



## CITIZEN'S CHARTER NO. RO-F-04. APPLICATION FOR CHAINSAW REGISTRATION

This Registration serves as a legal proof of ownership, use and possession of chainsaw in the Philippines. The DENR shall issue different permits or certifications for the purchase or import, manufacture, selling, re-selling, disposal, distribution, transfer of ownership, lease, rental or lending of chainsaws.

<b>Office or Division:</b>	Regulation and Permitting Section, DENR Implementing PENR/CENR Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government	
<b>Who may avail:</b>	Holder of Timber License Agreement, Production Sharing Agreement, Co-production Sharing Agreement, or a Private Land Timber Permit/Special Private Land Timber Permit, CBFMA, IFMA, SIFMA, or other tenurial instruments; Orchard or tree farmer; Industrial tree farmer; Licensed wood processor and the chainsaw shall be used for the cutting of timber that has been legally sold to said applicant; Anyone who shows satisfactory proof that the possession and/or use of a chainsaw is for a legal purpose; and Agencies of the government, GOCCs that use chainsaws in some aspects of their functions (except for Palawan where the jurisdiction falls with PCSD); PTPR holders.	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Official Receipt of Chainsaw Purchase (1 certified copy and 1 original for verification) or Affidavit of Ownership in case the original copy is lost.		Requesting Party, Store or Dealer
2. SPA if the applicant is not the owner of the chainsaw		Requesting Party
3. Stencil Serial Number of Chainsaw		Requesting Party
4. Duly accomplished Application Form		Implementing PENR/CENR Office
5. Detailed Specification of Chainsaw (e.g. brand, model, engine capacity, etc.)		Requesting Party, Store or Dealer
6. Notarized Deed of Absolute Sale, if transfer of ownership (1 original)		Requesting party, Private Lawyer or Notary Public Office
7. Chainsaw to be registered		Requesting Party



<b>Additional if Tenurial Instrument holder</b>	
8. Certified True Copy of Forest Tenure Agreement	Requesting Party
<b>Additional if Business Owner</b>	
9. Business Permit (1 photocopy)	Requesting Party
<b>Additional if Registered as Private Tree Plantation Owner</b>	
10. Certificate of Registration	Requesting Party
<b>Additional if the applicant shows satisfactory proof that the possession and/or use of a chainsaw is for a legal purpose</b>	
11. Business Permit from LGU or affidavit that the chainsaw is needed in applicants/profession/work and will be used for legal purpose (1 photocopy)	Requesting Party
<b>Additional if licensed Wood Processor</b>	
12. Wood processing plant permit (1 photocopy)	Requesting Party
<b>Additional if government, and GOCC</b>	
13. Certification from the Head of Office or his/her authorized representative that chainsaws are owned/possessed by the office and use for legal purposes (specify)	Requesting Party
<b>If the application is for renewal of registration</b>	
14. Duly accomplished application form	Implementing PENR/CENR Office
15. Latest Certificate of Chainsaw Registration (1 Photocopy)	Requesting Party

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submit application form and supporting documents to the Implementing PENR/CENR Office.	1. Check completeness of application and supporting documents, and receive, record (including scanning) and forward the application to PENR/CENR Officer/Deputy CENR Officer. Provide	None	30 min.	<i>Receiving/Releasing Clerk CENRO/Implementing PENRO Records Unit</i>  <i>Technical Staff RPS/TSD</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	Requesting Party an acknowledgement receipt of the documents.			
1.1. None	1.1. Receive and review application. Prepare and sign Order of Payment.  Forward application to Technical Staff.	None	1 hour	<i>Chief RPS (CENRO)/Chief TSD (Implementing PENRO)</i>
2. Receive Order of Payment and pay corresponding fee.	2. Receive payment and issue Official Receipt (OR).	Php 500.00 Registration Fee *	30 min.	<i>Bill Collector Cashier</i>
3. Receive OR.	3. Receive application. Conduct verification of supporting documents and inspection of chainsaw. Prepare Certification and initial on the duplicate copy.	None	1 day	<i>Technical Staff RPS/TSD</i>
3.1. None	3.1. Receive and review application. Affix initial on the duplicate copy. Forward to PENR/CENR Officer for approval.	None	2 hours	<i>Chief RPS (CENRO)/Chief TSD (Implementing PENRO)</i>
3.2. None	3.2. Receive, review and approve Certificate of Registration.	None	1 day	<i>PENR/CENR Officer</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3.3. None	3.3. Record, assign control number and release Certification of Registration.	None	30 min.	<i>Receiving/Releasing Clerk CENRO/Implementing PENRO Records Unit</i>
4. Receive Certificate of Chainsaw Registration.		None		
<b>TOTAL</b>		Php 500.00 Registration Fee	<b>2 days, 4 hours &amp; 30 min.</b>	
			<i>TAT does not include waiting time and is the minimum processing time up to three (3) working days</i>	

\*Fees and charges are based on DAO 2004-16