City Environment and Natural Resources Office

External Services

1. Issuance of Certificate of No Anticipated/ Outstanding Issues Logged for Trees Located in Public Places

Securing certification of no anticipated/outstanding issues logged to the trimming, pruning, earth balling or cutting of trees as a requirement for the permit to be issued by PENRO-DENR.

Office or Division:	City Environment and Natural Resources Office (CENRO)
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. For trees located within public property	
a.1 One(1) Original copy of received letter request for PENRO-DENR for trimming, pruning, earth balling or cutting of trees permit from the property owner for validity of request City's certification that interposes no objection to the trimming, pruning, earth balling or cutting of trees.	Public Office
a.2 One(1) Original copy of Barangay Resolution to the trimming, pruning, earthballing or cutting of trees.	Barangay Hall
a.3 Pictures of effected trees	Public Office
a.4 One (1) Location map/sketch of the trees.	Public Office
B. For trees located within public school/public place	
b.1 One(1) Original copy of received letter request for PENRO-DENR for trimming, pruning, earth balling or cutting of trees permit from the school requesting for City's certification that interposes no objection to the trimming, pruning, earth balling or cutting of trees.	Public Office
b.2 One(1) Original copy of Barangay Certification that interposes no objection to the trimming, pruning, earth balling or cutting of trees.	Barangay Hall
b.3 One(1) Original copy of DepEd and PTA's certification that interposes no objection to the trimming, pruning, earthballing or cutting	From the school

of trees. b.4 Pictures of affected trees. b.5 One(1) Location map/sketch of the trees.	 Public Office Public Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare the requirements and submit it to the City Environment and Natural Resources Office at the City Civic Center Ext. Alasas, CSFP to avail the service.	1. Receive and verify submitted documents	None	10 minutes	Jayson L. Macaraeg- EMS-I/ Leilani S. Dizon- Admin Aide VI (City Environment and Natural Resources Office)
2.CENRO will start processing the request. Client will have to wait until the releasing schedule of the Certificate of No Objection	2.1 Encode pertinent documents to Documents Monitoring and endorse it to Department head.	None	5 minutes	Leilani S. Dizon- Admin Aide VI (City Environment and Natural Resources Office)
	2.2 Endorse to the responsible unit	None	5 minutes	Leilani S. Dizon- Admin Aide VI (City Environment and Natural Resources Office)
	2.3 Inspection The affected trees will be inspected by CENRO personnel to verify validity of the request.	None	4 working days after the receipt of complete requirements in the office.	Jayson L. Macaraeg- EMS-I (City Environment and Natural Resources Office)
	2.4 Prepare site inspection and verification report	None	10 minutes	Jayson L. Macaraeg- EMS-I (City Environment and Natural Resources Office)
	2.5 Preparation of the Certificate of No Objection		20 minutes	Jayson L. Macaraeg- EMS-I (City Environment

		None		and Natural Resources Office)
	2.6 CENRO Evaluation and City Approval	None	5 working days	Jayson L. Macaraeg-EMS-I /Raymond B. Del Rosario/ Atty.Kristannico S. Abad . (City Environment and Natural Resources Office/City Administrators Office)
	2.7 Notify the client thru a phone call or via text message once Certificate of No Objection is ready for releasing	None	2 minutes	Jayson L. Macaraeg-EMS-I/ Joanna D. Bondoc- Admin Aide VI (City Environment and Natural Resources Office)
3. Claim the certificate of no objection at the City Environment and Natural Resources Office at the City Civic Center Ext. Alasas, CSFP.	3. Log and release Certificate of No Objection	None	5 minutes	Jayson L. Macaraeg-EMS-I/ Joanna D. Bondoc- Admin Aide VI (City Environment and Natural Resources Office)
TOTAL:		None	9 working days and 57 minutes	

2. Issuance of Certificate of No Objection

Securing certification that interposes no objection to the trimming, pruning, earth balling or cutting of trees as a requirement for the permit to be issued by PENRO-DENR.

