

10. Provision of Technical Assistance and Distribution of Forest/Fruit Tree Seedlings

Provide technical assistance to any requesting entity and facilitate necessary actions before the conduct of tree growing activities.

Office or Division:	City Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Any person/Firm/Partnership/Corporation/Head of Government Agencies/Private Institution/Organization.			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
<ul style="list-style-type: none"> •Request Letter (2 copies) •Photos of location (1 copy of each angle available) •Barangay Clearance (1 Original Copy) •Land Title if Private Property (1 Photocopy) 		<ul style="list-style-type: none"> •Proponent/ Requester •Proponent/ Requester •Concerned Barangay •Land Registration Authority 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Documents	<p>1.1 Verify Documents, submitted. Acknowledged Receipt as to Checklist of Documents.</p> <p>A. Once documents are complete and verified, receive the documents for processing;</p>	None	5 minutes	<p><i>PUBLIC ASSISTANCE AND COMPLAINT DESK (PACD) Officer/ Admin Aide V</i></p> <p><i>City ENRO</i></p>

	B. If documents are not complete as per checklist, the PACD will notify the client to comply the requirements.			
	2.1 Forward documents to DH	None	10 minutes	<i>PACD Officer/ Admin Aide V City ENRO</i>
	2.3 Check inventory as to availability of seedlings and schedule of planting activity.	None	5 minutes	<i>Program Head/ Environmental Management Officer / Technical Staff</i>
	2.4 Schedule and/or release seedlings to the client / requestor. There after, requisitioner shall sign in the requisition form.	None	5 minutes	<i>Program Head/ Environmental Management Officer / Technical Staff</i>
	TOTAL	None	40 minutes/ transaction	

END OF TRANSACTION