

7. Issuance of Endorsement /Clearance for Tree Cutting, Trimming, Pruning, and Earth-balling

Processing of requirements on securing endorsement/clearance to cut/trim/prune trees.

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 Business	
Who may avail:	Any person, company, agency, or institution	
Requirement/s	Copy Type	Where to Secure
<ul style="list-style-type: none"> • Request Letter • Sketch Map (showing location of the tree/s) • Pictures of Subject Tree/s (colored) • Barangay Certificate interposing no objection 	<p>2 Copies (Original)</p> <p>1 Copy (Original)</p> <p>1 Copy (Colored Print)</p> <p>1 Copy (Original)</p>	<p>Proponent</p> <p>Proponent</p> <p>Proponent</p> <p>Concerned Barangay</p>
<ul style="list-style-type: none"> • Proof of Ownership (<i>if within private property</i>) <ul style="list-style-type: none"> ○ Land Title ○ Tax Declaration ○ Authorization Letter (if not landowner) • Clearance or Letter from Homeowners Association (if within the subdivision) • PTA Resolution / Letter from SPTA / School Division Superintendent Resolution (if within school premises) • Barangay Resolution (if requested by Barangay) • Environmental Compliance Certificate (ECC), if required, and Minutes of public consultation concerning tree removal 	<p>1 Copy (Photocopy)</p> <p>1 Copy (Photocopy)</p> <p>1 Copy (Original)</p> <p>1 Copy (Original)</p> <p>1 Copy (Original)</p> <p>1 Copy (Original)</p> <p>1 Copy (Photocopy of ECC + Original Minutes)</p>	<p>Land Registry Authority</p> <p>Local Assessor's Office</p> <p>Landowner / Proponent</p> <p>Concerned Homeowners Association</p> <p>Concerned School Authority</p> <p>Concerned Barangay</p> <p>DENR-EMB / Concerned Agency</p>

<ul style="list-style-type: none"> Approved Building Plan or Project Design (for roads, bridges, flood control projects, and similar projects) 	1 Copy (Photocopy)	Office of the Building Official / City Engineer's Office / DPWH
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.1 Check the completeness of submitted documents based on the checklist. <ul style="list-style-type: none"> If complete, accept for processing and record. If incomplete, return to the client for compliance. 	None	5 minutes	PACD Officer / Program Technical Staff City ENRO
2. Wait for evaluation	2.1 Record application 2.2 Forward to Division Head / Officer-in-Charge for review and action. 2.3 Department Head (DH)/Assistant Department Head (ADH) take action and forward to the Program Head.	None	20 minutes 5 minutes 20 minutes	Admin Aide V / Public Assistance and Complaint Desk (PACD) Officer DH/ADH City ENRO
3. Allow site inspection	3.1 Schedule and conduct inspection of tree/s. 3.2 Prepare inspection report and recommendation.	None	Up to 14 days (depending on schedule and location)	Program Head / Environmental Management Officer / Technical Staff

4. Receive Order of Payment and settle fees	4.1 Assess applicable forest charges and issue Order of Payment. 4.2 Accept seedlings (if turned over to City ENRO) and issue Acknowledgment Receipt.	Cutting: Forest charge (as assessed) and seedling replacement based on tree diameter. <ul style="list-style-type: none"> If included in Order of Payment → Pay ₱25.00 per hill at the City Treasurer's Office If not included → Purchase and turn over seedlings to City ENRO 	50 minutes	Program Technical Staff / Nursery In Charge / City Treasurer's Office
		Trimming / Pruning / Earth balling: ₱200.00 and ₱500.00 on Cutting as forest charge.		
5. Submit a Photocopy of the Official Receipt to City ENRO	5.1 Record payment details and attach the receipt to the client's application.	None	15 minutes	PACD Officer / Admin Aide V / Program Technical Staff City ENRO
6. Claim clearance	6.1 Review compliance and prepare clearance for approval. 6.2 Release approved clearance: <ul style="list-style-type: none"> Tree Cutting Clearance (non-premium species) Trimming / Pruning / Earth-balling Clearance Endorsement to DENR (for premium species) 	None	30 minutes	Program Head / Environmental Management Officer / Program Technical Staff
	Output: Clearance or Endorsement to DENR			
Total Processing Time			15 working days	
END OF TRANSACTION				