

City Environment & Natural Resources Office (CENRO)

Office or Division:	City Environment & Natural Resources Office (CENRO)
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Service Description

Service Provided:	Issuance of Certificate of No Objection for Tree Cutting
Simple, Complex, or Highly Technical	Simple
Internal or External	External
Who may avail of Service	Lot Owner Citizen, Private & Public Entities, Authorized Representative

CITIZEN'S CHARTER

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application Form	City Environment & Natural Resources Office (CENRO)
Proof of Identity [1 Original, 1 Photocopy]	Proponent
Photographs of the tree(s)	Proponent
Sketch map showing the location of the tree(s)	Proponent
Development Plan	Proponent
Authorization Letter [Representative]	Proponent

Client Steps (List Of Transactions to Get Service)	Fees To Be Paid	Maximum Processing Time	Person Responsible
1. Submission of the required documents to the Habitat Desk Officer	N/A	10 Minutes	Habitat Desk Officer Aviegail Certeza Kristine Melody Regaya
	N/A	10 Minutes	Habitat Desk Officer Aviegail Certeza Kristine Melody Regaya
	N/A	1 Day	Habitat Desk Officer Aviegail Certeza Kristine Melody Regaya
2. Claim the Certificate of No Objection from the Habitat Desk Officer	N/A	10 Minutes	Habitat Desk Officer Aviegail Certeza Kristine Melody Regaya
	N/A	10 Minutes	Habitat Desk Officer Aviegail Certeza Kristine Melody Regaya