	None	4 hours	Technical Staff, LPDD
	3.24. Notify the client for the release of the PLTP	None	30 mins	Records Officer RO Records Section
4. Receive the approved PLTP from Records Unit/Section and sign in the duplicate copy (The client may opt to receive the document in the nearest DENR Office)	4.1. Record and release the approved PLTP to the applicant.	None	15 mins	Receiving/Releasing Clerk Records Unit/Section



<b>CENRO SUB-TOTAL</b>	<b>Php 86.00</b>	<b>6 days &amp; 5 hours</b>
<b>PENRO SUB-TOTAL</b>	<b>None</b>	<b>10 days</b>
<b>IMPLEMENTING PENRO SUB-TOTAL ****</b>	<b>Php 86.00</b>	<b>16 days &amp; 5 hours</b>
<b>REGIONAL OFFICE SUB-TOTAL</b>	<b>None</b>	<b>11 days, 1 hours &amp; 45 minutes</b>
<b>TOTAL</b>	<b>Php 50.00/ certification Certification Fee</b>  <b>Php 36.00/ application Oath Fee</b>  <b>Php 1,200.00/ha Inventory Fee</b>	<b>27 days, 6 hours &amp; 45 minutes</b>

\* Forest charges shall apply to all naturally growing trees (DAO 2021-11) and shall be paid after the cutting of trees

\*\* Fees and charges are based on DAO 2004-16

\*\*\* *It is understood that the processing time will be interrupted if the Requesting Party fails to come to the Office for the payment of fees, to receive the Certification, despite notice through text, e-mail, and other forms of written communication.*

\*\*\*\* *For Implementing PENRO, they shall absorb the function of the CENRO*

**Note: Seedling replacement ratio shall be complied with by the requesting party after the cutting (1 is to 100 strictly indigenous trees (for naturally grown trees) pursuant to DMO 2012-02**



Table: base on section 8

SPECIES GROUP		Forest Charges (Php)		
<b>1</b>	Timber Group (per cubic meter)	LUZON	VISAYAS	MINDANAO
	a. Philippine Mahogany, Manggasinoro Group, Manggachapui Group, Narig Group, Palosapis Group, Guijo Group;	1,400.00	1,400.00	1,425.00
	b. Yakal Group	1,500.00	1,500.00	1,530.00
	c. Apitong Group	1,260.00	1,260.00	1,260.00
	d. Softwood Species except Igem	715.00	715.00	715.00
	e. Igem	1,275.00	1,275.00	1,275.00
	f. Nato	1,000.00	1,000.00	1,000.00
	g. Furniture/Construction Hardwood	950.00	950.00	950.00
	h. Premium Species, if allowed to be cut	3,000.00	3,000.00	3,000.00
	i. Lesser-Used	700.00	700.00	700.00
<b>2</b>	Pulpwood, chipwood and matchwood species (per cubic meter)	95.00	95.00	95.00
<b>3</b>	Firewood, branches and other recoverable wood wastes of timber (per cubic meter)	10.00	10.00	10.00

Validity of Permit Upon Receipt of PLTP			
Volume	Validity	Volume	Validity
1 - 50 cu.m.	50 days	501 - 650 cu.m.	7 months
51 - 70 cu.m.	60 days	651 - 750 cu.m.	8 months
71 - 100 cu.m.	90 days	751 - 850 cu.m.	9 months
101 - 200 cu.m.	120 days	851 - 950 cu.m.	10 months
201 - 300 cu.m.	150 days	951 - 1000 cu.m.	11 months
301 - 500 cu.m.	6 months	1001 - up cu.m.	1 year

Note: All naturally grown trees cut and harvested inside private and public/forest lands shall also be subjected to payment of forest charges pursuant to RA No. 7161 (Sec.



**CITIZEN'S CHARTER NO. RO-F-06. ISSUANCE OF SPECIAL/TREE CUTTING AND/OR EARTH BALLING PERMIT FOR TREES AFFECTED BY PROJECTS OF NATIONAL GOVERNMENT AGENCIES (DPWH, DOTr, DepEd, DA, DOH, CHED, DOE, and NIA)**

This Permit serves as proof of authorization for the removal/cutting and/or relocation of trees affected by projects of the National Government Agencies (DPWH, DOTr, DepEd, DA, DOH, CHED, DOE, and NIA). **This permit is subject to post-issuance conditions such as seedling replacement (pursuant to DMO 2012-02) and payment of forest charges for naturally grown trees (pursuant to DAO 2021-11).\***

<b>Office or Division:</b>	Regulation and Permitting Section, Implementing PENR/CENR Office	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2G–Government to Government	
<b>Who may avail:</b>	National Government Agencies (DPWH, DOTr, DepEd, DA, DOH, CHED, DOE, and NIA)	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Letter of Application (1 original)	Requesting Party	
2. LGU Endorsement/Certification of No Objection (1 original)	Concerned LGU (City/Municipal/Barangay)	
3. Approved Site Development Plan/Infrastructure Plan with tree charting indicating the geotagged location of individual trees affected by the project, to be numbered sequentially, as the basis of validation by the DENR during actual cutting operations (1 Certified true Copy)	Requesting Party	
4. Environmental Compliance Certificate (ECC)/Certificate of Non-Coverage (CNC), whichever is applicable. (1 certified copy)	Environmental Management Bureau (EMB) Regional Office	
5. National Commission on Indigenous Peoples (NCIP) Clearance (FPIC/CP/CNO, whichever is applicable)	NCIP**	
6. Waiver/Consent of owner/s, if titled property, if applicable (1 original)	Concerned lot owner	
7. PAMB Clearance/Resolution, if within Protected Area (1 original)	PAMB	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit the request/application with complete supporting documents*to the Implementing PENRO/CENRO Receiving Area and receive an acknowledgment receipt	1.1. Check completeness of application and supporting documents, receive, record, issue an acknowledgement receipt, and forward the application to the PENR/ CENR Officer	None	50 mins	<i>Receiving/Releasing Clerk, CENRO/Implementing PENRO Records Unit</i>
	1.2. Review document and refer to Chief/Regulation and Permitting Section (RPS)/Technical Services Division (TSD) then TSD refers to RPS (for Implementing PENRO)	None	1 hour	<i>PENR/CENR Officer Implementing PENRO/CENRO</i>
	1.3. Receive and review documents and assign validating team	None	30 mins	<i>Chief RPS (CENRO)/Chief TSD (Implementing PENRO)</i>
	1.4. Prepare the Order of Payment.	None	15 mins	<i>RPS Technical Staff/Accounting Staff</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.5. Approve the Order of Payment and forward the same to the client	None	15 mins	<p><i>Accountant for implementing PENRO</i></p> <p><i>CENR Officer or Designated Representative/</i></p>
<p>2. Receive the Order of Payment from the Accountant (if implementing PENRO) or CENRO or designated representative (if CENRO) and pay the corresponding fee at the Cashier/Credit Officer.</p> <ul style="list-style-type: none"> <li>• <i>Secure Official Receipt</i></li> </ul> <p><i>Note: Processing time will resume only upon receipt of payment *****</i></p>	2.1. Accept payment and issue Official Receipt (OR)	<p>Php 50.00/ Certification Fee</p> <p>Php 36.00/ application Oath Fee ***</p>	30 mins	<p><i>Bill Collector/ Cashier for Implementing PENRO</i></p>
<p>3. Receive the Official Receipt and forward the same to RPS/TSD</p> <p><i>Note: Processing time will resume only upon presentation of proof of payment *****</i></p>	3.1. Check the Official Receipt and photocopy for filing, schedule the validation and notify the client for the schedule of conduct of inspection through text, e-mail, and other forms of written communication.	None	1 hour	<p><i>Technical Staff RPS</i></p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
4. Confirm/acknowledge receipt of notification for the schedule of inspection and Guide/accompany the validating team to the site. ****	4.1. Conduct validation of the area and prepare validation report with categorical recommendation and attachments, including a map and geo-tagged photos; prepare a cutting permit, then forward to Chief FUU in CENRO / Chief RPS in Implementing PENRO	None	2 days	<i>Validating Team RPS/TSD</i>
	4.2. Review the validation report and forward it to the Chief, RPS/TSD, for implementing PENRO	None	1 hour	Chief FUU/RPS (CENRO)/Chief TSD (Implementing PENRO)
	4.3. Receive and review the documents, then forward them to the CENR or PENR officer	None	1 hour	<i>Chief RPS (CENRO)/Chief TSD (Implementing PENRO)</i>
	4.4. Review the documents and sign/approve the Tree Cutting Permit (TCP)	None	1 hour	<i>PENR/CENR Officer</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	4.5. Notify the client for the release of the TCP	None	10 mins	Records Officer Records Unit/Section
5. Receive approved TCP from Records Unit/Section and sign in the duplicate copy	5.1. Record and release the approved TCP.	None	30 mins	Receiving/Releasing Clerk, <i>CENRO/Implementing PENRO Records Unit</i>
<b>TOTAL:</b>		<b>Php 50.00/ Certification Fee</b>  <b>Php 36.00/ application Oath Fee</b>	<b>3 days</b>	

\* Forest charges shall apply to all naturally growing trees (DAO 2021-11) and shall be paid after the cutting of trees

\*\* *NCIP Clearance based on Section 59 of IPRA law*

\*\*\* Fees and charges are based on DAO 2004-16

\*\*\*\* *It is understood that the processing time will be interrupted if the Requesting Party failed to come to the Office for the payment of fees, not available on the scheduled inspection date and failed to receive the Certification, despite notice thru text, e-mail, and other forms of written communications.*

**Note:**

1. Prior to the application, NGA shall submit their proposal/requirements to the CENR/Implementing PENR Office
2. Seedling replacement ratio shall be complied by the requesting agency after the cutting (1 is to 100 strictly indigenous trees (for naturally grown trees)) (1 is to 50 preferably indigenous trees (for planted)) pursuant to DMO 2012- 02



Table: base on section 8

SPECIES GROUP		Forest Charges (Php)		
		LUZON	VISAYAS	MINDANAO
<b>1</b>	Timber Group (per cubic meter)			
	a. Philippine Mahogany, Manggasinoro Group, Manggachapui Group, Narig Group, Palosapis Group, Guijo Group;	1,400.00	1,400.00	1,425.00
	b. Yakal Group	1,500.00	1,500.00	1,530.00
	c. Apitong Group	1,260.00	1,260.00	1,260.00
	d. Softwood Species except Igem	715.00	715.00	715.00
	e. Igem	1,275.00	1,275.00	1,275.00
	f. Nato	1,000.00	1,000.00	1,000.00
	g. Furniture/Construction Hardwood	950.00	950.00	950.00
	h. Premium Species, if allowed to be cut	3,000.00	3,000.00	3,000.00
	i. Lesser-Used	700.00	700.00	700.00
<b>2</b>	Pulpwood, chipwood and matchwood species (per cubic meter)	95.00	95.00	95.00
<b>3</b>	Firewood, branches and other recoverable wood wastes of timber (per cubic meter)	10.00	10.00	10.00



**CITIZEN’S CHARTER NO. RO-F-07. ISSUANCE OF TREE CUTTING PERMIT FOR PLANTED TREES AND NATURALLY GROWING TREES FOUND WITHIN PUBLIC PLACES (PLAZA, PUBLIC PARKS, SCHOOL PREMISES, OR POLITICAL SUBDIVISIONS) FOR PURPOSES OF PUBLIC SAFETY**

This Permit serves as proof of authorization for the removal/cutting of trees in public places (Plazas, Public Parks, School Premises, or Political Subdivisions for purposes of public safety. **This permit is subject to post-issuance conditions such as seedling replacement (pursuant to DMO 2012-02) and payment of forest charges for naturally grown trees (pursuant to DAO 2021-11).**\*

<b>Office or Division:</b>	Regulation and Permitting Section, Implementing PENR/CENR Office	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G–Government to Government G2B–Government to Business	
<b>Who may avail:</b>	Any Filipino citizen, Local Government Units (LGUs), Schools, Homeowners,	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Application Letter (1 original)		Requesting Party
2. LGU Endorsement/Certification of No Objection/Resolution (1 original)		Concerned LGU (City/Municipal/Barangay)
<b>3. Additional Requirements if within Subdivisions</b>		
Homeowner's Resolution (1 original/1 Certified True Copy)		Homeowners' Association
<b>if School/Organization</b>		
PTA Resolution or Resolution from any organize group of No Objection and Reason for Cutting (1 original)		Requesting Party, School PTA, or Organization



