



CITIZEN'S CHARTER NO. RO-F-02. ISSUANCE OF SELF-MONITORING FORM (SMF)

SMF is a legal document required to accompany the transport of harvested timber from tree plantation with Certificate of Private Tree Plantation Ownership (CTPO).

Office or Division:	DENR Community Environment and Natural Resources Offices (CENRO)			
Classification:	Complex			
Type of Transaction	G2C - Government to Citizen			
Who may avail:	Any CTPO holder			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request letter from the proponent for issuance of SMF (1 original, 1 photocopy)			Requesting Party	
2. CTPO (1 photocopy)			Requesting Party or CENRO concerned	
Additional if applicant is not the owner of forest products				
3. Special Power of Attorney (1 original, 1 photocopy)			Requesting Party, Private Lawyer, or Notary Public	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit letter request with supporting documents.	1. Check completeness of request and supporting documents, and forward the application to DMO IV/Deputy CENRO. Prepare Order of Payment and forward the same to client.	None	30 min.	<i>Chief/Technical Staff Regulation and Permitting Section (RPS) Receiving/Releasing Clerk, CENRO Records Unit</i>
2. Pay corresponding fee.	2. Accept fees and issue Official Receipt.	Php 50.00/ truck load Certification Fee	30 min.	<i>Credit Officer</i>



	2.1. Receive and review the application, and forward Chief, RPS.	None	30 min.	<i>Deputy CENR Officer/ CENR Officer</i>
	2.2. Receive application. Assign personnel to conduct inspection and scaling.	None	15 min.	<i>Chief, RPS</i>
3. Accompany/guide the verifying team to the site.	3. Conduct field verification, inspection and scaling. Prepare and submit pre-loading report.	None	2 days	<i>Inspecting Officer RPS</i>
	3.1. Prepare SMF and affix signature of verifying officer.	None	1 hour	<i>Chief/Staff RPS</i>
	3.2. Subscribe the duly prepared SMF for CENRO's signature.	None	30 min.	<i>Deputy CENR Officer/ CENR Officer/ Any chief assigned</i>
	3.3. Review and approve SMF.	None	1 hour	<i>CENR Officer</i>
	3.4. Release duly SMF.	None	15 min.	<i>Receiving/Releasing Clerk, CENRO Records Unit</i>
4. Receive Copy of the SMF.				
TOTAL:		P 50.00	2 days, 4 hours & 30 min.	