



M. MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE

1. ISSUANCE OF MAYOR'S CERTIFICATE TO TRANSPORT TREES, BAMBOO AND OTHER TREE SPECIES

The Mayor's Certificate is issued to individuals needing this document transport trees, bamboo and other tree species to other parts of the country. Certifications are issued to verify the origin of the products to be transported. Mayor's certificate is issued to the client.

Office/Division:	Office of the Mayor			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certificate (1 original)		Barangay Hall		
Proof of ownership (1 photocopy)		Owner's copy		
Order of Payment (1 original)		Office of the Mayor		
Official Receipt (1 original)		Municipal Treasurer's Office - Window 1		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1. Give the Log Book to the client		2 minutes	Cherryl A. Catalogo <i>Administrative Aide III</i>
2. Submit the required documents for initial assessment and verification *Make sure to secure the Order of Payment that will be issued	2.1. Receive the required documents and check for completeness 2.2. Issue Order of payment if all required documents were given 2.3. Start processing the request		5 minutes	Ma. Ivy P. Caras <i>MENRO-Designate</i>
3. Pay the required fees at the Municipal Treasurer's Office by showing the Order of Payment *Make sure to secure Official Receipt that will be issued upon payment	3.1. Accept the payment based on the Order of Payment 3.2. Issue the Official Receipt	Php 70.00	6 minutes	<i>Eleazar M. Belloga</i> LRCO 1 OR Precious Christy Compas <i>Cashier- Designate</i>



4. Go to the Mayor's Office for the processing and release of Permit	4.1. Check the Official Receipt and secures the signature of the LCE 4.2. Issue the Permit on Transportation or chainsaw permit to the client		10 minutes	Cherryl A. Catalogo <i>Administrative Aide III</i>
TOTAL:		Php 70.00		

2. ISSUANCE OF MAYOR'S PERMIT TO OWN, POSSESS AND/OR USE OF A CHAINSAW				
The Mayor's Permit is issued to individuals who possess and or use a chainsaw for legitimate purposes. Permit is issued to validate the possession and ownership of the chainsaw. Mayor's permit is issued to clients.				
Office/Division:	Office of the Mayor			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Barangay Certificate (1 original)			Barangay Hall	
Proof of ownership (1 photocopy)			Owner's copy	
Certification of Registration or permit (1 photocopy)			DENR/CENRO	
Order of Payment (1 original)			MENRO	
Official Receipt (1 original)			Municipal Treasurer's Office - Window 1	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1. Give the Log Book to the client		2 minutes	Cherryl A. Catalogo <i>Administrative Aide III</i>
2. Submit the required documents for initial assessment and verification *Make sure to secure the Order of Payment that will be issued	2.1. Receive the required documents and check for completeness 2.2. Issue Order of payment if all required documents were given 2.3. Start processing the request		5 minutes	Ma. Ivy P. Caras <i>MENRO-Designate</i>



<p>3. Pay the required fees at the Municipal Treasurer's Office by showing the Order of Payment *Make sure to secure Official Receipt that will be issued upon payment</p>	<p>3.1. Accept the payment based on the Order of Payment 3.2. Issue the Official Receipt</p>	Php 70.00	6 minutes	<p><i>Eleazar M. Belloga</i> LRCO 1 OR <i>Precious Christy Compas</i> Cashier- Designate</p>
<p>4. Go to the Mayor's Office for the processing and release of Permit</p>	<p>4.1. Check the Official Receipt and secures the signature of the LCE 4.2. Issue the chainsaw permit to the client</p>		10 minutes	<p><i>Cherryl A. Catalogo</i> Administrative Aide III</p>
	TOTAL:	Php 70.00		