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit letter request and supporting documents to the Implementing PENRO/CENRO Receiving Area and receive acknowledgment receipt	1.1. Check the completeness of the application and supporting documents, receive, record (including scanning), issue an acknowledgement receipt, and forward the application to the CENR/PENR Officer.	None	50 mins	<i>Receiving/Releasing Clerk Implementing PENRO/CENRO Records Unit</i>
	1.2. Receive, review, and refer the application to the Chief RPS.	None	1 hour	<i>CENR/PENR Officer</i>
	1.3. Receive and review the application, and assign an inspection team to conduct a site inspection.	None	30 mins	<i>Chief RPS</i>
	1.4. Prepare the Order of Payment.	None	30 mins	<i>Staff in-charge RPS</i>
	1.5. Approve Order of Payment and forward to Requesting Party.	None	10 mins	<i>Accountant /CENR Officer or designated representative</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
<p>2. Receive the Order of Payment from the Accountant (if implementing PENRO) or CENRO or designated representative (if CENRO) and pay the corresponding fee at the Cashier/Credit Officer.</p> <ul style="list-style-type: none"> <li>• <i>Secure Official Receipt</i></li> </ul> <p><i>Note: Processing time will resume only upon receipt of payment***</i></p>	<p>2.1. Accept payment and issue an Official Receipt (OR).</p>	<p>Php 50.00/ Certification Fee</p> <p>Php 36.00/ application Oath Fee</p> <p>Php 1,200.00/ha Inventory Fee**</p>	<p>30 mins</p>	<p><i>Credit Officer</i></p>
<p>3. Receive the Official Receipt and forward the same to <i>Inspection Officer CENRO/Implementing PENRO</i></p> <p><i>Note: Processing time will resume only upon presentation of proof of payment***</i></p>	<p>3.1. Accept the OR. Schedule the inspection.</p>	<p>None</p>	<p>1 day</p>	<p><i>Staff in-charge/ Inspection Team RPS</i></p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
4. Guide/accompany the inventory team to the site.	4.1. Conduct an inspection of the area (100% inventory of trees) and prepare a duly subscribed and sworn report with attachments (map, geo-tagged photos, and tally sheets) and endorsement to the PENR/CENR Office. Forward to Chief, RPS/TSD.  (Inspection in accordance to DMO No. 1991-08 and FMB Technical Bulletin No. 3)	None	15 days	<i>Inspection Team</i> RPS
	4.2. Review the inspection report and submit a recommendation to the PENR/CENR Officer.	None	1 hour	<i>Chief</i> RPS/TSD
	4.3. Receive and review the application and inspection report. Approve the Tree Cutting Permit (TCP)	None	1 day	<i>PENR/CENR Officer</i>
	4.4. Notify the client for the release of the Certification	None	30 mins	Records Officer Records Unit/Section



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
5. Receive the approved TCP from Records Unit/Section and sign in the duplicate copy	5.1 Record and release approved Tree Cutting Permit to requesting party	None	15 mins	<i>Receiving/Releasing Clerk</i> Implementing PENRO/CENRO Records Unit
<b>TOTAL</b>		<b>Php 50.00/ Certification Fee</b>  <b>Php 36.00/ application Oath Fee</b>  <b>Php 1,200.00/ha Inventory Fee</b>	<b>17 days, 5 hours &amp; 15 minutes</b>	

\* Forest charges shall apply to all naturally growing trees (DAO 2021-11) and shall be paid after the cutting of trees

\*\*Fees and charges are based on DAO 2004-16

\*\*\* *It is understood that the processing time will be interrupted if the Requesting Party fails to come to the Office for the payment of fees, is not available on the scheduled inspection date, and fails to receive the Certification, despite notice through text, e- mail, and other forms of written communication.*

**Note: Seedling replacement ratio shall be complied by the requesting agency after the cutting (1 is to 100 strictly indigenous trees (for naturally grown trees)) (1 is to 50 preferably indigenous trees (for planted)) pursuant to DMO 2012- 02**



Table: base on section 8

SPECIES GROUP		Forest Charges (Php)		
		LUZON	VISAYAS	MINDANAO
<b>1</b>	Timber Group (per cubic meter)			
	a. Philippine Mahogany, Manggasinoro Group, Manggachapui Group, Narig Group, Palosapis Group, Guijo Group;	1,400.00	1,400.00	1,425.00
	b. Yakal Group	1,500.00	1,500.00	1,530.00
	c. Apitong Group	1,260.00	1,260.00	1,260.00
	d. Softwood Species except Igem	715.00	715.00	715.00
	e. Igem	1,275.00	1,275.00	1,275.00
	f. Nato	1,000.00	1,000.00	1,000.00
	g. Furniture/Construction Hardwood	950.00	950.00	950.00
	h. Premium Species, if allowed to be cut	3,000.00	3,000.00	3,000.00
	i. Lesser-Used	700.00	700.00	700.00
<b>2</b>	Pulpwood, chipwood and matchwood species (per cubic meter)	95.00	95.00	95.00
<b>3</b>	Firewood, branches and other recoverable wood wastes of timber (per cubic meter)	10.00	10.00	10.00



**CITIZEN’S CHARTER NO. RO-F-08. ISSUANCE OF TREE CUTTING PERMIT (TCP) FOR NON-PREMIUM SPECIES, OR SPECIAL TREE CUTTING PERMIT (STCP) FOR PREMIUM NATURALLY-GROWN TREES WITHIN FOREST LANDS**

TCP or STCP serves as the official authority to cut, gather and utilize naturally grown trees within forest lands. This shall not cover the trimming, pruning, cutting and removal of trees within power line corridors which no longer require to secure prior clearance or permit from, but with due notice to, the DENR Field Offices, pursuant to RA No. 11361, S. 2019. Further, the transport of logs derived therefrom shall require a transport permit consistent with existing rules and regulations.

All new applications and requests for extension of Tree Cutting Permits for naturally growing trees shall be issued by the concerned DENR Regional Executive Director, **except cutting for public purposes of National Government Agencies which includes the DPWH, DOTr, DepEd, DA, DOH, CHED, DOE, and NIA** pursuant to DAO No. 2020-06, which shall be issued by the concerned Community Environment and Natural Resources Officer/implementing Provincial Environment and Natural Resources Officer (CENRO/Implementing PENRO). The issuance of these Permits for naturally growing trees shall be governed by existing laws, rules and regulations like E.O. No. 23 and other related guidelines.

<b>Office or Division:</b>	Regulation and Permitting Section, DENR CENR Office (or Implementing PENR Office) to PENR Office to Regional Office	
<b>Classification:</b>	Highly Technical (Multi-Stage Processing)	
<b>Type of Transaction:</b>	G2B - Government to Business G2C - Government to Citizen	
<b>Who may avail:</b>	Holder of Forestry-related tenure instrument/management agreement (e.g. CBFMA/ IFMA/ SLUP/ FLAG/ FLAGT/ CADT/ MPSA/ FTAA)	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Application Letter (1 original)	Requesting Party
	2. Endorsement/Certification from concerned LGU interposing no objection to the cutting of trees under the following conditions (1 original):	Concerned LGU (City/Municipal/Barangay)
	a. <b>If the trees to be cut falls within one barangay</b> , an endorsement from the Barangay Captain shall be secured	Barangay LGU



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
b. <b>If the trees to be cut falls within more than one barangay</b> , endorsement shall be secured either from the Municipal/City Mayor or all the Barangay Captains concerned	Municipal/City LGU or all Barangay LGUs
c. <b>If the trees to be cut fall within more than one municipality/city</b> , endorsement shall be secured either from the Provincial Governor or all the Municipal/City Mayors concerned	Provincial LGU or all Municipal/City LGUs
3. Environmental Compliance Certificate (ECC)/Certificate of Non- Coverage (CNC), whichever is applicable. (1 certified copy)	EMB Regional Office
4. Copy of approved land tenure instrument/management agreement (e.g. CBFMA/ IFMA/ SLUP/ FLAG/ FLAGT/ CADT/ MPSA/ FTAA together with its approved development/management plan (IOP/ CRMF/ FYWP/ FYIOP/ CDMP/ ADSDPP/ EPEP, etc)	Requesting Party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
<b>CENRO</b>				
1. Submit letter request and supporting documents.	1.1. Check completeness of application and supporting documents, and receive, record (including scanning) and forward the application to Deputy CENR Officer/ CENR Officer.	None	50 mins	<i>Receiving/Releasing Clerk</i> CENRO Records Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.2. Receive, review and refer the application to Chief, RPS.	None	1 hour	<i>Deputy CENR Officer/ CENR Officer CENRO</i>
	1.3. Receive and review the application, and assign inspection team to conduct site inspection.	None	30 mins	<i>Chief RPS</i>
	1.4. Prepare Order of Payment.	None	15 mins	<i>Staff in-charge RPS</i>
	1.5. Approve Order of Payment	None	15 mins	<i>CENR Officer</i>
2. Pay certification and oath fee.	2.1. Accept payment and issue Official Receipt (OR).	Php 50.00/ Certification Fee  Php36.00/ application Oath Fee  Php 1,200.00/ha Inventory Fee*	30 mins	<i>Credit Officer CENRO</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3. Receive OR and forward the same to Staff in-charge/ Inspection Team.	3.1. Accept the OR. Schedule the inspection.	None	1 day	<i>Staff in-charge/ Inspection Team RPS</i>
4. Guide/accompany the inventory team to the site.	<p>4.1. Conduct inspection of the area (100% inventory of trees to be cut) and prepare report duly subscribed and sworn with attachments (geo-tagged photos tally sheets and with approved sketch/GIS map of the area applied for) and endorsement to PENR Office. Forward to Chief, RPS.</p> <p>(Inspection in accordance to DMO No. 1991-08 and FMB Technical Bulletin No. 3)</p>	None	15 days	<i>Inspection Team RPS</i>
	4.2. Review the inspection report and submit recommendation to CENRO.	None	1 hour	<i>Chief RPS</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	4.3. Receive and review the application and inspection report. Approve recommendation. Sign the endorsement to PENR Office.	None	1 day	<i>CENR Officer</i>
	4.4. Record and release the application, supporting documents and endorsement to PENR Office.	None	3 days	<i>Receiving/Releasing Clerk CENRO Records Unit</i>
<b>PENRO</b>				
	4.5. Receive documents and forward to PENRO	None	2 hours	<i>Receiving/Releasing Clerk PENRO Records Section</i>
	4.6. Receive and assign documents.	None	2 hours	<i>PENR Officer</i>
	4.7. Review, evaluate application and prepare memorandum endorsement to Regional Office through Chief, TSD for initial.	None	1 day	<i>Chief/Staff Concerned Unit/Section  Chief TSD</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	4.8. Review and sign the memorandum endorsement for the Regional Executive Director (RED).	None	1 hour	<i>PENR Officer</i>
	4.9. Record and release the application and supporting documents.	None	5 days	<i>Receiving/Releasing Clerk</i> PENRO Records Section
<b>REGIONAL OFFICE (RO)</b>				
	4.10. Receive documents and forward to Regional Executive Director.	None	1 hour	Receiving/Releasing Clerk RO Records Section
	4.11. Receive and assign/refer documents. Forward to ARD for Technical Services (ARD-TS).	None	3 hours	RED Regional Office
	4.12. Receive and review documents. Forward to License, Patents and Deeds Division (LPDD).	None	2 hours	ARD for TS Regional Office
	4.13. Receive and review documents. Forward to assigned Staff.	None	1 day	Chief, LPDD, Regional Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	4.14. Conduct detailed review/evaluation of application.	None	5 days	Chief/Staff, FUS, Regional Office
	4.15. Prepare the TCP/STCP with attachment (Memorandum Endorsement/ Instruction)	None	4 hours	
	4.16. Receive and review documents. Affix initial to the duplicate permit, if in order. Forward to ARD- TS.	None	1 hour	Chief, LPDD, Regional Office
	4.17. Review and affix initial and forward the permit and memorandum for the Regional Executive Director (RED)'s signature	None	4 hours	ARD-TS, Regional Office
	4.18. Approve the permit and sign memorandum	None	1 day	RED, Regional Office
5. Receive the approved TCP/STCP	5.1. Record and release approved TCP/STCP to applicant.	None	30 mins	Receiving/Releasing Clerk RO Records Section



<b>CENRO SUB-TOTAL</b>	<b>Php 86.00</b>	<b>20 days, 4 hours &amp; 20 minutes</b>
<b>PENRO SUB-TOTAL</b>	<b>None</b>	<b>6 days &amp; 5 hours</b>
<b>IMPLEMENTING PENRO SUB-TOTAL</b>	<b>Php 86.00</b>	<b>27 days, 1 hour &amp; 20 minutes</b>
<b>REGIONAL OFFICE SUB-TOTAL</b>	<b>None</b>	<b>8 days 7 hours &amp; 30minutes</b>
<b>TOTAL</b>	<b>Php 50.00/ certification Certification Fee</b>  <b>Php 36.00/ application Oath Fee</b>  <b>Php 1,200.00/ha Inventory Fee*</b> <b>**</b>	<b>36 days &amp; 50 minutes</b>

\*Fees and charges are based on DAO 2004-16

\*\*Forest charges shall be paid after the cutting of trees.

