

City Environment & Natural Resources Office (CENRO)

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| Office or Division: | City Environment & Natural Resources Office (CENRO) |
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Service Description

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| Service Provided: | Issuance of Certificate of No Objection for Tree Cutting |
| Simple, Complex, or Highly Technical | Simple |
| Internal or External | External |
| Who may avail of Service | Lot Owner Citizen, Private & Public Entities, Authorized Representative |

CITIZEN'S CHARTER

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|--|---|
| Application Form | City Environment & Natural Resources Office (CENRO) |
| Proof of Identity [1 Original, 1 Photocopy] | Proponent |
| Photographs of the tree(s) | Proponent |
| Sketch map showing the location of the tree(s) | Proponent |
| Development Plan | Proponent |
| Authorization Letter [Representative] | Proponent |

| Client Steps (List Of Transactions to Get Service) | Fees To Be Paid | Maximum Processing Time | Person Responsible |
|---|-----------------|-------------------------|--|
| 1. Submission of the required documents to the Habitat Desk Officer | N/A | 10 Minutes | Habitat Desk Officer Aviegail Certeza Kristine Melody Regaya |
| | N/A | 10 Minutes | Habitat Desk Officer Aviegail Certeza Kristine Melody Regaya |
| | N/A | 1 Day | Habitat Desk Officer Aviegail Certeza Kristine Melody Regaya |
| 2. Claim the Certificate of No Objection from the Habitat Desk Officer | N/A | 10 Minutes | Habitat Desk Officer Aviegail Certeza Kristine Melody Regaya |
| | N/A | 10 Minutes | Habitat Desk Officer Aviegail Certeza Kristine Melody Regaya |