

7. Request of Area for Tree Planting and Tree Growing Activities

This service facilitates the allocation of land or designated areas for individuals, organizations, or community groups interested in undertaking tree planting and tree growing initiatives. This service aims to support environmental conservation efforts, enhance green spaces, mitigate climate change, and promote sustainable land management practices.

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| Office or Division: | Municipal Environment and Natural Resources Office | | | |
| Classification: | Complex | | | |
| Type of Transaction: | G2C - Government to Citizen G2G - Government to Government G2B - Government to Business | | | |
| Who may avail: | All Residents of the Municipality of Tagoloan | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Request Letter (1 Original Copy) | | Client | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submits the written request | 1. Receive the request letter. | None | 5 minutes | <i>Administrative Aide - 1</i> Municipal Environment and Natural Resource Office |
| 2. Confirm and validate the assigned area for tree planting. | 2.1 Assign the identified area for tree planting. | None | 10 minutes | <i>Municipal Environment and Natural Resource Officer</i> Municipal Environment and Natural Resource Office |
| | 2.2 Assist on the validation on the said area. | None | 2 hours | <i>Municipal Environment and Natural Resource Officer</i> Municipal Environment and Natural Resource Office |
| | 2.3 Approves the tree growing site. | None | 5 minutes | <i>Municipal Environment and Natural Resource Officer</i> |

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| | | | | Municipal Environment and Natural Resource Office |
| 3. Receives the allotted tree growing site. | 3. Releases the printed tree growing site map. | None | 15 minutes | <i>Municipal Environment and Natural Resource Officer</i> Municipal Environment and Natural Resource Office |
| 4. Accomplish the CSS form and drop it in the feedback box. | 4. 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 | 2 hours, 45 minutes | |