<b>Validity of Permit Upon Receipt of S/TCP</b>			
<b>Volume</b>	<b>Validity</b>	<b>Volume</b>	<b>Validity</b>
1 - 50 cu.m.	50 days	501 - 650 cu.m.	7 months
51 - 70 cu.m.	60 days	651 - 750 cu.m.	8 months
71 - 100 cu.m.	90 days	751 - 850 cu.m.	9 months
101 - 200 cu.m.	120 days	851 - 950 cu.m.	10 months
201 - 300 cu.m.	150 days	951 - 1000 cu.m.	11 months
301 - 500 cu.m.	6 months	1001 - up cu.m.	1 year

Note: All naturally grown trees cut and harvested inside private and public/forest lands shall also be subjected to payment of forest charges pursuant to RA No. 7161



**DENR CENR, PENR, AND REGIONAL OFFICES**  
**Land**  
**(External Services)**



## CITIZEN'S CHARTER NO. RO-L-01. ISSUANCE OF CERTIFICATION OF LAND CLASSIFICATION STATUS\*

This certification is being issued based on the land records/status and projection in the land classification map for alienability or disposability of the land being applied for. This certification does not constitute ownership and is for reference only.

<b>Office or Division:</b>	Regulation and Permitting Section (RPS), DENR Implementing PENR/CENR Office	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B—Government to Business G2C - Government to Citizen G2G—Government to Government	
<b>Who may avail:</b>	Banks, Corporations, Cooperatives, and Private Associations, e.g., Surveying Firms; Realtors'/Developers' Corporations, Landowners/Claimants, National Government Agencies (NGAs), Local Government Units (LGU), Government-Owned and/or Controlled Corporations (GOCCs), and other stakeholders	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Request Form (1 original, 1 duplicate copy)		Implementing PENRO/CENRO Records Office or Public Assistance and Complaints Desk (PACD)
2. Any document showing the identity of the lot (1 photocopy)		End-user or Assessor's Office
<b>3a. For Surveyed</b>		
V-37 Blueprint/Cadastral Map (3 Certified Copies)		DENR Regional Office



<b>3b. Unsurveyed</b>	
Sketch Plan with Complete Technical Description duly signed by Geodetic Engineer (1 original)	Geodetic Engineer
4. Documentary Stamp (to be attached to the application form)	Bureau of Internal Revenue (BIR)/Post Office or DENR (BIR Revenue Regulations No. 2-2023)
5. Notarized SPA (in case the application is filed by a representative)	Land Claimant/Notary Public

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. File/Submit application/request with complete supporting documents to the Implementing PENRO/CENRO Receiving Area and receive an acknowledgment receipt	1.1. Check completeness of application and supporting documents and receive the request, record in logbook and/or Document Tracking System, issue acknowledgement receipt, and forward to RPS.	None	1 hour	<i>Receiving/Releasing Clerk</i>  Implementing PENRO/CENRO
	1.2. Receive request and prepare Order of Payment	None	40 mins	<i>Technical Staff</i>  (RPS)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.3. Approve the Order of Payment and forward the same to the client.	None	20 mins	<i>Accountant (Implementing PENRO) CENRO or Designated Representative</i>
2. Receive the Order of Payment from the Accountant (if implementing PENRO) or CENRO or designated representative (if CENRO) and pay the corresponding fee at the Cashier/Credit Officer. <ul style="list-style-type: none"> <li>• <i>Secure Official Receipt</i></li> </ul> <i>Note: Processing time will resume only upon receipt of payment ****</i>	2.1. Receive payment and issue Official Receipt.	<b>Certification Fees</b> <b>**</b> Php 25.00 <b>Documentary Stamp</b> Php 30.00***	30 mins	<i>Bill Collector/Credit Officer Cashier</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3. Receive the official receipt and forward the same to the technical staff, RPS.  <i>Note: Processing time will resume only upon presentation of proof of payment ****</i>	3.1. Receive copy of the Official Receipt and refer to the verification team.	None	30 mins	<i>Technical Staff</i> RPS
	3.2. Conduct Verification and Projection	None	7 days	<i>Technical Staff</i> RPS
	3.3. Preparation of Report with Categorical Recommendation and Drafting of the Certification and submit to the Chief RPS, then the Technical Services Division (TSD) (if implementing PENRO).	None	3 days	<i>Technical Staff</i> RPS
	3.4. Receive and review the report and draft certification and forward to the PENR/CENR Officer.	None	1 hour	<i>Chief</i> RPS/TSD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	3.5. Receive, review, and approve the certification and forward it to the Records Unit.	None	1 day	<i>PENR/CENR Officer</i>
	3.6. Receive the document and notify the client of the release of the certification.	None	30 mins	Records Officer Records Unit
4. Receive the Certification from the Records Unit and sign the duplicate copy	4.1. Record and release documents.	None	15 mins	<i>Receiving/Releasing Clerk</i> PENRO/CENRO Records Unit
<b>TOTAL:</b>		<b>Certification Fees</b> Php 25.00 <b>Documentary Stamp</b> Php 30.00	<b>11 days, 4 hours, 45 minutes</b>	

\* *Except judicial titling*

\*\* *Fees based on DAO 2000-16 dated February 10, 2000*

\*\*\* *Documentary Stamp in compliance with BIR Revenue Regulations No. 2-2023*

\*\*\*\* *It is understood that the processing time will be interrupted if the Requesting Party fails to come to the Office for the payment of fees and receipt of the Certification, despite notice through text, e-mail, and other forms of written communication.*



## CITIZEN'S CHARTER NO. RO-L-02. ISSUANCE OF FREE PATENT (AGRICULTURAL)\*

This Free Patent Application is a mode of acquiring ownership of a certain parcel of alienable and disposable land below 5 hectares.

<b>Office or Division:</b>	Regulation and Permitting Section, DENR CENRO to PENRO
<b>Classification:</b>	Highly Technical (Multi-Stage Processing)
<b>Type of Transaction</b>	G2C - Government to Citizen
<b>Who may avail:</b>	All natural-born Filipinos with dual citizenship and former natural-born Filipino citizens who subsequently acquired foreign citizenship.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Free Patent Application and prescribed forms duly (1 original and 2 duplicate copies)	Concerned CENR/Implementing PENR Offices
1.1. Notarized SPA (in case the application is filed by a representative or by the heirs of the original applicant)	Land Claimant/Notary Public
2. Tax declaration in the name of the applicant. If the tax declaration is in the name of the applicant's predecessor-in-interest, any of the following documents shall be presented: 2.1. Deed of Sale 2.2. Extrajudicial Settlement 2.3. Waiver of Rights 2.4. Deed of Donation or other form of monuments of ownership	Assessor's Office  Land Claimant, Notary Public, or LGU
3. Documentary Stamp (to be attached to the application form)	BIR or Post Office or DENR (BIR Revenue Regulations No. 2-2023)



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Additional Requirement if the municipality is under cadastral proceedings or if there is an old survey (Private and Original Survey)	
<ul style="list-style-type: none"> <li>• Certification of status of land from LRA **</li> </ul>	Land Registration Authority (LRA) Central Office, Quezon City
Additional Requirements for former natural-born Filipino citizens who subsequently acquired foreign citizenship	
a. Birth Certificate	Philippine Statistics Authority (PSA)
b. Identification Certification	Bureau of Immigration
<b>DOCUMENTS TO BE SECURED BY THE CENRO/IMPLEMENTING PENRO</b>	
1. Copy of approved Survey Plan/Cadastral Map	Concerned Regional/CENR Office
2. Technical Description / V-37	Concerned CENR/Implementing PENR Offices
3. Certification that the land applied for is alienable and disposable (1 original, 1 photocopy)	Concerned CENR/Implementing PENR Offices



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME (CALENDAR DAYS)	PERSONS RESPONSIBLE
<b>CENRO</b>				
<p>1. Submit an accomplished Application Form to the CENR Office with complete supporting requirements and receive an acknowledgement receipt</p> <ul style="list-style-type: none"> <li>• <i>Applicant may also submit the application through email or courier where applicable; the applicant may also apply online or through LMI/SI/DPLI. ***</i></li> </ul>	<p>1.1. Check completeness of application. If found in order, register, allocate, index, and assign an application number and issue an acknowledgement receipt.</p>	<p>None</p>	<p>1 day</p>	<p><i>LMO / RPS</i></p> <p><i>Receiving/Releasing Clerk</i></p> <p><i>LMI/SI/DPLI</i></p>
	<p>1.2. Prepare Order of Payment</p>	<p>None</p>	<p>40 mins</p>	<p>Regulation and Permitting Section (RPS)</p> <p><i>Technical Staff</i></p> <p><i>or</i></p> <p><i>Records Officer</i></p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME (CALENDAR DAYS)	PERSONS RESPONSIBLE
	1.3. Approve the order of payment and forward the same to the client.	None	20 mins	<i>CENRO or Designated Representative</i>
<p>2. Receive the order of payment from the Accountant (if implementing PENRO) or CENRO or designated representative (if CENRO) and pay the corresponding fee at the Cashier/Credit Officer.</p> <ul style="list-style-type: none"> <li>• <i>Secure Official Receipt</i></li> </ul> <p><i>Note: Processing time will resume only upon receipt of payment *****</i></p>	2.1. Accept payment, issue Official Receipt (OR) to the applicant	<p>Php 150.00 <b>Application Fee</b></p> <p><b>Documentary Stamp</b></p> <p>Php 30.00 <b>*****</b></p>	2 hours	<p>Bill collector/Credit Officer Cashier</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME (CALENDAR DAYS)	PERSONS RESPONSIBLE
3. Receive (OR) and forward the same to Records Unit/Section  <i>Note: Processing time will resume only upon presentation of proof of payment *****</i>	3.1. Accept OR, indicate the OR number, amount paid, and date in the application form, scan, encode, and upload records in the Lands Administration and Management System (LAMS), and forward the application to the Chief RPS.	None	5 hours	<i>Staff</i> CENRO Records Unit
	3.2. Review application. Assign Land Management Inspector (LMI)/Deputized Public Land Inspector (DPLI) for inspection/investigation	None	10 days	<i>Chief</i> RPS
	3.3. Prepare notices for posting	None	5 days	<i>LMI/DPLI</i> <i>CENR Officer</i> CENRO
	3.4. Travel to the barangay, municipality, or province.	None	2 days	<i>LMI/DPLI</i> CENRO



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME (CALENDAR DAYS)	PERSONS RESPONSIBLE
	<p>3.5. Post notices at the barangay and municipal hall where the property is situated, and take geotagged photos.</p> <p>Simultaneously, conduct investigation on the land being applied for and take geo-tagged photos</p> <p>Secure DPWH certification that the land does not encroach any portion of the road right-of-way in cases when the subject land is adjacent to a national or provincial road (CA 141)</p>	None	<p>15 days of posting notices in the municipal building, hall &amp; in the brgy. hall where the land applied for is located. (Section 9.2.2.)</p> <p>Notice of posting may also be made on the website of the concerned LGU.</p>	LMI/DPLI CENRO
	<p>3.6. Prepare, sign, and submit the investigation report; scan and upload to LAMS, then forward to LMO I (Annex E of IRR)</p>	None	3 days	DPLI/LMI CENRO



