



**MUNICIPALITY OF TUBIGON**

**CITIZEN'S  
CHARTER**





**MUNICIPAL  
ENVIRONMENT AND  
NATURAL RESOURCES  
OFFICE (MENRO)  
ADMINISTRATIVE SERVICES**





## 1. REQUEST FOR PRE-INSPECTION TO CUT TREES (IN COORDINATION WITH MDRRMC)

Any person can request for inspection as pre-requisite for their application for cutting permit at the CENRO/DENR.

<b>Office or Division:</b>	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	G2C-Government to Public Transact G2B – Government to Business Entity			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Certificate from the Barangay concerned that the latter interposed no objection to such request.		Barangay		
<b>CLIENTS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Fill-up request form	Interview the Applicant on the area for inspection	None	5 minutes	Mr. Geomar Mara
	Applicant will be contacted for the inspection date	None	10 minutes	Mr. Geomar Mara
	After the inspection, Applicant will receive the inspection report (together with the certificate issued by the MDRRM)	None	10 minutes	Mr. Romeo D. Geronimo, Jr.
Fill-out the Client Satisfaction Rating Form				
END OF TRANSACTION				

**NOTE:** The 25-minute processing time is for one client being served at one time. The time is extended when there are two or more clients.



**2. REPORT/COMPLAINT RECEIVED BY THE MENRO OFFICE RELATIVE TO ILLEGAL CUTTING OF TREES, ILLEGAL FISHING, AND OTHER VARIOUS ACTIVITIES PUNISHABLE UNDER MUNICIPAL ORDINANCES AND NATIONAL LAWS (WITH THE ASSISTANCE OF THE PNP – TUBIGON, DENR, OR BFAR).**

Any person has the right to report and complaint (thru verbal, mobile phone or social media) any illegal activities committed within the territorial jurisdiction of the municipality.

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<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>CLIENTS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Contact with the MENRO Office (any means of communication above-mentioned)	Verify and investigate the report/complaint		To be scheduled (not more than three days)	Mr. Romeo Geronimo,
	If report/complaint appears sufficient evidence, composite team will be organized for the apprehension		Schedule of action will depend on the availability of the government agencies concerned	