



MUNICIPAL ENVIRONMENT & NATURAL RESOURCES

External Services



37. Issuance of Multi-Sectoral Permit for Cutting of Trees

This certification provides specific information and will be used for any legal transactions and purposes.

Office or Division:	Municipal Environment & Natural Resources Office			
Classification:	Complex			
Type of Transaction:	G2B - Government to Business G2C- Government to Citizen			
Who may avail:	Individual/groups in the Municipality			
CHECKLIST OR REQUIREMENTS		WHERE TO SECURE		
1. Application letter		MENRO/CENRO		
2. Photocopy of land title & authenticated		Requirements of DEEDS		
3. Photo of tax declarant		Office of the Municipal Assessor		
4. Photo of tax receipt		Office of the Municipal Treasurer (OMT)		
5. Photo copy of sketch plan				
6. Barangay Certification		Barangay Hall		
7. Certification of Barangay Captain (ownership of the land)		Barangay Hall		
8. Certificate of Municipal Mayor		MENRO		
9. Special Power of Attorney		Lawyer		
10. Tree Planting Certificate (replant)		Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client present complete requirements.	1.1 Evaluation and assessment of documents	None	2 minutes	Jeffrey S. Gangoy
	1.2 Issuance of payment order at the OMT.	None	1 minute	OMT
2. Client pays at fee at the OMT.	2.1 Receipt of payment and issuance of OR	None	2 minutes	OMT
3. Client present OR to the MENRO staff	3.1 Preparation of multi-sectoral permit.	None	5 minutes	Jeffrey S. Gangoy
	3.2 MENRO signs the certificate	None	1 minute	Cynthia G. Gelilang
4. Client receives the certificate and logs in the logbook.	4.1 Release of multi-sectoral permit for cutting trees.	None	1 minute	Jeffrey S. Gangoy
TOTAL:		None	13 minutes	



38. Issuance of Environmental Clearance for New/Renewal of Business Permit

This is issued to individuals, groups or corporation as part of the requirement in obtaining of business permit.

Office or Division:	Municipal Environment & Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen			
Who may avail:	Individual/groups/corporation in the Municipality			
CHECKLIST OR REQUIREMENTS		WHERE TO SECURE		
1. Official Receipt (OR)		Office of the Municipal Treasurer (OMT)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client present his/her OR, Application form to MTO.	1.1 Evaluation and assessment of documents	None	3 minutes	Medally D. Belgira Jeffrey S. Gangoy
	1.2 Preparation of Environmental clearance.	None	1 minute	
2. OIC MENRO signs the Environmental clearance	2.1 Signing of clearance by the OIC MENRO.	None	1 minute	Cynthia G. Flores
3. Releasing of Environmental clearance	3.1 Release of environmental clearance.	None	1 minute	Jeffrey S. Gangoy Medally D. Belgira
TOTAL:		None	6 minutes	



39. Issuance of Certification of Charcoal Transport

This covers the request/application for transporting charcoal from the municipality to its destination.

Office or Division:	Municipal Environment & Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2B - Government to Government G2C – Government to Citizen			
Who may avail:	Individual/groups in the Municipality			
CHECKLIST OR REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance		Source Barangay		
2. Sectoral Permit		MENRO Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client present complete requirements.	1.1 Conduct ocular inspection together with CENRO personal	None	1 day	MENRO/CENRO
	1.2 Issuance of Mayor's Certification and multi-sectoral permit	None	5 minutes	Jeffrey Gangoy
2. Local Chief Executive (LCE) sign the Mayors Certificate	LCE signed the Mayor's Certificate or multi-sectoral permit	None	5 minutes	Jeffrey Gangoy
3. Releasing of Mayor's Certificate		None	1 minute	Jeffrey Gangoy
TOTAL:		None	1 day & 11 minutes	