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME (CALENDAR DAYS)	PERSONS RESPONSIBLE
	3.7. Screen the carpeta/application documents and prepare the V-37/certified lot data computation, Order of Award, and Judicial Form, and forward to the Geodetic Engineer (GE).	None	28 days	<i>LMO i/</i> Cartographer/ <i>Encoder</i> RPS CENRO
	3.8. Verify and certify the correctness of the Technical Description scan and upload to LAMS and forward to Chief, RPS	None	20 days	<i>GE</i> RPS
	3.9. Do final screening of carpeta/application documents and forward to CENRO	None	10 days	<i>Chief</i> RPS
	3.10. Review carpeta/ application documents and sign indorsement to PENRO for approval.	None	20 days	<i>CENR Officer</i> CENRO



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME (CALENDAR DAYS)	PERSONS RESPONSIBLE
	3.11. Transmit carpeta/application documents to PENRO	None	5 days	<i>Records Officer</i> CENRO Records Unit
<b>PENRO</b>				
	3.12. Receive the carpeta/application documents and forward to Chief, RPS. Update data in LAMS, if applicable.	None	1 day	<i>Records Officer</i> PENRO Records Section
	3.13. Receive and review the carpeta/application documents and forward to the Chief, Technical Services Division (TSD).	None	1 day	<i>Chief</i> RPS
	3.14. Do the final review of the carpeta/application documents, and forward to PENRO for approval of the application and issuance of the patent.	None	1 day	<i>Chief</i> TSD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME (CALENDAR DAYS)	PERSONS RESPONSIBLE
	3.15. Sign Order of Approval and Free Patent. Forward to PENRO Records for numbering.	None	1 day	<i>PENR Officer</i> PENRO
	3.16. Assign a Patent Number/ Indexing, prepare a transmittal letter, and forward it to PENRO for signature.	None	4 hours	<i>Records Officer/Staff</i> PENRO Records Section
	3.17. Sign the transmittal letter and forward it to PENRO records for transmittal to the Registry of Deeds (ROD).	None	4 hours	<i>PENR Officer</i> PENRO
	3.18. Scan the order of approval, signed free patent, and transmittal letter. Upload to (LAMS). Transmit documents to ROD, and notify the client that their patent has been transmitted to ROD.	None	5 days	<i>Liaison Officer</i> PENRO Records Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME (CALENDAR DAYS)	PERSONS RESPONSIBLE
	<i>CENRO TOTAL</i>	Php 180.00	120 days	
	<i>PENRO TOTAL</i>	None	10 Calendar days as per DAO 2021-38 (IRR)	
	<i>For Implementing PENRO***** TOTAL</i>	<b>Php 180.00</b>	130 Calendar Days (120 Calendar Days Processing + 10 Calendar Days Review/Approval/Disapproval and Transmittal)	
If the approving authority is the PENRO Processing of Patent - 120 calendar days Review Approval/Disapproval of patent - 5 calendar days Transmittal to ROD - 5 calendar days				

*\*Application covers below 5 hectares*

*\*\*The LRA Clearance will be waived when the lot subject of application is covered by a cadastral subdivision plan (CSD)*

*\*\*\*Section 1 of LMC No. 2022-002*

*\*\*\*\*The filing of the application may also be done in the Barangay where the titling operation is ongoing, consistent with DAO No. 2019-08.*

*\*\*\*\*\* It is understood that the processing time will be interrupted if the Requesting Party fails to come to the Office for the payment of fees and receipt of the Certification, despite notice through text, calls, e-mail, and other forms of written communication.*

*\*\*\*\*\*For implementing PENRO, they shall absorb the function of the CENRO*



*Note:*

*This service is under the following laws:*

- *Commonwealth Act No. 141, or the “Public Land Act” (1936)*
- *Republic Act No. 782, or the “An Act to Grant Free Patents to Occupants of Public Agricultural Land since or prior to July Fourth, Nineteen Hundred and Forty-Five” (1945)*
- *Republic Act No. 11231, or the “Agricultural Free Patent Reform Act” (2018)*
  - *Republic Act No. 11573 (see title)*

*\*There is an existing MOA with the DENR and the LRA to resolve the difficulties in obtaining the certification.*

*Certification of the status of land from the LRA may be submitted by the applicant within 90 calendar days from the filing of the application. Failure of the applicant to submit the certification within the prescribed period shall cause the rejection of the application without prejudice to the refiling of the same.*

*In cases where the subject application is covered by a cadastral subdivision plan (CSD), the LRA Certification shall be waived, provided that the applicant indicates in the application that no petition for judicial titling has been filed.*



## CITIZEN'S CHARTER NO. RO-L-03. ISSUANCE OF FREE PATENT (RESIDENTIAL)

Free Patent Application is a mode of acquiring ownership of a certain parcel of alienable and disposable land.

<b>Office or Division:</b>	Regulation and Permitting Section, DENR CENRO to PENRO
<b>Classification:</b>	Highly Technical (Multi-Stage Processing)
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	All natural born and naturalized Filipino

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Free Patent Application and prescribed form (Annex A or A-1) with 1 Documentary stamp (1 original 2 photocopy)	Concerned CENRO/Implementing PENRO
1.1. Notarized SPA (in case the application is filed by a representative or by the heirs of the original applicant)	Land Claimant/Applicant/Notary Public
2. Official Receipt of Payment of Application Fee ( <b>Php 150</b> ) (1 photocopy)	Concerned CENRO/Implementing PENRO
3. Joint Affidavit of at least two (2) disinterested person residing in the area or Barangay Certification, stating that the application has either by themselves or through their predecessor-in-interest, actually reside on and continuously possessed and occupied, under a bona fide claim of acquisition of ownership, the land for at least ten (10) year (1 original & 1 photocopy)	Notary Public, or concerned Barangay LGU
4. Certification of the Status of Land from the Land Registration Authority ( <i>to be submitted <b>within 90 calendar days</b> after filing of application</i> ) or Court Clearance (1 original & 1 photocopy) may be submitted, however: <ul style="list-style-type: none"> <li>a. If municipality has undergone cadastral proceedings or if there is an old survey, a Court Clearance is necessary.</li> <li>b. If subject lot of application is covered by a Cadastral Subdivision Plan (CSD), the LRA Certification may be waived provided that the applicant indicates in the application that no petition for judicial titling has been filed.</li> </ul>	Land Registration Authority (LRA) Central Office, Quezon City, Municipal Circuit/Regional Trial Court (MCTC/RTC) having jurisdiction over the land claimant/applicant



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Proof of Filipino citizenship: Philippine Statistics Authority (PSA) Birth Certificate, passport, decree or order of naturalization (2 photocopies - present original)	Philippine Statistics Authority (PSA)/Department of Foreign Affairs (DFA)/Office of the Solicitor General/RTC/Bureau of Immigration
5.1.Certificate of Retention/Reacquisition, (in cases where the applicant is a former Filipino citizen who subsequently reacquired their Filipino Citizenship) (2 photocopies - present original)	Bureau of Immigration/Philippine Embassy/Consulate
<b>OTHER REQUIREMENTS ON A CASE-TO-CASE BASIS</b> a. If the applicant, by reason of employment and/or marriage, is absent from the subject lot.	
6. Certification of Employment or any other document that may prove such a fact (Barangay Certification, Sworn Certification) and/or a copy of the applicant's Marriage Certificate (1 original copy)	Employer/concerned Barangay LGU/PSA/Notary Public
b. If the applicant whose physical occupation of the subject lot is interrupted due to force majeure, fraud, or employment of force or intimidation against their person or that of their immediate family.	
7. Certification/sworn statement executed by the barangay captain, or any other person having personal knowledge that the applicant has previously resided on and occupied the subject lot and the fact that the applicant's residence was indeed damaged by a fortuitous event. (1 original copy)	Concerned Barangay LGU/Notary Public
8. Photograph of the damaged or destroyed house (optional)	Land Claimant/Applicant
9. Proof pertaining to the particular incident that led to the interruption (Barangay Blotter, Summons, Complaint-Affidavit, etc.) <i>(In case where the applicant's possession was interrupted by force, fraud or intimidation, the applicant must provide acceptable)</i> (1 photocopy)	Concerned Barangay LGU/Office of the Prosecutor concerned /MTC/RTC
C. If the applicant is the occupant of the original structure within the mother lot, which is subsequently subdivided.	
<ul style="list-style-type: none"> <li>Applicant's PSA Birth Certificate (2 photocopies - present original)</li> </ul>	PSA



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>Extra-Judicial Settlement or any other competent transfer document (Original/Certified copy)</li> </ul>	Applicant/Claimant/Notary Public
<ul style="list-style-type: none"> <li>Waiver (Original/Certified copy)</li> </ul>	Applicant/Claimant/Notary Public
<ul style="list-style-type: none"> <li>Deed of Donation (Original/Certified copy)</li> </ul>	Applicant/Claimant/Notary Public
<ul style="list-style-type: none"> <li>Partition Agreement (Original/Certified copy)</li> </ul>	Applicant/Claimant/Notary Public
DOCUMENTS TO BE SECURED BY THE CENRO / IMPLEMENTING PENRO	
10. Copy of approved Survey Plan or cadastral map	Concerned CENRO/Implementing PENRO
11. Tabular Technical Description	Concerned CENRO/Implementing PENRO
12. Geotagged Photos	Concerned CENRO/Implementing PENRO
13. Certification from LGU that the area applied for is zoned as Residential (1 original), or approved CLUP, if applicable (1 photocopy)	LGU

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
<b>CENRO</b>				
1. Submit accomplished Application Form to the CENR Office with complete supporting requirements and receive acknowledgement receipt  Applicant may also	1.1. Accept Application with complete requirements, register, allocate, index, and assign application number and issue acknowledgement receipt. scan, encode and upload records in Lands Administration and Management System (LAMS), and forward the application to Chief, RPS	None	1 day	<i>Receiving/Releasing Clerk</i>  <i>LMI/SI/DPLI</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
submit the application through email or courier, where, applicable, the applicant may also apply online or through LMI/SI/DPLI.				
	1.2. Review application. Assign Land Management Inspector (LMI)/Deputized Public Land Inspector (DPLI) for inspection/ investigation	None	10 days	<i>Chief RPS</i>
	1.3. Prepare notices for posting and written notice for the applicant regarding the schedule of the conduct of investigation and forward to the CENR Officer	None	2 days	<i>LMI/DPLI CENR Officer CENRO</i>
	1.4. Sign notices for posting and written notice/s for applicant regarding the schedule of the conduct investigation	None	1 day	<i>CENR Officer</i>
	1.5. Travel to the barangay, municipality or province for the posting of notice and conduct of Investigation	None	5 days	<i>LMI/DPLI CENRO</i>
	1.6. Posting of Notices at the Barangay Hall, and municipal hall where the property is situated and take geo-tagged photos.	None	15 days (per DAO 2025-35)	<i>LMI/DPLI CENRO</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.7. Preparation of investigation report, and forward to LMO I.	None	7 days	<i>LMI/DPLI</i> CENRO
	1.8. Screen the carpeta/application documents and prepare V37/certified lot data computation, Order of Award, and Judicial Form, and forward to the Geodetic Engineer (GE).	None	30 days	<i>LMO I/Cartographer/Encoder</i> <i>whoever is available</i> RPS
	1.9. Verify and certify the correctness of the Technical Description and forward to Chief, RPS	None	15 days	<i>GE</i> RPS
	1.10. Do final screening of carpeta/application documents and forward to CENR Officer	None	12 days	<i>Chief</i> RPS
	1.11. Review carpeta/application documents and Sign Indorsement to PENRO for approval.	None	16 days	<i>CENR Officer</i> CENRO
	1.12. Scan and upload Technical Description to LAMS and verify the completeness of the uploaded documents	None	1 day	<i>Records Officer</i> CENRO Records Unit
	1.13. Transmit carpeta/application documents to PENRO	None	5 days	<i>Records Officer</i> CENRO Records Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
PENRO				
	1.14. Receive the carpeta/application documents and forward to Chief, RPS. Update data in LAMS, if applicable.	None	2 hours	<i>Records Officer</i> PENRO Records Section
	1.15. Receive and review the carpeta/application documents, and forward to Chief, Technical Services Division (TSD).	None	2 hours	<i>Chief</i> RPS
	1.16. Do the final review of carpeta/application documents, and forward to PENRO for approval of application and issuance of Patent.	None	2 days	<i>Chief</i> TSD
	1.17. Review and sign Order of Approval and Free Patent. Forward to PENRO Records for numbering.	None	2 days	<i>PENR Officer</i>
	1.18. Assign Patent Number/ Indexing, prepare transmittal letter and forward to PENRO for signature.	None	2 hours	<i>Records Officer/Staff</i> PENRO Records Section
	1.19. Sign transmittal letter and forward to PENRO records for transmittal to Registry of Deeds (ROD).	None	2 hours	<i>PENR Officer</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.20. Scan the order of Approval, signed Free Patent and transmittal letter. Upload to (LAMS). Transmit documents to ROD, and notify the client that their patent has been transmitted to ROD.	None	5 days	<i>Liaison Officer</i> PENRO Records Section
<i>CENRO SUB-TOTAL</i>		<b>Php 150.00</b> <i>(to be paid prior to the submission of requirements)</i>	120 days	
<i>PENRO TOTAL</i>		None	10 days	
<i>For Implementing PENRO* TOTAL</i>		<b>Php 150.00</b> <i>(to be paid prior to the submission of requirements)</i>	120 Calendar Days Processing + 10 Working Days for Review/Approval/Disapproval and Transmittal to ROD	

