

1. Collection of Rental Fee for Integrated Social Forestry (ISF) Areas.

An activity initiated in order to collect Rental Fees for the Integrated Social Forestry beneficiaries occupying public lands under LOI 1260.

Office or Division:	City Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	ISF beneficiaries holding Certificate of Stewardship Contract (CSC).			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> •Certificate of Stewardship Contract (CSC) •Prescribed application form <p>*All requirements must be placed in a folder. 2 sets must be prepared by the proponent/requester. 1 set must be original copies for verification.</p>		<ul style="list-style-type: none"> •Applicant/ Proponent/ Requester •City ENR Office 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of complete prescribed requirements / documents in 2 sets of folders	1.1. Receiving of requirements, checking and encoding of requirements	none	10 minutes	<i>Administrative Assistant II</i> <i>City ENRO</i>
	1.2 Assigning of ISF area Evaluator	none	10 minutes	<i>Senior Environment Management Specialist</i>
2. Guide evaluators to the site for onsite verification and evaluation	2.1 Area verification, evaluation and submission of Technical Report	none	1 day	<i>Community Development Assistant I/ ISF In- charge, Staff</i> <i>City ENRO</i>
	2.2 Reviewing and recommending for approval	None	5 minutes	<i>Supervising Environment Management Specialist</i>

	2.3 Approving of recommendations	None	3 minutes	<i>City Government Department Head II</i>
	2.4 Prepare Order of Payment for the issuance of clearance for ISF area rental fee	none	10 minutes	<i>Community Development Assistant I / ISF In- charge, Staff City ENRO</i>
3. Proceed to City Treasurer's Office (CTO) for Payment	3.1 Receiving of Payment & Issuance of OR	PhP 20.00 (per ha)	30 minutes	<i>Revenue Collection Clerk III</i>
	3.2 Receiving of Proof of Payments and encoding in the data base	none	5 minutes	<i>Community Development Assistant I / ISF In- charge, Staff City ENRO</i>
	3.3 Encoding of proof of payment in the data base.	none	5 minutes	<i>Community Development Assistant I / ISF In- charge, Staff</i>
	3.4 Releasing of Certification of Payment for ISF area rental fee	None	3 minutes	<i>Administrative Assistant II</i>
TOTAL		PhP 20.00 (per ha)	1 day, 1 hour and 33 minutes	
END OF TRANSACTION				