

## 2. Issuance of Clearance to Cut Tree

FIRMS, INDIVIDUALS or entities that wish to cut down trees, even if they are within their property, are required to secure a Clearance to Cut Trees.

<b>Office or Division:</b>	Municipal Environment & Natural Resources Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may Avail:</b>	All and Of legal age			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Certified Photocopy of the following</b>				
Request Letter of the owner/applicant (Indicate the reason why) (1 copy)		Lot Owner		
Transfer Certificate of Title (TCT) (1 copy)		Lot Owner		
Certificate of No Objection (1 copy)		Barangay Level		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquire about the application, comply and submit all requirements for review, assessment and verification.	1. Issue list of requirements'.	None	3 Minutes	<i>OfficeStaff</i> MENRO
2. Comply and submit all requirements for review, assessment and validation.	2. Check and verify the submitted documents.	None	3 Minutes	<i>OfficeStaff</i> MENRO
3. Get advice and schedule for site inspection	3. Conduct inspection of the area. If no problem is encountered during the site inspection, an Order of payment is given. If there are deficiencies, please comply with the requirements.	None	4 hours	<i>OfficeStaff</i> MENRO
4. Proceed to the Municipal Treasurer's Office. To pay the required	4. Receive payment and Issue Official Receipt	PHP80	3 Minutes	<i>Collection Staff</i> Window 1, 2, 3, 4, or 5

fee and secure Official Receipt.				Municipal Treasury Office
5. Go back to the MENRO office, present Official Receipt.	5. Check Official Receipt and prepare certificate	None	3 Minutes	<i>OfficeStaff</i> MENRO
6. Claim certificate and sign on the logbook to acknowledge receipt..	6. Issue Clearance to Cut Tree (Clearance to cut tree is subject to submit to the PENRO-Trece Martires City to secure Permit to Cut Tree)	None	2 Minutes	<i>OfficeStaff</i> MENRO
<b>TOTAL:</b>		PHP80	4 Hours and 14 Minutes	