

Securing Certification Allowing Cutting of Trees

This Certification is issued as a requirement of other government agencies in allowing cutting of trees especially those considered as detrimental to life and properties.

Office or Division:	Office of Agriculture/Municipal Environment & Natural Resources			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government Agency			
Who may avail:	Residents of Burgos, La Union			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on Logbook and state purpose of visit	1. Request client to register on Logbook	None	3 minutes	<i>Agricultural Technologist/MAO Agriculture's Office</i>
2. Explain the situation	2. Interview client as to the reason or necessity of cutting the trees 2.1 Prepare the certification signed by MAO/MENRO	none	10 Minutes	<i>Agricultural Technologist/MAO Agriculture's Office</i>

3. Bring the Certification to Treasury Office for the payment of fees and affixing of dry seal	3. Receive payment, issue official receipt, & affix dry seal	Certificati on Fee- P50 Documen tary Stamp- P30	5 minutes	Revenue Collection Clerk/ Mun. Treasurer Treasury Office
	TOTAL	P80.00	18 minutes	