If the approving authority is the PENRO

Processing of Patent	– 120 calendar days
Review, Approval/Disapproval of patent	– 5 working days
Transmittal to ROD	– 5 working days

*\* for Implementing PENRO, they shall absorb the function of the CENRO;*

*This service is under the following laws:*

- *Republic Act No. 10023 or “An Act Authorizing the Issuance of Free Patents to Residential Lands” (2009)*



**NOTE:**

- The filing of application may also be done in the Barangay where titling operation is on-going consistent with DAO No. 2019-08;
- For the Checklist of Requirements:
  - If the municipality/city has undergone cadastral proceedings or if there is an old survey, a Court Clearance is necessary. In cases where the subject application is covered by a Cadastral Subdivision Plan (CSD), the LRA Certification may be waived provided that the applicant indicates in the application that no petition for Judicial Titling has been filed.
- Documentary Stamp in compliance with BIR Revenue Regulations No. 2-2023
- *One (1) application per applicant for Residential Free Patent.*
- *The maximum area for the application of Residential Free Patent is:*
  - *200 sq. m. for highly urbanized cities*
  - *500 sq. m. for other cities*
  - *750 sq. m. for first and second class municipalities*
  - *1,000 sq. m. for third and below/all others.*



## CITIZEN'S CHARTER NO. RO-L-04. ISSUANCE OF SURVEY AUTHORITY

This document is an authority given to private Geodetic Engineers (GEs) for the survey of public lands for land titling.

<b>Office or Division:</b>	Regulation and Permitting Section, DENR Implementing PENRO, CENRO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B–Government to Business G2C - Government to Citizen
<b>Who may avail:</b>	Private Geodetic Engineers and Land Claimants

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Letter-Request Form from the land claimant requesting survey authority and authorizing a certain private GE to conduct the survey, <i>or</i> a duly accomplished Letter-Request Form from the GE on behalf of his/her client (1 original)	Land Claimant/Geodetic Engineer
2. Original or authenticated/certified copy of any proof of claim or acquisition of the property, such as:	
<ul style="list-style-type: none"> <li>• Latest, Updated Tax declaration for the last year</li> </ul>	Assessor's Office
<ul style="list-style-type: none"> <li>• Deed of Absolute Sale</li> </ul>	Land Claimant, Private Lawyer, Public Attorney's Office, or LGU (Assessor's Office)
<ul style="list-style-type: none"> <li>• Extra Judicial Settlement</li> </ul>	Land Claimant, Private Lawyer, Public Attorney's Office, or LGU (Assessor's Office)
<ul style="list-style-type: none"> <li>• Waiver of Rights</li> </ul>	Land Claimant, Private Lawyer, Public Attorney's Office, or LGU (Assessor's Office)



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>Deed of Donation</li> </ul>	Land Claimant, Private Lawyer, Public Attorney's Office, or LGU (Assessor's Office)
<ul style="list-style-type: none"> <li>Certification of occupancy</li> </ul>	Barangay LGU
3. Survey Authority <u>Form</u> duly signed by the applicant and private Geodetic Engineer (1 original, 1 duplicate copy)	Concerned Implementing PENR/CENR Office
4. Certification of Land Classification Status (1 original, 1 duplicate copy)	Concerned Implementing PENR/CENR Office
5. Scheme of subdivision from GE (1 original, 1 duplicate copy)	Geodetic Engineer
6. Certification from the Regional Trial Court concerned that there is no pending land registration case involving the parcel being applied for (1 original, 1 duplicate copy)	Regional Trial Court having Jurisdiction
7. Certification from the barangay that there is no record of claims and conflict (1 original, 1 duplicate copy)	Office of the Barangay Captain having Jurisdiction
8. Copy of Approved Survey Plan with Technical Description (if with previously approved surveys) (1 blueprint copy)	Geodetic Engineer, Land Owner, or Concerned DENR Regional Office
Additional Requirement if the municipality is under cadastral proceedings or if there is an old survey	
1. Certification of Lot Status (whether titled or not) and land status from LRA (Private Survey) (1 original, 1 duplicate copy)	Land Registration Authority (LRA) Central Office, Quezon City
Additional Requirements if the application is within Baguio City per DMC 2007-11	
1. Mines and Geosciences Bureau Clearance	MGB Regional Office
2. Clearance from DPWH	DPWH



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Clearance from the City Engineers' Office of Baguio	LGU Baguio City
4. Clearance from City Planning and Development Office	LGU Baguio City

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit a Letter Request to the Implementing PENR/CENR Office with complete supporting requirements and receive an acknowledgment receipt	1.1. Check the completeness of supporting documents based on the checklist, and receive and enter them into the record book. Issue acknowledgement receipt and forward it to RPS	None	1 hour	<i>Receiving/Releasing Clerk</i> Implementing PENRO/ CENRO
	1.2. Receive documents, conduct research, and review and verify the lot status in the LAMS/allocation book or index card	None	1 day	Regulation and Permitting Section (RPS) <i>Technical Staff</i> <i>and</i> <i>Records Officer</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	1.4. Prepare Order of Payment	None	40 mins	<i>RPS Technical Staff</i>
	1.5. Approve the order of payment and forward the same to the client.	None	20 mins	<i>Accountant (Implementing PENRO) CENRO or Designated Representative</i>
<p>2. Receive the Order of Payment from the Accountant (if implementing PENRO) or CENRO or designated representative (if CENRO) and pay the corresponding fee at the Cashier/Credit Officer.</p> <ul style="list-style-type: none"> <li>• <i>Secure Official Receipt</i></li> </ul> <p><i>Note: Processing time will resume only upon receipt of payment</i></p> <p>*</p>	2.1. Accept payment, issue Official Receipt (OR) to the applicant	<p><b>Field Inspection Deposit**</b></p> <p>* Field Inspection Deposit = (11 x H) + (1 x K) + 110, but in no case shall the charge be less than P200</p>	30 mins	<p><i>Bill collector/Credit Officer</i></p> <p>Cashier</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3. Receive the official receipt and forward the same to the Technical Staff, RPS.  <i>Note: Processing time will resume only upon presentation of proof of payment *</i>	3.1. Photocopy and attach the OR in the request, and record the OR number in the Survey Authority form. Forward to Chief, RPS/TSD.	None	30 mins	<i>Technical Staff</i> RPS
	3.2. Receive request, and assign Land Management Inspector (LMI)/Deputized Public Land Inspector (DPLI)	None	30 mins	<i>Chief</i> RPS/TSD
	3.3. Conduct field investigation,	None	7 days	<i>LMI/DPLI</i> RPS/TSD
	3.4 Preparation of the report with Categorical Recommendation and the Survey Authority form, and submit to the Chief RPS, then to the Technical Services Division (TSD) (if implementing PENRO).	None	3 days	<i>Technical Staff</i> RPS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	3.5. Receive and review the report, affix signature in the Survey Authority, and forward to PENR/CENR Officer	None	1 hour	<i>Chief</i> RPS/TSD
	3.6. Review documents/reports, approve and sign the Survey Authority, and forward to the Records Unit.	None	1 day	<i>PENR/CENR Officer</i>
	3.7. Assign a control number to the Survey Authority and enter it into the record book	None	30 mins	<i>Records Officer</i> Implementing PENRO/CENRO Records Unit
	3.8 Receive the document and notify the client of the release of the Certification.	None	30 mins	Records Officer Records Unit
1. Receive the Survey Authority from the Records Unit and sign the duplicate copy.	2. Release Survey Authority to the client	None	15 mins	<i>Records Officer</i> Implementing the PENRO/CENRO Records Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
		<b>Field Inspection Deposit</b> * Field Inspection Deposit = (11 x H) + (1 x K) + 110, but in no case shall the charge be less than P200	<b>12 days, 5 hours &amp; 45 minutes</b>	
	<b>TOTAL:</b>			

*\* It is understood that the processing time will be interrupted if the Requesting Party fails to come to the Office for the payment of fees and receipt of the Certification, despite notice through text, e-mail, and other forms of written communication.*

*\*\*Computation of field inspection deposit based on DAO 1993-20*

- Note:
1. Excluding provinces covered by DMC No. 2019-10
  2. Additional documents may be required for Baguio City per DMC 2007-11

**Computation based on DAO 1993-20:**

**\*Field Inspection Deposit = (11 x H) + (1 x K) + 110**

where

H = area in hectares per survey plan; a fraction of a hectare is considered one hectare

K = road network distance in kilometers of the survey site from the provincial district office or the official station of inspector



## Feedback and Complaints Mechanism

FEEDBACK AND COMPLAINTS MECHANISMS	
How to send a feedback?	<p>A. For clients with <b>completed transactions</b>, the DENR Client Satisfaction Measurement Survey (CSMS) Form is used to provide feedback on the quality of DENR services.</p> <p>To provide feedback using the CSMS Form:</p> <ol style="list-style-type: none"><li>1. Get a copy of the <b>DENR CSMS Form</b> from the releasing officer/the Public Assistance and Complaint Desk Officer (PACDO).</li><li>2. Fill out the client information portion (e.g., survey, service availed, etc.).</li><li>3. Answer the survey questions related to the service/s you availed.</li><li>4. Fill out the <b>Suggestions/Comments portion</b> of the CSMS Form.</li><li>5. Fold the form properly to ensure the confidentiality of your answer.</li><li>6. Drop the form in the designated CSMS drop box.</li></ol> <p>B. For all clients visiting or transacting with DENR, <b>regardless of transaction status</b>, the Feedback Form may be used to submit suggestions, commendations, or complaints.</p> <p>To provide feedback using the DENR Feedback Form:</p> <ol style="list-style-type: none"><li>1. Get a copy of the <b>Feedback Form</b> from the PACD Officer/ Dropbox/ Records Division/Cashier Area.</li><li>2. Fill out the client information portion (please note that it is not a required field)</li></ol>



