Municipal Environment and Natural Resources Office

External Service

104. Inspection and Issuance of Certification/ Cutting Permit

To ensure that any tree cutting or land development activities comply with local environmental regulations and industry standards.

Office or Division:	Municipal Environment and Natural Resources Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Citizens of Pantabangan

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Request Letter (1 Original Copy) Barangay Certification of No Objection Land Title (1 Photocopy) Pictures of trees requested to be cut	Client Barangay Hall Register of deeds Client

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
12. Register in the Client's Log Book and state your purpose	5. Assist the applicant in registering name	None	2 mins	MENRO Staff MENRO Office
6. Submit the requirements needed to the office	2.1 Check the completeness of the requirements.	None	5 mins	MENRO Staff MENRO Office
	2.2 Conduct of Ocular Inspection	None	1 day	MENRO Staff MENRO Office
	2.3 Issue Order of payment	None	5 mins	MENRO Staff MENRO Office
7. Pay to the Cashier at the Treasurer's Office	3. Issues Official Receipt	Cutting Fee: PHP100.00 Inspection Fee: PHP100.00	2 mins	Revenue Collection Clerk Municipal Treasure's Office
8. Go back to MENRO and wait for the endorsement	4.Sign and Issue Endorsement	None	5 mins	MENRO MENRO Office
	TOTAL	Cutting Fee: PHP100.00	1 day and 19 minutes	

	Inspection Fee: PHP100.00		

105. **Issuance of Certification for Travel Permit**

Provides official documentation required for individuals who need authorization to travel for specific purposes.

Office or Division:	Municipal Environment and Natural Resources Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Citizens of Pantabangan

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Barangay Certification of No Objection (1 Original Copy) Picture of Product to be Travel (1 Copy) Driver's License and Vehicle's Registration (1 photocopy each) Request Letter (1 Original copy and 1 photocopy)	Barangay Hall Client Client/LTO Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the Client's Log Book and state your purpose	1. Assist the applicant in registering name	None	2 mins	MENRO Staff MENRO Office
2. Submit the requirements needed to the office	2.1 Check the completeness of the requirements. 2.2 Conduct of Ocular Inspection 2.3 Issue Order of payment	None None None	5 mins 1 day 5 mins	MENRO Staff MENRO Office MENRO Staff MENRO Office MENRO Staff MENRO Office
3. Pay to the Cashier at the Treasurer's Office	3. Issues Official Receipt	PHP 100.00/ Board Feet Bamboo Pole Php100.	2 mins	Revenue Collection Clerk Municipal Treasure's Office

		Bukawe PHP70.00		
4. Go back to MENRO and wait for the endorsement	4.Sign and Issue Permit	None	5 mins	MENRO MENRO Office
	TOTAL	PHP 100.00/ Board Feet Bamboo Pole Php100. Bukawe PHP70.00	1 day and 19 minutes	

106. Issuance of Business Certification/ Local Environmental Compliance Certificate

Provides official documentation confirming that a business complies with local environmental regulations and operational standards.

Office or Division:	Municipal Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Citizens of Pantabangan			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Barangay Business Certification (1 Original Copy and 1 Photocopy) DTI Permit (1 Original Copy and 1 Photocopy) Application Form given by BPLO ECC/CNC for big establishments (1 Original Copy and 1 Photocopy)		Barangay Hall DTI BPLO DENR		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Register in the Client's Log Book and state your purpose	1. Assist the applicant in registering name	None	2 mins	MENRO Staff MENRO Office
2. Submit the requirements needed to the office	2.1 Check the completeness of the requirements. 2.2 Conduct of Ocular Inspection	None None	5 mins 1 day	MENRO Staff MENRO Office MENRO Staff MENRO Office

3. Receive certification	4.Sign and Issue the certificate	None	5 mins	MENRO MENRO OFFICE
	TOTAL	None	1 day and 19 minutes	