



Registration of Chainsaw

ABOUT THE SERVICES

Order City Ordinance 96-023 all chainsaw owners are required to secure a permit with the following requirement(s)

Department / Office:		CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens G2B - Government to Businesses		
Who may avail		Chainsaw owners		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Certificate of Registration		Dept. of Environment and Natural Resources - Provincial Office (DENR) / City Environment and Natural Resources (CENRO)		
• Official Receipt of purchase				
• Stencil of Chainsaw serial number				
• Registration receipts of the chainsaw and the chainsaw itself if to be replaced				
• Cutting Permit		City Environment and Natural Resources (CENRO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents		P	5 minutes	GIRLIE O. MANAOG Administrative Aide I CHRISTOPHER JHUN ZANTUA Senior Environment Management Specialist
	2. Inspection / Validation		5 minutes	JAYSON T. VARGAS Illustrator ALEX SAN JOSE Forest Ranger ANTONIO OLARTE Metro Aide
	3. Preparation of payment advice Payment advice is issued to the applicant.		2 minutes	GIRLIE O. MANAOG Administrative Aide I CHRISTOPHER JHUN ZANTUA Senior Environment Management Specialist



				PAME LABRADOR Administrative Aide I
4. Payment of Registration			5 minutes	City Treasurer Office with ENRO endorsement
	5. Recording of payment / Registration receipt		2 minutes	CHRISTOPHER JHUN ZANTUA Senior Environment Management Specialist JAYSON T. VARGAS Illustrator
	6. Issuance of ENRO Certificate		5 minutes	ENGR. ALEXANDER N. CANING CGDH I, ENRO
TOTAL		P	24 minutes	

CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

Room 115, Multi-Purpose Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City

For more information, please contact:

Engr. Alexander N. Caning, CGDH I / City ENRO

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