	<p>3. Fill out the <b>Suggestion/Commendation portion</b> of the Form.</p> <p>3.1. For <b>suggestions</b>, fill out the portion/box of the Form.</p> <p>3.2. For <b>commendation</b>, fill out the following:</p> <ul style="list-style-type: none"><li>• Name of person and position or office being commended</li><li>• Reason for commendation</li></ul> <p>4. Fold the form properly to ensure the confidentiality of your answer.</p> <p>5. Drop the form in the designated CSMS drop box.</p> <p>Clients can also share their feedback or complaints using the online survey form by scanning the QR code posted in prominent areas of DENR offices or by visiting the link <a href="https://bit.ly/DENRFEEDBACK">https://bit.ly/DENRFEEDBACK</a>. The link directs you to a landing page where you may choose to accomplish either the Feedback or CSMS Form.</p>
How feedback is processed?	<p>A. For CSMS Forms</p> <ol style="list-style-type: none"><li>1. Every Friday, the <b>designated CSMS focal</b> shall open the CSMS dropbox, collect the submitted forms, and ensure that the dropbox is securely locked.</li><li>2. All collected forms shall then be encoded for proper monitoring.</li><li>3. All <b>suggestions and comments</b> shall be compiled and summarized in the DENR Client Satisfaction Measurement Report, which will be disseminated to all offices as part of DENR's service quality improvement initiatives.</li></ol> <p>B. For Feedback Form</p> <ol style="list-style-type: none"><li>1. Every Friday, the <b>PACD Officer</b> shall open the Feedback dropbox, collect the forms, and ensure that the dropbox is securely locked.</li><li>2. All collected forms shall then be encoded for proper monitoring.</li></ol>



	<p>3. <b>Feedback and/or suggestions</b> requiring answers shall be forwarded to the concerned offices, where they are required to answer within <b>three (3) days</b> upon receipt of the feedback/or suggestions.</p> <p>4. The answers/actions taken by the concerned office shall then be relayed to the client.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number and email address:</p> <p>8927 6336 <a href="mailto:scis.smcrd@denr.gov.ph">scis.smcrd@denr.gov.ph</a></p> <p>Stakeholder Management and Conflict Resolution Division</p>
How to file complaints?	<ol style="list-style-type: none"><li>1. Get a copy of the <b>DENR Feedback Form</b> from the PACD Officer/ Dropbox/ Records Division/Cashier Area.</li><li>2. Fill out the client information (Please note that this is not a required field)</li><li>3. Answer the <b>Complaint portion</b> of the Form.</li><li>4. Fold the form properly to ensure the confidentiality of your answer.</li><li>5. Drop the accomplished DENR Feedback Form at any designated Feedback dropbox.</li></ol> <p>Complaints may also be filed via telephone to the DENR Action Center Hotline with mobile numbers <b>0939-938-0876</b> or <b>0939-918-0169</b> or through the email address: <a href="mailto:actioncenter@denr.gov.ph">actioncenter@denr.gov.ph</a>. Please ensure to provide the following information:</p>



	<ul style="list-style-type: none"> <li>● Name of person being complained</li> <li>● Position/Office</li> <li>● Incident</li> <li>● Evidence</li> </ul>
How complaints are processed?	<p>The Public Assistance Complaints Desk Officer (PACDO) shall open the DENR Feedback drop box on a weekly basis and evaluate each complaint. The complaints shall be classified according to gravity.</p> <p>Upon evaluation, and approval of the SCIS (for Central Office) and Regional Strategic Communication and Initiatives Group (for Regional Offices) the PACDO shall forward the complaint to the relevant office for their appropriate action.</p>
Contact Information of Anti-Red Tape Authority (ARTA)	<p>4<sup>th</sup> and 5<sup>th</sup> Floor NFA Building, NFA Compound, Visayas Avenue, QC Hotline: 888 Contact No.: (02) 8478-5091, 8478-5093, 8478-5099 Email: <a href="mailto:info@arta.gov.ph">info@arta.gov.ph</a> and <a href="mailto:complaints@arta.gov.ph">complaints@arta.gov.ph</a> Web: <a href="http://arta.gov.ph/fileacomplaint/complaint-form/">http://arta.gov.ph/fileacomplaint/complaint-form/</a></p>
Contact Information of Presidential Complaint Center (PCC)	<p>Bahay Ugnayan, J.P. Laurel Street Malacañang, Manila Hotline:8888 Contact No. (02) 8736 8645, 8736 8603 Email: <a href="mailto:pcc@malacanang.gov.ph">pcc@malacanang.gov.ph</a> Web: <a href="https://osetc.gov.ph/agency/presidential-complain-center-pcc/">https://osetc.gov.ph/agency/presidential-complain-center-pcc/</a></p>



## List of Offices

Office	Address	Contact No.	Email Address
<b>DENR Central Office</b>	Visayas Avenue, Diliman, Quezon City	(02) 8-920-0689 0917-868-3367 0917-885-3367	aksyonkalikasan@denr.gov.ph actioncenter@denr.gov.ph
<b>DENR NCR</b>	National Ecology Center, East Avenue, Quezon City	(2) 8876-1484 Loc. 1206	denrncrored@gmail.com denr.ncr.rscig@gmail.com
MEO West		(2) 8256-1690	
MEO North		(2) 8251-1863	
MEO East		(2) 8855-6350	
MEO South		(2) 8252-8292	
<b>DENR Cordillera Administrative Region (CAR)</b>	<b>Gibraltar, Baguio City</b>	<b>(074) 442 4531; (074) 6653833; 09193350973; 09279847345</b>	car@denr.gov.ph
PENRO Abra	Casamata Hill, Bangued, Abra	09674731980	penroabra@denr.gov.ph
PENRO Apayao	San Isidro, Luna, Apayao	0999 473 6678	penroapayao@denr.gov.ph
PENRO Benguet	Wangal, La Trinidad, Benguet	(074) 665 7038	penrobenguet@denr.gov.ph
PENRO Ifugao	Bannit, Payawan, Lamut, Ifugao	09954631444	penroifugao@denr.gov.ph
PENRO Kalinga	Bulanao, Tabuk City, Kalinga	(074) 6275-176	penrokalinga@denr.gov.ph



Office	Address	Contact No.	Email Address
PENRO Mt. Province	NIA Compound, Caluttit, Bontoc, Mt. Province	(074) 604-0079 09692071585	penromountainprovince@denr.gov.ph
CENRO Bangued	Casamata Hill, Bangued, Abra	09164154547	cenrobangued@denr.gov.ph
CENRO Lagangilang	Lagangilang, Abra	09694938594	cenrolagangilang@denr.gov.ph
CENRO Calanasan	Poblacion Calanasan, Apayao	0915 334 5293	cenrocalanasan@denr.gov.ph
CENRO Conner	Bullan, Conner, Apayao	09770914348	cenroconner@denr.gov.ph
CENRO Baguio	Diego Silang St., Baguio City	0918 925 5379	cenrobaguio@denr.gov.ph
CENRO Buguias	Km. 21, Atok, Benguet	09995696605	cenrobuguias@denr.gov.ph
CENRO Lamut	Bannit Payawan, Lamut, Ifugao	09661389393	cenrolamut@denr.gov.ph
CENRO Alfonso Lista	Purok 03, Potia, Alfonso Lista Ifugao	09190047298	cenroalfonsolista@denr.gov.ph
CENRO Pinukpuk	Pinukpuk Junction, Pinukpuk, Kalinga	09283720346	cenropinukpuk@denr.gov.ph
CENRO Tabuk	Magsaysay, Tabuk, Kalinga	(074) 627-5243	cenrotabuk@denr.gov.ph
CENRO Paracelis	Poblacion, Paracelis, Mt. Province	09602239908	cenroparacelis@denr.gov.ph
CENRO Sabangan	Tadian, Mountain Province	09066040793	cenrosabangan@denr.gov.ph



Office	Address	Contact No.	Email Address
<b>REGION I</b>	Government Center, Brgy. Sevilla, City of San Fernando, La Union	(072) 242-0704 / (072) 607-8461	denrlored@yahoo.com rpao1sfc@yahoo.com
PENRO Ilocos Norte	PFDPIN Bldg., Laoag City, Ilocos Norte	(072) 888-2975 VOIP 2423	penroilocosnorte@denr.gov.ph
PENRO Ilocos Sur	Gobernor Reyes Street Vigan City, Ilocos Sur	(072) 888-2975 VOIP 2427	penroilocosur@denr.gov.ph
PENRO La Union	Government Center, Sevilla City of San Fernando, La Union	(072) 888-2975 VOIP 2434	penrolaunionsfc@yahoo.com.ph
PENRO Pangasinan	DENR Compound, AB Fernandez West, Dagupan City, Pangasinan	(072) 888-2975 VOIP 2430	penropang@denr.gov.ph
CENRO Bangui	Brgy. Manayon, Bangui, Ilocos Norte	(077) 600 3661	cenrobangui@denr.gov.ph
CENRO Laoag City	Brgy. Barrit, Laoag City, Ilocos Norte	(077) 774 4810	cenrolaoagcity@denr.gov.ph
CENRO Tagudin	CENRO Tagudin, Ilocos Sur	0915 287 7084	cenrotagudin@denr.gov.ph
CENRO Bantay (Vigan City)	Gomez St., Vigan, Ilocos Sur	(077) 674 0549	cenrobantay@denr.gov.ph
CENRO Alaminos	Pob. Alaminos City, Pangasinan	(075) 632 3174; 5527020	cenroalaminos@denr.gov.ph
CENRO Dagupan City	Bonuan, Tondaligan, Dagupan City, Pangasinan	(075) 529 2823; 5292824	cenrodagupan@denr.gov.ph
CENRO Urdaneta	Brgy. Anonas West, Urdaneta City, Pangasinan	(075) 696 1065	cenrourdaneta@denr.gov.ph



Office	Address	Contact No.	Email Address
<b>REGION II</b>	<b>14 Dalan Na Pagayaya Corner Angicacua, Regional Government Center, Carig Sur Tuguegarao City</b>	<b>09565774996</b>	<b>r2@denr.gov.ph</b>
PENRO Batanes	Barsana Street, Barangay San Antonio, Basco, Batanes	0917-822-6183	<a href="mailto:penrobatanes@gmail.com">penrobatanes@gmail.com/</a> penroBatanes@denr.gov.ph
PENRO Cagayan	Bagay Road, Tuguegarao City, Cagayan	0906-353-86070907- (078) 844-0422	penrocagayan@denr.gov.ph
PENRO Isabela	Osmena Highway, Bulan Compound, Ilagan City, Isabela	(078) 325-5702	penroisabela@denr.gov.ph
PENRO Nueva Viscaya	Capitol Compound, Bayombong, Nueva Vizcaya	0917-301-6196	penronuevavizcaya@denr.gov.ph
PENRO Quirino	Andres Bonifacio, Diffun, Quirino	0956-280-2769/ (078) 374-2025	penroquirino@denr.gov.ph
CENRO Alcala	512 Km Maharlika Highway, Baybayog, Alcala, Cagayan	0915 132 1361	cenroalcala@denr.gov.ph
CENRO Aparri	Punta, Aparri 3515 Cagayan	0977 365 4785	cenroaparri@denr.gov.ph
CENRO Sanchez Mira	Centro 2, Sanchez Mira, Cagayan	0945 632 9303	cenrosanchezmira@denr.gov.ph
CENRO Solana	Lannig, Solana, Cagayan	0966 550 3794	cenrosolana@denr.gov.ph
CENRO Cabagan	National H-way at Cansan, Cabagan, Isabela	0977 019 8082/ 09175552432	cenrocabagan@denr.gov.ph



Office	Address	Contact No.	Email Address
CENRO Cauayan	Sillawit, Cauayan City, Isabela	(078) 325 2689/ 09277040431	cenrocauayan@denr.gov.ph
CENRO Naguillan	San Manuel, Naguilian, Isabela	09971268926/ 0915400806	cenronaguilian@denr.gov.ph
CENRO Palanan	Barangay Dicabisagan West, Palanan, Isabela	(078) 325-3561;	cenropalanan@denr.gov.ph
CENRO San Isidro	Ramos East, San Isidro, Isabela	(078) 325-2737/ 09770569189	cenrosanisidro@denr.gov.ph
CENRO Aritao	Darapidap, Aritao, Nueva Vizcaya	(078) 299 1145	cenroaritao@denr.gov.ph
CENRO Dupax	Dupax del Norte, Nueva Vizcaya	0917 672 8455	cenrodupax@denr.gov.ph
CENRO Diffun	Andres Bonifacio, Diffun, Quirino	0995 067 1167/ 09562802769	cenrodifun@denr.gov.ph
CENRO Nagtipunan	Brgy. Dipantan, Nagtipunan, Quirino	0969 295 4376;	cenronagtipunan@denr.gov.ph
<b>REGION III</b>	<b>Diosdado P. Macapagal Government Center, Maimpis, City of San Fernando, Pampanga</b>	<b>(045) 455-3648 0945-368-5303</b>	<b>r3@denr.gov.ph dac_r3@yahoo.com</b>
PENRO Aurora	National Highway, DENR- PENRO Compound, Baler, Aurora	(042) 724-6630 (+63) 977-832-2956	penrobaler@denr.gov.ph penroauroraplanning@gmail.com denr_penro_baler@yahoo.com
PENRO Bataan	<i>Bataan Government Center, Pilar, Bataan</i>	(047) 633-5406	penrobataan@denr.gov.ph