Office or Division:	City Environment and Natural Resources Office (CENRO)
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
A. For trees located within private property 1. One(1) Original copy of received letter request for PENRO-DENR for trimming, pruning, earth balling or cutting of trees permit from the property owner for validity of request City's certification that interposes no objection to the trimming, pruning, earth balling or cutting of trees. 2. One (1) Original copy of Barangay Certification that interposes no objection to the trimming, pruning, earthballing or cutting of trees. 3. One (1) Original copy of Homeowners Association's certification that interposes no objection to the trimming, pruning, earthballing or cutting of trees. (Note: if property is within subdivision). 4. Pictures of affected trees 5. One (1) Location map/sketch of the trees.	- From the property owner - Barangay Hall - Homeowner's Association - From the applicant - From the applicant
B. For trees located within public school/public place 1. One (1) Original copy of received letter request for PENRO-DENR for trimming, pruning, earth balling or cutting of trees permit from the school requesting for City's certification that interposes no objection to the	- Public Office

trimming, pruning, earth balling or cutting of trees. 2. One (1) Original copy of Barangay Certification that interposes no objection to the trimming, pruning, earth balling or cutting of trees. 3. One (1) Original copy of DepEd and PTA's certification that interposes no objection to the trimming, pruning, earthballing or cutting of trees. 4. Pictures of affected trees. 5. One (1) Location map/sketch of the trees.	- Barangay Hall - DepEd/ PTA - Public Office - Public Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare the requirements and submit it to the CENRO office to avail the service.	1. Receive and verify submitted documents	None	10minutes	Jayson L. Macaraeg EMS-I/ Leilani S. Dizon-Admin Aide VI (City Environment and Natural Resources Office)
2.CENRO will start processing the request. Client will have to wait until the releasing schedule of the Certificate of No Objection	2.1 Encode pertinent documents to Documents Monitoring and endorse it to Department head.	None	5 minutes	Leilani S. Dizon Admin Aide VI (City Environment and Natural Resources Office)

	2.2 Endorse to the responsible unit	None	5 minutes	Leilani S. Dizon Admin Aide VI (City Environment and Natural Resources Office)
	2.3 Inspection The affected trees will be inspected by CENRO personnel to verify validity of the request.	None	4 working days after the receipt of complete requirements in the office.	Jayson L. Macaraeg EMS-I (City Environment and Natural Resources Office)
	2.4 Prepare site inspection and verification report	None	10 minutes	Jayson L. Macaraeg EMS-I (City Environment and Natural Resources Office)
	2.5 Preparation of the Certificate of No Objection	None	20 minutes	Jayson L. Macaraeg EMS-I (City Environment and Natural Resources Office)
	2.6 CENRO Evaluation and City Approval	None	5 working days	Jayson L. Macaraeg-EMS-I /Raymond B. Del Rosario/Atty.Kristannico S. Abad . (City Environment and Natural Resources Office/City Administrators Office)
	2.7 Notify the client thru a phone call or via text message once Certificate of No Objection is ready for releasing	None	2 minutes	Jayson L. Macaraeg EMS-I (City Environment and Natural Resources Office)

3. Claim the certificate of no objection at the City Environment and Natural Resources Office at the City Civic Center Ext. Alasas, CSFP.	3. Log and release Certificate of No Objection	None	5 minutes	Jayson L. Macaraeg EMS-I Joanna D. Bondoc Admin Aide VI (City Environment and Natural Resources Office)
	TOTAL:	None	9 working days and 57 minutes	

3. Sale of Compost Fertilizer

The City Environment and Natural Resources Office offer/sell soil enhancer from collected biodegradable wastes from the 2 public markets to promote organic farming, resource recovery and livelihood.

Office or Division:	City Composting Center, City Environment and Natural Resources Office (CENRO)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Compost Purchase Order Form (1 original)	BOSS-CENRO Desk at Vida Arrozal (Atrium), City Hall

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Get and accomplish the Compost purchase order form at BOSS-CENRO Desk.	1.1 Receive and verify the Compost purchase order form	None	3 minutes	Remily E. Canlas Admin Aide (City Environment and Natural Resources Office)
	1.2. issue order of payment form		3 minutes	
2. Pay the corresponding amount to City Treasurer's Office, Window 5, City Hall main lobby.	2.1 Receive payment	PHP 350.00/ sack	5 minutes	Admin Aide (City Treasurer's Office)
	2.2 Prepare Official receipt.			
3. Present the Compost Purchase order form and official receipt to City Composting Center personnel at CGSO Compound, NPM, Del Pilar, CSFP	3.1 The City Composting Center personnel will then verify the Compost purchase order form and official receipt	None	2 minutes	Jocelyn Manalo (City Treasurer's Office)
	3.2 Fill-up acknowledgement receipt		2 minutes	
	3.3 Get the compost from the storage area		2 minutes per sack	
	3.4 Fill-up compost acceptance slip and logbook		2 minutes	
	3.5 Release the ordered organic compost		2 minutes	

	TOTAL:	PHP 350.00/sack	21 minutes per sack	