

## Request for Tree Cutting Permit Endorsement

This is a specialized service designed to facilitate the process of obtaining official approval for tree cutting activities. Whether for residential, commercial, or municipal purposes, this service streamlines the often complex and bureaucratic process involved in obtaining the necessary permits for tree removal.

<b>Office or Division:</b>	Municipal Environment and Natural Resources Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter (1 Original Copy)		Client		
Barangay Resolution interposing no objection		Concerned Barangay		
Lot Title/Tax Declaration		Municipal Assessors Office (MASSO)		
Pictures (1 Printed Picture)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request letter	1.1 Receive request letter.	None	5 minutes	<i>Administrative Aide - 1</i> Municipal Environment and Natural Resource Office
	1.2 Conduct ocular inspection and assessment.	None	2 hours	<i>Municipal Environment and Natural Resource Officer</i> Municipal Environment and Natural Resource Office
	1.3 Produce endorsement letter	None	5 minutes	<i>Municipal Environment and Natural Resource Officer</i>

				Municipal Environment and Natural Resource Office
	1.4 Submit the application to Community Environment and Natural Resources Office – Initao (CENRO).	None	4 hours	<i>Municipal Environment and Natural Resource Officer</i> Municipal Environment and Natural Resource Office
2. Accomplish the CSS form and drop it in the feedback box.	2. 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.
<b>TOTAL:</b>		<b>None</b>	<b>6 hours &amp; 20 minutes</b>	