Office	Address	Contact No.	Email Address
PENRO Bulacan	Citta di Oro Subdivision, Brgy. Sta. Rita, Guiguinto, Bulacan	(044) 794-7090	penrobulacan@denr.gov.ph
PENRO Nueva Ecija	Government Center, Palayan City, Nueva Ecija	(044) 463-4739	penronuevaecija@denr.gov.ph
PENRO Pampanga	Brgy. San Antonio, Guagua, Pampanga	(045) 436-5779 (045) 425 0197	penropampanga@denr.gov.ph penropampanga@gmail.com
PENRO Tarlac	MacArhtur Highway, Paraiso, Tarlac City	(045) 985-5928 (045) 985-3486	penrotarlac@denr.gov.ph
PENRO Zambales	Palanginan, Iba, Zambales	(047) 811-1339 (047) 821-1294	penrozambales@denr.gov.ph
CENRO Casiguran	Provincial Capitol Compound, Casiguran, Aurora	(+63)930-957-7996	cenrcasiguran@denr.gov.ph cenrocasiguran@yahoo.com.ph
CENRO Dingalan	Brgy. Caragsacan, Dingalan, Aurora	(042)727-5263	cenrodingalan@denr.gov.ph
CENRO Bagac	Brgy. Binukawan, Bagac, Bataan	(+63)968-225-1674	cenrobagac@denr.gov.ph cenrobagacbataan@yahoo.com.ph
CENRO Dinalupihan	Roosevelt, Dinalupihan, Bataan	(047) 237-6639	cenrodinalupihan@denr.gov.ph cenrodinalupihan@yahoo.com.ph
CENRO Guiguinto	Brgy. Sta. Cruz, Guiguinto, Bulacan	(044) 795-0788	cenroguiguinto@denr.gov.ph cenro_tabang@yahoo.com
CENRO Baliuag	DRT Highway, Brgy. Pagala, Baliwag, Bulacan	(044) 764-6057	cenrobaliuag@denr.gov.ph cenrosanrafaelbulacan@yahoo.com



Office	Address	Contact No.	Email Address
CENRO Cabanatuan City	Capitol Compound, Cabanatuan City, Nueva Ecija	(044) 940-9695 (044) 411-1496	cenrocabanatuan@denr.gov.ph cenro_cabcity@yahoo.com
CENRO Muñoz	Brgy. Maligaya, Science City of Muñoz, Nueva Ecija	(044) 456-0712	cenromunoz@denr.gov.ph cenromunoz@yahoo.com.ph
CENRO Camiling	Romulo Highway, Camiling, Tarlac	(045) 491-5736	cenrocamiling@denr.gov.ph cenrocamiling@yahoo.com.ph
CENRO Capas	Death March Monument, Cut-Cut II, Capas, Tarlac	(045) 982-6637	cenrocapas@denr.gov.ph cenrocapas@gmail.com
CENRO Olongapo City	Ohio St., Upper Kalaklan, Olongapo City, Zambales	(047) 224-2669	cenroolongapo@denr.gov.ph
CENRO Masinloc	Brgy. Sta. Rita, Masinloc, Zambales	(047) 821-1294	cenromasinloc@denr.gov.ph
<b>REGION IV-A</b>	Mayapa Main Road Brgy. Mayapa, Calamba City, Laguna	0956-182-5774 09199-874-4369 Landline Trunkline No. (049) 540-DENR (3367) (049) 554-9840 - 48 local - 121 IP Phone Trunkline No. 8249-DENR (3367), 8248-DENR (3367) Local 2625	r4a@denr.gov.ph
PENRO Cavite	Brgy. Gregorio, Trece Martires City, Cavite	(046) 430 5201 0908-194-3573	penrocavite@denr.gov.ph



Office	Address	Contact No.	Email Address
PENRO Laguna	Brgy. Lalakay, Los Baños, Laguna	(049) 536-5889 / 536-3854	penrolaguna@denr.gov.ph
PENRO Batangas	Solomon Rd. Sitio Hospital, Kumintang Ibaba, Batangas City	(043) 723-4399	penrobatangas@denr.gov.ph
PENRO Rizal	Don Hilario Cruz Ave., Brgy San Juan, Taytay Rizal	02) 286-6173 - TSD 286-6172 - Admin 286 6170 - PENR Office	penrorizal@denr.gov.ph
PENRO Quezon	Iyam Lucena City, Quezon	(042) 373-5524 / 710-3133	penroquezon@denr.gov.ph
CENRO Sta. Cruz, Laguna	Brgy. Duhat, Sta.Cruz, Laguna	(049) 536-8903	cenrostacruz@denr.gov.ph
CENRO Lipa City, Batangas	Brgy. Marawoy, Lipa City	(043) 774-2976	cenrolipa@denr.gov.ph
CENRO Calaca, Batangas	Vizconde St., Poblacion, Calaca, Batangas	(043) 424-0162	cenrocalaca@denr.gov.ph
CENRO Calauag, Quezon	Brgy. Sabang Dos, Calauag, Quezon	(042) 717-7205 (042) 717-4870 0964-756-1383	cenrocalauag@denr.gov.ph
CENRO Catanauan, Quezon	Brgy. 9, Catanauan, Quezon	(0917) 154-2303	cenrocatanauan@denr.gov.ph
CENRO Tayabas, Quezon	Brgy. Potol, Tayabas City, Quezon	(0917) 154-2303	cenrotayabas@denr.gov.ph



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PENRO Marinduque	Capitol Compound., Brgy. Bangbanganon, Boac, Marinduque, 4900	(042) 332-1490 (042) 332-0727	penromarinduque@denr.gov.ph
PENRO Occidental Mindoro	Brgy. Payompon, Mamburao, Occidental Mindoro	(043) 458-9885	penroocc.mindoro@denr.gov.ph planningoccmdo@gmail.com
PENRO, Oriental Mindoro	Sitio II, Ilang-ilang St., Brgy. Suqui, Calapan City 5200	(043) 288-3017 (043) 288-7441	penroor.mindoro@denr.gov.ph penroormindoro@gmail.com penro_orientalmin@yahoo.com
PENRO Palawan	Brgy. Sta. Monica, Pto. Princesa City, Palawan	(048) 433-5638 (048) 434-8791	penropalawan@denr.gov.ph
PENRO Romblon	Formilleza Street, Brgy. Tabing Dagat, Odiongan, Romblon	(042) 567-5030	penroromblon@denr.gov.ph
CENRO Sablayan, Occidental Mindoro	National H-way, So. Balud, Brgy. Sto. Niño, Sablayan, Occidental Mindoro	0917-514-4938	cenrosablayan@denr.gov.ph
CENRO San Jose, Occidental Mindoro	National Hi-way, Brgy. Labangan, San Jose, Occidental Mindoro	(043) 457-0236	cenrosanjose@denr.gov.ph



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CENRO Socorro, Oriental Mindoro	PASI II, Socorro, Oriental Mindoro	(043) 288-55-17	cenrosocorro@denr.gov.ph
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CENRO, Coron, Palawan	Brgy. Poblacion 6, Coron, Palawan	0917-504-2633	cenrocoron@denr.gov.ph
CENRO Pto. Princesa City, Palawan	Brgy. Sta. Monica, Pto. Princesa City, Palawan	0917-504-2633	cenrocoron@denr.gov.ph
CENRO Pto. Princesa City, Palawan	Brgy. Sta. Monica, Pto. Princesa City, Palawan	(048) 433-06-60	cenpuertoprincesa@denr.gov.ph
CENRO, Quezon, Palawan	Poblacion, Quezon, Palawan	0917-160-4920	cenroquezon@denr.gov.ph
CENRO Roxas, Palawan	Sandoval Street, Brgy. 3, Poblacion Roxas, Palawan	0917-502-8647	cenroroxaspalawan@denr.gov.ph
CENR Officer, Taytay, Palawan	Poblacion, Taytay, Palawan	0917-158-9399 0917-506-6106	cenrotaytay@denr.gov.ph



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PENRO Camarines Norte	Pamorangon, Daet, Camarines Norte	440-0727 440-0737	penro.camnorte@yahoo.com or penrocamarinesnorte@denr.gov.ph
PENRO Camarines Sur	Panganiban Drive, Naga City	(054) 811 – 0430 VOIP 6525	penro_camsur@yahoo.com.ph or penrocamarinessur@denr.gov.ph
PENRO Catanduanes	San Isidro Village, Virac, Catanduanes	(052) 740-5735	denrcatanduanespenro@yahoo.com.ph
PENRO Masbate	Airport Road, Masbate City	333-3393	denr_penro_mbt@yahoo.com
PENRO Sorsogon	B. Flores St. Burabod, Sorsogon City	(056) 421-5545 (056) 311-8730 (056) 311-8747	denr_sorcity@yahoo.com.ph
CENRO Guinobatan	Morera, Guinobatan, Albay		<a href="mailto:cenroguinobatan.denr@gmail.com">cenroguinobatan.denr@gmail.com</a> cenroguinobatan@yahoo.com.ph
CENRO Iriga	Sta. Cruz Sur, Iriga City	884-3652	denr5cenroiriga@yahoo.com records_cenroiriga@yahoo.com or <a href="mailto:cenroiriga@denr.gov.ph">cenroiriga@denr.gov.ph</a>



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CENRO Goa	Catagbacan, Goa, Camarines Sur	453-1383 453-1594 w/ fax	cenrogoa@yahoo.com.ph or cenrogoa@denr.gov.ph
CENRO San Jacinto	Along National Road, Brgy. Burgos, San Jacinto, Masbate City	582-6104	denrcenrosj@gmail.com or cenrosanjacinto@denr.gov.ph
<b>REGION VI</b>	Pepita Aquino Street, Port Area, Iloilo City	(033) 329-4724	r6@denr.gov.ph
PENRO, Aklan	Bliss Site, Kalibo, Aklan	(036) 268- 41-02	penroaklan@denr.gov.ph
PENRO, Antique	Maybato Sur, San Jose, Antique	(036) 641-54-18	denr_ant@yahoo.com
PENRO, Capiz	Primier de Mayo St. Roxas City, Capiz	(036) 621- 60-69	penrocapiz@gmail.com
PENRO, Guimaras	San Miguel, Jordan, Guimaras	(033) 581 -29- 91	denrguim@yahoo.com
PENRO, Iloilo	Old Rotary Park, Brgy. Concepcion Iloilo City	(033) 331-28-30	denr6_iloilo@yahoo.com
CENRO Boracay	Brgy. Manoc-manoc, Boracay, Malay Aklan	(034) 288-97-27	cenroboracay@denr.gov.ph
CENRO, Culasi	Centro Poblacion, Culasi, Antique	033) 641-3593 / 0917-716-7256	cenroculasi@denr.gov.ph



