

## 8. Request for Pruning and Cutting of Hazardous Trees

This service aims to mitigate risks posed by trees that present potential hazards due to disease, damage or instability.

<b>Office or Division:</b>	Municipal Disaster Risk Reduction and Management 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>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter Request to be addressed to the Municipal Mayor, Attn: Municipal Government Department Head – I (Local Disaster Risk Reduction and Management Officer) (1 original, 2 photocopy) Barangay Resolution interposing no objection Lot Title/ Tax declaration Picture			- Client  -Barangay Hall - Client/ Assessor’s Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request (1 original, 2 photocopy)	1.Receive the letter for Mayor’s approval	None	1 day	<i>Chief of Staff Mayor’s Office</i>
	2. Forward to Municipal Environment and Natural Resources for assessment  Note: Please bring the following requirements	None	5 minutes	<i>Local Disaster Risk Reduction &amp; Management Officer</i>

	<p>Letter Request to be addressed to the Municipal Mayor, Attn: Municipal Government Department Head – I (Local Disaster Risk Reduction and Management Officer) (1 original, 2 photocopy) Barangay Resolution interposing no objection Lot Title/ Tax declaration  Picture</p>			<p>Municipal Disaster Risk Reduction and Management Office</p>
	<p>3. Conduct Ocular Inspection and Assessment</p>	<p>None</p>	<p>2 hours</p>	<p><i>Environmental Management Specialist</i> Municipal Environment and Natural Resources Office</p>
	<p>4. Secure Certification</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Environmental Management Specialist</i> Municipal Environment and Natural Resources Office</p>
	<p>1.5 Forward to the Local Disaster Risk Reduction and Management Officer for appropriate action</p>	<p>None</p>	<p>7 minutes</p>	<p><i>Environmental Management Specialist</i> Municipal Environment and Natural Resources Office</p>
	<p>1.6 Local Disaster Risk Reduction and Management Officer receives the certification</p>	<p>None</p>	<p>2 minutes</p>	<p><i>Local Disaster Risk Reduction &amp; Management Officer</i></p>

	from Municipal Environment and Natural Resources and registers in the log book			Municipal Disaster Risk Reduction and Management Office
	1.4 Verify the availability of the necessary resources	None	5 minutes	<i>Local Disaster Risk Reduction &amp; Management Officer</i> Municipal Disaster Risk Reduction and Management Office
	1.5 Deploy unit/ team assigned for the pruning/ cutting of the hazardous trees	None	1 hour	<i>Local Disaster Risk Reduction &amp; Management Officer</i> Municipal Disaster Risk Reduction and Management Office
2. Accomplish Client Satisfaction Survey via link	2.1 Request Client to accomplish the client's satisfaction via link 2.2 Request Client to accomplish the client's complaint form via link	None	5 minutes	<i>Local Disaster Risk Reduction &amp; Management Officer</i> Municipal Disaster Risk Reduction and Management Office
<b>TOTAL:</b>		None	1 day, 1 hour & 36 minutes	