



## 2. Issuance of Certification on Chainsaw Registration

The Office of the Municipal Environment and Natural Resources issues Certification on Chainsaw Registration in compliance to Republic Act No.9175 for the chainsaw owners who operate in this municipality in order to identify number of chainsaw in the entire municipality.

<b>Office or Division:</b>	Office of the Municipal Environment and Natural Resources Officer			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B-Government to Business/ G2C-Government to Citizen			
<b>Who may avail:</b>	All Residents			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Certification (1 original & 1 photocopy)		Barangay Hall		
Proof of Ownership (with Chainsaw model and Serial No.) (1 original & 1 photocopy)		Client		
Official Receipt (1 original copy)		Municipal Treasurer's Office (Windows 1-6)		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit Barangay Certification and Proof of Ownership for the chainsaw at the staff in-charge.	1. Receive and review the submitted requirements	None	2 Minutes	<i>Staff In charge</i> Office of the Municipal Environment and Natural Resources Officer
	1.1 Prepares the Certification for Chainsaw Registration	None	5 Minutes	<i>Staff In charge</i> 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 865.00		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
	2.1 Record the information in the Log-book	None	2 Minutes	<i>Staff In charge</i> Office of the Municipal Environment and Natural Resources Officer
	2.2 Approval of the Certification	None	2 Minutes	<i>Senior Environmental Management Specialist</i> Office of the Municipal Environment and Natural Resources Officer



3. Claim the approved certification	3. Release the approved Certification	None	1 Minute	<i>Staff In charge</i> Office of the Municipal Environment and Natural Resources Officer
	<b>TOTAL:</b>	<b>PHP 865.00</b>	<b>12 Minutes</b>	