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CENRO Mambusao	Mambusao Government and Business Center, Villareal Highway, Poblacion Proper, Mambusao Capiz	(036) 651 90-67	cenromambusaobackup@gmail.com
CENRO, Barotac Nuevo	Brgy. Tabucan, Barotac Nuevo, Iloilo	hotline number 09129778129	cenrobarotac@yahoo.com
CENRO, Guimbal	Brgy. Guibongan, Miag-ao, Iloilo	hotline number 09683018397	cenroiloilo@denr.gov.ph
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<b>NIR</b>	Corner Porras, Abad Santos St. Brgy. 39, Bacolod City, Negros Occidental		nirs@denr.gov.ph
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PENRO Negros Oriental	Larena Drive, Dumaguete City, Negros Oriental	(035) 522-0219 422-1560	<a href="mailto:penronegrosoriental@denr.gov.ph">penronegrosoriental@denr.gov.ph</a> penronegros@yahoo.com
PENRO Siquijor	Port Area, Larena, Siquijor	(035) 377-2029	penrosiquijor@denr.gov.ph <a href="mailto:denrpenrosiquijor@yahoo.com">denrpenrosiquijor@yahoo.com</a>
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CENRO, Cadiz City	Sitio Narra, Barangay Tinampa-an, Cadiz City, Negros Occidental	(034) 454 1262 (02) 703 9171	cenrocadiz@denr.gov.ph
CENRO, Bago City	Bantayan Park, Brgy. Poblacion, Bago City, Negros Occidental	(034) 445 8433 0985 134 0303	cenrobago@denr.gov.ph
CENRO Dumaguete City	Larena Drive, Dumaguete City, Negros Oriental	(035) 225-0660	cenrodumaguete@denr.gov.ph denrodumaguete@yahoo.com.ph
CENRO Ayungon	Tiguib, Ayungon, Negros Oriental	(035) 404-0829	cenroayungon@denr.gov.ph <a href="mailto:cenro1_ayungon@yahoo.com">cenro1_ayungon@yahoo.com</a>



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PENRO Cebu	Greenplains Subd., Banilad, Mandaue City	(032) 236-5732	<a href="mailto:penrocebu@denr.gov.ph">penrocebu@denr.gov.ph</a> <a href="mailto:penrocebu@yahoo.com">penrocebu@yahoo.com</a>
CENRO Tagbilaran City	New Capitol Site, Tagbilaran City, Bohol	(038) 411-2357	cenrotagbilaran@denr.gov.ph ricariel@yahoo.com <a href="mailto:rsplbohol@gmail.com">rsplbohol@gmail.com</a>
CENRO Talibon	San Jose, Talibon, Boho	9173246520	cenrotalibon@denr.gov.ph cenro_talibon@yahoo.com
CENRO Argao	Lamacan, Argao, Cebu	(032) 367-7411	cenroargao@denr.gov.ph <a href="mailto:cenroargao_cebu@yahoo.com">cenroargao_cebu@yahoo.com</a>
CENRO Cebu City	Arellano Blvd. cor. V. Sotto St., Pier 3 Area, Cebu City	(032) 253-6733	cenrocebu@denr.gov.ph cenro_cebucity@yahoo.com
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PENRO Leyte	Baras, Candahug, Palo, Leyte	(053) 832-4283	penroleyte@yahoo.com
PENRO Southern Leyte	Capitol Compound Site, Brgy. Asuncion Maasin City, S. Leyte	(053) 802-5936	denrpenrosouthernleyte@ymail.com penroso.leyte@denr.gov.ph
PENRO Biliran	Brgy. Larrazabal, Naval, Biliran	(053) 500-4115	penrobiliran@yahoo.com
PENRO Samar	Catbalogan City, Samar	(055) 543-8122	catbpenro@yahoo.com <a href="mailto:penrosamar@denr.gov.ph">penrosamar@denr.gov.ph</a>
PENRO Eastern Samar	Capitol Site Brgy. Alang-alang, Borongan, Eastern Samar	(055) 560-9374	penroborongan@yahoo.com.ph
PENRO Northern Samar	UEP Compound, Catarman, N. Samar	(055) 251-7117	penro.nsamargmail.com



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CENRO Baybay	Zone 23, Magsaysay St. Baybay City, Leyte	(053) 335-3644	cenrobaybaycity@gmail.com
CENRO Ormoc	Poblacion, Albuera, Leyte	(053) 561-8074	cenro.albuera@yahoo.com
CENRO Maasin	Capitol Site Brgy. Asuncion, Maasin City, Southern Leyte	(053) 570-3429	denr_cenromsn@yahoo.com cenromaasin@denr.gov.ph
CENRO San Juan	Brgy. Sto. Jose, San Juan, Southern Leyte	(053) 577-6562	cenro_san_juan@yahoo.com cenrosanjuan@denr.gov.ph
CENRO Catbalogan	Brgy. Poblacion, Catbalogan City, Samar	(055) 543-9618	cenrocatbalogan@yahoo.com
CENRO Sta. Rita	Brgy. San Juan, Sta Rita, Samar		cenrostarita@yahoo.com
CENRO Borongan	Capitol Site Brgy. Alang-alang, Borongan, Eastern Samar	(055) 560-9389	denr_cenroborongan@yahoo.com
CENRO Dolores	Brgy. 10, Dolores, Eastern Samar		denrcenrodol_esam@yahoo.com
CENRO Catarman	UEP Compound, Catarman, N Samar	(055) 832-2196	cenro.catarman@yahoo.com
CENRO Pambujan	Brgy. 8, Pambujan, Northern Samar	(055) 832-2196	cenro.pambujan@gmail.com



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PENRO Zamboanga del Norte	Sta. Filomina, Dipolog City, Zamboanga del Norte	(065) 212 - 6750	penrozambodelnorte@denr.gov.ph
PENRO Zamboanga Del Sur	V. Sagun St., Gatas Dist., Pagadian City	(062) 214-1455	penrozambodelsur@denr.gov.ph
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CENRO, Liloy	Baybay, Liloy, Zamboanga del Norte	(0909) 285-9934	cenroliloy@denr.gov.ph
CENRO, Manukan	Poblacion, Manukan, Zamboanga del Norte	(065) 212-2767	cenromanukan@denr.gov.ph
CENRO, Siocon	Siocon, Zamboanga del Norte	(065) 212-5505	cenrosiocon@denr.gov.ph
CENRO, Guipos	Katipunan, Guipos, Zamboanga del Sur	(0938) 135-9347	cenroguipos@denr.gov.ph
CENRO, Ramon Magsaysay	Ramon Magsaysay Zamboanga del Sur	(062) 214-1453	cenroramonmagsaysay@denr.gov.ph
CENRO, Imelda	Poblacion Imelda, Zamboanga - Sibugay	(062) 957-6468	cenroimelda@denr.gov.ph



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<b>REGION X</b>	DENR, Region 10, Macabalan, Cagayan de Oro City	(088) 861 - 2593 (088) 856 - 822 0955 - 142 - 9501	r10@denr.gov.ph denrxactioncenter@gmail.com
PENRO Bukidnon	Capitol Drive, Malaybalay City, Bukidnon	(088) 8132104	penrobukidnon@denr.gov.ph
PENRO Camiguin	Lakas, Poblacion, Mambajao, Camiguin	(088) 3870040	penrocamiguin@denr.gov.ph
PENRO Lanao del Norte	Tubod, Lanao del Norte	(088) 2276070	penrolanaodelnorte@denr.gov.ph
PENRO Misamis Occidental	Capitol Complex, Oroquieta City, Misamis Occidental	(088) 5450464	penromisamisoccidental@denr.gov.ph
PENRO Misamis Oriental	Malasag Heights, Cugman, Cagayan de Oro City	(088) 8552318	penromisamisoriental@denr.gov.ph
CENRO Valencia City	Valencia City Integrated Bus Terminal, Valencia City, Bukidnon	(088) 8282096	cenrovalencia@denr.gov.ph
CENRO Manolo	Fortich Manolo Fortich, Bukidnon	(088) 2282495	cenromanolofortich@denr.gov.ph
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CENRO Kolambugan	Kolambugan, Lanao Del Norte	(063) 3554431	cenrokolambugan@denr.gov.ph
CENRO Oroquieta City	Misamis Occidental Capitol Complex, Oroquieta City, Misamis Occidental	(088) 5312003	cenrooroquieta@denr.gov.ph
CENRO Ozamiz City	Gango, Ozamiz City	(088) 5211253	cenroozamiz@denr.gov.ph
CENRO Initao	Jampason, Initao, Misamis Oriental	(088) 855 - 2347	cenroinitao@denr.gov.ph
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<b>REGION XI</b>	<b>DENR, Region 11, Lanang, Davao City</b>	(082) 233-2779 (082) 234-5599 (FAX) 234-0811 IP Phone 3500 0906-378-8784 0947-611-6083	oredenxi@yahoo.com.ph <a href="mailto:r11@denr.gov.ph">r11@denr.gov.ph</a> <a href="mailto:ureport.denr11@gmail.com">ureport.denr11@gmail.com</a>
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PENRO Davao Del Norte	Km. 55, National Hiway, Tagum City, Davao del Norte	(084) 216-6302	denrpenro_ddn@yahoo.com penrodavaodelnorte@denr.gov.ph
PENRO Davao De Oro	Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao De Oro	0919-164-4242	penro.comval@gmail.com penrodavaodeoro@denr.gov.ph
PENRO Davao Del Sur	DENR Compound, Mabini Superhighway, Digos City	(082) 272-1894	denrpenro_delsur@yahoo.com penrodavaodelsur@denr.gov.ph



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CENRO Baganga	Lambajon, Baganga, Davao Oriental	0917-844-5402	cenrobaganga@denr.gov.ph <a href="mailto:cenrobaganga@yahoo.com">cenrobaganga@yahoo.com</a>
CENRO Manay	San Ignacio, Manay, Davao Oriental	0921-721-3353	cenromanay@denr.gov.ph <a href="mailto:cenroxi2cmanay@gmail.com">cenroxi2cmanay@gmail.com</a>
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CENRO Lupon	Lupon, Davao Oriental	(087) 808-0132	cenrolupon@denr.gov.ph <a href="mailto:cenro_denrlupon@yahoo.com">cenro_denrlupon@yahoo.com</a>
CENRO New Corella	Brgy. Purok 5, Poblacion, New Corella, Davao del Norte	(084) 400-0447	<a href="mailto:cenronewcorella@denr.gov.ph">cenronewcorella@denr.gov.ph</a> bingcparilla@yahoo.com
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CENRO Maco	Anislagan, Maco, Comval Province	0908-242-8899	cenromaco@denr.gov.ph <a href="mailto:cenromaco@yahoo.com">cenromaco@yahoo.com</a>
CENRO Monkayo	Poblacion Monkayo, Compostela Valley Province	0977-826-8193	cenromonkayo@denr.gov.ph cenromonkayo@yahoo.com
CENRO Digos	Capitol Compound, Digos City	(082) 553-8756	cenrodigos@denr.gov.ph <a href="mailto:denr.digos@gmail.com">denr.digos@gmail.com</a>
CENRO Malalag	Malalag, Davao del Sur	(082) 272-0339	cenromalalag@denr.gov.ph <a href="mailto:cenro_malalag@yahoo.com">cenro_malalag@yahoo.com</a>
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PENRO, South Cotabato	Martinez St., Koronadal, South Cotabato	(083)228-3502 0948-4700-159	penro.southcotabato@yahoo.com sha_msu88a@yahoo.com
PENRO, Sarangani Province	Alabel, Sarangani Province	(083)508-2008 (083)508-2009 0917-4842013	denrpenro_alabel@yahoo.com.ph
PENRO, Sultan Kudarat Province	Isulan, Sultan Kudarat	(064) 471-2301;	denr_penrosk@yahoo.com dzarshim22@gmail.com
CENRO, Midsayap, Cotabato	Pob. 3, Lapu lapu St., Midsayap, North Cotabato	(064) 521-9445; (064)-428-1356;	cenromidsayap@gmail.com
CENRO, Matalam, Cotabato	Municipal Bldg., Matalam, North Cotabato	(064) 428-1334; 0964-0805359	cenromidsayap@gmail.com
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CENRO, General Santos City	Buayan Townsite, General Santos City	(083) 553-8495; 0907-6896912	denrcenrogensan@gmail.com
CENRO, Banga, South Cotabato	San Vicente, Banga South Cotabato	(083) 554-4149; (083)554-4903; (083)823-7331	cenrobanga_surallah@yahoo.com
CENRO, Tacurong City	Bo. 2, EJC Montilla Tacurong City, Sultan Kudarat	064) 471-1867; 0945-1105928	cenrotacurong@yahoo.com.ph
CENRO, Kalamansig, Sultan Kud.	Poblacion Kalamansig, Sultan Kudarat	(064) 204 6051; 0909-4383973	cenrokalamansig@yahoo.com



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