

6. Issuance of Certificate of No Objection

This service caters to residents in Tagoloan who wish to obtain a Certificate of No Objection to the cutting down of fruit tree/s excluding coconut and forest trees within their residence that is deemed to be a threat to life and property and is no longer productive upon inspection.

Office or Division:	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Residents in Tagoloan			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request letter of land owner				
2. Barangay certification attesting that the tree is a threat to life and property			Barangay hall where the client resides	
Client Steps	Agency Actions	Fees to be paid	Processing time	Person responsible
1. State purpose of visit	1. Refer client to person responsible	none	10 minutes	<i>Public Assistance Complaints Desk (PACD) Officer of the Day Municipal Agriculture Office</i>
2. Submit the required documents	2. Receive the required documents and check for correctness	none	30 minutes	<i>Agricultural Technologist I Municipal Agriculture Office Or Administrative Aide I Municipal Agriculture Office</i>
3. Subject to interview <i>* Wait for 4 days or until the Municipal Agriculture Office notifies you that the certificate is ready for release</i>	1. Conduct interview 2. Inform the client that they will be notified as soon as the certificate is ready for release 3. Conduct ocular inspection	none	4 days	

	<ol style="list-style-type: none"> 4. Prepare the certificate 5. Facilitate approval of certificate from the Municipal Agriculturist 6. Contact client that the certificate has been approved and is ready for release 			
<p>4. Proceed to the Municipal Agriculture Office <i>* make sure to secure Payment Order that will be issued</i></p>	Issue Order of Payment	none	10 minutes	<p><i>Agricultural Technologist I</i> Municipal Agriculture Office Or <i>Administrative Aide I</i> Municipal Agriculture Office</p>
<p>5. Pay the required fees at the Municipal Treasurer's Office by showing the Order of Payment <i>* make sure to secure Official Receipt that will be issued upon payment</i></p>	<ol style="list-style-type: none"> 1. Accept the payment based on the Order of Payment 2. Issue Official Receipt 	PHP 130	1 hour	<p><i>Revenue Collector</i> Municipal Treasurer's Office</p>
<p>6. Return to the Municipal Agriculture Office and Present Official Receipt</p>	6.1 Check the Official Receipt	none	10 minutes	<p><i>Agricultural Technologist I</i> Municipal Agriculture Office Or <i>Administrative Aide I</i> Municipal Agriculture Office</p>
<p>7. Sign in the service logbook</p>	<ol style="list-style-type: none"> 1. Record in service logbook 2. Give to client the service logbook 3. Release certificate 	none	20 minutes	

8. Accomplish Client Satisfaction Survey Form and drop in the Feedback Box	8. Request client to accomplish Client Satisfaction Survey Form	none	30 minutes	
TOTAL:		PHP 130	4 days, 2 hours & 50 minutes	