2. Issuance of Certification for Tree Planting and Tree Growing Activities

This service entails the provision of official recognition and certification to individuals, organizations, or community groups that have successfully implemented tree planting and tree growing initiatives. This certification serves as a testament to their commitment to environmental conservation, sustainability, and ecosystem restoration efforts.

Office or Division:	Municipal Environment and Natural Resources Office
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter (1 original copy)		Client		
Proof of tree growing activity (1 original copy of sketch map, photo, attendance sheet)		Client		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements.	1.1 Receive documents.	None	5 minutes	*Administrative Aide - 1* Municipal Environment and Natural Resource Office
	1.2 Inspect the tree planting/growing site.	None	2 hours	*Municipal Environment and Natural Resource Officer* Municipal Environment and Natural Resource Office
	1.3 Prepare and print the certification	None	10 minutes	*Administrative Aide - 1* Municipal Environment and Natural Resource Office
	1.4 Review and sign the	None	30 minutes	*Municipal Environment and Natural Resource Officer*

				Municipal Environment and Natural Resource Office
	certification			
	1.5 Endorse the certification for the approval.	None	20 minutes	*Administrative Aide - 1* Municipal Environment and Natural Resource Office
	1.6 Approve the Certification	None	1 day	*Municipal Mayor* Mayor's Office
2. Client receives certification	2. Release the Certification	None	5 minutes	*Administrative Aide - 1* Municipal Environment and Natural Resource Office
3. Accomplish the CSS form and d drop it in the feedback box.	3. Request Client to accomplish the Client's Satisfaction Survey (CSS)	None	10 minutes	Client will drop the Client's Satisfaction Survey (CSS) to the feedback box.
TOTAL:		**None**	**1 day, 3 hours & 5 minutes**	