



1. Certification for No Objection of Cutting Trees

The Office of the Municipal Environment and Natural Resources issues Certification for No Objection of Cutting Trees to the owner in the respected land areas in compliance to Republic Act no 7586 in order to travel the cut trees to other places.

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| Office or Division: | Office of the Municipal Environment and Natural Resources Officer | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C - Government to Citizen | | | |
| Who may avail: | All Residents | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Land Title/ Deed of Donation/ Deed of Sale(1 Original copy & 1 photocopy) | | Client | | |
| Photographs of trees to be remove (1 copy) | | Client | | |
| Chainsaw Registration | | CENRO / MENRO | | |
| Barangay Clearance/ Certification (1 original, 1 photocopy) | | Barangay Hall | | |
| Official Receipt (1 original copy) | | Municipal Treasurer's Office (Windows 1-6) | | |
| Client Steps | Agency Action | Fees to be paid | Processing Time | Person Responsible |
| 1. Submit the complete requirements at the staff in-charge | 1. Receive and evaluate requirements | None | 2 Minutes | Staff In charge Office of the Municipal Environment and Natural Resources Officer |
| | 1.1 Prepare the Certification | None | 5 Minutes | Staff In charge Office of the Municipal Environment and Natural Resources Officer |
| 2. Pay the required fees at Municipal Treasurer's Office (Windows 1-6) and present the Official Receipt at the MENRO | 2. Issue Official Receipt | PHP 80.00 | | Revenue Collection Clerk II Office of the Municipal Treasurer |
| | 2.1. Record the information in the Log-book | None | 2 Minutes | Staff In charge Office of the Municipal Environment and Natural Resources Officer |
| | 2.2 Approval of the Certification | None | 2 Minutes | Senior Environmental Management Specialist Office of the Municipal Environment and Natural Resources Officer |



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|-------------------------------------|---------------------------------------|------------------|-------------------|---|
| 3. Claim the approved Certification | 4. Release the approved Certification | None | 1 Minute | <i>Staff In charge</i> Office of the Municipal Environment and Natural Resources Officer |
| | TOTAL: | PHP 80.00 | 12 Minutes | |